

EFFECTIVE SEPTEMBER 1, 2025



Reno-Tahoe  
International  
Airport

# RNO RULES & REGULATIONS



Effective September 1, 2025

## INTRODUCTION

Under its enabling legislation, *Reno-Tahoe Airport Authority Act*, Chapter 474, Statutes of Nevada 1977, the Reno-Tahoe Airport Authority (RTAA) has broad powers to establish and operate airports within Washoe County. RTAA's power to regulate activity on airport facilities is to be broadly construed and is not limited to items specifically enumerated in the Airport Authority Act. Among the RTAA's enumerated powers are the power to establish regulations governing vehicular traffic in public areas, parking, loading zones, and ground transportation.

The duly adopted Reno-Tahoe International Airport (RNO) Rules and Regulations express the policy of the RTAA and are intended to ensure safe and efficient operations at RNO. These Rules and Regulations 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. 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.

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. In the event that an interpretation of any provision of these rules is required, the President/CEO or their designee, shall render such an interpretation, and their determination shall be considered as the final authority on the matter.

The words "shall," "will" and "must" in this manual are used to indicate a mandatory, required procedure to be followed by all concerned. All words have their ordinary meaning unless specifically defined herein.

It is not possible to cover all situations that may arise at the Airport; therefore, the RNO Rules and Regulations 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 the RNO Rules and Regulations 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 RTAA department for further guidance. If unsure where to go or whom to ask, start with Aircom at (775) 328-6600.

The RTAA reserves the right to modify the RNO Rules and Regulations at any time. This document replaces all applicable previously issued rules and regulations.

## REFERENCES

(Applicable to these Rules and Regulations)

### RTAA/RNO

- RNO Airport Certification Manual (ACM)
- RNO Airport Emergency Plan (AEP)
- RNO Airport Layout Plan (ALP)

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- RNO Airport Security Program (ASP)
- RNO Safety Management System Manual
- 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

### VERSION HISTORY

This version of the RNO Rules and Regulations adopted effective September 1, 2025.

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## **SECTION 1    GENERAL PROVISIONS**

### **1.1    ORGANIZATION AND AUTHORITY**

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

#### **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. As described in the Introduction section, the Nevada Legislature has given authority to the RTAA Board of Trustees to adopt regulations, including these RNO Rules and Regulations governing the operation of RNO and the conduct of those utilizing RNO, including employees, tenants, and members of the traveling public.

#### **President/CEO**

The President/CEO is responsible to the Board of Trustees for safe and efficient operations and financial management of RNO. The Board of Trustees have delegated authority to the President/CEO to take such action as may be necessary for the protection and safeguarding of the public 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 and Safety Management Systems Manual as required by 14 CFR Part 139 and the ASP as required by 49 CFR Part 1542.

#### **RTAA Staff**

RTAA staff are 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:

- President/CEO
- Chief Operations and Public Safety Officer
- Director of Airport Operations
- 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 RTAA management and is responsible, either directly or indirectly, for the safe and efficient operation of RNO.

### **1.3 ASSURANCES**

#### 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 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 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 RTAA 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 Rules and Regulations.

### **1.4 OPERATIONAL AREAS**

#### Public Protection

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

#### 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 Motor 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.

### 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.

### 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 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 Security Access 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.

### 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 north concourse and the air cargo areas to the north (see Appendix B). During times when CBP is processing an international Aircraft, the FIS Envelope extends out from the FIS 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 B). Ramp roadways are to be used as the only means to circumnavigate the area. Be advised 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 Motor Vehicle. CBP may impose monetary fines independent of and in addition to any RTAA violation penalties.

Individuals holding an RNO Security Access 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

## **1.5 LOST AND FOUND**

The RTAA has adopted Policy Number 100-030 and Board Resolution 531 which establish the policy and procedures for lost and found property at RNO. A copy of the RTAA's Lost and Found Policy and Procedures for Reno-Tahoe International Airport are included as Appendix C.

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, 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 contract to conduct such activity.

## **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 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 at 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. Aircom shall be notified a minimum of one hour prior to any activity utilizing any open flame at RNO.

## **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.

Use of BBQs is permitted only in designated BBQ areas.

The use of BBQs is permitted in those areas as depicted in Appendix D.

The RTAA 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 may approve or deny the use of the BBQ.

## **1.11 WILDLIFE HAZARD MANAGEMENT**

As part of its safety efforts, the RTAA 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. The most current version of the WHMP is included in the ACM. 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 the RTAA with the discretion and capability to respond to these situations, while providing guidance for compliance with federal, state and municipal laws.

All tenants and users of RNO should report the presence of animals and birds in the AOA to Aircom.

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

No person will feed or do any other act to encourage the congregation of birds or other animals at 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 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 Motor Vehicle operating or parked within the AOA. Other RTAA, agency, or company policies may further restrict smoking within Motor Vehicles under their control.

## **1.13 DESIGNATED SMOKING AREAS**

Smoking or the use of e-cigarettes or similar vaping products is only permitted in those designated areas of the Airport as indicated by signage. Smoking or the use of e-cigarettes or similar vaping products outside of the designated areas is prohibited.

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. Smoking is prohibited outside of designated areas.

## **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, commits any unlawful act, or causes a nuisance at RNO, shall be subject to immediate expulsion from RNO premises and/or taken into custody.

## **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 RTAA 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 manner consistent with its intended use. Public urination or defecation is strictly prohibited.

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. All tenants and users of RNO shall comply with the requirements of the Storm Water Pollution Plan and Implementation Handbook.

## **1.17 AOA CONSTRUCTION AND TENANT RAMP CONSTRUCTION**

Generally, the RTAA will perform all AOA construction work including design, initial contracting, inspection, and supervision. Tenants must receive the approval of the RTAA through a Tenant Improvement Permit process prior to commencing any construction work on tenant controlled ramp, including design, construction, repair, inspection and supervision. All AOA and tenant Ramp construction shall be coordinated through RTAA Airside Operations to avoid disruption of Airport facilities, utilities, or operations. All AOA and tenant Ramp construction will be in accordance with FAA Advisory Circulars and all applicable portions of these RNO Rules and Regulations.

All rules and regulations in these RNO Rules and Regulations and applicable federal, state, and local regulations shall apply. All construction areas will be marked by barriers through the course of construction activities and all lighting must be approved by Airport Duty Managers during hours of darkness to avoid any interference with airfield operations. Equipment routes in the AOA must be approved by RTAA Airside Operations 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 Rules and Regulations, the contractor shall be liable for any and all delay penalties included in the contract.

## **1.18 EMERGENCY CONDITIONS**

### Emergency Plan

RTAA 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.

A copy of the AEP is available for review by authorized users at: <https://www.renoairport.com/employees/restricted-tenant-documents/>

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

- The provision of emergency medical care for casualties;
- The marshalling, transportation, and care of ambulatory 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.

### 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**

### 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.

### Use and Enjoyment of Airport Premises

No person, except for LEOs or 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 Motor Vehicles entitled to such passage or use.

### Disruptive Behaviors

No person shall engage in behaviors that are disruptive to the safe and enjoyable experience of passengers or the operation of RTAA tenants. The RTAA, in its sole discretion, may remove any person from RTAA for engaging in disruptive behaviors. A non-inclusive of list of disruptive behaviors include:

- Harassing or verbally accosting others
- Engaging in or threatening violent acts
- Creating unreasonable levels of noise, including through the projection of speech, music, or other forms of media
- Engaging in unwanted physical or verbal contact
- Engaging in lewd conduct, including sexual acts

## **1.20 PERSONAL CONVEYANCES**

No person other than authorized RTAA employees on authorized RTAA equipment shall ride or operate any form of motorized conveyance, including, but not limited to a Motorcycle, moped, hoverboard, scooter, or onewheel, or any form of human-powered vehicle, including but not limited to a tricycle, skateboard, or roller-skates, while on the front curbs and/or sidewalks in front of the Airport terminal, while in the Airport terminal, or the AOA except within an FBO area when authorized by the FBO. Notwithstanding the foregoing, wheelchairs or other forms of conveyance designed to assist those with disabilities may be used anywhere on RTAA property.



## **1.21 PEDESTRIAN TRAFFIC**

All pedestrians are required to use designated crosswalks when going across roadways located on RTAA property. Any crossing of roadways on foot outside of a designated crosswalk is a violation of these Rules and Regulations.

## **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 and with as little interruption of permitted use as is reasonably practicable) to enter upon and in the leasehold of any tenant of the RTAA (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 RNO terminal and property, the need to facilitate movement of passengers through the terminal and otherwise conduct operations without impediment, as well as concern for the general safety, security and welfare of the traveling public, no person shall sleep in, or remain on, the premises of RNO for the purpose of lodging, except in the following limited circumstances:

- 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 RTAA property and/or loitering in/on airport property. Notwithstanding this prohibition on lodging, the CEO or their designee may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the RTAA 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 RNO 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 RTAA personnel, shall be supported by verifiable evidence that the person in question:

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

### **1.25 MEDIA/PRESS**

The RTAA's Public Information Officer (PIO) oversees all media requests, relations, and procedures for the RTAA.

### News Filming

Accredited members of the media may film, videotape or photograph publicly accessible areas, providing that this action does not interfere with passenger traffic, airport operations, vehicle traffic, or the business of any of the RTAA's airlines or other tenants. Notification to the PIO is required prior to arriving at the airport. All accredited media members must park in the areas designated by the RTAA for media staging, as they may change from time to time.

### Other Filming

Anyone other than accredited members of the media wishing to film at RNO must first obtain a film permit from the RTAA. To obtain a film permit, contact the RTAA's PIO at 844-766-4636.

## **1.26 MoreRNO Program**

The RTAA is undertaking a multi-year infrastructure program which collectively is referred to as the "MoreRNO Program", and includes construction of a ground transportation center, police and administrative headquarters, and reconstruction of the existing terminal concourses. During the MoreRNO Program, particularly during reconstruction of the terminal concourses, there will be significant impacts to operations at RNO. Consistent with the reservation of rights described in the Introduction Section, the RTAA reserves the right to amend, suspend, or otherwise modify the RNO Rules and Regulations as the RTAA deems necessary in its sole and absolute discretion to ensure safe and efficient operations throughout the course of the MoreRNO Program.

## **SECTION 2 EXPRESSIVE ACTIVITIES**

### **2.1 OVERVIEW AND PURPOSE**

The RTAA has established the rules as set forth in this Section 2 for expressive activities, including the exercise of freedoms of speech, assembly, or religion, through activities such as lawful picketing, leafleting, protesting, or proselytizing (collectively "Expressive Activities"). These guidelines are intended to ensure the safety, security, and operational requirements of RTAA are not compromised. These guidelines are content neutral and only regulate the time, place, and manner of Expressive Activities. The RTAA's goal is to facilitate lawful Expressive Activities to the extent they do not interfere with the flow of passengers, Aircraft, Motor Vehicles, or other business operations. Illegal or unsafe Expressive Activities, or Expressive Activities that compromise aviation security are not permitted.

These Expressive Activity guidelines are designed to:

- Ensure 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 EXPRESSIVE ACTIVITY GUIDELINES**

Prior to the exercise of Expressive Activities, individuals or groups wishing to engage in such activities must first apply to the RTAA for the issuance of a Free Speech Activity Permit ("Permit"), using the RTAA's application form. 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 the application. A separate Permit is required for each Expressive Activities event. The Permit application form can be found at: <https://www.renoairport.com/airport-authority/operations-safety/rules-and-regulations>. The Permit application must be submitted to the RTAA via email to [freespeech@renoairport.com](mailto:freespeech@renoairport.com).

Following receipt of a complete application, the RTAA will endeavor to promptly review the application, and if approved, issue a Permit. If a Permit is denied, the RTAA will provide a written reason for the denial. Any applicant who is denied a Permit or whose Permit has been revoked may appeal in writing to the President/CEO by means of a letter stating the grounds therefore. Appeal letters must be submitted to the RTAA via email to [freespeech@renoairport.com](mailto:freespeech@renoairport.com). 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.

Expressive Activities are limited to the locations approved by the RTAA and are subject to the following time and manner requirements:

- Expressive Activities are limited to four hours per Permit.
- Expressive Activities may only take place within the RTAA's approved locations. The approved locations are those locations the RTAA has determined that Expressive Activities may occur without interference to the flow of passengers, Aircraft, Motor Vehicles, or other business operations.
- Expressive Activities within any indoor space are limited to two people and a single brochure rack.
- Expressive Activities at any outdoor space immediately adjacent to the terminal building are limited to ten people and a single brochure rack.
- Expressive Activities involving more than ten people are limited to areas the RTAA determines will not interfere with passengers, Motor Vehicles, Aircraft or other business operations on RTAA property.
- Expressive Activities may not interfere with passengers, Motor Vehicles, Aircraft or other business operations on RTAA property.
- Express Activities may not include any physical contact with a person without their express prior consent.

- Expressive Activities may not cause safety or security problems.
- Use of any sound reproduction device, including bullhorns, microphones, speakers, and the like, inside the terminal is prohibited. Prior approval is required by the Chief Operations and Public Safety Officer or their designee for use of sound reproduction devices outside of the terminal building.
- No person engaged in Expressive Activities may conduct speeches, sing, chant, shout, dance, display signs, placards or posters, or perform any other activity that would be considered disruptive to or interfere with the use of the Airport.
- Any form of commercial activity or the solicitation of money/donations of any form are strictly prohibited.
- Material that is indecent or sexually explicit, portrays graphic violence, is directed to inciting or producing imminent lawless action or is likely to incite or produce such action or violates any federal, state or local law or regulation is strictly prohibited.
- No person engaged in Expressive Activities may distribute materials unsolicited and distribution of materials may only come after the person engaged in Expressive Activities is first approached by a user of the Airport.
- RTAA logos, insignia, badges or other media shall not be displayed.

The RTAA will issue Permits on a first come, first serve basis.

Any activity which violates these rules will result in the revocation of any active Permit and may be grounds for the RTAA to deny future applications for a Permit by the violator.

The Chief Operations and Public Safety Officer or their 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. The RTAA Police Department may direct disbursement of any gathering found to be in violation of this section.

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

## **SECTION 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 RNO Rules and Regulations in the interest of safety or security of personnel and/or property.

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. The requirements of this section do not apply to Nevada Air National Guard (NANG) operations within NANG's leasehold.

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 following personnel are authorized to issue NOTAMs:

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

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 and/or his or her designee(s) in the enforcement of these RNO Rules and Regulations and see that all persons use care and caution to prevent injury to persons and property.

The use of RNO for conducting a Commercial Aeronautical Activity is restricted to those persons who have obtained an appropriate agreement from the RTAA. Persons without proper authorization, or who are in default of the terms of an agreement with the RTAA, shall not operate on the premises of RNO 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 Airport 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.

Permitted Pedestrian traffic in the AOA shall comply with the following:

- FBO or airline employees requiring Pedestrian access to a gate area on the terminal Ramp shall use an access route designated by Chief Operations and Public Safety Officer or their 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 Appendix E. 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 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 parking spot assigned by CBP and/or the
- Aircraft delivering parts/tools/mechanics to an airline with an Aircraft mechanical problem, subject first to the on-duty Airport Duty Manager’s authorization with prior notice.
- On a case-by-case basis, the Chief Operations and Public Safety Officer or their designee may permit NANG C-130 or other military Aircraft to park on the North or South Transient Ramp (See Appendix D).
- Other Charter/FBO Aircraft that require the use of the North or South Terminal Ramps (See Appendix D), 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 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.

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.

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 are 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 Operations and Public Safety Officer or their 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 other rental agreement available through the RTAA Airport Economic Development Department and approved by the 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 Motor 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.

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 an appropriate agreement from the RTAA.

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, included as Appendix F, 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 Department 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.

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.

The Environmental Protection Agency (EPA) promulgated deicing fluid effluent limitations guidelines (ELGs) under the Clean Water Act (CWA) for airport deicing operations. The rule establishes that each operator (airline/cargo/ground service provider) applying deicing fluid shall submit a monthly report detailing the type and amount of fluid applied. EPA specifies that failure to meet any of the requirements of the ELGs is an enforceable violation of federal regulations. Additionally, failure to timely report deicing fluid usage is a general rule violation, and the RTAA will treat such violation as a Group Violation subject to enforcement in accordance with Section 10.

### **3.10 FOREIGN OBJECT DEBRIS (FOD)**

No person shall enter the Movement Area to chase FOD. Anyone needing assistance to retrieve or remove FOD, must contact RTAA 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 Motor 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 Motor Vehicle or Aircraft from the AOA shall remove any glass or other injurious substance dropped upon the surface from such Motor 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, RTAA 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**

Engine run operations are subject to the following procedures:

- 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 (including concourse gates), north and south transient Ramps, as well as on the cargo Ramp (See [Appendix G](#)) 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 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 17L (See Appendix G) 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 Operations and Public Safety Officer or their designee must determine if the maintenance crew taxiing the Aircraft is locally based.
- "Follow Me" services will be provided by RTAA 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 with approval of tenant or Chief Operations and Public Safety Officer or their designee
- General Aviation Office Building (GAOB) Ramp, restricted to rotor spans of 40 feet or less.
- All active Runways.
- 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 MOTOR VEHICLE PARKING IN THE AOA**

Motor 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 Motor Vehicle, watercraft, recreational equipment, or trailer storage. For any Motor 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 Motor 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.

#### **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.

#### **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 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 immediately reported to Aircom and removed 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.

### **3.17 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 their designee. Unmanned or robotic vehicle activities must otherwise comply with all Federal, State and local laws, regulation, and policies.

### **3.18 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 General Aviation Commercial Minimum Standards (GAMS), 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 agreement to provide such services 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.

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.

### **3.19 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 their/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 their/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:

- Aircraft may be “owned” by a separate entity established to own and operate the Aircraft, and
- 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 GAMS.

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 GAMS, with a current agreement with the RTAA to provide such services. 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 an appropriate agreement 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.

## **SECTION 4 FUEL HANDLING**

### **4.1 FUEL HANDLING OVERVIEW**

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 ARFF, 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:

#### **Fueling Prohibitions**

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

#### **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.

#### **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.

#### 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.

#### 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 50 feet.

#### Radar Operations

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

#### 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.

#### Fuel Attendants

The Driver, operator, or attendant of any Fueler 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 D, 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.

#### Vehicle Positioning

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

#### Parking Areas

Fueler vehicles shall not park at RNO except in areas designated by the President/CEO or her designated representative. Fueler 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 those areas the RTAA specifically designates, or if parked on the leasehold of an FBO, in such area as to comply with NFPA requirements for parking.

#### 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.

#### 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 Rules and Regulations. ARFF 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 their Fueling personnel have received at least the training specified in Section 4.3.

## **4.5. FUELERS AND FUEL FACILITIES INSPECTIONS**

All Fuelers and fuel facilities new to RNO must be inspected by ARFF before being placed into service.

All Fuelers, fuel facilities and Fueling stations located at RNO are subject to inspection 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, Fuelers, and Fueling operations will be subject to guidelines set forth in Chapter 20 Section 2006 of the IFC and NFPA Code 407.

All Fuelers must be maintained in an operational and safe condition, and must be regularly inspected by the owner of the Fueler. No Fueler vehicles out of service more than 60 days is permitted at RNO and if not removed, may be removed by the RTAA at the Operator's expense.

## **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 ARFF 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 ARFF. 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 ARFF. 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 following the alerting of ARFF.

- 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 ARFF. "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, ARFF or the on-duty 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. 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 person or entity engaged in non-commercial self-Fueling shall also comply with Section 4.6 of the RNO Rules and Regulations. All persons that fuel their own Aircraft by themselves or by using their own employees shall comply with the RNO 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 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 their 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 Airport Duty Manager).

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.

## **4.8 OPERATION OF FUEL TRUCKS**

All persons operating as 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.

No person shall leave a Fuel Truck unattended, except when parked in areas designated for that purpose or approved by RTAA Airport 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 and Fuel Trucks shall be removed promptly upon completion of the Fueling.

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.

No person shall drive a Fuel Truck under any portion of the terminal building or a passenger loading bridge. Fuel Trucks are authorized on the outer VSR only. Any deviation must be approved by RTAA Airport Operations.

No passenger Aircraft Fueling is permitted on either the North Ramp (N1-N4) or the South Ramp (S1-S4) remote parking spots except as authorized by RTAA Airport Operations.

## **SECTION 5 GROUND EQUIPMENT FUELING OPERATIONS**

### **5.1 GENERAL GROUND EQUIPMENT FUELING 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:

#### 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.

#### 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 ARFF 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.

#### Refueling Areas

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

#### 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.

#### 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.

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

### Parking Areas

Fuelers shall not park at RNO except in areas designated by the President/CEO. Fuelers 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 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.

### 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.

### 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.

### 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. ARFF 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 year and shall be available for review by the RTAA upon request.



## **5.5 FUEL SPILLS**

Any spill during ground handler equipment Fueling shall be handled in accordance with Section 4.6.

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.

## **SECTION 6 AIRSIDE VEHICLE AND GROUND SERVICE EQUIPMENT OPERATIONS**

### **6.1 GENERAL**

The RNO Rules and Regulations shall govern the control of personnel and Motor Vehicles in the AOA at RNO, except the area leased by the Nevada Air National Guard. The RNO Rules and Regulations do not supersede NRS 484A-484E Traffic Laws but address the unique driving environment in the AOA.

### **6.2 AUTHORITY OF RTAA AIRPORT OPERATIONS AND AIRPORT POLICE**

It is the duty of RTAA Airport Operations and RTAA Police Department to enforce all Airside rules and regulations. RTAA Airport Operations and RTAA Police Department may divert from these Airside rules and regulations as needed to enforce any portion or part of these Airside 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 their 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 or designee, may suspend enforcement of all or portions of these Airside rules and regulations. Such suspension shall be effective for only so long as the President/CEO or designee orders and following such suspension of regulations, or any operation that was suspended, shall go back into full force and effect.

RTAA Airport Operations and Airport Police are hereby authorized to direct all safety by voice, hand, or signal in the event of an emergency, or to expedite traffic, or to safeguard Pedestrians. RTAA Airport Operations and Airport Police may direct traffic as conditions may require, notwithstanding the provisions of the traffic laws set forth herein.

ARFF, when at the scene of a fire, medical, or Aircraft incident or accident may direct or assist in directing traffic at the scene or in the immediate vicinity.

### **6.3 VEHICLE 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.

### **6.4 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 Airport 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.

### **6.5 AIRFIELD LICENSE, PERMIT AND SAFETY REQUIREMENTS**

Driving in the AOA at RNO is a privilege that may be suspended or revoked by the President/CEO or their representative. Suspension or revocation of driving privileges shall be in accordance with Section 10 of the RNO Rules and Regulations.

#### Driver Requirements

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

- Must possess a valid Driver's License;
- Must possess a valid RNO Security Access Badge with AOA driving privileges. Driving and escort privileges are indicated by an endorsement depicted on the RNO Security Access Badge as shown below. Non-Movement Area Drivers must have an "N" endorsement on their badge; Movement Area Drivers an "A" endorsement.
- Must successfully complete relevant training modules administered by the RTAA as set forth in the Non-Movement Area Driver's Training Program and/or the Movement Area Driver's Training Program

Specific for Movement Area Drivers:

- Must successfully complete all applicable training modules set forth in the Movement Area Drivers Training Program which can be found on Renoairport.com website or provided by RTAA Airport Operations. The tests consist of questions based upon the RNO Rules and Regulations and applicable FAA Regulations including a practical driving test administered by an Airport Duty Manager.

- The RTAA Airport Duty Manager has the sole discretion to judge the proficiency of a Movement Area driver on all items listed in the Movement Area Driver Training Program. A driver that fails the written driving test or practical driving test must wait a minimum of 24 hours before re-testing.

#### Exemptions to Driver Requirements

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

- 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 with an "E" on their badge and meeting the license and permit requirements of this section for the appropriate area being accessed.
- FAA Aviation Safety Inspectors on official business.
- Persons operating emergency and non-airport emergency vehicles responding to Aircraft, facility, or medical emergencies, once authorized by RTAA Airport Operations and in coordination with ATCT.
- Persons operating private Motor Vehicles exclusively in an FBO/GA designated area. This does not include perimeter roads connecting different FBO properties.

#### Vehicle Requirements

All Motor Vehicles operating in the AOA that are permanently assigned to operate at RNO must pass a vehicle inspection, be issued an vehicle permit and have the sticker attached to the rear of the vehicle, behind the Driver on the bumper or just above where a bumper would be where it is not obscured by other signs or other parts of the vehicle.

Any airline or tenant adding or replacing a Motor Vehicle, i.e. tugs or belt loaders, to their inventory must also pass a vehicle inspection performed by RTAA Airport Operations, must obtain an orange vehicle permit, and attach the orange vehicle permit as noted above, before they are permitted to drive or park the piece of equipment on the AOA.

Contact RTAA Airport Operations to schedule a vehicle inspection.

#### Vehicle Permits

Once a Motor Vehicle has passed the vehicle inspection and has received the orange vehicle permit, that vehicle must be maintained in the same condition as the time of inspection; 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 specifications and accepted industry standards.

No Motor 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 section 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.

#### Lights and Reflectors For Vehicles and Other Ground Service Equipment

The following are minimum safety lights, warning lights, and reflector requirements. Headlights/lights required for Motor Vehicles by this section shall be of enough illumination to ensure safe operations during Night hours and low visibility. Motor Vehicle headlights must be operational prior to Night and remain operational until after Night.

- 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 the Movement Area of the AOA shall display an overhead amber flashing and rotating light at all times. During the daylight hours, 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.

#### Brake Requirements for Motor Vehicles and Ground Service Equipment

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.

#### 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.

#### Vehicle Marking Standards

Motor Vehicles and all ground service equipment operating within 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 ten (10) inches in height. Magnetized signs are acceptable.

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

#### Vehicle Maintenance

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

No Aircraft or Motor Vehicle maintenance will be authorized on Aircraft parking spots N1 – N5 (North Ramp) or S1 – S5 (South Ramp) except as authorized by RTAA Airport Operations.

### **6.6. MOVEMENT AREA RULES**

Movement Area Drivers and Motor Vehicles must also abide by all rules set for in 6.X Non-Movement Area Rules.

#### Movement Area Driver Conduct

No person shall operate a Motor Vehicle in the Movement Area without meeting all the requirements of the AOA License, Permit, and Safety Requirements and have legitimate business in those areas.

All Driver Conduct Rules set forth in 6.9 Non-MOVEMENT area are applicable to Movement Area Drivers.

At NO time is it permitted to cross the Movement Area Boundary Line without the following:

- Explicit permission for clearance on designated surface by ATCT via VHF two-way radio on frequency 121.9 MHz "Ground";
- Movement Area Driving Permit and Licensing requirements;

- The “A” driving endorsement on the RNO Security Access Badge unless under escort by someone who has both the “A” and “E” (for escort) endorsements on their badge.

Any unpermitted entry into the Movement Area, including accidental entrance, constitutes a “Surface Incident” and must be reported to RTAA Airport Operations immediately.

A Surface Incident will result in penalties set forth in Section 10 of this document.

Non- Movement Area Drivers shall act in accordance with the guidelines set forth in the RNO Non-Movement Area Driving Program in conjunction with the RNO Rules and Regulations set forth in this document at all times or be subject to penalties set forth in Section 10.

#### Airport Familiarization

No person shall operate a Motor Vehicle adjacent to, on, or across any Aircraft Movement Area until the Airside Driver has successfully passed the License and Permit Requirements, has the Movement Area endorsement “N” on their RNO Security Access Badge, and demonstrates proficiency to the satisfaction of an Airport Duty Manager in the following topics and skills:

- Airport layout, including identification of Runways and Taxiways
- Runway and Taxiway markings, signage, and lighting
- Effective communication on a VHF two- way radio with the ATCT and use the International Civil Aviation Organization (ICAO) aviation alphabet (below) and proper aviation phraseology and etiquette
- Runway Incursions and surface incidents and their prevention
- All material contained in the RNO Movement Area Drivers Handbook and Training Program.
- Working knowledge of the Letters of Agreement between the ATCT and RTAA; Coordination and Control Procedures LOA and Runway Safety Areas LOA.

#### Light Gun Signals

Movement Area Drivers must understand the following Radio Failure procedures and the meaning of traffic control light-gun signals to communicate with the ATCT.

In the event of a radio failure, after the Motor Vehicle has been cleared onto the movement area and a cell phone is available, contact Aircom at 775-328-6600.

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

### Radio Communication with Air Traffic Control Tower

Movement Area Drivers must request clearance from the ATCT 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.”

All Motor Vehicles operating on Taxiways, runways, or safety areas must be equipped with a functioning VHF two-way radio.

Movement Area Drivers will be trained by their respective department using the Movement Area Driver Training Handbook and Program. Drivers will be tested by an Airport Duty Manager during their practical driving test on the proper language and sequence of steps to communicate with the ATCT. For examples of proper communication, please refer to the Movement Area Driver Training Program.

### Vehicle/Pedestrian Deviations

Vehicle/Pedestrian Deviation (V/PD's) can also be known as Runway Incursions or Surface Incidents

A V/PD is defined as any entry or movement on the movement area by a Motor Vehicle (including Aircraft operated by non-pilots) or Pedestrian that has not been authorized by air traffic control. If you commit or observe a potential V/PD you must immediately report this to Aircom at 775-328-6600. Failure to do so is a violation of the RNO Rules and Regulations subject to enforcement consistent with the terms of Section 10.

All organizations, companies and agencies with employees who hold or intend to hold Airside driving privileges on either movement and Non-Movement Areas, are encouraged to provide additional orientation and annual training on safe driving practices, and specifically educate Drivers on Runway/ Taxiway Vehicle Pedestrian Deviations (VPD) and safe driving practices, to reinforce training received by the RTAA.

### Aircraft Tow and Brake Ride

Runway towing is a very precise operation and one that can be hazardous if you aren't following the proper taxiing procedures. There are many moving parts and ever-changing conditions that you have to account for at all times.

Utilize the appropriate Aircraft tug, test the Aircraft brake system, utilize appropriate checklist to prepare Aircraft to be transported, ensure qualified operators are in place, operate at a slow and steady speed, park Aircraft efficiently, utilize the proper parking equipment (chocks), maintain good communication with tug Driver and ATCT.

### Distracted Driving

Distracted driving on an airfield can have serious consequences and should be avoided. Some common distractions include using a cell phone, eating food, adjusting music and talking with passengers. All airfield Drivers should have the airfield and its surroundings as their primary focus when driving.

### Movement Area Vehicle Requirements

No person shall operate a Motor Vehicle in the Movement Area without prior approval from RTAA Airport Operations. The Driver must meet all the requirements of the AOA License and Permit Requirements and have legitimate business in those areas. The Motor Vehicle must meet all of the requirements specified in 6.33 SAFETY STANDARDS FOR MOTOR VEHICLES AND GROUND SERVICE EQUIPMENT. In addition, the Motor Vehicle must be equipped with a functioning VHF two way-radio and have a mounted yellow beacon or must be escorted by RTAA Airport Operations or designee.

All Motor Vehicles accessing the Movement Area must have a current copy of the Airport Diagram and a copy of the Light Gun signals in their Motor Vehicle. It is the responsibility of the Motor Vehicle operator to ensure a copy of each items resides in the Motor Vehicle as part of the daily user check.

Movement Area Drivers shall act in accordance with the guidelines set forth in the RNO Movement Area Driving Program in conjunction with the RNO Rules and Regulations set forth in this document at all times or be subject to Notice of Violation and respective action as set forth in Section 10 Enforcement.

## **6.7 NON-MOVEMENT AREA RULES**

### Non-Movement Area Driver Conduct

#### Speed Limit

- No Motor Vehicle shall exceed the maximum speed limit of fifteen (15) miles per hour in the Non-Movement Area, or in the proximity of where Aircraft are parked, stored or taxing.
- The maximum speed limit on 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 under tow shall not be towed at a speed of more than five (5) miles per hour or that of a brisk walk.



### Vehicle Accidents In the AOA

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

- Report any accident resulting in bodily injury, fire, or a hazardous material spill directly to Aircom Emergency Hotline 775-328-6999. Provide the location, number of Motor Vehicles involved, type of accident and nature of injuries. Remain at the scene of the accident until RTAA Airport Operations and/or Airport Police Officers arrive, and you are released from the scene.
- Report any non-injury accident to Aircom at 775-328-6600 provide the location, type of accident, and number of Motor Vehicles involved. Remain at the scene of the accident until RTAA Airport Operations and/or Airport Police Officers arrive, and you are released from the scene.
- Render reasonable assistance to any injured.
- Present RNO Security Access Badge and a valid Driver's License upon request to any Airport Police Officer or Airport Duty Manager investigating the accident.

### Right of Way To Aircraft

A taxiing Aircraft, an Aircraft under tow, or Aircraft during push-back from a gate or hard stand always has the Right-of-Way over Motor Vehicles. Any Motor Vehicle Driver interfering with an Aircraft (moving or non-moving) is in violation of these RNO Rules and Regulations and subject to the enforcement provisions of Section 10.

### Emergency Vehicles

Airside Drivers shall give way to all ARFF, Airport Police, and/or RTAA Airport Operations vehicles with flashing red, red/blue, blue/white, or yellow overhead lights.

### 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 ("intoxicants").

Any person observed driving on the AOA in a reckless or careless manner or under the influence of intoxicants is in violation of these RNO Rules and Regulations and will be subject to the enforcement provisions of Section 10.

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 or Emergency Response vehicles as deemed necessary when responding to an emergency.

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 VSR around the concourses. The VSR's provide wingtip clearance from parked and taxiing Aircraft. Airside Drivers must remain in the VSR until adjacent to the appropriate Aircraft parking gate or hardstand parking area.

Driving through an empty Aircraft envelope is not permitted.

The perimeter VSRs are limited to Motor Vehicles with a maximum gross weight of 18,000 lbs. per axle or "street legal" loading, whichever is less.

Carts, Pallets, and Igloos

No person shall operate a Motor Vehicle towing more than four (4) carts in a single train.

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.

Unauthorized Riding

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

No luggage, freight or equipment shall ride on any Motor Vehicle or upon any portion of the Motor Vehicle not designed or intended for said use.

Brake Set

All Fuel Truck 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 other towable equipment must be set whenever disengaged from the tow vehicle.

Restricted Parking

- No parking within 4 feet of a perimeter fence. This shall be strictly enforced.

- 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 it is placed in the parking gear with emergency brake engaged.
- 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 Airport Operations.
- Parking and storage of non-aeronautical vehicles and equipment must be in compliance with applicable terms and agreements approved by the RTAA.
- Parking spots located Airside behind baggage claim are restricted to RTAA vehicles only, unless specifically assigned by the RTAA. Violators will be sited and the RTAA reserves the right to have the vehicle removed.

#### Use of Reverse – Backing Up 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 their 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.

#### Ground Loading and Unloading of Passenger Aircraft

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

All requests for ground loading must be approved by RTAA Airport Operations.

If loading or unloading of passengers is approved on a remote parking spot, the Airline is responsible for providing adequate crossing guards for foot traffic crossing the Vehicle Service

Roads and adequate support to ensure the overall safety and security of the passengers transitioning between the Terminal and Aircraft.

#### Staging of Ground Service Equipment

Ground 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 and shall be removed promptly after Aircraft departure. Storing or otherwise parking ground service equipment in the safety envelope is strictly prohibited when there is no active Aircraft operation. Notwithstanding the foregoing, Airline's may store ground service equipment at an Airline's preferential use gate, provided there are no other Airlines scheduled to use that gate during any period ground service equipment is stored at the gate.

#### 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.

#### Passenger Loading Bridge Clearance

No person/Driver shall operate a vehicle or combination of vehicles and/or equipment under any portion of a passenger loading bridge (PLB) at any time, except for Emergency Response Vehicles, Airport Police, RTAA Airport Operations vehicles, or authorized RTAA snow removal equipment. Driving under a PLB is not permitted and shall be strictly enforced. Notwithstanding the foregoing, if there are no alternative means of ingress/egress due to a Motor Vehicle or other equipment blocking a clear route of travel, and a Motor Vehicle has a height that does not exceed the clearance of a PLB, the Motor Vehicle may travel under the PLB.

#### Breezeway Clearance

Any Driver operating a vehicle accessing a breezeway under either concourse, is responsible for ensuring proper vehicle clearance prior to entering the breezeway.

#### Failure to Clear

Any Driver of a vehicle that fails to clear and hits and/or damages either a PLB or breezeway under either concourse, will be issued a Notice of Violation, the Driver may have their driving privileges suspended and/or revoked in accordance with the enforcement provisions of Section 10, and the signatory agency will be responsible for associated cost of any/all repairs.

#### Vehicle Gate Security

When entering or exiting a SIDA gate at RNO, it is the responsibility of the Airside Driver to ensure that the gate is closed behind them prior to leaving.

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

#### Use of Motorized and Non-Motorized Devices In the AOA

Motorcycles, mopeds, bicycles, ebikes, scooters, skateboards, and other devices other than permitted vehicles approved by the RTAA license and permit process, are prohibited on the AOA.

RTAA staff specifically trained and authorized to use alternative transportation devices, either powered or non-powered, are exempt.

No person shall ride or otherwise operate a Motorcycle, moped, bicycle, ebike, skateboard, scooter, ebike or other transport vehicles or devices intended to move people or cargo, whether motorized or human powered within the AOA except with the prior approval of RTAA Airport Operations.

#### 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 ARFF official in command.

#### Foreign Object Debris (FOD)

It is the responsibility of all Airside 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.

#### 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.

#### HAZMAT Spills

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.

Non-fuel related HAZMAT spills such as blue juice, glycol, and hydraulic fluid, the respective airline or ground handler is responsible for the containment of the spill and the associated clean-up.

Reporting and documentation of any HAZMAT spill incident is an RTAA requirement, and must be immediately reported to Aircom (775) 328-6600.

Any HAZMAT spill that enters the storm drain system will be the responsibility of the entity causing the spill. Contaminants shall be removed immediately. Aircom and the Environmental Program Manager shall be immediately advised of the spill and the corrective action being taken.

The RTAA reserves the right to require an environmental or hazardous waste disposal professional to remediate the spill.

#### Storage of Motor Vehicles and Ground Service Equipment

Motor Vehicles and other Ground Service Equipment shall not be stored on the AOA except in areas designated by RTAA Airport Economic Development or RTAA Airport Operations. Vehicles and equipment stored in designated areas must be in good operating condition so they may be moved without delay upon request.

Any Motor Vehicle found to be out of useful service for more than 7 days may be removed from the AOA. Motor Vehicles and other equipment determined to be abandoned by RTAA may be removed from the AOA by the RTAA at any time and any costs borne by the RTAA for the removal may be billed to the owner.

Vehicles stored in designated parking areas shall be moved for pavement maintenance purposes upon request from RTAA Airport Operations or RTAA Airport Economic Development.

#### Fixed Base Operator Responsibilities and Liabilities

All rules and regulations under Section 6 -Vehicle Operations and Ground Service Equipment in the AOA, shall apply to FBO Motor Vehicles operating on all FBO areas. Each FBO is responsible for ensuring that every Driver of a Motor Vehicle upon their leasehold is familiar and complies with this regulation. Motor Vehicles of hangar tenants and any other Motor 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.

Any Motor 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 Motor Vehicle.

## **6.8 VIOLATIONS AND PENALTIES**

The following matrix classifies Airside driving offenses on the AOA into categories. The RTAA reserves the right to assign violation level to any violation not listed. Investigations, assigned penalties, and the appeal process are further explained in Section 10.

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

**Airside Driving Violations Matrix***This list is not all inclusive.*

VIOLATIONS	
Driving over the speed limit	
Failure to obey directions of an Airport Duty Manager, RTAA Police Officer, ARFF, RTAA Airport Operations Specialist or an authorized flagman	
Failure to meet insurance requirements	
Failure to secure load	
Failure to use Vehicle Service Road	
Improper Parking	
Speeding	
Careless Driving	
MAJOR VIOLATIONS	
Driving under the influence of alcohol or drugs	
Runway Incursion	
Failure to yield to an Aircraft	
Vehicle/Pedestrian Deviation	

**SECTION 7 AIRPORT SECURITY****7.1 SECURITY OVERVIEW**

RTAA's Security Rules provide for the safety and security of persons and property traveling through the Airport. The Security Rules also work to ensure RTAA's compliance with all legally mandated requirements pertaining to the Airport. Many Security Rules covered in this section are mandated by the U.S. Department of Homeland Security by and through the Transportation Security Administration (TSA). Failure to comply with Security Rules, the Airport Security Program, and all applicable federal regulations may result in enforcement action by RTAA and potential federal civil penalties.

For purposes of this section, Restricted Areas refers to the Secured Area, the Security Identification Display Area, the Sterile Area and the Airport Operations Area.

**7.2 COMPLIANCE REQUIREMENTS****Federal Security Regulations**

All persons in possession of, or applying for, an RNO Security Access Badge, and those with authority to authorize the application for possession of RNO Security Access Badges must comply with federal Transportation Security Regulations found in 49 CFR 1520 "Protection of Sensitive Security Information", 49 CFR 1540 "Civil Aviation Security-General Rules" and 49 CFR 1542 "Airport Security". These regulations shall be considered as part of the Security Rules.

### Eligibility

Eligibility for an RNO Security Access Badge will be determined by vetting applicant and existing badge-holders' criminal history against TSA's list of disqualifying crimes (49 CFR 1542.209). Applicants and existing badge-holders will also be subject to ongoing Security Threat Assessments and criminal history reviews to determine continued eligibility to possess an RNO Security Access Badge. In the interest of security, the RTAA has discretion to deny or revoke an RNO Security Access Badge at any time by written notice and explanation to the applicant or badge-holder. If the RTAA determines that the applicant's or badge-holder's past or present behavior poses a current or potential threat to Airport security or public safety, the RTAA may, in its sole discretion, deny or revoke an RNO Security Access Badge. The badge-holder or applicant may appeal such decisions by following the process set forth in Section 10.

### Security Violation Enforcement

Persons who are in violation of Security Rules shall be subject to enforcement and penalties as set forth in Section 10. The Airport Security Coordinator and/or the Rules and Regulations Committee reserve the right to exercise reasonable discretion in determining the class of Security Violation and enforcement action prescribed, based on the circumstances.

### Suspended or Revoked Access

Any person whose RNO Security Access Badge access privileges have been suspended or revoked, as provided in this section, is prohibited from accessing the Restricted Area (Secured Area/SIDA/Sterile Area/AOA) with the intent to work at the Airport. Violators of the Security Rules may be subject to a civil fine from TSA and arrest for criminal trespass.

## **7.3 RNO SECURITY ACCESS BADGES**

An RNO Security Access Badge is required to work in Restricted Areas of the Airport. No person or Motor Vehicle may access or be in any Restricted Area of the Airport unless they are in strict compliance with Security Rules. RNO Security Access Badge use, other than for business purposes and while on duty, must be approved by the badge holder's Supervisor/Manager.

### Types of RNO Security Access Badges

RNO has five (5) types of Security Access Badges that are issued to individuals who work at the Airport and whose need for access to Restricted Areas has been verified by an Authorized Signatory (see 7.4). The RNO Security Access Badges are:

- SIDA Full (Green): Allows access in all areas of the Airport - including the Aircraft safety envelope.
- SIDA Limited (Blue): Allows access in all areas of the Airport - excluding the Aircraft safety envelope.
- Cargo SIDA (Gray): Allows access to cargo areas only



- Sterile Area (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.

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

#### RNO Security Access Badge Application Requirements

Applicants for an RNO Security Access Badge must:

- Provide a completed RNO Security Access Badge application signed by an Authorized Signatory (see 7.4).
- Produce TSA-required specific forms of identification that verify an individual's identity and work authorization. (See RNO website for list of acceptable IDs)
- Submit to and pass a fingerprint-based criminal background check (not required for AOA ID)
- Submit to and pass an identity-based TSA security threat assessment
- Successfully complete security training specific to their badge type delivered via interactive employee training system

#### Approved Identification Not Issued By RNO

In addition to RNO Security Access Badges, RNO also recognizes the following credentials to allow individuals to be unescorted in some Restricted Areas of the airport:

#### Aircraft Operator Issued Security Badges

Security badges issued and controlled by passenger Aircraft Operators with an approved Aircraft Operator Standard Security Program, under 49 CFR 1544 or 49 CFR 1546, are authorized to be in the Secured Area/SIDA under the following conditions:

- Aircraft operator crew identification media issued to flight crewmembers, cabin crewmembers and loadmasters of Aircraft operators is recognized as an approved media for unescorted access in the Secured Area/SIDA with the following requirements:
  - Access is limited to the immediate vicinity of the Aircraft to which flight crew or cabin crew is assigned; the Aircraft operator's operations office or the equivalent; and points in-between.
  - All flight and cabin crewmembers must be in uniform and wear an Aircraft operator issued identification medium, readily visible above waist level. Such ID must be worn by the crewmember to which it was issued.
  - Escort authority is not extended to any crewmembers possessing only an Aircraft operator identification media

- Ramp ID media issued to transient mechanics is recognized as an approved media for unescorted access in the Secured Area/SIDA with the following requirements:
  - Access is limited to the immediate vicinity of the Aircraft; the Aircraft operator's operations office or the equivalent; and points in-between.
  - All Aircraft mechanics must wear an Aircraft operator issued identification medium, readily visible above waist level. Such ID must be worn by the mechanic to which it was issued.
  - Escort authority is not extended to any Aircraft mechanic possessing only an Aircraft operator identification media.
- Foreign Air Carrier Flight or Crew Member identification media regulated under 49 CFR 1546 is recognized as an approved media for unescorted access in the Secured Area/SIDA with the following requirements:
  - Access is limited to the immediate vicinity of the Aircraft to which flight or crew members are assigned and the foreign air carrier's operations office or the equivalent. Access is NOT permitted between the operation office or equivalent and the Aircraft.
  - Foreign flight and crew members must access the Sterile Area through the TSA screening checkpoint if originating at RNO. Crewmembers on an inbound international flight that will be departing domestically on a "quick-turn" flight do not need to exit the SIDA or Sterile Area to be screened through a TSA screening checkpoint if they have not left the SIDA or Sterile Area before re-boarding the Aircraft.
  - Foreign flight and crew members must be in uniform and wear an air carrier issued identification medium, readily visible above waist level. Such ID must be worn by the crewmember to which it was issued.
  - Escort Authority is not extended to any flight crewmembers possessing only an air carrier-issued identification.
- Military Identification: Members of NANG may be unescorted on the AOA if they are in uniform and if their identification has been verified by NANG personnel.
- Federal Government Identification: Federal government employees may be unescorted on the AOA if on official business. Their identity and identification must be verified by an RTAA Airport Duty Manager. The RTAA Airport Duty Manager must escort them to/from the AOA area in which they will work if access to that area is through the SIDA.
- FAA Form 110A: Aviation Safety Inspector's Credential is recognized as authorizing FAA Aviation Safety Inspectors unescorted presence in all Restricted Areas of the Airport when conducting their assigned duties.

## **7.4 AUTHORIZED SIGNATORIES**

The Transportation Security Administration requires that individuals authorized to sign for RNO Security Access Badges or IDs for their employees or tenants be designated as "Authorized Signatories." To become an Authorized Signatory (AS) an individual must:

- Be employed by a company sponsored by an RTAA department or employee
- Be so designated on their company's Authorized Signatory Form
- Undergo and pass a fingerprint based criminal history records check
- Undergo and pass a DHS Security Threat Assessment
- Successfully complete RNO Security Identification Display Area (SIDA) Training (if signing for SIDA badges)
- On an annual basis, successfully complete the interactive training course "Authorized Signatory Training"
- Complete an Authorized Signatory Form and present it to the Badging Office to begin the process.

The AS is responsible for ensuring the integrity of the badging process for their company. Every AS must:

- Verify the identity documents of any employee applying for a badge
- Verify the need and level for employees to have unescorted access to Restricted Areas of the airport
- Verify the need for employees to have escort and driving privileges
- Verify the accuracy and legibility of employee's Badge Application Forms
- Provide immediate notification to the Airport Badge Office (or AIRCOM outside of regular business hours) when an employee is terminated or resigns
- Ensure AIRCOM is immediately notified when an employee's badge is lost or stolen
- Return employee badges to the Airport Badging Office to avoid \$150 per badge non-returned fee
- Notify the Airport Badging Office when an employee badge-holder is convicted of a disqualifying crime
- Respond to all requests for information from the Airport Badging Office including participation in a federally required audit

## **7.5 BADGE-HOLDER'S RESPONSIBILITIES**

Individuals issued an RNO Security Access badge are required to follow aviation security rules and regulations. Badge holders will learn more about these responsibilities at training that is required at the time of badge issuance. Failure to uphold these rules is considered an aviation security violation and may result in the issuance of a Notice of Violation (the level of which is dependent on the severity of the event – see Section 10 for more information). Some, but not all, important responsibilities are reviewed below. Failure to uphold these responsibilities could affect your ability to maintain an RNO Security Access Badge.

- **Badge Display:** While in the Security Identification Display Area (SIDA) RNO Security Access Badges must be displayed above the waist on the outermost garment.
- **No Piggybacking:** As an RNO Security Access Badge holder, you may only access Restricted Areas of the airport by using your own badge. You should never follow another badge holder through an access-controlled door or let anyone else follow you through a door (unless you are escorting them – see 7.7 for more on Escorting).

- **Use Your Badge Only:** Never give your RNO Security Access Badge to anyone else to use and never use anyone else's RNO Security Access Badge – ever.
- **Lost or Stolen Badges:** Immediately report a lost or stolen RNO Security Access Badge to Aircom. Aircom's phone number can be found on the back of all RNO Security Access Badges.
- **Return Your Badge:** All RNO Security Access Badge are the property of the Reno-Tahoe Airport Authority (RTAA) and are issued to to facilitate work at the airport. It must be returned the RTAA to avoid a \$150 fee assessed on non-returned badges.
- **Screening:** Badge holders are subject to searches and screening at any airport access-controlled door or gate.
- **No Prohibited Items in Secured Area, SIDA, or Sterile Area:** Badge holder may not bring most prohibited items into the Secured Area, SIDA, or Sterile Area. See 7.8 Prohibited Items for more detailed information on this subject.
- **Challenge:** Badge holders are expected to remain alert while in the Restricted Areas. In particular, challenge any person seen in the Secured Area/SIDA who is not properly displaying their RNO Security Access Badge. Report offenders immediately to Aircom. Aircom's phone number can be found on the back of all RNO Security Access Badges.

## **7.6 ACCESS CONTROL PROCEDURES**

The following are pertinent rules to follow regarding door, belts and gates that lead to Restricted Areas:

- **Door Use:** When using an access-controlled door, always ensure the door closes fully. This is especially important during high wind days when strong gusts can hold doors open. Never assume a door has closed fully, always check.
- **Door/Gate Alarms:** If an audible alarm is sounding from a door or gate, secure the door or gate and contact Aircom so they can initiate an investigation. Be alert for suspicious activity or people in the vicinity.
- **Open Doors/Gates:** Open doors or gates are a security risk. If a door/gate is found open, stand by and contact Aircom so they can initiate an investigation. Be alert for suspicious activity or people in the vicinity.
- **Unattended Bag Belts:** If a bag belt, either in ticketing or in bag claim, is found running without a badge holder in the vicinity, stand by and contact Aircom so they can initiate an investigation.
- **Vehicle Gates:** When accessing Restricted Areas through a vehicle gate, the badge holder must remain in the gate's pathway until the gate fully closes. If the gate does not close, contact Aircom for assistance.
- **AOA Facilities:** FBOs are responsible for access control in their leased spaces, associated hangars and vehicle gates.

## **7.7 ESCORTING PROCEDURES**

The following are pertinent rules to follow regarding escort in Restricted Areas:

- “E” on Badge: In order to provide escort into a Restricted Area, the badge holder’s company must designate the badge holder as needing escort authority for the purposes of employment. Once designated, an “E” will be added to the badge holder’s badge.
- Permitted Escort: Escort authority allows a badge holder to escort individuals who do not have an RNO security access badge into Restricted Areas. A badge holder should have their company’s approval for any escort conducted. Never escort another badge holder into a Restricted Area.
- Control: While there is no limitation on the number of individuals a single badge holder can escort, a badge holder must be able to exert and maintain positive control over anyone you are escorting. Escorts must always be able to see those being escorted.
- Vehicle Escort: A badge holder must have both escort and driving authority to escort a Motor Vehicle into Restricted Areas. Escorted Motor Vehicles must have a company placard on both sides of their Motor Vehicle and the Driver must have a valid U.S. Driver’s License.

## **7.8 PROHIBITED ITEMS**

The following items are PROHIBITED in the Secured Area, the Security Identification Display Area, and the Sterile Area, unless otherwise permitted by applicable law, for example the possession of firearms by LEOs and active members of the United States Military. This list is illustrative only and not all inclusive. Possessing any of these items, unless needed in the conduct of one’s job, when entering the Secured Area, the Security Identification Display Area, and the Sterile Area may be grounds for a security violation which could result in the loss of your RNO Security Access Badge as well as potential civil enforcement action by the Transportation Security Administration (TSA).

- Any knife except for common plastic cutlery and non-serrated butter knives except for items which are reasonably justified as operationally necessary such as tools of the trade needed for your job, etc.;
- Unauthorized firearms or weapon (including materials or components thereof) designed or intended to propel a projectile/missile of any kind (i.e. rifles, pistols, shotguns, stun guns, BB guns, spears, air guns, flares, replicas, pellet guns, starter pistols, magazines/clips, parts of guns);
- Unauthorized Explosives including materials or components (ammunition / gun powder, fireworks, flares, grenades, replicas, detonators, blasting caps, etc.);
- Axes, hatchets, swords, sabers, switchblade knife, ballistic knife, razor, slingshot, spring stick, metal knuckles, blackjack, sand club, sandbag, bow and arrow;
- Bats (baseball, cricket), sticks (hockey, lacrosse, pool), golf clubs;
- Chemical Self-defense sprays (Mace), Tasers, Stun gun devices;
- Martial arts and close-combat styled weapons or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (i.e. nun chahka, nun chuck, nun cacao, shuriken, fighting chain, night sticks, throwing stars, nun chucks, batons, brass knuckles, cat eyes, Billy club, black jacks, etc.);
- Alcohol, illicit drugs or paraphernalia;

- Fuels (including cooking fuels and any Flammable Liquid fuel) except items which are reasonably justified as operationally necessary such as tools of the trade needed for your job, etc.

When in doubt, consult TSA's Prohibited Items list <https://www.tsa.gov/travel/security-screening/whatcanibring/all-list>

## 7.9 SECURITY VIOLATION PENALTIES

The following matrix classifies security violations into categories. The RTAA reserves the right to assign violation level to any violation not listed. Investigations, assigned penalties and the appeal process are further explained in Section 10.

<b>Security Violations Matrix</b>	
<b>VIOLATIONS</b>	
Failure to respond to an audible alarm sounding at a door by securing the door and then contacting AIRCOM	
Failure to secure any SIDA door or gate by leaving it open, propped, unsecured or unattended.	
Failure to challenge individuals who are not displaying authorized security badges. (The badge challenge should include verifying the picture and expiration date on the badge.)	
Failure to display badge at all times above the waist on the outermost garment while in SIDA	
Failure to be cooperative and immediately present security badge when challenged.	
Failure to obey directions of an Airport Duty Manager, RTAA Police Officer or Airport Operations Specialist	
Failure to immediately report any and all security violations or suspicious activity to AIRCOM	
Failure to continuously monitor all persons for whom they are providing an escort	
Failure, if escorting, to transfer escort authority to another authorized badge holder who acknowledges and assumes responsibility for the escort	
Escorting an individual who holds an access badge that provides them access to the area in which escort is being conducted	
Failure to ensure that any doors or gates they open are securely closed behind them without allowing anyone else to enter. (Following behind a person who has swiped their badge is known as piggybacking)	
Failure to immediately report a lost or stolen badge to AIRCOM	
<b>MAJOR VIOLATIONS</b>	
Bypassing TSA security checkpoint when traveling on a commercial airline flight (except for authorized air carrier employees)	
Willful introduction of a prohibited item into the Secured Area, the Security Identification Display Area, or the Sterile Area of the Airport.	

Escorting anyone in a manner that bypasses the TSA checkpoint process when the person being escorted is traveling on a commercial flight (except for authorized air carrier employees)

Tampering with or attempting to bypass any security system, measure or procedure (including willful avoidance of TSA or RTAA employee screening)

## **SECTION 8 FIRE SAFETY AND INSPECTIONS**

### **8.1 FIRE INSPECTIONS**

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

#### Commercial Aeronautical Operators

Tenant is responsible for complying with all provisions of its lease or any other agreement with the RTAA, 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.

All RTAA tenants are required to give permission and right of entry to fire code officials. 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.

#### Non-Commercial Hangar Tenants

Non-commercial hangars are those hangars that are privately owned (located at 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 are subject to annual inspection as scheduled and conducted by ARFF. All RTAA tenants are required to give permission and right of entry to fire code officials. 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.

#### Inspection and Right of Entry

Per Section 106 of the IFC, fire code officials are authorized to enter and examine any building, structure, Motor Vehicle or premises for the purpose of enforcing the fire code. Each tenant will

provide the RTAA with a key to access the building, structure, or premises at their own cost. If the lock is changed, the tenant must provide the RTAA with a new key.

Per Section 104.3 of the IFC, whenever it is necessary to make an inspection to enforce the provisions of that 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.

## **8.2 COMMON FIRE SAFETY HAZARDS**

### 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).

### 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.

Exits:

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

### **8.3. 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, all in accordance with NRS and IFC requirements.

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.

Fire Alarms:

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

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.

Fire Hydrants:

- A 3-foot clear space shall be maintained around the circumference of fire hydrants.

### **8.4 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, in addition to any other penalty provided by law and/or any lease remedy the RTAA may have, including lease termination, the tenant will be deemed to

have committed a violation of the RNO Rules and Regulations, subject to enforcement in accordance with Section 10.

## **8.5 HANDLING AND STORING OF HAZARDOUS SUBSTANCES AND MATERIALS**

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

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.

## **8.6 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 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.

## **SECTION 9 LANDSIDE OPERATIONS**

The President/CEO has the authority to determine what steps are necessary and available to accommodate as many members of the travelling public desiring to park at RNO as possible. In addition, the President/CEO has the authority to offer free parking validation for individuals and groups to ensure easy access and participation by business partners, information sources, and those involved in RTAA community programs, on an as needed basis. The President/CEO has the authority to make immediate changes to the Public Parking Facilities and ground transportation rates and charges as necessary.

### **9.1 LANDSIDE POLICY**

#### **Scope**

This policy applies to all current and future Landside facilities of the RTAA including Public Parking Facilities, Tenant/Airline parking, Crew Member Parking, Employee Parking, Ground Transportation, and facilities used on a temporary basis in overflow situations.

### **9.2 – PARKING AT RNO**

#### **Parking Rates**

All parking rates for current and future Public Parking Facilities as well as employee parking rates are amended when necessary and can be found in the Master Fee Resolution which is updated annually. Parking rates for the public and employees working at the airport may be adjusted at the discretion of the RTAA.

#### **Stolen or Damaged Vehicles and/or Vehicle Contents**

RTAA is not responsible for the theft of or damage to any Motor Vehicles and or loss of Motor Vehicle contents parked within any parking facilities at the Airport.

#### **Validation**

Parking Ticket Validation (12 hour maximum) will be offered to:

- Locksmith and Tow companies whose services have been requested by RTAA or Passengers.
- Consultants and contractors conducting business on behalf of the RTAA

Additionally, others doing business at RNO or with RTAA may, at the RTAA's sole and absolute discretion, have their parking tickets validated for free parking on an individual basis if they have legitimate RTAA business interests or are involved in community programs associated with RNO or the RTAA that are best served by offering free parking.

Parking Validation is not permitted in the following circumstances:

- Consultants and contractors conducting business on behalf of tenants of the RTAA are not permitted to receive parking validation. A Vendor parking area is available north of the Ground Transportation area for tenant consultants and contractors – no overnight parking is permitted. A tenant's consultant parking in Public Parking Facilities must pay the full rate for the public lot in which they are parked.
- Tenant employees who park in an area they are not designated to park in, e.g. Public Parking Facilities, are not permitted to receive parking validation and instead must pay the full rate for the public lot in which they parked.

### Special Event Parking

For purposes of this section, "Special Events" are short duration RTAA scheduled events, such as on-airport functions and meetings, local school or non-profit performances, and promotional community events, where the Public Parking Facilities are used by individuals who would not be parking at the airport where it not for the special event.

The President/CEO or their designee is authorized to determine which special events qualify for free short duration parking validation.

### Disabled Veterans and Ex-POWs

It is the opinion of the RTAA Legal Counsel that the exemption in Nevada Revised Statute (NRS) 482.377 and 484.407, stating that Disabled Veterans and Ex-POWs are "exempt from the payment of any parking fees, including those collected through parking meters, charged by the State or any political subdivision or other public body within the State" does not apply to RTAA Public Parking Facilities. However, in spite of this legal determination the RTAA will continue to waive parking fees for disabled veterans and ex-POWs in recognition of their service and sacrifice as long as they display the appropriate Nevada license plates as defined in the NRS statutes referenced above.

### Handicapped/ADA Parking

At a minimum the RTAA will provide handicapped parking spaces required to meet the Americans with Disabilities Act (ADA), Standards for Accessible Design, 28 CFR Part 36, Section 208 – Parking Spaces. All handicapped parking spaces will be clearly identified, and the parking fee for use of handicapped parking spaces will match the current rate for the public parking lot in which they are located. The RTAA does not provide free parking to handicapped passengers unless they otherwise qualify for free parking pursuant to other provisions of this section.

### Oversized Vehicle Parking

Oversized Motor Vehicles are currently prohibited from parking in the public parking due to increased parking demand. Any oversized Motor Vehicle will be charged a parking fee based on the number of parking spaces occupied by the Motor Vehicle at the established parking rate

(minimum of two spaces). Signage is posted at the entrance to and at the exit of the Public Parking Facilities explaining this fee.

### Over-Capacity Events

Over-Capacity Events are defined as day-long or multi-day high volume events such as holidays, winter and spring breaks, peak summer travel days, and occasional heavy travel weekends during which the Public Parking Facilities reach full capacity and require overflow areas.

Over-Capacity events may trigger the need for temporary flat-rate charges as a direct result of a “surge” parking situation where parking capacity is reached in the Public Parking Facilities. In order to accommodate as many of those seeking parking as possible within RTAA-owned parking facilities, thereby maximizing revenue and providing the highest level of customer service, the RTAA, in its sole and absolute discretion, may undertake certain measures to provide sufficient parking on RTAA-owned property. Those measures may include relocating RTAA, Tenant, and TSA employee parking, providing shuttle services, and/or adjusting rates for extraordinary parking, such as a flat rate for parking in a vacated RTAA Employee Parking Lot.

### Rate Reductions

The RTAA may consider parking rate reductions for customer service reasons. The three typical forms of rate reduction are a re-rate of the original parking ticket, a standard rate reduction, and refunds or parking rate adjustments due to a medical or National Emergency.

A re-rate occurs when a parking ticket does not match the parking lot in which the Motor Vehicle is parked. For example, if the gate to the long-term surface parking lot was under repair, customers may have been limited to two more expensive gate choices (the long-term garage and short-term garage parking lots) despite access to and availability of spaces in the long-term surface parking lot. The Manager of Landside Operations has primary authority to determine whether a re-rate is warranted.

A standard rate reduction occurs when the customer has paid for parking in full and then submits a written appeal to reduce the rate already paid. Rate appeals are reviewed by the Manager of Landside Operations, who examines the appeal, renders a decision, and notifies the appellant of the decision and reason(s) for the decision. If the customer appeals the Manager of Landside Operations’ decision, then it is reviewed by the Director of Airport Operations who then renders a final decision and notifies the appellant of the decision and the reasons for the decision.

For refunds or parking adjustments due to a medical or National Emergency, the passenger must have sustained an injury, illness, or been unable to travel has due to a national emergency that will not allow a customer to return on their original return date.

In the event of the foregoing circumstances, upon request, the RTAA may suspend a customer’s parking fee as of the original return date, provided the customer provides the required documentation. The customer must then retrieve their Motor Vehicle within fourteen days of their original return date. After fourteen days, their parking fees will resume. All customers at the end

of the initial fourteen-day grace period will have the opportunity to request an extension for another fourteen days. The request for an extension must be made prior to the expiration of the original fourteen-day grace period. As in the initial request the customer will need to provide medical documentation to substantiate their request. If the customer is not able to retrieve their Motor Vehicle before the end of the grace period and any extension granted, the customer will be required to pay their parking fee for any time outside the grace period and any extension if granted.

Requests for adjustments or refunds due to travel restrictions will require restrictions in the travel industry due to a national emergency. All customers requesting an adjustment or refund will be required to meet the criteria set forth in the Parking Passenger Refund and Adjustment Request Form and will have the same restrictions as stated in the previous paragraph.

#### Abandoned Vehicles

The RTAA will consider all Motor Vehicles left in the public parking facilities in excess of sixty (60) days as abandoned and such Motor Vehicles may be towed and/or disposed of at the discretion of RTAA. After the RTAA identifies an abandoned Motor Vehicle, the RTAA will provide notice to the registered owner by certified mail of RTAA's intentions to remove, and if necessary, have the Motor Vehicle towed. Towing companies whose services have been requested by RTAA for such purposes will be offered free parking privileges in the process of removing the abandoned Motor Vehicles.

#### Unauthorized Vehicles in Public Parking

RTAA does not allow any commercial business to be conducted in the public parking lots, without the RTAA's express authorization. This includes, but is not limited to Taxis, private car services, limousine and Peer-To-Peer Car Sharing companies (other than the designated spaces in the Blue Lot). If a Motor Vehicle/person is found to be in-violation the Motor Vehicle will be ticketed and/or towed at the owner's expense.

#### Airline Crew Member Parking

Airline crew members who are Non-Domiciled Flight Crew (a flight crew member from a signatory airline serving RNO, but not based out of RNO) or a Domiciled Flight Crew (a flight crew member from a signatory airline serving RNO and based out of RNO) can request parking at a monthly rate. The monthly parking fee will be reviewed and approved by the RTAA's Board of Trustees annually as part of the RTAA's Master Fee Resolution.

The RTAA offers two different options for crew member parking:

- Tier-1 parking, located in the Long-Term Surface lot. Tier-1 has a maximum capacity of 30 spots.
- Tier-2 parking, located at the corner of Terminal Way and Plumb Lane. Tier-2 has a maximum capacity of 232 spots.

### Tenant/Airline Employee Parking

The RTAA offers employee parking to Airline and Tenants operating at RNO. The RTAA will bill each Airline/Tenant for each employee that parks at the airport at the rate outlined in the Master Fee Resolution. The RTAA reviews and approves this rate annually. It is required for an authorized agent of the Airline/Tenant to approve parking for each individual employee requesting parking. The RTAA offers parking spaces for rent only on a calendar month basis, running from the first through the last day of the month. The RTAA is not liable for damage to, or theft of, Motor Vehicle under any circumstances at any time. When the RTAA supplies a parking lot entry card ("Prox card"), the card shall be used to enter and exit the parking facility. The RTAA only provides one Prox card per employee. The RTAA will charge the prevailing daily rate to the Motor Vehicle operator if the Prox card is not used as directed. Any attempt at manipulation of parking procedures may result in cancellation of monthly parking privileges and the RTAA charging a daily rate.

Replacement cost for lost, stolen, damaged or unreturned Prox cards is outlined in the Master Fee Resolution. A replacement fee must be paid at the time a new card is issued at the parking office. No refunds/credits will be provided for Prox cards returned after 30 days from date of replacement or last day of employment.

Alternate arrangements will be made for any employee requiring handicapped accessible parking. A DMV issued Authorization Letter must be presented to substantiate handicapped license plates and/or placards.

Immediately notify the Landside Operations office if your Prox card has been lost or stolen. The Prox card has been issued in your name and is not to be shared with anyone, including family, friends or another employee. The Prox card is issued for work purposes only, not for use during vacations.

Employees who violate the terms and conditions of the employee parking program risk the loss of parking privileges. If a loss of privileges occurs, the employee is responsible for finding alternate parking and will be responsible for any cost associated with that parking. In more severe instances, an employee may be permanently removed from program participation. Employees parking in employee lots 60 or more consecutive days are subject to towing at the Motor Vehicle owner's expense.

Violators are also responsible for payment of any parking fees associated with the misuse of parking privileges. For example, an employee who has been issued a Prox card and parks in any Public Parking Facilities is responsible for all fees accrued while parked in that lot.

### Employee Shuttle

An employee shuttle is offered to employees assigned to the Purple Lot and that have a completed and approved parking application form. This shuttle service travels in both directions between the Purple Lot and the Terminal. The goal of the shuttle is to arrive and depart from each location every 15 minutes. This shuttle service is offered as a courtesy and may be adjusted or discontinued at any time at the sole discretion of the RTAA.

## **9.3 – GROUND TRANSPORTATION**

### Ground Transportation – Permitting

Every commercial operator wanting to conduct business at the Airport must obtain and maintain prior to initiation of operations at the Airport, and at all times during operation on Airport premises, a valid permit from the RTAA. Permits must be renewed through application to the Landside Operations Department on such forms as may be provided by the Landside Operations Department. Operators shall be bound to comply with these RNO Rules and Regulations and such other rules and regulations that are promulgated by the RTAA from time to time.

No Operator is exempt from the fee or permit provisions, however, public entities or those carriers who operate exclusively under federal exclusion by the Americans with Disabilities Act may apply to the President/CEO for exemption from the permit or fee requirements or both. Additionally, carriers who are providing pre-arranged interstate ground transportation in compliance with the Real Interstate Drivers Equity Act of 2002 may apply to the President/CEO for exemption from the permit and fee requirements.

Nothing contained herein shall prohibit the RTAA from charging other fees for use of the Airport facilities not otherwise covered herein, including parking fees, badging fees, advertising fees or charges, or other charges for services or facilities provided by the RTAA in connection with permitted commercial ground operations.

### Ground Transportation – Appeals

If the RTAA denies an application for a permit or an exemption as described above, the Operator may appeal the decision. The Operator shall have five days from issuance of the recommended decision to request an appeal from the Director of Airport Operations. If no appeal is taken the recommended decision becomes a final decision. If an appeal is submitted to the Director of Airport Operations, their decision shall be final. Nothing contained herein shall prohibit the Manager of Landside Operations from immediately suspending a permit if injury or harm to any person or property is threatened. Such immediate suspension may be appealed directly to the Director of Airport Operations for a decision in accordance with this Section.

### Ground Transportation – Airport Taxi Operators

Taxi companies are required to have a GT Permit and comply with the conditions outlined in the Permit to pick up passengers.

### Peer-To-Peer Car Sharing

All Shared Vehicle Owners or operators of a Peer-to-Peer Car Sharing platform engaging in Peer-to-Peer Car Sharing at RNO must have an appropriate contract with the RTAA. The RTAA will take immediate action to stop any unauthorized use of RTAA property, including denying access to RTAA property, towing, booting, and assessing fines against Motor Vehicles rented through Peer-to-Peer Car Sharing platforms on RTAA property without a contract.



The RTAA only allows Peer-To-Peer Car Sharing in designated areas that are outlined in the contract with the RTAA. There are two types of such areas Key Exchange and Parking:

Key Exchange Location Conditions - All Face-to-Face Key Exchanges must occur at this location. The area is also utilized by other ground transportation providers and vendors, therefore there are no designated parking spaces for Shared Vehicles. This area shall only be accessed by Shared Vehicles that have been pre-reserved on the Peer-to-Peer Car Sharing Program and the dwell time for Shared Vehicles in this area shall not exceed fifteen (15) minutes. Accordingly, Shared Vehicles shall not enter this area until the Shared Vehicle Owner and Shared Vehicle Driver are ready to conduct a Face-to-Face Key Exchange.

Designated Parking Location - Shared Vehicles shall only park in those areas specifically identified by the RTAA for parking of Shared Vehicles (the “Designated Parking Spaces”). Shared Vehicle Owners should park no earlier than four hours before the scheduled trip start, and the Shared Vehicle Owners shall retrieve the Shared Vehicle no later than four hours after completion of the scheduled reservation. If all of the Designated Parking Spaces are occupied, Shared Vehicles may not utilize this area and must utilize the Face-to-Face Key Exchange Location. Any Shared Vehicles or other Vehicles parked outside of the Designated Parking Location are subject to tow at the owner’s expense, in addition to any other rights, remedies, or other provisions of this License.

## **9.4 – LANDSIDE RULE ENFORCEMENT**

### Landside Rules Violations

Enforcement of the Landside Rules are treated separately from violations of the other provisions of the RNO Rules and Regulations. The Landside Violation Program consists of in-house citations used to identify violators of Landside Rules. Landside Shift Leaders, Landside Supervisors, the Manager of Landside and the Operations Department have the authority to issue Citations for violations of Landside Rules. Revenue from fines collected will be placed into the RTAA General Fund. LEOs may also issue citations pursuant to Nevada Law; however, tickets issued by LEOs for moving violations and parking violations are adjudicated by the City of Reno which receives and retains the fines collected. RTAA Citation fee values are published annually in the RTAA Master Fee Resolution.

In addition to fees, the RTAA reserves the right to revoke permits.

### Citation Appeals

Citation appeals for all violations of Landside Rules are reviewed by the Manager of Landside Operations. The Manager of Landside Operations examines the appeal, renders a decision, and notifies the appellant of the decision and reasons for the decision. An additional appeal may be made to the Director of Airport Operations, whose decision is final.

## **SECTION 10 ENFORCEMENT**

### **10.1 ENFORCEMENT INTRODUCTION**

The RTAA is obligated under state and federal law to ensure the safe and efficient operation of RNO. Active enforcement of the RNO Rules and Regulations is an essential part of compliance. These enforcement provisions are designed to ensure the RTAA meets its legal obligations.

Airports are complex, dynamic, and fluid operating environments. Accordingly, the RTAA will endeavor to maintain a flexible approach and may from time to time diverge from the general guidelines for enforcement set forth in this section. The intent of this section is to provide a general framework for the enforcement and appeals process.

The RTAA shall have the sole authority to monitor compliance with and enforcement of all RNO Rules and Regulations. The RTAA reserves the right to suspend access/driving privileges, including, but not limited to revocation or suspension of RTAA-Issued Badges and/or removal from or denial of access to RTAA property through a trespass or cease and desist order for any violation of the RNO Rules and Regulations.

For RTAA employees covered under a collective bargaining agreement or exclusively covered by the RTAA's Civil Service Plan, any disciplinary proceeding, penalties, and subsequent appeal rights will be as set forth in that respective document and not in this Section 10.

### **10.2 VIOLATIONS**

The RTAA considers any violation of the RNO Rules and Regulations to be serious in nature. However, some violations are deemed to be more impactful and are listed as "major" violations. Any violation specifically listed as a major violation in the RNO Rules and Regulations or that poses an immediate and substantial threat to the safety, security, or efficiency of operations at RNO is considered a major violation.

Violations occur within the following categories of rules:

- **Security:** Security Rules violations occur when there is a breach of any rule articulated in Section 7 or otherwise involves an activity that directly concerns the Security of RNO.
- **Airside Driving:** Airside Driving Rules violations occur when there is a breach of any rule articulated in Section 6, or otherwise involves the unsafe operation of a Motor Vehicle Airside.
- **General:** General Rules violations occur when there is a breach of any rule outside of the Security and Airside Driving categories, or any criminal act.

## 10.3 VIOLATION PENALTIES

### Violations

Violation penalties will progress for each subsequent violation generally under a “three strike policy”. Each violation will remain as a “strike” for a period of two (2) years from the date of the occurrence of the latest violation. For example, if a first violation occurs on July 1, 2023, and a second violation occurs on December 1, 2023, both violations will remain as strikes until December 1, 2025, at which point both strikes will be removed from the violator’s record. Violation strikes will be specific to the category of rules. For example, two violations of Airside Driving Rules and one violation of Security Rules will not constitute three strikes. The penalties for violations will depend on whether the violator is an individual or a group, organization, business, or the like. Penalties for a group, organization, business, or the like are hereafter referred to as “Group Penalties”. Generally, where a violation is personal in nature, it will be an individual penalty only and there will be no Group Penalty.

Penalties for violations of the RNO Rules and Regulations may be in addition to penalties imposed by the violator’s employer, and/or local, state, and federal laws, rules, regulations, and the like, and the RNO Rules and Regulations are at all times subordinate to the requirements of local, state, and federal laws, rules, regulations, and the like. Where the RNO Rules and Regulations provide for a specific penalty for a specific violation, for example a specific monetary fine, that will be the sole penalty for violation of that particular rule/regulation.

### Individual Penalties

The penalties for violations of the Security Rules are as follows:

- 1st: Requirement to complete additional security training as set forth in Section 7.
- 2nd: Suspension of Security Access Badge for 24 Hours and requirement to complete additional security training within 7 days.
- 3rd: Suspension of Security Access Badge for five years.

The penalties for violations of the Airside Driving Rules are as follows:

- 1st: Requirement to complete additional driving training as set forth in Section 6.
- 2nd: Suspension of AOA driving privileges for 24 Hours and requirement to complete additional driving training within 7 days.
- 3rd: Suspension of AOA driving privileges for five years.

The penalties for violations of the General Rules are as follows:

- 1st: Written Warning.
- 2nd: Final Written Warning
- 3rd: Issued trespass notice and barred from RTAA property for five years.

### Group Penalties

The Group penalties for violation of any subset of Rules are as follows:

- 1st: Written Warning
- 2nd: Final Written Warning
- 3rd: \$500 Fine
- 4th: \$1,000 Fine
- 5th and beyond: \$5,000 Fine per violation

### Major Violations

The RTAA considers the following to be major violations and may, in its sole and absolute discretion, suspend Airside driving or RNO Security Access Badge privileges for any alleged major violation, while pending further review.

- A Criminal Act under any State, Local, or Federal Law.
- Failure to yield to Right of Way of Aircraft.
- Failure to obey a command of an LEO, ARFF, Airport Duty Manager, Airport Operation Specialist, or Airport Operations Supervisor.
- Suspicion of being intoxicated.
- Vehicle/Pedestrian Deviation (Entry into the movement area without permission)
- Runway Incursion (Any incorrect presence of a person or Motor Vehicle on a runway.)
- Level 3 security violations.
- Operating a Motor Vehicle, Aircraft, or equipment in willful or reckless disregard of the safety of persons or property.

### **For Individuals:**

The penalty for major violations of the Security Rules is suspension of the RTAA-Issued Badge for five years.

The penalty for major violations of the Driving Rules is suspension of AOA driving privileges for five years.

The penalty for major violations of the General Rules is issuance of a trespass notice and being barred from RTAA property for five years.

### **For Group:**

The penalty for a major violation of any category of the RNO Rules and Regulations is a \$5,000 fine.

The RTAA reserves the right to immediately suspend Security Access Badge and/or AOA driving privileges, upon an arrest for any criminal act.

## **10.3 PROCESS FOR ENFORCEMENT ACTIONS FOR VIOLATIONS**

### Regulation Observers

The RTAA's President/CEO, at his or her, sole and absolute discretion, may designate, and thereafter change designations, of which RTAA employees have the authority to initiate enforcement actions for violations of RNO Rules and Regulations. Currently, RTAA Airport Duty Managers, Manager of Airport Operations, Manager of Aviation Compliance, Airport Operations Specialists, Airport Operations Supervisors, and RTAA Police Officers (collectively, "Regulation Observers") may initiate enforcement actions. Regulation Observers may initiate enforcement actions against any person on RTAA property that in the judgment of the Regulation Observer is violating any provision of the RNO Rules and Regulations by issuing a Notice of Alleged Violation.

### Notice of Alleged Violation (NAV)

A Notice of Alleged Violation (NAV) serves as notice to the violator that a Regulation Observer believes a violation has occurred. The NAV will include the time and date of the alleged violation, the name of the person allegedly violating the RNO Rules and Regulations, the specific Rule or Regulation the person allegedly violated, a brief of description of the conduct that constituted an alleged violation, and the level of the alleged violation.

### Violation Review

After the issuance of a NAV, the RTAA will begin a review of relevant information to determine whether a violation occurred (Violation Review). If the RTAA does not substantiate the alleged violation after the Violation Review, the RTAA will rescind the NAV. If the RTAA confirms the violation, the RTAA will issue a Letter of Violation (LOV).

For NAVs issued for alleged major violations, the RTAA will seek to complete the Violation Review within ten (10) calendar days. The results of the Violation Review will then be presented to the RTAA's Rules and Regulations Committee (RRC) for consideration. A quorum of at least three (3) members of the RRC will meet within ten (10) calendar days of the issuance of the NAV to determine whether a violation occurred. If the alleged violation is not substantiated after the RRC review, the NAV will be rescinded. If the violation is confirmed, a Letter of Violation (LOV) will be issued.

### Letter of Violation (LOV)

A Letter of Violation (LOV) is issued to a violator if a Violation Review substantiates the violation set forth in an NAV. The LOV will provide information on the conducted review and resulting penalty and will be provided to the alleged violator and to the Authorized Signatory who authorized the alleged violator's RTAA-Issued badge.

The appeal rights described in 10.4, and the associated deadlines, begin on the date the LOV is issued.

## **10.4 CITATIONS APPEAL PROCESS**

Any person issued a LOV may appeal the determination set forth in the LOV by completing and submitting the Appeal Form (Appendix H) to the RTAA as a .pdf via email (rulescommittee@renoairport.com) within five (5) calendar days of the LOV's issue date. RTAA's Rules and Regulations Committee will consider the appeal at its next regularly scheduled meeting or at such other time as determined by the RRC. The appellant and a single representative may present a statement in person in support of the appeal. The Regulation Observer or another RTAA employee may also present a statement in support of upholding the violation and/or proposed penalty. The RRC then convene without the appellant or Regulation Observer present to conduct a majority vote on whether to accept the appeal. The RRC will then notify the appellant via email of its decision.

### **Final Appeal**

The appellant may make a final appeal of the RRC's decision by completing and submitting the Final Appeal Form (Appendix I) to the RTAA as a .pdf via email (rulescommittee@renoairport.com) within ten (10) calendar days of the RRC's decision. The RTAA's Chief Legal Officer, or such other RTAA employee designated by the RTAA's President/CEO, will review the Final Appeal Form and issue a final determination on the matter.

### **Permanent Dismissal of Appeal**

Any rude or combative behavior during any portion of the appeals process shall result in an immediate and permanent dismissal of the appeal. Any attempt to subvert the integrity of the appeals process or to use violence, threats, aggressive behavior, or the like, to coerce, harass, annoy, or intimidate the Regulation Observer or any RTAA employee or Board Member shall be a major violation of the RNO Rules and Regulations.

### **Crucial Compliance Period**

The RRC, when considering initial appeals, may choose to place the violator in a Crucial Compliance Period rather than subject them to the defined penalties for a major violation. The Crucial Compliance Period will require the violator's continuous strict compliance with the category of rules in which the major violation occurred (i.e. for a major violation of Security Rules, strict compliance with the Security Rules) for a period of twenty-four (24) months from the date the major violation occurred. If any violation occurs, within the same category of rules within that period, subject to the appeal rights described herein, the violator will be given the applicable penalties listed below for major violations.

## **10.5 MISCELLANEOUS PROVISIONS**

### Cease and Desist Orders

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

### Removal from of 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. Additionally, all law enforcement officers may remove a person from RTAA property if they are known to have committed a crime or violated the RNO Rules and Regulations. This suggests that an officer will need a written order from the CEO or COPSO in order to remove someone from the property. Currently the policy is that the CEO has designated authority to any airport LEO to remove a person from the property, i.e. trespass, if they are known to have committed a crime or serious violation of rules and regulations.

### Procedure for Removal

In addition to any penalties provided by RTAA resolutions, RNO 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 or the RTAA Police Department. Furthermore, upon the order of the President/CEO, such person may be deprived of the further use of RNO and its facilities.

In contingencies not specifically covered by the RNO Rules and Regulations, the President/CEO is authorized to make such decisions according to the circumstances then existing.

### 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.

### Severability

The provisions of the RNO 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.

### Posting of Rule and Regulations

The RNO Rules and Regulations are available to all applicants and interested parties on the RNO public website <http://www.renoairport.com>.

### Changing and Revising of Rules and Regulations

The RNO 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.

## **SECTION 11 DEFINITIONS**

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.

**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 or RNO** – 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.

**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.

**Airport Police** – The RTAA's Police Department.

**Airport Police Officer** – All duly sworn officers of the Airport Police.

**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 Motor Vehicles from unauthorized access to the AOA.

**Airport Traffic Control Tower (ATCT)** – A service provided by the FAA to control the movement of Aircraft, Motor 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)

**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)

**ARFF** – All Aircraft Rescue Firefighters, which includes members of any agency, responsible for providing rescue and firefighting services at the Airport

**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 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.

**Crew Member Parking** – Parking areas dedicated for members of airline flight crews.

**Department of Transportation or D.O.T.** – the United States’ government agency created by the Department of Transportation Act or any successor agency.

**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 Nevada 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)

**Employee Parking** – Those areas at the Airport dedicated for parking by employees of the RTAA and Airport tenants.

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

**Face-to-Face Key Exchange** – The in person exchange of keys for a Shared Vehicle between a Shared Vehicle Owner and a Shared Vehicle Driver.

**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)

**Fueling** – All fuel transfer activities, such as fueling, defueling, and draining of Aircraft fueling vehicles, fuel storage tanks and Motor Vehicles.

**Fuel Truck or Fueler** – 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 Transportation** – Various forms of passenger transportation to and from the Airport, including Taxis, buses, private cars, limousines, and TNCs.

**Ground Transportation Areas** – Those areas at the Airport designated for Ground Transportation operations.

**IFC** - IFC means the International Fire Code, which establishes minimum requirements for fire prevention and fire protection systems.

**Incident Command** – Incident Command refers to the leadership and management system utilized during emergency response operations. It involves a structured hierarchy led by an Incident Commander (IC) who has overall authority and responsibility for managing the incident. The Incident Commander, along with designated command and general staff, coordinates and directs all aspects of the response, ensuring that resources, personnel, and communications are effectively managed.

**Incursion** – Any occurrence at the Airport involving an Aircraft, Motor 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)

**Landside** – Those areas of the Airport outside the AOA, including the perimeter loop road, Public Parking Facilities, Crew Member Parking, Employee Parking, and Ground Transportation areas.

**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)

**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.

**NFPA** – Refers to the National Fire Protection Association codes and standards related to fire, electrical, and building safety.

**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.

**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)

**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)

**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)

**Peer-to-Peer Car Sharing** – The sharing the use of a Motor Vehicle through a platform that connects Shared Vehicle Owners with Shared Vehicle Drivers to enable the sharing of Motor Vehicles in exchange for money.

**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.

**Public Parking Facilities** – Those designated areas at the Airport provided and maintained by the RTAA for members of the travelling public to park Motor Vehicles in connection with the air travel, visiting the Airport terminal, or conducting business at the 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.

**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)

**Right-of-Way** – The right of an Aircraft, Motor Vehicle, or Pedestrian to proceed in a lawful manner in preference to another Aircraft, Motor 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)

**RNO Security Access Badge** – Identification credential issued by the Reno-Tahoe Airport Authority that verifies identity and grants unescorted access to Restricted Areas of the airport to individuals that meet federally mandated criteria.

**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)

**Secured Area** – The portion of the Airport, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where Aircraft Operators and foreign Aircraft Operators that have a security program under Parts 1544 or 1546 of this section enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security systems, measures, or procedures.

**Security Identification Display Area (SIDA)** – A portion of an airport, in which security measures specified in 49 CFR Part 1542 are carried out. Display of the RNO Security Access Badge is required while in the SIDA. This area includes the Secured Area and may include other areas of the Airport.

**Shared Vehicle** – A Motor Vehicle that is shared or available for sharing through Peer-to-Peer Car Sharing.

**Shared Vehicle Driver** – A person who has been authorized to drive a Shared Vehicle by the Shared Vehicle Owner pursuant to the terms of a Peer-to-Peer Car Sharing agreement.

**Shared Vehicle Owner** – The registered owner of a Shared Vehicle or a person who is authorized by the registered owner to make a Motor Vehicle available for sharing through Peer-to-Peer Car Sharing.

**Sterile Area** – A portion of the Airport that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 or foreign air carrier under Part 1546 through the screening of persons and property.

**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.

**Transportation Network Companies (TNCs)** – means an entity that uses a digital network or software application service to connect a passenger to a driver or monitored autonomous vehicle provider who can provide transportation services to the passenger.

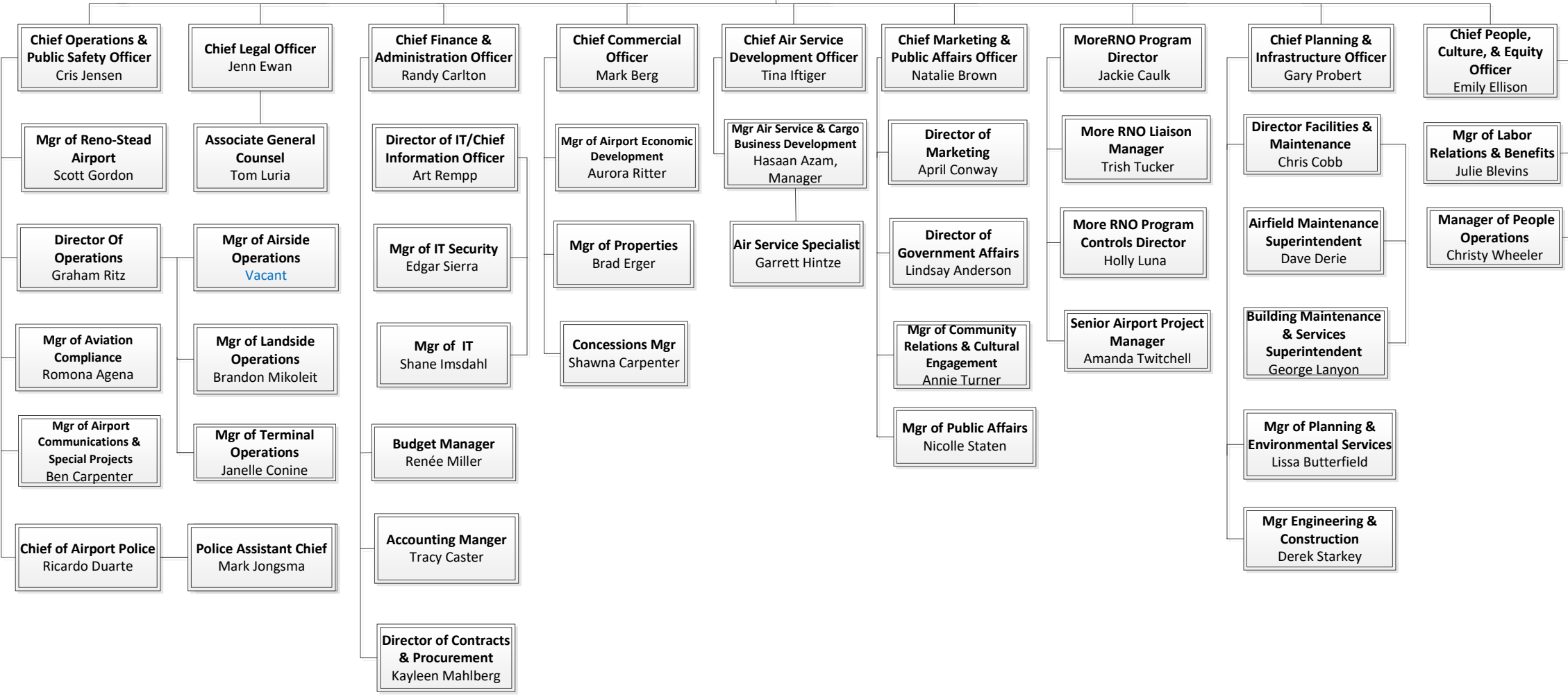
**Vehicle Service Road (VSR)** – A designated Roadway for Motor Vehicles in the Non-Movement Area. (AC No. 150-5210-20 Ground Vehicle Operations on Airports)

**Very High Frequency (VHF)** – The range of radio waves that have frequencies between 30 and 300 megahertz (MHz)

## APPENDIX A – RTAA Organizational Chart



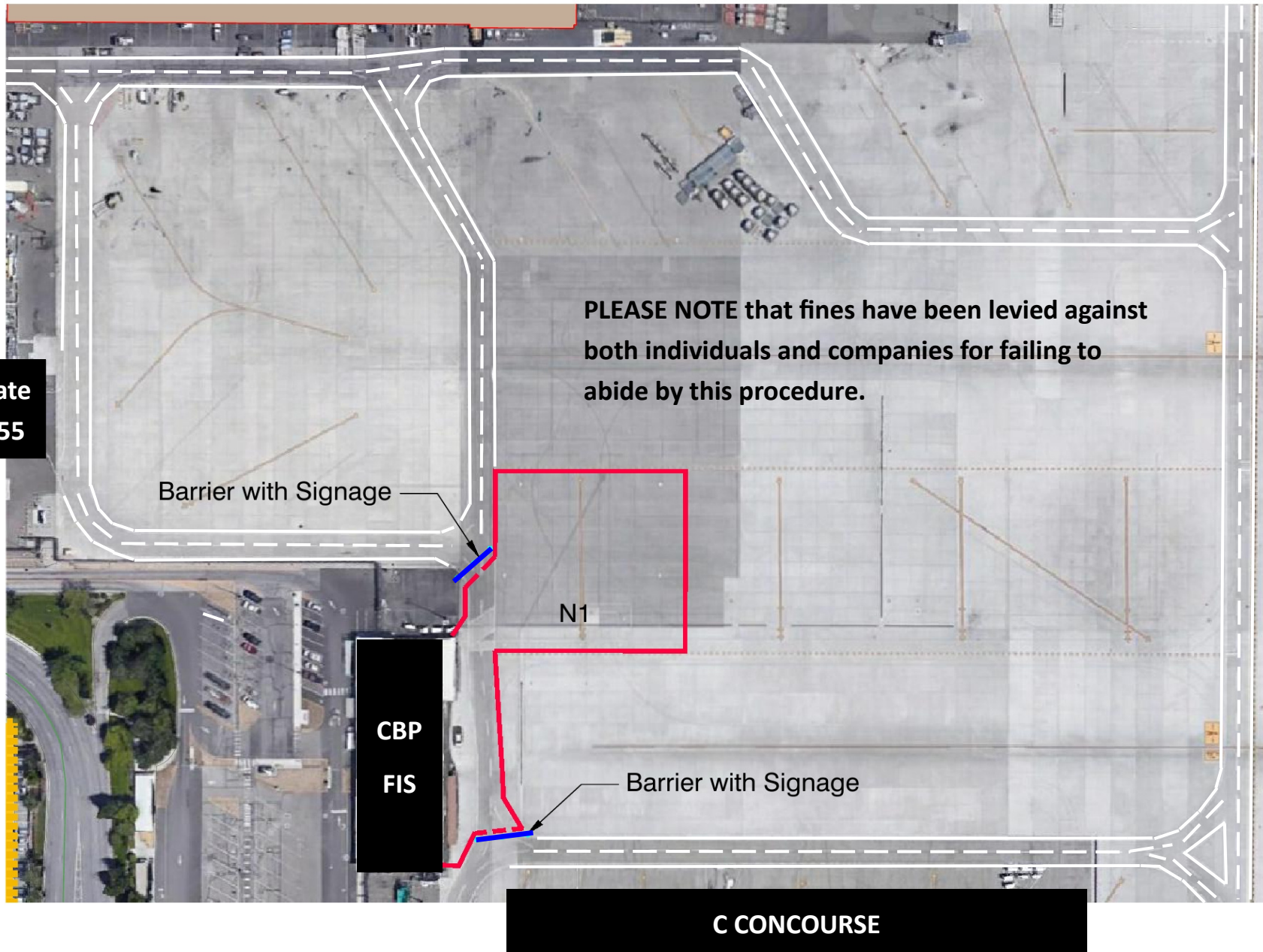
**President/CEO**  
Daren Griffin





## APPENDIX B – CBP Map/FIS Envelope

**CUSTOMS & BORDER PROTECTION FEDERAL INSPECTION STATION (CBP FIS):** Please read and review this slide carefully. It contains important information when DRIVING or WALKING on the north ramp (between the C Concourse and Cargo buildings). Failure to follow the directions presented can result in fines of up to \$10,000 to you and/or your company. Please ask the Badging Office or your supervisor for clarification if anything is unclear.



- Red lines painted on the pavement around N1 pad and the area in front of the CBP FIS is designated a **"PROHIBITED ZONE"**
- When CBP is processing an international flight, the **PROHIBITED ZONE** may not be breached either on foot or in a vehicle.
- BARRIERS with signage placed on the vehicle service road (blue on map) are visual cues that the **PROHIBITED ZONE** is in effect and no one may enter the area without prior authorization from the CBP Port Director.

## APPENDIX C – RTAA Lost and Found Policy and Procedures

August 2023

## **Lost and Found Policy and Procedures for Reno-Tahoe International Airport**

### **In accordance with RTAA Lost and Found Policy Number 100-030 and Board Resolution 531**

Handling Voluntarily Abandoned Property (VAP) at the Reno-Tahoe International Airport (RNO) is a complex task due to security concerns and limited resources of the Reno-Tahoe Airport Authority (RTAA). The above-mentioned policy dated January 12, 2017, states that all VAP found by employees, tenants, or the general public is to be turned into the RTAA Administrative Front Desk.

As per the Memorandum of Agreement, dated September 4, 2014, between the Transportation Security Administration (TSA), the TSA will collect items of personal property lost at the security checkpoint and baggage screening areas. The TSA will provide an itemized list indicating the date and location in which the items were found. The property will then be picked up by an RTAA Airport Operations Specialist (AOS) by 10:00 a.m. (Monday through Friday, excluding holidays) and delivered to the RTAA Administrative Front Desk.

Lost and found items may not be taken, given, borrowed, or used for any business or personal use. All items will be returned to their owner at the owner's expense, disposed of, or donated to local non-profit organizations. The main objective of the Lost and Found Policy is to provide the owner of the lost property an opportunity to claim their item. The following information details the procedures required to ensure the policy is adhered to.

For questions about lost and found procedures, contact the Lost and Found Office at 775.328.6400.

### **Discovering an Item**

A lost and found item may be discovered at any time; it is important that everyone is familiar with the process of how to deliver the item to Lost & Found.

If an employee or tenant reports an unattended bag/item, a canine team, if available, can be dispatched to sweep the bag/item prior to the employee/tenant moving it to lost and found. Airport Police will only seize/hold items of evidentiary value related to a criminal investigation.

If an item is found when RTAA offices are open (7:30 a.m.-11:30a.m., 12:30 p.m.-4:30 p.m. Monday through Friday, excluding holidays), it should be brought to the RTAA Administrative

Front Desk. If RTAA offices are closed, tenants should call Airport Communications at 775.328.6600 and an AOS will be dispatched to assist. The AOS should then:

- Follow the found item instructions at the Front Desk
- Use RTAA iPad to take a picture of item
- Place item in the after-hours plastic bin located behind the Front Desk
- The Front Desk staff will record these items in the database on the next business day

Air Comm may attempt to page the property's owner if there is identity information on the item. If the property's owner responds to Air Comm's page and is already past the TSA Security Checkpoint (post-security), but the lost item is pre-security, the owner/passenger must exit the sterile area to retrieve their property. **Lost items may never be taken into the sterile area without that item being screened at the TSA Checkpoint.**

If the property owner is already post-security and their item is also post-security, they can be given their item without having to go back through security.

Items with a known owner (i.e., a passenger calls soon after a found item has been placed in lost and found and claims it as theirs but says they will pick it up upon their return), must still be logged into the Lost and Found software.

### **Accepting and Logging Items**

Lost or abandoned items may be turned into the RTAA Administrative Front Desk by any passenger, employee, or tenant. The Front Desk Receptionist should wear protective covering (gloves, mask covering, etc.) when handling suspicious lost and found items, going through purses/ bags, or handling any kind of medication.

*Due to liability issues, RTAA does not store items for passengers or airport guests, including vehicle keys. (This includes holding them for another person to pick them up.)*

Unless otherwise indicated, the below items must be disposed of. These items may not be logged.

- Any item that may have been in contact with bodily fluid.
- Alcoholic Beverages, such as liquor and wine.
- Perishable or moldy items.
- Any Burning Man items that are not clean and/or safe (i.e., clothing, bedrolls, hygiene articles, camping gear).
- Any container that holds inhalers, toothbrushes, shaving kits, makeup kits, curling irons, water bottles, hairbrushes.
- Body piercing items of any kind. (excludes earrings)
- Any/all tobacco products including E-cigarettes.
- Knives

- Personal clothing that is worn close to the skin (i.e., shorts, pants, under garments, pajamas, hats).
- Pillows, neck pillows, children's dirty blankets, chair pads.
- CPAP breathing machine tubing must be disposed of by Maintenance per Hazmat procedures. The breathing machine itself will be held in Lost and Found, if it can be tracked to a specific passenger/has identifiable ID on the equipment.

Note: If a found item is one that a reasonable person believes should not be stored, such as suspicion of infestation, the item has an odor, or similar problem, then dispose of it properly. The description (including any serial numbers, model numbers or identification), the area where found, and the date the item was found must still be logged, along with the disposal method and the reason for the disposal. RTAA supervisors and managers, as well as Front Desk personnel may use their personal discretion to determine which items to dispose of and which items to keep.

### **Special Items**

The following items should be handled as specified below:

- Diabetic blood testing kits will be kept for 60 days. After 60 days, these must be disposed of by Maintenance per Hazmat procedures. (Gloves must be worn when handling these items.)
- Prescription medication can be kept if it has a name associated with it but must be kept in a plastic bag. If there isn't a name, contact Airport Police to destroy.
- Marijuana Non-RX – Contact Airport Police to collect and destroy.
- Earbuds placed inside the ear (without case) will be automatically donated (excludes external headphones).

Lost or abandoned items will be recorded by the Front Desk Receptionist, in the Lost and Found software.

The following groups have access to the Lost and Found software:

- Front Desk Receptionist
- Customer Experience Team
- Airport Operation Specialists
- Police Management/Officers
- Internal Audit

*Items of apparent high value, such as jewelry, wallets or purses with money, debit, credit cards, etc. will be secured until claimed, donated or disposed of in accordance with this policy. Secure storage areas include the safe in the Lost and Found closet near the Front Desk.*

On a daily basis, the Front Desk administrative staff is responsible to compare the found list with the lost list, in order to connect owners to their lost property as quickly as possible. Address, phone numbers, or other identifying information attached to the item may and should be used by the Receptionist to notify an owner of a found item.

### **Logging Lost Items**

When the RTAA Front Desk Receptionist receives a call, email, or in-person request from anyone searching for a lost item that has the potential to be turned in to the RTAA Lost & Found (i.e., not items known to be left on an aircraft OR items known to be in possession of an airline), staff should first search the Lost and Found software.

### **Returning Items Identified as Lost**

Any RTAA staff member who returns an item to its owner, from the Lost and Found inventory, must have the owner sign electronically through the Lost and Found software on the iPad located at the Front Desk. If an item is returned from another location in person, it should be reported to the Front Desk Receptionist or an AOS and updated in the Lost and Found software.

Owners who make a claim for a lost item are required to provide a reasonable item description, the date the item was lost, and a form of identification from which the Front Desk Receptionist can record their name and address. If the item being returned is of high value, the front desk receptionist must take a picture of the ID belonging to the person retrieving the item.

Unless there are special circumstances, RTAA will encourage owners of lost & found property to claim their item(s) during normal business hours (Monday through Friday, 7:30am-11:30am-12:30pm to 4:30pm, excluding most holidays). For special circumstances, the Front Desk Receptionist may schedule a time for Airport Police or an Airport Operations Specialist to meet a passenger at the Front Desk to return an item.

Items are returned to their owner at the owner's sole cost and expense. No item will be shipped to its owner at the RTAA's expense without approval by the Manager of Terminal Operations, as program costs are borne by that department. (The Front Desk has specific shipping procedures that must be followed.)

### **Unclaimed Item Disposition**

Unclaimed items are kept in the storage closet at the Administrative Front Desk for 30 days (storage room permitting). After that time, the items are sent to RTAA's warehouse for storage for an additional 30 days.

Before sending items to the storage unit(s), the Front Desk Receptionist must:

- Check call-in list vs. lost item list/storage closet one last time to determine if any matches can be made



- TWO front desk staff members will work together to check-off the items going to storage, with one person in the database adding the “item location” as “storage warehouse”.
- Ensure ALL bags (backpacks, luggage, etc.) have been looked through (this should be done as soon as we get them if possible) and that a memo listing its contents stored in the Lost and Found software. Do not separate contents from the bag (unless perishable items).
- When boxing items to place into storage:
  - All boxes are to be identified as to the items in box, along with month and year found, i.e., “Lost and Found jewelry – July 2023”.
    - Only store **one** full month at a time in a box. (Do not split months, i.e. April/May.)
    - Type information in **bold** on paper at about a 35-point font and tape to box
      - Note on box when the 60-day hold period expires
  - Identification tags **MUST** be kept attached. This is the only way to go back into the computer and log an item’s disposition/ “item location” after 60 days.
  - Try to box items based on donation destination grouping (items going to the same typical donation center). Separate sunglasses and prescription eyeglasses as they go to separate donation sites.
  - High priced items, at the discretion of the Front Desk Receptionist (money, debit/credit cards, gift cards, jewelry etc.), should be placed into a separate box.

After items being held for 30 days in the front desk lost and found closet, Front Desk staff will contact Maintenance to schedule pick-up and delivery on the last week of each month. Before items are moved to longer term storage, the Front Desk Staff will send APD all information for items with an estimated value of over \$1000.00 excluding electronics. APD will check if these items have been reported as stolen.

Items not claimed within 60 days will be disposed of by Front Desk staff using these methods:

- All tags must be pulled off items, collected, and returned to the Front Desk staff, so that an UPDATED disposition/ “item location” can be typed in the Lost & Found database
- Pull all electronics with storage capabilities (i.e., laptops, tablets, cell phones, smart watches, cameras) and give to the designated charity.
- Separate contents of bags (backpacks, luggage, etc.) into the respective donation groups.
- Debit/credit cards are shredded.



- Any cash (this includes casino tokens or foreign currency) and/or gift cards that may or may not still have value must be given directly to one of the RTAA's designated charities. The Manager of Terminal Operations will work with the RTAA Caring Campaign Committee to donate said cash/gift cards.

There is one Lost and Found storage unit that will be organized by each month.

- 60+ day items must be disseminated to the respective charities, etc. prior to moving fresh items from the Front Desk storage closet to the warehouse.
  - Maintenance will deliver donations and return paperwork to the Front Desk.
- This will be scheduled to take place during the last week of every month.
- When the Front Desk storage closet items are moved to the warehouse:

**Disposition of specific items after 60 days will be as follows:**

**Cash or Gift Card(s):** Donated to RTAA designated charity (via RTAA Caring Campaign Committee)

**High Value Items:** Donated to RTAA designated charity

**Eyeglasses:** Donated to local Lions Club

**Bicycles:** Donated to local Kiwanis Club bicycle program

**Clothing/Shoes/Purses/Belts/Clothing Accessories:** Donated to RTAA designated charity

**Ambulatory Devices (Canes/Walkers/Crutches/etc.):** Donated to Care Chest of Sierra Nevada

**Cell Phones, flash drives, and Electronics:** Items will be donated to RTAA designated charity

**Luggage:** Donated to RTAA designated charity or to RTAA Police K9 Team for training as needed

**Sporting Goods:** Donated to RTAA designated charity

The Front Desk Receptionist will sign off on the donation sheet as will the Manager of Terminal Operations. The donation sheet will then be given to the head of the Caring Campaign to be delivered to the charity. All organizations receiving donations will be asked to sign a receipt for the items accepted. The Head of the Caring Campaign will return the donation sheet to the Front Desk Receptionist.

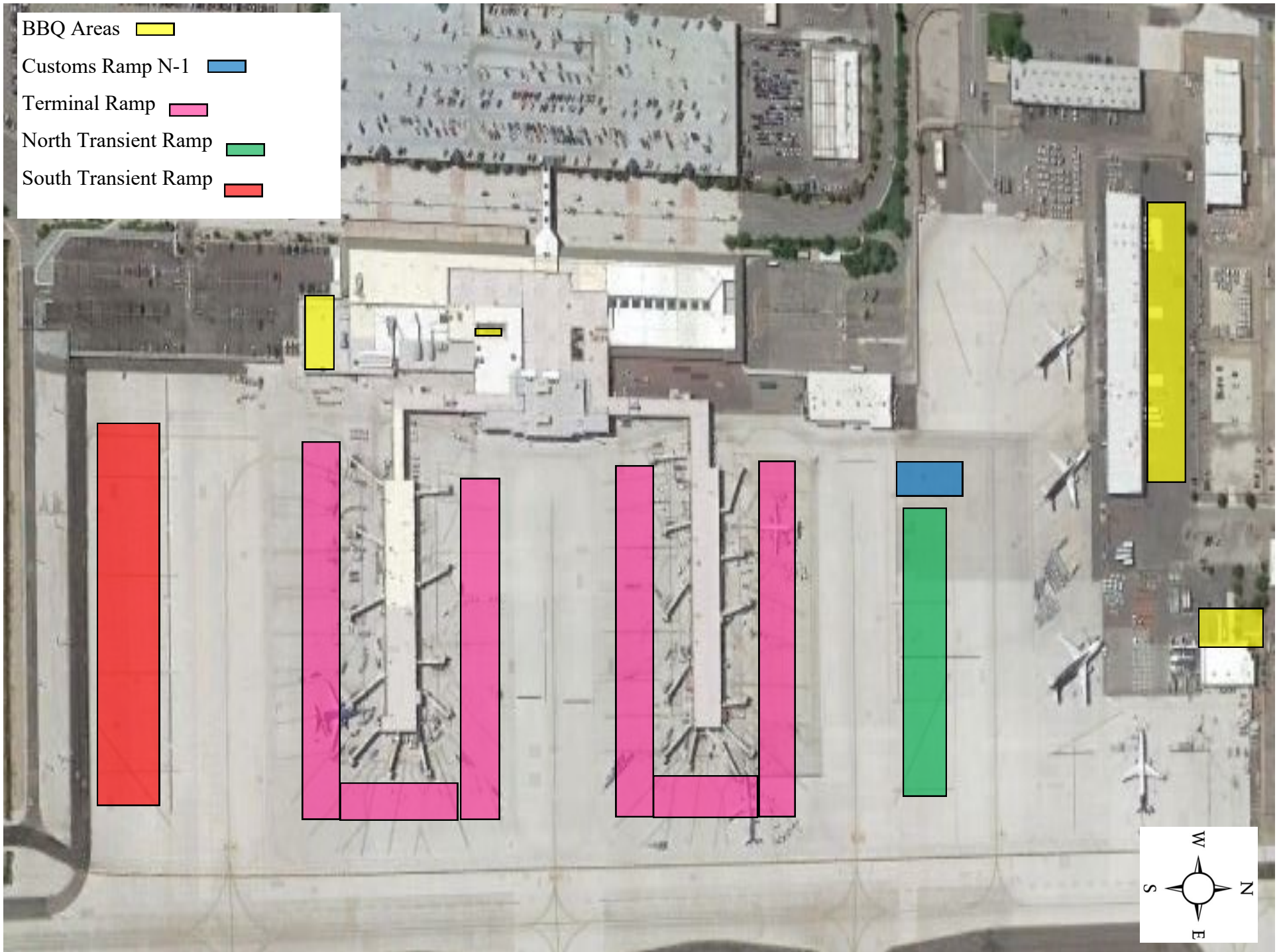
**Miscellaneous**

All other goods are donated to the RTAA charities of the year.

Charities will be contacted annually to determine if they are still the appropriate place for the listed donation items.

*\*Note: As per the RTAA President/CEO, or his/her designee, both High Sierra Industries and the Good Shepard's Clothes Closet are also acceptable charities.*

## APPENDIX D – RNO Area Map



## APPENDIX E – RNO Gate Rules and Procedures



# 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:

	<b>Aircraft with &gt; 250 seats</b>	<b>Aircraft with 200-250 seats</b>	<b>Aircraft with 100-199 seats</b>	<b>Aircraft with 50-99 seats</b>	<b>Aircraft with less than 50 seats</b>
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.

## APPENDIX F – RTAA Snow and Ice Control Plan

# **Snow and Ice Control Plan**

## **Reno-Tahoe International Airport RNO**

FEDERAL AVIATION ADMINISTRATION

APPROVED

Sep 11 2024

CLJ

INSPECTOR



The intent of this plan is to provide a guide for snow removal and ice control for all persons engaged in this function at Reno-Tahoe International Airport (RNO). It should not be construed as being mandatory or the only means of controlling snow and ice. Due to the many variables involved in snow and ice control, it is impossible to set forth with any degree of accuracy, a textbook-type or step-by-step method of instruction for this type of work. It is suggested that persons using this guide be completely familiar with all physical aspects of the airport, adjacent areas and the equipment to be used. For further information on snow and ice control refer to 14 CFR 139, Advisory Circulars 150/5200-30, "Airport Winter Safety Operations."

FEDERAL AVIATION ADMINISTRATION

APPROVED

Sep 11 2024

CLJ

INSPECTOR

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## **CHAPTER 1**

### **PRE-SEASON PREPARATION**

#### **1.1 INTRODUCTION**

As with preparing for any large-scale event, various tasks must be accomplished to cover all aspects of that event. The following discussion covers the responsibilities of all divisions directly and indirectly affected by snow removal activities at the Reno-Tahoe International Airport (RNO). It should be noted that this list is not limited but will vary with respect to the complexity and ever-changing nature of snow removal preparation.

#### **1.2 DIVISION RESPONSIBILITIES**

##### **1.2.1 AIRPORT OPERATIONS**

The Airport Duty Manager (ADM) will conduct meetings with snow removal crews to discuss needed revisions to snow removal procedures, snow removal supplies such as chemical, sand and other necessary mechanical parts and supplies.

Conduct annual preseason meeting with all Airside Tenant Managers and Tower Supervisors to discuss snow removal operations.

Ensure Snow and Ice Control Plan is current and applicable divisions have and understand any revisions to snow plan.

Review and revise as necessary “Snow Removal Operations” as stated in the Letter of Agreement (LOA) with the RNO Air Traffic Control Tower (ATCT).

##### **1.2.2 AIRFIELD MAINTENANCE**

Attend pre-season snow meetings as assigned; Superintendent to ensure snow crews understand the snow plan.

Confirm snow teams and current phone numbers.

Ensure all snow removal equipment has been/or is on a summer rehabilitation program.

Ensure that all deice products meet manufacturer specifications requirements for viscosity.

Prepare schedules for mounting plows and sanders.

Establish routine maintenance for snow equipment during snow season between snowstorms, including provisions for immediate repair of broken-down equipment during snow events.

Establish appropriate work orders for snow preparation and removal, etc.

Have all equipment and supplies in stock prior to snow season.

Complete training of all snow team members in the operation of snow removal equipment prior to snow season.

### **1.2.3 FACILITIES MAINTENANCE**

Attend pre-season snow meetings as assigned; Facilities Superintendent to ensure snow crews understand snow plan.

Confirm snow teams and current phone numbers.

Ensure all equipment and supplies are in stock prior to snow season.

Complete training of all snow team members in the operation of snow removal equipment prior to snow season

Coordinate with Airfield Maintenance Superintendent for routine maintenance of snow equipment and mounting of plows and sanders.

### **1.2.4 AIRPORT COMMUNICATIONS**

Attend annual pre-season snow meetings as assigned; brief Airport Communications Specialists on their respective duties during snow removal operations.

Confirm current phone contact names and numbers for contract snow removal.

### **1.2.5 PURCHASING AND MATERIALS MANAGEMENT**

Attend annual pre-season meetings to understand contract, supply requirements, and hotel room block program for the upcoming snow season.

Procure agreements and contact names and phone numbers for contract snow removal, supplies and food. Disseminate this information to the following Division Managers prior to snow season:

- Airport Operations
- Airfield Maintenance
- Facilities Maintenance
- Airport Communications

### **1.2.6 MARKETING AND PUBLIC AFFAIRS**

Invited to attend annual pre-season snow meetings to understand the use and importance of Snow Desk.

Ensure that Public Affairs staff is familiar with procedures to update the Reno-Tahoe Airport Authority (RTAA) web site and respective social media sites.

## **1.3 SNOW REMOVAL EQUIPMENT AND VEHICLE PREPARATION**

To withstand the rigors of snow and ice control operations, it is imperative that all vehicles and equipment be in the best mechanical condition. See Appendix #1 for list of airfield snow removal

equipment. Equipment must be thoroughly inspected, repaired, properly stored, and readily available for use well in advance of each winter's operation. Adequately heated storage must be available for snow removal equipment and Airport Operations vehicles during the winter season.

The following procedures for preparing equipment are:

- All snow removal and ice control vehicles operating in the Movement Area must be equipped with a two-way radio or be escorted by a vehicle with such radios. Radios must be capable of monitoring the Ground Control and Tower frequencies at all times.
- All vehicles must be equipped with the necessary lights and warning signals for night operation in accordance with the current version of AC 150/5210-5, "Painting, Marking and Lighting of Vehicles Used on an Airport."
- Halliday RT3 shall be winterized prior to snow season.
- Vericom brake meters will be calibrated and tested and ready prior to snow season.
- Dry runs and inspection of snow removal equipment will be completed by doing following:
  - Mount snowplow frames and sanders and make sure that parts are available for mounting plows and operators are trained to make proper adjustments.
  - Operate all equipment long enough to make sure that the equipment is in satisfactory operating condition.
  - Ensure all broom heads are mounted and adjusted properly; ensure replacement "brushes" are in inventory for immediate replacement as needed.
  - Ensure de-ice equipment is operational and has been adjusted for proper application rates.

## 1.4 TRAINING

Training of personnel in equipment operation and snow and ice control procedures shall be the responsibility of the Facilities Maintenance and Airfield Maintenance Superintendents. Such training may include classroom instruction and "hands-on" training.

Facilities Maintenance and Airfield Maintenance Superintendents will establish training guidelines for each piece of snow and ice control equipment to include course contents. This will include initial and refresher training. To maximize the training process, classes may be scheduled on each piece of equipment. It shall be the employee's responsibility to arrange attendance at such classes.

All personnel operating motorized snow and ice control equipment shall become proficient in the use of this equipment. All personnel operating snow removal equipment on the airfield shall also become proficient in aircraft radio procedures and phraseology.

All training shall be completed prior to snow season and training records shall be forwarded to Aviation Compliance. Airfield and Facilities Superintendents will be responsible for having trained personnel available for snow removal operations. Any employee not completing the

required training for motorized snow removal equipment shall be utilized as support staff for snow removal and ice control operations.

## **CHAPTER 2**

### **POST SNOW EVENT/SEASON RESPONSIBILITIES**

#### **2.1 POST SNOW EVENT**

The Airport Duty Manager will cancel any NOTAMs, update Airfield Condition Report (ACR) and Daily Operations Log as necessary.

The Airfield and Facilities Maintenance Superintendents will ensure all equipment is cleaned, refueled and repaired as necessary. Facilities Maintenance personnel will arrange for all chemicals/sand barrels to be replenished.

The Manager of Airport Operations or designee will schedule a snow debrief, if necessary, for timely discussion of the snow event with the RTAA employees. The meeting will include the Airport Duty Manager on duty during the snow event, all involved divisions superintendents and supervisors, and any available snow team members. The meeting will cover topics such as weather, chronological timeline of the snow removal operation and discuss solutions to problems that arose during the snow removal event.

#### **2.2 POST SNOW SEASON**

The Manager of Airport Operations or designee will be responsible for conducting Post Snow season meetings with the RTAA snow crews and tenants to discuss snow season events and overall implementation procedures of snow removal plan.

Discussions may include, but are not limited to:

- Any improvements to the Snow and Ice Control plan
- Requests from division superintendents for new equipment
- Modifications of any snow removal procedures

Airfield and Facilities Maintenance Superintendents will review equipment and personnel issues and discuss with the Director of Facilities and Maintenance.

Airport Operations Staff will revise and distribute any changes to Snow and Ice Control Plan to RTAA employees. Airport Operations will also review the Letter of Agreement (LOA) with ATCT. The LOA with ATCT is located in Exhibit #3 of the approved Airport Certification Manual.



## **CHAPTER 3**

### **SNOW EVENT PREPARATION AND SNOW REMOVAL PLAN**

#### **3.1 SNOW EVENT PREPARATION RESPONSIBILITIES**

Each division has various responsibilities when preparing for forecasted snow events. Their respective duties are as follows:

##### **3.1.1 AIRPORT OPERATIONS**

Review the National Weather Service (NWS) weather forecasts each afternoon and early morning. NWS issues forecasted weather at approximately 0300 and 1530. Forecasts may be amended at other times during the day or will be amended if there is a significant change to local weather.

If snow is forecasted to the valley floor, place respective teams on standby, and notify the following:

- Manager of Airport Operations
- Airfield Maintenance Supervisors
- Facilities Maintenance Supervisors
- Airport Communications

Coordinate with Maintenance Superintendents and/or Supervisors which snow teams will be placed on standby and notify AIRCOM of snow team availability.

Ensure that Airport Operations is adequately staffed for all snow events per Airport Certification Manual (ACM).

ADM's will verify with AIRCOM that an Everbridge notification for standby status has been sent to the following:

- Manager of Airport Operations
- Director of Airport Operations
- Chief Operations and Public Safety Officer
- Director of Facilities and Maintenance
- Airfield Maintenance Superintendent
- Airfield Maintenance Supervisors
- Facilities Maintenance Superintendents
- Facilities Maintenance Supervisors
- RNO Air Traffic Control Tower
- Contract companies
- Airline Operations/Station Managers

Ensure all Airport Operations vehicles are in proper working order including radios, cell phones, rugged laptops, RFT tablet and lighting equipment. All deficiencies shall be reported for immediate repair or replacement.

Ensure the Aviation Sentry Online, Vaisala Navigator, and AeroSimple are all in working order.

Place an ADM on standby.

Standby and activation of Snow Team status will be logged in the daily Operations Log, for tracking of personnel and equipment used during snow event preparation and actual snow removal.

In the event of a severe full-scale snow event, it may become necessary to activate the Airport Emergency Operations Center (EOC). This will be at the discretion of the Manager of Airport Operations, Director of Airport Operations or Chief Operations and Public Safety Officer.

In the event of a severe full-scale snow event, if possible and when deemed appropriate, ensure an airline station manager is also in attendance for airline coordination.

In the event of a severe full-scale snow event, if possible and when deemed appropriate, ensure a FBO manager is also in attendance for coordination of aircraft de-icing activities.

### **3.1.2 AIRFIELD MAINTENANCE**

Ensure adequate equipment, materials, and personnel are provided for the implementation of the Snow and Ice Control Plan.

Prepare snow removal equipment for use by checking fuel, oil and batteries, plows and brooms mounted, and radios in each vehicle are in working order. All vehicles must have working two-way air to ground radios to maintain contact with ATCT and/or to monitor air traffic.

Review standby schedule with operators so they are familiar with their respective snow teams and the standby schedules. Each snow team will have one mechanic and one plow operator who will be designated as the "Snow Team Crew Leader".

Every afternoon prior to a weekend or holiday, snow removal equipment and snow teams will be prepared as listed above.

Have minimum stock levels of parts to support snow and ice control vehicles and equipment including 72-hour supply of gasoline and diesel fuel be available in the event of a prolonged snow event.

Notify ADM on-duty of any equipment outages and time of anticipated repair.

Notify ADM on-duty of individuals who are assigned or scheduled to be "Snow Team Crew Lead" for each individual snow event.

Stock an adequate supply of de-ice chemical for anticipated snow removal event.

### **3.1.3 FACILITIES MAINTENANCE**

Ensure adequate equipment, materials, and personnel are provided for the implementation of the snow and ice control plan.

Review standby schedule with plow operators so they are familiar with their respective snow teams and the standby scheduled. Each snow team will have one plow operator who will be designated as the "Snow Team Captain".

Notify ADM on-duty of individuals who are assigned or scheduled to be "Snow Team Captain" for each individual snow event.

Stock an adequate supply of de-ice chemical for anticipated snow removal event. If more chemicals or sand is needed, coordinate with the Facilities Maintenance Superintendent for the delivery of additional supplies.

Fill ice-melt buckets around ramp doors, and re-supply after each snow event.

Every afternoon prior to a weekend or holiday, snow removal equipment and snow teams will be prepared as listed above.

Notify ADMs of any equipment outages and time of anticipated repair.

### **3.1.4 LANDSIDE OPERATIONS**

Ensure adequate de-ice chemical supplies are stocked to treat the sidewalks at the Landside Parking Plaza Building for anticipated snow removal events.

### **3.1.5 MANAGER OF AIRPORT OPERATIONS**

Ensure that Airport Operations is adequately staffed for all snow events per Airport Certification Manual (ACM).

In the event of a severe full-scale snow event, it may become necessary to activate the Airport Emergency Operations Center (EOC). This will be at the discretion of the Manager of Airport Operations, Director of Airport Operations or Chief Operations and Public Safety Officer.

In the event of a severe full-scale snow event, if possible and when deemed appropriate, ensure an airline station manager is also in attendance for airline coordination.

In the event of a severe full-scale snow event, if possible and when deemed appropriate, ensure a FBO manager is also in attendance for coordination of aircraft de-icing activities.

### **3.1.6 AIRPORT POLICE / TERMINAL OPERATIONS**

Brief all on-duty Police Officers and Airport Operations Specialists of the importance of assisting Facilities Maintenance with traffic control during landside snow removal operations.

### **3.1.7 PURCHASING AND MATERIALS MANAGEMENT**

Have snow removal contracts set up and ensure ADM's and AIRCOM are aware of contact phone numbers.

Have all required materials on hand and procedures in place for timely delivery of replacement supplies.

Coordinate block of hotel rooms with local hotels.

### **3.1.8 RENO-TAHOE AIRPORT AUTHORITY (RTAA) EMPLOYEES**

Be aware of forecasted snow events.

Be aware of and understand the standby schedules prior to departure from work in the evening or before weekends or holidays.

Ensure RTAA issued cellphones are in working order. If they are not, notify immediate Supervisor for repair or replacement.

Understand respective roles in the snow removal operation.

## **3.2 SNOW REMOVAL TEAMS STANDBY SCHEDULE PROCEDURES**

Airside and Landside snow removal teams are divided up to provide adequate personnel for snow removal and to maintain normal operations during the winter months. There are two Snow Teams; Team A and Team B. Standby schedules and Standby pay shall be in accordance with the current union contract.

It is the responsibility of the ADM to request the Airfield and Facilities Supervisors to place personnel on standby. Every effort will be made to make a determination in placing personnel on standby in a timely manner with adequate warning. When personnel are placed on standby, this will satisfy the union contract requirement for approval of overtime by the appropriate supervisor.

The ADM on-duty will place Snow Team personnel and a second ADM on standby whenever the NWS forecast calls for "snow to the valley floor" regardless of accumulations or temperatures or when, in the opinion of the ADM, it is deemed necessary.

## **3.3 SNOW REMOVAL RESPONSIBILITIES**

As each division has various responsibilities when preparing for snow removal operations, it should be kept in mind that the goal of a coordinated operation is timeliness and effectiveness. Reno-Tahoe International Airport fosters the concept of operating as a team to meet this goal while ensuring the following responsibilities are met:

### 3.3.1 AIRPORT OPERATIONS

The ADM on-duty will determine when appropriate to activate the Snow Desk. Upon activating the Snow Desk position the ADM on-duty will assign a snow desk operator.

The ADM is responsible for the overall operation of the Snow Desk.

Notify ATCT of Snow Team activation.

When partial or full-scale snow removal operations are required, notify Airfield and Facilities Maintenance Supervisors to call the standby snow teams for snow removal duty.

Optimum ADM staffing will consist of two Airport Duty Managers. If necessary, call in the standby ADM.

Maintain operational control over airfield snow removal crews via the respective Snow Crew Lead for the duration of all airfield snow removal activities.

Maintain situational awareness and coordination of landside snow removal activities via the Facilities Maintenance Supervisors for the duration of all landside snow removal activities.

Coordinate active airfield snow removal activities through Snow Crew Leads.

Coordinate all facilities snow removal activities through Facilities Supervisors.

ADM will determine what areas are to be cleared and Snow Team Crew Lead will determine the method to be used to accomplish the task.

Coordinate with Airlines for mutually agreeable time frames for snow removal in priority areas to ensure minimal interruption of service. Maintain an awareness of the actual operating schedules for Air Carrier and Cargo aircraft.

Coordinate snow removal activities within the NAVAID snow clearance areas with Airway Facilities Sector Field Office (AFSFO) and the ATCT.

Advise ATCT and AIRCOM of snow removal commencement and update as necessary.

Prepare for measuring friction coefficient of runways.

If extensive snow removal operations are anticipated, advise AIRCOM to contact the Airfield and Facilities Maintenance Supervisors to coordinate a second crew to be placed on standby; notify AIRCOM of additional standby crews.

Approve any changes in snow removal priorities.

Any time that a shift change occurs between Airfield Maintenance Supervisors or Airport Duty Managers, a shift briefing will be held with the above personnel to pass on priorities for continuing snow removal operations.

Verify Airfield Maintenance has assigned a mechanic, through Snow Crew Lead, to assist with clearing access roads (fire access roads, etc.) if he is not otherwise occupied.

Release employees from snow removal duty and standby upon completion of snow removal on all surfaces or at the discretion of the ADM.

### **3.3.2 AIRFIELD MAINTENANCE**

On duty airfield maintenance personnel will prepare snow removal equipment. This will include checking fuel levels, checking oil levels and batteries, starting equipment, and ensuring radios and lights are operational.

On duty personnel will begin snow removal on RWY 17R/35L or at specific locations as directed by the Airport Duty Manager as soon as snow begins to accumulate.

Standby crews will report to the Airfield Maintenance building when arriving for snow removal duty. All snow team members will advise the appropriate Airfield Maintenance Supervisor of their arrival to the airport.

The Airfield Maintenance Supervisor will advise the ADM of staffing upon arrival of team.

The mechanic on duty will be responsible for repairs on malfunctioning or broken equipment and servicing the oil. If not otherwise occupied, the mechanic can be used to open access roads.

Each equipment operator is responsible for servicing fuel and sand supplies for their respective piece of equipment. This is usually accomplished prior to each weather event, following each event, and as needed during the event.

Any time that a shift change occurs between Airfield Maintenance Supervisors or Airport Duty Managers, a shift briefing will be held with the above personnel to pass on priorities for continuing snow removal operations.

The ADM will determine what areas are to be cleared and Snow Team Crew Lead will determine the method to be used to accomplish the task.

### **3.3.3 FACILITIES MAINTENANCE**

Prepare equipment as directed by the ADM, or Facilities Supervisor.

Begin snow removal on Landside areas as soon as snow begins to accumulate.

Coordinate and monitor contractor snow removal operations.

Apply de-ice chemicals to reduce icing hazards to all walkways in front of the terminal. Standby crews will report to their respective department areas when arriving for snow removal duty. All snow team members will advise the appropriate Facilities Maintenance Supervisor of their arrival to the airport.

Any time that a shift change occurs between Facilities Maintenance Supervisors or ADM, a shift briefing will be held with the above personnel to pass on priorities for continuing snow removal operations.

Facilities Supervisors will determine what areas are to be cleared and will also determine the method used to accomplish the task.

Facilities Supervisors shall be responsible to monitor snow buildup on the ticket lobby canopy.

Facilities Supervisors will be responsible to initiate contract snow removal on the canopy when necessary. If conditions warrant closure of the front curb area, the decision will be made jointly with the Facilities Maintenance Supervisor and the ADM on-duty.

### **3.3.4 LANDSIDE OPERATIONS**

Begin snow removal on Landside areas as soon as snow begins to accumulate.

Apply de-ice chemicals to reduce icing hazards to all Parking Plaza booths and sidewalk areas.

### **3.3.5 AIRPORT COMMUNICATIONS**

Open AeroSimple using “rtaacommunications” log on.

When notified by ADM that the Snow Teams are placed on standby, notify Airlines via ringdown and send out Everbridge notification using “Snow Team Standby” template.

When notified by ADM that Snow Teams are activated, notify Airlines via ringdown and send out Everbridge notification using “Snow Team Standby” template.

Notify ATCT via Ops channel when Snow Team activated.

Create a “Snow Event” Computer Aided Dispatch (CAD) call and enter the time Everbridge notifications were made.

Log start time of snow removal operations as reported by the ADM in CAD.

Send ACRs as directed by the ADM on-duty.

When ADM advises Snow Teams activation, send Everbridge message with the information provided by the ADM.

Make other notifications directed by the ADM.

Lock down Gate 167 and advise Airport Operations Specialists that the gate is locked.

Monitor flights using Flight Information Display System (FIDS) or Flightaware.

### **3.3.6 MARKETING AND PUBLIC AFFAIRS**

Monitor Everbridge notifications, Airfield Condition Reports (ACR's) and contact AIRCOM if additional information is needed.

Update public and media as necessary.

### **3.3.7 AIRPORT POLICE DEPARTMENT**

Assist Airport Operations Specialists with monitoring curbside areas for unattended-parked vehicles.

Provide traffic control in support of snow removal activities, when requested.

Advise AIRCOM of any observed safety concerns.

### **3.3.8 AIRPORT FIRE DEPARTMENT**

Continuously monitor fire hydrants, ingress/egress accessibility to fire house and other safety equipment for accessibility during snow removal operations.

Report any discrepancies to AIRCOM for immediate attention.

### **3.3.9 AIRFIELD TENANTS**

All Fixed Base Operators and Tenants will be responsible for snow removal and ice control on their designated leasehold areas.

## **3.4 SNOW TEAM CALL-OUT PROCEDURES**

The ADM will make the determination to call-out standby Snow Teams to begin snow and ice control operations. He/she will direct the call-out of snow and ice control teams whenever:

- In his/her opinion, snow or ice accumulation may exceed 1/8" on paved surfaces based on forecasted conditions. Forecasted accumulations on the valley floor do not necessarily mean snow and/or ice will accumulate on paved surfaces.
- Anytime unforecasted snow or ice begins accumulation and, in the ADM's opinion, snow or ice accumulation may exceed 1/8" on paved surfaces.
- Anytime the ADM or higher authority considers it to be in the best interest of the Airport.

At the discretion of the Facilities Supervisor or Manager of Landside Operations together with the ADM, contract personnel may be contacted to supplement available snow and ice control resources.

Once the ADM has determined that standby Snow Team members will be called out, the ADM will advise AIRCOM, who will ensure that an Everbridge message has been sent using the Snow Team Activation template. The ADM will notify Airfield and Facilities Supervisor directly to insure call out procedures are implemented.



### 3.5 BREAKS AND MEALS

Though snow and ice are common to RNO, snow and ice control will be considered non-routine in nature and treated as a potential emergency situation. Therefore, breaks will be rotated based on the need for continuous snow and ice control operations. Breaks and meals will be taken in accordance with the union contract and shall not be taken at the same time unless coordinated with Airfield and Facilities Supervisors and the ADM to insure adequate field coverage.

## **CHAPTER 4**

### **AIRSIDE/LANDSIDE SNOW REMOVAL AND ICE CONTROL GUIDELINES**

#### **4.1 AIRSIDE INTRODUCTION**

The Snow and Ice Control Plan has been prepared to comply with Title 14 CFR Part 139 and Advisory Circular 150/5200-30. Safety is, and always will be, the primary consideration in snow removal operations conducted at RNO. The ADM will ensure snow removal operations are conducted in accordance with the Letter of Agreement (LOA) with the RNO ATCT. The ADM has the authority to deviate from stated guidelines in the interest of safety and the efficiency of snow removal up to and including closing any or all paved movement areas.

The primary goal of the Snow and Ice Control Plan is to safely keep instrument RWY 17R/35L and parallel TWY ALPHA open during snow and icing conditions as well as returning the airport to full operational status as soon as possible. If the Instrument Landing System (ILS) Runway 17R/35L is closed due to snow or icing conditions, all efforts will be made to reopen it when safety permits.

The following principles regarding snow removal shall be adhered to in maintaining safe operating conditions on Airport Operations Areas (AOA):

- Drifted or piled snow shall be promptly removed off usable runway, taxiway and aircraft ramp surfaces.
- In the event of measurable snow accumulation, snow berms shall be located off usable, full strength runway, taxiway and aircraft ramp surfaces.
- Snow berms shall be placed no higher than regulated to ensure proper clearance of all aircraft propellers, engine pods and wing tips.
- All full strength pavements shall remain clear of snow as not to impact aircraft wheel and landing gear systems.

In the event that the snow removal crew is unable to comply promptly with the requirements stated above, the ADM shall utilize the NOTAM system to describe the existing conditions. The ADM shall promptly update the ACR to provide timely notification to Air Carrier Operations, ATCT, and other Airport Tenants.

The Snow and Ice Control Plan will be implemented at the discretion of the ADM on-duty based upon his/her judgment of the following conditions:

- Weather forecasts
- Rate of snowfall and accumulation of snow
- Air and pavement temperatures

- Winds
- Physical characteristics of the snow
- Runway friction coefficient

Snow removal operations are to commence when snow begins to accumulate on the Movement Area surface. A runway will be closed for aircraft use when there is more than ½" of slush, 2" of dry snow, or when the ADM determines that usage of a runway would be unsafe.

The following discussion is to be used only as a guideline for removing snow from paved surfaces on the AOA. The ADM may, if operational needs dictate, authorize a deviation from the established priorities. Snow Team Crew Leads and Airfield/Facilities Supervisors will be responsible for following the ADM's direction.

#### **4.1.1 SNOW REMOVAL EQUIPMENT**

The ADM shall dispatch airside snow removal equipment in the following manner:

- Brooms shall be the initial equipment used on Priority #1 areas with the goal of keeping the centerline clear of slush or snow.
- When total snow accumulation reaches ¾" on paved surfaces, displacement plows may be used on lower priority areas. Displacement plows shall be used to move snow when the brooms become ineffective, or when necessary, to remove snow cast off by the brooms and create a windrow. Brooms will follow behind displacement plows to ensure the cleanest possible surface.
- Rotary plows will be utilized to cast the snow beyond the edge lights.
- Front loaders will be used to remove snow piles and assist with the clearing of taxiway intersections.
- Bobcats and pick-ups with plows can be used in and around the Air Carrier Passenger Loading Bridges (PLB). These will be used to assist the airside snow removal equipment assigned to the ramp areas at the discretion of the Snow Team Crew Lead or the on ADM.

The ADM will determine areas to be cleared and the Snow Team Crew Lead shall determine the method to be used to accomplish the task.

#### **4.1.2 PRIORITY AREAS**

To maintain continuous operations, priority areas have been established in order of importance. The ADM has the authority to change the order of each area in the interest of safety and the efficient use of personnel and equipment. Snow removal priorities are illustrated on Appendix #3.

When necessary, under the direction of the ADM on-duty, clear access points and confirm gate operability at ARFF mutual aid access Gates 100, 160, 245, 275, 285, 350, and 465.

### 4.1.3 SNOW REMOVAL OPERATIONS

#### 4.1.3.1 MOVEMENT AREAS

After the decision is made to initiate snow removal operations, the ADM will be responsible to contact the ATCT Cab Supervisor and inform him/her of closure times and, if possible, estimated reopening times. While keeping safety a priority, every effort will be made to avoid conflicts with arriving aircraft on ILS RWY 17R/35L.

Runway closures will be at the discretion of the ADM and based upon runway surface conditions. Efforts will be made to keep closure times at 30 minutes; this estimated time is for planning purposes only and will not limit the time needed for complete snow removal or ice control to provide an acceptable runway surface. The ADM will determine when the runway is available and clear of equipment prior to reopening.

To reduce runway closure times, all snow removal equipment will be staged at the end of the runway prior to runway closure.

Normal snow removal procedures will be to plow runways and taxiways with equipment in tandem, or "conga line," working parallel to the runway and taxiway centerlines by moving snow full width to both sides for removal by a high-speed blower.

All equipment operators shall exercise caution to prevent damage to or burying of the runway and taxiway edge lights or signage.

The ADM will continuously monitor the condition of RWY 17R/35L. If snow continues to fall, work in all other areas will be suspended and all necessary equipment diverted to maintaining this runway.

After snow has been removed from Priority 1 areas, snow removal operations will commence in other areas based upon their priority and at the discretion of the ADM.

#### 4.1.3.2 TERMINAL RAMP AREAS

Snow removal shall commence on taxi lane and aircraft parking areas when 1 ½" of snow has accumulated.

Airfield and Facilities Maintenance crews shall clear snow from the terminal building to the open ramp for pickup by heavy plows.

Initial terminal ramp snow removal will allow for the operation of aircraft based on gate usage and airline schedules and will be coordinated by the ADM.

Continual snow removal will begin on the "B" and "C" concourses when 1 ½" of snow has accumulated. Snow piles shall be placed as to cause no interference with aircraft propellers, engine pods and wing tips.

Each gate lead-in line will be cleared with a width of 15 feet as equipment size allows.

Berms or windrows will be removed promptly to reduce interference with aircraft operations in the gate area.

When gate areas are not in use, it is expected that the tenant will have all equipment staged in an area that will allow for efficient snow removal operations.

#### 4.1.4 INSPECTIONS

During snow removal activities, the ADM will inspect the Movement Areas in accordance with the Airport Self-Inspection Program. Special attention will be paid to the following:

- Snow bank heights shall not exceed the maximum allowable snow bank height.
- Signs and lights shall be frequently inspected for visibility and be cleared as appropriate.
- The glide slope snow clearance area for the "capture-effect" antenna configuration should be evaluated and cleared when necessary. Contact shall be made with the Reno System Support Center (SSC) Manager or their designee and ATCT before moving equipment into the ILS critical area.
- If the tower reports the ILS is out of service, both the ADM and the ATCT will contact the SSC Manager to arrange for immediate repair of the ILS system.
- Runway condition codes (RCC) and Pilots Report's (PIREP).

These conditions will be reported to the ATCT for relay to arriving/departing aircraft.

#### 4.1.5 ICE CONTROL

Icing conditions occur most frequently at air temperatures between 28°F and 34°F, though there have been instances as low as 5°F and as high as 40°F. The ADM shall monitor the National Weather Service and the Vaisala Surface Sensor information when the air temperature falls in the most probable icing range. The Vaisala Surface Sensor information contains runway and taxiway pavement sensors that record pavement temperatures and assist with determining when icing conditions may occur.

Ice control measures shall be as follows:

- Liquid deicing chemicals meeting the SAE specifications AMS 1435 may be applied as an anti-icing treatment to Priority 1 Movement Areas as directed by the ADM when the pavement surfaces are wet and the pavement temperature is close to 32°F.
- Friction measuring equipment may be used as a part of the ice control monitoring procedure.
- The NOTAM system shall be utilized to advise airport users of icing conditions.
- The priorities previously discussed for snow removal shall be followed for ice control.
- In the event that ice forms on Movement Areas, a mixture of sand and de-ice chemical may be applied.

#### **4.1.6 CLEANUP**

After snow has stopped falling and all priority areas are cleaned, the ADM will ensure the following items are completed;

- All snow windrows and snow piles must be removed as soon as possible after a storm ends and prior to a thaw-freeze cycle.
- Sand will be removed from Movement Areas and vehicle service roadways as soon as the surface is dry and braking action has been restored.

The airfield should be checked for broken or damaged lights and signs and initiate appropriate repairs.

#### **4.1.7 CONTRACTORS**

The Landside and/or Facilities Maintenance Supervisors will approve the call out of the contractors to assist with landside snow removal. All outside contractors employed for snow and ice control operations will be subject to relevant RNO Rules and Regulations. They will operate under the supervision of the Landside and/or Facilities Supervisor, ADM or a designated representative.

The RTAA does not commonly use contractors on the AOA, in the event they are used, prior to contractors working on the terminal ramp areas, the ADM will conduct a briefing session outlining areas of responsibilities, safety rules and general operating procedures. At no time will contractors be permitted to operate equipment beyond the limits of the ramp areas without being cleared by appropriate authorities and without being accompanied by a radio-equipped vehicle.

Snow removed from ramps will be moved to the Northwest corner of the airfield along the Northwest fence line, parking spaces S1 and S2 on the South overflow ramp, or in a location approved by the ADM.

## **4.2 LANDSIDE INTRODUCTION**

Facilities Maintenance crews shall be called in for snow removal on the Landside Areas of the airport when snow begins to accumulate (see Appendix #4).

The following discussion is to be used only as a guideline for removing snow from paved surfaces on the Landside properties. The ADM along with the Landside and/or Facilities Supervisor, may, if operational needs dictate, authorize a deviation from the established priorities.

In general terms, Airport Landside Snow Teams and/or contract personnel shall remove snow to allow pedestrian access to the terminal building. This includes roadways, sidewalks, crosswalks, and walkways leading to the parking areas.

When snow accumulation reaches ¾" Airport Landside Snow Teams and/or contractor personnel shall begin snow removal from the public parking lots, ground transportation area, landside roadway system, employee parking lots and air cargo parking lot. Contract personnel shall begin snow removal as directed by the Landside and/or Facilities Supervisor.

#### 4.2.1 SNOW REMOVAL EQUIPMENT

The Bobcats and snow blowers will be used to clear the front sidewalks, the median island, and all crosswalks. Snow shovels, squeegees and brooms will be used on all other areas where the Bobcats or snow blowers cannot reach.

#### 4.2.2 SNOW REMOVAL RESPONSIBILITIES

##### 4.2.2.1 FACILITIES MAINTENANCE

Facilities Maintenance shall be responsible for the following areas:

- Terminal sidewalks, crosswalks and ADA access walks, TSA parking lot sidewalk, Long Term Parking walkway
- North and South connector exterior stairwells. *Ongoing thru snow event (Can be done by Custodial)*
- North Ground Transportation area, walkways, and roadways
- TSA yellow painted walkway airside behind Baggage Handling System (BHS), and the bag makeup entrance areas
- Parking structure towers 1<sup>st</sup> floor, elevators entrances, stairs and landings (*Can be done by Custodial*) Loop roads
- Customs passenger walkway (airside during scheduled arrivals)
- Parking structure ramps, entrances, and third floor main roadways (*electric vehicle charging station*)
- Perimeter Gates 155, 165, and 170, airside access roads for emergency services
- AVA 3 (AIRCOM) access and parking areas
- Manager and Employee lots, gates, and walkways
- Bag claim alleyway (airside)
- Benches on the curbs (Custodial)
- Long term parking lot roadways
- Taxi staging area
- Old Air Cargo building parking lot
- Third floor parking garage detail clean up

##### 4.2.2.2 CUSTODIAL

Custodial personnel may be requested to assist clearing front sidewalks, median islands, and cross walks, monitoring the front sidewalks for water, slick spots and the application of ice control materials as necessary. Custodial personnel will also be responsible for cleaning up of any snow or ice control chemical that is tracked into the building.

#### **4.2.2.3 LANDSIDE OPERATIONS**

Landside Operations personnel and/or their contracted personnel will be responsible for clearing the sidewalk and pay booth areas near the Parking Plaza as well as the following areas:

- West Crew Lot
- Cell Phone Lot

#### **4.2.3 CLEAN UP**

After snow has stopped falling and all priority areas are cleaned, the ADM will ensure the following items are accomplished:

- All snow windrows and snow piles must be removed as soon as possible after a storm ends and prior to a thaw-freeze cycle, if possible.
- Sand will be removed from landside roadways and sidewalks as soon as the surface is dry and braking action has been restored.
- The Landside area should be checked for broken or damaged signs and initiate appropriate repairs.
- Inspect all building entrance floor mats and tile for residual sand.
- Check third floor of Parking Structure for additional snow removal and make necessary assignments for completion.
- Snow Team Captains shall determine the methods to accomplish these tasks.

#### **4.2.4 SNOW REMOVAL EQUIPMENT**

Facilities Maintenance crews will have the following pieces of equipment available for use. The equipment will be assigned as deemed necessary by the Facilities Supervisor.

- Pickups with front mounted snowplows equipped with sand spreaders in the pickup beds
- Bobcats with front mounted snowplows
- Snow blowers
- Hand sand spreaders

#### **4.2.5 ICE CONTROL**

Ice control procedures shall begin on the Landside areas of the Airport when requested by the ADM, Landside or the Facilities Supervisor.



## CHAPTER 5

### SURFACE ASSESSMENT AND REPORTING

#### 5.1 INTRODUCTION

To comply with § 139.339, RNO will utilize the NOTAM system as the primary method for collection and dissemination of airport information to Air Carriers and other airport users.

Continuous Friction Measuring Equipment is used to conduct runway friction surveys on frozen contaminated surfaces. The Airport Operations department currently utilizes a Halliday RT3 Runway Friction Tester (RFT). RT3 uses a side force friction test method.

The data obtained from runway friction surveys is considered to be reliable only when the surfaces are contaminated under any of the following conditions:

- Ice or wet ice. Ice that is melting or ice with a layer of water (any depth) on top. The liquid water film depth of .04 inches (1 mm) or less is insufficient to cause hydroplaning.
- Compacted snow at any depth.
- Dry snow 1 inch (25.4 mm) or less.
- Wet snow or slush 1/8 inch (3.2 mm) or less.

It is no longer acceptable to report or disseminate friction (Mu) values via NOTAMs. Friction (Mu) values have been replaced by Runway Condition Codes, which must be included in the Field Condition (FICON) NOTAM.

#### 5.2 RUNWAY CONDITION ASSESSMENTS

Runway Condition Assessment Matrix (RCAM) (see Appendix #6). The **RCAM** is the method by which an Airport Operator reports a runway surface assessment when contaminants are present. Once an assessment has been performed, the RCAM defines the format for which the Airport Operator reports and receives a runway condition “Code” via the NOTAM System.

#### 5.3 RUNWAY CONDITION CODE (RCC)


Runway Condition Codes (Format: X/X/X) represent the runway condition description based on defined terms and increments. Use of these codes harmonizes with International Civil Aviation Organization (ICAO) Annex 14, providing a standardized “shorthand” format for reporting RCC (which replaces Mu values), and are used by pilots to determine landing performance parameters when applicable. Runway Condition Codes are disseminated via the following methods:

- Federal NOTAM System, preferably through NOTAM Manager or equivalent system(s)
- Airport Traffic Control Tower (ATCT) (as applicable)
- RNO Airfield Condition Report (local dissemination)

**APPENDIX #1**

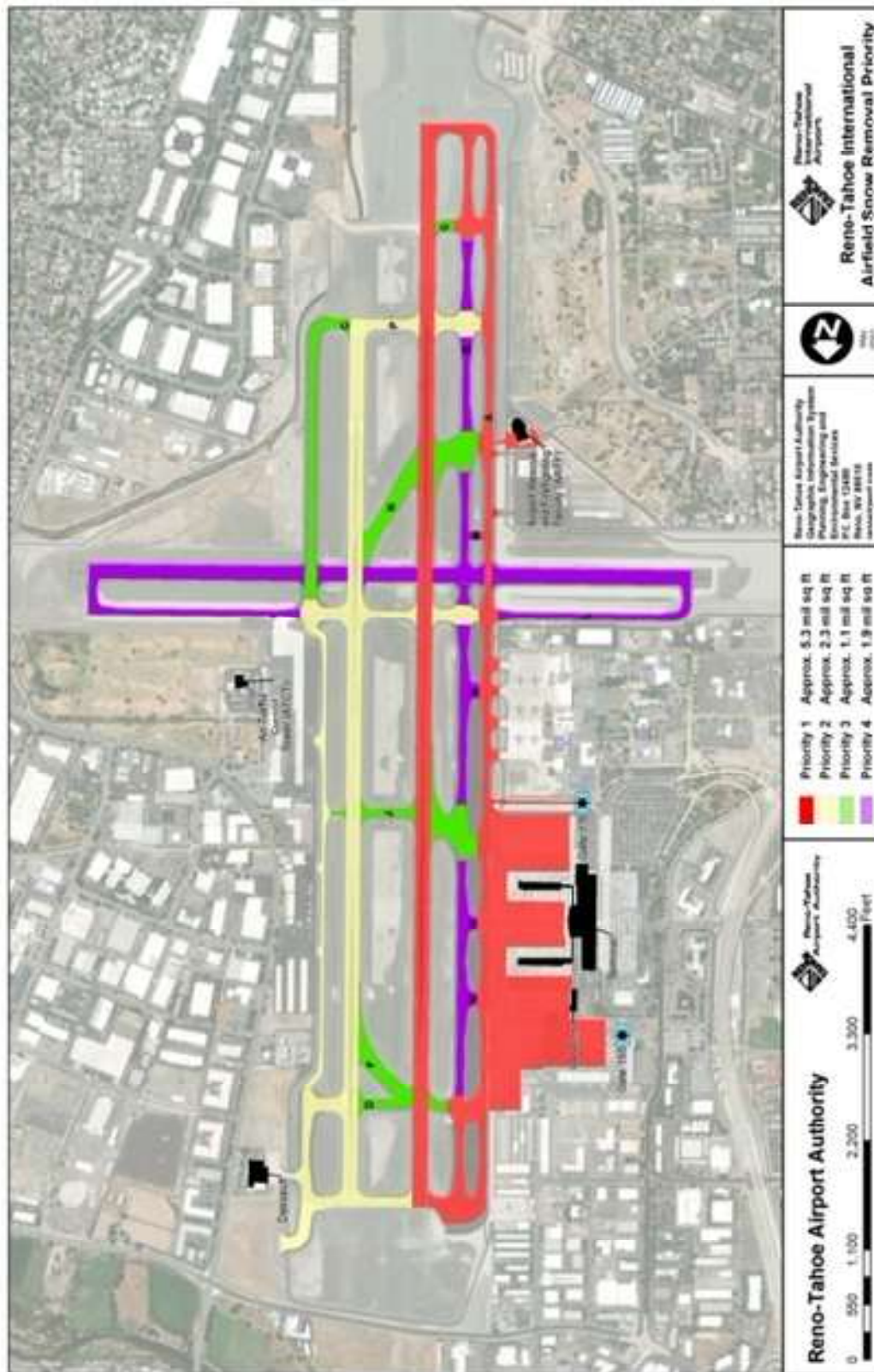
<b>AIRFIELD SNOW</b>		
<b>REMOVAL EQUIPMENT</b>		
<b>COMMON</b>	<b>EQ NUMBER</b>	<b>DESCRIPTION</b>
<b>NAME</b>		
PLOW 1	EQ772	2011 OSHKOSH / MB 20' SNOW BROOM
PLOW 2	EH194	1996 OSHKOSH 20' SNOW BROOM
PLOW 3	EH200	1997 OSHKOSH 20' SNOW BROOM
PLOW 4	EQ834	2017 LARUE 22' SNOW BROOM
PLOW 5	EQ835	2017 LARUE 22' SNOW BROOM
PLOW 6	EQ836	2017 LARUE 22' SNOW BROOM
PLOW 7	EQ869	2019 LARUE SNOW BLOWER - 7500 TON/HR
PLOW 8	EQ713	2006 LARUE SNOW BLOWER – 5000 TON/HR
PLOW 9	EQ835	2016 LARUE SNOW BLOWER – 7500 TON/HR
PLOW 10	EQ832	2014 OSHKOSH 22' PLOW TRUCK W/SANDER
PLOW 11	EQ831	2014 OSHKOSH 22' PLOW TRUCK W/SANDER
PLOW 12	EQ797	2012 OSHKOSH 22' PLOW TRUCK W/SANDER
PLOW 14	EH231	2006 KENWORTH DUMP TRUCK W/22' PLOW
PLOW 16	VL242	2020 FORD F-550 TRUCK W/ 8' PLOW AND SANDER
PLOW 17	EH208	1999 INTERNATIONAL DUMP TRUCK W/22' PLOW
PLOW 18	EQ738	2007 BOSCHUNG JET BROOM
PLOW 19	EQ878	2020 WESTERN STAR DUMP TRUCK W/22' PLOW
PLOW 20	EQ740	2008 JOHN DEERE SKID STEER LOADER
PLOW 24	EQ821	2014 CATERPILLAR LOADER W/26' WINGED PLOW
PLOW 25	EQ871	2019 JOHN DEERE LOADER W/26' WINGED PLOW
PLOW 26	EQ715	2007 JOHN DEERE LOADER W/20' BOX PLOW
PLOW 27	EH174	1994 CATERPILLAR LOADER W/20' BOX PLOW
PLOW 29	EH205	1997 JOHN DEERE BACKHOE LOADER
PLOW 31	EQ876	2019 WAUSAU FORCED AIR BLOWER
PLOW 32	EQ712	2006 HAGIE 90' BOOM DEICER/EDGE LIGHT PLOW

**APPENDIX #2**  
Airfield Condition Report Sample

	Reno-Tahoe International Airport Airfield Condition Report (New) #24 - 390	
Created by	Created date	
<b>Runway 17R/35L</b>		
RWY in Use 17R	RCC	FICON
<b>Runway 17L/35R</b>		
RWY in Use 17L	RCC	FICON
<b>Runway 8/26</b>		
RWY in Use 26	RCC	FICON CLOSED
<b>Ramp Conditions</b>		
Commercial Ramp Wet	GA-East Wet	GA-West Wet
<b>Taxiways</b>		
Alpha Wet	Bravo Wet	Charlie Wet
Delta Wet	Foxtrot Wet	Golf Wet
Hotel Wet	Juliet Wet	Kilo Wet
Lima Wet.	Mike Wet	November Wet
Papa Wet	Quebec Wet	

Original Date: September 11, 2024  
Revision Date:

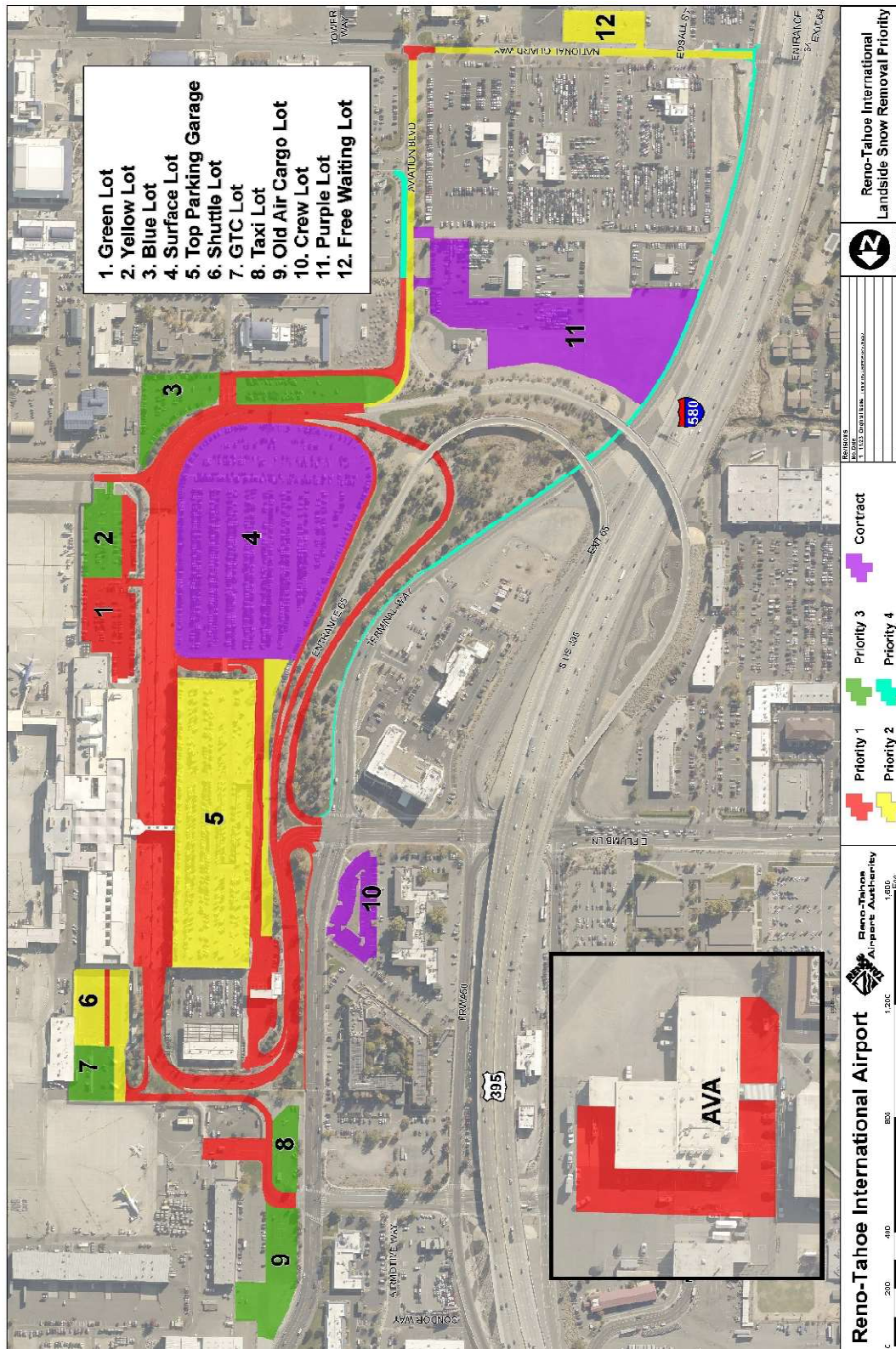
**APPENDIX #3**  
Airfield Snow Removal Priority Map



Original Date: September 11, 2024  
Revision Date:



# **APPENDIX #4** **Landside Snow Removal Priority Map**



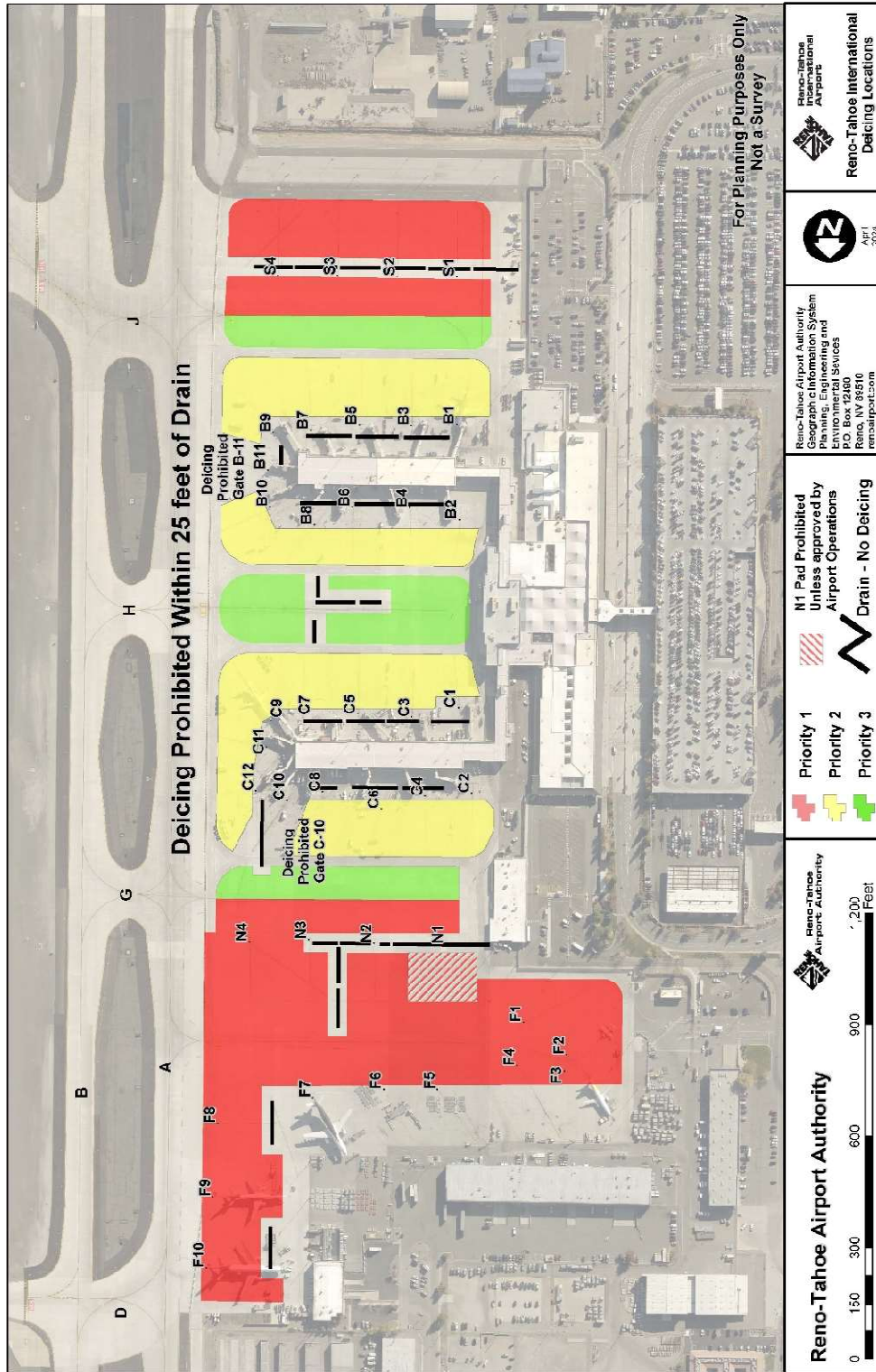
Original Date: September 11, 2024  
 Revision Date:



## APPENDIX #5

### Aircraft Deicing Locations

Aircraft deicing locations and procedures may be found in the RNO Rules & Regulations.



## APPENDIX #6

### Runway Condition Assessment Matrix (RCAM)

#### . RUNWAY CONDITION ASSESSMENT MATRIX (RCAM) (FOR AIRPORT OPERATORS' USE ONLY)

Assessment Criteria		Downgrade Assessment Criteria		
Runway Condition Description	Code	Mu ( $\mu$ ) <sup>1</sup>	Vehicle Deceleration or Directional Control Observation	Pilot Reported Braking Action
• Dry	6	40 or Higher	---	---
• Frost • Wet (Includes Damp and 1/8 inch depth or less of water)  1/8 inch (3mm) depth or less of: • Slush • Dry Snow • Wet Snow	5		Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	Good
5° F (-15°C) and Colder outside air temperature: • Compacted Snow	4		Braking deceleration OR directional control is between Good and Medium.	Good to Medium
• Slippery When Wet (wet runway) • Dry Snow or Wet Snow (Any depth) over Compacted Snow  Greater than 1/8 inch (3mm) depth of: • Dry Snow • Wet Snow  Warmer than 5° F (-15°C) outside air temperature: • Compacted Snow	3	39 to 30	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	Medium
Greater than 1/8 (3mm) inch depth of: • Water • Slush	2	29 to 21	Braking deceleration OR directional control is between Medium and Poor.	Medium to Poor
• Ice <sup>2</sup>	1	20 or Lower	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	Poor
• Wet Ice <sup>2</sup> • Slush over Ice • Water over Compacted Snow <sup>2</sup> • Dry Snow or Wet Snow over Ice <sup>2</sup>	0		Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	Nil

<sup>1</sup> The correlation of the Mu ( $\mu$ ) values with runway conditions and condition codes in the Matrix are only approximate ranges for a generic friction measuring device and are intended to be used only to downgrade a runway condition code; with the exception of circumstances identified in Note 2. Airport operators should use their best judgment when using friction measuring devices for downgrade assessments, including their experience with the specific measuring devices used.

<sup>2</sup> In some circumstances, these runway surface conditions may not be as slippery as the runway condition code assigned by the Matrix. The airport operator may issue a higher runway condition code (but no higher than code 3) for each third of the runway if the Mu value for that third of the runway is 40 or greater obtained by a properly operated and calibrated friction measuring device, and all other observations, judgment, and vehicle braking action support the higher runway condition code. The decision to issue a higher runway condition code than would be called for by the Matrix cannot be based on Mu values alone; all available means of assessing runway slipperiness must be used and must support the higher runway condition code. This ability to raise the reported runway condition code to a code 1, 2, or 3 can only be applied to those runway conditions listed under codes 0 and 1 in the Matrix.

The airport operator must also continually monitor the runway surface as long as the higher code is in effect to ensure that the runway surface condition does not deteriorate below the assigned code. The extent of monitoring must consider all variables that may affect the runway surface condition, including any precipitation conditions, changing temperatures, effects of wind, frequency of runway use, and type of aircraft using the runway. If sand or other approved runway treatments are used to satisfy the requirements for issuing this higher runway condition code, the continued monitoring program must confirm continued effectiveness of the treatment.

**Caution:** Temperatures near and above freezing (e.g., at 26.6° F (-3°C) and warmer) may cause contaminants to behave more slippery than indicated by the runway condition code given in the Matrix. At these temperatures, airport operators should exercise a heightened level of runway assessment, and should downgrade the runway condition code if appropriate.

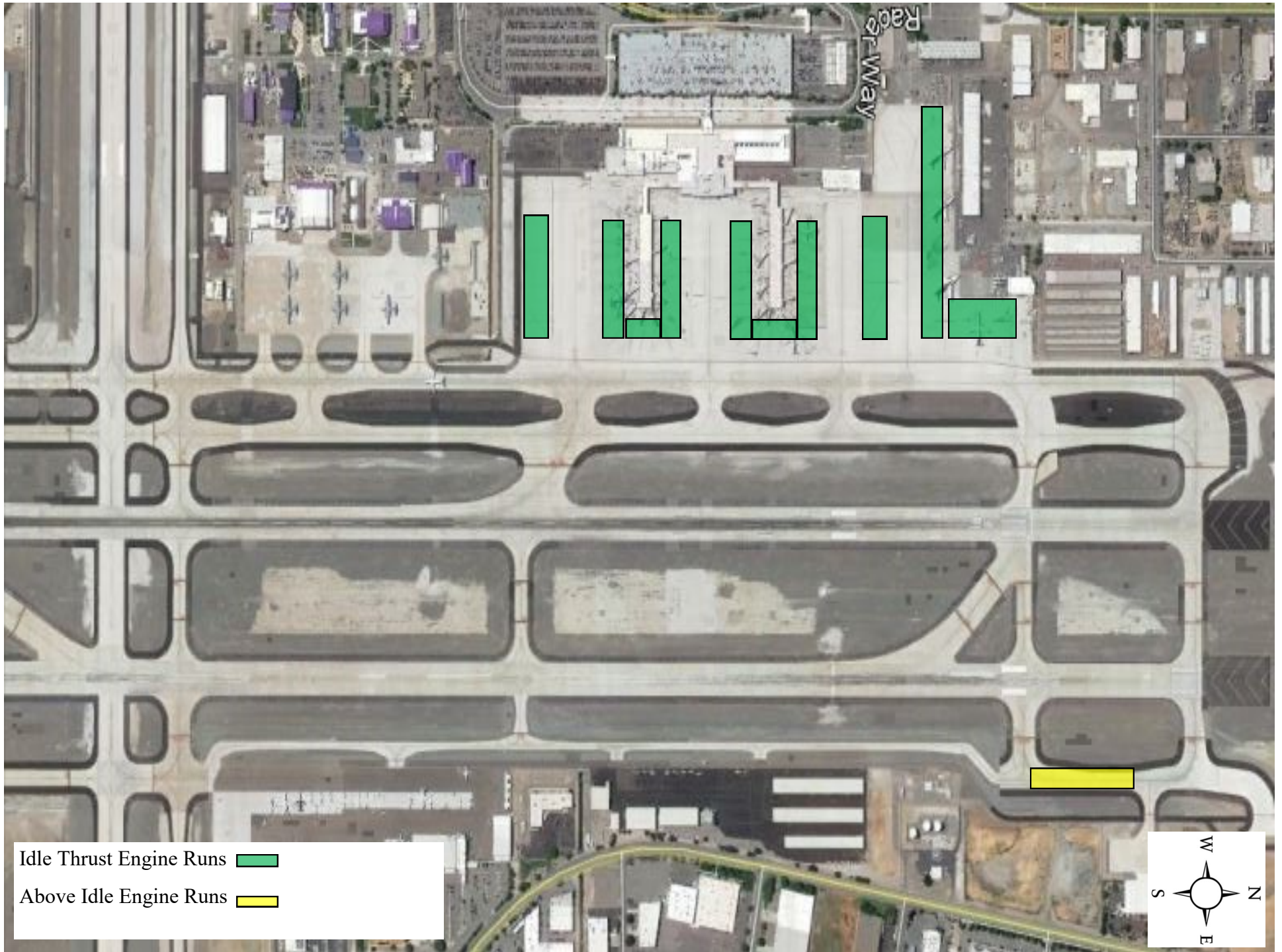
FEDERAL AVIATION ADMINISTRATION

APPROVED  
**Sep 11 2024**

CLJ  
INSPECTOR

## APPENDIX G – RNO Idle Thrust Areas





## APPENDIX H – LOV Appeal Form



**Reno-Tahoe  
Airport Authority**

## Letter of Violation Appeal Form

Violations may be appealed within five (5) calendar days from the date of issuance of a Letter of Violation. RTAA's Rules and Regulations Committee (RRC) will consider the appeal at its next regularly scheduled meeting or at such other time as determined by the RRC. Once the meeting to consider the appeal is set the RRC will provide notice via email of the time and date of the meeting. The appellant and a single representative may present a statement in person in support of the appeal. The Regulation Observer or another RTAA employee may also present a statement in support of upholding the violation and/or proposed penalty. The RRC then convene without the appellant or Regulation Observer present to conduct a majority vote on whether to accept the appeal. The RRC will then notify the appellant via email of its decision.

In order to initiate the appeals process, you must completely fill out this form and sign and date in the space provided below.

### Appellant Information

First and last name:

Email address:

Phone:

Mailing address:

City, state, and zip:

Employer (if employed at  
RNO):

Letter of Violation Issue Date:

## Letter of Violation Appeal Form (con't)

Please explain the reason for your appeal, being as descriptive as possible. Use additional pages as necessary:

By signing below, I agree that I understand and acknowledge that any rude or combative behavior during any portion of the appeals process shall result in an immediate and permanent dismissal of the appeal. Any attempt to subvert the integrity of the appeals process or to use violence, threats, aggressive behavior, or the like, to coerce, harass, annoy, or intimidate the Regulation Observer or any RTAA employee or Board Member shall separately be a major violation of the RNO Rules and Regulations subject to additional enforcement measures.

Print Name:

Signature:

Date:

## APPENDIX I – Final Appeal Form



**Reno-Tahoe  
Airport Authority**

## Letter of Violation Final Appeal Form

Decisions of the RTAA's Rules and Regulations Committee (RRC) may be appealed by completing this form and submitting the completed form to [rulescommittee@renoairport.com](mailto:rulescommittee@renoairport.com). The completed form must be submitted within ten (10) calendar days of the RRC's decision.

In order to initiate the final appeals process, you must completely fill out this form and sign and date in the space provided below.

### Appellant Information

First and last name:

Email address:

Phone:

Mailing address:

City, state, and zip:

Employer (if employed  
at RTAA)

RRC Decision Date:

## Letter of Violation Final Appeal Form (con't)

Please explain the reason for your appeal of the RRC's decision, being as descriptive as possible. Use additional pages as necessary:

By signing below, I agree that I understand and acknowledge that any rude or combative behavior during any portion of the appeals process shall result in an immediate and permanent dismissal of the appeal. Any attempt to subvert the integrity of the appeals process or to use violence, threats, aggressive behavior, or the like, to coerce, harass, annoy, or intimidate the Regulation Observer or any RTAA employee or Board Member shall separately be a major violation of the RNO Rules and Regulations subject to additional enforcement measures.

Print Name:

Signature:

Date: