

**LEHIGH-NORTHAMPTON  
AIRPORT AUTHORITY**

**RULES  
AND REGULATIONS**

**LEHIGH VALLEY  
INTERNATIONAL AIRPORT**

Adopted November 26, 1996  
Amended December 21, 2004  
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Lehigh-Northampton Airport Authority

# Lehigh Valley International Airport

## Rules and Regulations

### Purpose

The following rules will govern the conduct of all persons engaged in activities, aeronautical or other, at the Lehigh Valley International Airport, unless otherwise specifically provided for in Federal Aviation Regulations or by separate agreement with the Lehigh Northampton Airport Authority. In those instances where there may be a conflict between these rules and the provisions, conditions and terms of such an agreement, the specific written agreement shall govern.

These rules and regulations were passed by the Lehigh Northampton Airport Authority Board of Governors as Resolution #2,929, dated November 26, 1996, and amended from time to time.

## SECTION 1 - DEFINITIONS

A. Words not specifically defined in this regulation which relate to aeronautical practices, and equipment, will be construed according to their general usage in the aviation industry.

B. Terms Defined.

“Access Road/Perimeter Road” - a vehicular road located inside the air operations area for use by LNAA, FAA and airport tenants and contractors.

“Alert Status” - the term used to describe any aircraft emergency. The severity of the emergency is categorized by the terms Alert I, II, or Alert III.

“Aircraft” - any contrivance now known or hereafter designed, invented or used for navigation or flight in the air or space, except a parachute or other contrivance used primarily as safety equipment.

“Aircraft Emergency” - a problem or condition involving an aircraft in flight or on the ground that could endanger lives or property. An aircraft emergency can be declared by a pilot, air traffic control personnel or other employees responsible for the safe operation of aircraft on the airport.

“Aircraft Maintenance” - any work performed on an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. For the purposes of these Rules and Regulations, Aircraft Maintenance is divided into two (2) distinct categories:

Aircraft Maintenance (Major) - major alterations and/or repairs of the parts and/or of the types listed in the most current publication of Federal Aviation Regulations Part 43, Appendix A(a) and Appendix A(b) and performed by persons authorized pursuant to Federal Aviation Regulations Part 43.3 and Part 43.7

Aircraft Maintenance (Preventive) - maintenance that is not considered a major aircraft alteration or repair and that does not involve complex assembly operations as listed in the most current publication of Federal Aviation Regulations Part 43, Appendix A(c) and performed by persons authorized pursuant to Federal Aviation Regulations Part 43.3 and Part 43.7. All preventive maintenance shall be performed in accordance with FAR Part 43, Appendix A, paragraph (c) (30) (i) and (c) (30) (ii).

## **DEFINITIONS (Continued)**

For safety and liability purposes, aircraft maintenance must be accomplished in designated areas only.

“Aircraft Operator” - any person who pilots, controls, owns or maintains an aircraft.

“Aircraft Rescue and Fire Fighting” – see ARFF.

“Air Operations Area” (AOA) - everything inside the security perimeter fence line to include, but not limited to, the area of the airport used for landing, takeoff or surface maneuvering of aircraft.

“Airport” - all land and improvements located within the geographical boundaries of Lehigh Valley International Airport in the counties of Lehigh and Northampton, Pennsylvania.

“Airport Authority” - shall mean the Lehigh Northampton Airport Authority.

“Airport Badge” - a badge issued by the LNAA for the purpose of identification, vehicle operation, security and access of persons employed at or having access within the Lehigh Valley International Airport.

“Airport Minimum Standards” - a document adopted and formally approved by the Airport Authority within which are detailed provisions outlining the minimum standards acceptable by the Airport Authority for business firms aspiring to conduct business operations on the airport.

“Airport Operating Certificate” - a certificate, issued under FAR Part 121 or 139, for operation of an airport serving scheduled operations of certified air carriers. This definition also includes all security program requirements as stated in TSA Part 1542, Part 1544, and Part 1546.

“Airport Property” - all real estate and other material assets owned or operated by the Airport Authority.

“Airside” - See Air Operations Area.

“AOA” - See Air Operations Area.

“Apron” - those areas of the airport, both public and private/leased, designated by the Executive Director for the parking or storage of aircraft. As a rule, these areas are usually restricted areas and involve activities such as enplaning and deplaning passengers, servicing aircraft, air cargo movements and the general aviation ramp.



## DEFINITIONS (Continued)

“ARFF” - Aircraft Rescue and Fire Fighting includes the personnel, equipment and facilities on or off the airport dedicated to dealing with aircraft accidents/ incidents and all EMS, rescue and firefighting emergency activities.

“ATCT” - also FAA Air Traffic Control Tower, - air traffic control tower as sanctioned and certified by the FAA for the control, separation, and movement of aircraft in the air or on the ground.

“Authority” – shall mean the Lehigh Northampton Airport Authority.

“Authorized” - acting under or pursuant to written contract, permit, or other evidence of right issued by the Executive Director or the Airport Authority.

“Based Aircraft” - aircraft; (1) which are hangared or tied down at the Airport; or (2) of an operator who maintains a fixed place of business on the Airport; or (3) of an operator who uses the Airport as his/her principal, or a substantial portion of his/her activity.

“Certificate holder” - the holder of an airport operating certificate or a limited operating certificate as stated in FAR Part 139.

“CFR” - US Code of Federal Regulations.

“Commercial Activity” - the exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing on the airport.

“Commercial Aviation Business” - any person or organization engaged in any business on the airport that is authorized and licensed to conduct such business by virtue of a contract or agreement with the Airport Authority. The business may be directly associated with aircraft and aviation activities such as concessionaires.

“Comm Center” - The Lehigh Valley International Airport 24 hour Communications Center

“Commonwealth” - the Commonwealth of Pennsylvania. The term will also be used synonymously with the term “State”, (meaning State of Pennsylvania).

“CHRC” – Criminal History Record Check. – The results of a fingerprint review by the FBI records division.

## DEFINITIONS (Continued)

“Director” - the Executive Director of the Airport Authority unless specifically stated differently. (See also the definition for “Executive Director” listed below).

“Domestic Animal” - any animal of a species usually domesticated in the United States and customarily found in the home.

“DOT” - United States Department of Transportation.

“Driving Permit” - the privilege, granted by LNAA, to operate a motor vehicle on the AOA and designated on an individual’s airport ID badge.

“EMS” – Emergency Medical Services

“Emergency Vehicle” - vehicles that are painted, marked, lighted or escorted and used by the Airport fire or police division; ambulances; and other official airport vehicles in response to an emergency situation.

“Engine Run-Up” - the operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of aircraft. Engine run-up is usually associated with relatively high power settings needed to check out the performance of an aircraft engine prior to takeoff.

“Engine Run-Up Areas” - areas designated by the Executive Director that allow high power settings needed of an aircraft engine.

“EPA” - United States Environmental Protection Agency.

“Escort” - the accompaniment of a person or vehicle that is not authorized to be on the AOA by a person or person in an authorized vehicle who carries (displays) the appropriate Airport ID badge.

“Executive Director” - the person appointed by the Lehigh Northampton Airport Authority to have immediate supervision of the administration and operation of the Airport. The Executive Director may employ and designate staff to act on his/her behalf in the promulgation of Lehigh Northampton Airport Authority policy. Whenever in these rules and regulations where Executive Director is designated, it shall mean Executive Director or his/her staff. This definition may also be used interchangeably with the term “Director” for the purposes of brevity.

“FAA” - United States Federal Aviation Administration.

“FAR” - United States Federal Aviation Regulations.

## DEFINITIONS (Continued)

“FBO” - Fixed Base Operator.

“Fixed Base Operator” - a based commercial aircraft operator or person who engages aircraft or services for hire on the Airport.

“Flammable” - the tendency of a material, liquid or gas to ignite readily or to explode.

“Flammable liquids” - any liquid which emits a flammable vapor at or below a temperature of 100 degrees F, as determined by a flash point from Tagliabue Open Cup Tester, and shall include any combustible liquids currently used as aircraft fuel.

“Flying Club” - a nonprofit not-for-hire entity organized for the express purpose of providing its members with an aircraft, or multiple aircraft, for their personal use and enjoyment. Ownership of the aircraft, or multiple aircraft, is vested in the name of the flying club or owned ratably by all of its members.

FSD – Federal Security Director of the TSA.

“Fuel Storage Area” - those portions of the Airport designated by the Executive Director as areas in which any type of fuel may be stored, including, but not limited to aviation tank farms and bulkheads, at which fuel is loaded.

“Garbage” - any refuse, trash or rubbish.

“General Aviation” or “G.A.” - private and corporate aircraft not operating under FAR Part 121 or 135.

“Ground Transportation” – taxi, limousines, airport transfer, hotel shuttle and other vehicles for hire/courtesy vehicles as defined by Resolution #2536. All ground transportation operators must apply for and hold a valid permit pursuant to Resolution # 2536 in the absence of a concession agreement.

“Hazardous Material” - a substance or material in a quantity or form that may pose an unreasonable risk to health or safety, or property when stored, transported or used in commerce as defined by the US Department of Transportation or the Environmental Protection Agency.

## DEFINITIONS (Continued)

“ICC” – International Code Council. These standards were formerly incorporated under the Building Officials and Code Administrators (BOCA).

“Industrial Waste” - any waste product, liquid, gaseous or solid, derived from industrial activity.

“Landing Area” - See Air Operations Area.

Landside” - the general public common use areas of the airport such as public roadways, public parking lots, non-restricted areas of the passenger terminal and the air cargo terminal and other public access non-restricted areas of commercial business located on the airport. As a rule, “landside” includes all those areas not defined as the AOA or otherwise fenced, posted or controlled as restricted areas.

“Law Enforcement Officer” - any person vested with a police power of arrest under Federal, State, County, Municipal, or Municipal Authority, and identifiable by uniform, badge, or other indication of authority, and who meets the requirements of TSR Part 1542..

“License” also “Permit” - an official written instrument granting a special privilege to conduct specific business activities on the airport. The license is authorized and granted by the Executive Director on an annual basis after the licensee satisfies all necessary conditions as established in the Airport Minimum Standards document and pays the required annual license fee. Granting of an airport license is mandatory prior to conducting business on the airport.

“LNAA” – Lehigh-Northampton Airport Authority.

“LVIA” - Lehigh Valley International Airport.

“Movement area” - the runways, taxiways, other areas of the airport which are used for taxiing or hover taxiing, air taxiing, takeoff, and landing of aircraft exclusive of loading ramps and aircraft parking areas and is under the control of the FAA Air Traffic Control Tower located at LVI Airport.

“MPOETC” – Municipal Police Officers’ Education and Training Commission.

“NFC” - National Fire Code published by the National Fire Protection Agency.

## DEFINITIONS (Continued)

“NFPA” - National Fire Protection Agency.

“NOTAM” - Notice to Airmen as issued by a representative of the FAA, the Executive Director or other authorized official.

“Non-movement Area” - those portions of the airport designed for the surface maneuvering of aircraft which is not under control of the FAA Air Traffic Control Tower located at Lehigh Valley International Airport.

“NTSB” - National Transportation Safety Board.

“Operator” - a person who is in physical control of an aircraft or a motor vehicle.

“Owner” - a person who holds the legal title to an aircraft or motor vehicle; or, if the aircraft or motor vehicle is the subject of a conditional sale or lease with the right of purchase upon performance of the conditions stated in the agreement, and with the immediate right of possession of an aircraft or motor vehicle on the airport, or, if a mortgagor of an aircraft or motor vehicle is entitled to the possession, then the “conditional vendee”, lessee, or mortgagor shall be considered the owner for the purpose of these regulations.

“Parking Lot” - any designated parking area such as employee and public areas, including parking structures.

“Permission or Permit” - permission granted by the Executive Director, unless otherwise indicated. Permission or permit, whenever required by the rules and regulations shall be written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

“Person” - any individual, firm, partnership, corporation, company, association, or joint stock association, and includes any trustee, receiver, committee, assignee or other representative or employee thereof.

“Public Area” - that area including concession areas, restrooms, roadways, and sidewalks, any terminal building area used for public access, roadways, and sidewalks on the sides of any terminal building area on the sides of each building(s) away from the landing area, parking lots exclusive of such areas as are designated as truck parking, taxicab parking, freight, and mail loading and unloading ramps and docks.

## DEFINITIONS (Continued)

“Public Safety Department” - is made up of the Police Division, Fire Division and Communications Center.

“Ramp” - See Apron.

“Restricted Area” - those portions of the Airport, or portion of any building on the Airport, to which access is restricted to authorized persons and is not accessible by the general public.

“Roadway” - that portion of a highway or street improved, designed or ordinarily used for vehicular travel.

“Safety Area” - the designated area abutting the edges of the runway or taxiway intended to reduce the risk of damage to an aircraft inadvertently leaving the runway or taxiway.

“Security Identification Display Area (SIDA)” - that portion of the AOA where additional security measures are in place and each person is required to continuously display, on the outermost garment, an airport-approved identification badge.

“State” - the State of Pennsylvania, it is also used synonymously with the term “Commonwealth” within this document. (See also “Commonwealth” within this section.)

“Sterile Area” - that portion of the terminal building beyond the security screening checkpoint.

“Tenant” - a leaseholder, permittee or other occupant of land or premises owned or operated by LNAA.

“Terminal” or “Terminal Building” - all buildings and structures located within the airport and open to the public for the purpose of flight ticket purchase, public lobby waiting, baggage check-in and those other services related to public air travel.

“Terminal Ramp” - that portion of the AOA immediately adjacent to the passenger terminal.

“T-Hangar” - an individual aircraft hangar designated for the storage of one aircraft.

“TSA” – Transportation Security Administration.

## **DEFINITIONS (Continued)**

“TSR” – Transportation Security Regulation.

“Weapon” - a firearm, knife (whose blade is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise), bomb, grenade, stun gun, stun baton, blackjack, metal knuckles, or any other implement for the infliction of serious bodily injury which serves no common lawful purpose. Included would be those items listed within Section 908 of the Pennsylvania Crimes Code.

Lehigh-Northampton Airport Authority

## **SECTION 2 - INTRODUCTION**

### **2.1 Authority for Implementation of Rules and Regulations**

The Airport Authority was originally created under the Municipal Authorities Act of May 2, 1945, P.L. 382. By resolution, authorization was given for the formation of a municipal authority. This authority was formed for “the purpose of acquiring, holding, improving, maintaining and operating, owning or leasing, either in the capacity of lessor or lessee, of lands and buildings to be devoted wholly or partially to public use for revenue producing purposes in connection with the ownership and operation of the Lehigh Valley International Airport located in Hanover Township, Lehigh County, Pennsylvania, and all facilities necessary or incident thereto. Articles of Incorporation were amended in 1995 to include the ownership and operation of Queen City Municipal Airport and Braden Airpark.

### **2.2 Applicability**

These Rules and Regulations apply to all users of, and persons on, any portion of the property owned or controlled by the Lehigh Northampton Airport Authority. Tenant organizations shall be responsible for the dissemination of, accessibility to and the compliance with these rules and regulations by their employees.

These Rules and Regulations may be amended, changed or modified by the Airport Authority.

### **2.3 Violation of Rules**

Any person who violates, disobeys, omits, neglects or refuses to comply with any of the provisions of these Rules and Regulations or any lawful order issued pursuant thereto may be denied use of the Airport by the Executive Director, in addition to the penalties described pursuant to federal, state, or local authorities.

### **2.4 Severability**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of these Rules and Regulations or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, or other competent agency, such decision shall not affect the validity or effectiveness of the remaining portions of these Rules and Regulations or any part thereof.

If the application of any provision or provisions of these Rules and Regulations to any lot, building, sign, other structure, or parcel of land is found to be invalid or ineffective in whole or in part by any court, or other competent jurisdiction, or other competent agency, the effect of such decision shall be limited to the



property or situation immediately involved in the controversy, and the application of any such provision to other properties and situations shall not be affected.

Section 2.4 shall apply to every portion of these Rules and Regulations as they have existed in the past, as it now exists and as it may exist in the future, including all modifications thereof and additions and amendments thereto.

## **2.5 Interpretation**

In the event that an interpretation of any provision of these Rules and Regulations is required, the Executive Director shall render such interpretation.

## **2.6 Procedures and Addendums**

Written operational procedures and addendums to these Rules and Regulations will be issued by the Executive Director or his/her designee.

Lehigh-Northampton Airport Authority

## **SECTION 3 - GENERAL RULES AND REGULATIONS**

### **3.1 Applicable Laws**

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 these Rules and Regulations as though fully set forth herein.

### **3.2 Executive Director Authority**

When the Executive Director determines that an emergency affecting the health, welfare and/or safety of persons and/or property exists at the Airport, he/she shall be empowered to take that action which, within his/her discretion and judgment, is necessary or desirable to protect persons and property and to facilitate the operation of the Airport.

During such an emergency the Executive Director may suspend these Rules and Regulations, or any part thereof, and he/she may in addition issue such orders, rules and regulations as may be necessary.

The Executive Director shall at all times have authority to take such reasonable action as may be necessary for the proper conduct and management of the public and those that work at or who have access to the airport.

### **3.3 Advertisements**

No person shall post, distribute, or display signs, advertisements, circulars, printed or written matter at the Airport without the prior permission of the Executive Director and payment of fees as required. (See Appendix I).

### **3.4 Aircraft Rescue and Fire Fighting (ARFF)**

ARFF has the primary duty of responding to aircraft emergencies at Lehigh Valley International Airport. ARFF personnel respond to other emergencies as prescribed in the Emergency Management Plan of the Airport Certification Manual (ACM), including emergency medical incidents on the Airport.

### **3.5 Airport ID Badge**

Any person who has access to the AOA and anyone who works at LVIA must be issued an airport ID badge. Anyone who has been issued an airport ID badge must wear the badge at all times while on LNAA property. If any person comes onto LVIA property without their ID badge, they will be prohibited from working or being escorted until they either retrieve their ID badge or are issued a replacement ID badge at a cost to be determined by the Executive Director.

### **3.6 Airport Police**

Airport Police have full police authority as granted by MPOETC including the authority to detain, arrest and/or remove from the Airport any person violating these rules and regulations or any other laws or ordinances applicable to the Airport or the Commonwealth of Pennsylvania.

### **3.7 Animals**

No person shall enter the terminal building or any other Authority owned or operated building with any animal, except a "service" dog or police K-9 unless the animal is properly confined and ready for shipment by air. Animals on airport property but outside of Authority owned buildings are otherwise permitted if on a leash or restrained in such a manner as to be under the complete control of its handler or caretaker. No others persons shall be permitted to keep pets on Airport premises. Any stray livestock or animal on the Airport will be disposed of by the Authority in accordance with the laws and ordinances applicable thereto.

### **3.8 Behavior that is Disorderly, Improper, Offensive or Inappropriate**

No tenant, tenant employee, or any other employee authorized to be on Airport property will behave in a disorderly, improper, offensive, inappropriate manner while on airport property. The behavior would include, but not limited to, language and or hand gestures.

### **3.9 Commercial Activities**

No person shall enter or remain on the Airport and buy, sell, peddle or offer for sale or purchase any goods, merchandise, property or services of any kind whatsoever, on or from the Airport property without the prior written consent of the Executive Director and payment of fees as required.

### **3.10 Commercial Photography**

No person, except representatives of the news media on duty or during official assignments, shall take still, motion, television, or sound pictures for commercial purposes on the Airport without the prior consent of the Executive Director.

### **3.11 Construction and Obstruction Control**

No person shall:

- A. erect, construct, modify, or in any manner alter any structure, sign, post or pole of any structure, or sign;

- B. alter or in any way change color, design or decor of existing Airport improvements;
- C. operate, park or store any equipment, vehicles, supplies or materials;
- D. create any mounds of earth or debris;
- E. cause or create any physical object on land or water that penetrates the operational air space as outlined in FAR Part 77;
- F. conduct any other work on Airport property;

without first obtaining permission from the Executive Director and without strict compliance to the directions of the Executive Director.

### **3.12 Criminal History Record Check**

LNAAs have established that no person can either work at or have access to LVIA without first successfully completing a CHRC. In order to successfully complete the CHRC, the individual must not have had any felony convictions for twenty (20) years prior to their application for an airport ID badge. Additionally, if any applicant is not a citizen of the U.S.A. or has not been a resident of the U.S.A. for the required twenty year period, that person must provide official documentation from their home country or country of residence other than the U.S.A. that they were not convicted of a crime that would be considered a felony in either their home country or the U.S.A. The CHRC would encompass the entire twenty year period that the applicant was considered a legal adult. The only criminal conviction that would be included for an applicant that was less than eighteen (18) years old would be a conviction where a court of law adjudicated that the applicant was an adult.

### **3.13 Damage or Destruction to Airport Property**

No person shall destroy or cause to be destroyed, injure, damage, deface or disturb in any way, property of any nature located on the Airport, nor willfully abandon any personal property on the Airport. Any person causing or responsible for such injury, destruction, damage or disturbance shall report such damage to the Airport Police and, upon demand by the Executive Director, shall reimburse the Airport for the full amount of the damage. Any person causing or failing to report and/or reimburse the Airport for injury, destruction, damage or disturbance of Airport property, may be refused the use of any facility until and unless said report and/or reimbursement has been made and shall be liable for this damage, in addition to any other penalties prescribed in these regulations.

### **3.14 Demonstrations and Picketing**

In case of labor disputes or other events, picketing or other demonstrations shall be confined to exterior areas of the building in which the struck employer conducts its primary operations. No more than four pickets shall be allowed on LNAA property at any time relative to a strike. Picketers shall keep moving and shall be no closer than eight feet apart, shall not block paths of entrance or exit of pedestrians or vehicles or endanger or impede the movement of aircraft, passengers, or vehicles. No picket signs shall contain language which constitutes fraud, libel, misrepresentations, or which incites a breach of peace. No picket shall incite a breach of peace, intimidate or coerce any person or engage in disorderly conduct. No picket shall use flashing lights, distracting noises or signs or equipment that will restrict visibility or traffic flow, or create a nuisance. The Union shall furnish a picketing schedule to the Airport Public Safety Department on a daily basis at the beginning of each day's picketing activities.

### **3.15 Employee Background Checks**

Employee background checks, to include a CHRC as mandated by the LNAA as well as those prescribed by TSR Parts 1542 and 1540, will be conducted on each employee or tenant, engaged in public or private enterprise, when that employee either has access to the Airport Operations Area (AOA) or is employed at LVIA regardless of access privileges. This includes full and part time employees, as well as individuals working under internships, apprenticeships or other voluntary programs. This also includes tenants who may lease space for their aircraft.

### **3.16 Elevators and Escalators**

Elevators and escalators located in the public areas of any building are restricted to the use of individuals and their personal luggage only. Cargo and freight shall be confined to freight elevators.

### **3.17 Emergency Plan**

The FAA/TSA approved Airport Emergency Plan for Lehigh Valley International Airport is hereby incorporated and made a part of these Rules and Regulations.

### **3.18 Emergency Procedures**

All LVIA tenants shall contact the Communications Center to report medical emergencies, building fires, civil disturbances, security emergencies, and any other emergencies.

LNAA will coordinate with the ATCT on the notification and response to aircraft emergencies. Should an emergency situation involving an aircraft at the gate or otherwise parked and not under control of ATCT occur, the Airport Communications Center shall be contacted. During all emergency situations, the LNAA Airport Emergency and/or Security Plan shall govern as applicable.

### **3.19 Gambling**

All forms of gambling, as defined in Title 18 of the Crimes Code of Pennsylvania, on airport property are prohibited.

### **3.20 Ground Transportation Services**

Taxi, limousines, airport transfer, hotel shuttle and other vehicles for hire/courtesy vehicles as defined by Resolution #2536. All ground transportation operators must apply for and hold a valid permit pursuant to Resolution # 2536 in the absence of a concession agreement.

### **3.21 Litter and Refuse**

No person shall place, discharge, or deposit in any manner, papers, trash, rubbish, waste oil, or other refuse anywhere on the Airport, except in receptacles and other such places prescribed by the Executive Director. All litter and refuse must be covered when transported in vehicles, and all receptacles for said materials must have covers and be kept closed. Stored or transported litter or garbage must be in secured plastic bags.

### **3.22 Lost Articles**

All lost articles shall be turned into the Communications Center or an Airport Police Officer as soon as possible. Any articles not claimed within sixty (60) days shall become the property of the LNAA to be sold, used or disposed of at the discretion of LNAA.

### **3.23 No Smoking Policy**

Under the provisions of the Pennsylvania State Act 168, the LNAA has created a no smoking policy. All airport customers, tenants, and employees shall abide by provisions made therein.

The Airport Authority has established specific guidelines for its no smoking policy as follows: Smoking is prohibited in all airport buildings. Additionally, no person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any naked flame on any aircraft apron, ramp, fuel storage area, or in any place that is one hundred (100) feet from any fuel storage area, fuel vehicle or fuel transfer

operation or within fifty (50) feet of any aircraft which is not in motion; nor shall any person throw such articles from any area or aircraft..

### **3.24 Restricted Areas**

No person shall enter any restricted area except persons who are authorized to be therein, who display the proper badge for the area, or are properly escorted.

### **3.25 Security Program**

The TSA approved security program for Lehigh Valley International Airport is hereby incorporated and made a part of these Rules and Regulations.

### **3.26 Smokeless Tobacco**

No person shall use smokeless tobacco, chewing tobacco or similar products while inside any Authority owned building or vehicle. Additionally, no person shall use these products while on any apron or ramp within the AOA.

### **3.27 Special Events**

See Appendix II.

### **3.28 Storage of Property or Equipment**

Storage of Property or equipment not normally used for flight operations or other aviation activities is prohibited unless provided for by lease or other contractual agreement with the Airport Authority.

### **3.29 Tenant Activities**

#### **A. Unauthorized activity**

No tenant, tenant employee, or any other employee authorized to perform any function on the Airport, shall in any way assist anyone to engage in any activity on the Airport which is not authorized by the Executive Director.

#### **B. Construction requirements**

All tenant construction must conform to requirements outlined within each lease agreement and as set forth by the Executive Director.

#### **C. Signage**

No signs, exposed to public view, shall be installed on the Airport without the prior approval of the Executive Director. (See Appendix II for further information pertaining to the LNAA Display and Signage Policy).

D. Unauthorized or Illegal Items

No tenant, tenant employee, or any other employee authorized to perform any function on the Airport, shall possess, have in their control, or have on any Airport property any item that is either unauthorized or illegal.

**3.30 Wildlife Management**

- A. No person shall create an attractant for wildlife or other animals by leaving food or debris in any area
- B. Tenants and tenant employees are responsible to maintain their leasehold areas in a manner that does not promote wildlife hazards.

**3.31 Training Requirements**

Any employee or tenant whose duties or access privileges involve certification responsibilities prescribed by Federal Aviation Regulations Part 139, responsibilities under Transportation Security Administration Regulations Part 1542, or LNAA Rules or Regulations must successfully complete the required recurrent training, including but not limited to: AOA Drivers Training, Airport Safety Certification Inspection Training, Wildlife Management Training, Security Identification Display Area Training, and must achieve a passing score on the applicable examinations. Failure to pass the examinations will render an employee or tenant either unqualified for his/her position or require a change in access and/or driving privileges.



## **SECTION 4 - AIRCRAFT OPERATIONS**

### **4.1 Authority to Restrict Operations**

The Executive Director shall have the authority at any time to close the Airport in its entirety, or any portion thereof, to air traffic; to delay or restrict any flight, or other aircraft operation; to refuse takeoff permission to aircraft; and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group when he/she considers any such action to be necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Executive Director determines the condition of the Airport or any part thereof to be unsafe for landings or takeoffs, he/she shall issue a NOTAM closing the Airport or any part thereof.

### **4.2 Restriction of Operations**

All aircraft operations will be confined to hard surfaced areas (runways, taxiways, taxilanes and aircraft parking aprons) except when authorized to do otherwise by the Executive Director.

### **4.3 Operation of Aircraft**

All aircraft operations on the Airport shall comply with all LNAA, federal, state and local rules, regulations, ordinances, statutes or laws.

No aircraft shall be operated on the Airport in a careless or negligent manner, in disregard of the rights and safety of others, without due caution, at a speed or in a manner which endangers personnel or property or while the pilot or any other person aboard, controlling any part of the operation thereof, is under the influence of or impaired by the use of alcohol, illegal drugs or legal drugs.

### **4.4 Taxiing, Towing or Moving of Aircraft**

- A. No person may taxi an aircraft in a designated movement area until he/she has ascertained that there will be no danger of collision with any person or object.
- B. No aircraft shall be taxied, towed or pushed back in a careless or reckless manner. Any aircraft being taxied, towed or otherwise moved shall do so at a reasonable speed not to exceed 10 M.P.H. when being towed or 25 M.P.H. when taxiing. Push back operations shall not exceed a normal walking speed.
- C. Pilots shall not taxi onto or across the runway in use until specifically cleared to do so by radio or visual signal.

- D. Aircraft shall not be taxied on the airport except on paved runways, taxiways, taxilanes, and aircraft parking aprons or ramps unless authorized by the Executive Director or his/her designee.
- E. Aircraft shall be taxied in accordance with prescribed taxiing patterns when any particular runway is in use.
- F. No person shall taxi an aircraft into or out of a hangar or other buildings under actual aircraft power. Aircraft will be towed or pushed by machines or by hand into and out of hangars.
- G. During hours of darkness, while taxiing or towing an aircraft, the wingtip lights and tow vehicle's lights shall be illuminated.
- H. Jet aircraft which park at any gate position on the Air Carrier Terminal Apron shall be permitted to power-in, but must be pushed back or towed out upon departure. Power-out and power-back of jet aircraft from any gate is prohibited. The Executive Director may make exceptions to these provisions when it is determined that power-out/power-back operations will not pose a hazard to other personnel, equipment or operations and will not pose a hazard, inconvenience or discomfort to passengers.
- I. If a specific jet aircraft requires starting of engines prior to push-back, then in all such cases the aircraft shall be towed or pushed back to a safe distance away from the terminal and from other buildings, personnel, aircraft and equipment before breakaway jet engine power is applied.
- J. Wing walkers are required whenever pushed back aircraft are to pass within twenty (20) feet of any other aircraft.
- K. General Aviation aircraft are not allowed to taxi onto air carrier aprons/ramps without permission from LNAA.

#### **4.5 Aircraft Engine Starts and Run-ups**

- A. All aircraft or aircraft engines shall be started and run-up in locations designated for such purposes by the Executive Director. A person may not warm-up or run-up a jet or turbo-prop engines at the airport other than in those areas and at those times designated by the Executive Director. No person shall operate the engine or engines of any aircraft in such position or directed in such a manner as to cause damage to other aircraft or property, cause undue noise, or in such a manner as to blow dirt, paper or other materials across taxiways or runways, or in such a manner as to endanger the safety and/or operations on the airport.

- B. No person shall start or run an engine of an aircraft unless a licensed pilot or certificated A&P mechanic is attending the aircraft controls. Wheel blocks, equipped with ropes or other suitable means of chocking the wheels of an aircraft to deter movement, shall always be placed in front of the main landing wheels before starting the engine or engines, unless the aircraft is locked into position by functioning locking brakes.
- C. A person may not leave an aircraft unattended with engines running.

#### **4.6 Aircraft Parking**

- A. No person may park any aircraft in any area other than that prescribed by the Executive Director. Except in emergencies, no person may enplane or deplane passengers in an area that has not been designated for that purpose. A person may not park an aircraft anywhere at the airport in such position as to block access through hangar doors, obstruct taxiways or runways, unless this action is approved by the Executive Director or the operator having jurisdiction over the hangars.
- B. A person may not use any area of the airport, other than the public aircraft parking and storage areas, for parking and storage of aircraft, except as otherwise specifically approved by lease or otherwise.
- C. A person may not park an aircraft on a public aircraft parking area at the airport other than according to the procedures and rate schedule established by the Executive Director. No person operating a private, non-scheduled or military aircraft may park, unload passengers, obstruct or attempt to use an aircraft gate position assigned to a scheduled air carrier.
- D. Aircraft gate positions at the Air Carrier Terminal shall be assigned by the Executive Director. The use of assigned gate positions by aircraft other than those of the airline to which it is assigned shall be subject to approval of the Executive Director. All Passenger Loading Bridge (PLB) capable aircraft must utilize a PLB unless otherwise authorized by the Executive Director.
- E. A person may not park and leave any aircraft without the aircraft being tied down properly and/or the landing gear chocked with wheel blocks or other approved devices, except as otherwise approved by the Executive Director.

#### **4.7 Aircraft Accident Reports**

- A. A person operating an aircraft who is involved in an accident on the airport property, resulting in injury to any person or damage to any property, shall, if physically able:
  - 1. Stop the aircraft at the scene of the accident or as close as possible to it, without obstructing other aircraft operations or motor vehicle traffic more than necessary.
  - 2. Notify the Executive Director, Communications Center, and the Federal Aviation Administration.
  - 3. Then return to and remain at the scene of the accident until a full report has been given to the investigating official, and;
  - 4. Upon request, exhibit to the investigating officer(s) any permit, license, registration or other document relevant to the accident or the persons or property involved.
- B. A person operating an aircraft who is involved in an accident on the airport, and the owner of the aircraft, if other than the operator, shall, if physically able, make a full written report of the accident to the Public Safety Department within 24 hours after the accident, or as soon as possible thereafter, including names and addresses of the persons involved, the registration and license number of the aircraft involved, and any other information relevant to the accident.
- C. A person may not remove an aircraft from the scene of the accident until permitted to do so by the Federal Aviation Administration, the National Transportation Safety Board, and/or the Executive Director or his/her authorized representative.

#### **4.8 Disabled Aircraft**

- A. Any owner, lessee, operator or other person having the control, or the right of control, of any disabled aircraft on the Airport shall be responsible for the prompt removal and disposal thereof, and any parts thereof, subject, however, to any requirements or direction by the NTSB, the FAA or the Executive Director that such removal or disposal be delayed pending an investigation of the accident.
- B. Any owner, lessee, operator or other person having control, or the right of control, of any aircraft does, by use of the Airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the Executive Director may take any and

all necessary action to effect the prompt removal or disposal of disabled aircraft that obstruct any part of the Airport utilized for aircraft operations; that any costs incurred by or on behalf of the Airport for any such removal or disposal of any aircraft shall be paid to the LNAA; that any claim for compensation against LNAA, the Board of Governors and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled aircraft, or any part thereof, by reason of any such removal or disposal, is waived; and that the owner, lessee, operator, or other person having control, or the right of control, of said aircraft shall indemnify, hold harmless and defend the LNAA, the Board of Governors and all of their officers, agents and employees, against any and all liability for injury to or the death of any person, or for any injury to any property arising out of such removal or disposal of said aircraft.

#### **4.9 Two-Way Radio and Aircraft Equipment**

##### **A. Radio Procedure**

1. No aircraft may land or take off at the Airport unless it is equipped with a functioning two-way radio having two-way communication with the ATCT on the Airport unless prearranged with the FAA.
2. Radio contacts by the pilots of aircraft and UNICOM operators shall be conducted in accordance with the procedures and by means of the phraseologies prescribed by the Administrator of the Federal Aviation Administration.

##### **B. Aircraft Equipment**

Aircraft may not be operated on the airport, other than a helicopter, unless it is equipped with a tail or nose wheel and wheel brakes, except with the permission of the Director. When any pilot of an aircraft that is not equipped with adequate brakes taxis such aircraft, such pilot shall not taxi such aircraft near buildings or parked aircraft unless an attendant is at the wings of the aircraft to assist the pilot. Aircraft in excess of three thousand pounds gross weight shall not be taxied under any circumstances when its brakes are inoperative but shall be towed from place to place until its brakes are repaired and again operative.

#### **4.10 Weight Limitation - North General Aviation Tie Down Apron**

Any aircraft weighing more than the runway, taxiway and apron load bearing capacity is prohibited. No aircraft on a dual tandem gear having an actual gross weight of over 136,000 pounds; or dual gear having a gross weight over 73,000 pounds; or single gear having a gross weight over 48,000 pounds, including

passengers, cargo, fuel, equipment, etc., shall park on the North General Aviation apron at LVIA without prior permission of the Executive Director.

#### **4.11 Aircraft Tie-Down**

It shall be the responsibility of the aircraft owner or operator to ensure the adequacy of tie-down equipment and methods used in securing aircraft parked on the Airport.

#### **4.12 Derelict Aircraft**

- A. A person may not abandon an aircraft anywhere on the airport. The Executive Director may remove any abandoned aircraft from the airport at the sole risk and expense of the operator of the aircraft.
- B. Any aircraft parked on the public aircraft apron for a period in excess of sixty (60) days and not flown during that period of time shall be declared a derelict unless arrangement for extended parking has been made with LNAA. Such aircraft shall be subject to removal and impoundment by LNAA with any and all costs incurred being the responsibility of the aircraft owner.
- C. A person may not store or keep aircraft parts or components being held as inventory anywhere on the airport other than in an enclosed facility approved by the Executive Director.

#### **4.13 Liability for Damages**

The owner or operator of any aircraft which by reason of any type of accident, crash, fuel spill, or fire, or which by reason of malfunction or operation, causes any damage to airport property, shall report such damage to the Public Safety Department immediately and shall be fully responsible to the Airport Authority for the damage. The amount of the damage shall be ascertained by the Airport Authority who shall make demand upon the owner or operator for payment of the damage.

#### **4.14 Interfering or Tampering**

No person may tamper or interfere with any aircraft or put in motion the engine of such aircraft, or use any aircraft parts, instruments or tools, without permission of the owner.

#### **4.15 Parking Responsibility**

Upon direction from the Executive Director, the operator of any aircraft parked or stored at the passenger terminal shall move said aircraft from the place where it

is parked or stored. If the operator refuses to comply with such directions, the Executive Director may arrange for the tow of said aircraft at the expense of the owner or operator, and without liability for damage which may result in the course of such moving.

#### **4.16 Aircraft Marking During Low Visibility Periods**

Every aircraft parked on other than designated parking aprons, shall have its running lights lighted during the hours between sunset and sunrise and during low visibility periods (less than 3 miles), except in areas designated by the Executive Director. Other means of identifying and marking the wingtips of the aircraft while parked may be used in lieu of the running lights, but prior authorization for any substitute wingtip identification must be from the Executive Director.

#### **4.17 Use of Unsafe Areas**

No aircraft shall use any part of the AOA considered temporarily unsafe for taxiing, landing and takeoff, or which is not available for any reason. The boundaries of such areas will be marked and an appropriate NOTAM issued.

#### **4.18 Air Carrier Passenger Enplaning and Deplaning**

All aircraft shall be loaded or unloaded, passengers enplaned or deplaned, in designated areas unless otherwise permitted by the Executive Director, and all passengers shall be channeled through designated routes to and from the terminal buildings. Airline personnel shall be stationed to assist and channel passengers during ground level enplaning and deplaning. There shall be no enplaning or deplaning of passengers on the ramp when aircraft engines are operating. No pedestrian traffic is allowed to cross any taxiway or terminal ramp between boarding areas.

Air carriers not utilizing passenger loading bridges must utilize a mechanically operated lift, ramp or other suitable devices not normally used for the movement of freight for the enplanement and deplanement of physically challenged passengers in accordance with the Air Carrier Access Act.

#### **4.19 Helicopter Operations**

- A. Helicopters arriving and departing the Airport shall operate under the direction of the ATCT at all times.
- B. No helicopter may land or takeoff from the Airport unless it is equipped with two-way radio functioning on a frequency to maintain communication with the ATCT unless prearranged with the FAA.

- C. Helicopters shall avoid fixed-wing aircraft traffic patterns and altitudes to the maximum extent possible.
- D. Helicopters shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least twenty-five (25) feet in all directions from the outer tips of the rotors.
- E. Helicopters shall not be operated within two hundred (200) feet of any area on the Airport where unsecured light aircraft are parked.
- F. During landings and takeoffs, helicopters shall not pass over any Airport buildings, structures, their adjacent auto parking areas, passenger concourses, or parked aircraft.

#### **4.20 Air Traffic Rules**

##### **A. Motorless Aircraft**

A person may not land at, or take off from, the airport in a motorless aircraft without obtaining permission from the Executive Director or his/her designated representative.

##### **B. Experimental Flights, Demonstrations and Stunt Flying.**

- 1. A person may not conduct experimental flights or ground demonstrations of flight at the airport without the previous approval of the Executive Director.
- 2. A person may not perform or conduct stunt flying or air acrobatics at the airport, except for the public displays of aviation flight authorized by the Executive Director.

##### **C. Based Aircraft**

- 1. All aircraft based at Lehigh Valley International Airport shall be equipped with a functioning two-way radio designed to transmit and receive frequencies which are monitored by ATCT. Radio receivers shall be turned on prior to taxiing, and shall be left on during the time the aircraft is within the Class "C" Airspace, and shall not be turned off until the aircraft is parked in a designated parking area after landing.
- 2. Aircraft operations shall be confined to hard-surfaced areas only.
- 3. No aircraft shall use any Airport under LNAA's control for any purpose if such use is in violation of Federal, State, or local laws. If



such use is noted it shall be the responsibility of the person observing the unauthorized usage of the airport to report this occurrence to the Executive Director immediately.

D. Landing and Taking Off.

1. Landings and takeoffs shall be made in the direction and on the runway as indicated by the tower.
2. Taxiways shall not be used for takeoffs or landings.
3. Simulated forced landings are prohibited at Lehigh Valley International Airport.
4. All persons operating aircraft within the Airport's Class "C" Airspace, as described in the Airmen's Information Manual (AIM), shall conform to the current established traffic patterns and procedures; promulgated jointly by the Federal Aviation Administration (FAA) and the Airport Authority.

E. Refusal of Clearance

The Executive Director may delay or restrict any flight or other operations at the airport and may refuse takeoff clearance to any aircraft for any reason lawfully justified.

#### **4.21 Intoxicants and Drugs**

As provided under FAR Part 91.11, no pilot or other member of the flight crew of an aircraft in operation on the Airport or any person attending or assisting in said operation on the Airport shall be under the influence of intoxicating liquor or drugs, nor shall any person under the influence of intoxicating liquor or drugs be permitted to board any aircraft, except a medical patient under care. Any person violating this section may be denied use of the Airport by the Executive Director at his/her sole discretion. No tenant, tenant employee, or LNAA employee shall be permitted to work at the Airport if they are under the influence of intoxicating liquor or drugs. Those under a physician's care may work if using prescription medication that will not affect their ability to perform their duties safely.

#### **4.22 Charter Aircraft**

All operators are required to advise and receive written approval from Executive Director in advance of any charter aircraft needing to utilize the LVIA terminal facilities.

#### **4.23 Ultralights**

Ultralights are prohibited at LVIA, except for Special Events as outlined in Appendix II.

#### **4.24 Parachute Jumping**

Parachute jumping is prohibited at LVIA, except for Special Events as outlined in Appendix II.

Lehigh-Northampton Airport Authority

## SECTION 5 - MOTOR VEHICLE OPERATIONS

### 5.1 General

- A. The laws of the Commonwealth of Pennsylvania and the Airport Authority relating to the operation of motor vehicles on streets and public highways shall apply, where applicable, to the operation of motor vehicles on Airport streets and roadways. No person may operate a motor vehicle on Airport property unless they hold a valid state motor vehicle operator's license.
- B. All vehicles operated on Airport roadways must at all times comply with any lawful order, signal or direction by a Police Officer or other duly authorized personnel. When traffic is controlled by signs or by mechanical or electrical signals, such signs or signals shall be obeyed unless directed otherwise by authorized personnel.
- C. The Executive Director is authorized to place and maintain such traffic signs, signals, pavement markings, and other traffic control devices upon Airport roadways, parking facilities and other Airport property as required to indicate and carry out the provisions of these Rules and Regulations to guide and control traffic.
- D. Vehicles on Airport roadways shall operate in strict compliance with the roadway speed limits prescribed by the Executive Director as indicated by posted traffic signs.

### 5.2 Reserved, Posted or Restricted Parking Area

- A. The Executive Director is authorized to reserve all or any part of the parking lots or other areas not under lease or permit for the sole use of vehicles of the LNAA, its officers or employees, tenants, or for such visitors to the Airport as he/she may designate, and to indicate such restrictions by appropriate markings and/or signs; designate a parking time limit on any portion of said lots; designate any portion of said lots as a passenger loading zone or a freight loading zone; designate any portion of said lots as a "No Stopping" "No Waiting" or "No Parking" area (or other similar designation); designate where and how vehicles shall be parked by means of parking space markers; and designate direction of travel and indicate same by means of appropriate signs and/or markings.
- B. When appropriate signs and/or markings have been installed, no person may park or drive a vehicle on any portion of such lots reserved for the exclusive use of any vehicles unless authorized by the Executive Director.

- C. Vehicles of working members of the news media and communication vehicles may be provided designated press parking areas by the LNAA Public Safety Department during special events or aircraft incidents only.
- D. Vehicles parked in any parking lot or other authorized parking area reserved for public, private or employee use, shall park in such a manner as to comply with all posted and/or painted lines, signs and rules.
- E. Vehicles displaying appropriate handicap insignia, issued by state authorities, may park in designated handicapped parking areas for such periods as indicated by appropriate signs and/or markings.

### **5.3 Authorization to Move Vehicles**

The Executive Director may remove, or cause to be removed at the owner's expense from a restricted or reserved area, any roadway or right-of-way, or any other area on the airport, any vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates an operations, safety or security problem. The vehicle shall be released to the owner or operator thereof upon proper identification of the person claiming such vehicle and upon payment of the towing charge and any accrued parking and administration fees thereon. LNAA shall not be liable for damage to any vehicle or loss of personal property which might result from the act of removal.

### **5.4 Proper Use**

- A. No person shall operate any vehicle on the Airport other than on the roads or places authorized by the Executive Director for use by that particular type of vehicle.
- B. No person shall use the roads or walks on the Airport in such manner as to hinder or obstruct proper use.
- C. No person shall operate a vehicle in a reckless or dangerous manner, at a speed greater than posted or if the vehicle is not roadworthy or in such a condition as to endanger persons or property.

### **5.5 Pedestrians**

Pedestrians, in marked crosswalks, shall have the right-of-way at all times over vehicular Traffic.

### **5.6 Terminal Entrance Drive**

The lane closest to the building (far right) in both the arrival and departure drop off areas will be a parking lane specifically for passenger loading and unloading

by the general public and for the unloading of taxicabs and freight. The middle lane for both arrival and departure areas will be designated as a “maneuvering” lane and may be used for immediate loading and unloading only; parking will not be permitted. The far left lane in both the departure and arrival areas will be designated as the “through” lane. Parking and stopping is not permitted while in this lane. Taxicab Operations are further described in Appendix I.

## **5.7 Tenant and Employee Parking**

All employees of LNAA and of companies, organizations or agencies having tenancy on the Airport shall park only in designated parking areas, display appropriate parking pass and pay appropriate fees, if applicable.

## **5.8 Motorcycles and Bicycles**

Every person riding a motorcycle or bicycle upon an Airport roadway shall be granted all rights and shall be subject to all duties made applicable to the driver of a vehicle.

## **5.9 Vehicle/Driver Regulations on the Air Operations Area**

### **A. Drivers**

1. No vehicle shall be operated on the AOA unless the driver has a valid operator’s license and is either licensed to operate the class of vehicle by an appropriate state licensing agency or has been properly trained and authorized to operate that class of vehicle by the employee’s supervisor and possess an LVIA operator’s permit. (The only exception: as authorized by the Pa. Vehicle Code, the Director of Public Safety may authorize LNAA firefighters to operate LNAA fire apparatus without a CDL).
2. No person operating or driving a vehicle on any aircraft ramp shall drive at a speed greater than fifteen (15) miles per hour. No person operating or driving a vehicle on any access or perimeter road shall drive at a speed greater than twenty-five (25) m.p.h. Factors including but not limited to, weather and visibility shall be taken into consideration to determine a safe operating speed. (The only exception: authorized emergency vehicles during emergency functions).
3. No person operating or driving a vehicle on T-Hangar taxilanes shall drive at a speed greater than twenty-five (25) m.p.h.
4. No vehicle shall pass between an aircraft and the passenger terminal or passenger lane when the aircraft is parked at a gate

position or may pass under the wing of an aircraft, except those vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than 20 feet from any wing or tail section.

5. Passengers enplaning or deplaning aircraft, and moving aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
6. No vehicle shall enter the Air Operations Area unless clearance and permission has been obtained from LNAA and the driver has the appropriate driving privileges, or the vehicle is properly escorted.
7. No vehicle shall enter the Movement Area unless equipped with an operable two-way radio in communication with and having obtained clearance from ATCT and the driver has the appropriate driving privileges, or is being escorted by an LNAA vehicle.
8. No person shall operate any motor vehicle which is in such physical or mechanical condition as to endanger persons or property, is in disrepair, or which, in the opinion of the Executive Director, is an eyesore.
9. No person shall:
  - (a) Operate any vehicle that is overloaded or carrying more passengers than the number for which the vehicle was assigned.
  - (b) Ride on the running board or stand up in the body of a moving vehicle unless it is for a special event and authorization has been given.
  - (c) Ride with arms or legs protruding from the body of a vehicle except when the vehicle is designated for such use.
10. A guide is required whenever the vehicle operator's vision is restricted.
11. No fuel truck shall be brought into, stored, or parked within 50 feet of any building or aircraft not being fueled or defueled. In addition, no fuel truck shall be positioned within one hundred (100) feet of any visible source of ignition unless authorized by the Executive Director.

12. Tractor and/or container carriers shall tow no more than six (6) carts, pods, igloos or containers than are practical. All carts, pods, igloos or containers under tow must be under control, tracking properly, and safe.
13. Ramp vehicles and equipment shall be parked only within areas established by the LNAA.
14. Vehicles shall not be operated under any passenger loading bridge except during emergencies.
15. No person shall park a vehicle in an aircraft parking area, safety area, grass area or in a manner so as to obstruct or interfere with any aircraft movement area or ramp area.
16. No person shall park, or leave unattended, vehicles or other equipment that interfere with use of a facility by others or prevents movement or passage of aircraft, emergency vehicles or other motor vehicles or equipment.
17. No person shall park a vehicle or equipment within fifteen feet (15) of a fire hydrant or in such a manner as to prohibit a vehicle from accessing the fire hydrant.
18. No person shall operate a vehicle or other equipment on the AOA while under the influence of alcohol or any drug that impairs, or may impair the operator's abilities.
19. Each vehicle operator utilizing an airport perimeter (security) gate shall ensure the gate closes behind their vehicle prior to leaving the vicinity of the gate and shall ensure no unauthorized vehicles or persons gain access to the AOA while the gate is open.
20. Vehicles shall not be operated in a reckless or careless manner. A reckless or careless manner is one which intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.
21. No vehicle shall be driven over any unprotected hose from a fire apparatus without the consent of a fire official.
22. Ground support equipment (GSE), such as fuel trucks, tractors and other ramp vehicles, shall not enter the movement area or cross runways, unless an emergency condition exists and approval is received from LNAA. If approval is granted, GSE vehicles must be escorted by LNAA personnel.

23. Every person seeking driving privileges anywhere on the AOA must successfully complete initial LNAA Driver's Training and receive a passing score on the Driver's Training Examination. Every person granted AOA driving privileges must complete recurrent driver training every 12 calendar months and receive a passing score on the driver training exam in order to maintain driving privileges.

B. Vehicles

1. No vehicle shall be operated on the AOA unless it is registered in the Commonwealth or any other State, or is a qualified "off road vehicle" that is not normally operated on public streets.
2. All vehicles operated on the AOA must have vehicle liability insurance as required by the Executive Director.
3. All tenant vehicles operated on the AOA shall be approved by the LNAA.
4. Carts or pieces of equipment being towed or carried after darkness must have rear reflectors or rear light.
5. No vehicle shall be permitted on the air operations area unless:
  - (a) It is properly marked as outlined in the LNAA rules and regulations governing vehicle operation and the LNAA Driver Training Familiarization Manual.
  - (b) It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat. Mirrors may be used for rear vision as well.
  - (c) It is equipped with a fire extinguisher.
6. Vehicles operating on the ramp shall have lighting in accordance with LNAA's Driver Training Familiarization Manual.

C. Fueling

1. Fueling services for commercial and General Aviation aircraft are provided by the Airport Authority's FBO.
2. No self fueling is permitted except by written agreement with the Airport Authority.



D. Vehicular Accidents

Operators of vehicles involved in an accident that result in damage to an aircraft, airport property or another vehicle shall follow these procedures:

1. Any person operating a vehicle involved in an accident which causes injury or death of any person or damage of any property shall immediately report such accident to the Lehigh-Northampton Airport Authority Public Safety Department.
2. The operator of the vehicle shall immediately stop and remain at the scene of the accident and render reasonable assistance, if capable, to any person injured.
3. The operator of any vehicle involved in an accident shall provide and surrender the following to an Airport Police Officer:
  - (a) Name and address.
  - (b) Airport identification card.
  - (c) State driver's license.
  - (d) Any other related information the officer requests.

E. Emergency Response Vehicles

1. Operators of authorized emergency or police vehicles, when responding to an emergency, or when in pursuit of a suspected violator and utilizing audible and/or emergency devices may:
  - (a) Proceed through a stop signal or sign but must ensure passage through the signal or sign will not endanger aircraft, property or personnel.
  - (b) Exceed speed limits and disregard regulations governing direction of movement or turning in specified directions as long as it is done safely.
2. When responding to an emergency, drivers of authorized emergency or police vehicles may park or stand without regard to the provisions of these regulations.
3. When a driver observes the approach of an airport emergency or police vehicle making use of audible and/or visual signals, the

driver shall yield the right-of-way to the responding vehicle until the vehicle(s) have passed, unless otherwise directed by a police officer.

F. Radio Failure

In the event of a two-way radio failure and loss of communications with the control tower when operating a vehicle on the movement area, the driver shall turn his/her vehicle toward the tower and flash his/her lights. After receiving the proper light gun signal from the tower, the driver shall proceed as directed. All personnel who drive vehicles on the movement area shall know the meaning of all FAA light gun signals.

<b>Air Traffic Control Tower Light Gun Signals</b>			
<b>Meaning</b>			
<b>Color and Type of Signal</b>	<b>Movement of Vehicles, Equipment and Personnel</b>	<b>Aircraft on the Ground</b>	<b>Aircraft in Flight</b>
Steady Green	Cleared to cross proceed or go	Cleared for takeoff	Cleared to land
Flashing Green	Not applicable	Cleared for taxi	Return for landing (to be followed by steady green at the proper time)
Steady Red	STOP	STOP	Give way to other aircraft and continue circling
Flashing Red	Clear the taxiway/ runway	Taxi clear of the runway in use	Airport unsafe, do not land
Flashing White	Return to starting point on airport	Return to starting point on airport	Not Applicable
Alternating Red and Green	Exercise extreme caution	Exercise extreme caution	Exercise extreme caution

G. Penalties and Suspension of Driving Privileges

1. Penalties for failure to comply with the airside vehicular traffic regulations shall consist of written warnings, suspension of AOA driving privileges and/or revocation of AOA driving privileges. Receipt of three written warnings by an operator of a vehicle in any twelve month period will automatically result in suspension of AOA driving privileges for a minimum of twenty (20) calendar days and a maximum of sixty (60) calendar days unless otherwise specified.

2. The LNAA is not obligated to follow any specific order and/or succession in assessing penalties. The LNAA reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the AOA without regard to prior operating history based on an evaluation of the circumstances surrounding and/or the severity of a particular incident or incidents.
3. Suspension of AOA driving privileges shall be for no less than seven (7) calendar days; and no greater than thirty (30) calendar days.
4. Revocation of AOA driving privileges shall be for no less than the unexpired term of the Driver's Permit or twelve (12) months, whichever is greater; or the permanent loss of AOA driving privileges.
5. The LNAA will provide a copy of all written warnings issued to an operator, to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s) and the operator's employer, if different.

## **SECTION 6 - SAFETY**

### **6.1 Fire and Safety**

All fire and fire related safety provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of the UBC, the NFPA and/or ICC and standards, and all applicable laws, rules and regulations of the Commonwealth of Pennsylvania and the LNAA.

### **6.2 Use of Utmost Care Required**

All persons using the Airport or its facilities shall use the utmost care to guard against fire and injury to persons and property. It is the responsibility of supervisors at all levels to insure a safe working environment through safety and mishap prevention.

### **6.3 Handling of Explosives and Other Hazardous Materials**

Explosives not acceptable for transportation under applicable federal regulations are not permitted on the Airport.

- A. Except as approved by the Executive Director, no Class 1.1 or 1.2 explosives, Class A poisons or radioactive material are permitted on the airport.
1. Hazardous materials regulated in this article shall include, but not be limited to, those materials enumerated in:  
  
DOT Regulations published in 49 CFR Parts 100 through 200, as amended.
  2. Hazardous materials regulated in this article shall also include any material which has been determined to be hazardous based upon any appraisal or assessment by or on behalf of the party storing this material in compliance with the requirements of the EPA or the Pennsylvania Department of Environmental Protection, or which should have been, but was not determined to be hazardous due to the deliberate failure of the party storing the material to comply with the requirements of the EPA and/or the Pennsylvania Department of Environmental Protection.
  3. Compliance with all applicable regulations governing explosives which are acceptable for transportation is required. Any other material subject to federal or state regulations governing hazardous materials must be handled in compliance with those regulations and any other restrictive regulations that the Executive Director

might deem necessary to impose. Any waiver of such regulations or any part thereof by the FAA, TSA, or by any other competent authority shall not constitute or be construed to constitute a waiver of this rule by the Executive Director or an implied permission by him or her.

4. Advance notice of at least twenty-four hours shall be given by the Executive Director for any operations requiring his/her permission pursuant to this rule.
5. Permission may be given for the movement of radioactive materials only when such materials are packaged, marked, labeled and limited as required by regulations applying to transportation of explosives and other dangerous articles and which do not create an undue hazard to life or property at the Airport. The Aircraft Rescue and Firefighting Division shall provide the Executive Director with information relative to the hazards of any material subject to this section.
6. All Airport tenants involved with the handling of hazardous materials must provide the Airport with a Hazardous Materials Removal Plan. The plan will include the name of the company used for removal of hazardous materials and the names and 24-hour telephone numbers of tenants' staff authorized to handle such removals. The plan will be updated annually.

#### **6.4 Fire Extinguishers and Equipment**

- A. Fire extinguisher equipment, Airport fire protection systems and equipment shall not be altered, tampered with at any time, nor used for purposes other than firefighting or fire prevention.
- B. All extinguishers and other such equipment shall be inspected in accordance with the schedule as established by the LNAA Public Safety Department.
- C. All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.
- D. During aircraft fuel servicing, two (2) dry chemical fire extinguishers (fifteen (15) pounds or larger) or CO<sub>2</sub> equivalent will be available for immediate use.

## 6.5 Open Flames

- A. No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any naked flame on any aircraft apron, ramp, fuel storage area, or in any place that is one hundred (100) feet from any fuel storage area, fuel vehicle or fuel transfer operation or within fifty (50) feet of any aircraft which is not in motion; nor shall any person throw such articles from any area or aircraft.
- B. No person shall initiate or maintain any open fire of any type on any part of the Airport without permission from the Executive Director.
- C. No person shall operate an oxyacetylene torch, electric arc or similar flame or spark- producing device on any part of the Airport except in areas within leased premises specifically designated for such use by the Executive Director, unless a permit from the ARFF Division has first been obtained. No permit shall be issued for operations within an aircraft hangar, any fuel storage area, or upon any components or section of any hydrant fuel distribution systems, unless the work is required for repair of such areas or hangars or fuel systems. Where such operation is required, permission shall first be obtained from the Executive Director and shall be subject to such conditions as he/she may impose.
- D. Every person observing any unattended or uncontrolled fire on the Airport premises shall immediately report it directly to the Communications Center. No person shall make any regulation or order, written or verbal, which would require any person to take any unnecessary delaying action prior to reporting such fire.
- E. The heating of engine oil, to promote easier cold weather operation, shall be restricted to steam, hot water, hot air or approved electrical heaters.

## 6.6 Fueling

- A. No aircraft shall be fueled or defueled while passengers are on board unless a passenger boarding ramp or loading walkway is in place at the cabin door of the aircraft and a cabin attendant is present at the cabin door.
- B. Only persons duly authorized in pursuit of official duties shall be permitted in the immediate vicinity of an aircraft while the aircraft is being fueled.
- C. All aircraft shall be positively bonded to a bonding source during fueling or defueling operations.

- D. In the event of fuel spillage and when there is no apparent presence of fire, fuel delivery units shall not be moved until spillage is dispersed or removed. Spilled fuel must be cleaned up immediately and the area secured. No aircraft or vehicular movement shall be allowed in the area until authorized by Aircraft Rescue and Firefighting Division.
- E. Any person causing or responsible for a fire in the fuel delivery unit while servicing an aircraft shall immediately notify the Lehigh Northampton Airport Authority Communications Center. In the event of spillage, fueling shall be discontinued immediately and all emergency valves and dome covers shall be secured.
- F. The fuel cargo of any refueling unit shall be unloaded by approved transfer apparatus only, into the fueling tanks of aircraft or storage tanks, except that when such unit is disabled through accident or mechanical failure and it is necessary to remove the fuel, such fuel may be transferred to another refueling tank or unit vehicle, provided the necessary bonding connections have been made prior to fuel transfer.
- G. No aircraft shall be fueled or defueled while a flight engine is running with passengers on board. Should unforeseen circumstances require fueling to take place with one engine running, the fueling agent shall contact the Communications Center in advance. The Communications Center will coordinate with the ARFF Division to have a rescue vehicle monitor the fueling operation. Under no circumstances shall the fueling operation start until the rescue vehicle is physically on the scene. A loading ramp or jet bridge must be in place for the maintenance and aircrew personnel during the operation.
- H. Fuel trucks shall not approach within one hundred (100) feet of any aircraft to be serviced until aircraft engines are shut off and/or propellers motionless and the pilot or authorized representative has approved the servicing of the plane.
- I. Each hose, funnel or other equipment used in a fueling or defueling operation on the Airport, must be maintained in a safe, sound and non-leaking condition in conformance with the current edition of NFPA 407.
- J. Tenants who perform fueling services must have an approved training program for their employees.
- K. A high standard of housekeeping at fuel farms and fuel facilities is most important. Accumulated debris of trash and paper along with overgrowth of vegetation all represent serious fire hazards. The Fueling Agent will take all precautions to insure areas are kept clean and safe. Fuel storage areas will be fenced with gates and warning placards prohibiting general

public access. Electric switches and fixtures must be “explosion proof” when installed for use in the immediate vicinity of fuel vapors.

- L. Fuel servicing vehicles are prohibited from being parked or stored inside a building.

### **6.7 Inspections and Cleaning Schedules of Commercial Cooking Equipment**

Commercial cooking equipment shall be installed, maintained and protected from fire in accordance with the requirements of the applicable fire and health codes, whichever is more restrictive. It is the standard for insuring proper installation, inspection and maintenance procedures.

### **6.8 Aircraft Parts Cleaning Materials**

Cleaning of aircraft parts and other equipment shall be accomplished preferably with nonflammable cleaning agents. When flammable materials must be used, only liquids having flash points in excess of 100 degrees F shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the UFC and NFPA/ICC.

### **6.9 Engine Operations Within Hangars**

The operation of aircraft engine(s) inside any hangar is prohibited.

### **6.10 Motor Vehicles in Hangars**

No motorized vehicles or recreational vehicles, except tugs and other vehicles or equipment used in the operation or maintenance of the aircraft, shall be stored on the leased premises at any time. Hangar entrances shall be kept clear at all times. The only exception is that T-Hangar tenants may park their authorized vehicle in their leased T-Hangar while their aircraft is not in that T-Hangar.

### **6.11 Paint, Varnish and Lacquer Use**

For paint, varnish or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with the UFC and/or the NFPA/ICC standards in effect at the time.

No spray painting shall take place inside any Airport structure unless it is in an approved spray booth.



## **6.12 Compressed Gas Cylinders - Storage Rooms**

Cylinders or flasks of compressed gases shall be stored in accordance with ICC standards in effect at the time and only in Class A fire-resistant storage. The cylinders or flasks must have protective caps in place and must be restrained to keep from falling.

Lehigh-Northampton Airport Authority

## SECTION 7 - PUBLIC AND TENANT USE

### 7.1 General

The criminal laws of the Commonwealth of Pennsylvania apply on the Airport.

#### A. Operations Regulated by LNAA

All operators must be party to a fully executed lease, rental, or use agreement with the Airport Authority.

#### B. Tenant Operations - Mandatory Compliance or Prohibited Activities

1. As a condition of receiving operating privileges, all tenant operators must certify that they are in compliance with these Rules and Regulations and Minimum Standards.
2. Tenants are prohibited from sublease or sublet, or assignment of lease, of any premises located on LNAA-owned real estate without prior written approval of the Airport Authority.
3. Tenants are responsible for training their employees on the contents of the LNAA Rules and Regulations document, LNAA Airport Minimum Standards and applicable portions of the tenant lease agreement with the Airport Authority.
4. Tenants must ensure that all tenant employees meet reasonable standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe and rational conduct in and around aircraft and all other areas of the AOA.
5. Structural and decorative changes to any building, structure, ramp, or other airport property requires prior written approval of the Executive Director and must comply with local building codes and inspections and lease agreements.
6. All tenant areas are the property of the LNAA. As such, all tenant areas are open to inspection by the LNAA for purposes of health, safety, and security. Inspections of tenant areas would include all public and private areas to include desks, lockers, work and lounge areas, and any closed or open containers.

## 7.2 Security

### A. Aviation Security

1. All persons using the airport are subject to the TSA-approved airport Security Program (ASP) pursuant to 49 CFR TSR Part 1542. The ASP contains Sensitive Security Information (SSI) and any unauthorized release of SSI may result in civil penalties or other actions.
2. Air carrier tenants must have a security, safety and passenger handling program.
3. Only authorized and properly identified persons and vehicles are allowed access to the Secured Area or AOA.
4. Any person or vehicle not allowed to be on the AOA must be escorted by an authorized individual as outlined in the ASP. Any person(s) who gains or allows another person to gain unauthorized access into the Secured Area or AOA by tailgating or piggybacking may be subject to civil penalties or other actions.
5. All persons desiring to enter a sterile area are subject to security screening.
6. No unidentified or unauthorized personnel will be allowed on the Secured Area or AOA. They will be detained and/or removed as outlined by the Airport Security Program procedures. Unidentified or unauthorized vehicles on the AOA will be removed at the expense of the owner.
7. Any person who violates security regulations may be denied future entry into the Secured Area or AOA.
8. Security doors shall be kept locked as required by the ASP. Tenants shall be responsible for doors located in their leasehold areas. Any tenant that fails to control unauthorized access into the Secured Area or AOA through doors located in its tenant leased areas may be subject to civil penalties or other actions.
9. Tenant security doors leading from leased tenant space to the Secured Area or AOA shall be controlled through one of the approved measures of the Airport's access control system.
10. No person shall interfere with, compromise, modify, destroy, or attempt to circumvent without authorization, make inoperative or tamper with any device, video camera, alarm or any other

associated security equipment, system, measure or procedure that is part of the Federally mandated security system as required and approved under ASP pursuant to the requirements of 49 CFR TSR Part 1542.

11. No person may enter or be present within the Secured Area, AOA, Security Identification Display Area (SIDA) or Sterile Area without complying with the systems, measures or procedures being applied to control access as defined in the ASP and applicable TSR's.
12. Any person or entity causing or responsible for any security violation that results in the imposition of a monetary penalty upon the Airport shall reimburse the Airport for the full amount of the penalty.
13. All LNAA employee areas are the property of the LNAA. As such, all LNAA employee areas are open to inspection by the LNAA for purposes of health, safety, and security. Inspections would include all public and private areas to include desks, lockers, work and lounge areas, and any closed or open containers.
14. Every employee or tenant who requires access to the SIDA must successfully take and pass the LNAA SIDA test, and must take and successfully pass the recurrent SIDA training on a yearly basis.

B. Airport Identification Badges

1. All persons requiring unescorted access to the AOA, or other restricted areas as determined by LNAA, are required to have and properly display a current LNAA identification badge.
2. Identification badges are issued by the Airport Public Safety Department under procedures and guidelines contained in the TSA approved ASP.
3. Identification badges are issued to each person for their exclusive use only. No person may use or allow to be used any Airport issued access media or identification (ID) badge which authorizes access, presence or movement of persons or equipment in the Secured Area, AOA or SIDA in any manner other than for the purpose in which it was issued. Violation of this policy, including loaning an ID badge to another person is strictly prohibited and could result in revocation of the badge and/or civil penalties or other actions.
4. Initial issue of badges are made at a charge established by LNAA to be paid by the individual or the company applying for the badge.

5. Badges which are lost, stolen or destroyed shall be reported to the Airport Public Safety Department (or the Communications Center) as soon as possible after the loss is known.
6. Lost, stolen or destroyed badges shall be replaced at rates established by LNAA.
7. All employers, tenants, and employees are required to return their ID badge to the Public Safety Office within 48 hours of termination of employment or access to LVIA.

C. General Security

1. No person shall destroy, injure, deface, modify or disturb in any way, any buildings, signs, equipment, markers or other structures, trees, flowers, lawn or other property on the Airport; nor alter, make additions to, or erect, any building or sign or make any excavations on the Airport without the authorization of the Executive Director; nor willfully abandon any personal property on the Airport.
2. No person shall enter the movement area, ATCT, utilities and services rooms or areas, or other areas designated as restricted, except:
  - (a) A properly identified person assigned to duty.
  - (b) A passenger, who, under appropriate supervision, is entering the ramp to enplane or deplane an aircraft.
  - (c) Any person authorized by the Executive Director or by a tenant and limited solely to the area occupied by the tenant.

D. Weapons

1. No person shall carry any weapons, firearms, explosives, munitions or pyrotechnics openly or concealed on LNAA property except:
  - (a) LNAA Law Enforcement Officers, duly authorized LNAA employees and properly-credentialed private law enforcement or security service employees as may be authorized by the Director of Public Safety or their designee.
  - (b) Federal Law Enforcement Officers, Federal Flight Deck Officers (FFDO), duly authorized state or local law enforcement officers and duly authorized federal, state or local government agency employees who are on official duty.

- (c) Members of the Armed Forces who are on official duty and authorized to carry weapons or firearms.
  - (d) Persons carrying a legal weapon or firearm that is unloaded and which is properly encased for shipment for the purpose of checking such weapon or firearm with an airline to be lawfully transported on an aircraft as cargo or checked baggage.
  - (e) Persons carrying a legal weapon or firearm that is unloaded and properly encased, who are pilots of, or passengers in, General Aviation aircraft.
  - (f) Persons accessing the U.S. Customs facility for the purpose of registering a firearm for international shipment.
  - (g) Individuals duly authorized by a joint written determination of the Executive Director and Director of Public Safety for cause shown to be in the best interest of LNAA.
2. Only LNAA Law Enforcement Officers are permitted access to the Sterile Area and Passenger/Cargo SIDAs with weapons or firearms. Federal law enforcement officers will be permitted access to the Sterile Area and Passenger/Cargo SIDAs with weapons or firearms only with prior authorization by the Director of Public Safety or in accordance with pre-established written protocols approved by the Director of Public Safety.
  3. All non-LNAA law enforcement officers and Federal Flight Deck Officers (FFDO) accessing the Sterile Area must enter through the TSA security checkpoint and follow TSA credential verification and sign-in procedures, unless under escort by LNAA law enforcement personnel.
  4. The use or discharge of any weapon or firearm on LNAA property is prohibited, except in the performance of official duties.
  5. No person is permitted to have on their person, in their luggage or in a vehicle, any weapon which has been determined to be either a prohibited offensive weapon as defined in the Pennsylvania Crimes Code or an illegal weapon as determined by federal, state or local authority.
  6. No person shall enter the movement area, ATCT, utilities and services rooms or areas, or other areas designated as restricted except:
    - (a) A properly identified person assigned to duty.
    - (b) A passenger who, under appropriate supervision, is accessing the ramp to enplane or deplane an aircraft.
    - (c) Any person authorized by the Executive Director or by a tenant and limited solely to the area occupied by the tenant.

### **7.3 Roadways and Walkways**

No person shall travel on the Airport, other than on the roads, walks or places appropriate for the manner of travel being performed, or occupy the roads and walks in such a manner as to hinder or obstruct their proper use or create a hazard to others.

### **7.4 Soliciting**

No person shall solicit funds or handouts on the Airport or within any facilities, structures or areas, except as authorized by the Executive Director.

### **7.5 Hunting and Fishing**

No person may fish, hunt, trap or kill any fish, bird or animal on the Airport without the prior written permission of the Executive Director.

### **7.6 Loitering**

No person may loiter on any part of the Airport or in any building on the Airport. Any person who shall refuse to comply with a proper request to leave Airport property by the Executive Director or the Police shall be regarded as a trespasser.

### **7.7 T-Hangars**

- A. No person shall utilize these hangars for any commercial use not specifically authorized in a lease agreement by the Executive Director.
- B. No person shall utilize these hangars for anything other than storage or for preventive maintenance as defined by the lease of the tenants' personal aircraft without specific written authorization of the Executive Director.
- C. The electrical system of each T-Hangar is for light service only. Only the following electrical devices will be allowed in addition to the basic lighting fixture:

Winch	Dipstick Heater
Trouble Lights	Portable tools (in LVIA T-Hangar lease)

All such devices should be properly grounded. No electrical motor or appliance is to be located within 18 inches of the hangar floor.

- D. Aircraft are not to be fueled in a T-Hangar.

- E. Aircraft batteries are not to be charged while any portion of the aircraft is in the T-Hangar.
- F. Area heaters, regardless of type, are not permitted in the T-Hangars. Open flame operations of any kind are strictly prohibited. No smoking is permitted in the T-Hangars.
- G. T-Hangar floors are to be kept free of debris and flammable materials. Flammable liquids may be stored if in quantities and containers which meet local fire codes.
- H. Lessees of T-Hangar facilities shall comply with all applicable Federal, State, Local and LNAA rules, regulations, statutes and ordinances.
- I. Modification of any T-Hangar is prohibited unless the written approval of the LNAA is granted.
- J. Suspending or storing items from T-Hangar ceilings or beams is prohibited.
- K. Attaching shelving or other items to T-Hangar walls is prohibited.
- L. Locks for T-Hangars shall be provided by LNAA.
- M. Waste oil or fuel is not to be disposed of in a drain or on the ground. It must be disposed of in a container approved by the LNAA.
- N. T-Hangar tenants are permitted to use the T-Hangar taxiways for ground vehicular access to their hangar, subject to the exercise of due caution and the philosophy that aircraft have the right-of-way at all times. Vehicles utilized for driving to and from the Airport may be parked inside the T-Hangar leased to the tenant provided tenant has driving privileges.
- O. Should door maintenance or other service be required, call the Communications Center for maintenance. Repair of doors or other maintenance discrepancies should not be attempted by the tenant.
- P. Painting or doping is prohibited inside T-Hangars or in the T-Hangar area.
- Q. All hangars and T-hangars can be inspected by the LNAA in order to ensure that prohibited items are not present or to determine if there are other safety, security or health violations.



## **7.8 Use of Shop Areas**

All shops, garages, equipment and facilities are expressly for the conduct of the owner's or lessee's official business and operations. No person other than employees of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner or lessee. This section applies to LNAA facilities as well as all other facilities.

Lehigh-Northampton Airport Authority

## **SECTION 8 - ENVIRONMENTAL RULES AND REGULATIONS**

### **8.1 Litter and Cleaning of Allotted Space**

- A. Each tenant at the Airport shall keep their allotted space free from rubbish and debris. Flammable materials shall be stored only in approved containers in or about the premises, and all floors shall be clean of fuel, oil, litter and other contaminants.
- B. The use of volatile or flammable solvents for cleaning floors is prohibited. Approved metal receptacles with tight-fitting, self-closing covers shall be used for the storage of oily waste rags and similar materials.
- C. Storage of boxes, rubbish or paper is prohibited in hangars. No boxes, pallets, crates, rubbish, paper or litter of any kind shall be permitted to be stored in or about hangars.
- D. All empty oil, paint and varnish cans, bottles or other containers shall be immediately removed from all buildings and not allowed to accumulate.

### **8.2 Control of Contaminants**

- A. No fuel, grease, oil, flammable liquids or contaminants of any kind, including detergents used to wash aircraft or other surfaces, shall be allowed to flow into or be placed in any storm water sewer system or open water areas without a separator or unless connected to an industrial waste system.
- B. Persons who allow contaminants to enter the storm water system, either intentionally or unintentionally shall be liable for the clean up of such spills and any fines levied.
- C. Drip pans shall be placed under aircraft whenever necessary to prevent an accumulation of oil, hydraulic fluid or other contamination.
- D. No commercial trash disposal container shall be placed closer than fifty (50) feet from a combustible wall or building ventilation in-take system.
- E. The operator of any hangar or occupant of any space in the Airport buildings shall be responsible for the prompt and proper disposal or removal of any trash, rubbish, garbage or debris from the Airport.

### **8.3 Floor Drains**

All shop and hangar installations where any engine, mechanical equipment or vehicle is maintained, cleaned or painted shall be equipped with proper disposal facilities. This includes floor drains equipped with properly maintained traps to collect grease, grit and fuel. These trapped materials shall be disposed of in accordance with applicable state and federal regulations by the tenant.

### **8.4 Sanitary Sewers**

Disposal of high grease content, fibrous materials, bulky solids, grit or hazardous or flammable materials into the sanitary sewer system is prohibited.

### **8.5 Detergents**

All tenants who use detergents in their operations, particularly equipment for vehicle washing and kitchens, are required to utilize only those detergents which are biodegradable and not harmful to the environment. Proof of such shall be provided to LNAA on demand.

### **8.6 Waste Petroleum**

Approved fuel separators, grease/fuel traps or other receptacles shall be utilized and maintained for the collection of waste petroleum products. These systems shall be inspected periodically and the waste products shall be disposed of by an appropriately licensed waste hauler and in an appropriately licensed dump site. Proof of proper disposal methods shall be provided to LNAA on demand.

### **8.7 Fuel Spills**

A. In the event of a fuel spill:

1. The flight crew and passengers should be deplaned immediately if a large fuel spill (six (6) feet in any dimension) is around or under an aircraft. Passengers shall not be permitted to board the aircraft or enter a jet bridge to the aircraft until authorized by Aircraft Rescue and Firefighting personnel.
2. The LVIA Comm Center shall be immediately notified of all fuel spills.
3. If fuel is discovered spilling from fuel service equipment or from the aircraft itself, fuel servicing shall be stopped.

4. Fuel delivery units shall not be moved until the spillage is cleaned up. No aircraft or vehicle shall be allowed in the area, unless authorized by the Aircraft Rescue and Firefighting personnel.

B. Fuel spill clean up procedures:

1. The immediate clean up and removal of materials used to clean up spilled or dripped fuel, oil, grease or other material is the responsibility of the equipment operator causing the spill or the tenant.
2. Each loading/unloading station and each fueler shall have a supply of absorbent cleaning materials on hand to sufficiently clean fuel spills less than six (6) feet in any dimension or to initially control a fuel spill in excess of six (6) feet in any dimension.
3. Any spilled or dripped fuel, oil, grease or other material which is flammable or detrimental to the pavement shall be cleaned immediately.
4. Spilled fuel, oil, grease or other material shall not be washed or flushed or allowed to flow into any storm drain system.
5. Spills shall be quickly cleaned using absorbent cleaning materials designed for such purpose.
6. Materials utilized to clean up spilled fuel, oil, grease or other material shall not be disposed of in any container used for disposal of other non-contaminated trash, garbage, etc. Materials used to clean up fuel, oil, grease or other material shall be disposed of by approved methods.
7. The Airport Authority, shall at all times, have the right in their sole discretion, to take any action(s) as they may individually and/or collectively deem appropriate and charge the operator or tenant for any such action.

## 8.8 PPC Plan and NPDES Permit

The rules and regulations contained in this section may be changed based on the implementation of specific recommendations from the Preparedness, Prevention and Contingency Plan and any other requirements placed on the LNAA as permittee and tenants, as co-permittees, on the National Pollutant Discharge and Elimination Systems (NPDES) permit.

## SECTION 9 – VIOLATIONS AND PENALTIES

### 9.1 General

- A. The laws of the Commonwealth of Pennsylvania along with federal law and the Rules and Regulations of the Airport Authority relating to the safety and security of the Airport shall apply, where applicable, to all buildings, facilities, and open areas owned and/or operated by the Airport Authority to include the AOA, SIDA and Cargo areas and aprons.
- B. All employees of the Authority, tenants, tenant employees, and others who work at or who have access to the Airport shall comply with the Rules and Regulations of the Authority.
- C. Actions taken by the Authority may range from a Notice of Violation (NOV), retraining in SIDA and/or Driving, suspension of access privileges, surrender of Airport ID badge, payment of administrative fees, revocation of access privileges and Airport ID badge, or civil and/or criminal prosecution.

### 9.2 Violations and Penalties

The following are examples of possible penalties that may be imposed for various violations. These examples are not all inclusive and may be altered depending upon the circumstances of the incident.

- A. Moderate Violations
  - Failure to Properly Display ID Badge
  - Failure to Possess ID Badge while on duty
  - Failure to Properly Challenge
  - Failure to Properly Escort
  - Unauthorized Access to Area Badge Holder does not have Access
  - Failure to Control Access (leaving door or gate unsecure)
  - Failure to stay by Access Point after an Alarm has Sounded
  - Piggybacking or Tailgating (if in possession of a valid ID Badge for that access area)
  - Failure to report damage to equipment or property
  - Any Offense that the Director of Public Safety determines warrants this level of penalty
- 1. General Penalties
  - a. 1st offense – NOV and retake SIDA training.
  - b. 2nd offense – Above and Suspended for 3 days.
  - c. 3rd offense – Above and Suspended for 10 total days.

2. Any individual, tenant, or company receiving four (4) NOV's may be subject to permanent revocation of Airport ID Badge and Access Privileges

B. Serious Violations

- Piggybacking or Tailgating (if not in possession of a valid ID Badge for that access area)
- Allowing someone to Piggyback or Tailgate (regardless of the other person's access privileges)
- Allowing Unauthorized Access to SIDA or AOA of an Airport Badged person
- Failure to report damage to security or access control equipment or property
- Refuses to Display Airport ID Badge when Challenged
- Possessing an Unlicensed Firearm or Prohibited Offensive Weapon on Airport Property
- Action taken that was flagrant in nature, or something that could be noticed by the public
- Any Offense that the Director of Public Safety determines warrants this level of penalty

1. General Penalties

- a. 1st offense – NOV, retake SIDA training, and \$50.00 administrative fee
- b. 2nd offense – Above, plus Suspended for 3 days and \$100.00 administrative fee.
- c. 3rd offense – Above, plus Suspended for a total of 10 days and \$150.00 administrative fee.

2. Any individual, tenant, or company receiving four (4) NOV's may be subject to permanent revocation of Airport ID Badge and Access Privileges

C. Severe Violations

- Possessing an Airport ID Badge other than their own Lending or Allowing Another Person to Use Their Airport ID Badge
- Entering a SIDA unescorted while their Airport ID Badge is Suspended
- Any Security Incident which results in the Individual being Arrested
- Possession of an Airport ID Badge that has been Altered
- Actions which Jeopardize Public Safety
- Creating a Confrontation with Someone that is Challenging them
- Action taken which involved repeated attempts to violate Airport Security

- Allowing Unauthorized Access to SIDA or AOA of an unbadged person
- Bypassing Screening or Allowing someone else to Bypass Screening when departing on a flight
- Bringing or Allowing Luggage or other articles into the Sterile Area that is intended to go on a departing flight without being screened
- Possessing a Firearm or Explosive Device in the AOA or SIDA
- Any Offense that the Director of Public Safety determines warrants this level of penalty

1. General Penalties
  - a. 1st offense – NOV, retake SIDA training, Suspension of 10 days, and \$150.00 administrative fee
  - b. 2nd offense – Above, plus Suspended for a total of 30 days and a \$300.00 administrative fee.
  - c. 3rd offense – Revocation of Airport ID Badge and Access privileges
  
2. Any individual, tenant, or company receiving four (4) NOVs may be subject to permanent revocation of Airport ID Badge and Access Privileges

### **9.3 Appeal Process**

- A. Anyone receiving a violation penalty may appeal that penalty, but must do so by submitting a letter requesting an appeal hearing.
  
- B. The request for an appeal must be submitted no later than 5 days from notice of the penalty.
  
- C. The appeal would be heard by the Airport Director of Public Safety. If the Director of Public Safety is the person who administered the penalty, then the appeal would be heard by the Deputy Executive Director. The person hearing the appeal can uphold, modify or dismiss the action. Their decision is final.

## APPENDIX I

### LNAA RULES AND REGULATIONS

#### Display and Signage Policy

##### Purpose:

This establishes the policy of the Lehigh-Northampton Airport Authority to maintain the attractiveness of the Airport and to provide a uniform method for reviewing tenant displays.

##### Airline Counters:

The following items are the only permitted types of airport signage to be displayed on airline counters:

1. Statements of limitations of liability and other notices required by law.
2. Baggage tags.
3. Airline schedules.
4. Necessary instructional materials such as “position closed”, “proceed directly to gate”, etc.

\* Cardboard signs, hand written signs, credit card applications, and various promotional materials are not permitted to be displayed on airline counters. Brochure racks are not permitted to be displayed next to airline counters.

##### Car Rental Companies:

The following items are the only permitted types of airport signage to be displayed on car rental counters:

1. Courtesy phones and directional signs.
2. Signs indicating the availability of cars. (Signs shall not exceed 12” x 12”).

\* Cardboard signs, hand written signs, credit card applications, and various promotional materials are not permitted to be displayed on rental car counters. Brochure racks are not permitted to be displayed next to rental car counters.



## Signage:

1. No signs, stickers, calendars, or articles of any kind are allowed on columns, walls, counter tops, or front or glass partitions unless otherwise specified in this document.
2. Permanent counter graphics information is restricted to company logo, scheduling information (destination, departure, arrival), and telephone numbers. Special groups signs may be part of the counter graphics, (welcoming information only), but must be designated as part of the counter back wall signage only.
3. No logos may be internally illuminated.
4. All tenant signage must be submitted to the Airport Authority Properties Department for review and approval prior to fabrication and installation. Submittal shall include tenant area dimensions, sign area dimensions, borders, letter heights and styles, in addition to actual material samples. Allow a minimum of two (2) weeks for sign review and approval.

## Ground Transportation Hand-Held Signs

The following will be permitted in the baggage claim level of the Terminal Building:

1. Paper, plastic, or metallic signs no larger than 8 1/2"x11".
2. Lettering is generally either black on white background or white on black background. Other colors will be approved at the discretion of the Airport Authority. Letters should be no more than three (3)" high.
3. Only the name(s) of those being met may be used.
4. Handwritten signs on slate or other reusable surface are permitted.
5. Company logo or name of organization or group may be used in lieu of names of those being met when appropriate.
6. Any sign not meeting Airport Authority approval will be subject to immediate removal.
7. No hand-held signs will be permitted in areas other than those mentioned.

#### Holdrooms:

All displays in holdrooms shall be permanent and affixed to the wall or backdrop of the ticket lift counter. No displays will be permitted on the ticket lift counter. No special promotional displays will be permitted in the holdrooms except as provided below.

#### Special Promotions:

When new service is introduced, specifically for LVIA by an air carrier, special promotional banners will be permitted for a period of forty-five (45) days. Location of the banners is subject to Airport Authority approval. Additional displays promoting new service may be permitted subject to approval by the Airport Authority. The service must be in direct benefit to LVIA. Such signs shall not include fares.

#### Concession Areas:

No displays of any kind are authorized to be displayed on glass partitions in concession areas. Special informational signs will be authorized on an individual basis. Display materials to be viewed from outside the shop should be placed on stands or easels inside the concession areas.

## APPENDIX II

### LNAА RULES AND REGULATIONS

#### Special Events

1. Special Events include but are not limited to the following:
  - Air Shows
  - Fly-in meets
  - Parachute team demonstrations

These special events require written coordination, regulation and approval by the Executive Director.

2. All Special events require written authorization by the Executive Director in the initial planning stage. The authorization will be in the form of a letter of authorization from the Executive Director to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of special event. The letter of authorization may be used as an introduction to other local government agencies, the FAA, potential event sponsors and local business leaders. The letter will recognize the special event sponsor as a legitimate representative of a proposed special event, that the type of special event is suitable and compatible with the policies of the Airport Authority and that the sponsor is authorized to pursue the planning process.
3. All special events, whether an entrance fee applies or not, must be officially approved by the Executive Director in the form of a Special Events Permit or License. The Executive Director, at his or her discretion, may decide that an event will require the approval of the Board of Governors. If a Board of Governors approval is required, the minimum time needed to receive the approval is ninety (90) days.
4. All special events for which a fee is charged by the sponsor for admission must be coordinated with the Executive Director prior to the granting of a Special Event Permit.
5. The special event sponsor will be required to obtain liability insurance for the event. The insurance policy will identify the Airport Authority as a "named insured" for the event. In addition, a hold harmless agreement may be required.

#### **MANDATORY COMPLIANCE BY SPECIAL EVENT SPONSOR**

1. The sponsor must coordinate road and highway impacts with LNAА's Public Safety Department.

2. The sponsor must prepare and present to the Executive Director an “adverse weather” plan for the event.
3. The sponsor must make arrangements for ambulance, auto towing, garbage pick-up, refuse clean-up, structural fire and ARFF services.
4. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger carrier flights, general aviation users of the airport, or other business activities conducted at the airport.
5. Airport runways and/or landside “closure” must be coordinated in advance with the Executive Director and other users of the airport.
6. A special event that involves aerobatic maneuvers by aircraft must be coordinated with the Executive Director and the local Flight Standards District Office of the FAA.
7. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra overhead expense and damages by the Airport Authority.

Special events involving aerial activities that are not of a routine nature for the airport will require the designation and approval of an “Air Boss” who is experienced in directing and controlling the aerial activities planned for the event. The person designated as “Air Boss” must be approved by the Executive Director.

## APPENDIX III

### LNAA RULES AND REGULATIONS

#### Penalties for Failure to Comply with Rules and Regulations or Directions of the Airport Authority

1. Failure to Comply with Rules and Regulations or Directions of the Authority. All persons upon Airport property, including those whose presence is specifically authorized and/or mandated by federal or state law, shall be considered as business invitees or guests of the Authority. In the event of a violation of any of these Rules and Regulations, such persons shall be considered trespassers or defiant trespassers and subject to immediate ejection or removal, at the discretion of the Executive Director and/or the Authority's security personnel, from the Airport in any lawful and reasonable manner by the Airport police officers pursuant to the provisions of the Municipality Authorities Act of 1945, as amended, 53 P.S. 301 et seq. The subsequent entry of such persons upon Airport Property following such ejection, without express consent of a duly authorized representative or employee of the Authority, shall constitute a trespass or a defiant trespass. In addition to ejection, the Authority reserves the right to bring criminal and/or civil action or actions against the violator as specified in 3, 4, and 5 infra.
2. Failure to Comply with Directions of the Authority. The Authority hereby vests power and authority in the Executive Director and employees of the Authority and police personnel to enforce these Rules and Regulations and otherwise to perform all acts which may be necessary and proper to insure the protection, safety and security of all persons using the Airport and all property situate on the Airport, be it either Authority property or property of other persons. Failure on the part of any person to immediately comply with any reasonable request and direction of the Authority's personnel shall be grounds for ejection or removal of such persons from the Airport in any lawful and reasonable manner which arrest or ejection shall be performed by the Airport police personnel who have been appointed police officers pursuant to the provision of the Municipality Authorities Act of 1945, as amended, 53 P.S. 301 et seq. In addition to such ejection, the Authority reserves the right to bring criminal and/or civil action or actions against the violator as specified in 3, 4, and 5 infra.
3. Civil Remedy or Criminal Prosecution. The Authority in its discretion, reserves the right to commence any civil action or suit or file a complaint for criminal prosecution against any person or persons violating any Rule or Regulation or causing injury or damage to person or property or if such violation appears to constitute the commission of a criminal act.
4. If the Authority determines to issue a summons, citation or initiate the legal process for violation of any provision of the Rules and Regulations, the fine shall not be less than \$0.00 nor more than \$500.00 for each offense exclusive of costs, however, such limits are not intended to replace penalties as are provided by state or federal law.

5. Summary Offense in re Vehicular Traffic. Whoever violates any of the Rules and Regulations of the Lehigh-Northampton Airport Authority governing the entry, parking or movement of vehicles, which violation is not an offense under any statute under the Commonwealth of Pennsylvania, commits a summary offense and upon conviction, shall be sentenced to pay a fine which shall be not less than \$0.00 nor more than \$500.00 for each offense exclusive of cost..

6. Severability of Provisions. If any section, subsection, paragraph, sentence, clause or phrase of these Rules and Regulations should be declared invalid of any reason whatsoever, such decision shall not affect the validity of the remaining portions of these Rules and Regulations, which shall remain in full force and effect; and to this end the provisions of these Rules and Regulations are hereby declared to be severable.

Lehigh-Northampton Airport Authority