



RNO

Rules & Regulations

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INTRODUCTION

The statements contained herein express the policy of the Reno-Tahoe Airport Authority (RTAA) duly adopted as the Reno-Tahoe International Airport (RNO) Rules and Regulations and are intended to ensure safe and efficient operations of the RNO. As such, the provisions of this manual shall apply to the RTAA staff, Airport tenants and their employees, persons conducting business on the Airport, and the general public utilizing the Airport's facilities.

In the event of any conflict among requirements, unless prohibited by superseding applicable law, the more restrictive requirement shall apply, and the judgment of the RTAA President/CEO shall be final. All persons using the Airport shall be obligated to be familiar with all applicable laws and shall be deemed to have knowledge of such applicable laws.

The words "shall," "will" and "must" in this manual are used to indicate a mandatory, required procedure to be followed by all concerned.

It is not possible to cover all situations that may arise at the Airport; therefore, this manual shall be used in conjunction with all applicable state, local and federal rules and regulations, as well as the application of best practice. Safety is, and always will be, the primary consideration in the operation of RNO. The intent of this manual is to be as inclusive as possible; however, there may be areas that are covered by additional internal policies that are not included here; please check with the appropriate Airport department for further guidance. If unsure where to go or whom to ask, start with RTAA Airport Communications at (775) 328-6600.

The RTAA reserves the right to modify this manual at any time. This manual, formerly known as the *RTAA Airport Operations Manual*, has been rewritten and formatted in its' entirety and replaces all applicable previously issued rules and regulations.

REFERENCES

(Applicable to this Manual)

RTAA/RNO

- RNO Airport Certification Manual (ACM)
- RNO Airport Emergency Plan (AEP)
- RNO Airport Layout Plan (ALP)
- RNO Airport Security Program (ASP)
- RNO Snow and Ice Control Plan
- RNO Storm Water Pollution Prevention Plan
- RNO Tarmac Delay Plan
- RNO Wildlife Hazard Management Plan (WHMP)
- RTAA Safety Plan
- RTAA Control of Infectious and Communicable Diseases Policy
- Letters of Agreement between the RTAA and other Agencies

LOCAL/STATE/FEDERAL

- 14 CFR Part 77—*Safe, Efficient Use, and Preservation of the Navigable Airspace*
- 14 CFR Part 139—*Certification of Airports*
- 49 CFR Parts 171-177—*Handling and Storage of Hazardous Materials*
- 49 CFR Part 1540 *Civil Aviation Security*
- 49 CFR Part 1542 *Airport Security*
- *Aeronautical Information Manual (AIM)*
- FAA JO7930 Series –*Notice to Airmen Manual*
- FAA Advisory Circulars (emphasis on the 150 Series)
- Nevada Revised Statutes (NRS)
- NFPA 403—*Standard for Aircraft Rescue and Fire-Fighting Services at Airports*
- NFPA 407—*Standard for Aircraft Fuel Servicing*
- NFPA 414—*Standard for Aircraft Rescue and Fire-Fighting Vehicles*
- Uniform Fire Codes

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1 GENERAL PROVISIONS

1.1 ORGANIZATION AND AUTHORITY

RNO is owned and operated by the RTAA and is operated under the following organizational policy:

1.1.1 Board of Trustees

The RTAA Board of Trustees is responsible for the strategic direction of RNO. It has the final responsibility for all decisions regarding financing, long range planning, and establishing policy.

1.1.2 President/CEO

The President/CEO is responsible to the Board of Trustees for the safe, efficient, financial management and operations of RNO. The President/CEO shall have authority to take such action as may be necessary for the protection and safeguarding of the public while present at RNO and for regulating activity at RNO. The President/CEO shall also have emergency powers to suspend temporarily or restrict any or all operations when the interest of public safety warrants it.

The President/CEO shall be responsible for maintaining the Airport Certification Manual including the Snow, Emergency, and Wildlife Hazard Management Plans as required by 14 CFR Part 139 and the ASP as required by 49 CFR Part 1542.

1.1.3 RTAA Staff

The RTAA staff is responsible for the various day-to-day functions of RNO and, as defined by applicable rules, regulations, policies and job descriptions, acts in their official capacity as agents for the RTAA.

Appendix A contains an organization chart.

1.2 OPERATIONAL LINES OF SUCCESSION

The following personnel are delegated the authority for planning, direction, supervision, and conduct of all RNO operations in compliance with applicable provisions of references listed on p.ii:

- President/CEO
- Chief of Operations and Public Safety Officer

Section 1 – General Provisions

- Manager of Airport Operations
- Airport Duty Manager

Whenever any person(s) designated above, or an authorized designee, is unable to perform their functions, the person next below on the list shall immediately assume the additional duties and responsibilities.

After normal work hours (i.e., nights, weekends, holidays) the on-duty Airport Duty Manager is the senior representative of airport management and is responsible, either directly or indirectly, for the safe and efficient operation of RNO.

1.3 ASSURANCES

1.3.1 Access, Entry and Use of the Airport

Any permission granted by the RTAA, directly or indirectly, expressly or by implication or otherwise, to any person to enter or to use the Airport or any part thereof, is conditioned upon compliance with the RNO Airport Rules and Regulations, policies, standard procedures and directives.

The RTAA operates under the authority of Nevada Revised Statutes Chapter 474, as amended. All applicable Federal and State laws and regulations and the laws and regulations of any other legal authority having jurisdiction, as now in effect or as they may from time to time be amended, are hereby incorporated as part of the RNO Airport Rules and Regulations as though fully set forth herein.

The Federal Aviation Administration (FAA) and the Transportation Security Administrations (TSA) have issued Federal Aviation Regulation (FAR) Part 139 and Transportation Security Regulations (TSR) Parts 1540 and 1542 respectively. Those regulations require Airport management to establish operational and safety procedures and institute certain security measures to meet FAA and TSA requirements for Airport certification.

The exercise of the privilege of using the Airport or any part thereof shall constitute the agreement of the person using the Airport to comply fully with the RNO Airport Rules and Regulations.

1.3.2 Public Protection

This Section outlines the means for the protection against inadvertent or unauthorized entry of persons or animals into any area where Aircraft are operated, for protection from hazardous cargo and fuel, and for control of crowds to minimize personal injury and property damage on the Airport.

1.4 OPERATIONAL AREAS

1.4.1 Perimeter Fencing

Critical sections of the Airport boundary shall be bordered with a fence that provides a significant deterrent to inadvertent unauthorized entry into the AOA. No vehicle, piece of equipment, or object which may allow ease in access over any AOA fencing may be left within four (4) feet either side of the security fence.

1.4.2 Perimeter Gates

The perimeter fence shall include gates at strategic places. The gates will be kept closed and locked at all times except during authorized use. Gates shall be inspected periodically in accordance with the procedures in the ASP. No perimeter gate may be left unattended when open or in the operation of opening or closing. The last authorized individual accessing a gate is responsible for that gate until it has been verifiably secured. ASSA CLIQ locks will provide the RTAA with information related to individuals that gained access and will provide access control.

1.4.3 Restricted Areas

All areas restricted or prohibited from the public shall be posted with appropriate placards or signs per the ASP.

It shall be unlawful for any person to enter a restricted area, except employees of the RTAA, the airlines, and tenants whose duties require their presence in specific areas; person (s) authorized by the RTAA management; persons under escort by an authorized airport employee/tenant; and/or passengers under appropriate supervision entering the apron area for the purpose of enplaning or deplaning. All authorized persons in the restricted area will display on their outermost clothing above the waist an approved identification credential (i.e. RNO SIDA Badge).

It shall be unlawful for any person to interfere, hinder, obstruct, resist, or threaten any LEO, Airport Duty Manager, ARFF or persons charged with security, or any Federal, State, or Local Peace Officer assigned to RNO in the discharge of the officer's official duties.

1.4.4 U.S. Customs and Border Protection

The U.S. Customs and Border Protection (CBP) at Reno-Tahoe International Airport occupies the building designated as the Federal Inspection Station (FIS) located on the ramp between the C-Concourse and the air cargo areas to the north (see map). During times when CBP is processing an international aircraft, the FIS Envelope extends out from the FIS building onto the ramp surrounding the international aircraft. During processing activities, vehicle roadways are blocked, signage is posted, and alternate traffic patterns direct foot and vehicular traffic around the FIS Envelope on the designated roadways (see Appendix F). Ramp roadways are to be used as the only means to circumnavigate the area. Be advised

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that the FIS Envelope may extend out to encompass the entire ramp (November Ramp) and will vary in special circumstances when multiple aircraft are present. Unauthorized individuals are not permitted inside the area either on foot or inside a vehicle. Monetary fines may be imposed by CBP independent of any Reno-Tahoe Airport Authority (RTAA) violation actions listed below.

Individuals holding an RTAA issued badge may only enter the FIS envelope (building and ramp) if they are authorized by virtue of a CBP Seal on their badge and only when:

- Directly involved in the handling or servicing of an international aircraft
- Direct authorization has been given by CBP staff and/or the Port Director

First violation: Violators entering the FIS restricted area a first time will be subject to the revocation of their RNO security access badge for 24 hours.

Second violation: Violators entering the FIS restricted area a second time are subject to the revocation of their RNO security access badge for 72 hours.

Third violation: Violators entering the FIS restricted area a third time are subject to permanent revocation of their RTAA security access badge.

1.5 LOST AND FOUND

During normal business hours (Monday – Friday 0730-1630), all lost and found items are taken to the RTAA's Lost and Found. Lost and Found can be contacted at (775) 328-6868.

After-hours unattended bags and found property are checked by Airport Police and taken to RTAA's Lost and Found.

Lost property items left at security checkpoints are controlled by RTAA's Lost and Found.

Lost property left on board an aircraft and bags on bag belts are controlled by the airline.

All RTAA tenants have an obligation to secure and protect any lost property found on their leasehold.

No person shall abandon any personal property on the Airport. Any person that violates this rule shall be obligated to reimburse the RTAA for all costs and expenses incurred in disposing of such abandoned property, including attorneys' fees.

1.6 COMMERCIAL ACTIVITIES

It is prohibited for any person to conduct any commercial activity at RNO without first securing a Commercial Aeronautical Activity Permit or a Commercial Aeronautical Operating Agreement from the RTAA and paying any prescribed rates and charges.

The Board of Trustees may, from time to time, establish rules and regulations pertaining to the use of RNO facilities and may enter into private agreements with individuals and entities using RNO. The RTAA may enter agreements for the leasing, management, or operation of any facility at RNO, or any business operated on the premises of RNO, under such terms and conditions as are most advantageous to the RTAA.

It is prohibited for any person, either for themselves or for any other person, to use RNO for any commercial purpose and to transact any business, or to use RNO for any purpose other than to use the facilities as a member of the general public without first having obtained the permission of the RTAA and/or securing the appropriate Commercial Aeronautical Activity Permit or Commercial Aeronautical Operating Agreement and appropriate insurance.

Subject to the applicable orders, certificates, or permits of the FAA, Public Service Commission (PSC), Interstate Commerce Commission (ICC) or their successors, no person shall use RNO or any portion of it, or any of its improvements of facilities, for commercial, business, aeronautical or non-aeronautical activities, who has not first obtained the consent and all appropriate permits, agreements and licenses from the RTAA and entered into such written leases or other permits or agreements prescribed by the RTAA, or agreed upon by the RTAA and such person.

1.7 ANIMALS

No person may bring an animal into the Airport except:

- an animal to be or that has been transported by air;
- a service animal used by person with a disability in accordance with ZOLO ADA standards and code of federal regulations;
- an animal which remains inside a motor vehicle at all times;
- an animal used for law enforcement purposes; or
- animals authorized by the President/CEO or designee for special events.

All animals permitted by this section must be restrained by a leash or confined and completely under control.

No person will permit, either willfully or through failure to exercise due care or control, any animal to urinate or defecate on the sidewalks of the Airport or within any airport building.

Animal relief areas are located on the exterior ends of the terminal building north of Baggage Claim, south of the Ticket Counters and one post security on the Central Connector Concourse.

1.8 FIREARMS

The manufacture or importation of dangerous weapons or the carrying of a concealed weapon by a private citizen without a permit issued by a sheriff are subject to all penalties under NRS 202.350. Individuals, both private and public, accessing RNO will comply with 49 CFR Parts 1542 and 1544, as well as all other applicable rules and regulations pertaining to the carriage of firearms, explosives, and flammable materials. Federal, state and local peace officers or officials will comply with applicable laws, ordinances, and regulations concerning weapon carriage in commercial aircraft and on RNO.

1.9 EXPLOSIVES AND FLAMMABLE MATERIAL

Open flame or any flame-producing device or other source of ignition shall not be permitted in any hangar or other structure except where a hot work permit is issued and in locations approved by the RTAA Fire Department

The Airport's Communication Center (Aircom) shall be notified a minimum of one hour prior to any activity utilizing any open flame on the Airport. Aircom will ensure all appropriate departments have been advised of the operation, and after inspection and approval have been obtained from the RTAA Fire Department, the RTAA Fire Department will maintain in their log a record of the activity, time of occurrence, and any restriction to the activity.

1.10 BARBEQUES (BBQs)

Use of Barbeques (BBQs) is prohibited upon any area of the terminal, air cargo, and customs ramp without written approval of the RTAA Fire Chief.

Use of BBQs is permitted only in designated BBQ areas.

The use of BBQs is permitted in the landside areas of the air cargo building, the airside areas of the Ground Support Equipment (GSE) service building, ARFF, Airfield Maintenance Annex and south of the Matrix area attached hereto as Appendix B or other areas as approved by the RTAA Fire Department.

The RTAA Fire Department must be notified at 775-328-6500 prior to the use of any BBQ equipment. Such notice must give the location of the BBQ activity. The RTAA Fire Department may approve or deny the use of the BBQ.

1.11 WILDLIFE HAZARD MANAGEMENT

As part of its safety efforts, RNO has implemented and maintains a Wildlife Hazard Management Plan (“WHMP”) according to Title 14 Code of Federal Regulations, Part 139.337(f) to address potential wildlife hazards at RNO and the surrounding areas. In addition to addressing general wildlife hazards, this WHMP presents specific protocols for monitoring and responding to unforeseen wildlife hazards that may arise.

It is important to note that Part 139.337(a) underscores the need for a flexible plan that can be quickly adapted to changing circumstances. In some rare cases, immediate actions may be necessary that are not addressed in the WHMP to ensure the safety of airport patrons. The WHMP provides RNO with the discretion and capability to respond to these situations, while providing guidance for compliance with federal, state and municipal laws. The WHMP is overseen by the Vice President of Operations and Public Safety or his/her designee in conjunction with the USDA Wildlife Biologists in Reno.

Report the presence of animals and birds in the AOA to Vice President of Operations and Public Safety by calling the number on the back of the airport badge.

No person other than those authorized by the RTAA will hunt, pursue, trap, catch, injure or kill any animal on the Airport.

No person will feed or do any other act to encourage the congregation of birds or other animals on the Airport.

1.12 SMOKING POLICY

Smoking, including electronic or e-cigarettes, is strictly prohibited in the entire AOA including:

- the terminal and customs’ ramp
- the air cargo ramp

Smoking, including the use of smokeless tobacco and e-cigarettes, is prohibited within the AOA of the Reno-Tahoe International Airport except as stated below. This includes inside the terminal, the areas of the RTAA fire station and the Airport Vassar Annex (AVA).

Smoking, including e-cigarettes, is prohibited upon or within any vehicle operating or parked within the AOA of the Airport. Other RTAA, agency, or company policies may further restrict smoking within vehicles under their control.

1.13 DESIGNATED SMOKING AREAS

Smoking areas are signed and located in the following areas:

- North of the main terminal entrance.
- The north end of the terminal building at the Ground Transportation Area.
- The south end of the terminal building near the Green Parking Lot.

FBOs may designate smoking areas upon their leasehold. The location of the designated smoking area shall not be in violation of any other law, regulation or code.

1.14 ALCOHOLIC BEVERAGES

No person may drink any alcoholic beverages on any part of the Airport except in places properly designated.

Any person who becomes drunk, disorderly, obscene, indecent, or commits any unlawful act, or causes a nuisance at RNO, shall be subject to immediate expulsion from RNO premises and/or taken into custody. NRS 458.270

1.15 ENVIRONMENTAL POLLUTION AND SANITATION

No person will conduct activities in such a manner as to cause littering or environmental pollution.

No person will dispose of garbage, papers, refuse or other forms of trash, including cigarettes, cigars and matches, except in receptacles provided for such purpose.

No person will dispose of any fill or building materials or any other discarded waste materials on Airport property except as approved in writing by the RTAA.

No liquids will be placed in storm drains or the sanitary sewer system at the Airport, which will damage such drains or system or will result in environmental pollution passing through such drains or system.

No person will use a comfort station, restroom, toilet or lavatory facility at the Airport other than in a clean and sanitary manner.

Any solid or liquid material spilled at the Airport will immediately be cleaned up by the person responsible for such spillage and reported immediately to the RTAA.

The disposal of chemicals, paints, oils or other products must be discarded in accordance with all applicable state, local, county and federal laws and regulations.

No tenant, lessee, concessionaire, licensee, permittee or agent thereof doing business on the Airport may keep uncovered trash containers adjacent to sidewalks or roads in a public area of the Airport.

1.16 STORM WATER POLLUTION PREVENTION

Pursuant to the 1972 Federal Water Pollution Protection Act (Clean Water Act) as amended in 1987, 40 CFR, Chapter 1, Part 122 – EPA Administered Permit Programs: The National Pollutant Discharge Elimination System (NPDES) and the Nevada Division of Environmental Protection (NDEP) Storm Water General Permit requirement, the RTAA has prepared a Storm Water Pollution Plan and Implementation Handbook which is under separate cover and available from the RTAA Planning Department.

1.17 AOA CONSTRUCTION AND TENANT RAMP CONSTRUCTION

AOA construction work including design, initial contracting, inspection, and supervision, shall be conducted by the RTAA's Engineering Department or the RTAA's Facilities and Maintenance Department. All tenant ramp construction work including design, construction, repair, inspection and supervision shall be approved by the RTAA's Engineering Department and/or the RTAA's Facilities and Maintenance Department through a Tenant Improvement Permit process. RTAA management will monitor all AOA and tenant ramp construction and repair contracts. All AOA and tenant ramp construction shall be coordinated through the Airside Operations Division to avoid disruption of Airport facilities, utilities, or operations. All AOA and tenant ramp construction will be in accordance with FAA Advisory Circulars and will comply with the safety precautions listed in section 5.6 of this chapter and in Advisory Circular 150/5370-2e (current edition), Operational Safety on Airports During Construction.

All rules and regulations in this manual and applicable federal, state, and local regulations shall apply. All construction areas will be marked by barriers through the course of construction activities and will be lit during hours of darkness. Equipment routes in the AOA must be approved by the Airside Operations Division before construction begins. All AOA and tenant construction activities affecting safety or that may disrupt the operation of any Airport facility will be determined and discussed at the mandatory pre-construction meeting and/or the periodic construction meetings. All affected departments will participate in pre and periodic construction meetings.

The on-duty Airport Duty Manager will monitor all work performed, haul routes, access control, escorting, and on-site safety supervision within the AOA or on tenant ramp areas for compliance with safety rules and regulations. The on-duty Airport Duty Manager will stop any work that is a hazard to aeronautical activity. If the review indicates that the hazard was caused by a contractor's willful or negligent violation of the RNO Airport Rules and Regulations, the contractor shall be liable for any and all delay penalties included in the contract.

1.18 EMERGENCY CONDITIONS

1.18.1 Emergency Plan

Staff, tenants and customers shall comply with the Airport Emergency Plan (AEP) and/or instructions issued by the RTAA incident command staff during an emergency.

See the AEP in its entirety under separate cover.

The AEP will provide guidelines, including, but not limited to:

- The marshalling, transportation and care of ambulatory injured and uninjured accident survivors;
- The removal of disabled aircraft;
- Emergency alarm systems;
- Coordination of Airport and Air Traffic Control Tower (ATCT) functions relating to emergency actions.

Terminal staff and tenants shall annually familiarize themselves with the Terminal Evacuation Plan in the AEP and be prepared to assist others during an evacuation.

Tenants and Airport users shall comply with airfield closures, restrictions, or constraints implemented by RTAA Airside Operations or Incident Command based on safety or security conditions.

Tenants and Airport users shall comply with AEP procedures for notifying the facilities, agencies and personnel who have responsibilities under the AEP of the location of an accident, the number of persons involved in that accident, or any other information necessary to carry out their responsibilities as soon as that information is available.

1.18.2 National Emergency

During the time of war or national emergency, the provisions of any and all agreements, licenses, permits, and other contractual documents between the RTAA and tenants, contractors and other third party entities shall be subordinate to the rights of the United States of America to operate the Airport or any part thereof. Such rights shall supersede any provision of any agreements, licenses, permits and other contractual documents that are inconsistent with the operations of the Airport by the United States of America.

1.19 PERSONAL CONDUCT

1.19.1 Compliance with Signs

All persons will observe and obey all RTAA posted signs, fences, and barricades.

Sign placement, removal and procedures associated with tenant, concessionaire and air carrier sign usage will be governed by the RTAA's policies, standard procedures and directives, or as set forth in a written contract, permit or other form of written authorization.

1.19.2 Use and Enjoyment of Airport Premises

No person, except for RTAA staff, by conduct or by congregating with others, may prevent any other person from lawful use and enjoyment of the Airport or prevent any other person from lawful passage from place to place or through entrances, exits or passageways on the Airport.

It is unlawful for any person to remain in or on any public area, place or facility at the Airport in such a manner inconsistent with the normal or customary use of such area, place or facility by persons or vehicles entitled to such passage or use.

1.20 PERSONAL CONVEYANCES

No person other than authorized RTAA employees on authorized RTAA equipment shall ride or operate a Motorcycle, moped, tricycle, skateboard, hoverboard, roller-skates, or any other human-powered vehicle except wheelchairs while on the front curbs in front of the Airport terminal, while in the Airport terminal, parking garage or the AOA except within an FBO area when authorized by the FBO.

1.21 PUBLIC INFORMATION

The public address system will be maintained in operable condition to provide a medium for the dissemination of routine and other information and/or instruction to occupants in all public areas of the terminal building. The Airport will maintain a telephone system in the main terminal building for public use. The RTAA also maintains a low power a.m. radio transmitter broadcasting general Airport information on 1610 kHz.

1.22 AUTHORITY'S RIGHT TO ENTER, INSPECT AND MAKE REPAIRS

The RTAA and its authorized officers, employees, agents, contractors, subcontractors and other representatives shall have the right (at such times as may be reasonable under the circumstances

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and with as little interruption of permitted use as is reasonably practicable) to enter upon and in the Leased Premises for the following purposes:

- To inspect the Leased Premises to determine compliance with the terms and conditions of a lease, license, agreement or permit, and with Authority's directives issued in connection herewith;
- To make repairs to the premises.
- To gain access to the mechanical, electrical, utility and structural systems of the Airport for the purpose of maintaining and repairing such systems.
- At the discretion of the RTAA or upon a directive from the FAA or TSA, to install or permit installation on, in, at, under, around or about the leased premises of equipment, facilities and devices necessary for the safe, secure, efficient operations of the airfield and Airport.
- To conduct inspections relevant to Airport and airfield operations and/or to install, inspect, remove, replace, adjust, repair, maintain or otherwise service any FAA, TSA or RTAA equipment, facilities or devices on, in, at, under, around or in the vicinity of the leased premises.

Tenants shall not obstruct or hinder any of the foregoing actions or installation(s) and shall hold RTAA harmless from and against any liability or claim relating thereto, connected therewith or arising therefrom.

If RTAA notifies a tenant or lessee of a maintenance requirement that constitutes an actual or apparent violation of any federal, state or local health or safety law including without limitation any health or safety requirement of Authority, lessee shall have twenty-four (24) hours from receipt of RTAA's notice within which to perform or to begin duly diligent efforts to perform the necessary maintenance. Lessee shall comply with RTAA's policies and procedures for review, modification and approval of tenant improvement projects, including without limitation submittal of a Tenant Improvement Permit and other documentation as required, and as such policies, procedures and required form(s) shall be amended from time to time.

Nothing in this section shall limit any other right of RTAA hereunder or obligate RTAA to undertake any inspection, installation, removal, adjustment, repair, handling or other activity except as otherwise expressly provided herein. The provision for reasonableness shall not apply in the event of an actual, threatened or perceived emergency, the determination of which shall be at RTAA's discretion.

1.23 NO LODGING

Due to the physical limitations of the airport terminal and property as well as concern for the general safety, security and welfare of the traveling public, no person shall sleep in, or remain on, Reno-Tahoe International Airport property for the purpose of lodging, unless the following occurs:

- the person has arrived at, is in transit through, or will be departing from, the airport as an airline passenger within twenty-four (24) hours, as evidenced by a valid travel itinerary, ticket, or boarding pass matching the person's valid identification;
- the person is awaiting the arrival of an airline passenger due to arrive within four(4) hours or the arrival of an airline passenger on a flight that has been unexpectedly delayed or cancelled and the passenger is expected to arrive within four (4) hours, as evidenced by flight information verifiable with the airlines. Behavior warranting a brief investigative detainment to determine whether an individual is violating this section shall include, but not be limited to, sleeping in/on airport property and/or loitering in/on airport property. Notwithstanding this prohibition on lodging, the CEO or his/her designee may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the Reno-Tahoe Airport Authority and causing disruption to airport activity.

1.24 NO LOITERING

Due to the physical limitations of the airport terminal and property as well as concern for the general safety, security, and welfare of the traveling public, no person in or about the Reno-Tahoe International Airport who is unable to give a satisfactory explanation of his or her presence, shall be allowed to loiter in or about any airport property. Satisfactory explanations for loitering, as determined in the reasonable discretion of the Reno-Tahoe Airport Authority law enforcement personnel, shall be supported by verifiable evidence that the person in question:

- is working at the airport;
- is engaging in permitted commerce at the airport;
- is conducting an activity for which a permit has been issued under these Rules and Regulations;
- is departing from the airport as a ticketed airline passenger;
- is arriving at the airport as a ticketed airline passenger; or,
- is waiting for, or escorting an individual engaged in the activities enumerated in this subsection.

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2 FIRST AMENDMENT ACTIVITY

2.1 General

From time to time, individuals and groups seek to engage in activities implicating the First Amendment, such as the distribution of leaflets, charitable solicitation and peaceful picketing. To ensure the safe, orderly, and efficient operation of the Airport, while allowing for such speech activities on the premises, it is necessary that such activities be subject to reasonable time, place and manner regulations. Such regulations are especially necessary given that the post 9-11 aviation environment presents new security demands and increased congestion.

2.2 Purpose of Regulations

These First Amendment Regulations are designed to:

- Insure the free and orderly flow of pedestrian traffic into and through the terminal in the Airport and of the vehicular traffic outside the terminal
- Protect persons using the Airport from repeated communications or encounters that might be perceived as harassment or intimidation
- Protect travelers from being an unwilling captive audience
- Maintain security by restricting the activities allowed hereunder to public-use, non-secured areas and by implementing additional restrictions where necessitated by increased security threats
- Accommodate the requests of persons and groups to engage in such activities by providing designated areas at the Airport
- Protect the integrity of the RTAA's contractual relationships with concessionaires and lessees at the Airport.

2.3 First Amendment Permit Rules and Regulations

Lawful picketing, leafleting, protesting or proselytizing may be conducted at the Airport only at the locations approved by the President/CEO. Applications to picket, hand out leaflets, protest or proselytize must be submitted in writing to the RTAA and approved through the issuance of a Permit by the Chief of Operations and Public Safety Officer, or, during non-business hours, the Airport Duty Manager. Information and current applications may be requested by contacting the Chief of Operations and Public Safety Officer at 775-328-6403 or Airport Operations at 775-328-6490.d

Section 2 – First Amendment Activity

A written application must include the name of the applicant(s) or group representative along with their contact information. The application must include a brief description of the proposed activity. The application must state the date(s) and time(s) requested for the activity; provided that a Permit will not be issued for a period of time in excess of sixty days from date of issuance. The application must also identify which of the authorized locations is being requested.

A copy of any material proposed for distribution at the Airport solely for informational purposes and not for exercising any judgment on its contents shall be attached to any application for leafletting; provided that the RTAA shall not grant a Permit for the distribution of any material that is indecent or sexually explicit, portrays graphic violence, is directed to inciting or producing imminent lawless action and is likely to incite or produce such action or violates any federal, state or local law or regulation.

A separate Permit is required for each picket, leaflet, protest or proselytizing event.

A Permit shall be issued promptly following receipt and review of the application by the RTAA or the applicant shall be furnished a written statement setting forth why the Permit was denied.

At no time will picketing, leafletting, protesting or proselytizing be allowed within the terminal building. Permitted activity may not interfere with passengers, vehicles, aircraft or other business operations on Airport property. Permitted activity may not cause safety or security problems. Permitted activity which violates these rules will result in the revocation of the permit.

RTAA logos, insignia, badges or other media shall not be displayed.

The Chief of Operations and Public Safety Officer or designee and the Chief of Airport Police are authorized to coordinate monitoring and enforcement of the provisions of this section on behalf of the President/CEO.

Issuance of a Permit does not constitute or imply the endorsement of the RTAA, its Board of Trustees or staff.

Any applicant who is denied a Permit after submission to the Chief of Operations and Public Safety Officer or whose Permit has been revoked may appeal in writing to the President/CEO by means of a letter stating the grounds therefore. The President/CEO, in writing, shall grant, deny, reinstate, or refuse to reinstate such Permit and such decision shall constitute the final decision of the RTAA.

3 AIRCRAFT OPERATIONS

3.1 **GENERAL AERONAUTICAL POLICY**

All aeronautical activities shall be conducted in conformity with the current provisions of the FAA and the laws of the State of Nevada and are hereby declared to be in effect. The President/CEO has delegated the on-duty Airport Duty Manager the responsibility to monitor and ensure compliance with all RTAA rules, regulations, and directives governing aeronautical activities.

During emergency situations, the on-duty Airport Duty Manager may authorize deviations from these airport rules, regulations and directives in the interest of safety or security of personnel and/or property. All deviations will be noted with an entry in the operations log, and a written report submitted within seventy-two (72) hours if requested by the President/CEO, Chief of Operations and Public Safety Officer, or the Manager of Airport Operations.

In emergency conditions requiring immediate action for the protection of life or property, the RTAA may deviate from any requirements of Sub-part D of 14 CFR Part 139, to the extent practicable, report in writing to the FAA Western Pacific Regional Director stating the nature, extent and duration of the deviation.

The President/CEO may, through the RNO FAA Air Traffic Control Tower (ATCT) and/or appropriate Notice-To-Airmen (NOTAM), suspend or restrict any or all operations whenever it is deemed in the interest of safety. The Operations Division will be responsible for filing/canceling all NOTAMs and all coordination with the ATCT.

The following personnel are authorized to issue NOTAMs:

- President/CEO
- Chief of Operations and Public Safety Officer
- Manager of Airport Operations
- Airport Duty Managers

NOTAMs will be issued through the FAA's ENII system via the internet, or by telephone (1-877-487-6867) to an FAA NOTAM specialist. A NOTAM may also be issued through the RNO ATCT.

The President/CEO shall have the authority to take action to safeguard the public. Every pilot, mechanic, or other person employed at RNO shall cooperate with the President/CEO in the enforcement of these rules and regulations and see that all persons use care and caution to prevent injury to persons and property.

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The use of RNO for conducting Commercial Aeronautical Activity is restricted to those persons who have obtained a Commercial Aeronautical Operating Agreement or Commercial Aeronautical Activity Permit from the RTAA. Persons without proper authorization, or who are in default of a Commercial Aeronautical Operating Agreement or Commercial Aeronautical Activity Permit, shall not operate on the premises or carry on any business of any nature. The provisions of this paragraph are not intended to preclude an Aircraft owner or fulltime mechanic on the owner's payroll from working on the owner's private Aircraft.

Aircraft owners, pilots, or their agents shall be responsible for the removal of wrecked, disabled or otherwise abandoned Aircraft within RNO boundaries as described in the RNO Emergency Plan. Aircraft wrecked or disabled on any runway, runway safety area, taxiway or taxiway safety area must be removed immediately or after National Transportation Safety Board (NTSB) or FAA release, if required. Failure to comply with this ruling will constitute authority for the President/CEO or an authorized designee, to have the Aircraft removed at the owner's or operator's expense and without liability for damages that result in the course of the removal.

3.2 PEDESTRIAN TRAFFIC

Pedestrian traffic in the AOA is prohibited except:

- When required to service an Aircraft within an Aircraft safety envelope or to assist with an Aircraft on power/push back.
- FBO or airline employees requiring Pedestrian access to a gate area on the terminal ramp shall use an access route designated by Chief of Operations and Public Safety Officer or his/her designee.
- FBO shall be responsible for Pedestrian traffic within their respective FBO area and shall not allow any unauthorized persons to enter any other areas of the AOA.
- Pedestrian traffic upon any Aircraft Movement Area requires prior approval and coordination with the on-duty Airport Duty Manager.

3.3 GATE USAGE/ASSIGNMENTS

All terminal gate positions have an associated passenger "hold-room" inside the terminal building. The use of terminal gate positions and associated passenger hold-rooms is governed by the Gate Rules and Procedures included as part of the appendix to this manual. The RTAA ultimately maintains control over all gate positions and hold-rooms.

The parking spot for U.S. Customs (N-1) is for clearing Customs only. Aircraft shall not be left on the Customs parking spot after Customs clearance. Exceptions may be granted at the discretion of the RTAA's Chief Operations and Public Safety Officer or his or her designee.

Incorrectly parked Aircraft or Aircraft parked without permission may be required to move at the on-duty Airport Duty Manager's request.

3.4 TERMINAL AND TRANSIENT RAMP PROCEDURES

Non-passenger air carrier Aircraft are prohibited on the terminal ramp with the following exceptions:

- Aircraft requiring U.S. Customs clearance will utilize the ramp north of the north concourse to park at the designated Customs parking spot (N-1). See Appendix B.
- Aircraft delivering parts/tools/mechanics to an airline with an Aircraft mechanical problem. The on-duty Airport Duty Manager authorizes this only with prior notice.
- On a case-by-case basis Nevada Air National Guard (NANG) C-130 or other military Aircraft may be permitted to park on the North or South Transient Ramp (See Appendix B) with approval from the Chief of Operations and Public Safety Officer or his/her designee.
- Other Charter/FBO Aircraft that require the use of the North or South Terminal Ramps (See Appendix B), after receiving approval from Airport Duty Manager and after providing all appropriate paperwork.

3.5 SAFETY ENVELOPES

Safety envelope lines shall be painted around each terminal gate position. Aircraft must park within these lines to provide proper clearance from adjacent gate positions and ground support equipment. Taxiing Aircraft may not cross these lines while entering or exiting the gate position. If an Aircraft is larger than the safety envelope, the RTAA Airport Duty Manager may approve the Aircraft on that gate if the adjacent gate users have been notified and there is enough clearance between Aircraft.

3.6 PUSH BACK OPERATIONS

All Aircraft entering/exiting the terminal ramp must use the yellow taxi/gate lead-in lines. Aircraft are not authorized to pass another Aircraft anywhere on the terminal ramp area.

The tug driver (push back operation) and ground marshaller are responsible for the correct movement and alignment of the Aircraft.

The Aircraft pilot/mechanic must advise FAA ATC Ground Control (121.9 MHz) at the actual time the Aircraft is ready to push back.

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On Gates B-10, B-11, C-11 and C-12, clearance and direction will be given by ground control as to direction of alignment of the Aircraft on Taxiway Alpha.

On all other gates, ground control will simply advise of other known traffic in the area.

Simultaneous push backs are not authorized from adjacent or opposing gates (i.e., B-3 & B-5 or C-3 & B-4, etc.). No push back operation shall begin from an outboard gate until any inboard departure positioned Aircraft has cleared the alley between concourses.

Any Aircraft departing a gate at the terminal may be positioned at a 45-degree angle to the roadway so that the Aircraft does not interfere with marked driving lanes. Aircraft taxiing out will immediately transition to the taxi guidance line to reduce interference with the driving lanes.

Aircraft departing a gate on the south side of the south concourse should be positioned as follows:

- Push backs from gates B-1, B-3, B-5 and B-7 shall be in a north/south alignment with the tail of the Aircraft pointed south.
- The Aircraft shall be pushed into the adjacent “S” gate far enough to allow other Aircraft to enter/exit the south ramp.
- If the adjacent “S” gate is occupied, push backs will be in an east/west alignment on taxi lane centerline.

All ground crew members working a push back operation is encouraged to wear protective goggles and hearing protection.

Power back operations will be done only upon approval from the on-duty Airport Duty Manager. Power back operations will be approved by the RTAA only after a formal written request has been made and after the Chief of Operations and Public Safety Officer or his/her designee determines that the operation may be accomplished in a safe manner.

3.7 DISABLED AIRCRAFT

The removal of disabled Aircraft from the runway/taxiway shall be the responsibility of the owner/operator. As soon as possible after release by proper authorities, the owner/operator shall remove disabled Aircraft from the AOA, runway and taxiway, shall place such disabled Aircraft in an area as may be designated by the RTAA, and shall store such disabled Aircraft only upon such terms and conditions as established by the RTAA. In the event an owner/operator shall fail to remove a disabled Aircraft within sixty (60) minutes, RTAA may but shall not be obligated to cause the removal of disabled Aircraft at the expense of owner/operator, and the owner/operator hereby indemnifies and holds RTAA harmless from any claims or damages which may result from the disabled Aircraft or its removal. Owner/operator shall pay RTAA, upon receipt of invoice, all costs incurred for such removal, clean-up and repair of the AOA.

3.8 RTAA-OWNED AIRCRAFT STORAGE HANGARS

Use of any hangar requires a lease, permit or rental agreement available through the RTAA Airport Economic Development Department and approved by the RTAA President/CEO.

The RTAA fully intends to adhere to the FAA's update to the policy on the Non-Aeronautical Use of Airport Hangars under the RTAA of Title 49 of the United States Code, Subtitle VII, part B, chapter 471, section 47122(a) effective July 1, 2017.

Hangars are to be used exclusively for storage of Aircraft. Ancillary equipment and personal property stored in the hangar shall not impede the use of the Aircraft. Furthermore, it is RTAA's goal that flyable Aircraft occupy storage hangars and non-flyable Aircraft are parked outdoors in RTAA-approved locations or in maintenance hangars.

Permissible uses include:

- Storing an active Aircraft listed on the lease, permit or rental agreement;
- Sheltering Aircraft for minor maintenance, repair, or refurbishment, but not indefinitely storing non-operational Aircraft;
- Constructing amateur-built or kit-built Aircraft provided that activities are conducted safely and in accordance with rules found elsewhere in this document;
- Storing Aircraft handling equipment, e.g., tow bar, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair or outfit Aircraft; items related to ancillary or incidental uses that do not affect the hangars' primary use;
- Parking a vehicle in the hangar while the Aircraft usually stored in that hangar is flying.

Nothing shall be suspended, either temporarily or permanently, from hangar ceilings, roofs, doors, or walls without prior written approval of RTAA.

No painting of any type is permitted in RTAA-owned hangars unless there is a properly permitted and installed paint facility/booth or locker.

Fueling/de-fueling is not permitted inside a hangar.

Open flames are not permitted inside a hangar. Gas heating devices may only be used when the hangar is properly vented and only when the tenant is present in the hangar.

Tenants shall not sub-lease, share or permit Aircraft not listed on the lease, permit, or rental agreement to use their hangar without the written permission of the President/CEO.

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Tenants shall keep taxiways, taxilanes, drive lanes and common use areas clear of their personal property, trash, and FOD.

No Commercial Aeronautical Activity is permitted in the hangar without a Commercial Aeronautical Activity Permit or Commercial Aeronautical Operating Agreement.

Aircraft maintenance may only be performed in authorized areas consistent with lease terms. All petroleum, oil, and lubrications must be properly stored and disposed of in containers designed for such uses, according to lease terms. Any FOD resulting from Aircraft maintenance shall be the responsibility of the owner and contractors engaged in the activity.

Tenants shall have fire extinguishers as required by their lease available and annually inspected.

3.9 AIRCRAFT DEICING

Aircraft deicing may only be performed by authorized service providers in approved designated locations.

Only propylene glycol-based fluids shall be used for aircraft deicing at the Airport. No other products are permitted.

Aircraft deicing fluid totes shall not to be stored at any aircraft gate area or concourse storage area.

All deicing fluid totes must be properly labeled with manufacture's information and an additional label identifying the deicing product user (airline/cargo/ground service provider). Non-conforming deicing fluid totes will be considered abandoned property and subject to disposal.

Deicing equipment shall be maintained to prevent leaking of fluids while the equipment is not in use.

To the extent possible, deicing fluid shall be captured or recovered prior to run off into drainages. Refer to the RTAA Snow and Ice Control plan or contact RTAA Operations by calling Aircom at (775) 328-6600.

Spills of any type or size (e.g., deicing fluid, fuel, oil, hydraulic fluid, lavatory waste) must be reported immediately to the RTAA Operations by calling Aircom at (775) 328-6600. Spills must be contained and cleaned up by the responsible party in accordance with all applicable federal, state, and local laws and regulations.

The disposal of unused or "out-of-spec" deicing fluids from deicing equipment or totes is the responsibility of the deicing operator (airline/cargo/ground service provider) and must be handled in accordance with all federal, state, and local laws and regulations. Please contact RTAA's Environmental Department at (775) 328-6467 for assistance with disposal.

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To dispose of deicing fluids at the RTAA's Central Disposal Facility (CDF), deicing operators must contact the RTAA's Operations or Environmental departments to receive approval. Disposal of deicing fluids without authorization will result in the loss of disposal privileges and may result in regulatory violations and fines.

Each operator (airline/cargo/ground service provider) applying deicing fluid shall submit a monthly report detailing the type and amount of fluid applied.

3.10 FOREIGN OBJECT DEBRIS (F.O.D)

Do not enter the Movement Area to chase FOD. If you need assistance to retrieve or remove FOD, contact Airside Operations by calling Aircom at (775) 328-6600.

No person shall throw or deposit upon any surface glass bottles, glass, nails, tacks, wire, cans, or any other substance likely to injure any person, Aircraft, or vehicle upon such surface.

Any person who drops or permits to be dropped or thrown upon any surface any destructive or injurious material shall immediately remove the same or cause it to be removed.

Any person removing a wrecked or damaged vehicle or Aircraft from the AOA shall remove any glass or other injurious substance dropped upon the surface from such vehicle or Aircraft.

No person shall transport waste materials and garbage within the AOA without first securing and covering such materials so as to ensure littering does not occur.

When wind conditions warrant, Airport Operations may issue high wind warnings. Airside staff and tenants shall ensure doors; Jet Bridges, FOD containers, etc. are secured.

3.11 ENGINE RUN REQUESTS AND LOCATIONS

When your organization requires an engine run, please refer to the following:

- Air carrier representatives will notify the Airport Duty Manager one hour prior to the proposed engine run. This notification will include information as to the reason for the run-up, number of engines, and percent of throttle, starting time, and the duration of the run-up.
- Idle Thrust: Engine runs for maintenance may be done on the terminal ramp, north and south transient ramps, as well as on the cargo ramp (See Appendix C) at idle thrust only after advising ground control.
- Above Idle Thrust: Jet Aircraft engine runs above idle thrust are prohibited between 2200 and 0630, Monday through Friday, and between 2200 and 0800 on Saturday and Sunday. Under unusual circumstances, the on-duty Airport Duty Manager may

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approve engine runs. However, under no circumstances shall engine runs above idle thrust occur between 0200 and 0600 daily.

- Engine run-ups will take place on the north TWY C loop between TWY D and the threshold for RWY 16L (See Appendix C) or as directed by the on-duty Airport Duty Manager. Engine runs will be conducted with the Aircraft's nose facing either north or south from this location. East/West oriented engine runs are not available.
- Maintain close communications with the ATCT and Aircom prior to any Aircraft movement or run-up. The Chief of Operations and Public Safety Officer or his/her designee must determine if the maintenance crew taxiing the Aircraft is locally based.
- "Follow Me" services will be provided by Airport Operations for all Aircraft needing an engine run that are being taxied by non-locally based maintenance crews.

All run-ups will be completed within a 30-minute period.

All Aircraft operators will reduce power or cease engine run-up as when so directed by the on-duty Airport Duty Manager, in the event that such run-up creates a hazard or generates complaints from the surrounding communities.

3.12 PRE-FLIGHT ENGINE RUN-UP PROCEDURES

Engine run-ups for Aircraft preparing for flight will normally be performed in the run-up area for the runway to be utilized and with the Aircraft facing in the same direction as the runway heading (160 degrees, etc.). If an Aircraft is making an intersection departure, the Aircraft should attempt to turn on the taxiway so as to direct the prop wash away from other Aircraft/taxiways/runways.

3.13 HELICOPTER OPERATIONS

Helicopters shall be authorized to take off and land at the following locations only:

- General Aviation ramps (See Appendix D) with approval of tenant or Vice President of Operations and Public Safety or his designee
- General Aviation Office Building (GAOB) ramp (See Appendix D), restricted to rotor spans of 40 feet or less.
- All active runways.

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- Taxiways 75 feet or greater in width for light helicopters (8,000 lbs. or less), excluding UH-1.

Hover taxiing across infield areas is prohibited.

Wheel equipped helicopters should ground taxi.

3.14 EQUIPMENT AND VEHICLE PARKING IN THE AOA

Vehicles and equipment used in the conduct of flight operations will be parked and/or stored in areas approved for such parking and storage, unless specifically authorized in writing by the RTAA to be temporarily parked or stored elsewhere. The AOA will not be used for vehicle, watercraft, recreational equipment, or trailer storage. For any vehicle or equipment found to be obstructing the operations of the RTAA or another tenant of RTAA or approved operator that is not immediately removed upon RTAA's request, such vehicle or equipment will be removed and stored at the owner's expense.

3.15 DANGEROUS ARTICLES

No person shall, without prior permission, keep, transport, handle or store at, in or upon the Airport any cargo of explosives or other dangerous articles which are barred from loading in or for transportation by civil Aircraft under Title 49 CFR. Any waiver of such regulations or part by the FAA or by any other competent authority shall not constitute or be construed to constitute a waiver of this rule or an implied permission to keep, transport, handle or store such explosives or other dangerous articles at, in or upon the Airport. Advance written notice of at least 24 hours shall be given to the President/CEO to permit full investigation and clearance for any operation requiring a waiver of this rule.

This advance written notice shall include the designated, qualified personnel handling the article, the proposed area for storage of the article, the routes for transport to be utilized within the Airport boundaries, and a statement that ensures that Title 49 CFR has been complied with. This written notice will be approved in writing by the President/CEO or an authorized designee and retained for at least six months. The Chief of Airport Fire will be notified in all above cases.

3.15.1 Handling and Storing

No person may offer, and no person may knowingly accept, any dangerous article for shipment at the Airport unless the shipment is handled and stored in full compliance with the provisions of Title 49 CFR, Parts 171-178.

3.15.2 Designated Personnel

Any person engaged in the transportation of dangerous articles shall have authorized and responsible personnel designated at the Airport for the

receiving and handling of such shipments in compliance with the prescribed regulations.

3.16 HANDLING AND STORAGE OF HAZARDOUS CARGO

This section specifies controls and procedures to protect persons and property on the Airport during the handling and storing of hazardous cargo. These rules and regulations apply to articles defined by Title 49 CFR Parts 171-178. Generally, hazardous cargo refers to explosives, highly flammable items, pressurized gasses, and radiological and magnetized shipments.

3.17 LAVATORY CARTS

All lavatory cart operators shall comply with all federal, state and local laws, ordinances, regulations and rules concerning the handling of lavatory waste. Liquid or solid waste material spilled on the Airport shall be removed immediately by the airline/agent that caused the spill. Aircom and the Environmental Program Manager will be immediately advised of the spill and the corrective action being taken.

3.18 UNMANNED AERIAL VEHICLES/DRONES/ROBOTS

No one shall operate an unmanned or robotic vehicle on Airport property without the written consent of the President/CEO or designated representative. Unmanned or robotic vehicle activities must otherwise comply with all Federal, State and local laws, regulation, and policies.

3.19 NON-COMMERCIAL FLYING CLUBS

A flying club shall be a not-for-profit entity (corporation, association, limited liability company or partnership) organized for the express purpose of providing its members with Aircraft for their personal use and enjoyment only. Each member shall be a bona fide part owner of the Aircraft in common or stockholder of the corporation or member of the entity.

The ownership of Aircraft shall be vested in the name of the flying club (or owned equally by all of its members). Flying club members may lease Aircraft back to the club for the club's use. The property rights of the Aircraft shall be equal and no part of the net earnings of the club will inure to the benefit of any club member in any manner.

The club may not derive greater revenue from the use of its Aircraft than the amount necessary for the actual cost of operation, maintenance and replacement of its Aircraft and facilities. The club shall keep current a complete list of the club's membership on file with the RTAA. A record of club finances shall be made available to the RTAA upon request.

The club's Aircraft shall not be used by other than bona fide members and by no one for hire, charter, or air taxi. The club shall not conduct rental operations to non-members. Student instruction may be given in club Aircraft by one club member to another club member, providing no compensation takes place. Such member instructors may be compensated by credit against payment of dues or flight time. Otherwise, flight instruction shall be given by an authorized flight school operator with a current Commercial Aeronautical Operating Agreement with the RTAA. Such instruction by an authorized flight school operator may be conducted in club Aircraft.

Aircraft maintenance performed by the club shall be limited to only that maintenance that does not require an FAA approved mechanic. All other maintenance performed at the Airport shall be provided by an authorized maintenance and repair operator in compliance with the Reno-Tahoe International Airport (RTIA) General Aviation Commercial Minimum Standards, or by a member who is a properly certificated mechanic, providing no compensation takes place. Such member mechanics may be compensated by credit against payment of dues or flight time. Maintenance may be performed at another airport by a locally based FAA approved mechanic with a current Commercial Aeronautical Operating Agreement with the RTAA.

All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.

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In the event the club fails to comply with these conditions, the RTAA will notify the club in writing of such violations. The club shall have 30 days to correct such violations. If the club fails to correct the violations, the RTAA may terminate the club's agreement.

3.20 NON-COMMERCIAL AIRCRAFT STORAGE HANGARS

Non-commercial Aircraft storage may be provided by an individual or an organization. An organization to develop non-commercial Aircraft storage must be a corporation, association, limited liability company or partnership. The organization shall be organized for the express purpose of providing its members with Aircraft storage for their personal use or incidental business use only. The ownership of Aircraft stored at the hangar must be vested in the name of the individual, shareholders/partners/members, as applicable. The individual or organization must have a lease with the RTAA for each such hangar.

The individual or organization may not derive greater revenue from the storage of his/her/its Aircraft than the amount necessary for the actual cost of operation, maintenance and refurbishment of the premises. If an organization, it must keep current a complete list of its shareholders/partners/members and based Aircraft with the RTAA. The individual or organization must provide the RTAA with a certificate evidencing the minimum insurance requirements required by his/her/its lease.

The Aircraft will not be used by other than bona fide owners or their employees for their personal use or incidental business use only. It is acknowledged that:

- a) Aircraft may be "owned" by a separate entity established to own and operate the Aircraft, and
- b) The individual or organization may contract with a third-party management company to operate their Aircraft on their behalf.

If a management company serves more than one individual or organization, then such management company shall have a current Commercial Aeronautical Operating Agreement as required by the RTIA General Aviation Commercial Minimum Standards.

The Aircraft will not be used for compensation, barter, charter, or air taxi. It is acknowledged that an individual or organization's Aircraft may be listed on a Charter company's FAA Part 135 Charter Certificate to offset the cost of ownership (some in conjunction with a third-party management company as mentioned above). The Aircraft may not be used for compensation, barter, charter, or air taxi to or from Reno-Tahoe International Airport but may be ferried under FAA Part 91 for such activity elsewhere.

Flight instruction may be given in an Aircraft on file with the Airport RTAA as long as the student is a shareholder/partner/member or an employee of a shareholder/partner/member. Otherwise, flight instruction must be given by an authorized flight school operator as defined in the RTIA General Aviation Commercial Minimum Standards, with a current Commercial Aeronautical

Section 3 – Aircraft Operations

Operating Agreement with the RTAA. No parking or storage may be provided for any Aircraft that is not on file with the RTAA.

The individual or organization may conduct maintenance or repair on their Aircraft as long it is done by a qualified mechanic employee of the Aircraft owner or an authorized service provider with a Commercial Aeronautical Operating Agreement or Commercial Aeronautical Activity Permit from the RTAA.

The individual or organization shareholder/ partners/members may dispense fuel or lubricants into their own Aircraft under permit from the RTAA and as long it is done by an employee of the Aircraft owner. See Section 4.7 Non-Commercial Self-Fueling.

The individual or organization is prohibited from subleasing or selling any goods or services whatsoever to any person or firm except that the individual or organization and its shareholders/partners/members may sell or exchange their Aircraft and/or ground handling equipment. The authorized selling of such Aircraft shall not be used as a subterfuge for conducting commercial Aircraft sales.

All documents required by the individual or organization's lease shall be furnished to the RTAA in accordance with such lease requirements.

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4 FUEL HANDLING

4.1 GENERAL

This section provides rules for safely storing, dispensing, and handling fuel at RNO and prevention and control of fuel spills. (Additional information on fire prevention during fueling operations is contained in FAA Advisory Circular 150/5230-4b and NFPA Code 407 current edition).

NFPA Code 407 is the adopted fire code for RNO in all fuel handling situations. Any unsafe fueling operation will be immediately terminated at the direction of the Airport Fire Department or Aircom or Airport Duty Manager. NFPA Code 407 and Advisory Circular 150/5230-4b will be complied with in all fuel operations.

The provisions of NFPA Code 407, as it may be amended, control where these rules and NFPA Code 407 may be inconsistent. The following rules are called out for convenience, but no greater weight should be given to them for that reason.

4.2 RULES FOR AIRCRAFT FUEL AND FUELING OPERATIONS

The following rules for safe fuel handling will be followed by fueling agents and personnel who handle fuel at RNO:

4.2.1 Fueling Prohibitions

Aircraft being fueled shall be positioned so that Aircraft fuel system vents or fuel tank openings are not closer than 7.6 m (25 ft) to any terminal building, hangar, service building, or enclosed passenger concourse other than a loading walkway.

4.2.2 Fueling Areas

Fueling shall be conducted outdoors and at least 50 feet from any hangar or building and 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room.

4.2.3 Open Flames

Open flames and ignition sources including matches, cigarette lighters, flare pots fuses or similar open flames, welding/cutting, abrasive grinding, brazing, soldering and other applications involving open torches or arc welders, exposed flame and radiant heaters using flammable or combustible liquids and burning of solid refuse or fuel is prohibited on the terminal ramp.

4.2.4 Fire Extinguishers

During Fueling of any Aircraft, extinguishers shall be available and used in accordance with Internal Fire Code (IFC) and NFPA Code 407. All personnel involved with fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.

4.2.5 Electrical Operations

During Fueling for any Aircraft, no person shall operate any cellphone, radio transmitter or receiver or switch the transmitter or receiver on or off during Fueling unless said radio transmitter or receiver is designed specifically for such environment and complies with NFPA Code 407.

No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fueling, nor shall any person use any material or equipment which is likely to cause a spark or ignition within fifty (50) feet.

Fueling shall not occur while thunderstorm activity is within three (3) miles of the Airport (as verified by the Airport Duty Manager).

4.2.6 Radar Operations

Surveillance radar equipment in Aircraft shall not be operated within 300 ft. of any Fueling or other operation in which flammable liquids, vapors or mist could be present.

4.2.7 Passenger Occupancy

Where Fueling takes place with passengers on board away from the terminal building, and stairways are not provided, such as during inclement weather (diversions), all slides shall be armed and the ARFF shall be notified to respond in standby position in the vicinity of the Fueling with at least one vehicle.

4.2.8 Fuel Attendants

The driver, operator, or attendant of any Fueling vehicle shall be with the vehicle at all times while the vehicle is fueling or refueling an Aircraft, and whenever the vehicle is staged on the Terminal Ramp, North Transient Ramp, or South Transient Ramp, as marked on Appendix B, awaiting the arrival of an Aircraft.

An individual on fire watch shall have no more than two vehicles or Aircraft simultaneously under Fueling and must be within 75 feet of any operation under the individual's surveillance.

4.2.9 Vehicle Positioning

Fuelers shall be positioned so the vehicle can be safely driven away in the

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event of spill or fire. No more than one Fueler shall be positioned on each wing of an Aircraft. When high-capacity Aircraft are refueled, additional Fuelers shall not be parked or positioned within 100 feet of the Aircraft served and then only in areas approved by the President/CEO. No Fueler shall be left unattended in Aircraft parking areas.

4.2.10 Parking Areas

Fueller vehicles shall not park at RNO except in areas designated by the President/CEO or her designated representative. Fueller vehicles must park at least 10 feet apart and a minimum of 50 feet from the nearest building.

No Fueler shall be parked on any area of the AOA except in RTAA designated parking. Fueller vehicles out of service more than 60 days will be removed from RNO and if not removed, shall be removed by the RTAA at the Operator's expense.

4.2.11 Vehicle Markings

Each Fueler shall be conspicuously marked on all four sides of the vehicle with the word's flammable, non-smoking, and type of fuel in letters of contrasting color at least three inches high, and a DOT-UN number placard. Each vehicle will also have the wording "Emergency Shut Off" and other appropriate operating instructions at the location(s) of emergency operating devices in letters at least two inches high.

4.2.12 Fuel Grade

Each fuel storage tank and Fueler shall be conspicuously marked with the identification of the type of grade of fuel being stored or handled.

4.3 SUPERVISOR TRAINING

At least one supervisor with each fueling agent shall complete an aviation fuel training course in fire safety that covers the following areas:

- Grounding and bonding
- Public Protection
- Control of access to storage areas
- Fire safety in fuel farm and storage areas
- NFPA 407

4.4 PERSONNEL TRAINING

Persons engaged in Aircraft Fueling shall be instructed and trained by the supervisor, trained in accordance with Section 4.3 in the proper operation of the Fueler they are authorized to operate, and in the proper procedures for compliance with the RNO Airport Rules and Regulations. The RTAA Fire Department may check any fueling operation at any time for compliance by personnel. Each tenant fueling agent will certify to the RTAA each year that all of their fueling personnel have received at least the training specified in Section 4.3.

4.5 FUELERS AND FUEL FACILITIES INSPECTIONS

The RTAA Fire Department will inspect all Fueling vehicles and fuel facilities new to RNO before being placed into service.

All Fueling vehicles, fuel facilities and fueling stations located at RNO will be inspected on a quarterly basis (four times yearly). Fire safety inspections of all Fuelers, fuel facilities and fueling stations shall be accomplished with the use of the refueling vehicle inspection form. Fueling facilities, fueling vehicles and operations will be subject to guidelines set forth in Chapter 20 Section 2006 of the IFC and NFPA Code 407. All inspection forms are maintained by the RTAA Fire Department. All completed inspection forms will be retained on file for twenty-four (24) calendar months.

The RTAA Fire Department shall require each tenant to take immediate corrective action whenever noncompliance with those standards is noted.

4.6 FUEL SPILLS

Every spill will be treated as a potential fire source and the spilled fuel must be removed by the responsible agency by one of the methods detailed below. Aircom must be notified immediately of all fuel spills. RTAA Fire Department directions shall be followed by all personnel involved in a fuel spill situation. Because fuel spills are of an unpredictable nature, each event will be handled differently. ***Due to environmental concerns, all fuel spills regardless of size, require immediate clean-up.***

Persons engaged in Aircraft Fueling shall exercise care to prevent fuel spillage. In the event of fuel spillage involving Aircraft, engines may not be started until the spill area has been properly cleaned and the area is released by the RTAA Fire Department. Spill cleanup shall be a responsibility of the causing agent. Costs to the RTAA will be charged to the airline or agent responsible for the spill.

Large spills of over 25 gallons or of a continuing nature normally require handling by the RTAA Fire Department. Anyone in the spill hazard area should leave at once. Only general guidance can be given, but the following procedures should be considered for the period

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following the alerting of the RTAA Fire Department.

- It may be necessary to evacuate the Aircraft if the spill is such as to pose a serious fire hazard to the Aircraft and/or its occupants.
- Do not permit anyone to walk through the liquid area of the fuel spill.
- If any person has been sprayed with fuel or has had their clothing soaked with fuel, they should go to a place of refuge, remove their clothing, and wash their body. Emergency shower and eye wash facilities are located on the commercial ramp under the north and south connector concourse.
- All Fuelers and other mobile equipment should be left “as is” until the spilled fuel is removed or made safe by the RTAA Fire Department. “Shutting down” equipment or moving vehicles may provide a source of ignition even though no fire immediately results from the spillage.
- Idle Aircraft, automobiles, or spark-producing equipment in the area should not be started until the spilled fuel is removed or made safe. If a vehicle engine is running at the time of the spill, it should be driven from the hazard area unless the hazard to personnel is too severe. Fuelers should not be moved until a check is made that any fuel hose which may have been in use or connected between the vehicle and the Aircraft is safely stowed.
- If any Aircraft engine is operating at the time of the spill, move the Aircraft from the hazard area, unless air currents set up by the operating power plants would aggravate the extent or the nature of the existing vapor hazard.
- If circumstances dictate that operating internal combustion engine equipment should be “shut down” within a spill area which has not ignited, engine speeds should be reduced to “idle” prior to cutting ignition in order to prevent backfire.
- The volatility of the fuel may be a major factor in the initial severity of the hazard created by the spill. Aviation gasoline and other low flash point fuels at normal temperature and pressures will give off vapors which are capable of forming ignitable mixtures with the air near the surface of the liquid, whereas this condition does not normally exist with kerosene fuels, except where ambient temperatures are in the 100 degree F range and the liquid has been heated to a similar temperature.
- If fuel-contaminated water enters sewers, the RTAA Fire Department or the on-duty RTAA Airport Duty Manager will determine if large volumes of water should immediately be introduced to flush such sewers to dilute, to the maximum possible extent, the flammable liquid content of the sewer. The RTAA Fire Department or the on duty RTAA Airport Duty Manager

will ensure that Aircom notifies the RTAA Environmental Program Manager anytime there is a fuel spill. Normal operations involving ignition sources will be prohibited on surface areas adjacent to open drains or manholes from which flammable vapor may issue, until it can be determined that no flammable vapor/air mixture is present in the proximity.

4.7 NON-COMMERCIAL SELF-FUELING

Any entity engaged in non-commercial self-fueling shall also comply with Section 4.6 of the RNO Airport Rules and Regulations. All persons that fuel their own Aircraft by themselves or by using their own employees shall comply with the RNO Airport Rules and Regulations, all applicable RTAA directives, and NFPA Code 407.

Only those persons authorized by the President/CEO or designee, via a current self-fueling permit, or those who have a verified status of an airport fuel provider may dispense fuel into a public or private Aircraft.

The following procedures do not allow for or apply to commercial fueling, where someone other than the actual operator of the Aircraft is providing a fueling service of any kind. The owner/operator may be assisted by another person during the self-refueling process so long as the other party is not compensated in any manner for assistance or supplies.

A method of self-dispensing Class I flammable liquids into a privately owned Aircraft is allowable under applicable codes. This method requires the utilization of D.O.T. approved portable safety container and only by those persons authorized by the President/CEO or designee that hold a current self-fueling permit.

The RTAA will continue to enforce the following safety precautions upon individuals who elect to self-fuel their Aircraft utilizing:

- Safety container(s) shall be of an approved type and shall be designed and constructed in accordance with nationally recognized standards and be D.O.T. approved. Transportation of Class I flammable liquids shall not exceed a total quantity of 50 US gallons or exceed the gross vehicle weight of the transport vehicle.
- Safety container(s) shall be adequately secured during transport and smoking will not be allowed inside of, or within 50 feet of, the transport vehicle.
- Dispensing shall not be performed where the public is invited or where there is unusual exposure to life and property.
- Dispensing will not be permitted within 25 feet of any building, any combustible material, or any storage of Class I, II or III flammable or

Section 4 – Fuel Handling

combustible liquids, and shall be at least 25 feet from any opening in a building, property line, street, alley or public way.

- Dispensing may be gravity-fed using 5-gallon safety containers, with other full or empty containers stored at least 15 feet from the dispensing area, or with a refuel vehicle/tank and pump unit that meets the requirements in section 4.5.
- Smoking, open flame or other sources of ignition shall be prohibited within 50 feet of the dispensing area.
- Empty flammable liquid safety containers shall be treated as if they were full, until they are purged of flammable vapors by an approved method.
- An approved portable fire extinguisher, having a minimum classification of 40-B, shall be provided and maintained within 50 feet of the operation for the extinguishment of fires.
- An approved means shall be provided to control and recover spilled fuel, such as an approved absorbent material. All such material shall be promptly and thoroughly cleaned up by the person fueling. All contaminated absorbent material will be considered hazardous waste and must be disposed of in accordance with Local, State and Federal laws, and none shall be left on Airport property.
- Fuel dispensing vehicles shall be approved by the RTAA and shall contain safety fixtures and filtration systems to ensure the quality of the fuel dispensed. The vehicle shall not exceed 1,000 gallons of storage for each type of fuel.
- The parking area for the dispensing vehicle must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC) plan, in accordance with the Airport Certification Manual (ACM) and the approved Storm Water Pollution Prevention Plan (SWPPP)
- Vehicles transporting fuels shall not be parked inside hangars.

No person conducting self fueling shall bring into RNO or store any type of fuel at RNO without the written permission of the President/CEO or designee. No person conducting self-fueling shall store fuel in excess of 10 gallons in a D.O.T. approved portable safety container at RNO.

Fueling shall not occur while thunderstorm activity is within three (3) miles of the Airport (as verified by the on-duty RTAA Airport Duty Manager).

Section 4 – Fuel Handling

Any request to fuel Aircraft by means other than those outlined above, or by means other than from specifically designed, inspected, and permitted Aircraft Fueler vehicles, must be submitted in writing to the President/CEO for review and approval.

5 GROUND EQUIPMENT FUELING OPERATIONS

5.1 GENERAL RULES

The following rules for safe diesel-only fueling of ground equipment will be followed by fueling agents and personnel who handle fuel at RNO:

5.1.1 Fueling Prohibitions

No ground equipment shall be refueled or have fuel drained while an engine on said ground equipment is running or is being heated or while the ground equipment is in an enclosed area. No gasoline may be used for refueling ground equipment except at the fuel farm.

5.1.2 Permitted Refueling Operations

Fueling with diesel-only fuel of Operator's ground service equipment shall be by contract with an authorized Airport fuel provider holding an agreement with the RTAA, or using an approved fuel truck properly registered in the name of the Operator and licensed, or using an approved mobile fuel cart for such purposes and certified by the Airport Fire Department as to its safety, operated by qualified, trained, and licensed (as necessary) personnel of Operator, only at locations and under conditions as approved by the RTAA.

5.1.3 Refueling Areas

Open refueling for ground equipment shall be handled no less than fifty (50) feet from the nearest building.

5.1.4 Fire Extinguishers

Adequate fire extinguishers shall be carried on all fueling equipment, in accordance with NFPA Code 407, and must be within reach of personnel during fuel servicing operations. Fuel attendants shall be trained in the use of the available fire extinguishing equipment they might be expected to use.

5.1.5 Electrical Operations

During fueling for any ground equipment, no person shall operate any cellphone, radio transmitter or receiver or switch the transmitter or receiver on or off during fueling unless said radio transmitter or receiver is designed specifically for such environment and complies with NFPA Code 407.

No person shall operate systems or switch electrical appliances on or off during fueling, nor shall any person use any material or equipment which is likely to cause a spark or ignition within fifty (50) feet.

Section 5 – Ground Equipment Fueling Operations

Fueling shall not occur while thunderstorm activity is within three (3) miles of the Airport (as verified by the Airport Duty Manager).

5.1.6 Parking Areas

Fuelers shall not park at RNO except in areas designated by the President/CEO. Fuelers must park at least ten (10) feet apart and a minimum of fifty (50) feet from the nearest building.

No Fueler shall be parked on any area of the AOA except in RTAA-designated areas. Fuelers out of service more than 60 days will be removed from RNO and, if not so removed by the Operator, shall be removed by the RTAA at the Operator's expense.

5.1.7 Equipment Markings

Each Fueler shall be conspicuously marked on all four sides of the vehicle with the words flammable, non-smoking, and type of fuel in letters of contrasting color at least three inches high, and a DOT-UN number placard. Each vehicle will also have the wording "Emergency Shut Off" and other appropriate operating instructions at the location(s) of emergency operating devices in letters at least two inches high.

5.1.8 Equipment Conditions

Fueling equipment shall meet all applicable FAA, National Fire Protection and Federal Oil Pollution Prevention regulations and specifications, and shall be maintained in a safe, sound, and non-leaking condition. The Fueling equipment shall be equipped with adequate and appropriate filling devices, emergency fuel shut-off and grounding/bonding cables.

5.1.9 Fuel Grade

Diesel fuel only for ground equipment unless refueled at the fuel farm. Each fuel storage tank and Fueling equipment shall be conspicuously marked with the identification of diesel fuel being stored or handled.

5.2 PERSONNEL TRAINING

Each Fueling agent must be qualified, trained, and licensed (as necessary) personnel of the Operator or of the Operator's authorized Airport fuel provider holding an agreement with the RTAA. The RTAA Fire Department may check any refueling operation at any time for compliance by personnel.

5.3 STORAGE AREAS

Storage areas shall only be at locations and under conditions as approved by the RTAA.

5.4 FUELING EQUIPMENT INSPECTIONS

A regular inspection of the Fueling equipment shall be conducted daily and a written record of these inspections shall be kept on file with the Operator for one (1) year and shall be available for review by the RTAA upon request.

5.5 FUEL SPILLS

See Section 4.7 of this document for detailed instructions.

Operator is responsible for the control, containment, and clean-up of all fuel spills and fuel absorbent materials. Reporting and documentation of any spill incident is an RTAA requirement and all spills must be immediately reported to Aircom (775) 328-6600.

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6 DRIVING

6.1 GENERAL

The RNO Airport Rules and Regulations shall govern the control of personnel and vehicles in the AOA at RNO, except the area leased by the Nevada Air National Guard. The RNO Airport Rules and Regulations do not supersede NRS 484A-484E Traffic Laws but address the unique driving environment in the AOA. In the event that an interpretation of any provision of these rules is required, the President/CEO, or, when designated, the Chief of Operations and Public Safety Officer shall render such an interpretation, and his/her determination shall be considered as the final authority on the matter.

6.2 SPEED LIMIT

No motor vehicle shall exceed the maximum speed limit of fifteen (15) miles per hour in the Non-Movement Area, or when Aircraft are parked, stored or taxing.

The maximum speed limit on any Airport roadway and all other areas of the AOA shall be twenty-five (25) miles per hour.

Drivers are responsible to operate at a slower speed when conditions warrant.

Aircraft shall be towed at no more than five (5) miles per hour or a brisk walk.

6.3 AUTHORITY OF RTAA AIRPORT OPERATIONS AND POLICE

It is the duty of RTAA Airside Operations and RTAA Police Department to enforce all airside regulations duly enacted by the RTAA Board of Trustees. RTAA Airside Operations and RTAA Police Department may divert from these rules and regulations as needed to enforce any portion or part of these rules and regulations. No person shall fail or refuse to comply with any lawful order or direction of any RTAA Police Officer or RTAA Airport Duty Manager while he/she is performing his/her duties in the enforcement of these regulations.

In order to handle emergency situations and to safeguard or serve the best interest of the public, the President/CEO may suspend enforcement of all or portions of these traffic regulations. Such suspension shall be effective for only so long as the President/CEO orders and following such suspension of regulations, or any operation that was suspended, shall go back into full force and effect.

The Airport Duty Manager, RTAA police officers, and Security are hereby authorized to direct all safety by voice, hand, or signal in the event of an emergency, or to expedite traffic,

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or to safeguard pedestrians. The Airport Duty Manager and Airport Police Officers may direct traffic as conditions may require, notwithstanding the provisions of the traffic laws set forth herein.

RTAA Fire Department Firefighters, when at the scene of a fire, medical, or Aircraft incident may direct or assist in directing traffic at the scene or in the immediate vicinity.

6.4 OPERATIONS DIRECTLY RELATED TO AVIATION ACTIVITIES

No person shall operate, or cause to be operated, any motor vehicle within the AOA unless the motor vehicle operation is required by, and directly related to, an aviation activity on the Airport, a business of the RTAA, a tenant or authorized sub-tenant of the RTAA, or a person or entity otherwise engaged in an activity authorized by the RTAA.

6.5 INSURANCE REQUIREMENTS

The owner of any vehicle operating in the AOA shall have vehicle liability insurance for personal injury and property damage in an amount of no less than five million dollars (\$5,000,000.00) combined single limit. The insurance requirements set forth in this section shall not apply to private motor vehicles operated exclusively within the FBO areas. The amounts and types of insurance will be reviewed from time to time by the RTAA and may be adjusted if the RTAA determines such adjustments are necessary to protect the RTAA's interests.

Any tenant/owner vehicle that does not meet the above requirement must be escorted by a properly permitted vehicle with a driver that holds a valid Airport Identification Badge with escort and driving privileges or be escorted by an RTAA Airport Duty Manager.

6.6 DISPLAY OF UNAUTHORIZED SIGNS, SIGNALS, OR MARKINGS

No person shall place or display in the AOA, any unauthorized sign, signal, marking or device which resembles or imitates an official traffic control device or signal, or which attempts to direct the movement of traffic unless approved and coordinated with RTAA Airside Operations.

This section does not prohibit the display in or on leasehold property giving useful directional information and of a type that cannot be mistaken for official traffic control devices.

6.7 AIRFIELD LICENSE AND PERMIT REQUIREMENTS

Driving in the AOA at RNO is a privilege that may be suspended or revoked by the President/CEO or his/her representative. Suspension or revocation shall not be arbitrary and shall be in accordance with Section 10 of the RNO Airport Rules and Regulations.

6.7.1 License and Permit Required

All Airport employees operating a motor vehicle in the AOA must meet the following requirements to obtain or renew AOA driving privileges:

6.7.2 Non-Movement Area Drivers:

- Must possess a valid State Driver's License;
- Must possess a valid Airport Identification Badge issued by the RTAA with AOA driving privileges. Driving privileges are indicated on the Airport Identification badge. An "A" indicates that a driver has the authority to drive in the Movement and Non-Movement Areas. An "N" indicates that the driver may drive in the Non-Movement Areas only.
- Must successfully complete all applicable training modules on the AAAE's Interactive Employee Training computer system. The test will consist of questions based upon the RNO Airport Rules and Regulations.

6.7.3 Exemptions

The following persons, while meeting the qualifications set forth, shall be exempt from the Non-Movement Area drivers requirements as noted:

- Members of the U.S. Military/National Guard while on duty and while operating on the flight line of the Air National Guard Base and in Non-Movement Areas of the AOA only.
- Persons under direct escort by an individual meeting the license and permit requirements of this section.
- FAA Aviation Safety Inspectors on official business.
- Persons operating emergency and non-airport emergency vehicles responding to Aircraft, facility, or medical emergencies.
- Persons operating private motor vehicles exclusively in an FBO/GA designated area.

6.8 MOVEMENT AREA DRIVERS

In addition to the above Non-Movement requirements, Movement Area drivers are required to pass an initial proficiency check ride with an RTAA Airport Duty Manager. The initial proficiency check will test the driver's level of knowledge to include but not be limited to: the identification of and location of runways, taxiways, markings, signage, lighting and the ability to communicate with the FAA Tower.

Must successfully complete all applicable training modules on the AAAE's Interactive Employee Training computer system. The test will consist of questions based upon the RNO Airport Rules and Regulations.

The RTAA Airport Duty Manager has the sole discretion to judge the proficiency of a Movement Area driver on items listed in 6.9. A driver that fails the proficiency check must wait a minimum of 48 hours before re-testing. A maximum of two (2) re-tests will be permitted.



6.9 OPERATIONS IN THE MOVEMENT AREAS

No person shall operate a motor vehicle in the Movement Area without prior approval from RTAA Airside Operations. The driver must meet all the requirements of the AOA License and Permit Requirements and have legitimate business in those areas; the vehicle must be equipped with a functioning VHF two way-radio and a mounted yellow beacon or must be escorted by RTAA Airside Operations.

6.9.1 Knowledge of AOA

No person shall operate a motor vehicle adjacent to, on, or across any Aircraft movement area until the airfield driver has successfully passed the License and Permit Requirements and exhibits proficiency in the following topics and skills:

- Airport layout; identify all runways and taxiways;

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- Identify the different markings, signage, and lighting associated with runways and taxiways;
- Demonstrate the ability to communicate effectively on a VHF two-way radio with the FAA Air Traffic Control Tower; the use of the International Civil Aviation Organization (ICAO) aviation alphabet (below) and proper aviation phraseology and etiquette.

Alpha	Juliet	Sierra
Bravo	Kilo	Tango
Charlie	Lima	Uniform
Delta	Mike	Victor
Echo	November	Whiskey
Foxtrot	Oscar	X-ray
Golf	Papa	Yankee
Hotel	Quebec	Zulu
India	Romeo	

- Movement Area drivers must request clearance from the FAA tower prior to entering runways, taxiways, or safety areas. While in these areas, the Movement Area driver must monitor FAA tower frequencies 121.9 MHz “Ground” or 118.7 MHz “Tower.”

6.9.2 Signals

Movement Area drivers must understand the following Radio Failure procedures and the meaning of traffic control light-gun signals to communicate with the FAA Air Traffic Control Tower.

If cell phone is available, contact Aircom at 775-328-6600.

In the event of a radio failure, after the vehicle has been cleared into the Movement Area, and there is no cell phone available, the driver should pull over with the vehicle facing the FAA Tower and flash the headlights. The movement of the vehicle will be controlled by the FAA Control Tower using a portable “light-gun,” a directional spotlight that can be illuminated in red, white, or green, as desired, or the FAA Tower may call RTAA Airside Operations to escort the vehicle out of the Movement Area.

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The following “light-gun” signals apply to vehicles operating in the Movement Area

<u>Color and Type of Signal</u>	<u>Meaning</u>
Steady Green	Cleared to cross, proceed or go
Steady Red	Stop
Flashing Red	Clear the runway/taxiway immediately
Alternating Red and Green	Exercise Extreme Caution
Flashing White	Return to starting point on Airport

If you receive the *flashing red light signal* you should exit the runway/taxiway immediately. If on a runway, take the nearest taxiway or, if not near a taxiway, go into the rocks/grass clear of the Runway Safety Area.

Movement Area drivers should have a working knowledge of the Letter of Agreement between the Reno Tower and RTAA, subject: Control of Aircraft and Vehicular Traffic on Reno-Tahoe International Airport.

6.9.3 Tower Communications

All vehicles operating on taxiways, runways, or safety areas must be equipped with a functioning VHF two-way radio. Movement Area drivers will be trained and tested by RTAA Airside Operations on the proper language and sequence of steps to communicate with the FAA ATCT. An example follows:

Establish two-way radio communication, who are you calling followed by your call sign. “Reno Ground” or “Reno Tower as appropriate”, “Maintenance 35” (call sign).

Where you are and your request: “Maintenance 35 is on the general aviation ramp at GA West, request clearance to drive north on Alpha to terminal.”

Air Traffic Control Tower (ATCT) response: “Maintenance 35, Reno Ground proceed to the terminal via Alpha, cross Runway 7-25”

Acknowledge: “Maintenance 35, Proceed to the terminal via Alpha cross Runway 7-25”

Always repeat clearances to cross runways and/or “hold-short” instructions back to the FAA Tower.

No further conversation between the vehicle and the FAA ATCT should be necessary. All messages should follow this general form.

6.10 CONDUCT OF PERSONS/DRIVERS IN THE NON-MOVEMENT AREA



6.10.1 Right-of-Way to Aircraft

A taxiing Aircraft, an Aircraft under tow, or Aircraft pushing-back from a concourse gate always have the right-of-way over motor vehicles. Any vehicle driver interfering with an Aircraft may have their AOA driving privileges suspended or revoked.

6.10.2 Driving in the Aircraft Safety Envelope

No motor vehicle shall pass under any portion of an Aircraft or operate within the marked Aircraft safety envelope at any designated air carrier gate when occupied by an Aircraft except for motor vehicles engaged in servicing an Aircraft.

6.10.3 Emergency Vehicles

Non-Movement Area drivers shall give way to any RTAA Aircraft and Rescue Firefighters (ARFF)/Fire vehicle, RTAA Airport Police Officers and/or RTAA Airside Operations vehicles with flashing red, red/blue or yellow overhead lights.

6.10.4 Vehicle Service Roads (VSR)

In the AOA designated Vehicle Service Roads (VSR) are delineated by white paint. All airfield drivers must remain in the designated vehicle service road around the concourses. The VSR's provide wingtip clearance from parked and taxiing Aircraft. Airfield drivers must remain in the VSR

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until adjacent to the appropriate concourse gate or Aircraft parking area.
Driving through an empty Aircraft envelope is not permitted.

The perimeter vehicle service roads are limited to vehicles with a maximum gross weight of 18,000 lbs. per axle or “street legal” loading, whichever is less.

6.11 ACCIDENTS IN THE NON-MOVEMENT AREA

Any vehicle driver involved in or witness to an accident on the AOA resulting in damage to any vehicle, Aircraft, or other property driven, occupied, or attended by any person, or which involved a person must:

- Notify Aircom at 775-328-6600 and report the location, number of vehicles involved and any injuries. Remain at the scene of the accident until RTAA Airside Operations and/or RTAA Airport Police Officers arrive.
- Render reasonable assistance to any injured;
- Present Airport Identification Badge and a valid State Driver's License upon request to any RTAA Airport Police Officer or RTAA Airport Duty Manager investigating the accident.

6.12 RECKLESS OR CARELESS DRIVING/OPERATIONS

No person shall operate a motor vehicle within the AOA in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.

No person shall operate a motor vehicle or other equipment within the AOA while under the influence of alcohol or any other drug that impairs or may impair the operator's physical abilities.

Any person observed driving on the AOA in a reckless or careless manner or under the influence will have their driving privileges revoked and the driver escorted off Airport property.

6.13 CARTS, PALLETS, AND IGLOOS

No person shall operate a Motor Vehicle towing more than six (6) carts in a single train.

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No person shall operate a Motor Vehicle towing more than three (3) loaded pallets or igloos or more than five (5) empty pallets or igloos.

6.14 UNLAWFUL RIDING

No person shall ride on any vehicle or upon any portion of the vehicle not designed or intended for use by passengers.

6.15 BRAKE SET

All vehicle operators shall set emergency brakes and shut off the ignition before leaving the vehicle. When the vehicle engine is running, wheel chocks must be placed before leaving the vehicle. Brakes on towable equipment must be set whenever disengaged from the tow vehicle.

6.16 RESTRICTED PARKING

No person shall park or leave unattended a Motor Vehicle or other equipment on the AOA that interferes with the use of a facility by others or that prevents the safe movement or passage of Aircraft, Emergency Vehicles, or other Motor Vehicles or Equipment.

No person shall park or leave unattended a Motor Vehicle or other equipment in a manner that may interfere with or prevent a Fueler's immediate egress from an Aircraft or any location in the event of an emergency.

No person shall park or leave unattended a Motor Vehicle or other equipment with the engine running, unless standard chocks are in place in front of and behind one of the wheels. In no event shall a parking gear be used in lieu of chocks. Nothing in this section is intended to prohibit the use of a parking gear in addition to chocks.

No person shall park or leave unattended a Motor Vehicle or other equipment within fifteen (15) feet of a fire hydrant or in such a manner as to prohibit a fire vehicle from reaching the fire hydrant.

No Motor Vehicles or equipment other than tow tugs and gasoline powered auxiliary engines shall be parked or operated within a hangar.

No person shall park in areas except in such places and for such periods of time as may be prescribed or permitted by RTAA Airside Operations.

Parking and storage of non-aeronautical vehicles and equipment must be in compliance with applicable terms and agreements approved by the RTAA.

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No parking within 4 feet of a perimeter fence.

6.17 BACKING OPERATIONS

A Motor Vehicle that is not equipped with an operator's seat providing 360 degree field of view shall not be operated in reverse, unless the operator has verified his/her route of travel is free of obstacles and a ground spotter is employed and within visual contact during the maneuver at all times. The back-up alarm shall be tested and verified as operational prior to use of the vehicle by the operator for the first time in any shift and immediately prior to attempting a backing maneuver.

6.18 LOADING AND UNLOADING OF AIRCRAFT

No person shall operate a Motor Vehicle between a parked Aircraft and any terminal while the Aircraft is engaged in ground loading or unloading of passengers.

6.19 STAGING OF EQUIPMENT

Aircraft service equipment, including carts, belt loaders, ground power units, and tugs, shall not be staged in or around an Aircraft safety envelope earlier than fifteen (15) minutes prior to the actual arrival time of the Aircraft to be serviced.

6.20 CLEARANCES

No person/driver shall park vehicles, tugs, carts or any other service equipment any closer than 4 feet from the terminal or concourse buildings.

No person/driver shall operate a vehicle or combination of vehicles under or adjacent to any structure or boarding bridge without verifying proper vehicle clearance. Any driver of a vehicle that hits and/or damages the breezeway under either concourse will be issued a citation/ticket and will be responsible for any repairs and may have their driving privileges suspended and/or revoked.

6.21 VEHICLE GATE SECURITY

When entering or exiting a security gate at RNO, it is the responsibility of the airfield driver to ensure that the gate is closed behind them prior to leaving.

It is the responsibility of the airfield driver to ensure that no unauthorized vehicle or person gains access to the AOA while the gate is open.

6.22 MOTORCYCLES, MOPEDS, AND BICYCLES

Motorcycles, mopeds, and Bicycles are prohibited on the AOA. There shall be no Bicycles ridden in the Non-Movement Area, except for RTAA staff specifically trained and authorized to ride a bike.

No person shall ride or otherwise operate a Motorcycle, moped, Bicycle, or other human powered vehicle within the AOA except with the prior approval of the RTAA Airside Operations Division.

6.23 DRIVING OVER A FIRE HOSE

A vehicle shall not be driven over any unprotected fire department hose used at any fire, Aircraft incident, or alarm of fire or during practice runs without the consent of the RTAA Fire Department official in command.

6.24 FOREIGN OBJECT DEBRIS (FOD)

It is the responsibility of all airfield drivers to remove FOD when driving on the VSR in and around the terminal and cargo ramps. If you see FOD in an area you are not authorized to enter, call Aircom at 775-328-6600.

No person shall throw or deposit upon any surface glass bottles, glass, nails, tacks, wire, cans, or any other substance likely to injure any person, Aircraft, or vehicle upon such surface.

Any person who drops or permits to be dropped or thrown upon any surface any destructive or injurious material shall immediately remove the same or cause it to be removed.

Any person removing a wrecked or damaged vehicle or Aircraft from the AOA shall remove any glass or other injurious substance dropped upon the surface from such vehicle or Aircraft.

No person shall transport waste materials and garbage within the AOA without first securing and covering such materials so as to ensure littering does not occur.

6.25 MOTOR MUST BE SHUT OFF WHEN SUPPLY TANK IS BEING FUELED

No person shall leave the engine of a Motor Vehicle or motorized equipment running while the supply tank of the equipment is being filled with fuel.

6.26 SMOKING AND OPEN FLAMES OR IGNITION SOURCES PROHIBITED

Smoking, open flames, and ignition sources are prohibited on the terminal ramp. Smoking is not permitted in Fuelers at any time.

Open flames and ignition sources including matches, cigarette lighters, flare pots, fuses, or similar open flames, welding/cutting, abrasive grinding, brazing, soldering, and other applications involving open torches or arc welders, exposed flame and radiant heaters using flammable or combustible liquids, and burning of solid refuse or fuel is prohibited on the terminal ramp.

6.27 OPERATION OF FUEL TRUCKS

All persons operating Fuelers in the AOA shall have completed and passed the training required by FAR Part 139.321, prior to operating a fuel truck on the AOA.

Aircraft Fuelers shall conform to the latest edition of IFC and NFPA Code 407 and Advisory Circulars. Any fueling equipment or other vehicle not in compliance with any of the rules and regulations established for ground vehicles will be cited and immediately removed from service by the RTAA Fire Department, RTAA Police, or RTAA Airside Operations.

No person shall leave a fuel truck unattended, except when parked in areas designated for that purpose or approved by RTAA Airside Operations.

No person shall park a fuel truck closer than ten (10) feet from another fuel truck or closer than fifty (50) feet from any building or Aircraft not being fueled or defueled.

No person shall conduct fueling operations inside hangars or enclosed buildings.

No person shall stage a fuel truck in or around an Aircraft safety envelope earlier than fifteen (15) minutes prior to the actual arrival time of the Aircraft to be fueled.

Fuel trucks shall be positioned during fueling operations with a clear path to permit rapid removal in the event of an emergency, minimizing the need for reverse and to facilitate egress upon completion of fueling.

No person shall operate a fuel truck in reverse, unless he/she has verified the route of travel is free of obstacles and a ground spotter is employed and within visual contact during the maneuver at all times.

Fuel trucks shall be removed from the Aircraft safety envelope as soon as servicing is completed.

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No person shall drive a fuel truck under any portion of the terminal building or a boarding bridge. Fuel trucks are authorized on the outer VSR only. Any deviation must be approved by RTAA Airside Operations.

No Aircraft fueling is permitted on the Aircraft parking spots on the North ramp (N1-N5) or the South ramp (S1-S5) except as authorized by RTAA Airside Operations.

6.28 FUEL SPILLS

See section 4.7 of this document for detailed instructions.

Both the fuel provider and aircraft ground handler are responsible for the control, containment, and clean-up of all fuel spills and fuel absorbent materials. Reporting and documentation of any spill incident is an RTAA requirement and all spills must be immediately reported to Aircom (775) 328-6600.

6.29 MOTOR VEHICLE AND EQUIPMENT SAFETY STANDARDS

6.29.1 Vehicle Permits

All motorized vehicles operating in the AOA that are permanently assigned to operate at RNO must have an orange vehicle permit attached to the rear of the vehicle behind the driver on the bumper or just above where a bumper would be and is not obscured by other signs or other parts of the vehicle.

Any airline or tenant adding or replacing a motorized vehicle, i.e. tugs, belt loaders, to their inventory must pass an inspection by RTAA Airside Operations and obtain an orange vehicle permit before they are permitted in or driven on the AOA.

Once a motorized vehicle has passed the vehicle inspection and has the orange vehicle permit that vehicle must be maintained in the same condition; i.e. headlight(s) operational, inflated tires, no fluid leaks, etc.

No Motor Vehicle or other equipment shall be operated within the AOA unless the Motor Vehicle or equipment is in safe operating condition and repaired in accordance with the manufacturer's instructions and accepted industry standards.

No vehicle shall be altered from the original manufacturer's standards. At a minimum, all Motor Vehicles and other equipment shall be equipped with the safety equipment and devices specified in this chapter and all other applicable codes.

Trailers, semi-trailers and carts shall not be permitted on the AOA unless they are equipped with reflector buttons and proper brakes so that neither Aircraft propeller/jet blast nor wind will cause them to become free rolling when disengaged from a towing vehicle.

Positive locking couplings are required on all towed equipment.

6.29.2 Motor Vehicle Headlights

The following are minimum Motor Vehicle safety and warning light requirements. Headlights/lights required by this section shall be of enough illumination to ensure safe operations during nighttime hours and low visibility. Vehicle headlights must be operational prior to official sunset and remain operational until after official sunrise. The official sunset and sunrise chart used for Reno, NV is published by the US Naval Observatory, Washington, DC.

- All Motor Vehicles operated within the AOA except Motor Vehicles designated for only one headlight, shall be equipped with two (2) functioning headlights and one or more taillights and brake lights. Tow tugs and other specialized ramp units that are manufactured with taillights only need not be specially equipped with brake lights. Headlights and taillights must be illuminated while operating at night.
- All Motor Vehicles, other than emergency vehicles operating on Aircraft movement areas shall display an overhead amber flashing and rotating light. During the day, a large International orange and white checkered flag (minimum 36 in x 36 in) may be substituted for an amber flashing light.
- Baggage and cargo carts shall be equipped with reflectors or reflective tape installed or placed in such a manner as to be visible from the front, sides, and rear of the cart (amber color on the front and front sides, red on the rear and rear sides). Reflectors shall be standard truck type; reflective tape shall have an area of not less than sixteen (16) square inches with a minimum width of two (2) inches.

6.29.3 Motor Vehicle and Equipment Brakes

Motor Vehicles operating within the AOA shall be equipped with a properly functioning brake system in accordance with generally recognized industry standards for that type of vehicle.

Baggage carts, cargo carts, and other equipment requiring a tow vehicle shall be equipped with properly functioning independent brake systems.

6.29.4 Motor Vehicle Windows and Mirrors

Motor Vehicles operating within the AOA shall be equipped with at least one mirror adjusted to give the operator a clear view behind the vehicle for a distance of at least two hundred (200) linear feet and peripheral view of 180 degrees. Tugs, carts, belt loaders, or power units being towed need not be equipped with a mirror.

Windows, including windshields, of motor vehicles or other equipment shall be free of cracks, blisters, discoloration, signs, stickers, or other defects or materials that block or cause distortion of the operator's vision.

6.29.5 Vehicle Marking Standards

All authorized motorized vehicles operating in the AOA shall be properly marked with the company/agency name/logo displayed on both sides of the vehicle. For visibility the company/agency name/logo must be a minimum of 10" in height. Magnetized signs are acceptable.

Aircraft Fuelers shall conform to the latest edition of IFC and NFPA Code 407 labeling requirements.

6.29.6 Vehicle Maintenance

No person shall service, paint, overhaul, or otherwise maintain a Motor Vehicle or other equipment in the AOA except in an area approved for that use by RTAA Airside Operations and the Airport Economic Development Department. Immediate emergency repairs required to move a stalled vehicle or other equipment are permitted.

No Aircraft or vehicle maintenance will be authorized on Aircraft parking spots N1 – N5 (North ramp) or S1 – S5 (South ramp) except as authorized by RTAA Airside Operations.

6.30 STORAGE OF MOTOR VEHICLE AND EQUIPMENT

Motor Vehicles and other equipment shall not be stored on the AOA except in areas designated by RTAA Airside Operations. Vehicles and equipment stored in designated areas shall be in good operating condition so they may be moved without delay upon request.

Motor Vehicles or other equipment on the AOA shall be returned to designated storage areas immediately following use.

Any vehicle out of useful service for more than sixty (60) days shall be removed from the AOA.

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Vehicles stored in designated parking areas shall be moved for pavement maintenance purposes upon request from RTAA Airside Operations.

Motor Vehicles and other equipment determined to be abandoned by RTAA Airside Operations may be removed from the AOA by the RTAA at any time and any costs borne by the removal may be billed to the owner of the property.

6.31 *FIXED BASE OPERATOR RESPONSIBILITIES AND LIABILITIES*

6.31.1 Operations on FBO Areas

All rules and regulations under **Section 6 - Driving**, shall apply to FBO motor vehicles operating on all FBO areas. Each FBO is responsible for ensuring that every operator of a motor vehicle upon their leasehold is familiar and complies with this regulation. Vehicles of hangar tenants and any other vehicles entering an FBO's area must be properly insured and registered and be operated by a licensed driver; proof of this must be provided on request.

6.31.2 FBO Responsibility

Any vehicle operating within an FBO area is the direct responsibility of the FBO, and the FBO shall be liable for all injury or death to persons or damage or destruction of property caused by the vehicle.

6.32 *VIOLATIONS, PENALTIES AND APPEALS*

6.32.1 Penalties for Traffic Violations in the AOA

The Airport issues violation notices for driving offenses on the airfield, so that airfield drivers will take the Airport's driving rules and regulations seriously.

Receipt of one written warning will result in the suspension of that operator's AOA driving privileges for 24 hours and a requirement to re-take drivers training.

Receipt of a second written warning will result in the revocation of the operator's AOA driving privileges for 72 hours and a requirement to re-take driver's training.

A third written warning will result in the permanent revocation of the operator's driving privileges.

The RTAA will provide a copy of all written warnings issued to any vehicle operator to the Station Manager of an airline or representative of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s) for the written reply of remedial action taken.

Nothing in this Chapter shall prevent the use of a verbal warning, issuing a written citation, the revocation of a person/driver's airport ID badge and/or removal from the AOA by an RTAA Police Officer or RTAA Airport Duty Manager.

6.32.2 Penalties for Specific Violations

A person found in violation of the following shall be subject to immediate revocation of his/her AOA driving privileges:

- Not yielding to the Right-Of-Way of Aircraft
- Reckless or Careless Driving/Operations
- Under the Influence of alcohol or drugs
- Operating a Motor Vehicle when his/her Driver's License, Permit or AOA driving privilege is suspended or revoked.
- Failure to meet insurance requirements.
- Failure to obey an Airport Police Officer, RTAA Airport Duty Manager, Fire Personnel, Security, or an authorized flagman.
- Operating a vehicle adjacent to, on, or across any Aircraft Movement Area contrary to formal exceptions.
- Entering a Movement Area when not authorized for such.

6.33 APPEALS

A person receiving a written warning may appeal such warning within six (6) calendar days. FAA citations shall not be appealed at the RTAA level.

6.33.1 Appeal Procedure

The appellant shall submit his/her appeal in writing to the Manager of Airport Operations.

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The Manager of Airport Operations shall within six (6) calendar days of receipt of the appeal, appoint an Appeals Committee consisting of:

- Two (2) representatives of the RTAA including the Manager of Airport Operations as the Chairperson plus one more RTAA Management representative;
- One (1) representative of the tenant airline or;
- One (1) representative of a Fixed Base Operator or;
- One (1) representative of a tenant organization.

The Appeals Committee will, within twenty (20) calendar days of appointment, meet as often as necessary to accomplish the following:

- Review all pertinent documents and facts;
- Interview the appellant, complainant, and any witnesses;
- Reach a decision by majority vote;
- Provide a Committee decision consisting of either overturning the warning notice or upholding the warning notice.

The decision of the Appeals Committee or FAA shall be final.

6.34 SUSPENSIONS AND REVOCATIONS

Written warnings resulting in suspension or revocation of AOA driving privileges may be appealed in the manner described above. Suspension of AOA driving privileges shall not become effective until seven (7) calendar days after issuance of the warning notice or until completion of the appeal procedure, providing the warning notice is upheld. *Any revocation may be effective upon issuance of the warning notice under certain circumstances.*

The RTAA will not be held liable for any impact upon employment status resulting from suspension or revocation of AOA driving privileges.

7 AIRPORT SECURITY

7.1 GENERAL

The Reno-Tahoe International Airport Security Program contains sensitive security information. RNO will restrict the distribution, disclosure and availability of Sensitive Security Information (SSI) to persons with a need to know; and shall refer all requests for SSI by other persons to the Transportation Security Administration (TSA).

7.2 SECURITY RESPONSIBILITIES

Every RNO badge holder has an obligation to contribute to the security of the Airport. Most importantly, badge holders are expected to remain vigilant while in the restricted areas of the Airport. If a badge holder sees any suspicious activity, they must report it to Aircom as soon as possible.

7.3 CHALLENGING

Every individual in the RNO Security Identification Display Area is required to display their RNO badge at all times. All employees are responsible for being aware of others in restricted areas and for challenging any person who is not displaying their badge.

7.4 ALARMS

All doors and gates leading into restricted areas are armed with access control system devices. Any attempt to use the door without using proper access control processes will generate an audible alarm. Any badge holder that causes, witnesses or comes upon an alarm must contact Aircom immediately to assist in the resolution of the alarm.

7.5 RANDOM INSPECTIONS

Every RNO badge holder is subject to random inspection of their badge and/or accessible property while in or entering the restricted areas of the Airport.

7.6 BADGE RETURN

RNO badges are the property of the RTAA. Companies that sponsor badges are responsible to ensure any RNO badge issued to an employee is returned to the Airport when that employee is no longer employed. Companies will be assessed a \$150 fee for failure to

return a badge. Failure to return may also result in a federal civil case with associated civil penalties being brought against the sponsoring company.

7.7 LOST BADGE

Badge holders are responsible for the safekeeping of their RNO issued security badges and IDs. If a badge is ever lost or stolen, the badge holder must report the loss to Aircom immediately. The badge holder will be charged a \$50 lost badge fee.

7.8 AVIATION SECURITY VIOLATIONS - SAFE

To help promote security, the Reno-Tahoe International Airport has developed the Security Awareness For Everyone program (SAFE). SAFE combines security education in the form of the interactive training that everyone receives at the time of badging, positive reinforcement via the Lurking Louie program, ongoing reminders of responsibilities during inspections of tenant leasehold areas and during random SIDA badge checks on the ramp. Because failed security can have such a serious impact on everyone's welfare, we also have a punitive arm to SAFE in order to reprimand those that neglect their security responsibilities.

The punitive element of SAFE seeks to hold every badge holder accountable for abiding by the Airport's security rules. Offenses are classified by the seriousness of the infraction and number of offenses.

7.9 APPEAL

Individuals faced with the permanent revocation of their badge have the right to appeal. The appeal must be made in writing to the Vice President of Operations & Public Safety of the Reno-Tahoe Airport Authority within 14 calendar days of the date on their revocation letter.

7.10 PHYSICAL SECURITY

All tenants and staff are responsible for ensuring the physical security of their property and work area.

- Portals: Doors and gates leading into a restricted or secured area of the Airport must be securely shut. It is each user's responsibility to ensure a door or gate that they have used is securely closed behind them. Failure to do so may result in a security violation.

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- Clear zone: A four foot clear zone is required on both sides of the Airport's perimeter fence. No equipment or debris may accumulate within four feet of the perimeter fence. Failure to maintain a four foot clear zone may result in a security violation.
- No Piggybacking: When accessing a restricted area through an access controlled door that is marked with a STOP sign, all Airport badge holders must present their own badge to gain access. Do not provide access through the door to anyone else unless you are escorting that individual. Failure to do so may result in a security violation.

7.11 BADGES

Airport security badges or AOA IDs are required for individuals to have unescorted access to the restricted and secured areas of the Reno-Tahoe International Airport. All individuals accessing or moving within the restricted or secured areas must possess a valid RNO Security Badge or ID or a credential recognized by RNO or be under approved escort ***AT ALL TIMES*** while in these areas. Security badges must be displayed while in the SIDA areas of the airport.

Badge Requirements: All tenant employees operating in the restricted or secured areas (SIDA, Sterile, AOA) of the Airport must be issued an Airport security badge or AOA ID.

7.12 AUTHORIZED SIGNATORIES

A company may become an authorized signatory for RNO badges if sponsored by an RTAA Department. An individual who is designated as an Authorized Signatory may sign badge applications for their company's employees. Authorized Signatories must:

- Complete an authorized signatory application (if they do not hold an RNO security badge).
- Present valid identification to prove identity per U.S. Citizenship and Immigration Service I-9 requirements (www.uscis.gov/files/form/i-9.pdf)
- Pass a fingerprint-based Criminal History Records Check
- Pass a TSA Security Threat Assessment
- Take annual Authorized Signatory training.

7.13 RNO SECURITY BADGE

In order to hold an RNO security badge, individuals must:

- Complete a Badge Application signed by an Authorized Signatory
- Present valid identification to prove identity per U.S. Citizenship and Immigration Service I-9 requirements (www.uscis.gov/files/form/i-9.pdf)
- Pass a fingerprint based Criminal History Records Check
- Pass a TSA Security Threat Assessment
- Pass appropriate training (initial and recurrent training is required)
- Pay appropriate badging fee
- Renew badge as required (every two years for tenants, every year for contractors)

7.14 AOA ID

In order to hold an AOA ID, individuals must:

- Complete AOA ID Application signed by an Authorized Signatory
- Present valid identification to prove identity per U.S. Citizenship and Immigration Service I-9 requirements (www.uscis.gov/files/form/i-9.pdf)
- Pass a TSA Security Threat Assessment
- Pay appropriate ID fee
- Renew ID as required (every two years)

7.15 ACCESS

Access areas are designated by the color of the badge issued to the individual.

- Green: Allows access in all areas of the Airport - including the aircraft safety envelope.

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- Blue: Allows access in all areas of the Airport - excluding the aircraft safety envelope.
- Gray: Allows access to cargo areas only
- Orange: Allows access to sterile area (concourses past security screening) only.
- AOA ID: Allows access to specific area of the AOA in which their company or FBO is located.

The Airport may assign other colors to designate individuals working on special, short-term projects.

7.16 DRIVING AND ESCORT AUTHORIZATIONS

Authorizations for driving and escort are indicated on an individual's badge. Requests for these authorizations must be requested by an Authorized Signatory on the individuals' badge application. Individuals with driving authority must possess a valid US driver's license and must pass appropriate driving test for Movement (annual training required) and/or Non-movement areas.

7.17 STERILE AREA

The sterile area of the Airport includes all areas beyond the passenger screening checkpoint, up to each door exiting onto the ramp.

7.17.1 Sterile Area Employees

Any employee that works in the sterile area of the Airport (other than those employed by the Airport, government or air carriers) must access the sterile area through the screening checkpoint. If the checkpoint is not open, follow protocols for inspection by RTAA Security.

7.17.2 Sterile Area Goods

Any good or food bound for sale in the sterile area must be screened or inspected.

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8 AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF)

8.1 GENERAL

The RTAA will coordinate its AEP with law enforcement agencies, rescue and firefighting agencies, medical personnel and organizations, the principal tenants, and all other persons who have responsibilities under the AEP.

The RTAA will coordinate participation by all facilities, agencies, and specific individuals in the development of this AEP.

The RTAA will ensure that all Airport personnel having duties and responsibilities under the AEP are familiar with their assignments and are properly trained.

The AEP will be reviewed at least once every 12 months with all of the parties with whom the plan has been coordinated. The Airport will hold a full-scale AEP exercise at least once every 3 years.

See the RTAA AEP in its entirety under separate cover.

8.2 FIRE INSPECTIONS

Airport Fire Department personnel conduct bi-annual inspections on all hangars, offices and buildings for compliance with the Uniform Fire Code requirements and as well as safety codes. Follow up inspections will be conducted when unsatisfactory items are found. Inspection records are maintained in the Airport Fire Station for at least 24 months.

The Fire inspection policy for all hangars at RNO is as follows:

8.2.1 Commercial Aeronautical Operators

Tenant is responsible for complying with all provisions of its lease or Commercial Aeronautical Activity Permit or Commercial Aeronautical Operating Agreement, including but not limited to providing, maintaining, and adhering to all IFC and NFPA Code 407 requirements and prevention-related items. This may include, but is not limited to NFPA approved fire extinguishers, annual inspections, fire extinguisher testing, IFC rated oily rag containers, drip pans and metal garbage cans.

Permission and right of entry are granted under IFC *104.3 Right of Entry*. Tenants will be subject to all guidelines set forth in *Chapter 20* of the IFC, as it may be amended from time to time, with or without notification to tenants.

8.2.2 Non-Commercial Hangar Tenants

Non-commercial hangars are those hangars that are privately owned (located on RNO) or hangars leased by the RTAA intended solely for the purpose of personal and private aircraft use and storage and not used for Commercial Aeronautical Activity.

Tenants are responsible for providing, maintaining, and adhering to all IFC and NFPA Code 407 requirements and fire prevention-related items. This may include, but is not limited to NFPA approved fire extinguishers, approved 14-gage 50-foot extension cords, annual inspections, fire extinguisher testing, IFC rated oily rag containers, drip pans, metal garbage cans with lid, and No Smoking signs.

Tenant hangars will be inspected on an annual basis, scheduled and conducted by the RTAA Fire Department. Permission and right of entry are granted under IFC 104.3 Right of Entry. Tenants will be subject to guidelines set forth in Chapter 20 of the IFC, as it may be amended from time to time, with or without notification.

8.2.3 Inspection and Right of Entry

Per Section 106 of the IFC, the fire code official is authorized to enter and examine any building, structure, vehicle or premises for the purpose of enforcing the fire code.

Per Section 104.3 of the IFC, whenever it is necessary to make an inspection to enforce the provisions of this code, or whenever the fire code official has reasonable cause to believe that there exists in a building or upon any premises any conditions or violations of this code which make the building or premises unsafe, dangerous or hazardous, the fire code official shall have the authority to enter the building or premises at all reasonable times to inspect or to perform the duties imposed upon the fire code official by this code. If such building or premises is occupied, the fire code official shall present credentials to the occupant and request entry. If such building or premises is unoccupied, the fire code official shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the fire code official has recourse to every remedy provided by law to secure entry.

Per Section 104.3.1 of the IFC when the fire code official has first obtained a proper inspection warrant or other remedy provided by law to secure entry, an owner or occupant or person having charge, care or control of the building or premises shall not fail or neglect, after proper request is made to permit entry therein by the fire code official for the purpose of inspection and examination pursuant to this code.

8.3 COMMON FIRE SAFETY HAZARDS

8.3.1 Housekeeping

- No Smoking Signs clearly posted.
- Combustible rubbish stored in non-combustible metal containers with lids.
- Oily rags and such stored in approved closed containers with self closing lids.
- Flammable and combustible liquids, when over 10 gallons must be stored in a liquid storage cabinet labeled “Flammable-Keep Fire Away”. Doors must be well fitted, self closing, equipped with a latch and UL listed.
- Provide drip pans under aircraft for fuel/lubricant leaks.
- Aircraft work is limited to the exchange of parts and maintenance; no open flame permitted.
- List all items in storage boxes with content label affixed to the outside of the box.
- Remove trash daily.
- Keep hallways, corridors and aisles clear of storage and clutter.
- Keep storage down 24” from ceilings (18” below fire sprinkler heads.)
- Combustible materials should not be stored within 36” of a heat producing appliance (i.e. water heater.)

8.3.2 Electrical

- Extension cords shall not be used as a substitute for permanent wiring and only used with approved, portable appliances. The amperage capacity shall not be less than the rated capacity of the portable appliance supplied by the cord.
- Do not use multi-plug appliances that do not have built in circuit protection.
- Do not run wiring through walls, doors or under carpet.
- Maintain 36” of clear space in front of electrical panels and fire extinguishers.

8.3.3 Exits

- Ensure exit signs are illuminated, where applicable.
- Check that emergency egress lights are operational.
- Keep EXIT doors clear.

8.4 FIRE PROTECTION SYSTEMS

Built in fire protection systems (fire sprinklers, fire alarms) along with portable fire extinguishers are a first line of fire safety. These systems must be inspected and maintained to ensure their proper operation, in the event of a fire.

8.4.1 Fire Sprinklers

- Shall be inspected and tested annually by a Nevada-licensed fire sprinkler contractor.
- Valves and shutoffs labeled and secured.
- Fire Department Connections (FDC) clear and accessible, caps in place and secured.

8.4.2 Fire Alarms

- Shall be inspected and tested annually by a Nevada-licensed fire alarm system contractor.

8.4.3 Fire Extinguishers

- Fire extinguishers in approved areas and inspected and serviced yearly by a State of Nevada authorized fire extinguisher company.
- Keep area around fire extinguisher free and clear and provide clear access. Recommend a 36" red line/box showing clearance in front of fire extinguishers and electrical panels.
- The minimum size fire extinguisher is one (1) 2A-10BC UL listed. Mounted 3' to 5' above the floor, near exits and no more than 30' travel distance.

- Serviced annually by a Nevada-licensed fire extinguisher service company.

8.5 COMPLIANCE AND REPAIRS

Upon written notification by the fire code official of any fire code violations, tenant will receive written notification of the time period in which to comply with or repair any violations. Should tenant not comply with any fire inspections or written requirement to comply or repair any violations within the stated time period, tenant will be noticed per the terms of their lease agreement, between the RTAA and tenant that they are in default of the lease agreement.

8.6 HANDLING AND STORING OF HAZARDOUS SUBSTANCES AND MATERIALS

No person may, without prior permission of the President/CEO or designee, keep, transport, handle, or store at, in or upon the Airport any cargo of explosives or other hazardous articles which are barred from loading in, or for transportation by civil aircraft in the United States under the current provisions of regulations promulgated by the United States Department of Transportation, the FAA or by any other applicable authority. Compliance with said regulations will not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle or store such explosives or other dangerous articles at, in or upon the Airport. Advance notice of at least 24 hours must be given to the President/CEO or designee to permit full investigation and clearances for any operation requiring a waiver of these rules and regulations.

No person may offer, and no person may knowingly accept, any hazardous article for shipment at the Airport unless the shipment is handled and stored in full compliance with current federal aviation regulations.

Any person engaged in the transportation of hazardous articles must have designated personnel at the Airport authorized and responsible for receiving and handling such shipments in compliance with state and federal regulations.

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

8.7 STORAGE OF EQUIPMENT

Unless otherwise provided for by a contractual agreement, no person will use any area of the Airport, including buildings, whether privately or publicly owned, for the storage of cargo or any other property or equipment without the prior written permission of the

Section 8 – Aircraft Rescue and Fire Fighting (ARFF)

President/CEO or designee. The President/CEO or designee will have the authority to order the cargo or any other property removed and stored at the expense of the owner or consignee without responsibility or liability by the Authority.

9 LANDSIDE OPERATIONS

9.1 COMMERCIAL TRANSPORTATION VEHICLE RESTRICTIONS

Commercial transportation vehicles, buses, limousines, taxi cabs, transportation network company (TNC) vehicles or vans configured for multiple passengers, are prohibited from operating on the AOA unless approved and escorted by RTAA Airport Operations.

RTAA Airport Operations can delegate the escort to an Airport employee or tenant employee with a valid Airport ID Badge with driving and escort privileges. The escort vehicle must be a licensed vehicle and display the proper orange permit on the left rear of the vehicle.

During emergency incidents, vehicles may be escorted by RTAA Airport Operations, Airport Police, ARFF or any other RTAA department as approved by RTAA Airport Operations or the Incident Commander.

9.2 GROUND TRANSPORTATION (GT) OPERATIONS

Any transportation company may drop off passengers on the front curb of the terminal building. This includes taxicabs, TNC vehicles, limousines, shuttles and motor coach bus companies from the region or from another state.

Passenger pick-up by ground transportation companies is only allowed to be conducted in areas designated by RTAA and then only after acquiring a Ground Transportation Permit from the Landside Operations Division. The approved customer pick-up area for taxi cabs, limousines, busses, vans and shuttles is located inside the fenced GT area north of the terminal baggage claim outside of Door D. The approved pick-up area for TNCs is located immediately north of and outside of the fenced GT Area along the curb at shelters labeled “Rideshare.” All properly permitted companies must register each vehicle in their fleet that will be used for passenger pick-up and install an Airport provided transponder on all registered fleet vehicles. The only exception is that TNC vehicles will not be required to install transponders. Approved and permitted transportation providers must pick-up passengers outside baggage claim door “D” inside or outside of the GT Area as outlined above. This includes pick-up of disabled passengers.

In order to limit/control the number of vehicles in the ground transportation pick-up area, dispatching and staging areas have been established for all ground transportation vehicles. The location of these dispatching and staging areas may be modified at the discretion of the Authority.

A taxi queueing area (holding lot) has been established for taxis and is regulated via an automated dispatch system that maintains a set target number of taxis in the ground

Section 9 – Landside Operations

transportation area for customer access. The lot is located at the corner of Terminal Way and Villanova.

Located just north of the taxi queueing area is a staging area that has been established for bus and shuttle staging for use during events that require large transport lifts out of the ground transportation area. These vehicles are manually dispatched by RNO Airport or event staff as space in the ground transportation area permits.

Finally, a first-in-first-out (FIFO) lot has been created for TNC vehicles in an area south of Vassar Way. The FIFO lot is a staging/dispatch lot that is regulated by the TNC companies to dispatch TNC drivers once a hail from a customer is received.

For all of the above, see Appendix E.

9.3 PARKING

These are the parking designations in use at the RTAA:

- Red Zones: No stopping, standing, or parking. For emergency vehicles only.
- Blue Zones: Handicapped parking only.

Violators of the above parking rules or posted signage may be issued a citation and/or be towed by RTAA at the owner's expense.

9.4 TENANT PARKING AREA

RTAA and tenant employee parking areas are provided for employees. There are three designated lots; Green Lot, Yellow Lot and Blue Lot. These lots are located along the southern and eastern side of the loop roadway system and marked with signage identifying each. Upon their hire, each employee is directed to the Landside Operations office to acquire a proximity card for access to one of the three gate-controlled employee lots. The proximity card is designed to allow access in and out of the employee parking lots and the gate system is designed to restrict access to one entry and one exit each time. This restriction is in place to eliminate the possibility of passback entry so that cards cannot be shared. Employees found sharing proximity cards will be at risk for losing parking privileges at the RNO Airport. Tenants are advised that parking in employee parking areas is permitted for work purposes only. When travelling for personal reasons, tenants are advised to park in public areas and pay for their parking.

9.5 CREW PARKING

Non-domiciled airline crew members have two options for parking. They are assigned to a designated “crew” parking lot located at the northwest corner of Plumb Lane and Terminal Way or are offered an option to park in the Long-term Surface Lot for a higher cost.

The crew lot is not gate controlled. Instead, crew members are issued a uniquely numbered hang tag that must be displayed in the vehicle when utilizing the parking area. Vehicle license plates belonging to the crew member are registered to each hang tag and the lot is monitored regularly by Landside staff. Proof of vehicle registration is required at the time the permit is issued. Crew members are provided with warnings if hang tags are not displayed. Crew found sharing hang tags will be at risk of losing parking privileges at the RNO Airport. Additionally, violators found parking in this area that have not been issued a hang tag will be cited.

Crew opting to park in the Long-term Surface Lot are issued a photo badge that allows them to exit with their registered vehicle from the parking area without charge. The monthly fee paid is offered in lieu of a per use cost. Crew found removing vehicles from the Long-term Surface Lot other than their own will be at risk of losing parking privileges at the RNO Airport.

9.6 VIOLATIONS AND PENALTIES

Any commercial vehicle, taxi, TNC, shuttle, motor coach or limousine company found in violation of any part of this Section may receive a written warning or citation and may, depending on the seriousness of the offense, be suspended from operating at the RNO Airport and have the company transponder deactivated for a period of time (temporarily or permanently), as determined by the Manager of Landside Operations.

9.7 PEDESTRIAN TRAFFIC

Landside pedestrian traffic is required to use the sidewalks and crosswalks to cross the loop road between the parking garage and the terminal at all times.

Pedestrians are required to use the crosswalk when crossing Terminal Way. There are two crosswalks that can be utilized; one that is located at the Northwest end of the loop road, and the second one is on the corner of Terminal Way and Plumb Lane. All pedestrians are required to use the sidewalks and are prohibited to cross through the parking garage to access these crosswalks.

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10 ENFORCEMENT

10.1 VIOLATION OF RULES AND REGULATIONS

The RTAA shall have the responsibility and authority to monitor compliance with all RNO Airport Rules and Regulations. Violations of the RNO Airport Rules and Regulations will be handled in accordance with established procedures and may include verbal or written warnings or other appropriate measures. Observance of the RNO Airport Rules and Regulations shall be a condition under which all persons may use the facilities of the Airport, and failure to observe and comply with, and the violation of any provision of the RNO Airport Rules and Regulations, shall result in appropriate penalties.

10.2 CEASE AND DESIST ORDERS

The President/CEO or designee may order any person to cease and desist any activities or conduct that is noncompliant with the RNO Airport Rules and Regulations, policies, standard procedures or directives.

10.3 REMOVAL FROM OR DENIAL OF ACCESS TO AIRPORT

The President/CEO or Chief of Operations and Public Safety Officer when designated, may deny access to or order any person removed from RNO who knowingly fails to comply with a trespass or cease and desist order. Such order will set forth the reasons and dates on which removal or denial of access will begin and end.

10.4 PROCEDURE FOR REMOVAL

In addition to any penalties provided by RTAA resolutions, RNO Airport Rules and Regulations, state and federal law, the Federal Aviation Regulations, or any other applicable law, rule, or regulation, any person violating these rules and regulations may be promptly removed or ejected from RNO for a reasonable amount of time by or under the authority of the President/CEO. Furthermore, upon the order of the President/CEO, such person may be deprived of the further use of RNO and its facilities pending an appeal of the matter to the RTAA's Board of Trustees.

In contingencies not specifically covered by the RNO Airport Rules and Regulations, the President/CEO is authorized to make such decisions according to the circumstances then existing. These decisions may be reviewed at the next regular meeting of the RTAA's Board of Trustees upon the appeal of any aggrieved person.

10.5 REMOVAL OF PROPERTY

The RTAA may remove or cause to be removed from any restricted or reserved areas, any roadway or right-of-way, ramp, runway, taxiway, or any other unauthorized area or structure at RNO, any property which is disabled, abandoned or unattended which creates an operations problem, nuisance, security or safety hazard, or which otherwise is placed in an illegal, improper or unauthorized manner. Any such property may be removed or caused to be removed by the RTAA to an impound area or such other area designated by the RTAA.

Any property impounded by the RTAA will be released to the owner or operator thereof, upon proper identification of the property, provided that the person claiming it pays any towing, removal or storage charges and any other accrued fees. The RTAA will not be liable for any damage which may be caused to the property or loss or diminution of value which may be caused by the act of removal.

10.6 SEVERABILITY

The provisions of the RNO Airport Rules and Regulations will be severable, and if any of the provisions hereof will be held to be unconstitutional or invalid, such determinations will not affect the constitutionality or validity of any of the remaining provisions of these rules and regulations.

It is hereby declared to be the RTAA's intent that such remaining provisions would have been adopted had such unconstitutional or invalid provision or provisions not been included herein.

10.7 POSTING OF RULES AND REGULATIONS

A copy of the RNO Airport Rules and Regulations shall be maintained in the office of the President/CEO, the RTAA Operations Department, and in the office of the RTAA Legal Counsel. The RNO Airport Rules and Regulations are available to all applicants and interested parties on the TNO public website <http://www.renoairport.com> under the heading Airport Authority on the Airport Authority page.

10.8 CHANGING AND REVISING OF RULES AND REGULATIONS

The RNO Airport Rules and Regulations may be updated as may be deemed necessary by the President/CEO providing that the changes do not conflict with the general policy of the RTAA Board of Trustees.

11 DEFINITIONS

General – As used in these RNO Airport Rules and Regulations, unless the context otherwise requires, the words and terms defined herein have the meanings ascribed to them in the section specified herein.

Accident – A collision between one aircraft or vehicle and another, aircraft, vehicle, person, or object that results in property damage, personal injury, or death. (AC No. 150/5210-20 Ground Vehicle Operations on Airports)

Aircom – Incident Command staff during an emergency.

Aircraft – A device that is used or intended to be used for flight in the air. (AC No. 140/5210-20 Ground Vehicle Operations on Airports)

Airside – Areas of an airport that support Aircraft activities. (AC No. 150/5210-20 Ground Vehicle Operations on Airports)

Airport – The Reno-Tahoe International Airport (**RNO**) owned and operated by the Reno-Tahoe Airport Authority (**RTAA**) including all of the real property and easements, improvements and appurtenances, structures, buildings, fixtures, machinery and other tangible personal property or interest in any of the foregoing, now owned or hereafter leased or acquired by the RTAA and operated within the exterior boundaries as now exist on the Airport Layout Plan or Exhibits, or as it may hereinafter be extended, enlarged or modified.

Airport Emergency Plan (AEP) – Plan that provides guidelines for how to respond in an emergency including, but not limited to accidents, disabled aircraft, Terminal Evacuation.

Airport Identification Badge – See “Valid Airport Identification Badge”

Air Operations Area (AOA) – Those movement and non-movement areas (FAA, Airport Vehicle Operator Safety Study Guide) of the Airport designed and constructed for the landing and takeoff, taxiing, parking, operating and other operations of aircraft as they now exist or hereafter may be developed, extended or improved from time to time including areas designated for aircraft storage, and all restricted ground areas of the Airport including taxiways, runways, ramps, parking areas and everything inside the perimeter fence.

Aircraft Parking Envelope – An area designated on the exterior of each concourse for aircraft parking, servicing and cargo handling. The Aircraft Parking Envelope is outlined in white and only vehicles authorized because of function are allowed.

Airport Police Officer – See “Law Enforcement Officer”

ASC – Airport Security Coordinator

Section 11 - Definitions

Airport Security Program (ASP) – Those facilities and procedures adopted and put into use by the RTAA pursuant to the requirements of 49 CFR Part 1542 designed to prevent and deter persons and vehicles from unauthorized access to the AOA.

Airport Traffic Control Tower (ATCT) – A service provided by the FAA to control the movement of aircraft, vehicles and pedestrians in the Movement Area. Air Traffic Controllers are responsible for the safe, orderly, and expeditious flow of air traffic. (AC No. 150/5210-20 Ground Vehicle Operations on Airports)

RTAA Airport Duty Manager – Those individuals responsible for and authorized to enforce FAA 14 CFR Part 139 Certification of Airports, RNO Airport Rules & Regulations and 49 CFR Part 1542 Airport Security to ensure the safety, security and efficient flow of aircraft and passengers at RNO.

Apron or Ramp – A defined paved area on an airport intended to accommodate aircraft for the purposes of loading or unloading passengers or cargo, refueling, parking or maintenance. (AC No. 150/5210-20 Ground Vehicle Operations on Airports)

Authorized Emergency Vehicle – A vehicle permitted to depart from certain traffic laws when equipped and operated in the manner provided by law; this includes RTAA Police, Fire (ARFF), and Airport Operations.

Bicycle – A device propelled by human power upon which a person may ride, having two tandem wheels either, of which is over fourteen inches in diameter, or every such device generally recognized as a bicycle though equipped with two front or two rear wheels, except a moped. (NRS 484A.025)

Bus - A vehicle owned by the State, a political subdivision or a private school or nursery, designed for carrying more than ten (10) passengers and used for the transportation of persons, or a vehicle, other than a taxicab, designed and used for the transportation of persons for compensation. (NRS 484A.030)

Commercial Aeronautical Activity – Any activity conducted at RNO which involves, makes possible or is required for the operation of aircraft or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft rental, sightseeing, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultra-light operations, aircraft sales and service, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts and aircraft storage.

Commercial Aeronautical Activity Permit – A short-term agreement between the RTAA and a Commercial Aeronautical Operator that allows the Commercial Aeronautical Operator to conduct one or more Commercial Aeronautical Activities on the Airport on an intermittent basis not to exceed six (6) times per year.

Section 11 - Definitions

Commercial Aeronautical Operating Agreement – a long-term (greater than 1-year in duration) agreement between the RTAA and a Commercial Aeronautical Operator that allows the Commercial Aeronautical Operator to conduct one or more Commercial Aeronautical Activities on the Airport.

Commercial Aeronautical Operator (Operator) – any person or entity conducting Commercial Aeronautical Activities on the Airport and includes, but is not limited to, employees, agents or invitees of Operator and/or its contractors, suppliers and material men.

Drive Lane – A portion of the non-movement area, loading ramps and parking areas designated and marked by the Airport for motor vehicle traffic.

Driver – Every person who drives or is in actual physical control of a vehicle. (NRS 484A.080)

Driver's License – Any license or permit to drive a motor vehicle issued under the laws of this State including any temporary license or instruction permit; the privilege of any person to drive a motor vehicle whether or not such person holds a valid license, or any nonresident's driving privilege and means the same as "License to drive a motor vehicle". (NRS 484C.060)

Driver's Permit – A permit issued to an Airport employee extending the privilege to operate a motor vehicle within a specified portion of the AOA at RNO.

Environmental Program Manager – Person designated by the RTAA to review plans, permits and compliance.

Federal Aviation Administration (FAA) – The federal agency charged with the administration and operation of the federal airport system pursuant to the Federal Aviation Act of 1958, as amended, and its successor(s) in function, if any.

Fixed-Based Operator (FBO) – A person, firm, or organization engaged in a business that provides a range of basic services to general aviation, (AC No. 150/5210-20 Ground Vehicle Operations on Airports), and as more particularly defined in the RNO General Aviation Commercial Minimum Standards.

Flammable Liquid – Any liquid which has a flash point at or below 100 degrees Fahrenheit, as determined by a Tagliabue or equivalent closed-cup test device and shall include any other combustible liquids currently used for aircraft fuels.

Foreign Object Debris (FOD) – Debris that can cause damage to aircraft engines, tires, or skin from rocks, trash, or the actual debris found on runways, taxiways, and aprons. (AC No. 150/5210-20 Ground Vehicles Operations on Airports)

Section 11 - Definitions

Fueling – All fuel transfer activities, such as fueling, defueling, and draining of aircraft fueling vehicles, fuel storage tanks and motor vehicles.

Fuel Truck (Fueller) – A tank vehicle, including tank truck, fuel trailer tank and semi-trailer tank, designed for and employed in the transportation and transfer of Flammable Liquids into or from an aircraft or motor vehicle.

Ground Vehicle – All conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment. (AC No. 150/5210-20 Ground Vehicles Operations on Airports)

Incursion – Any occurrence at the Airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss separation with an aircraft taking off, intending to take off, landing, or intending to land. (AC No. 150/5210-20 Ground Vehicles Operations on Airports)

Jet Blast – Jet engine exhaust or propeller wash (thrust stream turbulence). (AC No. 150/5210-20 Ground Vehicle Operations on Airports)

Law Enforcement Officer (LEO) – Any person vested with police power of arrest under federal, state, county, or city authority and identifiable by uniform, badge and other indication of authority. (AC No. 150/5210-20 Ground Vehicle Operations on Airports)

Light Gun – Is a hand-held, directional light-signaling device that emits a bright narrow beam of white, green, or red light, as selected by the tower controller. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Mobile Fueller – Is a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100LL fuel at RNO. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Movement Area – The runways, taxiways, and other areas of the Airport that aircraft use for taxiing, takeoff, and landing, and under the control of the Air Traffic Control Tower. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Motorcycle – Every motor vehicle equipped with a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground, excluding an electric bicycle, a tractor or a moped. (NRS 484A.135)

Motor Vehicle – Every vehicle which is self-propelled but not operated upon rails. (NRS 484A.130)

Night – The time between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac, converted to local time.

Section 11 - Definitions

Non-Movement Area – The taxiways, aprons, and other areas not under the control of the ATCT or at airports without an operating control tower. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Non-Movement Area Boundary Markings – Markings that identify the boundary between the non-movement area and the movement area. The markings consist of two yellow lines; one solid, one dashed. The solid line is on the non-movement side. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Operator – Any person who is in actual physical control of an Aircraft or a Motor Vehicle. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Owner – A person who holds the legal title of an Aircraft or a Motor Vehicle. ((AC No. 150-5210-20 Ground Vehicle Operations on Airports and NRS 484.091)

Official Traffic-Control Device – Every sign, signal, marking and device not inconsistent with NRS 484A to 484E, inclusive or prohibited by law, placed or erected by a public authority or railroad for the purpose of regulating, warning or guiding traffic. (NRS 484A.145)

Pedestrian – A person afoot, a person in a manual or motorized wheelchair, or a person on an electric personal assistive mobility device is defined in NRS 482.029. (NRS 484A.165)

Permit – Authorization for picketing, leafletting, proselytizing or protesting in accordance with the RTAA guidelines and procedures

President/CEO – The person under the administrative direction of the Board of Trustees, who is responsible for the safe, efficient, and profitable development and operation of the Reno-Tahoe International Airport and the Reno-Stead Airport.

Reno-Tahoe Airport Authority (RTAA) - The owner/operator of the Reno-Tahoe International Airport and Reno-Stead Airport, a quasi-municipal corporation organized under Chapter 474, Statutes of Nevada 1977, as amended, with its principal office at Reno-Tahoe International Airport, 2001 East Plumb Lane, Reno, Nevada 89502.

RNO – Reno-Tahoe International Airport.

Restricted Area – The areas of the Airport posted to prohibit or limit entry or access by the general public. All areas other than public areas. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Revocation of Driver's Permit – The permanent termination by formal action of the RTAA of a person's privilege to drive a Motor Vehicle within the AOA.

Section 11 - Definitions

Right-of-Way – The right of an Aircraft, vehicle, or Pedestrian to proceed in a lawful manner in preference to another Aircraft, vehicle, or Pedestrian approaching under such circumstances of direction, speed, and proximity as to give rise to danger of collision unless one party grants precedence to the other. (NRS 484A. 210)

Roadway – That portion of a highway which is improved and ordinarily used for vehicular traffic, exclusive of the shoulder. (NRS 484A.220)

Runway – A defined rectangular area on a land airport prepared for the landing and takeoff run of Aircraft along its length. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Runway Safety Area – A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the Runway. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Taxiways – Those parts of the Airside designated for the surface maneuvering of Aircraft to and from the Runways and aircraft parking areas. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Tenant Improvement Permit – RTAA permit required prior to any construction or improvements on the Airport for the benefit of any person or entity other than the RTAA.

Valid Airport Identification Badge or Airport ID Badge – An identification badge issued by the RTAA authorizing access to the AOA. The Airport Identification Badge is the property of the RTAA.

Vehicle Service Road (VSR) – A designated Roadway for vehicles in the Non-Movement Area. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

Wake Turbulence – A phenomenon resulting from the passage of an Aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast; jet wash, propeller wash, and rotor wash both on the ground and in the air.

APPENDIX



Reno-Tahoe Airport Authority

GATE RULES AND PROCEDURES RENO-TAHOE INTERNATIONAL AIRPORT

PURPOSE: The availability of Gates at the Reno-Tahoe International Airport (Airport) is limited and requires frequent coordination between the Reno-Tahoe Airport Authority (Authority) and the Airlines operating at the Airport to ensure Gates are available to accommodate all operations of Airlines and ensure a safe, fair, and competitive environment at Airport. Furthermore, during periods of construction, the Authority and the Airlines operating at the Airport (or seeking to operate at the Airport) will be required to accommodate operations in a manner to make the most efficient and flexible use of scarce resources and that permits the Authority to accommodate the operations of all Airlines, to the greatest extent feasible. The Authority has established the following Gate Rules and Procedures (“Procedures”) to govern the scheduling of Airline use of all Gates and Hardstand positions and the assignment of aircraft to those Gates and Hardstands.

OPERATING PRINCIPLES AND GOALS: The Authority does not permit the exclusive use of any Gates at Airport, and all Gates are either Common Use Gates or Preferential Use Gates. The Authority will generally follow these Procedures but reserves the right to deviate from the Procedures when doing so is required to ensure safe, fair, and/or competitive use of Gates.

The mutual goal of the Authority and the Airlines serving the Airport is to provide for the optimal utilization of Gates at the Airport by:

- Ensuring safe and efficient use of all Gates and Hardstands at the Airport;
- Ensuring all Airlines have access to the facilities at Airport;
- Providing support for new entrant Airlines to operate at Airport and for incumbent Airlines to expand air service at Airport;
- Maximizing the ability to accommodate an Airline’s operations during construction at one or more of its leased Preferential Use Gates;
- Providing reasonable certainty of Gate availability to facilitate the Airlines’ schedules; and
- Providing reasonable consistency for Gate assignments to support efficient Airline operations and limit unnecessary movement of equipment and personnel

APPLICABILITY: The Procedures apply to all Airlines operating at the Howard W. Cannon Terminal and adjacent Hardstand positions at the Airport.

DEFINITIONS: The following words, terms and phrases, whenever used herein, shall have the following meaning:

Advance Schedule – a schedule submitted by an Airline to the Authority at least sixty (60) days before operations pursuant to such schedule commence.

Affiliate Airline – an Airline that is (i) a parent or subsidiary of an Airline; or (ii) shares an International Air Transport Association (IATA) code with an Airline at the Airport (code-sharing partner); or (iii) otherwise operates under essentially the same trade name as an Airline at the Airport and uses essentially the same livery as an Airline; and (iv) in each case, has been designated as an Affiliate pursuant to an active Signatory Airline Agreement or Non-Signatory Airline Agreement.

Airline – a company engaged in the business of commercial air transportation of persons, property, cargo, and mail as a scheduled or unscheduled air carrier and is certificated or otherwise authorized by the United States Government to engage in such business. An Airline shall include Charter Airline.

Aircraft Gauge – collectively, the length, wingspan, and quantity of seats on an aircraft; with a change in any one of such characteristics that would impact a Gate assignment, including altering the applicable Period of Use, being considered a change in Aircraft Gauge.

Airport Operations – a representative or designee of the President and CEO responsible for enforcing the Authority's Airport rules and regulations and responsible for Gate Assignments and other activities relating to airside, landside and terminal activities.

Authority – the Reno-Tahoe Airport Authority, a quasi-municipal corporation organized under Chapter 474, Statutes of Nevada 1977, as amended. The Authority is the owner and operator of Airport.

Charter Airline – the on-demand or commercial Airline whose entire aircraft is hired by a third party for carrying passengers.

Common Use Gate – Gates controlled by the Authority and not leased to any Airline; Gates made available for common use by multiple Airlines. Common Use facilities may be converted to Preferential Use at the Authority's sole discretion to accommodate the space requirements for an Airline to meet the terms of a Signatory Airline Agreement.

Common Use Ticket Counter – Ticket counter controlled by the Authority and not leased to any Airline; each ticket counter includes two operation positions.

Existing Scheduled Service – a flight which is currently operated by a specific Airline at a specific time of day consisting of the Period of Use and the Buffer Period. Changes of less than 30 minutes to Existing Scheduled Service will not be considered a change to Existing Scheduled Service, as long as the change does not conflict with another Airline's Existing Scheduled Service including Buffer Periods assigned to the same Gate.

Gate – those portions of the terminal comprised of a passenger loading bridge, if any, a passenger hold room and the associated portion of ramp area appurtenant to such hold room.

Gate Assignment – the privilege of having access to a specific Gate at a given time on a specific day or days of the week for a scheduled operation, as designated by Airport Operations.

Gate Requesting Airline – an Airline, including any Airline seeking to expand its service or an Airline seeking entry into the Airport, that is in need of space or facilities at the Airport which cannot be met by use of then unleased premises or Common Use Facilities in proximate location to its existing Airline Premises, if any.

Hardstand – an area of the ramp shown on Exhibit ___ to which an aircraft may be towed when deplaning at a Gate has been completed and at which an aircraft may be directed to remain overnight.

IATA – the International Air Transport Association, a trade association of the world's airlines that is currently headquartered in Montreal, Quebec, Canada with executive offices in Geneva, Switzerland.

Maximum Gate Occupancy Time – the maximum period of time that an Airline may use an assigned Gate for an operation, as further detailed in Section II.A; provided, however, that the Authority will not generally enforce such maximum period unless necessary to accommodate another Scheduled Operation or irregular operation.

Non-Preferential Gate User – an Airline that is assigned the use of a Gate that it does not lease, including a Common Use Gate or the Preferential Use Gate leased to another Airline.

Non-Signatory Airline – an Airline that has not entered into a Signatory Airline Agreement with the Authority.

Non-Signatory Airline Agreement – the month-to-month Airline Operating Agreement between the Authority and a Non-Signatory Airline.

Period of Use – the period that an aircraft may occupy a Gate, from the later of (x) the aircraft touching down at the Airport and (y) commencement of use of the Gate by Airline's personnel or Ground Handler at arrival to the later of the time (a) the aircraft is unblocked at departure and (b) use of the Gate by Airline's personnel or Ground Handler ceases, which period may not exceed the applicable Maximum Gate Occupancy Time.

President and CEO – the President and Chief Executive Officer of the Authority or his/her designee.

Preferential Use Gate – A Gate that an Airline leases from the Authority pursuant to a Signatory Airline Agreement and which the leasing Airline has preference in its right to use the Gate compared to any other Airline, subject to the Signatory Airline Agreement and these Procedures.

Schedule Submission – an Airline's flight schedule and other information consistent with the Schedule Submission Protocols.

Schedule Submission Date – sixty (60) days before the date that the requested schedule is to become effective.

Schedule Submission Protocols – protocols for all Airlines which include schedule requirements, formats, reporting, and deadline of submissions as such requirements may be adopted and modified by the Authority from time to time by written notice to the Airlines. All Schedule Submissions and proposed changes thereto shall be provided in electronic format readable in IATA Standard Schedules Information Manual (SSIM) Chapter 6 or 7 format or other form acceptable to the Authority to allow

the information to be processed by the Authority's gate management software. The Initial Schedule Submissions shall specify, for each flight:

- The flight number;
- Scheduled dates, flight arrival, and departure times;
- Number of seats and aircraft equipment type; and
- Origination City /Destination City Flight links/turns between arrival and departure flight segments.

Scheduled Operation – a commercial flight operated by an Airline or its Affiliate to or from the Airport and published in the OAG or a similar third-party publication by the Schedule Submission Date.

Seasonal Service - any scheduled service, one or more times per week, that upon announcement is not operated on a published schedule pattern within every month of the year (January through December) but is operated for a period of more than 90 days, but less than 365 days, in one calendar year.

Signatory Airline – an Airline that has entered into a Signatory Airline Agreement with the Authority that remains in effect.

Signatory Airline Agreement – a long-term Airline-Airport Use and Lease Agreement between the Authority and a Signatory Airline that is in substantially the same form as all such agreements.

Turn – an inbound and outbound flight operation.

PROCEDURES:

I. FLIGHT SCHEDULE REVIEW AND GATE ASSIGNMENT

A. The Authority utilizes gate management software for assignments of Common Use Gates and, if necessary, assignment of available Periods of Use of Preferential Use Premises to Gate Requesting Airlines. An Airline leasing one or more Preferential Use Gates shall be required to operate from its Preferential Use Gates unless there is a Scheduled Operation already at the same Period of Use at each such leased Gate. Each Airline wishing to use Common Use Gates must submit Schedule Submissions via the Authority's then current gate management software. Upon submission, Common Use Gates are marked as pending until approved by Airport Operations. The Schedule Submission shall document the requested schedule of all flights to be operated by the Airline and any Affiliate Airline on Common Use Gates by day of the week and time of day for the entirety of the year in accordance with the Schedule Submission Protocols, and Airline must hold all necessary approvals from the FAA and the Authority to operate the requested schedule of flights.

B. The Authority will view Schedule Submissions by two distinct timeframes:

1. Advance Planning Process: Schedule Submissions submitted to the Authority by an Airline by the Schedule Submission Date preceding the month of the flight. Requests to

operate Scheduled Operations submitted on or before the Schedule Submission Date will have priority for use of Common Use Gates and open Periods of Use on Preferential Use Gates over those submitted after the Schedule Submission Date, as described below.

2. Ad hoc Planning Process: Schedule Submissions submitted at any time after the Schedule Submission Date shall be considered “Ad Hoc Scheduled” and will be accommodated on Common Use Gates and open Periods of Use on Preferential Use Gates to the extent practicable after accommodating all Advanced Scheduled flights, as described below.
- C. The Authority reserves the right to assign a Gate Requesting Airline to a Preferential Use Gate leased by another Airline in accordance with the procedures set forth in the Signatory Airline Agreement.

If an Airline desires to initiate new service at a Common Use Gate during the period covered by a prior Schedule Submission, it shall make an additional Schedule Submission and coordinate with the Authority to operate on Common Use Facilities to the extent there are Common Use Facilities available. The Authority will review the availability of a Period of Use at a Common Use Gate for the requested time and day(s) for the new service. If there is availability, the Authority will update its database and allocate the necessary Gate and other Common Use Facilities. If there is not availability at the time and day(s) requested, the Authority will propose alternative Period(s) of Use to the Airline, which may include the identification of Periods of Use available on a Signatory Airline’s Preferential Use Gate. If the Airline accepts an alternative Period of Use on a Common Use Facility, then the Authority will update its database and allocate the necessary Gate. If the Airline desires the use of a Period of Use on a Signatory Airline’s Preferential Use Gate, the Airline may submit a request to the Signatory Airline for voluntary accommodation or submit a request for accommodation to the President and CEO demonstrating: (i) the Gate Requesting Airline has contacted all Signatory Airlines, and has used reasonable efforts to find reasonable accommodation for its proposed operations and the space or facilities it needs; (ii) the Gate Requesting Airline requires the requested space or facilities to accommodate passengers or aircraft; and (iii) suitable Common Use Facilities to serve the Gate Requesting Airline’s operations are not reasonably available.

If an Airline requests changes to an already submitted Schedule Submission for flights it seeks to operate on Common Use Gates, the provisions regarding Ad Hoc Schedule submissions shall apply to flight(s) for which there is a change in Aircraft Gauge that impacts Gate assignments, either at the assigned Gate or at adjacent Gates, or a change to the scheduled arrival or departure time that would cause the scheduled Period of Use between such flights and the preceding or succeeding flights at the assigned Gate to be increased to more than the Maximum Gate Occupancy Times.

If an Airline modifies any flight scheduled on a Common Use Gate, the Airline shall send written updates to the Authority as soon as possible before such modification will take effect and such updates shall comply with the requirements for Schedule Submission Protocols.

- D. The Authority shall use the following factors, in the following order, with each level of preference being satisfied before operations at the next level of preference are accommodated, to determine the preference for assigning use of Common Use Gates:

1. Type of Operation:

- a) International operations (scheduled and unscheduled) requiring FIS facilities
- b) Domestic or precleared Scheduled Operations
- c) Domestic or precleared unscheduled (charter) operations

2. Signatory and Schedule Submission Factors:

1 Highest Priority	Signatory Airline with Advance Scheduled service, if its leased Preferential Use Gate is unavailable due to construction.
2	Signatory Airline that is continuing Advance Scheduled year-round service on a Common Use Gate at substantially the same time period. (Substantially = +/- 30 minutes)
3	Signatory Airline that is continuing Advance Scheduled Seasonal Service on a Common Use Gate at substantially the same time period.
4	Non-Signatory Airline continuing Advance Scheduled year-round service on a Common Use Gate at substantially the same time period.
5	Non-Signatory Airline that is continuing Advance Scheduled Seasonal Service on a Common Use Gate at substantially the same time period.
6	Signatory Airline with Advance Scheduled service for a new operation (or up-gauged aircraft or substantially changed time) that cannot be accommodated at its leased Preferential Use Gate(s).
7	Non-Signatory Airline with Advance Scheduled service for a new operation (or up-gauged aircraft or substantially changed time).
8	Signatory Airline operation that is Ad Hoc Scheduled, flight cannot be accommodated on leased Preferential Use Gate.
9 Lowest Priority	Non-Signatory Airline operation that is Ad Hoc Scheduled.

3. Aircraft size, from most demanding Aircraft Design Group to least.

4. Passenger capacity of aircraft, by number of available seats.

5. Number of days per week flight (route) will operate, with preference given to daily operations and then to lower frequencies in order.

6. Distance of flight.

E. For purposes of these Procedures, an Affiliate Airline shall be treated the same as the Airline

for which it is operating.

- F. Emergency landings, diverted flights and irregular operations are not subject to the foregoing criteria. The Authority will work with the Airlines to accommodate irregular operations and reserves the right to assign Gates in its sole discretion to accommodate operational requirements; provided, however, that the Authority shall use commercially reasonable efforts to accommodate Signatory Airlines at their leased Preferential Use Gates.
- G. The Authority will use reasonable efforts to assign each Airline Gate(s) in close proximity to the Airline's operating space.
- H. The Authority will use reasonable efforts to assign a Gate Requesting Airline to the same Gate(s) on a regular and consistent basis.
- I. Any Airline that occupies a Gate longer than the Maximum Gate Occupancy Time (including an RON aircraft) may be directed to tow the aircraft to a Hardstand position. The Authority may assess a fine of \$250 per 15-minute period exceeding the initial 15 minutes after being directed to tow the aircraft to a Hardstand position. The Authority will typically only require towing and/or fine an Airline when the occupation of a Gate for a period longer than the Maximum Gate Occupancy Time interferes with another Scheduled Operation or the Gate is required to accommodate irregular operations.
- J. Notwithstanding any provision of these Procedures to the contrary, in the event that Airport gate capacity is temporarily reduced as a result of Terminal expansion, rehabilitation, or repair, compliance with federal regulation, or other Airport operating exigencies, the CEO or designee may in his or her discretion modify or waive any or all of the foregoing criteria to meet operational requirements on a temporary basis.

II. GATE USE RULES

- A. Maximum Gate Occupancy Times shall be no longer than the Periods of Use set forth in the table below, based on the number of seats in the aircraft, not inclusive of a buffer of ten minutes before and ten minutes after each operation:

	Aircraft with > 250 seats	Aircraft with 200-250 seats	Aircraft with 100-199 seats	Aircraft with 50-99 seats	Aircraft with less than 50 seats
Turn (minutes)	120	100	90	60	60
Arrival	75	65	60	45	45
Departure	75	65	60	45	45

- B. Each Period of Use shall include use of the associated Holdroom and check-in podium, Passenger Loading Bridge and appurtenant apron area (including GSE staging areas). Non-Preferential Gate Users shall promptly vacate the Gate upon the conclusion of the flight operation, unless the Non-Preferential Gate Users has the next scheduled operation on such

Gate.

- C. For all Non-Signatory Airlines, each Period of Use shall also include use of one Common Use Ticket Counter from a period of two and one half (2.5) hours to twenty (20) minutes prior to the scheduled departure time. The Authority may, in its sole discretion, make additional Common Use Ticket Counters available or extend the permissible occupancy time thereof, upon request by the Non-Signatory Airline. Non-Preferential Gate Users shall promptly vacate the Common Ticket Counter(s) following their designated period of use.
- D. Non-Preferential Gate Users shall have reasonable access to the assigned Gate including adequate area for ground support equipment. If requested by Airport Operations, all ground support equipment, tools, vehicles, and other support equipment associated with a Non-Preferential Gate User's use of the Gate shall be removed within ten minutes after the removal/departure of the aircraft.
- E. Airlines must notify Airport Operations any time a scheduled departure or arrival will be delayed. In the case of frequent delays or repeated failure to notify Airport Operations which interfere with Scheduled Operations or the Authority's Schedule Submission Protocols, Airport Operations shall consult with the Airline responsible for such delays or failures prior to its next Schedule Submission. An Airline's failure to modify its Schedule Submission or take other good faith actions to reduce such delays or failures may, in the Authority's exercise of reasonable discretion, result in a lower priority for future Gate assignments than set forth herein.

The Authority reserves the right to ensure assigned Common Use Gates and Preferential Use Gates are operated in a manner consistent with these Procedures and in a way that maximizes utilization of available capacity. The Authority may monitor on an ongoing basis, the performance of all Airlines and, for compliance purposes, the published schedules of all Airlines using the Airport to ensure that actual performance relative to scheduled activity warrants the allocation of Common Use Gates provided in conjunction with the scheduling process.

- F. Early/Late Arrivals – Flights operating in advance of scheduled arrival time must, at the direction of Airport Operations, either hold for the assigned Gate in a designated area if the Gate is occupied or use another assigned Gate. Flights arriving later than scheduled arrival time may be assigned to another Gate (if available) at the discretion of Airport Operations depending on the remaining Maximum Gate Occupancy Time on the original Gate Assignment. A Signatory Airline's scheduled use of a Preferential Use Gate leased by such Signatory Airline shall have priority over all other use, unless not operationally feasible.

Airlines operating off-schedule shall make every attempt to minimize the occupancy time on the Gate to avoid impacting other Scheduled Operations. In the event Airport Operations determines that such delay will affect a subsequent user of the Gate, Airport Operations may require that the Airline tow the delayed aircraft from the Gate, and where operationally possible, a Signatory Airline will be given operational preference at its leased Preferential Use Gates; however, Airport Operations will make every reasonable effort to accommodate either the delayed aircraft or subsequent aircraft on another Gate.

- G. An active aircraft Gate operation (arrival or departure) has priority over an aircraft that is occupying the Gate longer than the Maximum Gate Occupancy Time.
- H. In the event a Gate is not available to accommodate an active operation in accordance with these Procedures, the Authority may require an Airline to operate from a Hardstand at the discretion of Airport Operations, including ground loading or unloading of passengers. Notwithstanding the foregoing, Airline may elect to wait for an available Gate if Airport Operations determines waiting would not interfere with the operation of the Airport or other Airline operations. The Authority reserves the right to assign Hardstand operations to smaller aircraft where there is conflicting use of the same Gate, although that will generally be the Authority's last option for accommodating an operation.

III. MISCELLANEOUS

- A. Cleaning of all debris, trash and/or spills resulting from minor maintenance or normal operations will be the responsibilities of the aircraft owner/operator.
- B. All Airlines (Signatory or Non-Signatory) that utilize a Common Use Gate or Preferential Use Gate must have towing capability and crews (or contract for same) for all aircraft that the Airline operates at the Airport.
- C. Routine aircraft maintenance of the type generally performed at a Gate shall be permitted at Common Use Gates and Preferential Use Gates; provided, however, that if such maintenance could cause an Airline to exceed its Maximum Gate Occupancy Time, the Airline shall notify Airport Operations before commencing such maintenance. Airport Operations shall inform the Airline of the next Scheduled Operation at the Gate and reserves the right to (i) deny the Airline the right to conduct such maintenance at the Gate or (ii) direct the Airline to tow the aircraft to a Hardstand position, if the Gate is or is expected to be required to accommodate another Scheduled Operation.
- D. The Authority may deny or restrict access to the Gates and facilities for an Airline's breach or non-compliance of any of the procedures herein.
- E. All Airlines with international operations at the Airport will be responsible for proper disposal of their regulated trash.
- F. Airlines may only use a ground handling company which has an active agreement with the Authority to provide the services sought by Airline. The contracting Airline shall be responsible for its contractors.

IV. MODIFICATIONS, ALTERATION, ADDITIONS FOR DELETIONS FROM PROCEDURES

The foregoing operating procedures will remain in effect until and unless modified, altered, added to, or deleted by the President and CEO, following consultation with the Airlines operating at the Airport.