

COLUMBUS AIRPORT COMMISSION
Columbus, Georgia
AIRPORT RULES AND REGULATIONS

Section 100: Definitions

- A. **Aeronautical Service Provider:** A person duly licensed and authorized by written agreement with the Commission to provide specific aeronautical services at the Airport, under strict compliance with such agreement, pursuant to the Commission’s Minimum Standards for Aeronautical Service Providers as amended from time to time, and in accordance with applicable local, state and federal regulations. A person conducting any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. Aeronautical Services include, but are not limited to, Aircraft ground services; support and amenities; Tie down, Aircraft Storage/hangar, Aircraft parking, office, and shop rental/subleasing; Airframe and Power Plant Maintenance; Avionics Sales and Maintenance; Aircraft Rental; Flight Training; Air Charter, Taxi; Aircraft Management Operations; Aircraft Sales; sightseeing aerial photography; aerial spraying and agriculture aviation services; aerial advertising; aerial surveying; and any other activities, which in the judgment of the Commission, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an “Aeronautical Service”.
- B. **Air Carrier:** the commercial operation of providing air transportation of persons or property for hire in aircraft with 30 or more passenger seats. Operators in this category are generally required to meet the standards of FAR Part 121 – *Air Carrier Certification*.
- C. **Air Charter or Taxi:** the commercial operation of providing air transportation of person(s) or property for hire either on a charter basis or as an air taxi operator in aircraft with 30 or fewer passenger seats. Operators in this category are generally required to meet the standards of FAR Part 135 – *Operating Requirements: Commuter and On Demand Operations and Rules Governing Persons on board such Aircraft*.
- D. **Air Operations Area (AOA):** Any area used for the parking, landing, takeoff, or surface maneuvering of aircraft. The AOA is considered a restricted area and is off-limits to the general public.
- E. **Aircraft** (also, Airplane, Balloon, Helicopter, and Ultralight): Any contrivance now known or hereafter invented and used for navigation and flight in air or space.
- F. **Aircraft Emergency:** Problem or condition involving an aircraft in flight or on the ground that could endanger lives or property. The pilot in command of an aircraft, air traffic control personnel, or the Airport Director can declare an aircraft emergency.
- G. **Aircraft Maintenance:** Any servicing, repair, modification or upgrade of an aircraft. Said maintenance may or may not be provided for by FAA regulation to be performed by FAA certified mechanics.
- H. **Aircraft Operator:** Person who may or may not be the Aircraft Owner but physically operates the aircraft.

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- I. **Aircraft Owner:** Person holding legal title to and/or having exclusive possession of an aircraft.
- J. **Airport:** Shall refer to the Columbus Airport (CSG), Columbus, Georgia.
- K. **Airport Certification Manual (ACM):** Manual approved by FAA outlining the Commission's measures to comply with the requirements of 14 CFR Part 139 *Certification of Airports*.
- L. **Airport Director (Director):** The agent or representative of the Commission having immediate charge of the Airport. The Commission may manifest all or part of its authority through the Director. Term also applies to any designee appointed by incumbent Director or Commission.
- M. **Airport Layout Plan (ALP):** The currently approved Airport Layout Plan depicting the physical layout of the Airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, NAVAIDs, etc. The ALP also depicts future planned development of the Airport.
- N. **Airport Maintenance:** Airport Department responsible for overall maintenance of Airport facilities owned/operated by the Commission.
- O. **Airport Reference Codes (ARC):** *FAA Advisory Circular 150/5300-13 Airport Design* defines the Airport Reference Code (ARC) as "a coding system used to relate Airport design criteria to the operational and physical characteristics of the airplanes intended to use the Airport." The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold siting standards.
- P. **Airport Security Program (ASP):** Manual approved by TSA outlining the Commission's measures to comply with the requirements of 49 CFR Part 1542 *Airport Security*.
- Q. **Approach Surface:** A surface longitudinally centered on the extended runway centerline and extending outward and upward from either a runway threshold or 200 feet behind a threshold. This surface is needed to define where unobstructed airspace begins.
- R. **ARR:** Shall refer to this Airport Rules and Regulations document as amended.
- S. **ATCT:** See Tower.
- T. **Columbus Airport Commission (Commission):** Entity created and existing pursuant to a 1968 Amendment to the Constitution of the State of Georgia created to own and operate the Airport.
- U. **Commercial Activity:** Activity undertaken as part of a commercial enterprise. Includes all types of business, vocations, occupations, professions, trades, enterprises, establishments, and all other types of activities and matters, together with all devices, machines, vehicles, and equipment used therein, any of which are conducted, used, or carried on for the purpose of earning, in whole or in part, a profit or livelihood, whether or not a profit or livelihood

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actually is earned thereby. Business, professions, and trades shall include, without being limited thereto, trades and occupations of all and every type of calling carried on within the airport boundaries; salesmen, brokers, retailers, wholesalers, vendors, suppliers, peddlers, professions and any other type of endeavor within the airport boundaries for the purpose of earning a livelihood or profit in whole or in part whether paid for in money, goods, labor, or otherwise, and whether or not the business, profession or trade has a fixed place of business on the Airport.

- V. **Federal Aviation Administration (FAA):** Refers to the federal agency of the U.S. Government created and established under the Federal Aviation Act of 1958, or its successor, which is vested with the same or similar authority.
- W. **Federal Aviation Regulation (FAR):** Refers to regulations promulgated by the FAA in accordance with law.
- X. **Ground Transportation Business:** Commercial activity operating vehicles for hire at the airport. Examples are: rental cars, taxicabs, limo services, on-demand shuttles, hotel shuttles, etc.
- Y. **Ground Vehicle:** Non-Aviation related vehicle operated on the AOA. This designation includes autos, cars, trucks, tugs, air stairs, refueling vehicles, etc. The Commission has the sole authority to determine what vehicles fall into this category.
- Z. **Lease:** A contractual agreement between a Person and the Commission for the use of an asset belonging to the Commission.
- AA. **Lessee or Leaseholder:** See Tenant.
- BB. **Minimum Standards:** Refers to the Minimum Requirements for Airport Aeronautical Services as adopted or amended.
- CC. **Movement Areas:** Means the runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft.
- DD. **NAVAID:** Any visual or electronic device airborne or on the surface which provides point-to-point guidance information or position data to aircraft in flight.
- EE. **Nonexclusive rights:** Federal Grants Assurances prohibits the Commission from entering into any agreement where a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights, would be an exclusive right.
- FF. **Notice to Airmen (NOTAM):** Notices to the flying public (airmen) through FAA notice system. Normally initiated by message to Lockheed Martin Flight Services, a contractor tasked with managing the FAA NOTAM System.

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- GG. **Object Free Area:** A two-dimensional ground area surrounding runways, taxiways and taxilanes that is clear of objects except for objects whose location is fixed by function.
- HH. **Paragraph headings:** The paragraph headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision or article of these regulations.
- II. **Permit:** Agreement entered into for a service on the airport not involving leasing of Airport property.
- JJ. **Permittee:** A Person who has a permit with the Commission allowing said Person to provide a service for a fee on Commission property
- KK. **Person:** Shall refer to any individual, firm, partnership, corporation, company, association, joint stock association, or political body, and includes any trustee, receiver, employee, assignee, agent, or similar representatives thereof.
- LL. **Premises:** That area granted a tenant to engage in activity at the Airport for which the tenant pays rents, commissions, or fees for such use.
- MM. **Public Safety Department:** Department designated by Commission to provide, police, fire, investigative and airport operations functions. The Department head will be designated the Public Safety Chief and report to the Airport Director.
- NN. **Public Safety Officer (PSO):** Individual under the employ of the Commission and under the supervision of the Public Safety Chief to carry out the functions of the Public Safety Department.
- OO. **Roadway:** Shall refer to any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.
- PP. **Safety Areas:** The surface adjacent to runways, taxiways and taxilanes over which aircraft and emergency vehicles should in dry weather, be able to cross at normal operating speeds without incurring significant damage.
- QQ. **Secured Area:** Area designated by Airport where it must prevent and detect the unauthorized entry, presence, and movement of individuals and ground vehicles into and within area.
- RR. **SIDA:** Security Identification Display Area on the Airport where employees are required to display identification approved by the Airport at all time. Prerequisites for this area are listed in 14 CFR Part 1542, *Airport Security* and provided for in the most current edition of the ASP.
- SS. **Sterile Area:** Area of the terminal building use for holding screened passengers for boarding onto air service commercial aircraft.
- TT. **Taxilane:** The portion of the AOA, or any other area, used for access between taxiways and aircraft parking or storage area.

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- UU. **Taxiway:** A defined path established for the taxiing of aircraft from one part of the Airport to another.
- VV. **Tenant:** A Person who has an agreement, lease or permit with the Commission allowing said Person to make use of some area of the Airport for any reason.
- WW. **Terminal:** Shall refer to the either the main Passenger Terminal building or the General Aviation Terminal building (also known as Flightways Columbus). Both locations share the address of 3250 West Britt David Road, Columbus, GA
- XX. **Tower (ATCT):** Shall refer to FAA operated Air Traffic Control Tower located on the Airport.
- YY. **Transportation Security Administration (TSA):** Division of the Department of Homeland Security (DHS) tasked with security of airports.
- ZZ. **Transportation Security Regulation (TSR):** Refers to regulations promulgated by the TSA in accordance with law.
- AAA. **Ultralight Aircraft:** Any aircraft meeting the standards outlined in 14 CFR Part 131.1.
- BBB. **Unmanned Aircraft Systems (UAS):** A powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a payload.
- CCC. **Users:** All persons who are lawfully on the property of the Airport and engaged in lawful activities.
- DDD. **Vehicle Parking Area:** Any portion of the Airport designated and made available temporarily or permanently by the Commission for the parking of vehicles.
- EEE. **Warning Notices:** System of notice to advise airport users and tenants of violations of lease agreements or other Airport polices.

COLUMBUS AIRPORT
Columbus, Georgia
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Section 200: General Information

A. Scope

The Commission is granted the authority to adopt rules and regulations in accordance with the amendment to the State of Georgia Constitution creating the Commission. These Airport Rules and Regulations (ARR) have been adopted by the Commission to establish and promulgate the standards deemed necessary to the maintenance and promotion of the peace, health, good government and welfare of the Columbus Airport; to provide for the best performance of the functions thereof; to promote the safety and security of persons using the airport facilities; and, by such rules and regulations provide suitable penalties for the violations thereof.

1. ARR shall govern all persons and activities using the Airport. Administration of the terms of these ARR shall be the responsibility of the Airport Director. Policymaking activities of these ARR reside solely with the Commission.
2. Regardless of these ARR or federal regulations, when an emergency exists at the Airport, the Director is empowered to issue such directives and take such action as necessary to protect all people, property, assets, and promote the safe operation of the Airport. Such directives and actions of the Director have the power of regulation as long as the emergency exists.
3. Other than in the case of an emergency described above, should any of these ARR conflict with federal, state, or local government law or ordinance, then such federal, state, or local government authority takes precedence.
4. These ARR shall in no way supercede or abrogate regulations set forth in FAR Part 139, *Certification of Airports*, nor TSR Part 1542, *Airport Security*.
5. If any provision of these ARR is held invalid, the remainder of the ARR shall continue to be valid. Future amendments, additions, deletions, or corrections to these ARR will be incorporated into the document as required or directed by the Commission.

B. Ownership and Operation

The Columbus Airport is publicly owned and operated by the Columbus Airport Commission under an amendment to the Constitution for the State of Georgia. The Commission appoints an Airport Director to act as its chief executive to manage and oversee the daily operations at the Airport.

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The Columbus Airport is a non-hub, commercial service airport serving the cities of Columbus, GA and Phenix City, AL with a service area of approximately nine counties in western Georgia and eastern Alabama. The Airport is a 24 hour-per-day facility offering services to all commercial, general aviation, and military aircraft.

C. Compliance and Enforcement

All persons utilizing the Airport for any reason are expected to comply with the provisions of these ARR. The Commission hereby tasks the Director to enforce these ARR and utilizing the Columbus Airport Public Safety Department as well as other Airport staff members as necessary. Support from the Columbus Consolidated Government will be requested if necessary and appropriate.

The Columbus Airport is a public access facility subject to all federal, state, and local laws and ordinances applicable to a publicly held airport facility. Violators of said laws and ordinances are subject to enforcement provisions as provided in Appendix 1.

D. Authority of the Director and Designees

The Commission will exercise its authority through its appointed Airport Director or designee. Decisions of the Airport Director may be appealed to the Commission at any regularly scheduled Commission meeting where a quorum is present.

E. Law Enforcement

Powers: Public Safety Officers (PSO) in the employ of the Commission are required to meet the standards of the Georgia Peace Officer Standards and Training Council (POST). As provided by State of Georgia Constitutional Amendment adopted February 1994, Commission PSO have the powers of arrest and to execute and return criminal warrants and process on Commission property. PSO have all powers of sheriffs as peace officers so long as such powers are exercised on the property owned by the Columbus Airport Commission.

Jurisdiction: PSO shall only exercise powers on property owned or controlled by the Commission.

F. Conditions

The permission granted by the Commission to use Airport facilities shall be at all times conditioned upon the assumption of full responsibility thereof by every person exercising or taking advantage of such permission. It shall be further conditioned thereof that each person as a consideration for the use of said Airport and its facilities shall at all times, release, hold harmless, and indemnify the Columbus Airport Commission and/or its appointed officials, employees, and agents from any and all responsibility, liability, loss or damage resulting to

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any such person or caused by or on his behalf and incident to the manner in which the Airport is operated, constructed, maintained, or serviced from within or without. The use of the Airport by any person for any purpose or the paying of any fees therefore or the operations of aircraft thereon shall be in itself an acknowledgement that such persons accept such privileges on the conditions herein set forth. All airline operators, pilots, commercial operators or other persons shall use the Airport at their own risk; and in case of failure of any Commission owned equipment; the Commission will not assume responsibility.

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Section 300: General Rules of Conduct

A. Signs, Fences, Barricades

No person shall disregard or violate any posted signs, fences, and barricades prohibiting entry upon restricted areas or governing the activity of the public while on Airport property.

B. Disorderly Conduct

No person shall commit any disorderly, obscene, or indecent act or commit any nuisance on Airport property. Judgement of such behavior shall rest solely with the Commission.

C. Admission to Facilities

No person except Airport employees shall enter any transformer vault or storage room in the Terminal or any Airport facility not leased or used in common with the general public except in cases of emergency or on the authority of the Commission.

D. Access to AOA/SIDA

1. Access to the AOA and SIDA are restricted for safety and security reasons. Except for passenger enplaning or deplaning, the general public is prohibited from the AOA/SIDA unless escorted by a person authorized escort privileges by the Commission. The general public is also prohibited from all other areas of the Airport posted as being restricted.
2. No person may access the Airport movement areas without the permission of the Commission and have received appropriate clearance from the Tower. Any person accessing the movement areas must be trained in appropriate behavior while on the movement area and maintain radio communications with the Tower at all times.
3. Aircraft requiring the presence of security guards must coordinate this requirement with the Commission in advance of the aircraft arriving at the Airport.
4. Pedestrians or motor vehicle operators observed in other than public use areas without authorization by the Commission will be considered trespassing and subject to arrest.

E. Property Damage

Any and all Airport property destroyed, injured, or damaged by accident or otherwise shall be repaired or replaced by the party or parties responsible for such destruction, injury or

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damage thereto. The decision to repair or replace any piece of Airport property shall solely be at the discretion of the Commission.

F. Accidents

Any accidents whether involving individuals, motor vehicles, or aircraft shall be reported to the Commission at the earliest possible time.

G. Roads, Walks, Ramps, Aprons, Taxiways and Runways

No person shall use the roads, walks, ramps, aprons, taxiways or runways in such a manner as to obstruct their proper use. No person shall be permitted enter the aircraft aprons and ramps unless carrying out duties pertaining to the operation or servicing of aircraft or equipment and when involved as a passenger on an aircraft. Any individuals entering any apron, taxiway and runways are also subject to applicable rules and regulations developed by other state and federal entities and shall obey said rules.

H. Sanitation

No person shall deposit garbage, papers, refuse, or other forms of trash or waste on the Airport except in the receptacles provided for that purpose. Commercial dumpsters are for the exclusive use of the Airport and select Airport tenants. The depositing of refuse in said dumpsters by others is prohibited.

No person shall use a rest room other than in a proper and sanitary manner and shall not commit any nuisance in said areas.

Rest room facilities have been provided for use to tenants by the Commission. Use of any other areas as rest facilities constitutes a violation of these ARR as well as health and safety codes. Person involved in such activity are subject to removal from the premises and termination of any lease, agreement or permit said person may have to occupy Airport premises.

I. Construction and Alterations

Subject to provisions of individual leases, agreements or permits, no person may perform any construction, alteration, electrical, plumbing, or any other related type activity in any Airport hangar or building without prior approval of the Commission. The scope of the work requested will determine if plans must be submitted for approval and if applicable permits will be required from the Columbus Consolidated Government.

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J. Signs, Advertising, and Displays

No person shall post, distribute, or display signs, advertisements, handbills, literature, circulars, pictures, sketches, drawings or other forms of printed or written material without first obtaining written permission from the Commission. Airport tenants may post signs on their leaseholds that are related to their business with the approval of the Commission.

K. Picketing, Marching, and Demonstrations

No person may walk in a picket line as a picket or take part in a labor or other demonstration on any part of the Airport, except in or at the place specifically assigned by the Commission for such picketing or other permitted demonstration. Any such picketing, marching, or demonstration shall be conducted in the peaceful and orderly manner contemplated by law without physical harm, molestation, threat or harassment of persons, obscenities, violence, breach of the peace or other unlawful conduct; without obstructing the use of the Airport by others; and without hindrance to or interference with the proper, safe, orderly, and efficient operations of the Airport and the activities conducted thereon; and any such picketing, marching, or demonstration shall be conducted pursuant to conditions outlined herein in each instance.

L. Model Aircraft

No person shall operate or release any model aircraft, balloon, kite, rocket, or other similar contrivance at or upon Airport property without the prior written approval of the Commission.

M. Animals

No person shall enter the Terminal with an unrestrained dog or other animal except for certified assistance animals. Dogs or other animals, other than certified assistance animals, brought into the Terminal shall be restrained in a pet carrier or held by the owner. All animals brought on Airport property other than the Terminal must be restrained by a leash or confined in such a manner as to be under control at all times.

N. Firearms, Explosives, Flammable Materials

No person, except as specifically allowed by state or federal law, shall possess any firearm, illegal knife, club, prohibited weapon, explosives or flammable material in the Terminal. This rule does not apply to firearms properly packed and prepared for shipment on an aircraft. Storage of flammable materials shall be subject to appropriate fire codes as adopted by the Commission or as stated in individual agreements.

O. Smoking

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The Passenger Terminal and Flightways Columbus Terminal are no smoking facilities in their entirety.

No person may smoke on the aircraft aprons or ramps, in any hangar, or in any other place on the Airport where smoking is specifically prohibited. Smoking on aircraft ramps and hangars is prohibited. Smoking is only allowed in locations designated for that purpose.

P. Lost Articles

Any person finding lost articles about the Airport grounds shall turn them over to the Airport Public Safety Office.

Q. Malfunctions

Any malfunction of any Airport facilities shall be immediately reported to the Commission.

R. Drainage

No person by action or inaction may cause any interference with any drainage system on Airport property or its environs.

S. Response to Notifications

When the Commission has notified any person on the Airport to correct any violation of any agreement, or provisions of the ACM, ASP, or this ARR for which such person is responsible, said person shall correct such violation in the manner and within the time prescribed in the notification or request received. Enforcement measures are discussed in Appendix 1.

T. Commercial Activities

Refer to Section 600 for conduct of commercial activities on the Airport.

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Section 400: Aircraft Operations

A. Aeronautical Activities

All aeronautical activities at the Airport and all flying of aircraft in the airspace about the Airport shall be conducted in conformity with the federal, state and local laws and regulations.

B. Sample of Aeronautical Activities Regulated by the Commission

1. Closure of Airport.
2. Restricting or prohibiting flight activities.
3. Fees charged for landing, parking and storage of aircraft.
4. Fees and regulation of commercial aeronautical activities on the Airport.
5. Written approval for air shows or other special events.
6. Designating aircraft parking areas.
7. Other activities as deemed necessary for the safe and efficient operation of the facility.

C. General

1. The Air Traffic Rules as established by the FAA and currently in effect or as subsequently revised or amended, are hereby adopted by reference and made part of these rules. All persons conducting any aircraft operation on or from the Airport shall comply with said rules.
2. No aircraft shall land on or take off from the Airport unless it is equipped with properly functioning brakes that are consistent with the safe operation of the aircraft.
3. Aircraft equipped with tailskids may not operate on any portion of the Airport.
4. Operations involving non-powered aerial vehicles are prohibited except in emergencies or with the express written permission of the Commission.
5. Following a landing or prior to take-off and at all times while taxiing the aircraft operator shall maintain control of the aircraft. All aircraft shall be taxied at reasonable speeds.
6. No person shall take or use any aircraft, aircraft parts, instruments, or tools owned, controlled or operated by any other person while such items are stored, housed, or otherwise left on the Airport without the written consent of the owner or operator thereof, or satisfactory evidence of the right to do so duly presented to the Commission upon request.
7. Any person who damages or destroys Airport property accidentally or otherwise shall be responsible for paying for the repair or replacement (as determined by the Commission) of the property.

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D. Unmanned Aircraft Systems (UAS)

No person shall operate or release any UAS, or other similar contrivance at or upon Airport property without the prior written approval of the Commission. Such approval shall consider but not rely on the UAS operator meeting all criteria established by FAA for such operations.

E. Aircraft Accidents/Incidents on or Adjacent to the Airport

1. Aircraft accidents/incidents must be reported immediately to the Commission.
2. The disposition of a disabled aircraft is the responsibility of the aircraft owner or operator. However, the Commission has the power, authority and option to direct removal or relocation of a disabled aircraft from any location on the Airport at their discretion considering the best interests of the facility.
3. Subject to appropriate laws and regulations, the Commission controls access to aircraft accident/incident scenes.
4. No person may move or otherwise disturb an aircraft accident/incident scene until said scene is released to the Commission by proper authority, generally being the FAA or NTSB.
5. Witnesses of and participants in any aircraft incident/accident on the Airport shall make a full report thereof to the Public Safety Department as soon as possible after the incident/accident.

F. Abandoned, Damaged or Disabled Aircraft

1. An aircraft owner, operator, or authorized agent is responsible for the prompt disposal of a disabled aircraft and its parts to avoid interference with airport operations unless specifically directed by the Commission, appropriate law enforcement officer, or federal authority to delay removal pending investigation.
2. The owner or operator shall remove all damaged or disabled aircraft and parts on the AOA within 24 hours of completion of investigation and subsequent release by appropriate authorities, except for commercial repair operations.
3. If any owner or operator abandons or otherwise neglects or refuses to move an aircraft or parts as directed by the Commission, such aircraft or parts may be removed by the Commission at the owner's or operator's expense without liability for damage which may result in the course of or after such removal.

G. Taxiing or Towing of Aircraft

1. The Commission is authorized to tow or otherwise direct the relocation of aircraft parked or stored in unauthorized areas, that create a hazard or impact the normal operation of the Airport.
2. Aircraft shall not be taxied into or out of any hangar or other building.
3. Aircraft may only taxi onto movement areas with the approval of the ATCT as required.

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4. Aircraft may not be towed on the movement areas without approval from ATCT, as required.

H. Engine Operations

1. Operating aircraft engines inside a hangar is prohibited.
2. No aircraft engine shall be started or run unless a competent operator shall be attending the controls.
3. Chocks shall always be placed in front of the main landing wheels before starting an engine unless the aircraft is equipped with adequate locking brakes.
4. Under no circumstances is any aircraft engine or engines to be started or run at a distance less than 50 feet from any Airport building or inside any hangar or other building. Aircraft shall be started and warmed up only in areas designated for such purpose. Engines shall not be operated in such a position that hangars, shops, buildings, spectators, automobiles, or other aircraft shall be in the path of jet blast or propeller wash.

I. Aircraft Storage and Repair

1. Aircraft shall be parked, serviced, loaded and unloaded at designated parking locations or passenger terminal gates.
2. No aircraft shall be left unattended on the Airport unless properly secured or within a hangar. Owners of aircraft shall be held responsible for any damage resulting from failure to comply with this rule.
3. No aircraft shall be parked or left unattended within 100 feet of neither the edge of any taxiway nor 250 feet of any runway.
4. No aircraft shall be parked or left unattended within 50 feet of any refueling vehicle.
5. No aircraft shall be parked within 10 feet of an airport perimeter fence.
6. General aviation aircraft are normally prohibited from using the air carrier parking apron. Exceptions to this rule must be coordinated with the Commission.
7. Aircraft repair and maintenance may only take place in areas designated by the Commission for such activity.
8. Aircraft repair and maintenance in any Commission-owned hangar is limited to that which the named hangar lessee may personally execute provided in the FAA Compliance Manual. In no case will any Commission-owned hangar be utilized for major engine overhauls.
9. Commission hangars may not be utilized for aircraft construction without the express consent of the Commission
10. Aircraft owner/operators are solely responsible for notifying the Commission within one hour of the occurrence of a spill of hazardous materials. Owners/operators are solely responsible for clean-up and disposal of any hazardous material spills.

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Section 500: Vehicle Operations

The following pertains to the operation of motor vehicles on the Airport.

A. General

1. Subject to rules and regulations previously established herein, no person shall operate any motor vehicle on the aprons, taxiways, runways, or grassed areas in the AOA of the Airport except the following:
 - Persons using motor vehicles to service an aircraft.
 - Aircraft maintenance crews engaged in official duties.
 - Aircraft refueling vehicles based on the Airport and operated by qualified personnel.
 - Tenant vehicles employed specifically for use in servicing, towing an aircraft.
 - Airport Maintenance Personnel.
 - ARFF vehicles.
 - FAA Maintenance vehicles.
 - Any other vehicles specifically approved by the Commission.
2. The Commission has the authority to deny, restrict, or cancel the right of any motor vehicle driver from operating on the Airport. Such denial, restriction or cancellation shall not be unreasonable.
3. State and local traffic ordinances, rule or regulations apply to all motor vehicles operating on the Airport.
4. Privately owned vehicles may not be parked, serviced, repaired, or stored on Airport property unless authorized by the Commission. Storage of non-aeronautical vehicles in the AOA is expressly prohibited. Hangar tenants are permitted to temporarily park vehicles in their hangar or in designated parking areas as provided in Section B below.
5. No person shall be permitted to make repairs to any non-aeronautical vehicle on Airport property, except emergency repairs necessary to get the vehicle off the Airport. Washing of non-aeronautical vehicles is not permitted on Airport property without the approval of the Commission. However, airline, and rental car tenants may provide vehicle servicing and washing in accordance with their agreements with the Commission.
6. All motor vehicles and mobile equipment shall be operated in strict compliance with posted traffic signs and established policies. Such vehicles shall be operated under the safe control of their operators at all times.
7. As a part of a lease agreement with the Commission, the Commission may establish minimum liability insurance limits for tenant business vehicles and other privately owned vehicles that are allowed access to the Airport and AOA.
8. The Commission has the authority to establish conditions and regulations relating to use of all roads located on Commission property.
9. Any person driving through any perimeter gate at the Airport is required to ensure security measures established for such entry are followed to the letter.

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Section 500: Motor Vehicle Operations

B. AOA Motor Vehicle/Equipment Operation

1. No person shall operate any motor equipment on the AOA except in a safe and reasonable manner and in conformance with all directional and instructional signs.
2. All AOA vehicle operators shall receive specialized training prior to driving on the AOA and be certified by the Commission to operate vehicles on the AOA. Prior to operating on the AOA, operators shall also receive a copy of the Columbus Airport Ground Vehicle Operations Manual as amended. The standards and rules of this Manual are incorporated in their entirety herein. All hangar tenants will receive training from Airport Administration upon entering into a hangar agreement with the Commission.
3. Before moving any motor vehicle on the AOA, the operator shall walk around the vehicle to ensure the path is clear of all aircraft, other vehicles, obstructions, or personnel. All refueling vehicle operators shall ensure all hoses, nozzles, ground wires, and ladders are properly stored before moving.
4. Any person backing on the aircraft aprons shall have a safety guide in full view to guide them.
5. No vehicles shall be operated on any runway or taxiway of the Airport without the prior written approval of the Commission and then only with the approval of ATCT.
6. No person shall exceed posted speed limits at the Airport. Unless otherwise posted, **the speed limit on the AOA is 25 mph except on the parking aprons where the maximum speed limit is 15 mph. The exception to the maximum speed limit is emergency vehicles responding to an incident/accident.**
7. Motor vehicle operators shall give the right-of-way to all aircraft moving under power or tow and emergency response vehicles. All operators shall pass behind any moving aircraft.
8. Vehicles left unattended on the AOA shall have transmissions place in the Park position, with the emergency brake fully engage, and the motor off.
9. All vehicles operating on the AOA and ramp areas shall carry appropriate lights and markings identifying them as authorized to be in those areas. Said lights and marking shall be in accordance with FAA Advisory Circulars and policy established by the Commission in the ASP or ACM.
10. Aircraft Storage: Tenant vehicle access
 - a. All tenants park their vehicles in their hangar when operating their aircraft.
 - b. All tenant visitors will park their vehicles in the aircraft owner's hangar to the greatest extent possible.
 - c. Additional vehicle parking is allowed in designated areas.
 - 1) Flightways parking lot
 - 2) East side storage area: Grassy areas in aircraft storage area at least 15 feet off the edge of any pavement.
 - 3) West side storage area: Grassy areas north and south of hangar bays, at least 15 feet of the edge of any pavement.

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Section 500: Motor Vehicle Operations

- d. Designated parking areas are allowed to be used per the following schedule.
 - a. 72 hour or less parking. No action needed by vehicle owner.
 - b. Parking up to seven days: Hangar # or an airport-generated form clearly displayed on the dashboard.
 - c. Parking in AOA longer than seven days must be coordinated in advance with Airport Administration and display an approval notice on the vehicle's windshield.
- e. All areas will be monitored by Public Safety and violators are subject to removal without notice at the owners' expense.

C. Car Rental Companies

1. Any businesses conducting car rental activity on the Airport must have a written agreement with the Commission.
2. Airport rental car tenants are restricted to conducting all rentals and returns in the Rental Car Return Lot or other area(s) designated by the Commission. The conduct of car rental business on the front curb of the terminal is prohibited. The only exception to this rule would be in accommodating handicapped customers.
3. Airport rental car tenants are required to observe state and local laws regarding parking and use of driving lanes at the Airport. Tenants may not block crosswalks, driving lanes, or any entry or exit point with their vehicles.
4. Due to limits of space and in the interests of the traveling public, parking in the Rental Car Return Lot is limited to the designated spaces only. Vehicles found outside marked spaces will be subject to being ticketed and/or towed at the owner's expense. Said vehicles are also subject to parking fees to be assessed in accordance with the Rental Car Concession contract.
5. Off-site car rental companies are addressed below.
6. See Landside Usage below.

D. Courtesy Vehicles/ Off-site Car Rental Companies

1. Any person operating a courtesy vehicle at the Airport shall have properly executed agreement with the Commission.
2. This section applies to any courtesy vehicle operated by any person for any reason and off-site car rental companies providing shuttle service to their place of business.
3. Courtesy vehicles may only stop on the front curb to load and unload customers.
4. Courtesy vehicles shall stop only while in the process of loading and unloading customers with bona fide reservations. Upon request of an authorized representative of the Airport, the operator of any courtesy vehicle shall provide the name of a customer to be picked up or dropped off.
5. Courtesy vehicles shall be identified by the name and company logo clearly displayed on said vehicle.

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Section 500: Motor Vehicle Operations

6. Operators of off-site car rental courtesy vehicles are prohibited from the solicitation of business in any manner upon the Airport. The operation of these courtesy vehicles shall be specifically limited to the pick up or drop off of pre-reserved customers.
7. Operators of courtesy vehicles shall remain with their vehicles at all times.
8. Company employees of businesses operating courtesy vehicles for off airport car rental companies may not enter the terminal building while in company uniform.
9. See Landside Usage below.

E. Commercial Vehicles/Taxi Cab

1. Any person operating a courtesy vehicle at the Airport shall have properly executed agreement with the Commission and display appropriate airport permits.
2. All commercial or for-hire vehicles operating at the Airport are required to meet State safety, inspection and insurance requirements. Each vehicle will display an approved Commission Commercial vehicle permit and pay all fees and charges associated with such permit.
3. Commercial vehicles found on property without approved permits will be directed to leave the property, and at the discretion of the Airport Commission can be ticketed or towed at the owner's expense.

F. Landside Usage

1. The landside is defined as all those areas outside the AOA but still within the designated Airport property line including the front curbs of the Commercial Passenger and General Aviation Terminals.
2. The front curb of the Commercial Passenger Terminal is reserved for the exclusive use of the air-traveling public. Parking on this curb is for the active loading and unloading of passengers only. All unattended vehicles are subject to ticketing and/or towing at the owner's expense.
3. The front curb of the General Aviation Terminal is reserved for the exclusive use of the air-traveling public and customers having business with the FBO. Unattended vehicles left longer than 15 minutes are subject to ticketing and/or towing at the owner's expense.
4. Parking around both Terminal Buildings are designated for specific use. No person may use any space other than for what it is marked without the expressed permission of the Commission.
5. No vehicle may park in a space designated for specific use (Permit Only, Police, Rental Car, etc.) without the express written permission of the Commission.
6. No person may park any vehicle within ten (10) feet of any perimeter fence or gate surrounding the Airport. Said vehicles will be subject to being ticketed and towed at the owner's expense.

COLUMBUS AIRPORT
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Section 600 Commercial Activities

The following pertains to the operations of all Commercial Activities as defined herein at the Columbus Airport.

A. General

1. Any commercial activity as defined in Section 100 on Airport property must have a fully executed lease, agreement, permit, or contract with the Commission. This provision applies to all businesses located on Airport property and any company off the Airport premises that desires to enter onto the property to conduct a commercial activity.
2. In addition to item a. above, any commercial aeronautical activity on Airport property must have been assigned a fixed place of business on the Airport.
3. All tenant operators will be granted use of all facilities upon payment all appropriate fees/rents/charges established by Agreement with the Commission. Said Agreements will identify specific commercial activities approved for each Airport tenant.
4. Aeronautical service providers must meet the applicable standards of the Commission's Minimum Requirements for Airport Aeronautical Services as amended.
5. Should the Commission update its Minimum Standards, all providers must meet the new standard within twenty-four (24) calendar months from adoption of the new standards.
6. Tenants are not allowed to engage in activities beyond the scope of their agreements/leases with the Commission.
7. Tenants are not allowed to engage in any activity outside their leasehold areas without approval of the Commission.

B. Tenant Operations – Mandatory Compliance or Prohibited Activities

1. As a condition of all agreements, all tenants must certify that they are in compliance with these ARR and any Minimum Standards established by the Commission for the tenant's operation.
2. Tenants are prohibited from sublease or sublet, or assignment of lease, or any premises located on Airport controlled real estate without prior written approval of the Commission.
3. Tenants are responsible for training their employees on the contents of these ARR, Minimum Standards, contents of the tenant lease agreement with the Commission, and applicable portions of the current FAA approved Airport Certification Manual, and TSA approved Airport Security Program. Failure to do so may result in fines or suspension of activities.

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Section 600 Tenant Activities

4. Tenants must ensure that all tenant employees meet the physical and mental standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe conduct in and around aircraft and all other areas of the AOA.
5. Tenants are aware that any of their employees requiring access to the SIDA in the normal course of their duties will be subject to a Criminal History Background Check before such access may take place.
6. Any changes to any building, structure, ramp, or other Airport property requires prior written approval of the Commission and must comply with local building codes and inspections as well as any architectural guidelines of the Airport.
7. Storage of materials, vehicles, or other items not relating to the scope of a tenant's agreement is prohibited.

COLUMBUS AIRPORT
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AIRPORT RULES AND REGULATIONS
Section 700 Security

A. General

All persons having access to the AOA, Secured Areas or SIDA on the Columbus Airport are subject to the provisions of the most current TSA approved Airport Security Program (ASP). Each person, by virtue of accessing these areas, consents to all provisions outlined in the ASP and acknowledges that they are familiar with the contents of the ASP. In the event of any conflict between this ARR and the ASP, the provisions of the ASP shall prevail.

B. Aircraft

1. When the condition or mission of an aircraft requires a security guard or police protection, the owner or operator of the aircraft is responsible for obtaining and paying security personnel and coordinating such activity with the Commission in advance of the aircraft arrival at CSG.
2. Tenants are responsible for the security of all aircraft and other private property entrusted to their care.
3. Any person observing any irregular activity in or around aircraft should immediately notify appropriate authority.

C. AOA/Secured Area/SIDA

1. All persons in these areas should carry on their person appropriate identification as required in the ASP.
2. All persons working at the Airport are responsible for safeguarding doors, gates, and other access points to these areas.
3. All persons working in Secured Areas are responsible for challenging any unfamiliar person observed in these areas. Challenge requirements can be fulfilled by contacting the Public Safety Office, your immediate supervisor or Airport Administration to report unfamiliar persons and keeping said persons in sight until Airport units respond.
4. Persons entering these areas via perimeter gates shall not let other vehicles enter behind them and shall ensure all gates and doors close securely behind them prior to proceeding away from such gates or doors.
5. A breach of security caused by a tenant or tenant employee that results in a TSA finding of negligence will be cause to review, fine and possibly cancel or curtail tenant access to these areas.
6. All tenants are put on notice that any breach of security caused by the tenant or tenant employee, that results in the Airport receiving a TSA fine, said fine will be the financial responsibility of the offending tenant.

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Section 700 Security

7. All tenants bringing visitors, vendors, etc., onto any airport area shall be solely responsible for the behavior and escort of such visitors.
8. No item shall be placed within ten (10) feet inside or outside of any perimeter fence.
9. Tenants are responsible for ensuring the return of Airport ID badges to Airport Public Safety Badging office from personnel no longer in their employ. Such return must take place within seven (7) working days of the termination of employment.
10. Tenants must notify Airport Public Safety Badging office with 24 hours of the termination of any person in their employ that possess an Airport ID badge.

COLUMBUS AIRPORT
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AIRPORT RULES AND REGULATIONS
Section 800 Handling Hazardous Materials/
Fire Hazards

A. Aircraft Fueling and Defueling

1. No aircraft shall be fueled or defueled (hereinafter referred to as fueling operations) while the engine(s) are running or while such aircraft is in a hangar or enclosed space unless approved by the Director or designee.
2. Smoking is not permitted within fifty (50) feet of any aircraft involved in fueling operations. Smoking is not permitted within fifty (50) feet of any fueling apparatus at any time.
3. No fueling vehicle may be parked within fifty (50) feet of any building, ten (10) within any other piece of equipment or ten (10) feet of any perimeter fence. No fueling vehicle may be parked for storage within fifty (50) feet of any aircraft.
4. No person shall operate any radio transmitter receiver, or switch electrical appliances off or on in any aircraft during fueling operations.
5. During fueling operations the aircraft and the fuel dispensing apparatus shall be in accordance with the adopted standards in the current approved edition of the ACM.
6. Persons engaged in fueling operations shall exercise care to prevent overflow of fuel.
7. Passengers are not allowed inside of aircraft during any fueling operation unless an attendant is present at or near the cabin door.
8. Only personnel engaged in the fueling, maintenance and operation of an aircraft shall be permitted within 50 feet of aircraft during fueling operations except as provided in g. above.
9. No person shall use any materials during fueling operations, which are likely to cause static discharge.
10. Adequate fire extinguishers shall be within ready reach of personnel engaged in all fueling operations.
11. No person shall start the engine of any aircraft when there is flammable liquid on the ground under said aircraft.
12. Any person conducting fueling operations at Columbus Airport is required to meet all requirements provided in the Airport Certification Manual, Section 321.

B. Fire Hazards/Hazardous Materials:

1. No person shall smoke on the aircraft aprons, in any hangar, or in any other area of the Airport designated as nonsmoking by posted signs. Under no circumstances shall any person smoke within 50 feet of any aircraft or storage area for flammable materials.
2. No person shall use flammable or volatile liquids in the cleaning of aircraft, aircraft engines, propellers, and appliances or accessories unless such cleaning operations are conducted in open air, or in a room specifically set aside for that purpose. Such room

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Section 800 Handling Hazardous Materials/ Fire Hazards

shall be properly ventilated, fire-proofed, and equipped with adequate and readily accessible fire extinguishing apparatus. Appropriate no smoking signs are required to be posted in such areas observing a minimum distance of 50 feet.

3. No person shall conduct any open flame operations in any hangar or part thereof or any place on the Airport unless specifically authorized by the Commission.
4. No person shall store or stock materials or equipment in such a manner as to constitute a fire hazard.
5. No person shall keep, store, or discard any flammable liquids, gasses, signal flares, or other similar materials in any hangar or other building on the Airport unless such storage/handling is in accordance with applicable environmental and safety standards.
 - ➔ Aircraft Storage Areas: Such materials may be kept in aircraft in the proper receptacles installed in an aircraft for such purposes. Quantities of flammable liquid stored in any Aircraft Storage Area in excess of that contain in an aircraft necessary to its operation, shall not exceed ten (10) gallons and shall be stored in approved containers.
6. No person shall keep or store lubricating oils in or about any hangar, provided that such materials may be kept in aircraft in the proper receptacles installed in said aircraft for such purposes or in containers with suitable draw-off devices or in buildings designed for the storage of such material
 - ➔ Aircraft Storage Areas: Such materials may be kept in aircraft in the proper receptacles installed in an aircraft for such purposes. Quantities of lubricating oils stored in any Aircraft Storage Area in excess of that in the aircraft shall not exceed four (4) gallons and be stored in approved containers or shipping boxes.
7. Tenants shall provide suitable metal receptacles with self-closing covers for the storage of oily wastes, rags, and other rubbish. The tenants shall remove all such waste daily.
8. No person shall use volatile flammable substances for cleaning floors of any building on the Airport.
9. All lessees on the Airport shall keep floors of the hangars; aircraft parking aprons, pits, and areas adjacent thereto free and clear of all oil, grease, rubbish, and other flammable materials.
10. Doping and painting processes shall be conducted only in designated and properly designed fireproofed and ventilated rooms or buildings in which all illumination, wiring, heating, ventilation equipment, switches, outlets, and fixtures shall be spark-proof. No person shall enter or work in a dope or paint room while doping or painting processes are being conducted unless such person wears spark-proof shoes. Any facility to be used for this activity must meet appropriate local, state, and federal environmental standards and have the expressed written approval of the Commission for such activity to take place.
11. No person shall remove or cause to be removed from its holder, container, reel, or bracket any equipment or device used in fire prevention except in case of emergency or fire.
12. All hangar doors, fire hydrants and all firefighting apparatus shall be kept clear of obstructions at all times.
13. All lessees are required to keep all firefighting equipment in first class condition. All fire apparatus shall prominently display appropriate and current inspection tags.

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Section 800 Handling Hazardous Materials/
Fire Hazards

14. All lessees' premises are subject to fire inspections by any person designated by the Commission. Lessees will open said premises to any inspection sanctioned by the Commission given reasonable notice of the inspection or as provided in any executed agreement.
15. Waiver requests to the rules contained in this section may be submitted to the Commission for consideration. The Commission will evaluate any waiver request with the safety of Airport and tenant persons and property in mind. The Commission's decision regarding waivers to this section will be final.
16. When the Commission has notified or requested any person on the Airport to correct or eliminate any fire hazard for which such person is responsible, said person shall correct or eliminate such hazard in the manner and within the time prescribed in the notification or request received. Failure to comply will constitute a material breach of any existing agreement between the person and the Commission.

COLUMBUS AIRPORT
COLUMBUS, GEORGIA
AIRPORT RULES AND REGULATIONS
Appendix 1: Enforcement

A. Warning Notices

1. The Commission has incorporated a system to track violations of these ARR as well as violations of Airport agreements. A Warning Notice will be issued to any airport tenant found in violation of the ARR or tenant agreements. A copy of the Warning Notice will be completed and a copy given to the offender. The tenant must complete the corrective action portion of the form and return it to the Administrative Offices within 10 working days. Tenants are advised that Warning Notices document breaches of Agreements between the tenant and the Commission and may be used to initiate corrective actions against leaseholders.
2. Violations of Airport driving policies and security measures also carry personal consequences for all employees. Violations of airside driving policies will be handled in the following manner:

First Offense: The violator must attend remedial training conducted by Airport Public Safety Office.

Second Offense: The violator will have airside driving privileges suspended for a period specified by the Director not to exceed 90 days.

Third Offense: The violator's airside driving privileges may be further suspended or permanently revoked. To be reinstated and the employee will have to demonstrate their knowledge of airside driving to the satisfaction of the Director.

Depending on the severity of any offense, the Airport Director has the right to suspend or revoke airside-driving privileges of any person at any time.

Driving offenses are cumulative and violations will be tracked on offenses within any 24-month period. All violators receiving suspensions or revocations may appeal to the Airport Commission, whose decision shall be final.

3. Violations of the Airport Certification Manual or Airport Security Program will be handled in the following manner:

First Offense: The violator must attend remedial security or safety training conducted by the Public Safety Office. Security violators may also be subject to personal fines in accordance with TSR 1540.

Second Offense: The violator will have AOA/SIDA access privileges suspended for a period specified by the Director not to exceed 90 days. Security violators may also be subject to personal fines in accordance with TSR 1540.

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Appendix 1: Enforcement

Third Offense: The violator's AOA/SIDA access privileges may be suspended for a period of six months or permanently revoked. For reinstatement, the employee will have to demonstrate their knowledge of the Airport Security Plan to the satisfaction of the Airport Director. Security violators may also be subject to personal fines in accordance with TSR 1540.

Safety and Security offenses are cumulative and violations will be tracked on offenses within any 24-month period. Violations will be tracked for any and all employment periods at the airport. For example, Violator 1 has two security violations against them while working for Tenant A. Violator leaves the employ of Tenant A for three months and returns as an employee of Tenant B. Violator 1 commits a security violation and will be subject to the consequences as a third offense.

Depending on the severity of the security offenses, the Airport Director reserves the right to suspend or revoke AOA/SIDA access privileges of any person at any time.

All violators receiving suspensions or revocations may appeal to the Commission, whose decision shall be final.

4. Violations of the Airport tenant or concessions agreement shall be documented and handled in accordance with said lease or concessions agreements.

B. Public Safety Actions

1. Airport Public Safety Officers (PSO) have the authority to issue citations for violations of certain rules of law.
2. Citations issued by PSO shall be settled in Muscogee County Recorder's Court.

C. Agreements

1. Persons conducting operations with the Commission will have agreements in effect for such operations.
2. Not limited to other actions described herein, the Commission has the right to enforce all terms and covenants of any executed agreement to the fullest extent to include termination for failure to meet said terms and covenants of such agreements.

COLUMBUS AIRPORT
COLUMBUS, GEORGIA
AIRPORT RULES AND REGULATIONS
Appendix 2: Contractor Requirements

A. Introduction

Welcome to the Columbus Airport (CSG). The purpose of this handout is to provide you with information as it relates to working in the unique environment of an airport. If you've worked at other airports you have a leg up on what will be expected of you. But please keep in mind, all airports are different and are operated differently. If you have a question regarding any airport matter, please refer them to Columbus Airport staff.

B. Security

All personnel working in the restricted Air Operations Area (AOA) are required to be authorized in the area by Airport Administration or be under escort by an Airport approved individual. Contractors shall arrange to have necessary escort personnel in each work area at all times.

If a TSA fine is imposed as a result of a contractor's negligence of security responsibilities, that contractor shall be responsible to pay the fine.

The Columbus Airport is required to meet all standards of having a full Security Program in accordance with TSR 1542 and the most current, approved Airport Security Program. Depending on the work site, contractor employees may have to submit to Criminal Background History Checks and attend security classes. Cost of said checks and classes and the issue of any identification media associated with the contract shall be borne solely by the contractor.

C. Vehicles in the Air Operations Area

Any persons required to drive on the Air Operations Area (AOA) to perform their jobs are required to complete a driving and airport familiarization class. Call Airport Administration to arrange a class. A copy of the Airport vehicle rules and regulations will be distributed at the time of the class.

Contractor's vehicles operating within the AOA must display signs of commercial design on both sides of the vehicle identifying the vehicle to the contractor or display a valid AOA pass issued by the Airport. The company name on the vehicle must match the company name on the contract documents. To operate on the AOA, the company or vehicle owner must present a valid Certificate of Insurance naming the Commission of Columbus as co-insured with minimum liability of \$2,000,000 on each vehicle. Equipment that requires access onto an AOA job site may be required to display an AOA permit issued by the Airport or be escorted by a vehicle that has an AOA permit. (i.e. Backhoes, earthmovers, etc.). Operating a vehicle

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Appendix 2: Contractor Requirements

on the AOA without a valid markings, pass, or escort will subject the operator to removal from the site.

Conditions for operations in the vicinity of an Active, runway, taxiway, or safety area:

1. All activity will be supervised by a contractor employee monitoring the appropriate Air Traffic Control frequency and will take positive action to move contractor operations out of the area for aircraft movements.
2. Contractor must notify the Director or his representative no less than 24-hour in advance of any activity in the vicinity of an active safety area, runway or taxiway.
3. Contractor must ensure that the Commission's designated Project Representative is present prior to any activity in the vicinity of an active safety area, runway or taxiway.

Construction vehicles and personnel are restricted to the immediate work area specified by contract. At no time will vehicles or personnel enter portions of the AOA outside the contract area unless under Airport-approved escort.

All authorized vehicles and construction equipment must display a three-foot by three-foot flag with international orange and white 12-inch squares or a yellow strobe light displayed in full view above the vehicles. The yellow strobe light is required for nighttime operations or during periods of low visibility.

Depending on the project, the contractor's construction superintendent and flagmen may be required to be in radio communications with the Air Traffic Control Tower on frequency 121.9 MHz at all times. The contractor shall supply radios necessary for this communication. Such radios shall be used to obtain proper clearance in regard to the movement of personnel, equipment, trucks, etc. on the airport. Further, any unusual occurrences in the flight pattern of approaching or departing aircraft shall be monitored by all concerned parties so that operation of the Airport and the construction work can be safely carried on at all times.

Any vehicle operating within the AOA must comply with all applicable rules and regulations listed in the Guide to Ground Vehicle Operations in the AOA.

D. Perimeter / Security Fencing

Before removing or making openings in the Airport perimeter, the contractor will obtain permission and approval of the Director and take all necessary precautions to prevent entry of unauthorized personnel. No openings in the security fencing that provides access to the AOA will be allowed to remain open unless continuously monitored by contractor personnel. Contractors will be responsible for verifying proper identification of anyone accessing the AOA via the construction area access point. Failure to monitor any access point created or used by the contractor could result in the project being shut down by the Director until such time that appropriate security procedures are implemented.

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Appendix 2: Contractor Requirements

Any changes or relocation to the perimeter fence (temporary or permanent) must be submitted to the Director for approval and inclusion in the Airport Security Program (ASP). The perimeter security fence line for the AOA must be clear of all debris, storage of materials and equipment for a distance of ten (10) feet on both sides of the fence.

The Columbus Airport reserves the right to remove from the job-site any person found to be in violation of FAA or Columbus Airport security rules and regulations.

The Airport Director or designee shall designate security gates and haul roads. If the contractor requires access to the Airport through a gate normally closed, the contractor must obtain the prior written approval of the Director, and must follow all conditions set forth in such approval to prevent the public and other unauthorized individuals from using the gate.

E. Barricades, Flags, and Obstruction Lighting

The Contractor will be required to accomplish the work items according to the work schedule of construction as submitted to the Airport Engineer following the award of the contract. The contractor is required to barricade all construction areas that present a potential danger to aircraft, vehicles, and pedestrian traffic. The Contractor shall notify the Airport Administration prior to construction on or near any runway or taxiway or apron area. Any taxiway or apron area shall be marked in conformance with the FAA Advisory Circular 150/5340-1 or latest edition. This shall consist of placing barricades and flashers on each taxiway and closed surface crosses on the effected runways and taxiways. Flashers must be well anchored so they do not blow over from jet blasts of strong winds.

Closed taxiways, apron areas, and other airfield markings and maintenance of these items are considered a necessity and an incidental part of the work, and no separate measurement or payment will be made. The contractor shall furnish, erect, and maintain markings and associated lighting of open trenches, excavations, temporary stockpiles, and his/her parked construction equipment that may be hazardous to the operation of emergency fire-rescue, or maintenance vehicles on the airport in reasonable conformance to FAA Advisory Circular 150/5370-2, current edition, *Operational Safety on Airports During Construction Activity*.

The contractor shall not allow personnel or equipment, or stockpiled or stored materials within 1,000 feet of any runway centerline or within 500 feet of the centerline of any taxiway during the entire period of this project without first obtaining approval of the Director of Aviation.

When the contractor's operation requires the closing of any runway or taxiway, the contractor shall notify Airport Administration a minimum of **48 hours** in advance of the requested closure, and mark said runway or taxiway in accordance with the plans and specifications at no additional cost to the sponsor.

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Appendix 2: Contractor Requirements

F. Safety Impacts

Potentially hazardous conditions, which may occur during airport construction, include, but are not limited to, the following:

- Trenches, holes or excavations on or adjacent to any open runway or in safety areas.
- Unmarked/unlighted holes or excavations in any safety area.
- Mounds or piles of earth, construction material, temporary structures, or other objects on or in the vicinity of any Active runway, taxiway, or related safety, approach, or departure area.
- Pavement drop-offs that would cause, if crossed at normal operating speeds, damage to aircraft that normally use the airport. The maximum is 3 inches.
- Vehicles or equipment, (whether operating or idle) on any Active runway, taxiway, or related safety, approach or departure area.
- Vehicles, equipment, excavations, stockpiles, or other material which could impinge upon NAVAID critical areas and degrade or otherwise interfere with electronic NAVAID or interfere with visual NAVAID facilities.
- Objects or activities anywhere on or in the vicinity of the Airport that could be distracting, confusing, or alarming to pilots during aircraft operations.
- Unflagged/unlighted low visibility items (such as cranes, backhoes, scrapers, dump trucks, compactors, dozers or the like) in the vicinity of an active runway, or in any approach or departure area.
- Dirt debris, or other transient accumulations which temporarily obscures pavement markings, pavement edges, or derogates the visibility of runway / taxiway marking or lighting or of construction and maintenance areas.
- Trash or other material with foreign object damage (FOD) potentials, whether on runways, taxiways, and aprons or in related safety areas.
- Failure to control vehicle, human and animal access to the AOA.
- Failure to control any nonessential, non-aeronautical activities on open aircraft movement areas.
- Failure to maintain radio communication between construction vehicles and air traffic control or other on-field communications facility.
- Construction activities or material, which could hamper Aircraft Rescue and Fire Fighting (ARFF) vehicles accessing to all parts of the runway/taxiway system, runway approach and departure areas, or aircraft parking locations.

G. Safety Inspections

The contractor is responsible for maintaining the construction site in a manner conducive to aviation activities. Daily, prior to leaving the Airport, the contractor will contact the Public Safety Department to have officers perform a safety inspection of the site. Discrepancies identified that are the responsibility of the contractor shall be remedied prior to the contractor leaving the work site for the day. The contractor shall also contact the Public Safety when

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Appendix 2: Contractor Requirements

completing any work on or near any runway, taxiway, or parking apron for a safety inspection.

H. Authority of the Director and Designees

The Commission tasks the Director with the day-to-day function of the Columbus Airport. For the purposes of construction on the Airport, the Director has designated Airport Administration, the Public Safety Department and other employees to ensure said functions continue uninterrupted. All contractors are placed on notice that failure to follow the instructions of the Director or designee could result in a work stoppage with all the ramifications thereof. All contractors are placed on notice that any fine levied against the Airport as a result of the contractor operation are the responsibility of the offending contractor. Further, all contractors are advised that any aviation or non-aviation related accidents/incidents resulting from the actions or inaction of the contractor would be the sole responsibility of said contractor.