



Chicago Rockford International Airport
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Rules and Regulations





**CHICAGO ROCKFORD INTERNATIONAL AIRPORT
(Greater Rockford Airport Authority)
ROCKFORD, ILLINOIS**

RULES AND REGULATIONS

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1. INTRODUCTION

1.1 Purpose

The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of the Operators, Lessees, Sublessees, Permittees, and users of the Chicago Rockford International Airport (Airport), and to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airport.

In addition, these Rules and Regulations oversee the general conduct of the public, tenants, employees, and commercial users of the Airport as their activities relate to the possession, management, supervision, operation and control at the airport. Any changes made to an Agreement that affect and refer to these Rules and Regulations must be made in writing.

1.2 Definitions

The terms defined in Appendix 12.1 or identified as an acronym in Appendix 12.2 and identified by the use of a capital letter within these Rules and Regulations, shall be constructed as defined therein unless a different meaning is specifically defined. Words or phrases that are not defined shall be constructed consistent with their common meaning or as generally understood throughout the aviation industry.

1.3 Governing Body

The airport is owned and operated by the Greater Rockford Airport Authority (GRAA); a municipal corporation formed under the Illinois Airport Authorities Act. The airport is open to the public and is therefore subject to certain federal obligations to operate in a financially self-sufficient manner.

The statements contained herein express the policy of the Airport and the Greater Rockford Airport Authority Board of Commissioners, duly adopted as the Rules and Regulations, and are intended to ensure the safe and efficient operations of the Airport.

The authority to: (a) lease Airport land and/or Improvements, (b) allow the occupancy and/or development of Airport land or Improvements, (c) grant the right to engage in any activity at the Airport, and (d) implement, supplement, amend, modify, approve, or adopt any Agreement, policy, standard, rule, regulation, or directive, is expressly reserved to the Greater Rockford Airport Authority Board of Commissioners and the Airport Authority.

1.4 Airport Mission and Vision Statement

It is the Airport's mission to create regional economic opportunities through global aviation. As the Airport strives to create regional economic opportunities, the Airport will pursue innovation, maximization of assets that lead to growth, convenience, and customer satisfaction.

1.5 Authority to Adopt

The authority to adopt any policy, standards, rules, regulations, or directives is delegated to the Greater Rockford Airport Authority through its Board of Commissioners for the Chicago Rockford International Airport.

1.6 Statement of Policy

It is the desire of the Greater Rockford Airport Authority Board of Commissioners to:

- Plan, develop, operate, and manage the Airport in such a manner so as to ensure the Airport's long-term financial health in compliance with all regulatory obligations,
- Protect and promote the health, safety, security, and general welfare of the public,
- Encourage the provisions of the type, level, and quality of aviation products, services, and facilities desired by the public, and ensure the efficient and safe operation of the Airport.

For situations not specifically addressed in this document, the Airport Authority has the right to make such policies, standards, rules, regulations, and directives as may be appropriate given the situation and/or circumstances pertaining to the use of Airport.

In any case where a provision of these Rules and Regulations is found in conflict with any other provision of these regulations or in conflict with a provision of any zoning, building, fire, safety health or other ordinance, code, rule, or regulation of the city, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.

2. GENERAL RULES AND REGULATIONS

2.1 Access To, Entry Upon, or Use of the Airport

Access to or entry upon the Airport shall be made only at locations designated by the Executive Director or a designated representative. Any person accessing or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to or use of the Airport, whether directly or indirectly, expressly, or implied. All actions shall be in full and complete compliance with these Rules and Regulations and the applicable PMCDs.

Any person accessing or using the Airport shall defend, indemnify, save, protect, and hold harmless the Airport Authority, the Board of Commissioners, and their representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the Airport for) any and all actual or alleged claims, demands, damages, expenses, costs fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines (including fines leveled against RFD by the FAA or TSA), environmental costs, and/or penalties (collectively referred to as costs), that may be imposed upon, claimed against or incurred or suffered by the Airport and that, in whole or in part, directly or indirectly, arise from or are in any way connected with the person's activities at and use of the Airport.

2.2 Air Operations Area, Secured Areas, and Sterile Areas

Access to the Air Operations Area (AOA), Secured Areas, and Sterile Areas is limited to persons with a valid Airport ID/Access Media, under appropriate supervision or escort, or as otherwise approved by the Executive Director or designated representative and Chapter 9 of these Rules and Regulations.

2.3 Security

The Executive Director or designated representative may close or otherwise restrict Vehicle and/or pedestrian access to any area of the Airport when safety or security considerations dictate and in compliance with Chapter 9 of these Rules and Regulations.

2.4 Commercial Activities

Any entity desirous of engaging in a Commercial Aeronautical Activity (Applicant) shall obtain an Agreement, license, or permit from the Airport Authority prior to engaging in the desired Activity. Any entity engaging in Commercial Aeronautical Activities shall comply with the Airport's Minimum Standards. Any entity basing an Aircraft at the Airport shall not permit said Aircraft to be used for Commercial Aeronautical Activities unless expressly authorized by Agreement. Any entity



desiring to engage in Commercial activities at the Airport shall obtain a Permit from the Airport Authority prior to engaging in such activity.

2.5 Accidents

Any person involved or witnessing (while on Airport property) an Accident resulting in any injury or death to person(s) or damage to Property should immediately call 9-1-1, followed immediately by calling the Airport Operations department at (815)969-4011. Damage to Airport property, injuries, or fatalities involving Airport employees shall be immediately reported by the procedures identified in the Airports Employee Accident or Incident Reporting Procedures standards.

If reasonably able to do so, such person shall remain at the scene and respond to the inquiries of (and provide the information requested by) the Airport Authority, Rockford Police Department, Executive Director or designated representative, Law Enforcement Officers, Fire Department, and/or investigative personnel.

- No person shall tamper with an Accident scene or fail to comply with any directive issued by the Airport Authority, Rockford Police Department, , Executive Director or designated representative, Law Enforcement Officers, Fire Department, or any other Agency having jurisdiction over the Accident scene.
- Unauthorized entry to the Air Operations Area (AOA) to gain access to an Accident scene is prohibited.

2.6 First Amendment Activities

Conduct of or participation in solicitation, picketing, demonstrating, parading, marching, patrolling, sit-ins, sit-downs, or other similar activities and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials is prohibited without prior written permission of the Airport Authority. Reference Section 11.11 of these Rules and Regulations for procedures on how to submit first amendment activity requests.

All authorized activities listed above shall be conducted:

- In a peaceful and orderly manner
- Without physical harm, molestation, threat, or harassment of any person
- Without obscenities, violence, breach of peace, or other unlawful conduct
- Without obstructing the use of the Airport by others
- Without hindrance to or interference with the proper, safe, orderly, and efficient access to/from, and operation of the Airport and activities conducted thereon
- In strict conformance with any Rules and Regulations governing such activities on the Airport and the direction and conditions prescribed in writing by the Executive Director or designated representative

When approved by the Airport Authority, such activities shall be conducted in those areas identified by the Airport Authority.

2.7 Signage and Advertisements

No person shall post, distribute, or display signs, advertisements, circulars, printed or written matter at the Airport except in the approved designated areas by the Executive Director or their designated representative.

2.8 General Conduct

No person shall use or otherwise conduct themselves in any area of the Airport in any manner contrary to the directions posted in or for that area. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property is prohibited. Any and all Property damaged or destroyed shall be replaced (or a replacement shall be paid for) by the person(s) responsible for such damage or destruction.

Smoking – Smoking or carrying lighted cigars, cigarettes, or pipes in any public use area of the Airport or the AOA, except in areas specifically designated by the Executive Director or designee and posted as public smoking areas, is prohibited. The Smoke-Free Illinois Act bans smoking in all workplaces. All Authority buildings, vehicles, and equipment are non-smoking areas. Smoking is prohibited within 15 feet of all building entrances and exits and allowed only in specifically designated areas.

Safe Operation – Starting, moving, using, or interfering with the safe operation of any Aircraft, Vehicle, or equipment without the permission of the owner or by specific direction of Airport Management is prohibited. If requested by Airport Management or a Law Enforcement Officer, satisfactory evidence of the right to do so shall be presented.

Safety Vests – Any person entering the AOA must wear a high visibility reflective safety vest or similar upper body garment in compliance with the American National Standard for High-Visibility Safety Apparel (ANSI) standard 107-1999 at all times and when within 15 feet or more from the building except for aircraft passengers traversing to or from an aircraft, transient pilots conducting duties associated with the inspection or operation of an aircraft, or authorized persons.

Leased Premises – Leased Premises shall be delineated and made part of any Agreement or permit and are expressly for the conduct of the Lessee's or Sublessee's activities. Unauthorized persons shall not make use of the Leased Premises without the express permission and authorization of the Lessee or Sublessee. Unauthorized uses of the Leased Premises must receive the written consent of the Executive Director or a designated representative. At no time shall the Lessee use space outside their delineated Leased Premises without the written approval of the Executive Director.

2.9 Prohibited Activities

No person shall engage in activities that are disruptive and/or that create a hazard or risk of injury or death or damage to persons, Property, or Aircraft operations. Loitering at any location on the Airport is prohibited.

The Airport shall not be used:

- For gambling in any form or operating gambling devices of any nature, unless approved in writing by the Executive Director or designated representative,
- To camp, unless approved in writing, by the Executive Director or designated representative,
- For solicitation or the selling of goods, products, or services without the written approval of the Executive Director, or
- For any improper, objectionable, or illegal purposes.

2.10 Lost or Abandoned Property

Any person finding lost articles inside the Passenger Terminal Building shall immediately deposit them at the office of the Passenger Services Supervisor during normal business hours. The lost articles will be kept by the Passenger Services Supervisor for a period of sixty (60) days. Articles unclaimed shall be disposed of in accordance with the law.

If any lost articles are found inside of the Passenger Terminal Building during non-business hours, those articles can be placed inside the office of the Passenger Services Supervisor if they are not of value. If lost articles are of value (i.e. cash, jewelry, electronics), Airport Operations shall be notified and a determination of where the lost articles can be placed will be made on a case by case basis. If any lost articles are found outside of the Passenger Terminal Building and on Airport property, Airport Operations shall be notified, and the lost articles will be retrieved by an Operations Specialist.

In addition, found items are logged and documented by the Passenger Service Supervisor documenting the date, article description, name of person who found the item, and when the item is retrieved.

No person shall abandon any item on Airport property or in any building on the airport.

2.11 Use of Roadways and Walkways

No person shall travel at the Airport other than on the roadways, walkways, or other areas provided or designated for a specific type or class of traffic and no person shall occupy the roadways or walkways in such a manner as to hinder or obstruct proper use.

2.12 Animals

No person shall enter the Passenger Terminal Building with a dog or other animal unless the animal is restrained by a leash or properly confined, except for Service Animals identified in compliance with the Americans with Disabilities Act (ADA) and as determined by the Airport Executive Director or designated representative. No person in charge of a dog or other animal shall permit the animal to wander unrestrained on any portion of the airport, as referenced in the City of Rockford Code of Ordinances, Article II, Division 2. Each person shall be responsible for their pet while in and on Airport property and shall clean up after their pet as necessary.

Excluding the Passenger Terminal Building, domestic pets may be at the Airport only if kept on a leash or inside the Operator's, Lessee's, Sublessee's or user's facilities, Aircraft, or Vehicles. Each person shall be responsible for their pet while in and on Airport property and shall clean up after their pet as necessary. If that individual fails to do so, they may be fined accordingly.

No person, except those authorized by the Airport Authority, shall intentionally hunt, pursue, trap, catch, injure, or kill any animal at the Airport. No person shall feed or perform any other act to encourage the congregation of animals on any portion of the Airport.

2.13 Alcoholic Beverages

Any entity selling alcoholic beverages on Airport property must have a valid liquor license. Alcoholic beverages may only be consumed in accordance with applicable Legal Requirements. The Airport Authority reserves the right to exclude or expel any person who, in the judgment of a Law Enforcement Officer, is intoxicated or under the influence of alcoholic beverages or drugs. The Airport Authority reserves the right to restrict the consumption of alcoholic beverages at the Airport.

2.14 Use of Public Areas

Marking or defacing the floors, walls, windows, ceilings, or any other surface is prohibited. Persons causing or liable for damage of any nature shall report such damage to the Executive Director or designated representative. Use of the Public Area in any facility or in any area for purposes of sleeping in lieu of a hotel, motel, or other accommodations is prohibited unless by Airport Management or within the Passenger Terminal Building during Air Carrier service interruptions.

2.15 Use of Airport Facilities

No person(s) shall use the airport or its facilities except in conformity with these Rules and Regulations, applicable requirements of the policies of RFD and all other applicable state and federal laws, rules, and regulations.



GENERAL RULES AND REGULATIONS

No person(s) shall engage in any Aeronautical Activity at the Airport except in conformity with all Federal Aviation Administration regulations, the applicable policies of the Airport Authority, and these Rules and Regulations.

No person(s) shall conduct or operate any Commercial Aeronautical Activity at the Airport without first obtaining a Commercial Operating Agreement. The Agreement must be in effect at the time of the commercial activity is performed.

2.16 Trash Receptacles

Trash of any kind shall not be placed, discharged, or deposited at the Airport except in properly designated trash containers. Trash containers shall be kept clean and emptied on a regular basis to prevent overflowing.

- Exterior trash containers shall be equipped with securely fastened lids.
- Trash or recyclable materials not generated on the premises, shall not be brought in and disposed of on Airport property.

2.17 Fire and Flammable Materials

Operators, Lessees, and Sublessees shall comply with practices recommended by the National Fire Protection Association (NFPA) and all fire codes, regulations, or directives issued by the Fire Department and/or the Airport Authority.

In no event shall smoking or carrying lighted cigars, cigarettes, or pipes occur on any part of the AOA, Secured Areas, Sterile Areas, or near any Aircraft, Refueling Vehicle, or Fuel storage facility. Open flames of any kind (i.e., candles, fixtures, fires, or grilling) are prohibited without the prior written permission of the Airport Authority.

- This excludes open flames used by Operators, Lessees, or Sublessees in the performance of Aircraft Maintenance.
- With the prior written permission of The Airport Authority and the Fire Department, Aircraft Rescue and Fire Fighting (ARFF) personnel and the Airport Authority may engage in training exercises that require open flames.

Any uncontrolled fires (regardless of size or whether the fire has been extinguished) shall be reported immediately to Airport Operations. No person shall tamper with any fire extinguisher or related equipment or use the same for any purpose other than fire prevention of firefighting.

- Such equipment may be inspected by the Fire Department and/or the Airport Authority at any time and shall be maintained and inspected annually.
 1. A tag showing the date of the last inspection by a certified vendor (and who performed the inspection) shall be attached to each unit and records, acceptable to fire underwriters, shall be kept documenting the status of each unit.
 2. All fire suppression systems and containers must be kept in fully operational condition, and it is the responsibility of the Lessee to have these inspected and certified.

No person(s) shall block or modify any self-closing fire door or block access to any fire extinguisher. Flammable materials shall only be used or stored in accordance with the practices recommended by the NFPA and in compliance with applicable Legal Requirements.

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

The practices recommended in NFPA Pamphlet No. 30 (Flammable and Combustible Liquids Code), NFPA Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting, and Paint Removal), and NFPA Pamphlet No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

2.18 Hazardous Materials

No person shall violate any applicable law pertaining to the handling, use, generation, storage, treatment, release, potential release, disposal, discharge, sampling, reporting, or recordkeeping of any hazardous materials, hazardous waste, waste oil, or wastewater. The Airport Authority will not be responsible for compliance with any applicable laws or regulation requirements, except to the extent the Airport stores, uses, or transports Hazardous Materials.

No person may offer or knowingly accept any Hazardous Material for shipment unless the shipment is handled and stored in full compliance with all provisions of applicable law. Each Operator, Lessee, or Sublessee shall be liable and responsible for any acts or omissions made in violation of this section by any of its employees, consultants, contractors, or invitees.

If the storage of Hazardous Materials is approved, such material must be placed in suitable containers designed specifically for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids that are properly secured.

- Safety Data Sheets (SDS) for all Hazardous Materials shall be maintained on-site to be readily available to emergency responders in the event of an emergency and for review, at any time, by the Airport Authority. Refer to OSHA 1910.1200 – Hazard Communication for the mandatory employer requirements.
- Secondary containment is required for Hazardous Materials being stored in tanks, drums, or other similar storage receptacles.

Hazardous Materials shall not be stored in close proximity to operating Aircraft, Vehicles, equipment, or sources of heat nor be stored in excess amounts needed for current inventory. All Hazardous Materials shall be kept enclosed in a clearly marked and properly labeled container, the type and design which meet the requirements set forth in the applicable SDS.



Hazardous Materials and Hazardous Materials containers shall be disposed of in a manner consistent with the practices outlined by Federal, State, and local Environmental Rules and Regulations. Used or unwanted engine oil shall be disposed of only at certified waste oil facilities or other approved disposal locations. No person shall bring used or unwanted waste oil onto the Airport for disposal purposes.

2.19 Environmental (Hazardous Materials) Clean Up

Any Environmental Hazardous Materials spill or that which requires a clean-up shall be reported immediately to Airport Operations at (815) 969-4011. The following requirements are based on the premise that the owner of any released Hazardous Material or petroleum-related product is responsible for the notification, containment, and clean-up of any such releases and that all persons or tenants handling and/or storing of Hazardous Materials or petroleum products at the Airport maintain sufficient quantities of absorbent materials and/or equipment to effectively contain and clean-up any released product. Each tenant facility at the Airport is responsible for the proper storage of Hazardous Material or petroleum-related products and the implementation of a Spill Prevention, Control, and Countermeasure (SPCC) Plan. It is the Airports intent to place the responsibility for containing, remediating, and proper notification onto those who are legally liable for Hazardous Material releases.

Response and Containment – Airport Operations shall be notified of any released Hazardous Material and/or petroleum-related product. If the reported spill exceeds 25-gallons or has reached navigable waters/subsurface drainage infrastructure, the Airports SPCC Plan Emergency Spill Response Brief procedure is to be followed.

2.20 Safety Management System

[RESERVED]

2.21 Closing of the Airport

The public use aeronautical areas (Runways, Taxiways, and supporting non-Movement areas) of the Airport are available 24 hours a day, seven days a week. In the event the Executive Director or designated representative consider the conditions of the Airport to be unsafe for landing and takeoff, it shall be within their authority to close the entire airport or any part thereof.

2.22 Permitting

All Commercial Activities performed on Airport property requires a permit or other written authorization signed by the Executive Director.

All Construction Activities and placement of all structures on and repairs within Airport property requires a permit from the City of Rockford.

3. AIRCRAFT RULES AND REGULATIONS

3.1 Legal Requirements

Aeronautical Activities shall conform to all applicable federal and state regulations including 14 Code of Federal Regulations (CFR), these Rules and Regulations, the directives of the Executive Director or a designated representative, and Air Traffic Control (ATC) personnel.

3.2 Non-Airworthy Aircraft

Only Aircraft considered airworthy or with a special flight authorization by the FAA and military Aircraft shall use the Airport for Aircraft parking, staging, or storage. Non-airworthy Aircraft may undergo long-term major renovation or restoration as long as the Aircraft is stored in a Hangar approved for such Aircraft Maintenance or as otherwise previously authorized in writing by the Executive Director or designated representative.

- Aircraft Owner or Aircraft Operator shall remove non-airworthy Aircraft from the Airport within 90 days of becoming non-airworthy unless otherwise previously authorized in writing by the Executive Director or designated representative.
- Aircraft Owner or Aircraft Operator shall either remove non-airworthy Aircraft from the Airport or provide evidence of airworthiness within 30 days of written notification from or on behalf of the Airport Authority.
- If Aircraft Owner or Aircraft Operator is unknown or cannot be located, the Executive Director or designated representative shall conspicuously post and affix such written notice to the Aircraft.

3.3 Aircraft Parking and Storage

Aircraft shall be parked in such a manner as to be completely contained within the parking or Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, equipment, gates, or Fuel storage facilities.

Unless using the Leased Premises of a Lessee or Sublessee or otherwise provided in an Agreement, no person shall use any area for the parking, staging, and storage of Aircraft, without prior written permission from the Executive Director or designated representative. In the event a person uses any area for Aircraft parking, staging, or storage without first obtaining the prior written permission of the Airport Authority, the Airport Authority may remove and store the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the Airport. Aircraft Operators shall ensure Aircraft are properly secured, as set forth in Advisory Circular (AC) 20-35 series, when parked and/or stored.

Upon the request of the Airport Authority for the purpose of safe, orderly, and efficient operation and use of the Airport, the Aircraft Owner or Aircraft Operator shall move the Aircraft to a location and/or



position identified by the Executive Director or designated representative. In the event the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling, the Executive Director or designated representative may move the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the Airport.

3.4 Foreign Object Debris (FOD)

Foreign object debris is the Airport term for trash and debris on the airfield. FOD can seriously damage the fuselage, aircraft engines, and propellers. When working or driving on the ramp area, roadways, metal parts, papers, and other trash.

No dumpsters are allowed inside the AOA perimeter fence, except in areas specifically designated by the Executive Director or designee. All Lessees and Sublessees that have a dumpster inside or outside of the fence must be covered in order to mitigate FOD on the Airport. All cargo buildings must have a trash compactor inside their buildings.

Any entity found not keeping their area clear of FOD will be fined accordingly. If any FOD makes its way into the movement area, the responsible party must contact Airport Operations for prompt removal of the FOD. Any entity that is found to be responsible for damage to an aircraft, vehicle, building, etc., will be monetarily responsible for all damages or injuries.

3.5 Aircraft Maintenance and Service Areas

No person shall repair an Aircraft or Aircraft engine, propeller, or other Aircraft apparatus in any areas of the Airport other than those areas specifically designed for such repairs and approved by the Executive Director, except that minor adjustments or repairs may be performed on Aircraft of Commercial Aviation Operators at gate positions on the Ramp when such repairs can be made without inconvenience to other Lessees or Sublessees.

Any Aircraft being repaired at a gate position shall be moved immediately to another location upon request by the Executive Director or designated representative. When performing Aircraft maintenance or repair, drip pans and spill response equipment shall be utilized at all times.

The starting or operating of Aircraft engines inside any hangar is strictly prohibited.

3.6 Aircraft Cleaning

All Commercial and cargo Aircraft cleaning that creates runoff is prohibited if the runoff is discharged to the Airport's storm sewer system. Only individual private Aircraft washing is allowed.

3.7 Aircraft Pushback Rules

Aircraft engine operations shall be conducted as follows:

- Power-back operations (utilizing reverse thrust from parking area or gate) is strictly prohibited.
- Under no circumstances will an aircraft exceed idle thrust until disconnected from the tug or pushback vehicle.
- Cross bleed engine starts are strictly prohibited at the gate or on the ramp, unless cleared and coordinated by ATC.
- Normal pushback starts are permitted at the gates and on the ramps.
- Aircraft under tow have the right-of-way over aircraft waiting to be pushed back.
- Baggage or cargo shall not be loaded on aircraft after it has been pushed back from the gate.
- Vehicles must remain clear of vehicle roadways at all times during an aircraft push back and release.

3.8 Deicing

Commercial and cargo Aircraft deicing activities shall only be conducted in locations approved by Executive Director or designated representative. Refer to Appendix 12.9 for approved deicing areas.

3.9 Engine Operation

Any person operating an Aircraft engine in an area that is accessible to the public shall alert and take precautions to protect the public from potential hazards resulting from such operations. Starting an Aircraft engine when flammable liquid is on the ground in the immediate vicinity of the Aircraft is prohibited.

3.10 Aircraft Security

In the event the type, use, or condition of an Aircraft requires that security be obtained, provided, and/or maintained, the Aircraft Owner or Aircraft Operator shall be responsible for such security and may only provide (and/or arrange for) such security after notifying the Airport Authority. Security measures shall not hinder, delay, or prevent relocation or removal of Aircraft at the direction of the Airport Authority. No person shall interfere or tamper with any Aircraft in contravention to these Rules and Regulations without the Aircraft Owner's or Aircraft Operator's permission.

3.11 Operations

Operating an Aircraft in a careless, negligent, or reckless manner that endangers or is likely to endanger persons or Property is prohibited. Aircraft Operations shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by ATC or by written notification of the Airport Authority or Notices to Air Missions (NOTAM) publications.

3.12 Taxiing and Towing Operations

Aircraft shall not be taxied until the Aircraft Operator has determined (by visually inspecting the area) there shall be no danger of collision with any person or Property. Aircraft shall not be taxied into, out of, or within any structure.

Aircraft being taxied shall have a person at the control of the Aircraft who shall monitor the radio transmitting frequency in use by ATC. Taxiing Aircraft shall have the right-of-away. Aircraft shall not be taxied at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual potential hazards and other Aircraft so as not to endanger persons or Property.

Towing Operations within the Movement Area must be coordinated with Airport Operations. Aircraft shall only be taxied or towed in areas normally used for operation of Aircraft unless prior written approval has been provided by the Airport Authority. Any towing operation that must be conducted on the Movement Areas of the Airport must be performed under escort by the Airport Operations department.

3.13 Helicopter Operations

Helicopter rotors must be stopped until the Helicopter Operator has determined (by visually inspecting the area) there shall be no danger of collision with any person or Property.

3.14 Aircraft Engine Run-Ups

All non-essential aircraft preflight engine run-ups, except idle power, are prohibited in Non-Movement Areas, and on Tenant Ramp(s). Non-essential engine run-ups shall be coordinated with Airport Operations to ensure they are conducted in a safe manner. If necessary, Airport Operations can close a Taxiway(s) or Runway(s) for engine run-ups.

3.15 Restricted Activities

Unless otherwise approved by Agreement, the following activities shall not be conducted:

- Sports playing or horseplay on the AOA.
- No person shall fly or release a model aircraft, rocket, kite, fireworks, tethered balloon, etc. on or within two (2) miles of the airport if such activity would create a hazard to aircraft operations (FAR Part 101).
- Use of motorless Aircraft – the landing upon or towing of gliders and other certificated motorless aircraft.
- Use of lighter-than-air Aircraft – the landing or taking off of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft that use gasses or hot air to provide lift.
- Banner or glider towing – the landing and taking off of Aircraft that tow banners, gliders, or other devices.

- Skydiving, parachuting, or powered parachute operations.
- Operators of unmanned aerial vehicles (UAV), or unmanned Aircraft systems (UAS) Aircraft within five (5) statute miles of the Airport shall comply with all applicable Legal Requirements. This includes having permission from ATCT to operate within 5 miles of the Airport. The phone number for ATC is (815) 484-5326.
- Operation of Aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and/or Taxiway(s).
- Transportation of Hazardous Materials – landing or takeoff with flammable, explosive, or corrosive materials, except those that are carried aboard (and necessary) for the operation of the Aircraft or use by crewmembers or passengers. All shipments of Hazardous Materials shall comply with regulations established in 49 CFR Parts 100-199 and Legal Requirements governing such shipments. Hazmat, ARFF equipment, and trained personnel will be required for this type of operation as a precautionary measure. Costs associated with trained Hazmat personnel and related equipment shall be borne solely and completely by the Aircraft Operator.

3.16 Fees

Aircraft shall not land or takeoff unless the Aircraft Owner or Aircraft Operator has paid the required fees in compliance with the Airport's Rates and Charges.

4. PASSENGER TERMINAL BUILDING RULES AND REGULATIONS

4.1 Luggage Carts

Luggage carts may not be removed from the Airport. Airport Authority employees, Lessees, Sublessees, and contractors may not keep or stow luggage carts unless authorized by the Airport Authority. Lessees, Sublessees, or contractors will be charged a fee if luggage carts are found in their exclusive Leased Premises. It shall be prohibited for any person to come to the Airport for the express purpose of returning or otherwise using luggage carts for financial benefit. The Airport or assignee is responsible for the collection of luggage carts.

4.2 Public Address System

Only those types of public address systems operated by the Airport that are commonly employed to announce the arrival and departure of scheduled Aircraft or other information relevant to the operation of the Airport shall be permitted for use in the Passenger Terminal Building.

- No person shall use or cause to be used the public address system for the solicitation of business.
- The public address system shall only be used in accordance with individual Lessee or Sublessee Agreements.

4.3 Vending Machines

Vending machines for the sale of goods, unless approved by the Airport Authority shall not be permitted in the Public Areas of the Passenger Terminal Building, that are not occupied by a Lessee or Sublessee.

4.4 Smoking

Consistent with the Smoke-Free Illinois Act, smoking is prohibited in the Passenger Terminal Building and within 15 feet of entrances, exits, windows that open, and ventilation intakes. Smoking is only allowed in areas designated by the Airport. Cigarette/cigar butts, matches, and lighters must be disposed in fireproof waste receptacles. This includes vapes and vape pens.

4.5 Locks and Keys

The Airport may, at the Airport's sole discretion, provide access media and/or door locks (and keys) to authorized individuals for access to the Passenger Terminal Building and for each Leased Premises owned by the Airport, at the expense of the Airport, in compliance with the Airport Security Program (ASP). All subsequent lock changes or lost key replacements requested by the Lessee or Sublessee for Airport installed access points, if approved by the Airport Security



PASSENGER TERMINAL BUILDING RULES AND REGULATIONS

Coordinator (ASC), shall be completed by the Airport at the Lessee's or Sublessee's sole cost and expense.

- Duplicate keys shall not be made, and additional locks shall not be placed in or on the Leased Premises without prior written authorization by the Airport Authority.
- If approved by the Airport, any locks installed on any doors shall be set to allow the Airport's master key access. The Airport reserves the right to enter any Leased Premise on the Airport at any time in the case of emergency.

4.6 Leased Premises

Leased Premises, as delineated in Lessees agreement or permit, and adjacent areas shall be kept clean and free from rubbish and maintained in compliance with Section 7.3. Corridor doors when not in use shall be closed. No debris, trash, dirt, dust, or other like material shall be kept, stored, swept, or thrown into corridors, hallways, or stairwells.

- In the event of an infestation by insects or animals, the Lessee or Sublessee shall take immediate action using licensed eradication methods (in the event this is the responsibility of the Lessee or Sublessee through Agreement).
- In the event the Lessee or Sublessee is unable to take immediate action, The Airport Authority may take appropriate action and shall have the right to collect the expense for such action from the Lessee or Sublessee.

No area of the Passenger Terminal Building shall be used for storage of equipment, fixtures, or cargo without prior authorization of the Airport Authority. All decorations at ticket counters and gate areas are prohibited without prior written authorization from the Airport Authority. Any damage to Airport facilities as a result of the application of decorations may be charged to the Lessee or Sublessee as additional rent or cost recovery. Lessees and Sublessees shall not erect, install, or otherwise maintain any aerials, transmitters, or antenna without prior written authorization from the Airport Authority. Decorations and the storage of materials shall not hinder Airport cameras.

4.7 Baggage Conveyor System and Unclaimed Baggage

Unless authorized by The Airport Authority, no person shall ride, walk, sit, or stand on the baggage conveyor system (or any portion thereof) and no unauthorized items shall be placed on the baggage conveyor system. Entities responsible for operating and loading the baggage conveyor system shall be responsible for unloading all unclaimed baggage.

4.8 Passenger Elevators and Escalators

No person shall use an escalator, elevator, or wheelchair for any purpose other than the purpose for which it is designed and intended and then only in the manner specified by the manufacturer.

Strollers, wheelchairs, baggage carts, etc., are not permitted on escalators.

- Children shall not be left unattended or allowed to play on escalators, elevators, or baggage devices.



PASSENGER TERMINAL BUILDING RULES AND REGULATIONS

- Escalators are intended for the safe transport of passengers and baggage. Baggage carts, freight, strollers, wheelchairs, oversize baggage, and walkers shall not be taken on escalators.
- Tenants and employees are prohibited from using carts or wheelchairs for transporting goods or supplies on escalators. The freight elevator, rather than escalators, shall be used for the movement of hand trucks and similar equipment.
- No person shall use the escalators in the Passenger Terminal Building other than the way they are designed. Inappropriate use, such as but not limited to, riding backwards, sitting on the handrail, or running on the escalators is prohibited.
- A parent, guardian, or person accompanying a child or children under the age of 10 shall not allow such child or children to enter upon, travel upon, or disembark from any escalator in the Passenger Terminal Building unless each child is held in the arms of or holding hands with such parent, guardian, or person accompanying such child.
- If the TSA checkpoint is closed, any vendor operating inside the Passenger Terminal Building must contact the Passenger Terminal Manager prior to taking any produce, groceries, bags, etc. into the Sterile Area. The Passenger Terminal Manager must inspect items and will then allow access to the freight elevator. If the Passenger Terminal Manager is unavailable, the vendor(s) must contact Airport Operations to perform the inspection.

4.9 Airline Operations

Passengers shall not be permitted to enplane or deplane an Aircraft except in the presence of and only after receiving express permission from authorized personnel. Aircraft must only be enplaned or deplaned in designated areas unless prior permission by the Airport Authority has been obtained. Authorized personnel must escort and safely channel passengers through established routes to and from the Aircraft.

4.10 Gate and Jet Bridge Usage

It is the responsibility of flight and ground employees to ensure Aircraft are taxied to and from the gate positions or parking locations without injuring or damaging any persons, equipment, building, other Aircraft, or any Property.

It is the responsibility of ground employees to test, maintain Jet Bridge inspection records, and ensure the assigned Jet Bridge(s) are operating properly prior to the Aircraft arrival. Ground employees must immediately report any issues or malfunctions to Airport Operations.

4.11 Aircraft Pushback Rules

Aircraft engine operations shall be conducted as follows:

- Power-back operations (utilizing reverse thrust from parking area or gate) is strictly prohibited.
- Under no circumstances will an aircraft exceed idle thrust until disconnected from the tug or pushback vehicle.



PASSENGER TERMINAL BUILDING RULES AND REGULATIONS

- Cross bleed engine starts are strictly prohibited at the gate or on the ramp, unless cleared and coordinated by ATC.
- Normal pushback starts are permitted at the gates and on the ramps.
- Aircraft under tow have the right-of-way over aircraft waiting to be pushed back.
- Baggage or cargo shall not be loaded on aircraft after it has been pushed back from the gate.
- Vehicles must give way to all aircraft.

4.12 Ground Support Equipment

All ground support equipment shall be maintained, in like new condition, including painting and repairs and shall include the logo of the operating company.

Vehicles operating on the airside shall have company's logo either painted or attached by magnetic signs on both sides of the vehicle at all times. No more than four baggage carts may be towed with a tug at any time.

All Airport ground support equipment shall have appropriate lighting to ensure visibility during nighttime hours and inclement weather conditions.

Lavatory service equipment shall be well maintained and compatible with the waste receptacles provided by the Airport. All spillage of lavatory waste shall be immediately reported to Airport Operations and shall be cleaned immediately by the responsible party.

4.13 Family Restrooms and Nursing Suites

Family restrooms are intended for use only by individuals with children. Nursing suites are intended for use by nursing mothers.

4.14 Music in the Passenger Terminal

No person may perform any live music without prior written authorization from the Executive Director.

5. VEHICLE RULES AND REGULATIONS

5.1 General Requirements

All Vehicle Operators shall comply with State of Illinois Vehicle Code, Rockford's Ordinances Article 8: Operations of Vehicles, these Rules and Regulations, directives issued by the Executive Director or designated representative, the orders of Law Enforcement officers, and any other federal, state, and local laws.

Vehicles shall access all airport facilities and businesses from the landside public parking or appropriate gate for said facility or business and in accordance with the Airport's Security Program.

Vehicles entering and operating within the AOA must have the following:

- An operable amber or yellow rotating or flashing beacon (or Red for Emergency Vehicles only) on the roof or uppermost point of the vehicle providing a 360-degree view
- Company logos on both sides of the Vehicle (unless authorized by the Airport Authority or under escort)
- Airport snow equipment has the right-of-way over all vehicular traffic, except to emergency response vehicle responding to an emergency. Driving behind any Airport snow equipment should be avoided unless absolutely necessary.

5.2 Abandoned Vehicles

Vehicles considered abandoned will be reported to Law Enforcement Officers. If abandoned vehicles had to be removed from the airport's property, it will be towed/removed at the owner's expense.

5.3 Licensing and Permit

Except for Vehicles that are exclusively used on the AOA, all vehicles shall meet the State of Illinois licensing and registration requirements. Vehicle Operators must have a valid Vehicle Operator's license and Class II driving privileges, or be escorted, and shall possess evidence of insurance.

Vehicle Operators on the AOA are required to complete the Vehicle Operators training program.

5.4 Vehicle Registration Program

[RESERVED]

5.5 Equipment

Vehicles shall not be operated at the Airport unless the Vehicle is in sound mechanical order, has adequate lights, horn, Vehicle beacon, and brakes, and provides clear and unobstructed visibility from the driver's position. It is the responsibility of the owner/operator of the Vehicle to ensure Vehicles meet the above criteria.

Airport Operations will continually ensure and enforce compliance. If it is found any Vehicle does not meet the above requirements, the Vehicle will be taken out of service and will remain out of service until all the discrepancies are addressed. The owner/operator of the Vehicle will be notified, in writing, of any discrepancies.

5.6 Operations

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

All Vehicle Operators shall obey the following speed limits:

Maximum Speed (miles per hour)	
Perimeter/Service Roads	30 mph
Perimeter/Service Roads Adjacent to Ramps	15 mph
Ramps/Aprons/Near Buildings	15 mph
Near Aircraft	5 mph

- Speed limits shall be obeyed whether the area is actively busy or not.
- Vehicle Operators shall obey all signs and pavement markings unless directed by the Airport Authority.
- Persons shall not ride on the running board, in the beds of pickup trucks, ride outside of a Vehicle, or allow arms or legs to protrude from a Vehicle.
- Vehicles shall yield the right of way to Aircraft, Emergency Vehicles, and Airport snow equipment.
- Vehicles and/or tugs shall not drive under passenger loading bridges (jet bridges).
- Vehicles for hauling trash, dirt, or any loose material(s) shall be operated in such a manner so as to prevent the contents from dropping, leaking, or otherwise escaping including, at a minimum, covering the load.

5.7 Air Operations Area

Vehicles on the AOA may only be operated by persons with a proper and current Airport ID/Access Media indicating driving privileges and with a current valid State issued Driver's License.



VEHICLE RULES AND REGULATIONS

Vehicle Operators without driving privileges using the AOA must be escorted at all times by an authorized Vehicle Operator with a proper and current Airport ID/Access Media indicating driving and escorting privileges. The Vehicle Operator conducting the escort shall be held responsible of the vehicle and operator under escort.

The Airport Authority may restrict Vehicles to certain area(s) of the AOA. Such restriction may prohibit Vehicle operations outside the designated area(s).

Vehicles entering the AOA through an automated Vehicle gate must remain at the gate until the gate is fully closed and secured. If gaining access to the AOA through a manual vehicle gate, the vehicle operator must ensure the vehicle gate is locked and secured before proceeding.

5.8 Vehicles Operating on Runways and Taxiways

The only vehicles allowed to operate on Runways and Taxiways are GRAA vehicles, vehicles under GRAA escort, and Vehicle operators with Movement Area driving privileges (must have the "A" endorsement on their Airport issued ID Media).

All Vehicles operating on Runways and Taxiways shall be equipped with:

- Two-way radio
- Amber or yellow rotating or flashing beacon (red for Emergency Vehicles) on the roof or uppermost point of the vehicle providing a 360-degree view
- Company logo on both sides of the vehicle indicating the company name or the responsible organization.

5.9 Accidents

A Vehicle Operator involved in an Accident resulting in a serious injury or death to a person(s) shall stop at the scene (or as close as possible to the scene without creating a safety hazard) and immediately call 9-1-1. The involved Vehicle Operator shall then notify Airport Operations.

All other accidents resulting in minor injuries to a person(s) or damage to Property shall stop at the scene (or as close as possible to the scene without creating a safety hazard) and immediately notify Airport Operations.

5.10 Vehicle Maintenance

Vehicles shall be maintained only in designated areas unless otherwise approved by the Airport Authority.

5.11 Parking or Spotting

Vehicles shall be parked only in designated areas unless otherwise approved by the Executive Director or designated representative.

Vehicles shall not be parked or stopped:

- So as to obstruct an Aircraft, Vehicles, or pedestrians
- Within 15 feet of a fire hydrant or within a fire lane
- 10 feet of either side of a security fence

The Airport Authority may boot, tow, or otherwise remove any Vehicle that is disabled or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety or security hazard or interferes with Airport operations) at the Vehicle Owner or Operator's risk, cost, and expense and without any liability to the Airport.

5.12 Fees

GRAA has the authority to impose any fees to vehicle owner, operator, and organization if any of the Vehicle Rules and Regulations are violated.

6. COMMERCIAL VEHICLE RULES AND REGULATIONS

6.1 Legal Requirements

All Commercial vehicles and car rental companies shall comply with these Rules and Regulations and all federal, state, and local laws.

6.2 Commercial Vehicle and Operator Licensing

Prior to providing Commercial ground transportation services, all Commercial Vehicle Operators (e.g. taxi, Limousines, charter party carrier/passenger stage carrier, and Courtesy Vehicle operators) providing Commercial ground transportation services must apply for (complete and submit a Ground Transportation Service Permit Application to the Executive Director or designated representative) and receive an approved Ground Transportation Service Application from the Executive Director or designated representative. If an entity desires to operate a Transportation Network Company at the Airport, entity shall receive an approved City of Rockford Transportation Network Company (TNC) License.

A Commercial Vehicle Operator shall (at its own cost and expense) obtain from all applicable Agencies having jurisdiction, all licenses, permits, consents, approvals, authorizations, and insurance (in a form and amount stipulated by The Airport Authority) that may be required for the provision of Commercial ground transportation services at the Airport. Such documentation shall be produced for examination immediately upon request by The Airport Authority.

6.3 Non-Transferable

Ground Transportation Service Permits or Transportation Network Company Licenses shall not be assigned or transferred without prior written approval of the Executive Director.

6.4 Insurance

Commercial Vehicle Operators shall procure, maintain, and pay all insurance premiums throughout the term of the Ground Transportation Services Permit or Transportation Network Company Permit for the insurance coverages and amounts required by Legal Requirements and set forth by the City of Rockford Ordinance Article 6 Transportation Network Company Services.

6.5 Fees

Nothing in these Rules and Regulations shall be constructed as granting any Commercial Vehicle Operator the right to operate at the Airport without first obtaining a Ground Transportation Services Permit or Transportation Network Company Permit and without paying the fees that may be established and assessed by The Airport Authority.



COMMERCIAL VEHICLE RULES AND REGULATIONS

GRAA has the Authority to impose fines to the owner and operator of Commercial Ground Transportation Services and Transportation Network Companies.

7. OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

7.1 Security

All gates, chains, doors, fences, lighting, locks, and all other safeguards that are part of the Leased Premises or have been installed by the Operator must be continually and conscientiously maintained by the Operator and kept in “like new” working conditions at all times. Gates or doors that provide access to the AOA or Restricted Area through the Leased Premises shall remain closed, locked, properly monitored, and secured except when actually in use. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by GRAA.

Active logs of keys, access cards, and other media issued (and to whom issued) that allow access to the Leased Premises must be maintained. The log shall be made available to GRAA upon request. Any lost or stolen keys, access cards, or other media shall be immediately reported to Airport Operations. All applicable reporting requirements must be fully complied with as established by GRAA, FAA, Department of Homeland Security (DHS), Transportation Security Administration (TSA), and any other Agency having jurisdiction. Objects that could facilitate unauthorized access to a Restricted Area shall not be located within ten (10) feet on either side of the Airport perimeter fence or any other distance that may facilitate unauthorized access.

7.2 Construction or Alteration of Improvements

Prior notification must be given to GRAA before commencing any construction or alteration of an Improvement and shall be performed in compliance with all federal, state, and GRAA’s Rules and Regulations.

Any use of Airport facilities for fixed radio frequency (RF) systems for the transmission of radio frequency signals shall be subject to prior written approval by GRAA.

7.3 Maintenance of Premises

Leased Premises (including all related and associated appurtenances, landscaping, paved areas, installed equipment and utility services, oil/water separators, and security improvements) shall be:

- Kept free from all fire, safety, and security hazards.
- Kept free and clear of snow as much as possible.
- Maintained in a clean, neat, orderly, and fully operational condition consistent with best practices and equal or better in appearance and character to other similar Improvements at the Airport, normal wear and tear expected.
- Maintained in a condition of repair and general maintenance in accordance with the Agreement.



OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

Operators, Lessees, and Sublessees shall be fully responsible for and replace, or in GRAA's sole discretion, reimburse GRAA for all damage and facilities, equipment, Property, related appurtenances, and all other Improvements at the Airport caused by Operator, Lessee or Sublessee or its employees, agents, customers, visitors, suppliers, or persons with whom they do business. Removal of any GRAA installed structures, signage, or infrastructure requires prior written authorization from the Executive Director or representative.

Operators, Lessee, and Sublessees shall provide all necessary cleaning services for the Leased Premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, removal of spent oils or other fluids, cleaning of oil/water separators, and any related services necessary to maintain the Improvements in a good, neat, orderly, and fully operational condition consistent with best practices, normal wear and tear expected. Facilities (including Hangar floors) shall be kept clean and clear of the accumulation of Fuel, oil, grease, flammable liquids, rags, trash, or other waste materials. The use of volatile or flammable solvents for cleaning floors is prohibited.

The facades of all buildings and structures shall be kept in good repair, condition, and appearance at all times. The failure to properly maintain the Leased Premises (including the failure to maintain the Leased Premises within the period stated in the Agreement or the failure to maintain the Leased Premises within the timeframe stated in any written notice provided by GRAA) may result in GRAA conducting or contracting the maintenance at Operator's, Lessee's, or Sublessee's sole cost and expense without liability to GRAA.

7.5 Fire Prevention

Operators, Lessees, and Sublessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed. Employees conducting Fuel Handling must receive initial and recurrent training in accordance with FAA Part 139.321 Handling and Storing of Hazardous. In addition, Fuel Handling tenants must follow the City of Rockford's fire code and current version of National Fire Protection Association (NFPA) 407. All training and instruction provided to each employee shall be documented and kept on file and shall be readily accessible.

Proper, appropriate, inspected, certified, and readily accessible fire extinguishers (which shall be approved by fire underwriters) for the particular hazard involved or associated with the activity shall be provided by Operators, Lessees, or Sublessees. Testing of all fire suppression systems shall be conducted during normal business hours.

- Fire Extinguishers shall be maintained in accordance with the practices recommended by the NFPA.
- A tag showing the date of last inspection (and who performed the inspection) shall be attached to each unit and records, acceptable by fire underwriters, shall be kept documenting the status of each unit.



7.6 Heating Equipment

All heated equipment and Fuel burning appliances installed or used at the Airport shall comply with all Legal Requirements of the City of Rockford, the State of Illinois, NFPA, and the Fire Department.

7.7 Aircraft Hangars

Aircraft Hangars shall only be used for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved by the Executive Director and the Fire Department or as otherwise stipulated in an Agreement. Use of Aircraft Hangars shall be subject to the following restrictions:

- With the exception of minor preventative Aircraft Maintenance, as defined in 14 CFR Part 43, no Aircraft Maintenance shall be performed in a Hangar without the prior permission of the Executive Director.
- The maintenance of Aircraft fuel systems in Aircraft Hangars, unless approved and designed in compliance with applicable Legal Requirements, is prohibited.
- Approved Aircraft Maintenance may only be performed on the Lessee's owned Aircraft unless otherwise agreed to in writing.
- The pre-flight sumping of fuel systems may only be performed while the Aircraft is outside the hangar.
- Space heaters may be used in Hangars so long as they are not left unattended while operating and all applicable fire prevention/safety measures are continually observed.
- Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids in accordance with applicable Legal Requirements.

Aircraft parked in Hangars shall be parked in a manner so as to be completely in the Hangar and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for temporary staging and/or Fuel Handling of such Aircraft.

7.8 Aircraft Tiedowns

Aircraft parked in a Tiedown space shall be parked in a manner so as to be completely contained in the Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for temporary staging and/or Fuel Handling of such Aircraft. If performed in full compliance with Legal Requirements, preventative Aircraft Maintenance, as defined in 14 CFR Part 43, may be performed on the Aircraft listed in the Agreement for the Tiedown space.



7.9 Storage of Materials and Equipment

Materials and Equipment shall be stored in such a manner as to preclude creating any hazard obstructing any operation or littering.

- Storage of materials or equipment, excluding Refueling Vehicles, shall not be permitted outdoors, unless approved in writing by the Airport Executive Director or designated representative.
- Non-hazardous items can be stored in a fully-enclosed and secured container on the Leased Premises as long as such storage fully complies with Legal Requirements.
- Unless expressly permitted in an existing Agreement or approved in writing by the Executive Director or designated representative, the Leased Premises shall not be used to store non-aviation merchandise, supplies, or equipment excluding those items used to fulfill the obligations of an Agreement.
- Good housekeeping practices must be performed at all times.

Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used any type of materials, Vehicles, or equipment without the prior written permission from Executive Director or designated representative.

7.10 Compressed Gases

Oxygen or any compressed gas in a cylinder or portable tank must be stored in accordance with NFPA 55: Compressed Gases and Cryogenic Fluids Code and secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.

- Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.
- Cylinders or tanks not in use shall have an approved transportation safety cap installed.
- Cylinder or tanks shall be stored and maintained in accordance with the practices recommended by the NFPA.

7.11 Lubricating Oils

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

Storage of more than 55 gallons of lubricating oil or containers having a capacity of more than 55 gallons require a SPCC Plan be provided to GRAA. Such containers may only be stored in compliance with Legal Requirements and consistent with GRAA's Stormwater Pollution Prevention Plan (SWPPP).



7.12 Right of Entry

GRAA shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all facilities whether the right of entry is provided for in any Agreement.

- For Improvements owned by the GRAA, the Airport Authority shall be provided with a key capable of gaining access to the facilities, buildings, and Improvements.
- For Improvements owned by the Lessee or Sublessee, The Airport Authority shall provide advanced notification.

GRAA and the Fire Department shall have the right of entry to Improvements without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, acts of nature, Hazardous Materials spills or leaks, or for the protection of persons or Property.

7.13 Prohibited Aeronautical Activities

The following Aeronautical Activities are prohibited at the Airport:

- Through-the-fence activities and
- Co-Op Fueling

7.14 Non-Commercial Flying Club

A Non-Commercial Flying Club (Flying Club) is an entity that is legally formed as a non-profit entity with the State of Illinois, operates on a non-profit basis, and restricts membership from the public.

NOTE: This section does not apply to social flying clubs or groups who do not jointly own or operate Aircraft.

- Each Flying Club member (Member) must have an ownership interest in the Flying Club. The property rights of the Flying Club Owners shall be equal.
- The Flying Club shall keep on file and available for review by the Airport Authority, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.

The Flying Club shall file and keep the following information current with the Airport Authority:

- Articles of incorporation, copies of bylaws, operating membership Agreements, and the location and address of the club's registered office,
- Roster of all officers and directors including home and business addresses and telephone numbers, and
- Designee responsible for compliance with applicable Legal Requirements.

Flying Clubs shall not conduct any Commercial Activity. If the Flying Club is operated for Commercial purposes, the Flying Club shall be required to meet the applicable Minimum Standards for Commercial Activities.

8. AVIATION FUELING RULES AND REGULATIONS

8.1 General

Legal Requirements - Fuel Handling, Refueling Vehicles, and Fuel storage facilities at the Airport shall conform to the Legal Requirements, including without limitation, those prescribed by the State of Illinois and provisions of 14 CFR, NFPA 407 recommendations, ATA 103, Applicable ACs including AC 150/5230-4 series "Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports," AC 00-34 series "Aircraft Ground Handling and Servicing," and AC 150/5210-5 series "Painting, Marking and Lighting of Vehicles on an Airport," the Airport's SWPPP, City of Rockford Fire codes; Legal Requirements established by the Environmental Protection Agency, Illinois Department of Natural Resources, and any other Agency having jurisdiction, as amended, all requirements of these regulations, and all other applicable laws.

Fuel Quality Control – Fuel shall comply with the quality specifications outlined in the American Society for Testing Materials (ASTM) D1655 (Jet Fuel), ASTM D1910 (Avgas), and ASTM D4814 without ethanol. Ensuring the quality of the Fuel is the sole responsibility of the entity engaged in Fuel Handling.

Training – A Standard Operating Procedure (SOP) shall be developed and maintained for Fuel Handling to include compliance with standards set forth in AC 00-34 series "Aircraft Ground Handling and Servicing." The SOP shall include a training plan, Fuel quality assurance procedures, record keeping, and emergency response procedures related to Fuel spills and fires. The SOP shall also address regular safety and security inspections, bonding and fire protection, public protection, marking and labeling of (and controlling access to) Refueling Vehicles and Fuel storage facilities. The SOP shall be made available to the Airport Authority for review upon request no later than 30 calendar days before any Fuel Handling is scheduled to commence and it shall be made available for review upon request and time changes are planned. No person, under any circumstances, shall engage in Fuel Handling until that person is properly trained and notifies the Airport Authority at (815)969-4011 before engaging in Fuel Handling.

Training records documenting the qualifications of (and the training provided to) each person shall be maintained and kept on file. Records of training shall be kept in accordance with 14 CFR Part 139.

- Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom).
- Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
- Records shall be subject to review and/or inspection by the Airport Authority.
- Training shall be performed in accordance with 14 CFR Part 139.



COMMERCIAL VEHICLE RULES AND REGULATIONS

Fuel Handling – Aircraft shall not be engaged in Fuel Handling in an area where Aircraft engines are operating, Aircraft or engine being warmed by application of heat, or while the Aircraft is located in a congested area.

Prior to engaging in Fuel Handling, the entity performing the fueling shall provide the Airport Authority with a written SPCC Plan that meets all applicable Legal Requirements. An updated copy of the SPCC Plan shall be filed with the Airport Authority at least 30 calendar days prior to and planned change in operations. A properly trained person shall be present and shall properly monitor all fueling activities while Fuel is being transferred into or out of any Fuel storage facility or and Refueling Vehicle.

- The person shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Refueling Vehicles.
- The person shall not leave the discharge end of any hose(s) unattended at any time while transfer of Fuel is in progress.
- The person shall not block open, bypass, disengage, or deactivate the deadman or any related controls while Fuel Handling.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, person or Property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately and the malfunction or irregularity shall immediately be brought to the attention of the Aircraft Owner or Aircraft Operator. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils. Should a Fuel or oil spill occur at the Airport, the party responsible shall comply with Section 2.19 of these Rules and Regulations.

Refueling Vehicles shall be positioned so that the Vehicle can be safely driven away in the event of a spill or fire. Fuel Handling shall be conducted outdoors and at least 25 feet from any Hangar or building and 50 feet from any combustion or ventilation air-intake to any boiler, heater, or incinerator room or as approved by the Airport Authority and the Fire Department.

Vehicles shall be refueled only at refueling stations approved by the Airport Authority and the Fire Department. In the absence of suitable ground support equipment, a turbine-powered auxiliary power unit mounted at the rear of the Aircraft or on the wing on the side opposite from the fueling point may be operated during Fuel Handling. A turbine-powered auxiliary power unit may be operated during Fuel Handling provided its design, installation, location, and combustion air source do not constitute a Fuel vapor ignition source.

Fuel Handling shall be conducted in accordance with the procedures stated in the Aircraft Operator's manual. Fuel Handling shall not occur if an electrical storm is in progress within 5 miles of the Airport and may resume 15 minutes following any reported or observed lightning flash within 5 miles of the Airport. The Refueling Vehicle shall not be bonded to the Aircraft or Fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be Factory Mutual (FM) or Underwrites Lavatory (UL) approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.



COMMERCIAL VEHICLE RULES AND REGULATIONS

Fuel Handling shall not occur while passengers are on board the Aircraft unless a passenger-loading ramp is in place at the Aircraft's cabin door, the door is in the open position, and a qualified attendant is present at the door. No person shall operate any cellphone, radio transmitter, or receiver or switch the transmitter or receiver on or off during Fuel Handling unless said radio transmitter or receiver is designed specifically for such environment. No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling.

Hold down or hold open devices on Refueling Vehicle nozzles are prohibited. For single point Fueling, deadman controls or mechanisms shall be used and shall remain in safe operating condition and in good working order. No person shall tamper with or bypass a deadman control or mechanism at any time. During Fuel Handling, no person shall use any material or equipment that is likely to cause a spark or ignition within fifty (50) feet of the Refueling Vehicle or Aircraft. Smoking, matches, lighters, and open flames (i.e., candles, fixtures, or fires) are prohibited on the AOA.

Refueling Vehicles (including Fuel tankers) shall only use the entrance, exit, and route designated by the Airport Authority during the transportation and delivery of Fuel. Refueling Vehicles (including Fuel tankers) shall be subject to inspection at any time to determine compliance with these Rules and Regulations. Fire extinguishers shall be immediately accessible during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and/or the Airport Authority. All extinguishers shall be inspected and certified, as required by law, and all personnel involved in Fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.

Appropriate and proper absorbent material(s) and Fuel spill containment capable of damming/diking a Fuel spill shall be immediately available or as required in the entity's approved SPCC Plan. The Airport assumes no liability or responsibility for any violation of any Aircraft, Refueling Vehicle, or refueling requirement or procedure, any error, omission, negligence, or any violation of any Legal Requirement relating to Fuel Handling.

- Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities Fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
- Entities engaged in Fuel Handling shall fully reimburse the Airport for any fines, legal or court costs, incurred by the Airport for any such violation, error, omission, or negligence.

Refueling Vehicles – Refueling Vehicles shall be equipped and maintained to comply with all applicable Legal Requirements including, without limitation, those prescribed by:

- NFPA Codes
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"
- Applicable ACs including AC 00-34 series "Aircraft Ground Handling and Servicing" and AC 150/5210-5 series "Painting, Marking and Lighting of Vehicles Used on an Airport"

Refueling Vehicles shall be equipped with metering devices that meet all applicable Legal Requirements and shall be bottom loaded. Only those Fuel storage facilities and Refueling Vehicles that are approved by the Airport Authority and the Fire Department shall be used for Fuel Handling. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices



COMMERCIAL VEHICLE RULES AND REGULATIONS

used during Fuel Handling shall be maintained in a safe operating condition. All hoses, funnels, and appurtenances used in Fuel Handling shall be equipped with a bonding device to prevent ignition of volatile liquids.

- When Refueling Vehicles are found in a state of disrepair, malfunction, or their use constitutes a fire or safety hazard, or the operation of Refueling Vehicles would violate these Rules and Regulations, the entity shall immediately discontinue the use of such Refueling Vehicles until repairs, replacements, or changes are made to render the same safe for continued use, and the Fire Department has inspected the Refueling Vehicles.
- Hoses or piping connections shall be secured and capable of holding under the pump's rated pound per square inch (PSI) discharge.
- Hoses or nozzles shall be FM or UL approved with self-closing valve(s) and no hold-down or hold-open devices. All pumps shall be FM or UL approved.
- All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII.

Refueling Vehicles shall not be operated in reverse unless another person is present to safely monitor and direct the movement of the Refueling Vehicle. Refueling Vehicles and Fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA 407 and applicable FAA ACs. A copy of all applicable permits, registrations, and certificates shall be maintained in each Refueling Vehicle.

Storage of Refueling Vehicles – Refueling Vehicles shall be stored outdoors at a distance of at least fifty (50) feet from any building unless the building is designed, constructed, and used exclusively, and approved by the Fire Department specifically for this purpose. Refueling Vehicles shall be parked in manner that provides a minimum of ten (10) feet of separation between Refueling Vehicles and any other Vehicle or Aircraft and a minimum of twenty (20) feet from a storm water inlet.

Maintenance of Refueling Vehicles – Maintenance of Refueling Vehicles shall be performed outdoors or in a building that is approved by the Fire Department and/or the Airport Authority specifically for this purpose. Refueling Vehicles shall not have keys in the Vehicle when not in use. Entities engaged in Fuel Handling shall document, maintain, and keep on file Refueling Vehicle maintenance records. These records shall be made available to the Airport Authority upon request.

Fuel Storage Facilities – Entities performing fueling and storing Fuel shall be liable and shall defend, indemnify, save, protect, and hold harmless the Airport for all leaks, spills, or other damage that may result from Fuel Handling. Fuel storage facilities shall be operated and maintained in accordance with practices recommended by the NFPA (Pamphlet No. 30 and NFPA 407) and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction. Fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices recommended by the NFPA Pamphlet No. 30 and in full compliance with Legal Requirements. Plans for installation and operation of Fuel storage facilities shall be submitted to the Airport Authority and the Fire Department and approval shall be received from the Airport Authority and the Fire Department prior to installation and operation. All security gates leading into Fuel storage facilities shall remain closed, locked, and secured, except when actually in use.



8.2 Non-Commercial Self-Fueling

No Aircraft Owner or Aircraft Operator shall engage in Self-Fueling while on Airport property.

8.3 Fees

GRAA has the Authority to impose fines to the entity that violates the policies set forth in this section under these Rules and Regulations.

9. AIRPORT SECURITY

9.1 Legal Requirements

All Operators, Lessees, Sublessees, Permittees, and users of the Airport shall conform to 49 CFR Chapter XII, Transportation Security Administration (TSA), County Code of Ordinances, these Rules and Regulations, the TSA Approved Airport Security Program, the directives of the Executive Director or designated representative, or ATC personnel.

9.2 Submission to Screening and Inspection

All persons shall obey the lawful orders and direction of airport law enforcement or other persons responsible for ensuring compliance. All order or directions shall be consistent with the Airport Security Program, City of Rockford ordinances, and state and federal law.

No person shall enter a Sterile Area through a security screening area unless first going through equipment that has been installed for inspection of person(s) and their belongings. Armed federal and local law enforcement officers on official duties at the Airport and others exempted by the TSA under federal law do not have to be inspected, provided they follow TSA regulations. Individuals intending to board an Air Carrier Aircraft as a passenger for air travel must submit to a TSA approved screening process prior to boarding the Aircraft.

Airport Authority, law enforcement officers, emergency personnel, TSA, FAA, Authorized Contractors, and Airline Personnel are allowed to bypass the TSA screening process during flight operations through the bypass doors only while they are performing official business for the Airport. These individuals are not exempt from the screening process if they are boarding an Aircraft for air travel.

9.3 Security Training

Airport ID/Access Media applicants and current badge holders shall complete all airport training programs and meet all related requirements. All applicable fees as established and assessed by The Airport Authority must be paid at time of service (including prior arrangements with The Airport Authority such as credit card on file or through Airport invoicing) by persons seeking to obtain or renew an Airport ID/Access Media.

9.4 Security Responsibilities

The Airport has the overall responsibility for law enforcement activities of the Airport. Operators, Lessees, Sublessees are responsible for the security of the entity's Leased Premises and shall comply with the Airport Authority's security requirements.

Airport tenants with access to Airport security areas on their Leased Premises shall comply with these Rules and Regulations by posting signs approved by the Airport that prohibit access leading into Airport security areas.

Airport tenants with access to Airport security areas shall at all times keep the access secured or staffed in a manner that prevents unauthorized persons from accessing Airport security areas. Tenants shall retain keys or other means of access to Airport security areas under their control and issue such access only to authorized persons.

9.5 Approved Airport ID/Access Media

Access to the Restricted Areas is limited to persons with a valid Airport ID/Access Media, under appropriate supervision, or escort. Air Carrier flight crew members wearing airline approved and issued company badges are permitted to be within the footprint of their Aircraft and to/from its Aircraft and flight operations office in the performance of its official duties.

FAA Inspectors bearing Form 110A and an inspector badge are permitted access to the Restricted Areas. TSA inspectors bearing federal credentials are also permitted in the security areas without Airport ID/Access Media.

Unescorted access or entry to Sterile Areas or certain parts thereof, is limited to persons who have been screened by TSA personnel and possess a valid boarding or gate pass, possess a valid Airport ID/Access Media, or who are under appropriate supervision and escort by a person with escort privileges.

Persons requiring unescorted access or entry to a Restricted Area or a Sterile Area (who do not have a valid boarding or gate pass) shall complete and submit an Application for Airport Identification Badge form to the Airport Security Coordinator. Prior to accessing or entering a Restricted Area, persons shall possess an approved and valid Airport ID/Access Media which authorizes such access.

Airport tenants with access to Airport security areas shall appoint at least one employee of the Airport tenant as the Authorized Signatory who is the security contact primarily responsible for the Airport tenant's Leased Premises which accesses Airport security areas. Airport tenants shall advise the Airport Security Coordinator, in writing, of the person or persons at all times having such responsibility.

Prior to obtaining an Airport ID/Access Media for employees of Operators, Lessees, or Sublessees, an Authorized Signature Letter listing the person(s) authorized to request Airport ID/Access Media, a person must successfully pass a Criminal History Records Check (CHRC) and Security Threat Assessment (STA) in accordance with 49 CFR Part 1540-1544 and applicable security directives.

9.6 Airport ID Display

Authorized persons shall display their valid Airport ID/Access Media whenever they are within the AOA. The badge shall always be displayed on the person's outermost garment above the waist and below the neck at all times.

9.7 Access Control

No person shall seek entry or exit from Airport security areas except through designated entrances and exits. No person shall seek entry to or exit from security areas over, under, or through fencing, walls, windows, air, or other conveyances. Only authorized persons, or those under proper escort, shall have access to Airport security areas.

No person shall allow or permit another person to use or attempt to use his or her Airport ID/Access Media for entry into, exit from, or while inside of an Airport security area. No person shall use or attempt to use an expired Airport ID/Access Media for entry into, exit from, or while inside of an Airport security area.

Piggybacking – No person shall enter or allow another person(s) to enter into Airport security areas except by using his or her Airport ID/Access Media. No person shall follow another into an Airport security area without first using his or her Airport ID/Access Media through any electronic access installed at the entry point. This provision does not apply to a person(s) under proper escort who has not ever had Airport ID/Access Media.

Tailgating – Vehicles must have authorization and appropriate markings in order to be driven, parked, and stationed in Airport security areas. Drivers and/or Vehicles may be removed from the area. No person shall drive a Vehicle into Airport security areas unless the person has used his or her Airport ID/Access Media to open any electronic access installed at the entry point. No person shall allow other Vehicles to follow or tailgate into security areas. This provision does not apply to vehicles under proper escort.

No person shall leave open, prop, or otherwise unsecure any door, gate, or access point leading to or allowing access to Airport security areas. Access controls to authorize access to the Passenger Terminal Building or each Leased Premises owned by the Airport shall comply with these Rules and Regulations. Vehicle operation on the AOA shall be conducted in compliance with these Rules and Regulations, local, and state laws.

Only authorized persons shall have custody of, access to, or use keys or other means of access used to lock and secure Airport security areas. Authorized persons shall not duplicate or turn over keys or other means used for access to Airport security areas to anyone without approval from the Airport Security Coordinator.

No person shall tamper with or in any way hamper the effective operation of security devices. Tampering with, interfering with, or disabling the lock or closing mechanism, or breaching any

other security device is prohibited unless authorized by The Airport Authority. Persons who have been provided a PIN or device for access to a Restricted Area shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the PIN or device to any other person unless authorized in writing by The Airport Authority. No person shall park, store, or place an item within ten (10) feet of either side of the Security Perimeter fence. The ten (10) foot areas shall be referred to as the “clear zone.”

9.8 Escort Privileges

A person performing an escort must, at all times, be in a position to actively monitor, direct, and control the movements and actions of the escorted person(s). Unless approved by the Airport Security Coordinator, it is prohibited for any person with an Airport ID/Access Media to knowingly escort into the Restricted Area or the Sterile Area any person whose access privileges have been revoked or suspended or anyone who has failed either the CHRC or STA. Further, anyone issued an active badge shall not be escorted or be allowed to receive a temporary visitor badge into any security area.

9.9 Challenge Procedures

Authorized persons shall not permit unauthorized persons to have access to Airport security areas unless under proper escort by an authorized person. Authorized persons must challenge persons not displaying an appropriate Airport ID/Access Media. For purposes of this section only, challenge means to (a) ask the person(s) to see their Airport ID/Access Media or (b) to immediately notify Airport Operations or other security office with a description person(s) not displaying an appropriate Airport ID/Access Media.

9.10 Reporting Requirements

All persons with an Airport ID/Access Media must report, or take reasonable steps to report, any suspicious activity, violations, or suspected violations of these Rules and Regulations to Airport Operations.

9.11 Prohibited Items

Persons with an Airport ID/Access Media may not possess or carry items into or within the Sterile Area that are otherwise prohibited by the TSA for access through the security screening area unless the items are required for job related activities. A list of prohibited items is available on the TSA website.

9.12 Firearms, Ammunition, and Dangerous Weapons

No persons shall place a firearm, (including, but not limited to, starter pistols, compressed air guns, BB guns, cap guns, and flare pistols), explosive device, knife, or other TSA prohibited item that could be used as a weapon onto inspection equipment at a security screening area without first declaring such item. Only persons authorized by the TSA may test security screening areas. For this section only, firearm means any item from which a shot may be fired by force of an explosion including, but not limited to, those stated previously.

Weapons (including, but not limited to, firearms, tear gas, air or spring actuated guns, mace, pepper spray, knives, multipurpose tool, or other similar devices, materials, or substances) or explosives may only be possessed in accordance with applicable Legal Requirements.

- No person shall carry a weapon inside the Passenger Terminal Building except in accordance with 720 ILCS 5/24-1 for the sole purpose of checking an unloaded, encased weapon for shipment purposes as baggage for the lawful transport on an Aircraft.
- Weapons stored in locked containers (and not immediately accessible) for the purposes of shipping for legal uses are permitted.

9.13 Authorized Signatory Responsibilities

Within Airport security areas, Airport ID/Access Media shall be used only in direct performance of an authorized person's official job duties. Each person with an Airport ID/Access Media shall notify The Airport Authority immediately when a change of a person's name or home address occurs. Authorized Signatories must successfully complete an FBI Criminal History Records Check (CHRC), a TSA Security Threat Assessment (STA), and SIDA training. Authorized Signatories for all representations contained on the company employee's ID Badge Applications, requests for access, and employee's adherence to Airport security Rules and Regulations as noted in this section. Authorized Signatories shall:

- Verify the applicant's identity and employment eligibility status by detailed inspection of documents outlined on the List of Acceptable Documents as part of U.S. Citizenship and Immigration Services Employment Verification Form I-9, or USCIS E-Verify Program available on the USCIS website.
- Maintain on file and make available for inspection upon request of the Executive Director or designated representative, all records of the identity and employment eligibility investigation of all applicants.
- Ensure that all information is entered legibly on the ID Badge Application.
- Review the applicant's criminal history disclosure in concert with the list of disqualifying crimes attached to the application. Any badge applicant that answers "yes" to any of the disqualifying crimes shall not be issued an Airport ID/Access Media (including visitor badges) that provides access to the security areas.
- **Immediately notify Airport Operations when an employee's access needs are no longer required or have been terminated for any reason.** As required by US Code 46301, any employer who does not collect or make a reasonable effort to collect the Airport ID/Access Media from the employee on the date that the employment of the employee is terminated

and does not notify Airport Operations of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.

9.14 Unreturned Airport ID/Access Media

Airport ID/Access Media are the property of the Airport and must be returned to the Airport upon Revocation, Suspension, termination, or otherwise ending employment at the Airport or upon demand of the Airport. It shall be the responsibility of the Authorized Signatory to collect and return Airport ID/Access Media when access is no longer needed. A fine will be imposed at the Operator, Lessee, or Sublessee expense for any Airport ID/Access Media that is not returned to the Airport.

9.15 Lost or Stolen Airport ID/Access Media

No person shall falsify, forge, counterfeit, alter, or tamper with any Airport ID/Access Media. No person shall use or attempt to use another's Airport ID/Access Media for entry into, exit from, or while inside an Airport security area. In the event an Airport ID/Access Media is lost, it is the responsibility of the Airport ID/Access Media holder to notify Airport Operations the Airport ID/Access Media is lost or stolen. The affected Airport ID/Access Media holder shall not be allowed in any Airport security area until the Airport ID/Access Media has been located and reported as found to Airport Operations or a new Airport ID/Access Media has been issued. The affected Airport ID/Access Media holder shall not be escorted into any Airport security area.

9.16 Violation of Security Rules

Persons who are in violation of the Rules and Regulations pertaining to security shall be subject to enforcement and penalties as set forth in these Rules and Regulations. The Airport Security Coordinator reserves the right to exercise reasonable discretion in determining the level of security violation and enforcement action prescribed, based on the circumstances of the violation.

Authorized persons shall promptly report to Airport Operations or other security officer any violation of this section that they observe or of which they have knowledge.

Airport Operations and the Airport Security Coordinator reserve the right to immediately revoke, suspend, or terminate an Airport ID/Access Media in the event a violation has been witnessed by those entities or have been notified of a violation.

9.17 Use of Camera and other Recording Devices

Airport tenants who operate video camera systems or other recording devices that record portions of the Sterile Area or other areas of the Airport are subject to TSA regulations, must not release any recording or images obtained from these systems to the public without complying with TSA



Sensitive Security Information (SSI) guidance on the release of such recordings or images. The classification of SSI or other SSI Guidance materials can be found on the Department of Homeland Security's website.

9.18 Revocation of Access Privileges

Any person who allows unauthorized use of an Airport ID/Access Media shall have access rights suspended or revoked immediately. Any person whose Airport ID/Access Media has been suspended or revoked is prohibited from accessing Airport security areas or the Sterile Area unless that person is in possession of a valid airline ticket.

No person shall make, possess, use, alter, offer for sale, pass, or deliver any forged or falsely altered pass, permit, identification card, sign, and/or other authorization purporting to be issued by or on behalf of The Airport Authority unless authorized by The Airport Authority or DHS/TSA. The Airport reserves the right to suspend, terminate, or revoke access privileges for violations of Airport security rules.

9.19 Unattended Property

No person or entity shall leave any bag, luggage, box, or container unattended in any area of the Passenger Terminal Building that is accessible to the public.

9.20 Interference with Flight Crew

No person shall intimidate, threaten, hinder, or obstruct an Aircraft crewmember in the performance of his or her official job duties or lessen the ability of such Aircraft crewmember to perform his or her duties.

10. RULES AND REGULATIONS VIOLATIONS

To enhance compliance with Airport Rules and Regulations, Chicago-Rockford International Airport (RFD) may issue fines, including administrative forfeiture, to any individual or organization responsible for a security, safety, operational, or property violations of the Chicago-Rockford International Airport's (RFD) Rules and Regulations. According to these Rules and Regulations, violators may be required to pay an administrative forfeiture (monetary fine) and to undergo retraining. Safety and security violations that are more serious or egregious, or that involve multiple infractions, may result in the immediate revocation of an Airport ID Badge.

10.1 Offense Proposed Penalty

- 1st Violation: Retraining and a fine.
- 2nd Violation: Retraining, a fine, and a review of continued eligibility of Airport access.
- 3rd Violation: Revocation of privileges and/or Airport ID/Access Media Badge, and a fine.

Reference the current RFD Rates and Charges Ordinance for the penalty fines.

The Airport has the authority to decide which penalty level should be applied and the fee amounts based on the violation.

10.2 Suspension or Permanent Revocation

Airport violations that are more serious or egregious in nature or involve a 3rd or subsequent violation will result in the revocation of the Airport ID Badge permanently.

EXAMPLES OF AIRPORT VIOLATIONS THAT MAY RESULT IN AN ADMINISTRATIVE FORFEITURE AND RETRAINING:

An individual(s):

- Is discovered inside the Security Identification Display Area (SIDA) or Sterile Area not displaying an Airport ID Badge.
- Fails to challenge an individual not properly displaying an Airport ID Badge.
- Walks through a Secured Area vehicle portal.
- Fails to return their Airport ID Badge upon separation or change of status with their company or when access is no longer required.
- Activates an alarm in the Airport's security card access system and does not immediately report the activation to Airport Operations.
- Is responsible for any violation of the Rules and Regulations or the Airport's Security Program, Airport Certification Manual (ACM), or a building code.
- Tailgates another vehicle into the AOA.
- Piggybacks, or allows another individual with a valid Airport ID Badge to piggyback, through a door or gate into the AOA.



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- Damages access control or other security equipment and fails to report the damage or remain at the scene.
- Allows access to security areas to an individual who has a valid Airport ID Badge but isn't authorized access for a particular door or gate (access was denied by the security card access system).
- Fails to display or present their Airport ID Badge in a SIDA, or when challenged.
- Fails to adhere to the "Authorized Signers" guidelines and requirements.
- Fails to observe proper escort procedures.
- Fails to follow the direction of Airport personnel (Airport Authority personnel, ARFF, or contract security officers acting on behalf of RFD).
- Fails to secure a door or gate that allows access to the AOA.
- Fails to follow the direction of screening personnel (TSA, Airport, or Airline).

AIRPORT VIOLATIONS THAT MAY RESULT IN AN IMMEDIATE REVOCATION & ADMINISTRATIVE FORFEITURE:

An individual(s):

- Causes a runway incursion.
- Discloses SSI without authorization.
- Whose actions compromise the public safety or security of the airport.
- Is involved in a confrontation with an individual who attempts to challenge them or an individual who is responding to a security incident.
- Whose actions involved repeated attempts to violate airport security.
- Whose actions were flagrant in nature or who engaged in disorderly conduct.
- Attempts to conceal an unauthorized individual(s) in their vehicle.
- Allows another individual whose access authority has been revoked, to gain access to a security area.
- Bypasses screening when departing on a flight, or allowing an individual departing on a flight, access to the Sterile Area unscreened.
- Brings luggage or other articles into the Sterile Area without being screened by TSA for themselves or another individual departing on a flight at the Airport.
- Falsifies documentation to gain, or attempt to gain, access to security area.
- Alters an Airport ID Badge.
- Provides false information to Airport personnel conducting an investigation.
- Is found to be in possession of a firearm, dangerous weapon, or explosive in a security area or in an area where weapons are not permitted.
- Fails to immediately notify the Airport of any disqualifying criminal conviction against him or her.
- Allows another individual to use their Airport ID Badge.
- Permits an individual not in possession of an Airport ID Badge into a security area.
- Is found to be in possession of a Prohibited Item not for operational need in a Security Sensitive Area.



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**** This list is not all-inclusive and other Airport violations not specifically listed may be subject to administrative penalties, suspension, or revocation. RFD officials may consider all actions of the individual, in determining the appropriate forfeiture for Airport violations.**

For the purposes of this document, a “Security Sensitive Area” includes, but is not limited to, any Air Operations Area (AOA), Secured Area, Sterile Area, Security Identification Display Area (SIDA), Restricted Area, Airport Employee Parking Areas, or Airport Property.

Failure to abide by RFD Rules and Regulations may also result in enforcement action by federal agencies governing Airport operations, safety, security, and immigration and border protection.

11. AIRPORT RIGHTS AND PRIVILEGES

11.1 Non-Discrimination

No person, in the use of the Airport's land and Improvements, shall discriminate against any person or class of persons by reason of race, color, religion, sex, sexual orientation, gender identify and expression, ancestry or national origin, age, or disability in providing any products or services or in the use of any of the Airport's land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

11.2 The Airport Authority

The Executive Director or designated representative will interpret, administer, and enforce Agreements and Rules and Regulations. During emergency situations, the Executive Director or designated representative is empowered to issue such directives and to take such action that, within the Executive Director or designated representative's discretion and judgement, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the public. Such directives and actions of the Executive Director or designated representative shall have the force of a rule and regulation so long as the emergency exists.

11.3 Effective Date

The effective date of the Rules and Regulations is January 26, 2023.

11.4 Compliance with Legal Requirements and Agreements

All entities leasing, occupying, and/or developing Airport land and/or Improvements and/or engaging in an Aeronautical Activity at the Airport shall comply, at the entity's sole cost and expense, with all applicable Legal Requirements. No Agreement, nor any payment or performance required thereunder, shall excuse any entity from compliance with the PMCDs.

11.5 Conflicting Legal Requirements and Agreements

If any provision of the PMCDs is found to conflict with any other Airport policy, standard, rule, regulation, or directive; any provision of any applicable Legal Requirement; or any provision of an Agreement (if provided for in the Agreement), the provision that establishes the higher or stricter standard shall prevail.

11.6 Right to Self-Service

Consistent with applicable Rules and Regulations, an Aircraft Owner or the Aircraft Owner's Employees may not perform self-services (fueling, maintenance, or repair) on the Aircraft Owner's



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Aircraft using the Aircraft Owner's Vehicles, equipment, and resources (Self-Service). An Aircraft Owner or the Aircraft Owner's Employees are permitted to perform such Self-Services on the Aircraft Owner's Aircraft provided there is no attempt to perform such services for other for Compensation and further provide that such right is conditioned upon compliance with the PMCDs and all applicable Legal requirements.

If the right to Self-service is not exercised, an Aircraft Owner is only permitted to have the Aircraft Owner's Aircraft fueled, maintained, repaired, or otherwise serviced at the Airport by those Operators authorized to engage in such Commercial Activities at the Airport. A Fixed Base Operator may restrict the use of its exclusive Leased Premises for Self-Service activities.

11.7 Severability

If any provision of the PMCDs shall be held to be unlawful, invalid, or unenforceable by final judgement of any Agency or court of competent jurisdiction, the judgement shall not in any way affect the validity of any other provisions of the PMCDs.

11.8 Subordination

The PMCDs are subject and subordinate to the provisions of any Agreements between the Airport Authority and the State of Illinois or the United States Government pertaining to the planning, development, operation, and management of the Airport. The Airport Authority recognizes the jurisdiction of the federal government, delegated to the Federal Aviation Administration (FAA), concerning the licensing and regulation of pilots, air carriers, and Aircraft, and concerning the navigable airspace. The PMCDs are not intended to assert jurisdiction by the Airport Authority over matters under the exclusive jurisdiction of the federal government and the provisions of the PMCDs shall be interpreted consistent with this purpose.

11.9 Notices, Requests for Approval, Applications, and Other Filings

Any notice, request for approval, application, or other filing required or permitted to be given or filed with the Airport Authority and any notice or communication required or permitted to be given or filed with any existing or prospective Operator, Lessee, or Sublessee pursuant to the PMCDs shall be in writing, signed by the party giving such notice, and shall be sent by overnight carrier, United States certified mail, facsimile (confirmed by dated return signature), email (confirmed by return email), or in person (confirmed by dated and signed receipt). Such notice, request for approval, application, or other filing shall be deemed to have been given when delivered to the Airport Authority or existing or prospective Operator, Lessee, or Sublessee at its principal place of business or such other address as may have been provided. Operator, Lessee, or Sublessee shall provide notice to the Airport Authority of a change of address within fourteen (14) calendar days.

11.10 Amendments

The PMCDs may be supplemented, amended, or modified from time to time and in such a manner and to such extent as deemed appropriate or necessary by the Executive Director or designated representative.

11.11 Variance or Exemption

The Airport Authority may, but is not obligated to, approve variances or exemptions to the PMCDs when special conditions or unique circumstances exist. Requests for variance or exemption may be submitted in writing to the Executive Director or designated representative and must state:

- The specific PMCD provision(s) for which the variance or exemption is being sought,
- Describe the proposed variance or exemption, state the reason for the proposed variance or exemption,
- Identify the anticipated impact on the Airport (and other entities including Operators, Lessees, Sublessees, users of the Airport and the public),
- Identify the duration of the proposed variance or exemption.

Prior to approving or denying a variance or exemption, the Airport Authority shall conduct a review of all relevant information.

- An approval by the Airport Authority of a variance or exemption shall not serve to amend, modify, or alter the PMCDs or any existing Agreement.
- Requests for variance or exemption may be denied for any of the reasons identified in Section 11.15 of these Rules and Regulations.

11.12 Enforcement

The Executive Director and/or the designated representative is authorized to require compliance with and enforce the PMCDs. Airport Operations shall enforce and ensure compliance with these Rules and Regulations. The City of Rockford Police Department and Law Enforcement Officers are authorized to enforce all Legal Requirements (within their jurisdiction) in accordance with the Agreement between the City of Rockford Police Department, Metro Enforcement, and the Airport Authority. The City of Rockford Fire Department is authorized to enforce all Fire and Hazardous Materials related Legal Requirements (within their jurisdiction).

Violation of the PMCDs, applicable Legal Requirements, directives issued by the City of Rockford, Executive Director or designated representative, Fire Department, City of Rockford Police Department, or Law Enforcement Officers, or jeopardizing the safety or security of entities using the Airport or the land and/or Improvements located at the Airport may result in the suspension, revocation, and/or prohibition of access or use privileges (including revocation of Airport ID/Access Media privileges), engaging in activities, use of the Airport, termination of an Agreement(s), and/or prosecution under the applicable Legal Requirements as outlined in Section 10.

Representatives of the Airport, as designated by the Executive Director, shall enforce these Rules and Regulations, subject to applicable Legal Requirements, any person(s) or entity who violates these Rules and Regulations may be fined, removed from the Airport, denied use of the Airport, and/or prevented from engaging in Activities at the Airport and shall be subject to all of the legal, equitable, statutory, and common law rights and remedies available to the Airport Authority.

Entities shall have the responsibility to pay any fine or penalty levied against the entity and its employees, the Airport Authority, or the Airport, as a result of the entity's or its employees' failure to comply with any applicable Legal Requirement. If the fine or penalty is contested, the entity shall pay the fine or penalty if upheld by the Agency having jurisdiction.

11.13 Disputes

Any person(s) aggrieved by a decision made by the Airport Authority may follow appellate procedures and time limits established by the City of Rockford General Ordinances.

11.14 Rights and Privileges Reserved

In this section, the term "activity" is inclusive of all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities. In addition to the following rights and privileges, the Airport reserves the rights, privileges, and the performance of the obligation contained in all federal and/or state Airport Sponsor Assurances as such rights and privileges may be amended from time to time.

- Nothing contained within the PMCDs shall be construed to limit the use of any area of the Airport by the Airport Authority (and its representatives, officers, officials, employees, agents, and volunteers) or to prevent any federal, state, or local personnel from acting in official capacities.
- The Airport Authority reserves the right to allow the use of the Airport by other pursuant to applicable Legal Requirements pertaining to the Airport and such use.
- The Airport Authority reserves the right to designate specific Airport areas for activities in accordance with the currently adopted Airport Layout Plan (ALP). Such designation shall consider the nature and extent of current and/or future activities and the land and/or Improvements that may be available and/or used for specific activities and shall be consistent with the safe, secure, orderly, and efficient use of the Airport.
- It is the policy of the Airport Authority that any occupancy, use, and/or development (construction or modification) of any land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, secure, orderly, or efficient use of the Airport. Nothing contained in the PMCDs shall require or obligate the Airport Authority to apply to the FAA for approval of the revision of the ALP on behalf of a current or prospective Operator, Lessee, Sublessee, or user of the Airport.
- The Airport Authority reserves the right to develop and make any Improvements and/or repairs at the Airport that it deems necessary. The Airport Authority will provide advance notice of the date and time to affected parties that such development, improvements, and/or

repairs will be made. The Airport Authority shall not be obligated to reimburse or compensate any Operator, Lessee, Sublessee, or other entity for any cost and/or expense incurred, loss of revenue, or inconvenience that may result from such development, improvement, and/or repair.

- The Airport Authority (and its representatives, officers, officials, employees, agents, and volunteers) shall not be responsible for loss, injury, or damage to persons or Property at the Airport related in any way to any natural disaster or illegal activity.
- During time of war or national emergency, the Airport Authority shall have the right to enter into an agreement with the United States Government for military use of part or all of the landing area, the publicly owned air navigation facilities, and/or other land and Improvements of the Airport. If any such agreement is executed, and Agreement, insofar as it is consistent with the Agreement between the Airport Authority and the United States Government, shall be suspended, without any liability on the part of the Airport Authority.
- The Airport Authority will not relinquish the right to take any action the Airport Authority considers necessary to protect the aerial approaches of the Airport against obstruction or to prevent a person from erecting or permitting to be erected any facility or other structure that might limit the usefulness of the Airport or constitute a hazard to Aircraft.
- The Airport Authority will not waive and sovereign, governmental, or other immunity to which the Airport Authority may be entitled, nor shall any provision of any Agreement be so construed.
- Unless stated in writing or implied by law, the Airport Authority will not submit to the laws of any state other than those of the State of Illinois.
- The Airport Authority is under no obligation to provide financing and/or to make any Improvements to Airport land and/or Improvements to facilitate any development or consummate any Agreement proposed by a current or prospective Operator, Lessee, or Sublessee. In addition, the Airport Authority is under no obligation to pursue federal, state, or other available funds to contribute to such development nor provide matching funds to secure such funding.
- The Airport Authority reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interests of the Airport including preserving the assets of the Airport Authority and the Airport, protecting the safety and security of the people who work at and/or use the Airport, and maintaining the integrity of the Airport Authority's mission, vision, values, goals, and objectives for the Airport Authority and the Airport.

11.15 Possible Ground for Rejecting Application

In this section, the term “activity” shall include all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities.

The Airport Authority may reject any proposal, request for variance or exemption, assignment, change in majority ownership, encumbrance, or application for any one or more of the following reasons (as determined in the sole discretion of the Airport Authority).

- The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the Airport Authority. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.
- The Airport Authority or the FAA has determined that the contemplated activity and/or Improvements would create a safety or security risk at the Airport or constitute a Hazard, obstruction, or danger to air navigation.
- The Airport Authority would be required to expend funds and/or supply labor and/or materials in connection with the proposed activities and/or Improvements that the Airport Authority is unwilling and/or unable to expand or supply.
- The financial plan associated with the proposed activities and/or Improvements is not realistic and attainable and/or will result in a financial operating loss or hardship for the entity.
- No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed activity at the time the proposal or application is submitted, nor is such availability contemplated within a reasonable period of time.
- The proposed activities and/or Improvements do not comply with the ALP currently in effect or anticipated to be in effect.
- The entity's occupancy, use, or development of Airport land and/or Improvements could be detrimental to the public, result in congestion of Aircraft, and/or negatively affect the safety and/or efficiency of the Airport, Operators, Lessees, Sublessees, or users of the Airport.
- The entity has intentionally or unintentionally misrepresented or omitted material facts in a proposal, in an application, and/or in supporting documentation.
- The entity has failed to make full disclosure in a proposal, in an application, and/or in supporting documentation.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has a record of violating the Legal Requirements of the Airport Authority, any other Airport sponsor, the State of Illinois, the FAA, or any other Legal Requirement applicable to the Airport and/or the entity's proposed activity.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has defaulted in the performance of any Agreement or Sublease at the Airport, the City of Rockford, or any other Airport.
- The entity does not exhibit adequate financial capability, capacity, or responsibility to undertake and sustain the proposed activity.
- The entity cannot obtain a bond or insurance of the type and amounts required by the Airport Authority for the proposed activity.
- The entity seeks terms and conditions that are inconsistent with the PMCDs and/or any request for qualifications and/or proposals (or any other document) issued by the Airport Authority.
- The entity's interests and/or the proposed activity or use is inconsistent with the mission, vision, values, goals, or objectives of the Airport, the best interest of the Airport Authority, or any Airport Sponsor Assurances.
- The entity has failed to meet its financial obligations or has been party to vexatious or frivolous litigation, including without limitation, administrative litigation.

12. APPENDIX

12.1 Definitions

Abandoned – Property, other than Aircraft or Vehicles, that has been voluntarily given up by the owner and left at the Airport for 48 hours without the owner moving or claiming it.

Accident – A collision or other contact between any part of an Aircraft, Vehicle, equipment, person, stationary object, and/or other thing that results in property damage, personal injury, or death; or an entry into or emergence from a moving Aircraft, Vehicle, or equipment by a person that results in personal injury or death to such person or some other person or that results in Property damage.

Advisory Circular (AC) – A document published by the FAA providing guidance on aviation/airport issues/matters.

Aeronautical Activity (Activity) – Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft. Any activity that contributes to, or is required for, the safety of such operations. Any activities that have a direct relationship to the operation of Aircraft or the operation of the Airport.

Agency – Any federal, state, or local governmental entity, unit, organization, or authority.

Agreement – A generic reference for a written contract, lease agreement, license agreement, permit, etc., enforceable by law, executed by both parties, between the Airport and entity transferring rights or interest in land and/or Improvements and/or otherwise authorizing the conduct of certain activities.

Air Carrier – An entity engaged in the operation of an Aircraft for the purpose of transporting passengers, mail, express, freight, or cargo, on a scheduled or non-scheduled basis, whose operation is either intrastate or interstate.

Air Operations Area (AOA) – A portion of an airport that includes Aircraft Movement Areas, Ramps, safety areas, and any adjacent areas that are not separated by adequate security systems, measures, or procedures.

Air Traffic Control Tower (ATCT) – A service operated by an appropriate authority sanctioned and certified by the FAA for the control, separation, and movement of Aircraft in the air or on the ground.

Aircraft – A device that is used or intended to be used for flight in the air.



Aircraft Accident – An occurrence associated with the operation of an Aircraft that takes place between the time any person boards the Aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers serious injury or death, or in which the Aircraft receives substantial damage (as described in 49 CFR 830).

Aircraft Incident – An occurrence other than an Aircraft Accident that affects or could affect the safety of operations (as described in 49 CFR 830).

Aircraft Maintenance – The repair, maintenance, alteration, calibration, adjustment, preservation, or inspection of Aircraft airframe, powerplant, propeller, and/or accessories (including the replacement of parts) as described in 14 CFR Part 143.

Aircraft Operator – A person who uses, causes to be used, or authorizes to be used and Aircraft, with or without the right of legal control (as Owner, Lessee, or otherwise) for the purpose of air navigation including the piloting of Aircraft or the operation of Aircraft on any part of the surface of an airport.

Aircraft Rescue and Fire Fighting (ARFF) – Personnel, equipment, and facilities located on or off an airport dedicated to dealing with Aircraft Accidents/Incidents and all rescue and firefighting tasks, structural fires, and other firefighting or rescue emergency activities at an airport.

Airport – All land, Improvements, and appurtenances within the legal boundaries as they now exist on the Airport Layout Plan as it may hereinafter be modified at the Chicago Rockford International Airport.

Airport Authority – An independent entity charged with the operation and oversight of an Airport or group of Airports. These authorities are often governed by a group of airport commissioners, who are appointed to lead the authority by a government official. GRAA is the Airport Authority at RFD.

Airport ID/Access Media – Identification for authorized persons containing the individual's name, company name, and photograph. There are two (2) types of personnel identification badges:

- **Airport-issued Airport ID/Access Media** – Any credential, card, badge, or other media issued for ID purposes and used at an Airport. This includes, but is not limited to, media signifying unescorted access to an Air Operations Area (AOA), Secured Area/SIDA, or Sterile Area.
- **Non-Airport issued Airport ID/Access Media** – Other types of identification that have approval from the Airport Security Coordinator for use by a specific person for performance of his or her job duties within Airport security areas. This type of identification is limited as to areas of operation, cannot open electronic control access doors or gates, and cannot be used to escort persons into Airport security areas.

Airport Layout Plan (ALP) – The FAA approved and Airport adopted drawing, as may be amended from time to time, that reflects an agreement between the FAA and the Airport depicting the



physical layout of an airport and identifying the location and configuration of current and proposed Runways, Taxiways, buildings, roadways, utilities, NAVAIDS, etc.

Airport Operations Specialist – Personnel responsible for all operations on the Airport.

Airport Security Coordinator (ASC) – An airport’s primary security representative and serves as the primary and immediate point-of-contact for security-related activities and communications with the Transportation Security Administration (TSA). The Airport Security Coordinator’s primary responsibility is to implement and enforce the Airport Security Program.

Airport Security Program (ASP) – The current Airport Security Program, as may be amended from time to time, approved by the Transportation Security Administration (if necessary), which specifies the systems, measures, and procedures that are used to meet an airport’s regulatory and statutory responsibilities relating to airport security.

Airport Sponsor Assurances – Those contractual obligations that are described by law in 49 U.S.C 47107 and are undertaken by a public airport sponsor as a condition of receipt of federal airport development grants or federal surplus Property.

Airside – The Runways used for landing and take-off of Aircraft, designated helipads, Taxiways and Taxilanes for ground movement of Aircraft, and Ramp for parking, loading, unloading, fueling, and servicing of Aircraft.

Airworthy – An aircraft must conform to its type design (certificate) and must be in condition for safe operations. Conformity to type design is considered attained when the required and proper components are installed and they are consistent with the drawings, specifications, and other data that are part of the type certificate, which includes applicable Supplemental Type Certificates (STC) and field-approved alterations.

Applicant – An entity desiring to use land and/or Improvements at the Airport to engage in an Aeronautical Activity and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.

Association – An entity legally formed and recognized under the laws of the State of Illinois having an existence separate and apart from its members or shareholders (i.e., Limited Liability Company, Corporation, Partnership, Limited Partnership, etc.).

Avgas (Aviation Gasoline) – Fuel commonly used to power piston-engine Aircraft.

Based Aircraft – An Aircraft identified in a written Aircraft storage Agreement with the Airport or FBO.

Certificates of Insurance – A certificate provided by and executed by an Operator’s, Lessee’s, or Sublessee’s insurance company providing evidence of the insurance coverages and policy limits of the Operator, Lessee, or Sublessee.

Co-Op Fueling – The Fueling of an Aircraft by the Owner of the Aircraft or the Owner’s Employee using Vehicles, Equipment, and resources owned by an approved Association.

Code of Federal Regulations (CFR) – The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government, divided into 50 titles that represent broad areas subject to federal regulations, updated once each calendar year and issued quarterly, as may be amended from time to time.

Commercial – For the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Compensation – Any form of reimbursement for goods or services such as monetary, exchange, barter, favors, gratuity, etc.

Department of Homeland Security (DHS) – A single, integrated executive department of the United States Government focused on protecting the American people and the homeland.

Department of Transportation (DOT) – The cabinet department of the United States Government concerned with transportation.

Emergency Public Service – Services provided to the general public including law enforcement, fire, rescue, and emergency medical or ambulatory transportation.

Emergency Vehicle – Vehicle of any Agency providing law enforcement, fire protection, rescue, emergency medical or ambulatory transportation, or any Vehicle conveying and Airport official or an Airport employee in response to an emergency call.

Employee – Any individual employed by an entity whereby said entity collects and pays all associated taxes on behalf of Employee. The determination of status between an Employee and an independent contractor shall be made according to current IRS codes.

Environmental Liability – Insurance pertaining to liability for bodily injury, Property damage, and environmental damage resulting from sudden and accidental releases of pollution and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Leased Premises.

Environmental Protection Agency (EPA) – The Agency within the United States Government having responsibility for enforcing the environmental regulations or laws enacted by Congress.

Equipment – All Property and machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the Activity being performed.

Escort – Authorized person(s) displaying valid Airport ID/Access Media accompanying, monitoring, directing, and controlling the actions of a person(s) within Airport security areas who is

not displaying a personnel identification badge. The authorized person(s) must be accompanying the person for performance of direct job duties.

Executive Director – The person appointed by the Board of Commissioners, as established in the bylaws, responsible for the administration and day-to-day operation and management of the Airport, all Airport owned Property, Vehicles, equipment, materials, financial assets, and Employees at the Airport, and all employees assigned to the Airport, or the person designated to act on behalf of the Airport Director.

Exclusive Right – A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights, would be an Exclusive Right. An Exclusive Right to conduct and Aeronautical Activity, that is forbidden by federal regulation, is distinguished from an Exclusive Right to occupy real estate, that is permitted by federal regulation under certain conditions.

Federal Aviation Administration (FAA) – The Agency within the Department of Transportation of the United States Government that has the responsibility of regulating Aeronautical Activities. It was established by an act of Congress on April 1, 1967.

Fixed Base Operator (FBO) – A Commercial Operator engaged in the sale of products and services and the renting or subleasing of facilities consistent with the Airport's Minimum Standards.

Flexible Use Resources and Procedures – The manual that defines the set of rules for Air Carriers at the Airport utilizing shared-use workstations, ticket counters, and gates for passenger boarding onto Aircraft.

Fuel – Any substance (solid, liquid, or gaseous) used to operate any engine or motor in Aircraft, Vehicles, or equipment.

Fuel Handling – The transporting, delivering, fueling, dispensing, or draining of Fuel or Fuel waste products.

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. May include, but is not limited to, mud, dirt, ice, rocks, tools, loose aggregate, other aircraft parts, garbage, wildlife, bags, pens, catering supplies, etc.

General Aviation – All aviation activity except for Commercial Air Carriers and the military.

General Aviation Leasing/Rents and Fees Policy – That by sets forth the parameters for leasing Airport land and Improvements (for general aviation purposes) and outlines the process for establishing and adjusting General Aviation rents and fees at the Airport, as may be amended from time to time.

Ground Runup Enclosure – A three-sided, open top, Airport developed structure designed to reduce noise impacts on the surrounding community generated by Aircraft maintenance engine ground Runups.

Hangar – Any fully or partially enclosed storage facility for an Aircraft.

Hazardous Materials – A substance, item, or agent (biological, chemical, physical) that has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Improvements – All buildings, structures, additions, and facilities including pavement, fencing, and landscaping constructed, installed, or placed on, under, or above and land on the Airport.

Infrastructure – Runways, Taxiways, Taxilanes, Ramps, nav aids, airport roadways, utilities, etc.

Jet Fuel – Fuel commonly used to power turbine-engine (Turboshaft, Turboprop, and Turbojet) Aircraft.

Landside – The portion of the Airport used for activities other than the movement of Aircraft, such as Vehicle access roads and parking.

Land Use Plan – A document approved by the FAA as part of the Airport Layout Plan used to guide land use surrounding the Airport.

Law Enforcement Officer (LEO) – A public-sector employee or agent charged with upholding the peace who is empowered to effect an arrest with or without warrant and who is authorized to carry a firearm in the performance of that person's duties.

Legal Requirements – All applicable federal, state, county, and local laws, codes, ordinances, policies, and regulations.

Leased Premises – The land and/or Improvements used exclusively under Agreement by an Operator, Lessee, or Sublessee.

Lessee – An entity that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements.

Light Aircraft – Aircraft having a maximum takeoff weight of 12,500 pounds or less.

Limousine – A Vehicle, for hire, that is not configured with a taximeter. Transportation services using limousines are provided for unmetered predetermined rates.

Loitering – Remaining in an area for no obvious reason or not being able to give a satisfactory explanation of one's presence in an area.

Lost Property – Property that has been involuntarily or unintentionally dropped or left without an intent to abandon it.

Master Plan – An assembly of documents and drawings that have been approved by the FAA and adopted by the Airport covering the development of the Airport from a physical, economic, social, and political jurisdiction perspective. The Airport Layout Plan is part of the Master Plan.

Minimum Standards for Commercial Aeronautical Activity (Minimum Standards) – Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities at the Chicago Rockford International Airport, as may be amended from time to time.

Movement Area – The Runways, Taxiways, and other areas of the Airport that are used for taxiing, hover taxiing, takeoff, and landing of Aircraft (exclusive of Aircraft parking, loading, unloading fueling, and servicing areas) where Aircraft are moved with radio contact with ATCT or other Aircraft. The Movement Area includes all areas under the direct and positive control of ATCT. Specific approval for entry on the Movement Area must be obtained from ATCT.

National Fire Protection Association (NFPA) – All codes and standards contained in the Standards of the National Fire Protection Association, as may be amended from time to time.

Non-Commercial – Not for the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Non-Commercial Flying Club – An entity that is legally formed as a non-profit entity with the State of Illinois that collectively owns and operates Aircraft and restricts membership from the general public.

Non-Movement Area – Those portions of the Airport where Aircraft taxi or are moved without radio contact with ATCT or other Aircraft.

Notice to Air Mission (NOTAM) – Guidelines regarding aeronautical operations issued by a representative of the FAA, the Airport Operations, ATCT, or another authorized Agency.

Object Free Area (OFA) – An area on the ground centered on a Runway, Taxiway, or Taxilane centerline provided to enhance the safety of Aircraft operations by having the area free of objects, except for objects that need to be located in the Object Free Area for air navigation or Aircraft ground maneuvering purposes.

Operator – An entity that has entered into an Agreement with the Airport Authority to engage in Commercial Aeronautical Activities at the Airport.

Owner – The registered legal Owner of an Aircraft according to FAA records or a Vehicle according to the applicable state Department of Motor Vehicle records.

Passenger Terminal Building – The building at an Airport where the passenger processes of ticketing, baggage check-in, security screening, Aircraft boarding, baggage claim, customs, and immigration are accomplished for Commercial Air Carrier activities.

Paved – Covered with asphalt or concrete that forms a firm level surface.

Permit – A license or warrant to do something not forbidden by law.

Permittee – An entity or person who has written permission from the Airport to conduct and Activity at the Airport according to the parameters established by a permit.

Person – Shall have the widest possible meaning and shall include any real person or entity found in, doing business or engaged in any activity on the Airport, including but not limited to, the general public, passengers, contractors, lessees, permittees, licensees, invitees, and employees.

Property – Any tangible or intangible possession that is owned by an entity or a person.

Public Area – Those areas normally used by the public. Such areas include concessionaire shops, restrooms, Passenger Terminal Building lobbies, hallways, passageways, public transportation waiting areas, viewing areas, roadways, walkways, sidewalks, and Vehicle parking lots. Public Areas do not include the areas owned and/or leased by Commercial businesses unless such businesses so designate certain areas as public use areas. Public Areas do not include AOA, Sterile Areas, Secure Areas, SIDA, and employee parking lots.

Ramp – Those Paved areas of the Airport within the AOA designated by The Airport Authority for parking, loading, unloading, fueling, or servicing of Aircraft.

Refueling Vehicle – Any Vehicle used for transporting, handling, or dispensing of Fuels and lubricants.

Restricted Area – Areas of the Airport, other than Public Areas, wherein entry or use thereof is restricted to authorized personnel (pursuant to applicable Legal Requirements), including but not limited to, the AOA, Runways, Taxiways, Taxilanes, fire lanes, fuel farm, Airport maintenance facilities/shop, mechanical rooms, electrical vaults, computer server room, fire breaks, and any other areas marked/posted as restricted with signage or placards.

Revocation – The discontinuance of person's ability to access Airport security areas. This includes, but is not limited to, revoking, or restricting the person's Airport ID/Access Media.

Rules and Regulations – The Rules and Regulations set forth by the Airport for the safe, secure, orderly, and efficient use of the Airport, as may be amended from time to time.

Runup – Aircraft engine operation above normal idle power for purposes other than initiating or sustaining taxiing or takeoff.

Runway – A defined rectangular area on a land aerodrome prepared for the landing and takeoff of Aircraft. It is developed and improved by the Airport.

Safety Data Sheet (SDS) – A document that includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.

Secured Area – A portion of an airport, specified in the Airport Security Program, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where Aircraft Operators and foreign Air Carriers that have a security program under 49 CFR Part 1544 or 1546, enplane and deplane passengers, and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA) – A portion of the AOA identified in the Airport Security Program where each person is required to continuously display, on their outermost garment, and Airport approved identification medium unless under Airport approved Escort.

Security Perimeter – The portion of the Airport that is enclosed by fencing, walls, or other barriers, and to which access is controlled through designated entry points.

Security Devices – Equipment installed or placed by or under the direction of the Airport, or designated representative, to monitor or control entrances and exits from Airport security areas.

Security Devices include, but are not limited to, bells, sirens, communication equipment, locks and corresponding keys, emergency exits, electronic access control, and other security equipment.

Security Screening Area – An access point of a Sterile Area where persons and belongings are inspected prior to entrance. This area includes both entrance and exit points to the Sterile Area.

Self-Fueling – The Non-Commercial Fueling of an Aircraft by the Aircraft Owner or the Owner's Employee(s) using the Aircraft Owner's Vehicles, Equipment, and resources. Self-Fueling is not permitted on Airport property.

Self-Service – The servicing of an Aircraft (i.e., maintaining, repairing, fueling, etc.) by the Aircraft Owner of the Aircraft Owner's Employee(s) using the Aircraft Owner's Vehicles, Equipment, and resources.

Service Animals – Animals that are individually trained to do work or perform tasks for people with disabilities.

Special Event – Any event at the Airport whereby individuals have unescorted access to the AOA or any event that may require the assistance of Airport staff (outside the realm of typical duties); the closure of any portion of any roadway, walkway, Vehicle parking area, Ramp, Taxilane, Taxiway, or Runway, and/or the issuance of an airspace waiver or NOTAM.

Spill Prevention, Control, and Countermeasures Plan (SPCC Plan) – A contingency plan defined by the EPA that covers procedures for Spill Prevention, Control and Countermeasures, points of contact, the chain of command, and individual responsibilities.

Sterile Area – An area to which access is controlled by the inspection of persons and property in accordance with airline and TSA requirements.

Storm Water Pollution Prevention Plan (SWPPP) – A plan that identifies the controls that have been put in place to minimize the impact of storm water discharge on the environment.

Sublease – An Agreement entered into by an entity with an Operator or Lessee that transfers rights or interests in the Operator's or Lessee's Leased Premises and for which, the Airport has given proper consent.

Sublessee – An entity that has entered into a Sublease with an Operator or Lessee who is authorized, by the Airport, to engage in Commercial Aeronautical Activities at the Airport.

Suspension – Temporary discontinuance of a person's ability to access Airport security areas. This includes, but is not limited to, suspending, or restricting the person's Airport ID/Access Media.

Sustainability Management Plan (SMP) – Provides a framework for the Airport to integrate environmental proactive support into its planning, design, construction, maintenance, and operations. By making environmental sustainability a core objective for the Airport through the development of comprehensive plans with measurable goals and outcomes the Airport shall achieve its planning and operational objectives while reducing its environmental impacts and improving its relationship with the local community and general public.

Taxilane – The portion of the Ramp used for access between Taxiways and Ramps. Taxilanes are always outside the Movement Area and differentiated from a Taxiway by the required Object Free Area requirements stipulated by the FAA.

Taxiway – A defined path, usually Paved, over which Aircraft can taxi from one part of an Airport to another (excluding the Runway). ATCT must have a clear line of sight to all Taxiway centerlines. Additionally, a Taxiway is further differentiated by the required Object Free Area requirements stipulated by the FAA.

Tiedown – An area Paved or unpaved suitable for parking and mooring of Aircraft wherein suitable anchoring points and related equipment are located.

Transportation Security Administration (TSA) – The Agency within the Department of Homeland Security of the United States Government responsible to safeguard United States transportation systems and ensure secure travel.

Ultralight Vehicle – Any contrivance used or intended to be used for manned operation in the air by a lone occupant; does not have any U.S. or foreign airworthiness certificate; and if unpowered,

weighs less than 155 pounds; or if powered, weighs less than 254 pounds empty weight, excluding floats and safety devices that are intended for deployment in a potentially catastrophic situation; has a Fuel capacity not exceeding 5 U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power-off stall speed that does not exceed 24 knots calibrated airspeed.

Vehicle – Any device that can move itself, or be moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

Vehicle Operator – Any person who is in actual physical control of a Vehicle.

Weapons – Including, but not limited to, firearms, tear gas, mace, pepper spray, (or other similar devices, materials, or substances), or explosives.

12.2 Acronyms

AC	Advisory Circular
ACDBE	Airport Concessions Disadvantages Business Enterprise
ADA	Americans with Disabilities Act
AEP	Airport Emergency Plan
ALP	Airport Layout Plan
AOA	Air Operations Area
ARFF	Airport Rescue and Fire Fighting
ASP	Airport Security Plan
ATCT	Air Traffic Control Tower
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
DBE	Disadvantaged Business Enterprise
DHS	Department of Homeland Security
DOT	Department of Transportation
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
FM	Factory Manual
FOD	Foreign Object Debris
GRAA	Greater Rockford Airport Authority
GRE	Ground Runup Enclosure
IDNR	Illinois Department of Natural Resources
JB	Jet Bridges
NFPA	National Fire Protection Association
NOTAM	Notice to Air Missions
OSHA	Occupational Safety and Health Administration
POS	Point of Sales
RFD	Rockford International Airport
SIDA	Security Identification Display Area
SMP	Sustainability Management Plan
SOW	Scope of Work
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan
SWPP	Storm Water Pollution Prevention Plan
TSA	Transportation Security Administration
UL	Underwriters Lavatory

12.3 Movement Areas



12.4 Trash Compactor Rules

The Trash Compactor is located _____. It is designed for the disposal of trash, not recyclables. The door opening is marked with a sign that says, "Trash Only." The rules of the Trash Compactor are:

- No more than three (3) bags are to be placed in the compactor at a time.
- No pallets, cardboards, plastic, or furniture are allowed inside the compactor.

Employees:

- After rinsing/cleaning out carts, please place the contents in the compactor dumpster. Do not dump the contents on the Loading Dock or on the floor of the compactor room.
- If you arrive at the trash compactor and find the strobe light flashing, this means the compactor is being serviced. **Do not operate the compactor.**
- If the strobe light has been flashing for more than 20 minutes, please contact Airport Operations at (815)969-4011.

12.5 Animal Relief Area

The Animal Relief Area is located between the Passenger Terminal Building and the rental car parking area. The Airport provided this area for the convenience of its customers, but pet owners must agree to clean up after each use.

This area requires, from all users, the following:

- Animals must always remain on a leash.
- No food or drink is permitted in this area.
- Use the plastic bags provided when cleaning up.
- All solid waste from animals must be cleaned up by the owner.
- Tie the bag closed and deposit into the marked container.
- Call Airport Operations at (815)969-4011 to report any problems with this area.

12.6 FOD Program

Foreign Object Debris (FOD) and Damage Prevention

FOD at airports can cause damage that costs airlines, airports, and airport tenants millions of dollars every year.

FOD includes a wide range of material, including loose pavement fragments, catering supplies, building materials, rocks, sand, pieces of luggage, and even wildlife. FOD with potential damage aircraft and personnel may be found at terminal gates, cargo ramps, general aviation ramps, taxiways, runways, and other areas. It can cause damage by being ingested into aircraft engines or by being moved by jet blast or prop wash and impacting aircraft. Movement of FOD by jet blast or prop wash can also injure people.

A FOD awareness program involving training, facility inspections, maintenance, and coordination between all affected parties can help minimize FOD and its effects.

Responsibility

RFD FOD prevention and clearance is the responsibility of all airport users; however, specific responsibility must be allocated to appropriate persons who have been trained and who supervise others.

While GRAA is responsible for the runways, taxiways, and other designated movement areas, airline representatives or handling agents are responsible for ensuring that the gate and ramp areas are clear of FOD. Ground handling contracts must specify the extent of their agents' responsibilities and their procedures must specify how those responsibilities are to be exercised.

Training

All airport employees, airline personnel, and airport tenants should receive training in the identification and elimination of FOD, including the potential consequences of ignoring it.

Inspection

Inspection of aircraft ramp areas and removal of FOD vary between airline, airport, and tenant procedures. In addition to performing these inspections at the beginning of the day or shift, personnel on the airside should look for FOD continuously.

If any FOD is observed in the movement area, contact Airport Operations at (815)969-4011 and give the location where the FOD is observed.

Maintenance

Maintaining control of FOD includes using several methods:

- Sweeping – May be done manually or with an airfield sweeper, which is the most effective equipment for removing FOD from airside. All airside areas, including ramp parking areas, gate areas, and the areas adjacent to them should be swept routinely. The areas in which ground support equipment (GSE) is staged should be swept periodically. If an area is too large to hand sweep, a request can be made to Airport Operations at (815)969-4011.
- FOD Containers – These containers should be placed at all gates for the collection of debris. The containers should be emptied frequently to prevent them from overflowing and becoming a source of FOD themselves.
- Tow-behind FOD Blanket (FOD Boss) – The FOD Boss is owned by the airport. Upon request from a tenant to Airport Operations, the FOD Boss can be used to help remove FOD. The FOD Boss is a tow behind attachment that drags the ground behind and collects debris.

12.7 Tenant Improvement Process and Standard Requirements

Purpose: The following describes the standard operating procedure and process for review and approval of all tenant improvements at the Airport. These provisions ensure and promote overall safety, security, comfort, convenience, and efficiency for all customers using Airport facilities. The provisions also promote a smooth construction process that minimizes disruption to our customers and to the operations of other Airport tenants and the Airport.

Definitions: For the context of this process, a tenant is defined as any company, airline, organization, vendor, service provider, or other group that exists either permanently or temporarily on Airport property and is not part of the Airport Authority. Tenants may have direct business relations with the Airport or with other tenants (sub-tenants). An improvement is defined as any change, addition, or alteration of an existing Airport-owned building, system, or infrastructure that is on Airport property. Ownership, ongoing operation, energy, maintenance costs, responsibilities, and ultimate disposal of the improvement shall be clearly defined and described in the existing lease Agreement or through supplemental agreement.

Enforcement: Adherence to this process is required as part of the Agreement between the Airport and the tenant and shall apply to sub-tenants through extension. Enforcement of the provisions contained in this process shall primarily be the responsibility of the Airport. The TSA, FAA, Occupational Safety and Health Administration (OSHA), and the Rockford Police Department also have the authority to enforce laws, federal regulations, and the Airport Security Program. Failure to comply with the provisions, procedures, and standards contained in this document may result in the delay, postponement, or cancellation of the proposed improvement. Additional sanctions may be imposed on the tenant by the Airport as deemed necessary.

The remainder of this section steps through the tenant improvement process in the general order in which such improvements would normally occur. Some steps may not be applicable, depending on the improvement.

- 1. Tenant Improvement Initial Concept Submittal:** The tenant shall prepare and submit a proposed project concept to the Executive Director's office. Concept may be in the form of a letter (on company letterhead) or email from an authorized tenant representative. Concept may contain preliminary sketches, diagrams, drawings, plans, or other visual representation of the proposed tenant improvement. The Executive Director or designated representative shall review and issue a decision on the proposed improvement to the tenant. If the proposed improvement is approved, the Executive Director or designee shall communicate this decision to the tenant and copy the Airport Engineers. For approved project concepts, the tenant may proceed to prepare a detailed Scope of Work (SOW) and any appropriate plans, drawings, specifications, product samples, or other items as described and required in the following steps.
- 2. Project Review Submittal:** The tenant shall prepare the Project Review Submittal package that contains the following:
 - Complete, written description, and SOW for the proposed project. This shall include the exact location(s) and the extent of the work, affected Airport systems (building, structure, electrical, gas, HVAC, IT, fire alarm, fire protection,

plumbing, security, paging/sound, etc.) and any other information necessary for The Airport Authority to review and potentially notify and involve other tenants or 3rd parties.

- Set of architectural and/or engineering drawings or plans that are to scale and accurately depict the proposed demolition, alteration, and construction associated with the improvement. Documents shall be in Adobe PDF format; Hard copies are acceptable also. Show on the drawings all proposed changes to HVAC, lighting, electrical, telecom, data, fire protection, fire alarm, and other utilities. If no change to any one of these then indicate so for each. Clearly show all tie-in points to any affected Airport systems.
- Color scheme and samples of proposed materials to be used.
- Color rendering and scale drawing of any proposed signs to be included in the project. Drawing shall include dimensions of the sign, type of mounting, and details on the type and location of any sign illumination. Elevation drawing(s) that depict the proposed locations of all proposed signs. Signs shall conform to the Airport's Sign Design Guidelines, Requirements, and Policies document.
- Preliminary project schedule including the anticipated work start date, project duration, and any relevant milestones within the schedule.
- Verify compliance with City of Rockford permitting and applicable building code(s). Identify all permits that will be required by the City of Rockford and provide copies of all permits prior to start of work.

3. Tenant Improvement Requirements: In the preparation of the project review submittal package and performing the work, the tenant shall conform to the applicable building, electrical, plumbing, and fire protection codes:

- For cabling extending outside of the leasehold area show all of the complete routes and provide details and notes (including identification of conduit size and cable type, size, etc.) to illustrate compliance with these requirements. Even if exact locations will be determined during the work the plans shall provide a plan view of the possible route and with which as-built location shall be recorded.
- Refer to and comply with Appendix 12.8 Tenant Remodeling Electrical Specifications Requirements.
- Prior to conduit and cable installation, coordinate all routing and locations with the Airport. Use existing cable trays where available or provide and install conduit in approved route and location. If demolishing or replacing existing equipment and cabling, remove all old cable, conduit, boxes, antenna, equipment, etc., that will no longer be needed or used.
- All conduit or cabling in a cable tray must be labeled (with 3/4" min. width vinyl labels manufactured for this use – obtain sample from the Airport Maintenance Department) at a minimum 30-foot interval with information as follows:
 - Owner of cable
 - Purpose of cable
 - Date of installation
 - Cable type
 - Identification of room where each end of the cable run is located
- Notify the appropriate Airport division upon completion of work for inspection.

- Comply with all Airport security requirements
 - All individuals working on projects must be badged. Subcontractors and haulers, who are not on site for the duration of the project, must be escorted while in the Secured Area/SIDA/Sterile Area.
 - Sterile Area projects must describe the method of securing the workplace, i.e., temporary wall, locks, access control methods, etc.
 - Sterile Area projects must describe methods to control tools and prohibited items when badged individuals are not present in the workspace.
 - For more information contact Airport Operations at (815)969-4011.
- For all tie-ins to existing Airport utilities (water supply, sewer, gas, etc.) contractors must provide advanced notice (48 hours minimum) to allow review and inspection by the Airport. Proper outage notification is required.
- All work on the fire alarm system must be coordinated through the Rockford Fire Department a minimum of 48 hours in advance. The contractor must provide 48 hours notice to Airport Operations, Airport Security, and Airport Maintenance prior to the start of work on any system.
- Plans and copy of permit must be submitted for any work on the fire protection (sprinkler) system. The contractor must provide 48 hours notice to Airport Operations, Airport Security, and Airport Maintenance prior to the start of any work on the system.
- Restrooms or kitchens above the 1st floor or basement space shall have the entire floor treated to be leak proof with sheet membrane waterproofing floor liner (such as Laticrete waterproofing membrane or approved equal).
- Floor must be x-rayed prior to drilling, coring, or anchoring into the floor to identify, avoid, and prevent damage to existing conduits or other embedment.
- For any crane necessary for construction, apply to the FAA for obstruction evaluation (www.oaaaa.faa.gov) at least 60 days prior before construction to receive the determination from the FAA. The Airport cannot allow the work to proceed without this determination.
- For all proposed new electrical panels, an arc flash study shall be conducted with associated labeling added to the panel.
- For all additions or modifications to the Airport HVAC system, the contractor shall provide a test and balance report, which shall be conducted by an independent certified testing contractor. Test and balance reports prepared by the installing contractor will not be accepted. An approved HVAC control contractor is required for any tie-in to the Airport building automation control system.
- Submit written confirmation of compliance of the Work with Contract Documents.
- Any and all construction activity that produces excessive noise, dust, debris, etc., shall be done off-hours. Off-hours shall be defined by the Airport, which will be communicated and agreed to by all contractors working on the improvement prior to construction start.
- For tenant improvements in public areas, there shall be signs furnished and placed on the barrier wall whose purpose is to:

- Issue warning of construction activity
- Inform as to the development, restaurant, or store that will be in place once construction is complete

All proposed signage shall be submitted and approved by Airport Marketing/Public Relations prior to construction. Once approved, all signage shall remain in place throughout the duration of the tenant improvement project.

- For any tenant improvement that will either temporarily or permanently encroach on public walkways, hallways, corridors, general concourse spaces, or other high pedestrian traffic areas, the extent of the encroachment shall be clearly indicated on a scale plan sheet. The Airport Authority reserves the right to modify or refuse the improvement if such encroachment would result in an unacceptable restriction to the efficient flow of pedestrians.
- Identify all roof, floor, and wall penetrations and seal as required and per local code. Details shall confirm that the penetrations can be properly made and to ensure that the long-term integrity of the existing roofing system and building envelope is maintained, especially pertaining to roof penetrations.
- The above are minimum requirements. More requirements may be added, and additional information requested as determined following review of the proposed improvements.
- Submit complete project review submittal package to:

Chicago Rockford International Airport
Attn: Executive Director
60 Airport Dr.
Rockford, IL 61109

- 4. Airport Departmental Review:** Once the project review submittal package is received and accepted by the Airport Engineer, the package shall be circulated to all departments at the Airport for review and comment. The review and comment time period shall be one week from distribution date of the materials, unless additional information is requested. Once all comments have been received from the Airport departments, the Airport engineer will compile the information and notify the tenant that:

- The project may proceed as submitted
- The project may proceed with specific conditions
- Significant modifications to the project review submittal package are required and the tenant must re-submit all or part of the package. Once re-submitted, additional time may be required for review and approval of the revised materials.

Official communication from the Airport engineer to the tenant is issued, along with, an Agreement for Issuance of a Temporary Right-Of-Entry to be executed and returned by the tenant.

- 5. Pre-Construction Document Submittal and Review:** Prior to the start of the construction, the tenant or the tenant's contractor shall obtain and submit the following items to the Airport engineer:

- Executed copies of all applicable permits from the City of Rockford. These include building, plumbing, electrical, and fire alarm/fire protection.
- Executed Agreement for Issuance of a Temporary Right-of-Entry
- Contractor's proof of insurance (see the Airport's insurance requirements)
- If a contractor is self-insured, a letter of Financial Responsibility in evidence of the following as required by applicable State Statutes:
 - Self-funding of Worker's Compensation
 - Comprehensive General Liability
 - Automobile Liability

Once all of the above items have been received, they shall be reviewed by the appropriate departments of the Airport and the City of Rockford. If there are questions or issues with any of the above documents, the tenant/contractor shall promptly address the issues and, if requested, re-submit a revised document. Authorization for work to proceed shall not be granted until all the above documents are received and accepted by the Airport Authority.

6. **Pre-Construction Meeting:** Following approval of the project review submittal package, and prior to the start of work, a pre-construction meeting will be scheduled for the project at a mutually agreeable time and location. The Airport engineer will prepare the agenda, invite attendees, arrange a conference room (if necessary) and generally lead the pre-construction meeting. Minutes of the meeting will be taken by the Airport and distributed to the attendees. If they have not already done so, the contractor shall submit a final construction schedule to the Airport engineer at the pre-construction meeting. Any final questions or concerns raised at the pre-construction meeting will be promptly addressed prior to the start of construction.
7. **Notice-to-Proceed:** Once all outstanding issue and questions have been addressed, and all required submittals are received and accepted, the executed Agreement for Issuance of a Temporary Right-of-Entry and an official Notice-to-Proceed shall be issued to the tenant and the tenant's contractor by the Airport engineer, which contains the start work date. The tenant shall not begin any construction activities prior to the start work date. The Airport engineer shall notify all Airport staff and affected tenants of the commencement of the work, along with contact information if any problems arise due to the construction activity.
8. **Construction Process:** During the scheduled duration of construction activity, regular inspection of the site shall occur by the Airport Authority.
 - Airport Operations shall inspect the exterior of the construction site to ensure proper doors, locks, signs, construction barriers, or other devices are in place, are secure, and the area adjacent to the site is generally in clean condition. No materials, tools, equipment, or other items are to be stored outside the construction area, unless arrangements have been made for those items.
 - Airport Operations and TSA will make periodic random inspections of the exterior and interior of the worksite. The inspections may be scheduled or

unannounced and shall be for the purpose of ensuring that all Airport Security rules issued prior to commencement of the work are being adhered to by the tenant's construction team. If a discrepancy or violation is discovered, the contractor shall be notified and corrective action shall be taken immediately. If a security problem is discovered after working hours, the 24-hour contact for the construction team will be notified of the issue and correcting action is required as soon as possible. The contractor and/or tenant may be issued a violation or other punitive action if adherence to these Rules and Regulations is not followed.

- The Airport engineer and Airport Maintenance shall periodically inspect the work to ensure adherence to the Tenant Improvement Standards. This inspection is not to be construed as a code compliance inspection. Such code compliance inspections shall be conducted by the City of Rockford.
- The Fire Department may periodically inspect the work area to ensure proper precautions are followed for activities involving hot work, confined space entry, or hazardous material handling and storage. They will also coordinate the testing of the building fire alarm system and any work affecting the RFD Fire Protection System (sprinkler).

9. Outage Notification Procedure: If the tenant improvement work requires the shutdown or interruption of any Airport system(s), the following Outage Notification Procedure shall be followed.

- The contractor shall complete the Airport Outage Notification Request form and submit it to the Airport engineer a minimum of 48 hours prior to the desired system shutdown time. The Airport engineer will contact Airport Operations and any affected tenants. If there is an issue with the requested system outage, the contractor shall be notified and other arrangements will be made for the outage. The Airport Authority reserves the right to postpone or refuse an outage request if the 48-hour minimum notification is not received or the outage adversely affects the overall operation of the Airport to an unacceptable degree.
- The Airport engineer shall notify the contractor that the outage may proceed as requested or if it needs to be postponed until further arrangements can be made. The contractor shall not proceed with the proposed outage without the approval from the Airport engineer.
- During the approved system outage, the contractor's personnel shall be present to address any unforeseen problems with the outage immediately. System outages shall be kept to a minimum so as not to disrupt the operations at the Airport any more than it is absolutely necessary.
- When the Airport system is restored to normal working operation, the contractor's personnel shall be present until such time that a person from the Airport Authority has checked the operation of the system and informs the contractor that the affected systems are functional.

10. Final Inspection – City of Rockford: Once the construction is complete to the point of final City of Rockford inspection, the contractor shall arrange for such inspections. The Airport Authority, at its option, may be present during the final City of Rockford

inspections. The contractor shall submit copies of the final inspection reports to the Airport engineer. Such reports shall indicate that all work has been done in compliance with all building codes as required.

11. Final Inspection – Airport: In addition to the final City inspection, the Airport Authority shall conduct a final walk-through and inspection of the tenant improvement prior to the area being used. The purposed of the walk-through and inspection is to ensure that all Airport tenant improvement standards have been followed in the improvement. The contractor shall notify the Airport engineer that the space is ready for a final walk-through; such notification shall be a minimum of 48-hours prior to the desired opening of the facility. The Airport engineer shall arrange and coordinate the final walk-through and inspection with Airport Operations. Airport Operations shall conduct a final inspection prior to the temporary wall removal to ensure the integrity of the Sterile Area and that prohibited items are removed. If any issues are discovered during the Airport’s final walk-through and inspection, the contractor shall either:

- Correct the discrepancy prior to opening the facility
- Be allowed to open the facility conditionally with the mutual understanding that the discrepancy shall be corrected in a time mutually agreeable to the tenant and the Airport Authority.

12. Authorization to Open: Once all required documents have been received and accepted by the Airport Authority, the tenant shall be issued an Authorization to Open letter from the Executive Director or designated representative. This letter will list the starting date and time the improvement is authorized to be in service. Copies of the Authorization to Open letter shall be distributed to the Airport Authority and appropriate tenants. The tenant should be open for business with 24-hours of the issuance of the Authorization to Open.

13. Project Close-Out Requirements: Within 30 days of the issuance of the Authorization to Open, the tenant shall submit the following to the Airport engineer, as appropriate:

- As-built drawings; Such drawings shall be AutoCAD (preferred) or PDF file that accurately depicts the location of all completed work, including any field changes that may have occurred that differ from the original construction documents.
- Air balance report
- Maintenance schedule to include items such as pest control, grease trap, exhaust, and major equipment.
- A financial summary of the construction cost associated with the project.

12.8 Tenant Remodeling Electrical Specification Requirements

Tenant Remodeling Electrical Specification Requirements

- Any project materials stored inside Airport buildings shall be marked with the Contractor's company name.
- All rubbish shall be sorted for recyclable content and properly handled.
- Circuit breakers in panels no longer in use shall be put in the off position and labeled spare. Old labels shall be removed.
- The E.C. shall test all tenant meters for proper installation and accurate reading. Submit tests results with close out documents. Meters shall have a kWatt hour reading and communication boards for remote monitoring. Provide a gateway if needed.
- The use of MC cable is allowed only in cabinetry.
- Steel flex may be used to serve new outlets in existing walls to remain. Review with GRAA.
- Boxes less than 2 1/8" deep shall only be used in millwork or shallow walls.
- Raceways shall be color coded as follows:
 - Telecom – Blue
 - Fire Alarm – Red
 - Security – Yellow
 - Medium/High Voltage – Orange
 - 120/277V – No color
- Any devices served from emergency power shall be red with a red face plate.
- Minimum conduit size for homeruns in 3/4".
- When using existing pull wire, the pull wire shall be replaced.
- All Junction Boxes shall be labeled indicating content such as circuit number and panel names.
- Metal conduit over 2" shall be IMC or Rigid for systems over 480 volts.
- Conduit fittings for all electrical work shall be manufactured by GE, Cutler Hammer, Square D or approved equal.
- Panel boards, transformers, and disconnects shall be labeled with the equipment name, voltage, and source of power. Obtain panel name from airport engineering.
- A coordination study shall be performed on all new and relocated panel boards. Provide and Arc Flash label on all panel boards. Obtain a sample label from GRAA engineering office.
- All fluorescent ballasts shall be program start and multivolt where available.
- Provide IC rated fixtures in insulated ceilings. The consultants shall indicate these locations on the ceiling plans. The EC shall restore insulation around the fixtures.
- Please consider using only LED and fluorescent lamps in your light fixtures.
- Provide tamper resistant receptacles in public waiting areas.
- Install electrical receptacles with the ground plug up.
- Weatherproof receptacle covers shall be cast aluminum while in use type. Hubbell WP826 or equal.
- All conduits shall have a ground wire.

- All control wiring shall be in conduit or cable tray. No free air cable installation allowed.
- Sealing and fire-stopping of sleeves/openings shall be the responsibility of whose work penetrates the floor, wall, ceiling, or enclosure. When using piping as sleeve ends, the ends must be insulated with proper bushings.
- New fire alarm conductors shall match existing conductors.
- Floors shall be x-rayed prior to making any floor penetrations.
- Expansion fittings shall be installed at all expansion joints. Fittings shall be offset 6 to 12" from building expansion joint; not directly below the joint.
- Electrical Permits are required by the City of Rockford.
- All ductbanks shall have tracer wire installed.

12.9 Approved Deicing Locations

