



AIRPORT RULES
and
REGULATIONS

PURPOSE: The purpose of this manual is to publish Rules and Regulations for airport-approved operating procedures, terminal, safety and security requirements at in affect at Dallas Love Field. Nothing in these Rules and Regulations shall limit or constrain the legitimate authority of the Airport Director or designee.

SCOPE: Dallas Love Field is owned and operated by the City of Dallas, Texas. These Airport Rules and Regulations apply to all airport employees (including City staff), tenant organizations, airlines and governmental organizations that work at, conduct business at, lease property, or otherwise have access to Dallas Love Field. They are put in place, to ensure that employees performing their jobs contribute to the Dallas Love Field goal of providing a safe and efficient airport.

Chapter 5, of the Dallas City Code contains current City of Dallas Ordinances pertaining to Aircraft and Airports. Only the pertinent portions of the Chapter are included in these Rules and Regulations.

Rules of Interpretation and Construction

Wherever these Rules and Regulations refer to “applicable law,” such term shall refer to all present and future federal, state and local statutes, ordinances and regulations and City ordinances applicable to the Person or the Airport or the use thereof and judicial or administrative interpretations thereof, as amended from time to time, including but not limited to Transportation Security Regulations and Security Directives issued from time to time by DHS or TSA, Federal Regulations and Advisory Circulars issued from time to time by the FAA, these Rules and Regulations, Notices to Airmen (“NOTAMs”) and Airport Directives issued by the Department of Aviation from time to time and directions issued by the Air Traffic Control Tower.

In the event of any conflict among requirements, unless prohibited by superseding applicable law, the more restrictive requirement shall apply, and the judgment of the Director shall be dispositive. All Persons using the Airport shall be obligated to be familiar with all applicable laws and shall be deemed to have knowledge of such applicable laws.

Unless the context otherwise indicates, words importing the singular shall include the plural and vice versa and the use of the neuter, masculine or feminine gender is for convenience only and shall be deemed to mean and include the neuter, masculine or feminine gender.

Headings of articles and sections in these Rules and Regulations are solely for convenience of reference, do not constitute a part of these Rules and Regulations and shall not affect the meaning, construction or effect hereof.

The terms “hereby,” “hereof,” “hereto,” “herein,” “hereunder” and any similar terms used in these Rules and Regulations refer to these Rules and Regulations as a whole and not merely to the article or section in which such terms are used.

Words relating to aeronautical practices, processes and equipment shall be construed according to their general usage in the aviation industry.

SCHEDULE OF REVISION

Original/Change Number	Date	Section with Significant Revision	Pages
Original (Rev. 1)			
Revision 2	10/15/17	3.21 3.22 4.5.18 4.5.28 5.9.5 6.65 7.12.7 7.13.1 8.5.13 8.15.4 8.17.2 (figure 8-2) Appendix A Appendix C, D, E and F	Pgs 3-7 & 3-8 Page 3-9 Page 4-5 Page 4-8 Page 5-7 Page 6-5 Page 7-6 Page 7-6 Page 8-5 Page 8-13 Page 8-20 Removed All updated

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SECTION 1

DEFINITIONS

Unless otherwise expressly stated and defined in a separate Rule and Regulation, the following terms shall, for the purpose of these Rules and Regulations, have the meaning indicated.

- 1.1. **Air Carrier:** A person who undertakes directly by lease, or other arrangement, to engage in air transportation. This includes an individual, firm, partnership, corporation, company, association, joint-stock association, governmental entity, and a trustee, receiver, assignee, or similar representative of such entities. (See 14 CFR Part 1.1, General definitions.)
- 1.2. **Air Carrier Aircraft:** An aircraft that is being operated by an air carrier and is categorized, as determined by the aircraft type certificate issued by a competent civil aviation authority, as either a:
 - 1.2.1. Large air carrier aircraft if designated for at least 31 passenger seats; or,
 - 1.2.2. Small air carrier aircraft if designated for more than 9 passenger seats but less than 31 passenger seats.
- 1.3. **Air Carrier Operation:** The takeoff or landing of an air carrier aircraft including the period of time from 15 minutes before and until 15 minutes after the takeoff or landing.
- 1.4. **Air Operations Area (AOA):** The AOA consists of those areas intended for the movement and parking of aircraft and that, together with adjacent areas, are restricted to entry only by those persons, vehicles, and activities identified and authorized by the Director of Aviation.
 - 1.4.1. AOA (FAA): The AOA, for the purposes of this document, unless specifically addressing security related items, refers to the area of the airport within the airport perimeter fence, hangars and other physical structures that provide unrestricted access to the airports ramp areas, taxiways and runways of the airport.
 - 1.4.2. AOA (TSA): A portion of an airport, specified in the Airport Security Program, in which security measures specified in 49 CFR Part 1500 are carried out. This area includes aircraft movement area, aircraft parking areas, loading ramps and safety areas for use by aircraft regulated under 49 CFR Parts 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the Secured Area.
- 1.5. **Aircraft:** A device used or intended to be used for flight in the air.
- 1.6. **Aircraft Accident:** An occurrence associated with an aircraft operation that takes place between the time any person boards the aircraft with the intention of flight and until such time as all such persons have disembarked, and in which any person suffers death or serious injury, or in which the Aircraft receives substantial damage. All aspects of the exceptions to substantial damage (see "Substantial Damage") should be considered

before making a final substantial damage determination that would classify the occurrence as an Aircraft Accident.

- 1.7. **Aircraft Incident:** When an aircraft is damaged without injury or if an event occurs when the aircraft is not intended for flight.
- 1.8. **Aircraft Maintenance:** Aircraft maintenance is considered to be the repair, maintenance, alteration, preservation, or inspection of aircraft (including the replacement of parts).
 - 1.8.1. Major maintenance includes major alterations to the airframe, power plant, and propeller as defined in federal regulations.
 - 1.8.2. Minor maintenance includes normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment of aircraft and its accessories.
 - 1.8.3. Aircraft assembly is included within the definition of aircraft maintenance.
- 1.9. **Airline Use and Lease Agreement (AULA):** Contract between the City and a Commercial Aviation Operator operating at the Airport relating to the Commercial Aviation Operator's operations at the Airport and describes the bounds of the operator's leasehold.
- 1.10. **Airport:** Airport refers to the land and improvements generally known and designated as Dallas Love Field. The improvements on the land consist of the runways, aircraft taxiways and parking aprons, the passenger and freight terminal buildings, hangars, vehicle roads and parking facilities, and all other improvements on such land. The term Airport shall also include any adjacent or nearby land hereafter acquired for purposes of the Airport and all improvements hereafter constructed on such land. Airline code Identifier (DAL) and FAA designation is KDAL.
- 1.11. **Airport Certification Manual (ACM):** Federal Aviation Administration (FAA) -approved document outlining certification and operating requirements for Dallas Love Field, pursuant to Federal Aviation Regulation (FAR) Part 139.
- 1.12. **Airport Communication Center (ACC):** The organization tasked with notification of various events/activities, including but not limited to, non-911 emergency communications, maintenance requests, documentation of system outages and incidents.
- 1.13. **Airport Directives:** Any and all rules, regulations or requirements made by the Department of Aviation (DOA) or City of Dallas, written or oral, issued by the Director or DOA.
- 1.14. **Airport Emergency Operations Center (AEOC):** The airport's primary fixed location for centralized management of Operations emergency response planning, resource allocation, strategic center (EOC) management and crisis resolution.
- 1.15. **Airport Emergency Plan (AEP):** The AEP is an FAA required and approved document that outlines procedures, programs and rules established, implemented and maintained by the City and/or DOA in the event of an emergency at the Airport. This document is an appendix to the Airport Certification Manual.
- 1.16. **Airport Identification Badge:** The identification required to access Security Sensitive Areas. Is issued to employees who are properly trained and approved by the Airport.

- 1.17. Airport Layout Plan (ALP):** The plan of an airport showing the layout of existing and proposed facilities.
- 1.18. Airport Security Program (ASP):** Procedures, programs and rules established, implemented and maintained for security purposes of the Airport pursuant to rules and regulations of the TSA, FAA and Airport Directives, including, without limitation, 49 CFR Parts 1520, 1542, 1544 and 1546, 14 CFR Part 139 and the Airport's Security Program approved by TSA.
- 1.19. Airport Terminal Area:** The area(s) where the primary activity is the processing of airline passengers. Passenger processing includes baggage check-in, ticketing, aircraft enplaning and deplaning, food servicing, rental car transactions and all other normally associated services and amenities available for processing passengers. The Terminal Area includes, but is not limited to, terminal buildings, baggage facilities, boarding areas, parking lots/garages and transportation centers.
- 1.20. Alternative Fuel Vehicles:** Vehicles powered by natural gas, propane, ethanol, methanol, gasoline (when used in hybrid electric vehicles only), hydrogen, electricity, fuel cells, or advanced technologies that do not rely on gasoline or diesel fuel or that are powered by a combination of two or more alternate fuels. Alternative Fuel Vehicles include "hybrid" or "bi-fuel" Vehicles powered in part by petroleum gasoline and Vehicles converted from one powered by petroleum gasoline.
- 1.21. Apron:** The portion of the AOA which accommodates aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling or maintenance. Same as Ramp (see below).
- 1.22. ARFF Index:** The type of aircraft rescue and firefighting equipment and quantity of fire extinguishing agent that the certificate holder must provide in accordance with FAR 139.315.
- 1.23. Baggage Areas:** The baggage claim and baggage make-up areas located at the airport.
- 1.24. Based Aircraft:** An aircraft utilizing the Airport as a base of operation (other than occasional transient purposes).
- 1.25. Bus:** A motor vehicle that has a manufacturer's rated seating capacity of more than 15 passengers; and is used for the transportation of persons from a location in the city to another location either inside or outside the city.
- 1.26. City:** The words "City," "the City," or "this City" mean the City of Dallas (COD), Texas.
- 1.27. Clear Zone:** (Security) Shall mean the area adjacent to the Secured Area/AOA perimeter fence measuring 5 feet on each side of the fenceline.
- 1.28. Code:** The words "the code" or "this code" shall mean "The Revised Code of Civil and Criminal Ordinances of the City of Dallas."
- 1.28.1. City of Dallas Building Code – CHAPTER 53: 2012 International Building Code with City of Dallas Amendments.

1.28.2. City of Dallas – Fire Code – CHAPTER 16: 2006 International Fire Code with City of Dallas Amendments (effective June 16, 2007).

- 1.29. **Commercial:** That which relates to the exchange, trading, buying, hiring or selling of commodities, goods, services or tangible or intangible property of any kind, or any revenue-producing activity on the Airport.
- 1.30. **Commercial Aviation Operator:** All operators of Aircraft for Commercial purposes at the Airport.
- 1.31. **Commercial Soliciting:** Commercial activity consisting of the oral or written request for funds, signatures or anything of value conducted by a person to or with passers-by in a continuous and repetitive manner, including without limitation offering any property for sale.
- 1.32. **Concessionaire:** A person or business that has been given the right to sell something on property owned by someone else. A person or business that has been given a concession.
- 1.33. **Construction Period:** Any time period during which the Director determines that there are current and ongoing construction projects on airport property.
- 1.34. **Control Tower:** An Air Traffic Control Facility located at the airport and operated by or on behalf of the FAA.
- 1.35. **Courtesy Vehicle:** Vehicles which are used in the business operation of any hotel, motel, parking lot, restaurant, airport tenant facility or auto rental office solely to transport customers between points at Dallas Love Field and such hotel, motel, parking lot, restaurant, tenant facility or automobile rental office located on or off airport property.
- 1.36. **DAL (Dallas Love Field):** The three letter identifier used by the FAA and airlines to identify the airport in FAA flight systems.
- 1.37. **Department of Aviation (DOA):** City of Dallas Department created to manage, operate, regulate and control Dallas Love Field, Executive Airport and the CBD Heliport.
- 1.38. **Department of Homeland Security (DHS):** The U.S. Department of Homeland Security (DHS) is a cabinet level department of the United States federal government, created in response to the September 11 attacks, and with the primary responsibilities of protecting the United States and its territories (including protectorates) from and responding to terrorist attacks, man-made accidents, and natural disasters.
- 1.39. **Director:** Shall mean the City of Dallas, Department of Aviation, Director of Aviation or his/her duly authorized representative.
- 1.40. **Driver:** Any person responsible for the direct control of a vehicle of any type, while the vehicle is in operation.
- 1.41. **Emergency Vehicle(s):** Vehicles of the police or fire departments, ambulances, Airport Operations vehicles, and vehicles conveying an Airport official or Airport employee in response to any emergency call.

- 1.42. Experimental Flights:** No person shall take off or land an experimental or un-certificated aircraft at any municipal airport without written permission from the Director of Aviation or one of his assistants. (City Ordinance Nos. 8213; 14384)
- 1.43. Federal Aviation Administration (FAA):** The government organization that governs the safe and efficient use of the nation's airspace, by military as well as civilian aviation, and promotes civil aeronautics and commercial aviation.
- 1.44. Federal Flight Deck Officer (FFDO):** A flight crew member duly authorized and trained as a Federal Flight Deck Officer by TSA to carry firearms for the purpose of defending the flight deck.
- 1.45. Federal Security Director (FSD):** The Federal Security Director (FSD) is responsible for providing day-to-day operational direction for federal security at airports projected to have a small workforce, few checkpoints, and directly involved in the national interest. The FSD will be the ranking TSA authority responsible for the leadership and coordination of TSA security activities. These responsibilities and accompanying authority include tactical planning, execution, and operating management for coordinated security services and other duties as prescribed for the Under Secretary of Transportation for Security.
- 1.46. Fixed Base Operator (FBO)** Is a commercial business granted the right by an airport to operate on the airport and provide aeronautical services such as fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, etc. In common practice, an FBO is a primary provider of support services to general aviation operators at a public-use airport either located on airport leasehold property or, in rare cases, adjacent to airport leasehold property as a through the fence operation.
- 1.47. 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. Examples include but are not limited to: nuts, bolts, plastic, cans, rocks, baggage pieces and wildlife.
- 1.48. Foreign Object Debris (FOD) Damage:** Any damage attributed to a foreign object that can be expressed in physical or economic terms which may or may not downgrade the product's safety or performance characteristics.
- 1.49. Fuel Vendor:** Shall mean a person, except for a self-fueling operator, engaged in the selling or dispensing of aviation fuel to aircraft other than that owned or leased by such a person.
- 1.50. Fueling Operations Permit:** shall be a permit issued by the Director to a person who dispenses aviation fuel at Dallas Love Field, Dallas Executive Airport or the Dallas Heliport. A Fueling Operations Permit shall be a fuel vending or a self-fueling permit.
- 1.50.1. Fuel Vending Permit (FBO):** A business entity authorized to engage in the servicing of general aviation and/or cargo aircraft on the airport. The type of services provided by these organizations includes fuel vending, ground handling, lavatory services and crew assistance.

- 1.50.2. **Self-Fueler:** A business entity that is authorized to service their owned aircraft and transient aircraft only. This business is not an FBO.
- 1.51. **Fueling Vehicle:** Any vehicle used for fuel handling, including, without limitation, fuel servicing hydrant vehicles and hydrant carts.
- 1.52. **General Aviation (GA):** That segment of aviation that includes all aircraft except commercial air carriers and military aircraft.
- 1.53. **Hardstand:** A hard surfaced area on which heavy vehicles or aircraft can be parked. Such areas at DAL are specifically defined and used for overnight parking (RON), irregular operations and minor maintenance of air carrier aircraft. Scheduled air carrier operations are prohibited from being conducted from DAL Hardstands.
- 1.54. **Hazard:** A condition, object or activity with the potential for causing damage, loss or injury.
- 1.55. **Law Enforcement Officer (LEO):** Any individual who is sworn in as a police officer, sheriff deputy, state trooper or a federal agent to enforce the laws of the jurisdiction he or she serves.
- 1.56. **Limousine:** A chauffeur-operated luxury type sedan (standard or extended length) sport utility vehicle (standard or extended length) or Airport approved vans equipped with aftermarket accessories to provide luxury interior appointments similar to those found in luxury limousines, available for charter.
- 1.57. **Movement Area:** The runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.
- 1.58. **Non-Movement Area:** The taxilanes, aprons, and other areas not under the control of an FAA Air Traffic Control Tower.
- 1.59. **Non-Signatory Airline – Non-Signatory Airline** shall mean any air transportation company that has not entered into an Airline Use and Lease Agreement (AULA) with the City.
- 1.60. **Obstruction:** Any object that may adversely affect the Navigable Airspace of any aircraft.
- 1.61. **Operator:** On the Secured Area/AOA, shall mean any person who is in actual physical control of an aircraft or a motor vehicle.
- 1.62. **Owner:**
- 1.62.1. The word "owner", applied to a building or land, shall include any part owner, joint owner, tenant in common, tenant in partnership, joint tenant or tenant by the entirety, of the whole or of a part of such building or land.
- 1.62.2. On the Secured Area/AOA, shall mean a person who or entity that holds the legal title to an aircraft or a motor vehicle.
- 1.63. **Park or Parked:** Shall mean to put or leave or let a vehicle or aircraft stand or stop in any location whether the operator thereof leaves or remains in such vehicle or aircraft when

such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

- 1.64. Passenger Loading Bridge:** An enclosed movable connector which extends from the Airport Terminal to an airplane enabling passengers to board and disembark from an aircraft.
- 1.65. Passenger Ramp Area:** Portions of the airport designated for the ground level loading of passengers to and from aircraft.
- 1.66. Person:** The word "person" shall extend and be applied to associations, corporations, firms, partnerships and bodies politic and corporate as well as to individuals.
- 1.67. Picketing:** The display of placard signs as part of participating in a picket line as a picket or taking part in any labor or other form of demonstration, protest or expression of Non-Profit speech. "Picketing" does not include any Commercial activity, including without limitation Commercial Solicitation.
- 1.68. Piggybacking:** Shall mean the unauthorized entry to the Secured or Sterile Area without a valid badge read through a portal behind a person who obtained a valid badge read. Or in an unauthorized entry into the AOA behind another person or vehicle that has passed through a control portal without validation of access media.
- 1.69. Police:** Shall mean the Airport Unit of the Dallas Police Department; however, this is not limited to only those elements, and may be used to refer to any Dallas Police Department officer.
- 1.70. Preferential Use Gate:** A gate assigned by the City for preferential use by a Signatory Airline.
- 1.71. Property:**
- 1.71.1. **Personal Property:** The words "personal property" includes every species of property, except real property, as defined in this section.
- 1.71.2. **Real Property:** The words "real property" includes land, tenements and hereditaments. (Department of Homeland Security).
- 1.72. Ramp:** Areas of the airport within the AOA designated for the loading, unloading, servicing or parking of aircraft. Same as Apron.
- 1.73. Regulations:** These Airport Rules and Regulations in their entirety.
- 1.74. Restricted Area:** Shall mean the areas of the Airport to which entry or access by the general public is either limited or prohibited. All areas other than public areas are considered restricted.
- 1.75. Run Up (Aircraft):** Aircraft engine operation above normal idle speed, the purpose of which is engine maintenance or testing, including engines operating for purposes of preparing for and taking off.

- 1.76. 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 take-off of aircraft. Runway Incursions are ranked by four (4) differing categories, varying in severity. (Category D least severe; to Category A being the most severe).
- 1.77. Scheduled Operation:** Any common carriage passenger –carrying operation for compensation or hire conducted by an air carrier for which the air carrier or its representatives offers in advance the departure location, departure time, and arrival location. It does not include any operation that is conducted as a supplemental operation under 14 CFR Part 121 or public charter operations under 14 CFR Part 380.
- 1.78. Secured Areas:** Any area of the Airport as identified in the Airport Security Program requiring security access procedures consistent with regulations promulgated by the FAA or TSA, and all other applicable regulations.
- 1.79. Security Screening Checkpoint (SSCP):** The prescribed security screening of passengers, Airport employees, and other persons, luggage, goods, cargo, and such other prescribed items pursuant to rules and regulations, orders, security directives or such other directives as may be duly issued and in effect from time to time of the TSA and/or DHS.
- 1.80. Security Identification Display Area (SIDA):** SIDA means a portion of an airport specified in the airport security program, in which security measures specified in 49 CFR Part 1542 are carried out. This area includes the secured area and may include other areas of the airport.
- 1.81. Share Ride Vehicles:** On Demand shuttle service, such as “Super Shuttle”.
- 1.82. Signatory Airline:** Signatory Airline refers to an air transportation company that is a party to the Airline Use and Lease Agreement (AULA) with the City of Dallas.
- 1.83. Smoking:** Inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, controlled substance, or other combustible substance.
- 1.84. Soliciting:** The oral or written request for funds, signatures or anything of value conducted by a Person to or with passers-by in a continuous and repetitive manner. “Funds” shall include money, property, and the written pledge of a future donation. “Soliciting” also includes offering any property for sale, upon the representation that the proceeds will be used for charitable or religious purposes.
- 1.85. Sterile Area:** The portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which that access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under Part 1546 of said chapter, through the screening of persons and property.
- 1.86. Substantial Damage:** Damage or structural failure that negatively affects an aircraft's structural strength, performance, or flying characteristics, and which would require significant repair or replacement of the affected component or system. Substantial damage excludes damage to landing gear, wheels, tires, and flaps. It also excludes bent aerodynamic fairings, dents in the aircraft skin, small punctures in the aircraft skin, ground damage to propeller blades, or damage to only a single engine.

- 1.87. Surface Incident:** Any action in the movement area, not on a runway, by a vehicle or pedestrian that has not been authorized by the FAA Air Traffic Control Tower.
- 1.88. Taxicab:** A chauffeured motor vehicle with a rated passenger capacity of eight or less, used to transport persons for hire that typically operates on irregular routes, irregular schedules, and a call on demand basis, but not including limousines or special service vehicles as defined in Chapter 10 of the City Code.
- 1.89. Tenant:** A person, business, group, etc., that pays to use another person's property : someone who rents or leases a house, apartment, etc., from a landlord
- 1.90. Terminal:** The building and structures located within the Airport and open to the public for the purpose of flight ticket purchase, passenger enplanement and deplanement, including Sterile Areas and adjoining Ramps, roadways, public lobby waiting, baggage check-in and pick-up, and those other services related to public passenger air travel.
- 1.91. Terminal Tenant Handbook:** A handbook meant to provide Terminal Tenants with a single document that can explain the Airport's policies and provide tenants with easy to find contact information.
- 1.92. Transportation Security Administration:** Shall mean the federal agency created by the November 19, 2001 enactment of the Aviation Transportation and Security Act (ATSA) responsible for overall security of the nation's transportation system.
- 1.93. Unscheduled Operation:** Any common carriage passenger-carrying operation for compensation or hire, using aircraft designed for at least 31 passenger seats, conducted by an air carrier for which the departure time, departure location, and arrival location are specifically negotiated with the customer or the customer's. This includes any passenger-carrying supplemental operation conducted under 14 CFR Part 121 and any passenger-carrying public charter operation conducted under 14 CFR Part 380.
- 1.94. Vehicle:** Any device in, upon or by which any person or property is or may be transported.
- 1.95. Vehicle or Pedestrian Deviation (V/PD):** Any entry or movement on the airport movement area or safety area by a vehicle operator or pedestrian that has not been authorized by air traffic control.
- 1.96. Vehicle Service Road (VSR):** Shall mean the designated roadway network in the non-movement area on the airfield side of the AOA perimeter fence.
- 1.97. Violation of Rules:** Any person who does not comply with any of the provisions of these Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations.
- 1.98. Wildlife Attractants:** Wildlife attractants are considered to be any human-made structure, land-use practice, human-made or natural geographic feature that can attract or sustain hazardous wildlife within the Air Operations Area.

SECTION 2

INTERPRETATION, COMPLIANCE, VIOLATION, AND SUSPENSION - OF AIRPORT RULES AND REGULATIONS

2.1. ADMINISTRATIVE INTERPRETATION OF RULES

- 2.1.1. The Director shall be responsible and shall have full authority for interpreting, implementing and administering these Rules and Regulations.
- 2.1.2. In the event that any provision of these Rules and Regulations is deemed to be ambiguous and a determination as to the meaning of the provision is required, the matter shall be referred to the Director. The Director's determination as to the meaning of the provision shall be consistent with the policies set forth or implied in these Rules and Regulations and shall be deemed incorporated in these Rules and Regulations as though fully set forth herein.
- 2.1.3. In addition, Airport Directives issued from time to time by the Director shall be considered as interpretive and implementing rules and shall have the full force and effect of these Rules and Regulations. Copies of all Airport Directives shall be kept on file and may be inspected at the Department of Aviation Administrative Offices.
- 2.1.4. In the event there is an express conflict relating to an area of operation, topic or activity between any of the provisions of these Rules and Regulations and any Airport Directive, provisions of or instructions contained in the Rules and Regulations shall govern. Airport Directives shall be deemed to interpret and implement these Rules and Regulations to the extent that such provisions are not directly conflicting with these Rules and Regulations.
- 2.1.5. In the event there is an express conflict between provisions or instructions contained in different Airport Directives relating to an area of operation, topic or activity, the provisions or instructions applying more specifically to the given area of operation, topic or activity shall govern.

2.2. COMPLIANCE WITH RULES

- 2.2.1. Any permission granted by the Director of Aviation, directly or indirectly, expressly or by implication or otherwise, to any person to enter or to use the Airport or any part thereof, is conditioned upon strict compliance with these Rules and Regulations.
- 2.2.2. The exercise of the privilege of using the Airport and its facilities or any part thereof shall constitute the agreement of the person using the Airport to comply fully with these Rules and Regulations.

2.3. VIOLATION OF RULES

- 2.3.1. Any person who violates, disobeys, omits, neglects or refuses to comply with any of the provisions of these Rules and Regulations or any lawful order issued

pursuant thereto may be denied use of the Airport by the Director, and have penalties imposed in accordance with federal, state and local authorities.

- 2.3.2. All permits and identification badges issued by the airport are the property of the Airport and such permits, badges, and all other endorsements and authorizations included therein are subject to revocation by the Director or authorized representatives.

2.4. EMERGENCIES

- 2.4.1. When the Director determines that an emergency affecting the health, welfare and/or safety of persons and/or property exists at the Airport, the Director shall be empowered to take the action which, within the Director's discretion and judgment, is necessary or desirable to protect persons and property and to facilitate the operation of the Airport.
- 2.4.2. During such an emergency the Director may suspend these Rules and Regulations, or any part thereof. The Director may, in addition, issue orders, rules and/or regulations as may be necessary.
- 2.4.3. The Director shall at all times have authority to take such reasonable actions as may be necessary for the proper conduct and management of the Airport and the public.

2.5. ENFORCEMENT AND PENALTIES

The safety of patrons and the security of the Airport are of primary importance and are protected and supported by the full powers of the City Code, state and federal law. Persons involved in criminal activities may be detained, arrested and prosecuted to the full extent of the law.

Airport tenants, permittees, licensees, concessionaires and others holding Airport agreements, when leasing or controlling portions of the Airport, are responsible for ensuring that their employees, sub-tenants, contractors, sub-contractors and visitors using their facilities understand and comply with these Rules and Regulations. Each additionally shall be responsible for compliance with all requirements of the Airport Security Program and shall be held liable for any fines, penalties or other monetary assessments imposed upon the Airport by any agency having jurisdiction over the area in which the violation occurred.

- 2.5.1. Authority of the Director of Aviation

The Director of Aviation is authorized to enforce these Rules and Regulations as required to assure the convenience and safety of the traveling public and others using the Airport. In addition to these Rules and Regulations, the Director of Aviation is empowered to issue other guidelines to ensure the safety and well-being of Airport users or as otherwise determined to be in the best interest of the DOA. On a day-to-day basis, this responsibility and commensurate authority is delegated to the Director's designated representatives and the Dallas Police Department (the law enforcement agency assigned to the Airport).

The Director of Aviation may prohibit use of the Airport or any part thereof by any person in violation of these Rules and Regulations. The Director of Aviation may use any legal remedy or recourse to aid the enforcement of the provisions contained in these Rules and Regulations.

2.5.2. Cease and Desist Orders

In addition to any other rights the DOA and/or City has under these Rules and Regulations, agreements, permits and other applicable laws, the Director may order any person to cease and desist any activity(ies) or conduct in violation of any provision of these Rules and Regulations or any of the provisions of law incorporated therein if the Director determines that such activities or conduct threaten the safety of persons at the Airport, endangers persons or property or interferes with the safe and proper operation of the Airport. Such cease and desist order shall be in writing and set forth the conduct or activity ordered to be ceased, the name of the person found to be in violation and the provision of these Rules and Regulations or other applicable laws violated by the subject conduct.

2.5.3. Removal from Airport, Fines and Penalties

Any person in violation of these Rules and Regulations, agreements, permits and other applicable laws or refusing to comply therewith may be subject to an administrative fine or penalty, City of Dallas fines (including criminal citations) and/or may be removed or ejected from the Airport by or under the authority of the Director. The violator may be deprived of the further use of the Airport and its facilities for such length of time as determined by the Director to ensure the safeguarding of the airport and the public interest.

2.5.4. Removal of Property

A DOA employee and/or a DPD Officer may remove or cause to be removed from any restricted-access area, any roadway or right-of-way, or any other unauthorized area or structure at the Airport, any property which is disabled, abandoned or which creates an operations problem, nuisance or safety hazard or which otherwise is placed in an illegal, improper or unauthorized manner; including, without limitation, any structure which has not been authorized by the DOA or the Director pursuant to the DOA's policies and procedures. Any such property may be removed or caused to be removed by the DOA and/or DPD Officer to an official impound area or such other area designated by the Director or the City of Dallas.

SECTION 3:
GENERAL REGULATIONS

3.1 MODIFICATIONS TO RULES AND REGULATIONS

The Director is authorized to modify any provision of these Rules and Regulations upon the advice and recommendation of the City Council that such modification is required by applicable laws. Any such modification may be made by Airport Directive and shall be effective immediately upon the issuance of such Airport Directive.

3.2 EMERGENCY PROCEDURES

All Airport tenants shall immediately report emergencies to the Dallas Police Department – Love Field Unit at 214.670.6160 or 214.670.6162. Immediately following the notification to the Police Department, the tenant shall also notify the Airport’s Communication Center at 214.670.5683 or 214.671.5683.

All airlines must develop and maintain written procedures to be used in the following events. All plans must interface with procedures established by the Department of Aviation. Each airline shall ensure their staff is properly trained in the implementation of these plans. These plans must be provided to the Director annually.

- Bombing and/or Bomb Threats
- Natural Disasters
- Hijacking
- Irregular Operations
- Aircraft Accidents

3.3 ASSUMPTION OF RISK

The exercise of the privilege of using the Airport and its facilities or any part thereof shall constitute the assumption of full responsibility and risk by any person using the Airport and its facilities, and the agreement of such person to release, hold harmless and indemnify the City and its officers, agents and employees, from any liability, loss, damage, injury or death to such person or to third persons or their property in any way arising from such use, unless such liability, loss, damage, injury or death was caused by the negligence or willful misconduct of the City or the person seeking to be indemnified. In carrying out its obligations to the City hereunder, such person shall use counsel acceptable to the City Attorney.

3.4 COST RECOVERY FOR PROPERTY DAMAGE AND PERSONAL INJURY

The DOA shall recover expense incurred from any person causing injury or property damage of any kind. The liable party will be billed for charges to repair Airport property damage, including the cost of labor. Payment will be guided by standard accounting procedures.

3.5 COMMERCIAL ACTIVITY

3.5.1 Sale of Products at Airports; License or Permit.

No person shall enter upon any municipal airport for the purpose of offering for sale or selling any goods, wares or merchandise unless he shall have first obtained a license or permit thereof pursuant to an application submitted to the Director of Aviation. (City Ordinance Nos. 8213; 9975; 14384)

3.5.2 No person shall occupy or rent space and no person shall carry on any business, commercial enterprise or activity, including without limitation, commercial soliciting, promotional activities or any other form of revenue-producing or non-revenue producing activity on the Airport, without first obtaining a written contract, permit, license or other form of written authorization thereof from the Director.

3.5.3 Any person seeking to obtain a permit to perform Commercial Solicitation at the Airport must either have entered into a written occupancy agreement with the DOA or be sponsored in writing by a person that has entered into a written occupancy agreement with the DOA.

3.6 COMMERCIAL SPEECH: ADVERTISING AND DISPLAY

3.6.1. All signage installed at the Airport shall comply with the Department of Aviation sign standards.

3.6.2. No person, for a Commercial purpose, shall post, distribute, or display signs, advertisements, circulars, pictures, sketches, drawings, or engage in other forms of Commercial speech without first complying with Section 3.5.

3.6.3. No person or tenant at the Airport shall post, display or affix any Commercial message at the Airport or, if within the Terminal, on or atop any ticket counter, backwall, station, wall, aircraft boarding bridge, floor or other surface without first obtaining the written permission of the Director.

3.6.4. The DOA shall have the right to remove and dispose of any sign, advertisement, circular, picture, sketch, drawing or other Commercial message that violates any of the provisions of these Rules and Regulations. The DOA shall have the right to post or cause to be posted signs, advertisements, circulars, pictures, sketches, drawings or other Commercial messages that promote the use of Airport provided services.

3.7 COMMERCIAL PHOTOGRAPHY

No person shall take still, motion, or sound motion pictures or sound records or recordings of voices or otherwise on the Airport for Commercial purposes without obtaining a written permit from and in a manner authorized by the Director; provided however that this section shall not apply to bona fide coverage by the news media conducting their business in areas authorized by the Director and in accordance with the Airport Directives.

3.8 COMMERCIAL SOLICITATION

No person shall solicit for any purpose on the Airport without the prior written permission and approval of the Director. No person shall engage in Commercial Soliciting or distribute goods or food without the written permission of the Director.

3.9 SOCIAL MEDIA

3.9.1. No person shall post pictures or video or otherwise on social media websites on behalf of the Airport for commercial or personal purposes without the permission of the Director.

3.9.2. Exemption: The Social Media requirements does not apply to bona fide coverage by the news media conducting their business in areas authorized by the Director and in accordance with Airport Directives.

3.10 LITTER AND REFUSE

3.10.1. No person shall place, discharge, or deposit in any manner, papers, trash, rubbish, food wastes or other refuse anywhere on the Airport, except in Airport-approved receptacles and other such places prescribed by the Director.

3.10.2. All litter and refuse must be covered when transported in vehicles.

3.10.3. All outdoor trash receptacles at the Airport shall have lids that can be securely fastened to prevent wind from dispersing the content of such receptacles. All receptacles must be kept closed except when depositing trash in the receptacles or the receptacles are being serviced.

3.10.4. Stored or transported litter or garbage must be in tied plastic bags or sealed containers.

3.11 ABANDONED PROPERTY

No person shall abandon any personal property on the Airport. Any personal property left unattended for a period of thirty (30) days or more shall be considered abandoned and will be disposed of without cost or liability to the Airport. Any person that violates this Section shall be obligated, upon demand of the Director, to reimburse the Department of Aviation for all costs and expenses incurred in disposing of such abandoned property, including attorney fees.

3.12 OTHER LAWS

All applicable provisions of Federal and State of Texas laws and regulations, including without limitation the Texas Vehicle Code, applicable chapters of the City Municipal Code, and other provisions of the City Municipal Code specifically referenced herein, now in existence or hereafter promulgated and as in effect from time to time and not in conflict with these Rules and Regulations or Airport Directives, are hereby adopted by this reference as part of the Rules and Regulations of the airport.

3.13 SOLICITING BUSINESS OR SELLING MERCHANDISE ON AIRPORT PROPERTY

It shall be unlawful for any person to solicit customers or patronage for himself or on behalf of any person or to sell any merchandise of any type or distribute advertising matter upon the premises of any municipal airport of the City, without authority of the Director of Aviation, or the City Council. (City Ordinance 8213)

3.14 PRESERVATION OF PROPERTY

3.14.1. No person may destroy, injure, deface or disturb any building, sign, equipment, marker, or other structure, tree, flower, lawn, or other property on the Airport.

3.14.2. Any person causing or being responsible for such destruction, injury, defacing, damage or disturbance shall immediately report such damage to the Department of Aviation and/or DPD – Love Field Unit, and upon demand of the DOA or the City, shall reimburse the City for the full amount of the damage plus the City's costs and attorney's fees.

3.14.3. No person shall travel upon the Airport other than on roads, walks, or other rights-of-way provided for such specific purpose, unless duly authorized by the Director or City or otherwise in the performance of his or her official duties.

3.14.4. No person shall alter, add to, or erect any building or sign or make any excavation on the Airport without obtaining authorization from the Director and obtain all applicable permits from the City.

3.15 AIRPORT CONSTRUCTION AND OBSTRUCTION CONTROL

3.15.1. Without strict compliance and adherence to the safety specifications and directions of the Director, no person shall:

- Erect, construct, modify or in any manner alter any structure (including temporary structures), roadway, sign, post or pole of any type;
- Alter or in any way change color, design or décor of existing Airport improvements;
- Operate, park or store any equipment, vehicles, supplies or materials;
- Create any mounds of earth or debris;
- Cause or create any physical object on land or water that penetrates the operational air space;
- Conduct any work on Airport premises without first obtaining a building permit from the City of Dallas.

3.15.2. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this guide, or to cause any such work to be done, shall first make application to:

- The Director of Aviation.
- The City of Dallas building official and obtain the required permit.

- 3.15.3. Any owner or authorized agent who proposes any of the above activities, shall comply with the FAA requirements outlined in Advisory Circular 150/5370-2 and will be required to prepare and submit a Construction Safety Phasing Plan.
- 3.15.4. Any owner or authorized agent who proposes any of the above activities, will be required to prepare and submit an FAA required Form 7460-1; and following construction, may be required to submit an FAA Form 7460-2 when deemed necessary by the FAA Determination. All FAA Form 7460-1's shall be submitted to the Department of Aviation.
- 3.15.5. All tenant construction must conform to the requirements as contained in the latest edition of the City of Dallas Building Code.
- 3.15.6. All proposed construction or improvements must comply with the DAL Non-Terminal Tenant Improvement Guidelines and the DAL Tenant Sign Standards.

3.16 WILDLIFE MANAGEMENT

- 3.16.1. No person shall feed, approach, disturb, frighten, hunt, trap, capture, wound, kill or disturb the habitat of any wild bird, mammal, reptile, fish, amphibian or invertebrate anywhere within the Airport. This prohibition shall not apply to action taken by public officials or their employees and agents, within the scope of their authorized duties, to protect the public health and safety.
- 3.16.2. No person shall create an attractant for rodents, birds or other wildlife by leaving food or debris in any open and exposed area.
- 3.16.3. No person shall feed or do any other act to encourage the congregation of birds, rodents or other animals on the Airport.
- 3.16.4. The placement of any device to feed any wild bird, mammal, reptile, fish, amphibian or invertebrate on the Airport is prohibited.
- 3.16.5. It is the responsibility of the tenant to maintain its leasehold areas in a manner that does not promote wildlife hazards and prevents wildlife from entering the AOA.

3.17 BICYCLES AND/OR DEVICES WITH TWO WHEELS OR LESS (*hereafter collectively referred to as "bicycles"*)

3.17.1. On the Air Operations Area

Bicycles are prohibited from operating on the airport's AOA, within the Terminal ramp area or any non-leased areas of the airport, without the Director's approval. All vehicle service roads and ramps are part of the AOA.

3.17.2. Terminal Building and Public Roadway

- Bicycles are prohibited from operating within the Terminal Building of DAL, with the exception of DPD Law Enforcement members during the course of their duties.

- All bicyclists must comply with applicable state and local laws.
- Bicycles must be parked in designated bicycle racks.
- All bicycles must be secured to the bike rack at all times when unattended by the owner/operator. The Airport is not responsible for damage to, theft, or loss of bicycles or any articles left at bicycle rack areas.
- Locks left on bicycle racks will be removed and disposed of.
- The Airport reserves the right to implement a fee for bicycle parking.

3.18 NON-INTERFERENCE WITH AIRPORT OPERATIONS OR USE

3.18.1. It shall be unlawful for any person, singularly or in association with others, to interfere with any lawful business carried on by the employees of the Department of Aviation by obstructing or intimidating any other person or persons from use and enjoyment of the Airport and its facilities or any part thereof for the purposes of the Airport or of transacting business with the employees of the Airport.

3.18.2. It shall be unlawful for any person to remain in any public area, place or facility in such a manner as to hinder or impede the orderly passage in or through or the normal or customary use of such area, place or facility by persons or Vehicles entitled to such passage or use.

3.18.3. It shall be unlawful for any person to refuse or fail to leave any portion of a building at the Airport, including the Terminal, during those hours of the day or night when that portion of the building is regularly closed to the public upon being requested to do so by a Law Enforcement Officer or Department of Aviation representative, except when such person is pursuing lawful business authorized by the Department of Aviation at such building.

3.18.4. It shall be unlawful for any person to interfere with security screening operations.

3.18.5. It shall be unlawful for any person to photograph or film images on TSA screening equipment, without TSA approval.

3.19 TRESSPASSING UPON LANDING, TAKE-OFF AND TAXIING AREAS

3.19.1. It shall be unlawful for any person to enter into the landing, take-off and taxiing areas or any other restricted areas at any municipal airport unless the person so doing has a lawful right or a legitimate reason to enter such areas. Such areas are specifically reserved for the use of the actual operators of licensed aircraft, the aircraft crews, incoming and outgoing passengers in aircraft, employees of the City whose duty it is to perform services in connection with the maintenance and operation of the airport, and such other persons as may be authorized to enter thereon by reason of their official duties in connection with the maintenance, inspections and operation of aircraft and the airport. (City Ordinance Nos. 8213; 14384)

3.19.2. All individuals, other than FAA licensed airmen at the controls of an aircraft intended for flight, must comply with the Airport's requirements for accessing the movement area.

3.19.3. Any individual, who illegally enters into the movement area of Dallas Love Field, is subject to immediate removal from the airport, possible loss of Airport issued Identification Badge, and possible law enforcement actions.

3.20 FIREARMS, WEAPONS, and DESTRUCTIVE DEVICES

3.20.1. Firearms and Destructive Devices are defined in United States Code, Title 18, Part 1, Chapter 44.

3.20.2. No person may carry a firearm(s), weapon or destructive device (*collectively referred to as weapons below*) on or about the Airport except as allowed by federal, state or local law.

3.20.3. Except for weapons belonging to authorized law enforcement officers, weapons or ammunition may not be stored within the restricted areas (Secured Area, Sterile Area or AOA), nor within any Department of Aviation leased property without the Director's approval.

3.20.4. Discharge of any weapon on the Airport is prohibited, except in the performance of official duties or in the lawful defense of life or property.

3.20.5. Sterile Area

Unless specifically authorized under 49 CFR Part 1500 series, no person may have firearms, weapons, replica firearms, ammunition, firearm parts (including firearm frames, receivers, clips and magazines), within the Sterile Area.

3.20.6. Secured Area and AOA

- Except for Law Enforcement Officers, Federal Air Marshals, Federal Flight Deck Officers (in the performance of their duties), and other peace officers or security personnel authorized in writing by the City, no person may carry a firearm or weapon inside the Secured Areas and/or AOA.
- Weapons intended for shipment in flight are permitted, provided they are properly encased for shipment for the purpose of transport on or from an aircraft intended for flight.

3.21 SPECIAL EVENTS

3.21.1. Activity Permits

- A City of Dallas Activity permit is required any time an event takes place on DOA property that is not under lease. A Department of Aviation Activity Permit is also required.
- A Department of Aviation Activity Permit is required for any activities taking place at Dallas Love Field, whether in a leased space or in the Love Field common areas. Such events include, but are not limited to barbeques, cookouts, other open flame activities, exhibitions, product demonstrations, or gatherings requiring the tenant to escort more than 25 individuals.

- The Department of Aviation Activity Permit can be found on the Dallas Love Field website located at <http://www.dallas-lovefield.com/resources.html>.
- If open flames (e.g., use of grills) are intended as part of any activity, the organization must also submit an “Open Flame Request”. This form can be found on the Dallas Love Field website located at <http://www.dallas-lovefield.com/resources.html>.

3.21.2. Activities on the AOA

- Requests for special or non-standard event request shall be submitted to the Director, a minimum of 7 days prior to the event; however, should such request require a modification to security procedures, such requests must be reviewed and approved by the Transportation Security Administration (TSA). TSA reviews/approvals may take up to 45 days to complete.
- The following information shall be included with each event request, as part of the Activity Permit request:
 - Date(s) of the event
 - Time of event
 - Duration of event
 - Nature of event
 - Hosting organization and designated point of contact for the event
 - Expected number of guests
 - Special Guests/VIPs or dignitaries expected to be at the event
 - Other operational information as requested by the Department of Aviation, which includes, but is not limited to: security requirements, traffic control plans, and visitor parking locations.
- Every special or non-stand event shall be conducted in compliance with the security measures/requirements established by the Department of Aviation and the Transportation Security Administration.

3.21.3. All special events, religious, charitable, and political activities shall be conducted:

- Pursuant to these Rules and Regulations.
- In the peaceful and orderly manner contemplated by law, without physical harm, molestation, threat or harassment of other persons, and without obscenities, violence, breach of the peace, damage to property or other unlawful conduct.
- Without obstructing the use of the Airport by the public and without hindrance to or interference with the proper, safe, orderly and efficient movement of passengers and users of the Airport or operation of the Airport and the activities conducted thereupon, and without interference with the constitutional rights of others.

3.21.4. Distributing literature

Distributing literature in the Airport is not permitted except upon compliance with the permitting procedures and prior approval by the Director.

3.21.5. Picketing

Picketing in the Airport is not permitted except in compliance with DOA and/or COD requirements, prior application and approval of an Airport Activity Permit.

3.22 SMOKING RESTRICTIONS

3.22.1. Smoking is prohibited in certain areas at the Airport by City Ordinance (Section 41-2), and/or these Airport Rules and Regulations.

NOTE: The use of E-Cigarettes, vapor products and smokeless products (vapor or vaporless) is not considered smoking, and is therefore not prohibited, except as noted below.

3.22.2. Smoking shall be permitted only in expressly designated areas.

- Smoking is prohibited in all interior areas of the Terminal and in any building or otherwise enclosed spaces at places of employment.
- Smoking is prohibited on the AOA, including the within vehicles on the AOA.
- Smoking is prohibited in any other area in the Airport where prohibited by applicable law or by direction of DOA.

3.22.3. Unless otherwise approved by the DOA, no person shall smoke or carry lighted cigars, cigarettes, pipes, matches, electronic cigarettes (e.g., personal vaporizers or electronic nicotine delivery systems) or any open flames in or upon:

- any fuel storage area,
- within 50' of active fueling areas,
- within the AOA and aircraft movement areas,
- passenger or cargo ramp,
- aircraft parking areas,
- Terminal Building,
- Hangars, shops, service station areas,
- Or any open deck porch, gallery or balcony contiguous to or overlooking any such area,
- Or in any other place where smoking is specifically prohibited by posted signs.

3.22.4. Designated Smoking Areas: Smoking is permitted on City property only in designated areas where signs are posted and approved by the Director.

3.22.5. Smoking is permitted on leased City property only in designated areas, approved by the Director, where signs have been posted by the lessee.

3.22.6. No Smoking signs shall be clearly, sufficiently and conspicuously posted at the Airport at each entrance to every building or other place where smoking is prohibited by applicable law.

3.23 SNOW AND DEICING OPERATIONS

- 3.23.1. The Airport is responsible for snow removal operations except within tenant leased areas or otherwise specified by contracts.
- 3.23.2. Snow removal operations will be conducted in accordance with the Airport's FAA approved Snow and Ice Control Plan and Airport Policies.
- 3.23.3. Aircraft deicing fluids shall only be stored and dispensed on the Airport by those entities having received authorization from the Airport. Operators will be required to indemnify the DOA and the City of Dallas for all loss, claim or damage incurred as a result of the operator's handling and dispensing deicing fluids on the Airport.
- 3.23.4. All materials that are used on the AOA, or can be tracked onto the AOA, to mitigate the effects of snow/icing conditions, shall conform to established Federal Aviation Administration guidelines. FAA Advisory Circular 15/5200-30 identifies all approved materials acceptable for application on the paved areas of the airport's AOA.
- 3.23.5. It is the responsibility of each individual who performs functions in response to AOA pavement deicing/anti-icing operations to be knowledgeable of the acceptable materials that can be applied. These guidelines fall under the authority of the Federal Aviation Administration (FAA) and are enforced by the Department of Aviation (Airport Operations and Environmental Divisions).

3.24 INSURANCE

Airport tenants, users, vendors, contractors, subcontractors, and all other commercial operators on Airport property shall provide the DOA with documentation the required insurance limits are in place.

3.25 MEDIA RESPONSE

Media inquiries will be managed by the City of Dallas Public Information Office in cooperation with the Director. Media inquiries involving tenant oriented or related issues will be forwarded to the tenant for response. Airport records and reports will be released upon written request in accordance with the City's policy regarding open records.

In order for the media to gain access beyond the security screening checkpoints, the Department of Aviation, the Transportation Security Administration and the sponsoring tenant (i.e., airline, concessionaire) must approve a plan submitted in advance of the activity. All security access procedures must be followed.

3.26 RADIO AND WIRELESS COMMUNICATIONS

All Airport users at the Airport using any type(s) of radio frequency system(s) and equipment shall comply with the following:

- 3.26.1. Prior to any equipment installation and system startup, any use of a radio frequency spectrum shall be reviewed by the DOA.

3.26.2. All systems and equipment shall be compliant with all applicable federal, state, local, and DOA regulations. Operators are required to hold a valid license from the Federal Communications Commission (FCC) for the right to use the radio frequency spectrum.

3.26.3. The Airport retains the right to terminate the use of a radio frequency system or interfering equipment if it impacts Airport operations or services.

3.27 RELEASING COPIES OF PUBLIC RECORDS

3.27.1. It is the policy of the DOA, in accordance with the Freedom of Information Act, to make available public records and reports upon written request. All Open Records Requests shall follow the City of Dallas' policy which can be found on the City's website: www.dallascityhall.com.

3.27.2. Airport tenants who operate video camera systems (CCTV) that record portions of the airfield, sterile area, or other areas of the airport subject to TSA regulations, must not release any video or images obtained from these systems to the public without complying with TSA Sensitive Security Information (SSI) guidance on the release of such images or video.

3.28 RENTAL OF DOA CONFERENCE ROOMS, SPACE AND MEETING EQUIPMENT

Contact Department of Aviation, Property Management for further information.

3.29 USE OF ALCOHOL, ILLEGAL SUBSTANCES OR OTHER CONTROLLED SUBSTANCES WHILE PERFORMING DUTIES

No person may possess, use, consume or sell any illegal substances, alcohol or other controlled substances while performing their duties at the Airport, except in strict accordance with applicable law.

SECTION 4

SECURITY REQUIREMENTS

4.1 PERSONNEL REQUIRED TO POSSESS AND WEAR AN AIRPORT IDENTIFICATION BADGE

- 4.1.1. All persons performing duties within or requiring unescorted access to the AOA, Secured Area, SIDA or Sterile Areas of the airport shall wear a valid Airport Issued Identification Badge in accordance with the Airport's Identification Badge display requirements; if an individual is operating a motorized vehicle, the individual must also comply with the requirements of Section 5 of this document.
- 4.1.2. Airline flight crew without Airport Issued Identification Badges must display current and valid company airline ID. Personnel movement is restricted to the footprint of the company aircraft and from the aircraft to/from or within the airline's operation areas. (See Section 4.5 for additional details.)
- 4.1.3. FAA Aviation Safety Inspectors without Airport Issued ID Badges must display the FAA Identification Form 110A Credential and Badge while conducting their duties within the AOA or secured area/SIDA.
- 4.1.4. All individuals who perform duties within the Terminal Building or who perform services at the Terminal must obtain, at a minimum, a Public Area (ie: White) Airport Issued Identification Badge.

4.2 COMPLIANCE WITH SECURITY REQUIREMENTS

- 4.2.1. The Airport is subject to regulations by the Department of Homeland Security (DHS) and the Transportation Security Administration (TSA) with respect to security matters and, in compliance with applicable law, has adopted the Airport Security Program (ASP). The Director, acting through the Airport Operations Manager, may amend the Airport Security Program from time to time, and DHS and TSA may issue security directives or amend regulations issued from time to time applicable to operations at the Airport and to all or certain designated persons at the Airport.

Due to the changing nature of threats to security, requirements applicable to security at the Airport are likely to change, and each person at the Airport shall be subject to and obligated to be aware of the changes to such requirements as may be applicable to such person. Each person using the Airport is subject to and shall strictly comply with all applicable laws relating to security; including, without limitation, applicable regulations and security directives issued by DHS or TSA and the Airport Security Program.

- 4.2.2. All individuals issued Airport Identification Badges using the Airport are subject to the ASP pursuant to 49 CFR Transportation Security Regulation Part 1542. The ASP contains Sensitive Security Information (SSI) that is controlled by 49 CFR Part 1520. Unauthorized release of SSI may result in civil penalty(ies) or other disciplinary action(s).

- 4.2.3. Any person who fails to comply with the ASP, or with any security directives or regulations issued by DHS or TSA, shall be subject to the penalties up to and including potential revocation of that person's Airport issued identification badge and unescorted access privileges to security areas of the airport. The employer of such person may also be subject to penalties. TSA may, at their discretion, also issue further penalties, including monetary Civil Penalties, in addition to the airport issued penalties.
- 4.2.4. Unidentified or unauthorized personnel in the Sterile Area, Secured Area, SIDA and/or AOA may be detained and/or removed by the Director or law enforcement officers.
- 4.2.5. The Director may remove unidentified or unauthorized vehicles in the Secured Area, SIDA or AOA at the owner's expense.
- 4.2.6. Any person or entity causing or responsible for any security violation that results in the imposition of a monetary penalty upon the Airport shall reimburse the Airport for the full amount of the penalty.
- 4.2.7. All tenants shall ensure the internal security of their leased areas, including aircraft and aircraft parking ramps.

4.3 AIRPORT TENANT SECURITY PROGRAM

Each tenant of the Airport that owns or leases property that provides access to the AOA, SIDA, or Secured Area must submit to the Director, an Airport Tenant Security Program (ATSP) that complies with Airport standards. Due to the security sensitive nature of the information, the contents of the ATSP can only be released upon approval of the Director in coordination with the pertinent tenant.

4.4 AUTHORIZED SIGNATORY RESPONSIBILITIES

- 4.4.1. All Airport tenants and organizations requiring DAL Airport Issued Identification Badges must designate Authorized Signatories in compliance with the DAL ASP.
- 4.4.2. Authorized Signatories must successfully complete all requirements, background checks, and training to obtain a DAL identification badge and Authorized Signatory privileges.
- 4.4.3. All Authorized Signatory signatures submitted to Airport Security must match the Authorized Signatory signature on file.
- 4.4.4. Every Authorized Signatory is required to know and follow the DAL Airport Badging Office policies and procedures as they apply to their company:
 - Personnel Identification Systems
 - Background Check requirements
 - Airport Issued Identification Badge Security Training
 - Vehicle Identification Permit requirements

- Audit Procedures
 - Notice of Violation Procedures
- 4.4.5. Authorized Signatories who fail to follow these procedures may have his/her Authorized Signatory privileges and/or Airport Issued Identification Badge suspended or revoked.
- 4.4.6. Any Authorized Signatory or any company official who falsifies, or fails to complete security related records or forms may have his/her Authorized Signatory privileges and/or Airport Identification Badge suspended or revoked.

4.5 SECURITY REQUIREMENTS

Detailed below is a list of the Airport Security requirements; however, due to SSI limitations, it is not an all-inclusive list of Airport Security requirements. If there are questions, please contact your organization's Security Coordinator for clarification/direction.

- 4.5.1. All Airport Issued Identification media (badges, stickers, etc.), personal and/or vehicle, are the property of the Department of Aviation and must be surrendered upon demand of the Director.
- 4.5.2. Airport security regulations, directives and measures shall be obeyed at all times by any person(s) with access to DAL. The ASP identifies the Secured Area, the SIDA and the Sterile Area within the Airport and Airport property.
- 4.5.3. All individuals and vehicles that are provided access to the Sterile Area, Secured Area, SIDA and/or AOA are subject to inspection by Airport authorized or TSA personnel. This includes possessions and materials that are being transported into all areas of the airport. Specific organizations are exempt from this requirement; please contact the Airport Security Office for further information.
- 4.5.4. All individuals and property who are intending to board an air carrier flight as a passenger for the purpose of travel, whether pleasure or in the performance of their duties, must submit to a TSA approved screening process prior to boarding the flight. Individuals and property must remain within the Sterile Area. Individuals and property that exit the Sterile Area must be re-screened through TSA Screening.
- 4.5.5. Display and care of DAL ID Badge, Security Keys, Access PIN and Cipher Codes:
- All individuals with unescorted access to the Sterile Area, Secured Area, SIDA, or AOA must continuously display their DAL Issued Airport Identification Badge or approved identification media, on the front of the body, waist level or above, at all times while within any of these areas.
 - With the intent of preventing unauthorized use of Identification Media, security keys or other access media, any individual to whom such a badge, security key and/or other access media, has been issued shall store such items in a secure place in their possession and under their control at all times.

- DAL Airport Identification Badges will not be stored in extreme environmental elements.
- Any individual who is issued an access PIN and/or cipher code number will ensure that it is kept in their immediate control to prevent unauthorized use, and the access pin/cipher code is never stored in close proximity to their Airport Identification Badge.
- Any person or employee that has his/her Airport Issued Identification Badge stolen, reported lost, or damaged, must immediately notify the Airport Communication Center at 214.670.5683.

4.5.6. Badge Inspection (Challenge Program)

- All persons who are operating within the Secured Area, SIDA, Sterile Area or AOA, shall submit to badge inspection by any other person wearing such a badge when so requested.
- All persons discovering that a badge holder has used a badge in any area in violation of the restrictions or refuses to submit to the badge inspection, shall immediately report the violation to the Dallas Police Department-Love Field Unit.
- Every DAL Airport Identification Badge holder is responsible for challenging and/or reporting any individual in the secured area, SIDA or AOA who is not properly displaying approved identification media.
- An individual who does not challenge an unauthorized person may be cited for non-compliance.
- All individuals within the Secured Area, SIDA, Sterile Area (when concourse is not open to the public), and the AOA are subject to random identification inspections.

4.5.7. Displaying False, Altered or Forged Identification Media

- No person shall display a false, altered, or forged Airport Issued identification badge, identification card or access media, including vehicle access permits, hangdown tags, or vehicle caps.
- No person shall intentionally damage, alter or mutilate any Airport Issued Identification Badge, identification card or access media, including vehicle access permits, hangdown tags, or vehicle caps.

4.5.8. Vehicle access permits shall only be displayed on vehicles to which they were assigned by the Airport Security Office.

4.5.9. Only authorized and properly identified personnel and vehicles are allowed access into the Secured Area, SIDA or AOA of the Airport, unless they are properly escorted by a person meeting DAL personal and vehicle (if applicable) identification requirements in accordance with the DAL ASP. Access shall be limited in accordance with the valid needs of the individual, subject to the Director's approval.

4.5.10. Individuals shall not enter areas which they are not authorized.

- 4.5.11. Security doors, pedestrian gates, vehicle gates, and all other means of ingress and egress from the Sterile Area, Secured Areas, SIDA, AOA and/or other areas identified by DOA, shall be kept locked or controlled as required by the DAL ASP. Tenants shall be responsible for doors/gates and other means of access located within their leased areas.
- 4.5.12. Security doors, pedestrian gates, vehicle gates, portals, and all other means of ingress and egress to or from the Sterile Area, Secured Areas, SIDA, and/or AOA shall be properly secured or monitored to prevent any unauthorized access after entering or exiting portal.
- 4.5.13. No person shall loan or allow their Airport issued identification badge to be used by another person.
- 4.5.14. No person shall loan or allow their access media to be used by another person.
- 4.5.15. No person shall wear or use an Airport Issued Identification Badge issued to a different person.
- 4.5.16. No person shall allow another person to “piggyback” during entry into the Sterile Area or Secured Area of the Airport unless under proper escort.
- 4.5.17. No person shall allow an unauthorized person to enter the Airport’s Sterile Area, Secured Area, SIDA or AOA.
- 4.5.18. Escort Requirements in the Secured Area, Sterile Area, SIDA, AOA and other controlled areas
- Escorting is only allowed by authorized DAL Airport Issued Identification Badge holders.
 - A badge holder who is authorized to perform escorts may escort only in those areas allowed by their assigned escorting privileges.
 - An escorting badge holder must keep individuals under their escort in view and under positive control at all times while in the Secured Area, Sterile Area, SIDA, and AOA.
 - Escort ratios apply within the Sterile Area. These escort ratios cannot be exceeded without the Director’s approval.
 - It is the responsibility of the individual providing the escort to ensure that the escorted individual(s) do not bring a firearm into the Sterile Area(s) of the Airport, except as noted below.
 - Unless otherwise approved by the Director, only DAL badged LEOs are authorized to escort armed individuals into and within the Sterile Area(s) of the Airport.
 - Escorting from a Public Area into the Secured or Sterile areas is permitted only at designated access entry points. See Authorized Signatory or DOA Airport Security Coordinator for further information regarding escorting into the Sterile Area, Secured Area, SIDA, or AOA.
 - DAL badged individuals who use their DAL badge to escort another DAL badged individual who does not have access through a Secured Area or Sterile

Area portal must provide continuous escort until that individual has exited the security area into which they were escorted.

- Individuals who use their DAL issued badge access to allow other individuals access into sensitive areas, such as mechanical rooms, Communications/IT rooms, electrical closets, etc. are responsible for the actions of that individual.

4.5.19. Surrender or Return of DAL Identification Media

- All identification media (Airport Issued Identification Badge, identification card, and/or any airport issued access media, including vehicle ID media) issued by the Department of Aviation shall be returned to the Airport Badging Office immediately when an individual resigns, is terminated, is transferred, terminates employment of an operator on the Airport, terminates their tenant status, or no longer has an operational need to access the restricted or security sensitive areas of the Airport.
- All tenants shall ensure that the Airport Issued Identification Badge, identification card, and/or any airport issued access media (including vehicle ID media) of any agent, employee or other person acting on the tenant's behalf or those sponsored by the tenant, who is terminated, transferred, resigns employment at the Airport, or no longer has an operational need, returns all media immediately to the Airport Badging Office.
- If immediate return is not possible, the tenant must immediately notify the Airport Communication Center so the individual's Airport Issued Identification Badge can be deactivated in the system until the badge is returned.

4.5.20. No person or entity may:

- Tamper or interfere with, compromise, modify, attempt to circumvent any security system, measure, or procedure implemented under the Airport's ASP, DAL Rules and Regulations, and/or TSA Regulations and Security Directives.
- Enter or be present within, a Sterile Area, Secured Area, SIDA or AOA without complying with the systems, measures, or procedures being applied to control access as defined in the Airport's ASP, DAL Rules and Regulations, and/or TSA Regulations and Security Directives.
- Use, or allow to be used, any access medium or identification system that authorizes or allows access, presence or movement of persons or vehicles in the Sterile Area, Secured Area, SIDA, or AOA in any manner for which it was issued.

4.5.21. No person may perform unauthorized testing, tampering, or vandalism at/of the Screening Checkpoint, Baggage Screening systems, security system, procedures or personnel.

4.5.22. No person shall interfere with security personnel performing functions related to their duties.

4.5.23. Unless otherwise approved by the TSA FSD, pedestrian traffic is prohibited through vehicle access portals that enter or exit the SIDA/Secured Area.

4.5.24. Jet bridge doors are NOT to be used as ingress or egress to the Sterile Area or SIDA/Secured Area other than for the purpose of boarding, deplaning, or otherwise servicing an aircraft located at that specific gate.

4.5.25. Clear Zones (AOA/SIDA fence)

- A five (5) foot clear zone shall be maintained on each side of the Airport's AOA/SIDA fenceline unless otherwise approved by the Airport Security Manager.
- This area shall be clear of all objects, unless otherwise authorized by the Department of Aviation, which can be used to aide in scaling the fence or to conceal an individual adjacent to the fence.
- If the clear zone is not physically possible, the lease holder of the property must coordinate an acceptable alternative with the Airport Security Manager to achieve an acceptable alternative, which may require TSA approval.
- The Director, at the owner's expense, may remove unidentified or unauthorized vehicles, equipment, objects, or stored materials that are located within the Clear Zone.

4.5.26. Escorts outside of Leased Areas

- All escorts, for the purpose of conducting filming, photography or other commercial activities, must comply with Section 3 of these Rules and Regulations.
- Escorts and/or tours to locations not on tenant's leased property must be approved by the Director.
 - Exception: Tenants, contractors and/or concessionaires may provide escort across ramp areas and, if authorized, utilize the Vehicle Service Road, to transit areas only.

4.5.27. Sterile/Secured Area Elevators

- Sterile/Secured Area Elevators are only to be accessed by individuals holding a DAL SIDA/Secured Area Identification Badge, or an air carrier Flight Crew Badge with the word "CREW" on the badge.
- DAL Badged Individuals
 - All DAL Badged individuals must use the DAL Identification Badge to activate the elevator controls.
 - DAL Badged individuals that utilize the "Flight Crew PIN" will be in violation of these Rules and Regulations and may have their access privileges revoked and subject to TSA penalties.
 - All DAL Badged individuals that utilize the Sterile or Secured Area elevators, must follow the Sterile/Secured Area Elevator Procedures. Due to the SSI nature of these procedures, if there are questions, please contact your company's Station Manager, Supervisor, or Security Coordinator.
- Flight Crew Access
 - The DOA will provide authorized air carriers with a PIN code to be disseminated to its flight crewmembers to permit access between the Sterile Area (concourse level) and the Secured Area (ramp).

- All PIN codes are considered SSI, and must be protected at all times. Release of this information other than those flight crewmembers who are authorized to access the elevator will be subject to Airport enforcement actions and TSA civil penalties.
- PIN code assignments will change every 12 months.
- If at any time the Department of Aviation or TSA feels the PIN code has been compromised, the Department of Aviation will take measures to change the PIN code.
- Notice will be provided to the affected parties prior to PIN changes.

4.5.28. Flight Crewmember Access

- Flight crew identification badges for individuals regulated under 49 CFR Parts 1544 and 1546 are considered valid airport identification badges only within the Secured Area and within the footprint of their aircraft and operational areas, unless specifically authorized by the Director and as approved by TSA DAL FSD.
- Flight crewmembers, pilots and flight attendants utilizing their flight crew identification badge, must access the Sterile Area through the SSCP. For access to the ramp and operational areas in the Secured Area, the flight crew must follow access procedures approved by the Airport. Contact your airline management personnel for procedures/limitations.
- While operating on the ramp, all flight crewmembers must be in uniform and must wear their aircraft operator issued identification media, at waist level or above on the outer most garment so as to be readily visible.
- Flight crewmember identification media does not authorize escort privileges.

4.5.29. Concessionaires and contractors within the Sterile Area are required to maintain an inventory of all prohibited items within their leased/work areas. All prohibited items shall be:

- Secured when not in use.
- Inventoried daily if stored in the Sterile Area.
 - All discrepancies must be immediately reported to the Airport Security Division.
 - Failure to maintain control of items may require an evacuation and inspection of the Sterile Area. The responsible tenant may be subject to all costs and delays associated.
 - Falsified reports will result in enforcement actions by the City and/or TSA.

4.5.30. Sterile Area Deliveries

- All concession deliveries must be inspected prior to entry into the Sterile Area.
- All product inspections, unless otherwise approved by the Director, must be performed at the Central Receiving and Distribution Center (CRDC).
- All items inspected at the CRDC are subject to random inspections at the Sterile Area entry point.
- All construction materials, furniture, equipment, etc. that will remain in the Sterile Area, must be inspected through either the CRDC or another location as approved by the Director, prior to its introduction into the Sterile Area.

4.5.31. Audible Security Alarms

Individuals must remain at an active audible security alarm at any access control door/gate for law enforcement or airport security/operations response. Individuals may contact DPDLFU via telephone or intercom to attempt to resolve these alarms.

SECTION 5

MOTOR VEHICLE OPERATIONS

5.1. SCOPE AND APPLICABILITY

- 5.1.1. This Section prescribes general required operating procedures for all motor vehicles at the Airport. Except in cases of emergency involving the protection of life and/or property, motor vehicles shall be operated in strict accordance with these rules and regulations, City of Dallas Codes, and Texas Department of Public Safety rules and regulations.
- 5.1.2. Unless otherwise provided herein, the Director may, by ordinance or Airport Directive, establish further regulations relating to traffic and traffic control and shall post official traffic control devices pursuant thereto. Said regulations may include, but not necessarily be limited to, regulations for Parking, standing, stopping, one-way roadways, through roadways, stop or yield intersections, speed restrictions, crosswalks, safety zones, bus stops, matters pertaining to all forms of Commercial Vehicles, bicycles, other vehicles, traffic lanes, signal devices, limitations on roadway use, and restricted-access areas.
- 5.1.3. The Director is authorized to close or restrict the use of all or any portion of Airport roadways (vehicle and/or pedestrian traffic) in the interest of public safety or security, or to facilitate construction.

5.2. REGULATIONS APPLICABLE TO ALL MOTOR VEHICLES

- 5.2.1. All vehicles, including aircraft/airline ground support equipment (GSE) operating on the public roads or within the AOA shall be operated in accordance with applicable laws and regulations of the jurisdiction in which the Airport is located. The driver or operator shall also have a license(s), certification(s) permit(s) or endorsement(s) as required by such laws and regulations for type of vehicle being operated.
- 5.2.2. All vehicles shall, at all times, comply with any lawful order, signal, or direction of any authorized representative of the Dallas Police Department or Department of Aviation staff member.
- 5.2.3. No vehicle shall be operated in a manner that creates an unreasonable risk of harm to persons or property, or while the driver thereof is under the influence of any substance that impairs, impedes or otherwise affects the ability of the driver to safely operate the vehicle.
- 5.2.4. Speed Limits (Public roadways):
 - No person shall drive any vehicle in excess of the posted speed signs.
 - Where the speed limit is not posted, the speed limit shall be 25 MPH. (example, Aviation Place adjacent to the Ticket Counter).
- 5.2.5. Traffic Signs, Directions, and Signals

- All vehicles operated upon the Airport shall be operated in strict accordance with the rules herein prescribed for the control of such vehicles and the Texas Department of Public Safety.
- Where vehicular traffic is controlled by traffic lights, signs, mechanical or electrical signals or pavement markings, such lights, signs, signals and marking shall be obeyed unless authorized by the Dallas Police Department or directed otherwise by appropriately assigned personnel.

5.2.6. Pedestrian Right of Way

Pedestrians in marked crosswalks shall at all times have the right-of-way over vehicular traffic, and drivers of vehicles must yield the right-of-way.

5.2.7. Vehicle Condition - No person shall operate upon the Airport any vehicle which:

- Is so constructed, equipped, loaded, or which is in such unsafe condition so as to endanger persons or property; or
- Has attached thereto any object or equipment (including that which is being towed) which drags, swings or projects so as to be hazardous to persons or property.

5.2.8. Vehicle Parking

- No person shall park a vehicle on grass areas, unless otherwise approved by the Director.
- No person shall park a vehicle in a manner so as to obstruct roadways.
- No person shall park a vehicle in any space marked for parking in such a manner as to occupy part of another marked space.
- No person shall park or stop any vehicle in any reserved areas so marked, unless authorized to do so.
- All employees of companies, organizations, or agencies having tenancy on the Airport shall park private vehicles on leased premises only or in designated employee parking lots. Only those persons with authorization shall be permitted in the City-owned employee parking lot(s). The Director shall establish and designate public and employee parking areas.
- Except as otherwise provided in an Airport Directive, no person shall park any motor vehicle in any reserved (or other "permit") parking area without a valid permit issued by the DOA permitting parking in a reserved area. Each motor vehicle parked in a reserved parking area shall prominently display the identifying decal or other insignia provided by the DOA or shall bare other markings acceptable to the DOA; and every such motor vehicle shall be parked only in the space or area specifically assigned to it.
- Motor vehicles parked in any Airport employee parking lot without the proper employee parking authorization, or with an expired validation sticker or an expired temporary parking authorization issued by the DOA are subject to impound. Impounded vehicles will be towed to the City's official vehicle impound area or other area designated by the Director.

5.2.9. Use of Airport roadways, streets, paths or sidewalks.

- No person shall occupy the Airport roadways, streets, paths, or sidewalks in such a manner as to hinder or obstruct their proper operation or use by others.
- No person shall drive any vehicle across or upon any lawn or grass area, sidewalk, or curb except by permission of an Airport Police Officer on duty or except as necessary to inspect, service, or maintain Airport facilities.
- No person shall travel on the Airport other than on the roadways, streets, paths, sidewalks or places provided for the use of that particular class of traffic.

5.2.10. Idling Vehicles

Unless otherwise authorized by the Director, operators of all motor vehicles being operated on the streets, ramps, and other vehicular traffic areas on the Airport, including parking areas, shall turn off the vehicle's engine when such vehicles is parked or waiting more than five (5) minutes, other than at a traffic control device requiring the vehicle to stop temporarily or to permit the safe passage of persons or other vehicles.

5.2.11. Security

The roadways at the Airport are private roadways. From time to time, the Department of Aviation and/or TSA perform random inspections at the Airport in accordance with TSA regulations and security directives issued by TSA or DHS. For the privilege of using the Airport roadways, each operator of a vehicle at the Airport shall be deemed to have consented to an inspection by Law Enforcement Officers of his or her vehicle in accordance with applicable laws, including without limitation TSA or DHS security directives.

5.2.12. Repairs

No person shall clean or make repairs to vehicles anywhere on the Airport, other than in areas designated for this purpose, except for minor repairs necessary with respect to a temporarily disabled vehicle.

5.2.13. Loading and Unloading of Vehicles

No person shall stop a vehicle for loading, unloading, or any other purpose on the Airport, other than in areas specifically designated for such use, and only in the manner prescribed by signs, markings, voice recordings or other means provided.

5.2.14. Airport Temporary Curbside/Airline Ticket Office (ATO) Parking Permit Rules

- No vehicle (including emergency vehicles) shall park at the curb/ATO without notifying the Dallas Police Department-Love Field Unit, and the DPD-LFU performs a visual inspection of the vehicle.

- Exceptions: Airport and Airport assigned emergency vehicles, Airport Operations vehicles, Airport Field Maintenance, and other Airport operated vehicles.
- All emergency vehicles parked curbside shall be secured at all times.
- All persons parking a media vehicle, when authorized by the Director, shall adhere to the following procedures:
 - The DPD-LFU must be notified prior to parking.
 - The DPD-LFU must perform a cursory inspection of the media vehicle, if vehicle is authorized to park within the Terminal Area.
 - The media vehicle shall display valid media placards or be marked with station insignia.
 - The media vehicle shall be parked adjacent to the ATO.
 - A member of the media shall remain with the vehicle at all times.
- Delivery vehicles are not permitted to be parked at the curbside or ATO without prior approval of the Director. When approved:
 - The DPD-LFU must be notified prior to parking.
 - The DPD-LFU must perform a cursory inspection of the vehicle.
 - An individual shall remain with the vehicle at all times.

5.3. AOA ACCESS PROCEDURES

5.3.1. All gates leading to the AOA must be kept closed and secure at all times.

5.3.2. To obtain access to the AOA at Secured Area/SIDA entry points:

- Approach the gate, stop at guard post and present Airport ID of all occupants to the guard.
- Guard will verify Airport IDs, and obtain a badge read of all occupants. If individual does not obtain a “valid” read, the individual will be denied entry.
- Allow gate to fully open before proceeding. (Do not stop in gate pathway.)
- After passing through the gate, and once proper clearance has been made to allow gate to safely close, stop and wait for gate to fully close, while monitoring to ensure no vehicles follow or enter without following the proper access procedure, and to ensure no individuals have gained entry while gate is open.
- If escorting another vehicle through the gate, make sure the vehicle being escorted has also cleared the gate path.

5.3.3. Access to AOA at non-Secured Areas/SIDA (ie AOA) access points.

- Approach the gate, stop at control point and obtain a valid access read, enter proper code or at manual gates, exit vehicle and unlock and open gate. *(NOTE: some tenants may utilize guard services at access points, guard may require ID to be presented to guard prior to obtaining access.)*
- Allow gate to fully open before proceeding. (Do not stop in gate pathway.)
- After passing through the gate, and once proper clearance has been made to allow gate to safely close, stop and wait for gate to fully close, while monitoring to ensure no vehicles follow or enter without following the proper access procedure, and to ensure no individuals have gained entry while gate is open. If gate is manual, the vehicle operator is to re-secure gate

immediately after passing through the gate before proceeding from the location.

- If escorting another vehicle through the gate, make sure the vehicle being escorted has also cleared the gate path.

5.3.4. Procedures for exiting AOA Gates (Secured Area/SIDA or AOA)

- Approach gate and obtain valid egress activation (card read, punch code, key activation, etc.) At manual gates, the operator must exit vehicle and manually unlock and open gate.
- Allow gate to fully open before proceeding. (Do not stop in gate pathway.)
- After passing through the gate, and once proper clearance has been made to allow gate to safely close, stop and wait for gate to fully close, while monitoring to ensure no vehicles follow or enter without following the proper access procedure, and to ensure no individuals have gained entry while gate is open. If gate is manual, the vehicle operator is to re-secure gate immediately after passing through the gate before proceeding from the location.
- If escorting another vehicle through the gate, make sure the vehicle being escorted has also cleared the gate path.
- If another vehicle is exiting, and has followed the proper procedures, the following exiting vehicle assumes the monitoring and control of the gate.

5.4. ACCIDENTS

5.4.1. The driver of any vehicle involved in an accident on the Airport which results in injury to or death of any person or property damage shall immediately stop such vehicle at the scene of the accident and shall render reasonable assistance.

5.4.2. The driver shall immediately give notice of the accident by calling 911 or the Dallas Police Department – Love Field Unit, at (214) 670-6162 or such other number as may be designated by Airport Directives.

5.4.3. The driver of each vehicle involved shall furnish the name and address of the owner and the driver of the vehicle, the operator's license and vehicle registration and the name of the liability insurance carrier for the vehicle, to any person injured, the driver or occupant of the vehicle damaged and to any Law Enforcement Officer and otherwise comply with provisions of applicable law.

5.5. AUTHORITY TO REMOVE VEHICLES

5.5.1. No person shall abandon any vehicle on the Airport.

5.5.2. Any Vehicle which has not been moved within at least **thirty (30) days** may be deemed abandoned and removed to a storage lot in accordance with City regulations.

5.5.3. Any DPD Officer or the Director shall have the right to remove, or cause to be removed, from any restricted or reserved areas, any roadway or right-of-way or any other area on the Airport, any vehicle, which is disabled, abandoned, or

illegally or improperly parked or which creates an operational, safety or security problem.

5.6. AIRPORT EMPLOYEE PARKING FACILITIES

- 5.6.1. No person shall park or operate a vehicle on any parking facility established for the use of persons employed at the Airport, unless such vehicles has properly affixed thereto, a valid and unexpired parking decal, hang tag or other approved access/identification media.
- 5.6.2. No person shall alter, falsify, forge, duplicate or in any manner reproduce or counterfeit any employee parking facility decal or hang tag.
- 5.6.3. Employee parking permits are valid only to employees, concessionaire, tenants and other lease holders of the Airport.
- 5.6.4. The airport reserves the right to charge employees, concessionaires, tenants and/or other lease holders, a fee for Airport provided parking.

5.7. AIRSIDE VEHICLE IDENTIFICATION

Unless otherwise authorized by the Director, all vehicles that operate, without escort, within the Terminal Area, on the vehicle service road (VSR), or when authorized within the movement area, must comply with the Airport's vehicle identification requirements (see Section 5.9).

5.8. PERSONAL VEHICLES – Terminal Area, VSR, Movement Area and other areas not leased

- 5.8.1. Personal vehicles are not permitted within the Terminal Area, VSR or Movement Area unless there is a justifiable need to access these areas.
- 5.8.2. All personal vehicles must be approved by the Airport Operations Manager.

5.9. AIRSIDE (AOA) DRIVING REGULATIONS

Airside driving regulations are necessary to facilitate safe and effective operations within the airport's Air Operations Area (AOA). Failure to obey the driving regulations, whether through negligence, willful disregard, or lack of knowledge, directly jeopardizes the safety of all individuals, vehicles and aircraft on the airport's AOA.

Violation of any of the Rules and Regulations in this Section may lead to temporary suspension or permanent revocation of the privilege to operate a motor vehicle on the Airport and/or the revocation of the individual's DAL ID Badge. It is the intent of the Airport, through its enforcement activities, to encourage drivers to operate in an orderly and safe manner by complying with the Rules and Regulations contained herein.

The following Airport Driving Regulations must be followed at all times while operating on the AOA:

- 5.9.1. Vehicle operators and/or personnel must YIELD TO MOVING AIRCRAFT AT ALL TIMES.
- 5.9.2. All vehicle operators must hold a valid driver's license.
- 5.9.3. All airside vehicle operators, must satisfactorily complete an Airport approved driver's training program before being authorized to operate a vehicle unescorted on the ramp (Terminal Area or tenant lease), Vehicle Service Road (VSR), or the movement area. Training may be provided by the Department of Aviation or other approved training program.
- 5.9.4. No vehicle operator or vehicle shall enter the airside unless authorized by the Department of Aviation or unless the vehicle is properly escorted.
- 5.9.5. All vehicles, unless otherwise authorized by the Director, operating within the air carrier Terminal Area, on the Vehicle Service Road (VSR) or when authorized operating within the movement area, are required to display at all times:
 - The company logo on each (minimum height 6") side of the vehicle;
 - The appropriate airport identification media.
 - Construction vehicles only – must display a 3' x 3' orange and which checkered flag in accordance with Advisory Circular 150/5370-2).
- 5.9.6. All vehicles operating within the Terminal Area, VSR or non-leased areas must comply with the Department of Aviation insurance requirements. Non-Terminal tenants are encouraged to apply the same standards.
- 5.9.7. No person shall operate a vehicle of a class or type for which the operator of such vehicle does not hold all the required certifications to operate such vehicle on his or her state driver's license.
- 5.9.8. Vehicle operators shall give way to emergency vehicles responding to an incident. If operating on the VSR, the vehicle operator is to stop and allow the emergency vehicles to pass.
- 5.9.9. Vehicles (including tugs and aircraft service vehicles) must operate only on ramp areas or the VSR, unless otherwise authorized by the Department of Aviation, Airport Operations Division.
- 5.9.10. Vehicle (including tugs and aircraft service vehicles) or personnel access to the movement area is not permitted unless the vehicle operator or individual has successfully completed the Airport's movement area access requirements, or under the escort of an individual that has completed the Airport's movement area access requirements and has received permission to enter the movement area or adjacent object free area from the FAA Air Traffic Control Tower.
- 5.9.11. Vehicles operators who are authorized Movement Area access must comply with all Movement Area procedures.
- 5.9.12. No vehicle shall be operated in a manner that creates an unreasonable risk of harm to persons or property, or while the driver thereof is under the influence of

any substance that impairs, impedes, or otherwise affects the ability of the driver to safely operate the vehicle.

- 5.9.13. Vehicle operators, except emergency vehicles responding to an emergency, shall obey AOA speed limits:
- 20 mph on the VSR outside the Terminal Area,
 - 15 mph within the Terminal Area (including VSR) and all Ramps.
- 5.9.14. All vehicles are to come to a complete stop at all stop signs, giving way to any aircraft entering the ramp area. The vehicle operator is to stop behind the associated, surface painted stop bar to ensure proper clearance for any aircraft entering the ramp.
- 5.9.15. Pedestrians, including those enplaning and deplaning aircraft, shall have right-of-way over vehicle traffic at all times and vehicles must yield the right-of-way.
- 5.9.16. Vehicles using automatic gates MUST STOP after passing through to insure no unauthorized vehicles or persons have entered the AOA and the gate has closed properly.
- 5.9.17. Vehicles are not to move about the airport at night unless they are equipped with operating headlights, taillights, and brake lights. Headlights shall be set on low beam only.
- 5.9.18. At no time shall vehicles be driven under or parked under a passenger boarding bridge.
- 5.9.19. Except for vehicles/equipment specifically required to perform functions under an aircraft, vehicles are not to be driven under any portion of an aircraft.
- 5.9.20. Except for vehicles servicing an aircraft, vehicles shall pass no closer than ten (10) feet from any wing or tail section of a parked aircraft.
- 5.9.21. When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
- 5.9.22. No person shall park a vehicle or equipment within 15 feet of a fire hydrant or in a manner that prohibits an emergency vehicle from accessing the fire hydrant.
- 5.9.23. Any vehicle with two wheels or less (i.e., bicycles, skateboards and skates, etc.), unless otherwise approved by the Director of Aviation, is prohibited from operating on the Airport's AOA or any non-leased areas of the airport.
- 5.9.24. Smoking Restriction: Smoking is prohibited anywhere on the AOA.
- 5.9.25. Vehicles and vehicle operators are required to submit to random identification checks and/or vehicle inspections conducted by the Airport (Operations, Security, and authorized contractors), DPD and TSA.

- 5.9.26. No vehicle shall traverse onto any leased area, other than the VSR, unless the vehicle operator has received permission from the leaseholder. All City, FAA and TSA vehicles and personnel may traverse any leased area in the conduct of official duties without permission from the leaseholder.
- 5.9.27. Vehicle keys are not be left in fuel trucks or vehicles containing hazardous materials.
- 5.9.28. Fuel trucks are not permitted to access the active movement areas of the airport, unless otherwise approved by and under the escort of the Department of Aviation, Airport Operations Division.
- 5.9.29. Seatbelts and other restraint systems shall not be disabled or removed and shall be maintained in good working order. Drivers, operators, and passengers shall use installed seatbelts or restrain systems at all times with no exception if vehicle is equipped.
- 5.9.30. No more than four (4) containers, luggage carts, pods and the like shall be towed at any one time, whether loaded or unloaded.
- 5.9.31. Personal Listening Devices – No person shall use personal listening devices while operating on the AOA.
- 5.9.32. Use of cell phones, PDAs or other communication devices (ie, cell phones, smart phones, iPods, iPads, etc.) - No person shall use such a device while driving on the AOA. Personnel authorized to operate vehicles on the AOA may utilize such a device only after stopping the vehicle in a safe manner and in a safe location.
- 5.9.33. Vehicle Accidents:
- If emergency services are needed:
 - Dial 9-1-1 and provide the call taker with the appropriate information.
 - Notify the Dallas Police Department – Love Field Unit at 214.670.6160 of the incident information and location of the incident.
 - The driver of any motor vehicle involved in an accident while on the AOA, must report the accident to the Dallas Police Department – Love Field Unit at 214.670.6160. If an accident results in injury, the driver shall render assistance as needed until emergency vehicles arrive.
 - All persons involved in any vehicle accident occurring on the Airport, shall make a full report thereof to the Department of Aviation and the Dallas Police Department – Love Field Unit, as soon as possible after the accident, but before leaving the airport.
- 5.9.34. Proof of the required vehicle insurance shall be made available by the vehicle operator upon request by the Department of Aviation – Operations Division or by the Dallas Police Department (aircraft tugs, bag loaders, and other vehicles without an enclosed cab are exempt).
- 5.9.35. Failure to abide by the regulations listed is a violation of City of Dallas Ordinance 8213; 143184, and may result in the suspension or revocation of airport driving

privileges. Additionally the Department of Aviation may suspend or revoke an individual's DAL ID Media.

5.9.36. Non-compliance with these regulations is also a violation of the policies and procedures specified in the Airport Security Program and the Airport Certification Manual.

SECTION 6

FIRE AND SAFETY

6.1. GENERAL

- 6.1.1. All fire and fire related safety provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of the Dallas Fire Code, FAA regulations and/or the National Fire Protection Association's (NFPA) Codes and standards, and all applicable laws, rules and regulations as enforced by the Dallas Fire Marshal and/or the Director of Aviation.
- 6.1.2. No change shall be made in the use or occupancy of any structure that would place the structure in a different division of the same group or occupancy or in a different group of occupancies, unless such structure is made to comply with the requirement of the Dallas Fire Code and the Dallas Building Code. Subject to the approval of the fire code official, the use or occupancy of an existing structure shall be allowed to be changed and the structure is allowed to be occupied for purposes in other groups without conforming to all the requirements of the Dallas Building Code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.
- 6.1.3. Dallas Fire-Rescue (DFR) conducts regular inspections of all tenant space, including storage areas, for the purpose of fire prevention and to ensure compliance with fire safety practices. An inspection report will be issued to the tenant after each inspection containing information relating to findings of non-compliance and/or recommendations by the inspector with a date of re-inspection to ensure that the required corrections have been completed. The tenant is responsible for responding with corrective action to items identified during the inspection that are within the tenant's premises, within the timeframe identified on the inspection report. Dallas Fire-Rescue will work with the tenants to ensure compliance with the fire safety practices and codes. Dallas Fire-Rescue may levy fines for non-compliance with fire code requirements. Tenants can report potential fire code problems, or concerns about fire safety to the Dallas Fire-Rescue.
- 6.1.4. These Rules and Regulations shall not be construed as granting any form of exclusion from any fire codes and/or building codes. All fire codes and ordinances must be obeyed.
- 6.1.5. All persons using the Airport or the facilities of the Airport shall exercise the utmost care to guard against fire and/or injury to persons and property.
- 6.1.6. Any fire, injury or other emergency shall be reported immediately to the following agencies in order:
 - **Dallas Police Department – Love Field Unit (DPD-LFU) at 214.670.6160 or 214.670.6162.**
 - **If unable to contact DPD-LFU, then call 911.**

- A follow up call to DPD-LFU will aide in the arrival of responding units.
- Anytime 911 is called, DPD-LFU should be notified.
- **Airport Communication Center at 214.670.LOVE (5683).**

6.1.7. It shall be the duty of the Dallas Fire Marshal to enforce all applicable sections of the Dallas Fire Code.

6.2. HANDLING OF EXPLOSIVES OR OTHER HAZARDOUS MATERIALS

6.2.1. Explosives, not acceptable for transportation under applicable federal regulations, are not permitted on the Airport. Exception: Materials used by and under the control of Law Enforcement personnel, with the approval of the Director.

6.2.2. Hazardous materials which pose a potential hazard to human health and safety or the environment shall be stored, kept, handled, used, dispensed, or transported only in accordance with applicable international, federal, state, and local laws and regulations.

6.2.3. All applicable regulations governing explosives which are acceptable for transportation must be strictly adhered to. Any other material subject to federal or state regulations governing hazardous materials must be handled in strict compliance with those regulations and other more restrictive regulations that the Director might deem necessary to impose. Any waiver of such regulations or any part thereof by the Federal Aviation Administration (FAA) or by any other competent authority shall not constitute or be construed to constitute a waiver of this rule by the Director or any implied permission by the Director.

6.2.4. Advance notice of at least twenty-four hours shall be given to the Director for any operation(s) requiring the Director's permission, pursuant to this rule.

6.2.5. Permission may be given for the movement of radioactive materials only when such materials are packaged, marked, labeled and limited as required by regulations applying to transportation of explosives and other dangerous articles and which do not create an undue hazard to life or property at the Airport. All hauling must be performed by a registered hazardous waste hauler, and Dallas Fire-Rescue shall provide the Director with information relative to the hazards of any materials subject to this section.

6.2.6. All Airport tenants involved with the handling of hazardous materials must provide the Airport with an Emergency Response Plan and have on site Material Safety Data Sheets (MSDS). The plan will include the name of the company used for removal of hazardous materials and the names and 24-hour telephone numbers of tenant staff authorized to handle such removals. The plan will be updated annually and resubmitted to the Director.

6.2.7. Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs in accordance with federal, state and local code requirements.

6.3. FIRE EXTINGUISHERS AND EQUIPMENT

- 6.3.1. Fire extinguisher equipment shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention.
- 6.3.2. In accordance with their lease agreements, tenants shall maintain their own fire extinguishers, fire protection equipment and special systems within their respective areas in accordance with Dallas Fire Code.
- 6.3.3. The Department of Aviation shall be responsible for maintaining fire extinguishers and other fire protection equipment not covered under lease agreements within the Terminal's common (non-leased) areas.
- 6.3.4. All fire extinguishers shall display an official inspection tag showing the date of the most recent inspection.
- 6.3.5. Each fire extinguisher shall display its intended fire suppression capability as required.
- 6.3.6. Discharge of Fire Extinguishers:
 - Tenants must immediately report the discharge of any fire extinguisher (except for training purposes) to the DOA via the Airport Communication Center at (214) 670-LOVE (5683).
 - DOA, via the Airport Communication Center at (214) 670-LOVE (5683), must be notified at least 24 hours in advance of any training activity requiring the discharge of a fire extinguisher on Airport Property.

6.4. FIRE PROTECTION SYSTEMS

- 6.4.1. Airport fire protection systems and equipment shall not be tampered with at any time.
- 6.4.2. No person other than authorized employees of the Department of Aviation, shall turn heaters in public areas on and off, or operate any other airport equipment, except tenants in their respective areas.
- 6.4.3. The City (authority having jurisdiction) shall have the authority to require, leaseholders and/or building owners, to provide construction documents, including all calculations for fire protection systems and to require permits be issued for the installation, rehabilitation or modification of any fire protection system. Construction documents for fire protection systems shall be submitted to review and approval prior to system installation.
- 6.4.4. Fire protection systems shall be inspected, tested and maintained in accordance with applicable City of Dallas requirements and NFPA 25 standards. Records of all system inspections, tests, and maintenance required by the referenced standards shall be maintained on premises for a minimum of three (3) years and shall be copied to the fire code official upon request.

- 6.4.5. A construction permit is required for installation of or modification to fire alarm and detection systems and related equipment. Maintenance performed in accordance with this code is not considered a modification and does not require a permit.

6.5. FIRE ALARMS

- 6.5.1. All tenants shall educate their employees in the proper use of the building fire alarm system and shall take effective measures to avoid inadvertent activation of building fire alarm systems due to careless or negligent behavior.
- 6.5.2. Evacuation procedures are to begin at the activation of any fire alarm system.
- 6.5.3. Fire alarm signals are not to be disregarded or silenced until it is confirmed there is no fire, smoke, or discharge of the fire protection.
- 6.5.4. At the Terminal Building, the Transportation Security Administration (TSA) is to stop all screening activity at the initiation of any fire alarm activation.
- 6.5.5. In the event of any fire alarm activation at the airport, the terminal building, hangars, offices and/or garage shall be evacuated per established DOA procedures. The FAA tower will be notified by Airport Operations in order to stop all arriving aircraft from deplaning passengers at the terminal. After Airport authorized personnel (Emergency Management, Airport Operations, DPD and/or Dallas Fire-Rescue) determines that the area is safe, evacuation procedures shall be cancelled and the "All Clear" shall be given to resume normal activities.

6.6. OPEN FLAMES

- 6.6.1. No person shall start any open fire of any type on any part of the Airport without permission from the Director.
- 6.6.2. Welding, Cutting Torch, Hot Work Activities
- No person shall operate an oxyacetylene torch, electric arc or similar flame or spark producing device on any part of the Airport, except in areas within lease premises specifically designated for such use by the Director, unless a permit is obtained from the Dallas Fire Marshal and the activity is approved by the Director.
 - Prior to engaging in welding, cutting torch, or Hot Work activities on the Airport, an Airport permit for this activity is required, in addition to the Fire Marshall permit. To obtain an Airport permit, contact the Airport Communication Center at 214.670.5683 who will coordinate with the appropriate Airport Division. All requests must be submitted at least 2 business days prior to the expected start date of the activity.
 - The requestor/operator for such activities must provide an operating fire extinguisher, with at least a 80 BC rating at the site of the activity and ensure that the activity is not within 50 feet of active fueling areas.

- The requestors must coordinate any such activity with the building lessor/owner and take all reasonable precautions to ensure the fire alarm/protection system is not compromised.
- At the conclusion of all welding/cutting or Hot Work activities, the operator shall notify the Airport Communication Center for a safety inspection by Airport personnel and to ensure fire protection system has been returned to service, if it had been temporarily deactivated. If, activity is taking place on a tenant's lease, the lease holder shall have a representative present to conduct the inspection and verify the operation of the fire protection system.
- A copy of all permits required shall be kept on the location while the activities are being performed.

6.6.3. No permit shall be issued for operations within an aircraft hangar, any fuel storage area, or upon any components or sections of the hydrant fueling distribution system, unless the work is required for repair of such areas or hangars or fuel systems. Where such operations are required, permission shall first be obtained from the Dallas Fire Marshal and shall be subject to such conditions as the Fire Marshal may impose.

6.6.4. Outdoor Cooking

- No person shall conduct or permit any open flame operation or fire of any type, including cooking grills, exposed flame heaters, candles, flare ports or other open flame devices on any portion of the airport without the prior written permission of the Director.
- Grills and other outdoor cooking devices are not permitted to be stored on the AOA, unless otherwise approved by the Director.
- Outdoor cooking (including, but not limited to, barbeques; shrimp boils; fish/poultry fries; smoking meats) is a specifically prohibited activity within the AOA unless the organization receives prior written approval. To request approval, the sponsoring organization must submit a Department of Aviation, Open Flame Request form to the Airport Operations Manager. This form can be found on the Dallas Love Field website (www.dallas-lovefield.com/resources).

6.6.5. Training

Dallas Fire-Rescue Department, designated Department of Aviation personnel, or other properly trained individuals, approved by the Department of Aviation, are authorized to use open flames for training purposes only.

6.7. CLEANLINESS

6.7.1. Tenants shall maintain hangar floors, fuel pits and trucks clean and free of excess gasoline, grease and other flammables.

6.7.2. Tenants shall adhere to good housekeeping as well as Storm Water Best Management Practices. Failure to comply may result in the Department of Aviation providing cleaning services at the sole expense of the tenant.

- 6.7.3. Tenants shall keep the space allotted to them free from rubbish and accumulation of any material that may pose a potential hazard, including, without limitation, waste, rubbish, fuel, oil, grease and other flammable or hazardous materials.
- 6.7.4. No person shall allow fuel, oil, hydraulic fluid or any other petroleum based product to leak or spill onto any surface of the Airport. Tenants shall put in place drip pans and/or other precautions in compliance with good practice recommendations of the NFPA, FAA, and/or the Airport. Such containment measures shall be monitored and cleaned regularly so as not to overflow, pose a fire hazard, or become foreign object debris (FOD).
- 6.7.5. Flammable materials shall be stored only in approved labeled containers in or about tenant areas.
- 6.7.6. The use of volatile or flammable solvents for cleaning floors is prohibited.
- 6.7.7. Approved metal receptacles with tight-fitting, self-closing covers shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily.
- 6.7.8. Clothes lockers shall be constructed of metal or fire-resistant materials.
- 6.7.9. No fuel, grease, oil flammable liquids or contaminants of any kind, including detergents used to wash aircraft or other surfaces, shall be allowed to flow into or be placed in any sewer system without a separator or unless connected to an industrial waste system in which certain constituents such as heavy metals in the waste are restricted.

6.8. AIRCRAFT/EQUIPMENT PARTS CLEANING MATERIALS

Cleaning of aircraft and/or equipment parts shall be done, preferably, with non-flammable cleaning agents. When flammable combustibles must be used, only liquids having flash points in excess of 100 degrees F shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the Uniform Fire Code, the Dallas Fire Code and NFPA.

6.9. STORAGE OF MATERIALS and EQUIPMENT

- 6.9.1. No person shall block with equipment or stock the aisle, walkway, exit or entry to any building or storage area.
- 6.9.2. All materials stored outdoors shall comply with the Airport's Storm Water Pollution Prevention Plan.
- 6.9.3. Flammable Materials:
 - No person shall keep or store material or equipment in such manner as to constitute a fire hazard or be in violation of the City Municipal Code or Airport Directives.

- Gasoline, kerosene, ethyl, jet fuel, ether, lubricating oil, or other flammable gases or liquids, including those used in connection with the process of “doping,” shall be stored in accordance with NFPA standards, the City Municipal Code and Airport Directives, and said storage shall meet with the approval of the Fire Marshal of the City. Buildings shall be provided with fire suppression devices and first-aid equipment approved by the Fire Marshal of the City.
- No person shall keep, transport, or store lubricating oils on the Airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage by the Fire Marshal of the City in compliance with the City Municipal Code and Airport Directives.
- Oxygen cylinders or any type of organic oxidizer shall not be stored in or near areas where petroleum products are stored or used.
- All portable containers shall be stored in approved flammable liquid storage lockers when not in use.

6.10. HEATING OF HANGARS/FACILITIES

6.10.1. Heating in any hangar shall be by approved systems or devices only as listed by Underwriters Laboratories or other acceptable approved Laboratories.

6.10.2. All heating equipment and fuel burning appliances installed in any structure shall be in accordance with City Codes.

6.11. ELECTRICAL EQUIPMENT AND LIGHTING SYSTEMS

6.11.1. Lighting in hangars shall be restricted to electricity.

6.11.2. Vapor or explosion-proof equipment and lighting systems shall be used exclusively within hangars or maintenance shelters, when required under any City or State safety code; or where required to comply with NFPA Standards.

6.11.3. No portable lamp assembly shall be used without a proper protective guard or shield over such lamp assemblies to prevent breakage.

6.11.4. All power-operated equipment or electrical devices shall be shut off when not in actual use.

6.11.5. Aircraft electrical system shall be de-energized on any aircraft upon which work is being done within any hangar or structure by disconnecting the battery or power source.

6.11.6. All lighting and electrical appliances installed in any structure shall be in accordance with City Codes.

6.12. HANGAR SAFETY

6.12.1. Motor Vehicles

- No person shall operate a tractor, tug or other motor vehicle in a hangar occupied by any aircraft unless the vehicle is in compliance with applicable NFPA Standards and the exhaust system of such vehicle is protected by screens or baffles.
- No motor vehicle shall enter or remain inside any hangar, except while engaged in operations necessary in such hangar, or in exclusively assigned private or executive plane hangars.

6.12.2. Aircraft

Aircraft engines shall not be operated in any hangar.

6.12.3. Aircraft Electrical and Electronic Systems

- Radio transmitters and similar equipment shall not be tested or operated within a hangar with dynamotors running unless all parts of the antenna system are at least one (1) foot removed from any other object. No aircraft shall be placed, at any time, so that any fabric-covered surface is within one (1) foot of an antenna system.
- No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within three hundred (300) feet or the low intensity beam is within one hundred (100) feet of an aircraft fueling operation, aircraft fueling vehicle or flammable liquid storage facility, unless a shielding device meeting the applicable requirements of all City, State and NFPA codes or standards is employed.

6.12.4. Doping, Spray Painting and Paint Stripping

- The use of “dope” (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangar is prohibited. The process of doping will be carried out as set forth in the Uniform Fire Code, State codes and NFPA standards.
- For paint, varnish or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with City of Dallas Codes, State codes and NFPA standards.

6.13. MOTORIZED GROUND EQUIPMENT AROUND AIRCRAFT

No person shall park any motor vehicle near any aircraft in such a manner that could prevent it or other vehicles from being readily driven or towed away from the aircraft in case of an emergency.

6.14. FUELING OPERATIONS – GENERAL REQUIREMENTS

6.14.1. All persons that fuel their own aircraft by themselves or by using their own employees shall comply with these Rules and Regulations, all applicable Airport Directive and NFPA standards.

- 6.14.2. All equipment used in storage, fueling, defueling, and draining operations shall be approved by the City Fire Marshal.
- 6.14.3. All organizations that dispense fuel at Dallas Love Field, must comply with the requirements of 49 CFR Part 139, City of Dallas Municipal Code, Dallas Fire Code, NFPA standards, the Dallas Love Field Rules and Regulations, and the Department of Aviation, Aviation Fuel Vending Regulations (Appendix B of this document), as well as any applicable Code, Requirement or Regulation.
- 6.14.4. All aviation fuels will be dispensed on Airport property by vendors holding a valid fuel vending permit with the Department of Aviation, except for an individual aircraft owner who transports and dispenses fuel into their own aircraft for their own personal use, and who, by doing so, meets all requirements of the FAA, Fire Marshal, City codes, restrictions and procedures.
- 6.14.5. No company or individual may transport flammable liquids onto any aircraft area for the express purpose of sale on any portion of the property owned by the City without a valid agreement with the City.
- 6.14.6. The fueling agent shall, once every 12 calendar months, provide to the Director certification that each person allowed to use the fuel facility has the training described in the Fuel Vending Regulations, Aviation Directives, and/or otherwise required by FAA requirements.
- 6.14.7. Each fueling agent who allows an aircraft owner/operator not employed by the fueling agent to fuel an aircraft on the Airport shall provide a list of all such persons to the Department of Aviation. The fueling agent shall be responsible for providing at least on-the-job training in fire safety for each of these individuals.

6.14.8. Third Party Operators

Third Party Operators contracted to do fueling will be held responsible for the entire operation. Tenants must notify the DOA, in advance, regarding Third Party Operators conducting any commercial activity at the Airport. The Third Party Operators must have a permit from the DOA before operating on the Airport.

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

6.15. FUELING OPERATIONS

- 6.15.1. During fueling or defueling operations, all activities must be performed in accordance with City Code, State Code, NFPA Standards and Airport Standards.
- 6.15.2. Unless otherwise previously approved by the Director or Airport Operations Manager in writing, no Aircraft shall be fueled or defueled while one or more of its engines are running or is being warmed by external heat.
- 6.15.3. No Aircraft shall be fueled or defueled while inside any building or structure.

- 6.15.4. Aircraft being fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than twenty five (25) feet to any terminal building, hangar, service building or enclosed passenger concourse other than a loading walkway.
- 6.15.5. Fueling vehicles, whether loaded or empty, shall never enter hangars nor shall they be parked unattended within a distance of fifty (50) feet of any building or within ten (10) feet of any other fueling vehicle.
- 6.15.6. Each hose, funnel, or apparatus used in fueling or defueling aircraft shall be maintained in good condition and must be properly bonded in accordance with NFPA 407
- 6.15.7. No fueling vehicle shall be backed within twenty (20) feet of an aircraft unless a person is posted to assist or guide.
- 6.15.8. If a fire and/or explosion occurs in the fuel delivery device while servicing an aircraft, the responsible party shall immediately discontinue fueling operations, close emergency valves and dome covers, and report the fire/incident to DPD at 214-670-6162/6160 and the ACC at 214-670-LOVE (5683) or as provided in Airport Directives.
- 6.15.9. No vehicle designed for or employed in the transportation of fuel shall be operated on a Movement Area at any time without prior permission from the Airport Operations Manager.
- 6.15.10. No person shall engage in aircraft fueling or defueling operations without adequate fire extinguishing equipment, in accordance with NFPA standards, readily accessible at the point of fueling.
- 6.15.11. Parking areas for DOA approved fueling vehicles shall be arranged to:
- Facilitate dispersal of the fueling vehicles in the event of emergency.
 - Provide at least ten (10) feet of clear space between parked fueling vehicles for accessibility for fire control purposes.
 - Prevent any leakage from draining to an adjacent building.
 - Minimize exposure to damage from out-of-control aircraft; and
 - Provide at least fifty (50) feet of clear space from any building.
- 6.15.12. No person shall start the engine of an aircraft or vehicle on the Airport if there is any flammable liquid or other volatile fluid on the ground within the vicinity of the aircraft or vehicle.
- 6.15.13. No person shall operate any electronic device (including without limitation a radio transmitter, receiver or cell phone), or switch electrical appliances on or off, in an aircraft while it is being fueled or defueled, except for radios certified as "safe radios".
- 6.15.14. Fueling or defueling operations shall not be conducted while thunderstorm activity is within three (3) miles of the airport.

6.15.15. Aircraft fuel servicing personnel shall not carry lighters or matches on their person while performing fuel servicing operations.

6.15.16. Positioning of aircraft fueling vehicles shall be arranged as follows:

- Aircraft fueling vehicles shall be positioned so that they can be moved promptly after all aircraft fuel hoses have been disconnected and stowed.
- The propulsion or pumping engine of fueling vehicles shall not be positioned under the wing of aircraft during over-wing fueling or where aircraft fuel system vents are located on the upper wing surface. Fueling vehicles shall not be positioned within a ten (10) foot radius of aircraft fuel system vent openings.
- Hand brakes shall be set on fueling vehicles before operators leave the vehicle cab and at least one wheel shall be chocked.

6.15.17. All equipment used in fueling, defueling and draining operations shall be approved by the City's Fire Marshal and by the DOA/Airport Operations Division.

6.15.18. No person shall bring into the Airport or store any type of fuel on the Airport without the written permission of the Director or pursuant to a written agreement with the City/DOA.

6.15.19. Bonding Requirements

- All fuel transfer apparatus shall be metallicly interconnected with the tank, chassis, axles, and springs of every aircraft fueling unit.
- Every aircraft fueling unit is required to have bonding cables, meeting NFPA requirements, of a sufficient length to service the aircraft.
- All bonding equipment is required to be tested quarterly to ensure proper bond is maintained in accordance with NFPA standards.
- No person shall transfer fuel into or out of any aircraft, fuel farm or tank truck, without bonding that fueling/defueling vehicle to the aircraft or farm.

6.16. FUEL SPILLS

6.16.1. Refer to the City of Dallas, Department of Aviation, Aviation Fuel Vending and Self Fueling Regulations – Appendix B of this document.

6.16.2. All spills of fuel or other hazardous substances **shall be reported immediately** by the responsible party to the **Airport Communications Center at telephone number 214-670-5683** or as provided in Airport Directives.

6.16.3. Aircraft, fuel delivery devices and other vehicles shall not be moved or operated in the vicinity of the spill until the spillage is removed. A fire guard shall be posted promptly by the responsible party.

6.16.4. All fueling vehicles operating at the Airport shall be equipped with spill response equipment.

6.16.5. Any person, including the owners or operators of Aircraft, causing overflowing or spilling of fuel, oil, grease or other contaminants anywhere on the Airport shall be responsible for ensuring the immediate cleanup in accordance with all applicable laws of such spillage. In the event of failure or refusal to comply with such cleanup requirements, the spillage will be cleaned up by the DOA at the responsible party's expense.

6.17. POWDER ACTIVATED TOOLS

No person shall use powder or explosive cartridge activated tools or fastening devices anywhere on the Airport, without prior written authorization from the Director.

6.18. ACCIDENT AND INCIDENT REPORTING REQUIREMENTS

6.18.1. Tenants must immediately report property damage, accidents and/or incidents, or the discharge of any fire extinguisher (except for training purposes) to the DOA via the Airport Communication Center at (214) 670-LOVE (5683). Neglecting this duty may result in enforcement actions. Those involved must also immediately notify their supervisor and follow company accident reporting guidelines.

6.18.2. The party that makes contact with the Airport Communication Center must remain at the scene of the reportable situation until a DOA representative responds, documents the event and completes a report.

6.19. HANGAR AND FIXED BASE OPERATOR INSPECTIONS

It is the policy of the DOA to inspect aircraft storage hangars on a regular basis with sufficient notice to tenants. The DOA also reserves the right to conduct inspections of any hangar at any time to verify compliance with safety practices and lease requirements. Tenants will be officially notified of any violations discovered and will be given 30 days to correct the situation.

6.20. FIRE HYDRANTS

6.20.1. Fire Hydrants located within the Airport are intended for the use and operation by the Dallas Fire Department. Any use by an Airport Tenant or contractor must be approved by the City of Dallas prior to their use.

6.20.2. Clear Space around Fire Hydrants

In accordance with the City of Dallas, Fire Code, A 3-foot clear space shall be maintained around the circumference of fire hydrants, except as otherwise required or approved by the City.

6.20.3. Physical Protection

In accordance with the City of Dallas Fire Code, where fire hydrants are subject to impact by a motor vehicle, guard posts or other approved means shall comply with Section 312.

6.21. AIRSIDE SAFETY – GENERAL

6.21.1. All persons in the Airside and/or AOA areas of the airport shall always conduct themselves in a safe and professional manner, abiding by all applicable federal regulations, City Code and these Rules and Regulations.

6.21.2. No person shall conduct themselves in a reckless or unsafe manner, and all violators should be reported immediately to Airport Operations or DPD.

6.21.3. No vehicle or aircraft shall be operated in a manner contrary to any applicable rules and regulations, so as to endanger life or property. Safety and security shall be the highest priority for all persons, aircraft and/or vehicles operating inside the Airside and/or AOA areas of DAL.

6.21.4. Pedestrian Traffic on the AOA

- Unless otherwise approved, pedestrian traffic is limited to individual tenant leased areas and the terminal area.
- Exception: Construction and maintenance activities provided they are pre-coordinated with Airport Operations and the FAA Tower when applicable.

6.21.5. Use of Safety Vests

- All individuals performing duties, except aircraft passengers traversing to or from an aircraft or pilots conducting duties associated with the inspection or operation of an aircraft, within the Terminal Area, the Movement Area, or the VSR, shall wear a reflective safety vests.
- All persons working on any airport roadway shall be required to wear reflective safety vests to comply with Federal Department of Transportation's Work Zone Safety and Mobility Regulations.
- All required reflective safety vests must at a minimum meet ANSI Class-2, Level 2 standards.

6.21.6. See Section 8 for additional Airside requirements.

SECTION 7

TERMINAL OPERATIONS

7.1 GENERAL CONDUCT

- 7.1.1. The DAL Terminal Tenant Handbook provides reference information and additional guidance for Terminal Tenants. The Handbook is available on the Dallas Love Field Website (www.dallas-lovefield.com).
- 7.1.2. Motorized carts used to transport passengers, baggage, or supplies are not permitted to operate within the Terminal Building, without the approval of the Director.
- 7.1.3. No person shall ride, walk, sit, or stand on a baggage conveyor system (or any part thereof).
- 7.1.4. Children shall not be left unattended or allowed to play on escalators, elevators, or baggage devices.

7.2. TERMINAL MAINTENANCE

- 7.2.1. The responsibility for maintenance of Airport space is specified in each lease agreement as referenced in the Airport Use and Lease Agreement (AULA).
- 7.2.2. If the DOA responds to a maintenance emergency, the tenant or operator will be invoiced for time and materials.

7.3. PASSENGER ELEVATORS, MOVING WALKWAYS AND ESCALATORS

- 7.3.1. Escalators and Moving Walkways are intended for the safe transport of passengers and baggage. Skycap baggage dollies, freight, strollers, wheelchairs, oversized baggage and furniture shall not be taken on these devices.
- 7.3.2. Tenants and employees are prohibited from using carts for transporting goods or supplies on escalators and moving walkways. Elevators, rather than escalators, shall be used for the movement of hand trucks and similar equipment.
- 7.3.3. It shall be unlawful for any person to use the moving sidewalks or escalators in the Dallas Love Field terminal building contrary to conspicuously posted instructions, such unlawful activities including, but not limited to riding backwards, sitting on the handrail side-saddle style or such other show-off or prankish maneuvers (City Ordinance 8463).
- 7.3.4. It shall hereafter be unlawful for any parent, guardian or person accompanying a child or children under the age of 10 to permit or allow such child or children to enter upon, travel upon, or disembark from any moving sidewalk or escalator in the Dallas Love Field terminal building unless each child is held in the arms of such parent, guardian or person accompanying such child or held by the hand

by such parent, guardian or person accompanying such child. (City Ordinance 8463)

7.3.5. It shall be the duty of such parent, guardian or person accompanying any child under the age of 10 years using any moving sidewalk or escalator in the Dallas Love Field terminal building to hold such child in the arms of such parent, guardian or person accompanying such child or to hold such child by the hand at the time of entry of such child upon any movement sidewalk or escalator and to continue to hold such child either in the arms of such parent, guardian or person accompanying such child or by the hand throughout the course of the journey on any such moving sidewalk or escalator and until such child is disembarked from such moving sidewalk or escalator. (City Ordinance 8463)

7.3.6. Any use of the moving sidewalks or escalators by any child or children in any manner contrary to this section shall be deemed a failure by the parent, guardian or person accompanying such child or children to observe this section, and such failure shall absolve the City from any liability whatsoever for any personal injuries suffered by any such child or children or personal injuries resulting in the death of any such child or children. (City Ordinance 8463)

7.4. USE OF PASSENGER INTERVIEWS, OPINION SURVEYS, PETITIONS, ETC., IN DALLAS LOVE FIELD BUILDING.

It shall be unlawful for any person to conduct passenger interviews, opinion surveys or to circulate any petition or questionnaire to any member of the air traveling public at or upon any restricted airport property as Dallas Love Field, including but not limited to Dallas Love Field terminal building; provided, however, that this sections shall not apply to any duly authorized person acting upon or in behalf of any United States government agency, the State or the City; nor to any person gathering new matter for general dissemination to the public by newspaper or magazine or general circulation or by radio or television stations operating under a permit from the United States government. (City Ordinance Nos. 10540; 10582)

No person shall conduct any polls, questionnaires, or surveys on the Airport without first obtaining written permission from the DOA.

7.5. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

Automated External Defibrillators (AEDs) are located within multiple airport facilities, including but not limited to the Terminal (Ticket Hall, Concourse, Baggage Claim and Office Tower), DOA operated Garages, and other City Facilities. AEDs are stored in marked locations in the lobbies, concourses, and in several first responder vehicles. ALL AEDs in the public areas are the property of the Department of Aviation.

7.6. TRASH DISPOSAL AND RECYCLING

7.6.1. Trash bags shall not be left unattended within the Terminal Building, on jet bridges, or any portion of the ramp surface.

7.6.2. All tenants are required to properly handle, recycle, and dispose of their own refuse in the Terminal, unless otherwise stated in the tenant's lease agreement. Tenants

shall refer to their lease agreements and the Terminal Tenant Handbook for further details. Tenant employees are required to have the appropriate DAL ID badges to access refuse disposal and recycling containers.

- 7.6.3. It is the responsibility of the tenant to store and dispose of oversize items that cannot be disposed of or recycled using the standard containers provided by the DOA. The DOA may occasionally host special events to collect, salvage and recycle items that cannot be easily placed into the compactor or recycling containers. Tenants will be alerted to these events.
- 7.6.4. Food and beverage concession facilities must dispose of used cooking oil liquid grease collection equipment. Concessionaires are solely responsible for all costs associated with the interception, collection, and appropriate disposal of fats, oils, and grease generated by their operations on the premises, and for compliance with all related laws.
- 7.6.5. If a grease spill occurs, the concessionaire is required to immediately report the spill to the Airport Communication Center and the DOA Environmental Division. Concessionaires are responsible for all cleanup requirements, if the concessionaire fails to respond immediately to any cleanup, DOA will initiate cleanup measures. The concessionaire will be billed for all clean-up costs incurred by the DOA for cleaning up grease spills.
- 7.6.6. The DOA has the specific right to conduct inspections, without notice, of all grease interception, collection and transport systems and equipment to ensure that the required level of maintenance is being provided. The results of these inspections will be provided to the concessionaires in writing. Subject to the notice requirement set forth below, if the DOA determines that a concessionaire is not adequately maintaining its grease interception and collection systems and equipment, the DOA will have the right to hire a third party to undertake the maintenance and repair of concessionaire's grease interception and collection systems and equipment, at concessionaire's sole cost, for the remainder of the concessionaire's lease term. Notwithstanding the foregoing, the DOA will provide up to 2 written notices in any year to a concessionaire, with a time for cure, before it may exercise its option to contract with a third party to perform maintenance of concessionaire's grease interception and collection systems and equipment. The DOA also reserves the right to recover the cost of repair or maintenance of its grease waste, sanitary waste, sanitary sewer and other facility systems that are damaged or adversely impacted by a concessionaire's failure to properly maintain its equipment or properly dispose of fats, oils, or grease as required above.
- 7.6.7. Recycling
 - Disposing of Recycled Trash:
 - When trash is collected from the Airport facilities, it is expected that it be disposed of in the appropriate separated recycle container located in each of the designated trash disposal areas.
 - All separated recycled trash must be disposed of in the appropriate recycle bin (food waste, general garbage, bottles and cans or newspaper/paper) in the designated trash areas. All tenants of the Airport are prohibited from disposing of separated recycled items into any trash compactor, or general

trash bin. All tenants are responsible for ensuring appropriate compliance with this policy.

- Tenant Recycling - Tenants are encouraged to implement recycled trash programs in their leased areas, and where such programs exist, proper disposal is required.
- For questions and/or information about recycling, call the DOA's Environmental Office.

7.7. LUGGAGE CARTS

Concession luggage carts are not to be used by employees or tenants to haul items such as trash, odd size bags, maintenance items, etc. nor are they to be held/stored in employee or tenant leasehold areas for any reason. Use of luggage carts on the AOA/SIDA is strictly prohibited for any reason due to safety concerns.

7.8. PORTER SERVICE

7.8.1. Any regularly scheduled passenger airline at Dallas Love Field shall provide porter services for passenger's convenience.

7.8.2. Such services shall be available not less than one hour prior to departure at curbsides for all domestic flights.

7.8.3. Such services shall be available in baggage claim areas of the terminal facilities, in conjunction with the delivery of baggage from all arriving flights until the baggage claim area is clear.

7.9. STANCHIONS

7.9.1. General

- All airlines shall utilize passenger control stanchions.
- Stanchions shall be located within the space directly in front of the airline counter lease hold or as permitted by the Director.
- Stanchions and signs shall be placed so as to maintain a minimum of 12-feet for a public passage corridor between the narrowest terminal building point and the stanchions farthest out from the counter.
- Stanchions shall be placed so as to maintain a minimum of 20 feet through the center of the passage between airline ticket counters.
- The number of stanchions shall be determined by the peak passenger volume or level of activity for the applicable period.
- Post mounted and floor mounted signs are permitted within approved stanchion areas consistent with the following guidelines to content, size and production quality.
 - Passenger processing information as it relates to security or to designate separate queuing lines.
 - Bag size or weight limitation signage.
 - Enter/Exit signs.
 - Airline identification signs.

- Floor signs shall not exceed 31” wide x 67” high.
- All signs shall be produced in a professional manner conforming to terminal graphic and color standards.
- Hand lettered signs are strictly prohibited.
- The Director reserves the right to deny and require removal of any signs not conforming to approved guidelines.
- Advertising content and slogans shall not be included in the signage permitted above.

7.9.2. Security Screening Checkpoint (SSCP) Queue

- The layout of the SSCP Queue is the responsibility of the Department of Aviation.
- All stanchions of the SSCP are the property of the Department of Aviation.
- The SSCP Queue stanchions are not to be moved, reconfigured or relocated without the authorization of the Director.

7.10. STORAGE OF WHEELCHAIRS AND OTHER EQUIPMENT

Wheelchairs and other equipment must be stored in designated areas approved by the Director and identified in the Terminal Tenant Handbook

7.11. TERMINAL SEATING

7.11.1. Seating in the ticket counter, baggage claim, lobby, concessions area, boarding areas, or other public areas are specifically provided for the comfort and convenience of airport passengers while traveling through DAL. Passengers have priority over employees to the seating that is available in these areas.

7.11.2. Employees are required to utilize company-provided break facilities and other approved areas for employee seating. Exception, employees may utilize the seating in the concessions area, if they are consuming items purchased from Airport Concessionaires.

7.11.3. Employees are not permitted to sleep or generate loud noise in any public area of the Airport. Employees found lounging or sleeping in the Airport these areas are subject to disciplinary action.

7.11.4. The placement of Airport-owned public seating, which includes the seating in the passenger boarding areas, is determined by the Airport. No person shall move any Airport-owned public seating except for cleaning or maintenance purposes, without the approval of the Director. Failure to comply will result in the confiscation of the employee’s Airport Issued Identification Badge.

7.12. ANIMALS IN THE TERMINAL BUILDING

7.12.1. No person, other than law enforcement officers in performance of their duties, shall enter any part of the Airport, including the Terminal(s) with an animal, other than a designated service animal, unless such animal is kept in a carrier designed for such purposes as to be completely under control.

- 7.12.2. No person shall permit any feral animal under his or her control or custody to enter the Airport, except for feral animals that are to be or have been transported by air and are properly confined for air travel.
- 7.12.3. Service animals for persons with disabilities or other certified service animals shall be permitted inside the Airport, including the Terminal while under control of their owner.
- 7.12.4. Persons who bring an animal into the Airport, including the Terminal shall clean up after said animal and may be held responsible for all costs incurred by the airport in cleaning up after such animal.
- 7.12.5. No person shall permit, either willfully or through failure to exercise due care or control, any animal to urinate or defecate upon the sidewalks of the Airport or upon the floor or carpet of the Terminal or any other Airport property, except in such areas as are designated by the Department of Aviation as animal relief areas outside the Terminal.
- 7.12.6. Guard and search dogs, as well as K-9 under the control of authorized handlers and present at the Airport are authorized and approved by the Department of Aviation.

7.12.7. Animal Relief Areas

In accordance with federal regulation, the DOA provides animal relief areas for service animals that accompany passengers who are departing, connecting, or arriving at the Airport. Animal owners are responsible for the immediate removal and disposal of animal waste. Service animal and pet relief areas are located in the following locations:

- At the west end of Baggage Claim – public side access.
- Adjacent to Garage A, along the lower level roadway – public side access.
- Passenger Concourse (sterile area), in the stem area near Hudson News. Sterile side access for screened passengers only. Individuals in the public area, without a boarding pass cannot access or be escorted to this location.

7.13. LOST AND FOUND

- 7.13.1. Any person finding lost articles in the Airport's Terminal Building (which includes the ticket counter, baggage claim, screening checkpoint, passenger gate areas, concourse areas, lobby areas, or other points in between, and the adjacent roadway), shall immediately deposit them with the Airport's Lost and Found. During hours when the Lost and Found is not staffed, a "Dropbox" is available in the Main Lobby, Baggage Claim and near the Information desk in the concourse.
- 7.13.2. Articles found on board an aircraft, or in aircraft leased areas, are the responsibility of the respective airline.
- 7.13.3. Articles unclaimed by their proper owner within thirty (30) days thereafter may be disposed of in accordance with City policy and/or applicable law.

7.14. ADVERTISING, PROMOTIONS, SIGNAGE

- 7.14.1. The DOA maintains a separate advertising contract for advertising and promotional displays throughout the Airport. If an individual tenant is interested in advertising in the public areas of the terminals or on the concourses, the DOA's advertising concessionaire should be contacted directly regarding available spaces. Contact information for the DOA's advertising concessionaire can be obtained from the DOA Concessions Management Group. All other tenant advertising and promotion requests shall be made in writing to the Airport's Concessions Management Group.
- 7.14.2. Individual concessionaires are encouraged to hold in-store promotions. Promotional displays or merchandise considered objectionable by the DOA must be taken down or removed upon notice from the Concessions Management Group. Promotional material for concessionaire's other stores (e.g., flyers, brochures, posters etc.) are only allowed within their leased area(s), unless otherwise approved, in writing, by the DOA.
- 7.14.3. Staffed exhibits or sales promotions are prohibited.
- 7.14.4. Adhesive stickers and temporary and/or hand-written signage in the public areas of the Airport, unless approved by the Director, are strictly prohibited. Tenants shall not allow adhesive stickers, bumper stickers, and decals to be placed anywhere in tenant leased space. Labels for tenant inventory purposes on tenant-owned equipment must be placed out of public view.
- 7.14.5. Airport customers should have clear access to merchandise. Access is defined as an individual's clear and unobstructed entry into and through the concession without barriers or obstacles. All concessionaires are required to comply with the Americans with Disabilities Act (ADA).
- 7.14.6. Concessionaires may use music systems in their leased space. Music must be licensed in accordance with the law. Volume levels should not be audible outside the concession at any time or compete with the Airport paging system, or other audio systems.

7.15. VENDING MACHINES

Vending machines exist in Airport public areas and are available to the public and employees. Tenants desiring to install vending machines within their leased space may request approval from the DOA. Tenants are responsible for ensuring that the machines are removed from the premises when vacating them and for any utility upgrades or improvements that may be necessary for the installation of such machines.

7.16. PASSENGER LOADING BRIDGE OPERATION AND MAINTENANCE

- 7.16.1. All loading bridges installed at the Terminal Building, are owned by the Department of Aviation.
- 7.16.2. The maintenance of the loading bridges is performed under an airline agreement per the Use and Lease Agreement. The cost of this maintenance is shared by all airlines/air taxi operators authorized to operate from the terminal building.

7.16.3. Airlines, air taxi operators, or other tenants that utilize the passenger loading bridges shall not modify the interior or exterior of any loading bridges or attached walkways without the written consent of the Director.

7.16.4. Airlines, Air Taxi or other operators of the passenger loading bridges are responsible for:

- Ensuring that only airline/air taxi employees or airline representatives operate passenger loading bridges.
- Training passenger loading bridge operators in accordance with manufacturers' guidelines.
- Monitoring the condition of all loading bridges. An authorized representative must notify the airport Facilities Maintenance Division of all repairs (other than preventive maintenance) necessary on any loading bridge.

7.17. BAGGAGE HANDLING SYSTEM (BHS)

7.17.1. The Baggage Handling System (BHS) includes:

- All devices necessary to transport passenger baggage from the ticket counter to the TSA baggage screening devices.
- All devices necessary to transport baggage within the TSA baggage screening system.
- All devices necessary to transport baggage from the TSA baggage screening system to the sorting carrousel.
- All baggage makeup carrousel.
- All devices necessary to transport inbound baggage from the airline baggage carts to the baggage claim carrousel.
- All baggage claim devices.
- All electronic devices and/or systems that are used to control the system or display to the public information.

7.17.2. The Department of Aviation is the owner of the BHS.

7.17.3. TSA is the owner of the baggage screening devices connected to the baggage screening system.

7.17.4. The maintenance of the BHS is performed under an airline agreement. The cost of this maintenance is shared by all airlines/air taxi operators authorized to operate from the terminal building.

7.17.5. Airlines, air taxi operators, or other tenants that utilize the BHS shall not modify the system without the written consent of the Director.

7.17.6. Airlines, Air Taxi or other operators of the BHS are responsible for:

- Ensuring that only airline/air taxi employees or airline representatives operate the BHS.

- All individuals that utilize the BHS are trained in accordance with manufacturers' guidelines.
- Monitoring the condition of the BHS. An authorized representative must notify the airport Facilities Maintenance Division of all repairs (other than preventive maintenance) necessary on the BHS.

SECTION 8

AIRFIELD OPERATIONS

8.1. CONFORMITY WITH FEDERAL, STATE AND LOCAL REGULATIONS

- 8.1.1. No person shall navigate, land, service, maintain, or repair any aircraft on the Airport, fly from the Airport, or conduct any aircraft operations on or from the Airport other than in conformity with current Federal Aviation Administration (FAA), Transportation Security Administration (TSA) or other governmental rules and regulations.
- 8.1.2. All aircraft in flight within the airport traffic area, AOA, in motion or parked on the runways, taxiways, aprons, hardstands or ramps of the Airport shall comply with written or oral instructions issued by the FAA Air Traffic Control Tower and the Director.
- 8.1.3. All aircraft shall follow appropriate taxiway and runway guidance markings and signage when operating on any portion of the airport.
- 8.1.4. The Dallas City Code, Chapter 5 Aircraft and Airports, sets forth additional regulations that apply.

8.2. CLEARANCE MAY BE REFUSED

The Director may suspend or restrict any or all aircraft operations on the Airport whenever such actions are deemed necessary in the interest of safety.

8.3. AIRCRAFT INCIDENTS AND ACCIDENTS

8.3.1. Emergency Response

- No person shall interfere with any Aircraft Rescue and Firefighting (ARFF) units responding to an emergency situation. However, all responding vehicles, including ARFF, must give way to taxiing aircraft.
- No person other than an ARFF unit shall enter the periphery of an incident scene until summoned or escorted into the area by Airport Operations, ARFF or the Incident Commander.
- All personnel and equipment proceeding onto the Airport movement area during an emergency situation or incident shall receive prior clearance from the FAA Air Traffic Control Tower.
- In the event of any aircraft incident, accident or emergency, priority shall be given to the preservation of human life and prevention of injury to persons.

8.3.2. Notification/Coordination

- The pilot or operator of an aircraft involved in an accident on the Airport, causing personal injury or property damage shall immediately report the incident to the Dallas Police Department – Love Field Unit (214.670.6160).

- Those employed at the Airport should also notify the Airport Communication Center (214.670.LOVE [5683]) of any incident, accident or emergency.
- The pilot or operator of an aircraft involved in an accident on the Airport, causing personal injury or property damage shall make a full report to the Director within 24 hours of the accident/incident. In the event that they are unable to do so, the owner or their agent and witness(es) shall make such report.

8.3.3. Aircraft Accident Reports

- All persons involved in any accident or incident at the Airport causing personal injury, death or property damage shall make a prompt and complete report concerning the accident to the Director in addition to all other reports required to be made to other agencies.
- When a written report of an accident is required by Federal Aviation Regulations (FARs), a copy of the report shall be submitted to the Director.

8.3.4. Disabled Aircraft

- The aircraft owner, pilot or agent, shall be responsible for the prompt disposal of wrecked aircraft and the parts thereof to avoid all interference with field operations, unless directed to delay such action pending investigation of the accident. (City Ordinance Nos. 8213;17384)
- Any aircraft or parts thereof interfering with the normal runway or taxiway traffic shall be removed from such runway or taxiway. If the owner, pilot, or agent fails to comply with such request and the Director finds such aircraft or parts interfering with the safe operation of the Airport, the Director or designee may cause removal of such aircraft or parts at their discretion and as they deem appropriate under the circumstances. The full risk and expense of such removal shall be assessed against the owner without liability of any nature to the Airport, the Director of Aviation.
 - An aircraft involved in an accident on the Airport may not be removed from the scene of the accident until authorized by the DOA who shall receive authorization to remove the aircraft from the FAA or NTSB, when applicable.
 - Once authorization to remove the aircraft has been issued, the aircraft operator shall be responsible for the safe and prompt removal of disabled aircraft and parts to a non- movement area.
 - If immediate arrangements are not made (so that the Airport can return to full operational status without unreasonable delay), the Director may have the aircraft removed at the aircraft operator's risk and expense without liability for damage arising from or out of such removal.
 - Disabled aircraft shall be removed as soon as possible.

8.4. MOVEMENT AREAS AND AIR OPERATIONS AREA (AOA)

- 8.4.1. All persons operating on the movement area, the associated safety area, and/or within the associated object free area of the airport shall be properly trained and authorized by the Director prior to entering these areas.

- 8.4.2. All operators of vehicles, equipment, and/or individuals on foot must successfully complete the Airport Movement Area Training program prior to having unescorted access to the movement area, safety areas and associated object free areas.
- 8.4.3. All individuals having authorization to have unescorted access to and operate a vehicle, equipment or on foot within movement area and associated safety areas must comply with the recurrent training requirements established by the Airport Operations Division.
- 8.4.4. Two-way radio communication shall be established and maintained with the FAA air traffic control tower prior to entering and while operating on the movement area.
- 8.4.5. All vehicles operating within the movement area are to be marked and lighted per Airport and federal requirements.
- 8.4.6. No person shall install or alter any marking, sign or light on the secured area, AOA, including within leaseholds, without first receiving written permission from the Director.

8.5. GENERAL RULES

8.5.1. Compliance

The Director shall have the authority to detain any aircraft for nonpayment of any charges due the Department of Aviation, or for the violation of any codes, rules or regulations of the City of Dallas and Department of Aviation.

8.5.2. Negligent Aircraft Operations

- No person shall operate aircraft at the airport in a careless manner or in disregard of the rights and safety of others.
- No person shall operate an aircraft constructed, equipped or loaded in such a manner as to endanger, or likely to endanger persons or property.
- All persons using any part of the Airport shall be liable for any property damage, personal injury or death caused by their carelessness or negligence on or over the Airport.
- Any aircraft operated so as to cause property damage; personal injury or death on or at the Airport may be retained in the custody of the City. The City shall have a lien placed on the aircraft until all charges for damages are paid.

8.5.3. Damage to Airport Property

- Any person who damages Airport property, including but not limited to, light fixtures, building or other assets, shall be responsible to the Airport for such damages, and the amount thereof shall be paid within 30 days or such reasonable time as is approved by the Director.
- Any person damaging any Airport property as a result of operating an aircraft or other motorized equipment shall report such damage immediately to the Airport Communications Center. Failure to do so shall constitute grounds for

runway and taxiways in addition to other remedies available under other applicable law.

8.5.4. Commercial and/or Charter Aircraft Operations

- All persons conducting business on the Airport shall have the appropriate written agreement, license or permit with the Airport and shall be responsible to pay all applicable use fees, charges, permit fees and/or landing fees. Failure to do so may cause a lien to be placed against the aircraft as provided by applicable law.
- All airlines are required to advise the Airport Communication Center 72 hours in advance of any charter aircraft other than their own.

8.5.5. No aircraft shall land at or take off from the Airport unless it is equipped with brakes or positive means to ensure adequate ground control.

8.5.6. No aircraft shall land, take off, taxi or be towed at the Airport while any member of its flight or service crews are under the influence of any alcohol, liquor, narcotics, mind-altering or habit-forming drugs.

8.5.7. No aircraft shall land at or take off from the Airport unless it is equipped with a properly functioning two-way radio capable of communicating with the Airport's FAA Air Traffic Control Tower.

8.5.8. Passenger Enplaning and Deplaning

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

8.5.9. Student Pilots

No student pilot shall land or takeoff solo from the Airport unless the student pilot has at least a private pilot's license and is properly qualified under federal aviation regulations for the type of aircraft being flown.

8.5.10. Flights in Experimental or Un-certificated Aircraft

No person shall take off or land an experimental or un-certificated aircraft at any municipal airport without written permission from the Director.

8.5.11. Use of Commercial Space on the Air Operations Area (AOA)

- No person shall use or occupy any portion of the Airport AOA for any commercial purpose except a purpose pertaining to the servicing of one or more tenants, concessionaires, or airlines; activities associated with an airline or government agency; or an authorized purpose connected with maintenance and operation of the Airport.
- Every person so authorized, shall comply with Airport security requirements.

8.5.12. Special Events on the Air Operations Area (AOA)

- No person shall conduct any special or non-standard event on the AOA without written authorization from the Director. Such events include, but are not limited to barbecues (cookouts), large tours, or exhibitions (including product demonstrations).
- Every special or nonstandard event request shall be submitted to the Director a minimum of 60 days prior to the event. The following information shall be included:
 - Date(s) of the event,
 - Time of the event,
 - Duration of the event,
 - Location of the event,
 - Nature of the event,
 - Hosting organization,
 - Expected number of participants,
 - Special guests/VIPs or dignitaries expected to be at the event,
 - Other operational information as requested by the Airport, which includes, but is not limited to: security requirements, traffic control plans (aircraft and vehicle); and visitor parking locations.
- Every special or non-standard event shall be conducted in compliance with the security measures/requirements established by the Director and the Transportation Security Administration (TSA).

8.5.13. Construction Activity on the Air Operations Area (AOA)

No person(s) shall engage in any construction activity on the AOA until and unless all Airport operational safety and security requirements are complied with. Additionally, all construction activity must be in compliance with the most current version of FAA Advisory Circular 150/5370-2 (Operational Safety on Airports during Construction).

8.5.14. Minimizing Bird Strike Potential

All persons conducting any activity on the AOA shall ensure that:

- There is no bird feeding activity,
- Unsecured trash bags containing foodstuffs are not to be left on the ramp or AOA,

- Food containers, whether full, empty or nearly empty, are not discarded on the ramp, in baggage carts, on flatbed vehicles or on other uncovered vehicles and,
- The lids of all dumpsters and trash containers are closed when not actually being loaded or unloaded.

8.5.15. Foreign Object Debris (FOD)

- Every person with access to the AOA shall keep the aprons, ramps and grounds of the Airport free of all foreign object debris (FOD).
- Every tenant on the AOA shall provide and maintain clearly marked and covered FOD containers for the deposit of materials picked up from the aprons and other areas of the Airport.
 - Airline and/or aircraft operators must promptly dispose of all aircraft trash in appropriate receptacles. In no event shall aircraft trash be deposited into FOD receptacles.
- Every tenant providing a trash container at the Airport (e.g., cans, dumpsters, compactors) shall ensure that the container is covered, checked frequently and emptied as necessary to prevent spillover of trash.
- Every tenant within the AOA is required to ensure that their leasehold is clean and free of FOD at all times.
- The Director may close to aircraft, any apron or ramp area of any tenant who fails to properly maintain the cleanliness of their facilities.

8.5.16. Use of Reflective Safety Vests on the Air Operations Area (AOA)

See Section 6 of this document

8.5.17. Welding or Cutting Torch Activities on the AOA.

See Section 6 of this document.

8.5.18. Outdoor Cooking on the AOA.

See Section 6 of this document.

8.5.19. Trash Disposal from Aircraft

- Airline and aircraft operators must promptly dispose of all aircraft trash in appropriate receptacles. In no event shall aircraft trash be deposited into Foreign Object Debris receptacles.
- All trash or refuse material brought into the airport that is subject to federal standards regarding the disposal of trash from countries or provinces outside the United States of America must be disposed of in adherence with all federal regulations. Also, see Section 9 of this document.

8.6. MECHANICS AT THE CONTROLS OF AN AIRCRAFT

8.6.1. The FAA, with the release of Advisory Circular 150/5210-20A has defined that aircraft not intended for flight is considered a vehicle.

8.6.2. All mechanics or other non-pilots* at the controls of an aircraft not intended for flight must complete the Department of Aviation's Movement Area Training Program (see Section 8.4 above) or an Airport approved training program.

- * Non-pilots include individuals who may hold at least a private pilot's license; however, the job function they are performing for their employer is not as a pilot. Example: an individual employed as a mechanic may hold a private pilot; however, in this definition, they are considered as a "non-pilot" as that is their job function.

8.7. AIR TRAFFIC RULES

8.7.1. Flight Tests and Practice Operations

- Prior to conducting any aircraft flight test or maneuver within the Airport traffic area, the aircraft operator shall make all necessary arrangements and receive all clearances in advance from the Federal Aviation Administration (FAA) and the Director.
- No person in an aircraft shall conduct any type of practice low approach at the Airport. Exception: FAA aircraft conducting tests of the Airport electronic or visual navigational aids are exempt.

8.7.2. Aircraft Operations

- All persons conducting aircraft surface operations shall, unless otherwise authorized by the Director, do so only upon hard surfaced runways, taxiways, taxilanes and aprons.
- No person, unless otherwise authorized by the Director, shall use any taxiway for the takeoff or landing of an aircraft.
- No person shall conduct any formation takeoff or landing.
- No person shall conduct any acrobatic maneuver unless approval for the maneuver is received from the FAA and the Director.
- No aircraft shall use any part of the airfield, apron, ramp, taxiway, runway or other area considered temporarily unsafe for landing, takeoff or taxi operations, or which is not available for any reason. The boundaries of such areas will be marked in accordance with FAA Advisory Circular requirements.
- All aircraft operating at the airport are required to have all mandatory aircraft lighting systems, as required by the FAA, operational during times required by the FAA.

8.7.3. Taxi and Ground Operations:

- Aircraft shall travel at speeds that will ensure complete control at all times.
- While awaiting take-off clearance, aircraft shall not taxi past the hold lines painted on the taxiway.

- Aircraft will not taxi between a gate or building and another aircraft being pushed back, except under the guidance of someone on the ground and wing walkers.
 - Aircraft other than those of tenant operators will not have access to leased areas except with prior approval coordinated by the lessee through the Airport Property Manager.
- 8.7.4. No person shall land or launch any motorless aircraft, hot air balloon, ultra-light aircraft, hang glider, or other device not licensed or certified by the FAA without prior authorization of the Director.
- 8.7.5. No kites, model aircraft, tethered balloons or other objects constituting a hazard to aircraft operations shall be flown on or in the vicinity of the Airport except with prior written permission of the Director.
- 8.7.6. Parachute jumping over or onto the Airport is prohibited without the prior written permission of the Director.

8.8. HELICOPTER OPERATIONS

- 8.8.1. All helicopters at the Airport shall take-off, land or taxi only from established ramps, taxiways or runways; unless otherwise approved by the Director.
- 8.8.2. Helicopters shall not be taxied, towed or otherwise moved with rotors turning unless there is a clear area of at least fifty (50) feet in all directions from the outer tips of the rotors.

8.9. RAMP OPERATIONS

- 8.9.1. Every person operating an aircraft shall ensure that the aircraft is operated so as to not blast, injure or damage any person, property, equipment, building or other aircraft.
- 8.9.2. No aircraft shall be taxied into or out of any hangar under its own power.
- 8.9.3. Every tenant shall keep their ramp areas clean and free of all debris.
- 8.9.4. Lavatory service:
- All tenants shall ensure the lavatory service equipment is well maintained and if intending to use the Airport's waste system (triturator), must be compatible with the waste receptacles provided by the Airport.
 - No tenant shall dump lavatory waste directly into the sewerage system, unless approved by the Director and the City's Water Department.
 - All tenants shall report any spillage of lavatory waste to the Airport Communications Center. The responsible tenant shall immediately clean up such spillage.
 - See Section 9 for further details on Lavatory Waste Spills.

8.9.5. Ground Storage Equipment (GSE).

- No person shall leave any ground service equipment (GSE), including but not limited to, chocks, air stairs, carts (baggage, lav carts, etc), tugs, or belt loaders; in a location that interferes with aircraft operations.
- No person shall operate any GSE unless it is clearly identified with the name or logo of the responsible company (minimum height: 6”).
- All GSE must comply with the all applicable vehicle identification requirements.
- All GSE and other equipment shall be properly secured when not in use (i.e., parking brakes set or equipment chocked).
- The operator of any equipment that is no longer being used or is unserviceable, shall ensure it is transferred to an area designated or approved by the Director and a date for removal is provided.
- All operators shall regularly inspect all stored equipment for leaks of fluid.
- GSE Storage:
 - Within the Terminal Area – all GSE must be stored within the leaseholder’s property limits, unless otherwise authorized.
 - Within the Terminal Area – all GSE stored in locations other than in the immediate vicinity of the aircraft gate area, will be stored only in areas approved by the Director, and marked for such use.
 - Air Carrier Remain Over Night (RON) Areas:
 - RON A and RON B:
 - ❖ Only GSE equipment necessary to service RON aircraft may be permitted to be stored in these areas.
 - ❖ At no time will baggage carts, belt loaders, provisioning vehicles, etc., be permitted to be stored in these areas, without the authorization of the Director.
 - RON C (deicing area):
 - ❖ Only GSE equipment necessary to service RON aircraft may be permitted to be stored in these areas.
 - ❖ At no time will baggage carts, belt loaders, provisioning vehicles, etc., be permitted to be stored in these areas, without the authorization of the Director.
 - ❖ RON C must be cleared of all GSE prior to the use of the area for deicing operations. Operators who fail to remove the GSE timely will have their equipment removed by the City or others, at the Operator’s expense.
 - Non-Terminal Tenants are to store all GSE within the limits of their leased property.
 - At no time will GSE be permitted to be stored in such a manner as to block a firelane, access gate, taxi lane, or the VSR.
 - GSE found in violation of these requirements may be removed and stored by the Airport. Equipment will be returned following the arrangement of payment of the applicable penalty fees.

8.9.6. No person shall erect or position any light on a terminal, ramp or apron area so as to interfere with an aircraft operator’s ability to see while operating an aircraft or that interferes with air traffic control operations.

8.9.7. Every person scrubbing an aircraft ramp or apron shall use an approved vacuum-type scrubber. The waste water picked up from any ramp shall be disposed of in the Airport's triturator or an opening to the sanitary sewer system approved by the Director and the City's Water Department.

8.10. GATE USE AND MANAGEMENT PROCEDURES

Reserved for future use.

8.11. IRREGULAR OPERATIONS / HARDSTAND OPERATIONS

Reserved for future use.

8.12. AIRCRAFT PUSHBACKS/POWERBACKS

8.12.1. All aircraft pushbacks within the terminal area, unless otherwise approved by the Director, shall push into the non-movement area (ramp) and remain clear of the movement area until clearance is requested and received from the FAA Air Traffic Control Tower.

8.12.2. Every person conducting an aircraft movement on a terminal ramp shall coordinate such operation with the FAA Air Traffic Control Tower.

8.12.3. Any aircraft repositioning by means other than its own power and requiring access to the Airport's movement areas, must comply with the movement area requirements identified in Section 8.4 above, or be escorted by an individual meeting these requirements.

8.12.4. Any person pushing an aircraft back, or towing an aircraft shall give way to other aircraft already being taxied, towed or pushed back.

8.12.5. No person operating an aircraft shall delay taxiing from a ramp for a period of time that would cause undue delay to subsequent taxiing aircraft.

8.12.6. No person operating an aircraft shall conduct powerback procedures unless otherwise authorized by the Director, and sufficient number of attendants are present to prevent injury or damage to any and all persons and equipment.

8.13. AIRCRAFT ENGINE STARTING AND/OR RUNNING OF AIRCRAFT ENGINES

8.13.1. No aircraft engine shall be started or run unless a licensed pilot or certified A & P mechanic is attending the aircraft controls.

8.13.2. No person shall operate any aircraft engine within a hangar, shop, or building; or so close to a hangar, shop or building that it creates a hazard to persons or property.

8.13.3. At no time shall aircraft with engines running or engines being tested be left unattended.

8.13.4. Any aircraft engine(s) that are mounted to a free standing support stand instead of an aircraft and are operational; must be properly secured prior to operation of the engine. If the support stand is on wheels, all wheels of the support stand must be chocked in front of and behind each wheel.

8.13.5. Maintenance Run-ups

- No person shall start and run-up an aircraft except in a place designed for such purposes by the Director, and such activity shall not be conducted at the Airport between the hours of 12:00 (midnight) and 6:00 am.
- A voluntary moratorium on engine run-ups exists between the hours of 10:00 pm and 12:00 midnight. Routine engine run-ups are highly discouraged and should only be performed if the run-up cannot be conducted the following morning due to the departure time of the aircraft. All run-ups during this period are required to be approved by Airport Operations.
- All run-ups shall be pre-coordinated with the Airport Communication Center.

8.13.6. Idle engine run-ups:

- Idle engine run-ups on the ramps are authorized 24/7.
- Engine throttle settings are limited to idle power only, except those settings necessary to start the engine.
- Idle engine run-ups should be limited in time, not to exceed fifteen (15) minutes without prior approval of the Director.
- Any idle engine checks in excess of 15 minutes are considered an engine run-up and subject to maintenance run-up restrictions.

8.13.7. Auxiliary Power Units (APUs)

- All airlines are encouraged to use gate power/air whenever possible to minimize the operation of APUs.
- Tenants are encouraged to remind based aircraft operators and customers of the noise sensitive areas around the airport and to minimize the use of APUs whenever possible.

8.14. AIRCRAFT MAINTENANCE, REPAIR and CLEANING

8.14.1. Aircraft Maintenance and Repair:

- Aircraft maintenance and repair is permitted only in areas pre-approved by the Director.
- Minor maintenance of air carrier aircraft may be performed at the gate position in the passenger terminal area. For all other work, the aircraft must be moved to the air carrier's maintenance area or to an area designated by the Director.
- No person shall make any adjustment or repair on or to any air carrier aircraft at a gate position on the terminal apron that interferes with the operations of another air carrier aircraft.
- All repair and maintenance of general aviation aircraft shall be confined to designated areas within an FBO's or lease holder's premises.

- Aircraft painting may only be performed in buildings approved by the City for that activity.

8.14.2. Aircraft Cleaning:

- Aircraft cleaning shall be performed only in designated areas approved by the Director for such use.
- Tenants performing aircraft cleaning must obtain a discharge permit from the City of Dallas to discharge into any sanitary sewer system. Discharges into the storm water system are not permitted.

8.15. PARKING OF AIRCRAFT

8.15.1. General

- No person shall park an aircraft or leave an aircraft standing at any location on the airport other than those areas designed for the parking of an aircraft, unless otherwise authorized by the Director.
- Upon notification by the Director, the operator of any aircraft parked or stored at any terminal shall move such aircraft from the place where it is parked or stored to a location designated by the Director. If the operator refuses to comply with such direction, the Director may remove or cause to be removed such aircraft to such designated place at the operator's expense, and without liability for damage that may result in the course of such a move.
- No person or entity shall reserve any non-leased aircraft parking position by any means without permission from the Director. The parking, placement, or staging of any equipment, barricades or objects of any type on a non-leased aircraft parking spot for more than five (5) minutes prior to the aircraft arrival at the parking spot is prohibited without the permission of the Director.
- Aircraft shall not be parked or positioned in such a manner so as to block a runway, taxiway, taxilane, fire hydrant, terminal gate, loading bridge, hangar, vehicle service roads, other parked aircraft, or parked vehicles.

8.15.2. Derelict Aircraft:

- No person shall park or store any aircraft in a non-flyable condition on the AOA at any time or on other airport property (whether or not subject to an occupancy agreement, permit or license) for a period in excess of ninety (90) days, without permission for the Director.
- No person shall store or retain aircraft parts or components being held as inventory anywhere on the airport, other than in an enclosed, authorized facility, or in a manner approved by the Director.
- Whenever an aircraft is parked, stored or left in non-flyable condition on the Airport in violation of the provisions of this subsection, the Director, may so notify the owner or operator thereof by certified or registered mail, requiring removal of said aircraft within fifteen (15) days of receipt of such notice, or if the owner or operator be unknown or cannot be found, the Director may conspicuously post and affix such notice to the said aircraft requiring removal of said aircraft within fifteen (15) days from the date of posting; provided, however, that if any such aircraft is, in the opinion of the Director, creating a

hazard at the Airport, such aircraft may be moved to another location on the airport where it will not create any hazard, and the owner of the aircraft shall have no claim against the City, Airport or any person acting at the direction of the Director for damage to such aircraft as a result of such removal or relocation.

- Upon the failure of the owner or operator of said aircraft to remove said aircraft within the period provided, the Director may cause the removal of such aircraft from the Airport. All damages, costs and attorney's fees incurred by the Airport in the removal of any aircraft as set forth herein shall be recoverable against the owner or operator of said aircraft, and the owner and/or operator of such aircraft shall have no claim against the City, Airport or any person acting at the direction of the Director for damage to such aircraft as a result of such removal or relocation.
- In any case in which an aircraft is removed or relocated pursuant to this section, the owner or operator of such aircraft shall indemnify and hold harmless the City, its officers, employees and agents, from and against any costs, expenses, claims or other damages incurred by or claimed against the Airport or such persons arising from such relocation or removal, unless such owner or operator can demonstrate that such costs, expenses, claims or other damages were solely the result of the gross negligence or willful misconduct of the Airport or its officers, employees or agents.

8.15.3. No general aviation aircraft shall park at a terminal gate, RON or other area within the Terminal Area, without the permission of the Director.

8.15.4. Terminal Area RONs (see Figures 8-1A, 8-1B, 8-1C and 8-1D)

- The Terminal Area has three (3) designated RON parking areas.
- No aircraft may park at a RON aircraft parking spot without prior permission of the Director except where permitted by leasehold agreements.
- Each airline has preferential use of designated RON parking positions, the Airport will retain control over two (2) RON positions.
- Per the use and lease agreement, airlines serving DAL will be assigned RONs on a pro rata basis based on leased gates.
- The preferential allocation of these RONs are as follows:
 - Southwest Airlines (SWA): 18 Terminal Gates 15* RON
 - Alaska Airlines (ASA) 2 Terminal Gates 2 RON
 - Delta Airlines (DAL) 1 Terminal Gate+ 1 RON
 - City Controlled 2 RON
- * - RON B during Garage C construction is limited to 1 RON position, ultimately upon completion RON B will be reconfigured to accommodate 6 RON positions.
- + - Delta and SWA share a common gate.
- RON C must be vacated in the event the area must be made available for aircraft deicing. Airport Operations will designate alternate RON locations for the aircraft to be relocated to by the affected air carrier.

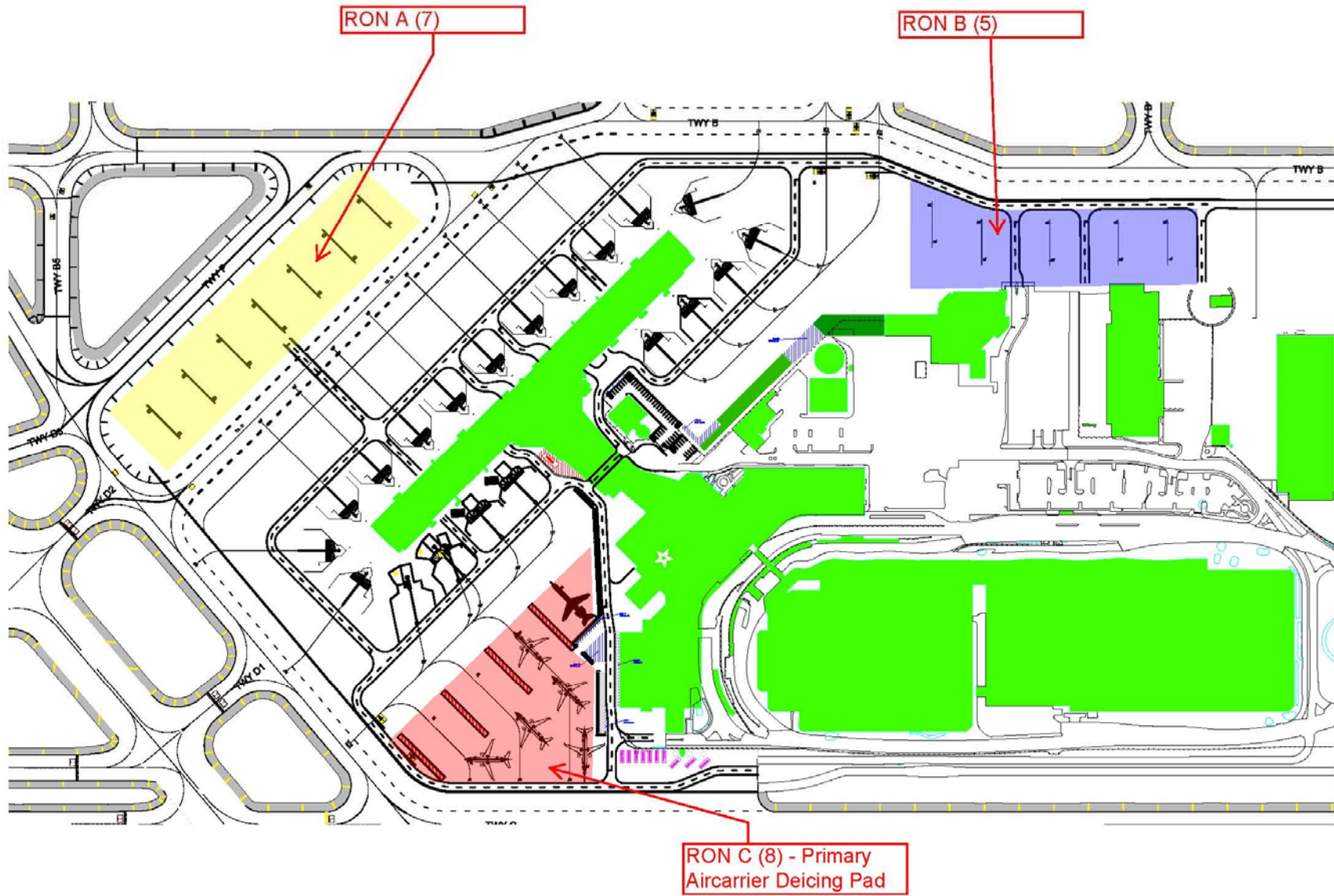


Figure 8-1A – RON Parking (Overall)

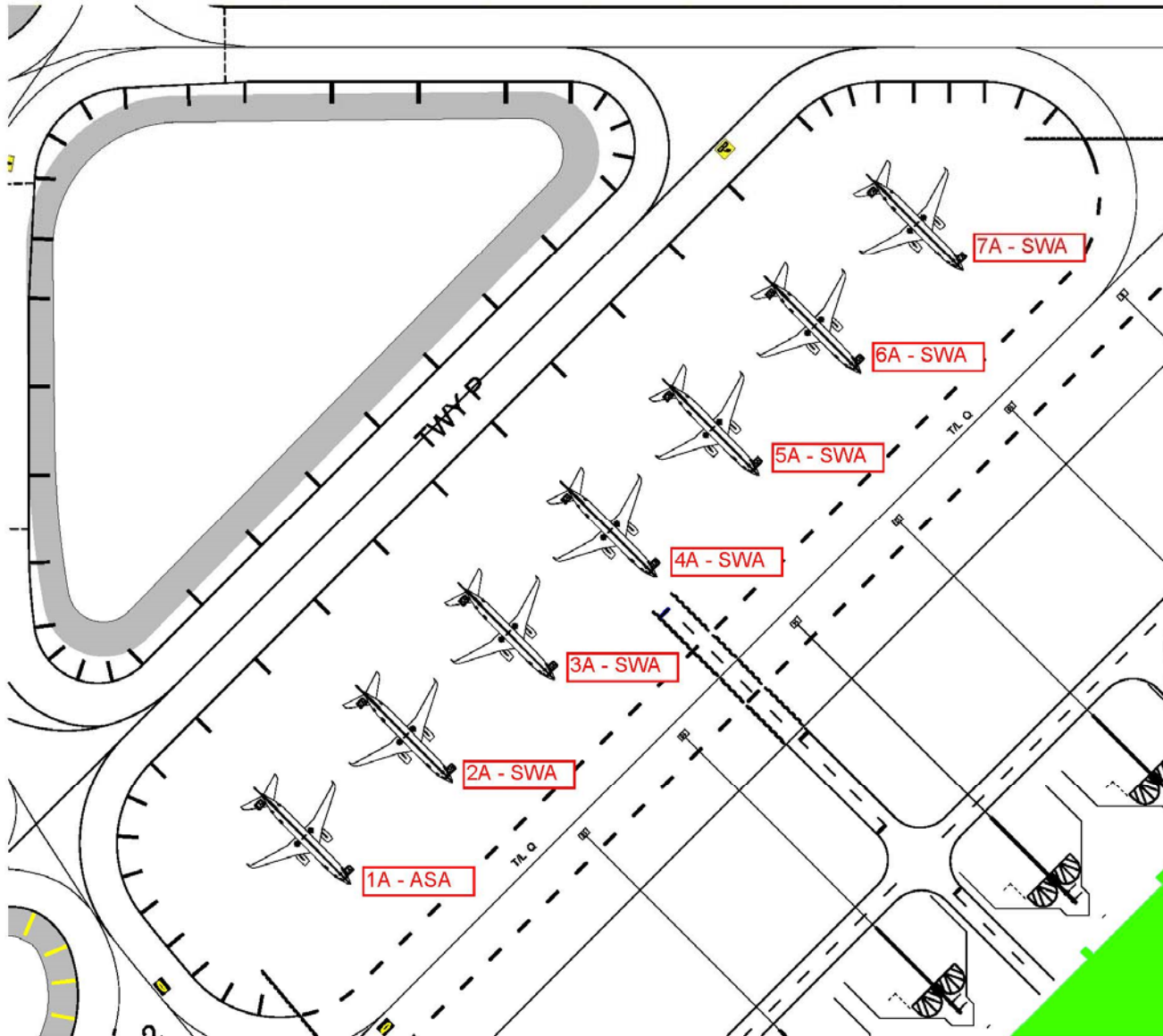


Figure 8-1B – RON A Parking Assignments

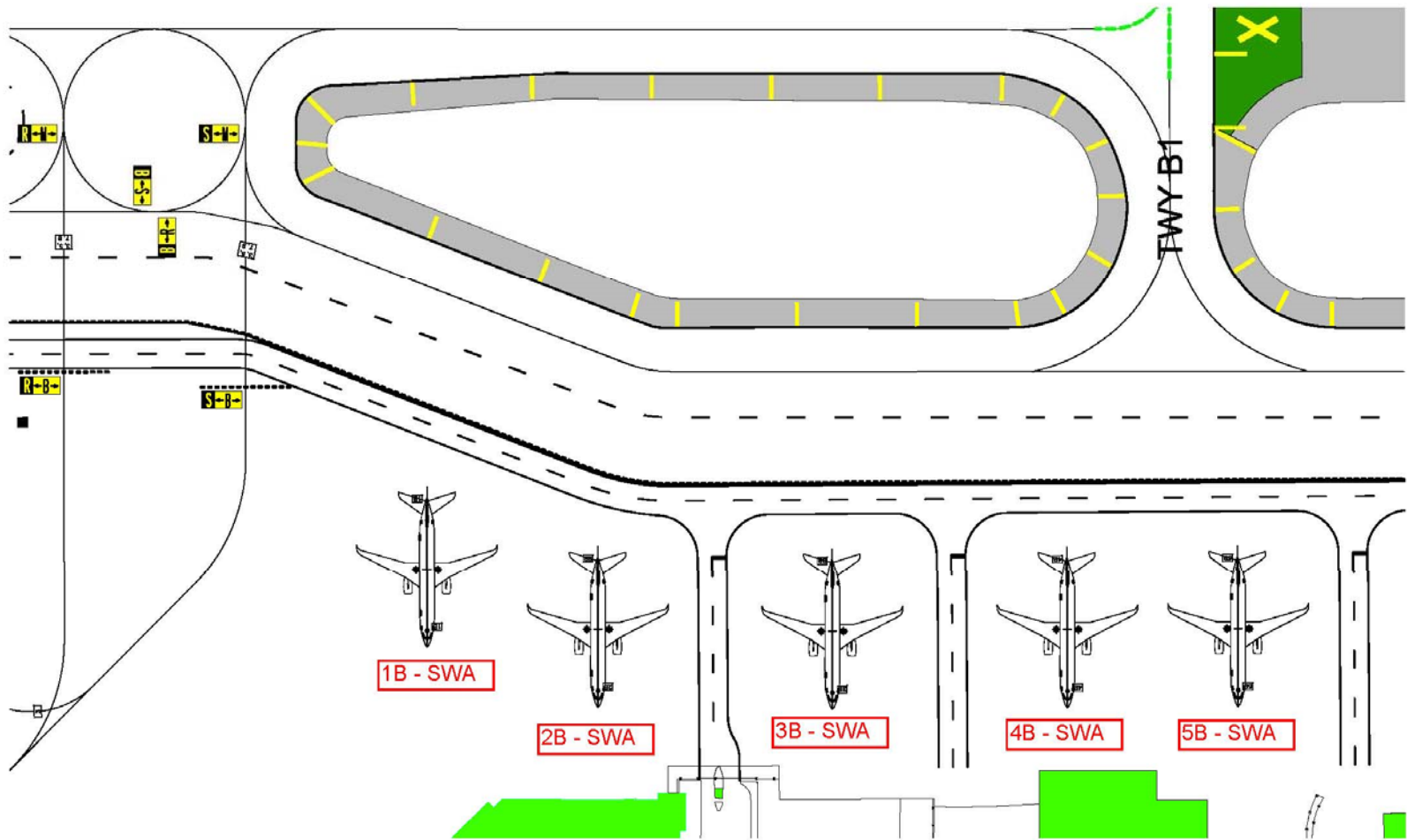


Figure 8-1C – RON B Parking Assignments

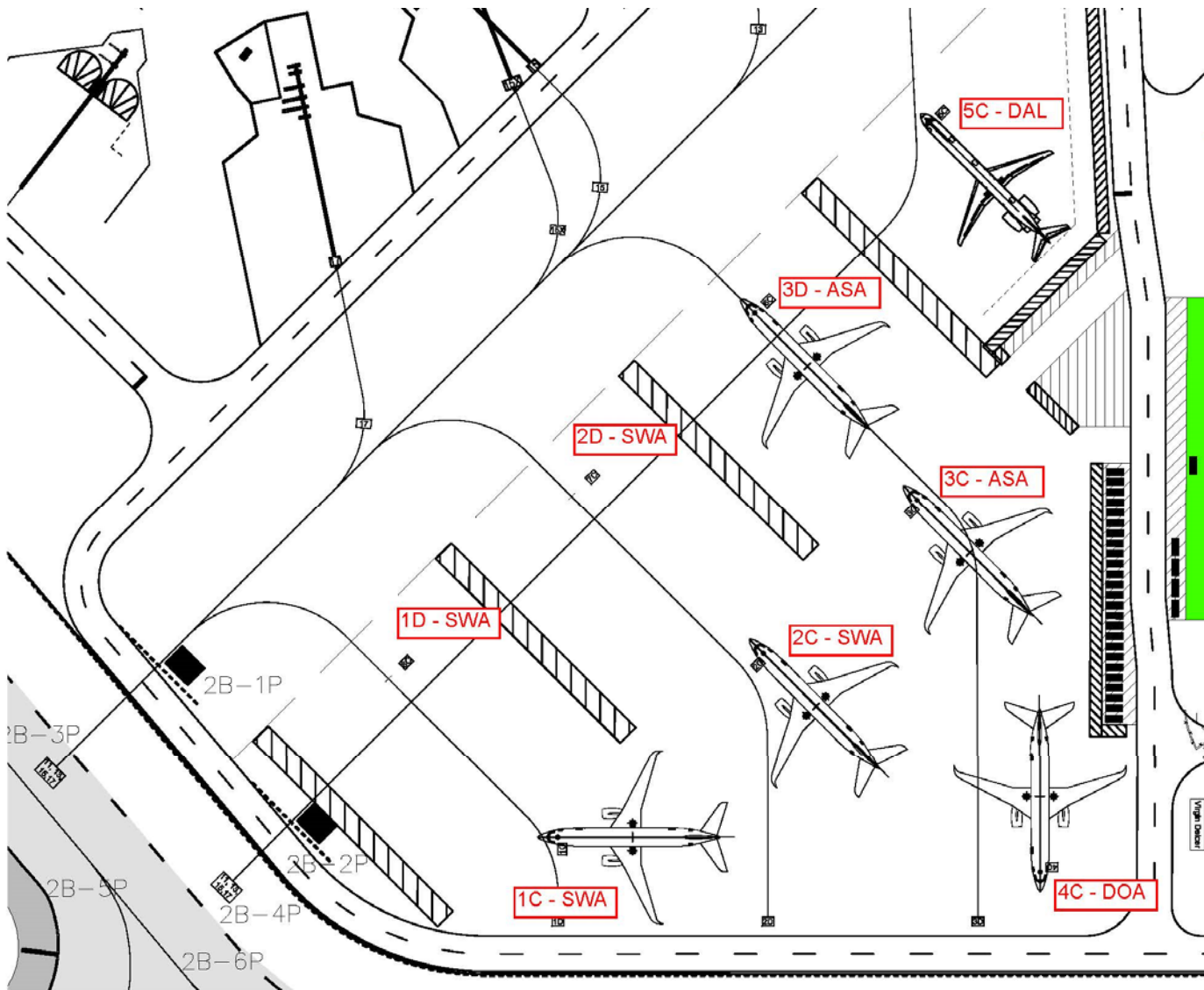


Figure 8-1D – RON C Parking Assignments

8.16. AIRCRAFT TOWING REQUIREMENTS

8.16.1. All aircraft towing operations must be performed in compliance with all FAA regulations and Advisory Circular (AC 00-65 and others) guidance.

8.16.2. No person shall engage in the towing of any aircraft onto any portion of the airport movement area, unless and until that person has successfully completed the Airport's Movement Area Training Program.

- No person shall tow any aircraft onto a movement area without prior clearance from the FAA Air Traffic Control Tower (ATCT).
- Every person towing an aircraft shall comply, at all times, with all FAA ATCT instructions.

8.16.3. No person shall operate an aircraft towing vehicle (e.g. tug or tractor) unless it is equipped with functioning and operable lights and brakes per the manufacturer's specifications.

8.16.4. Every person operating a towing vehicle at night shall operate the equipment with the lights on and ensure that any towed aircraft is either lighted (i.e., all aircraft position lights are on) or illuminated (i.e., external lights are shining onto the aircraft to make its fuselage, wingtips and tail visible.).

8.16.5. Brakes.

To prevent serious mishaps, the operator should charge aircraft brake systems before each towing operation and stop towing immediately if brake pressure drops below safe operating limits. The tow vehicle operator should not tow aircraft with faulty brakes, except to repair facilities, and then only with personnel standing by ready with chocks for emergency use.

8.16.6. Flight Deck/Cockpit Observer (Brake Rider)

A trained person should be in the pilot's seat to operate the aircraft's brakes if needed. If the hydraulic pressure that provides braking drops below safe operating limits, the operator should terminate the towing operation. Additionally, the observer serves as backup to any communications failures between tow driver and control tower/ramp control.

8.16.7. Towing Aircraft Without Access to Cockpit.

- If towing an aircraft with a seating capacity of less than 50 and the cockpit/flight deck is not accessible, then a 2-person towing vehicle shall always be utilized to move aircraft.
- Towing vehicle shall be operated by driver and an additional person to assist driver and handle aircraft chocks.

8.16.8. Chocks

Chocks should be immediately available in case of an emergency throughout towing operations.

8.16.9. Wing Walkers

- Whenever aircraft being towed is in close proximity to other aircraft, building and/or other objects, wing walker(s) shall ensure adequate clearance of any obstruction in the path of the aircraft.
- Gate arrivals: Whenever an aircraft is approaching a gate for parking, ground personnel should be positioned to ensure the safety of the aircraft and vehicles/persons around it. There shall be a minimum of 3 persons to marshal an aircraft into parking position: 1 lead marshaller at the front of aircraft and 1 wing walker at each wing tip.
 - EXCEPTION: Automated gate docking systems may be utilized by an airline in place of wing walkers. Automatic gate docking systems, when employed are installed and maintained by the associated airline operating from the gate.
- Gate pushbacks: There should be a minimum of 3 ground personnel to conduct pushback operations from a terminal gate: 1 tow vehicle driver and 1 wing walker for each aircraft wing.
- Proper hand signals shall be using for communication between wing walker(s) and tow vehicle driver.
- Wing walkers shall ensure vehicle traffic is stopped prior to aircraft movement into or from the parking area/ramp.

8.16.10. No person towing an aircraft shall stop en route unless specifically directed otherwise by the FAA ATCT or Airport Operations; unless an emergency develops. If in the event an emergency develops, the towing operators or escort in contact with the FAA ATCT shall immediately notify the FAA of the situation.

8.17. AIRCRAFT SIZE OPERATIONAL LIMITATIONS

8.17.1. Airport Design Standard

- The Airport Design Group (ADG) is ADG III - Aircraft with wingspans of 79' up to but not including 118'.
- All runways and air carrier taxiways are capable of supporting ADG III operations.
- Non air carrier taxiways are designed to the lease holders aircraft specification, and may or may not support ADG III operations. If there is a question regarding this subject, please contact the Airport Communication Center requesting information. The call will be directed to the responsible party for information.

8.17.2. Aircraft Exceeding Aircraft Design Group III:

- Only taxiways identified in Figure 8-2 meet the clearance requirements for Aircraft Design Group IV clearance requirements (wingspans of 118' up to 171').
- If an aircraft needs to utilize a taxiway not cleared for ADG IV operations, this activity must be pre coordinated with the Airport Operations Division, whenever possible at least 24 hours in advance, but at a minimum of eight (8) hours prior to the aircraft operation.

- Any operation of an aircraft in excess of ADG IV standards must be pre-coordinated with Airport Operations at least 48 business hours in advance.

8.18. EXTENDED ON AIRPORT FLIGHT DELAYS

8.18.1. Airline personnel are required to notify the Airport Communication Center at 214.670.5683 to report any incident of a flight with passengers aboard being held away from the terminal or aircraft on the airfield awaiting departure in excess of 60 minutes.

8.18.2. The FAA Tower should contact the Airport Communication Center (214.670.5683) when they become aware of an air carrier flight, with passengers on board, being held away from the terminal (arrival or departure) for more than 60 minutes.

8.18.3. The Airport Communication Center shall notify the Airport Operations Coordination Center of the delayed flights.

8.19. SPECIALIZED AERONAUTICAL ACTIVITIES

8.19.1. Hot air balloon operations, tethered balloon operations, parachute drops, banner or glider towing, ultralight aircraft, radio controlled aircraft and similar operations are prohibited at the Airport.

8.19.2. Such specialized activities may be approved on a special event basis with prior written approval from the Director and with coordination with the FAA.

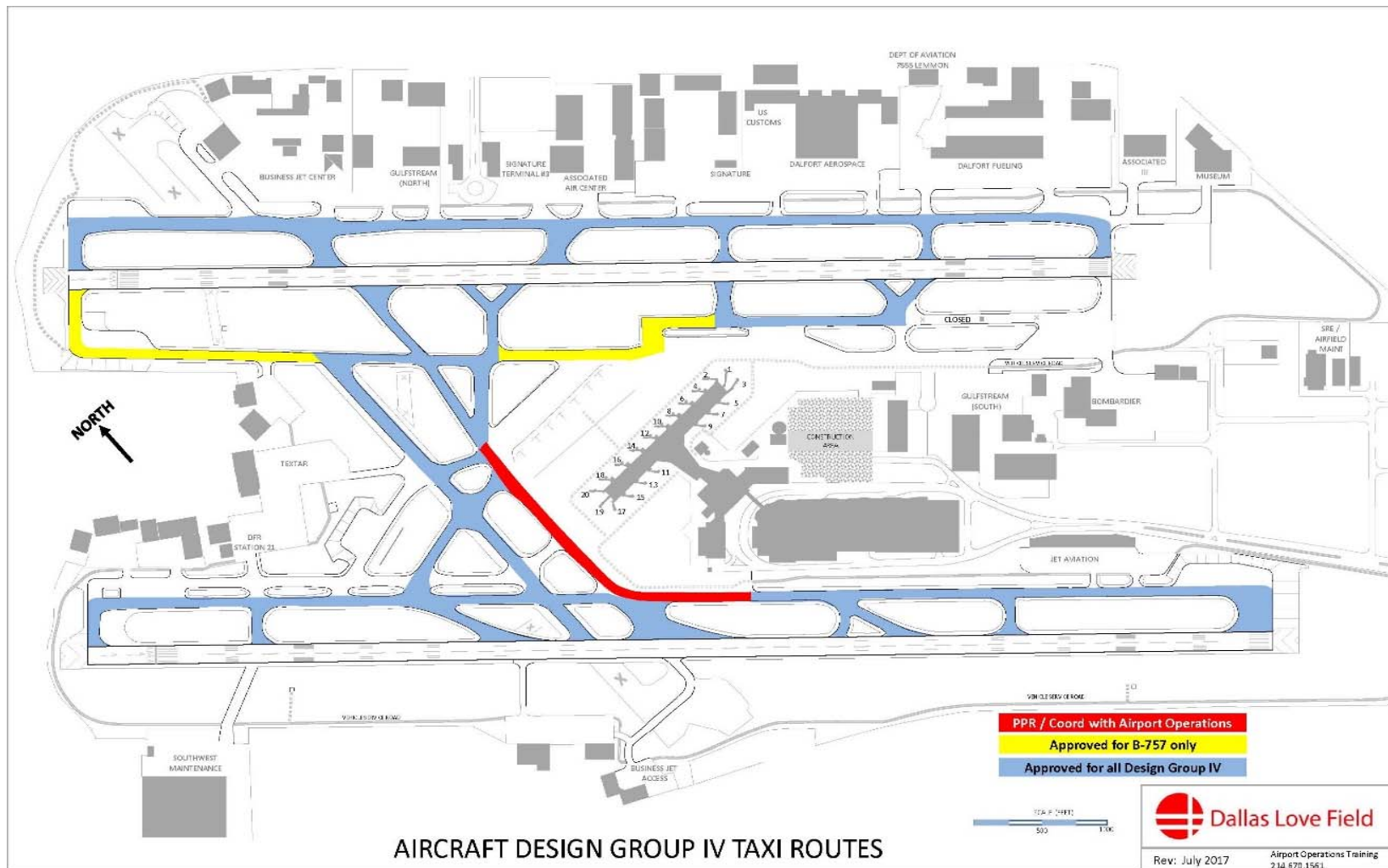


Figure 8-2 – Approved Aircraft Design Group IV Taxiways

SECTION 9

AIRPORT ENVIRONMENTAL STANDARDS

9.1. GENERAL

- 9.1.1. All businesses operating at Dallas Love Field must operate in an environmentally responsible way by conserving resources, preventing pollution and purchasing and/or using “green” products and supplies when possible.
- 9.1.2. All tenants, subtenants, service providers, and contractors when operating on the Airport, must comply with all applicable environmental laws or regulations, including but not limited to Federal, State, City and Airport issued environmental rules and regulations or directives.
- 9.1.3. No person or entity operating or conducting any activity or business upon the Airport shall cause or permit to be released (whether by way of uncapping, pouring, spilling, spraying, spreading, attaching, or otherwise) into, onto, above or under the Airport any hazardous substances, solid wastes, special wastes, fuel and fuel products or lubricants, or other contaminants (as defined or established by applicable local, State or Federal law or regulation) to the extent such hazardous substances exceed quantities or volumes permitted by applicable Federal State or local law or regulation.

9.2. STORMWATER POLLUTION PREVENTION PLAN

All persons or entities operating or conducting any activity or business upon the Airport shall comply with the Storm Water Pollution Prevention Plan (SWP3) and any revision thereto. A copy of the Airport SWP3 is on file in the Airport’s Environmental Office. A tenant may choose to operate under a separate (individual) SWP3, but must coordinate the individual plan with the Airport’s SWP3.

9.3. ENVIRONMENTAL POLLUTION AND SANITATION

- 9.3.1. No person shall dispose of any fill, building or construction materials or any other discarded or waste materials on Airport property except as approved in writing by the Airport’s Environmental Division or as otherwise expressly provided in a written agreement with the City, and no liquids or other contaminants of any kind shall be placed in storm drains or the sanitary sewer system at the Airport which will damage such drains or system or will result in environmental pollution passing through such drain or system.
- 9.3.2. No person shall clean, paint, wet wash, polish, or otherwise maintain an aircraft, vehicle or ground equipment, other than in areas approved and in the manner designated by the Environmental Division.
- 9.3.3. No person shall perform aircraft, vehicle or equipment washing (dry or wet) without an aircraft or vehicle washing plan that has been approved by the Airport’s Environmental Division.

- 9.3.4. Any solid or liquid material which is spilled at the Airport shall be cleaned up immediately by the person responsible for such spill in a manner acceptable to the Director. The person responsible for the spill shall report it immediately to the Airport Communication Center.
- 9.3.5. No refuse, trash or other materials shall be burned at the Airport.
- 9.3.6. No person shall unnecessarily, unreasonably, or in violation of applicable law, cause any smoke, dust, fumes, gaseous matter or particulate to be emitted into the atmosphere or be carried by the atmosphere.
- 9.3.7. Airport tenants shall comply with Airport Directives, which include directives regarding:
- The discharge of sanitary sewage and industrial waste limiting concentration of certain constituents,
 - Recycling of materials, including paper, plastic, glass, oils, solvents and other identified materials.

9.4. HAZARDOUS MATERIAL (see also Section 6.2)

- 9.4.1. No person shall violate any applicable federal, State of Texas or City of Dallas law pertaining to the handling, use, generation, storage, treatment, release, potential release, disposal, discharge, sampling, reporting, or recordkeeping of any hazardous substance, hazardous material, hazardous waste, waste oil, or wastewater. Each of the terms “hazardous substance,” “hazardous material,” “hazardous waste,” “waste oil” or “wastewater,” as used in this regulation shall mean the same as the term means in the aforementioned applicable law in which it is used.
- 9.4.2. No person shall, without prior written permission from the Director, keep, transport, handle, or store at, in or upon the Airport any cargo of explosives or other hazardous articles which is barred from loading in, or for transportation by, civil aircraft in the United States under applicable law. Compliance with said applicable law shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle or store such explosives or other dangerous articles at, in or upon the Airport.
- 9.4.3. No person may offer, and no person may knowingly accept, any hazardous article for shipment at the Airport unless the shipment is handled and stored in full compliance with all provisions of applicable law.
- 9.4.4. Any person engaged in transportation of hazardous articles shall have designated personnel at the Airport authorized and responsible for receiving and handling such shipments in compliance with the requirements of these Rules and Regulations.
- 9.4.5. Any person engaged in the transportation of hazardous articles shall provide storage facilities which reasonably ensure against unauthorized access, or exposure to persons and against damage to shipments while at the Airport.

- 9.4.6. Each person shall be liable and responsible under this section for any acts or omissions made in violation of section by any of its employees, agents, consultants, contractors, subtenants or invitees.

9.5. CONTROL OF CONTAMINANTS AND SPILLS

- 9.5.1. No person shall allow fuel, oil, hydraulic fluid, any other petroleum based product, or any other contaminant, including detergents, to leak or spill onto the surface.
- 9.5.2. No fuel, grease, oil, flammable liquids, or contaminants of any kind, including detergents used to wash aircraft or other surfaces, shall be allowed to flow into or be placed in any storm drain, sewer system or open water areas without a separator or unless connected to an industrial waste system in which certain constituents such as heavy metals in the waste system are restricted.
- Aircraft Rescue Fire Fighting (ARFF) Training – the use of water, aqueous film forming foam (AFFF), and Dry Powder for ARFF Training is permitted on the Airport at approved locations. Every effort will be made to minimize discharge into the storm drain system; however, such training activities are exempt from these requirements.
 - Aircraft Deicing
 - Dry weather events – All tenants, subtenants and/or contractors must prevent aircraft deicing fluids from entering the Airport's storm drain, if fluids should enter the drains, the material must be removed immediately following the deicing event.
 - Wet weather events – All tenants, subtenants and/or contractors shall make every effort to minimize discharges into the storm drains.
- 9.5.3. Equipment used to scrub pavement surfaces must have the capability of picking up all cleaning water for disposal at a location equipped with an adequate clarifier and may be disposed of only at a location equipped with an adequate clarifier.
- 9.5.4. No person shall allow any solid or liquid (including any new or waste restaurant fry oil) to be placed or poured into any interior floor drains, manholes or other sewer connections, except those fluids approved by the City of Dallas Water Department, and with the concurrence of the Director.
- 9.5.5. No person shall allow any solid or liquid to be discharged to any exterior drain, inlet, manhole, or other storm sewer connection without first obtaining approval from the Director to do so. A permit issued by the Texas Department of Environmental Quality is required for any non-stormwater discharge to a storm sewer system.
- 9.5.6. Chemicals must be stored in a manner to minimize the potential for spills to reach any drains. Bulk chemical storage drums must be placed within spill pallets to contain spills and releases.

9.6. SPILL OR RELEASE NOTIFICATION AND CLEANUP

- 9.6.1. All airport businesses, tenants, subtenants and/or contractors must comply with all U.S. Environmental Protection Agency (EPA), City and Airport; Spill Prevention Control and Countermeasure (SPCC) rules.
- 9.6.2. Airport businesses, tenants, subtenants and/or contractors must immediately report all fuel, motor oil and hazardous material spills of any volume to the Airport Communication Center.
- 9.6.3. Airport businesses, tenants, subtenants and/or contractors causing the spill or release of any chemical; are responsible for the containment and cleanup of the spill or release.
- 9.6.4. All external notifications to regulatory agencies shall be coordinated through the Director via the Environmental Division; however, all Airport business, tenants, subtenants, and/or contractors are responsible for making all notifications required by Federal, State, and local regulations for releases resulting from their operations.

9.7. INTERNATIONAL TRASH

Any trash, refuse, garbage, food, other perishable items, plants, cut flowers, or other materials regulated under 9 CFR 94.5 on an aircraft arriving from a location outside of the United States, except Canada, shall be processed and disposed of by the Airport. All flight crews shall comply with this section and submit all items to Airport personnel upon arrival at DAL, per U.S. Customs and Border Protection applicable regulations.

9.8. PAVEMENT DEICING

- 9.8.1. Airside: Only pavement deicing products approved by the FAA and the Director shall be used on all paved areas residing on the AOA; or that can be tracked onto the AOA.
- 9.8.2. Landside: Only pavement deicing products approved by the Director shall be used on all paved areas outside the AOA.

9.9. AIRCRAFT DEICING

- 9.9.1. Aircraft deicing (the removal or prevention of snow and/or ice with chemicals) shall only be accomplished after the Director's written approval of the user's detailed deicing plan.
- 9.9.2. Before granting written permission for aircraft deicing, the Director will review the deicing plans, deicing manuals, and training materials; inspect any deicing equipment and approve the containment and recovery plan that will be used by the lessee for aircraft deicing.
- 9.9.3. Use of chemical substances for the purpose of removing snow and/or ice shall comply with all regulatory measures currently in effect.

- 9.9.4. Prior to beginning any aircraft deicing, the airline, tenant or contractor conducting the deicing operation shall notify the Airport Communication Center, they are beginning deicing operations. This event notification is required at the beginning of each event.
- 9.9.5. Aircraft shall be positioned in such a manner that the spray from performing deicing operations does not contaminate other vehicles or people.
- 9.9.6. Terminal Deicing Pads:
- All aircraft deicing within the terminal area must be performed on an Airport approved deicing pad.
 - Prior to performing deicing operations – the aircraft operator shall ensure the deicing pad drain to the storm water discharge has been closed, and the valve to the sanitary sewer has been opened.
 - Upon completion of deicing operations, the sanitary discharge valve must be closed and the storm water discharge valve re-opened.
- 9.9.7. Upon completion of deicing operations, the airline, tenant or contractor conducting the deicing operations shall collect any residual and/or standing deicing products on the surface. All materials collected, shall be disposed of or recycled in accordance with the Clean Water Act, EPA Effluent Limitation Guidelines, and/or City requirements.
- 9.9.8. Weekly, when deicing operations are conducted, each airline, tenant or contractor, must report quantities and concentrations of deicer used (inclusive of quantities disposed of or recycled) to the Airport's Environmental Office. The weekly report includes the period between midnight Sunday until 23:59 Saturday. The report shall be submitted by the Tuesday following the end of the reporting period.
- 9.9.9. Each lessee that conducts deicing operations must track and record the use of aircraft deicing fluids for the Deicing Year (October 1 – September 30), including inventories on hand at the start and end of the Deicing Year. The report must include total gallons (undiluted) of Type I and Type IV deicing fluid applied during the Deicing Year just completed, as well as inventories on hand at the start and end of the Deicing Year.
- 9.9.10. The lessee is responsible for this and all reports to be filed, regardless if they are using a contractor to perform the services.

9.10. TRITURATOR RULES

Persons using the triturator shall comply with the following rules:

- 9.10.1. Each company shall purchase and install a spill response kit on each lavatory cart. Spills on the apron must be cleaned up using absorbents, not water. Absorbents may be disposed of in lined trash cans located within the triturator area (FOD Trash containers are not to be used).
- 9.10.2. Lavatory cart waste tanks shall be emptied as soon as possible, but no later than forty-eight (48) hours after receiving waste.

- 9.10.3. Each tenant, airline or contractor proposing to utilize the triturator shall ensure their equipment is capable of connecting to the triturator.
- 9.10.4. Lavatory waste shall be discharged into the triturator via a hose connection.
- 9.10.5. The drain on the carts shall be capped before individuals leave the triturator.
- 9.10.6. After the waste is emptied, the area shall be cleaned (no fluid staining, paper or solid waste visible).
- 9.10.7. Hard objects, such as, but not limited to, cell phones, flashlights, aluminum cans, plastic cups, or clothing, or non-paper debris (i.e., rubber gloves, paper towels, underclothing, kitty litter, chemical bottles, absorbents, etc.) shall not be allowed to enter the triturator. Instead, they shall be removed using tongs or other tools.
- 9.10.8. Hard objects and other non-paper debris shall be properly disposed of in trash cans with liners located near the triturator.
- 9.10.9. Each lavatory service cart must have at least two (2) tools (tongs, forks or brushes). Brushes, folks or tongs shall be used to remove hard objects and to push paper products into the pit.
- 9.10.10. Lavatory carts shall be rinsed at the triturator, never on the apron or near storm grates.

SECTION 10

FIBER OPTIC INFRASTRUCTURE AND TELECOMMUNICATIONS

- 10.1. Fiber optics and associated equipment and space will be regulated, managed, and monitored by the Department of Aviation. The Department of Aviation owns and manages all conduit routes, cable trays, and raceway routing outside tenant's exclusive leased space.
- 10.2. All authorized tenant cabling installations outside of leased space is for the sole use of said tenant. No subletting (with or without compensation) to other parties will be permitted without written authorization from the Director.
- 10.3. No tenant, lessee or other Airport user shall make any telecommunications modifications or connections of any nature within the Airport complex without prior written authorization from the Director. This directive also applies to the existence of equipment and facilities of any kind in telecommunications rooms, nodes or spaces.
- 10.4. This directive applies to, but is not limited to: fire alarm systems, security access systems, closed circuit television systems (CCTV), and the paging system, the public wireless network (Wi-Fi), the Parking and Revenue Control System (PARCS) and the Building Automation System (BAS).
- 10.5. Tenants or others desiring to make wiring, cabling or any nature of telecommunications infrastructure changes/improvements must formally request permission and approval the Department of Aviation's Technology Division.

SECTION 11

GROUND TRANSPORTATION

Ground Transportation Regulations are found in the City of Dallas' Code. Chapter 5 of the City Code is specific to Ground Transportation Regulations at Dallas Love Field.

SECTION 12

ENFORCEMENT

12.1 AUTHORITY

The Director is authorized to enforce these regulations as required to assure the convenience and safety of the traveling public and others using the Airport for transportation purposes. The Director may prohibit use of the Airport or any part thereof by any person in violation of these rules and regulations and may use any legal remedy or recourse to aid the enforcement of the provisions contained in these rules and regulations.

12.2 NOTICE OF VIOLATION (NOV) AND PROCEDURES

12.2.1 A Violation Notice Violation (NOV) may be issued for violations of the Airport Rules and Regulations, Airport Security Program, Tenant Handbook, AOA Construction Rules, or other Department of Aviation guideline or directive. A NOV may also be issued for violations involving FAA or TSA regulatory requirements.

12.2.2 NOVs may be issued by Airport Management, Airport Facilities, Airport Operations/Security, Airport Supervisors, Ground Transportation Representatives, and/or DAL Police Officers for security, safety and/or driving violations.

12.2.3 Violation of City of Dallas, Fire Regulations shall be issued by Dallas Fire Rescue Department representatives or individuals/organizations authorized by the Dallas Fire Rescue.

12.2.4 Airport tenants, sub-tenants, contractors, concessionaires, et al should give serious attention to any NOV issued, and take appropriate corrective action. Failure to address violations may result in further actions on the part of the airport.

12.2.5 In addition to Department of Aviation enforcement actions, the governing agency may also issue enforcement actions independent of the Department of Aviation. (Examples: TSA Civil Penalties, FAA Civil Penalties, DFR Code Violations, City of Dallas Code Violations, criminal offenses, etc.)

12.2.6 If the Department of Aviation is issued a Civil Penalty, fines or fees by any governing agency for violations committed by others, the responsible party/tenant will be liable for any and all penalties, fines or fees.

12.3 VIOLATION CATEGORIES

12.3.1 Individual Violations

- When an individual or responsible person is identified as having violated the Airport Rules and Regulations or the DAL ASP; the individual or responsible person will be given NOV. A copy of the NOV will also be provided to the individual's supervisor.

- Individuals whose access rights are suspended CANNOT be escorted on the AOA, Secured Area/SIDA or Sterile Area of the Airport while the Airport Identification is suspended. Exception, the individual may be escorted into these areas by a company supervisor during the conduct of administrative investigations or administrative actions by the company or Airport personnel. Upon completion of the administrative functions involved with the investigation or administrative matters, the individual is to be escorted out of the AOA, Secured Area/SIDA, or Sterile Area.

12.3.2 Company Violations

A Notice of Violation may be issued to a company/organization in one or more of the following situations:

- The specific individual responsible for the violation could not be identified; however the responsible organization has been identified.
- During the investigation of an incident involving an individual, it is determined that the individual was following the organization's policy or practice, which is contrary to the Airport Rules and Regulations, DAL ASP or other Airport Directive.
- During the investigation of an incident, it is revealed that the responsible organization has not properly educated, instructed or otherwise informed members of their organization, sub-tenants, contractors or others that are sponsored by the responsible organization of the Airport's Rules and Regulations.

(NOTE: Company violations may be issued in addition to individual violations.)

12.4 VIOLATION PROCEDURES

12.4.1 When a NOV is issued:

- The employee and employer are notified of the NOV.
- A copy of the NOV, other than Ground Transportation violations, must be submitted to the Airport Operations – Security Division (aviasc@dallascityhall.com).
- A copy of the NOV shall be retained by the issuing authority.

12.4.2 NOVs are reviewed by the following Department of Aviation Divisions:

- AOA violations: Violations involving incidents on the AOA, such as, but not limited to, movement area violations, airfield driving violations, and/or airfield safety violations: Airfield Operations, SMS Coordinator.
- Terminal violations (other than security related), include but not limited to, lease issues, Terminal Safety issues, concession issues, and/or other Terminal related issues: Facilities Management, Property Management, Concessions Management, Safety Management Coordinator.
- Security violations: Violations involving Airport security incidents or security procedures: Airport Operations/Security.
- Ground Transportation violations: Ground Transportation.

12.4.3 It is the responsibility of the employee and employer to ensure appropriate action is taken regarding the violation.

12.4.4 Unresolved violations may result in suspension of Airport Identification Badges.

12.5 NOTIFICATIONS AND CITATION RETURN REQUIREMENTS

12.5.1 Unless otherwise approved by the issuing authority, within three (3) business days of issuance of the Notice of Violation (NOV), the supervisor of the notice/citation recipient must return the signed notice to the Airport Badging Office, identifying the corrective action taken and/or schedule the required training.

12.5.2 Failure to return the NOV, will result in deactivation of the NOV recipient's Airport Identification Badge.

12.6 INDIVIDUAL VIOLATION POINTS

12.6.1 Violation points or penalties will be assessed for each infraction or violation listed on a notice.

12.6.2 Points or penalties will be cumulative, regardless of type of violation and will become part of the notice recipient's record, without regard to the employing organization.

12.6.3 Each point or penalties will remain active on the notice recipient's record and be cumulative for a period of 24 months. In the interest of airport safety and security, the Director may extend the active time points or penalties.

12.6.4 The Director of Aviation may levy more stringent consequences based on the seriousness of violation.

12.7 VIOLATION TYPES

12.7.1 AOA Safety Violations/Infractions

Appendix C identifies examples of AOA Safety Violations/Infractions and associated points which will be assessed. Other violations not listed will be classed with similar violations.

12.7.2 AOA Driving Violations/Infractions

Appendix D identifies examples of AOA Driving Violations/Infractions and associated points which will be assessed. Other violations not listed will be classed with similar violations.

12.7.3 Terminal Violations

Appendix E identifies examples of Terminal Violations/Infractions and associated points which will be assessed. Other violations not listed will be classed with similar violations.

12.7.4 Security Violations

Appendix F identifies examples of Security Violations and associated points which will be assessed. Other violations not listed will be classed with similar violations.

12.8 POINT ACCUMULATION and ACTIONS

12.8.1 All points are cumulative, regardless of Violation Type.

12.8.2 An individual's Supervisor shall be notified of any NOV's, regardless of points assessed.

12.8.3 Point Accumulation and Penalty:

Violation Action Table (Points per incident or cumulative within 12 months)		
Points	Action	Review
1	NOV provided to violator and supervisor/manager.	Safety Committee Review
2	<ul style="list-style-type: none"> • NOV provided to violator and supervisor/manager. • Violator must complete required corrective training and/or other DOA approved actions documenting corrective actions taken. 	Safety Committee Review
3	<ul style="list-style-type: none"> • NOV provided to violator and supervisor/manager. • Violator must complete required corrective training and/or other DOA approved actions documenting corrective actions taken. 	Safety Committee Review
4	<ul style="list-style-type: none"> • NOV provided to violator and supervisor/manager. • Violator must complete required corrective training and/or other DOA approved actions documenting corrective actions taken. • 7 day suspension of DAL Airport ID Badge. 	Mandatory review by Safety Committee and Appeal Board
6 (or 8 points within 24 months)	<ul style="list-style-type: none"> • NOV provided to violator and supervisor/manager. • Loss of DAL Airport Identification Badge for up to 12 Months. • Prior to reinstatement, violator must complete required corrective training and/or other DOA approved actions documenting corrective actions taken. 	Mandatory review by Safety Committee and Appeal Board

12.9 COMPANY VIOLATION ENFORCEMENT ACTIONS

- 12.9.1 Any NOV issued as a Company Violation, will require the recipient to respond in writing to the NOV Issuing Department with an Action Plan to prevent future re-occurrence of the violation.
- 12.9.2 The Action Plan must be received by the NOV Issuing Department for review and approval within 30 days of the NOV being issued.
- 12.9.3 Failure to develop a DOA approved Action Plan or to follow thru with the Action Plan, will result in an Individual NOV being issued to the organization's senior representative, manager or other company official that is directly responsible for the action that generated the NOV.

12.10 CORRECTIVE TRAINING

A NOV recipient with a cumulative total to two (2) points is required to attend a corrective training program (see list below). All training must be completed within thirty (30) days from the date of last citation.

12.10.1 Company Training (CT)

Training provided by employer and documented to the Department of Aviation as having occurred covering the retraining of the violator in the Airport Rules and Regulations and other company initiated actions to correct behavior.

12.10.2 Non-Movement Area Driver Training (NMDT)

Department of Aviation conducted or approved training program covering the operation of vehicles in the Non-Movement Area. Typically, this training will be conducted on the Airport's Computer Based Training (CBT) system. *NOTE: This training may require a DOA Administered checkride to demonstrate compliance.*

12.10.3 Movement Area Driver Training (MADT)

Department of Aviation conducted training covering the operation of vehicles in the Movement Area. Training will only be provided to individuals that are authorized for movement area access. *NOTE: This training **will** require a DOA Administered checkride to complete.*

12.10.4 Security Training (SEC)

Department of Aviation conducted training covering the security requirements for the individual's level of access. Typically, this training will be conducted on the Airport's Computer Based Training (CBT) system.

12.11 FAILURE TO ATTEND/COMPLETE MANDATED TRAINING-ADDITIONAL PENALTIES

Failure to attend and complete the Corrective Training within the prescribed thirty (30) day period will result in immediate revocation of the privilege for which the notice was issued (i.e.: Driving privileges, escort privileges, and/or DAL Airport Identification Badge).

12.12 HEARING PROCESS

12.12.1 A recipient of a notice to suspend or terminate a badge privilege may request a hearing to contest the suspension or termination of the privilege. This request must be made within fifteen (15) days of the date the notice was issued.

12.12.2 Appendix G provides additional information regarding the Appeal process.

APPENDIX A

DALLAS LOVE FIELD

Removed – Reserved for future use

APPENDIX B

**DALLAS LOVE FIELD
FUEL VENDING REGULATIONS**

DALLAS LOVE FIELD FUEL VENDING REGULATIONS ARE CURRENTLY UNDERGOING A RE-WRITE. PLEASE CONTACT PROPERTY MANAGEMENT AT 214.671.2498 OR 214.671.1530 FOR CURRENT VERSION OF DOCUMENT.

**APPENDIX C
AOA SAFETY VIOLATIONS & INFRACTIONS**

The following training codes are used within this Appendix:

CT- Company Training
 NMDT - Non-Movement Area Driver Training
 MADT - Movement Area Driver Training
 SEC - Security Training

(See Section 12 for additional information regarding training)

Level 1 Violations:

	VIOLATION & INFRACTION	Ref.	Points	Training
A1.1	Violations of the Wildlife Management Program.	3.16 & 8.5	1	CT
A1.2	Operating a bicycle on the AOA.	3.17 & 5.9	1	CT & NMDT
A1.3	Improper use of Airport roadway, streets, paths or sidewalks.	5.2	1	CT
A1.4	Performing repairs to a vehicle in an unauthorized location.	5.2	1	CT
A1.5	Parking of vehicles or equipment on the Airport's curbs or ATO without DOA Authorization.	5.2	1	CT
A1.6	Operating a vehicle or parking a vehicle under the movable portion of a jet bridge.	5.9	1	CT & NMDT
A1.7	Not wearing seatbelts on vehicles so equipped within the AOA, or disabling seatbelts when vehicles are so equipped within the AOA.	5.9	1	CT & NMDT
A1.8	Pulling more than 4 containers, luggage carts, or pods.	5.9	1	CT & NMDT
A1.9	Other Fire and Safety Regulations not specifically identified.	6	1	CT
A1.10	Failure to wear Safety Vests or using Safety Vests that do not meet requirements of this document.	6.21	1	CT
A1.11	Failure comply with extended on airport delays requirements	8.18	1	CT

Level 2 Violations:

	VIOLATION & INFRACTION	Ref.	Points	Training
A2.1	Failure to provide notice of Special Events.	3.21 & 8.5	2	CT
A2.2	Smoking in unauthorized areas within the AOA.	3.22, 5.9 & 8.5	2	CT
A2.3	Using unapproved materials for snow/deicing of paved areas	3.23	2	CT
A2.4	Operating a vehicle in a manner that creates an unreasonable risk of harm to persons or property; or while driving under the influence of any substance that impairs, impedes or otherwise affects the ability of the driver to safely operate the vehicle.	5.2 & 5.9	2	CT & NMDT
A2.5	Failure to comply with lawful order, signal or direction of any authorized representative of the Dallas Police Department or Department of Aviation Staff member.	5.2	2	CT
A2.6	Failure to provide notice on any accident occurring on the AOA.	5.4	2	CT & NMDT
A2.7	Failure to yield to aircraft.	5.9	2	CT & NMDT
A2.8	Causing a Surface Incident or Runway Incursion*	5.9	2 to 6	CT & NMDT and MADT if MA authorized
A2.10	Leaving keys unsecured in fuel trucks or vehicles containing hazardous materials	5.9	2	CT
A2.11	Fuel trucks accessing the movement area without DOA authorization.	5.9	2 to 6	CT & NMDT and MADT if MA authorized
A2.12	Using personal listening devices while operating a vehicle on the AOA (moving or parked).	5.9	2	CT & NMDT
A2.13	Using a cell phone, PDA or other communications device (other than 2 way radio) while operating a moving vehicle.	5.9	2	CT & NMDT
A2.14	Failure to report an accident involving a motor vehicle or aircraft on the AOA.	5.9 & 6.18	2	CT & NMDT
A2.15	Conducting Open Flame/Hot Work Activities without permission from Director.	6.6 & 8.5	2	CT

	VIOLATION & INFRACTION	Ref.	Points	Training
A2.16	Storage of Materials and Equipment in violation of Airport Rules and Regulations	6.9	2	CT
A2.17	Hangar Safety in violation of Airport Rules and Regulations	6.12	2	CT
A2.18	Motorized Ground Equipment around aircraft in violation of Airport Rules and Regulations	6.13	2	CT
A2.19	Fueling Operations – General; in violation of Airport Rules and Regulations	6.14	2	CT
A2.20	Fueling or defueling of an aircraft, truck or fuel farm without fuel endorsement on Airport ID and/or valid documentation of training.	6.14	2	CT
A2.21	Conducting Fueling Operations in violation of Airport Rules and Regulations	6.15	2	CT
A2.22	Failure to follow Fuel Spills requirements identified in Airport Rules and Regulations	6.16	2	CT
A2.23	Failure to follow Fire Hydrant requirements identified in Airport Rules and Regulations	6.20	2	CT
A2.24	Failure to follow Airside Safety – General, requirements identified in Airport Rules and Regulations.	6.21	2	CT
A2.25	Pedestrian traffic on VSR, unless otherwise approved	6.21	2	CT
A2.26	Failure to follow Special Events on the AOA requirements identified in Airport Rules and Regulations	8.5	2	CT
A2.27	Failure to comply with Airport FOD program.	8.5	2	CT
A2.28	Failure to follow trash disposal from Aircraft requirements identified in Airport Rules and Regulations	8.5	2	CT
A2.29	Failure to comply with Ramp Operations requirements identified in Airport Rules and Regulations	8.9	2	CT
A2.30	Failure to comply with Lavatory Service requirements identified in Airport Rules and Regulations	8.9	2	CT
A2.31	Failure to comply with Ground Storage Equipment requirements identified in Airport Rules and Regulations	8.9	2	CT

	VIOLATION & INFRACTION	Ref.	Points	Training
A2.32	Failure to comply with Aircraft Engine Starting and/or running of aircraft engines requirements identified in Airport Rules and Regulations	8.13	2	CT
A2.33	Failure to comply with Aircraft Maintenance, Repair and Cleaning requirements identified in Airport Rules and Regulations	8.14	2	CT
A2.34	Failure to comply with Parking of Aircraft requirements identified in Airport Rules and Regulations.	8.15	2	CT
A2.35	Failure to comply with Aircraft Towing Requirements identified in Airport Rules and Regulations.	8.16	2	CT
A2.36	Failure to comply with Environmental Pollution and Sanitation requirements identified in Airport Rules and Regulations	9.3	2	CT
A2.37	Non Compliance with Movement Area access requirements*	8.4	2 to 6	CT & NMDT and MADT if MA authorized

* - Points will be determined following the investigation of the incident.

Level 3 Violations:

	VIOLATION & INFRACTION	Ref.	Points	Training
A3.1	Interfering with Airport Operations or Use	3.18	4	CT
A3.2	Abandoning or parking of aircraft, vehicles, GSE or equipment which blocks taxiway, taxiways or other movement areas.	8.15	4	CT & NMDT
A3.3	Failure to comply with Firearms and Weapons requirements identified in Airport Rules and Regulations	3.20	6	NA – Suspension of ID

**APPENDIX D
AOA DRIVING VIOLATIONS & INFRACTIONS**

The following training codes are used within this Appendix:

CT- Company Training
 NMDT - Non-Movement Area Driver Training
 MADT - Movement Area Driver Training
 SEC - Security Training

(See Section 12 for additional information regarding training)

Level 1 Violations:

	VIOLATION & INFRACTION	Ref.	Points	Training
D1.1	Operating a vehicle on the AOA without valid or required license	5.2	1	NMDT
D1.2	Exceeding AOA speed limits (≤10 mph of limit)	5.2 & 5.9	1	NMDT
D1.3	Failure to obey Traffic Signs, Directions or Signals	5.2 & 5.9	1	NMDT
D1.4	Vehicle Parking Violations	5.2	1	CT
D1.5	Unauthorized idling of vehicles, without DOA approval.	5.2	1	CT
D1.6	Performing repairs to a vehicle in an unauthorized location.	5.2	1	CT
D1.7	Loading or unloading of a vehicle in locations not approved by DOA.	5.2	1	CT
D1.8	Operating a vehicle with an expired driver's license.	5.9	1	NMDT
D1.9	Not in possession of valid driver's license while operating vehicle on AOA.	5.9	1	NMDT
D1.10	Operating a vehicle of a class or type which the operator does hold certification for.	5.9	1	NMDT
D1.11	Operating a vehicle at night or in low visibility conditions without operating headlights, or operating vehicle headlights in high beam setting.	5.9	1	NMDT
D1.12	Not wearing seatbelts on vehicles so equipped within the AOA, or disabling seatbelts when vehicles are so equipped within the AOA.	5.9	1	NMDT
D1.13	Other Airfield Driving Regulations not specifically identified.	5.9	1	CT & NMDT

Level 2 Violations:

	VIOLATION & INFRACTION	Ref.	Points	Training
D2.1	Exceeding AOA speed limits (>10 mph of limit)	5.2 & 5.9	2	NMDT
D2.2	Failure to give way to pedestrians.	5.2 & 5.9	2	NMDT
D2.3	Failure to submit to random inspection of vehicle.	5.2 & 5.9	2	SEC & NMDT
D2.4	Operating a vehicle in the secured area, SIDA or AOA in violation of the Airport's vehicle identification program.	5.7 & 5.9	2	NMDT
D2.5	Personal vehicles within the Terminal Area, VSR or movement area without DOA approval.	5.8	2	NMDT
D2.6	Failure to yield to aircraft while operating a vehicle.	5.9	2	NMDT
D2.7	Failure to give way to emergency vehicles responding to incident while operating a vehicle.	5.9	2	CT & NMDT
D2.8	Driving or operating a vehicle under an aircraft.	5.9	2	NMDT
D2.9	Non Compliance with Movement Area access requirements while operating a vehicle.*	8.4	2 to 4	CT & NMDT
D2.10	Operating a vehicle without a valid driver's license.	5.9	2	NMDT

* - Points will be determined following the investigation of the incident.

Level 3 Violations:

	VIOLATION & INFRACTION	Ref.	Points	Training
D3.1	Operating a vehicle without a driver's license being issued to individual.	5.9	4	CT
D3.2	Causing an accident, while operating a vehicle, involving an aircraft under power.	5.9	6	NA – Suspension of ID

**APPENDIX E
TERMINAL VIOLATIONS & INFRACTIONS**

The following training codes are used within this Appendix:

CT- Company Training
 NMDT - Non-Movement Area Driver Training
 MADT - Movement Area Driver Training
 SEC - Security Training

(See Section 12 for additional information regarding training)

Level 1 Violations:

	VIOLATION & INFRACTIONS	Ref.	Points	Training
T1.1	Failure to take proper actions, or disregarding Fire Alarms in Terminal; unless otherwise instructed by DFR, DPD or DOA representatives.	6.5	1	CT
T1.2	Failure to maintain proper cleanliness	6.7	1	CT
T1.3	Operating a motorized cart to transport passengers, baggage, or supplies within the Terminal Building.	7.1	1	CT
T1.4	Improper use of passenger elevators, moving walkways, and escalators	7.3	1	CT
T1.5	Use of passenger interviews, opinion surveys, petitions.	7.4	1	CT
T1.6	Improper Trash Disposal and recycling	7.6	1	CT
T1.7	Improper use of concession luggage carts	7.7	1	CT
T1.8	Use of stanchions in violation of Airport Rules and Regulations	7.9	1	CT
T1.9	Improper storage of wheelchairs and other equipment	7.10	1	CT
T1.10	Improper use of Terminal Seating	7.11	1	CT
T1.11	Failure to comply with animal limitations within the Terminal Building	7.12	1	CT
T1.12	Advertising, Promotions, signage in violation of Airport Rules and Regulations	7.14	1	CT

Level 2 Violations:

	VIOLATION & INFRACTIONS	<i>Ref.</i>	Points	Training
T2.1	Tampering with fire extinguishers and/or safety equipment.	6.3	2	CT
T2.2	Failure to report the discharge of a fire extinguisher (other than for training purposes)	6.3	2	CT
T2.3	Improper Storage of Materials and Equipment; including but not limited to storage of materials in an emergency exit corridor.	6.9	2	CT

Level 3 Violations:

	VIOLATION & INFRACTIONS	<i>Ref.</i>	Points	Training
T3.1	Tampering or deactivating any fire protection system or equipment without DFR's and/or DOA authorization.	6.4	4	CT

**APPENDIX F
SECURITY VIOLATIONS & INFRACTIONS**

The following training codes are used within this Appendix:

- CT- Company Training
- NMDT - Non-Movement Area Driver Training
- MADT - Movement Area Driver Training
- SEC - Security Training

(See Section 12 for additional information regarding training)

Level 1 Violations:

	VIOLATION & INFRACTIONS	<i>Ref.</i>	Points	Training
S1.1	Conducting escorts/tours to locations, outside of leased property not approved by the Director.	4.5	1	CT

Level 2 Violations:

	VIOLATION & INFRACTIONS	<i>Ref.</i>	Points	Training
S2.1	Failure to properly display DAL Airport Identification media or DAL approved Identification Media while in the secured area, SIDA, sterile area or AOA.	4.1 & 4.5	2	SEC
S2.2	Failure to comply with approved Tenant Security Program	4.3	2	CT & SEC
S2.3	Failure to comply with inspection processes when entering or in the Secured Area, Sterile Area, or AOA.	4.5	2	SEC
S2.4	Failure to submit to DAL Badge Inspection.	4.5	2	SEC
S2.5	Allowing improper/unauthorized access into a secured area, SIDA, Sterile Area or AOA.	4.5	2	SEC
S2.6	Entering into an area an individual is not authorized, unless properly escorted by an authorized person.	4.5	2	SEC
S2.7	Failure to properly secure/monitor any access portal that provides access into the secured area, SIDA, sterile area, or AOA.	4.5	2	SEC
S2.8	Piggybacking or improper entry into the secured area, SIDA, sterile area or AOA.	4.5	2	SEC

	VIOLATION & INFRACTIONS	Ref.	Points	Training
S2.9	Failure to ensure an individual does not piggyback or permitting improper entry into the secured area, SIDA, sterile area or AOA.	4.5	2	SEC
S2.10	Failure to report a lost, stolen or other unaccountable DAL Airport Identification Badge or media within 24 hours of discovery.	4.5	2	SEC
S2.11	Using a vehicle gate for pedestrian traffic, without prior DOA – Security Office approval, to access the secured area or SIDA.	4.5	2	SEC
S2.12	Use of the Jet Bridge doors as an access or egress point other than the purpose of boarding, deplaning and/or otherwise servicing an aircraft located at that specific gate.	4.5	2	SEC
S2.13	Failure to maintain required Clear Zone.	4.5	2	SEC
S2.14	Improper use/access of secured/sterile area elevators.	4.5	2	SEC
S2.15	Improper Flight Crewmember access.	4.5	2	SEC
S2.16	Failure to follow stop and wait procedures at AOA, SIDA, or secured area gates.	4.5 & 5.3	2	CT, NMDT & SEC
S2.17	Failure to complete Sterile Area prohibited items inventory records.	4.5	2	CT & SEC
S2.18	Failure to ensure proper screening/inspection processes for product and/or materials prior to their introduction into the Sterile Area.	4.5	2	SEC
S2.19	Failure to complete identification media audits.	4.4	2	SEC*
S2.20	Failure to follow escort procedures in the secured area, SIDA, sterile area, or AOA.	4.5	2	SEC
S2.21	Failure to remain at an active audible security alarm at any access control door/gate for law enforcement or Airport Security/Airport Operations response.	4.5	2	SEC
S2.22	Failure to challenge an unbadged individual in the secured area, SIDA or AOA.	4.5	2	SEC
	<i>* - If violation is issued to Signatory, also includes Signatory Authority retraining.</i>			

Level 3 Violations:

	VIOLATION & INFRACTIONS	Ref.	Points	Training
S3.1	Failure to secure prohibited items/tools within the Sterile Area.	4.5	4	SEC
S3.2	Failure to surrender one's DAL Airport Identification Badge or other Airport issued identification media upon demand by DOA Authorized personnel (i.e.,...Airport Operations, Airport Security, DPD, TSA, et. al.)	4.5	4 to 6	CT & SEC; Suspension of ID
S3.3	Displaying False or Forged Identification Media (Identification Badges, vehicle identification media, etc.)	4.5	6	NA – Suspension of ID
S3.4	Failure to comply with TSA screening requirements prior to boarding an air carrier flight as a passenger.	4.5	6	NA – Suspension of ID
S3.5	Permitting use of one's Airport Identification Badge or media by another person	4.5	6	NA – Suspension of ID
S3.6	Use of another person's Airport Identification Badge or media.	4.5	6	NA – Suspension of ID
S3.7	Unauthorized testing, tampering, or vandalism at/of the Screening Checkpoint, Baggage Screening System, any access control system or CCTV system installed at the airport, any procedure or personnel, or any other system used to control entry into the secured area, SIDA, sterile area, AOA or other restricted areas of the airport.	4.5	6	NA – Suspension of ID
S3.8	Interfering with security personnel performing functions related to their duties.	4.5	6	NA – Suspension of ID
S3.9	Falsification of Sterile Area prohibited items inventory records.	4.5.29	6	NA – Suspension of ID and/or Signatory Authority
S3.10	Falsification of Security related audits	4.5	6	NA – Suspension of ID and/or Signatory Authority

	VIOLATION & INFRACTIONS	<i>Ref.</i>	Points	Training
S3.11	Tampering or interfering with, compromise, modify, attempt to circumvent any security system, measure, or procedure implemented under the Airport's ASP, DAL Rules and Regulations and/or TSA Regulations and Security Directives.	4.5	6	NA – Suspension of ID.

APPENDIX G

DALLAS LOVE FIELD AIRPORT SAFETY APPEAL BOARD



Airport Safety Appeal Board

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INTRODUCTION

The Airport Safety Appeal Board will hear appeals regarding Notice of Violations (NOV) issued for violations of DAL Airport Rules and Regulations. The Board will review, evaluate and then sustain or reconsider a violation appeal. The Director of Aviation may remand decisions of the Board. Upon request from the Director, the Safety Appeal Board's scope is not limited to Notice of Violations and may be expanded to hear, review, investigate or consider other safety issues.

Appeals may be requested by:

- Individuals issued a Notice of Violation,
- Organization issued or listed as responsible party on a Notice of Violation,
- Director of Aviation.

MEMBERSHIP – AIRPORT SAFETY APPEAL BOARD

Airport Safety Appeal Board members must be recommended by the Airport Safety Management System Coordinator and appointed by the Director. Terms for Board members and alternates shall be for a 12 month period. It is the intent that not less than one-third of board members shall be replaced every 12 months (reappointment is allowed). The terms will be staggered in order to offer the board continuity.

All Board members must have a valid AOA, SIDA or Sterile Area Identification Badge issued by the Airport. Additionally, Board members must not have accumulated four (4) or more points within the previous twelve (12) month period. Any member accumulating four (4) or more points during their term cannot serve or remain on the board and must be replaced. Members should be familiar with Safety Rules and functions.

The Airport Safety Management System Coordinator shall chair the Safety Appeal Board and will only vote in the event of a tie. The Appeal Board will be comprised of a total of 7 members, which may be appointed from the following:

- Chairman - Safety Management System Coordinator
- Non-Member - Secretary (Non-Voting)
- Voting Member - Risk Management Safety Officer
- Voting Member – Airfield Field Maintenance
- Voting Member - Airport Operations/Security
- Voting Member – Landside Operations
- Voting Member - Airport Facilities Maintenance
- Voting Member – DOA Environmental
- Voting Member - Emergency Management System
- Voting Member - Fire Department Representative (All incidents involving an injury)
- Voting Member - Police Department Representative (All incidents involving a collision)
- Voting Member – Airline Representative
- Voting Member – Other Airport Tenant Representative

Alternates

An alternate member will be selected for each member appointment. The alternate may serve in the absence of the member or can be activated in the event a called meeting cannot reach a quorum. If a Voting Member is no longer able to serve, the alternate will replace the member and a new alternate will be named.

NOTICE OF VIOLATION (NOV) APPEAL REQUEST

Individuals or organizations to which a NOV is issued, will have ten (10) business days from the date of the NOV to submit a written appeal. Within ten business days, a written NOV will be mailed to the address on record for the cited personnel or the organization. It will include recommended corrective or preventive action. The cited employee will have ten (10) business days from the date of the NOV to submit a written appeal and request reconsideration of the citation.

The request for an appeal must be addressed, in writing to:

Department of Aviation
Airport Safety Appeal Board
7555 Lemmon Avenue
Dallas, Texas 75209

Email 214670love@dallascityhall.com.

After receipt of the appeal request, the Appeal Board Secretary will send notification to the appellant of the date, time and location of the scheduled appeal Hearing.

APPEAL PACKET

The Appeal Board Secretary prepares and distributes an appeal packet to the Board. Packets should be mailed, faxed or emailed to each member on the Board as soon as practical before the meeting. Appeal Board members are responsible for providing the packet to their alternate.

Appeal Packets shall include, but are not limited to:

- Copy of Citation or Notice of Violation
- Copy of Appellant's notification letter (This should be top page)
- Copy of Appeal Request and any supporting documentation
- Copy of DAL Rules and Regulations:
 - Section 12 – Enforcement
 - Applicable Appendix of Violation Type

NOTIFICATIONS

The Secretary will notify Board members and Appellants of the time and place of each appeal.

BOARD MEETINGS AND HEARINGS

A quorum for a Board meeting or Hearing is four voting members. The Chair votes only when the open vote results in a tie. The Chair votes to break the tie. The Board will meet monthly or as needed as the schedule of Appellants require.

The Appeal Board Secretary will notify Board members and Appellants of the time and place of each appeal. An Appeal Packet will be provided to each Appeal Board member prior to the scheduled meeting. Board members and alternates shall have the option to visit the incident site, confer, or review films, slides, pictures, and reports of the site prior to Hearing.

BEFORE THE APPEAL

To provide additional evidence or supporting documents to the Board, the material must be submitted to the Secretary for review. This review is intended to confirm the material relates only to the appeal being heard. The submitted materials become the property of the Board and may be retained as part of the appeal file.

To reschedule an appeal, notify the Secretary of the Board immediately. The reschedule must be requested no later than 12:00 Noon one working day prior to the date of the scheduled appeal. Failure to do so will result in the Board upholding the citation. Only one reschedule is allowed. Witnesses are allowed at the Hearing to provide additional information regarding the violation; however, failure of witnesses to appear is not a cause for reschedule.

Arriving ten (10) minutes or more after the scheduled appeal time will forfeit the Appeal Hearing, and result in the violation being upheld.

DURING THE APPEAL

The Board members will be introduced and the Appellant will be introduced to the Board.

The Appellant will state the basis for the appeal; present evidence/witnesses and answer clarifying questions. The Appellant may have an attorney or other representative participate in the appeal to present their case or any additional information. The Appellant however must participate, be present and respond to questions from the Board.

After all questions are answered, the Appellant, witnesses, and representatives will be dismissed. The Board will rule on the citation either upholding, reducing, or increasing the rating based on the facts and/or the extenuating circumstances of the case.

AFTER THE APPEAL

When the hearing is concluded, the Appellant and their representative will be excused and asked to wait outside the Hearing room while the Board reviews the information provided. The Appellant and their representative will be dismissed after they are no longer needed.

The Board's decision will be issued in writing no later than five (5) business days from the date the Board rules on the appeal. The Secretary will record the decision and notify the Appellant in writing of the ruling.

The decisions of the Appeal Board are final and will automatically be upheld if an appellant fails to appear before the Board and the appellant was not granted a rescheduled Hearing.

BOARD DECISIONS

Information on Appellant's prior incidents will not be considered in the appeal. Appeal Board members and alternates may ask questions or comment on the appeal at the Hearing.

Board members and alternates should abstain from voting on appeals from their own reporting structure.

When unable to attend or when a voting conflict arises, Board members are to forward their appeal packets to their alternates before the scheduled appeal. Alternates must be prepared to stand in for the Board member if they cannot attend.

Incident Classifications			
<i>Incident</i>	<i>People</i>	<i>Assets</i>	<i>Reputation</i>
Catastrophic	Fatality	Loss of an aircraft/or over \$1 million in damage/or loss of critical system(s) for an extended period of time	An event or series of events resulting in the community not using the airport for an extended period of time
Hazardous	Severe injury (requiring hospitalization)	excess of \$500,000/or disruption of critical services for extended period of time	An event or a series of events resulting in the community lessening the use of the airport causing negative financial or operational impacts
Major	Minor injury (requiring medical treatment)	Damage to an aircraft that is repairable/or damage to equipment or facility that is repairable within a short period of time	An event or a series of events resulting in the community lessening the use of the airport for a short period of time
Minor	Minor injury (not requiring medical treatment)	Minor damage to an aircraft, equipment, or facility not requiring it to be taken out of service	An event or a series of events resulting in the community questioning the reliability of the airport
No Safety Effect	No injury, employee training or license violations	No damage, equipment permit and insurance violations.	No impact

Violation Action Table (Points per incident or cumulative within 12 months)		
Points	Action	Review
1	<ul style="list-style-type: none"> • NOV provided to violator and supervisor/manager. 	Safety Committee Review
2	<ul style="list-style-type: none"> • NOV provided to violator and supervisor/manager. • Violator must complete required corrective training and/or other DOA approved actions documenting corrective actions taken. 	Safety Committee Review
3	<ul style="list-style-type: none"> • NOV provided to violator and supervisor/manager. • Violator must complete required corrective training and/or other DOA approved actions documenting corrective actions taken.. 	Safety Committee Review
4	<ul style="list-style-type: none"> • NOV provided to violator and supervisor/manager. • Violator must complete required corrective training and/or other DOA approved actions documenting corrective actions taken. • 7 day suspension of DAL Airport ID Badge. 	Mandatory review by Safety Committee and Appeal Board
6 (or 8 points within 24 months)	<ul style="list-style-type: none"> • NOV provided to violator and supervisor/manager. • Loss of DAL Airport Identification Badge for up to 12 Months. • Prior to reinstatement, violator must complete required corrective training and/or other DOA approved actions documenting corrective actions taken. 	Mandatory review by Safety Committee and Appeal Board

EQUIPMENT AND VEHICLE VIOLATIONS

Violations written on equipment/vehicle will be issued to the operator of the unit. It is the operators' responsibility to ensure safe operation of the vehicles. If the equipment is unable to meet safety compliance, the operator will be requested to remove the unit from service. In addition, the Employer will be issued a Notice of Non-Compliance for the cited equipment/vehicle.

REPEAT VIOLATIONS ON SAME EQUIPMENT

If the employee/employer fails to comply with repairs needed on the equipment, a repeat violation will be issued. The equipment will be subject to immediate removal from the AOA until such time that proof of compliance is provided and Airport Operations personnel perform a complete inspection of the equipment/vehicle.

All violations will be entered into a tracking system (database) for monitoring citations status.