

SAVANNAH AIRPORT COMMISSION



RULES AND REGULATIONS

MAY 3, 2012

**SAVANNAH CITY CODE OF ORDINANCES
DIVISION II
PART 4, PUBLIC SERVICES
CHAPTER 7, INTERNATIONAL AIRPORT
SECTION NOS. 4-7100 - 4-7800**

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ARTICLE A

GENERAL ADMINISTRATION

SECTION 4-7100 DEFINITIONS

Except as specifically defined in these regulations, all words shall have the meaning ascribed to them by Georgia law, or if not, by general usage. Unless required otherwise, the words and phrases used herein shall have the meaning set out in this section.

Air Operations Area: or “AOA” is defined as an area used or intended to be used for landing, takeoff, or surface maneuvering and/or parking of aircraft.

Aircraft: shall mean any vehicle except a parachute, missile or rocket now known or hereafter invented, used, or designed for navigation of or for flight in air.

Airline Passenger: shall mean any person in the Airport Terminal who has traveled or is going to travel on a commercial airline within a 24-hour period .

Airport: means the “Savannah/Hilton Head International Airport” and all improvements and appurtenances contained thereon.

Airport Commission: shall mean the Savannah Airport Commission, a five-member body appointed by the mayor of the City of Savannah to oversee the Executive Director and his staff for the operation of the Airport.

Airport Employees: shall mean bona fide employees of the Savannah Airport Commission and Airport tenants.

Airport Public Safety Officer: shall include Police Officers and any person authorized and empowered by the Executive Director to direct or regulate traffic on airport property and enforce Airport Rules and Regulations.

Airport User: shall refer to any person conducting commercial activity or receiving services from a commercial activity on Airport property.

Baggage: shall mean such articles, effects, and other personal property of an airline passenger.

Commercial: as used herein shall refer to any activity undertaken for profit, including but not limited to the sale, provision, advertisement, solicitation or display of goods and/or services.

Commercial Operator/Tenant/Contractor: shall mean any person or organization engaged in any business on the Airport who is authorized to conduct such business by virtue of a contract or agreement with the Commission or tenant.

Driver: shall mean any person who is in actual control of a vehicle.

Duly Authorized Representative or Designated Representative: shall mean that person appointed by the Executive Director and identified by the Executive Director to the public as empowered to perform some or all duties of the Executive Director in his/her stead.

Executive Director: shall refer to the Executive Director of the Savannah Airport Commission.

FAR: shall mean Federal Aviation Regulations.

Fixed Base Operator: or "FBO" is a Commercial Operator engaged in the sale of products, services, and facilities to Aircraft Operators who entered into a written lease or agreement with the Savannah Airport Commission and who may provide, at a minimum, according to the lease or agreement, the following services:

- a. Aircraft storage to include aircraft hangar rentals, storage and tie down space rentals.
- b. Approved aircraft repair station to include major aircraft, power plant, engine and accessory repairs and maintenance.
- c. Aviation fueling service to include sale and dispensing of aviation gasoline, fuels and lubricants.
- d. Student training.
- e. Aircraft line services and courtesy ramp assistance.
- f. Aircraft rental

Foreign Trade Zone: shall mean Foreign-Trade Zone 104 as approved April 18, 1984, by the Foreign-Trade Zones Board with the Savannah Airport Commission as a grantee together with all adjustments, expansions, sub-zones and the reorganization under Alternative Site Framework as approved by the Board January 12, 2011 and as subsequently amended.

Hazardous Materials: shall mean any and all substances, chemicals, wastes, sewage or other materials which are now or hereafter regulated, controlled or prohibited by any local, state or federal law or regulation requiring removal, warning or restrictions on the use, generation, disposal or transportation thereof including, without limitation, (a) any substance defined as "hazardous substance," "hazardous material," "hazardous waste," toxic substance," or "air pollutant" in the Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 42 U.S.C. Section 9601, et seq., the Hazardous Materials Transportation Act (HMTA), 49 U.S.C. Section 1801, et seq., the Resource Conservation and Recovery Act (RCRA), 42 U.S.C. Section

6901, et seq., the Federal Water Pollution Control Act (FWPCA), 33 U.S.C. Section 1251, et seq., or the Clean Air Act (CAA), 42 U.S.C. Section 7401, et seq., all as amended and amended hereafter; (b) any hazardous substance, hazardous waste, toxic substance, toxic waste, hazardous material, waste, chemical, or compound described in any other federal, state, or local statute, ordinance, code, rule, regulation, order, decree or other law now or at any time hereafter in effect regulating, relating to or imposing liability or standards of conduct concerning any hazardous, toxic, or dangerous substance, chemical, material, compound or waste.

Instructor: means any individual giving or offering to give instruction in the operation, construction, repair, or maintenance of aircraft, aircraft power plants, and accessories, including the repair, packing, and maintenance of parachutes.

Local Operator: shall be any person using the Airport as a base or location for the purpose of operating any aircraft for the training of students, the demonstration and sale of aircraft, the carrying of passengers or cargo, the repair of aircraft, charter service, or the use of any aircraft for any commercial purposes whatsoever for hire, gift, remuneration, or reward and who, by agreement, guarantees to maintain an office at the Airport and adequate personnel for performing the above directed services on a full-time annual basis.

NFPA: shall mean National Fire Protection Association.

Non-Scheduled Air Carrier: shall be any person engaged in the operation of any aircraft for compensation or hire for the purpose of transporting passengers, mail, express, freight or cargo, whose operation is either intrastate and/or interstate and in compliance with all of the Federal regulations governing or pertaining to the operation of the same under FAR Part 135.

Permit: shall mean a written instrument granting a special privilege to conduct specific business activities on the Airport and must be obtained prior to conducting business on the Airport.

Public Area: shall mean those areas in the airport terminal or other Airport properties specifically opened for public thoroughfare, gathering, waiting and/or viewing, and in which access is not restricted by Federal and Airport regulations.

Recyclables: shall mean those items of trash commonly accepted for recycling purposes, such as plastics, glass, paper and metals.

Refueling Vehicles: shall mean any motor vehicle used for the transporting, handling, or dispensing of aviation fuel, oils and lubricants.

Restricted Area: is any area designated by the Executive Director wherein entry or use thereof is restricted to authorized personnel only, pursuant to Federal and Airport regulations.

Scheduled Air Carrier: shall be any person or company engaged in the operation of any aircraft for compensation or hire for the purpose of transporting passengers, mail, express, freight or cargo, whose operation is either intrastate and/or interstate and in compliance with all of the Federal regulations governing or pertaining to the operation of the same under FAR Parts 121 and 127.

Security Identification Display Area or "S.I.D.A.": means that portion of the Air Operations Area or "AOA" where an authorized identification badge must be displayed at all times pursuant to Federal regulations. .

Tenant: is an entity having a written agreement with the Airport Commission or Executive Director that grants that entity certain rights and privileges on the Airport.

SECTION 4-7101 GENERAL REGULATIONS

These regulations supersede and cancel all other previous regulations as set forth by the Airport Commission and the City of Savannah.

Voiding of any particular rule or regulation contained shall not affect the validity of the remainder of these Rules and Regulations.

The Executive Director shall have the right to amend these rules and regulations at any time.

SECTION 4-7102 ENFORCEMENT

a. **Enforcement:** Airport Police Officers or other representatives as designated by the Executive Director are empowered to enforce these Rules and Regulations.

b. **Violation of Rules and Regulations:** Any person who violates any rule or regulation, order or instruction issued by the Executive Director may be cited by the Airport Police and removed from the Airport premises and denied the use of Airport facilities.

SECTION 4-7103 EXECUTIVE DIRECTOR DESIGNATED; POWERS AND DUTIES

The Executive Director shall be responsible for the operation, management, and maintenance of the Airport and all facilities and equipment in connection therewith. The Executive Director shall at all times have authority to take such action as may be necessary in the handling, conduct, and management of the public in attendance at the Airport and enforce these regulations. In any contingencies not specifically covered by

these Rules and Regulations, the Executive Director or his designated representative shall be authorized to make such rules and render such decisions which to him may seem proper.

SECTION 4-7104 NONLIABILITY OF SAVANNAH AIRPORT COMMISSION AND CITY OF SAVANNAH

The permission granted by the Executive Director to use the Airport and its facilities or to fly to, from, or over the same shall be at all times conditioned upon the full and complete assumption of full responsibility and all liability therefor by every person exercising or taking advantage of such permission. It shall be a further condition thereof that each person, as a consideration for the use of the Airport and for its facilities, shall at all times release, hold harmless, and indemnify the City of Savannah, the Airport Commission, and their agents and employees from any and all responsibility, liability, loss, or damage resulting to any person or caused by or on their behalf and incident to the manner in which the Airport is operated, constructed, or maintained, or served from within or without, or used from without. The use of the Airport by any person for any purpose, or the paying of fees therefor, or the taking off or landing aircraft thereon shall be itself an acknowledgement that such person accepts such privileges on the conditions herein set forth.

SECTION 4-7105 CIVIL RIGHTS

No person in the use of the Airport or any of the facilities located thereon shall discriminate or permit discrimination against any person or group of persons in any manner on the grounds of race, color, creed, sex, or national origin,.

SECTION 4-7106 PAYMENT OF CHARGES

a. All rates and charges are due as incurred or as provided by agreements. Billings are payable upon presentation unless otherwise noted.

b. All charges payable on a percentage basis shall be remitted to the Airport Commission within thirty (30) days following the end of the accounting period unless otherwise stipulated in writing. If tenant fails to pay such charges within thirty (30) days following the end of the accounting period, tenant shall pay a late charge of twenty-five dollars (\$25.00) plus interest calculated at the rate of one and one-half (1-1/2) percent per month on a daily basis.

c. If the owner or operator of any aircraft shall fail or refuse to pay any charges due to the Airport Commission, then the Executive Director is hereby authorized to serve such owner or operator with notice that the Airport Commission and the City of Savannah claim a lien upon the aircraft or any other aircraft of the owner or operators for

such landing fees or charges. After the service of such notice of the posting or the notice of lien upon such aircraft, it shall be unlawful and an offense against the City of Savannah for the owner or operator of such aircraft to remove or attempt to remove such aircraft before payment of the amount due to the Airport.

SECTION 4-7107 DEFAULT OF OBLIGATIONS

Unless otherwise stipulated by Agreement with the Commission, any tenant, user or person who shall be formally notified that he/she is held in default of any written or implied obligation to the Airport Commission, whether it be for breach of performance or service covenants or nonpayment, he shall thereafter be billed for all losses of revenue, expenses incurred to re-establish performance or service, and other costs unless the tenant, user, or person files with the Executive Director within ten (10) days of receipt of the formal notification for non-operationally critical deficiencies a statement that corrective or preventive measures have been initiated and will diligently be carried to completion. If the promises contained in the statement are not fulfilled, the tenant or user will be considered in default.

SECTION 4-7108 SCHEDULE OF CHARGES

A schedule of rates and charges shall be established by the Airport Commission for all Airport users. Payment shall be made in accordance with Section 4-7106 above.

SECTION 4-7109 COMMISSION PURCHASING BOARD AND PURCHASING

a. The Airport Commission has established a Commission Purchasing Board for purchases of one thousand (\$1,000.00) Dollars or greater but less than twenty-five thousand dollars (\$25,000.00) . The Board consists of the Executive Director and four (4) Staff Members appointed by the Executive Director. Three (3) members of the Board shall constitute a quorum provided one of them is the Executive Director or in his absence, the Assistant Executive Director.

b. Purchases of any material or supplies for the Airport Commission with a cost of twenty-five thousand dollars (\$25,000.00) or more, provided they are not of an emergency nature, shall be made pursuant to a system of formal competitive bidding as prescribed by the City of Savannah Purchasing Ordinance. Emergency purchases with a cost of twenty-five thousand dollars (\$25,000.00) or more shall be made at the discretion of the Executive Director; and a report of such purchases shall be provided to the Commission, and Mayor and Aldermen of the City of Savannah. Purchases of any materials or supplies for the Airport Commission with a cost of less than twenty-five thousand dollars (\$25,000.00) may be made by competitive quotations in accordance

with the City Purchasing Ordinance. All other purchases not described in this section shall be made in accordance with the City of Savannah Purchasing Ordinance.

SECTION 4-7110 INSURANCE

a. All persons leasing facilities on or operating at the Airport shall obtain and maintain comprehensive general liability insurance, without exclusions unless approved by the Commission; comprehensive automobile insurance; garage or hangarkeepers liability insurance, as applicable; professional liability insurance, as applicable; aircraft liability, as applicable; worker's compensation insurance; and such other coverages as may be generally issued by insurance companies which the Airport Commission may require.

b. A Certificate of Insurance, reflecting the above and naming the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission, its officers, directors, employees, and agents, *as additional insured*, shall be delivered to Commission by Lessee in advance of the date of occupancy and upon renewal of its policies as established herein. Said certificate shall state that the policy or policies will not be canceled or modified nor the limits thereunder decrease without thirty (30) days' prior written notice thereof to the Airport Commission.

c. Airport tenants, contractors and sub-contractors shall protect, defend, and indemnify Commission and its officers, agents and employees from and against any and all liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person, damage to any property, or other liability, including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and/or the use or occupancy of the Leased Premises or the acts or omissions of Lessee's officers, agents, employees, contractors, subcontractors, licensees, or invitees, regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence and willful misconduct of the Commission.

d. Tenants shall be required to obtain and maintain "all risk" property insurance as respects to their contents. The Commission shall have absolutely no responsibility as respects to the tenant's property in the event of any loss.

e. A schedule of minimum insurance requirements shall be established and periodically updated by the Airport Commission for each Airport user.

f. Contractors' Liability insurance coverages, as outlined under paragraph a. of this section, shall be obtained, as required, and in the minimum amounts as established by the Executive Director, protecting Contractor and the Airport Commission, its officers, agents and employees, against any and all bodily injury and property damage claims which may arise out of or result from Contractor's operations under the contract

and for which the Contractor is legally liable, which includes operations by Subcontractor, or by any persons directly or indirectly employed by Contractor or Subcontractor.

SECTION 4-7111 FINES

If Commission incurs any fines and/or penalties imposed by any Federal, State or local agency, or any expense in enforcing any Federal regulation and/or Airport Safety/Security Program, as a result of the acts or omissions of Airport user or Airport user's subtenants, guests, passengers, or patrons, Airport user agrees to pay and/or reimburse all such costs and expense. Commission reserves the right to take whatever action necessary to rectify any deficiency, in the event Airport user fails to remedy said deficiency.

ARTICLE B

GENERAL PUBLIC AND TENANT USAGE

SECTION 4-7200 GENERAL CONDUCT

a. **Disorderly Conduct:** No person shall commit any disorderly, obscene, or indecent act, or commit any act of nuisance on Airport property.

b. **Gambling:** No person shall engage in, or conduct gambling or aid in or abet in the conduct of gambling in any form or operate gambling devices of any type or kind on Airport property.

c. **Loitering:** No person shall loiter or loaf on any part of the Airport nor shall any person come to or use the Airport unless the person is an airline passenger, airport employee, or airport user, after such person has been denied the use and asked to leave the Airport by the Executive Director or authorized representative. Any person or persons who shall refuse to comply with these Rules and Regulations after proper request to do so shall be regarded as a trespasser.

d. **Preservation of Property:** No person shall destroy, injure, deface, alter, make additions to, erect, or disturb any property on the Airport. Any person causing damage to Airport property shall be held liable for such damages.

e. **Picketing – Demonstrations:** No person shall conduct or participate in parading, marching, patrolling, demonstrating, sit-downs, assembling, distributing of pamphlets or other materials, carrying or displaying of signs or placards in or upon, or obstructing access to or from Airport property without the prior written permission of the Executive Director or his authorized representative.

f. **Substance Abuse:** No person shall illegally use, possess, sell, distribute, or be under the influence of controlled substances (i.e., drugs, narcotics, alcohol) on the Airport.

g. **Expectorating and proper use of restrooms:** No person shall spit, urinate or defecate on Airport property in any area other than designated public restrooms.

SECTION 4-7201 TERMINAL PUBLIC ADDRESS SYSTEM

No person shall use or cause to be used the Airport public address system for the solicitation of business. The public address system shall only be used in accordance with individual tenant lease agreements for flight announcements, paging and similar purposes, subject to reasonable rules and regulations established by Commission for the use of said system.

SECTION 4-7202 ANIMALS

a. No person without authorization from the Executive Director shall hunt, pursue, trap, catch, injure, photograph or kill any bird or animal on the Airport.

b. Dogs and other animals shall be restrained by leash or otherwise confined under control at all times while on Airport property.

c. No person shall enter the Terminal Building with a dog or other animal except:

- (1) Certified service dogs when properly restrained by a leash.
- (2) Animals which are to be transported by air and are properly confined or restrained by a leash.
- (3) Law enforcement dogs while working.

SECTION 4-7203 CONDUCT OF BUSINESS OR COMMERCIAL ACTIVITY; SOLICITATION AND ADVERTISING

No person shall engage, conduct, promote, or solicit in any business, trade or commercial activity of any nature whatsoever on the Airport except with the prior written approval of the Airport Commission or Executive Director.

SECTION 4-7204 REPORTING

All persons involved in any vehicular, aircraft, or personal injury accident occurring on the premises of the Airport shall make a report to the Airport Police immediately, giving all pertinent information as requested by the officer in charge. All incidents of unusual, unsafe or irregular activities, including threats or suspicious behavior, persons or objects shall be immediately reported to Airport Police.

SECTION 4-7205 USE OF ROADS AND WALKWAYS

a. Other than on the roads, walkways, sidewalks or designated vehicular or pedestrian areas, no person shall travel on Airport property without the consent of the Executive Director or his designee.

b. No person shall hinder, block or obstruct the intended use of the roads or walkways without the consent of the Executive Director or his designee.

SECTION 4-7206 USE OF SHOP AREAS

All shops, garages, equipment and facilities on Airport leased property are for the sole use and conduct of the tenant's business and operations. No persons other than the tenant or its employees shall make use of these facilities without permission of the tenant.

SECTION 4-7207 TRASH and RECYCLING

b. Trash

- (1) Airport employees and airport users shall dispose of garbage, trash, refuse or other hazardous or non-hazardous materials on the Airport only in the receptacles provided for that purpose;
- (2) Trash or garbage generated solely at the airport may be disposed on Airport property by Airport employees and Airport users in accordance with Section (a) (1) above.
- (3) No persons other than Airport employees or Airport users shall dispose of garbage, trash or refuse on airport property in accordance with Section (a) (1) above. .
- (4) All Airport tenants shall contract or arrange for the removal of all trash, garbage, waste or other debris that accumulates on their premises or other Airport leased areas used by said tenants. Trash must be removed by a City of Savannah authorized service provider. The burning of trash, garbage, waste or other debris on the Airport is prohibited. All trash containers must be equipped with covers to prevent debris blowing on the airfield or attracting wildlife.
- (5) Tenants may not place trash receptacles in public areas of the terminal building or in view of the public.
- (6) All trash and waste containers shall also be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of obnoxious odors.
- (7) Owners and operators of all vehicles used for hauling trash, dirt, or any other material must prevent the contents thereof from dropping, sifting, leaking or otherwise escaping. Owners and operators will be held accountable for any damages or injuries resulting from unsafe handling or scattering of waste materials.

b. Recycling

- (1) Recycling bins are provided solely for the use of Airport employees and Airport users.
- (2) Recyclable materials as defined herein shall be deposited in the appropriate recycling bins.
- (3) Any other use of recycling bins is hereby prohibited.

SECTION 4-7208 ENVIRONMENTAL COMPLIANCE

All persons on airport property shall comply with current state and federal laws regarding disposal, handling and storage of hazardous and non-hazardous materials.

SECTION 4-7209 BAGGAGE CONVEYOR SYSTEM

a. Airlines and their agents shall be responsible for unloading all their unclaimed baggage off the baggage conveyor within fifteen (15) minutes after the last bag has been delivered to the conveyor device.

b. No person shall leave baggage conveyor doors unsecured when not in use.

c. No person shall ride, walk, sit, stand or allow children to climb or play on any baggage conveyor system.

SECTION 4-7210 LOST AND FOUND AND ABANDONED PROPERTY

a. Any person finding lost articles on Airport property shall immediately deposit them with the Airport Lost and Found Department. Nothing in this paragraph shall be construed to deny the right of scheduled air carriers or other Airport tenants to maintain "lost and found" services for property of their patrons, invitees or employees. Articles to which the owner or finder is not entitled to lawful possession shall be forfeited to the Airport Police Department for disposal in accordance with Airport policy.

b. No person shall willfully abandon any personal property at the Airport.

SECTION 4-7213 BAGGAGE HANDLING SERVICES

Employees engaged in handling baggage are prohibited from carrying personal belongings into the SIDA area, including but not limited to, handbags, tote bags, lunch bags, backpacks, radios or cameras.

SECTION 4-7214 FOOD AND BEVERAGES IN TERMINAL

Food or beverages in opened containers or packages shall be allowed in the Airport Terminal Building only in areas designated by the Executive Director.

SECTION 4-7215 SMOKING IN THE AIRPORT TERMINAL

No person shall smoke or carry lighted cigars, cigarettes, or pipes in any public use area of the Airport except in areas specifically designated by the Executive Director and posted as public smoking areas.

ARTICLE C

GROUND TRANSPORTATION*

SECTION 4-7300 DEFINITIONS

Commercial Airport Ground Transportation Operator Permit: shall mean an authorization by the Savannah Airport Commission to pick up passengers and their baggage in a commercial vehicle at the airport under terms and conditions of a written permit agreement.

Commercial Lane: shall mean the area designated by the Executive Director for use by commercial Ground Transportation operators and couriers for the purpose of picking up passengers and their baggage.

Commercial Ground Transportation Permit Holder: shall mean the owner/driver of a commercial vehicle who has been issued a permit by the Executive Director to pick up passengers and their baggage from the airport for hire and to provide ground transportation services in accordance with established airport procedures.

Commercial Ground Transportation Driver: shall mean any person authorized by the Permit Holder to drive a ground transportation commercial vehicle in accordance with established airport procedures.

Commercial Ground Transportation Vehicle: shall mean any vehicle authorized to operate for hire for the transportation of passengers. Examples include, but are not limited to, taxis, limousines, shuttles, buses/motor coaches, courtesy vehicles, or baggage pickup and delivery vehicles.

Ground Transportation Operating Procedures (GTOP): (also referred to as “procedures” or “airport procedures”) shall mean general operating procedures that are established by the Executive Director from time to time other than these rules and regulations, with which all ground transportation operators/drivers must comply.

Ground Transportation Classifications: shall be established by the Executive Director and defined in the Ground Transportation Operating Procedures as full service and pre-arranged ground transportation.

***Editor's note:** Ord. of 5-8-2008, § 1, amended art. C in its entirety and enacted similar provisions as set out herein. The former art. C derived from Code 1977, §§ 4-7300--4-7304; Ord. of 4-14-1994, § 4; Ord. of 3-2-1995(1), § 1; and Ord. of 9-9-1999, §§ 1, 2.

Cross references: Motor vehicles and traffic, pt. 7.

Ground Transportation Starter - (also referred to as Starter) shall mean any person authorized and empowered by the Executive Director or his designee to direct commercial operators and vehicles, to oversee ground transportation operations in accordance with the Airport Rules and Regulations and these Ground Transportation Procedures, and report any issues to the Landside Operations Manager.

Ground Transportation Passenger: shall mean any customer of a commercial ground transportation operator.

Ground Transportation Access Device: shall mean a device that is assigned to a commercial vehicle that has been properly permitted that will allow said vehicle into the commercial lane or any other designated ground transportation area.

Taxi : shall mean a commercial vehicle operated to pick up passengers and their baggage on a for-hire basis.

Taxi Stand: shall mean an area designated in the commercial lane for the loading of passengers by full-service taxis.

Taxi Staging Area: shall mean an area designated for full-service taxis waiting notification to proceed to the commercial lane.

SECTION 4-7301 COMMERCIAL GROUND TRANSPORTATION PERMITS

a. Permit. No person shall operate a Ground Transportation commercial vehicle at or upon the airport without first having obtained a permit from the Executive Director. A permit shall be issued at the discretion of the Executive Director upon receiving written application of the same and after entering into a ground transportation agreement with the Savannah Airport Commission. The permit shall not be transferable unless prior written approval is given by the Executive Director.

b. Cost of permit. The cost of such permits shall be based on the schedule of total fees and charges as defined in the airport's Rates and Charges for each classification of commercial passenger vehicle.

SECTION 4-7302. GENERAL REGULATIONS

a. **Partner/rider.** No Ground Transportation vehicle driver shall have partners or riders accompany them in their vehicle while transporting passengers to and from the airport, unless otherwise approved by the Executive Director or his designee.

b. **Route:** Commercial Ground Transportation vehicle drivers shall use the most direct or expedient route on all trips. Drivers shall follow passengers' directions to their destinations.

c. **Baggage handling:** Full service taxi operators are prohibited from entering the terminal to pick up baggage. Pre-arranged operators and pre-arranged specials shall not handle or lay hold on any baggage or any other article without the consent of the owner of such baggage or article.

d. **Solicitation:** No person engaged in providing Ground Transportation may solicit business on airport property.

e. **Prearranged Passenger Pickup procedure:** Pre-arranged operators must follow ground transportation operating procedures as approved by the Executive Director.

f. **Driver conduct.** Ground transportation drivers must conduct themselves in a professional and courteous manner. At no time shall any Ground Transportation driver engage in loud or boisterous conversation, profanity, ethnic, religious or racial slurs, sexual harassment, fighting at the airport or gambling (or other games) anywhere on airport property.

g. **Designated parking areas:** All commercial Ground Transportation vehicles operating on airport property shall park, load or unload in such areas as may be designated from time to time by the Executive Director.

h. **Loading, unloading:** The driver of any Ground Transportation commercial vehicle shall discharge and load passengers and/or baggage only at positions within the commercial lane and shall not park at such positions beyond the time required to discharge and load passengers and baggage.

i. **Cruising or clipping:** Picking up passengers for hire after or while dropping passenger(s) at the airport and before taking position at the rear of the proper lines in the Taxi Staging Area is prohibited.

j. **Public/private parking lot:** The driver of any commercial Ground Transportation vehicle shall at no time operate such vehicle in the public parking lot or any private parking area for compensation or hire unless authorized under a written permit issued by the Executive Director.

k. **Passenger occupation:** When one or more persons shall employ a taxi or any vehicle providing pre-arranged-service transportation and such person(s) shall occupy the same as a passenger or passengers therein, the Ground Transportation driver thereof shall not allow his vehicle to remain parked for a period longer than two minutes after the vehicle has been occupied unless an extended time limit is otherwise permitted by the Executive Director.

l. **Violations:** Violations by a Ground Transportation operator/driver of any portion of the commercial Ground Transportation agreement shall be corrected to the satisfaction of and within the time requirements imposed by the Executive Director. The Executive Director is authorized to terminate, suspend or refuse to renew such Agreement in accordance with established airport procedures. The Ground Transportation operator shall immediately return the Ground Transportation access card(s) upon termination or non-renewal of the agreement. The Executive Director's decision shall be final.

m. **Transfer of vehicles.** Ground Transportation drivers shall transport the passenger(s) to their final destinations in the same vehicle used when picking up the passenger(s) unless there is a mechanical breakdown of the vehicle or there is an emergency situation that would warrant a transfer to another permitted commercial vehicle. In these events, airport passenger(s) shall be transferred only to another airport permitted commercial vehicle.

n. **Reader/access cards:** Under no circumstances shall a Ground Transportation driver let another driver use his/her reader/access card to enter or exit the commercial lane at any time. Also, at no time shall any Ground Transportation driver remove the card from the windshield without approval of the Executive Director.

o. **Pre-arranged permits:** No Ground Transportation operator operating under a pre-arranged permit shall carry any person(s) other than the passenger(s) by whom he/she had been engaged, except as approved by the Executive Director and with the consent of the pre-arranged passenger.

p. **Assistance animals.** No Ground Transportation driver shall prevent any person from bringing their certified service animal into the Ground Transportation driver's vehicle.

SECTION. 4-7303 OPERATOR/DRIVER REGULATIONS

a. Each person applying for a commercial Ground Transportation operator permit shall be at least 18 years of age, able to operate the vehicle safely, and shall not have been convicted of any felony violation within the last ten years. A plea of nolo contendere to any felony shall be deemed a conviction.

b. Ground Transportation drivers shall present a well-dressed, clean and well-groomed professional appearance and shall be fully capable of safely and properly operating his/her taxi.

c. Drivers of all Ground Transportation commercial vehicles must wear a valid driver identification badge issued by the Commission on their outermost garments at all times. The identification badge must be displayed above the waist and below the

neck. The driver shall not allow another person use of his/her Identification Badge at any time.

d. Ground Transportation drivers shall not provide to any person misleading or false information concerning other ground transportation services.

e. Ground Transportation drivers of commercial vehicles having a valid commercial ground transportation permit shall not use cell phones for personal use while transporting passengers in the vehicle.

f. Commercial Ground Transportation drivers must successfully complete the Customer Appreciation Training (CAP) program as required by the Executive Director and be fully knowledgeable of and thoroughly familiar with the entire geographical service area of the airport. Operators/drivers may be required to attend additional customer service training during re-registration or at any time as directed by the Executive Director.

SECTION 4-7304. VEHICLE REGULATIONS

a. All commercial Ground Transportation vehicles shall be kept in good operating condition and appearance. Each vehicle in service at the airport shall be subject to inspection by the Executive Director or authorized representative at any time and without advance notice to determine compliance with standards set forth in these rules and regulations, airport operating procedures, and in each permit agreement. The Executive Director is authorized to order removal from service any vehicles that are unkempt in appearance, deemed unsafe, or have failed an inspection.

b. All ground transportation commercial vehicles shall be clearly identified as follows: The company name, driver's name and vehicle number shall be on the inside. The outside of the vehicle shall have the company name, logo and vehicle number displayed. Vehicles shall also be marked with the operator's telephone number unless otherwise approved by the Executive Director.

c. All commercial Ground Transportation vehicles must be able to communicate remotely with the Airport.

d. An air conditioner and heater of adequate capacity must be maintained to provide sufficient passenger comfort for each vehicle.

SECTION 4-7305 TAXI REGULATIONS

- a. Taxi fares shall be posted on each taxi in accordance with city ordinance.
- b. All taxis shall be equipped with operational, accurate meters unless otherwise approved by the Executive Director. All trips from the airport except flat-rate trips shall be made with the "meter running," and the fare for such trip(s) shall be at the meter rate(s) provided by city ordinance. No driver shall overcharge the actual fare for trips to or from the airport.
- c. No person shall operate a taxi for hire at the airport unless such vehicle shall have a card clearly displayed on the passenger side dashboard containing the name of the vehicle owner company and telephone number, driver's name and current photograph.
- d. No full-service taxis shall violate the short haul procedures as defined in the Savannah Airport Commission Ground Transportation Operating Procedures
- e. No taxi driver having a permit to conduct business at the airport shall refuse a passenger requesting service on the basis that a short-haul destination is desired by the passenger(s).
- f. As determined by the Executive Director, additional permitted and/or non-permitted commercial vehicles may be called by the Starter and/or airport public safety officer to assist with transportation demands.
- g. Upon arrival at the airport without passengers, each full-service taxi shall proceed at once to the Taxi Staging Area or other area designated by the Executive Director.
- h. Upon arrival at the airport after discharging passengers at the terminal:
 - (1) Full-service service taxis shall proceed at once to the Taxi Staging Area or other area designated by the Executive Director, or immediately leave the airport:
 - (2) Pre-arranged service vehicles shall relocate to their designated staging area;
 - (3) All other Ground Transportation commercial vehicles must immediately leave the airport.
- i. When taxi drivers pull into the Taxi Staging Area or taxi stand, they shall enter from the rear and advance forward as the vehicle ahead pulls off. If an unoccupied vehicle(s) fails to advance, driver(s) shall advance in order to the next open position.

j. The driver of a taxi in the proper waiting area or taxi stand shall not remove his/her vehicle from its position in the line without losing said position, except with the permission of the Executive Director or his designee.

k. Taxi drivers who refuse or pass a passenger fare to another driver, unless otherwise approved by the Executive Director, will lose their position at the taxi stand and will be required to return to the Taxi Staging Area.

l. Taxi drivers who refuse to transport service animals will lose their position at the taxi stand and will be required to return to the Taxi Staging Area.

m. Taxi drivers shall not charge for certified service animals (pet) or crated animals accompanying a passenger.

n. An unaccompanied animal shall be subject to the same fare charged to a passenger.

o. Drivers shall not request fares quoted by other drivers to passengers who are “shopping the line” for the lowest fare to a specific destination.

SECTION 4-7306 ARRIVING PASSENGERS

a. Drivers of full service commercial vehicles greeting passengers arriving at the airport shall remain at their vehicles in accordance with the commercial Ground Transportation Operating Procedures. Prior written approval is required from the Executive Director to greet passengers at any other location in the terminal or elsewhere on the airport. Full-service drivers shall not leave their vehicles to solicit business in any manner or to remove baggage from inside the terminal building at any time, except as noted in the Ground Transportation Operating Procedures.

b. Drivers of pre-arranged commercial vehicles greeting passengers arriving at the airport shall comply with the Meet and Greet procedures of the GTOP.(Ord. of 5-8-2008)

SECTION 4-7307 SUSPENSION OR REVOCATION OF OPERATING PRIVILEGES

The Executive Director may suspend, revoke or refuse to renew the operating privilege of a commercial vehicle driver for violation of these rules and regulations and/or in accordance with the commercial ground transportation operating procedures as may be amended from time to time.

ARTICLE D

VEHICLES AND GROUND EQUIPMENT

SECTION 4-7400 GENERAL OPERATIONS

a. No person shall operate any vehicle on the Airport without a valid State Operators License and evidence of insurance.

b. No person shall operate a vehicle of any kind on the Airport in a reckless, unsafe or negligent manner. No person shall operate on the Airport any vehicle that is overloaded or carrying more passengers than that for which the vehicle is designed, except in emergencies.

c. No person under the influence of intoxicating liquor or narcotic drugs shall operate a vehicle or aircraft on the Airport.

d. The Executive Director shall erect or cause to be erected all signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport. Failure to comply with the directions indicated on such signs, markers, or devices erected or placed in accordance herewith shall be a violation of these Rules and Regulations and of the applicable provisions of the traffic laws and ordinances.

e. No person shall clean or make any repairs to vehicles anywhere within the Airport boundary other than in a shop or other area designated for such purposes, except minor repairs necessary to remove such vehicles from the Airport. No person shall move, interfere or tamper with any vehicle, put in motion the engine or take or use any vehicle part, instrument, or tool thereof without permission of the owner and upon satisfactory evidence of the right to do so presented to the Executive Director.

f. No person shall abandon or use as storage any vehicle, equipment, unit or device on Airport property, or pack or operate any such vehicle, equipment, unit or device on Airport property which is in an unserviceable condition. If any vehicle, equipment, unit or device is found parked or being operated in an unserviceable condition; the owner(s) shall be required to make the necessary immediate repairs to bring such vehicle, equipment, unit or device back to a serviceable condition or remove such from Airport property. Should the owners fail to remove the unserviceable vehicle, equipment, unit, or device from the Airport property, the Executive Director shall make the necessary arrangements for removal at the owner's expense.

g. No person shall operate radio equipment in any vehicle on the airport which is capable of transmitting on or interfering with aircraft control frequencies unless authorized by the Executive Director.

SECTION 4-7401 LANDSIDE OPERATIONS

a. **Speed Limits:**

- (1) **Safe speed:** No person shall drive any vehicle at a speed greater than is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, use of the street or road, or so as not to endanger persons or property.
- (2) **Minimum speed:** No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.
- (3) **Maximum speed:** No motor vehicle except Airport emergency vehicles or other vehicles required by the Executive Director in response to an emergency shall be driven on the streets and other traffic areas on the Airport, including parking areas, in excess of the posted speed limits or in excess of any speed so declared in these Rules and Regulations. In areas on which signs, markers, or devices are not used or posted the speed limit shall be twenty-five (25) miles per hour.

b. The operator of any vehicle shall yield the right-of-way to a pedestrian who crosses within a marked pedestrian crosswalk, except where the movement of traffic is being otherwise actively regulated by Airport Police or traffic-control devices. The driver of a vehicle shall exercise due care for the safety of any pedestrian upon a roadway.

c. No person operating a motor vehicle on the Airport shall fail to give proper signals.

SECTION 4-7402 AIRSIDE OPERATIONS

a. Only vehicles and equipment authorized by the Executive Director may be operated or located on the Air Operations Area .

b. Self-propelled vehicles or mobile equipment owned by tenants must have an AOA decal.

c. No motor vehicles or equipment other than tow tugs or auxiliary engines with proper exhaust systems protected by screens or baffles to prevent the escape of sparks or the propagation of flames shall be operated in any hangar.

d. No person shall operate a tug, trailer, or other motor vehicle towing a train of baggage or cargo carts in excess of three (3) carts, unless specifically authorized in writing by the Executive Director.

e. Positive locking couplings shall be required for all towed equipment on the AOA.

f. Operators of vehicles or equipment on the AOA must have a valid operator permit unless escorted by an individual authorized by the Executive Director to do so.

(1) Any person desiring a permit must first have his employer verify to the Executive Director the need for that person to operate a vehicle, equipment or devices on the Air Operations Area.

(2) The permit will be issued to qualified persons only, and shall expire one (1) year or on the driver's license expiration date, whichever comes first. Each person shall be required to take and pass a driver's examination, administered by the Executive Director, which shall include, but not be limited to, Airport Rules and Regulations and operational/safety procedures, before such permit is issued. No person shall be issued more than one (1) permit at a time. No notice of expiration shall be given the permit holder, whose sole responsibility it shall be to renew said permit. The permit shall be worn attached to the outer garment (i.e., jacket, raincoat, shirt, etc.) at all times during vehicle operation on the Air Operations Area.

(3) The permit shall automatically become void if a person's driver's license expires or is revoked, or upon termination of employment from any company which is authorized by the Executive Director to operate vehicles or motorized ground equipment on the Air Operations Area.

g. Rules of Operation:

(1) Speed Limits: Speed limits shall not exceed fifteen (15) miles per hour on the Air Operations Area with the exception of Airport emergency vehicles, or other emergency vehicles authorized by the Executive Director.

(2) Parking:

(a) When parking adjacent to a runway, all vehicles must park parallel to the runway and at least two hundred fifty (250) feet from the runway center line.

- (b) Parking shall be restricted to designated areas on the AOA unless otherwise authorized by the Executive Director or his designee.
- (3) Radio use and equipment:
- (a) All properly authorized vehicles operating in the Air Operations Area must be equipped with an operative two-way radio and be in continuous communications with the Control Tower unless otherwise authorized by the Executive Director or his designee but which shall be accompanied by an authorized radio-equipped vehicle when operating or working on, or crossing usable runways or taxiways.
 - (b) No vehicle shall enter onto or cross any active runway or taxiway without the driver's first obtaining permission by radio to cross said runway or taxiway from the Control Tower when the Control Tower is operational... Upon receiving clearance to enter onto or cross an active runway or taxiway, the driver shall ensure by personal observation that no aircraft is approaching his position before crossing. When the Control Tower is not operational, drivers shall communicate crossing intentions on Unicom and shall yield to any approaching aircraft. Then the driver shall ensure by personal observation that no aircraft is approaching his position before crossing.
 - (c) All vehicle operators shall be familiar with the standard airport light signals while operating vehicles on the AOA, regardless of whether or not the vehicle is radio equipped.
- (4) Any driver permitted to operate on the Air Operations Area shall not proceed closer than one hundred seventy-five (175) feet from the edge line of any runway or sixty-two feet six inches (62'6") feet from the edge line of any taxiway without first obtaining clearance from the Control Tower.
- (5) No driver shall operate a vehicle between a parked aircraft and the terminal building during ground boarding operations and shall pass no nearer than twenty (20) feet horizontal distance from any wing or tail section of a parked aircraft.
- (6) Aircraft shall have right-of-way over vehicular traffic at all times.

- (7) Tugs and baggage carts shall be returned to their designated storage area immediately following their being unloaded at Terminal Building baggage claim areas.
- (8) Fuel trucks may not be parked closer than 10' from each other and not closer than 50' from any building.
- (9) The Executive Director may restrict vehicle operations to a certain portion or segment of the Air Operations Area. Such restrictions shall prohibit vehicle operations outside designated areas.
- (10) No person shall use cell phones, iPods, texting or other electronic communication or entertainment devices while operating equipment on the AOA.

SECTION 4-7403 PARKING – GENERAL REGULATIONS

a. No person shall park a motor vehicle for loading, unloading, or any other purpose on the Airport other than in the areas specifically established for parking and in the manner prescribed by signs, lines, or other means. No person shall park a motor vehicle in a manner so as to obstruct roadways, crossways, crosswalks, fire lanes; or in grassed areas.

b. The Executive Director shall have the authority to tow or otherwise remove, in a reasonable manner, motor vehicles which are parked on the Airport in violation of these regulations at the operator's expense and without liability for damage which may result in the course of such moving.

c. Public Parking:

- (1) No person shall park a motor vehicle in any area requiring payment without paying the required parking charges unless authority is granted to that person by the Executive Director. No person shall attempt to defraud and not pay the required parking charges.
- (2) Parking in designated public parking is open to all members of the public using the Airport.
- (3) No person shall park and leave any vehicle unattended on Airport property in violation of Federal or Airport Commission regulations or directives, when posted, unless authorized by the Executive Director.

- (4) Vehicles left in airport public parking areas longer than nine months shall be considered abandoned vehicles and will be sold at auction.
- (5) Personal items left in/on vehicles or any damage caused by/to a vehicle are the responsibility of the vehicle owner.

d. Employee Parking: Authorized airport employees shall utilize parking areas set aside by the Executive Director. Only those vehicles bearing an authorized parking decal/hanging tag properly displayed shall be allowed to park in any employee parking lot or other area designated by the Executive Director as an employee parking area. Decals/tags shall be issued to qualified personnel only. Registration of all vehicles and issuance of decal permits will be reviewed periodically, and fees for the permits established by the Executive Director will prevail.

e. All service vehicles, including utility company trucks, government-owned vehicles and delivery trucks shall park in areas designated by the Executive Director.

ARTICLE E

AIRCRAFT OPERATIONS

SECTION 4-7500 LICENSING AND REGISTRATION

a. No person shall operate any aircraft at the Airport that is not fully certificated by and registered with the Federal Aviation Administration and displaying a current standard certificate of airworthiness (FAA form 8100-2) in the aircraft with the exception of government-owned aircraft.

b. No persons shall be allowed to base their aircraft at the Airport until they have entered into a written agreement with the Airport Commission or fixed base operator. If such aircraft are used for compensation or hire, the owners of said aircraft are required to obtain the appropriate permits, including a written agreement with the Airport Commission, prior to commencing operation, unless otherwise approved by the Executive Director.

SECTION 4-7501 COMPLIANCE WITH REGULATIONS

All aeronautical activities at the Airport, including aircraft in flight within SAV's Class C airspace shall be conducted in compliance with the current applicable Federal Aviation Regulations, these Rules and Regulations, operational directives issued by the Executive Director, and written or oral instructions of the Air Traffic Controller.

SECTION 4-7502 PROHIBITING USE OF AIRPORT

a. The Executive Director or designated representative shall have the right at any time to close the airport or any portion thereof to air traffic to prohibit aircraft landing and/or taking off at any time and under any circumstances, to delay or restrict any flight or other aircraft operation, or to deny the use of the airport to any person or group, when the Executive Director considers such actions to be necessary and desirable in the interest of safety, security or when the Rules and Regulations herein set forth are being violated.

b. In the event the Executive Director or his authorized representative believes the conditions of the Airport to be unsafe for aircraft operations, he is authorized to issue a NOTAM (Notice to Airmen) to close the airport or any portion thereof, as necessary.

c. Only the Executive Director or his authorized representative may cancel an airport-issued NOTAM.

SECTION 4-7503 CARELESS AND NEGLIGENT OPERATIONS

No aircraft shall be operated within the Air Operations Area in an unsafe, careless or negligent manner or in disregard of the rights and safety of others..

SECTION 4-7504 DAMAGE TO AIRPORT

The owner or operator of any aircraft which causes any damage to airport property shall be responsible to the Airport Commission for the cost of such damage.

SECTION 4-7505 ENGINE OPERATIONS

a. Aircraft engines shall be warmed up or run only in places approved for such purposes by the Executive Director. At no time shall aircraft with engines running or engines being tested be left unattended. At no time shall engines be operated in hangars and/or with disregard to endangering persons, aircraft operations or property on the Airport. Starting engines shall be prohibited until proper clearance has been assured. Propeller and exhaust noises shall be kept to a minimum at all times at the Airport. Under no circumstances shall aircraft engines operate while passengers are enplaning or deplaning.

b. No person shall start or run any engine in an aircraft unless a competent person is in the aircraft attending the engine controls. Chocks shall always be placed in front of the wheels before testing the engine or engines unless the aircraft is provided with adequate parking brakes.

SECTION 4-7506 NOISE ABATEMENT PROCEDURES

a. Pilots shall use procedures that will result in minimum noise to surrounding areas. This includes, but is not limited to, avoiding low-altitude maneuvers. Optimum power settings and operating altitudes shall be maintained consistent with safety.

b. The Executive Director shall be authorized to issue appropriate warnings to the pilot of any aircraft who operates in such a manner as to create conditions detrimental to good community relations. If such a situation continues to exist, the Executive Director may temporarily or permanently prohibit flight or ground operations of said aircraft from the Airport.

SECTION 4-7507 EXPERIMENTAL FLIGHTS; NON-ENGINE AIRCRAFT

a. No experimental flight or ground demonstrations shall be conducted on the Airport without the express approval of the Executive Director.

b. The Airport is closed to non-engine aircraft except in cases of emergency or when prior approval has been granted by the Executive Director and the Air Traffic Control Tower.

SECTION 4-7508 GENERAL REGULATIONS

a. Pilots shall conform to the traffic patterns promulgated jointly by the Federal Aviation Administration and the Executive Director for the Airport use unless otherwise specifically authorized by the Federal Aviation Administration Air Traffic Control Tower.

b. Rules for the use of aircraft on all runways and the traffic patterns which shall be followed by all aircraft using such runways shall be established jointly by the Executive Director and the Federal Aviation Administration and supplemented where necessary or desirable by schematic drawing, maps, or other visual devices to aid in clear understanding of such rules.

c. Simulated forced landings are prohibited within the confines of the Airport property.

d. Rotary wing aircraft shall not operate within two hundred (200) feet of any area where light aircraft are parked or operating.

e. Airline station managers or representatives are responsible for monitoring scheduled departures and arrivals for their respective carriers and for reporting any incidents/accidents to the proper Airport authorities immediately.

f. No pilot shall operate any aircraft over the Airport Terminal facilities or other congested areas on the Airport below six hundred (600) feet mean sea level, except under emergency situations.

SECTION 4-7509 TAXIING RULES

a. No person shall taxi an aircraft until such person has ascertained that there will be no danger of collision with any person or object in the immediate area by visual inspection of the area. No person shall taxi an aircraft between a parked aircraft and the parked aircraft's gate or enplaning/deplaning position.

b. Pilots shall not operate their aircraft on the Air Operations Area until specifically cleared to do so by the Air Traffic Control Tower operator. Pilots shall taxi their aircraft in accordance with the instructions given by the Air Traffic Control Tower operator at all times.

c. No aircraft twelve thousand (12,000) pounds or over shall reverse direction on any asphalt runway unless the pilot of said aircraft has received specific authorization to do so by the Executive Director.

SECTION 4-7510 AIRCRAFT EQUIPMENT RULES

a. Pilots of aircraft shall not land, taxi, or take off without a clearance from the Air Traffic Control Tower by radio.

b. Aircraft without two-way radio communication with the Air Traffic Control Tower experiencing an emergency may be allowed one (1) landing at the discretion of the Executive Director, provided the aircraft cannot land at any other airport in the vicinity and proper clearance is obtained from the Air Traffic Control Tower by light signals.

SECTION 4-7511 PARKING AIRCRAFT

a. No person shall park an aircraft on the Air Operations Area other than in areas designated as aircraft parking areas by the Executive Director. Aircraft shall be adequately tied down and the landing gear chocked with wheel chocks or other devices as approved by the Executive Director.

b. The operator of any aircraft parked or stored on the Air Operations Area shall move said aircraft from the place where it is parked or stored to any other designated place at the discretion of the Executive Director. If the operator refuses to comply with such direction, the Executive Director may have said aircraft towed to a designated place at the operator's expense and without liability for damage

c. Aircraft belonging to airport tenants may be parked only in areas designated by the tenant's lease agreement.

SECTION 4-7512 DISABLED, DERELICT AIRCRAFT

Upon demand made by the Executive Director, the owner or operator of any abandoned, disabled or derelict aircraft or parts thereof wrongfully or improperly left upon airport property shall remove the same at his own expense. If after such demand said owner or operator fails or refuses to remove such aircraft within a reasonable time as determined by the Executive Director, the Executive Director shall cause the same to be impounded, stored and a lien placed thereon. The cost of such removal and storage shall be a charge against the owner or operator of such aircraft; and upon the payment of said charge, the impoundment herein provided shall be released, and possession of said aircraft shall be restored to said owner or operator.

SECTION 4-7513 AEROBATICS

Except for public displays of aviation flight specifically authorized by the Executive Director to be conducted under responsible auspices and control, violation of any of the following provisions shall be illegal and an offense:

a. No person shall operate an aircraft in a careless or reckless manner so as to endanger the life or property of others by buzzing, diving, or low-altitude flying.

b. No person shall engage in aerobatics over congested areas or over an open-air assembly of persons or below an altitude of fifteen hundred (1,500) feet above the surface of Airport property without first obtaining approval from the Executive Director and the Federal Aviation Administration.

c. The following additional types of activities shall not be conducted on or from the Airport without the express written authorization from the Executive Director:

- (1) Towing of banners.
- (2) Air or ground demonstrations.
- (3) Parachute jumps.
- (4) Air shows.
- (5) Firing of rockets and/or flying of kites, and/or balloons.
- (6) Balloon releases.
- (7) Model or remote-controlled aircraft operations.
- (8) Unmanned aircraft system operations

SECTION 4-7514 SECURITY OF AIRCRAFT

When the kind, type, mission, and condition of an aircraft makes it necessary, in the opinion of the owner, to provide security guards or policemen wherever the aircraft is located on the Airport, the owner of the aircraft shall be responsible for obtaining, providing, and maintaining its own security guards or law enforcement personnel after permission to establish such security has been obtained from the Executive Director or his duly authorized representative. Security requirements shall not be used as a means to hinder or delay removal of aircraft at the direction of the Executive Director.

SECTION 4-7515 INTERFERING OR TAMPERING WITH AIRCRAFT

No person shall interfere or tamper with any aircraft or start the engine of such aircraft or use any aircraft parts, instrument, or tools without permission of the owner or by specific direction of the Executive Director.

SECTION 4-7516 AIRCRAFT MAINTENANCE AND REPAIR

a. General Regulation: No person or firm shall paint, wash or repair an aircraft, aircraft engine, propeller, or other aeronautical equipment or apparatus, nor employ a certificated aircraft mechanic in any area of the Airport other than that specifically designated for such purposes by the Executive Director except that minor adjustments may be made while the aircraft is on a loading ramp preparatory to departure.

b. Aircraft Maintenance in T-Hangar: No person shall repair or service any aircraft, aircraft engine, propeller, or other aeronautical equipment or apparatus in any T-Hangar on the Airport, except to perform preventative maintenance on such in accordance with Part 43 of the Federal Aviation Regulations. At no time shall any person perform oil changes or fueling, hydraulic or lubrication operations to aircraft in any T-Hangar on the Airport.

SECTION 4-7517 CATEGORIES OF AIRCRAFT

Final determination as to proper category designation of any aircraft shall rest with the Executive Director.

a. Private: Any aircraft not operated for compensation or hire in accordance with FAR Part 91 and Part 125.

b. Commercial Aircraft: Any aircraft that operates for compensation or hire and is certificated under FAR Part 135, Part 121 or Part 129.

c. Ultra-Light Aircraft: Ultra-light aircraft are not permitted to operate within the Airport Radar Service Area.

d. Government Aircraft: Aircraft owned and operated by the United States Government for transportation of military personnel and equipment.

e. Non-powered Aircraft: Non-powered Aircraft such as gliders are not permitted to operate within the Airport Radar Service Area.

f. Aircraft Constructed/Manufactured/Flight Tested: Aircraft manufactured by tenants of the Airport or by corporations with agreements with the Airport which are completed and flight-tested on airport property provided they have received certification of airworthiness from the FAA.

g. Unmanned Aircraft Systems – Aircraft that are operated without the possibility of direct human intervention either from within or on the aircraft.

SECTION 4-7518 FLYING CLUBS

No flying club shall operate at the Airport unless approval is obtained from the Executive Director. Club aircraft must be owned and operated by a nonprofit partnership or nonprofit Georgia corporation, and each club member must be a bona fide owner of a percentage of the aircraft or a share in the corporation. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance, and replacement of its aircraft and will file and keep up to date with the Executive Director a list of membership.

SECTION 4-7519 AIRCRAFT FOR SALE

New or old aircraft held for sale may be demonstrated to prospective purchasers or, when sold, may be used to instruct the new owner in the operation.

ARTICLE F

HAZARDOUS MATERIALS; FIRE PREVENTION; SAFETY AND SECURITY

SECTION 4-7601 FUELING OPERATIONS

a. No person shall fuel or defuel an aircraft until said person is properly trained and qualified to perform such fueling operations on said aircraft by a qualified fuel handler.

- (1) FAA Part 139 Fuel Training Records
All fuelers shall be trained in accordance with FAR Part 139 Standards. Training records reflecting FAR Part 139 training shall be maintained by the employer for a period of 24 consecutive months for each fueler.
- (2) Training records shall be maintained by the employer which indicate initial training and all recurrent training for each fuel handler and each fuel handler trainer.
- (3) All records shall be subject to inspection by the Airport Commission.

b. No aircraft shall be fueled, defueled, or oil serviced while aircraft engines are running or while such aircraft is in a hangar or a congested or enclosed space.

c. No aircraft shall be fueled or defueled while passengers are on board the aircraft unless a passenger loading bridge or stair is in place at the cabin door of the aircraft, the aircraft door is in open position, and a cabin attendant is present at or near the cabin door.

d. Prior to fueling or defueling an aircraft, the aircraft and the fuel-dispensing equipment, and all hoses, funnels and appurtenances used in connection therewith shall be grounded to a point or points of zero electrical potential in accordance with FAA and NFPA Codes and recommended practices to prevent the possibility of static ignition of volatile liquids.

e. All aircraft fueling vehicles and equipment used during fueling operations shall be maintained in a safe operating condition in accordance with Federal, State or Airport regulations and in good repair at all times. All other equipment shall be removed from service immediately.

- f. During fueling or defueling operations:
- (1) Fuel trucks shall be parked only in areas approved by the Executive Director.
 - (2) During fueling operations, vehicles shall be positioned to be readily removable in the event of fire to permit direct driving away from the loading or fueling position.
 - (3) Not more than one (1) fuel truck shall be positioned to fuel each wing of an aircraft, and not more than two (2) fuel trucks shall be positioned to serve the same aircraft.
 - (4) Additional fuel trucks shall not be parked or positioned within one hundred (100) feet from the aircraft being fueled.
 - (5) No person shall use any material or equipment which is likely to cause a spark or ignition.
- g. No person shall perform or allow performance of any fueling operations in violation of their company safety policies and procedures.
- h. No airborne radar equipment shall be operated or ground tested on any area wherein the directional beam of high-intensity radar is within three hundred (300) feet or low-intensity radar (less than 50 kw output) is within one hundred (100) feet of another aircraft, an aircraft fueling operation, an aircraft fueling truck, or aircraft fuel or flammable liquid storage facility.
- i. All fueling vehicles, equipment, and Airport fuel storage facilities shall be placarded, marked and/or color-coded in accordance with NFPA Publication 407 and applicable FAA advisory circulars.
- j. A qualified operator shall be in attendance at all times while fuel delivery vehicles dispense fuel into or load fuel from any Airport fuel storage facility. The operator shall remain within the immediate vicinity and in direct view of all operating controls and equipment. The operator shall not leave the discharge end of any hose or hoses unattended at any time while the transfer of fuel is in progress.
- k. No person shall engage in any fueling or defueling operation at the Airport without immediate access to the correct type and number of fire extinguishing equipment as required by the National Fire Code.
- l. Drivers of fueling vehicles shall not back said vehicle unless a signalman is present to guide the driver. The driver must remain in the vehicle cab and shall not stand on the running board or fender while backing the vehicle.

m. The Airport Commission assumes no liability or responsibility for violations of FAA fueling requirements and procedures by fuel handlers or fueling companies

- (1) Fuel companies will hold the Airport Commission harmless and shall protect, defend, and indemnify Commission and its officers, agents and employees from and against any and all liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person, or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and/or the use or occupancy of the Premises or the acts or omissions of fuel company's officers, agents, employees, contractors, subcontractors, licensees, or invitees regardless of where the injury, death or damage may occur unless such injury, death or damage is caused by the sole negligence and the willful misconduct of the Commission or any of its officers, employees, contractors or agents.
- (2) The tenant shall be solely responsible for any violation incident to, or in connection with the tenant's fueling facilities, equipment, operations, and training and shall reimburse the Airport Commission for any fines or legal or court costs incurred by the Airport Commission for such violations.

n. Fuel Spills:

- (1) Crews engaged in the fueling, defueling, and oil service of aircraft, the filling of dispensing equipment, or the dumping into storage of aviation fuels shall exercise extreme caution to prevent spills. When fuel or oil spills occur, servicing shall cease, the Airport police shall be notified. Spills must first be completely contained and then shall be picked up by the agency responsible for the spill using materials manufactured specifically for the removal of fuel and oil spills. In the event that any agency fails to perform the necessary cleanup operations promptly, the Airport Commission may clean up the spillage or contract with an outside agency specializing in removal of fuel spills to clean up the spillage at the responsible party's expense. The Airport Commission shall charge the agency for all labor, materials and an administration fee for all work done. Materials used to pick up fuel and oil spills shall be placed in approved containers and disposed of in accordance with Federal, State and local ordinances.

- (2) No person shall start the engine of any aircraft when fuel has spilled on the ground under said aircraft.
- (3) Fluids leaking from any aircraft shall be immediately contained and cleaned up.

SECTION 4-7602 FUEL/STORAGE TANKS REQUIREMENTS

a. All tenants on Airport property storing gasoline, liquid fuels, flammable gases or other petroleum products in above-ground or underground storage tanks shall comply with all Federal and State laws and City ordinances pertaining to the storage of said petroleum products and the maintenance, operation and installation of said tanks.

b. Companies fueling air carrier aircraft at the terminal shall take delivery of and store their fuel in the air carrier fuel farm facility. Only fuel from the air carrier facility shall be used to refuel aircraft using the terminal building. In the event of an emergency, companies may seek the approval of the Executive Director to deviate from the provisions of this regulation.

c. Companies fueling aircraft in other areas of the airport shall take delivery of and store their fuel in a facility located in those areas approved for fuel farms and may fuel aircraft only in those areas approved by the Executive Director.

d. Companies fueling aircraft at the terminal shall lease and maintain office space in the terminal building unless otherwise approved by the Executive Director.

SECTION 4-7603 HAZARDOUS AND DANGEROUS MATERIALS – GENERAL

a. No person shall store, keep, handle, use, dispense, or transport dangerous items on the Airport unless authorized by the Executive Director. Dangerous goods include materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, biohazardous, toxic, pathogenic, or allergenic.

b. No persons shall violate any regulation as outlined in Title 49 of the Federal Aviation Regulations and applicable National Fire Codes as it relates to endangering persons.

c. No cylinders or flasks of compressed gases shall be stored in hangars unless authorized by the Executive Director.

d. The use of volatile flammable solvents for cleaning floors is prohibited.

e. No person shall use combustible liquids in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose without the approval of the Airport Fire Chief.

f. The procedures and precautions outlined by the NFPA shall be adhered to in all cleaning, painting and refurbishing operations using flammable materials.

SECTION 4-7604 RESERVED

SECTION 4-7605 APRON STORAGE

Gasoline, oil, solvent drums, or any other miscellaneous items or materials may be stored in a neat and clean manner on apron and ramp areas only in quantities acceptable to the Executive Director. Any material of this type that is kept in subject areas will be kept enclosed and covered in a clearly marked and labeled housing of a design and type that meets the approval of the Executive Director. Airlines are responsible for keeping aircraft aprons clean of all fuel, oil, hydraulic liquids, and other oil-based products.

SECTION 4-7606 EQUIPMENT STORAGE

No tenant or lessee on the Airport shall store or stack material or equipment in such a manner as to constitute a hazard to personnel or property and in a manner acceptable to the Executive Director.

SECTION 4-7607 SMOKING AND OPEN FLAME OPERATIONS

No person shall smoke on the Airport apron, or in any hangar, shop, service station area, or in any building, room, or other place where smoking is prohibited. No person shall smoke or permit any open flame operations within one hundred (100) feet of any parked aircraft, fueling or defueling operation, or fuel spill. Open flame operations shall not be conducted on Airport property without first obtaining a permit for such operation from the Executive Director.

SECTION 4-7608 FIRE PREVENTION AND EQUIPMENT

a. All airport tenants shall be responsible for ensuring that fire prevention is practiced at all times.

b. Airport tenants engaged in aircraft operations must ensure that employees receive fire prevention instructions by the Airport Fire Department immediately upon employment and that employees receive such fire prevention instruction annually thereafter. Fire prevention instruction shall include the use of fire extinguishers, fuel and oil spills, the handling of flammable materials, and any other items deemed appropriate by the Executive Director and shall be documented by the tenant manager to the Executive Director.

c. All fire extinguishers and equipment on Airport property shall be maintained in accordance with the National Fire Code. Refueling vehicles designed for the transport and transfer of fuel shall carry on board at least two (2) fire extinguishers, one located on each side of the vehicle. The number and type of the extinguishers for use in any hangar, building, facility, shop, apron area, or fueling operation shall conform to applicable National Fire Code. Tags showing the date of the last inspection shall be attached to each unit.

SECTION 4-7609 AIRPORT SECURITY

a. All areas of the Airport except those areas open to the public are restricted. No person shall enter any restricted area except:

- (1) Persons with appropriate airport identification; or
- (2) Persons authorized by the Executive Director or his designee and accompanied by an authorized person;

b. All persons shall obtain from the Executive Director or his designee an Airport Identification Badge prior to having unescorted access to any restricted area on Airport property. Badges shall be displayed on the person's outer garment at all times while in a restricted area.

c. No Airport identification badge shall be issued to any person until a need for unescorted access has been determined by the Executive Director or his designee.

d. All doors, gates and gates leading into restricted areas or fuel storage areas shall be kept closed, locked and/or otherwise secured at all times except when actually in use.

e. All persons entering the restricted Area shall be required to use the appropriate access procedures for the area entered

f. No person shall leave prohibited items unattended in a restricted area, pursuant to Federal and State regulations..

g. Photography: Photography of any and all kinds on Airport property must first be approved by the Executive Director and a specific permit granted to the photographer by the Executive Director.

h. Photography in Sterile and SIDA areas: Still or moving photography taken by anyone which reveals the operation or location of access control readers, security screening process, security doors or restricted areas is prohibited.

SECTION 4-7610 WEAPONS ON AIRPORT PROPERTY

a. No persons, except duly authorized persons, peace officers, federal officers, or members of the United States Government on official business, shall carry any firearm or explosive device in the Airport terminal building or secured areas of the Airport without permission of the Executive Director unless carried in conformance with Georgia State law related to guns in an airport or unless the item is properly packaged and declared for transportation with an Airline Passenger.

b. No person shall discharge any gun on the Airport, except in the performance of official duties or as approved by the Executive Director..

c. No explosives shall be allowed on Airport property unless otherwise approved by the Executive Director.

SECTION 4-7611 PERIMETER FENCE

A clear zone of three feet is established for both sides of all security perimeter fence around the airport. The clear zone must not contain any object that could assist an individual attempting to scale the fence. All tenants are responsible for keeping the clear zone free of obstacles.

ARTICLE G

MINIMUM STANDARDS, CONSTRUCTION AND MAINTENANCE

SECTION 4-7700 BUILDINGS, CONSTRUCTION, AND IMPROVEMENTS ON LAND LEASES

Any person leasing property from the Airport and desiring to erect or construct any building or other improvements on the Airport shall be required to submit plans and specifications, which shall include site, drainage, and utility layouts, to the Executive Director for approval and to the Development Services Department of the City of Savannah for approval. The plans shall also include a general layout drawn to scale showing the ground area necessary or required with the building located thereon.

All buildings, construction, and improvements on the Airport shall conform to all applicable federal, state, and local codes, laws, and requirements and shall be approved by the Development Services Department of the City of Savannah and the Executive Director

The Airport is located in the City of Savannah. Prior to commencement of any construction, all City licenses and permits must be obtained.

SECTION 4-7701 CHANGES, ADDITIONS, OR DELETIONS WITHIN LEASED PREMISES

No tenants or lessees, shall be permitted to effect structural, functional, or decorative changes, additions or deletions, internally or externally, of any type within the leased premises without prior approval of the Executive Director.

SECTION 4-7702 BUILDING AND PROPERTY MAINTENANCE

All tenants and lessees shall at all times maintain their buildings and grounds in a good condition of repair, cleanliness, general maintenance, and in accordance with these regulations, the City of Savannah City Code Maintenance regulations, and their individual lease agreements, and in a manner acceptable to the Executive Director. Additionally, properties shall be maintained free from all fire and safety hazards,. Tenants shall remedy any corrective maintenance requests received from the Executive Director within a time period prescribed by the Executive Director.

SECTION 4-7703 GAS, WATER AND ELECTRICAL METERS

All tenants shall provide a meter for the purpose of accurately measuring gas, water, and electrical power used by the tenant.

SECTION 4-7704 MINIMUM STANDARDS FOR FIXED BASE OPERATOR

Unless otherwise noted or approved by the Executive Director, all products and services shall be provided by FBO's employees using FBO's vehicles and equipment. FBO's products and services shall include, at a minimum, the following:

a. Services:

- (1) Aviation Fuels and Lubricants (Jet Fuel, Avgas, and Aircraft Lubricants):
 - (a) FBO shall be capable of delivering and dispensing Jet Fuel, Avgas, and Aircraft lubricants into all general aviation aircraft normally frequenting the Airport.
 - (b) FBO shall be capable of providing a response time not to exceed 15 minutes during required hours of activity and not to exceed 60 minutes after hours.
- (2) Ground services and support, including baggage handling
- (3) Aircraft marshalling and towing
- (4) Lavatory services
- (5) Ground power
- (6) Aircraft cleaning services
- (7) Courtesy transportation (using the FBO's vehicles)
- (8) Ground transportation arrangements (limousine, shuttle, and rental car), hotel arrangements, concierge services
- (9) Aircraft catering
- (10) Flight planning services and systems

b. Leased Premises

- (1) FBO shall have adequate land, apron, facilities (hangars, terminal, maintenance, and fuel storage), and vehicle parking to accommodate all activities of FBO and all approved sublessees, but not less than the following square footages, which are not cumulative:

- (2) Fixed base operators must provide and maintain a minimum 5,000 square foot facility with an office, lounge, internet, weather station, counter space, flight planning area, and restrooms, which may be an adjunct to other structures and facilities, and such facility shall be constructed, fireproofed and stressed in accordance with the Standard Building Code for this region and comply with the national fire codes. Terminal administrative area shall include dedicated and adequate space for employee offices, work areas, and storage.
- (3) Fixed base operators must also provide and maintain contiguous land of a minimum of seven (7) acres (304,920 sq. ft.) and a minimum of three (3) acres (130,680 sq. ft.) of apron space.
 - (a) All required improvements including, but not limited to, apron, vehicle parking, roadway access, landscaping, and all facilities shall be located on contiguous land. Vehicle parking shall be sufficient to accommodate FBO customers, passengers, and employees on a daily basis.
 - (b) Apron shall be sufficient weight bearing capacity to accommodate the largest Aircraft to be handled or serviced by FBO.
 - (c) Paved Tiedown shall be adequate to accommodate the number, type and size of Aircraft requiring tiedown space based at the Operator's Leased Premises. FBO shall have paved tiedown readily available to accommodate the reasonable demand of transient Aircraft (number, type, and size) requiring tiedown space.
- (4) Fixed base operators must provide hangar maintenance and storage area of a minimum 10,000 sq. ft.
 - (a) Maintenance administrative area shall include dedicated and adequate space for employee offices, work areas, and storage.
 - (b) Maintenance area shall include adequate space for employee work areas, shop area, and storage.
- (5) If fixed base operator offers sales of aircraft, the FBO must provide and maintain a minimum of ten thousand (10,000) square feet of hangar, showroom, and office space. This shall be a full-time progressive business operation providing sales facilities and sales personnel during normal daily business hours.

c. Fuel Storage

- (1) FBO shall construct or install and/or maintain an on-Airport aboveground fuel storage facility at the Airport, unless otherwise authorized or required, in a location consistent with the Airport Master Plan and approved by the Commission. Fuel storage facility shall have total capacity for three days' supply of aviation fuel for Aircraft being serviced by FBO. In no event shall the total storage capacity be less than 20,000 gallons for Jet Fuel storage and a minimum 10,000 gallons for AvGas.
- (2) FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuels in the quantities that are necessary to meet the requirements set forth herein.
- (3) FBO shall have an approved written Spill Prevention Contingency and Control Plan ("SPCC Plan") that meets Regulatory Measures for aboveground fuel storage facilities with a capacity greater than 660 gallons. An updated copy of the SPCC Plan shall be filed with the Commission at least 30 calendar days prior to commencing operations.
- (4) FBO shall be liable and indemnify the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission, its officers, directors, agents and employees, for all leaks, spills, or other damage that may result through the storage, handling, and dispensing of fuel.
- (5) Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the fuel and meeting all applicable government standards related to fueling and fuel storage is the responsibility of FBO.
- (6) FBO shall maintain current fuel reports on file, including total gallons of fuel delivered by type, and make such reports available for auditing with proper advance written notification, during normal business hours by the Commission.

d. Fueling Equipment

- (1) Two operating and fully functional Jet Fuel refueling vehicles, both having a minimum capacity of 2,000 gallons and one operating and fully functional Avgas refueling vehicle having a capacity of 750 gallons are required. A fixed Avgas refueling (self-service) system can be substituted for the Avgas refueling Vehicle.
- (2) Aircraft refueling Vehicles shall be equipped with metering devices that meet all applicable Regulatory Measures. One refueling Vehicle dispensing Jet Fuel shall have over-the-wing and single point Aircraft servicing capability. All refueling vehicles shall be bottom loaded.
- (3) Each refueling Vehicle shall be equipped and maintained to comply with all applicable safety and fire prevention requirements or standards including without limitation, those prescribed by:
 - (a) These Minimum Standards and all other applicable Regulatory Measures;
 - (b) State of Georgia Fire Code and Fire Marshal's Codes;
 - (c) National Fire Protection Association (NFPA) Codes;
 - (d) 14 CFR Part 139, Airport Certification, Section 139.321, "Handling/Storing of Hazardous Substances and Materials" (including updates).
- (4) Applicable FAA Advisory Circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used On An Airport" (including updates).

e. Equipment

- (1) Adequate Equipment for recharging or energizing discharged Aircraft batteries.
- (2) One courtesy Vehicle to provide transportation of passengers, crews, and baggage to and from destinations on the Airport and local area hotels and restaurants.
- (3) Two Aircraft tugs (and tow bars) each having a rated draw bar capacity sufficient to meet the towing requirement of the Aircraft normally frequenting the Leased Premises.

- (4) Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on Apron areas, at fuel storage facilities, and on all grounding handling and refueling Vehicles.
- (5) All necessary aircraft maintenance equipment is maintained by the “authorized sublessee(s)” who meet the minimum standards for aircraft maintenance operators.

f. Personnel

- (1) Personnel, while on duty, shall be clean, neat in appearance, courteous, and at all times, properly uniformed, except management and administrative personnel. Uniforms shall identify the name of FBO (and the employee) and shall be clean, professional, and properly maintained at all times.
- (2) FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A “Aircraft Ground Handling and Servicing” (including updates). FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel fires and spills. FBO's SOP shall also address:
 - (a) bonding and fire protection;
 - (b) public protection;
 - (c) control of access to fuel storage facilities; and
 - (d) marking and labeling of fuel storage tanks and refueling vehicles.
- (3) FBO's SOP shall be submitted to Commission no later than 30 days before the FBO commences Activities at the Airport. Inspections shall be conducted by Commission on a periodic basis to ensure compliance.
- (4) Two properly trained and qualified employees, on each shift, shall provide aircraft fueling, parking, and ground services support.
- (5) One properly trained and qualified employee, on each shift (except from the hours of 10:00 p.m. to 6:00 a.m.), shall provide customer service and support.

- (6) One FAA licensed Airframe and Powerplant mechanic employed by FBO or an approved subtenant and properly trained and qualified to perform Aircraft Maintenance on Aircraft frequenting the Airport shall be on duty and on premises for at least eight hours during FBO's hours of activity, five days a week, unless otherwise approved pursuant to Section 4-7704 (b) (3).

g. Hours of Operation

- (1) Aircraft fueling, ground handling, and customer service shall be continuously offered and available to meet reasonable demands of the public for this Activity seven days a week (including holidays) from 6:00 a.m. to at least 10:00 p.m.
- (2) Aircraft fueling, ground handling, and customer service shall be available after hours, on-call, and with response time not to exceed 60 minutes.
- (3) Aircraft Maintenance shall be continuously offered and available to meet reasonable demand of the public for this Activity five days a week, eight hours a day. Aircraft Maintenance shall be available after hours, on-call, and with response time not to exceed 60 minutes, pursuant to Section 4-7704 (b).

h. Aircraft Removal

Recognizing that Aircraft removal is the responsibility of the Aircraft owner/operator, FBO shall be prepared to lend assistance within 30 minutes of request by Airport or the Aircraft owner/operator in order to maintain the operational readiness of the Airport. FBO shall prepare an Aircraft removal plan and have the equipment readily available that is necessary to remove the general aviation aircraft normally frequenting the Airport.

i. Insurance

FBO shall maintain, at a minimum, the following coverage and limits of insurance:

- (1) General Liability Insurance no less than One Million Dollars (\$1,000,000) each occurrence, Combined Single Limit, bodily injury and property damage, including Employer's non-ownership liability and hired auto coverages as applicable.

- (2) Aircraft Liability Insurance
 - (a) Rental and Instruction \$1,000,000 CSL (smooth limit) No per passenger seat limit
 - (b) Commercial Limits: \$5,000,000 CSL
i.e., Charter, Air Taxi, Part 135
 - (c) Student/Renter: \$500,000 CSL
- (3) Automobile Liability Insurance - Coverage shall include insurance for owned, hired and non-owned business vehicles in the amount of \$1,000,000 CSL. For vehicles that operate on the Air Operations Area (AOA): \$5,000,000 CSL or its equivalent.
- (4) Hangarkeeper's Liability - Coverage shall include any damage or liability incurred in the leasing of hangar space. Said policy or policies shall cover loss or liability from damages in an amount not less than \$1,000,000.
- (5) Umbrella - \$4,000,000 - Covers all liability lines.
- (6) Property Insurance with "ALL RISK" coverage at 100% replacement cost for the following:
 - (a) Leased Premises (including all Leasehold Improvements)
 - (b) Personal Property Lessee places upon or installs within the Leased Premises.
- (7) Environmental Liability for underground and above ground fuel storage tanks: \$1,000,000 each incident and \$1,000,000 aggregate including third party liability, corrective action, and clean-up coverages.
- (8) Rents Insurance - In an amount sufficient to cover the monthly rental fees and charges of FBO for a period of up to twelve (12) months from loss or damage to the Leased Premises, in whole or in part, that may occur as the result of any peril covered by FBO's property insurance as described herein.
- (9) Worker's Compensation Insurance - in compliance with Georgia Statutory Limits, including an All States Endorsements.

SECTION 4-7705 SPECIALIZED AVIATION SERVICE OPERATORS (SASO)

All SASOs will be subject to the following minimum standards:

a. A person or other entity can operate as a SASO through a written agreement or special use permit with the Commission or through an agreement with an FBO, as approved by the Commission.

b. Activities permitted under a written agreement by a SASO may include, but will not be limited to, the following:

- (1) Aircraft maintenance and repair
- (2) Avionics and instrument repair
- (3) Propeller repair
- (4) Aircraft painting
- (5) Aircraft upholstery
- (6) Aircraft accessories
- (7) Flight training school with a certified flight instructor and at least two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight instruction.
- (8) Aircraft rental with at least two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight operation.
- (9) Aircraft leasing
- (10) Non-scheduled air charter for transporting passengers, cargo, and mail, including air ambulance.
 - (a) All operations will be conducted in accordance with and certificated under FAR Part 135 and amendments thereto and all other applicable rules and regulations.
 - (b) Operators will provide services and equipment for servicing passengers and for handling freight, luggage and ticketing and make available ground transportation for transient patrons.
- (11) Aircraft sales
- (12) Aerial advertising
- (13) Agricultural aerial spraying
- (14) Aerial photography, mapping or survey

c. A SASO offering any of the services listed above will have a minimum of one employee (with ratings appropriate to the work to be performed) on-site during operating hours. At all other times, one person must be available, on call, who will respond on site, if necessary, to customer inquiries and Commission concerns.

d. A prospective SASO that is not based at the airport and has a temporary, non-recurring, need to conduct operations at the airport may operate through a special use permit. Such SASOs include, but are not limited, to the following:

- (1) Aerial advertising
- (2) Air ambulance
- (3) Agricultural aerial spraying
- (4) Aerial photography, mapping or survey
- (5) Aerial firefighting
- (6) Power line or pipeline patrols

e. Prohibited Services

- (1) No commercial services or activities will be conducted from any non-commercial hangar facility on the airport.
- (2) No commercial services offering temporary tie-down and hangar storage for general aviation aircraft, both itinerant and local.
- (3) No commercial sale or into plane dispensing of aviation fuels.
- (4) Other prohibited services may be identified in the written agreement.

f. Land and Facility Requirements Under a Written Agreement

- (1) The minimum ground lease for a SASO will be one (1) acre (43,560 sq. ft.) unless otherwise approved by the Executive Director.
- (2) The minimum facilities required will be as follows:
 - (a) One aircraft hangar not less than 3,600 feet of floor space.
 - (b) Paved ramp area with access to hangar sufficient to unload based or owned aircraft from the hangar onto the operator's lease area without overflow onto non-leased areas.
 - (c) An office or administration facility may be required with the size of the facility being based on the type of services being provided.
 - (d) All SASO facilities will be required to provide public telephone and public sanitary restroom facilities.
 - (e) Automobile paved parking to adequately park visiting airport patron's vehicles and meet all jurisdictional agencies code criteria.

g. Public Service Hours - Five days a week, eight hours a day

h. Prior Experience - A minimum of three years satisfactory prior experience in the services of the intended operation.

i. Verification of Appropriate Documentation: The SASO will obtain and maintain all appropriate licenses, waivers and permits from federal, state and local jurisdictional agencies as required for the legal and safe operation of their business activity at the airport. Said documentation will be provided to the Commission prior to commencement.

j. Activities Under FBO Sublease

- (1) Any SASO performing activities or services under a sublease to the FBO will have office space, hangar space, ramp area, tie-down area, public areas, parking spaces and other facilities and amenities adequate to support its commercial activity and meet jurisdictional agencies code criteria.
- (2) Flight instruction facilities at the Airport must be coordinated through an established Fixed Base Operator. No person or firm shall engage in flight instruction at the Airport unless, prior to giving instruction, his/her current flight instructor's certificate is registered with the Airport Commission office, and his/her certificate for inspection has been submitted to the Executive Director. Flight instructors must lease a minimum of 144 square feet of office space from the FBO or directly from the Commission, must provide a minimum of two (2) airplanes for training purposes, one of which must be IFR rated, and must file with the Executive Director a certificate of insurance for the protection of the Airport Commission, instructor and student. No person holding a student permit may be allowed to solo an aircraft from the Airport unless under the direct supervision of a pilot holding a valid instructor's certificate of the proper grade and rating. Said instructor must be in attendance at the Airport during the period in which the flight is made.
- (3) No person or firm shall employ the services of a certificated airframe and power plant mechanic or authorized inspector on Airport property unless mechanic or inspector is in the full-time employ of said person or firm or is in the employ of a fixed base operator holding a current operating agreement with the Airport Commission.

SECTION 4-7706 AIRPORT COMMISSION MINIMUM DESIGN STANDARDS

The Airport is within the Savannah City Limits; therefore, City of Savannah permitting and development standards apply.

a. As required by City Code, developers may be required to obtain both a Site Development Permit (which includes Land-Disturbing Activity requirements) and a Building Permit from the City of Savannah (see the City's website for specific guidance at www.savannahga.gov.) The Airport operates as an agency of the City of Savannah. Minimum design standards are as noted in the Savannah Airport Commission (SAC) Rules & Regulations and in the Savannah City Code. Requirements, including, but not limited to, for the following items are found in the noted documents:

b. Site design standards are found primarily in the SAC Rules & Regulations, the Savannah City Code, the O.C.G.A. (Official Code of Georgia Annotated), in FAA Advisory Circular AC 150/5300-13 Airport Design, in Georgia D.O.T. Standard Details, etc., most of which can be accessed on line. The different City Departments (Building Inspections, Water & Sewer, Drainage & Erosion Control, Streets Maintenance, Traffic Engineering, Park & Tree, etc.) have their own specific requirements which are mostly available on line and in standard reference documents (go to the Development Services section of the City of Savannah website for information).

c. Erosion Control is in accordance with the State of Georgia Erosion and Sedimentation Control Act which has been adopted by the City of Savannah. Erosion control plans must be approved by both the City and by the State Natural Resources Conservation Services (NRCS approval can take weeks or months).

d. Height restrictions are in accordance with SAC Rules & Regulations, with City and County zoning ordinances, and with Part 77 of the Federal FAR (Federal Aviation Regulations).

e. The airport has an approved master drainage plan, so no additional onsite stormwater detention is required as long as 80% impervious surface is not exceeded. Flood control requirements also apply.

f. The City Water & Sewer Department must approve all water and sewer plans, and they will conduct interim and final (acceptance) inspections. There are fees associated with this.

g. All airfield paving must be concrete, and required thicknesses are as specified.

h. Asphalt paving is in accordance with Georgia Department of Transportation and City of Savannah standards. Sub-grades are weak in some areas, proof rolling of the sub-grade before placing any pavement is recommended.

i. Parking requirements, building setbacks, etc., are addressed in the SAC Rules & Regulations, in the City Zoning Ordinance, and in FAA AC 150/5300-13. Minimum building setback is 15' unless otherwise noted.

j. Access/Utility easements are required where needed. Each lease line will be in the center of a 15' utility easement unless otherwise noted. Distribution lines will be located in rights-of-way or easements brought to the lease lines by the Airport and the utility, the developer is responsible for getting with the utility company for the service drops from the lease line to the facility.

k. Landscaping approval by the City is required, but no trees or plants that provide food, shelter or cover for wildlife are allowed on the airfield (inside the AOA perimeter fence).

l. The City has adopted the International Building Code. Hurricane wind loads must be accommodated. Seismic design requirements apply. The other required codes are listed.

m. Plans must be submitted for approval to the airport and to the City's Development Services Department (912-651-6530). Airport approval usually takes a week to ten days if there are no comments. However, as City Permit review and approval is quite lengthy and generally requires several re-submittals, you should allow 3-6 months to get a building permit.

n. Signs must be approved by the Airport. Permanent signs require permits from the City of Savannah. Temporary signs require a permit from the airport not to exceed six (6) months.

o. All visual elements must be approved by the Executive Director.

p. Metal roofs shall be standing seam.

q. External lights are generally allowable as approved; they cannot interfere with aircraft operations.

r. Some of the information needed for a Phase 1 Environmental Site assessment is available from the Airport Engineering Department.

s. Plans for tenant construction or modification within airport-owned buildings must be approved by the Airport and by the City (if required).

t. Fencing and Screening: Fences and other screening devices shall have the approval of the Executive Director. Screening shall be placed so as to not interfere with sight distances from vehicles.

u. Air Pollution and Industrial Waste: Control devices shall suppress all odors, smoke, gases, or airborne refuse. Effluent shall not be emptied into sewers unless properly permitted/tested and only where acceptable to the Executive Director and the City. Devices to separate petroleum products, erosion, and other contaminants from effluent shall be installed as required.

v. Accumulation of Materials: Areas to be used for accumulation shall be shown on the site plan and shall be screened beyond identification from streets or neighboring lots. Accumulated materials shall not be allowed to become airborne or otherwise interfere with air operations. Accumulated materials may be stored for limited periods of time as approved by the Executive Director.

w. Exterior Equipment: Exterior tanks, heat pumps, air conditioning towers, and similar exterior equipment must be screened by approved landscaping, fences, or other means in a manner satisfactory to the Executive Director. Manufacturing plants involving special industrial equipment will be given special consideration by the Executive Director.

x. Antennas: All antenna installations or other communication structures shall be approved in writing by the Executive Director prior to installation. Any devices installed shall not interfere with airport operations.

y. Wildlife Hazard Management: Design features for any site plan, landscaping and all construction operations shall not attract or provide food, shelter, or habitat for wildlife.

SECTION 4-7707 MINIMUM STANDARDS FOR CORPORATE HANGARS

In addition to the requirements of the Regulations, the following additional standards apply when constructing, maintaining and/or altering corporate hangars:

- a. Structure Generally
 - (1) Hangar structure shall consist of a minimum of forty-eight hundred (4,800) square feet.
 - (2) Hangar floors shall be paved throughout. Proper floor drainage and grounding joints shall be provided in accordance with the National Fire Code. If asphaltic material is used, a sealer shall be applied to prevent erosion caused by petroleum products.
 - (3) Buildings shall be of metal or masonry construction, properly fireproofed, have properly designed doors at both ends, and must be stressed for hurricane area winds of one hundred twenty (120) miles per hour. Floor and ramps shall be of concrete on properly compacted sub-grade of sufficient design load strength to sustain all types of aircraft which are planned to use the facility.

- (4) An area of twelve hundred (1,200) feet of office space, restrooms, and lounge, which may be an adjunct to other buildings, must also be fireproofed and of steel or masonry SIA construction, properly stressed for hurricane area winds, and comply with NFPA Articles 409 and 220.
- (5) Doors on all buildings shall be self-contained and shall not be constructed, installed or suspended in such a manner that they would extend or project at any time beyond the property lease line as established by the Airport.
- (6) Sufficient outside hose connections for washing of aircraft and other purposes, such as washing ramps, watering of shrubbery, etc. must be installed. Should a new building be constructed over three hundred (300) feet from an existing fire hydrant, a new hydrant shall be provided.
- (7) No signage shall be placed on hangars or leased property without the prior written approval of the Executive Director.

b. Storm and Sanitary Drainage: Effluent entering storm and sanitary drainage systems must be free of all petroleum products. Where petroleum spills may occur, the necessary oil/water separator system and any other required environmental protection systems shall be installed at Lessee's expense in accordance with all federal, state, local, and airport regulations. Costs for any cleanup and/or administrative fines will be the responsibility of the Lessee.

c. Outside Storage is prohibited except as approved by the Executive Director. Accumulation of trash, equipment and vehicles is prohibited.

d. The tenant shall pay all construction, operations, and maintenance costs for that portion of the paving between the tenant's hangar and public taxiway.

e. Ownership of all improvements shall revert to the Airport Commission at the end of the lease.

f. The Lessee shall not be authorized to perform fuel or oil sales or perform A&P repairs or other services to aircraft, vehicles or equipment except to aircraft, vehicles or equipment belonging to the Lessee or its customers, unless approved by the Executive Director.

g. A fuel facility may be authorized upon written request to the Airport Commission or as permitted in the tenant's lease agreement, providing tenant shall pay to the Airport Commission a fuel flowage fee per gallon on all fuel and oil delivered to tenant's facility. Payments shall be supported by duplicate invoices from the wholesale vendor upon delivery. The Airport Commission reserves the right in its own discretion to increase or decrease the amount of such license, privilege charge, or tax but agrees that in the event of any increase or decrease thereof, such increase or decrease shall be uniform

to the tenant and to all such tenants, licensees and lessees using the facilities of the Airport.

h. The tenant shall execute a hold-harmless agreement with the Airport Commission.

i. The tenant shall assure that all employed personnel are made aware of current Airport Rules and Regulations and that the tenant's employees and guests observe the same.

ARTICLE H

FOREIGN TRADE ZONE

SECTION 4-7800 FOREIGN TRADE ZONE

Pursuant to Georgia Laws 165, Page 40 (O.C.G.A. §2-10, 1, 2 & 4), the Foreign-Trade Zone Act of 1934 (19 U.S.C. 81a et seq.) and the rules of the Foreign-Trade Zones Board, the Commission is authorized to operate Foreign Trade Zone #104 as an agency of the City of Savannah. The Commission is hereby granted specific authority to sponsor and make application for Foreign-Trade Zones sites and activity for which the Commission is authorized by the state law and Foreign Trade Zone regulations, within the State of Georgia, and to make and publish such zone schedules, rules, regulations, and charges as required by the Foreign-Trade Zone Act (19 U.S.C. 81a-81u) and the regulations of the Foreign-Trade Zones Board.