

# **Airport Rules and Regulations**



## **Tallahassee Regional Airport**



**November 2000**

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Letter From The City Manager**

To all Airport tenants and users:

The attached Rules and Regulations dated July 2000 for the Tallahassee Regional Airport are approved by me in accordance with City of Tallahassee ordinance number 99-O-0034. This ordinance grants to the City Manager the authority to approve Rules and Regulations and Minimum Standards for Tallahassee Regional Airport.

The City owns and operates the Airport as a public-use, commercial service Airport. I charge the Aviation Department with the safe and efficient operation of the Airport. The daily management of the Airport is under the direction of the Director of Aviation. The Director is authorized to establish and enforce Rules and Regulations and establish necessary Rates and Charges as needed to meet this charge.

These Rules and Regulations were developed by Airport staff in cooperation with Airport tenants, local pilots, and the Airport Advisory Committee. Amendments should be recommended in accordance with the procedures outlined in Section 2.7.

These Rules and Regulations supersede the previous Rules and Regulations adopted for Tallahassee Regional Airport dated June 1989, and become effective on October 1, 2000.

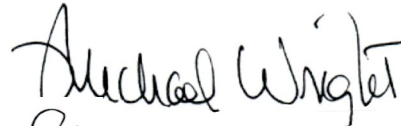
Recommended:



Kenneth M. Austin  
Director of Aviation

October 10, 2000  
Date

Approved:



Anita Favors  
City Manager

October 18, 2000  
Date

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Amendments**

<b>Date</b>	<b>Amendment Number</b>	<b>Subject</b>	<b>Approved by</b>

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

---

**Table of Contents**

<b>Letter From The City Manager</b>	<b>ii</b>
<b>Amendments</b>	<b>iii</b>
<b>Table of Contents</b>	<b>iv</b>
<b>Section 1. Purpose and Authority</b>	<b>1-1</b>
<b>Section 2. Scope, Enforcement, Special Notices, and Amendments</b>	<b>2-1</b>
<b>Section 2.1. Scope</b>	<b>2-1</b>
<b>Section 2.2. Enforcement</b>	<b>2-1</b>
<b>Section 2.3. Applicability</b>	<b>2-1</b>
<b>Section 2.4. Validity</b>	<b>2-2</b>
<b>Section 2.5. Special Regulations and Directives</b>	<b>2-2</b>
<b>Section 2.6. Restricted Areas</b>	<b>2-2</b>
<b>Section 2.7. Amendments</b>	<b>2-3</b>
<b>Section 3. General Rules</b>	<b>3-1</b>
<b>Section 3.1. Agreements, Permits, And Leases</b>	<b>3-1</b>
<b>Section 3.2. Building Construction and Modifications</b>	<b>3-1</b>
<b>Section 3.3. Accident Reports and Giving of Aid</b>	<b>3-1</b>
<b>Section 3.4. Use Of Sound-Amplifying Devices</b>	<b>3-2</b>
<b>Section 3.5. Due Diligence And Care</b>	<b>3-2</b>
<b>Section 3.6. Lost And Found</b>	<b>3-2</b>
<b>Section 3.7. Maintenance and Repair of Vehicles, Aircraft and Equipment</b>	<b>3-2</b>
<b>Section 4. Vehicles</b>	<b>4-1</b>
<b>Section 4.1. General</b>	<b>4-1</b>
<b>Section 4.2. Licensing, Permits, and Training</b>	<b>4-1</b>
<b>Section 4.3. Rules Of Operation</b>	<b>4-2</b>
<b>Section 4.4. Required Radio Equipment</b>	<b>4-2</b>
<b>Section 4.5. Required Lighting Equipment</b>	<b>4-2</b>
<b>Section 4.6. Parking</b>	<b>4-3</b>
<b>Section 5. Aircraft Operation</b>	<b>5-1</b>
<b>Section 5.1. General</b>	<b>5-1</b>

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

---

<b>Section 5.2. Flight Prohibitions</b>	<b>5-2</b>
<b>Section 5.3. Accidents Or Incidents</b>	<b>5-2</b>
<b>Section 5.4. Airport Closure</b>	<b>5-2</b>
<b>Section 5.5. Aircraft Parking</b>	<b>5-2</b>
<b>Section 5.6. Aircraft Repair</b>	<b>5-3</b>
<b>Section 5.7. Aircraft Carrying Hazardous Cargo</b>	<b>5-3</b>
<b>Section 5.8. Disabled Or Derelict Aircraft</b>	<b>5-3</b>
<b>Section 5.9. Security</b>	<b>5-3</b>
<b>Section 6. Fire Regulations, Fuel Handling Operations, And Hazardous Materials Handling</b>	<b>6-1</b>
<b>Section 6.1. General</b>	<b>6-1</b>
<b>Section 6.2. Fire Regulations</b>	<b>6-1</b>
<b>Section 6.3. Fuel Handling Regulations</b>	<b>6-2</b>
<b>Section 6.4. Self Servicing</b>	<b>6-3</b>
<b>Section 6.5. Fueling Inspection And Certification</b>	<b>6-3</b>
<b>Section 6.6. Fuel Storage</b>	<b>6-4</b>
<b>Section 6.7. Fuel Spill Notification</b>	<b>6-4</b>
<b>Section 6.8. Disposal Of Environmentally Sensitive Materials</b>	<b>6-4</b>
<b>Section 6.9. Other Hazardous Materials</b>	<b>6-5</b>
<b>Section 7. Public Usage</b>	<b>7-1</b>
<b>Section 7.1. General</b>	<b>7-1</b>
<b>Section 7.2. Interfering Or Tampering With Aircraft</b>	<b>7-1</b>
<b>Section 7.3. Restricted Areas</b>	<b>7-1</b>
<b>Section 7.4. Use Of Roads And Walks</b>	<b>7-1</b>
<b>Section 7.5. Animals</b>	<b>7-1</b>
<b>Section 7.6. Loitering And Refusal To Comply</b>	<b>7-2</b>
<b>Section 7.7. Weapons, Explosives And Flammable Materials</b>	<b>7-2</b>
<b>Section 7.8. Smoking</b>	<b>7-2</b>
<b>Section 7.9. Solicitation</b>	<b>7-2</b>
<b>Section 8. Tenant Usage</b>	<b>8-1</b>
<b>Section 8.1. General</b>	<b>8-1</b>

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

---

<b>Section 8.2. Airport Security</b>	<b>8-1</b>
<b>Section 8.3. Minimum Insurance Requirements</b>	<b>8-2</b>
<b>Section 8.4. Environmental Laws</b>	<b>8-2</b>
<b>Section 8.5. Use Of Shop Areas</b>	<b>8-3</b>
<b>Section 8.6. Sanitation</b>	<b>8-3</b>
<b>Section 8.7. Storage Of Equipment</b>	<b>8-3</b>
<b>Section 8.8. Metering</b>	<b>8-3</b>
<b>Section 8.9. Activities Prohibited In Buildings</b>	<b>8-3</b>
<b>Section 8.10. Damage To Property</b>	<b>8-4</b>
<b>Section 9. Commercial Activities</b>	<b>9-1</b>
<b>Section 9.1. General</b>	<b>9-1</b>
<b>Section 9.2. Use Of Public Airport Facilities</b>	<b>9-1</b>
<b>Section 9.3. Posting Of Signs</b>	<b>9-1</b>
<b>Section 9.4. Prohibited Activities</b>	<b>9-1</b>
<b>Section 9.5. Commercial Aircraft Activities</b>	<b>9-2</b>
<b>Section 9.6. Banner Towing</b>	<b>9-2</b>
<b>Section 10. Commercial Ground Transportation</b>	<b>10-1</b>
<b>Section 10.1. Objective</b>	<b>10-1</b>
<b>Section 10.2. General Provisions</b>	<b>10-1</b>
<b>Section 10.3. Operating Rules And Regulations For Taxicab Operators</b>	<b>10-3</b>
<b>Section 10.4. Operating Rules And Regulations For Limousines</b>	<b>10-4</b>
<b>Section 10.5. Operating Rules And Regulations For Bus/Shuttle Vans And         Courtesy Vehicles</b>	<b>10-5</b>
<b>Appendix A. Definitions</b>	<b>A-1</b>

# TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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## **Section 1. Purpose and Authority**

1. The primary purpose of these Rules and Regulations of the Airport is to promote safety and security within the availability of the widest range of Aeronautical Activities and Aeronautical Services to the general public on fair and reasonable terms without unjust discrimination while providing for the protection, welfare, and safety of all Persons using the Airport, including members of the general public and lessees, users, and employees of lessees and users of Airport facilities.
2. The City owns and operates the Airport as a public-use, commercial service Airport. The City Manager has charged the Aviation Department with the safe and efficient operation of the Airport. The daily management of the Airport is under the direction of the Director of Aviation. The Director is authorized to establish and enforce Rules and Regulations and establish necessary Rates and Charges as needed to meet this charge.
3. This document provides Rules and Regulations for general use of the Airport. It is supplemented by the Airport Minimum Standards, Airport Security Program, Airport Safety Program, Emergency Manual, and Airport Certification Manual.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

---

**Section 2. Scope, Enforcement, Special Notices, and Amendments**

**Section 2.1. Scope**

1. All Persons or users of the Airport shall be governed by the Rules and Regulations in effect at that time. Copies will be available in Airport Operations and on the Airport web site.
2. The use of the Airport or any of its facilities in any manner shall create an obligation on the part of the user thereof to obey all the regulations herein provided and adopted by the City Manager. Entry upon or use of the Airport by any Person shall be deemed to constitute a covenant by such Person to comply with these Rules and Regulations.
3. Any Person violating any of these Rules and Regulations shall be held accountable as provided by Applicable Law or applicable administrative or contractual actions.

**Section 2.2. Enforcement**

1. The Director has authorized Airport Operations Personnel (including Police Officers assigned to the Tallahassee Police Department Airport Unit) to enforce these Rules and Regulations and any other pertinent regulations. This enforcement may include issuing a notice of violation or any other required action up to removing or ejecting from the Airport any Person who knowingly and willfully violates any regulation or instruction. The Director may deny the use of the Airport to such Person and may take such other measures as may be allowed by law to enforce these Rules and Regulations and maintain the safety and security of the Airport and any other Person. Appeals to any administrative enforcement action must be made to the Director, in writing, within seven days of receiving notice of that action.

**Section 2.3. Applicability**

1. To the extent that these Rules and Regulations conflict with prior Airport rules or regulations or Minimum Standards dealing with the same subjects, these Rules and Regulations shall prevail. However, these regulations are not intended to supersede any provision of Applicable Law or any specific Agreement with which they may conflict.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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2. Except when the context in these Rules and Regulations requires otherwise, the singular includes the plural, plural includes the singular, and masculine gender includes the feminine.

### **Section 2.4. Validity**

1. If any portion of these Rules and Regulations shall be invalid or unenforceable, it shall not affect the validity of the remainder. All other portions shall remain in effect and be construed to achieve the purposes hereof.

### **Section 2.5. Special Regulations and Directives**

1. Special regulations, notices, memoranda or directives of an operational nature shall be issued as needed. The Director will issue these in several forms. They include, but are not limited to the following:
  - A. Operations Directive - A Rule or Regulation required to be promulgated immediately regarding safety & security, without waiting for an update to these Rules and Regulations. Operations Directives carry the same weight and are considered part of these Rules and Regulations immediately upon issue. These will be canceled only upon written notice.
  - B. Operations Notice - A short term informational rule. These will be issued to cover a modification to the Rules and Regulations for a specific time frame, such as special parking restrictions for an air show, special Apron constraints caused by VIP visits, etc. These will be issued with an expiration date, beyond which the Operations Notice will no longer be in force.
  - C. Notice of Violation - A specific notice issued to a Person observed by Airport Operations Personnel to be in violation of one or more of the regulations governing operations, security, or safety at the Airport. These notices carry penalties for non-compliance. A Person who is issued a Notice of Violation is expected to comply with the requirements of the Notice or they will be restricted from the AOA.

### **Section 2.6. Restricted Areas**

1. Access to Restricted Areas of the Airport shall be allowed only upon the expressed consent of the Director which includes Persons:

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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- A. Assigned to duty within a Restricted Area and entering such Restricted Area in accordance with security clearance pursuant to the current Airport Security Program or as authorized by the Director.
  - B. Under appropriate supervision and in possession of the appropriate tickets, passes or other such items, entering the Apron for the purpose of enplaning or deplaning an Aircraft.
2. Access to these areas of the Airport without security clearance pursuant to the Airport Security Program or as authorized by the Director is a Federal offense and is punishable by Applicable Law.

### **Section 2.7. Amendments**

1. Amendments to the Rules and Regulations may be proposed by any Airport user. A recommended amendment shall be forwarded, in writing, to the Director. The Director will have the proposed amendment studied by staff and the Airport Advisory Committee. After study, the proposed amendment will be forwarded to the City Manager. In accordance with City Ordinance 99-O-0034, the City Manager has approval authority for the Airport Rules and Regulations and Minimum Standards. Notice of proposed amendments to these Rules and Regulations will be posted on bulletin boards in the elevator lobbies of the main and upper levels of the passenger terminal building and at the pilot's planning room of the Aircraft Fuels and Oil Sales and Service FBO's and mailed to all tenants. Copies of the proposed amendment will be available for review in the Airport Administration Office during regular business hours. A comment period of not less than 30 days from the posting of the notice will be allowed. Comments must be made in writing to the Director and received by Airport administration within the comment period. All comments will be considered prior to releasing amendments. A public meeting to discuss amendments may be held at the discretion of the Director. If the amendment is to be adopted, the Director will either have the amendment incorporated in the next update to the Rules and Regulations or issue an Operations Directive. Approved amendments will become effective in not less than 60 days.
2. Appeals to amendments to the Rules and Regulations should be made to the City Manager. Objections should be in writing, include the name and address of the Person making the objection, clearly state the objection, and made within 30 days of the effective date of the amendment.
3. Airport users are responsible for having the most current copy of the Airport Rules and Regulations and Minimum Standards. The most current copy will be available in Airport Operations and on the Airport web site.

# TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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## **Section 3. General Rules**

### **Section 3.1. Agreements, Permits, And Leases**

1. The Solicitation of business, fares, donations, or funds for any purpose on the Airport without the permission of the Director is prohibited.
2. An Agreement may be either a Lease or Permit from the Director to conduct an Aeronautical Activity or Aeronautical Service on the Airport. See Section 3 of the Minimum Standards for application procedures.
3. Any activity which is required by these Rules and Regulations to be authorized or approved by the Director shall be so authorized if that activity is required of a Person by any Agreement.
4. In the event of conflict between the provisions of these Rules and Regulations and the provisions of any Agreement, the provisions of the Agreement shall govern unless such Agreement expressly binds the Agreement holder to abide by these Rules and Regulations , in which case, these Rules and Regulations shall govern.

### **Section 3.2. Building Construction and Modifications**

1. No Person shall construct, install, erect, or modify any building, sign, structure, facility, pavement area (runways, taxiways or aprons), or equipment on the Airport without express permission and approval of the Director. See Section 2 of the Minimum Standards for further details.

### **Section 3.3. Accident Reports and Giving of Aid**

1. The Driver of any Vehicle or pilot of any Aircraft involved in an accident or incident on the Airport resulting in injury to or death of any Person or damage to any Vehicle, Aircraft or other property shall immediately, by the quickest means of communication, give notice to the Airport Communications Center at (850) 891-7830 and, if necessary, to the FAA in accordance with Federal regulations.
2. The Driver or pilot may be asked to give personal information, including, but not limited to the following: Operator's license or certificate number, name, address, registration number of the Vehicle or Aircraft, and proof of insurance. They shall, upon request and if available, exhibit his license or permit to drive or pilot, to any Police Officer at the scene of the accident or who is investigating the accident.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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3. Any Person who is able shall render to any Person injured in the accident reasonable aid or assistance.

### **Section 3.4. Use Of Sound-Amplifying Devices**

1. Any form of sound-amplifying equipment, except that which is necessary for normal operations on the Airport, shall be prohibited unless specifically authorized by the Director.

### **Section 3.5. Due Diligence And Care**

1. All Persons using the Airport are to exercise due diligence and care to prevent damage to Airport property. Damage deemed by the Director to have been caused by negligence on the part of any Person may be charged to that Person, or to the Tenant holder in whose area the damage occurred.

### **Section 3.6. Lost And Found**

1. Any Person finding lost articles on the Airport shall deliver the articles to the Airport Communications Center. Information regarding the found item shall be recorded by the Airport unit of the Tallahassee Police Department and items unclaimed by their Owner within ninety (90) days thereafter shall, upon request, be turned over to the finder in accordance with Section 705.01, Florida Statutes. Nothing in this section shall be construed to prohibit scheduled Air Carriers or other Tenants on the Airport, from maintaining "lost and found" services for property of their patrons, guests or employees.

### **Section 3.7. Maintenance and Repair of Vehicles, Aircraft and Equipment**

1. Vehicles, Aircraft, or equipment shall only be cleaned in designated wash areas or repaired in designated shop areas while on the Airport, except in cases where minor repairs are necessary to remove such Vehicles, Aircraft, or equipment from the Airport. No Person shall move, interfere or tamper with any Vehicles, Aircraft, or equipment or put in motion the engine or take, or use any Vehicles, Aircraft, or equipment part, instrument or tool thereof without permission of the Owner or evidence of the right to do so.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Section 4. Vehicles**

**Section 4.1. General**

1. All Applicable Law relating to the operation of Vehicles on roads and streets outside the Airport are also applicable to Vehicles operating on the Airport, except that vehicles that are operated exclusively inside the Airport may not be required to be licensed for road use. Additionally, the following apply to Vehicle operations within the Airport boundary and while on the AOA.

**Section 4.2. Licensing, Permits, and Training**

1. No Vehicle shall be driven on the Airport without the Driver possessing a valid operator's permit for the class and type of vehicle being operated.
2. No vehicle shall be operated on the AOA unless the Driver has completed the Airport's Driver Training program.
3. No Vehicle shall be driven on the Airport except as necessary for the Tenant's normal operation.
4. No Vehicle shall be driven in the AOA without a valid Airport vehicle Permit or as authorized by the Director. Certain areas of the AOA have different levels of access control. No Vehicle will be driven in an area for which it does not possess a valid Permit.
5. The Driver of any Vehicle shall only be allowed to access Restricted Areas of the Airport in such Vehicle provided such Vehicle bears an Airport Permit, affixed to the rear of the Vehicle. The permit must be readily visible from the rear of the vehicle. Exceptions to this are limited to the following:
  - A. Aircraft support and service Vehicles. The Vehicle shall be painted in the official company colors and bears the company logo.
  - B. Contractor and vendor Vehicles. The Vehicle shall bear the company name and logo and a temporary parking Permit issued by the Airport.
  - C. Airport, Federal, police, fire or other Emergency Vehicles. The Vehicle shall bear the approved agency markings and government license plates.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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6. Vehicles may be temporarily authorized by FBO's to access their exclusive areas. Such temporary access is intended for Vehicles owned by their customers and Business guests. Such Vehicle must display a temporary parking Permit approved by the Director. The FBO may be authorized to issue these temporary Permits on a limited basis.

### **Section 4.3. Rules Of Operation**

1. No Vehicle shall be operated upon any public street or road on the Airport in excess of the speed limits prescribed by the Director. No Vehicle shall be operated at a speed greater than is posted, or is reasonable and proper having regard for the traffic and the use of the street or road; or so as to endanger the life or limb or injure the property of another Person. No Vehicle shall be operated on the Airport in a reckless manner. Speed limits shall not exceed 20 miles per hour on the AOA/Airport/perimeter road and 10 miles per hour on Aprons, or in Aircraft parking and hangar areas.
2. No Vehicle shall be driven under a passenger loading bridge, except as required by the bridge operator during normal operations.
3. The Driver of any Vehicle shall yield to the movement of all Aircraft and shall pass at a safe distance from the wing or tail section of a parked Aircraft.
4. No Vehicle shall be driven within a Runway or Taxiway Safety Area nor shall any Vehicle cross any runway without being cleared by Air Traffic Control.

### **Section 4.4. Required Radio Equipment**

1. All Vehicles operating on any part of the AOA movement area shall be equipped with two-way radios for contact with Air Traffic Control, except when such Vehicle is accompanied by an authorized escort which is so equipped. The Driver of any Vehicle shall obtain clearance from Air Traffic Control before entering an Aircraft Movement Area and shall ensure, by Personal observation before entering the area, that no Aircraft is approaching its position.

### **Section 4.5. Required Lighting Equipment**

1. Vehicles operating in any aircraft operating or parking area will display either a flashing yellow beacon or a four foot square orange and white checkered flag during daylight hours. Flashing yellow beacons are required at night.

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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### **Section 4.6. Parking**

1. No Vehicle shall be parked in a Restricted Area without prior authorization from the Director.
2. No Vehicle shall be parked so as to obstruct roadways, restrict any other Person's space, or so as to restrict movement of any Person, Aircraft, or other Vehicle.
3. No Driver of any Vehicle shall park a Vehicle on the Airport for loading, unloading, or any other purpose except in areas specifically established for that purpose. In any case Vehicles shall be parked in a manner prescribed by signs, lines or other means.
4. No Person shall abandon any Vehicle on the Airport.
5. No Driver of any Vehicle shall remove a parked Vehicle from an area requiring payment for parking without paying the required parking fee.
6. Any Vehicle which is parked on the Airport in violation of these Rules and Regulations may be towed or otherwise moved . The Driver or Owner of such Vehicle shall bear the expense of such moving and the Airport will bear no liability for damage which may result to the Vehicle.
7. No Vehicle shall be parked in such a manner as to occupy more than one marked space, nor shall any Vehicle be parked in a marked, reserved, or restricted area without authorization.
8. Hangar Tenants and their passengers may park their Vehicles within assigned hangars while the Aircraft is in use.
9. Commercial Vehicles shall park only in those areas specifically reserved and marked for such Vehicles. A Limousine and Taxicab loading zone shall be designated by the Airport.
10. All Terminal Tenant employees shall park their Vehicles in the parking area provided and designated for Terminal Tenant employees.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Section 5. Aircraft Operation**

**Section 5.1. General**

1. No fixed wing or rotary Aircraft shall be operated on the Airport unless in full compliance with Applicable Law.
2. All Persons on the Airport shall be governed by and comply with all current applicable Federal regulations, including but not limited to:

Title 14: Code of Federal Regulation (Federal Aviation Regulations)

Part 36	Noise Standards: Aircraft Type And Airworthiness Certification.
Part 43	Maintenance, Preventive Maintenance, Rebuilding And Alteration.
Part 61	Certification: Pilots & Flight Instructors.
Part 67	Medical Standards & Certification.
Part 91	General Operating & Flight Rules.
Part 93	Special Air Traffic Rules & Airport Traffic Patterns.
Part 107	Airport Security.
Part 108	Airplane Operator Security.
Part 135	Air Taxi Operators & Commercial Operators.
Part 137	Agricultural Aircraft Operators.
Part 139	Certification And Operations: Land Airport Serving Certain Air Carriers.
Part 141	Pilot Schools.
Part 145	Repair Stations.

FAA Publications

Airmen's Information Manual

National Transportation Safety Board Regulation

Part 830	Rules Pertaining To The Notification & Reporting Of Aircraft Accidents Or Incidents And Overdue Aircraft, And Preservation Of Aircraft Wreckage, Mail, Cargo And Records.
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## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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### **Section 5.2. Flight Prohibitions**

The Director may:

1. Prohibit all or partial use of the Airport by any Person, individual or group under any circumstances when he deems such use likely to endanger Persons or property.

### **Section 5.3. Accidents Or Incidents**

1. In the event of an accident, the Director, may, in compliance with Federal regulations and other governmental regulations, move the Aircraft from the landing area, Apron or other area at the expense of the Aircraft Owner and without liability to the City for damage resulting from such moving. Aircraft shall not be moved until receiving clearance from the required Federal investigative agency.

### **Section 5.4. Airport Closure**

1. In the event the Director reasonably believes conditions of the Airport to be unsafe for Aircraft operations, he may issue a Notice To Airmen (NOTAM) to close the Airport, or any portion thereof.

### **Section 5.5. Aircraft Parking**

1. No Person shall park an Aircraft in any area on the Airport other than that prescribed by the Director. While parked, every Aircraft shall be adequately secured and the landing gear of every such Aircraft shall be choked with wheel blocks or other approved devices.
2. The Owner or pilot of any Aircraft parked illegally on the Airport shall, at the direction of the Director, move the Aircraft to a legally designated parking area on the Airport. If the Owner or pilot refuses to comply with such direction, the Director may tow the Aircraft at the Owner's expense and without liability to the City for damage.
3. All Persons having a written Agreement to park their Aircraft shall park such Aircraft in the areas designated by the Agreement. All other Aircraft shall park within FBO designated areas as authorized by the FBO.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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### **Section 5.6. Aircraft Repair**

1. Persons operating Aircraft shall not perform high power turns, run-up, prolonged tests, or use a turbine auxiliary power unit (APU) in any area on the Airport other than that prescribed by the Airport. At no time shall Aircraft with engines being tested, or engines or APU running, be operated in any manner that would result in a hazard or nuisance to other Aircraft, Persons or property.

### **Section 5.7. Aircraft Carrying Hazardous Cargo**

1. Persons having knowledge of an Aircraft carrying or suspected of carrying explosive materials or other hazardous cargo shall advise the Airport immediately by contacting the Airport Communications Center at (850) 891-7830.
2. The pilot of any Aircraft carrying both hazardous cargo and passengers shall, prior to unloading such cargo, coordinate with Airport Operations
3. Inspection of the Aircraft carrying hazardous cargo shall be the responsibility of the Aircraft Owner or his authorized agent and shall be accomplished immediately after parking and evacuation. The Aircraft Owner shall also be responsible for the subsequent declaration of safety or contamination of the Aircraft as well as any required clean-up or disposal, after coordinating with Airport Operations.

### **Section 5.8. Disabled Or Derelict Aircraft**

1. Upon demand of the Director the Owner or pilot of any abandoned, disabled or derelict Aircraft, or parts thereof, shall remove the same from the Airport at his own expense. If after such demand said Owner or pilot fails or refuses to move such Aircraft or parts within a reasonable time, the Director may cause the same to be impounded and stored. The cost of such removal and storage shall be a charge against the Owner or pilot of such Aircraft, and upon the payment of said charge, the impounded items shall be released and possession of Aircraft shall be restored to the Owner or pilot.

### **Section 5.9. Security**

1. No Person except duly authorized Airport or Tenant Personnel, passengers going to or from Aircraft, or Persons being personally escorted by authorized Persons shall be allowed to enter the AOA, Apron, taxiway or runway areas.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Section 6. Fire Regulations, Fuel Handling Operations, And  
Hazardous Materials Handling**

**Section 6.1. General**

1. All Persons, Aircraft and commercial Aeronautical Activity or Aeronautical Service providers on the Airport shall be governed by and shall comply with all Applicable Law, standards and recommended practices. Certain regulations, requirements and conditions contained within this section are based upon current applicable recommended practices. For reference, they include but are not limited to:

Title 14: Code Of Federal Regulation (Federal Aviation Regulations)

Part 43 Maintenance, Preventive Maintenance, Rebuilding And Alteration

Part 139 Certification And Operations: Land Airport Serving Certain Air Carriers

National Fire Protection Association

Part 403 Aircraft Rescue And Fire Fighting Services At Airports

Part 408 Aircraft Hand Fire Extinguisher

Part 409 Aircraft Hangars

Part 410 Aircraft Maintenance

Part 407 Aircraft Fuels

Federal Aviation Administration Advisory Circular

150/5230-4 - Aircraft Fuel Storage, Handling And Dispensing On Airports

**Section 6.2. Fire Regulations**

1. No Person shall smoke or light an open flame within 50 feet of any Aircraft or within 50 feet of any hangars, Fueling Vehicles, Fuel loading stations, tank farms or places with posted "No Smoking" signs. Smoking is prohibited except in areas designated by the Director.
2. No Person shall start an open fire on the Airport without permission of the Director.
3. No Person shall use flammable, volatile liquids having a flash point of less than 1100 degrees Fahrenheit for the purpose of cleaning Aircraft, Aircraft engines, propellers, appliances, or for any other purpose, unless such operations are conducted in open air or in a room specifically set aside for such purpose, which room shall be fireproof and shall be equipped with adequate and readily accessible fire extinguisher apparatus.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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4. No Person shall store material or equipment, use flammable liquids or gasses or allow their premises to be kept in such condition as to violate, in any manner, the fire code in force in the area of the Airport.

### **Section 6.3. Fuel Handling Regulations**

1. No Person shall dispense Fuel or oil or Defuel an Aircraft while one or more of its engines is running or is being warmed by external heat, without posting a properly trained Person with a suitable fire extinguisher as defined herein, to observe the Fueling operation.
2. No Person shall Fuel or Defuel an Aircraft while inside any hangar, building or structure on the Airport.
3. When a malfunction or irregularity of Fueling equipment is detected, all Fueling shall cease immediately and the malfunction remedied or the unit entirely replaced by another. Any malfunction or irregularity detected on or within the Aircraft being serviced shall be brought to the attention of the Aircraft Owner or pilot immediately.
4. Fueling pumps, meters, hoses, nozzles, fire extinguishers, and grounding or bonding devices used in the dispensing of Fuel and oil shall be maintained in an operable condition at all times.
5. No Person shall engage in Aircraft Fueling or Defueling operations without at least one, 20 pound or larger, dry chemical fire extinguisher rated "B" for flammable liquids readily accessible at the point of Fueling.
6. No Person shall perform or allow performance of any Fueling operation during an electrical storm.
7. No Person shall operate any radio transmitter or receiver or switch electrical appliances off or on in an Aircraft during Fueling or Defueling.
8. No Person shall use any material or equipment during Fueling or Defueling of an Aircraft which is likely to cause a spark or ignition.
9. No Person shall start the engine of any Aircraft when there is any Fuel on the ground under such Aircraft.
10. All hoses, funnels and appurtenances used in Fueling and Defueling operations shall be equipped with a grounding or bonding device to prevent ignition of volatile liquids.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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11. No Aircraft shall be Fueled while passengers are on board unless a passenger loading device is in place at the cabin door of the Aircraft, the Aircraft door is in the open position and a cabin attendant is present at or near the cabin door.
12. No Aircraft shall be Defueled while passengers are on board or the while the Aircraft has a passenger loading device attached.
13. No airborne radar equipment shall be operated or ground tested in any area wherein the directional beam of high intensity radar is within 300 feet of, or low intensity (less than 50 kW output) radar is within 100 feet of another Aircraft, an Aircraft Fueling operation, an Aircraft Fueling Vehicle, Aircraft Fuel, or a flammable storage area.
14. During Fueling or Defueling, Fueling Vehicles shall be positioned so as to be readily driven away from the Fueling position in the event of fire. Not more than one Fueling Vehicle shall be positioned to Fuel each wing of an Aircraft and not more than two Fueling Vehicles shall be positioned to serve the same Aircraft. When high capacity Aircraft are Fueled, additional Fueling Vehicles shall not be parked or positioned within 100 feet of the Aircraft served and then only in areas approved by the Airport unless those trucks are actively pumping Fuel into the truck physically attached to the Aircraft. Any two trucks so attached will be properly grounded or bonded to each other and to the Aircraft being Fueled.
15. Each Fuel handling container or Fueling Vehicle shall be conspicuously marked with the word "Flammable" on both sides of the container or Fueling Vehicle and, in the case of a Vehicle, on the rear of the cargo tank.
16. Fueling Vehicles shall be prohibited from crossing or operating on active runways or from driving under any part of the terminal building or loading bridges.

### **Section 6.4. Self Servicing**

1. Self Servicing shall only be done in a designated location. See Appendix A for a full definition of Self Servicing. No Person shall service any Aircraft with Fuel without a Permit from the Director. See Section 5 - Aircraft Fuel and Oils Service and Section 6 - Self Servicing of the Minimum Standards.

### **Section 6.5. Fueling Inspection And Certification**

1. All Persons who handle Fuel or are involved in Fueling operations shall have received a Permit to do so from the Director. (See Section 5 - Aircraft Fuel and Oils Service of the Minimum Standards.) Persons handling Fuel or involved in Fueling

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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with Aircraft shall be required to show proof of attendance at fire safety training and allow periodic safety inspections of Fueling Vehicles and Fueling equipment as determined by the Director.

### **Section 6.6. Fuel Storage**

1. Gasoline, oil and solvent drums or receptacles shall not be stored except in specific areas designated for Fuel storage by the Director. Any materials or equipment used in Fuel handling or Fueling operations shall be kept and enclosed in approved and covered containers or storage cabinets that are clearly marked and labeled. Such containers or cabinets shall be approved by Underwriters Laboratory (UL).

### **Section 6.7. Fuel Spill Notification**

1. All Persons handling Fuel or engaged in Fueling operations shall exercise due care to prevent Fuel spills of any nature. In the event of a Fuel spill the responsible Person shall secure the area, and immediately notify the Airport Communications Center at (850) 891-7830 and other agencies (Florida Department Of Environmental Protection, Environmental Protection Agency, Federal Aviation Administration) having jurisdiction over such spills.
2. Any Person causing a spill of Fuel, oil, grease, any hazardous materials, or other contaminants anywhere on the Airport shall ensure the immediate cleanup of such spill at the responsible Person's expense. If the responsible Person fails to clean the area, the Director may authorize cleaning and charge the responsible Person. The following procedures shall be strictly adhered to:
  - A. Any Fuel spill less than eighteen inches (18") in any dimension shall be covered with absorbent material and disposed of properly, or allowed to evaporate before the Aircraft is started.
  - B. In the event of any Fuel spill eighteen inches (18") or more in circumference or a spill of any size of a continuing nature, the responsible Person shall notify the Communications Center at 891-7830.

### **Section 6.8. Disposal Of Environmentally Sensitive Materials**

1. All Persons shall dispose of environmentally sensitive materials as prescribed by Applicable Law. At no time shall Fuels, oils, dopants, paints, solvents or acids, or any other hazardous materials be disposed of or dumped in drains, basins or ditches or elsewhere on the Airport. All tenants shall make themselves aware of,

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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and comply with all provisions of the Airport Stormwater Pollution Prevention Plan (SWPP). Failure to comply with any Applicable Law regarding environmental hazards, including the SWPP, will result in citation of the responsible Person. This Person will be responsible for removing any waste materials, cleaning up any affected areas, or the Director may have the work done and the Person will be billed. Continued non-compliance may lead to revocation of Agreements and/or Permits and eviction of the responsible Person from the Airport.

### **Section 6.9. Other Hazardous Materials**

1. No Person, without written approval from the Director, shall store, keep, handle, use, dispense or transport at, in, or upon the Airport at any time or place or in such a manner or condition as to endanger unreasonably or as to be likely to endanger unreasonably Persons or property, any of the following: Class A or B explosives; Class A poisons (as defined in the Interstate Commerce Commission regulations for transportation of explosives and other dangerous articles); any other poisonous substances, liquids, or gasses; any compressed gas; radioactive article, substance, or material.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

---

**Section 7. Public Usage**

**Section 7.1. General**

1. No Person shall destroy, injure, deface or disturb in any way any building, sign, equipment, marker, other structure, tree, flower, lawn, or other property on the Airport nor shall any Person willfully abandon any property on the Airport without written permission of the Director.
2. No Person shall enter the terminal building without wearing a shirt and footwear.

**Section 7.2. Interfering Or Tampering With Aircraft**

1. No Person shall interfere or tamper with any Aircraft, or put in motion the engine of any Aircraft, or use any Aircraft, Aircraft parts, instruments, or tools without permission of the Owner or by specific direction of the Director.

**Section 7.3. Restricted Areas**

1. No Person shall enter any Restricted Area except those assigned to duty within a Restricted Area and entering the Restricted Area in accordance with clearance authorized in the current Airport Security Program, or under direct supervision of a person with such clearance.

**Section 7.4. Use Of Roads And Walks**

1. No Person shall travel on the Airport other than on Roads and Walks, or places provided for the particular class of traffic, or shall occupy the Roads and Walks in such a manner as to hinder or obstruct their proper use.

**Section 7.5. Animals**

1. No Person shall bring animals to the Airport other than as seeing-eye dogs, animals under restraint by tenants/pilots, hearing-aid dogs, or other animals trained to assist the disabled, animals trained for law enforcement activities under the control of a Police Officer, or animals brought on the Airport to be transported by air. Animals to be transported by commercial aircraft shall be properly confined in an airline approved animal transport container.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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2. No Person shall allow, either willfully or through failure to exercise due care or control, any animal to urinate or defecate upon sidewalks on the Airport or upon the floor or carpet of the terminal building or any other building used by the public.
3. No Person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport or the congregation of birds in or near Aircraft traffic patterns.

### **Section 7.6. Loitering And Refusal To Comply**

1. No Person shall loiter on the Airport or in any building on the Airport; nor shall any Person come upon or use the Airport, after such Person has been denied the use of the Airport by the Director except while a passenger of Limousine or Taxicab, customer of a rental car Tenant, or while enplaning or deplaning as a passenger on an Aircraft operating on the Airport. Any Person who refuses to comply with a proper request to leave the Airport by the Director shall be regarded as a trespasser in accordance with Applicable Law.

### **Section 7.7. Weapons, Explosives And Flammable Materials**

1. No Persons, except Police Officers, duly authorized employees of the Airport, United States Postal Service, Tenant airlines or members of the United States Armed Forces on official duty requiring them to possess a weapon, or persons licensed to carry weapons shall carry any weapons, explosives or flammable material on the Airport except cased, unloaded sporting guns packaged for shipment in airline approved shipping containers.

### **Section 7.8. Smoking**

1. No Person shall smoke in any buildings on the Airport except in smoking areas designated by the Director, or if within the premises of a Fixed Base Operator, as designated by that Fixed Base Operator. No Person shall smoke on the Apron or in any hangar.

### **Section 7.9. Solicitation**

1. No Person shall solicit funds for any purpose, post signs or advertisements, or distribute any written materials without the permission of the Director. The following activities are specifically prohibited:

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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- A. The intentional touching of any Person without consent.
- B. The performance of any ceremony, speech, song, carrying of any sign or placard, or other such activity which constitutes a danger to Persons or property.
- C. The performance of any ceremony, speech, song, carrying of any sign or placard, or other such activity which interferes with the orderly formation and progression of waiting lines, or which interferes with any of the following:
  - 1) Pedestrian and/or vehicular travel;
  - 2) The issuance of tickets or boarding passes or equivalent documents for air or ground transportation;
  - 3) Luggage or cargo movement or handling;
  - 4) Entry to and exit from Vehicles;
  - 5) Security procedures;
  - 6) Government inspection procedures; or
  - 7) Cleaning, maintenance, repair or construction operations.
- D. The intentional leaving of any item(s) for distribution.
- E. The attachment of any placard, sign, circular or other written material on any wall, post, counter, billboard, fence or other surface.
- F. The placement of any table, chair, mechanical device, or other formation without expressed consent of the Director.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

---

**Section 8. Tenant Usage**

**Section 8.1. General**

1. All Tenants shall be required to abide by all policies, procedures and practices promulgated from time to time by the Director as well as those requirements contained within these Rules and Regulations.

**Section 8.2. Airport Security**

1. All Tenants shall observe proper security procedures as required by the FAA or as contained within the Airport Security Program. Tenants shall specifically preclude their employees, agents, customers, guests, and licensees from entering upon any Restricted Area of the Airport without proper clearance issued by the Director.
2. In the event employees, agents, customers, guests or licensees of a Tenant require access to Restricted Areas of the Airport, that Tenant shall provide any security escort, as required by these Rules and Regulations and the Airport Security Program. Tenant shall be responsible for any violations of these Rules and Regulations or the Airport Security Program by such Persons.
3. Any Person who knowingly or intentionally enters any Restricted Area without proper authorization by use of any key, gate card, identification badge, Permit or other identification media shall immediately and may permanently be denied access to the Airport and shall be required to immediately relinquish such item to the Airport.
4. In addition to other remedies provided within this section, Tenants shall reimburse the City for all fines and administrative costs incurred from any violation of the Airport Security Program and Applicable Law by the Tenant, their employees, agents, customers, guests, and licensees which results in fines or administrative costs to the City. The monetary amount(s) described in paragraph 8.2.2 of these Rules and Regulations and imposed on Tenant shall be paid by Tenant within fifteen (15) days of written notice or Tenant shall lose all privileges of using the Airport and the Airport may initiate action to collect said amount from Tenant.
5. When the type, mission and condition of an Aircraft makes it necessary in the opinion of Tenant to provide security guards or Police Officers wherever the Aircraft is located on the Airport, the Tenant shall obtain permission from the Director for providing and maintaining its own security guards or Police Officers.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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6. Additional security requirements of Tenant shall not be used as a means to hinder or delay removal of Aircraft if such removal is reasonably required of Tenant by the Director.

### **Section 8.3. Minimum Insurance Requirements**

1. The Director may require any Person who operates on the Airport to provide minimum insurance coverage in accordance with the Minimum Standards or an Agreement. See the appropriate section of the Minimum Standards for specific insurance requirements.
2. With respect to the insurance requirements set forth in paragraph 8.3 of these Rules and Regulations, said policies shall provide that the Airport and the Tenant shall be given a minimum of thirty (30) days written notice by registered mail by the insurance company prior to cancellation, termination or change in such insurance. The Tenant shall provide the Airport with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms of the coverage.
3. Any Tenant whose required minimum levels of insurance expire or whose coverage lapses, and who continues to operate on the Airport shall be subjected to immediate denial of access to the Airport. Any Person who knowingly or intentionally delivers to the Airport fraudulent, counterfeit or otherwise invalid proof of insurance may immediately be denied access to the Airport.

### **Section 8.4. Environmental Laws**

1. Each Tenant shall expressly guarantee to the Director that such Tenant is aware of and shall comply with Applicable Laws protecting the environment and natural resources from the direct or indirect results and impacts due to, or in any way resulting from a Tenant's operations on the Airport.
2. Each Tenant shall indemnify and hold harmless the City from and against any and all liability for fines and physical damage to property or injury or death to Persons, including reasonable expense and attorney's fees, arising from, or resulting out of, or in any way caused by such Tenant's failure to comply with Applicable Law, now or hereafter promulgated for the purpose of protecting the environment. Each Tenant shall cooperate with any investigation or inquiry by any governmental agency regarding possible violation of any environmental law or regulation.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Section 8.5. Use Of Shop Areas**

1. All shops, hangars, garages, equipment, and other facilities under control of a Tenant are expressly reserved for the conduct of the Tenant's Business and operations. No Persons other than employees of the Tenant shall make use of such facilities without permission of the Tenant. Any activity beyond that authorized in the Agreement requires permission and notification by the Director.

**Section 8.6. Sanitation**

1. No Tenant shall dispose of, or allow its employees or customers to dispose of garbage, papers, refuse, or other material on the Airport except in trash or garbage containers provided for that purpose.

**Section 8.7. Storage Of Equipment**

1. No Tenant on the Airport shall store or stack material or equipment in such a manner as to constitute a hazard to personnel or property. Tenants shall park and keep Apron equipment in a neat and orderly manner.

**Section 8.8. Metering**

1. Each Tenant shall provide a meter for the purpose of accurately measuring gas, water and electrical power used unless prior arrangements have been made with the Director.

**Section 8.9. Activities Prohibited In Buildings**

1. The following activities shall be expressly prohibited in buildings on the Airport which are not exclusively occupied by a Tenant:
  - A. The distribution of any merchandise, including but not limited to jewelry, food stuffs, candles, flowers, badges and clothing.
  - B. The distribution of flyers, brochures, pamphlets, books or any other printed or written material without expressed authorization by the Director.
  - C. The sale of any raffle ticket or entry in a game of chance.
  - D. The conduct of a game of chance.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Section 8.10. Damage To Property**

1. Each Tenant shall be fully responsible for all damages to buildings, equipment, real property and appurtenances caused by any act or omission on the part of the Tenant or Tenant's employees, agents, customers, visitors, suppliers, or Persons with whom they may do business.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Section 9. Commercial Activities**

**Section 9.1. General**

1. No Person shall conduct or engage in a Business without prior consent of the Director. Any authorization for commercial activities which is granted by the Director, directly or indirectly, expressly or by implication, is conditioned upon compliance with the conditions and restrictions contained within these Rules and Regulations & Minimum Standards.

**Section 9.2. Use Of Public Airport Facilities**

1. No Person shall use or occupy any Airport facility or Restricted Area for any commercial purpose whatsoever without the expressed permission of the Director or in the case of a Tenant's area, without the expressed permission of that Tenant or Fixed Base Operator.

**Section 9.3. Posting Of Signs**

1. No Person shall post, distribute or display, in or upon the public Airport facility or Restricted Area of the Airport, a commercial sign, circular, advertisement, or any other printed or written commercial material without prior expressed consent of the Director. In the event a Tenant desires to display a commercial sign, circular, advertisement, or any other printed or written commercial material in its Area or distribute circulars, advertisements, or any other printed or written commercial material from its Area, such activities shall be considered by the Director, provided such commercial sign, circular, advertisement, or any other printed or written commercial material complies with the Tenant's contractual rights and obligations and, further, provided such activity does not adversely affect the overall operation of the Airport or the rights of other Tenants on the Airport.

**Section 9.4. Prohibited Activities**

1. No Person shall be allowed to conduct any of the following commercial activities in any public Airport facility, without prior expressed consent of the Director:
  - A. The sale, or offer for sale, of any article of merchandise, including but not limited to jewelry, food stuffs, candles, flowers, badges and clothing.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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- B. The sale of flyers, brochures, pamphlets, books or any other printed or written material.
- C. The sale of any service.
- D. The sale of any raffle ticket or entry in a game of chance.
- E. The Solicitation of any business or trade, including the carrying of baggage for hire and the shining of shoes; or
- F. The entertainment of Persons by singing, dancing, mime, acting, juggling or playing any musical instrument.
- G. The operation of vending machines for the sale of goods except within the Leased premises occupied by a Fixed Base Operator or Tenant.

### **Section 9.5. Commercial Aircraft Activities**

1. The Director reserves the right to establish fees for use of the Aircraft Operations Area and review them whenever necessary, or upon expiration of any Agreement. Such fees shall include but are not limited to landing fees, Apron rental, Fuel flowage, or any other charges that are pertinent to Commercial Aircraft operations on the Airport.
2. The schedule of rates and charges for all Air Carriers shall be set by the Director and adjusted periodically, or upon expiration of any applicable Agreement with the Commercial Aircraft user. This schedule of rates and charges shall apply, without discrimination, to all Air Carriers, including scheduled Air Taxi (Commuter) carriers desiring to use the Airport.

### **Section 9.6. Banner Towing**

1. Persons conducting banner towing activities or aerial advertising of any nature, must hold a valid certificate issued by the FAA for banner towing operations and must hold a Permit issued by the Airport prior to commencing such activities.
2. Each banner towing activity provider shall comply with all Applicable Law.
3. The Director may suspend or revoke authorization of any banner towing Activity provider or prohibit all banner towing operations at any time.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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4. The Director shall designate a “banner towing area” on the Airport for banner towing operations, including ground activities. All banner set-up, pick-up and drop-off operations shall be conducted within this area.
5. Ground activities within the “banner towing area” shall be limited to the expeditious set-up, pick-up and drop-off of banners only. All Persons, Vehicles and equipment shall be removed from the “banner towing area” immediately after the operation is completed.
6. Only pilots and Aircraft listed on the current, valid certificate issued by the FAA shall be allowed to conduct banner towing operations on the Airport.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Section 10. Commercial Ground Transportation**

**Section 10.1. Objective**

The objective of these rules and regulations governing commercial ground transportation at Tallahassee regional airport is to promote high quality and reasonably priced public ground transportation services, consistent with public safety and convenience, to insure the efficient movement of passengers to and from the passenger terminal building, to foster competition among providers of ground transportation services, and to develop revenues for support of the Tallahassee regional airport.

**Section 10.2. General Provisions**

1. The airport may establish and assess reasonable fees and charges to be paid by all non-tenant commercial ground transportation providers, and from time to time the airport will review and adjust any fees and charges if deemed appropriate.
2. All operators of commercial vehicles (see definition) shall be subject to these rules and regulations, and to the airport's ground transportation operating standards, and shall, in addition, be subject to on-site supervision and direction by authorized airport personnel.
3. Cruising of all vehicles is prohibited.
4. No commercial vehicle (i.e., Taxis, limousines, shuttle buses, buses, and courtesy vehicles) that is near the terminal or anywhere on airport property shall be left unattended. These vehicles must park in their designated areas only.
5. A current vehicle permit issued by the airport is required for picking up of passengers or property at the airport for all commercial vehicles. Permits will be issued in the form of decals upon receipt by the airport of the following:
  - A. Payment of applicable fee.
  - B. Certificate of insurance (\$1,000,000 liability coverage) naming the city of Tallahassee as an additional insured.
  - C. A fully executed non-tenant commercial vehicle permit application.

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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- D. Valid state and local permits (city ordinance) authorizing commercial vehicles operators to transport persons and property.
  - E. Proof of inspection of vehicle to insure that it complies with the provisions of this section.
6. Upon issuance of a permit, each applicant will be furnished with a decal indicating the period for which the permit is issued. Decals for all commercial vehicles operating at the airport shall be displayed on the upper left-hand corner (driver's side) of the rear windshield. All expired airport decals must be removed. Decals and/or permits are non-transferable.
  7. The taxicab staging area (staging area for taxis only) is located on the east side of the terminal in the left lane closest to the security fence/wall. The staging area for buses, vans, shuttles, and limousines is adjacent to the staging area for the taxicabs along the terminal exit road. (see exhibit 5a for each of these designated areas).
  8. Commercial vehicles may unload passengers in front of the terminal building. Drivers may assist passengers with luggage to the extent that luggage may be unloaded from the commercial vehicle and placed on the curb. The driver must then leave the airport, or if picking up passenger, park in the designated parking zone for that particular commercial vehicle.
  9. Under special circumstances associated with an operational problem or inconvenience, the Director may designate an alternate passenger loading area other than the designated areas mentioned above for any and/or all types of commercial operators.
  10. Operators of commercial vehicles must remain in the immediate vicinity of their vehicles while in their respective designated staging area and at no time shall they solicit fares or passengers at the airport.
  11. No person engaged in providing commercial ground transportation service at the airport may solicit business at the airport or within the terminal premises, except that employees of firms that hold concession agreements from Airport may solicit business within the terminal premises to the extent expressly authorized by such concession agreement. Prohibited methods of solicitation shall include, but not limited to the following: making gestures, hand signals, or any other means to draw attention of a passenger.
  12. All commercial vehicles must be kept clean and in first class running condition. In addition, they shall be maintained fully operational, safe, and neat at all times. Airport operations and/or airport police shall have the right to order off the airport premises any commercial vehicle found in a condition that is less than acceptable.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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13. Any equipment that is not fully operational or that has sustained exterior or interior damage which adversely affects safety, appearance, comfort, or performance, must be removed from service immediately and repaired. In addition, all commercial vehicle air conditioning/heating systems shall be fully functional at all times, year round.
14. Drivers must wear proper dress while operating a vehicle for hire and maintain a well groomed appearance. Proper dress for a taxi driver means that they must wear shoes (no clogs, shower shoes, sandals, or flip flops), for men: pants to ankle length and a shirt with fold over collar and sleeves. For women: a shirt or pants with a shirt or blouse with a fold over collar and sleeves, or a dress with fold over collar and sleeves. The shirt, blouse or dress must be buttoned or zipped up, if the shirt, blouse or dress has buttons or a zipper.
15. Drivers must not engage in boisterous conversation, gambling, profanity, or fighting at the airport, nor shall they provide misleading information concerning other ground transportation services.
16. The transportation service providing commercial vehicles shall promptly pay to the city all costs and expenses incurred by the city or other person or business for any damages to property of the airport which has been caused by the transportation service providing commercial vehicles or it's representatives. The Director may direct, yet bear no costs for such repairs.
17. The director shall have the right to prohibit drivers from operating on the airport who do not comply with these rules and regulations or orders from airport police officers and/or airport operations.

### **Section 10.3. Operating Rules And Regulations For Taxicab Operators**

1. No taxicab may be used to pick up any passenger at the airport unless that taxicab bears a current airport taxicab permit issued by the Airport and a permit issued by the city of Tallahassee.
2. Taxis are permitted to park in front of the terminal building to unload passengers only. Drivers may assist passengers with luggage to the extent that luggage may be unloaded from the taxicab and placed on the curb. Once the passenger is unloaded, taxis must either immediately proceed to the commercial lane/staging area for taxis (east of the airline passenger terminal) or leave the airport. Drivers at no time may park in front of the terminal building and enter the terminal.

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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3. The commercial lane/staging area for taxis is located on the east end of the terminal building near the luggage claim area. Taxis shall park parallel and as close to the curb on the farthest left-hand side as possible.
4. While parked in the taxi waiting line, drivers shall not be allowed to enter the terminal building, or otherwise leave their taxi, except to use the public rest rooms or the restaurant facilities. At such time as the drivers may be in the terminal building, they shall not attempt to solicit passengers.
5. Any taxi that leaves the taxi waiting line for any reason must return to the end of the line upon its return to the terminal building.
6. While in the taxi waiting line, drivers shall remain alert to the needs of potential passengers and shall conduct themselves in a polite and respectful manner. Such conduct, among other things, shall mean no sleeping, no laying in lounge chairs, no arguing (with potential passengers or with other drivers), and no use of offensive language.
7. All passenger pick ups must be made in the circular passenger/luggage loading zone located on the east end of the terminal building near the taxi waiting line.
8. Passengers shall be transported on a first come, first served basis. This means that the first passengers in the loading zone and needing a taxi will be transported by the first taxi in the waiting line or, if no taxis are in that line, by the first available taxi. Taxi drivers will not be allowed to pick or choose particular passengers to be transported based on any other reason including, but not limited to, their convenience or monetary gain. Furthermore, passengers have the right to choose the taxi service they wish to be transported by.

### **Section 10.4. Operating Rules And Regulations For Limousines**

1. No limousine may be used to pick up any passenger at the airport unless that limousine has obtained an occupational license, a franchise permit as delineated by Applicable Law, and an airport limousine permit. The Airport shall issue the limousine permit and this permit must be posted as delineated in Section 10.2, Paragraph 6 of these rules and regulations.
2. Limousines are not permitted to solicit passengers at the airport.
3. Limousines are permitted to park in front of the terminal building to unload passengers only. Drivers may assist passengers with luggage to the extent that luggage may be unloaded from the limousine and placed on the curb. Once the

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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passenger is unloaded, the limousine must leave the airport. While parked in front of the terminal building, drivers are not permitted to enter the terminal.

4. When called to the airport to pick up a passenger, a limousine will park in the bus/shuttle van designated area located on the east end of the terminal building near the baggage claim area.
5. A limousine driver may enter the terminal in an attempt to locate passengers; however, the driver must carry a hand held sign, no larger than 12" by 12", bearing the name of the limousine service and the name of one of the passengers they are seeking.
6. While at the airport, a limousine service may advertise their company by means of a removable sign no larger than 18" by 18". These signs may be posted on the side doors of the limousine and/or trunk area of the limousine.
7. All passenger pick ups must be made in the circular passenger/luggage loading zone located on the east end of the terminal building near the taxi staging area.

### **Section 10.5. Operating Rules And Regulations For Bus/Shuttle Vans And Courtesy Vehicles**

1. No bus/shuttle vans or courtesy vehicles may be used to pick up any passenger at the airport unless that shuttle van/courtesy vehicle has obtained an occupational license and a franchise permit and an airport permit. The Airport will issue the airport permit and this permit must be posted as delineated in Section 10.2, Paragraph 6 of these rules and regulations (decal display).
2. Bus/shuttle vans and courtesy vehicles are permitted to park in front of the terminal building to unload passengers only. Drivers may assist passengers with luggage to the extent that luggage may be unloaded from the shuttle van/courtesy vehicle and placed on the curb. Once the passenger is unloaded, the shuttle van/courtesy vehicle must leave the airport. While parked in front of the terminal building, drivers are not permitted to enter the terminal.
3. When called to the airport to pick up a passenger(s), bus/shuttle vans/courtesy vehicles are to park in the designated bus/shuttle van and courtesy vehicle area located on the east end of the terminal building near the baggage claim area (see exhibit 5a).
4. A bus/shuttle van/courtesy vehicle driver may enter the terminal in an attempt to locate passengers; however, the driver must carry a hand held sign, no larger than

## **TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS**

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12" by 12", bearing the name of the transportation service and the name of one of the passengers they are seeking.

5. While at the airport, bus/shuttle van/courtesy vehicles may advertise their company by means of a removable sign no larger than 18" by 18". These signs may be posted on the side doors of the vehicle.
6. All passenger pick ups must be made in the respective designated staging area of as it applies to the particular class of vehicle chosen by the passenger.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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**Appendix A. Definitions**

1. Aeronautical Activity - Any activity conducted at Airports which involves, makes possible, or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to: Air Carrier operations, Air Taxi and charter operations, air courier services, pilot training, Aircraft renting, flying clubs, sightseeing, aerial photography, aerial surveying, agricultural operations, aerial advertising, balloon or blimp operations, skydiving, ultralight operations, Aircraft sales (new or used), sale of aviation petroleum products, dispensing of aviation petroleum products, Aircraft servicing, repair and maintenance of aircraft, repair and maintenance of aircraft components, repair and maintenance of avionics components or systems, sale of aircraft parts or avionics components, aircraft storage, and any other activities which, because of their direct relationship to the operation of aircraft, can reasonable be regarded as an aeronautical activity.
2. Aeronautical Service - Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted by a person who has a lease from the airport Owner to provide such service. These activities include, but are not limited to: pilot Supply Shops, Office Space Rentals for Aviation Related Businesses, Rental Cars, Taxis, Limousines, Shuttle Bus Services, Baggage Delivery Services, Restaurant and other Food Service Establishments, Post Office or other Package Delivery Services specifically involved in receiving and delivering packages, Parking Services, Industrial Businesses, and others.
3. Agreement - A written lease, license, permit or other form of authorization by the Airport to conduct a specific activity on the Airport, including, but not limited to, Fixed Base Operators or Limited Fixed Base Operators, parking, commercial or business activities, use of a hangar or tie-down and other privileges such as driving a motor Vehicle in Restricted Areas. In the case of Commercial Vehicle operations, a decal or Permit for such authorization shall identify the Vehicle number and expiration date and shall be affixed to the authorized Vehicle.
4. Air Carrier - Any Person who undertakes directly by lease, or other arrangement, to engage in air transportation. This shall include the operation of any Commercial Aircraft for the purpose of transporting passengers, mail, express freight or cargo, whose operation is either interstate or intrastate and in compliance with all of the federal regulations covering or pertaining to the operation of same.
5. Air Taxi (Commuter) - Aircraft operated by the holder of an Air Taxi (Commuter) Operating Certificate which authorizes the carriage of passengers, mail or cargo for

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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revenue in accordance with Federal Aviation Regulations Part 135 or Part 121, on a scheduled or unscheduled basis.

6. Air Traffic Control (Control Tower or Controller) - A service operated by the Federal Aviation Administration to promote the safe, orderly and expeditious flow of air traffic. This shall also include the flow of Aircraft on the ground within Aircraft Movement Areas. "Control Tower" or "Controller" refers to the individual conducting such services.
7. Aircraft - Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface including, but not limited to, powered fixed wing airplanes, helicopters, dirigibles or blimps, and unpowered gliders and hot air balloons.
8. Aircraft Movement Area - That portion of any hard-surfaced, usable taxiway and/or runway that is open to Aircraft movement, as designated by a letter of Agreement between the Airport and the FAA.
9. Aircraft Operations Area (AOA) - The area that contains all runways, taxiways, ramps, hold areas, and any other area used or intended to be used for surface maneuvering of aircraft, and any areas inside the perimeter fence which are adjacent to surface maneuvering areas. This may also be referred to as "Airside."
10. Airport - The entire real property owned, leased or used by the City and under the control of the Airport, located in the city limits of the City, Florida and Leon County, Florida.
11. Airport Communications Center - The focal point of all communications on the Airport. This space is occupied by the Airport surveillance team, Airport Operations Personnel, and the Airport unit of the Tallahassee Police Department. The Airport Communication Center is located inside the Airport Operations Office, adjacent to the security checkpoint in the terminal. They can be contacted by phoning (850) 891-7830.
12. Airport Operations Personnel (Operations) - Those persons employed by the City in the Airport Operations Division, those Tallahassee Police Department Officers assigned to the Airport Unit, or other Police Officers as may be assigned to assist in Airport security. These personnel are charged with overseeing the safety and security at Airport.
13. Airport Security Program - A manual detailing security procedures at the Airport as adopted by the Airport and approved by the FAA.

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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14. Applicable Law - All applicable provisions of federal, state, and local laws, statutes, ordinances, rules, and regulations.
15. Apron - An area intended to accommodate Aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.
16. Business - Any person, firm, general or limited partnership, corporation, trust, or association or other legal entity established for the purpose of conducting commercial enterprise on the Airport.
17. Certificated Flight Instructor - A pilot authorized by the FAA to instruct flight operations.
18. City (COT) - The City of Tallahassee, a Florida municipal corporation of the State of Florida, including its employees, officials, representatives and agents.
19. Commercial Aircraft - Aircraft used for commercial purposes which includes but is not limited to any of the following:
  - A. to carry passengers for hire
  - B. for rental, hire, or charter
  - C. for student instruction and its related activities
  - D. for aerial advertising
20. Commercial Operator - The Owner or operator of a Commercial Aircraft or Vehicle.
21. Commercial Vehicle - Any Vehicle used in conjunction with a commercial activity for "compensation or hire" or merely as an incidental service to some other business activity. This shall not include a privately owned and operated Vehicle or any Commercial Vehicle using the public parking areas for the transport of passengers or baggage.
22. Commission - The City Commission of the City.
23. Commuter - See Air Taxi.
24. Defuel - To remove fuel from the tanks or fuel cells of an Aircraft.
25. Department - The COT Department of Aviation.
26. Director (Director of Aviation, Executive Director, Airport Manager)-The person employed and authorized by the City to be the Chief Administrative Officer of the Airport and who is responsible to the City Manager with duties and responsibilities to direct all administrative, operational, financial, and other matters at the Airport. The

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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term also includes any person appointed as the Director's designated representative.

27. Driver - Any Person who drives or is in actual physical control of a Vehicle on a roadway, parking lot, ramp area, or taxiway, or who is exercising control of a Vehicle or steering a Vehicle being towed by a another Vehicle.
28. Emergency Vehicle - Any Vehicle that is capable of responding to an emergency in an official capacity, whether ambulances or a Vehicle of any police or fire department, or any Vehicle carrying a Police Officer, certified firefighter or paramedic.
29. FAA - Federal Aviation Administration.
30. Fixed Base Operator (FBO) -, an aviation business duly licensed and authorized by written agreement with the City to provide Aeronautical Activities at the airport under strict compliance with such agreement and pursuant to these Rules and Regulations and the Airport Minimum Standards leasing land or using any facility at the airport for the purpose of conducting one or more aeronautical activities.
31. Federal Aviation Regulations - Title 14 of the Code Of Federal Regulations regarding aeronautics and space. A codification of the general and permanent rules published by the office of the federal register by the executive department and the Federal Aviation Administration.
32. Fuel - Any petroleum product used for the purpose of providing propulsion of an Aircraft.
33. Fueling Vehicle - Any Vehicle used for transporting, handling or dispensing of fuel, oils and lubricants for Aircraft.
34. Instructor - Any Person giving or offering to give, instruction in the operation, construction, repair or maintenance of Aircraft, or Aircraft power plants, and Aircraft accessories.
35. Lease - A written agreement between the City and a Business or Person which is enforceable by law, wherein said agreement grants a concession or otherwise authorizes the conduct of certain activities at the Airport.
36. Limousine. - A Commercial Vehicle, not equipped with a taximeter and less than 25 feet in length, with a seating capacity of not more than 17 passengers, excluding the Driver.

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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37. Minimum Standards - The Tallahassee Regional Airport Minimum Standards for Aeronautical Activity and Aeronautical Service Providers, which includes the qualifications or criteria which may be established by the Airport as the minimum requirements that must met by businesses engaged in On-Airport aeronautical activities or services in exchange for the right to conduct those activities.
38. Notice To Airmen (NOTAM) - A notice containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
39. Owner - To have or hold as property.
40. Permit - A non-negotiated Agreement.
41. Person - An individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity, or any representative thereof.
42. Police Officer - Any law enforcement officer authorized to direct or regulate traffic or to make arrests for violations of traffic regulations, and authorized to enforce these Rules and Regulations, including Airport Police Officers, Florida highway patrolmen, sheriffs, deputy sheriffs and municipal Police Officers.
43. Private Aircraft - Aircraft privately-owned and non-commercially operated by the Owner or Owners; or an Aircraft used by the Owner in connection with an Owner's business, comparable to an Owner's use of his private automobile; or an Aircraft owned and operated by a company or corporation for the free transportation of its or other personnel and/or products.
44. Public Airport Facilities - Those portions of the Airport that are not Restricted Areas as defined in paragraph 1.23 of these Rules and Regulations. This includes but is not limited to areas of the Airport which are not required to be secured by the Airport or the certified Air Carriers pursuant to Federal Aviation Regulations Parts 107, 108 or Part 139, including the various concessions, rest rooms, terminal lobby sections, ticketing sections, baggage claim sections and other areas used for public thoroughfares, gathering, waiting and viewing; also, streets and Roads, sidewalks and all other areas normally used by the general public.
45. Restricted Area - Areas of the Airport which the Airport or Air Carriers are required to be secured pursuant to Federal Aviation Regulations Parts 107, 108 or Part 139. These include but are not limited to:
- A. runways used for the purpose of landing and the taking-off of Aircraft.
  - B. taxiways used for the purpose of the ground movement of Aircraft.

**TALLAHASSEE REGIONAL AIRPORT  
RULES & REGULATIONS**

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- C. parking areas used for parking and storing Aircraft; or for the purpose of loading and unloading passengers, baggage, freight, mail and other cargo upon and from Aircraft; or for the purpose of performing operations incidental to the immediate preparation of Aircraft for departure such as inspection, cleaning and fueling; or for the purpose of making minor and emergency repairs to Aircraft; or for the purpose of parking mobile equipment actively used in connection with the foregoing.
- D. any other space, facilities or services provided by the Airport for use by Aircraft operations at the Airport.
- E. public access ways to the Ramp for the primary purpose of loading and unloading passengers and their baggage and the loading and unloading of mail and freight.

46. Roads And Walks - Highways, walkways, sidewalks, roads and adjacent city streets connecting to the Airport used by Vehicles to enter and exit the Airport. This includes roads on the Airport used by Vehicles for travel between various buildings and land areas and sidewalks and other pedestrian-designed walk areas used only for foot traffic.

47. Rules and Regulations - The specifications, conditions, and standards applicable to all users of the Airport and Airport facilities as set forth herein and shall include any amendments as made from time to time. The Rules and Regulations and Minimum Standards are published under separate covers and are available from Airport Administration or Airport Operations upon request.

48. Self Fueling - Fueling an aircraft by the pilot using pumps installed for that purpose. The fueling facility may or may not be attended by the Owner/operator of such a facility. The use of this type of facility is not to be considered self-service.

49. Self Service - Fueling or maintenance of an aircraft on Airport property, performed by the aircraft owner or operator in accordance with the Airport's reasonable standards or requirements and using fuel obtained by the aircraft owner from the source of his/her preference.

Part 43 of the Federal Aviation Regulations (FAR) permits the holder of a pilot certificate to perform specific types of preventative maintenance on any aircraft owned or operated by the pilot. Some examples of work considered as preventative maintenance are as follows:

- A. Removal, installation, and repair of landing gear tires.
- B. Replacing elastic shock absorber cords on landing gear.
- C. Servicing landing-gear shock struts by adding oil, air, or both.

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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- D. Servicing landing-gear wheel bearings, such as cleaning and greasing.
- E. Replacing defective safety wiring or cotter keys.
- F. Lubrication not requiring disassembly other than removal of nonstructural items such as cover plates, cowlings, and fairings.
- G. Making simple fabric patches not requiring rib stitching or the removal of structural parts or control services. In the case of balloons, the making of small fabric repairs to envelopes (as defined in and in accordance with, the balloon manufacturers' instructions) not requiring load tape repair or replacement.
- H. Replenishing hydraulic fluid in the hydraulic reservoir.
- I. Refinishing decorative coating of fuselage, balloon baskets, wings, tail group surfaces (excluding balanced control surfaces), fairings, cowlings, landing gear, or cabin or cockpit interior, when removal or disassembly of any primary structure or operating system is not required.
- J. Applying preservative or protective material to components where no disassembly of any primary structure or operating systems is involved and where such coating is not prohibited or is not contrary to good practices.
- K. Repairing upholstery and decorative furnishings of the cabin, cockpit, or balloon basket interior when the repairing does not require disassembly of any primary structure or operating system, interfere with an operating system, or affect the primary structure of the aircraft.
- L. Making small, simple repairs to fairings, nonstructural cover plates, cowlings, and small patches and reinforcements, but not changing the contour so as to interfere with proper airflow.
- M. Replacing side windows where that work does not interfere with the structure or any operating system such as controls, electrical equipment, etc.
- N. Replacing safety belts.
- O. Replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassembly of any primary structure or operating system.
- P. Troubleshooting and repairing broken circuits in landing-light wiring circuits.

## TALLAHASSEE REGIONAL AIRPORT RULES & REGULATIONS

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**NOTE:** See also FAR Part 43, *Maintenance, Preventive Maintenance, Rebuilding, and Alteration*.

50. Solicitation - To ask or obtain a commercial advantage directly or indirectly, actively or passively, openly or subtly. This includes asking or endeavoring to obtain by asking, requesting, imploring, pleading for, seeking, or trying to obtain commercial business, fares, donations, funds or anything of value from others.
51. Taxicab - A Commercial Vehicle that carries persons for fare, determined by a taximeter, and that is licensed by the State of Florida, or by a county or municipality thereof. All taxicab operators shall possess a Commercial Vehicle Permit from the Airport.
52. Tenant - Any Person or firm authorized to exclusively occupy specific premises on the Airport by virtue of an Agreement with the Airport. Any enterprise or Person engaged in any type of commercial ground transportation service whose operator is required by Florida Statutes to have a valid Florida Chauffeur's license.
53. Terminal Tenant - Any Person, firm, company, concessionaire, airline, or other enterprise engaged in any type of commercial or non-commercial activity who is located within the passenger terminal building.
54. Vehicle - Any device in, upon or by which any person, property or object is or may be transported or drawn on land, whether on wheels, runners, treads, motorized, peddled, towed, pushed or rolled.