



**RULES
AND
REGULATIONS**

FOR

CECIL AIRPORT

JACKSONVILLE EXECUTIVE AT CRAIG AIRPORT

HERLONG RECREATIONAL AIRPORT

Revised July 2005

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1 INTRODUCTION

1.1 AUTHORITY

A. Ownership and Operation

Cecil Field, Craig and Herlong - Florida state-certified Airports, are owned and operated by the Jacksonville Aviation Authority, hereinafter referred to as the "Authority". The Authority is governed by a seven (7)-member Board composed of appointed officials.

The Authority plays host to a myriad of organizations and operations, some that operate on-Airport continuously and are familiar with proper procedures, others are itinerant and will benefit from a set of written instructions. The Airport Rules and Regulations serve this purpose, as well as, provide for a standardized set of operating procedures that, if carefully observed, will ensure minimum safety related incidents and security violations or other infractions.

The Airport Rules and Regulations are subject to change and every effort will be made to ensure all Airport users have current copies to reference. Please contact the Airport Manager if questions arise or an updated copy is necessary.

B. Delegation of Authority

Whenever a power is granted to, or a duty is imposed upon the Executive Director by the provisions of the Authority's bylaws and board directives, such power or duty may be exercised or performed by an assistant or such person as the Executive Director may designate. The same principle holds true with relationship to the Airport Rules and Regulations. The Executive Director may empower other individuals to enforce the Airport Rules and Regulations as deemed appropriate.

C. Emergency Conditions

When an emergency exists at the Airport, the Executive Director, or his designated representative, is empowered to issue such directives and take such action as necessary to protect people, property and assets, and promote the safe operation of the Airport. Such directives and actions have the power of regulation as long as the emergency exists.

D. Compliance and Enforcement

The entry upon or into the Airport by any person shall be deemed to constitute an agreement by such person(s) to comply with these Airport Rules and Regulations. Compliance with the Airport Rules and Regulations includes compliance with the Airport Certification Manual (ACM), as applicable, Airport/Tenant Lease Agreements, and the General Aviation Airport Security Plan (ASP).

The Executive Director has the overall responsibility for enforcing compliance with the Airport Rules and Regulations. On a day-to-day basis, this responsibility and commensurate authority is delegated to his/her authorized manager/representatives in the Operations Division (General Aviation) and to the Jacksonville Aviation Authority Police Department, the law enforcement agency having jurisdiction over all JAA Airports.

Successful enforcement depends on the full and active cooperation of all Tenants and their employees. This requires a thorough knowledge and understanding through ongoing education and training programs of applicable Airport Rules and Regulations.

E. Safety and Security

The safety of patrons and the security of the Airport are of primary importance and are protected and supported by the full powers of local, State and Federal law. Persons involved in criminal activities may be detained, arrested and prosecuted to the full extent of the law.

The Executive Director, or his designated representative, may, in the event of an emergency or natural disaster, order all occupants to leave the Airport or portions of the Airport, and prevent access to such areas for such time as may be necessary to assure the safety of the public and employees.

F. Governance

All persons shall be governed by the applicable laws of the United States, the State of Florida, the Consolidated City of Jacksonville, and any other

rules, regulations and ordinances as adopted by the Jacksonville Aviation Authority while upon the properties owned and operated by the Authority. No person shall use Airport property or facilities for any act deemed illegal by any Authority, local, state or federal law.

Should any part of the Airport Rules and Regulations conflict with a federal or state law, then such federal or state authority shall take precedence.

The invalidity of any portion, article, paragraph, provision or clause of these Rules and Regulations shall have no effect upon the validity of any other part or portion thereof.

To the extent that these Rules and Regulations conflict with prior Rules and Regulations dealing with the same subjects, these Rules and Regulations are not intended to supersede any provision of federal, state or local law with which they may conflict, provided that these Rules and Regulations shall insofar as possible be interpreted so that no such conflict shall exist.

In the event of a conflict between the provisions of these Rules and Regulations and the Provisions of any Agreement, the provisions of the Agreement shall govern unless such Agreement expressly provides that these Rules and Regulations shall govern.

1.2 VIOLATIONS, PENALTIES AND FINES

Any person in violation of the Airport Rules and Regulations or failing to comply with any requirements of these Airport Rules and Regulations may be subject to a penalty and/or be denied use of and/or access to the Airport.

1.3 DISTRIBUTION AND REVISION OF AIRPORT RULES AND REGULATIONS

The Airport Manager shall maintain, revise and distribute the Airport Rules and Regulations as required. Airport Tenants leasing or controlling exclusive areas shall be responsible for the distribution of the Airport Rules and Regulations to their employees, sub-tenants, contractors, sub-contractors and visitors using their facilities.

Airport Tenants/Leaseholders shall be responsible for compliance with all requirements of the Airport Rules and Regulations, Minimum Standards and the Airport Security Plan delegated to them for their exclusive areas and shall be held liable for any respect to violations involving these areas.

1.4 SPECIAL NOTICIES, ADVISORIES OR DIRECTIVES

Special Notices, Advisories or Directives of an urgent or short-term operational nature shall be issued under a Tenant Advisory and may be incorporated into the Airport Rules and Regulations at a later date.

1.5 RATES, FEES AND CHARGES

A. Establishment

Rates, fees and charges shall be established by the Authority and approved by the Board members of the Jacksonville Aviation Authority (hereinafter referred to as "Board"). All funds are payable to the Jacksonville Aviation Authority. All users of the Airport shall pay all applicable rates and charges that may be established for the Airport by the Board. Except for fees established by lease agreement, the Executive Director reserves the right, with Board approval, to increase, decrease or otherwise amend the Rates, Fees and Charges Schedule. New charges may be established from time to time. Accounts not paid shall incur overdue billing charges.

Any permission granted by the Authority under the Airport Rules and Regulations is conditioned upon the payment of any and all applicable fees and/or charges established by the Authority.

B. Schedule

For current Rates, Fees and Charges Schedule, please contact the Airport Properties Department at 904.741.2000.

The Executive Director shall have the authority to detain any aircraft for nonpayment of any charges due the Authority or for violation of any regulations contained herein.

Florida State law provides for the impoundment of any aircraft and/or placing of liens on any aircraft for the collection of unpaid Airport fees and charges incurred by that aircraft.

1.6 INSURANCE REQUIREMENTS

A. Tenants

Insurance Requirements shall be discussed and finalized between a Tenant and the Authority's Airport Properties and Risk Management Departments prior to signing a lease or other agreement. A business Tenant shall annually provide the Authority a copy of the Certificate of Insurance from the Tenant's insurance agent, which identifies the Jacksonville Aviation Authority as an additionally named insured and certificate holder. Certificates of Insurance shall be reviewed annually by

the Airport Properties Department and the Authority's Risk Management Department.

B. Subleases

When a Tenant contracts with others to conduct business of any manner on the Tenant's Airport leasehold, the Tenant shall require the contracted entity to meet the same insurance conditions as outlined in the Tenant's agreement with the Authority.

C. Minimum Insurance

Insurance Coverage required by the Risk Management Department represents minimum coverage approved by the Authority. A Tenant may be required to purchase greater coverage to meet the scope of the Tenant's business activity and requirements of the Tenant's insurance agent and underwriters. The Tenant shall immediately correct insurance "shortfalls".

D. Hold Harmless

The Executive Director, or his designated representatives, agents, contract employees or others under the direct supervision of the Executive Director shall be held harmless and shall not be liable for loss, loss of use, damage or injury to persons or property arising out of any accident, incident or mishap of any nature whatsoever, or from any cause whatsoever to any individual, aircraft or property occurring on or from Airport or in the use of any facility situated on Airport property. Tenants/Permittees shall indemnify and hold harmless the Authority and the Executive Director, for any risks or occurrences that may take place upon their leaseholds.

E. Indemnification

All Contractors shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the Authority and its officers, employees and agents for any and all liability, claims, judgments or demands arising directly or indirectly out of the obligations undertaken in connection with this Agreement except claims or litigation arising through the sole active negligence or sole willful misconduct of the Authority. It is the intent of this paragraph that Contractors indemnify and hold harmless the Authority of any actions of Contractors or Authority except for those arising out of the sole active negligence or willful misconduct, including but not limited to, claims based upon Authority's alleged breach of any statutory duty or

obligation or Contractor's duty under contracts with third parties. This indemnity obligation shall apply for the entire time that any third party can make claim against or file suit in a court of law against the Authority for liabilities arising out of Contractor's provision of services under this Agreement.

1.7 MISCELLANEOUS

Wherever used, the singular number shall include the plural, the plural the singular and the use of any gender shall include all genders. These Rules and Regulations and instruments and documents relating to same shall be construed under Florida law.

1.8 VENUE

All Agreements shall be construed in accordance with the laws of the State of Florida. Venue for any action brought pursuant to any Agreement pursuant to these Minimum Standards shall be in Duval County, Florida. Any action for breach of or enforcement of any provision of these Minimum Standards or any Agreement executed pursuant hereto shall be brought in the Fourth Judicial Circuit Court in and for Duval County, Florida.

2 GENERAL CONDUCT

2.1 PERSONAL CONDUCT

No person shall commit any act of endangerment or any act that is likely to endanger persons or property; nor conduct or engage in any form of activity on Airport property in violation of any Authority, local, state or federal law.

2.2 ILLEGAL ACTS

No person shall use Airport property or facilities for any act deemed illegal by Authority, local, state or federal law.

2.3 ACTS OF GOD

The Authority shall not assume responsibility or liability for loss, injury or damage to persons or property on the Airport, or while using the facilities of the Airport, by reason of fire, theft, vandalism, wind, flood, earthquake or collision.

2.4 SMOKING

No person shall smoke any tobacco product inside any of the passenger terminal buildings at the Airport or in any outdoor area within five (5) feet of any entrance or exit to any such buildings. Smoking is prohibited inside of the Terminal Building or within the Air Operations Area. Those found in violation may be subject to citation.

2.5 GENERAL CLEANLINESS

No person shall dispose of garbage, papers, refuse or other materials on the Airport property except in the receptacles provided for that purpose or use a restroom other than in a clean and sanitary manner.

2.6 DUMPING

No person shall use any material or dump any waste on the Airport premises, which will pollute subterranean water or the water flowing into storm drains. Those found in violation may be subject to civil penalties.

2.7 ABANDONMENT

No person shall willfully abandon any personal property on the Airport. The intentional leaving unattended any item intended for distribution is prohibited and shall be considered an abandoned item, and disposed of by the Authority.

2.8 DAMAGE OR ADDITIONS TO AIRPORT PROPERTY

No person shall destroy, injure, deface or disturb in any way, any building, sign, equipment, marker or other structure, trees, flowers, lawn or other property on the Airport; nor alter, make additions to, erect any building or sign, or make any excavations at the Airport without Authority authorization. Those found in violation may be subject to civil penalties.

2.9 SIGNAGE

No person shall post, distribute or display any publicly visible sign, advertisement, circular or other printed or written matter upon Airport property without prior written permission of the Executive Director, or his designated representative.

2.10 RIGHT OF WAY

A. Roadways and Walkways

No person shall travel on any portion of the Airport except upon the designated roads, sidewalks or other places provided for the particular class of traffic, nor occupy those roads and walks in such a manner that would hinder or obstruct their proper use.

B. Obstruction to Access or Facilities

No person shall obstruct access to the use of building, grounds, roads, walks or other facilities located upon Airport properties.

No person shall erect any table, chair, easel, or other mechanical device or structure that would obstruct access within or outside any Building without prior authorization from the President/Executive Director, or his designated representative.

2.11 ANIMALS

- A. No person shall enter a terminal or the AOA with a dog or other animal except service animals, or one properly confined in a suitable container for shipment.
- B. Dogs and other domestic animals may be permitted in other public use areas of the Airport if on a leash or confined in such a manner as to be under positive control of the owner or handler.
- C. No person shall permit, either willfully or through failure to exercise due care or control, any animal to urinate or defecate upon the sidewalks of the Airport or upon the floor of any building used in common by the public. Those found in violation may be subject to citation.
- D. No person shall feed or perform any other act to encourage the congregation of birds or other animals on the Airport.
- E. No person shall hunt, pursue, trap, catch, injure, or kill any animal at the Airport other than in the conduct of their official duties, or under an approved written authorization.

2.12 LOST AND FOUND PROPERTY

Any person who has found a presumed lost article in the common areas of the Airport shall surrender such property to Airport Operations. Articles found by tenants in their exclusive leasehold areas may be held in their lost and found areas.

2.13 REQUEST FOR LAW ENFORCEMENT ASSISTANCE AND MEDICAL AID

- A. Requests for any type of law enforcement assistance (Airport Police) will be made directly to the Airport Police Communications Center 741-2040 or JSO. The request should include the nature of the problem and type of assistance desired.

- B. The Airport Police Communications Center shall be notified of all medical incidents that are routed directly to the Jacksonville Fire and Rescue Department Communications Center.
- C. All tenants shall be responsible to equip their leaseholds with suitable first aid supplies.

2.14 WEAPONS

- A. For the purposes of this section, the terms “firearms” or weapon” shall be defined in Florida Statute Chapter 790, Weapons and Firearms.
- B. No persons, except for Airport Police, authorized law enforcement officers, authorized active duty members of the U. S. Military on official duty, certified and authorized security companies employed by an airport tenant, or others designated by the Executive Director or his designated representative, shall carry any weapons or explosives on the Airport. Additional restrictions may apply for entry into sterile areas, tenant areas or onto the AOA.
- C. All persons other than the excepted classes described above shall surrender prohibited objects in their possession to any Airport Police Officer currently on duty or other duly authorized representatives.
- D. No person shall furnish, give, sell, or trade a weapon on the Airport.

2.15 TRESPASSING

- A. No person shall loiter on any part of the Airport or in any building on the Airport; nor shall any person use the Airport for any other purpose except aviation business associated directly with the JAA or airport tenants, or as authorized by the Executive Director, or his designated representative.
- B. Any person or persons who shall refuse to comply with these applicable Airport Rules and Regulations after proper request to do so by authorized Authority personnel shall be considered a trespasser and be subject to applicable laws.
- C. No person shall make use of or loiter on or near any shop, equipment or facility of any owner or tenant of the Airport without specific permission of the owner or lessee. Violators shall be deemed trespassers.

2.16 RESTRICTED AREAS

No person shall enter the sterile, restricted, or limited access areas of the Airport or any or any other restricted area of the Airport or Terminal identified

as being closed to the public, except a person in compliance with one or more of the following provisions:

- A. Persons who enter in accordance with security clearance pursuant to the Airport Security Plan established by the Authority, or;
- B. Persons assigned duties on the AOA or other restricted areas and bearing a proper security identification badge, or;
- C. Employees or authorized representatives of the Authority or other federal, state or local governmental agencies having proper business on the AOA or restricted areas and bearing a proper security identification badge, or under direct escort of an authorized Authority representative or Airport tenant who is authorized in accordance with Airport Security Plan, or;
- D. Passengers under appropriate supervision of an aircraft operator or authorized Authority personnel, entering upon the aircraft apron for the purpose of enplaning or deplaning an aircraft.

2.17 PERSONNEL IDENTIFICATION

A. Display of Identification (ID) Badges

All JAA authorized employee/contractor ID badges, and/or authorized Tenant ID badges must be worn at or above the waistline on the outermost garment and displayed in such a manner that makes the front side of the badge visible to approaching persons.

B. Visitors

All visitors who require access to restricted areas on the Airport must be escorted at all times by an authorized person who possesses a valid JAA or Tenant ID badge. The person conducting the escort must control the activities of the visitor at all times. Control shall mean that visitors are always in the line of sight and not more than twenty-five (25) feet away at any time.

C. Issuance of Badge

No JAA Identification Badge shall be issued to anyone under eighteen (18) years of age at the time of application.

D. Unauthorized Use of Badge

A JAA or Tenant ID badges shall not be worn by anyone other than the person to whom it was issued. The badge holder shall not use the badge for any purpose except for the use prescribed.

E. Badge Inspection

Anyone authorized to wear a JAA ID badge may at any time, inspect another individual's Airport identification badge for the purpose of determining the holder's identity. If a person is found to be in violation of the use as described on the badge, the violation will be reported immediately to the Airport Police Department 741-2040 and/or the Airport Manager.

F. Invalidation of Badge

Mutilation or alteration in any form of a JAA or Tenant ID badge shall render it invalid.

G. Lost or Stolen Badge

Any person who loses or determines that his/her badge has been stolen or lost will immediately notify their employer, and the Airport manager.

H. Revocation or Surrendering a JAA ID Badge

A failure to comply with the provisions outlined herein and of the Airport Security Plan will result in the revocation of an individual's JAA ID badge. Badges issued by the JAA shall be returned to the Airport Managers office immediately when an individual is terminated, transferred or resigns employment at the Airport.

2.18 SECURITY DEVICES AND DIRECTIVES

- A. No unauthorized person shall in any way tamper or interfere with security alarms, CCTV cameras, locks or closing mechanisms of any door or gate on the Airport leading to the Air Operations Area or a restricted area.
- B. No unauthorized person shall in any way attempt to bypass or test any security screening procedures for the purposes of exposing inadequacies of such systems. For this part, authorized personnel shall include Airport Police, Airport Operations, FBO's, FAA, TSA, or authorized agents of the aforementioned entities to perform such tests.

2.19 TAMPERING WITH AIRPORT FACILITY EQUIPMENT

- A. No person shall willfully tamper, alter, move, or otherwise affect any security device, sign, CCTV camera, PIN pad coding box, electromagnetic locking device or other such implement, or perimeter fence gate or gate tracking device. No person may place any object within five (5) feet of the Perimeter Fence or at any distance that would obscure that portion of the fence.

- B. No person shall willfully activate any security device or cause a security alarm, when no threat to security or emergency condition exists.
- C. Any person inadvertently activating a security alarm or other device shall remain at the location of the activation until law enforcement or other security representatives arrive, determine the cause of the activation, and verify the individual's authority to access that portion of the Airport.

2.20 VENDING MACHINES

No vending machines for the sale of goods shall be permitted in the public areas of the Airport, which are not occupied by a lessee, licensee or permittee. This prohibition shall not apply to vending machines in rest rooms selling personal hygiene items.

2.21 STORAGE OF EQUIPMENT, FIXTURES, CARGO.

No person or company shall use any area of the Airport for storage of equipment, fixtures, cargo or other property without written permission from the Authority. If, notwithstanding the above prohibition, a person uses such areas for storage, without first obtaining such Authority permission, then the Executive Director, or his designated representative, shall have the authority to order the equipment, fixtures, cargo or other property removed and stored at the expense of the owner or consignee without liability for damage arising from or out of such removal or storage. In the event the Tenant does not remove said items, the responsible Tenant may be assessed the applicable fees, as determined by the most recent rates and Charges Fee Schedule for the period time the tenant has used or continues to use the space.

3 AIRFIELD OPERATIONS

3.1 AERONAUTICAL OPERATIONS ON THE AIRPORT OPERATIONS AREA (AOA)

3.1.1 GENERAL RULES

A. Compliance

All aeronautical activities at the Airport shall be conducted in conformity with applicable regulations of the Federal Aviation Administration (FAA), or any successor agency, applicable directives of the Authority and these Airport Rules and Regulations.

B. Negligent Aircraft Operations

1. No person shall operate aircraft at the Airport in a careless or negligent manner; in disregard to the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or property. Further, no person shall operate aircraft constructed, equipped or loaded in such a manner as to endanger, or to be likely to endanger persons or property.
2. All persons using any part of the Airport shall be held liable for any property damage, personal injury or death caused by carelessness and negligence on or over the Airport. Any aircraft being operated so as to cause such property damage, personal injury or death may be retained in the custody of the Authority. The Authority may have a lien placed on the aircraft until all charges for damages are paid.

C. Damage to Authority Property

1. Any pilot, operator or person who by reason of any type accident, crash, fire, malfunction of operation, or otherwise damages Airport property including but not limited to, light fixtures, buildings or other assets, shall be responsible to the Executive Director, for such damages, and the amount thereof shall be paid within thirty (30) calendar days or such reasonable time as is approved by the Executive Director, or his designated representative.
2. Any person, pilot, or operator damaging any Airport property as a result of operating an aircraft or other motorized equipment shall report such damage immediately to Airport Manager. Failure to do so shall constitute grounds for the Executive Director, or his designated representative, to prohibit further use of any Airport facility including runway and taxiways in addition to other cures available under local or state law.

D. Denial of Airport Use

1. The Executive Director, or his designated representative, shall have the right at any time to:
 - a. Temporarily close the Airport to air traffic in its entirety or any portion thereof.
 - b. Delay or restrict any flight or other aircraft operation.
 - c. Direct refusal of takeoff permission to aircraft.
 - d. Deny the use of the Airport, or any portion thereof, to any specified class of aircraft, individual or group, for non-aeronautical purposes, as approved by the U.S. Department of Transportation.
 - e. Deny the use of the Airport to any aircraft, or pilot, violating Authority, County, State or Federal regulations, whether at the Airport or elsewhere.
2. The Executive Director, or his designated representative, may also temporarily close the Airport when such action is considered necessary and desirable to avoid endangering persons or property or due to temporary periods of adverse climatic conditions, to be consistent with the safe and proper operations of the Airport.
3. In the event the Executive Director, or his designated representative, believes the condition of the Airport to be unsafe for landings or takeoffs, it shall be within his or her authority to issue a Notice to Airmen (NOTAM) closing the Airport or any portion thereof.

E. Commercial Aircraft Operations (if applicable)

Commercial operators conducting business on the Airport shall have an appropriate agreement with the Authority, Tenant, and/or FBO and shall be responsible to pay appropriate use fees, charges, permit fees and/or operating fees. Failure to do so, after proper notice by the Executive Director, or his designated representative, will cause a lien to be placed against the aircraft as provided by Florida Law.

F. Radio Communications

Except for airborne emergencies, all aircraft landing or taking off at the Airport shall have a properly functioning two-way radio capable of communicating with the Airport's Air Traffic Control Tower, CTAF or UNICOM. Aircraft not equipped with a two-way radio may operate at a GA airport with written permission from the Authority.

G. AOA Smoking

Smoking is permitted in designated areas only.

H. Trespassing

No person shall interfere or tamper with any aircraft, or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools without the permission of the owner or by specific direction of the Executive Director, or his designated representative.

I. Use of Commercial Space on the AOA

No person shall use or occupy any operational area for any commercial purpose except a purpose pertaining to the servicing of tenants, concessionaires, airlines, activities associated with airlines or governmental agencies or a purpose connected with maintenance and operation of the Airport. Persons so authorized must carry and / or display personal identification of the type and in the manner specified by the Airport Security Program.

J. Tenant Storm Water Compliance

All leases of Airport property to tenants conducting or operating vehicle maintenance shops (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning operations and/or deicing operations (as defined in the federal storm water management regulations) shall include the following acknowledgments by the tenant:

1. The Authority is subject to the U.S. Environmental Protection Agency (EPA) regulations and the NPDES General Permit No. FLR05A782. The general permit includes waste discharge requirements for discharges of storm water associated with industrial activities, including properties occupied or operated by the tenant, the permit names the tenant as a "co-permittee" and the tenant is aware of the penalties for submitting false information with regard to these regulations and permit requirements.
2. It is the responsibility of the tenant to prepare, if required, a Storm Water Pollution Prevention Plan (SWPPP) that is in compliance with the general permit and to respond to Authority requests to ensure tenant contractor or subcontractor's compliance with the Jacksonville International Airport SWPPP and the facility-specific SWPPP.
3. The tenant may be required to undertake measures necessary to implement and maintain Best Management Practices (BMPs) to minimize the exposure of storm water to significant materials generated, stored handled or otherwise used by the tenant.

4. The terms and conditions of the Authority's general permit are incorporated by reference into the lease and the tenant shall be required to undertake, at its sole expense, those storm water general permit provisions required by compliance with the terms and conditions of any storm water permit.

All leases shall further require the tenant to cooperate closely with the Authority to ensure compliance with the terms and conditions of any storm water permit.

K. Construction Activity on the AOA

No Construction activity is allowed on the airport until and unless all provisions of the Airport's Operational Safety and Security Requirements, as delineated in Annex 3, are met.

L. Special Events on the AOA

Special events, including but not limited, to cookouts and barbecues, require written authorization from the Airport Manager prior to each occurrence. Requests for such events must include the date, time, place, type of event, organization hosting the event and the expected number of participants. Tenant is responsible for restoration of site. Should the Authority have to conduct restoration or clean up actions, all costs incurred will be billed to the responsible party for reimbursement to the Authority.

M. Aircraft Washing on the AOA

1. All requests for aircraft washing at the Airport shall be performed at the Airport Wash Facility.
2. Prior to use, each tenant must complete Airport Wash Facility training, and sign an Airport Wash Facility Operations and Responsibilities form.

N. Minimizing Bird-Strike Potential

In order to minimize the potential for bird strike incidents at the Airport, all agencies conducting any activity on the AOA must ensure the following actions are adhered to:

1. There is to be **NO** bird-feeding activity.
2. Unsecured trash bags containing foodstuffs are not left on the ramp.
3. Food containers, whether full, empty or nearly empty, are not to be discarded on the ramp, in baggage carts, on flatbed vehicles nor on other uncovered vehicles.

4. The lids of all dumpsters and trash containers are to be closed when not being loaded or unloaded.

3.1.2 AIR TRAFFIC RULES

A. Flight Tests and Practice Operations

1. In advance of any flight test to be conducted within the Airport Traffic Area the pilot shall make the necessary arrangements with the Airport Traffic Controller on duty or Airport Manager, and shall receive clearance before conducting such maneuvers.

B. Aircraft Operations

1. All aircraft surface operations shall be confined to hard surface runways, taxiways, taxi lanes and aprons unless authorized in writing by the Airport Manager.
2. Taxiways shall not be used for takeoffs or landings of aircraft, except for helicopter operations.
3. During landings or takeoffs aircraft shall not pass over any Airport buildings, structures or their adjacent motor vehicle parking areas unless otherwise instructed by the Air Traffic Control Tower (ATCT).
4. Non-Military formation flights or acrobatic maneuvers are prohibited. Non-Military Formation takeoffs and landings are prohibited.
5. Motorless aircraft, hot air balloons, ultra-light aircraft, hang gliders, or other devices not licensed or certified by the FAA shall not land or takeoff from the Airport without prior authorization of the Executive Director, or his designated representative.
6. Any airport tenant or agency who becomes aware of a Department of Defense (DOD) military aircraft intent on conducting flight operations into the Airport, outside of normal airport/air traffic operations is to notify Airport Manager immediately.

C. Parachute Operations

Parachute jumping over the Airport or within the Airport Traffic Area is prohibited without prior written permission from the Executive Director, or his designated representative, and the FAA's ATCT.

3.1.3 TENANT OPERATIONS

A. Authorization

No person shall enter an aircraft without the consent of the person in charge thereof.

B. Enplanement / Deplanement

Passengers shall not be permitted to enplane or deplane an aircraft except in the presence of authorized personnel.

C. Loading / Unloading

No aircraft may be loaded or unloaded except in designated areas without permission and all passengers must be escorted and safely channeled through established routes to and from the aircraft.

3.1.4 GROUND OPERATIONS

A. Ramp Operations

1. It shall be the responsibility of flight and ground employees of jet or large propeller-driven aircraft operators to ensure that the aircraft are taxied out of parking locations so as not to blast, injure or damage any persons, equipment, buildings or other aircraft, or any other property whatsoever.
2. All ramps, grounds and tenant areas at the airport shall be policed and kept free of all Foreign Object Debris (FOD).
 - a. Each tenant will be responsible for providing clearly marked FOD containers for collecting material that is picked up from the aprons. Containers must be covered and small enough to be easily emptied, but heavy enough to resist spillage.
 - b. FOD containers shall be emptied on a scheduled basis or as necessary. Containers shall be present in sufficient quantities to facilitate disposal of collected materials.
 - c. All outside trash containers (e.g. cans, dumpsters, and compactors) shall be covered, checked frequently and emptied as necessary to prevent spillover of trash.
3. Ground support equipment (including chocks, airstairs, etc.) shall not be left outside the tenants' leasehold area.

4. Lavatory service equipment shall be well maintained and compatible with the waste receptacles provided by the Authority. At no time shall a tenant dump lavatory waste directly into the sewer system. The responsible tenant shall immediately clean up all spillage of lavatory waste.
5. No light, which would interfere with an operator's ability to see while maneuvering an aircraft, shall be erected or positioned on the terminals, ramps or apron areas.
6. Any spillage or dripping of gasoline, jet fuel, oil, grease or any other material which may be unsightly or detrimental to the pavement in any area of the Airport shall be removed immediately by suitable procedures in a manner acceptable to the Executive Director, or his designated representative. The operator of the equipment causing the spill shall assume the responsibility for the immediate removal of such materials.
7. All aircraft ramp and apron scrubbing shall be accomplished through the use of approved vacuum type scrubbers and the wastewater picked up from the ramps shall be disposed of in a triturator or any approved designated opening to the sanitary sewer system.
8. Best Management Practices shall be used to minimize the excessive use of ethylene glycol. Proper technique shall be used when de-icing aircraft to ensure that only the amount of chemical needed to complete the job is applied. To the extent possible, other de-icing and anti-icing techniques shall be used to minimize the use of ethylene glycol. These techniques are described in detail in FAA Advisory Circulars.

B. Starting and Running Engines

1. Starting Engines

- a. No aircraft engines may be operated within a hangar, or within fifty (50) feet of such hangar, or so close to the hangar that a hazard to persons or property exists due to prop wash, jet blast or exhaust fumes.
- b. No engine may be operated until all standard safety procedures have been met.
- c. No engine may be started or run unless a licensed pilot or licensed mechanic is in the aircraft attending the engine controls.
- d. No engine may be started unless there are fire extinguishers provided in the proximity as stipulated by the requirements of NFPA 407.

2. Engine Run-ups

- a. Propeller engine run-ups are restricted to normal breakaway power. Jet engine run-ups shall not exceed idle power except as authorized in the Airport Operations Manual.

C. Aircraft Taxiing

1. No person shall taxi an aircraft on the Airport until he or she has ascertained that there will be no danger of collision with any persons or objects.
2. All aircraft shall be taxied at a safe speed and in a reasonable manner. Pilots shall use minimum power while taxiing on the ramps and taxi lanes adjacent to the terminal buildings.
3. Aircraft shall not be taxied onto any portion of the Airport without radio communications and prior coordination with the ATCT, if applicable. This includes both the controlled movement areas and uncontrolled non-movement areas.
4. All aircraft operating on the Airport shall be equipped with wheel brakes in proper working order.
5. Where taxiing aircraft are converging, the aircraft on the right shall have the right of way, unless otherwise instructed by the FAA ATCT.
6. Aircraft will taxi expeditiously after landing and clear the runway as promptly as possible, consistent with safety, so as to make it available to other aircraft for takeoff and landing.
7. No aircraft shall be taxied into or out of any hangar under its own power.
8. All aircraft being taxied on the Airport shall proceed with navigation lights illuminated during the hours between sunset and sunrise.

D. Aircraft Towing

1. No person shall be allowed to be engaged in the towing of any aircraft unless and until that person has been trained on and is familiar with these rules and regulations. The employer of such person(s) is responsible for this required training.
2. No Aircraft shall be towed onto a Movement Area without prior clearance from the ATCT and/or permission from Airport management.
3. Aircraft towing personnel shall be equipped with a radio transceiver capable of two-way communications with ATCT on the ground-control

frequency, or CTAF/UNICOM and shall be trained in aeronautical radio communications technique, terminology, phraseology and procedures.

4. Aircraft towing personnel shall maintain positive two-way communication with the ATCT, CTAF or UNICOM while within a Movement Area.
5. The towing vehicle (i.e., tug or tractor) will be equipped with functioning lights (for night towing) and brakes, as originally equipped by the vehicle's manufacturer.
6. For night towing (i.e., between sunset and sunrise) the towing vehicle will turn its lights on and the towed aircraft will be either lighted (all aircraft "position lights" will be "on") or illuminated (external lights will be shining onto the aircraft to make its fuselage, wingtips and tail visible).
7. Unless specifically directed otherwise by the ATCT or the Airport manager, the towing shall be executed on a continuous basis from the point of departure to the point of destination without stopping in route.

E. Aircraft Parking

1. Aircraft shall not be parked on the Airport except in areas, and in the manner, designated by the Executive Director, his designated representative, or FBO Service Provider.
2. At the direction of the Executive Director, or his designated representative, the owner/operator or pilot of an aircraft at the Airport shall move the aircraft from the place where it is parked or stored to any other place designated on the Airport. In event of the failure or refusal to comply with such direction, the Executive Director, or his designated representative, may cause the aircraft to be moved to such place at the operator's expense and without liability for damage that may result from such moving.

3.1.5 CHARTER FLIGHT AND ITINERANT OPERATIONS

Charter flight and itinerant air carrier operations must comply with all existing Safety and Security procedures as outlined in the Airport Security Plan.

- A. All ground handling agencies/operators shall submit a Charter Flight Advisory form to the Airport Manager, specified FBO, or his designee's office at least twenty-four (24) hours prior to said operation. Forms are available by telephoning the JAA Administrative Officer.
- B. The ground handling agency/airline shall notify the Airport Manager/FBO, or his or her designee, of any changes or follow-up information, as it becomes available.

- C. The ground handling agency/airline is responsible for all vehicle escorts and shall provide at least one (1) escort for every two (2) vehicles. All vehicles must remain in full view of the escort at all times and must be under positive control.
- D. The ground handling agency/airline is also responsible for maintaining positive control of all passengers. The charter aircraft sponsor (FBO/Tenant) will oversee check-in, and enplanement and deplanement procedures, and is responsible for coordination of and compliance with all security requirements.
- E. Portable air stairs should be used for the enplanement and deplanement of all passengers.

3.1.6 HELICOPTER OPERATION RULES

Helicopter operations are conducted as fixed wing aircraft operations.

3.1.7 AIRCRAFT INCIDENTS AND ACCIDENTS

A. Emergency Response

Airport Rescue and Fire Fighting (ARFF) vehicles have priority over all other personnel and vehicles in response to an aircraft accident. No personnel/vehicles shall interfere with ARFF units responding to an emergency situation. The Airport Manager, or his designee, shall continue to be in charge of the Airport while the ARFF units respond to the incident. Vehicles/personnel other than ARFF units shall not enter the periphery of the accident scene until summoned or escorted into the area by the JFRD Fire Chief, or his or her designee; the JAA Police Chief, or his designee; or the Airport Manager, or his designee. If tower controlled, all personnel and equipment must receive clearance from the ATCT prior to proceeding onto the Airport Movement Area.

B. Notification/Coordination

1. Tenants: The Airport Manager, or his designee, shall notify the Tenant or the Operations office immediately for any Tenant-based aircraft involved in an accident or incident while at the Airport. The Tenant should then immediately marshal its assets (personnel/equipment) and standby to be escorted to the appropriate site by an Airport Manager, or his designee.
2. Non-Tenants: The Airport Manager, or his designee, will coordinate with the Fixed Base Operator (FBO) or other air carriers to assist in the removal of disabled aircraft from the runway and/or taxiways.

3. General Aviation: Any general aviation or corporate aircraft owner/operator requiring assistance in the removal of disabled aircraft may contact the Airport Manager or Operations Supervisor, or designee. The Fixed Base Operator (FBO) may provide assistance if specifically requested by the aircraft owner/operator. The Airport Manager or Operations Supervisor, or designee shall determine whether an escort is needed for any FBO assistance provided.

C. Aircraft Accident Reports

The pilot or operator of any aircraft involved in an accident or incident causing personal injury, death or property damage shall, in addition to all other reports required to be made to other agencies, make a prompt and complete report concerning the accident to the office of the Executive Director, or his designated representative. When a written report of an accident is required by the FARs, a copy of such report shall be submitted to the Executive Director, or his designated representative.

D. Disabled Aircraft

1. No aircraft involved in an accident or incident, the investigation of which is the jurisdiction of the National Transportation Safety Board (NTSB) or Federal Aviation Administration (FAA) jurisdiction, may be moved until appropriate Federal officials have given permission for the removal, and such permission is verified by the Executive Director, or authorized representative on the scene.
2. Subject to compliance with appropriate Federal Aviation Regulations, the aircraft owner shall be responsible for the prompt removal of all disabled aircraft, and parts of such aircraft, at the Airport, as reasonably directed by the Executive Director, or his designated representative.
3. At the direction of the Executive Director, or his designated representative, the owner, operator or pilot of aircraft shall remove a disabled aircraft from the movement area immediately when such removal is pertinent to the safe operation of the Airport. Failure to comply shall immediately empower the Executive Director, or his designated representative, to take whatever steps are necessary to ensure the safety of the public and other aircraft concerned.
4. In the event of failure or refusal to comply with such directions, such disabled aircraft, or any and all parts thereof, may be removed by the Executive Director, or his designated representative, at the owner's expense and without liability for damage, which may be incurred as a result of such removal.

3.1.8 CLEANING, MAINTENANCE AND REPAIR OF AIRCRAFT

- A. Aircraft and vehicles shall not be washed except in areas, and in a manner, designated in writing by the Airport Manager. No fueling vehicles may use wash areas.
- B. All repairs to aircraft engines shall be made in the areas designated by the Airport Manager. Adjustments and repairs may be performed on the terminal apron when such repairs can be accomplished without inconvenience to other persons, and coordinated with the Airport Manager's office.
- C. Aircraft repairs in storage areas of hangars shall be limited to inspections and minor parts replacement, provided such repairs do not involve appliances using open flames or heated parts.
- D. The starting or operating of aircraft engines inside any hangar is prohibited.
- E. No person or firm shall repair an aircraft, aircraft engine, propeller or other aeronautical equipment or apparatus, nor employ a certified mechanic or other mechanic in any area of the Airport other than that specifically designated for such purposes by the Airport Manager, unless exempted in the following subsections.
 - 1. Minor adjustments may be made while the aircraft is on a loading ramp preparatory to departure.
 - 2. Emergency repairs may be made to an aircraft that is located in an area not immediately posing a hazard to other aircraft movements providing such repairs are made only to enable the aircraft to be moved to an approved service location.

3.1.9 STORAGE OF GROUND SERVICE EQUIPMENT

- A. All equipment must be clearly identified with a company name or logo.
- B. All excess Ground Service Equipment (GSE) shall be stored on the airport aprons, adjacent to specified Tenant areas.
- C. All equipment infrequently used or not needed for daily operations should be stored in designated temporary GSE storage areas. Equipment not actually and currently needed at the Airport should be removed from the premises. All equipment brought to the GSE area must be placed within the markings on the apron. By storing GSE in the area, the respective tenants accept full responsibility for the transfer and storage of the equipment.

3.1.10 STORAGE OF AIRCRAFT AND PARTS

- A. Unless otherwise provided in a lease or other agreement, no person shall use any area of the Airport for parking and/or storage of aircraft, to include disabled or derelict aircraft or parts, without permission of the Airport Manager. If a person uses such areas for parking or storage without first obtaining such permission, then the Airport Manager shall have authority to order the aircraft removed or to cause the same to be removed at the expense of the owner without liability for damage arising from or out of such removal.
- B. Any person, pilot, operator or owner, who requires security or police at the location of an aircraft on the Airport due to the condition, kind, type or mission of such aircraft, shall obtain permission of the Executive Director, or his designated representative, prior to placement of such personnel, and shall bear the cost of such protection solely at his own expense. This section shall not be interpreted or used as a means to hinder or delay the removal of aircraft at the direction of the Airport Manager in compliance with the above paragraph.
- C. Whenever any aircraft is parked, stored, or left in non-operational condition on the Airport, the Airport Manager shall notify the owner or operator thereof by certified or registered mail. Removal of said aircraft within fifteen (15) calendar days of receipt of such notice shall be required. If the owner or operator is unknown or cannot be found, the Airport Manager shall conspicuously post and affix such notice to said aircraft to remove the aircraft within the period provided. The Airport Manager may cause the removal of such aircraft from the Airport. All costs incurred by the Authority for the removal process shall be recoverable against the owner or operator.

3.2 VEHICLE OPERATIONS ON THE AOA

3.2.1 AOA DRIVER'S Decal

- A. Any person operating a motor vehicle or equipment on the AOA must have a valid Florida Drivers license or an out-of-state Drivers license valid in the State of Florida. Any suspension or revocation of this State issued Drivers license shall result in the automatic revocation of AOA driving privileges.
- B. For Cecil Field, all drivers on the AOA, except those driving emergency vehicles responding to emergencies, must possess an Airport issued vehicle decal or be escorted by a driver who possesses such a decal. The Executive Director, or his designated representative, shall have the right to revoke any driver's' AOA driving privileges, if the driver is found to be in violation of any AOA Vehicle Operating Rule.

- C. For Cecil Field, all AOA drivers shall attend an Airport Driving Safety course, and must pass an AOA driving test administered by Airport Manager or Airport Operations office. An endorsement will be placed on the VQQ ID badge indicating a valid AOA driver.
- D. The laws of the State of Florida relating to the operation of motor vehicles on public highways apply to the operation of motor vehicles operated or parked on the Airport.

3.2.2 REGISTERING OF VEHICLES

A. AOA Vehicle Permits - State Licensed Vehicles

1. All motor vehicles operating on the AOA, except emergency vehicles responding to emergencies and those under proper escort, which hold valid Florida license plates, must be registered with Airport Manager or the Operations office. Vehicle authorization decals are issued by the Airport are valid for a specific time period identified by the Executive Director, or his designated representative.
 - a. AOA Vehicle decal applications must be fully completed and signed by the master leaseholder, vendor or contractor prior to submission to Airport Manager or Operations office for approval and issuance of decal.
 - b. Motor vehicle permits are classified into three different categories (Permanent, Temporary, Visitor) as determined by the Executive Director, or his or her designated representative.
2. JAA vehicle decals shall be displayed in the lower corner of the front windshield on the passenger side. Permits shall not be obstructed from view.
3. Failure to display such decal shall cause the removal of the vehicle from Airport property, and the cancellation of any permit issued. Removal shall be at owner's expense.
4. Tenant sponsored vendor vehicles or equipment require Visitor/Temporary AOA Vehicle decal and appropriate tenant escorts. Tenants requiring commercial vendor service to their operational areas are responsible for escorting the vendor vehicle and operator while on the AOA. Escorts must be provided by a valid AOA driver. The definition of a vehicle escort is in view and under the positive control of the person providing the escort at all times.

B. AOA Vehicles - Non State Licensed Vehicles

1. All motor vehicles operating on the AOA not licensed by the State of Florida shall be equipped with at least two headlights and one or more red tail lights. All lights shall be kept illuminated during operation between sunset and sunrise. Operators of such motor vehicle shall dim the headlights when meeting oncoming aircraft.
2. Vehicles not licensed by the State of Florida may be operated on the AOA by authorized tenant employees who have been issued an Airport Driver's Permit and only for the purpose of tenant business.

C. AOA Vehicle Identification

All non-escorted motor vehicles or equipment operating on the AOA must display a logo or sign, which clearly identifies the organization operating the vehicle. Logos or signs must be of a contrasting color scheme, placed on both sides of the vehicle, and must be identifiable at a distance of not less than one hundred (100) feet.

D. Restriction of Certain Vehicles (By Type)

1. Trailers and semi-trailers allowed on the AOA shall be equipped with braking devices that will adequately hold such trailers in the event they become disengaged from the towing vehicle.
2. The movement, positioning and parking of exceptionally large, tall or slow vehicles (i.e., large cranes, vehicles carrying oversize loads, backhoes, earth movers, dump trucks, etc.) shall be coordinated with and approved by the Executive Director, or his designated representative.

3.2.3 AUTHORIZED AOA AREAS FOR MOTOR VEHICLES

Authorized motor vehicles will be allowed to operate on Vehicle Service Roads, leaseholds, and ramps. Tenant vehicles are not allowed onto any portion of the Airport Movement Area with the exception of towing an aircraft after proper clearance has been received from the Air Traffic Control Tower or coordinate with the Airport Manager or Operations office.

Vehicles are prohibited from operating in the Instrument Landing System (ILS) Critical Area when this area is active.

Contractor vehicles are restricted to the contractor's authorized work and lay down areas and within prescribed travel / haul routes.

3.2.4 VEHICLE OPERATIONS

A. Motor Vehicle and Equipment Operation around Aircraft

1. All aircraft have the right-of-way. No person shall drive a vehicle or equipment behind any aircraft while its engines are running. Drivers shall stop and yield the right-of-way to all aircraft.
2. No person shall drive a vehicle or equipment in front of a taxiing aircraft.
3. No person shall drive a vehicle or equipment under the wing of an aircraft unless in the act of servicing the aircraft or where it is unavoidable.
4. No person shall drive a vehicle or equipment within fifty (50) feet of an aircraft during fuel servicing operations unless it is being used to service the aircraft.
5. No person driving a service vehicle or equipment shall back up without a guide to ensure safe clearance from other aircraft and vehicles.
6. Motorcycles, motorbikes, three-wheeled motor vehicles, roller skates, roller blades, skateboards, bicycles and scooters are prohibited from operating on the AOA. Only JAAPD Officers are authorized to use bicycles in the performance of their official duties.
7. Driving vehicles on the ramp in the following manner is strictly prohibited:
 - a. Across any active passenger loading lane, that is, between the aircraft and the terminal or bus when passengers are being boarded or are disembarking.
 - b. Under any loading bridge that is moving or being repositioned.
 - c. Between the aircraft and any FBO employees, flight crews, or aircraft maintenance personnel.
8. In the interest of safety, the number of baggage carts and container carts being towed anywhere on the Airport shall not exceed four (4) carts.
9. No person shall operate a vehicle or equipment to tow aircraft on the AOA without clearance from the ATCT. All aircraft under tow shall have navigation lights illuminated between sunset and sunrise or provide such other lighting as necessary to ensure visibility of the moving aircraft.

B. Parking

1. No person shall park any aircraft service vehicle or equipment without engaging the parking brake or using wheel chocks to prevent the vehicle from becoming a rolling hazard.
2. No person shall leave a vehicle or equipment parked with a key in the ignition switch, with the motor running, or with the emergency brake not engaged.
3. In the event of a disabled vehicle or equipment, the driver shall remain with the vehicle or equipment until such time as it can be removed for repair.
4. No driver shall park so as to become a hazard to any aircraft entering or departing a gate position.
5. No person shall park motorized ground equipment near any aircraft in such a manner as to prevent the ground equipment from being readily driven or towed away from the aircraft in an emergency
6. No vehicle shall be parked in a manner so as to block:
 - a. The fence barrier openings or emergency entrances to the AOA;
 - b. Airport service equipment and aircraft rescue and fire fighting vehicles;
 - c. Ambulances, emergency vehicles and equipment;
 - d. Fire hydrants and fire lanes;
 - e. Building entrances and exits; and
 - f. Any paved access ways, roadways, or vehicular traffic areas.

C. Speed limits on the AOA

Speed limits on the AOA are as posted. In the absence of a posted speed limit, the following speed limits shall apply:

1. Perimeter Road - 25 MPH
2. Ramp - 15 MPH.
3. Within fifty (50) feet of any aircraft, or aircraft fuel or servicing vehicle - 5 MPH

Drivers shall obey all lawful signs, lights or mechanical devices installed for the orderly flow of traffic, unless specifically directed otherwise by JAAPD or Airport Operations personnel.

D. Maintenance of Vehicles

1. Mobile service equipment shall be maintained in good repair at all times. All equipment including carts, stands, trucks, tugs and other

equipment shall be parked in assigned positions. Portable loading ramps, baggage trucks and other such equipment shall be equipped with brakes or suitable locking devices and such brakes or locking devices shall be securely set when the equipment is not in use.

2. No person shall drive a vehicle or equipment on the AOA if it is constructed, equipped, or loaded so as to endanger persons or property. No vehicle shall be driven if found to have technical or mechanical defects, which may impair its safe operation.
3. Drivers are prohibited from operating on the AOA if any Florida Vehicle Code safety item is malfunctioning or missing from such vehicle or if the Driver's view is obstructed.

E. Cleaning and Servicing of Lavatory Equipment

All cleaning and servicing of lavatory vehicles shall be conducted at the Aircraft Lavatory Service Facility (triturator) area only. Any exceptions must be reviewed and approved in advance by Airport Operations.

F. Alcohol and Drugs

No person shall operate a vehicle or equipment on the AOA while under the influence of alcohol or drugs. Any violation of this regulation shall be reported immediately to the JAAPD and Airport Operations.

G. Accidents

No person shall leave any vehicle or equipment involved in an accident that has resulted in damage to property, or bodily injury until notifying the JAAPD Department and Airport Operations.

No vehicle or equipment involved in such an accident shall be moved until the JAAPD accident investigation is complete.

H. Emergency Vehicles

All Drivers shall yield to emergency vehicles or equipment responding to any emergency on the Airport.

I. Ensuring Security

All Drivers shall secure any gate of entry or exit immediately after proceeding through such gate. Failure to secure the gate shall be deemed cause to rescind the vehicle decal and access to the airfield area.

3.2.5 VEHICLES OPERATING ON MOVEMENT AREAS

- A. Any driver needing access to the taxiways, runway or other areas controlled by the ATCT:
 - 1. Must have been trained in proper radio and movement area procedures, and;
 - 2. Must have two-way radio communications with the ATCT and;
 - 3. Must receive clearance / permission from ATCT to access those areas; or
 - 4. Be escorted by a driver who has the above training, capabilities and clearance.
 - 5. Receive prior approval from Airport Operations.
- B. All Drivers must adhere to all regulations, instructions, procedures and advisories of the FAA while under the control of the ATCT. Violation of this Section shall be cause for termination of driving privileges on the airfield.
- C. All vehicles or equipment operated on the movement areas must be readily identified by paint scheme, logo, flag or other device as specified in FAA Advisory Circular 150/5210-5B (as amended).
 - 1. Airport Operations, JAAPD, Aircraft Rescue and Fire Fighting (ARFF) and Airport Maintenance vehicles in compliance with this Section 3.2.5 are permitted to operate wherever necessary with permission from the ATCT. All other operators must have written concurrence from the Executive Director, or his designated representative to operate any vehicle or equipment (other than aircraft taxiing or under tow) within an area under the control of the ATCT.
 - 2. All vehicles or equipment operating during the hours of darkness must be equipped with an amber or red flashing or rotating beacon, and must display this light at all times when operating on the movement areas. Vehicles operating on the service road are not required to have rotating/flashing lights displayed.

3.2.6 ABANDONMENT

No person may abandon any vehicle or equipment on Airport property. Vehicles found to be inoperative, unlicensed to operate under the Florida Vehicle Section or otherwise reasonably found to be abandoned will be stored

at owner's expense. Notification of such storage shall be made by the JAAPD.

Operators shall not leave a vehicle unattended for any reason while in an area not specifically designated for parking. Operators must notify the Airport Manager or Operations office immediately if a vehicle is left unattended and give the location, duration, and reason for leaving the vehicle unattended.

3.3 FUELING OPERATIONS AND SPILL PROTECTION ON THE AOA

3.3.1 GENERAL

All tenant FBO's and operators of aircraft at the Airport who store, handle, and dispense aircraft fuel at the Airport ("fuelers") shall use the aviation fuel storage facility and delivery facilities designated by the Authority for such use.

If and for any period during which these facilities are not available, the operators may make other arrangements with their suppliers of aviation fuel for alternate delivery methods, provided that such other arrangements shall be subject to the approval of the Authority from the standpoint of safety, traffic control and security.

3.3.2 COMPLIANCE

Fuelers must meet and comply with all applicable federal, state and local laws regulating the storage, handling and dispensing of aviation fuel at the Airport.

3.3.3 INSPECTIONS

The Airport Manager and/or Operations personnel shall inspect the physical facilities of each Airport tenant having fueling privileges at least once every three (3) months. A record of those inspections shall be retained for at least twenty-four (24) months. When discrepancies are noted, the tenant shall immediately take corrective action(s) to remedy the situation. A written report of corrective action(s) taken shall be sent to the Airport Manager within ten (10) calendar days of the observed discrepancy.

3.3.4 GUIDELINES

- A. Fuelers shall meet applicable guidelines of the National Fire Protection Association (NFPA), the American Society of Testing Materials (ASTM) and the American Petroleum Institute (API).
- B. Fuelers shall comply with all applicable FAA guidelines and FAA Advisory Circulars currently applicable and as amended.

3.3.5 STORAGE FACILITIES

- A. Aviation fuels shall be stored in fuel storage tanks constructed and maintained in compliance with all federal, state and local laws.
- B. Fuelers shall inspect fuel storage tanks, facilities, and equipment in accordance with all applicable regulations. Fuelers shall perform monthly leakage tests on their storage tanks and fueling pipelines.
- C. All fuel storage tanks and vehicles, which contain fuel, should be identified by the type of fuel and fuel octane when applicable. Fuelers authorized to receive, store and dispense aviation fuels shall have adequate procedures for sampling and testing of fuels. All tests and test schedules shall be performed in accordance with applicable regulations. Test results must be retained for at least twenty-four (24) months.
- D. When proper grounding, in accordance with FAA and NFPA guidelines, ground rods must be in place for all aircraft fueling and defueling operations. Fuelers are required to test the grounds annually and test results must be retained for twenty-four (24) months.

3.3.6 FUELING OPERATIONS

- A. No aircraft shall be fueled while one or more of its engines are running, except when accomplished under procedures approved by the FAA and consistent with proper safety practices.
- B. Fueling operations shall be conducted at least fifty (50) feet from any hangar or building.
- C. No aircraft shall be fueled or drained of fuel while inside any building, hangar, or enclosed space.
- D. No aircraft shall be fueled or drained of fuel while passengers are on board unless a passenger loading bridge or portable air stairs is in place at the cabin door of the aircraft, and a cabin attendant is present at the cabin door. Only persons authorized by the air carrier or by the Airport Manager, in pursuit of official duties shall be permitted in the immediate vicinity of an aircraft while the aircraft is being fueled or drained of fuel.

- E. No person shall engage in an aircraft fueling or fuel draining operation without proper fire extinguishing equipment readily accessible at the point of fueling or fuel draining.
- F. No person shall start any engine of an aircraft if there is any flammable or combustible liquid or other volatile fluid on the ground within fifty (50) feet of the aircraft. Smoking or lighting of an open flame or of any source of ignition is prohibited within fifty (50) feet of any fueling operation.
- G. All fueling and fuel draining operations shall be suspended during lightning disturbances in the vicinity of the Airport.
 - 1. Whenever a lightning flash is reported or observed within five (5) miles of the Airport, all fuel transfer activities will be temporarily suspended. The Airport Manager and/or Operations personnel will notify all fueling agents of the suspension.
 - 2. Resumption of refueling operations will be authorized fifteen (15) minutes following the last observed lightning flash. The Airport Manager and/or Operations personnel will notify all fueling agents when it is safe to resume fuel transfer activities.
- H. Qualified personnel shall be stationed at the aircraft fuel control panel during pressure-fueling operations.
- I. No fuel, grease, oil, flammable liquids or contaminants of any kind shall be allowed to flow into or be placed in any storm or slit trench drain. Emergency clean up using the storm drain may only be accomplished on the area where the storm drain is equipped with approved separation devices, which prevent entry of the contaminant into the environment. Immediately following the clean-up process, the fuel will be removed from the separation device by the fueling agent at the responsible person's expense.
- J. All fuel dispensing equipment hoses, funnels or apparatus used in fueling or draining fuel from an aircraft shall be maintained in good condition and be properly grounded in accordance with FAA and NFPA guidelines.
- K. During fueling no person shall operate any radio transmitter or receiver or switch electrical appliances on or off in such aircraft nor shall any person act in any manner or use any material within fifty (50) feet of such aircraft which is likely to cause a spark.
- K. Should a fire occur in the fuel delivery device while servicing an aircraft, Aircraft Rescue and Fire Fighting (ARFF) shall be notified immediately. Fueling shall be discontinued immediately and all emergency valves and dome covers shall be shut down at once.

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

3.3.7 FUEL SERVICE VEHICLES

A. General

1. Aircraft fueling/de-fueling equipment operators shall remain with such equipment while connected to an aircraft.
2. No fueling vehicle designed for or employed in the transportation of fuel shall be operated on a taxiway or runway at any time unless under escort by JAA airport personnel.
3. Each fuel service vehicle will be operated so as to maintain air pressure for the brakes in the event of having to immediately move the vehicle during an emergency condition.
4. Aircraft fueling/defueling equipment shall be stabilized with an emergency brake and chock blocks during fueling/defueling operations and while parked unattended.
5. Under no circumstances will fuel service vehicles be staged on the ramps overnight, in such a manner, that could/would cause a possible hazard with parked aircraft.
6. No vehicle used for fueling shall be backed within twenty (20) feet of any aircraft unless a person is posted to assist as a guide.
7. To prevent static discharges of electricity during fueling operations, all aircraft and aircraft fueling vehicles shall be adequately bonded.
8. Self-closing nozzles and/or dead man controls shall be held open by hand during the entire fueling/defueling operation. Holding or blocking open of controls by any other means is prohibited. Nozzles or dispensers shall be labeled according to fuel type.
9. Each fuel servicing vehicle shall have two (2) listed Purple K type dry chemical fire extinguishers, having a rating of 20B, one mounted on each side of vehicle.

B. Vehicles Parked and Left Unattended

1. All aircraft fuel service vehicles, when parked, shall be positioned and in a condition ready to facilitate dispersal in the event of an emergency.

2. At least ten (10) feet of clear space shall be maintained between adjacent vehicles for accessibility by fire suppression personnel and equipment.
3. Vehicles shall be located and positioned to prevent potential fuel spillage from entering into storm or slit trench drains.
4. Fuel service vehicles shall never enter any structure, other than a maintenance facility and they shall not be parked and left unattended within fifty (50) feet of hangars, aircraft, passenger terminals, fuel storage facilities, occupied structures or other critical installations.

3.3.8 FUEL SPILL PREVENTION

- A. Fuelers and owners or operators of fuel and/or oil storage facilities shall, pursuant to the Federal Water Pollution Control Act (PL 92-500), prepare and file with the Environmental Protection Agency (EPA) a Spill Prevention Control and Countermeasure Plan (SPCC). A copy of this plan must also be on file with the Airport Managers Office. The Plan must be renewed every three (3) years. All updates and changes shall be filed with the Airport Managers Office.
- B. Fuelers shall provide for the handling and disposal of all trash, waste, and other hazardous materials, including but not limited to, used oil, solvents and other waste.
- C. Fuelers shall provide adequate procedures to limit fuel spills and prepare and implement fuel spill contingency plans including notification and clean-up procedures. Fuel service personnel shall be trained in the use of appropriate fire extinguishing equipment.
- D. Airport tenants involved in fueling operations shall maintain an adequate supply of fuel absorbent materials readily available to respond in the event of a fuel spill.
- E. The responsible party will be liable for all costs associated with the control, containment, clean up, disposal and any damages, as a result of the spill or clean-up operations to the Airport facilities. Costs incurred by the Authority associated with assessment and cleanup of the spill will be paid by the responsible party.
- D. Where spills occur that are larger than the responsible party can adequately handle or a spill occurs inside retaining walls and fuel is to be recovered, the responsible party must obtain the clean up services of a Hazardous Materials Contractor (Haz Mat Contractor) approved by the Authority. The ARFF will monitor the recovery operation and insure the safe handling of residual fuel after recovery.

3.3.9 FUEL SPILLS

A. Reporting

1. Employees shall promptly REPORT ALL FUEL SPILLS to their supervisor, JAAPD (741-2040), ATCT, and Airport Manager.
2. Immediately notify ARFF if one of the following conditions exist:
 - a. A spill presents a fire hazard, endangering life or equipment;
 - b. A spill over five (5) gallons in volume;
 - c. A spill is over ten (10) feet in length in any dimension or over fifty (50) square feet in area;
 - d. The spill source is continuous in nature; or
 - d. The spill is not cleaned up immediately for any reason.
3. Fuel spills that do not require ARFF units to respond shall have a person standing by with a fire extinguisher during the clean up process.
4. Airport Operations shall be responsible to make all additional notifications via the airport notification sheet, as deemed appropriate.
5. Spills that seep into the water table, sewers, storm or slit trench drains and/or cannot be controlled or cleaned up using in-house absorbent equipment and manpower must be reported to the EPA and applicable state agencies BY THE RESPONSIBLE PARTY.

B. Safety and Cleanup Procedures

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

1. All aircraft/vehicle refueling operations in the immediate location shall be terminated.
2. No electrical or automotive equipment shall be operated within one hundred (100) feet of the spill until safe conditions are restored.
3. No aircraft, vehicle, or spark-producing equipment within the spill area shall be started or moved before the area is declared safe by either the Airport Manager, Operations or the ARFF Captain.
4. Where there is no apparent fire, fuel delivery vehicles shall not be moved until the spillage is dispersed or removed and the area is deemed safe as determined by the ARFF Captain.

5. No fueling operations may continue until after the spill is cleaned up and final approval is given from the Airport Operations.
6. Fuel spill clean-up operations shall include the prevention of fuel from entering any storm or slit trench drain. The Authority's Environmental Affairs Department shall be notified by the Airport Manager or Operations Supervisor (VQQ), or his designee, or the JAAPD of all fuel spills.
7. The tenant responsible for the spill shall take immediate and proper action to begin clean-up operations. If responsibility for the spill cannot be promptly determined, the leaseholder is responsible for the clean up.
8. The spill will be cleaned up using absorbent substances or absorbent pads. The contaminated absorbent material shall be placed in metal containers and disposed of by the responsible party in an approved manner.
9. ARFF units responding to a fuel spill will remain at the site until the Captain and the Airport Manager, Operations Supervisor (VQQ), or his designee; declare it is no longer a hazard.
10. All fuel spills shall be reported to JAA and City of Jacksonville Environmental Resource Management Department (ERMD).

3.3.10 FOREIGN OBJECT DEBRIS (FOD)

In the interest of public safety, all agencies and personnel are responsible for keeping aprons, ramps and grounds of the Airport free of all FOD.

1. Each tenant will be responsible for providing clearly marked FOD containers for collecting material that is picked up from the aprons. Containers must be covered and small enough to be easily emptied, but heavy enough to resist spillage.
2. FOD containers shall be emptied on a scheduled basis or as necessary. Containers shall be presented in sufficient quantities to facilitate disposal of picked up materials.
3. All outside trash containers (e.g. cans, dumpsters, and compactors) shall be covered, checked frequently and emptied as necessary to prevent spill over of trash.

4 TERMINAL AND TENANT OPERATIONS

4.1 BUSINESS CONDUCT - OCCUPANCY

A. Conducting Business

Tenant's and tenant's employees and contractors shall not conduct business in any public area, or other common areas of the Airport including, but not limited to sidewalks, entrances, passages, elevators, vestibules, stairways, corridors, driveways or parking areas. Common areas shall be used by the tenant or tenant's agents, employees, contractors, visitors or licensees only as passageways to and from their respective work areas or to reach, as customers, the leaseholds of other tenants.

B. Prohibited Uses of Premises

Tenants shall not occupy or permit any portion of the premises to be occupied in any manner whatsoever beyond the limitations set forth in its agreement with the Authority. Those tenants found in areas outside their contracted leasehold area will be subject to retroactive billing by the Authority.

C. Agreement Provisions

In the event of any conflict between these Airport Rules and Regulations and the provisions of the agreement with the Authority, the agreement shall govern and control.

D. Damage to Fixtures and /or Facilities

The cost of repairing all damages resulting from any misuse by the tenant of fixtures or facilities contained on the Airport premises shall be borne by the tenant and may be billed to the tenant through additional rent or cost recovery means.

E. Theft

The Authority will not be responsible for lost or stolen personal property, from the tenants' leased premises or public common areas regardless of whether such loss occurs when the area is locked against entry or not. Theft or losses should be reported to the Airport Police.

F. Locks and Keys

The Authority shall provide all initial door locks, at the expense of the Authority. All subsequent lock changes requested by the tenant, if approved by the Authority, shall be completed by the Authority at tenant's sole expense and cost, unless specified in the terms and conditions of the tenant lease. Tenants maintain sole responsibility of key control and maintenance of all locks within their respective leasehold.

4.2 CLEANLINESS

A. Trash

All tenants shall keep their leased areas and adjacent areas clean and free from rubbish. Corridor doors when not in use shall be closed. Nothing shall be swept or thrown into the corridors, hallways or stairwells. Unkept space that results in an insect or vermin infestation must be handled immediately by the responsible tenant, e.g. licensed eradication methods. If the responsible tenant is unable to take immediate action to eradicate the pests, the Authority will take appropriate action. The tenant will be billed for these special services at a later date.

4.3 LEASEHOLD IMPROVEMENTS

A. Approval Process

Written Authority approval is required prior to commencement of any tenant improvements regardless of the scope of work, to include any type of excavation on airport property. No tenant improvement project, including "minor" projects such as new telephone or data lines, is exempt from this requirement. Authority review is not a substitute for any other required applicable permits or approvals including, but not limited to, those issued by the following agencies: City of Jacksonville (building, electrical, plumbing, HVAC, fire, and temporary permits), Duval County Health Department, and the FAA.

Proposed leasehold improvements shall be submitted to the Airport Manager's office. For full requirements refer to The JAA General Aviation Leasehold Development Standards.

Tenants are strongly encouraged to contact the Authority to discuss proposed tenant improvements in the earliest stages of the project planning; doing so can minimize tenant improvement costs, simplify and shorten the Authority review process. Failure to follow the process outlined above or to contact the proper Departments or individuals within the Authority is likely to result in complications and delays in the tenant improvement review process.

B. Hot Work

Tenants engaged in any activity that is capable of providing a source of ignition – such as welding, cutting, grinding or soldering with a torch – shall comply with applicable FL/OSHA Title 8 requirements. Additionally, all tenants shall notify Airport Operations prior to commencing any activity capable of providing any source of ignition.

C. Tenant Contractors

Tenant contractors, while working at the Airport, shall be subject to and under the control and direction of the tenant with final authority residing with the Executive Director, or his designated representative. No tenant construction shall commence prior to the tenant obtaining approval in writing from the Authority. Tenant improvement projects shall be completed in conformance with the Authority's written approval. Designated Authority representatives including, but not limited to, the Airport Manager or Operations personnel have the authority to direct a tenant or tenant contractor to correct improvements or construction operations and/or stop construction when a project is either unauthorized or not in conformance with the written conditions of approval for that project. Tenants shall cause all contractors and subcontractors to procure and maintain insurance coverage naming the Authority as an additional insured against such risks, in such amounts, and with such companies as the Authority may require. All work by the Tenant shall be performed in accordance with all laws, pursuant to a valid building permit and in a good and workmanlike manner, which does not result in any damage to the leasehold, premises and building, or any other component.

4.4 SECURITY

A. Authority Responsibility

The JAA Police Department and Airport Manager has the overall responsibility for security at the Airport. The Chief of Police, the Airport Manager, and Airport Operations, are tasked by the Authority to ensure a safe and secure environment is maintained at the Airport.

B. Tenant Responsibility

Each Airport tenant is responsible for the internal security of leased areas including company aircraft and the aircraft parking ramps. Tenants shall have in place an established program to prevent unauthorized access via their leasehold to restricted areas and the AOA. Tenants shall notify Airport Police, Airport Manager or Airport Operations (741-2040) of unidentified persons found in these areas. Respective authorized tenant employees during passenger load/off load to prevent unauthorized access to the aircraft and the AOA will attend departure areas. At all times the departure access doors will remain closed and locked.

C. Contractor Responsibility

1. All construction activity shall be conducted in a manner that insures complete compliance with all applicable security requirements as specified in the Airport Security Program. Airport Police Department, Airport Manager, Operations Department, and Engineering Department personnel monitor Airport construction activities; however it is the responsibility of the Contractor, and the Airport Manager, if applicable, to ensure compliance with the requirements set forth by the Authority. The Chief Engineer and the Executive Director will insist on the total adherence to all applicable Federal, State, City, and Authority rules and regulations. For construction activity on the AOA, refer also to Annex 3.
2. No work on the Airport can begin until the Airport Manager or Operations has briefed contractor personnel, including the contractor's Chief of Security, if required.
3. Perimeter Fence and Gate Security
 - a. If the construction project requires access through the Airport perimeter fence, the contractor:
 - i. Shall use only designated perimeter access gates and follow pre-approved travel routes.
 - ii. Shall be issued and responsible for Identification Badges allowing access to pre-determined and approved areas.
 - iii. Shall not install any type of locking devices unless approved by the Airport Manager or Airport Operations Supervisor (VQQ).
 - b. Approval of the Executive Director, or his designated representative and the Airport Manager or Airport Operations is required for any proposed modifications to the Airport perimeter security system. Security fencing and/or gate construction shall be in conformity with applicable Federal Aviation Regulations and Advisory Circular(s), which are maintained at the Airport Manager's office. Integrity of the perimeter fence and gate system shall be strictly maintained at all times. There shall be no exceptions. Gaps between gate end posts and fence supports posts shall not exceed two (2) inches. Gaps under fencing shall not exceed four (4) inches from the bottom of the fence fabric to surface grade.
4. Doorway Security

- a. During construction, positive security controls shall be maintained to prevent unauthorized access to restricted areas of the Airport. Full height barrier walls, if installed, shall be maintained to provide a secure barrier at all times. Existing doorways and temporary doorways, if installed, shall be secured or guarded with authorized, badged, personnel at all times. Temporary doors installed for use by contractor personnel, that allow access to restricted areas, shall be secured with a lock issued by Airport Manager and/or Airport Operations (VQQ), or by other means approved by the Airport Manager.
- b. The Contractor shall:
 - i. Never allow a security access point to be propped open unless a guard is posted at the door to prevent unauthorized access. Guards must be approved by Airport Operations.
 - ii. Not modify a security access door closure device or automatic locking mechanism. All security access doors must close and lock automatically.
 - iii. Never use an emergency exit (alarmed door) for access, unless so authorized by Airport Manager.

5. Airport Identification Badges - Contractors Only

- a. There shall be at least one (1) Contractor Supervisor or Foreman with a picture JAA ID Badge in each work area at all times, and shall have positive control over workers at all times.
- b. The Contractor Supervisor/Foreman shall escort and vouch for all contractor personnel wearing a Contractor Badge in the work area. All personnel wearing a Contractor Badge shall be under escort at all times when in restricted areas of the Airport. The definition of an escort is in view and under positive control at all times.

4.5 CARE OF BUILDING

A. Covering or Obstructing Windows and Doors

1. Any doors, sashes, windows, glass doors, lights and skylights that reflect or admit light into the common areas of the Airport shall not be covered or obstructed by a tenant. Nor shall any bottles, parcels, showcases, inventory, wares or merchandise of any type be placed on windowsills or in the public portions of the buildings.
2. No window display case or platform shall be constructed or placed by a tenant anywhere so that it may be viewed from or through an outside

window or door without the prior written approval as to its design, content, location, construction and suitability of the subject matter from the Executive Director, or his designated representative.

3. No awning, shade or other window covering (including but not limited to curtains, blinds, drapes or screens), shall be attached to the inside or outside walls or to the inside or outside of windows of a leasehold without the prior written consent of the Executive Director, or his designated representative. Any items requiring the Executive Director, consent must be of a quality, type, design, color, material and general appearance as may be specified by the Authority.

B. Cleanliness of Restrooms

Restrooms shall not be used for any purposes other than those for which they were constructed.

C. Defacing Exterior Surfaces

Tenant shall not mark, drive nails, screws or drill into, paint or in anyway deface the exterior walls, roof, foundations, bearing walls, or pillars of the leaseholds or the building. The expense of repairing any breakage, stoppage or damage resulting from said violation should be borne solely by the tenant.

D. Utility Systems

1. No water cooler, ice machine, air conditioning unit or system or other apparatus shall be installed or used by a tenant without the prior written consent of the Executive Director, or his designated representative.
2. Only trained and qualified electricians shall be permitted to install and maintain electrical equipment. All facilities shall be regularly inspected to correct any hazard resulting from operational use. Temporary or makeshift wiring, other than extension lights, shall be prohibited in hangars and other buildings. Explosion-proof and vapor-tight equipment shall be regularly maintained to comply with safety standards. The Authority shall approve electrical installation of semi-permanent or permanent nature.

E. Isolated Operations

Painting, welding and battery work shall be carried on in separate areas where required safety controls shall exist. All such operations must have prior written approval of the Executive Director, or his designated

representative and shall comply with all local regulations including but not limited to the local fire prevention requirements and regulations.

4.6 CLOSURE OF ENTRANCES

The Authority reserves the right to close and keep locked any and all access points to the Airport, including but not limited to closing the gates, during such hours as the Executive Director, or his designated representative may deem to be advisable for the adequate cleaning, maintenance or protection of the Airport.

4.7 SIGNAGE AND TENANT ADVERTISING

A. Permanent Signage

No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by a tenant on any part of the outside or inside (if visible from outside) of a leasehold without the prior written consent of the Executive Director, or his designated representative. For additional information, please refer to the JAA Sign Program Standards Manual (not included with this document)

The Executive Director, or his designated representative may remove any violating object without any liability and may charge the expense incurred by such removal up to and including repair and rehabilitation costs, to the tenant as additional rent or cost recovery.

The Executive Director, or his designated representative shall have the right to prohibit any advertising or business conducted by a tenant which, in his or her opinion, tends to damage the reputation of the Authority, and may direct tenants to refrain from or discontinue any such advertising or business.

B. Signage Information

Lessee and tenant signage information shall be limited to the business name, address where appropriate, product, service or principal use of the premises. Signage containing advertisements shall not include any rates or prices or be of a commercial nature. Tour and service information brochures offered by the tenant are permissible at the business counters and must be kept in an acceptable display case, i.e., lucite holder. Basket type holders are not acceptable.

C. Airport Banner Policy

The Executive Director or his designee must approve all tenant banners corporate and welcome signs, including their locations. The Executive Director or his designated representative reserves the right to limit the number of banners and signage placed at the Airport.

The Authority allows tenant banners promoting events sponsored by the Authority. All other commercial banner requests will be referred to Airport Operations.

D. Banner Approval Process

1. Tenants must deliver banners to Airport Manager for approval. A letter explaining the purpose of the banner may be requested.
2. Upon approval of the banner Airport Manager will affix an Authority approval sticker to the lower right corner of the banner.
3. The Authority approval sticker will contain the approval expiration date. Approval is for a maximum of thirty (30) calendar days.
4. Extensions may be authorized, upon written request.

E. Hanging of Banners

1. Once approved, the tenant shall be responsible for the installation and removal of all banners.
2. Banners may not be displayed in areas that block Airport signage, exit signs, fire extinguishers, or pull boxes. Banners may hang no lower than ten (10) feet from the floor.
3. No advertising or political messages of any type will be allowed on banners or signs.
4. Banners should be constructed of lightweight, fire retardant materials. Plastic banners are not permitted.

F. Holiday Decorations

Tasteful decorations are permitted. Any decorations deemed offensive in the judgment of the Airport Manager shall be removed at the expense of the tenant. Any damage to Airport facilities as a result of the application of holiday decorations may be charged to the tenant as additional rent or cost recovery.

G. Solicitation of Business

Please refer to Section 10, Expressive Activities.

4.8 TENANT DELIVERIES

A. Use of Public Areas

All deliveries to and from the leasehold shall be made only in such a manner as not to affect movement at the Airport.

Each tenant assumes all risks of and shall be liable for all damages to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property and personnel of Authority if damaged or injured as a result of acts in connection with carrying out the service for such tenant. Tenant shall repair, at tenant's sole cost and expense, any damage to the building caused by moving in or out of the premises.

All loading areas shall be kept neat and clean and free of any debris or spillage by the tenant at tenant's sole cost and responsibility. A tenant shall not permit any items nor any trash or other refuse to be left unattended in any common area. The tenant agrees to reimburse the Authority for the cost of removal in the event of violation.

No person shall use in any public areas of the Airport, any hand trucks or dollies, except those equipped with rubber tires and side guards for the delivery or receipt of merchandise.

4.9 NOISE

Tenants shall not make, or permit to be made, any unseemly or disturbing noises or disturb or interfere with other occupants of the building or other structures, whether by the use of any musical instrument, radio, television set, voice machine, paging system, unusual noise, or in any other way.

4.10 VERMIN, PESTS, ETC.

If the leasehold or leased terminal areas become infested with vermin or pests as a result of the misuse or neglect of a tenant, its employees or contractors, the tenant shall at its own expense cause the same to be exterminated immediately. The tenant shall employ such licensed exterminators as shall be pre-approved writing by the Executive Director, or his designated representative.

4.11 ELECTRONIC EQUIPMENT

Tenants shall not use or bring upon the leasehold, any electronic equipment, computers, data processing equipment or any ancillary equipment that may interfere with other tenants' electronic equipment. Tenant's shall not erect, install or otherwise maintain any aerials, transmitters, or antenna without prior written consent from the Executive Director, or his designated representative.

5 LANDSIDE OPERATIONS

5.1 GENERAL TRAFFIC REGULATIONS

A. Authority

Unless otherwise provided herein, the Authority shall establish regulations relating to vehicles pursuant thereto. The regulations shall include, but are not limited, to regulations for parking, standing, stopping, access roadways, one-way roadways, interior service roads, through roadways and other vehicular traffic areas, traffic lanes, signal devices, roadways, speed restrictions, crosswalks, safety zones, and bus stops.

B. Traffic Control Devices

The Authority shall erect, or cause to be erected, all signs, markers and devices pertaining to vehicular traffic control within the boundaries of the Airport, and such signs, markers or devices shall be prima facie evidence that they were erected or placed pursuant to said regulations and under proper authority.

C. Pedestrian Right of Way

The operator of any vehicle shall yield right-of-way to a pedestrian who crosses a roadway, access way, designated crosswalk or drive, except where the movement of vehicular traffic is being regulated by Airport Traffic Officers, Airport Police Officers or traffic control signals.

D. Vehicle Condition

No person shall operate at the Airport any vehicle which: (1) is so constructed, equipped, or loaded, or which is in such physical or mechanical condition, as to endanger persons or property, or (2) which has attached thereto an object or equipment (including that which is being towed) which drags, swings, or projects so as to be hazardous to persons or property.

E. Permission

Unless prior written approval is obtained from the Executive Director, or his designated representative, only those motor vehicles licensed to travel on the public highways of the State of Florida shall be permitted on the Airport roadways, access roads, apron, or other vehicular traffic areas.

F. Repairs

No person shall clean or make repairs to vehicles anywhere on the Airport other than in areas designated for this purpose, except for minor repairs necessary with respect to a temporarily disabled vehicle.

5.1.1 MOTOR VEHICLES

- A. Unless authorized by the Executive Director, or his designated representative, no highway vehicle shall be operated except on roadways and in parking areas specifically designated for such vehicles.
- B. Any accident involving injury or property damage shall be reported to the Executive Director, or his designated representative.
- C. No vehicle shall be parked or operated on the facilities and Airports under the jurisdiction of the Authority in violation of posted signs.
- D. All fire gates and entrances shall be kept clear of vehicles at all times.
- E. Unless otherwise provided, any applicable state and local laws relating to the operation of motor vehicles on the public highways thereof, apply to the operation of motor vehicles on the facilities and Airports under the jurisdiction of the Authority.
- F. No person shall operate any vehicle that: (1) is so constructed, equipped, or loaded, or which is in such physical or mechanical condition, as to endanger persons or property; or (2) that has attached thereto an object or equipment (including that which is being towed) that drags, swings, or projects so as to be hazardous to persons or property.
- G. Unless prior written approval is obtained from the Executive Director, only those motor vehicles licensed to travel on the public highways of the State of Florida shall be permitted on the roadways, access roads, apron or other vehicular traffic areas of the facilities and Airports under the jurisdiction of the Authority.
- H. No person shall clean or make repairs to vehicles anywhere on the facilities and Airports under the jurisdiction of the Authority other than in areas designated for this purpose, except for minor repairs necessary with respect to a temporarily disabled vehicle.

5.1.2 SPEED REGULATIONS - MOTOR VEHICLES

- A. It shall be unlawful to operate any vehicle on the facilities and Airports under the jurisdiction of the Jacksonville Aviation Authority in excess of posted speed limits.

5.1.3 VEHICLE PARKING REGULATED

- A. The Executive Director or his designated representative is hereby instructed to have lines or markings painted or placed upon the curb or upon the street for the purpose of designating parking spaces. Vehicles shall park within the lines or markings so established. It shall be unlawful to park any vehicle across any such line or marking or to park said vehicle in such position that the same shall not be entirely within the area so designated by such lines or markings.
- B. Vehicle parking on grass is strictly prohibited.

5.1.4 PARKING RESTRICTIONS

- A. No person shall stop, stand or park any vehicle on facilities or Airports under the jurisdiction of the Authority, including the Airport, in violation of posted signs or curb markings.
- B. The Authority's Executive Director, or his designated representative, is authorized to determine such parking restrictions and locate such signs or curb markings as are necessary or appropriate to give notice of any restriction and the applicable hours, times or days any such restriction is effective.

5.1.5 IMPOUNDING OF ILLEGALLY PARKED VEHICLES

The authorized officers of the Jacksonville Aviation Authority shall have the right to remove any vehicle found parked in violation of posted signs. In removing vehicles, authorized officers of the Authority shall follow the provisions of Florida Law establishing the procedure to remove and store vehicles.

5.1.6 AUTHORIZATION TO MOVE VEHICLES

The Executive Director, or his designated representative, has the authority to remove from any area on the facilities and Airports under the jurisdiction of the Authority, including, without limitation, the Airport, any vehicle which is disabled, abandoned or parked in violation of these rules and regulations, or which presents an operational, safety, or security problem to any other area of such facilities and Airports and may store the same at the owner's or operator's expense and without liability for damage which may result while removing, towing or storing.

5.2 PROCEDURE IN CASE OF ACCIDENTS

The operator of any vehicle involved in an accident on the Airport which results in the injury or death of any person, or damage to any property, shall immediately stop such vehicle at the scene of the accident and render such assistance as may be needed. The operator shall notify the Airport Manager, Airport Operations, and/or Airport Police Department immediately. The operator of such vehicle shall, in addition to all other reports required by other agencies, make a report of the accident as may be required by and in accordance with Federal, State and local laws and regulations.

5.3 SPEED LIMITS

The speed limit at which vehicles may be driven on roadways and other vehicular traffic areas on the Airport, including parking areas, shall be fifteen (15) miles per hour unless otherwise indicated on posted signs.

5.4 CLOSING OR RESTRICTING USE OF AIRPORT ROADWAYS

The Executive Director, or his authorized law enforcement representative, is authorized to close or restrict the use of all Airport roadways to vehicular traffic in the interest of public safety.

5.5 PUBLIC PARKING

- A. No person shall park or leave standing any vehicles, whether occupied or not, anywhere on the Airport except in areas specifically designated for that purpose and then only in accordance with the regulations governing the use of said areas as outlined in the Airport Rules and Regulations.
- B. No person will enter or use an Airport motor vehicle parking facility or parking space contrary to its posted or restricted use.
- C. No person shall park or leave a vehicle unattended in any Airport motor vehicle parking facility or parking space without having positioned said vehicle in a designated stall or area in such a manner as not to obstruct the proper movement of other vehicles in the parking facility or utilization by other vehicles or driveways or adjacent parking spaces.
- D. No person shall use any public parking area as a means to temporarily or permanently store any type of vehicle. Parking lots, except for FBO locations, are designed for Tenant employees and guests while conducting business on the airport.

5.6 COMPLIANCE WITH TRAFFIC SIGNS

Operators of motor vehicles using the public parking facilities at the Airport shall observe and comply with regulatory and directional traffic signs for entering and departing said facilities.

5.7 RESERVED PARKING

No person shall park any vehicle in any space marked "reserved" without a valid permit issued by Airport Manager. All such vehicles shall be allowed only within space or area specifically assigned to them. Parking shall be allowed only within spaces, which comply with, said designation, and then only for the times officially indicated by such authorized signs.

5.8 AUTHORIZATION TO MOVE VEHICLES

The Executive Director, or his designated representative, has the authority to remove from any area of the Airport any vehicle which is disabled, abandoned, or parked in violation of these rules and regulations, or which presents an operational or security problem to any other area of the Airport and may store the same at the owner's or operator's expense and without liability for damage which may result while removing, towing or storing.

5.9 COMMERCIAL TRANSPORTATION VEHICLES

No person shall operate any commercial transportation vehicle(s) on or from the Airport without a valid Commercial Ground Transportation Operator Permit from the Airport and/or an authorized Vehicle For Hire medallion from the City of Jacksonville's Department of Public Parking Motor Vehicle Inspection Office.

6 GROUND TRANSPORTATION AND COMMERCIAL OPERATIONS

6.1 APPLICATION

6.1.1 GENERAL APPLICATION

The rules contained in this section shall be applicable, as appropriate, to all other facilities and Airports under the jurisdiction of the Jacksonville Aviation Authority. All Commercial Ground Transportation using the facilities at the Airport shall do so pursuant to an agreement with the Authority, and in accordance with these Rules and Regulations.

It is the responsibility of each Commercial Ground Transportation Company, operator, or owner to ensure that their drivers and employees are aware and comply with the Airport Rules and Regulations.

6.2 GROUND TRANSPORTATION

6.2.1 TRANSPORTATION SERVICE REGULATIONS

No person shall operate or drive or cause to be operated or driven any Taxicab, Vehicle for Hire, Charter Vehicle, scheduled ground transportation service, hotel/motel or other courtesy vehicle or any other ground transportation service (except as provided in Section 7.2.2 of this Section) over and upon the non-dedicated private streets for the transportation of persons and baggage from or within the Cecil Field, Craig, and Herlong Airports without all valid and necessary permits issued by the Jacksonville Aviation Authority and/or City of Jacksonville's Department of Public Parking Motor Vehicle Inspection Office.

6.2.2 GROUND TRANSPORTATION PERMITS

The Executive Director, or his designee, may require and issue permits authorizing ground transportation service for the transportation of persons and baggage from or within the JAA General Aviation Airports. A valid permit is permission for the person to whom it is given, including said person's employee, driver or agent, to transport, by a vehicle to which a decal or access card is affixed, passengers and baggage over and upon the non-dedicated private streets within the Airport, in accordance with the rules, regulations, and standing time limits established and designated by the Executive Director from time to time.

A. Permit Terms and Fees.

Commercial Ground Transportation Operator Permit may be issued any time during the calendar year and shall not exceed the expiration date. Irrespective of the date of issuance of any permit, every Commercial Ground Transportation Operator Permit shall expire at the end of the

permit term period during which it was issued unless any such permit is sooner rescinded, terminated, suspended, revoked or cancelled by the Authority. No permit shall be extended nor shall any permit be renewed or transferable except transfer of a permit as provided in this Section.

The Authority may establish and assess reasonable fees and charges to be paid by all Commercial Ground Transportation Operators.

B. Automated Vehicle Identification.

Authorized Airport Commercial Ground Transportation Operator vehicles shall display a vehicle identification decal and/or automated vehicle identification transponder.

1. No person shall remove, damage or tamper with a vehicle decal or transponder unless given written authorization by the Authority.
2. No person shall evade or attempt to evade an Airport Automated Vehicle Identification reader.

C. Vehicle Inspections.

The Authority reserves the right to inspect any vehicle that is on Airport property without prior notice

6.2.3 INSURANCE

No Commercial Ground Transportation Operator shall operate at the Airport unless the vehicle Permit Holder establishes and maintains valid insurance in the form and amounts that is required by the Authority. Insurance must be kept current and a copy must be sent to the Authority's Risk Management Department.

Permit Holders shall maintain a valid policy of vehicle liability insurance executed and delivered by an insurance carrier rated A or better by Best's authorized to do business in the State of Florida. The minimum terms and limits of said policy shall be set from time to time by the Executive Director. The terms of the policy shall provide that the insurance company assumes financial responsibility for injuries to persons, property and employees caused by the operation of the Permit Holder and their authorized commercial vehicles.

Permit Holders shall maintain a valid policy of workers' compensation insurance for all its drivers. Permit Holders shall maintain a valid policy of worker's compensation insurance executed and delivered by an insurance carrier rated A or better by Best's authorized to do business in the State of Florida. This certificate, with appropriate endorsements to the underlying policies, shall provide that the Authority and its officers, employees and agents are named as additional insured. It shall also provide that the insurer will notify the Authority of

any cancellation or reduction in coverage and that the notice shall be in writing and shall be sent by registered mail at least thirty (30) calendar days prior to a reduction in coverage or cancellation of the policy. The certificate also shall state: The name and address of the insured; The insurance policy number; The type and limits of coverage, including employee classifications for workers compensation coverage and any deductibles or self-insured retention; The specific vehicle(s) insured for vehicle liability coverage; The effective dates of the certificate; and The certificate's date of issue.

6.2.4 VEHICLE REGISTRATION

- A. No Airport Commercial Ground Transportation Operator Permit shall be issued without proof of valid vehicle registration provided to and approved by the Authority.
- B. Florida vehicle registration shall list the Permit Holder or the Permit Holder's "dba" as the registered owner. If a vehicle is leased or rented, then a copy of a valid lease or rental agreement shall be provided to and approved by the Authority prior to any permit being issued.

6.2.5 FINANCIAL OWNERSHIP AND OPERATING RECORDS

- A. Every holder of an Airport Commercial Ground Transportation Operator shall maintain:
 - 1. Financial records in accordance with good accounting practices;
 - 2. Ownership records; and
 - 3. Operating records in a form and at intervals make available for inspection, which shall be determined from time to time by the Authority.
 - 4. Certificate of good standing from the Secretary of State.
- B. Ownership and operating records shall be made available to the Authority upon demand at any reasonable time. The Permit Holder agrees to keep and preserve for at least three (3) years all records regarding operation from the date the records are created.
- C. For the purposes of this Section, ownership records shall include, but are not limited to the following:
 - 1. Copies of the Articles (or Certificate) of Incorporation as filed with the Secretary of State of the entity's state of incorporation;
 - 2. Records identifying all corporate officers and board members. A corporation shall report any change in corporate officers or members of its board within ten days of the effective date of such change;

3. A stock register recording the issuance or transfer of any shares of the corporate stock; and
 4. The registration cards issued by the State of Florida Department of Motor Vehicles to the Permit Holder for all vehicles operating on Authority property under the authority of a Ground Transportation Service Permit.
- D. For the purposes of this Section, operating records shall include, but are not limited to the following:
1. Typed or written radio dispatch records;
 2. Any log that describes the trips transporting passengers and baggage to and from the Jacksonville International Airport;
- E. In order to ensure compliance with the foregoing sections, the Authority shall perform annual audits, when applicable of each Commercial Ground Transportation Permit Holder.
- F. If found to be out of compliance, the Commercial Ground Transportation Operator may be subject to revocation of permit as set forth in this Section.

6.2.6 COMPLAINTS

Every Airport Commercial Ground Transportation Operator shall respond within ten (10) business days to any written customer comment, complaint, or concern regarding transportation services provided or arranged by the Permit Holder to or from the Airports. Operator will use its best efforts in assisting the Authority in investigating and responding to these customer service matters in a timely manner.

Operator understands and agrees that its operation is a service to airline passengers and the users of Airport, to whom Operator will not unreasonably or discriminatorily refuse service, and that Operator shall conduct its operation in a first-class, businesslike, efficient, courteous, and accommodating manner. Operator agrees to promptly discontinue or remedy any objectionable practice brought to its attention by the Executive Director, or his designated representative.

A Permit Holder also shall respond within ten (10) business days to any inquiries from the Authority regarding service complaints and provide copies of any requested correspondence and records.

6.2.7 DISABLED PASSENGER SERVICES

Operator shall be required to provide for the transportation of handicapped individuals. Operator covenants and agrees that its drivers shall have

appropriate training in assisting disabled /handicapped patrons to and from vehicles used in the service.

6.2.8 NON-TRANSFERABLE

- A. A Commercial Ground Transportation Operator Permit, vehicle decal or hang tag, vehicle transponder or driver permit shall not in any manner, directly or indirectly, by operation of law or otherwise, be assigned, hypothecated, transferred or encumbered in whole or in part without the prior express written consent of the Executive Director or his designated representative.
- B. In the event that the Permit Holder is a corporation, partnership or legal entity other than a natural person, said prior consent of the Executive Director shall be required for any transfer or acquisition of a majority ownership or control of that corporation, partnership or legal entity to a person or group of persons acting in concert, none of whom already owns or controls a majority interest. Any such acquisition or transfer occurring without such prior consent shall constitute a failure to comply with this provision.
- C. In addition to Subsections (a) and (b) above, if a proposed transfer of Vehicle for Hire permit covers the transfer of all said vehicle decals, hang tags, or transponders issued to an authorized operator, the item may be transferred to any person or entity authorized to provide such service upon Authority approval. If a proposed transfer of Vehicle for Hire decals covers the transfer of only a portion of said decals, hang tags, or transponders issued to an authorized operator, the item may only be transferred to another existing authorized operator that holds a valid Vehicle for Hire permit.

6.2.9 LIMITATIONS

- A. The Authority may make any changes to these Sections 6.1 to 6.2.10, inclusive, of this Section, including, without limitation, the manner in which any Commercial Ground Transportation Permit Holder or vehicle decal, hang tag, or transponder is determined, regulated and replaced.

6.3 VEHICLE CONDITION

- A. Vehicle Appearance and Condition.
 - 1. An authorized vehicle shall not be driven on property of the Airport unless it is in safe operating condition and in good repair. Its lighting equipment shall be in good working order. There shall be no cracked or broken windshields, windows or mirrors. The muffler and exhaust system shall be adequate to prevent excessive or unusual noise and shall not emit excessive smoke, flame, gas or oil. Exterior paint and

markings shall not be faded or discolored. The vehicle shall have and maintain, in operational condition, a heater, air conditioner and defroster. The vehicle shall be maintained in a clean condition, both with regard to the interior and exterior. In vehicles required to have a taximeter, it is the responsibility of the person driving it to make certain that: the taximeter is in proper recording position at all times; the meter reading is visible to any passenger; and the meter light is burning during hours of darkness. The vehicle shall be further maintained in condition as provided in accordance with rules and regulations established by the Executive Director, or his designated representative.

2. The Authority may inspect any vehicle; and if the inspection reveals that such vehicle is not in reasonable good repair or operating condition, from the standpoint of the safety, security health and comfort of passengers, then the vehicle shall be ordered out of service until such time as remedial repairs and corrections have been made. When such repairs and corrections have been made, such vehicle shall be re-inspected to determine whether or not proper repairs and corrections have been made and in no case shall the vehicle be permitted to resume its operation until such repairs and corrections have been made.

B. Identification.

A person operating a vehicle shall have and be in possession of a valid certificate or permit from the appropriate municipal or state governmental authority, proof of insurance in full force and effect equal to requirements of the Authority, a valid driver's license issued by the State of Florida, any required identification card and have affixed to the right bottom corner of the windshield or such other location as directed by the Executive Director of the Authority and/or City of Jacksonville Division of Public Parking Motor Vehicle Inspection Office. These documents should be available upon the demand of an authorized officer of the Authority.

Unless otherwise authorized by the Authority, each commercial vehicle shall be clearly identified with the name of the business that owns and operates it and logo should be on the outside of the vehicle to enable passengers to identify the company.

C. Pickup Areas.

1. No person shall stop, park or stand any vehicle while awaiting any passenger or employment at any location on Airport property other than at an authorized area, line or zone. Passenger pickups shall take place only at designated areas and zones after following authorized procedures as may be established by the Executive Director or his designated representative and within vehicle standing time limits and

parking regulations. There should be no unattended vehicles in the designated pick-up areas or zones.

2. No Operator, driver or employee shall engage in boisterous conversations, gambling, profanity, or fighting at Airport, nor shall they provide misleading information to the customer concerning other ground transportation services.

D. Driver Regulations.

Every driver shall comply with the following clothing requirements:

1. Every driver shall be hygienically clean, well groomed, neat and suitably dressed in compliance with all applicable requirements of this section at all times while a transportation vehicle is in his or her custody;
2. Drivers shall be clean- and hair shall be neatly fashioned. If a beard or moustache is worn, it shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance;
3. The term "suitably dressed" shall be interpreted to mean the driver shall wear clean and pressed trousers, a clean and pressed shirt with a collar and sleeves, shoes with socks and, if desired, appropriate outer garments. Female drivers may wear a skirt in place of trousers; and
4. Clothing that is not considered appropriate and is not permitted includes: T-shirts, underwear, tank tops, body shirts, swimmer, jogging suits or similar types of attire when worn as an outer garment, shorts or trunks (jogging or bathing) or sandals.
5. Duty to Transport Passengers. The person operating a ground transportation service shall not refuse to transport any passenger, including baggage, requiring transportation and shall take all passengers to their requested destination using the most direct available route on all trips unless otherwise specifically requested by the passenger; provided, however, nothing herein shall require any person to provide ground transportation service contrary to either any municipal or state permit or certificate regarding ground transportation or its Authority authorized permit. Furthermore, a person is not required to transport such passengers when: such person has already been dispatched on another call; when such passengers appear to be under the influence of intoxicating liquor, a disorderly person; when a person may cause the vehicle to become damaged, stained or foul smelling; or if a person requires the use of a litter or stretcher.
6. Non-Discrimination. In providing ground transportation services on Airport property, no person shall discriminate against any person or class of persons by reason of sex, color, race, creed, religion, physical or mental disability, veteran status, medical condition, marital status,

age, sexual orientation, pregnancy or national origin. The accommodations and services shall be made available to the public on fair and reasonable terms.

7. Fares and Receipts. No person shall collect, demand, receive or arrange for any compensation in an amount greater or less than that approved or allowed by the appropriate fare setting governmental agency or commission for the ground transportation service. Upon request, the driver shall give a passenger making payment a receipt showing the amount of fare paid, the person's correct name and correct vehicle license number and Authority permit number. There shall be no fare or charge to the passenger by a Courtesy Vehicle.
8. Conformance with Laws. Any authorized ground transportation service shall be provided in conformance and obedience of:
 1. All lawful orders or instruction from authorized officers of the Authority;
 2. Any and all rules and regulations now in force or which may be changed, added, modified or adopted by the Authority for operation of transportation services at the Airport; and
 3. Any and all laws, ordinances, statutes, rules, regulations, standard operating procedures, orders, permits or certificates from the Airport, any governmental authority, municipal, state or federal, lawfully exercising authority over such person, including persons, employees, drivers and agents.

6.4 SUSPENSION, REVOCATION, DENIAL AND FINE OF GROUND TRANSPORTATION PERMITS AND SERVICES

The Executive Director or his designated representative shall suspend, revoke or deny the Commercial Ground Transportation Operator Permit, certificate of insurance, driver permit, vehicle permit, etc. as applicable, for failure to pay applicable commercial ground transportation fees or to comply with any of the provisions of all Sections, inclusive, of this Section pertaining to ground transportation services. Any such suspension or revocation shall be separate from any civil or criminal proceedings and shall not be a basis for relief of liability or responsibility pursuant to the proceedings. The action of the Executive Director shall not be subject any appeal process.

It shall be unlawful for any person to operate any Commercial Ground Transportation vehicle from a facility or Airport under the Authority's jurisdiction providing any ground transportation from such facility or Airport during the period of any suspension or revocation of the Operator Permit, certificate of insurance, driver's permit, vehicle permit etc.

No person shall use or give permission to use any vehicle to provide any ground transportation service from a facility or Airport under the Authority's jurisdiction during the period of any suspension or revocation of the permit. When commercial privileges have been suspended or revoked, the operation on Airport premises shall cease.

Whenever any person or permit holder acquires an address different from the address previously given the Authority, the person shall within ten (10) business days thereafter notify the Authority, in writing, of the former and new address.

6.5 GROUND TRANSPORTATION PERMIT - EXCEPTION

No ground transportation permit shall be required for the operation of ground transportation services for the transportation of persons and baggage from the General Aviation Airports to any government-owned public transportation system.

7 FIRE PREVENTION AND HAZARDOUS MATERIALS

7.1 GENERAL

- A. All persons using the Airport facilities shall exercise the utmost care to guard against fire and/or injury to persons or property.
- B. All applicable codes, standards and recommended practices of the National Fire Protection Association (NFPA) which specifically relate to the Airport, Construction, Fire Codes, and the Duval County Fire Codes currently in existence or hereafter promulgated and not in conflict herewith, are hereby adopted as part of the Airport Rules and Regulations.

7.2 SAFETY INSPECTIONS

All buildings and structures located on the Airport are under the jurisdiction of the Authority. The Executive Director, or his designated representative, shall immediately be notified of any inspections by a representative of any other authority other than that of the Authority. All such inspections shall be coordinated through the Airport Manager or Airport Operations Department and Risk Management. If it is determined that any building, structure, equipment or vehicle on the Airport is a hazard, the tenant manager shall be immediately notified and advised to perform corrective actions. Once the condition has been corrected, the tenant manager will notify Airport Operations in writing.

7.3 HOUSEKEEPING

Good housekeeping practices are required at all times by tenants and occupants of Airport buildings and structures, both in their assigned areas and during ramp side aircraft service/maintenance operations. Failure to comply may result in the Authority providing cleaning services. All associated costs incurred will be billed to the tenant or occupant accordingly.

A. Cleanliness

- 1. All persons occupying space at the Airport shall keep the space allotted to them policed and free from rubbish and accumulation of any material.
- 2. All floors and other work areas shall be kept clean and free from fuel, oil, grease, waste, rubbish and other flammable or hazardous materials. Tenants shall maintain hangar floors, fuel pits and trucks clean and free of excess fuel, grease and other flammables.

3. Approved metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar material. The contents of same shall be removed daily by persons occupying the space.
4. Clothes lockers for oil-stained clothes shall be constructed of metal or fire resistant material.
5. No person shall use a flammable substance for cleaning purposes inside any hangar or building.
6. Drip pans shall be placed under vehicle engines and kept clean at all times.
7. All Flammable substances shall be stored in OSHA and NFPA approved storage cabinets and containers.

B. Portable Lighting

Extension lights and all portable and mobile lighting equipment used in and around aircraft hangars, shops, buildings and other areas on or near combustible materials shall be explosion-proof and approved by Underwriters Laboratories.

Portable lamp assemblies shall not be used in any area without the proper protective guard or shield over such lamp assembly to prevent breakage.

C. Cabling

Power cables and cords on portable electric equipment shall be of heavy armored rubber or similar material, and the cables shall be constructed to provide automatic grounding of the equipment through isolated integral conductors. The cables shall free from fraying and obvious signs of exposed wires.

All power cables and cords shall be arranged and/or taped to the floors to prevent trip hazards.

7.4 HANGAR SAFETY

A. General

1. No person, except in an emergency, shall operate a tractor, tug or other motor vehicle in any hangar occupied by aircraft, unless the exhaust system of such vehicle is protected by screens or baffles, as recommended by the NFPA.

2. Aircraft shall be grounded in accordance with FAA and NFPA's guidelines to proper grounding plugs, or grounding rods, when undergoing repair, maintenance or modification within hangars.

B. Aircraft Electrical Systems

1. Radio transmitters and similar equipment installed in an aircraft shall not be tested or operated within a hangar with dynamotors running unless all parts of the antenna system are at least one (1) foot removed from another object. No aircraft shall be placed at any time so that any fabric-covered surface is within one (1) foot of an antenna system.
2. 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 an aircraft fueling operating, aircraft fueling truck or flammable liquid storage facility, unless an approved shielding device is used during the radar operation.

C. Fire Extinguishers

Tenants of all hangars shall provide suitable fire extinguishers and equipment and shall maintain said extinguishers in good operating condition as required by the Fire Marshal.

7.5 DOPING, SPRAY PAINTING AND PAINT STRIPPING

The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangar is prohibited. The process of doping will be carried on as set forth in the National Board of Fire Underwriters "Standards for the Construction and Protection of Airplane Hangars".

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 NFPA, the Standard Fire Prevention Code, and the National Board of fire Underwriters Standards "Paint Spraying and Spray Booths." All spray painting of aircraft, aircraft parts or components or other equipment, must be approved in writing by the Executive Director, or his designated representative.

7.6 FIRES AND OPEN FLAMES

1. No person shall conduct any open flame operation or any fires of any type, including flare pots, torches or fires in containers previously used

for oil, paint and similar materials on any portion of the Airport without the express written permission of the Executive Director, or his designated representative.

2. The use of any equipment employing open flames or sparks within any aircraft storage area is prohibited.
3. Open flames are specifically prohibited within fifty (50) feet of hangars, fuel trucks, and fuel loading stations and aircraft.
4. Lead and carbon burning, fusion gas and electric welding blowtorch work, reservoir repairs, engine testing, battery charging and all operations involving open flames shall be restricted to the repair shops.
5. No person shall smoke in any portion of the AOA or in any hanger, room, building or area at the General Aviation Airports except in designated smoking areas.
6. Any person observing any unattended or uncontrolled fire on the Airport premises shall immediately call 911 or report it directly to the Communications Center 741-2040.

7.7 FIRE HAZARDS

- A. No person, firm or corporation shall keep, store, use or maintain any lubricating oils, fuels or other chemical substances in or about the hangars, shops, garages or other buildings and facilities on the Airport except in full compliance with applicable federal, state and local laws.
- B. No person shall store any materials in such a manner as to constitute a fire hazard or in violation of any federal, state and local laws. All such material shall be stored in OSHA and NFPA approved storage cabinets and containers.
- C. Equipment and stock shall not be positioned in a manner so as to block aisles, walkways, exits or entries to any buildings or storage areas. Tarpaulins for protection of storage shall consist of approved flame-proofed fabric.
- D. Except for oil in sealed cans, no flammable liquids or gasses, including gasoline, dope, solvent and thinner shall be stored in any hangar or building in quantities greater than one gallon; provided however, separate buildings for such storage may be approved by the Executive Director, or his designated representative.
- E. Any process in which highly combustible material is used (e.g. doping or spray painting) shall be conducted only in designated and properly

designed and ventilated rooms or buildings. Each type of building shall, at the tenant's expense, conform to federal, state and local ordinances covering such operations. All illumination, wiring, heating, ventilating equipment, switches, outlets and fixtures shall be spark proof and vapor proof. No person shall enter or work in such an area while such processes are being conducted unless such person wears spark-proof shoes and clothing and other required personal protective equipment.

7.8 FIRE EXTINGUISHERS AND EQUIPMENT

Except as defined in the leasehold document, each tenant shall provide adequate and readily accessible fire extinguishers in proper working order. Each fire extinguisher shall carry a suitable tag showing the date of most recent inspection. Each fire extinguisher shall display its intended usage as required by applicable occupational safety and health standards. The tenant shall conduct instruction and training of all employees in the use and limitations of extinguishers.

Fire extinguisher shall not be tampered with at any time nor used for any purpose other than fire-fighting or fire prevention.

Airport fire protection systems and equipment shall not be altered or tampered with at any time.

All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.

7.9 HAZARDOUS WASTE AND MATERIALS

A. Handling, Transporting and Storage

No person shall, without prior permission from the Executive Director, or his designated representative, keep, transport, handle or store at, in or upon the Airport any cargo of explosives, or other hazardous articles which are barred from loading in or for transportation by Civil Aircraft in the United States under regulations promulgated by the FAA and the regulations of any other authorized agency having jurisdiction. Compliance with said regulations shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, or store such explosives or other dangerous articles at, in, or upon the Airport. Advance notice of at least twenty-four (24) hours shall be given to the Executive Director, or his designated representative, to permit full investigation and clearances of any operation requiring a waiver of this rule.

No person may offer, and no person may knowingly accept, any hazardous article for shipment at the Airport unless the shipment is

handled and stored in full compliance with all current and applicable provisions of DOT and as applicable, FAR Part 139. Any person engaged in the transportation of hazardous articles shall have designated personnel at the Airport authorized and responsible for receiving and handling such shipments in compliance with all applicable federal, state and local regulations.

Any person engaged in the transportation of hazardous articles shall provide storage facilities, which reasonably ensure against unauthorized access, exposure to persons, or damage to shipments while in or on the Airport.

B. Damages Due to Non-Compliance

Each person, firm or corporation is solely responsible for educating and training their respective employees, agents, contractors and suppliers on the subject of hazardous waste management, handling, documentation, disposal and removal, etc. All fines, penalties, assessments, charges, costs, expenses and consequential damages attendant to non-compliance shall be the sole responsibility of the party found in violation and shall not become or form the basis of any reimbursement by the Authority, or any rental abatement, reductions, concessions or fee adjustments.

C. Hazardous Material Use

All materials utilized at the Airport shall be managed in a manner consistent with safety standards and all applicable regulations. Any person, tenant, airline or facility wishing to store and/or use such substances on the Airport shall submit a detailed management plan to the Executive Director, or his designated representative and include procedures for storage, handling, use, safety features and any other pertinent information. The Executive Director, or his designated representative, shall review all plans and provide comment, requirements or suggested changes to the submitter.

The exact location and quantity of material normally stored shall be submitted to the Executive Director, or his designated representative, along with a Material Safety Data Sheet (MSDS) for each substance.

Material Safety Data Sheets (MSDS) for all Hazardous Materials shall be maintained on site so as to be readily available to emergency responders in the event of an emergency and for review by the Airport Manager and the Fire Department (ARFF personnel).

No entity shall use, keep, or permit to be used or kept, any foul or noxious gas or substance at the Airport, or permit or suffer the Airport to be occupied or used in a manner offensive or objectionable to the Airport Manager or other users by reason of noise, odors, and/or vibrations, or

interfere in any way with other occupants or those having business therein.

7.10 EFFLUENTS, POLLUTANTS, or AIR CONTAMINANTS

No person shall discharge any substance in or upon the Airport in contravention of any Regulatory Measure. Proper permits must be obtained from the appropriate Agency, copies must be presented to the Airport Manager, and prior written permission must be obtained from the Airport Manager for such discharge.

Hazardous spills that require reporting include, but are not limited to, jet fuel, gasoline, fuel oil, hydraulic oil, motor oil, alcohol, glycol, and all similar chemicals that could be considered hazardous.

In the event a hazardous spill occurs of any magnitude, the responsible party of such spill shall take appropriate action in the containment, clean up, and rehabilitation of such hazardous spill.

Operators with fueling capability or responsibility for maintenance of fuel systems shall have on hand at all times sufficient containment booms to form a barrier around the spill. Additionally, Operators shall have sufficient cleanup absorbents, pillows, pads, etc. to pick up the product and to store the same (saturated booms, blankets, etc.) in a sealed container(s) until proper disposal can be effected. The salvage drum(s) shall be approved by the DOT (DOT-E-10102).

7.11 USE OF CLEANING FLUIDS

Cleaning of aircraft parts and other equipment shall preferably be done with nonflammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100 degrees Fahrenheit shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the NFPA.

8 GENERAL AVIATION COMMERCIAL FILMING/PHOTO SHOOT AUTHORIZATION POLICY.

8.1 POLICY INTENT

The purpose of this Policy is to provide guidance to film crews or other individuals on the procedures involved in conducting commercial filming/photo shoot activities at Cecil Field, Craig, or Herlong Airports.

8.2 GENERAL

The Jacksonville Aviation Authority administers and operates Cecil Field, Craig, and Herlong Airports, which are dedicated to providing aviation services to the North Florida / South Georgia region. In that the Airport provides an interesting and exciting venue for film projects, it is necessary to establish parameters for its use for commercial filming/photo shoot activities.

8.3 COMMERCIAL FILMING/PHOTO SHOOT APPLICATION SUBMITTAL INSTRUCTIONS

- A. The External Affairs Department at JAA will process all Commercial Filming/Photo Shoot Applications and issue Commercial Filming/Photo Shoot Authorizations for all related activities conducted on Airport property. Commercial Filming/Photo Shoot Application is located in Annex 7. The External Affairs Department reserves the right to receive prior notice or copies of any text/dialogue referencing the airport, so as to ensure that references are factual.

8.4 COMMERCIAL PHOTOGRAPHY AND RECORDINGS

All such activities shall be coordinated with the Executive Director, or his designated representative and the External Affairs Division so as to minimize interference with the traveling public or Airport operations. Each film crew shall ensure his/her operations do not; 1) jeopardize the safety of the general public or impede their access to airport facilities, and 2) will comply with conditions established by the airport Operations Department.

A. Local TV/News and Media Operations

Filming operations by local TV/News Media are authorized at the airport; however, notification of intent to airport management is mandatory.

B. Motion Picture or Commercial Film

No person shall take still, motion or sound motion pictures or voice recordings for commercial purposes without written permission from the Executive Director, or his or her designated representative. This process requires that the party interested in filming completes and submits a

commercial film/photo shoot application. Authorization for a commercial film/photo shoot may be granted if all conditions in the application are met. The Authority reserves the right to deny requests.

C. Airside Filming

Filming on the AOA requires film crews to be escorted by appropriate authority in accordance with the Airport Security Plan.

D. Filming on Tenant Leaseholds

Filming conducted entirely within tenant leaseholds requires specific direct coordination and approval from the tenant.

9 SOLICITATION - EXPRESSIVE ACTIVITIES

9.1 Activities Requiring a Permit.

No group, organization or person shall engage in any of the following activities at the Airport except with a permit.

The following activities are allowed in designated airport areas:

- a. Solicit and receive alms;
- b. Solicit and receive funds;
- c. Conduct surveys or solicit information from the general public;
- d. Conduct or participate in any parading, picketing, marching, patrolling, demonstrating and / or assembling;
- e. Seek petition signatures.

The following activities are allowed in designated areas inside the JAA buildings:

- a. Speech making and/or proselytizing;
- b. Carrying, displaying signs or placards;
- c. Distributing literature, pamphlets or other printed material.

9.2 Right of Prohibition

If any group, organization or person engages in any of the activities prohibited above without a permit, the Executive Director of the Jacksonville Aviation Authority, or an authorized representative, shall advise the group, organization or person of the Airport Rules and Regulations and shall request the group, organization or person to cease conducting the prohibited activities.

9.3 Permit Acquisition

The activities set forth above may be conducted on Airport property, in specific areas designated by the Executive Director from time to time. Individuals or groups desiring to engage in one of the above listed activities must first obtain a permit from the Executive Director, or his designated representative. Such permits shall be issued in accordance with procedures issued by the Executive Director.

9.4 Applications

Applications for Expressive Activities and Right of Entry Permits may be obtained from the Airport Manager.

9.5 Non-obstruction of Personnel

No group, organization or person shall interfere with, impede, disturb the peace of the general public or obstruct the work of airline or Airport employees.

9.6 Sound Amplification

No sound amplification of any type shall be permitted. The group, organization or person shall comply with all noise regulations of the City Jacksonville.

9.7 Denial or Revocation

Any person or Sponsoring Organization whose application for a permit is denied or whose permit is revoked may appeal to the Executive Director of the Authority within ten (10) days of the notice of denial or revocation. The appeal must be in writing. The Executive Director will respond within four (4) calendar days of said appeal. If the appeal to the Executive Director is denied, the person or Sponsoring Organization may appeal, in writing, to the Jacksonville Aviation Authority Board within ten (10) days of the denial. Upon filing of said appeal with the Jacksonville Aviation Authority Board, an Applicant and/or Sponsoring Organization may not resume regulated activities until final determination of the appeal by the Board. All decisions of the Board are final.

9.8 Board Policy

These rules and regulations set forth in this section are not exclusive. The Board may promulgate board policies, which may further supplement the Airport Rules and Regulations.

10 MILITARY/GOVERNMENT OPERATIONS

10.1 RULES AND REGULATIONS

All U.S and foreign military and government personnel shall adhere to airport Rules and Regulations contained herein.

10.2 PARKING

Transient military/government aircraft or arriving military/government-contracted aircraft shall be provided taxi instructions to the parking ramp of the FBO or maintenance facility of their choice.

10.3 TRANSIENT MILITARY AIRCRAFT CARRYING MUNITIONS

No aircraft carrying munitions or explosives of any type shall land at or depart from JAA general aviation airports without prior written approval from the authority.

Craig and Herlong Airports can not accept or support military/government aircraft carrying unexpended, hot, live, hung, unsafe or any other kind of status of munitions on board military aircraft. The following sub-sections are applicable to Cecil Field.

- A. Military/government pilots landing aircraft at the Cecil Field with unexpended, hot, live, hung, unsafe or any other kind or status of munitions on board their aircraft shall be directed by airport personnel (Control Tower when operational) to park on the Hot Cargo Ramp (Taxiway Bravo Two) south of Runway 9R. When possible, ATCT personnel shall advise affected pilots prior to landing that Cecil does not have a capability or personnel trained to "safe" munitions or aircraft.
- B. Upon landing at Cecil Field pilots shall be instructed by ATCT or Airport personnel to attempt to keep from turning the nose of their aircraft toward or through the occupied areas of the airfield. If in formation, they shall turn off at the ends of Runway 27L and hold until all aircraft in formation have landed safely. Then they shall be cleared to proceed back down the runway to taxiway Bravo Two and to the Hot Cargo Ramp.
- C. Pilots will provide a list of all munitions on the aircraft to the Airport Authority as soon as possible.
- D. Pilots will be responsible for the safety and security of their aircraft and munitions.

10.4. LARGE TRANSPORT/CARGO AIRCRAFT – CECIL FIELD

Military and military charter transport/cargo aircraft larger than the C-130 Hercules shall be directed by airport personnel to park on the South Ramp in front of the Cecil Field ATCT in such a manner as to preclude taking up unnecessary space or blocking adjacent taxiways.

ANNEXES

Annex 1 - Terms

Annex 2 – Airport Information

Annex 3 – Airport Operations, Safety, & Security

Annex 4 – Violations

Annex 5 - References

Annex 6 - Expressive Activities / Commercial Photo Shoot Policy

Annex 7 - Expressive Activities / Commercial Photo Shoot Policy Application

ANNEX 1 - LIST OF DEFINITIONS AND ACRONYMS

Air Operations Area (AOA): The area of the Airport situated within the perimeter fence line which is used primarily for aircraft parking, taxiing, refueling, landing, take off or surface maneuvering.

Air Traffic Control Tower (ATCT): The Federal Aviation Administration agency which controls the air and ground movement of aircraft and ground vehicles operating on the movement areas of the Airport.

Aircraft Fuel Servicing Tank Vehicle (Fueller): A tank vehicle designed for or employed in the transportation and transfer of fuel into or from an aircraft.

Aircraft Parking Area: A defined area of the Airport intended exclusively for parking of aircraft and loading or unloading of passengers and cargo.

Aircraft Rescue and Fire Fighting (ARFF): The fire-fighting protection for aircraft operating at the Airport.

Airfield: The area of the Airport situated within the perimeter fence line, which is used primarily for the purpose of aviation activities.

Airport: The Jacksonville International Airport and all improvements and appurtenances contained thereon.

Airport Operations: The Department having the delegated responsibility for the day-to-day operation and security of the Airport.

Airport Police: The Department having the responsibility for the security of the Airport and the enforcement of Local and State laws.

Airport Operations Supervisor/Specialist: The designee(s) of the Airport Operations Department who has responsibility for the day-to-day operation of the Airport.

Airport Service Equipment: Vehicles and equipment routinely used by Authority personnel for service, maintenance or construction.

Americans with Disabilities Act of 1990 (“ADA”): Civil rights legislation which provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities; sets enforceable standards addressing discrimination against individuals with disabilities; ensures enforcing of those standards; and invokes the sweep of congressional authority, including the power to enforce the 14th Amendment and to regulate commerce, in order to address discrimination against individuals with disabilities.

Apron: A defined area of an Airport intended to accommodate aircraft for the purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

Best Management Practices (BMP): As used in storm water management, practices employed to prevent or reduce source water pollution, such as the construction of runoff-retention basins and the replanting of eroding surfaces.

Bus: a commercial vehicle with a length of twenty (25) feet or more and a seating capacity of eighteen (18) or more passengers, excluding the driver, which has a valid operating authority (permits, licenses, certificates, etc.) from the appropriate governmental agency or agencies.

Commercial Ground Transportation Operator: shall mean the carriage of passengers and/or property by a commercial vehicle.

Commercial Ground Transportation Vehicle: Any vehicle operating in the designated commercial areas that is engaged in transporting persons or property for a commercial entity for the benefit, gain, earnings, return income, remuneration, compensation, or profit (either directly or indirectly), the object of which is any or all of the previous whether or not such objective is met. Examples include, but are not limited to, on-duty taxicabs, limousines, courtesy vehicles, shuttles, and chartered or scheduled buses.

Commercial Lane: The area designated by the Authority for use by commercial ground transportation operators, off Airport parking and rental operators, courtesy operators, and the on-demand taxi and shuttle operators for the purpose of picking up deplane passengers.

Contractors: Any representative of companies or firms under hire to do services or work on property of the owner, tenant or subtenant.

Courtesy Vehicle: Any vehicle operated specifically for the transportation and convenience of patrons or perspective patrons for which no compensation is rendered (i.e. hotels, motels, rental car companies, off Airport parking companies, etc.).

Curbside: The curb lane and those lanes designated by the Authority for the immediate loading and unloading of passengers within the terminal building area at the Airport.

Dispatcher: Employee stationed at the Ground Transportation Booth.

Driver: An employee, agent or independent contractor of a commercial ground transportation operator or any tenant of the Airport who drives or operates a commercial ground transportation vehicle or a motor vehicle or equipment upon the Airport.

Emergency Vehicles: Those vehicles, including aircraft rescue and fire fighting vehicles, ambulances, and other authorized vehicles approved and routinely operated for response to emergency situations, including mutual aid.

Executive Director: The person, or his or her designated representative, with authority and responsibility over the operation and management of the Jacksonville International Airport under the authority of the Jacksonville Aviation Authority.

FAA: The Federal Aviation Administration.

FBO: Fixed Base Operator.

Florida Vehicle Code: The law that governs the operation of all motor vehicles including taxis and other vehicles of public conveyance.

Foreign Object Debris (FOD): A term used to identify any type of debris on aircraft ramps, aprons, or aircraft movement areas; i.e., nuts, bolts, plastic, cans, rocks, baggage pieces and parts, etc. These and other like materials can cause serious damage to an aircraft's propeller or to a jet engine if ingested.

Ground Support Equipment (GSE): Vehicles and equipment approved and routinely used on the aircraft aprons or parking areas in support of Airport operations.

Ground Transportation Booth: The designated area where passengers obtain assistance with ground transportation matters.

Gross Revenues: All sums, revenues, rents, fees, commissions, charges or any other income, whether cash, credit or otherwise, whether on a hourly, daily, weekly, or monthly basis, which are derived from any source or received by and/or accrued to the Operator in connection with the operation of all activities conducted at or from the assigned areas or contemplated hereunder, as determined in accordance with the Generally Accepted Accounting Principles.

Hazardous Materials: The spillage, leakage, or dispersion of those substances in any quantity such as antifreeze, de-icing materials, fuel, lavatory waste or other substances of an unknown nature which may be hazardous and pose a substantial present or potential hazard to human health or the environment when it is improperly treated, stored, transported, disposed of or otherwise managed.

Hearing Officer: The individual or individuals appointed by the Authority to hear the information regarding Permit Holders facing administrative action.

Instrument Landing System (ILS) Critical Area: An area established near the glide slope antenna that is protected from vehicular and aircraft intrusion in order to prevent the disruption of aircraft navigation equipment on approach to landing. This area is marked and identified by various methods including signage. Vehicles are not authorized to maneuver through this area without clearance from ATCT when the area is activated.

Limousine: A prearranged chauffeur-operated motor vehicle for hire less than twenty-five (25) feet in length with un-metered rates, operating to and from the Airport in accordance with the valid operating authority (permits, licenses, certificates, etc.) from the appropriate governmental agency or agencies.

Material Safety Data Sheet (MSDS): A document designed to explain everything necessary to handle a chemical safely.

Minimum Standards: The qualifications which are established as the minimum requirements to be met as a condition for the privilege to conduct an aeronautical activity on the airport.

Motor Vehicle: As defined by the Florida Vehicle Code. In all cases, ramp vehicles that are not licensed to operate under state provisions shall be subject to the same limitation and regulations governing the operation of a motor vehicle within the confines of the AOA. (Some exceptions apply.)

Movement Area: The runways, taxiways, safety areas, Instrument Landing System (ILS) critical areas, height restrictive areas and other areas of the Airport which are normally under the control of the ATCT by reason of their function to support the landing, take-off and ground maneuvering of aircraft.

Non-Dedicated Streets: The streets under control and jurisdiction of the Authority and not dedicated to any other governmental agency.

Non-Movement Area: The areas at the Airport that are used for the parking of aircraft, also referred to as “aprons” or “ramps,” that are not under the direct control of the ATCT.

Notice to Airmen (NOTAM): A notice containing information concerning the establishment, condition or change in any component (facility, service, procedure, or hazard in the National Airspace System) of which the timely knowledge is essential to personnel concerned with flight operations.

Permit Holder: The individual, company, organization, entity or affiliate permitted to operate ground transportation service vehicles within the Jacksonville International Airport.

PPR: Prior Permission Required.

Prearranged Ground Transportation Facility: The area designated by the Authority for prearranged commercial ground transportation operators for the purpose of picking up deplane passengers.

Prearranged Transportation: Shall mean the transportation of passenger(s) whereby the operator of the commercial vehicle knows the name(s) of the passenger(s) he or she is picking up, the flight information, and/or the destination to which the passenger(s) are being transported; and this knowledge is secured prior to the passenger(s) making contact with the driver of the commercial vehicle.

Public Parking Facilities: All parking facilities provided specifically for the public while at the Airport.

Ramps: Those portions of the Airport used for aircraft parking or movement within a tenant leasehold or other paved areas under the direction of the Senior Director of Aviation.

Restricted Area: Any area of the Airport where access is restricted to use by the tenants or Authority for its operations only.

Runway: An area designed for the landing or taking off of aircraft. Runways are identified by a broken white centerline, solid white edge lines and white edge lights.

Scheduled Operations: Aircraft operations conducted in accordance with a published schedule between points within the continental United States (Domestic), or into or out of the continental United States (Flag).

Security Identification Display Area (SIDA): An area identified in the Airport Security Program which requires increased security and a continuous display of Airport issued or approved identification media.

Service Animals: Animals that are employed to provide assistance to its handler or caretaker. For example, guide dogs, K-9 police officers, and other animals within this scope.

Shuttle: A vehicle for hire with a valid permit or license from the proper governmental authority with a seating capacity of not less than eight persons, including the driver and operating to and from fixed points of pick up and discharge for the fixed rate or fare.

Solicitation: The act of directly or indirectly, actively or passively; openly or subtly, ask (or endeavor by asking), request, implore, plead for; importune, seek or try to obtain.

Storm Water: Storm water runoff and surface water runoff and drainage.

Sub-tenant: Any person that holds the sub-lease of specifically described property within the Airport and who has a responsibility for the maintenance of said property and the control of persons and vehicles within the boundaries of said property.

Taxicab: Any vehicle for hire with a seating capacity of not more than six persons, including the driver, not operating over a fixed route but routed under the direction of the person hiring the vehicle and is appropriately licensed as a taxicab by the proper governmental authority.

Taxiway: An area designed for the passage of aircraft between the non-movement areas and the runway. Taxiways are identified by a solid painted yellow centerline and blue edge lights.

Tenant: Any person that holds the lease of specifically described property within the Airport and who has a responsibility for the maintenance of said property and the control of persons and vehicles within the boundaries of said property.

Terminal: Any building on the Airport that is used primarily for the purpose of passenger accommodations and related activities.

TSA: Transportation Security Administration.

Vehicle for Hire: A motor vehicle with driver, transporting passengers for a fare, fee, or other charge in Duval County except as may be otherwise provided.

Vehicle Service Road: Roadway used for vehicle movement about the perimeter of the movement areas.

ANNEX 2 - AIRPORT INFORMATION

Name/Location

Airport Name	Craig Airport
FAA Identifier:	CRG
Lat/Long:	30-20-10.8000N / 081-30-52.0000W 30-20.180000N / 081-30.866667W 30.3363333 / -81.5144444 (estimated)
Elevation:	41 ft. / 12.5 m (surveyed)
Variation:	04W (1995)
From city:	8 miles E of JACKSONVILLE, FL
Zip code:	32225

Airport Operations

Airport use:	Open to the public
Sectional chart:	JACKSONVILLE
Control tower:	yes
ARTCC:	JACKSONVILLE CENTER
FSS:	GAINESVILLE FLIGHT SERVICE STATION [1-866-523-7229]
NOTAMs facility:	CRG (NOTAM-D service available)
Attendance:	MON-FRI 0600-2300, SAT-SUN 0600-2200
Wind indicator:	lighted
Segmented circle:	yes
Lights:	DUSK-DAWN WHEN ATCT CLSD HIRL RY 14/32 & MIRL RY 05/23 PRESET MED INTST. ACTVT REIL RY 23 & MALSR RY 32 - CTAF
Beacon:	white-green (lighted land Airport)
Fire and rescue:	ARFF/ Stations 29 and 30 (off-site)
FBO Operators:	Craig Air Center 904-641-0300 Avitat Sky Harbor 904-641-8555

Airport Communications:

UNICOM:	122.95
ATIS:	125.40
WX ASOS:	125.40 / (904-646-4670)
CRAIG GROUND:	121.8
CRAIG TOWER:	132.1 257.625

Name/Location

Airport Name	Herlong Airport
FAA Identifier:	HEG
Lat/Long:	30-16-40.0400N / 081-48-21.4100W 30-16.667333N / 081-48.356833W 30.2777889 / -81.8059472 (estimated)
Elevation:	87 ft. / 27 m (estimated)
Variation:	03W (1985)
From city:	8 miles SW of JACKSONVILLE, FL
Zip code:	32221

Airport Operations

Airport use:	Open to the public
Sectional chart:	JACKSONVILLE
Control tower:	no
ARTCC:	JACKSONVILLE CENTER
FSS:	GAINESVILLE FLIGHT SERVICE STATION [1-866-523-7229]
NOTAMs facility:	JAX (NOTAM-D service available)
Attendance:	0630-1930
Wind indicator:	lighted
Segmented circle:	yes
Lights:	DUSK-DAWN ACTVT MIRL RY 07/25 & 11/29 - CTAF
Beacon:	white-green (lighted land Airport)
Fire and rescue:	ARFF/Station 31 (off-site)
FBO Operators:	JAA / Herlong Aviation

Airport Communications:

CTAF/UNICOM:	123.00
ATIS:	125.85
WX AWOS-3:	119.275 (904-695-0334)
JACKSONVILLE APPROACH:	124.4 [0700-2300]
JACKSONVILLE DEPARTURE:	124.4 [0700-2300]

Name/Location

Airport Name	Cecil Field
FAA Identifier:	VQQ
Lat/Long:	30-13-07.2810N / 081-52-36.1840W 30-13.121350N / 081-52.603067W

30.2186892 / -81.8767178
 (estimated)
 Elevation: 81 ft. / 24.7 m (surveyed)
 Variation: 03W (1990)
 From city: 13 miles SW of JACKSONVILLE, FL
 Zip code: 32222

Airport Operations

Airport use: Open to the public
 Sectional chart: JACKSONVILLE
 Control tower: yes
 ARTCC: JACKSONVILLE CENTER
 FSS: GAINESVILLE FLIGHT SERVICE STATION [1-866-523-7229]
 NOTAMs facility: JAX (NOTAM-D service available)
 Attendance: 0700-2100
 Wind indicator: lighted
 Segmented circle: no
 Lights: DUSK-DAWN
 WHEN ATCT CLSD ACTVT HIRL RY 18L/36R,
 09R/27L, REIL RYS 09R, 27L, 18L & MALSR
 RY 36R - CTAF
 Beacon: white-green (lighted land Airport)
 Fire and rescue: ARFF/Station 56 (on-site)
 FBO Operator: Signature Flight Support 904-777-6675
 Air 1 FBO 904-317-6550

Airport Communications:

UNICOM: 122.95
 CTAF 126.10
 ATIS: 125.275
 CECIL FIELD GROUND: 121.625
 CECIL FIELD TOWER: 126.10
 JACKSONVILLE APPROACH: 123.8 [0700-2300]
 JACKSONVILLE DEPARTURE: 123.8 [0700-2300]

ANNEX 3 - AIRPORT OPERATIONS, SAFETY, & SECURITY

APPLICABLE TO CONSTRUCTION ACTIVITIES

WITHIN THE AIRPORT'S AIR OPERATIONS AREA (AOA) AND RESTRICTED AREAS
OF THE AIRPORT

(LAST UPDATED 4/13/05 - SUPERSEDES ALL PREVIOUS EDITIONS)

Purposes:

This document, "General Aviation Airport's Airport Operational Safety & Security Requirements", has been prepared to:

- a. Define standards and specify procedures for and acceptable means of compliance with, Federal Aviation Regulations (FAR) governing operational safety and GA Airport Security Manager governing Airport security on airports during construction. Said regulations may include, but are not limited to applicable provisions of FAR Part 139, construction safety measures described in Federal Aviation Administration (FAA)'s Advisory Circular (AC) 150/5370-2, Operational Safety on Airports During Construction, and in the VQQ's Airport Certification Manual (VQQ-ACM) and Airport Security Program;
- b. Provide contractors, construction project sponsors, construction administrators and inspectors, and other persons associated with any construction activities at the three GA airports with guidelines by which the above-mentioned regulatory requirements may be met; and
- c. Support and facilitate construction activities while continuing to maintain the level of safety and security required for Airport and aircraft operations.

Applicability:

The requirements, standards, procedures set forth herein pertain to all construction projects occurring within the Airport's Air Operations Area (AOA) or its restricted areas as further defined below. They also apply to consultants, contractors, their subcontractors, suppliers, and all other persons under their control, who conduct any activities within the AOA or restricted areas of the Airport. For the purposes of this document, "construction" shall also include "maintenance" activities.

Additional information:

Additional information or clarification regarding the above-mentioned standards and procedures may be obtained by contacting the office of the Airport Manager, Airport Operations, or any representative thereof.

Enforcement:

- a. By requesting and being granted the authorization to enter the Airport's AOA or other restricted areas, a recipient of this document is assumed to have:
 - (i) Read, understood, and voluntarily consented to comply with all applicable provisions of this document; and
 - (ii) Assumed the responsibility to inform all persons associated with the recipient's activities at AOA of the pertinent provisions of this document and of their requirement to comply therewith.
- b. Unless expressly exempted in advance by the Airport Manager or Senior Manager of Engineering and Construction, failure by any person to comply with any of the requirements set forth in this document may result in the denial of access of said person to the AOA (e.g. suspension or revocation and confiscation of the JAA-issued ID badge and/or Vehicle Permit, removal of the violating vehicle and/or person from the AOA, etc.), in addition to other corrective measures (e.g. required retraining or testing, temporary suspension of construction activities, documented warning, reprimand, citation, fine, etc.).
- c. Designated "Airport Management Representatives" (i.e. personnel listed in subparagraph 2.e. below), are authorized, and have the responsibility and authority, as and when applicable, to enforce the pertinent requirements set forth in this document.

DEFINITIONS:

For the purpose of this document:

- a. "Air Operations Area" (AOA) shall mean any area designated for the landing, take-off, surface movement, parking, loading and unloading of aircraft (in practice, most areas inside the Airport perimeter fence).
- b. "Aircraft Movement Area" shall mean a runway or taxiway, designated for the landing, take-off, or taxiing of aircraft.

Entering or crossing an active (i.e. not closed) aircraft movement area always requires a clearance from the Airport Traffic Control Tower ("ATCT" or "Tower").

- c. "Safety Area" shall mean an area abutting the edges or ends of a movement area. A "runway safety area" or "taxiway safety area" is defined, for the purposes of this document only, by the distance from any point located within said area to the edge or centerline of the runway or taxiway.

Runway Safety Area: A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershot, overshoot, or excursion from the runway. Dimensions vary based on airport design group category.

Taxiway Safety Area: A defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to an airplane unintentionally departing the taxiway. Dimensions vary based on airport design group category.

A safety area has no sudden or excessive change in grade, is capable of supporting the weight and ground movement of an aircraft without damage to said aircraft, and is free of any "obstructions" that could be a hazard to aircraft operations. "Obstructions" may include natural or man-made objects, stockpiled materials, equipment, vehicles, terrain depressions, open excavation in excess of 4" deep, or people.

Entering or crossing the safety area of an active (i.e. not closed) runway or taxiway always requires a specific clearance from the Tower.

- d. "Restricted Area", as used in this document, shall generally mean any area to which access is specifically controlled. Such areas may include the AOA, any terminal area, or areas exclusively leased to airport tenants or otherwise designated for the exclusive use of a specific tenant, and generally any area not normally opened to the non-controlled access of the general public. Access into these restricted areas requires prior arrangement with and approval from the tenant(s) involved and/or the Airport Manager.

Of special emphasis are those restricted areas (also known as "critical areas") designed and designated for the operational or physical protection of the Airport's navigational aids or visual aids. Crossing or access into these critical areas requires prior arrangement with and approval from Airport Operations personnel and positive clearance from the Tower.

- e. "Airport Operations Representatives": The Jacksonville Aviation Authority, Airport Operations Department represents the "Airport Operator" and is directly responsible for compliance with Federal Aviation Regulations and other applicable regulations governing Airport operations and construction activities' operational safety on the Airport.

For the purposes of this document, an "Airport Operations Representative" is any employee of the JAA General Aviation or JIA Airport Operations Department who has been trained and qualified in Airport operations, and authorized to interpret, apply, and enforce Airport rules, regulations and procedures, as prescribed in his/her job duties and responsibilities.

- f. "Contractor", as used in this document, is meant to include the project consultant(s), general or prime contractor, subcontractors, their suppliers and any firms, agencies or persons employed by or associated with them to perform any construction activities at the Airport. The contractor shall provide Airport Manager with a list of key personnel, with decision authority, especially decision to be made in case of emergency. This list shall contain names, positions, business phone numbers and other 24-hour numbers (such as pagers, cellular phones, answering services, etc.) for immediate contact, on site as well as off site, under normal conditions or in case of emergency at the work site.
- g. "Badge" as used in this document, shall mean an Airport Identification Badge issued by the Cecil Field Airport Office or an Airport Access card issued by Herlong and Craig Airport to identify a person authorized to have access to the respective airports ramp/restricted area(s).
- h. "AOA Driving Privileges" means those accorded to a Badged person who has received training on, and consented to abide by all rules and procedures governing the operations of a motorized vehicle within the AOA.
- i. "Vehicle Permit" means a decal issued by the Airport Manager's Office to identify a vehicle allowed to be operated within the AOA.

NOTE: Additional information on the detailed procedures, requirements and application for a Badge, Vehicle Permit, on their various types, conditions of use and privileges, as well as the allowance and requirement for escort, etc. may be obtained by consulting the pertinent provisions contained elsewhere in the project specifications or by contacting the Airport Operations /Managers Office.

OPERATIONS & SECURITY BRIEF

All lead personnel, foreman, supervisors, project managers, or other persons serving as the primary point of contact during a construction or maintenance project where said project is located within the AOA of the airport shall receive an Operations and Security brief at least twenty-four (24) hours in advance of project commencement. The brief will be conducted by Airport Manager and/or Operations Department personnel. The brief shall consist of, at a minimum, the following areas:

- a. Daily check-in and checkout requirements with Airport Manager/Operations personnel.
- b. Impact the project may have on airport operations or the impact airport operations may have on the project.
- c. Personnel access requirements and access portal integrity to the AOA. Fencing, barriers, and construction gates will be designed in accordance with the standards approved by the FAA. All fencing shall be a minimum of seven (7) feet high with at least three strands of barbed wire mounted on top of the fence.
- d. Access to the AOA by means other than the prearranged gate area.
- e. Escorting personnel within the AOA.
- f. Disruption of utilities which may impact airport security systems.
- g. Vehicle placard requirements and authorized AOA access location(s).
- h. Reporting security incidents.

IDENTIFICATION OF PERSONS

All persons authorized access onto the Airport's AOA or any restricted area may be required to be in company uniform or have in their possession a valid company identification card or an I.D. card acceptable to Airport Management and/or Operations personnel; and

Each person so authorized shall display, when entering and while in the AOA, on his/her outermost clothing, in a readily visible manner, the appropriate Badge.

VEHICLE IDENTIFICATION, MARKINGS, LIGHTING AND EQUIPMENT

All vehicles licensed to operate on a public street or highway when used within the AOA shall meet all State requirements with regards to registration, insurance, safety and other mechanical equipment, including

equipment required for night operations or operations in the rain.

All vehicles entering, and while operating within the AOA, shall display:

- a. Either a 3' x 3' orange and white checkered flag (daytime operations only), or a rotating or 360 degree flashing amber light (daytime and nighttime operations) in a manner to make it visible from any direction; and
- b. A company name or logo on both sides of the vehicle, readable from a distance of no less than 50 feet.

Note: Certain special-purpose vehicles, such as backhoes, forklifts, earthmovers, trenchers, etc., may be exempted from compliance with this provision, as determined by Airport Operations personnel on a prior-approval basis.

Depending upon its location relative to an aircraft movement area or safety area, a vehicle or equipment of certain height may be required to be equipped with an obstruction flag and/or light, as determined by Airport personnel.

In addition, all vehicles entering, and while operating within the AOA, shall display, in a readily visible manner, as prescribed, an appropriate Vehicle Permit and/or decal, except as maybe exempted for certain types of construction vehicle/equipment on a case-by-case basis.

VEHICLE OPERATIONAL REQUIREMENTS

The contractor shall make available to Airport personnel a description of the work area(s), vehicle and equipment access route(s) between the Airport access gates(s), various work sites on the Airport, and vehicle and equipment staging/parking/storage area(s) within the AOA, and times and/or duration of these vehicular activities for the whole duration of the project. A drawing, such as a site plan, appropriately annotated, may be used to provide said description.

The contractor shall ensure that Airport personnel have approved such a description of designated vehicle operations/ parking areas before any construction-related vehicle is allowed access onto any portion of the AOA.

Access:

- a. All authorized vehicles and persons shall enter and exit the AOA through designated gate(s) only.
- b. While in the AOA, vehicle movements between various points shall be only on designated routes and all vehicles and persons shall remain within the designated areas. Deviation from the designated

routes or areas shall be allowed only when approved in advance by Airport Operations personnel or necessitated by immediate emergency conditions.

- c. All vehicles and persons entering, and while within the AOA, shall comply with the identification measures mentioned in paragraphs A. and B. above, and will adhere to the "escort" rules and procedures as prescribed by JAA's General Aviation Airport Security program.
- d. The contractor's responsibility for controlling the access of persons and vehicles onto the AOA or other restricted areas - when such responsibility is assigned and/or authorized by either the project's plans and specifications or by Airport personnel - is of prime importance.
 - (i) Designated gates shall be kept closed and locked at all times when not in actual use.
 - (ii) Should the contractor provide a duly authorized and badged guard at an approved access gate, the guard will be physically present at said gate and will allow access only to properly badged or escorted persons, and properly permitted or escorted and equipped vehicles.
 - (iii) Whenever the access gate is guarded but not in actual use, the guard may keep the gate unlocked but in a closed position.

Parking and Operations:

- a. No person shall operate a motorized vehicle on any portion of the AOA unless:
 - (i) Said person has in his/her possession a current and valid State license to operate such a vehicle;
 - (ii) Said person displays in a readily visible manner a valid Badge with an AOA Driving Privilege endorsement (VQQ) and has received the appropriate movement area training/briefing from the airport office.

Note: A vehicle operator continuously maintained under escort is not required to have the AOA Driving Privilege endorsement.
 - (iii) The vehicle displays a JAA-issued Vehicle Temporary Permit or Decal.

- b. Aircraft, emergency vehicles, Airport vehicles, passengers/flight crews in the process of enplaning or deplaning aircraft, and aircraft ground support equipment (GSE), including aircraft servicing vehicles such as fuel trucks, tow tugs, baggage carts, etc. have the right of way over all construction vehicles.
- c. No vehicle shall be operated or parked in such a manner as to hamper the safe movements of aircraft, vehicles, or passengers/flight crews.
- d. For construction vehicles, the maximum speed on aircraft parking ramps is 15 MPH and 5 MPH in the immediate vicinity of an aircraft. It is 25 MPH elsewhere on the Airport, unless otherwise posted. Notwithstanding these speed limits and regardless of the posted speed limit, no one shall drive faster than conditions permit.
- e. No vehicle or equipment shall be left unattended on the AOA, unless it is properly parked in a designated area, has its engine turned off, and its parking brake positively set.
- f. No vehicle or equipment shall be left unattended on any designated aircraft parking area whether said area is occupied or vacant.
- g. No metal-track vehicle shall be operated on any paved surface, unless authorized in advance by Airport Operations personnel, or by the tenant when within an exclusive leasehold area.
- g. Depending upon their locations relative to the Airport's movement areas or safety areas, vehicles or equipment of certain height may be required to be relocated elsewhere or lowered to their minimum height when in storage or otherwise not in use.
- h. Contact an Airport Manager or an Operations Representative for compliance with special provisions and procedures if the presence or operations of cranes within the AOA are planned as part of the construction activities.

PROTECTION OF UTILITIES AND SERVICES

Utilities Interruption and Restoration

- a. All intentional (planned) interruptions or restorations of utilities (e.g. power, telephone, data, water, sewer, storm drain, etc.) whether surface or underground, must be approved by and coordinated with the Airport Manager in advance.
- b. All accidental (unplanned) interruptions of utilities must be immediately reported to the Airport Manager or the JAA Communications number (24/7) at 741-2040 and, when applicable, to the tenant project's manager or inspector.

Repair and Restoration of Utilities

- a. It is the responsibility of the contractor to promptly effect repairs to utilities interrupted by his activities or within an area under his control.
- b. Certain utilities - regardless of ownership - identified by Airport Manager, Facilities or Engineering personnel to be critical to the safe, efficient, or economical operation of the Airport, must be functionally restored immediately following any interruption.
- c. In the event Airport personnel have any reason to believe that the contractor is unable to have the repair work performed or completed in a timely or satisfactory manner, given the prevailing circumstances, Airport personnel, at their discretion, will have the option of having the repairs accomplished by a private party, JAA resources, public utility company or other agencies.
- d. In any event, all costs and expenses associated with the utility restoration, whether initiated by the contractor or by JAA will be borne by the contractor and the contractor will not be compensated for any loss incurred as a result of the utility interruption or the resulting restoration works.
- e. All restorations of utilities must be approved by and coordinated with Airport Manager or Facilities personnel in advance.

ADVANCE NOTICE, NOTICE TO AIRMEN

Airport personnel shall be notified by the contractor, during normal business hours (i.e. 8:00 am - 5:00 pm, Monday through Friday, excluding holidays):

- a. At least twenty-four (24) hours in advance, of any construction activities which will not necessitate the closure of any active or restricted area;
- b. At least seventy-two (72) hours in advance, of any construction activities which will necessitate the closure of any active or restricted area. If such closure requires significant coordination with other activities, or tenant or Airport operations, Airport personnel may require advance notice greater than 72 hours.

The 24- or 72-hour advance notices mentioned above shall include the following information:

- a. Location and boundaries of the area(s) needed for construction activities and of the area(s) proposed to be closed.
- b. Dates and times of construction activities or of facility closure; dates, times and anticipated impacts of planned utility interruption, if applicable.
- c. Nature and extent of construction activities.
- d. Height of the tallest equipment to be used.
- e. Measures proposed to be taken by the contractor to mitigate any adverse impacts on the environment or on Airport operations.
- f. Other useful or pertinent information.

When appropriate or applicable, Airport personnel will initiate the issuance of a Notice to Airmen (NOTAM) and approve the requested activities and/or closure. When appropriate, the contractor will be provided with a copy of said NOTAM.

MARKINGS OF CONSTRUCTION AREAS OR HAZARDOUS CONDITIONS

All areas closed for construction and all areas where hazardous conditions exist because of construction, repair or maintenance activities shall be properly marked by the contractor, so as to be readily visible during daytime and nighttime. Additionally, certain hazardous conditions (such as open trenches) or objects (stockpile, equipment, etc.) present within a construction area must be coordinated in advance, and so allowed only under the conditions prescribed by Airport personnel (e.g. additional barricades, obstruction lights, etc.).

Appropriate barricades, flashers, markers, temporary directional or informational signs, acceptable to the Airport Manager in quantity and design, shall be installed as directed:

- a. To define work areas and hazardous conditions areas created by construction activities; and
- b. Upon the closure of, and to define the "closed" portion of the runway, a taxiway, ramp area or other normally active area.

Note: Airport personnel shall be notified in advance of this installation, as noted above.

It is the responsibility of the contractor to have the barricades, flashers, markers, signs, etc. inspected on a regular basis, particularly immediately before the end of each day's work, to make sure they are located, positioned, spaced and operating as intended. Should subsequent inspection by Airport personnel reveal the installation to be unsatisfactory for any cause, the contractor will be required to take immediate corrective measures.

Failure by the contractor to take corrective measures in a timely or satisfactory manner, as prescribed in 8.3 above, may result in Airport personnel initiating needed remedial actions and all costs associated therewith will be charged to the contractor.

The contractor shall notify Airport personnel, as soon as an area is no longer needed to be closed for construction activities and is ready to be reopened and returned to normal operations. Barricades, flashers, markers, temporary signs shall not be removed until the area is inspected by Airport personnel and any noted discrepancies are corrected.

AUTHORITY TO CLOSE OR REOPEN A RUNWAY, TAXIWAY, RAMP AREA, SAFETY AREA, CRITICAL AREA, OR OTHER AREA WITHIN THE AOA

Only JAA Airport personnel have the authority to declare a runway, taxiway or ramp area "closed" or, following such closure, "re-opened" to aircraft operations.

Advance coordination with Airport personnel is required to ensure the area is inspected for safety and compliance with operational standards and noted discrepancies corrected prior to reopening.

ADDITIONAL SAFETY PROVISIONS

No gas-torch/electrical welding/cutting, open flame, storage or disposal of any construction or waste material shall be authorized on the Airport, except at locations designated in advance, and under conditions prescribed in the project's plans and specifications or by Airport personnel (e.g. no open flame within 50 ft of an aircraft or aviation fuel truck or container, requirement for an on-site fire guard, etc.).

No discharge, spilling or littering of any substance shall be allowed on the Airport. The contractor shall ensure that materials and objects used or stored in the AOA are properly secured, so as not to become dispersed by the wind or jet/propeller blast. Further, vehicle operators shall, before entering and while within the AOA, ensure that materials and objects transported in/on their vehicles are adequately secured, so as not to fall or become dispersed by the vehicle's motion, wind or jet/propeller blast.

Air, ground- and surface-water, and noise pollution prevention and control measures shall be continuously exercised by the contractor, by means and methods prescribed in the project's plans and specifications, or acceptable to Airport personnel.

No maintenance, servicing or refueling of any vehicle or equipment shall be authorized on the Airport, except at locations designated in the project's plans and specifications or approved in advance by Airport personnel.

Lighting or illumination of the work areas or storage areas shall be hooded or directed so as not to impede upon the vision of air traffic controllers or pilots operating at the Airport. Emission, by the contractor, of magnetic or radio energies via communications or other devices which might interfere with air traffic control, radio navigational aids, aircraft communications or navigation is expressly prohibited.

REPORTING OF AND RESPONSE TO UNSAFE CONDITIONS, ACTIVITIES, POTENTIAL OR ACTUAL SECURITY VIOLATIONS, INCIDENTS OR ACCIDENTS

All observed or known unsafe conditions or activities, all potential or actual security violations, and all accidents or incidents occurring on the Airport and involving bodily injury or damages to property, regardless of the severity, ownership, or origin, shall be immediately reported to the JAA Police Department at 741-2040 or the appropriate Airport Manager Office.

No person, except emergency response personnel and other authorized JAA personnel, shall approach the scene of any emergency within the AOA unless requested to do so by emergency response, law enforcement, or Airport personnel, or unless it is obvious that immediate lifesaving necessity so requires.

In the event of an Airport emergency, instructions given by emergency response personnel, law enforcement personnel, or JAA Airport personnel, including instructions to stop work or to vacate an area or a facility, will be imperative and immediately complied with by the contractor.

GENERAL AVIATION AIRPORT KEY PERSONNEL

For the purpose of this document the personnel listed below are the Airport Operations Department's key personnel ("Airport Operations Representatives"):

- | | | |
|-----|---------------------------------------|--------------|
| (1) | Director of General Aviation | 904.573.1601 |
| (2) | General Aviation Technical Supervisor | 904.573.1603 |
| (3) | JIA Airport Operations Duty Officer: | 904.741.2040 |

CECIL FIELD (VQQ) KEY PERSONNEL

- | | | |
|-----|--------------------------------|--------------|
| (1) | Airport Manager | 904.573.1613 |
| (2) | Airport Operations Supervisor | 904.573.1606 |
| (3) | Airport Operations Duty Office | 904.573.1610 |

CRAIG (CRG) KEY PERSONNEL

- | | | |
|-----|--------------------|--------------|
| (1) | Airport Manager | 904.641.7666 |
| (2) | Airport Operations | 904.641.7666 |

HERLONG (HEG) KEY PERSONNEL

- | | | |
|-----|----------------------|--------------|
| (1) | Airport Manager | 904.783.2805 |
| (2) | FBO/Customer Service | 904.783.2805 |

ANNEX 4 - VIOLATIONS

- A. **APPLICABILITY:** The administrative penalties prescribed herein apply to individuals and/or companies who have a badge, leasehold, contractual or permit relationship with the Jacksonville Aviation Authority (JAA) and/or JAA i.e., tenants, employees, contractors, vendors or permittee's.
- B. **ENFORCEMENT:** The Executive Director shall designate the following individuals to issue an Administrative Notice of Violation to any employee or employer of any person who violates any provision of these Airport Rules and Regulations:
1. Airport Operations Officers /Managers, Supervisors and Managers
 2. Jacksonville Aviation Authority Police Officers
- C. **RESPONSIBILITY AND LIABILITY:** The employee, or employer of any person, who violates any provision of these Airport Rules and Regulations shall be responsible for taking corrective action.
- D. **RIGHT OF APPEAL:**
1. Any suspension or revocation of the JAA issued ID badge, access card or access to secure areas may be appealed in writing to the Director, General Aviation, within ten (10) calendar days after the date of the Director's notification letter or Administrative Notice of Violation to the employee/employer concerning the infraction.
- E. **NOTICE OF VIOLATION:**
1. When a person authorized to enforce these Airport Rules and Regulations observes a violation of these Rules and Regulations, that person may issue to the violator a printed Airport Notice of Violation. If the violator leaves the scene or for some other reason the notice cannot be issued to the violator, the Airport Notice of Violation shall be delivered to the violator's place of employment.
 2. When a person subject to these Airport Rules and Regulations is issued a Traffic Warning from the Jacksonville Police, that person will also be issued an Airport Notice of Violation.
 3. A violation of the Airport Rules and Regulations which results in a Jacksonville Police report, will concurrently generate a Airport Notice of Violation to be issued to the offending party.
 4. A copy of the Airport Notice of Violation will be delivered to the violator's employer.
 5. The Airport Notice of Violation shall contain the following information:

- a) The date, time, location and nature of the violation.
- b) The identity of the violator and, if applicable, JAA ID or Permit number.
- c) The name and identification number of the individual issuing the Notice of Violation and the Rule and Section violated.

F. PENALTIES:

1. Certain violations, listed below, may result in the immediate suspension or revocation of a JAA ID badge or secure area access rights.
2. Some violations may result in the loss of an individual's AOA driving privilege.
3. Other violations may result in warnings, and/or suspensions.
4. Vehicles improperly parked, or parked in such a manner as to cause damage to property, or encroaches upon other tenant's leasehold area may be towed and subsequently impounded at the vehicle owner's expense.

ANNEX 5 - REFERENCES

Airport Certification Manual (VQQ-ACM)
Airport Emergency Plan (VQQ, Craig and Herlong)
General Aviation Wildlife Management Program
General Aviation Airport Security Program
Crane Notification Procedures
Movement and Non-Movement Driver Training Manual
Applicable Federal Aviation Regulations, Advisory Circulars and
CertAlerts
Applicable Transportation Security Administration Regulations and
Security Directives
Tenant Advisories
Airspace Study Checklist
JAA Hurricane Manual
Compliance program
General Aviation Minimum Standards
General Aviation Leasehold Development Standards
VQQ Dig Request/Permit

ANNEX 6 – COMMERCIAL FILMING/PHOTO SHOOT POLICY

1. Please read all Commercial Filming/Photo Shoot Application documents thoroughly.
2. Complete and submit the Commercial Filming/Photo Shoot Application form in its entirety at least ten (10) business days prior to the Commercial Filming/Photo Shoot activities.
3. Complete and attach Certificate of Insurance Forms.
4. Submit request (Mail or Fax) to:

External Affairs Department Telephone : (904) 741-2000
Jacksonville International Airport Fax : (904) 741-2712
P.O. Box 18018
Jacksonville, FL 32229-0018
5. External Affairs will contact Applicant within five (5) business days, from the date of Application receipt, to discuss the status of the Commercial Filming/Photo Shoot Authorization.
6. External Affairs and Airport Operations will evaluate film content and scope prior to JAA granting approval for the use of Airport property. In addition, operational and security impacts, preliminary logistics and an estimated cost to the Applicant will be determined.
7. Coordination meetings will be arranged at the discretion of the External Affairs Department.

COMMERCIAL FILMING/PHOTO SHOOT - "PRE-SHOOT" REQUIREMENTS

1. The External Affairs Department will be the initial point of contact for any commercial filming inquiry at JAA.
2. External Affairs will screen the film request to establish the full scope of the filming project and determine its measurable impact. If the request is determined to be valid, External Affairs will interface with the appropriate Airport staff. Airport staff will determine the Airport operational impacts and logistics of any commercial filming. In addition, film content will be evaluated prior to JAA granting approval for the use of Airport property.
3. The Authority will handle all commercial film requests in a timely manner and will attempt to accommodate and coordinate last-minute requests as efficiently as possible. The following guidelines will be adhered to unless other arrangements have been agreed upon:

- A. All meetings shall be scheduled during the regular business hours of Monday through Friday, except for holidays, between 8:00am and 5:00pm. Any meetings or site surveys scheduled during non-business hours must be coordinated at least three (3) business days in advance of the meeting date so that Airport staff scheduling and availability can be evaluated and confirmed.
 - B. Should the site survey require access outside the public areas of the terminals, including but not limited to the airfield environment, Airport staff will provide the appropriate security escort. All security escorts must be coordinated with Airport staff at least three (3) business days prior to the day of the site visit so that Airport staff scheduling and availability can be evaluated and confirmed.
4. JAA will collect the requisite insurance certificates and additional insured information in addition to other documentation that may be required by JAA. Copies of the required documentation must be delivered to Airport staff at least two (2) business days prior to the commercial filming activity. **Commercial filming will not be permitted at JAA until appropriate Airport staff has received a copy of the insurance certificate and required additional insured endorsements as verified by JAA Risk Management.**
 5. The Film Company shall be responsible and reimburse the Authority for any direct expenses incurred by the Airport in support of the commercial filming activity. These costs shall include terminal or building space rental, and utility support services provided by Airport professional staff. The Authority will invoice the Film Company for these expenses.
 6. Prior to filming, the Film Company must attend a mandatory site visit with Airport personnel. Airport personnel will determine if an additional mandatory pre-shoot meeting will be held with the Film Company and Airport personnel to discuss the commercial film activity and associated logistics. Logistics may include, but may not be limited to, shooting schedule, parking requirements (airside and landside), equipment staging (airside and landside), security escorts, contract security, Airport management oversight, public safety issues and public and tenant impact issues.

COMMERCIAL FILMING/PHOTO SHOOT - SUPERVISION REQUIREMENTS

1. Based on the type of filming, duration and logistics involved, the Airport will determine the level of supervision required.

COMMERCIAL FILMING/PHOTO SHOOT – RESTRICTIONS

1. If the film production or photo shoot includes a tenant area scene, the following must be adhered to, without exception:

- A. Any commercial filming/photo shoot of a tenant space, including logos or signs, must be approved by the respective tenant at least three (3) business days in advance of the film shoot. A written approval may be requested from the respective tenant or air carrier.
 - B. All additional requests involving the airport, ATCT, or tenant areas shall be coordinated through Airport Management.
2. In the event of an Airport emergency, commercial filming activities may be suspended or curtailed. Failure to comply with the direction of Airport staff in an Airport emergency will result in an immediate revocation of the film permit and the Film Company or individual(s) will be required to leave the JAA premises.

COMMERCIAL FILMING/PHOTO SHOOT - FEES

1. The Authority will not charge a "Permit Fee" to commercial film companies for filming on Airport premises. However, other fees may apply as noted herein.
2. The Film Company is responsible for payment of direct expenses or damages incurred by the filming activity. These costs shall include terminal space rental, airfield space rental and the direct cost of Airport personnel involved in the filming activity.

The Authority will invoice the Film Company for related costs, as appropriate. The Film Company must submit payment within thirty (30) calendar days of bill date. In the event the Film Company is delinquent or no payment is remitted, the Airport will not permit the respective Film Company to film on Authority premises until the account is settled.

INSURANCE REQUIREMENTS

1. **General:** Applicant agrees to comply with all of the insurance requirements set forth below at all times during the term of this Agreement maintained at its expense the minimum levels and types of insurance described below.
2. **Commercial General Liability:** in the amount of not less than two million dollars (\$2,000,000) per occurrence and either four million dollars (\$4,000,000) general aggregate or two million dollars (\$2,000,000) location specific aggregate in the terminals. If the applicant enters the airside of the Airport, then proof of twenty million dollars (\$20,000,000) Commercial General Liability and Excess Liability is required.
3. **Commercial Automobile Liability:** Covering Owned, Non-Owned, or Hired Automobiles written on an "occurrence," not "claims made" basis in the amount of two million dollars (\$2,000,000) combined single limit for bodily injury and property damage; if applicant drives on the secured airfield side of the Airport, then applicant's coverage shall be in the amount of ten million dollars (\$10,000,000).
4. **Worker's Compensation and Employer's Liability:** In the amounts required by Florida State law, but not less than one million dollars (\$1,000,000).

5. Certificate of Coverage: Applicant shall furnish to the Authority certificates of insurance, in the form acceptable to the Authority, coverage for all policies described above upon execution of this Agreement. All such certificates shall indicate that the insurer must notify the Authority in writing at least 30 days in advance of any change in or cancellation of coverage; provided, however, that such certificate shall indicate that the insurer must notify the Authority in writing at least ten days in advance of any cancellation that relates to the non-payment of premiums. Applicant shall mail these certificates and endorsements to:

Jacksonville Aviation Authority
External Affairs Department
Director of General Aviation
P.O. Box 18018
Jacksonville, FL 32229-0018

INDEMNIFICATION

Applicant shall indemnify, hold harmless, and defend the Authority and its officers, officials, directors, employees, agents and volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and court costs, arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of applicant and/or any of its subcontractors, employees, agents, officers and directors, except where caused by the gross negligence or willful misconduct of the Authority.

TERMS OF AUTHORIZATION

I have read and understand the Jacksonville International Airport Commercial Filming/Photo Shoot Authorization packet. I understand the conditions governing the activities described therein. In order to receive this permit, I have submitted this Authorization in addition to a written statement explaining the session requirements in detail. I understand that failure to comply may result in the revocation of the Commercial Filming/Photo Shoot Authorization.

Applicant Name (Print): _____

Applicant Signature: _____

Date: _____

ANNEX 7 - COMMERCIAL FILMING/PHOTO SHOOT APPLICANT AND OR SPONSORING ORGANIZATION APPLICATION

Name of organization, group or individual: _____

Onsite representative (Name): _____

Applicant (Name): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____

Pager Number: _____ Fax Number: _____

Email: _____

Primary Contact

Secondary Contact

Name: _____

Phone Number: _____

Fax Number: _____

Cell Number: _____

Pager Number: _____

Email Address: _____

Other Information: _____

Event Information

Date of Shoot: _____

Time of Shoot: _____

Estimated Duration of Shoot (hours): _____

Type of Filming: **Commercial** **Non-Profit**

Method of Filming: **Motion Picture** **Video** **Still**

Detailed Scope of Production (attach additional sheet of paper if necessary):

Requested Location(s) of Shoot: _____

Location of Activity (check all that apply):	Interior	Exterior
Terminal	<input type="checkbox"/>	<input type="checkbox"/>
Movement Area	<input type="checkbox"/>	<input type="checkbox"/>
Non-Movement Area	<input type="checkbox"/>	<input type="checkbox"/>
Landside	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

General Area (i.e. by Gate 10, etc.): _____

Estimated Number of People: _____

Estimated Space Requirement(s): _____

Equipment Requirements:

Please provide a specific description of equipment including quantity, weight and size (attach additional sheet(s) of paper if necessary):

<u>Equipment Type</u>	<u>Quantity</u>	<u>Weight</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parking Requirements (attach additional sheet(s) of paper if necessary):

Landside

Curbside Parking: **Yes** **No**

Total Number of Vehicle: _____

Total Number of Trailers _____

Estimated Duration (hours): _____

<u>Vehicle Make</u>	<u>Vehicle Model</u>	<u>Vehicle Height (Inches)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Airside

AOA Parking: **Yes** **No**

Total Number of Vehicle: _____

Total Number of Trailers _____

Estimated Duration (hours): _____

<u>Vehicle Make</u>	<u>Vehicle Model</u>	<u>Vehicle Height (Inches)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Distribution List

JAA Board of Directors
JAA Executive Director
Director, General Aviation
General Aviation Managers (Craig, Herlong and Cecil Field)
JAA Police Department
Jacksonville Fire and Rescue Department
Signature Aircraft Service (FBO)
Air One (FBO)
Airport Tenants -
Cecil Field Airport
Craig Airport
Herlong Airport
TSA (Transportation Security Administration) -
 Federal Security Director - JAA
GA Airport Commercial Ground Transportation Providers
Off Airport Operators
JAA Website