

Memphis-Shelby County Airport Authority Rules and Regulations



June 2015

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY RULES AND REGULATIONS

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1.0 ORGANIZATION

1.1 SCOPE

The Memphis-Shelby County Airport Authority Rules and Regulations (Rules and Regulations) are designed for the safety and benefit of all Airport tenants and users and for the efficient operation of Memphis International Airport, General DeWitt Spain Airport, and Charles Baker Airport (Airport). The Rules and Regulations set forth herein shall apply to all airports owned by the Memphis-Shelby County Airport Authority (MSCAA) unless specifically identified as applicable only at a specified airport or airports.

The adoption of these Rules and Regulations is not intended, nor should it be construed, to grant any property right or expectation to any person or company whatsoever. MSCAA expressly reserves the right to amend these Rules and Regulations at any time and in any respect, as well as reserving the right to amend any agreements entered into pursuant to the terms thereof by mutual concurrence of MSCAA and the holder of any such agreement. Additionally, MSCAA reserves the right to limit or restrict access to any area of the Airport, without the issuance of prior notice, for reasons including, but not limited to, safety and security of the general public, construction or renovation work at the Airport, or acts of God.

All users and any persons on MSCAA property shall be governed by these Rules and Regulations and by any emergency amendments or directives issued by MSCAA. It shall be the responsibility of all persons, firms, and other business entities on the Airport, to acquaint themselves with and adhere to the Rules and Regulations at all times.

These Rules and Regulations supersede all those previously published and are subject to change at any time. MSCAA will keep a current copy of the Rules and Regulations on its website (<http://www.mscaa.com/>).

These Rules and Regulations are not intended to amend, modify or supersede any provision of federal, state, or local law or ordinance. Nor are they intended to conflict with any specific contractual agreement of MSCAA and shall, insofar as possible, be interpreted so that no such conflict shall exist.

1.2 DEFINITIONS

The following words and phrases, as used in these Rules and Regulations, shall have the meaning indicated herein:

Access Control System – A system comprised of access control devices that are designed to prevent or limit entry to areas of the Airport

Access Control Device – Any device used to control access from the non-secure or public side of the Airport into sterile, restricted or secure areas of the Airport, which may include but is not limited to fences, gates, locks, doors, turnstiles, and the devices that lock and unlock those portals

Aeronautical Activity – Any activity or service that involves, makes possible, facilitates, is related to, assist in, or is required for the operation of Aircraft or which contributes to or is required for the safety of such operations

Air Operations Area (AOA) – A portion of the Airport, specified in the Airport Security Program, which includes aircraft Movement Areas, aircraft parking areas, loading ramps, and safety areas.

Air Traffic Control (ATC) – Air traffic control facilities located at the Airport, and operated by the Federal Aviation Administration, which include, but are not limited to tower, ground, approach, clearance, and departure functions.

Air Traffic Control Tower (ATCT) – Air traffic control facility located at the Airport, and operated by the Federal Aviation Administration

Aircraft – Any equipment, manned or unmanned, invented, designed or used for flight in the air

Airman – Any individual who acts as a pilot, mechanic member of the crew, in the navigation of Aircraft

Airport – Memphis International Airport, General Dewitt-Spain Airport, and Charles W. Baker Airport

Airport Certification Manual – A document required by the Federal Aviation Administration detailing the Airport’s requirements as contained in Federal Aviation Regulation Part 139

Airport Emergency Plan – The Airport’s plan for responding to emergencies on the Airport

Airport Security Coordinator – Person designated by the Airport security plan to be the Airport’s primary and immediate contact with the Transportation Security Administration

Airport Security Program – A document required by the Transportation Security Administration detailing the Airport’s requirements as contained in Code of Federal Regulations, Title 49, Part 1542.

Board – Board of Commissioners of the Memphis-Shelby County Airport Authority

City – City of Memphis or City of Millington, as applicable

Commercial Air Carrier (Carrier) – An entity that undertakes directly by hire, lease or other arrangements to engage in the carriage by Aircraft of persons or property for compensation, which includes, but is not limited to, all classes of air carriers as defined by the Federal Aviation Administration

Commercial Operator – Any operator conducting operations of Aircraft for commercial purposes

Commercial Vehicle - Any vehicle engaged in transporting persons or property for a business entity, whether a fee for such service is paid, directly or indirectly, by the customer, which includes, but is not limited to, taxicabs, transportation network companies, limousines, shuttles, courtesy vehicles, delivery vehicles, charter buses, and scheduled buses.

Common Use Gate – Any gate not assigned by MSCAA for preferential use by a signatory airline

Concessionaire - An entity that has entered into an agreement with MSCAA to operate a gift shop, restaurant, car rental agency, or other service provider at the Airport

Exclusive Area Agreement (EAA) – A written agreement between a Tenant and MSCAA that grants the Tenant responsibility for certain security procedures as outlined in the EAA

Engine Run-Up – The operation of any Aircraft engine above idle speed for observation or maintenance purposes

Federal Aviation Administration (FAA) – An agency of the United States Department of Transportation, it is the national aviation authority of the United States and has authority to regulate and oversee all aspects of American civil aviation

Federal Aviation Regulations (FAR) - Rules prescribed by the FAA governing all aviation activities in the United States that are part of Title 14 of the Code of Federal Regulations (CFR) and are designed to promote safe aviation for the protection of pilots, flight attendants, passengers, and the general public

Fixed Base Operator (FBO) – Any person or entity on Airport property engaged in the business of sale of Aircraft, Aircraft parts, fuel/oil for Aircraft, rental of Aircraft, operation of a flying school, or the rendering of any service to Aircraft

Hazardous Materials – Any element, compound, chemical, substance, flammable material, explosive, radioactive material, oil, petroleum, petroleum product, asbestos, lead paint, polychlorinated biphenyl, material, or waste that are or become regulated, identified, defined, listed, or otherwise classified as a contaminant, pollutant, toxic pollutant, or toxic or hazardous substance, or a regulated substance under any federal, state or local law, statute, ordinance, rule, regulation, policy or guidance document; or that is defined, listed or otherwise designated as a “hazardous substance,” a “hazardous waste,” a solid waste” or a regulated substance in or under the following laws and/or the regulations adopted and publications promulgated pursuant to, and any amendments thereto; or that are so designated by the agencies listed below:

- the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. §9601, et seq) (“CERCLA”)
- the Hazardous Materials Transportation Act (49 U.S.C. §1801 et seq) (“HMTA”)
- the Resource Conservation and Recovery Act (42 U.S.C. §6901, et seq) (“RCRA”)
- the Clean Water Act (33 U.S.C. §1251, et seq) (“CWA”)
- the Clean Air Act (42 U.S.C. §7401, et seq) (“CAA”)
- the Toxic Substances Control Act (15 U.S.C. §2601, et seq) (“TOSCA”)
- the Tennessee Hazardous Waste Management Act of 1983 (T.C.A. §63-212-201, et seq)
- the Tennessee Petroleum Underground Storage Tank Act (T.C.A. §68-212-101, et seq)
- the Tennessee Water Quality Control Act of 1977 (T.C.A. §69-3-101, et seq)
- the Tennessee Air Quality Act (T.C.A. §68-201-101, et seq)
- the Tennessee Solid Waste Disposal Act (T.C.A. §68-211-101, et seq)
- the United States Department of Transportation Table (49 CFR 172.101)
- United States Environmental Protection Agency (40 CFR 302)

Identification Badge – The badge issued by the Memphis-Shelby County Airport Authority that identifies individuals and grants them rights and privileges which may include, but are not limited to, parking, access to secured areas or the ability to provide commercial services on Airport property

Loading Bridges – Enclosed, movable connector to Aircraft, allows passengers to board and disembark an Aircraft without having to go outdoors

Memphis Airport Police Department (MAPD) – The Airport police department and members responsible for law enforcement at the Airport

Movement Area – Runways, taxiways and other areas of the Airport used for taxiing, take-off and/or landing of Aircraft, exclusive of Aircraft loading ramps and parking areas

Non-Movement Area – Service areas on the Airport such as roads, ramps, taxiways that are related to movement of Aircraft and vehicles whereon ATC may provide information for these areas, however, that is advisory only and does not imply control or responsibility of non-movement areas by MSCAA

Notice of Violation (NOV) – Formal written notice of a violation of these Rules and Regulations

Passenger – Person traveling to or from the Airport via plane, automobile or other conveyance while on Airport property

President – The President of MSCAA or his designee

Ramp or Apron – An area of the Airport within the AOA designated for the loading, unloading, servicing, or parking of Aircraft

Runway – A surface reserved exclusively for the landing and take-off of Aircraft

Security Identification Display Area (SIDA) – Any area identified in the Airport Security Program requiring each person to continuously display on their outermost garment, above the waist, an Airport approved identification badge unless under Airport-approved escort

Service Animal – Any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability

Solicitation – A request, direct or indirect, for money, credit, property, financial assistance, or other thing of value in pursuit of a commercial activity or for religious, political or charitable purposes. Solicitation, as defined herein, shall be deemed completed when communicated to any person located upon the Airport.

Taxiway – A surface used primarily by Aircraft to proceed to and from Ramps and Runways

Tenant (Lessee/Grantee/Permittee) - A person, corporation, or any other entity who occupies or rents property on the Airport or who is authorized to conduct business operations of any kind on the Airport premises

Transportation Security Administration (TSA) – A division of the Department of Homeland Security created as a result of the Aviation and Transportation Security Act of 2001 that is charged with the responsibility of day-to-day Federal security screening operations for Passengers’ air transportation

1.3 POWERS OF THE AIRPORT PRESIDENT

The President is empowered to issue such directives and take such actions, within his/her sole discretion or judgment as are necessary or desirable to protect persons and property and expedite operation of the Airport and such directives and actions shall have the force of a rule and/or regulation.

1.4 CONFLICT WITH OTHER AUTHORITY

Should any part of these Rules and Regulations conflict shall federal or state law or local ordinance, then such federal, state or local authority will take precedence. If any provision of these Rules and Regulations or the application thereof to any person or circumstance is held invalid, the remainder of these Rules and Regulations shall not be affected and shall remain in full force and effect.

1.5 ENFORCEMENT AND COMPLIANCE

Individuals and entities using the Airport shall comply with all applicable rules and regulations and directives of the President and shall comply with written or oral instructions issued by the President to enforce these Rules and Regulations.

1.6 AMENDMENTS AND SPECIAL NOTICES

Future amendments and additions to, or deletions or corrections of, these Rules and Regulations may be promulgated by the President and an updated copy of the Rules and Regulations shall be posted on the MSCAA website. The President may modify these Rules and Regulations as deemed necessary for the operation of the Airport and the safety of employees, Passengers and the general public during an emergency. Special notices, which carry the same obligation as these Rules and Regulations, may be authorized by the President to management important issues on a temporary basis. Such special notices shall expire within 180 days if not formalized through a permanent change to these Rules and Regulations.

2.0 GENERAL RULES

2.1 GENERAL

All persons and entities shall conduct activities and render services on Airport property in a safe, reasonable and efficient manner.

2.2 LIABILITY

MSCAA assumes no responsibility for loss or damage to persons or property while on MSCAA property.

2.3 RESTRICTED AREAS

No person or vehicle shall enter into the SIDA except when properly displaying or when escorted by an individual properly displaying an approved Identification Badge in accordance with the Airport Security Plan.

2.4 SIGNS AND WRITTEN MATTER

Other than provided in Tenant leases, no person or entity shall post, distribute, or display signs, advertisements, circulars or other written materials at the Airport without the express written consent of the President and the manner as prescribed by the President.

2.5 SANITATION AND CLEANLINESS

Garbage, refuse, papers and other materials shall be placed in MSCAA approved receptacles in MSCAA approved locations provided for that purpose. MSCAA has an active recycling program and encourages maximum recycling of items to include paper, cardboard, plastic, glass, metal, aluminum, and polystyrene foam. All persons and entities on the Airport shall take steps to ensure that personal property, garbage and other materials are not carried, blown, scattered, deposited or dumped in or upon the Airport. All trash containers shall be covered. Leaving trash outside of approved containers is prohibited.

2.6 FIREARMS

Only MAPD, authorized wildlife hazard management personnel, fully commissioned law enforcement officers, and armored car company employees under escort by MAPD shall carry firearms in areas restricted by law on the Airport. Other persons authorized by local, state, or federal government to carry firearms in the performance of their official duties shall have prior written approval of the President.

2.7 LOST ARTICLES

No person shall abandon any personal property on the Airport. Found articles are to be turned into MAPD.

2.8 ANIMALS AND WILDLIFE

No person shall hunt, pursue, trap, catch, injure or kill any animal on the Airport except authorized personnel carrying out animal control functions approved in writing by the President. No person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport, unless authorized to do so in writing by the President. No person shall bring into any Airport terminal building any animal that is not appropriately caged with the exception of service animals, or other animals approved in writing by the President.

2.9 STORAGE OF EQUIPMENT

Tenants shall store or stock material or equipment in a neat and orderly manner and in a manner so as not to constitute a hazard to persons or property. Equipment stowed in the vicinity of the fuel farm shall not block access to fuel tanks or Airport movement areas.

All active and inactive ramp equipment and vehicles shall be parked and kept in a neat and orderly manner and only in approved locations. No receptacles, chests, cases, or housings shall remain on the apron or ramp areas without prior written approval by the President.

Equipment, vehicles, and other items stored or parked in an unauthorized location shall be removed and impounded by MSCAA. Thirty days after being impounded, the property may be disposed of in a manner deemed appropriate by MSCAA. All fees incurred in the impoundment and disposal process shall be assessed to the owner of the property.

2.10 SKATES AND SKATEBOARDS

The use of skates, skateboards, and similar devices is prohibited on the Airport.

3.0 PROPERTY REGULATIONS

3.1 CONSTRUCTION AND ALTERATION

All construction and alteration work must have prior written approval by the President. To obtain MSCAA approval, all proposed construction and alteration work must: be compliant with all local, state and federal regulations; have all required permits; and be compliant with all requirements for Airport construction and/or alteration as may be indicated by lease or special facility agreements. Additionally, for all construction and alteration work, the proponent must submit to the MSCAA as-built drawings in MSCAA-required format within 30 days of project completion.

3.2 SIGNS

No person or Tenant, shall post or display signs or banners, including electronic signs, except as approved in writing by the President.

3.3 DAMAGE TO AIRPORT PROPERTY

Any person or entity causing or responsible for injury, destruction, damage or disturbance to Airport or public property shall report such damage to MAPD immediately and, upon demand by the Airport, shall reimburse the Airport for the full amount of the damage.

3.4 RADIO, WIRELESS INTERNET AND OTHER ELECTRONIC COMMUNICATIONS

No person shall install any radio, satellite, wireless internet or other electronic communications equipment on Airport property without the prior written approval of the President.

4.0 FIRE & SAFETY REGULATIONS

4.1 HAZARDOUS MATERIALS AND EXPLOSIVES

No person shall store, keep, handle, use, dispense, or transport, in or upon the Airport any Class 1 or Class 2 explosives (as defined in the United States Department of Transportation Regulations for transportation of explosives and other dangerous articles), dynamite, nitroglycerine, black powder, fireworks, firearms ammunition (except as authorized), ether, liquid shellac, kerosene, turpentine, formaldehyde, other flammable solids, corrosive liquids, prussic acid, phosgene, arsenic, carbolic acid, potassium cyanide, tear gas, lewisite, any Class 1 poison (as defined in the Department of Transportation Regulations for transportation of explosives and other dangerous articles), or any other poisonous articles, liquids, gas, any compressed gas, or any radioactive articles, substance or material, at such time or place or in such a manner or condition as to unreasonably endanger persons or property.

No person, except as permitted by the FAR or the Shelby County Fire Code, shall store, keep, handle, dispense, or transport any explosives or other dangerous articles that are barred from civil Aircraft on Airport property.

4.2 FIRE EXTINGUISHERS

All Tenants shall supply and maintain such adequate and readily accessible fire extinguishers in compliance with applicable law. All fire safety equipment shall be maintained in first class operating condition.

Every Aircraft refueling vehicle shall be equipped with a minimum of two (2) 20B/C fire extinguishers. A fire extinguisher shall be readily accessible from either side of the vehicle. All other vehicles for which a class 2/2L operator's permit is required shall be equipped with a fire extinguisher as designated by the fire marshal and shall, at a minimum, be two-pound dry chemical extinguishers or four-pound carbon dioxide extinguisher.

4.3 FUEL HANDLING

All fuel shall be handled and stored in accordance with all applicable federal, state, and local laws.

All persons engaged in Aircraft fueling operations shall be trained in accordance with FAA standards.

No Aircraft shall be refueled or defueled while the Aircraft engines are running, or Aircraft is being warmed by the application of heat, or while such Aircraft is in a hangar, or congested or closed area, or Aircraft radar is turned on. It is recognized that certain airlines have detailed procedures, approved by the FAA, for fueling or defueling with engines running. In such cases, where required by operational necessity, MSCAA shall be notified prior to commencement of such operation, and the operation shall be conducted in accordance with FAA approved procedures for that airline.

Aircraft refueling units shall not be located, or parked under any portion of Aircraft, nor in any position where such unit would obstruct egress from any Aircraft should fire occur during fuel transfer operations.

Prior to the fuel servicing, the Aircraft and the refueling unit shall be grounded to a point or points with zero (0) electrical potential in the order indicated below, and when servicing is complete in the reverse order to prevent the possibility of static ignition of volatile liquids:

1. Aircraft to apron or ground,
2. Refueling unit to ground,
3. Refueling unit to Aircraft, and
4. Refueling nozzle to Aircraft, if applicable.

When malfunctioning of refueling equipment is detected, all refueling shall cease immediately and the malfunction remedied or the entire unit replaced with another. Any malfunctions or irregularity detected on or within the Aircraft being serviced shall be brought to the attention of the Aircraft owner or operator immediately.

When fueling over a wing, the nozzle shall be bonded with a nozzle bond cable having a clip or plug to a metallic component of the Aircraft that is metallically connected to the tank filler port. The bond connection shall be made before

the filler cap is removed. If there is no plug or receptacle or means for attaching a clip, the operator shall touch the filler cap with the nozzle spout before removing the cap so as to equalize the potential between the nozzle and the filler port. The spout shall be kept in contact with the filler neck until fueling is completed.

Crews engaged in fueling or defueling operations for Aircraft, tenders, dispensing equipment or storage tanks shall exercise extreme caution to prevent spills. When spills occur, servicing shall cease immediately and the operator shall see that spills are removed or absorbed with suitable material and shall notify MSCAA.

Fueling operators and air carriers shall ensure that suitable material for absorbing spilled fuel and a suitable container to catch overflow is readily available to persons engaged in fueling and defueling operations.

All fueling equipment and associated safety equipment, including but not limited to grounding components and fire extinguishers shall be maintained to FAA standards at all times.

At least one emergency shutoff control station shall be conveniently accessible to each fueling position and access to the station shall be kept clear at all times.

All emergency fuel shutoff devices shall be operationally checked every three months. Records shall be kept of such checks by all fueling operators.

When a valve or electrical device is used for isolation during maintenance or modification of the fuel system, it shall be tagged and locked. The tag and lock shall not be removed before the modification is complete.

Transfer of fuel from one tank vehicle to another tank vehicle within two hundred (200) feet of an Aircraft is prohibited.

Fuel nozzles shall not be dragged upon the ground.

4.4 SELF-FUELING STANDARDS

Self-fueling may be permitted only under the control of the MSCAA where such service is not provided by the FBO or other qualified fueling contractor. Persons at General DeWitt Spain Airport and Charles W. Baker Airport shall obtain a permit from MSCAA prior to beginning self-fueling operations and shall comply with the requirements of Minimum Aircraft Fueling Standards for General DeWitt Spain Airport and Charles Baker Airport set forth in Appendix B of these Rules and Regulations.

No fueling, defueling, or flammable liquid transfer shall be allowed within any Aircraft hangar.

No flammable or combustible liquid shall be dispensed into or removed from a container, tank, vehicle or Aircraft, except in locations approved by the fire marshal and the President.

All persons engaged in fueling and defueling operations shall be trained in the safe operation of the equipment they use, the operation of emergency controls, and the procedures to be followed in an emergency.

4.5 STORAGE OF FLAMMABLE OR COMBUSTIBLE MATERIAL

No Tenant, shipper, individual or other entity shall possess or store any flammable or combustible liquids, gasses, explosives, rapid burning substances, or large quantities of ordinary combustibles in hangars, buildings or grounds of the Airport except in rooms specifically approved in writing for such storage by the President in accordance with all applicable local, state, and federal regulations governing such materials.

4.6 DUTY TO REPORT

All fuel spills, regardless of size, shall be reported to the Airport Communications Center by calling (901) 922-8298 as soon as possible.

4.7 OPEN FLAME OPERATIONS

Any operation involving flame and/or welding of any type shall require a hot work permit from MSCAA. Hot work permits can be obtained Monday-Friday during regular business hours by contacting the MSCAA Building Maintenance Supervisor at (901) 922-2279.

4.8 FUEL STORAGE TANKS

All fuel storage tanks shall be registered with the Tennessee Department of Environment & Conservation (TDEC) and MSCAA.

4.9 SMOKING

Smoking of cigarettes, cigars, pipes, and electronic cigarettes is prohibited in all hangars, buildings, rooms, terminals, and aprons of the Airport unless posted as a designated smoking area. This regulation applies to all public and non-public areas including restaurants, bars, lounges, and Tenant leased areas except as expressly authorized in writing by the President.

4.10 TRASH AND EMPTY CONTAINERS

Uncovered trash containers on the Apron and Ramp areas are prohibited.

4.11 AIRCRAFT REPAIRS

Aircraft repairs are prohibited on the Airport, except in areas approved in writing for such activity by the President.

4.12 MAINTENANCE OF EXITS

No obstruction or stored item shall be placed in front of or near a required exit and no exit shall be altered unless approved by the President.

4.13 HIGH-VISIBILITY SAFETY APPAREL

All persons within the Memphis International Airport AOA at the main passenger terminal shall wear high-visibility safety apparel meeting ANSI/ISEA Conspicuity Class 2 or Class 3 standards. The following are exempt from this requirement:

- a) Passengers traveling between the terminal building and an Aircraft,
- b) Flight crew members traveling between the terminal building and an Aircraft, or within the operational footprint of their Aircraft,
- c) Pedestrians within 10 feet of a permanent building structure,
- d) Pedestrians within the boundaries of a painted walkway/crosswalk, and
- e) Public safety/law enforcement personnel, in accordance with their specific operational requirements.

5.0 AERONAUTICAL OPERATIONS

5.1 GENERAL PROVISIONS

All aeronautical activities at and above the Airport shall be conducted in compliance with applicable law, current pertinent regulations and directives of the FAA, and, to the extent applicable, with orders issued by the President.

5.2 OPERATION OF AIRCRAFT

No Aircraft shall land or take off from the Airport unless it is equipped with brakes or positive means to assure adequate ground control. No Aircraft shall be operated anytime a member of its flight or service crew is under the influence of any alcohol, liquor, narcotics or habit forming drugs and/or substances that would inhibit or impair motor and/or cognitive abilities.

No Aircraft shall land or takeoff from the Airport unless it is equipped with a properly functioning two-way radio capable of communicating with ATC.

Two-way radio communication with ATC shall be maintained while any Aircraft is under tow except in Tenant leased areas.

All Aircraft taxied, towed or otherwise moved at the Airport shall proceed with position lights and rotating beacons on during the hours between sunset and sunrise.

5.3 AIRPORT TRAFFIC RULES

Movement of Aircraft on the AOA and in flight traffic patterns shall be conducted in accordance with applicable FAR and ATC instructions.

The President may delay or restrict any flight or other operations at the Airport whenever such action is deemed necessary in the interest of safety and may refuse take-off clearance to any Aircraft for any infraction of these Rules and Regulations.

5.4 TAXIING AND TOWING OF AIRCRAFT

Where applicable, no person shall taxi or tow any Aircraft upon the Movement Area until they have received clearance from ATC. No person shall taxi or tow an Aircraft upon the ramp, approved parking space or parking area until they have ascertained there will be no danger of collision with other Aircraft, vehicles, persons or objects in the immediate area.

Persons taxiing Aircraft shall have either a valid FAA pilot's license or valid Class 3 operators permit issued by MSCAA.

Aircraft shall be taxied at speeds that will ensure complete control at all times.

Aircraft shall not be taxied in or out of hangars.

Aircraft pushback operations shall not be conducted except under the guidance of a ground marshaller.

All operators of tugs shall ensure that they are able to operate safely on standard taxiways and follow standard safety procedures as defined by the Aircraft manufacturer when towing Aircraft.

Aircraft shall be properly illuminated during periods of low light and darkness when under tow.

Aircraft power-back operations are not authorized at Memphis International Airport without the express written approval of the President.

5.5 ENGINE RUN-UPS

Aircraft shall not perform Engine Run-Ups or prolonged engine test operations in any area other than where specifically authorized in writing by the President.

No person will start or run any engine in an Aircraft unless a competent trained person is in the Aircraft attending the engine controls. Chocks shall always be placed in front of wheels unless the Aircraft is equipped with adequate parking brakes.

Engine Run-Up operations are not authorized between 2200 and 0600 local time unless specifically approved in writing by the President.

5.6 PARKING OF AIRCRAFT

No person shall park Aircraft in any area on the Airport other than where specifically designate by MSCAA or otherwise approved in writing by the President. No Aircraft shall be left unattended on the Airport unless in a hangar or adequately secured. The landing gear of every Aircraft shall be chocked with wheel blocks or other approved devices. Upon direction from the President, the operator of any Aircraft parked or stored at any area of the Airport shall move the Aircraft from the place where it is parked or stored to any other designated place. If the operator refuses to comply with such direction, MSCAA may tow the Aircraft to such designated place at the operator's expense, and without liability for any damage that may occur.

5.7 DISABLED AIRCRAFT

Any disabled Aircraft or parts thereof interfering with normal runway or taxiway traffic, upon request by the President, shall be removed from the runway or taxiway. If the owner, pilot or their agent fails to comply with the request and MSCAA determines such Aircraft is interfering with the safe and/or efficient operation of the Airport, the President may cause removal of such Aircraft or parts at his discretion and in any manner deemed appropriate under the circumstances. The full risk and expense of such removal shall be assessed against the owner without liability to MSCAA.

5.8 AIRCRAFT EMERGENCIES

In the event of Aircraft emergency, MSCAA, in conjunction with the Aircraft operator, shall be the sole coordinating and governing agency for all concerned parties.

MSCAA shall have the responsibility of providing and designating access gates in the perimeter fencing of the Airport for use by Air Rescue Firefighting (ARFF) equipment. The President reserves the right to deny access to the Airport to any person during an emergency which shall include Tenants, media personnel, and others.

When by virtue of the kind, type and mission of the Aircraft, it becomes necessary to provide security at the scene of a crash, the owner/operator of the Aircraft or his duly authorized agent shall be responsible for obtaining, providing and maintaining its own security. When such a need arises, MSCAA shall be informed prior to and after crash scene security has been applied. Security requirements shall not be used as a means to hinder or delay removal of Aircraft from the scene of a crash on the Airport.

The owner of the Aircraft involved in a crash shall be responsible for organizing and conducting the crash removal activities. Aircraft crashes on runways and taxiways shall be removed from such areas as soon as appropriate. All costs incurred for such removal shall be borne by the owner/operator of the Aircraft.

Runways or taxiways upon which a crash has occurred shall be opened to Aircraft traffic only after the removal of the Aircraft and all resulting debris has been removed to the satisfaction of MSCAA.

If the owner/operator fails, or refuses, or is unable to remove such Aircraft within a reasonable time as determined by the President from the circumstances and conditions of the hazard created by reason of the presence of such Aircraft at such place, the President shall, without liability to the MSCAA, cause the same to be removed and stored off the active airfield and the cost of such removal shall be paid by the owner/operator.

No person shall remove any Aircraft or debris resulting from a crash until authorized by the National Transportation Safety Board or the FAA as appropriate.

The President may, at his discretion, authorize news media access to any crash site when it is deemed that such access will not endanger other persons or property, however, access may be denied to the news media until the President has determined that it is safe to permit such access.

At the earliest opportunity, a damage inspection shall be made by MSCAA and the Aircraft owner/operator to determine the extent of any damage to the airfield, the facilities or buildings of the Airport. Damage so sustained shall be assessed by the President as a claim against the owner/operator of the Aircraft.

5.9 LICENSE REQUIREMENTS

All persons operating Aircraft on the Airport shall have a current and valid pilot license issued by the FAA. The pilot license shall include the appropriate type ratings for the type of Aircraft being operated. Aircraft mechanics possessing valid taxi authorization from the FAA and a valid Class 3 driver license from MSCAA may taxi Aircraft at Memphis International Airport.

5.10 HELICOPTER OPERATIONS

Helicopters are prohibited from taking off or landing on any ramp or Aircraft parking areas at Memphis International Airport and shall air taxi to and from a point in the Aircraft parking apron to the appropriate location as directed by ATC.

5.11 AIRCRAFT RADIOS

All Aircraft operating from Memphis International Airport shall be equipped with two-way radios capable of receiving ATC transmission at all times from any position within the limits of the Memphis International Airport Class B airspace. Aircraft operators shall follow all instructions given by ATC.

Radio contact between pilots of Aircraft and ATC shall be conducted in accordance with the procedures and means of the phraseologies prescribed by the FAA.

5.12 FLIGHT SCHOOLS

Flight schools shall have written FAA approval for each course conducted. A contractual arrangement with MSCAA or a FBO shall be required prior to conducting any flight school or in-flight instruction. Flight instructors shall be responsible for the conduct of their students during dual instruction periods. When a student is flying solo it is her/her responsibility to observe and abide by these Rules and Regulations.

Touch and go landings at Memphis International Airport are permitted only as traffic permits and as approved by ATC.

5.13 GENERAL AVIATION ACCESS TO THE TERMINAL

All FBOs shall have a written agreement with MSCAA in advance to gain access to the Airport terminal for the purpose of enplaning and deplaning connecting Passengers provided such operation is conducted in accordance with applicable security regulations.

The FBO shall pay the applicable fee if the flight is conducted as a charter or if the Passenger is paying any fee for such flight.

Aircraft shall be taxied or towed to a FBO if servicing or repair is required.

6.0 MOTOR VEHICLE OPERATIONS

6.1 GENERAL PROVISIONS

Motor vehicles on roadways and parking lots shall be governed by all traffic ordinances of the City and state law. The driver of any motor vehicle operated within the Airport boundary shall comply with lawful orders and directives of MAPD.

6.2 LICENSING

No person shall operate a vehicle or motorized equipment on the Airport without a valid state driver license.

Only individuals possessing a valid class 2 or class 3 driver license shall operate a vehicle or other motorized equipment on the AOA of Memphis International Airport and be duly authorized to operate such equipment by its owner.

6.3 PARKING

No person shall park a motor vehicle for loading, unloading, or any other purpose at the Airport, except in areas specifically designated for parking and in a manner prescribed by signs, lines, or other means.

No person shall park a motor vehicle at the Airport in a manner that will obstruct traffic, roadways, Aircraft parking areas, or on grassed areas.

The President shall have the right to tow or move any vehicle parked on the Airport that creates a safety or security hazard. Abandoned vehicles on the Airport shall be towed and placed in storage, without liability to MSCAA for any damage that may occur.

Any person claiming a vehicle parked within any of the public parking lots shall pay the full amount due for the period of occupancy, upon presenting a valid claim check. Those persons without a valid claim check shall be charged the full daily rate plus the applicable hourly rate for the time the vehicle was parked in the lot.

6.4 VEHICLE OPERATING REQUIREMENTS

All vehicles entering upon the Airport shall have properly operating brakes, lights, windshield wipers, directional signals and a horn. Windshields and glass shall permit clear and unobstructed vision for the driver. A rotating beacon or strobe is required of all non-escorted vehicles on the Movement Area.

All motorized vehicles operating on the Ramp at Memphis International Airport are required to have both headlights and reflective tape or reflectors on the vehicle when operating.

Persons operating a vehicle on the Airport shall give proper signals and observe the directions of posted traffic signs, MAPD, and Airport operations personnel.

Vehicles entering the AOA shall have signs displaying the company name on both sides of the vehicle at least 12 inches square with letters at least four (4) inches in height and a valid AOA decal issued by MSCAA.

No person under the influence of alcoholic beverages or narcotics shall operate any motorized vehicle or motorized equipment on the Airport at any time. This includes prescription narcotic drugs used for medical purposes that inhibit the driver's ability to safely operate a vehicle.

No person shall operate a vehicle on Airport property if such vehicle is constructed, equipped or loaded so as to be a hazard to persons or property.

Fuel tenders or other large service vehicles shall have a signal person to direct the driver and the driver must remain in the vehicle cab when backing up.

Fuel vehicles and tenders shall at no time be blocked or so positioned as to prevent a rapid removal of the fuel vehicle or tender.

No vehicle shall be operated on any landing area, taxiway, Ramp, or Apron unless specifically authorized by the President or if operated by persons escorted by duly authorized MSCAA or Tenant employees.

6.5 VEHICLE AND DRIVER REGULATIONS

Pedestrians, Aircraft and emergency equipment shall have right-of-way over vehicle traffic at all times. All vehicles shall yield to taxiing Aircraft.

All vehicles shall pass to the rear of taxiing Aircraft and shall pass no closer than two hundred (200) feet horizontal distance or to the side no closer than twenty (20) feet.

All vehicle driving lights shall be lit during periods of darkness or in times of reduced visibility (e.g., rain, snow, or fog) when said vehicle is being operated on the AOA.

Riding on baggage carts, trailer hitches, fenders or other portions of vehicles not equipped with proper seats, running boards, or handrails is prohibited.

The maximum number of baggage carts that can be towed at one time is as follows:

- a) Six baggage carts - each ten feet or less in length,
- b) Four baggage carts – each over 10 feet in length, or
- c) Four dollies with double moveable axles.

6.6 TAXICABS, COURTESY CARS, AND OTHER COMMERCIAL VEHICLES

No person shall solicit, invite or attempt to solicit or invite persons to ride in any motor vehicle for hire unless such activity is conducted in accordance with the express written approval of the President and under such terms and conditions as he may prescribe. No buses or other vehicles for hire shall be operated in any area or over any route other than those prescribed by the President.

6.7 LICENSING AND OPERATORS PERMITS

No person shall operate a vehicle or other motorized equipment without a valid operator's license issued by their state of residence. No person shall operate a vehicle on the AOA without appropriate permits issued by the President.

6.8 PASSENGER CONCOURSES

No motorized vehicles or carts shall be used in any concourse or terminal lobby unless approved in writing by the President.

No vehicle or motorized equipment shall be driven under a concourse except at authorized vehicle pass-through areas as designated by the President.

6.9 SPEED LIMITS

No person shall operate a motor vehicle or other motorized equipment at a speed greater than:

- (a) five (5) miles per hour in designated drive lanes under the terminal and/or concourses;
- (b) fifteen (15) miles per hour on service roads in the vicinity of the terminal, air cargo buildings, and on all aprons and ramps;
- (c) twenty-five (25) miles per hour on all AOA primary and perimeter roadways, unless the area has an otherwise posted speed limit; or

(d) the posted speed limit.

6.10 PRIVATELY OWNED VEHICLES

Privately owned vehicles are prohibited from entering the AOA except as expressly authorized in writing by the President. Personal vehicles of any employee not essential to the official conduct of the employer's business and not requiring operation on the Ramp are specifically prohibited, except in extreme conditions and at the discretion of the President.

Operation of vehicles on the Ramp or Apron shall be essential to the official business of the Tenant and used solely for that purpose, and such Tenant must demonstrate the necessity for operation on the Ramp.

Satisfactory evidence of insurance coverage with minimum Commercial Auto insurance with a combined single limit each accident for Bodily injury and Property Damage of not less than one million dollars (\$1,000,000) must be provided and may be increased at the discretion of the President based on the circumstances.

All vehicles shall be currently registered and licensed for legal operation on the highways of the State of Tennessee.

The requirements in this section do not apply to vehicles owned or operated by Tenants whose leases provide for the right of necessary vehicle access to restricted areas of the Airport.

Vehicles operated by servicing organizations such as suppliers, repair services, and vendors serving Tenants shall operate only as invitees of such Tenants, who shall accept full responsibility and liability for their operation and any consequences arising therefrom. It is expressly noted that these requirements in no way diminish the liability of the owner/operator of such vehicles.

6.11 ACCIDENTS AND REPORTING REQUIREMENTS

All accidents resulting in physical injury requiring transport to a medical facility or property damage to vehicles or facilities shall be reported to the Airport Communications Center at (901) 922-8298. This notification shall be made as soon as practical after any accident.

6.12 REPAIR OF MOTOR VEHICLES

No person shall clean or make repairs to motor vehicles on the Airport, except in designated areas, unless minor repairs are necessary to remove such motor vehicles from the Airport.

No person shall park privately owned vehicles or make repairs to privately owned vehicles inside any Airport building or structure unless specifically authorized in writing by the President.

7.0 ENVIRONMENTAL REGULATIONS

7.1 GENERAL PROVISIONS

All persons engaged in any activity on the Airport shall comply with all applicable local, state and federal environmental laws.

7.2 HAZARDOUS MATERIALS STORAGE

All Hazardous Materials shall be stored in accordance with all applicable local, state and federal rules and regulations and comply with all requirements for labeling, packaging, storage, fire protection and secondary containment where required.

7.3 STORM WATER RUNOFF

No person shall cause or allow non-allowable storm water and non-storm water discharges to be released into the storm water system except as specifically permitted under the Clean Water Act (33 USC 1251 et seq.)

7.4 DUTY TO NOTIFY

In the event of a release or threatened release of Hazardous Materials or other contaminants into the environment the Tenant shall immediately notify MSCAA's Manager of Environmental Services, (901) 922-8754, and the Airport Communications Center, (901) 922-8298. If any claim, demand, action or notice is made against a Tenant regarding the Tenant's failure or alleged failure to comply with any environmental laws or regulations, the Tenant shall immediately notify MSCAA's Manager of Environmental Services, (901) 922-8754 and provide copies of any written claims, demands, actions, or notices so made.

7.5 PERMITS

All Tenants shall submit complete and accurate copies of any permits obtained or compliance orders required under any of the environmental laws, provided that such permits are pertinent to the activities of the Tenant at the Airport.

7.6 ENVIRONMENTAL REMEDIATION

All Tenants shall take such steps as are necessary to remedy and remove any Hazardous Materials and any other recognized environment concerns as defined by ASTM E 1527-00 caused by the Tenant on or under the Airport as are necessary to protect the public health and safety.

7.7 DISPOSAL

No person or entity shall dump or spill any contaminants (as defined by the Environmental Protection Agency (EPA)), including, refuse, oil, oil waste, soil or any material regulated by the EPA in any storm sewer, drainage ditch, or natural drain within or adjacent to Airport property. Costs associated with the cleanup of such dumping or spillage shall be the responsibility of the offender.

No person shall dump or abandon refuse, garbage, debris, or any other type of material on any property owned by MSCAA. Costs associated with the cleanup of such dumping or abandonment shall be the responsibility of the offender.

8.0 COMMERCIAL AND BUSINESS REGULATIONS

8.1 GENERAL PROVISIONS

No person or entity shall engage in any commercial activity on the Airport without first obtaining a written agreement from the President.

8.2 LICENSES

All persons engaging in commercial activity and business activity on the Airport shall acquire and maintain all licenses and permits as required for the conduct of that particular activity by all applicable local, state, and federal regulations.

8.3 ADVERTISING

No person shall post, distribute or display signs, advertisements, circulars, or other printed, written, or electronic material on Airport property or any structure thereon without the prior written approval of the President, or in accordance with the provisions of a lease, contract, or permit with MSCAA.

8.4 COMMERCIAL MEDIA PRODUCTION

No person shall engage in commercial media production such as audio, video and/film, or still photography without the prior written approval of the President.

9.0 NON-COMMERCIAL ACTIVITIES

9.1 SOLICITATION

No person shall solicit funds for any purpose on the Airport without the prior written approval of the President.

9.2 PUBLIC DEMONSTRATIONS AND DISTRIBUTION OF LITERATURE

There shall be no public demonstrations or distribution of literature on the Airport without the prior written approval of the President. Those wishing to engage in such activities are required to submit a written request to the President.

10.0 VIOLATIONS AND ENFORCEMENT

10.1 GENERAL PROVISIONS

All members of MAPD are vested with police powers which give them the authority to arrest and issue citations for any violations of the laws of the State of Tennessee or these Rules and Regulations on Airport property.

Members of the MSCAA Operations Department also have the ability to issue violations of these Rules and Regulations occurring on Airport property.

Upon observation of a violation of these Rules and Regulations, MAPD or a member of the Operations Department may issue an appropriate Notice of Violation. Notification of the violation shall be transmitted to the respective employer.

Individuals and Tenants shall be held responsible for compliance with all Rules and Regulations. Enforcement by MSCAA may include, but is not limited to revocation or suspension of Class 2/3 driver license or ID Badge, personal fines, fines levied against the Airport by federal, state, and local regulatory agencies and/or the cost of cleanup or repair incurred as a direct or indirect cause of the associated violation.

10.2 APPEAL PROCESS

- (a) **GENERAL:** Except as provided in subsection (b) below, appeals for penalties assessed for violations of these Rules and Regulations shall be requested, in writing, to the Director of Operations and Public Safety, Memphis-Shelby County Airport Authority, 2491 Winchester, Suite 113, Memphis, TN 38116 within 15 days of the date of the Notice of Violation. The request shall include a statement of the basis of the appeal (why it was issued in error or that the penalty should be reduced), and any and all supporting material.

The appeal request and supporting material shall be reviewed by the MSCAA Director of Operations and Public Safety or his designee. Written notice of the appeal decision shall be issued within 15 days of receipt of the appeal request by the Director of Operations and Public Safety.

- (b) **SECURITY VIOLATIONS:** Appeals for security violations shall be conducted on the spot by a MSCAA Operations Duty Manager on duty who reviews the circumstances surrounding the incident and determines if the Notice of Violation is warranted. If affirmed, the penalty for said violation is immediately assessed.

A second appeal for security violations may be submitted to the MSCAA Director of Operations and Public Safety within 15 days of the date of the Notice of Violation.

APPENDIX A

COMMERCIAL GROUND TRANSPORTATION RULES AND REGULATIONS

SECTION I - INTRODUCTION AND OBJECTIVES

This Appendix A will (1) promote ground transportation services of the highest quality in a manner that is consistent with public safety and convenience; (2) ensure the efficient movement of passengers to and from the Airport; (3) ensure the efficient use of the limited capacity of terminal roadways, vehicle parking, and vehicle passenger loading/unloading facilities; and (4) establish rates and charges for the collection of revenues, and contract with persons or companies for services incidental to the operation of the Airport in accordance with the Metropolitan Airport Authority Act (TCA 42-4-101 et seq.) which grants MSCAA the power to operate the Airport.

MSCAA reserves the right to change these operating rules and regulations at any time and in any respect. Commercial ground transportation operators will receive either revised pages for this document or separate directives of any changes or modifications. The President may issue directives for the Airport.

This Appendix A establishes operating rules and regulations for all types of ground transportation operations at the Airport, including but not limited to:

- Taxicabs
- Limousines
- Shuttles Operators
- Charter Buses
- Private Vehicles
- City Buses
- Courtesy Vehicles
- Rental Car Operations
- Delivery Vehicles
- Hotel/Motel Shuttles
- Parking Shuttles
- Fixed Base Operator (FBO) Shuttles
- Occasional Users
- Transportation Network Companies (TNCs)

SECTION II - DEFINITIONS FOR APPENDIX A

In addition to the definitions set forth in Paragraph 1.2 of these Rules and Regulations, the following terms specifically apply to this Appendix A. If there is a conflict between the definition of a term in this Section II and Paragraph 1.2 of these Rules and Regulations, the term shall have the meaning set forth in this Section II.

Airport - Memphis International Airport

Automatic Vehicle Identification (AVI) System - A computerized automatic vehicle identification system, which monitors a Commercial Ground Transportation Operator's vehicle(s) activity on the Commercial Drive

Commercial Drive - Roadways designated for loading or unloading Passengers or property from Commercial Vehicles

Commercial Ground Transportation Operator ("Operator") - Any person or enterprise engaged in any type of Commercial Ground Transportation Service

Commercial Ground Transportation Service - The act of providing the carriage of persons or property to or from the Airport in a Commercial Vehicle

Commercial Drive Access Agreement or Concession Agreement - The agreement between MSCAA and an Operator granting access to the Commercial Drive

Cruising - Picking or attempting to pick up Passengers or fares in any location at the Airport other than designated Loading Zones

Decal - A sticker issued by MSCAA for the purpose of identifying various Commercial Vehicles

Geo-Fence – A virtual perimeter or perimeters for TNC Operators. A TNC Operator shall at all times be able to demonstrate to Authority that it has installed Authority-approved Geo-Fence monitoring software that is triggered by or with the TNC Mobile App that allows Authority to track TNC Drivers upon entrance and travel within the Geo-Fence area of the Airport.

Ground Transportation Representative - A MSCAA employee authorized to supervise and control Commercial Vehicle activities, enforce rules and regulations of MSCAA, and assist the traveling public in utilizing Commercial Ground Transportation Services

Holding Areas - Designated locations at the Airport where authorized Commercial Vehicles may wait for eventual access to designated passenger Loading Zones

Limousine/Shuttle - Commercial Vehicle for hire operated pursuant to an agreement with MSCAA, with unmetered rates predetermined on a point to point basis with adequate baggage storage space and operating on routes from the Airport to specified points of destination on a prearranged basis

Loading Zones - Designated spaces for the loading or unloading of Passengers and property

Occasional User - An individual or organization that uses the Commercial Drive at a frequency of less than three (3) times per month

Private Vehicle - A vehicle transporting persons or property, for which no fee is paid directly or indirectly by the passenger or by any other person

Revocation - The discontinuance of a driver's or firm's privilege to operate at the Airport. Written approval by the President is needed for reinstatement

Solicitation - Approaching or initiating a conversation with any person, while on Airport property, or seeking or trying to obtain Passengers for a Ground Transportation Service

Suspension - The temporary discontinuance of a driver's or firm's privilege to operate at the Airport

Taxicab Concessionaire - The holder of a valid City of Memphis permit and an executed taxicab Concession Agreement with MSCAA granting the right to make Passenger pickups at designated Loading Zone in chauffeur-driven Passenger vehicles seating six (6) persons or less, including the driver, that are used for the general transportation of persons, not on a regular schedule, over the streets, on routes or destinations determined by the Passenger.

TNC Driver – A person who is under contract with a TNC Operator to provide transportation services for hire, by use of such person's personal vehicle, to Passengers connected to the TNC Operator by pre-arrangement through the TNC's online-enabled application or digital platform. The term "driver" shall include TNC Drivers for purposes of this Appendix A, unless specifically stated otherwise herein.

TNC Digital ID – A TNC-issued Digital ID available on a TNC Driver's mobile device, which shall allow the Authority to confirm the Driver's identity by color photo, vehicle make, model, and color, license plate number, certificate of insurance, vehicle location on street map in real time, and the electronic equivalent of a waybill that meets criteria set forth in the permit issued by Authority to the TNC.

TNC Mobile App – The Authority-approved smart phone mobile application technology utilized by a TNC to conduct business operations at the Airport.

TNC Operator – A transportation network company (TNC) that uses an online-enabled platform to connect Passengers with TNC Drivers and an effective, executed Commercial Ground Transportation Agreement with MSCAA authorizing TNC Drivers to make Passenger pickups at designated Loading Zones. The terms “Commercial Ground Transportation Operator” and “Operator,” as defined above, shall include TNC Vehicles for purposes of this Appendix A, unless specifically stated otherwise herein.

TNC Vehicle – A Passenger vehicle for hire that is a personal vehicle measuring less than 24 feet in length and 9 feet in width, having a seating capacity for up to seven (7) persons, inclusive of the TNC Driver, and under the legal control of a TNC Operator to provide prearranged transportation for hire to Passengers connected to the TNC Operator using the TNC’s online-enabled application or digital platform. The term “Commercial Vehicle,” as defined in Paragraph 1.2 of these Rules and Regulations, shall include TNC Vehicles for purposes of this Appendix A, unless specifically stated otherwise herein.

Waybill – A physical or electronic document generated prior to accessing the Airport, or in the case of TNC Drivers, the Geo-Fence area, that contains the name of the party to be transported, the pick-up location, the arrival time of the party, and the date and time the transportation was originally arranged, which serves as evidence of prearranged transportation pickup service for a specific Passenger.

SECTION III - APPLICABLE LAWS AND REGULATIONS

The provisions of this Appendix A are governed by all applicable laws and ordinances of the City of Memphis, County of Shelby, and State of Tennessee, executed Commercial Drive Access Agreements, permits, and these Rules and Regulations. All persons engaged in Commercial Ground Transportation Service at the Airport, whether as an operator, driver, employee, or representative of an operator, or otherwise, shall at all times comply with the provisions of these Rules and Regulations.

SECTION IV - GENERAL PROVISIONS

A. Agreement Required

All Operators who provide public transportation services at the Airport are required to hold a Commercial Drive Access Agreement with MSCAA if an Operator’s vehicle(s) accesses the Commercial Drive three (3) times or more per month. When required by the City of Memphis, all Operators must obtain a Certificate of Public Convenience prior to entering into such agreement with MSCAA.

B. Insurance

Each Operator shall comply at all times with the minimum insurance requirements set forth in such Operator’s Commercial Drive Access Agreement with MSCAA, except when Operator is required to comply with substantially similar insurance requirements prescribed by state law.

C. Automatic Vehicle Identification (AVI) System

1. Operators are to comply with all procedures established by MSCAA with respect to the installation, maintenance and use of the AVI System, when applicable. An AVI System transponder-tag will be installed on each Commercial Vehicle that will be providing services at the Airport. Operators shall not modify, adjust, or otherwise tamper with the installed AVI System transponder-tag after installation. Operators are not to remove AVI System transponder-tags without the express written approval of the President. Each vehicle outfitted with an AVI System transponder-tag is assessed an annual fee as set forth herein. All Operators are responsible for the safety and security of each AVI System transponder-tag assigned to their vehicle(s) and for immediately reporting to MSCAA any lost, damaged, or stolen AVI System transponder-tag. All Operators are subject to a \$105.00 transponder replacement fee if it is lost, damaged, or stolen. This provision shall not apply to TNC Operators.
2. Before the commencement date an Operator begins service at the Airport, a list of vehicles that will provide services must be delivered to MSCAA and include vehicle make, model, color, year of manufacture, vehicle length, seating capacity, license number and vehicle identification number (VIN). Operators shall promptly notify MSCAA of any and all changes in vehicles serving the Airport. This provision shall not apply to TNC Operators.

3. Operators shall promptly notify MSCAA of any and all changes in vehicles serving the Airport. Operators are to call MSCAA's Manager of Properties/Ground Transportation at (901) 922-8066 to coordinate installation/removal of AVI System transponder-tags.
4. TNC Operators are required to maintain an operable TNC Digital ID on each TNC Driver's mobile device while operating a TNC Vehicle on the Airport. TNC Operators are also required to immediately report to Authority any TNC Driver operating on the Airport with a TNC Digital ID that is not operating properly. Failure to comply with any of these requirements may subject the TNC Operator to a \$500 fine plus Authority's estimated lost revenue. Additionally, the Authority may take any other administrative action that, in its sole discretion, the Authority deems appropriate, including but not limited to, suspension or permanent revocation of all ground transportation privileges.

D. Solicitation

Solicitation within the Airport terminal building must be in compliance with MSCAA's "Meet and Greet" policy. The leasing of ground transportation courtesy telephones or advertising displays within the terminal building from MSCAA as well as mobile applications are acceptable forms of solicitation. Operators who violate this section are subject to a one (1) month suspension for the first offense, two (2) month suspension for the second offense and revocation for the third offense.

E. *Intentionally left blank.*

F. *Intentionally left blank.*

G. Drivers

1. Due to safety and security demands, drivers of Commercial Vehicles are prohibited from leaving vehicles unattended, without the prior written approval of the President.
2. Drivers are to be attired in either a company prescribed uniform or at a minimum, suitable apparel including a shirt with a closeable collar and proper footwear. Company identification should appear on the shirt or outer jacket of company prescribed uniforms. Drivers are not to wear t-shirts, tank tops, shorts or cut-offs. Dress code is subject to change from time to time.

H. Fees

1. Fees are to be paid by all Operators as set forth herein. The President is authorized to amend said fees from time to time as deemed necessary. MSCAA may provide for additional or different fees in specific agreements, in its sole discretion, and such fees shall prevail over similar fees set forth herein.
2. Automatic Vehicle Identification (AVI) Fees
 - a) Permit Fee - An annual fee of \$105.00 per vehicle outfitted with an AVI transponder tag.
 - b) Access Fee -

\$2.00 per access, provided the vehicle length is less than 25 feet. (Does not apply if the Commercial Drive Access Agreement states otherwise. Does not apply when dropping off Passengers on the upper drive.)

\$10.00 per access, provided the vehicle length is 25 feet or greater.
 - c) Dwell Fee - An additional fee for exceeding the authorized use time. The fee is \$2.50 for each five (5) minute period exceeding the authorized use time that is applied.
 - d) Excess Vehicle Fee - An additional fee for exceeding the authorized number of vehicles an Operator may have on the Commercial Drive. The fee is \$3.75 for each vehicle in excess of the authorized limit.

3. Privilege Fee - A fee paid by Operators offering off-airport vehicle parking services in an amount equal to ten percent (10%) of the gross revenue generated from the parking of vehicles.
4. Shuttle and Limo Fee - A minimum monthly guarantee fee of \$125.00 ("Monthly Fee") is due prior to Operator commencing operations. Either the Monthly Fee or six percent (6%) of Operator's monthly gross revenue, whichever is greater but not to exceed \$500.00, is due on or before the first day of each month thereafter.
5. Hotel Courtesy Shuttle Fee - A minimum annual guarantee based on \$3.00 times the number of rooms assigned to Operator's property ("Concession Fee") is due prior to Operator commencing operations. The Concession Fee is due on or before the first day of January each year thereafter.
6. Coach Bus Fee - A per access fee of \$10 for each entrance to the Airport's Commercial Drive ("Concession Fee") is due monthly and is based on the number of Tour Bus Commercial Drive Access Forms completed by Operator's driver upon entering the Commercial Drive. An invoice will be submitted to Operator on a monthly basis.
7. Occasional User Fee – A fee of \$20 for vehicles less than 25 feet in length or \$40 for vehicles 25 feet or greater in length must be paid by cash or credit card prior to entering the Commercial Drive.
8. Taxicab Fees – An annual fee of \$200.00 per taxicab ("Permit Fee") is due prior to Operator commencing operations. The Permit Fee is due on or before the first day of January each year thereafter. A fee of \$2.00 per trip is due from each taxicab prior to entering the Commercial Drive to load passengers.
9. TNC Fees – An annual fee of \$2,000.00 is due prior to TNC Operator commencing operations. The annual fee is due on or before the first day of January each year thereafter. A fee of \$2.00 per trip is due on or before the 15th day of each month and is based on the previous month's activity of TNC Vehicles as tracked by TNC Operator utilizing the Authority's Geo-Fence. The per trip fee is assessed on each trip in which a TNC Vehicle enters the Geo-Fence and picks up a passenger, whether the TNC Driver's TNC Digital ID is operable or inoperable.

I. Traffic Control and Enforcement

1. The orderly flow of traffic through the Commercial Drive is important to MSCAA and all Operators. It is necessary to obey all rules of driving courtesy, speed, and safe operation at all times.
2. Each class of Operators has designated loading and unloading areas. Drivers must use the lanes and areas assigned. However, during emergencies, traffic may be directed contrary to this requirement.
3. Commercial Vehicles shall not be on the Commercial Drive in excess of 15 minutes. Vehicles on the Commercial Drive in excess of 15 minutes are subject to an AVI Dwell Fee.
4. All Commercial Ground Transportation Services will be monitored for compliance by the Memphis Airport Police Department and Ground Transportation Representatives.

J. Commercial Vehicle Requirements

1. The exterior of Commercial Vehicles shall be maintained in a clean condition and present a favorable appearance. Exterior of vehicles shall be completely painted, include all glass, hubcaps, head and taillights, grilles, bumpers, and body trim. Vehicles that have been damaged but remain drivable shall be given a two (2) week grace period, pending MSCAA approval, to perform needed repairs. After such time, the vehicle will be suspended until proper repairs are made.
2. The interior of Commercial Vehicles including the trunk shall be maintained in a condition free of grease, dirt, and trash. Passengers shall be able to use the seats and trunk of the vehicle without concern of soiling or damaging their clothing or luggage. Interior seat fabric must not be ripped. Adequate climate control must provide a reasonable level of Passenger comfort.
3. With the exception of TNC Operators, all Operators must identify their vehicles with a sign. This sign shall state the business name and be placed in clear view on the side of the vehicle or on the dash. Vehicles painted in company schemes

that include the business's name are acceptable in lieu of a sign.

4. TNC Operators must submit all proposed graphics and a written description of the Operator's trade dress and its location on TNC Vehicles to the Authority for approval. All required decals, transponders, and/or trade dress issued or approved by the Authority shall be affixed to all TNC Vehicles at all times and in the manner prescribed or approved by the Authority.
5. For identification purposes, Operators will be required to place an MSCAA-issued decal or AVI System transponder-tag on each Commercial Vehicle's windshield or MSCAA-approved trade dress for TNC Vehicles.
6. Temporary permits issued by the Authority must be displayed in the front windshield of each Commercial Vehicle at all times.

Section V - TRAFFIC MOVEMENT AND RESTRICTIONS

The Airport's terminal roadway consists of two-levels with separate drive segments on each level. The entrance drive divides to the upper and lower level roadways. The exiting traffic from both terminal levels is merged with vehicles from the parking facility. With varying levels of congestion in these areas, the speed limits are set at 15 MPH.

Drivers of Commercial Vehicles must yield to pedestrians whether in a cross-walk or not. All drivers of Commercial Vehicles should be alert to traffic and pedestrian conditions and adjust their speed accordingly.

A. Passenger Loading/Unloading

1. Lower Level.

The lower level divides into three drives. The inside drive is for Private Vehicle traffic only. Only MAPD can authorize a Commercial Vehicle to wait on the inner drive. The two outer drives are reserved for Commercial Vehicles and are not available for use by the general public.

Commercial Vehicles are prohibited from stopping in crosswalks, loading in traffic through lanes, staging vehicles, and double parking. Unattended vehicles are subject to being ticketed and towed at the vehicle owner's expense.

2. Upper Level.

The upper level divides into two drives for immediate unloading of Passengers only. The inner drive is designated as the primary area for Private Vehicles, taxicabs, and TNC Vehicles unloading Passengers on the ticketing level. The outer drive is the only lane available for all other Commercial Vehicles unloading Passengers.

Parking and waiting or staging of Commercial Vehicles is not permitted on the inner drive except as authorized by MAPD. All unattended vehicles are subject to being ticketed and/or towed at the vehicle owner's expense.

3. General.

All Commercial Vehicles shall stop at the curbside of the Commercial Drive for safe loading and unloading of Passengers and shall remain in such areas for only the time required to load and unload Passengers. No Commercial Vehicle should ever attempt to load or unload Passengers in the areas for moving traffic on the Commercial Drive. Safety must always be a primary consideration of every Operator. The Authority reserves the right to restrict the number of vehicles an Operator may have on the Commercial Drive at any given time.

B. Height Limits/Restrictions

1. Upper level drive lanes.....N/A
2. Lower level inner drive lane.....10'-10"

3. Lower level center drive lane.....11'-2"
4. Lower level outer drive lane.....13'-0"
5. Vendor parking area8'-2"
6. Public parking lots.....8'-2"

C. Overheight Vehicles

1. Vehicles with a height exceeding the above limits are classified as "Overheight Vehicles". If a mobile home, tractor trailer, or other Overheight Vehicle inadvertently approaches the Commercial Drive attendant booth, and is lower than 13 feet, the driver will be instructed by the attendant to proceed without stopping through the lower level outer Commercial Drive lane to the service roads. There will be no fee for these vehicles.
2. If the height of the vehicle is determined to be higher than 13 feet, the Commercial Drive attendant will contact MAPD for assistance. Usually, an Overheight Vehicle must be backed up to allow it to exit. This will require MAPD to redirect or stop traffic.

D. Ground Transportation Operations Specifically

1. Taxicabs

Taxicabs will be staged in designated areas on the lower level, center lane for loading Passengers, which shall be done on a "first in – first out" basis. Taxicab Concessionaires may have up to ten (10) taxicabs parked in areas at the Airport designated by MSCAA, but may have eleven (11) taxicabs, if one is an accessible van.

2. Limousines/Shuttles

The limousine/shuttle operators will load their vehicles on the lower level, outer lane in designated locations. See also Occasional Users below.

3. Charter Buses

Charter buses will use the lower level, outer lane for loading Passengers. Charter buses are prohibited from staging on the Commercial Drive. They will be required to wait in a staging area outside of the Commercial Drive until the Passengers have arrived and are ready to board. If the same group has more than one bus, the second bus will enter the Commercial Drive only when the first bus is ready to depart. See also Occasional Users below.

If the charter bus is bringing Passengers to the Airport, they will use the upper level, outer lane. When all Passengers have disembarked and collected their baggage, the bus will leave the Commercial Drive area promptly.

4. Private Vehicles

Special arrangements for Private Vehicles involved in any promotion and that have a need to use the Commercial Drive must request prior written approval from the President. Otherwise, no Private Vehicles will enter the Commercial Drive.

5. City Bus Service

Memphis Area Transit Authority ("MATA") provides a limited scheduled bus service to the Airport. The MATA bus will use the lower level, outer lane for loading and unloading. MATA can stage the bus at their designated stop, which is marked by appropriate signage.

6. Courtesy Vehicles

Courtesy vehicles are vehicles being used by special event groups. A placard with the sponsoring group's name will normally identify these vehicles. No specific drive lane is identified for this group of vehicles. Assignment of the drive lane will be dependent on expected traffic and importance of the event. Limitations will be placed on the number of vehicles permitted on the drives at any given time. Refer to "Special Events" below for further information and restrictions about operations.

7. Delivery Vehicles

No delivery vehicles will be permitted on the commercial or public lanes, unless prior written approval has been received from the President. Delivery vehicles may be assigned to vendor parking provided appropriate fees are paid.

8. FBO Shuttles

Courtesy vehicles used by Fixed Base Operators will use the lower level, outer lane to pick up Passengers and the upper level, outer lane to drop off Passengers.

9. Hotel/Motel Shuttles

Hotel/motel shuttle service Operators will use the lower level, center lane for loading Passengers and the upper level, outer lane for unloading Passengers. Drivers of this type shuttle are not permitted to stage their vehicles on the Commercial Drive.

10. Occasional Users

Limousines/Shuttles considered Occasional Users will use the lower level, center lane for loading Passengers and Charter Buses will use the lower level, outer lane.

11. Parking Shuttles

All parking operators will use the lower level, outer lane for loading Passengers and the upper level, outer lane for unloading Passengers. Parking shuttles may not stage their vehicles on the Commercial Drive.

12. Special Events

There will be times when various conventions, groups, and special events representatives will need access for a courtesy vehicle's use of the Commercial Drive for transportation of their participants. All special events should be coordinated through MSCAA's Manager of Properties to prevent double booking of Commercial Drive space and allow for timely notification to appropriate departments and personnel.

13. Transportation Network Companies

All TNC Drivers will use the lower level, outer lane for loading Passengers and the upper level, inner lane for unloading Passengers. TNC Operators may have up to ten (10) TNC Vehicles parked in areas at the Airport designated by MSCAA.

E. Meet and Greet Services

MSCAA has established the following guidelines for meet and greet services to provide for the expeditious movement of Passengers through the terminal.

1. Operators and organizations holding special events, may meet and greet individuals or groups by the use of hand held signs within designated areas of the terminal.
2. All services of this nature must be conducted in such a manner that does not obstruct the normal flow of pedestrian traffic through the Airport terminal. Drivers must remain with their vehicles and are not permitted to help meet and greet Passengers inside the Airport terminal, unless the Operator or organization has an employee remaining with the vehicle. Drivers may hold signs within the immediate vicinity of their vehicles provided such signs are within the hand held sign guidelines set forth below.

3. Hand held signs may not exceed 15" x 15" nor be less than 8" x 11" in size. Signs must have both the name of the individual or group being met and the name/logo of the Operator, which must not exceed 25% of the sign. The sign is to be of professional quality. Computer generated signs are acceptable.
4. Individuals conducting meet and greet services shall be prepared to provide information about the individual or group being met, including, but not limited to, the Passenger's name, flight number, and arrival time. Operators and organizations shall be prepared to provide MSCAA with a copy of an agreement or letter, to the satisfaction of MSCAA, detailing services being provided to events, groups, or individuals. Operators and organizations found violating the meet and greet services guidelines will be required to discontinue their activities immediately, and Operators may be subject to suspension or revocation of their contractual operating privileges at the Airport.
5. If signs are to be placed in the baggage area to identify the location of transportation, they must be a standard poster board and can either be placed on an easel or within a signpost. They must be of professional quality and require the prior written approval of the President.

SECTION VI - FINES, SUSPENSION, AND REVOCATION OF OPERATING PRIVILEGES

A. Any violation of these Rules and Regulations will be considered a violation of the terms of the contractual agreement entered into between the Operator and MSCAA. All violations will be considered on a case by case basis and a determination made based on the President's sole discretion. Violations can result in the President imposing a fine, suspension, or revocation for any Operator who, after investigation, is found to have violated any of these Rules and Regulations. Penalties for specific violations may be established elsewhere in these Rules and Regulations and, therefore, are not limited to those penalties set forth in this section.

B. Fines/Suspension

1. MSCAA has established the following guidelines for fines.

First offense	\$ 25.00
Second offense	\$ 50.00
Third offense	\$100.00

These fines are general guidelines for violations. The President may impose a higher fine or other penalty, based on the severity of an incident.

2. All Operators are responsible for payment of fines assessed against their drivers and employees. Violation records for individual drivers will be kept on file by MSCAA for two (2) years.
3. In addition to all remedies provided by law, fines and/or Suspension may be imposed for any violation of these Rules and Regulations, including, but not limited to:
 - a. Loading/unloading in inappropriate zones
 - b. Unauthorized staging or waiting in Loading Zones
 - c. Soliciting fares, stationing or waiting in Loading Zones
 - d. Driver not with a vehicle
 - e. Cruising
 - f. Disobeying regulatory signs
 - g. Refusal of fares, except under authorized conditions

- h. Unprofessional conduct
- i. Use of profane language
- j. Providing misleading information as to other Commercial Ground Transportation Services or Operators, or altering Passenger's choice of service
- k. Failure to pay applicable fees
- l. Not having required permit(s), if applicable
- m. Failure to comply with MSCAA's representative's or agent's instructions
- n. Obstructing roadways
- o. Double parking
- p. Driving in an unsafe manner, including but not limited to speeding, backing vehicles on Commercial Drives, stopping in crosswalks to load or unload, and failing to yield to pedestrians
- q. Failure to make proper vehicle repairs

C. Revocation

In addition to all remedies provided by law, Revocation may be imposed for any violation of these Rules and Regulations, including, but not limited to:

1. Failure to pay applicable fees or fines within 30 days of receiving notice from MSCAA
2. Not having required permit(s), if applicable, within 30 days of receiving notice from MSCAA
3. Non-current or no insurance certificate or satisfactory evidence of coverage
4. Overcharging customers
5. Conduct detrimental to the orderly operation of the Airport
6. Conducting illegal activities on the Airport premises that result in a misdemeanor or a felony conviction
7. Conviction of a felony for activities off the Airport premises
8. Any violation of these Rules and Regulations after two (2) Suspensions have been imposed within 24 months

D. Appeal

Violation in all categories will be handled quickly. If the Operator or driver wishes to appeal the notification of a fine, Suspension, or Revocation, they may appeal in writing to the President within 24 hours of notification of the violation. If the President elects to review the appeal, the time, date and place of the hearing will be given to the appellant. The results of an appeal hearing are final.

APPENDIX B

MINIMUM AIRCRAFT FUELING STANDARDS FOR GENERAL DEWITT SPAIN AIRPORT AND CHARLES BAKER AIRPORT

The Minimum Standards for Aircraft Fueling operations are published in two parts. Part I covers requirements for general Aircraft fueling operations. Part II covers requirements for self-fueling. Portions of Part I are applicable to self-fuelers. Therefore, self-fuelers should be familiar with both parts.

All individuals performing Aircraft fueling operations are to comply with the Minimum Standards established herein, unless specific written correspondence to the contrary is received by MSCAA.

Aircraft owners agree to make available for inspection by MSCAA or its duly authorized representatives, all books and records necessary to determine Aircraft owner's compliance with the Minimum Aircraft Fueling Standards (Minimum Standards) during normal business hours, Monday-Friday, 8:00 am -5:00 pm.

PART I

MINIMUM STANDARDS FOR FBO PUBLIC AND SELF-FUELING OPERATIONS

A. INTRODUCTION

Being necessary to protect the public health, safety, welfare, and interests of the Memphis-Shelby County Airport Authority, the following minimum standards are hereby promulgated for Aircraft fueling operations at the General DeWitt Spain Airport and the Charles Baker Airport. These Minimum Standards address General Service FBO and self-fueling operations.

B. DEFINITIONS

In addition to the definitions set forth in Paragraph 1.2 of these Rules and Regulations, the following terms specifically apply to this Appendix B. If there is a conflict between the definition of a term in this section and Paragraph 1.2 of these Rules and Regulations, the term shall have the meaning set forth in this section.

Aircraft - Any contrivance now known or hereafter invented, used or designed for air flight

Aircraft Fuel Dispensing Permit – A permit issued to tenants, allowing them to dispense fuel in their aircraft from their fuel tanks

Airport - General DeWitt Spain Airport and Charles Baker Airport, owned and operated by MSCAA

Airport Manager - The Manager of Airport operations as designated by the President

General Service FBO - A Fixed Based Operator who provides retail aviation fuel, oil sales, and Aircraft maintenance services who is duly licensed and has a written agreement with MSCAA

Minimum Standards - The qualifications established herein, as amended from time to time by MSCAA upon recommendations of the Airport Manager, setting forth the minimum requirements to be met as a condition for the right to conduct any Aircraft fueling

operation on the Airport

MOGAS - Motor gasoline used in specific Aircraft when FAA Supplemental Type Certificate is obtained

Motor Vehicle - Any ground vehicle that is self-propelled

Permittee – An individual or company issued an Aircraft Fuel Dispensing Permit.

NFPA – The National Fire Protection Association

C. FUELING OPERATIONS

1. Aircraft shall not be fueled with the engine(s) running or while in a hangar or other enclosed building.
2. All Aircraft being fueled shall be clear of all hangars and structures by a distance of 25 feet.
3. Prior to making any fueling connection to the Aircraft, the fueling equipment shall be bonded to the Aircraft by use of a cable, thus providing a conductive path to equalize the potential between the fueling equipment and the Aircraft. The bond shall be maintained until fueling connections have been removed, thus allowing separated charges that could be generated during the fueling operation to reunite. Grounding during Aircraft fueling shall not be permitted.
4. When fueling over wing, the nozzle shall be bonded with a nozzle bond cable having a clip or plug to a metallic component of the Aircraft that is metallically connected to the tank filler port. The bond connection shall be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, the operator shall touch the filler cap with the nozzle spout before removing the cap so as to equalize the potential between the nozzle and the filler port. The spout shall be kept in contact with the filler neck until fueling is completed.
5. When a funnel is used in Aircraft fueling, it shall be kept in contact with the filler neck as well as the fueling nozzle spout or the supply container to avoid the possibility of spark at the fill opening. Only metal funnels shall be used.
6. Bonding cables shall be constructed of conductive, durable, and flexible material. Bonding connections shall be electrically and mechanically firm. Jacks, plugs, clamps, and connecting points shall be clean, unpainted metal to provide a positive electrical connection.
7. All fuel trucks, fuel systems and/or other devices shall be equipped, operated, and maintained in accordance with NFPA and Federal Aviation Administration (FAA), specifically NFPA Manual 407 "Aircraft Fuel Servicing" and FAA Advisory Circular 150/5230-4 "Aircraft Fuel Storage", as amended.
8. Pouring or gravity dispensing of fuel into or out of an Aircraft is prohibited.
9. Persons conducting aviation fueling on the Airport shall be required to provide metered pumps to dispense fuel. Mobile and fixed pumping equipment shall have reliable metering devices, be certified by the Tennessee State Department of Agriculture, Weights and Measures Section or the Memphis Weights and Measures Department at least once a year and shall comply with all local, state, and federal regulations and guidelines.
10. All aviation fuel nozzles shall have "dead man" controls that will shut off the fuel flow when the nozzle hand control is released. No "lock open" type nozzles shall be permitted for fueling Aircraft.
11. Each aircraft fuel servicing tank vehicle shall have two listed fire extinguishers, each having a rating of at least 20-B:C, with one extinguisher mounted on each side of the vehicle. One listed fire extinguisher having a rating of at least 20-B:C shall be installed on each hydrant fuel servicing vehicle or cart. Where the open hose discharge capacity of the aircraft fueling system or equipment is more than 200 gallons/minute, at least one listed wheeled extinguisher having a rating of not less than 80-B:C and a minimum capacity of 125lb of agent shall be provided.
12. Extinguishers shall be kept clear of ice, snow and other impediments. Extinguishers located in enclosed compartments shall be readily accessible and locations clearly marked in letters at least two inches high.
13. Fuel servicing personnel shall be trained in the use of the available fire extinguishing equipment they might be expected to

use.

14. Should any fuel be spilled, the steps outlined in the Handling Fuel Spills section below are to be followed. Clean up of any fuel spill from the fueling operation or fuel spill from any portion of any Aircraft is the responsibility of the owner of the Aircraft or fueling agency involved. The cleanup and waste disposal procedure shall conform to those procedures set forth by the Environmental Protection Agency (EPA), Tennessee Water Pollution Control Board, and all other local, state, and federal guidelines. Under no circumstances is fuel to be "washed down", but instead it shall be absorbed with an approved material and disposed of in the manner specified by EPA, local, state, and federal guidelines. All costs of such clean up and waste disposal shall be borne by the Owner of the Aircraft or fueling agency involved.
15. Persons or aviation businesses wishing to supply and dispense aviation fuel for their private use must first apply for an Aircraft Fuel Dispensing permit and then conduct their fueling operations in compliance with NFPA 407 "Minimum Standards for Self-Fuelers" and FAA Advisory Circular 150/523-4 Aircraft Fuel Storage, as amended, before initiating their self-fueling program.
16. Self-fueling shall be conducted in those areas designated at the Airport by MSCAA. An Aircraft owner may service his Aircraft provided he does so personally or with his own full time employee and his own equipment. Any Aircraft owner utilizing an employee to perform Aircraft self-fueling may be required to provide MSCAA evidence of employment.
17. Dispensing of MOGAS for Aircraft use shall meet all requirements of the applicable FAA Supplemental Type Certificate.
18. Aviation or auto fuels shall not be stored within a hangar.
19. MSCAA may suspend or restrict any or all fueling operations at the Airport whenever such action is deemed necessary in the interest of safety.

D. HANDLING FUEL SPILLS

The following actions may be appropriate in the event of a fuel spill at the Airport although each spill shall be treated as an individual case based on such variables as the size of the spill, type of flammable or combustible liquid involved, wind and weather conditions, equipment arrangement, Aircraft occupancy, emergency equipment and personnel available.

1. Stop the flow if possible. If the fuel is discovered leaking or spilling from fuel serving equipment or hoses, operate the emergency fuel shutoff at once. If the fuel is discovered leaking or spilling from the Aircraft at the filler opening, vent line, or tank seams during fueling operations, stop fueling immediately. Evacuation of the Aircraft should be ordered when necessary. The Aircraft must then be thoroughly checked for damage or entrance of flammable liquid or vapors into any concealed wing or fuselage area and corrective action taken as necessary before being placed in normal operational service.
2. Notify the Airport fire crew. The only exception is for a spill less than one gallon. MSCAA personnel should be notified to assure that operations in progress may either be continued safely or halted until the emergency is under control and that corrective measures can be taken to prevent recurrence of a similar incident.
3. It may be necessary to evacuate the Aircraft if the spill poses a serious fire exposure to the Aircraft or its occupants. Do not permit anyone to walk through the liquid area of the fuel spill. If any person has been sprayed with fuel or had their clothing soaked with fuel, they should go to a place of refuge, remove their clothing, and wash his/her body. Individuals whose clothing has been ignited should be wrapped in blankets, coats, or other items or be told or forced to roll on the ground.
4. Mobile fueling equipment and all other mobile equipment should be withdrawn from the area or left as is until the spilled fuel is removed or made safe. No fixed rule can be made as fire safety will vary with circumstances. Shutting down equipment or moving vehicles may provide ignition if no fire immediately results from the spillage.
5. Aircraft, automotive, or spark-producing equipment in the area should not be started before the spilled fuel is removed or made safe. If a vehicle engine is running at the time of the spill, it is normally good practice to drive the vehicle away from the hazard area unless the hazard to personnel is judged too severe. Fuel servicing vehicles in operation at the time of the spill should not be moved until a check is made that any fuel hose that may have been in use or connected between the vehicle and the Aircraft is safely stowed.
6. If any Aircraft engine is operating at the time of the spill, it is normally good practice to move the Aircraft away from the hazard area unless air currents set up by operating power plants would redirect vapor hazards.
7. If circumstances dictate that operating internal combustion engine equipment should be shut down within a spill area

that has not ignited, engine speeds should be reduced to idle prior to cutting ignition in order to prevent backfire.

E. FUEL STORAGE

No fuels shall be stored on Airport property other than in the bulk storage and distribution system owned by MSCAA except for the following:

1. The fuel stored in a tank for the fueling of MSCAA ground maintenance equipment.
2. The mobile fueling vehicle used by the General Service FBO for the purpose of fueling Aircraft.
3. Mobile fueling vehicles operated by self-fuelers with a current permit issued by MSCAA.

F. DEFUELING

1. The transfer of fuel from an Aircraft to a tank through a hose is generally similar to fueling an Aircraft and for which the same requirements shall apply. Each operator shall establish procedures to prevent the over filling of the tank vehicle, which is a special hazard when defueling.
2. When draining residual fuel from Aircraft tanks incidental to Aircraft fuel system maintenance, testing, manufacturing, salvage, or recovery operations, the procedures of NFPA 410 "Standard on Aircraft Maintenance" 2012 edition or as amended, shall be followed.

G. PENALTIES

1. Any person operating in violation of these Minimum Standards or refusing to comply therewith may be removed from the Airport or be denied use of the Airport.
2. Any violation of these Minimum Standards shall be subject to all applicable laws of local, state, and federal agencies.
3. MSCAA may request any person committing a violation of these Minimum Standards to cease all activity on the Airport and may deny such person use of the Airport.
4. In any case in which the FAA, the EPA, or any other governing agency assesses a civil penalty against MSCAA for any local, state or federal regulation violation, MSCAA shall be reimbursed by the person whose act, or failure to act, caused the violation resulting in the civil penalty or by the person whose employee, agent, servant, or independent contractor caused the violation resulting in civil penalty.
5. Any person who continues to violate these Minimum Standards shall forfeit their rights to the use of the Airport. Issuance of multiple citations or warnings for violations in a twelve (12) month period may be considered as a basis for conducting a review of the Tenant by MSCAA. Decisions made based on this review shall be considered binding and may result in termination of the lease/permit.

PART II

MINIMUM STANDARDS FOR AIRCRAFT SELF-FUELING OPERATIONS

A. INTRODUCTION

1. Fuel
5trucks operating

on the ramp, aprons, and at the Airport bulk fuel storage shall be professionally operated, managed, supervised, and

controlled to minimize liability and assure optimum safety. Therefore, the operation of all such specialized fueling facilities, trucks, and bulk fuel storage facilities shall be provided through the Airport's General Service FBO.

2. Recognizing the need to provide individual Aircraft owners with the right to service their own Aircraft, the following Minimum Standards are hereby established to govern self-fueling of Aircraft.
3. These Minimum Standards are established for the purpose of providing the minimum guidelines to be followed by individuals conducting non-public Aircraft fuel dispensing service.
4. All individuals who dispense Aircraft fuel at the Airport other than the General Service FBO shall hold an Aircraft Fuel Dispensing Permit with MSCAA. Such individuals shall hereinafter be referred to as "Permittee."
5. The Definitions section of Part I of this Appendix B shall apply to these Minimum Standards unless a specific definition is set forth herein.

B. APPLICATION FOR PERMIT

Any person, firm or corporation desiring to fuel Aircraft on the premises of the Airport, shall first obtain an Aircraft Fuel Dispensing Permit (Permit) from MSCAA. Each application for a Permit shall be made in writing and filed with MSCAA setting forth in detail the following information:

1. the name and address of the applicant, to include all owners;
2. the number of persons to be employed;
3. the names and qualifications of the persons to be involved in conducting Aircraft fueling operations;
4. the tools, equipment, services, and inventory proposed to be furnished; and
5. the requested or proposed date for commencement of the activity and the term of conducting the same.

C. PERMIT REQUIREMENTS

Upon approval of an application for Permit as submitted or modified, MSCAA shall prepare a Permit setting forth the specific terms and conditions in addition to the following requirements.

1. Original and continued compliance with these Minimum Standards for refueling operations shall be maintained at all times.
2. Any structure or facility to be constructed or placed upon the Airport shall conform with all safety regulations of the NFPA, FAA, State of Tennessee, MSCAA, and any other governmental entity having regulatory authority in connection therewith.
3. MSCAA reserves the right to modify or add to these Minimum Standards.
4. Applicant shall keep and maintain all applicable certificates, licenses and insurance coverage at all times while operating at

the Airport under a valid permit.

5. Self-fuelers shall have fuel vehicles inspected annually by the local fire inspector having jurisdiction over the Airport. Self-fuelers shall provide MSCAA with proof of such inspection before receiving a Permit from MSCAA. A copy of the fire inspector's completed inspection form will be acceptable.
6. The Permit, if approved, shall be in full force and effect until it is relinquished or canceled.
7. If for any reason the applicant should cease operation, the Permit cannot be assigned or transferred and no portion of the annual Permit fee is refundable.
8. Failure to comply or pay assessed fees or penalties shall be considered a violation of these Minimum Standards and shall be just cause to revoke applicant's permit.

D. RESTRICTIONS

Permittees holding a Permit shall be restricted from selling and dispensing Aircraft fuels to other Airport users, including locally based and transient Aircraft. Fueling of any Aircraft not owned by Permittee shall constitute a violation of the Permit and consequently call for immediate revocation of said Permit. Prior to permit issuance or upon request by MSCAA, Permittee shall provide evidence of ownership of any Aircraft being self-fueled.

For purposes of self-fueling, the person fueling an Aircraft must have a material and bonafide interest in the Aircraft they are fueling. MSCAA reserves the right to determine if such interest is consistent with FAA's self-fueling policy.

E. PERSONNEL

Personnel engaged in dispensing Aircraft fuels shall be properly trained in all fueling, handling, and associated safety procedures. Persons who intend to use flammable or volatile liquids on the Airport and/or fuel their own Aircraft shall do so in accordance with the requirements of the National Fire Protection Association, NFPA 407, "Standards for Aircraft Fuel Servicing", and Federal Aviation Administration (FAA) Advisory Circular 150/5230-4, 'Aircraft Fuel Storage', as amended. Observation of activities to the contrary by MSCAA or applicable fire marshal and notification thereof to the Permittee will be cause for re-evaluation of such personnel's qualifications to perform the operation. Failure on the part of the Permittee to correct an unsafe practice shall constitute a violation of the Aircraft Fuel Dispensing Permit and consequently may call for revocation of said Permit.

F. FUELING FACILITIES

1. Bulk fuel deliveries shall only be delivered into a MSCAA approved fuel storage facility/tank.
2. The fuel storage facility/tank shall meet all local, state, federal, NFPA, FAA, and EPA rules and regulations.

G. MINIMUM REQUIREMENTS FOR MOBILE FUELERS

A person operating on the Airport electing to use fuel servicing vehicles or fuelers for the purpose of personally dispensing fuel into their own Aircraft, shall meet the minimum requirements listed below.

1. The person shall own the fueler.
2. Fuelers and their systems shall be maintained and operated in accordance with the EPA, federal, state, and local codes covering fuel dispensing on Airports; NFPA 407; as amended, and applicable sections of FAA Advisory Circular 150/5230-4,

as amended.

3. During the transportation and delivery of fuel onto and off of the Airport, only the entrance, exit, and fueling route designated by the Airport Manager shall be used. During fuel dispensing into the Aircraft, the fueling vehicle shall be positioned with a clear exit path and shall not obstruct other Aircraft or vehicular movements. No fueling vehicle shall be positioned on Airport common use areas, unless the vehicle is involved in an Aircraft fueling operation. As soon as the operation is complete, said vehicle shall be removed from common use areas.
4. Each fueler shall be conspicuously marked in letters of contrasting color, with the word 'flammable' on both sides and rear of the cargo tank, and the wording "emergency shutoff", and other appropriate operating instructions required at the emergency fuel shut off devices in letters at least two inches high. Each fueler shall also be conspicuously marked on both sides and rear of the cargo tank with the type and grade of fuel it contains. Marking and color coding shall be required in accordance with FAA Advisory Circular 150/5230-4, as amended.
5. Aircraft fueling vehicles shall have a minimum of two U.S. listed, 20-BC rated fire extinguishers mounted on opposite sides of the vehicle that are accessible at all times and inspected and serviced annually by a service representative licensed by the Tennessee Department of Commerce and Insurance, Director of Fire Prevention.
6. A fueler cargo tank shall be supported by and attached to, or be part of, the vehicle upon which it is carried.
7. Fueler vehicles shall be parked 50 feet from all buildings at the Airport when not in service.

H. GENERAL RULES FOR ALL SELF-FUELERS

1. All dispensing of fuel shall be performed by authorized employees of the Permittee. An Aircraft owner shall not contract with or permit a second party, such as a fuel service company or fuel contractor to fuel his/her Aircraft. Fueling by a second party is considered a commercial aeronautical activity.
2. All fuel spills shall be reported immediately to the local fire department and MSCAA. Permittee shall be responsible for proper cleanup and removal of all fuel leakage from any fuel facility maintained or used by the Permittee whether performed by Permittee or by an outside agency. The cleanup removal methods shall comply with applicable local, state, and federal requirements.
3. The Airport Manager may immediately suspend any Permittee for violation of any of the terms and conditions of these Minimum Standards.
4. Permittee shall be permitted to self-fuel his/her Aircraft only at the designated Aircraft self-fueling space. The dispensing and delivery of fuel into Aircraft shall be in accordance with all of these Rules and Regulations and all applicable local, state, and federal rules and regulations governing dispensing and delivery of fuel into Aircraft. It shall be the responsibility of the Permittee to stay informed of such rules and regulations at all times.
5. All equipment shall be maintained in a clean, non-leaking condition and is subject to inspection at any time by all governmental agencies regulating Airport fueling operations.
6. Fueling shall not take place within twenty-five (25) feet of a building or within a hangar. Fuel dispensing vehicle/equipment and Aircraft shall be properly bonded and grounded during fueling operations.
7. All fuel dispensing equipment shall only be operated by a "dead man" control system. The operator shall maintain control of the "dead man" system at all times. Under no circumstances shall the "dead man" control be blocked in the "on" or

“open” position.

8. Fueling records shall be kept as required by NFPA and FAA.

I. FEES

1. An annual permit fee of \$250.00 shall be paid to MSCAA by tenants possessing an Aircraft Fuel Dispensing Permit to conduct self-fueling at the Airport. The fee will be used to offset the cost of permit administration, maintaining the self-fueling area and Airport operations.
2. A fuel flowage fee based on a per gallon rate is due semi-annually by the July 10th and January 10th for the previous six (6) month period. A fuel flow report and copies of fuel delivery invoices, or receipts with the appropriate remittance shall be provided to MSCAA. The report shall include the meter readings on each fuel dispenser for the previous six (6) months. One meter reading shall be reported for the last day of the previous month in the semi-annual reporting cycle along with a reading for the last day of the current month. The amount of fuel flowage fee shall be for the amount of fuel dispensed as calculated by subtracting the previous semi-annual reading from the current semi-annual reading. The report shall include all fuel dispensed from Permittee’s tanks, whether bulk storage or mobile storage. True and accurate records shall be kept by Permittee to validate these amounts and the records shall be available for review by the Airport Manager during reasonable business hours.

J. FUEL FLOWAGE FEE

Permittees who choose to self-fuel shall pay a fuel flowage fee to MSCAA, as defined below for all fuel pumped in a calendar year.

Gallons Pumped Per Year Fee in dollars Per Gallon

0-500,000	\$0.03
500,001 – 1,000,000	\$0.06
1,000,001 - 1,500,000	\$0.08
1,500,001 and above	\$0.10

K. FEE MODIFICATION

MSCAA reserves the right to modify the self-fueling permit and fuel flowage fees. Any modification of fees shall become effective after thirty (30) days written notice to the Permittee.

L. INSURANCE

Permittee, at Permittee's sole cost and expense and for the full term of the Permit or any renewal thereof, shall maintain at least all of the following minimum insurance requirements prior to commencing any activities at the Airport and shall comply with all other requirements set forth below.

1. Obtain a comprehensive general liability policy with a minimum limit of not less than \$1,000,000 combined single limit for bodily injury and property damage.
2. List MSCAA and its commissioners, agents, employees, and officers as additional insured on all required insurance policies.
3. Provide MSCAA with a current "Certificate of Insurance" which shall be kept on file in the Airport Manager's office.
4. Give thirty (30) days written notice to MSCAA in the event of cancellation, reduction in coverage, or non-renewal of Permittee’s policy for whatever reason. Such notice shall be sent to:

Vice President of Properties & Business Development
Memphis-Shelby County Airport Authority
Memphis International Airport
2491 Winchester Road, Suite 113
Memphis, TN 38116-3856

M. INDEMNIFICATION

As a condition of receiving a Permit, Permittee shall indemnify, defend and hold harmless MSCAA and its commissioners, officers, agents, and employees; from and against all liability, costs, suits, claims, demands, and actions and all expenses incident to the investigation and defense thereof, based upon or arising out of injuries to persons or damages to property, including property of MSCAA, caused or contributed to by Permittee, its agents or employees in connection with the transportation and storage of Aircraft fuel, the fueling or defueling of Aircraft, or operation of Aircraft fueling vehicles at the Airport.

N. GRANT AGREEMENT COVENANTS

As a condition to receiving a Permit, Permittee shall acknowledge that MSCAA is subject to federal grant agreement obligations as a condition precedent to receiving grant funds for improvement of the Airport, and accordingly, agrees to, and agrees to be bound by, the following covenants provided by the FAA, as they may apply to Permittee:

1. MSCAA reserves the right to further develop or improve the landing area of the Airport as it sees fit, regardless of the desire or view of the Permittee and without interference or hindrance by Permittee.
2. MSCAA reserves the right, but shall not be obligated to Permittee to maintain and to keep in repair the landing area of the Airport and all MSCAA owned facilities of the Airport, together with the right to direct and control all activities of Permittee in this regard.
3. Permittee's Permit shall be subordinate to the provisions and requirements of any existing or future agreement between MSCAA and the United States, relative to the development, operation or maintenance of the Airport.
4. MSCAA its successors and assigns, for the use and benefit of the public, reserve a right of flight for the passage of Aircraft in the airspace above the surface of the premises utilized by Permittee. This public right of flight shall include the right to cause in said airspace any noise inherent in the operation of any Aircraft used for navigation or flight through the said airspace or landing at, taking off from, or operation of the Airport.
5. The Permit shall not be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308a of the Federal Aviation Act of 1958 (49 U.S.C. 1349a).
6. Permittee's Permit and all the provisions thereof and herein shall be subject to whatever right the United States Government now has or in the future may have or acquire, that affects the control, operation, regulation and taking over of the Airport or the exclusive or nonexclusive use of the Airport by the United States during the time of war or national emergency.

O. MODIFICATIONS FOR GRANTING FAA FUNDS

In the event that the Federal Aviation Administration requires, as a condition precedent to granting of funds for the improvement of the Airport, modifications or changes to any Permit issued by MSCAA, Permittee is required to consent to such reasonable

amendments, modifications, revisions, supplements or defections of any of the terms, conditions, or requirements of its Permit as may be reasonably required to enable MSCAA to obtain said FAA funds.

P. ASSIGNMENT

Permit issued by MSCAA are personal to the Permittee and are not transferable or assignable.

Q. FAILURE TO CONFORM TO REQUIREMENT OF PERMIT

If Permittee shall, at any time during the term of its Permit, fail to conform to these Minimum Standards, MSCAA may give thirty (30) days advance written notice of its intent to revoke and terminate any and all rights and privileges granted by said Permit. Permittee shall have ten (10) days after the giving of said notice to either conform to the requirements of the Permit or to file a written notice of appeal to the Airport Manager. The decision of MSCAA to revoke and terminate all permitted rights and privileges shall be final if no such appeal is timely filed or if Permittee continues to fail to conform to the provisions therein.

R. POSSESSORY INTEREST SUBJECT TO TAXATION

Permittee recognizes and understands that its Permit may, but is not intended to, create a real property possessory interest that may be, but is not intended to be, subject to real estate property taxation and that Permittee may be subject to the payment of real property taxes levied on such interest. No such possessory interest tax, or any other tax by any governmental entity shall in any way reduce or substitute for the charges or fees required to be paid. Permittee is required to pay all such taxes when due.

S. TERM

Permits issued by MSCAA shall be effective from the date of issuance for a period of one year unless terminated in writing by MSCAA or Permittee.

T. PERMITTEE NOT AN AGENT OF THE AIRPORT AUTHORITY

Issuance of a Permit or any acts of the Permittee under its Permit shall not in any way create an agent, contractor, licensee, or employee relationship between MSCAA and Permittee for any purpose.

U. NOTICES

All written notices given in conjunction with Permits issued by MSCAA shall be effective upon said notice being deposited in the mail or delivered to the last known address of the Permittee and the following address for MSCAA:

Vice President of Properties & Business Development
Memphis - Shelby County Airport Authority
Memphis International Airport
2491 Winchester Road, Suite 113
Memphis, TN 38116-3856

V. FUEL DISPENSING PERMIT

**ISSUED BY THE MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY TO AUTHORIZE PERMITTEE TO CONDUCT
SELF- FUELING OPERATIONS AT GENERAL DEWITT SPAIN AIRPORT OR CHARLES BAKER AIRPORT**

1. Permittee's permit shall be subordinate to the provisions and requirements of any existing or future agreement between MSCAA and the United States, relative to the development, operation or maintenance of the Airport.
2. There is hereby reserved to MSCAA its successors and assigns, for the use and benefit of the public, a right of flight for the passage of Aircraft in the airspace above the surface of the premises utilized by Permittee. This public right of flight shall include the right to cause in said airspace any noise inherent in the operation of any Aircraft used for navigation or flight through the said airspace or landing at, taking off from, or operation of the Airport.
3. Permittee's permit and all the provisions hereof shall be subject to whatever right the United States Government now has or in the future may have or acquire, that affects the control, operation, regulation and taking over of the Airport or the exclusive or nonexclusive use of the Airport by the United States during the time of war or national emergency.
4. In the event that the Federal Aviation Administration requires, as a condition precedent to granting of funds for the improvement of the Airport, modifications or changes to any permit issued by MSCAA, Permittee agrees to consent to such reasonable amendments, modifications, revisions, supplements or defections of any of the terms, conditions, or requirements of its permit as may be reasonably required to enable MSCAA to obtain said Federal Aviation Administration funds, provided that in no event shall such changes impair the right of Permittee hereunder.
5. If Permittee shall, at any time during the term of its permit, fail to conform to the provisions herein specified, MSCAA may give thirty (30) days advance written notice of its intent to revoke and terminate any and all rights and privileges granted here in. Permittee shall have ten (10) days after the giving of said notice to either conform to the requirements of the permit or to file a written notice of appeal to the Airport Manager. The decision of MSCAA to revoke and terminate all permitted rights and privileges shall be final if no such appeal is timely filed or if Permittee continues to fail to conform to the provisions herein.
6. Permittee recognizes and understands that its permit may, but is not intended to, create a real property possessory interest that may be, but is not intended to be, subject to real estate property taxation and that Permittee may be subject to the payment of real property taxes levied on such interest. No such possessory interest tax, or any other tax by any governmental entity shall in any way reduce or substitute for the charges or fees required to be paid as Permittee is required to pay all such taxes when due.

Date of Issuance:

Airport Name:

Approved as to form and Legality:

General Counsel

Airport Authority

ACCEPTANCE

The undersigned as Permittee hereby agrees, in consideration of the revocable permit granted above, to perform and abide by the terms, conditions, restrictions, and obligations of the permit and the Airport Rules and Regulations.

Date of Acceptance:

Permittee

Address:

Phone Number:

Home:

Work:



Memphis International Airport

Your Responsibilities

In the

AIRPORT SECURITY PLAN

MEMPHIS INTERNATIONAL AIRPORT SECURITY RULES AND REQUIREMENTS

It is your responsibility to read, understand and comply with the following security rules and requirements and know the fines and penalties for non-compliance. By requesting and receiving a Memphis International Airport (Airport) ID/Access Badge (Badge), you have agreed to accept significant and important responsibilities and obligations related to the security of the Airport and the use of your Badge. The potential for serious security violations and even great harm exists anytime an individual issued a Badge fails to use the Badge as required or fails to take appropriate action when confronted with a potential security risk or violation.

In the event you commit a security violation, even if it is your first offense, you may have your Badge temporarily suspended or permanently revoked and you may be subject to disciplinary action by your employer, up to and including termination. Bypassing security checkpoint screening to board an airplane as described below, and/or duplicating, reproducing, or altering a Badge, or using a fake Badge, are all examples of security violations that may result in permanent revocation of your Badge.

If you violate a security rule or regulation, you will receive a Notice of Violation (NOV) which will state the location and type of offense committed. A copy of your NOV will be provided to your supervisor. As soon as practical after you are issued a NOV, you will be allowed the opportunity to discuss your NOV with an Airport Police Supervisor, Operations Duty Manager, and, if available, your supervisor. This discussion is your opportunity to present any information which may influence the decision of the Authority to affirm or overturn your NOV.

If your NOV is affirmed, the penalties can range from a written warning up to permanent revocation, depending on the grade of the infraction. Penalty Grades are I, II, and III. The penalties are listed below. In all cases, however, your Badge may be permanently revoked and/or you may be terminated for your first offense, depending upon the particular facts and circumstances surrounding the offense.

If you are unclear about a particular regulation and/or responsibility, it is your obligation to visit the Airport ID Office to get clarification. Failure to understand these rules and requirements will not excuse or lessen the penalties for non-compliance.

A. BADGE USAGE AND ACCESS:

Your Badge is for official use only while on duty at the Airport. You may only use a Badge as specified in these rules and requirements. Any other use of a Badge is strictly prohibited, with the exception of access to your approved employee parking lot.

You may not allow your Badge to be used by another person for any reason, nor may you use another person's Badge under any circumstances. You may not follow another person who is using his or her Badge through an access point into a secure area, and you may not allow someone to follow you through an access point into a secure area. You may not force open a secured door, gate, or entrance instead of using your Badge as required to gain access.

Your Badge must be clearly visible at all times and worn above your waist and below your neck on your outermost garment while in a secure area. Only unexpired Badges are valid and may be used for security purposes. You are responsible for renewing your Badge prior to the date of expiration that is printed on your Badge.

You may not duplicate, reproduce, or alter a Badge or use a fake Badge. Having knowledge of another person engaging in this conduct and not reporting this information to the Airport Police/Communications Center as soon as possible is the same as doing it yourself. This is an especially serious security violation and may result in permanent revocation of your Badge.

You may not use your Badge to gain access to a secure area to board an aircraft. You must submit to screening of your person and baggage at a TSA manned security screening checkpoint in the same manner as any other passenger, unless you are a uniformed airline employee working a flight departing out of Memphis International Airport. Not following this rule is an especially serious security violation and may result in permanent revocation of your Badge.

B. ADDITIONAL AFFIRMATIVE SECURITY DUTIES:

You are responsible for the security of any door, gate or other access point you open until it is completely closed and properly secured, regardless of whether there are security personnel or others near you.

If a door, gate, turnstile, or other security alarm goes off in your presence or where you can hear the alarm, you must respond to the alarm by immediately going to the alarming location and calling Airport Police/Communications Center at (901) 922-8298. You may not leave the area until the alarm is resolved and/or you are instructed to leave by Airport Police.

If you see or know of a person in the restricted area not properly displaying his or her Badge, you are required to request that the person allow you to examine his or her Badge. Check the color, picture, and expiration date of the Badge. If you have any concerns or suspicions, ask the person to remain in your presence while you call the Airport Police/Communications Center for further instruction. Do not attempt to physically restrain the person. Do try to keep the person under visual observation if possible, but only if this can be done safely.

C. ESCORT OF INDIVIDUALS:

For a duty-related need and/or for official business reasons only, individuals with a Badge containing a black box with a green E may escort a person or persons in the secure area only if each escorted person does not have a Badge; has not been denied a Badge; has not had their Badge confiscated or revoked; and is not in the process of obtaining an Airport-issued ID Badge. It is your duty to ask these questions to determine eligibility before escorting any individual without a Badge into a secure area. If you escort one or more individuals, you must remain with the person or persons at all times while in the secure area. Note that you are held completely responsible for the actions of those you escort as well as your own. You can escort as many individuals as you can reasonably control.

D. ESCORT OF VEHICLES:

For a duty-related need and/or for official business reasons only, individuals with a Badge containing a black box with a green E and a Class 2 or 3 driver's license may escort a vehicle and driver in the secure area. The escorted driver must have a valid state driver's license. The escorted vehicle must have current registration and insurance, signs meeting the criteria identified below, and a security cone received from the gate guard.

E. VEHICLE SIGNS:

Vehicles must have signs on both sides of the vehicle at least 12 inches square with letters at least four inches in height. The vehicle must also have a MEM AOA sticker.

F. PENALTIES:

Violation - Grade I (Based on total # of violations within the last 12 months):

- 1st – Written Warning
 - 2nd– 5-Day (120-hour) ID Badge Suspension
 - 3rd – 10-Day ID Badge Suspension
- (Suspension periods begin at the time of the citation.)

Violation - Grade II (According to total # of violations within the last 12 months):

- 1st – 5-Day (120-hour) ID Badge Suspension
 - 2nd – 10-Day ID Badge Suspension
 - 3rd – 30-Day ID Badge Suspension
- (Suspension periods begin at the time of the citation.)

Violation - Grade III:

- Mandatory hearing with the MSCAA Director of Operations and Public Safety
- Minimum: 60-day ID Badge Suspension • Maximum: Permanent ID Badge Revocation

You may reclaim your badge by contacting the Airport Police at (901) 922-8298 and providing a copy of the NOV and proof of required training completion after your badge revocation period has ended.

G. TYPES OF VIOLATIONS:

Grade I shall include but not be limited to:

Safety

- Speeding
- Improper parking
- Not wearing high visibility clothing
- Unsafe operation of vehicle
- Passing aircraft at an unsafe distance
- Failure to properly report fuel/hazmat spill
- Other_____

Security

- Door ajar violation
- Improper display of identification badge
- Improper use of identification badge
- Failure to properly challenge
- Other_____

Grade II shall include but not be limited to:

Safety

- Smoking prohibited violation
- Failure to give way to an aircraft
- Movement area violation (incursion/incident)
- No valid state license/no AOA operators permit
- Other_____ (normally willful or grossly negligent)

Security

- Secure area access violation
- Failure to report an access violation
- Other_____

Grade III shall include but not be limited to:

Security

- Attempt to board an aircraft as a passenger without submitting to TSA screening
- Duplicating, reproducing, or altering a Badge
- Using a fake Badge

H. IMPORTANT PHONE NUMBERS:

Airport Emergencies(901) 922-8333
Airport ID/Access Badge Office(901) 922-8005
Airport Police/Communication Center(901) 922-8298
Airport Security Coordinator(901) 922-8004
Airport Operations(901) 922-8117

ID FM 02a – Airport Security Plan – Your Responsibilities (Revised 09/01/2014)