

Rules and Regulations

-FOR THE-

Laramie Regional Airport



555 N General Brees Rd, Laramie, WY 82070

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 - Unless otherwise noted, any terms used in these Rules and Regulations and not otherwise defined below have the same meaning as those same terms are defined in the applicable lease, license, agreement, or permit. 1*

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1. DEFINITIONS

Unless otherwise noted, any terms used in these Rules and Regulations and not otherwise defined below have the same meaning as those same terms are defined in the applicable lease, license, agreement, or permit.

14 Code of Federal Regulations (CFR) Part 139: Requires the Federal Aviation Administration (FAA) to issue airport operating certificates to airports that serve scheduled and unscheduled air carrier aircraft with more than 30 seats, serve scheduled air carrier operations in aircraft with more than 9 seats but less than 31 seats, and that the FAA Administrator requires to have a certificate.

Advisory Circular (AC): An AC provides information and guidance by describing an acceptable means, but not the only means, of demonstrating compliance with the regulations and standards.

Air Operations Area (AOA): Means the secured and restricted portion of the airport generally located inside the secured fence which includes aircraft movement areas, non-movement areas, aircraft parking areas, loading ramps, and safety areas.

Aircraft: Any and all contrivances now known or hereafter designed, invented, or used for navigation of or flight in the air.

Aircraft Fueling Operations: The transport and delivery of Aviation Fuel to aircraft on the Airport, including any activity to which directly or indirectly relates to the transport and delivery of Aviation Fuel to aircraft on the Airport.

Aircraft Fueling Permit: A permit issued by the Director and required in order to conduct aircraft fueling operations.

Aircraft Rescue and Firefighting (ARFF): Each holder of an Airport Operating Certificate issued under 14 CFR Part 139 must provide on the airport, during air carrier operations at the airport, at least the rescue and firefighting capability specified for the Index required by 14 CFR Part 139.317 in a manner authorized by the Federal Aviation Administrator or to any person to whom authority in the matter has been delegated.

Airport: Means the property and infrastructure of the Laramie Regional Airport.

Airport Security Coordinator (ASC): The primary contact for security related activities and communication with the Transportation Security Administration (TSA) at the airport. This individual is also responsible for enforcement of CFR Title 49 Part 1542.

Airport Security Program (ASP): The security program issued by the Director which contains procedures, measures, facilities, and equipment designed to ensure airport security both required and approved by the TSA.

Airport Authority: Collectively the Director and staff mandated to operate the Laramie Regional Airport and manage the day-to-day operations of the airport. The Authority is governed by the Board.

Board: The Laramie Regional Airport Joint Powers Board, a Wyoming joint powers board. The Board is comprised of five (5) members appointed by the Laramie City Council and Albany County Board of Commissioner.

Commercial Ground Transportation: Means the scheduled or non-scheduled transportation of persons or property to or from the airport for compensation or hire to and from the airport. Such transportation specifically includes but is not limited to rental cars, taxis, limousines, contract shuttles, courtesy shuttles or vehicles, ride sharing services, peer-to-peer vehicle sharing services and other types of businesses, whether such transportation business is located at the airport or off-site from the airport but otherwise require regular ground access to the Airport.

Common Traffic Advisory Frequency (CTAF): A designated frequency for the purpose of carrying out airport advisory practices while operating to or from an airport that does not have a control tower or an airport where the control tower is not operational. The CTAF is normally a UNICOM, MULTICOM, Flight Service Station (FSS) frequency, or a tower frequency. CTAF will be identified in appropriate aeronautical publications.

Derelict Aircraft: An aircraft that is not in active restoration, construction, maintenance, or does not have a current registration and airworthiness certificate.

Director: The person holding the position of Director of Airports, or his or her designee, or any other person designated by the Laramie Regional Airport Joint Powers Board to exercise functions with respect to the rights and obligations of the Director.

Escort: Trained and authorized persons with the capability to continuously accompany, monitor, and control the activities of an individual who does not have unescorted access authority into, within, and out of the AOA.

Excursion: A veer off, underrun, or overrun from the runway or taxiway surface.

Federal Aviation Administration (FAA): The Federal Aviation Administration of the United States Government or any federal agency or agencies succeeding to its jurisdiction.

Fixed-Base Operator (FBO): The FBO for Laramie Regional Airport is Cowboy Aviation. Cowboy Aviation handles private aviation, aircraft passengers and other aviation-related services.

Foreign Object Debris (FOD): Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or air carrier personnel and damage aircraft.

Movement Area: The airport runways, taxiways, and safety areas.

National Fire Prevention Association (NFPA): An organization that promotes safety standards, education, training, and advocacy on fire and electrical-related hazards.

Non-Movement Area: Those areas such as taxi lanes, aircraft aprons, cargo ramps, leased areas, and aircraft parking positions.

Person: An individual, firm, trust, sole proprietorship, partnership, limited partnership, limited liability company, corporation, unincorporated association, cooperative, joint venture or other individual or entity or group, United States of America, any state or political subdivision of the United States, State of Wyoming, county or municipality or other legal entity, or the general public and shall include any officer, employee, agent, or other representative by or through whom the enterprise is operated or conducted

Ramp/Apron: The portion of the AOA designated by the Authority for aircraft parking.

Runway: Areas designed and designated for the takeoff and landing of aircraft.

Runway Incursion: Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and takeoff of aircraft.

Safety Area: Runway Safety Areas (RSA) and Taxiway Safety Areas (TSA) are defined surfaces surrounding the runway or taxiway that provide a graded area in the event that an aircraft overruns, undershoots, or veers off the side of the runway or taxiway (excursion).

Secured Area: The portion of the airport used to load and unload passengers, sort and load baggage, and all adjacent areas included in the SIDA.

Security Identification Display Area (SIDA): Per 49 CFR 1540.5, the SIDA means a portion of an airport, specified in the ASP, in which security measures specified in this part are carried out. The SIDA identified in the ASP requires each person to continuously display Department issued or approved identification unless the person is under proper escort. This area includes the secured area and may include other areas of the airport. At Laramie Regional Airport the SIDA is delineated by a thick red line outlined by yellow and black checkered markings directly east of the terminal on the ramp and the area inside the terminal between the ramp and the TSA check point.

Sterile Area: The area of the Airport to which access is controlled by the TSA through the inspection of persons and property in accordance with the federally approved ASP.

Surface Incident: An unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight.

Taxi lane: The portion of the airport apron area, or any other area, used for access between taxiways and aircraft parking or storage area. Taxi lanes are considered non-movement areas.

Taxiway: Areas used by aircraft to get to and from the apron/ramp or taxi lane and the runway.

Transportation Security Administration (TSA): An operating Administration within the Department of Homeland Security of the United States government charged with civil aviation security and security checkpoint screening, or any federal agency or agencies succeeding to its jurisdiction.

Vehicle Service Road (VSR): Designated traffic lanes which vehicles are expected to drive in on the AOA indicated by white marking on the pavement for vehicles driving in the AOA.

2. GENERAL RULES AND REGULATIONS

2.1. Purpose

These Rules and Regulations are designed to protect the public health, safety, interest, and general welfare of the operators, lessees, tenants, consumers, and users of the Laramie Regional Airport (Airport) and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport by its operators, lessees, tenants, consumers, and users.

2.2. Scope

All persons on any part of the property comprising the airport, shall be governed by these rules and regulations prescribed herein. These rules and regulations are subject to amendment.

2.3. Enforcement

2.3.1. The Authority and the Board are authorized to take such action as may be necessary to enforce these Rules and Regulations.

2.3.2. The Authority and the Board shall make necessary and appropriate arrangements for adequate law enforcement resources to comply with 49 CFR Part 1542 and for the safety of the public and employees at the Airport.

2.3.3. Airport ARFF, Laramie Fire and Rescue and all other applicable local, state, or federal regulatory agencies are authorized to enforce all fire and hazardous materials related regulatory measures.

2.3.4. The Laramie Police Department, Albany County Sheriff's Office, Federal Aviation Administration, Transportation Security Administration and all other applicable local, state, or federal law enforcement agencies are authorized to enforce all regulatory measures within their jurisdiction.

2.3.5. Any violation of these Rules and Regulations shall be enforced in accordance with Section 2.38 of these Rules and Regulations.

2.4. Access To, Entry Upon, or Use of the Airport

2.4.1. Access to or entry upon the Airport shall be made only at locations designated by the Authority. Any gate or door at the airport may be locked or unlocked at any time at the discretion of the Authority when deemed necessary for the safety or security of the airport or public.

2.4.2. Any permission granted directly or indirectly, expressly or by implication, to any person to enter upon or use the Airport is conditioned upon:

2.4.2.1. Full and complete assumption of responsibility by any person taking advantage of such permission; any person accessing, entering upon, or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to, entering upon, or use of the Airport, whether directly or indirectly.

2.4.2.2. Full and complete compliance with these Rules and Regulations and regulatory measures.

2.4.3. The taking off or landing of aircraft at the Airport shall constitute an agreement by the aircraft owner or operator to comply fully and completely with these Rules and Regulations and regulatory measures.

2.4.4. Any person accessing, entering upon, or using the Airport shall, at all times, defend, indemnify, save, protect, and hold harmless the Airport and the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from any and all responsibility, liability, loss or damage arising from or related to the person's activities at the Airport and/or the manner in which the Airport is constructed, maintained, operated, managed, or used.

2.4.5. Nothing herein contained shall be construed to limit the use of any area of the Airport by the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers and any other representative of the Board (individually and collectively) or to prevent any Federal Aviation Administration personnel, Department of Homeland Security personnel, Transportation Security Administration personnel, police department personnel, Federal Bureau of Investigation, or Airport ARFF personnel from acting in their official capacity.

2.4.6. The Airport and the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers, and any other representative of the Board (individually and collectively) shall not be responsible for loss, injury, or damage to persons or property at or on the Airport by reason of fire, theft, vandalism, wind, flood, earthquake, collision, or natural disasters.

2.4.7. No person shall, in the use of the Airport or the improvements located at or on the Airport, discriminate or permit discrimination against any other person or group of persons on the basis of race, color, religion, sex, age, disability, or national origin in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation and Title VI of the Civil Rights Act of 1964.

2.5. Restricted Areas

Access to a restricted area, which includes the AOA, is limited to persons with proper and current airport access credentials approved by the Authority, or those accompanied by an authorized escort.

2.6. Sterile Area

Access to or entry to the sterile area is limited to persons who have been screened by Transportation Security Administration personnel and possess a valid boarding pass/ticket, aircraft operator's personnel, Transportation Security Administration, Department of Homeland Security and airport employees with an operational need to be in the sterile area in their official capacity.

2.7. Airport Identification Badge

2.7.1. Persons requiring access or entry to a restricted area or sterile area (who do not have

a valid boarding pass/ticket) shall submit a written request to the Authority for the appropriate airport access credentials.

2.7.2. Prior to accessing or entering a restricted area, persons shall possess appropriate airport access credentials.

2.7.3. Prior to obtaining access to restricted areas, a person must successfully complete a criminal history records check.

2.7.4. Persons desiring (or in possession of) an approved airport access credential shall complete all Airport training requirements as established by the Board and as may be amended by the Board from time to time.

2.7.5. All fees and/or charges, as established and assessed by the Board, must be paid in advance by persons seeking to obtain or renew airport access credentials.

2.8. Security

2.8.1. Persons at or on the Airport shall fully comply with federal and state laws and regulations and the ASP. All persons at the airport are required to report any and all suspicious activity to Airport Operations at (307)742-4164.

2.8.2. No person shall, without permission of the Authority, enter any restricted area on the airport except for persons assigned to duty therein and holding appropriate security authorization, passengers under appropriate escort entering the apron for the purpose of enplaning and deplaning, or any other person authorized by the Authority to enter restricted or field areas or authorized by a tenant to enter an area occupied by said tenant.

2.8.3. Only individuals designated by the Authority will be allowed to conduct escorts. Individuals are only authorized to escort into areas that they have authorization for access.

2.8.3.1. Individuals with escort(s) must immediately contact Airport Operations if their escort engages in activities other than what was granted or permitted.

2.8.3.2. Escorted personnel must always be in visual and auditory contact and maintain positive control.

2.8.4. Security gates that provide access to the AOA shall be kept closed and locked at all times except when actually in use.

2.8.5. Pedestrians shall stop at the pedestrian gate and allow the gate to fully close before proceeding. Vehicle operators shall stop the vehicle at the vehicle gate and allow the gate to fully close behind them before proceeding. Vehicle operators shall ensure that no other vehicles or persons gain access to the Airport while the gate is in the process of opening or closing. If the vehicle operator cannot prevent such access, the vehicle operator shall immediately call Airport Operations at (307)742-4164.

2.8.6. Bypassing through any means to include tampering with, interfering with, or disabling the lock, or closing mechanism or breaching any other securing device at the Airport is prohibited unless authorized by the Authority. Any cost or fees incurred by the Authority as a result of a security violation shall be reimbursed by the individual(s) responsible.

2.8.7. Persons who have been provided a code or device for the purpose of obtaining access to the AOA shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized by the Authority.

2.8.8. Airport tenants are responsible for ensuring that their employees, suppliers, contractors, subcontractors, and all other businesses and entities providing service to airport tenants comply with the security requirements herein.

2.8.9. Tenants shall be responsible for securing doors located in their leased areas. Any tenant or employee, officer, owner or agent of tenant, who fails to control unauthorized access into the Secured Area/AOA through doors located in tenant-leased or permitted space is in violation of the Airport Security Rules and Regulations.

2.8.10. Persons who fail to comply with these provisions may be denied access to the Airport and/or be penalized, financially or otherwise, in accordance with these Rules and Regulations or other regulatory measures.

2.8.11. These policies and procedures are subject to change without notice in response to heightened security threat levels.

2.8.12. Any person who violates security regulations may be denied future entry into the Sterile/Secured Area/AOA. Any person who creates an unsafe or hazardous condition in the Sterile/Secured Area/AOA may have their access and all privileges immediately revoked on a temporary or permanent basis at the discretion of the Authority.

2.9. Commercial Activities

Any person engaging in commercial aeronautical activities at the Airport must meet, adhere to, and fully comply with the Airport's Minimum Standards.

2.10. Charter Activities

2.10.1. Public and private charters should coordinate all arrangements in advance through the Authority.

2.10.2. The TSA and Airport Operations must be notified through the Authority prior to a military charter operation.

2.10.3. Scheduled airline operations have priority over all charters that require the use of a gate.

2.11. Accidents

2.11.1. Any person involved in or witnessing an aircraft or vehicle accident at or on the Airport resulting in any injury or death to person or damage to property shall immediately call "911". Such person shall also notify the police department, remain at the scene, and respond to the inquiries of the Authority, Airport, law enforcement, Airport ARFF, and/or investigative personnel (i.e., provide the information requested by such personnel).

2.11.2. No person shall tamper with an accident scene or fail to comply with any directive issued by the Authority, Airport, Airport ARFF, law enforcement, or any other agency personnel having jurisdiction over the accident scene.

2.11.3. Unauthorized entry into the AOA to gain access to an accident scene is strictly prohibited.

2.12. Solicitation, Picketing, and Demonstrations

2.12.1. Airport terminals are considered “Non-Public Fora” under the federal constitution. This designation also extends to areas outside of the terminals. All regulations within 2.12 and 2.13 are viewpoint neutral. All restrictions contained in 2.12 and 2.13 are in place to prevent problems to airport users’ activities such as congestion and/or disruption.

2.12.2. Conduct of or participation in solicitation, picketing, parading, marching, patrolling, demonstrating, sit-downs, and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials at or on the Airport require a permit issued by the Authority or his or her designee.

2.12.3. All activities listed in 2.12.2 or similar activity may be conducted only upon those Airport premises open to the public for common use. All authorized activities shall be conducted:

2.12.3.1 in those areas identified by the Airport Authority without obstructing the use of the Airport by others;

2.12.3.2 in a peaceful and orderly manner;

2.12.3.3 without physical harm, molestation, threat, or harassment of any person;

2.12.3.4 without obscenities, violence, breach of the peace, or other unlawful conduct;

2.12.3.5 without hindrance to or interference with the proper, safe, orderly and efficient access to/from, and operation of the Airport and activities conducted thereon; and

2.12.3.6 in strict conformance with any rules and regulations governing such activities on the Airport and the direction and conditions prescribed in writing by the Airport Authority.

2.12.4 Such activity shall not be conducted:

2.12.4.1 Beyond the security screening checkpoints through which the public must pass to reach the concourses; or

2.12.4.2. Within the premises of any concession area, office, or other exclusive lease area; or

2.12.4.3 In the baggage claim areas or airline ticket counter areas; or

2.12.4.4 On or in any Airport roadway, vehicle access or loading lane, or any vehicle loading island; or

2.12.4.5 In any Airport restroom; or

2.12.4.6 Anywhere not listed on the applicant’s permit of approved places to engage in activities listed in 2.12.

2.12.5. Engaging in leafleting, solicitation or other speech-related activity as described herein without a permit obtained from the Authority is prohibited.

2.12.4. No organization shall have more than three (3) persons engaged in leafleting or other speech related activity at the Airport at any one time. In the event there is not space available, the Airport Authority may further restrict the number of persons involved in the permitted activity.

2.13. Signage and Advertisements

2.13.1. Signage must be consistent with local government regulations and approved by the Authority.

2.13.2. Advertisements, notices, circulars, and/or handbills may not be posted, displayed, or distributed in public areas, to include the parking area and vehicles without the prior written permission of the Authority. The Authority has the right to remove or relocate any such posting, display, sign, advertisement, notice, circular, and/or handbill.

2.14. Obeying All Laws

Each person conducting any permitted activity contained within 2.12 and 2.13 shall obey all Laramie Regional Airport Rules and Regulations, the Laramie Municipal Code, along with all applicable state and federal laws. Each person shall be familiar with the applicable Laramie Regional Airport Rules and Regulations. The Authority may request the removal of signage that is deemed inappropriate for public display or request that activity in violation of these rules and regulations be ceased. All signage and other materials must be removed at the time the individual or group leaves the Airport. The Airport will not be responsible for any items left unattended. Any materials left unattended will be disposed of by the Airport.

2.15. Revocation of Permit

If a Permittee has been issued a permit for activities in 2.12 and 2.13 but has violated any of the foregoing provisions of this Rule and Regulation the permit may be revoked.

The Authority may revoke or suspend the issued permit of any organization in the event of a significant weather event such as a tornado or blizzard, aircraft accident, significant volume of air traffic delays, power failure, or other event or condition under which the distribution of literature in such space creates a danger to persons or property, interferes with the orderly formation and progression of waiting lines, or interferes with any of the following: pedestrian and/or vehicular travel; the issuance of tickets or boarding passes or equivalent documents for air or ground transportation; luggage or cargo movement or handling; the entry to and exit from vehicles; security procedures; government inspection procedures; cleaning, maintenance, repair or construction operations.

2.16 Hunting and Fishing

No person may hunt, trap, or kill any bird or animal on the Airport, except as authorized by the Authority.

2.17 General Conduct

- 2.17.1. No person shall make, possess, use, offer for sale, pass, and/or deliver any forged or falsely altered pass, parking pass, permit, identification card, sign, and/or other Airport authorization purporting to be issued by or on behalf of the Airport or the Board.
- 2.17.2. No person shall use or otherwise conduct himself upon any portion of the Airport in any manner contrary to the directions posted in or for that area.
- 2.17.3. Destroying, damaging, injuring, defacing, disturbing, or tampering with property at or on the Airport is prohibited.
- 2.17.4. Any and all property at or on the Airport defaced, damaged, destroyed, or vandalized shall be replaced (or replacement shall be paid for) by the person(s) responsible for such damage or destruction.
- 2.17.5. Injuring, disturbing, or harassing any person at or on the Airport is prohibited.
- 2.17.6. Any person who causes injury, or potential of injury, to any person at or on the Airport shall be liable for such injuries.
- 2.17.7. Smoking or carrying lighted cigars, cigarettes, or pipes in any public use area of the Airport, except in areas specifically designated by the Board and posted as public smoking areas, is prohibited. In no event shall these activities take place within 50 feet of any aircraft, refueling vehicle, fuel storage facility, any aircraft being fueled, defueled, or anywhere within the AOA.
- 2.17.8. No person shall illegally use, possess, sell, or distribute controlled substances at or on the Airport.
- 2.17.9. Loitering at or on the Airport or in any building at or on the Airport is strictly prohibited. Any person who refuses to comply with a proper request to leave the Airport may be regarded as a trespasser.
- 2.17.10. No person shall enter the secured side of the airfield fence without purpose and/or without permission of the Authority.
- 2.17.11. No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport except as may be authorized by Wyo. Stat. Ann. §§ 6-7-101–104.
- 2.17.12. Moving, tampering, starting, using, or interfering with the safe operation of any aircraft, vehicle, equipment, or any portion or part thereof without permission of the aircraft, vehicle, equipment operator, or by specific direction of the Authority is strictly prohibited.
- 2.17.13. No person shall ride, walk, sit, or stand on the baggage conveyor system or any portion or part thereof.
- 2.17.14. No person shall use an elevator or wheelchair lift for any purpose other than the purpose for which it is designed and intended and then only in the manner specified by the manufacturer.
- 2.17.15. No person shall engage in activities that are, as determined by the Authority, disruptive to the operators, lessees, tenants, consumers, or users of the Airport and/or that

creates a hazard or risk of injury to same.

2.18. Storage

No person shall store material or equipment in areas other than on a tenant's leasehold or in areas designated for storage by the Authority. No person shall store or stack materials or equipment at the Airport in a manner that constitutes a hazard to persons or property.

2.19. Unmanned Aircraft, Model Aircraft, Rockets and Parachute Jumping

No person shall operate, land, crash, or release an Unmanned Aircraft, any kite, balloon, model aircraft, or rocket or engage in a preplanned parachute jump anywhere on the Airport without first presenting a written request to the Authority and receiving approval from the Authority and the FAA, if required, in advance.

2.20. Lasers

No person shall operate a laser on the Airport premises unless such laser is being utilized in a building for the purpose of presentations or other business specific needs or for construction activities authorized by the Authority. In no case shall a laser be pointed at an aircraft, person, or Airport vehicle.

2.21. Creating Disturbances or Interfering with Operations

No person shall remain on any part of the Airport in such a manner that his or her behavior or presence creates a noise disturbance; threatens, shows aggression, harasses, intimidates, or mistreats staff or other Airport users; frustrates, interrupts, or interferes in any way with the regular operation of the business of the Airport. A person who refuses to cease such behavior may be directed to leave the Airport by the Authority. If the person fails to comply with such a directive, the person may be deemed a trespasser.

2.22. Operator, Lessee, and Tenant Facilities

Operator, lessee, or tenant facilities are expressly for the conduct of the operator's, lessee's, or tenant's activities. No person other than employees and customers of the operator, lessee, or tenant shall make use of such facilities or loiter on such premises without permission of the operator, lessee, or tenant.

2.23. Lost, Abandoned, and Derelict Property or Articles

2.23.1. Property shall not be abandoned at or on the Airport.

2.23.2. Abandoned, or lost property found in public areas at or on the Airport including, without limitation, equipment, machinery, baggage, electronics or parts thereof, will be reported or turned into the Airport Administrative Offices.

2.23.3. Property found on the Airport and unclaimed by the proper owner within thirty (30) days shall be deemed abandoned and shall be disposed of in any manner the Authority deems appropriate.

2.23.4. Property to which the owner or finder is not entitled to lawful possession shall be forfeited to the Airport Authority to be handled in any manner the Authority deems

appropriate.

2.23.5. Nothing in Section 2.23 shall be construed to deny the right of operators, lessees, or tenants to maintain "Lost and Found" service for property of their customers, visitors, invitees, or employees.

2.24. Roads and Walkways, Parking Areas

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

2.24.2. No person shall operate a motor vehicle on an Airport roadway at a speed exceeding the posted limit.

2.24.3. No person shall disregard any posted traffic signage while operating a motor vehicle on Airport roadways.

2.24.4. Unless otherwise designated, parking areas are reserved solely for Airport customers. The Airport's parking areas shall not be used as a "park and ride" for non-Airport customers.

2.24.5. Airport customers who are issued a parking permit shall display the parking permit on the dash of the vehicle at all times.

2.24.6. Any Airport customer desiring to park their vehicle in the Airport's parking area for more than fifteen (15) days at a time, must get pre-approval from the Authority to do so. The Authority reserves the right to tow vehicles left in its parking area for more than fifteen (15) days without permission from the owner.

2.24.7. Parking of oversized vehicles is permitted with the prior authorization by the Authority.

2.25. Animals or Pets

2.25.1. Animals are permitted in the terminal building, landing areas, ramp areas, aircraft parking and storage areas of the Airport but must, at all times, be attended and restrained by a leash or confined in a manner as to be under control. The Authority reserves the right to exclude an animal at any time, or to ban an animal outright, in the sole discretion of the Authority. This could be related to the behavior of the animal, the behavior of the owner, or for any other reason management may see fit. The airport staff shall be notified of an escaped animal immediately.

2.25.2. Domestic pets may be at or on the Airport only if kept inside operator, lessee, or tenant facilities or vehicles at all times and in accordance with any and all applicable laws, statutes, or regulations. When outside a facility or vehicle, the domestic pet must be attended and restrained by a leash or confined in a manner as to be under control at all times.

2.25.3. No person shall fail to clean up after an animal.

2.25.4. No person shall ride any animal on the Airport premises without prior authorization

of the Authority.

2.25.5. No person shall feed wildlife on any airport property.

2.26. Weapons and Explosives

2.26.1. Any weapons (including, but not limited to, knives, firearms, tear gas, mace, pepper spray, or similar materials or substances) or explosives in the terminal building, or other public areas of the Airport may only be possessed and handled in accordance with all applicable state and federal laws.

2.26.2. Discharge of any weapon on the Airport is strictly prohibited, except in the performance of official duties, in the lawful defense of life or property, or by authorized personnel for purposes of wildlife management.

2.26.3. No person shall store, keep, handle, use, dispose of, or transport on the Airport any Class A or Class B explosives or Class A poison (as defined in the Interstate Commerce Commission Regulation for transportation of explosives and other dangerous articles), any other poisonous substances (solid, liquid, or gas), compressed gas, or radioactive article, substance, or material at such time or place or in such manner or condition that may unreasonably endanger persons or property or would be likely to do so.

2.26.4. No person shall possess or ignite Class C explosives (e.g., fireworks, firecrackers, etc.) at or on the Airport with exception of explosives that may be used by authorized personnel for wildlife management or control purposes.

2.27. No Alcohol Permitted

2.27.1. Consumption of intoxicating liquors must be conducted in accordance with the local and state law. No person shall use, possess, or consume beer, wine, or alcoholic liquors in the terminal area except where such beverages are served under a license that allows the sale of alcoholic beverages at that location, to include the concourses, or as otherwise approved by the Authority.

2.27.2. Law enforcement may be contacted to exclude or expel any person who is intoxicated or under the influence of liquor or drugs or violates any provision of these Rules and Regulations or other regulatory measure(s).

2.28. Terminal Area Uses

2.28.1. Activities in the terminal area are restricted to activities deemed acceptable for the operation and purpose of the Airport as determined by the Authority.

2.28.2. No person shall use a skateboard, coaster, roller skate, roller blade, hoverboard, or similar device in the terminal area unless specifically approved by the Authority.

2.29. Use of Public Areas

2.29.1. No person shall use a restroom or other facility other than in a clean and sanitary manner. Spitting on, marking, or defacing the floors, walls, or other surfaces of the Airport premises is prohibited.

2.29.2. Use of the public area of any building of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited unless authorized by the Authority.

2.30. Trash Receptacles

2.30.1. Trash (which includes, but is not limited to, rubbish, garbage, refuse, discarded paper, boxes, crates, and litter of any kind) shall not be placed, discharged, or deposited at or on the Airport except in trash receptacles. No other areas at or on the Airport shall be utilized for the deposit of trash.

2.30.2. Trash receptacles shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of offensive odors.

2.30.3. Exterior trash receptacles shall be equipped with securely fastened lids.

2.30.4. Trash shall not be brought to or on the Airport from outside the Airport for the purpose of disposal on Airport property.

2.30.5. The burning of trash at or on the Airport is prohibited.

2.30.6. The Authority reserves the right to dispose of trash which has accumulated at the owner's expense.

2.30.7. Each individual working at or accessing the airfield shall be responsible for the proper disposal of FOD on ramps, apron areas, and the AOA. FOD shall be properly disposed of in container that prohibits the introduction of the FOD onto ramps/aprons and the AOA.

2.31. Sound Amplifying Devices

2.31.1. Sound amplifying devices are prohibited at or on the Airport except when approved by the Authority.

2.31.2. Only those types of public address systems that are commonly employed to announce the arrival and departure of scheduled Aircraft shall be permitted for use in the terminal building.

2.31.3. No person shall use or cause to be used the Airport public address system for the solicitation of business.

2.32. Fire

2.32.1. All persons engaged in any activity at or on the Airport, whether occupying Airport owned land and/or improvements or otherwise, shall comply with:

- (1) Fire codes adopted by the City of Laramie;
- (2) All fire regulations or directives issued by Airport ARFF, the Authority, or the Board; and;

(3) All regulatory measures, unless otherwise permitted in writing by Airport ARFF, the Authority, or the Board to deviate from the same.

2.32.2. Airport ARFF personnel, 2.32.2.with the prior permission of the Authority, may engage in training exercises with other entities that require open flames.

2.32.3. Any uncontrolled fires (regardless of the size of the fire or whether or not the fire has been extinguished) shall be reported immediately to "911" and Airport Operations.

2.32.4. No person shall tamper with any fire extinguisher or related equipment at or on the Airport or use the same for any purpose other than fire prevention or firefighting.

2.32.5.All such equipment shall be in conformity with all fire codes and practices recommended by the NFPA and may be inspected by Airport ARFF at any time. Tags showing the date of the last inspection shall be attached to each unit.

2.32.6. No person shall block or modify any self-closing fire door at or on the Airport or do anything which would interfere or prevent its closing in the event of a fire.

2.32.7. Flammable materials (solid and liquids) shall only be used or stored in full and complete compliance with the City of Laramie Fire Code, the Airport's Spill Prevention, Control, and Countermeasures plan, and all other local, state, and federal regulatory measures. All fuel shall be considered flammable materials.

2.32.8. The use of flammable, volatile liquids having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically set aside and approved for the purpose for which the liquid is being used. The room must be properly fireproofed and equipped with adequate and readily accessible fire-extinguishing apparatus.

2.32.9. The procedures and precautions outlined in the criteria of NFPA Pamphlet No. 30 (Flammable and Combustible Liquids Code), NFPA Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and NFPA No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be strictly met, adhered to, and fully complied with in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

2.33. Hazardous Materials

2.33.1. No person shall store, keep, handle, use, dispense, discharge, or transport at or on the Airport any hazardous materials in contravention of any local, state, or federal regulatory measure. Proper permits must be obtained from the appropriate agency, copies must be maintained on file for review by the Authority, and prior notification must be given to, and permission obtained from, the Authority.

2.33.1.1. At least 24 hours advanced notice shall be given to the Authority to permit full investigation and clearance for any operation requiring a waiver of this provision. Permission may be given to movements of hazardous materials only when such materials are properly packed, marked, labeled, and limited as required by regulatory measures and only if such materials will not create a hazard to persons or property at the Airport.

2.33.1.2. Operators regularly handling or transporting hazardous materials to, from, or on the Airport may seek an exemption to 2.33.1.1. if the Operator's leased premises (and activities) comply with regulatory measures and approval has been granted by the Authority.

2.33.1.3. If the storage of hazardous material at or on the Airport is approved, such material must be placed in suitable receptacles (approved by the Authority and Airport ARFF) with self-closing, tight-fitting, leak-proof lids (covers) that are properly secured.

2.33.1.4. Material Safety Data Sheets for all hazardous materials shall be maintained on site so as to be readily available to emergency responders in the event of an emergency and for review, at any time, by the Authority and Airport ARFF.

2.33.1.5. No person shall use, keep, or permit to be used or kept, any foul or noxious gas or substance at or on the Airport, that is offensive or objectionable to the Authority or Airport ARFF.

2.33.2. Hazardous materials (including, but not limited to, used or spent fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, and any other hazardous liquids or fluids) shall be disposed of in a manner consistent with these Rules and Regulations, the Airport's Spill Prevention, Control and Countermeasures, the City of Laramie Fire Code, and regulatory measures.

2.33.3. All empty cans, jars, bottles, and other containers for fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other similar material or substance shall be removed from the Airport in a timely manner, as determined by the Authority and shall not remain on the floor, wall stringers, or overhead storage areas of hangars, offices, shops, or other buildings.

2.33.4. Hazardous materials shall not be stored in close proximity to operating aircraft, vehicles, or sources of heat nor be in excess of amounts needed as current stock. All hazardous material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of which must meet the approval of the Authority and Airport ARFF.

2.33.4.1. Secondary containment is required for the storage of aviation fuels, automotive fuels, oils, solvents, and/or hazardous materials being stored in drums or other receptacles.

2.33.4.2. Aviation fuels, automotive fuels, or deicing fluids in containers having a capacity of 55 gallons or greater shall not be stored at or on the Airport without providing notification (and a copy of a Spill Prevention, Control and Countermeasures plan) to the Authority and/or Airport ARFF. Such storage shall comply with regulatory measures and be consistent with the Airport's Spill Prevention, Control and Countermeasures plan.

2.33.5. No hazardous materials shall be disposed of on the ground or into the air at the Airport during aircraft preflight inspections.

2.33.6. Any person who experiences a release of hazardous materials shall fully and completely comply with Section 2.34 of these Rules and Regulations and regulatory

measures.

2.34. Environmental (Hazardous Materials) Clean Up

2.34.1. The party responsible for a hazardous spill (to include the overflowing or spilling of oil, fuel, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other hazardous material anywhere at or on the Airport) is responsible for the immediate mitigation and cleanup of the spill, proper disposal of the substance(s), and immediate notification of Airport ARFF.

2.34.2. Should the Authority determine that during the course of an environmental incident the responsible party is not capable of, has not, or refuses to take the appropriate action in a timely manner to mitigate the adverse environmental incident, the Authority may take action and/or employ those services that the Authority determines appropriate to control and/or clean up the site at the cost and expense of the responsible party without liability to the Board.

2.34.3. Hazardous Spills.

2.34.3.1. In the event a hazardous spill occurs, regardless of the amount of the spill, the responsible party shall take appropriate action in the containment of the spill and the clean up, mitigation, and rehabilitation of the spill site. The following procedures shall be followed in the event of a hazardous spill unless otherwise required under an approved Spill Prevention, Control and Countermeasures Plan or instructed by the Authority or Airport ARFF.

2.34.3.2. Aircraft and ground vehicle engines shall not be started while in vicinity of a hazardous and flammable spill.

2.34.3.3. Hazardous spills that require reporting include, but are not limited to, jet fuel, aviation fuels, automotive fuels, fuel oil, hydraulic oil, motor oil, turbine oil, alcohol, glycol, and all similar chemicals or substances that could be considered hazardous. Uses of amounts of deicing materials in excess of these quantities described below are exempt when used in operations of deicing aircraft and/or runways.

2.34.4. Minor Spills - Spills of less than five (5) gallons that do not compromise public safety. The responsible party shall:

- 1) Stop the source of the spill immediately.
- 2) Determine the threat to the immediate public and make any arrangements to secure the safety of the immediate public (i.e., evacuation).
- 3) Contain the spill with appropriate absorbent material(s).
- 4) Block all storm water drains in the immediate area to prevent/stop the spill from flowing into the drain(s).
- 5) Contact Airport personnel.
- 6) Make a written record of all the details of the spill.

2.34.5. Major Spills - Spills in excess of five (5) gallons, but less than 25 gallons or any spill causing an immediate threat to public safety. In addition to following all of the procedures in the Minor Spill response (Section 2.36.3.1.1), the responsible party shall:

- 1) Assess the damage to the land and/or ground water in conjunction with Airport personnel.
- 2) Provide to the Authority within five (5) days of the spill a written summary of the spill.

2.34.6. Serious Spills - Spills in excess of 25 gallons which may pose a serious threat to the public safety. In addition to following all of the procedures in the Minor and Major Spill response, the responsible party shall:

- 1) Immediately notify Airport ARFF and the Authority.
- 2) Provide to the Authority within five (5) days of the spill a written summary of the spill which shall also identify the measures that the responsible party will take to eliminate the potential for such a spill in the future.

2.34.7. Operators, lessees, or tenants with fueling capability or responsibility for maintenance of fuel systems shall have on hand at all times sufficient containment booms to form a barrier around the spill. Additionally, operators, lessees, or tenants shall have sufficient absorbent material(s), booms, blankets, pads, pillows, and other clean-up materials available to pick up the spilled product and store it in a sealed container(s) until proper disposal can be made. Salvage drum(s) shall be approved by the Department of Transportation (DOT) (DOT-E-1 01 02).

2.34.8.. Should any portion of this section 2.34 conflict with the Spill Prevention, Control and Countermeasures plan, the terms of the terms of the Spill Prevention, Control and Countermeasures plan shall take precedence.

2.35. Painting

Doping processes, painting, or paint stripping shall be performed only in those facilities specifically approved for such activities and then only in full and complete compliance with federal regulations, the local government fire code, the Airport's Spill Prevention, Control and Countermeasures plan, and all applicable laws and regulations.

2.36. Emergency Conditions

2.36.1. An emergency condition is any significant event that poses potentially severe consequences and requires immediate action or response. The airport has developed and Airport Emergency Plan within specifications set forth by the FAA. Emergency conditions at or on the Airport shall not mitigate or cancel these Rules and Regulations.

2.36.2. No person shall enter upon the landing areas, aprons, taxiways, or taxi lanes of the Airport for the purpose of attending, observing, or assisting at the scene of an accident except persons requested or permitted to do so by the Authority, Airport personnel, or other authorized representatives.

2.36.3. Emergency directives or procedures may be issued at the discretion of the Authority.

2.36.4. The Authority shall determine when normal operations may resume.

2.37. Special Events

2.37.1. Special events shall not be held unless written approval has been obtained from the Authority and any other agency having jurisdiction over the event and all applicable fees and charges have been paid as required.

2.37.2. Written authorization shall specify the area(s) of the Airport authorized for such special event(s) or use, the dates and duration of such event(s) or use, and any other terms and conditions deemed necessary.

2.38. Penalties for Violation of Rules and Regulations

2.38.1. The criminal laws of the State of Wyoming apply on the Laramie Regional Airport.

2.38.2. Any person, who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of these Rules and Regulations or any lawful order issued pursuant to these Rules and Regulations shall be punishable by fines and/or penalties, referral to local law enforcement, or both.

2.38.2.1. In addition to any penalties imposed by federal, state or local authorities, violations may also result in suspension or revocation of any airport access credentials, operating permits, lease, contract, agreement, or other privileges at the discretion of the Board.

2.38.2.2. Any person causing and failing to report to or reimburse the Authority for injury, destruction, damage, or disturbance of Airport property may be refused the use of any Airport facility until and unless the report or reimbursement has been made.

2.38.3. Any violations of these Rules and Regulations shall be reported to the Airport Director and/or the Airport Human Resources Director.

2.38.4. Violations of these Rules and Regulations shall be investigated and documented by the Airport Director and/or Airport Human Resources Director.

2.38.4.1. For a first violation, the Authority and/or its designee shall provide the individual or entity a written warning.

2.38.4.2. For a second violation, the Authority and/or its designee shall provide the individual or entity a written warning with a copy to the Board.

2.38.4.3. For a third violation, the Authority and/or its designee may impose a fine or penalty for continued violations with follow up with the Board.

2.38.4.4. For a fourth violation, the individuals use of the Airport may be suspended on a temporary or permanent basis by the Board.

2.38.4.5. Nothing in section 2.36 shall require the Authority, its designee, or the Board to handle a violator and violation requiring all steps identified above in order. Fines and penalties shall be imposed as appropriate and, on a case-by-case basis.

2.38.5. In addition to all other available remedies, the Board may suspend or revoke badges,

operating permits, access, or other privileges at the discretion of the Board or its designee(s) for any of the following which are not exclusive:

2.38.5.1. Multiple violations of the Airport rules or policies.

2.38.5.2. Failure to pay applicable penalties within 30 days of imposition or failure to abide by a suspension of privileges.

2.38.5.3. Failure to maintain all applicable permits.

2.38.5.4. Willful conduct detrimental to the orderly operation of the Airport.

2.38.5.5. Conducting activities on Airport grounds that constitute a crime.

3. AIRCRAFT RULES AND REGULATIONS

3.1. Regulatory Measures

3.1.1. Activities at the Airport (including the controlled airspace associated with the Airport) shall conform to Title 14, Code of Federal Regulation; Regulatory Measures; these Rules and Regulations; and the directives, orders, or instructions of the Authority.

3.1.2. Aeronautical activities at the airport shall conform to these rules and regulations.

3.2. Disabled, Derelict, and Non-Airworthy Aircraft

3.2.1. Only aircraft considered airworthy by the Federal Aviation Administration shall land or takeoff from the Airport and/or use the Airport for aircraft parking, staging, or storage unless otherwise authorized by the Authority.

3.2.2. Any owner, lessee, operator or other person having the control, or the right of control, of any disabled aircraft on the Airport shall be responsible for its prompt removal and disposal and the costs associated therewith; subject, however, to any requirements or direction by the National Transportation Safety Board, FAA, or the Authority, that the removal or disposal be delayed pending an investigation of an accident, or further subject to any further exceptions identified in this Section 3.2.

3.2.3. Aircraft that are not airworthy shall be removed from the Airport by the aircraft operator unless otherwise authorized in writing by the Authority or unless a permit is granted by the Board.

3.2.3.1. Any aircraft parked on the public aircraft apron for a period in excess of 30 days and not flown during that period of time may be declared a derelict unless arrangement for extended parking has been made with the Authority. Derelict aircraft may be subject to removal and impoundment by the Authority with any and all costs incurred being the responsibility of the aircraft owner.

3.2.4. Aircraft operators shall be responsible for the safe and prompt removal of disabled aircraft and any part thereof from a movement area to a non-movement area and the costs associated therewith, unless otherwise required or directed by the Authority, the Federal Aviation Administration or the National Transportation Safety Board.

3.2.4.1. Should an aircraft operator fail to remove an aircraft (at aircraft operator's cost and expense) that is disabled or non-airworthy after notification by the Authority, the aircraft may be removed by the Authority, at the risk, cost, and expense of the aircraft operator, without liability for damage arising from or out of such removal.

3.2.4.2. Should aircraft owners, operators, or agents authorize Airport personnel to remove disabled aircraft from runways, aprons, taxiways, or other areas of the Airport, charges will be made for equipment and labor at prices and rates established at the time of removal. Airport shall not have any liability for damage that may arise from or out of such movement.

3.2.4.3. In the event the aircraft operator refuses, is unable, or unavailable to consent to removal of a disabled, damaged, or derelict aircraft, the Authority may move the aircraft at the risk, cost, and expense of the aircraft operator without liability for damage that may arise from or out of such movement and permission from the owner.

3.2.5. Abandoning an aircraft anywhere on the Airport is prohibited.

3.2.5.1. The Authority may, at the risk, cost, and expense of the aircraft operator, remove abandoned aircraft without liability for damage arising from or out of such removal and permission from the owner.

3.2.6. Any owner, lessee, operator, or other person having control, or the right of control, of any aircraft does, by use of the Airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that:

3.2.6.1. The Authority may take any and all necessary action to affect the prompt removal and disposal of disabled aircraft that obstruct any part of the Airport utilized for aircraft operations;

3.2.6.2. Any costs incurred by or on behalf of the Airport for the removal or disposal of any aircraft shall be paid to the Authority;

3.2.6.3. Any claim for compensation against the Authority, for any and all loss or damage sustained to any disabled aircraft by reason of any removal or disposal, is waived; and

3.2.6.4. The owner, lessee, operator or other person having control, or the right of control, of an aircraft shall indemnify, hold harmless, and defend the Authority, against any and all liability for injury to or the death of any person, or for any injury to any property arising out of the removal or disposal of disabled aircraft.

3.3. Based Aircraft Registration

3.3.1. Aircraft based at the Airport must be registered with the Authority, an authorized Fixed-Base Operator, or Specialized Aviation Service Operator. Registration information shall include the following:

3.3.1.1. Aircraft make, model and registration.

3.3.1.2. Aircraft owner name, address, and phone number.

3.3.1.2.1. If more than one person owns the aircraft, the name, address, and phone number of all owners shall be provided to the Authority, authorized Fixed Base Operator, or Specialized Aviation Service Operator responsible for the registration of all aircraft based on their leased premises.

3.3.2. Based aircraft operators understand and agree that operator's aircraft and property that may be located or stored on the Airport, either outside or inside a facility, are done so at the operator's risk. Operator covenants and agrees that it will not hold the Board or any of its agents, employees, or Board members responsible for any injury or damage to persons or property, including aircraft, while operating on or occupying space at the Airport. Nothing in section 3.3 or 3.4 shall relieve the Board from liability due to injury

or damage caused by the conduct of its employees or the conduct of those individuals acting under the Board's control and direction, subject to statutory immunity granted under Wyo. Stat. Ann. § 1-39-104.

3.3.3. Operator agrees to indemnify, defend, and save the Board, its agents, employees, or Airport Board members, harmless from and against any and all liability or loss resulting from claims or court action arising directly or indirectly out of activities of the Operator, its agents, employees, guests or visitors under this agreement or by reason of any act or omission of such person.

3.4. Aircraft Accidents

3.4.1. When an aircraft or medical emergency is declared, emergency vehicles will leave the ARFF building and proceed to the incident or specified staging position. Airport ARFF and emergency vehicles have the right of way while responding to emergencies. Portions of the airport may be closed during emergency situations but will be reopened as they are cleared or determined that they are not in any danger from vehicles or the incident.

3.4.2. Aircraft operators involved in an aircraft accident at or on the Airport shall make a full and complete report of the aircraft accident to Airport ARFF and appropriate agencies in a timely manner, complete any additional required forms and/or reports, and comply with all applicable provisions of the National Transportation Safety Board Regulations Part 830.

3.4.2.1. The report to Airport ARFF shall include copies of any reports or documentation provided to the National Transportation Safety Board, Federal Aviation Administration, or other appropriate agencies.

3.4.3. Aircraft involved in an aircraft accident at or on the Airport may not be removed from the scene of the aircraft accident until authorized by the Authority who shall receive authorization (to remove the aircraft) from the Federal Aviation Administration and/or National Transportation Safety Board, as applicable.

3.4.4. Once authorization to remove the aircraft has been issued, the aircraft operator shall be responsible for the safe and prompt removal of the aircraft and any parts thereof from a movement area to a non-movement area in accordance with Section 3.2 of these Rules and Regulations.

3.4.5. Aircraft operators shall be responsible for the costs associated with any damage caused by the aircraft accident to any of the Airport's real or personal property.

3.5. Prohibiting Use of the Airport

3.5.1. The Authority shall have the right at any time and under any circumstances to close the Airport or any portion thereof to air traffic to prohibit aircraft landing, taking off, or moving at or on the Airport, to delay or restrict any flight or other aircraft operation, or to deny the use of the Airport to any person(s) when such actions are considered to be necessary and desirable in the interest of safety, security or regulatory concerns.

3.5.2. The Authority may prohibit aircraft operations (except for emergency landings) when it is determined that conditions are unsafe or not secure at the Airport or that the

operation of an aircraft would likely endanger persons or property at or on the Airport.

3.5.2.1. The Authority, Federal Aviation Administration, or any other authorized federal agency may issue a Notice to Airman to close or open the Airport (or any portion thereof) or to restrict or terminate any activity at or on the Airport.

3.5.2.2. Only the Authority, Federal Aviation Administration, or any other authorized federal agency may cancel a Notice to Airman.

3.5.2.3. Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, cost, loss of revenue, or damage that may be incurred by any operator, lessee, tenant, or any other person.

3.6. Aircraft Maintenance

3.6.1. For more detailed information, see the Laramie Regional Airport Minimum Operating Standards for Aeronautical Activities.

3.6.2. Unless permission is granted by agreement or permit with the Authority, no major aircraft maintenance, alterations, or repairs shall be performed in a hangar without the prior written permission of the Authority.

3.6.3. Aircraft maintenance shall be performed within hangars and shall be limited solely to that conduct specifically permitted by the City of Laramie Building and Fire Codes, Federal regulations, and in compliance with the directives of Airport ARFF and the Authority.

3.6.3.1. Aircraft painting or paint stripping shall be performed only in hangars or buildings specifically approved for these activities by an agency having jurisdiction.

3.6.3.2. Line maintenance may be performed on aircraft owned or operated by passenger or cargo air carriers on the air carrier apron if the aircraft is disabled and cannot be moved into a hangar or if a hangar of sufficient size to accommodate the aircraft does not exist at the Airport.

3.7. Aircraft Cleaning

3.7.1. All drainage from cleaning activities must flow to an oil/water separator.

3.7.2. It is recommended that all aircraft cleaning be accomplished with biodegradable soap and without the use of solvents or degreasers. When non-biodegradable soap, solvents, and/or degreasers are used for aircraft cleaning, these substances shall be disposed of in accordance with all applicable regulatory measures.

3.7.2.1. Aircraft engines, and/or parts may be dry washed in areas not having an oil/water separator.

3.7.3. Water is available through the FBO for a fee.

3.8. Aircraft Deicing

Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be

accomplished in the location(s) specified by the Authority.

3.9. Aircraft Engine Operation

3.9.1. Between the hours of 10 p.m. and 6 a.m., aircraft engine runups are not permitted except for runups required in preparation for aircraft takeoff or as otherwise approved by the Authority.

3.9.2. Engine runups are prohibited at or on the air carrier apron.

3.9.3. Any person operating an aircraft engine in an area that is accessible to the public shall alert and take precautions to protect the public from potential hazards resulting from such operations.

3.9.4. Starting an aircraft engine when there is exposed flammable liquid in the immediate vicinity of the aircraft is prohibited.

3.9.5. Aircraft controls shall not be unattended while aircraft engines are operating.

3.9.6. Propeller, engine, and exhaust noises shall be kept to a minimum.

3.10. Aircraft Parking and Storage

3.10.1. Aircraft shall be parked in such a manner as to be completely contained within the tiedown space and shall not be positioned in such a manner so as to block a runway, taxiway, taxi lane, or obstruct access to hangars, parked or staged aircraft, parked or staged vehicles, gates, or fuel storage facilities. The Authority may consider exceptions as appropriate.

3.10.2. Aircraft operators shall ensure aircraft are properly secured, as set forth in Federal Aviation Administration AC 20-35C, as amended, when parked and/or stored at the Airport.

3.10.2.1. Moored lighter-than-air aircraft shall have at least one person monitoring the safety of the mooring at all times.

3.10.3. Upon request of the Authority, the operator of any aircraft parked, staged, or stored at or on the Airport shall move the aircraft to the location and/or position at or on the Airport identified by the Authority. In the event the aircraft operator refuses, is unable, or unavailable to consent to relocation of the aircraft, the Authority may move the aircraft at the risk, cost, and expense of the aircraft operator without liability for damage that may arise from or out of such movement.

3.10.4. Upon arrival at the Airport aircraft operators intending to park/stage on the ramp shall follow instructions provided by marshalling personnel.

3.11. Aircraft Security

3.11.1. If the kind, type, mission, or condition of an aircraft makes it necessary for an aircraft owner, aircraft operator, lessee, or tenant to obtain, provide, and/or maintain security for an aircraft, the aircraft owner, aircraft operator, lessee, or tenant shall be responsible for such security and may only provide (and/or arrange for) such security after

notifying the Authority.

3.11.2. No person shall interfere or tamper with any parked, staged, or stored aircraft in contradiction to these Rules and Regulations without the aircraft owner's permission.

3.12. Aircraft Operations

3.12.1. All aircraft shall be operated in accordance with the appropriate part of Title 14, Code of Federal Regulations based upon the type and use of the aircraft.

3.12.2. Operating an aircraft in a careless, negligent, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger persons or property of any person, is prohibited at or on the Airport.

3.12.3. Aircraft operators shall comply with any order, signal, or directive of the Authority by whatever means communicated.

3.12.3.1. All aircraft operators are encouraged to follow the procedures recommended by the Federal Aviation Administration including broadcasting aircraft position, intentions, and actions on the Airport's CTAF.

3.12.3.2 Aircraft operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by the Authority.

3.12.4. Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or, if low intensity (less than 50KW output), is within 100 feet of another aircraft, an aircraft refueling operation, an aircraft refueling vehicle, or a fuel storage facility.

3.12.5. Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an aircraft is inside a hangar.

3.12.6. Experimental flights or ground demonstrations shall not be conducted on the Airport without providing prior notification to the Authority.

3.12.7. Airshows and aerobatic operations of aircraft are not permitted within the Airport's Class E airspace unless prior written permission of the Authority has been obtained.

3.12.8. The starting, positioning, or taxiing of any aircraft shall be done in such a manner so as to avoid generating or directing any propeller slipstream or engine blast that may endanger or result in injury to persons or damage to property.

3.12.9. Aircraft operators shall not land, take off, taxi, park, stage, or store an aircraft on or in any area of the Airport that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the aircraft without the prior, written approval of the Authority. It shall be the aircraft operator's responsibility to repair any damage to the Airport's runways, taxiways, taxi lanes or aprons caused by excessive aircraft weight loading and/or operation conducted without prior written approval of the Authority.

3.12.10. An aircraft shall not be operated at the airport unless it is equipped with wheel brakes.

3.13. Taxiing and Towing Operations

3.13.1. Aircraft shall not be taxied until the aircraft operator has ascertained (by visually inspecting the area) that there shall be no danger of collision with any person, structure, object, or property in the area.

3.13.2. Aircraft shall not be taxied into, out of, or within any structure at or on the Airport.

3.13.3. Aircraft being taxied at or on the Airport shall proceed with running lights and anti-collision lights illuminated during the time between official sunset and official sunrise.

3.13.4. Taxiing aircraft shall yield the right-of-way to any emergency vehicle and equipment unless otherwise directed by the Authority.

3.13.5. Aircraft operators shall not taxi an aircraft at the Airport at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual and potential hazards and other aircraft so as not to endanger persons or property at the Airport.

3.13.5.1. Aircraft taxiing speeds shall be reduced during periods of inclement weather including, but not limited to, periods when visibility is reduced.

3.13.6. Aircraft shall only be taxied or towed in areas normally used for operation of aircraft with training and proper equipment.

3.14. Landing and Take-off Operations

3.14.1. Unless under emergency conditions, aircraft shall only land and take-off from those areas of the airport designated for such activities.

3.14.2. Aircraft shall not land, take off, or taxi onto runways under current occupation by other aircraft or ground vehicles. Any runway incursion caused by pedestrians, ground vehicles, or aircraft is a serious matter that will be investigated and addressed immediately. Individual(s) responsible for a runway incursion will be removed from the AOA immediately and their airport access suspended for an amount of time to be determined by the Authority. Permanent suspension of airport access may be considered.

3.14.3. Landing aircraft shall clear the runway as soon as practical, taxiing ahead to the nearest turn off. No turns of 180 degrees shall be made on the runway unless no additional turnoffs are available or unless approved by the Authority.

3.14.4. During an emergency, aircraft operators shall not taxi onto a runway and if on a runway, aircraft shall exit the runway in the safest, most expeditious manner possible unless otherwise directed by the Authority.

3.15. Flight Training or Instruction

A person providing flight training or instruction shall be responsible and will be held accountable for the conduct of the students during the course of flight training or instruction.

3.16. Rotorcraft Operations

3.16.1. Unless otherwise approved by the Authority:

3.16.1.1. Rotorcraft shall park or operate only on non-movement areas and aircraft parking areas.

3.16.1.2. Rotorcraft shall not be operated within 50 feet of any building or fuel storage facility.

3.16.1.3. Rotorcraft shall not be operated within 100 feet of any area where light aircraft are parked or operating.

3.17. Traffic Patterns

Aircraft shall conform to the traffic patterns promulgated jointly by the Federal Aviation Administration and the Authority.

3.18. Restricted Activities

3.18.1. The following activities are restricted at the Airport unless prior authority is granted by the Authority upon specific requirements stipulated by the Authority.

3.18.1.1. Use of motorless aircraft: The landing upon or towing from the Airport of gliders and other certificated motorless aircraft.

3.18.1.2. Use of ultralight vehicles: The landing upon or taking off from the Airport of ultralight vehicles.

3.18.1.3. First or test flights of experimental aircraft including ground demonstrations.

3.18.1.4. Use of lighter-than-air aircraft: The landing upon or taking off from the Airport of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air aircraft that utilize gasses or hot air to provide lift.

3.18.1.5. Banner or glider towing: The landing upon or taking off from the Airport of aircraft that tow banners, gliders, or any other device.

3.18.1.6. Sky diving, parachuting, or powered parachute operations.

3.18.1.7. Operation of aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the runway(s) and taxiway(s). All overweight aircraft operators must have prior written approval of the Authority.

3.18.1.8. Landing any aircraft in the turf, grass or dirt and off the published runways.

3.18.1.9. Transportation of hazardous cargo: Landing or taking off with flammable, explosive, or corrosive materials, except that which is either:

- 1) Carried aboard for the operation of the aircraft or use by crew members or passengers.
- 2) Military use.

3.18.1.10. Transportation of radioactive cargo: The landing upon or taking off from the Airport of aircraft loaded with radioactive materials.

3.18.1.10.1. All shipments of radioactive cargo or other hazardous material shall comply with regulations established in Title 49, Code of Federal Regulations, Parts 100-199, and all other regulatory measures governing such shipments.

3.18.1.10.2. Trained hazmat and Airport ARFF equipment and personnel will be required for this type of operation as a standby precautionary measure. Costs associated with trained hazmat equipment and personnel shall be borne solely and completely by the aircraft operator.

3.19. Fees and Charges

3.19.1. Aircraft shall not land or take off from the Airport unless the aircraft operator has paid the fees and/or charges that may be established and assessed from time to time by the Authority unless the operator is exempt from payment of certain fees and/or charges or unless the operator is not required to make such payments as stipulated in an agreement or permit with the Authority.

3.19.1.1. Aircraft exempt from Airport fees and/or charges are defined in Paragraph #27 of Federal Aviation Administration Airport Sponsor assurances, as amended.

3.19.2. The Authority shall have the right to refuse access to any Airport services, fuel, facilities, or infrastructure for non-payment of any related fees, fines, penalties and/or charges which are properly due to the Airport.

4. VEHICLE RULES AND REGULATIONS

4.1 Regulatory Measures

4.1.1 All vehicle operators at or on the Airport shall comply fully and completely with Title 31 of the Wyoming Statutes, City of Laramie Municipal Code, 14 CFR Part 139.329, these Rules and Regulations, and instructions issued by the Authority.

4.1.2 Enforcement of traffic laws shall be the responsibility of the agency having jurisdiction.

4.2 Operator Licensing

4.2.1 Any person operating a vehicle at or on the Airport shall have a valid state vehicle operator's license and evidence of insurance as required by state law.

4.2.2 Vehicle operators on the AOA are required to demonstrate an operational need to drive a vehicle within the AOA, complete the applicable airfield driver training courses and shall possess approved airport access credentials.

4.3 Equipment

4.3.1 Except for vehicles that are exclusively used on the AOA, all vehicles shall meet the State of Wyoming licensing and registration requirements.

4.3.2 Vehicles shall not be operated at or on the Airport unless the vehicle is in sound mechanical order; has adequate lights, horn, and brakes; and permits clear (unobstructed) visibility from the driver's position.

4.3.3 Trailers and semi-trailers are not permitted at or on the AOA unless authorization is given by the Authority.

4.3.3.1. Trailers and semi-trailers shall not be disengaged from towing vehicles.

4.4 Vehicle Operations

4.4.1 Vehicles are not allowed to be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or property at or on the Airport.

4.4.2 Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) so as to endanger, or be likely to endanger, persons or property, is strictly prohibited at or on the Airport.

4.4.3 Since the presence at the Airport of a tank vehicle, truck, or semi-trailer used for the transportation of flammable liquids or fueling and defueling of aircraft could endanger persons or property, no tank vehicle, truck, or semi-trailer transporting flammable liquids or fuel shall be operated at the Airport unless approved by the Authority and otherwise in compliance with all applicable federal regulations.

4.4.4 Vehicles shall not be operated in any hangar at or on the Airport for a prolonged

period of time unless the vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the hangar.

4.4.5 Airside and Landside Speed Limits

4.4.5.1 Safe Speed - Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, use of the street or roadway, or so as not to endanger persons or property at or on the Airport.

4.4.5.2 Minimum Speed - Vehicles shall not be operated at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.

4.4.5.3 Maximum Speed - Vehicles, except emergency vehicles or equipment responding to an emergency, shall not be operated at or on the Airport in excess of any speed stipulated in these Rules and Regulations.

4.4.5.3.1. In areas where signs, markers, or devices are not used or posted, the speed limit shall be 25 miles per hour (landside) and 15 miles per hour (airside).

4.4.6 Vehicle operators shall not, after receiving a visual or audible signal from the Authority or Airport personnel, fail to stop the vehicle being operated, operate the vehicle in disregard of the signal, or interfere with or endanger Airport personnel or law enforcement officer.

4.4.7 Vehicle operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by the Authority or his/her designee.

4.4.8. The airside perimeter road shall be used only by Airport designated vehicles unless authorized by the Authority.

4.4.9 Vehicle operators shall yield the right of way to aircraft, emergency vehicles or equipment, and pedestrians.

4.4.10 Vehicles shall not be operated in such a manner or within such proximity of an aircraft as to create a hazard or interfere with the safe and secure operation of the aircraft.

4.4.10.1 Vehicles shall not overtake or pass in front of a moving aircraft.

4.4.10.2 Vehicles shall pass to the rear of taxiing aircraft and come no closer than 50 feet to a taxiing aircraft.

4.4.11 Vehicles used for hauling trash, dirt, or any loose material(s) shall be operated in such a fashion as to prevent the contents of the vehicle from dropping, shifting, leaking, or otherwise escaping including, at a minimum, covering vehicle's load.

4.4.12 Tugs (Tow Vehicles) and Trailers

4.4.12.1. Positive locking couplings are required for all towed equipment on the movement and non-movement areas.

4.4.12.2. Tugs (tow vehicles) and baggage carts shall be returned to designated parking or staging areas immediately following unloading.

4.5. Air Operations Area

4.5.1 Per 14 CFR Part 139.329 each airport operating certificate holder must limit access to movement areas and safety areas only to those pedestrians and ground vehicles necessary for airport operations. Only those persons with a proper and current Airport access credentials and who have completed the applicable airfield driver training courses shall be permitted to operate vehicles on the AOA. All other persons must be escorted by an authorized vehicle operator or obtain permission from the Authority.

4.5.2 The Authority may restrict vehicles to a certain area(s) or portion(s) of the AOA. Such restrictions may prohibit vehicle operations outside designated area(s) or portion(s). Unauthorized vehicles found unattended or parked within the airside area are subject to citation and tow at the owner's expense.

4.5.3 Non-Movement Areas. Vehicles operating on non-movement areas shall meet all requirements listed in section 4.4 and possess current training administered by the Authority per 14 CFR Part 139.329 and AC 150/5210-20 (including updates or amendments).

4.5.3.1 Tenants parked in front of leased spaces or in the Eagle hangar parking lot must display their parking pass in the front windshield of the vehicle.

4.5.3.2 Vehicles and other equipment may be parked only in areas designated by the airport or lease. Vehicles may not be parked or left unattended on the AOA if they interfere with the use of a facility, prevent movement of aircraft, prevent free movement of emergency vehicles, or interfere with access routes of refueling vehicles. At no time will vehicles be parked and left unattended in a location specified for the parking of aircraft.

4.5.4 Movement Areas. Vehicles operating on movement areas shall meet all requirements listed in 4.4, have proper training administered by the Authority, external displays of organizational marking and identification, two-way radio communication capable of receiving and transmitting on CTAF, and an operational amber rotating beacon or equivalent per 14 CFR Part 139.329 and AC 150/5210-20 (including updates or amendments). If any vehicle does not possess all requirements the vehicle shall be escorted by Airport operations.

4.5.4.1 Ground vehicles operating on the movement area shall not enter or occupy any runway or RSA when an aircraft is taxiing to that runway or is in the pattern of that runway to land. Any ground vehicle that is occupying the runway or RSA the approaching aircraft is intending to land or take off from, must state their current position via CTAF, vacate the space in the safest and most expeditious manner, and notify the traffic once clear via CTAF.

4.5.4.2 Any runway incursion is a serious matter that will be investigated and addressed immediately. Individual(s) responsible for a runway incursion will be removed from the AOA immediately and their access will be suspended. Airport operations will conduct an investigation of the incident. Movement area driver privileges will only be returned after the following minimum requirements have been met:

4.5.4.2.1. The individual has completed the non-movement area training and received driver training from a qualified trainer.

4.5.4.2.2. All training has been completed and the individual has been given a check ride by Airport Operations.

4.5.5 Vehicle and operator requirements.

4.5.5.1 Vehicles operating near or in vicinity of operating aircraft shall always yield the right of way.

4.5.5.2 The amount of occupants in a vehicle is strictly limited to the number of properly installed seats. Riding on the running board of a moving vehicle, in the bed of a pick-up or other truck, or on a ground service vehicle is prohibited.

4.5.5.3 No person shall operate a vehicle on the AOA under the influence of alcohol or any drug that impairs or may impair the operator's ability.

4.5.5.4 The use of personal electronics shall not be used while driving on the AOA. WY Stat § 31-5-237 prohibits the use of handheld electronic wireless communication devices for electronic messaging unless the vehicle is lawfully parked, to contact emergency response vehicles, making or receiving calls, or using voice operated or hands-free technology.

4.5.6 Except for emergency response and aircraft servicing, vehicles shall not pass under any portion of an aircraft, operate within the marked aircraft safety boundary at the aircraft gates while an aircraft is parked there, drive under any moveable portion or park under any aircraft loading bridge, drive between an aircraft and its boarding gate during ground level passenger loading/unloading, approach an aircraft at an angle that would result in a collision if the brakes fail, or drive within 200 feet behind an aircraft with its engines running.

4.5.7 Use of motor homes, mini-bikes, dirt bikes, all-terrain vehicles, go-carts, roller blades, skateboards, bicycles, or unicycles for recreational purposes are not permitted at or on the Airport without prior approval by the Authority.

4.6 Ground Support Equipment

4.6.1 No person shall park ground support equipment or other apparatus on any apron without first obtaining permission from the Authority or Board to do so.

4.6.2 Prior to operating ground support equipment, the operator shall become aware of their surroundings to ensure movement of the equipment can be accomplished in a safe manner.

4.6.3 Prior to commencing an aircraft push-back the ground support equipment operator

shall obtain permission from the operator and ensure that the aircraft doors and hatches are closed, the ramp, stairs, or jet bridge is retracted, and other ground support equipment is clear of the aircraft.

4.7 Accidents

4.7.1 A vehicle operator involved in an accident on the Airport resulting in any injury or death to person or damage to property shall stop the vehicle at the scene (or as close as possible to the scene without unnecessarily obstructing traffic or creating a safety hazard) and immediately call "911".

4.7.2 The vehicle operator (and the vehicle) must remain at the scene until a law enforcement officer and/or Airport ARFF takes a full report.

4.8 Vehicle Cleaning and Maintenance

Private vehicles shall not be cleaned and/or maintained anywhere at or on the Airport, except for minor repairs that are necessary to remove such vehicles from the Airport, unless otherwise approved, in writing, by the Authority.

4.9 Disabled, Abandoned, or Illegally Parked Vehicles

4.9.1 Vehicles shall not be abandoned at or on the Airport.

4.9.2 No less than 14 days after issuing a written notice to Vehicle's owner, the Authority may tow or otherwise remove from the Airport any vehicle that is disabled, abandoned, or parked in violation of these Rules and Regulations (or if the vehicle creates a safety or security hazard or interferes with Airport operations) at the vehicle owner's risk, cost, and expense and without liability for damage that may result from such removal. For purposes of this section, issuing a written notice is accomplished by securing such notice upon the vehicle.

4.9.3 Vehicles posing a safety hazard or creating an emergent condition may be towed without notice.

4.9.4 All vehicles parked at the Airport shall be subject to all applicable state and local laws and ordinances.

4.10 Fees and Charges

4.10.1 It is unlawful for any vehicle to be parked in any public parking area of the Airport unless the vehicle operator pays the fees and/or charges that may be established and assessed from time to time by the Authority unless the vehicle operator is exempt from payment as may be stipulated in an agreement or permit with the Board.

4.10.2 Nothing in these Rules and Regulations shall be construed as granting any Commercial Ground Transportation owner or operator the right to operate at or on the Airport without first obtaining authorization from the Authority and without paying the fees and/or charges that may be established and assessed by the Board from time to time.

5 COMMERCIAL VEHICLE RULES AND REGULATIONS

5.1 Regulatory Measures

5.1.1 All Commercial Ground Transportation companies doing business at or on the Airport shall comply fully with Title 31 of Wyoming Statutes policies, procedures, and resolutions of the Board, these Rules and Regulations and instructions issued by the Authority.

5.1.2 All traffic laws must be obeyed. Enforcement of traffic laws shall be the responsibility of the agency having jurisdiction.

5.2 Commercial Vehicles on the Air Operations Area

5.2.1 If specifically requested to do so by an operator, lessee, tenant, or the passenger, escorted commercial vehicles may deliver passengers and/or baggage to the non-movement area of the AOA or may pick up passengers and/or baggage from the non-movement area of the AOA in any area designated for such purposes by the Authority.

5.2.2 Only those Commercial Ground Transportation companies that have received authorization from the Authority may conduct business on airport property.

5.3 Fees and Charges

5.3.1 Commercial Ground Transportation companies or operators must have an agreement or permit with the Authority prior to conducting commercial ground transportation activities at or on Airport property regardless of whether the operator's main place of business is located at or on Airport property or elsewhere.

5.3.1.1 If a Commercial Ground Transportation company or operator advertises services offered to the general, flying, or traveling public, the company or operator must have an agreement with the Authority prior to conducting the advertised services.

5.3.2 Nothing in these Rules and Regulations shall be construed as granting any Commercial Ground Transportation company or operator the right to operate at the Airport without first obtaining authorization from the Authority and without paying the fees or charges that may be established and assessed by the Board from time to time.

6 OPERATOR AND LESSEE RULES AND REGULATIONS

6.1 Employee Background Check

For persons employed by the Airport, operators, lessees, or tenants who have unescorted access to the Airport Operations Area or sterile area, a background check, to the extent allowable by law including, but not limited to, references and prior employment history, is required.

6.2 Security

6.2.1 It shall be the responsibility of all operators, lessees, and tenants to ensure that all gates, chains, doors, locks, and all other public safeguards are continually and conscientiously maintained and used in a manner so as to protect all persons and property.

6.2.2 Gates or doors that provide access to the Airport Operations Area through an operator's, lessee's, or tenant's leased premises, are the responsibility of the operator, lessee, or tenant to ensure that such gates and doors remained closed, locked, and secured when not in use and to ensure that all gates and doors, locking/securing mechanisms, and other public safeguards are continually and conscientiously maintained and used in a manner so as to protect all persons and property.

6.2.3 If, as a result of Federal Aviation Administration or Transportation Security Administration findings, a breach of security has occurred at a gate or door controlled by an operator, lessee, or tenant and the Board is fined, the operator, lessee, or tenant responsible for the gate or door shall be assessed a penalty by the Board in the minimum amount of the Airport's fine.

6.2.4 No person shall cause any object to be located within three (3) feet of the Airport perimeter fence, which could facilitate unauthorized access to a restricted area.

6.2.5 All operators, lessees, and tenants shall escort anyone without Airport access credentials on the Airport Operations Area at all times.

6.3 Construction or Alteration of Improvements

Any construction or alteration of an improvement located at or on the Airport shall only be performed with the prior written permission of the Authority.

6.4 Maintenance of Premises

6.4.1 All operators, lessees, and tenants are required to keep the land and/or improvements under lease (being occupied or used) free from all fire and safety hazards and maintain the same in a condition of repair, cleanliness, and general maintenance in accordance with the operator's, lessee's, or tenant's agreement with the Board.

6.4.1.1 In the event the operator, lessee, or tenant fails to maintain the land or improvements under lease, the Board may repair and/or maintain the improvement at operator's, lessee's, or tenants cost and expense without liability for damage arising from or out of such action.

6.4.2 All operators, lessees, and tenants shall be fully responsible for all damage to

facilities, equipment, real property, related appurtenances, and all other improvements at or on the Airport in the ownership, care, custody, or control of the Airport caused by the operator, lessee, or tenant or by their employees, agents, customers, visitors, suppliers, or persons with whom they do business.

6.4.3 Facilities (including hangar floors) shall be kept clean and clear of the accumulation of fuel, oil, grease, flammable liquids, rags, trash, or other waste materials.

6.4.3.1 The use of volatile or flammable solvents for cleaning floors is prohibited.

6.5 Fire Prevention

6.5.1 Operators, lessees, and tenants shall be responsible for ensuring that fire prevention practices and/or procedures are followed at all times.

6.5.2 Operators, lessees, and tenants that have employees conducting fueling or fuel transfer operations must ensure that all employees receive fire prevention training and instruction through a Federal Aviation Administration approved Part 139 Fuel Handling Training Course prior to conducting fueling or fuel transfer operations and that employees receive such fire prevention training and instruction annually thereafter.

6.5.3 Operators, lessees, and tenants shall provide proper, adequate, inspected, certified, and readily accessible fire extinguishers (that are approved by fire underwriters) for the particular hazard involved or associated with the activity.

6.5.3.1 Fire extinguishers shall be maintained in accordance with the City of Laramie Fire Code.

6.5.3.2 A log or a tag showing the date of last inspection shall be attached to each unit or records, acceptable by fire underwriters, shall be kept documenting the status of each unit.

6.5.4 Operators, lessees, and tenants shall designate a responsible person as point of 24-hour contact and shall provide primary and secondary contact information including phone numbers to Airport ARFF for purposes of contact in the event of a fire.

6.6 Heating Equipment

All heating equipment and fuel burning appliances installed or used at or on the Airport shall comply with the requirements of the local government, the State of Wyoming, the City of Laramie Fire Code and Airport ARFF.

6.7 Aircraft Hangars

6.7.1 Aircraft hangars shall only be used primarily for the parking and storage of aircraft and associated aircraft equipment and supplies as approved by the Authority or Board as applicable. The aircraft hangar must principally be used for aeronautical purposes. Any storage of non-aviation items must not interfere with aeronautical operations, including, but not limited to, the ability for an aircraft to be pulled into and out of a hangar without being impeded or obstructed.

6.7.2 Aircraft parked in hangars shall be parked in a manner so as to be completely

contained in the hangar and shall not be positioned in such a manner so as to block a runway, taxiway, taxi lane, or obstruct access to hangars, parked or staged aircraft, parked or staged vehicles, doors, gates, fuel storage facilities except for temporary staging and/or fueling of such aircraft, and access for emergency personnel and equipment.

6.7.3 Use of aircraft hangars shall be subject to the following restrictions:

6.7.3.1 Unless permission is granted by agreement or permit with the Board, no major aircraft maintenance, alterations, or repairs shall be performed in a hangar without the prior written permission of the Authority.

6.7.3.2 All approved aircraft maintenance shall be in compliance with applicable regulatory measures.

6.7.3.3 Space heaters may be utilized in hangars so long as they are not left unattended while operating and all applicable fire prevention/safety measures are continually observed.

6.7.3.4 Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids as approved by the Authority.

6.8 Storage of Materials and Equipment

6.8.1 Operators, lessees, and tenants shall store materials and equipment in such manner as to preclude creating any hazard, obstructing any operation, or littering.

6.8.2. Storage of materials or equipment shall not be permitted outside of leasehold areas, unless authorized in writing by the Authority.

6.9 Compressed Gases

6.9.1 Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.

6.9.1.1 Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.

6.9.1.2 Cylinders or tanks not in use shall have an approved transportation safety cap installed.

6.9.1.3 Cylinders or tanks shall be stored and maintained in compliance with all National Fire Protection Association standards and applicable regulatory measures.

6.10 Lubricating Oils

6.10.1 Lubricating oils having a flash point at or above 150 degrees may be stored in hangars provided that the product is stored in the original container and the capacity of the container is less than 55 gallons and the original manufacturer's labeling or marking is on the container (or that the product is stored in other suitable containers approved by the Authority).

6.10.2 Storage of 55 gallons or more of lubricating oil or containers having a capacity of 55 gallons or more require that a Spill Prevention, Control and Countermeasures plan be provided to the Authority. Such containers may only be stored in compliance with regulatory measures and consistent with the Airport's Spill Prevention, Control and Countermeasures plan.

7 REFUELING, Defueling, AND FUEL STORAGE

7.1 Regulatory Measures

Refueling, defueling, and fuel storage at or on the Airport shall conform to the current applicable provision of 14 Code of Federal Regulations; National Fire Protection Association guidelines; Federal Aviation Administration AC 150/5230- 4C (including updates or amendments); the Airport’s Spill Prevention, Control and Countermeasures plan; regulatory measures established by the Wyoming Department of Environmental Quality and any other agency having jurisdiction relating to these activities.

7.2 Agreement or Permit

Fuels shall only be dispensed at the Airport by those entities having an agreement or permit with the Board granting such permission.

7.3 Training

7.3.1 No person shall commercially fuel or defuel an aircraft until that person is properly qualified and trained in accordance with 14 CFR Part 139.

7.3.2 Training records documenting the training provided to, and the qualifications of, each person shall be maintained and kept on file.

7.3.2.1 Records shall indicate initial training and all recurrent training provided.

7.3.2.2 All records shall be subject to review of and/or inspection by the Authority, airport personnel, or other designated representatives.

7.4 Refueling, Defueling, and Fuel Storage Operations

7.4.1 A properly qualified and trained operator shall be present and responsive at all times while fuel is being transferred into or out of any fuel storage facility.

7.4.1.1 The operator shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and equipment.

7.4.1.2 The operator shall not leave the discharge end of any hose or hoses unattended at any time while the transfer of fuel is in progress.

7.4.1.3 The operator shall not block open, disengage, or deactivate the deadman or any related controls while fueling or transferring fuel.

7.4.2 Aircraft shall not be refueled or defueled in an area where aircraft engines are operating, aircraft or engines are being warmed by application of heat, or while the aircraft is located in a congested or enclosed space.

7.4.3 Hot fueling is prohibited without the express approval of the Authority.

7.4.4 Self-fueling shall be conducted only by entities or persons holding an approved self-fueling permit. Self-fueling shall only be conducted in those areas designated by the Authority, identified in the fueling permit, and pursuant to the Laramie Regional Airports Minimum Standards. Self-fueling at any other location at or on the Airport is prohibited.

7.4.4.1 Self-fueling using fuel containers of six (6) gallons or less is not regulated by this policy.

7.4.5 All fuel handled at or on the Airport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, persons or property.

7.4.6 Persons engaged in the following activities shall exercise care and extreme caution to prevent overflow/spills of fuel and/or oil:

- 1) Fueling, defueling and oil services of aircraft or vehicles.
- 2) The filling or refueling of vehicles or dispensing equipment.
- 3) The dumping, pumping, or loading of aviation fuels or oils either into or from fuel/oil storage facilities.

7.4.7. Should a fuel or oil spill occur on the Airport, the party responsible shall fully and completely comply with Section 2.34 of these Rules and Regulations.

7.4.8 Refueling vehicles shall be positioned so that the vehicle can be directly driven away from the loading or fueling position in the event of spill or fire.

7.4.9 Aircraft fuel handling shall be conducted outdoors and at least 50 feet from any hangar or building and 50 feet from any combustion and ventilation air intake to any boiler, heater, or incinerator room or as approved by the Authority.

7.4.10 Pouring or gravity transfer of fuel and fueling from portable containers is prohibited.

7.4.11 Vehicles shall be refueled only at refueling stations and from dispensing devices approved by the Authority.

7.4.12 Aircraft or vehicles shall not be fueled or defueled while the aircraft or vehicle's engine is operating unless Airport ARFF is on scene.

7.4.13 In the event that lightning is observed within 5 miles of the airport, fueling and ground operations on aircraft and ground vehicles shall be suspended immediately for a minimum of 15 minutes since the latest strike within 5 miles.

7.4.14 When aircraft are being fueled or defueled, the refueling vehicle shall be bonded to the aircraft to equalize the voltage potential between the refueling vehicle and the aircraft.

7.4.14.1. All hoses, nozzles, spouts, funnels, and appurtenances used in fueling and defueling operations shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

7.4.15 Refueling vehicle operators shall not operate the vehicle in reverse anywhere at or on the Airport unless a qualified and trained person is present to safely monitor and direct the movement of the vehicle.

7.4.16 Aircraft shall only be fueled or defueled with passengers on board if all applicable safety procedures of the aircraft are being followed, as directed by the Pilot in Command.

7.4.17 No person shall operate any radio transmitter or receiver or switch electrical appliances on or off in an aircraft during fueling or defueling unless said radio transmitter or receiver is designed specifically for such environment.

7.4.18 Over-wing fueling shall only be performed by qualified persons.

7.4.19 Hold down or hold open devices on aircraft fueling nozzles are strictly prohibited.

7.4.20 For single point fueling, deadman controls or mechanisms shall be utilized and shall remain in good condition (working order) at all times. No person shall deactivate or bypass a deadman control or mechanism at any time.

7.4.21 During fueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within 50 feet of such aircraft or vehicle.

7.4.22 Refueling vehicles (including fuel tankers) shall only use the entrance, exit, and route designated by the Authority during the transportation and delivery of fuel.

7.4.23 For fueling activities performed by individuals and individuals employed by entities other than the Authority, employees and/or agents of the Board assume no liability or responsibility for any violation of any aircraft or vehicle fueling requirement or procedure, any error, omission, negligence, or any violation of any regulatory measure relating to fueling activities.

7.4.23.1. The operator, lessee, or tenant shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the operator's, lessee's, or tenant's fuel storage facilities, equipment, operations, and training.

7.4.23.2. The operator, lessee, or tenant shall reimburse the Board for any costs, damages, fines, legal, or court costs, incurred by the Board for any such violation, error, omission, or negligence.

7.5.24. All persons engaged in self-fueling operations shall be trained in safe and proper fueling procedures, including the handling, dispensing, and storage of fuel. Training shall be completed and updated in accordance with AC 150/5230-4C (including updates or amendments) "Aircraft Fuel Storage, Handling, Training and Dispensing on Airports." Training curriculum must be provided to the Authority upon request, and certification of training completion must be provided to the Authority for each individual or entity conducting fueling at the time the training has been completed or updated.

7.5 Storage of Refueling Vehicles

7.5.1 Refueling vehicles shall be stored outdoors and not less than 50 feet from a building or at the distance approved by Airport ARFF unless the building is designed, constructed, and used exclusively, and approved by Airport ARFF, specifically for this purpose.

7.5.2 Refueling vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between vehicles and any other vehicle or aircraft and a minimum of 20 feet from a storm water inlet.

7.6 Maintenance of Refueling Vehicles and Equipment

7.6.1 Maintenance and servicing of refueling vehicles and equipment shall be performed outdoors or in a building that is approved by Airport ARFF specifically for this purpose.

7.6.2 Operators, lessees, and tenants shall document and maintain and keep on file vehicle and equipment maintenance records. These records shall be made available to the Authority upon request.

7.7 Refueling Vehicles and Equipment

7.7.1 Only those fuel storage facilities, refueling vehicles and equipment that are approved by the Authority shall be used for the storage and delivery of fuel.

7.7.2 Refueling vehicles, fueling pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during fueling operations shall be maintained in a safe operating condition and in good working order and repair at all times.

7.7.2.1 When said refueling vehicle(s) or equipment is found in a state of disrepair, malfunction, or the use constitutes an undue fire or safety hazard, or the operation of said refueling vehicle(s) or equipment would violate any regulatory measure, the operator, lessee, or tenant shall immediately discontinue the use of such vehicles and/or equipment until repairs, replacements, or changes are made to render the same safe for continued use.

7.7.3 If any malfunction or irregularity is detected on or within the aircraft being refueled or defueled, refueling or defueling shall cease immediately and the malfunction or irregularity shall be brought to the attention of the aircraft operator as soon as practical.

7.7.4 Refueling vehicles, equipment, and fuel storage facilities shall be placarded, marked, or color coded in accordance with National Fire Protection Association Publication 407 and applicable Federal Aviation Administration Advisory Circulars.

7.7.4.1 A copy of all applicable permits, registrations, certificates, and insurance documents shall be maintained in each refueling vehicle.

7.7.5 Adequate and proper fire extinguishers shall be immediately available during all fueling and defueling operations.

7.7.5.1 At least two (2) carbon dioxide (or approved dry chemical) fire extinguishers (20 pounds or larger) or the types of fire extinguishers that are capable of extinguishing Category B and Category C fires shall be immediately available.

7.7.5.2 All extinguishers shall be inspected and certified, as required by law, and all personnel involved with fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.

7.7.6 Adequate and proper absorbent material(s) and fuel spill containment capable of damming/diking a fuel spill shall be immediately available at all times, as defined in the operator's, lessee's, or tenant's approved Spill Prevention, Control and Countermeasures plan.

7.7.7 Refueling vehicles and equipment and vehicles utilized to deliver fuel to a fuel

storage facility shall be subject to inspection at any time to determine compliance with these Rules and Regulations and regulatory measures.

7.8 Fuel Storage Facilities

7.8.1 The maintenance and operation of fuel storage facilities, to include storage tanks, shall meet National Fire Protection Association Publication 30, National Fire Protection Association Publication 407, and Federal Aviation Administration regulations, and shall be approved by all agencies that regulate the maintenance and operation of fuel storage facilities. The installation of all tanks and/or facilities shall meet the requirements of the City of Laramie Fire Code.

7.8.2 Plans for installation and operation of fuel storage facilities shall be submitted to and approved by the Authority prior to installation and operation of such facilities.

7.8.3 All security gates leading into fuel storage areas shall be kept closed and locked at all times except when actively in use.