



BROWNSVILLE SOUTH PADRE ISLAND INTERNATIONAL AIRPORT

BRO RULES AND REGULATIONS



PREFACE

AUTHORITY

The Rules and Regulations Manual for the Brownsville South Padre Island International Airport (BRO) is following the authority contained in Chapter 14 of the City of Brownsville – Code of Ordinances, which empowers the Airport Director to make rules and regulations governing the use and control of the City of Brownsville's Airport.

PURPOSE

The primary purpose of this manual is to provide Airport users with a primary document representing a compendium of rules, regulations, policies, procedures, and general information governing their activities at BRO. The objective of the manual is to promote the safe and efficient use of BRO operations and aviation facilities.

CONTENTS

The regulatory provisions of this manual are established by City Ordinances and Municipal Codes, Resolutions adopted by the Airport Board, directives issued by Airport Management and provisions of Federal Aviation Regulations (FAR's).

COMPLIANCE

Compliance with all Airport rules and regulations is crucial. Anyone who violates or fails to adhere to these regulations, which govern the conduct of individuals, ground operations, and traffic at the Airport, will face penalties as specified in their leaseholder/use agreement or other enforcement actions authorized by the Airport Director.

ENFORCEMENT

The Airport Director is assigned the overall responsibility of enforcing compliance with Airport rules and regulations. On a day-to-day basis this responsibility, and commensurate authority, is exercised by BRO Airport Operations and Airport Security Divisions. Under certain circumstances, assistance from the Brownsville Police Department (BPD) or other law enforcement agencies may be requested.

Successful enforcement relies heavily on the full and active cooperation of all Airport users, tenants, supervisors, management and employees. This requires a thorough knowledge and understanding, through training programs, of applicable Airport rules and regulations on a continuing basis.

CONTACT INFORMATION

BRO Rules and Regulations Contact Information

Emergency	911
BFD ARFF (Station 5)	(956) 547-6565
BRO Airport Operations	(956) 459-1808
BRO Airport Security	(956) 551-1219
BRO Airport Administration	(956) 542-4373
BRO Airport Security Coordinator	(956) 212-2909
BRO Airport Maintenance	(956) 374-1125
BRO Airport Operations/Maintenance Manager	(956) 551-0914

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DEFINITIONS

ABANDONED – Any vehicle (including aircraft) left unattended for a period of 72 hours without evidence of ownership and/or parked in an undesignated/unauthorized area.

AIRCRAFT – A machine that is used or intended to be used for flight in the air.

AIRCRAFT ACCIDENT – An occurrence associated with the operation of an aircraft, which 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 death or serious injury, or in which the aircraft receives substantial damage.

AIR TRAFFIC - Aircraft operating in the air or on the Airport, exclusive of ramps and parking areas.

AIR TRAFFIC CONTROL - A service operated by appropriate legal authority to promote the safe, orderly and expeditious flow of air traffic.

ATCT – Air Traffic Control Tower.

AIRCRAFT SURFACE MOVEMENT PROGRAM (ASMP) – A driver training program for individuals operating aircraft tow vehicles on the Movement Area.

AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) – An acronym for Airport vehicles used to respond to aircraft Accidents and Incidents.

AIRCRAFT SERVICE VEHICLES - Any motorized vehicle designed and operated to support aircraft operations.

AIRPORT – Brownsville South Padre Island International Airport.

AIRPORT DIRECTOR – The Director of Department of Aviation as designated by the City of Brownsville.

AIRPORT OPERATIONS PERSONNEL - Airport employees responsible for enforcing the rules and regulations of the Airport.

AIR OPERATIONS AREA (AOA) – Any area of the Airport used or intended to be used for landing, takeoff and surface maneuvering of aircraft, including all areas inside the Airport perimeter fence.

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AIRPORT SECURITY OFFICER - A City of Brownsville employed security officer; authorized to enforce security, traffic, crowd control, and safety rules and regulations established by the Airport.

AUTHORIZED VEHICLE – A vehicle authorized to operate on the Airport service road network, which has approved company logos.

AERONAUTICAL ACTIVITY – Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations.

BASED AIRCRAFT – Any aircraft assigned a tie-down or hangar at BRO for a period of longer than six (6) months.

AIRPORT BOARD - The Board of Airport members appointed by the City of Brownsville Commissioners.

CITY - The City of Brownsville.

CTAF – Common Traffic Advisory Frequency.

DISTRIBUTE LITERATURE – means to distribute any printed or written matter consisting of books, pamphlets, handbills, tracts, cards, circulars, pictures, films, magazines, or any other written matter for a philanthropic, religious, charitable, benevolent, humane, public interest, political, or similar eleemosynary purpose, nonprofit activity or non-commercial activity or purpose.

ESCORTED VEHICLE - Any vehicle not approved to access the AOA that is directly accompanied by a vehicle and personnel authorized to access the AOA with escorting privileges.

FAA – Federal Aviation Administration.

FAR – Federal Aviation Regulation.

FIXED BASE OPERATOR (FBO) – A commercial aviation business that provides multiple aeronautical services, including the sale of aircraft fuel.

FIELD CITATION - A "Notice of Violation of Airport Regulations" citation issued by BRO Airport Operations or Airport Security for traffic, equipment, and personal violations occurring on the AOA.

FUEL – Any substance (solid, liquid, or gas) used to operate aircraft or vehicles.

FUEL HANDLING – The transportation, delivery, fueling, or drainage of fuel or fuel

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waste products.

HAZARD – Any existing or potential condition that can lead to injury, illness, or death to people; damage to or loss of a system, equipment, or property; or damage to the environment.

HAZARDOUS MATERIALS (HAZMAT) - Any solid, liquid, or gas that can harm people, other living organisms, property, or the environment.

HOT REFUELING – Fueling with any aircraft engine running.

INCIDENT – Means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

BFD – Brownsville Fire Department.

LICENSED VEHICLE - A vehicle licensed to operate on the streets or highways of the State of Texas.

MOVEMENT AREA - Runways, taxiways and other areas of an Airport used for taxiing, takeoff and landing of aircraft, not including loading ramps and aircraft parking areas.

NFPA – National Fire Protection Association.

NOTAM – Notice to Air Missions.

NTSB – National Transportation Safety Board.

PEDESTRIAN – A person traveling on foot or a wheeled conveyance vehicle that may include (but not limited to) a bicycle, wheelchair, skateboard, motorized passenger carts, or scooter.

RAMP – Any defined area on the Airport intended to accommodate aircraft for the purpose of loading and unloading passengers or cargo, refueling, parking, or maintenance.

RUNWAY – A defined rectangular area prepared for the landing and takeoff of aircraft along its length.

RUNWAY INCURSION – Any occurrence at an Airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft.

SERIOUS INJURY – Any injury that: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury occurred; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

SOLICITATION – means the act of requesting or accepting money or other thing of value by a person for a philanthropic, religious, charitable, benevolent, humane, public interest, political, or similar eleemosynary purpose, nonprofit or non-commercial activity or purpose. This term shall not include activities intended to directly benefit the individual making the request.

SUBSTANTIAL DAMAGE – Damage or failure that adversely affects the structural strength, performance, or flight characteristics of an aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowlings, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage.”

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

TENANT - An authorized leaseholder or sub-leaseholder of land or premises within the boundaries of BRO.

TAXILANE – The portion of the aircraft parking route used for access between taxiways and aircraft parking positions.

TAXIWAY – A defined path for the taxiing of aircraft from one part of the Airport to another marked by a continuous solid yellow centerline.

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The land and improvements within the boundaries depicted on the current Airport Layout Plan.

VEHICLE – Any auto, truck, fuel truck, golf cart, motorcycle, moped, or any motorized equipment.

VEHICLE PEDESTRIAN DEVIATION (VPD) – A pedestrian or vehicle entering any portion of the Airport movement areas (runways/taxiways) without authorization from air traffic control.

VEHICLE SERVICE ROADS - The system of marked, service roads set aside for the movement of vehicular traffic on the AOA.

SECTION I: GENERAL USE OF AIRPORT

Section 1.1 Right of Director of Aviation to Control the Airfield

The Airport Director, or his/her designee, shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to refuse takeoff permission to aircraft, and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group, when any such action is considered necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport.

- a) In the event the Airport Director determines the condition of the Airport or any part thereof to be unsafe for landings or takeoffs, or closing any affected area, or the entire Airport, a NOTAM shall be issued.

Section 1.2 General Conduct of Individuals on the Airport

General conduct of individuals on the Airport: Only individuals and vehicles given prior authorization through terms of a lease, permit, or other agreement with the Airport, (to include sublessees and authorized visitors), may access the Airport, and only under all other conditions as provided in the BRO Rules and Regulations. Unauthorized access will be construed as trespassing.

- a) Individuals on the Airport shall exercise safe operating practices and take reasonable precautions as appropriate to ensure the safety of the AOA.
- b) Individuals, authorized tenants, and subtenants, shall ensure that non-permitted vehicles remain on their leased area and shall not be permitted access to the service roads, runways and taxiways.
- c) Non-permitted vehicles needing to operate from one leasehold to another shall utilize public streets.
- d) Individuals are required to report any incident that results in substantial damage to an aircraft or serious injury to individual(s) that occurs on the AOA to Airport Operations.
- e) Tenants may use barbeque units on their leasehold areas or on public areas as approved by the Airport Director, provided they are for exterior use only, at least 25-feet from the nearest building, 50-feet from the nearest aircraft, and a fire extinguisher appropriate for the size of the BBQ unit is on hand.
- f) There is absolutely no smoking allowed at all on the AOA side of the Airport.

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Section 1.3 Airport Security

Airport Perimeter Fence

- a) A ten-foot (10') clear zone on the inside of the security perimeter fence is required on all leaseholds and BRO controlled property. This area shall be clear of any aircraft, equipment, debris, etc. and will be monitored by the Airport Director or designee.

Unauthorized access onto the AOA is prohibited.

- b) All gates/entrances must be closed/locked or barricaded immediately after passage by the user. The user must ensure the gate is secured before leaving/driving away. Tenants shall be responsible for gates/entrances located on their leasehold areas. Any gate observed open and unattended must be reported immediately to Airport Security.
- c) Under no circumstances shall a user allow any vehicle, recognized or otherwise, to pass through any gate behind them (piggybacking). The practice of piggybacking is a serious violation and any user observed permitting passage will be cited and is subject to revocation of their driving privilege. Any vehicle observed piggybacking must be reported immediately to Airport Security.
- d) Only authorized and properly identified personnel and vehicles are allowed access onto the AOA.
- e) Unidentified or unauthorized equipment/vehicles on the AOA may be removed by the Airport at the expense of the owner. Any person who violates security regulations may be denied future entry onto the AOA.
- f) Pilots shall positively identify individuals on their aircraft, verify that all occupants are aboard at the invitation of the owner/operator, and all baggage and cargo is known to the occupants.

General Security – All Tenants:

- a) Ensure any perimeter fencing, gates, walls or doors that separate public or private leasehold areas from the AOA are secured and that their integrity is intact.
- b) Secure all key storage areas (food, liquor, parts, tools, etc.).

- c) Have an access control management program for keys and passes.
- d) Use a government issued photo ID to verify identity of any visitor or vendor.
- e) Post emergency numbers prominently throughout the facility.
- f) Report suspicious activities immediately to the Airport Security or Airport Operations.
- g) Know whom to call in case of an emergency.

Flight Schools

- a) Flight school operators are required to have flight students use proper entrances and exits to the ramp area.
- b) Flight school operators are required to have any student pilot check-in with a designated employee (example: dispatcher, scheduler, flight instructor or other management official) before being allowed access to aircraft.
- c) Flight instructors shall establish positive identification of their flight student prior to every flight lesson.
- d) Flight schools and/or instructors shall control aircraft keys until the student pilot has reached their first solo.

Fixed Base Operators

- a) FBOs shall establish and maintain a reasonable means to identify pilots and aircraft using their facilities (i.e. sign-in/sign-out process).
- b) FBO personnel shall ensure only authorized individuals are allowed access to leasehold areas.
- c) Vendors, contractors and visitors shall be positively identified by an FBO employee before being allowed access to the ramp.
- d) Enplaning passengers shall be positively identified by the aircraft crew before they gain access to the ramp. Deplaning passengers shall be directed and escorted safely to the terminal by a crew member or FBO employee, taking care to avoid aircraft that are in the process of starting engines, parked with engines running, or beginning to taxi off the ramp.
- e) FBO employees shall verify the identity of all non-Airport personnel flight crew for non-based aircraft prior to allowing access to the ramp, hanger or

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aircraft.

Hangar Security

- a) Hangars shall be adequately marked and numbered for ease of emergency response in accordance with BFD and/or other local regulations.
- b) Hangars are to be secured when not in use.
- c) Key issuance is to be limited to as few people as possible.
- d) Keys are to be retrieved when personnel leave and no longer have an operational need of the key(s).

Required Security Notifications

- a) Immediately following receipt of a bomb threat involving an aircraft or facility on the Airport, the FBO, tenant or aircraft operator shall notify Airport Security and provide details, facts, or any other information related to the threat. The tenant may be required to provide updates to Airport Security as conditions change.
- b) All Airport personnel are responsible for reporting any suspicious unattended bag or article to Airport Security.
- c) Having been made aware of a hijacking attempt on its aircraft, the FBO, tenant or aircraft operator involved shall notify Airport Security as quickly as possible, and fully cooperate with Law Enforcement requests.
- d) If the flight crew has determined that a possible contagious illness is responsible for causing passengers to become ill, the aircraft shall proceed to an isolated area of the ramp for health agency isolation purposes and the flight crew is required to contact Airport Security (this request may also be made via the ATCT).
- e) When a death aboard an aircraft occurs, the pilot-in-command or a manager from the FBO or Tenant shall notify Airport Security.

Section 1.4 Cleaning of Equipment

Washing of vehicles or equipment is permitted only in areas designated by the Airport Director. Drainage shall not be allowed to enter directly into the Airport drainage system unless an approved clarifier is in place.

- a) The washing of vehicles and equipment on ramps is strictly prohibited.

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Section 1.5 Painting Guidelines on Ramps and Taxiways

No surface painting or marking of Taxiways, Taxilanes or Ramps is allowed without the approval of the Airport Director.

Section 1.6 Visitors and Escorts

Vehicles and drivers not in possession of BRO Drivers Privilege must remain under escort by an individual with proper credentials at all times when proceeding outside of their leasehold boundary. Visitors who are permitted on the site by any master leaseholder shall be required to be maintained under positive escort and not permitted to leave the leasehold boundaries, or encroach onto any service road, taxiway or runway. All master tenants are required to develop and maintain their own procedures, outlining the requirements for tenants and visitors who are permitted access onto their leaseholds.

- a) Visitors in vehicles which are to be escorted by a valid tenant may allow their vehicle and the escorted vehicle onto the AOA without the perimeter gate closing between them, provided that once both vehicles have entered the tenant leasehold, both vehicles must wait for the perimeter gate to fully close behind them prior to departing.
- b) Tenants with valid Escorting Privileges may escort visitors beyond a leasehold boundary for legitimate reasons, as long as the visitor remains under positive escort.

Section 1.7 Wildlife Hazard Management

All personnel on the Airport have the responsibility to report the presence of wildlife populations that may present a hazard to air navigation. The report should contain the size, numbers, location or, in the case of birds, direction and altitude of flight (flight operations may be halted until the hazard is abated).

- a) In accordance with FARs, no person shall feed, provide habitat, or otherwise introduce or encourage the introduction of factors on the Airport that attract or may attract birds or other wildlife.

Section 1.8 Emergency Contacts

Any individual on the Airport reporting an emergency or requiring assistance shall call:

BPD/BFD	911
Airport Security	(956) 551-1219
Airport Operations	(956) 459-1808

Section 1.9 Customs Arrivals

All international arrivals shall comply with the U.S. Customs and Border Protection Instructions.

Section 1.10 Environmental Cleanup

The Airport may clean up any material unlawfully spilled, placed or otherwise deposited at the Airport and may charge the responsible person(s) for the cost of the cleanup, and for any required environmental remediation, and any expenses incurred by, or fines or damages imposed on the Airport.

Section 1.11 Use of Public Areas

Use of a public area at any facility or area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited.

Section 1.12 Emergency Conditions

The City of Brownsville, the Airport Director or designee may declare that the Airport is in a state of emergency, at which time flight operations may be ceased or altered.

Emergency equipment shall have the right-of-way in all circumstances except where those operations conflict with aircraft movement, in which case the aircraft shall have the right-of-way.

- a) During a declared Airport emergency, the Airport may take any actions necessary to ensure the safety of the public, including the temporary closure of the Airport or certain areas of the Airport, and temporary use of tenant property to assist in the response of emergency equipment and personnel to the Airport, pursuant to the terms of their lease.

Section 1.13 Use of Lasers on and around Airport Property

The use of lasers on or around Airport property is strictly prohibited and shall be immediately reported to Airport Operations or Airport Security when observed.

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Section 1.14 Aircraft Incidents and Accidents

The operator of any aircraft involved in an Incident/Accident-causing personal injury or property damage shall, in addition to all other reports or notifications required to be made to other agencies, make a prompt and complete report concerning the Incident/Accident to Airport Operations.

Section 1.15 Labor Disputes

Companies and organizations desiring to picket on Airport premises shall contact the Airport Director at least two (2) business days in advance to discuss the feasibility of the proposed activities. Scope of the picketing and the area in which it will be permitted will be discussed. Security regulations strictly prohibit this type of activity within the AOA of the Airport.

- a) The conduct of pickets and the display of printed material shall be reviewed to ensure the picketing group clearly understands the restrictions that the Airport shall set in order to fulfill its primary responsibility of the safe and efficient operation of the Airport.

Section 1.16 Commercial Activity

No person shall enter or remain on Airport property to buy, sell, peddle, or offer for sale or purchase any goods, merchandise, property or perform services (including surveys) of any kind whatsoever, on or from Airport property, without the express written consent of the Airport Director.

Section 1.17 Soliciting

No person shall solicit funds/services for any purpose at the Airport without permission from the Airport Director.

Section 1.18 Loitering

Any person who is unable to provide satisfactory explanation of their presence on Airport property will be considered to be loitering. Loitering is strictly prohibited on any area or facility at the Airport.

Section 1.19 Carriage of Firearms

No person, except authorized peace officers, Post Office, and Customs employees, or members of the armed forces of the United States on official duty shall carry any firearms or explosives at the Airport without the Airport Director's permission and the appropriate license(s). All persons other than those in the excepted classes shall, while at the Airport, surrender all such objects in their possession to the Brownsville Police Department.

Section 1.20 Armed Guards and Guard Dogs

Armed guards are not permitted on the AOA unless specific approval has been obtained from the Airport Director except for Law Enforcement entities.

Section 1.21 Lost and Found Articles

Lost and found articles shall be reported and/or delivered to BRO Airport Security.

Section 1.22 Litter and Refuse

No person shall place, discharge or deposit in any manner, paper, trash, rubbish, or other refuse anywhere on the Airport, except in receptacles and other places prescribed by the Airport Director. Receptacles shall be covered and suitable to contain contents.

Section 1.23 Dogs and Other Animals

All dogs and other animals shall be restrained with a leash or other acceptable manner and must always be under the control of their owner. Stray dogs will be reported to Airport Security or Airport Operations. Animal control will be notified.

Section 1.24 Smoking

Air Operations Areas: No person shall smoke or carry lighted cigars, cigarettes, electronic cigarettes, pipes, matches, or any type of covered or uncovered flames near any fuel storage area, movement area, passenger or cargo ramp and ramp area, aircraft parking areas or in any other place of the AOA.

- a) Workplace: It is unlawful to smoke inside any enclosed area of a structure situated at BRO or any structure leased by the City of Brownsville.

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Section 1.25 Advertisements

No person shall post, distribute, or display signs, circulars, printed or written matter of an advertising nature at the Airport without the written approval of the Airport Director in such manner as may be prescribed.

Section 1.26 Airport Signs

Placement of signs on the Airport is prohibited without permission from the Airport Director.

Section 1.27 Tenant Conduct Regarding Unauthorized Activities

No tenant, tenant employee, or any other employee authorized to perform any function on the Airport, shall in any way assist any person to engage in any activity on the Airport that is prohibited herein or is not specifically authorized by a tenant's lease or the Airport Director or his or her designee in writing.

Section 1.28 Tenant Construction Requirements

All tenant construction projects at the Airport must be approved by the Airport.

Section 1.29 Airport Construction and Obstruction Control

No person shall:

- a) Construct, modify or alter any structure without approval from BRO.
- b) Erect any sign, post, or pole without approval from BRO.
- c) Alter, change color, design or décor of existing Airport improvements.
- d) Operate, park, store any equipment, vehicles, supplies, or materials contrary to the provisions contained within their lease.
- e) Create any mounds of dirt or debris without approval from BRO.
- f) Cause or create any physical object that penetrates the operational airspace or imaginary surfaces as described in FAR Part 77 Obstructions to Navigable Airspace.
- g) Conduct work on Airport premises without first obtaining written permission from Airport Director and without strict compliance and adherence to the safety specifications and directions contained within given permission.

FAA Approval

- a) No construction or alterations that may affect navigable airspace, may take place on Airport property unless a Notice of Proposed Construction or Alteration (FAA Form 7460-1) has been filed with the FAA, and an FAA Final Determination approving the construction or alteration has been issued. Further information may be found at:
<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.

Section 1.30 Damage to Airport Property

No person shall destroy or cause to be destroyed, injure, damage, deface, or disturb in any way, property of any nature located on the Airport, or willfully abandon any personal property on the Airport. Any person causing or responsible for such injury, destruction, damage, or disturbance shall report such damage immediately to BRO Airport Security and, upon demand by the Airport Director, shall reimburse the Airport for the full amount of the damage. Any person causing or failing to report and/or reimburse the Airport for injury, destruction, damage, or disturbance of Airport property, may be refused the use of any facility until and unless the report and/or reimbursement has been made.

Section 1.31 UAV's, Radio Control Aircraft, Blimp Operations, and Banner Towing

Operation of Unmanned Aerial Vehicles (UAV) of any kind, radio-controlled aircraft, blimp operations and banner towing operations are strictly prohibited.

Section 1.32 Storage of Motor Homes, Boats and other Non-Aeronautical Items

Motor homes, boats, recreational vehicles, and non-aviation related vehicles shall not be stored anywhere on the Airport (inside the AOA) without the consent of the Airport Director.

Section 1.33 Bicycles, Skateboards, Roller Blades and other Non-Motorized Transportation

The operator of any bicycle or other non-motorized vehicle shall remain on a tenant's leasehold and must follow the tenant's operating procedures. Bicycles and other non-motorized vehicles are not authorized on the Vehicle Service Roads or any BRO controlled facility without the approval of the Airport Director.

SECTION II: AIRCRAFT OPERATING REQUIREMENTS

Section 2.1 Operation of Aircraft

All persons shall operate, navigate, land, service, maintain and repair aircraft in compliance with all FAA, NTSB, and State Department of Aeronautics Rules and Regulations, in addition to the rules and regulations contained herein.

- a) No person shall interfere or tamper with any aircraft at the Airport or start the engine of such aircraft without the owner's consent; nor shall any employee of BRO move or handle such aircraft, unless such action is necessary to maintain the safe and efficient operations of the Airport.
- b) No person shall enter an aircraft without the consent of the owner or representative in-charge.

Section 2.2 Disabled Aircraft

Any owner, lessee, operator or other person having the control, or the right of control of any disabled aircraft on the Airport shall be responsible for the prompt removal and disposal thereof, including any and all parts thereof. This requirement is subject, however, to any requirements or direction by the NTSB, the FAA, or the Airport Director that such removal or disposal be delayed pending an investigation of an Accident/Incident.

- a) Any owner, lessee, operator or other person having control, or the right of control, of any aircraft does, by use of the Airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the Airport Director may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft that obstructs any part of the Airport utilized for aircraft operations.
- b) Individuals further agree and consent, through use of the Airport, that any costs incurred by or on behalf of the Airport for any such removal or disposal of any aircraft shall be paid to the City. In addition, any claim for compensation against the City, BRO, and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled aircraft, or any part thereof, by reason of any such removal or disposal is waived. The owner, lessee, operator or other person having control, or the right of control, of said aircraft shall indemnify, hold harmless

and defend the City, BRO, and all of their officers, agents and employees, against any and all liability for injury to or the death of any person, or for any damage to any property arising out of such removal or disposal of the aircraft or any part thereof.

Section 2.3 Engine Start and Run-Up

No aircraft engine shall be started or run unless a licensed pilot or certified mechanic is attending the aircraft controls. Wheel blocks or other suitable means of securing the wheels of an aircraft to prevent movement shall always be placed in front of the main landing wheels before starting the engine(s), unless the aircraft is held in position by functioning, locking brakes.

- a) The Airport Director, or an authorized representative, reserves the right to inspect the certificate or license of any individual attending aircraft controls.
- b) Aircraft engines shall be started or run-up only in the place designated for such purposes by the Airport Director.
- c) At no time shall engines be turned up when hangars, shops, other buildings or persons within the observation area are in the path of the propellers' stream. Engines shall not be started in the hangars. Aircraft engines under no circumstances shall be run up within a minimum distance of 500 feet from the terminal building.
- d) No aircraft shall be fueled while its engine is running. Unless ARFF is present at the location.
- e) Running an aircraft engine is prohibited unless reasonably necessary for the maintenance, testing, or repair of such engine and/or required for the movement or flight operation of the aircraft.

- f) The starting or operation of aircraft engines inside any hangar is prohibited.
- g) Aircraft engine exhaust, blast, and/or propeller/rotor wash shall not be directed in such a manner as to cause injury, damage, or hazard to any person, structure, or property or jeopardize the safety of the above person, structure or property in any way. The engine or engines shall be shut down if it is not possible to fulfill the requirements of this section.
- h) It is recommended that all aircraft with engines capable of producing more than 14,750 lbs. of thrust be pushed back or towed onto the taxiway prior to engine start. If the auxiliary power unit is inoperative, it is recommended that one engine be started on the leasehold and that adequately trained personnel ensure that personnel and property near the aircraft are secured from jet blast. Approval for cross-bleed engine starts shall be obtained from Airport Operations.
 - i. Such aircraft that taxi from a tenant/leasehold facility without first being pushed or towed onto a taxiway must ensure that the resulting jet blast is pointed away from the Vehicle Service Road and/or facilities not under control of the tenant/leaseholder authorizing the operation.
- i) Aircraft engines shall not be operated during refueling or defueling operations. Aircraft engines shall not be operated during a fuel spill unless otherwise approved by the ARFF.
- j) Certain types of maintenance activity (i.e., leak checks) that may be accomplished at idle power only and in less than 3 minutes duration, may be performed on the leasehold provided prior permission is granted by Airport Operations.
- k) All propeller aircraft preflight run-ups shall be conducted on a taxiway while holding short of the runway prior to takeoff and in a position that minimizes propeller wash directed at the service road.
- l) Engine run-ups are to be conducted for the minimum duration necessary to accomplish the necessary maintenance or preflight check.

Section 2.4 Aircraft Taxiing/Tow

No person shall taxi any aircraft on the Airport who is not a pilot or mechanic licensed by the FAA or other agency.

- a) Individuals must be in possession of a Movement Area driving privileges when towing aircraft on the movement areas unless under escort from Airport Operations.
- b) All aircraft tow operations that require crossing a runway shall be escorted by Airport Operations (regardless of whether the runway is active or the ATCT is in operation).
- c) Whenever any aircraft is being taxied, towed, or otherwise moved on the movement areas of the Airport during the hours that the BRO ATCT is in operation, the individual attending the controls of the aircraft, tug or vehicle shall monitor the designated ATCT frequency. In the event of radio equipment failure, the ATCT may utilize an Aldis Lamp (light gun) for communication, or dispatch an Airport Operations representative to provide an escort.
- d) Aircraft shall not be taxied, towed, or otherwise moved on any part of the movement areas of the Airport during the hours that the BRO ATCT is in operation, unless an ATC clearance is provided.
- e) Whenever an aircraft is being taxied, towed or otherwise moved on the movement areas of the Airport during the hours the BRO ATCT is not in operation, the individual attending the controls of the aircraft, tug or vehicle shall announce their position and intentions on CTAF, currently 118.90 MHz, as prescribed in Section 4-1-9 of the Aeronautical Information Manual (AIM).
- f) No aircraft may be taxied, towed, or otherwise moved on any area not approved for aircraft operations, unless specifically cleared to do so by the ATCT and directed by Airport Operations.
- g) All personnel taxiing or moving aircraft on movement areas shall be thoroughly familiar with the locations of all taxiways and runways. It is the tenant's responsibility to ensure that all personnel have been properly trained and given an orientation program of all aircraft movement areas.
- h) No aircraft may be taxied, towed, or otherwise moved on the Airport in a careless or negligent manner, in disregard of the rights and/or safety of others, without due caution, or at a speed or in a manner that endangers persons or property.
- i) No aircraft shall be taxied, towed or otherwise moved on any Airport surface except upon designated taxiways and ramps. No aircraft may be taxied,

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towed or otherwise moved without first visually checking that it is safe to proceed without danger of collision with persons or property.

- j) No aircraft may be moved or towed on the Airport except by a vehicle of a type specifically designed, recommended or approved for the aircraft being towed.

Section 2.5 Aircraft Parking

Aircraft parking on unleased Airport property requires the permission of the Airport Director.

- a) No person shall maneuver, park or leave an aircraft standing on a ramp area in such a way that any portion of the aircraft protrudes beyond the ramp, unless previously authorized by Airport Operations.
- b) When instructed by the Airport Director, or an authorized representative, the operator of any aircraft parked or stored at the Airport shall move the aircraft from the place where it is parked or stored.
- c) The owner/operator will be liable for any damage that may result from the movement of an aircraft if the owner/operator refuses to comply with the directions of the Airport Director.

Section 2.6 Aircraft Lighting During Low Visibility Periods

All aircraft being taxied, towed or otherwise moved on the AOA, excluding leased areas, during the hours between sunset and sunrise and during periods of low visibility shall proceed with illuminated position lights, unless escorted by Airport Operations.

Section 2.7 Aircraft Repair and Maintenance

All aircraft maintenance shall be conducted on designated leaseholds or in areas otherwise designated for this purpose.

- a) All operational testing of Emergency Locator Transmitters (ELT's) shall be conducted in accordance with the Aeronautical Information Manual (AIM) Section 6-2-5 (3b). Should it be necessary to conduct a test of an ELT at any time other than within the first 5 minutes after any hour, prior permission is required from Airport Operations.

Section 2.8 Aircraft Washing

Wet washing of aircraft is prohibited at the Airport, except upon designated washing areas that contain a currently permitted clarifier or oil/water separator to collect any resulting runoff.

- a) Dry washing and polishing of aircraft is permitted provided the ramp remains clean and free of debris.
- b) All non-storm water discharge to the storm drains is strictly prohibited. All wet-washing shall be conducted in accordance with the Best Management Practices (BMP's) of the Storm Water Pollution Prevention Plan. Further information may be found by contacting the Airport Operations Division.

Section 2.9 Aircraft Painting

Any paint operations at the Airport shall comply with all applicable Federal and State environmental regulations and any City related ordinances and regulations. The Airport Director shall have the right to terminate any painting operations that interfere with Airport operations or otherwise disrupt normal operations of any other tenant or operator at the Airport.

Section 2.10 Aircraft Security

Aircraft are to be secured at all times when not in use through the use of door locks, throttle locks, prop locks or other related aviation approved locking device.

Section 2.11 Use of Unsafe Areas

No aircraft shall use any part of the airfield, ramp, taxiway, runway or other areas considered temporarily unsafe for landing, takeoff or use in any other way.

- a) The boundaries of such areas will be marked with delineators by day and/or red lights during periods of darkness or low visibility. An appropriate NOTAM will be issued when applicable.

Section 2.12 Passenger Enplaning and Deplaning

All aircraft shall be loaded or unloaded and passengers enplaned or deplaned in designated ramp areas, unless prior authorization has been granted by the Airport Director or an authorized representative.

- a) Pedestrian traffic is prohibited from entering or crossing any Movement Area of the Airport at any time unless approved and escorted by Airport Operations Personnel.
- b) FBO's are responsible for all persons on their leasehold and shall station personnel to assist and direct passengers during enplaning and deplaning.
- c) Enplaning or deplaning of passengers on the ramp when aircraft engines are operating is strictly prohibited.

Section 2.13 Helicopter Operations

Rotary wing aircraft arriving and departing the Airport shall operate under the direction of the ATCT at all times while the ATCT is in operation and while within limits of BRO Class D airspace.

- a) No helicopter may land or takeoff from the Airport while the BRO ATCT is in operation unless it is equipped with a functioning VHF radio and the pilot establishes and maintains two-way radio communications with the ATCT.
- b) Rotary wing aircraft arriving and departing the Airport during the hours the BRO ATCT is not in operation, shall announce their position and intentions on CTAF, 118.90 MHz, as prescribed in Section 4-1-9 of the Aeronautical Information Manual (AIM).
- c) Unless safety, ATCT or FAR's dictate otherwise, all rotary wing aircraft shall strictly follow the designated helicopter arrival and departure routes while within the BRO Class D/E airspace.
- d) Repetitive operations, pattern work and helicopter flight training of any kind are not permitted within the Airport traffic area or on the Airport without prior written permission from the Airport Director.
- e) Helicopters shall have braking devices and/or rotor-mooring tie-downs applied to the rotor blades when parked.
- f) No helicopter shall be left running unless a licensed helicopter pilot or a certificated mechanic is at the controls.
- g) Refueling or defueling of helicopters while the aircraft engine(s) are running and/or rotors are turning is prohibited.

- h) Runway crossings shall be made midfield at an altitude stipulated by the ATCT.
- i) Except for crossings, helicopter operations are prohibited over Vehicle Service Roads.

Section 2.14 Air Traffic Rules

All aircraft utilizing the Airport must comply with Air Traffic Control instructions in addition to the following requirements:

- a) Motorless aircraft are prohibited from landing or taking off at the Airport.
- b) No ultralight aircraft shall land or takeoff from the Airport.
- c) Formation arrivals and departures are prohibited at the Airport without prior approval from the Airport Director.
- d) Jet-assisted or any other type of assisted takeoffs shall not be made at the Airport without first obtaining permission of the Airport Director and notifying the ATCT in advance.
- e) No person shall arrive on or depart from any runway during the time the runway is closed or unavailable for use to operations by order of the Airport Director or their authorized representative, except in cases of emergency. Such person will make every reasonable attempt to notify ATCT and/or Airport Operations of an emergency requiring the use of a closed runway.
- f) No aircraft shall land, takeoff, attempt to land or takeoff any aircraft from any runway, which is at the time being used by another aircraft, except in cases of emergency, and/or as directed by the ATCT.
- g) Taxiways shall not be used for the takeoffs and landings of fixed wing aircraft without the prior approval of the Airport Director.
- h) Aircraft landing at the Airport shall make the landing runway or touchdown area available to others by exiting as promptly as possible.

- i) No aircraft having an actual gross weight (including passenger, cargo, fuel, equipment, etc.) in excess of maximum gross weight for which such aircraft was certificated, shall land, takeoff, or taxi at the Airport without permission of the Airport Director.
- j) When the ATCT is closed, all aircraft shall self-announce on the CTAF 118.90 MHz prior to landing or departing. If an aircraft must cross an active runway while under the control of the pilot and/or mechanic when the ATCT is closed, the pilot and/or mechanic is required to announce the runway crossing on the CTAF 118.90 MHz.
- k) Low passes or fly-by's, except for safety checks, are prohibited.
- l) Simulated in-flight emergencies (e.g. engine failure, etc.) are not permitted within the Airport traffic area and/or over Airport property.

Section 2.15 Annual Aircraft Inventory Report

On an annual basis, master tenants and specified subtenants shall report the number of based aircraft on their leasehold to the Airport Director. This report shall include the aircraft registration as well as the make and model of all aircraft.

Section 2.16 Intersection Departures

Intersection departures by turbojet or fan-jet powered aircraft are prohibited.

- a) Intersection departures for all other aircraft are at the discretion of the ATCT.

Section 2.17 Drag Chutes

Aircraft drag chutes are prohibited unless absolutely necessary for the safe operation of the aircraft.

- a) Notification to Airport Operations is required at least 24 hours in advance of arrival of any aircraft that shall deploy a drag chute. In the event a drag chute is deployed, it shall not be released until safely clear of all movement areas and only once appropriate ground personnel are positioned to retrieve the drag chute.

Section 2.18 Intoxicants and Drugs

As provided under FAR Part 91.17 Alcohol or Drugs, and Texas State Law, no pilot or other member of the flight crew of an aircraft in operation on the Airport, or any person attending or assisting in any aircraft operation on the Airport, shall be under the influence of intoxicating liquor or drugs, nor shall any person under the influence of intoxicating liquor or drugs be permitted to board any aircraft, except as a medical patient under appropriate care. The Airport Director, at his/her sole discretion, may deny use of the Airport to any person violating this section.

Section 2.19 Landing Fees

Unless otherwise indicated in a tenant lease, there are currently no provisions in place authorizing the City to charge operating/landing fees associated with aircraft use of BRO.

Section 2.20 Compliance

The Airport Director shall have authority to deny the use of the Airport to any aircraft or pilot violating BRO Rules and Regulations or FAR's.

Section 2.21 Reflective Safety Clothing

All Aircraft Marshalls who must utilize Airport Service Roads to marshal aircraft shall wear reflective safety clothing (i.e. reflective safety vest, shirt, jacket, etc...).

Section 2.22 Reporting of Surface Incidents and Runway Incursions

Any tenant witnessing or causing a runway incursion or VPD shall immediately report the Incident to BPD Airport Security or Airport Operations; make a full report listing the reason, and cause of the Incident, and any other information requested by the Airport.

SECTION III: VEHICLE OPERATIONS ON THE AIRPORT

Section 3.1 Applicability of this Section

This Section applies to any person or entity that is a master tenant or approved subtenant who has an operational need to utilize the Vehicle Service Roads and/or Airport Movement Areas during the course of their business activities. Contact Airport Operations for further information.

Section 3.2 D-M Area/N-M Area Master Tenant/Subtenant Approval

All D-M/N-M Master Tenant/Subtenant applications shall be approved by the Airport Director.

Section 3.3 D-M Area/N-M Area

A D-M Area is required to access the Vehicle Service Roads and an N-M area are required to access the Movement Area in addition to the Vehicle Service Roads. All prospective D-M or N-M applicants are required to obtain a test score of 80 percent or better in order to receive a permit with the proper privileges.

- a) The actions and consequences of all D-M/N-M holders shall be the responsibility of the master tenant. The Airport Director or designee reserves the right to revoke a D-M/N-M for non-compliance with the BRO Rules and Regulations.

Section 3.4 Vehicle Operations

All drivers/operators on the Vehicle Service Roads and Movement Areas shall comply with the D-M/N-M Area Program requirements which include but are not limited to the following:

- a) Aircraft shall have the Right-of-Way at all times.
- b) Emergency vehicles shall have the Right-of-Way over all other ground vehicles.
- c) Drivers shall have a valid D-M/N-M in addition to a Driver's License on their person while operating on the Vehicle Service Roads.

- d) Operators must ensure appropriate vehicle lights (high beam, flashers, beacons, and strobes) are operational before driving on the airport surface. Flashers and beacons help ATC, aircrews, and other operators see vehicles in the movement/non-movement areas, especially during periods of reduced visibility and at night.
- e) Vehicles shall have magnetic placards or stenciled decals prominently displaying the company of the vehicle operator on both sides.
- f) Drivers shall not exceed 15 MPH on the Vehicle Service Roads
- g) Drivers shall not exceed 15 MPH while on ramp areas.
- h) All vehicles shall meet Texas Vehicle Codes Safety Standards and be in a safe and operable condition. Disabled vehicles shall not be left unattended on the AOA.
- i) Vehicle operators shall comply with any order, signal, sign, or directive of the Airport Director or designee, and shall not attempt to evade or flee.
- j) Vehicle operators shall provide proper signals and obey all traffic, signs and pavement markings unless directed otherwise by the Airport Director or designee.
- k) Personnel operating vehicles used for hauling trash, dirt, or any loose material shall prevent the materials from escaping from the vehicle while on the Airport.
- l) Vehicles shall not be operated in a manner or within proximity of an Aircraft as to create a hazard or interfere with the safe operation of the Aircraft.

D/M drivers in addition to the above requirements of this section shall:

- a) Maintain two-way radio communications with the ATCT prior to entering the Movement Area.
- b) Be under escort by Airport Operations when towing aircraft across the runways and shall contact Airport Operations prior to starting aircraft movement.
- c) Maintain a thorough understanding of Airport Movement Areas and comply with all directives of the ATCT and/or Airport Operations.

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Section 3.5 Pedestrian/Bicycles/Non-Motorized Vehicles

- a) Pedestrians are prohibited on the Vehicle Service Roads (except personnel actively guiding aircraft).
- b) Bicycles and non-motorized vehicles are prohibited on Vehicle Service Roads.

Section 3.6 Unauthorized entry into the Movement Area

Entering the Movement Area without authorization from the ATCT may result in a VPD. Any individual cited for a VPD will be subject to violation strikes as described in the Consequences of Non-Compliance in the ACM Section 329 subsection D.

Section 3.7 Violation Program

If a vehicle operator or authorized Airport tenant is found to have violated a BRO Airport Rule or Regulation, Airport Security and Airport Operations will be notified, and a Notice of the Violation will be documented. The employee, supervisor, and/or the master tenant of the facility will be notified and depending on the violation a remedial class or other actions will be taken by Airport Operations division.

Any vehicle-related incursion must be reported by the operator or ATC tower to Airport Operations. A special inspection will be conducted by Airport Operations to inspect incursion area lighting, signage, and markings for any discrepancies.

Violations include but are not limited to:

- i. Failure to obtain required non-pilot aircraft escort while crossing runways
- ii. Failure to yield to emergency vehicles displaying flashing red lights
- iii. Failure to comply with lawful orders given by Airport Operations
- iv. Causing an accident with injuries
- v. Not in possession of a valid D/M N/M Badge
- vi. Driving without a valid Driver's License
- vii. Failure to obey signs/directions/signals/markings on Vehicle Service Roads.
- viii. Exceeding designated speed limits on ramps or Vehicle Service Roads.
- ix. Impeding the path of an aircraft
- x. Reckless driving
- xi. Failure to have company logos on unescorted vehicles
- xii. Failure to monitor/control escorted persons on the AOA or follow approved escort procedures
- xiii. Gaining unauthorized entry to the AOA through a BRO gate by piggy-backing.
- xiv. Walking or driving on Taxiways or Runways (a.k.a. Vehicle/Pedestrian

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Deviation) without authorization.

- b) Corrective actions and penalties for any violation listed above will result in Strike(s) with the following consequences:
 - i. First Offense: Documented Verbal Warning
 - ii. Second Offense: Within (12) calendar months of first offense: Retake required training.
 - iii. Third Offense: Within (12) calendar months of first offense: Revocation of driving privileges at the discretion of Director of Aviation.
- c) Master tenants/subtenants will be issued Notice of Violations for any unauthorized actions of their visitors.

SECTION IV: FUELING AND RAMP SAFETY PRACTICES

Section 4.1 Fire and Safety

All fire and fire related safety provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of the Uniform Fire Code, and/or the NFPA 407 Standard for Aircraft Fuel Servicing and all applicable laws, rules, and regulations as enforced by the Fire Inspector assigned to BRO. Definitions, unless otherwise spelled out below, will be those used in NFPA 407.

All hazardous materials must be marked with Hazardous materials (hazmat) markings used to identify the contents of a package and to indicate how to handle it safely.

Fire Inspector

- a) For the purposes of this section BFD is the authority having jurisdiction, in all matters related to fueling and ramp safety practices.
- b) The BFD Fire Inspector assigned to the Airport shall enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire containment control.
- c) All buildings, structures and premises shall be inspected periodically by the BFD Fire Inspector assigned to the Airport to ensure compliance with these Rules and Regulations.
- d) Any representative of Airport Operations authorized by the Airport Director to check for fire hazards or flammable conditions on Airport property.

Handling of explosives and other hazardous materials

- a) Class A explosives and explosives not acceptable for transportation under applicable federal regulations are not permitted at the Airport unless a written waiver authorizing such materials is granted by the Airport Director.
- b) No person shall transport Class B explosives in or upon the Airport unless:
 - i. The ATCT, BFD Fire Station, and Airport Operations are notified in advance of the type and amount whenever these explosives are in transit through the Airport.
 - ii. All federal, state and city laws are adhered to by the operator of the aircraft.

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- c) No person shall store explosives on the Airport unless the Airport Director grants a written waiver authorizing the storage of such materials.
- d) For purposes of the hazardous class scheme, the U.S. Department of Transportation (DOT) definitions as contained in the Code of Federal Regulations Parts 171-177, as amended, shall be utilized in this section. No person(s) shall store, keep, handle, use, dispense, or transport at, in, or upon the Airport:
 - i. Any Poisons Hazard Classification A, explosives, blasting agents, flammable liquids, combustible liquids, flammable solids, oxidizers, organic peroxides, corrosive materials, flammable gases and/or nonflammable gases unless authorized to do so in writing by the Airport Director. Flammable materials shall be stored only in approved containers within Airport boundaries and all floors shall be clean of fuel, oil and litter.
 - ii. Any Poisons Hazard Classification B, irritating materials (ORM A, B, C, D and E), or cryogenic liquids in any type of manner or condition which has the potential to endanger any persons or property.
- e) Hazardous materials regulated in this section shall include, but not be limited to, those materials enumerated in:
 - i. Regulations of the U. S. Department of Transportation published in 49 CFR Parts 100 through 200, as amended.
 - ii. The list of Environmental Protection Agency (EPA) pollutants, 40 CFR, Section 401.15, as amended.
 - iii. A list of hazardous materials pursuant to the current Texas and/or local Health Code.
- f) Hazardous materials regulated in this section shall also include any material which has been determined to be hazardous based upon any appraisal or assessment by, or on behalf of, the party storing this material in compliance with

the requirements of the EPA or the Texas Department of Health Services. Additionally, this includes hazardous materials which should have been, but was not determined to be hazardous due to the deliberate failure of the party storing the material to comply with the requirements of the EPA and/or the Department of Health Services.

- g) All applicable regulations governing explosives acceptable for transportation shall be strictly adhered to by the tenant, leaseholder, operator and/or operators' representative.
- h) Any other material subject to federal or state regulations governing hazardous materials shall be handled in strict compliance with those regulations and any other more restrictive regulations that the Airport Director may deem necessary to impose.
- i) Any waiver, or partial waiver, of the regulations in this section by the FAA or any other competent authority shall not constitute as implied consent or a waiver of such regulations by the Airport Director.
- j) Advance notice of at least twenty-four (24) hours shall be provided to the Airport Director through Airport Operations for any activities requiring permission pursuant to this rule.
- k) Permission may be given for the movement of radioactive materials only when such materials are packaged, marked, labeled and limited as required by regulations applying to transportation of explosives and other dangerous articles and which do not create undue hazard to life or property at the Airport. BFD shall provide the Airport Director with information relative to the hazards of any material subject to this section.
- l) All Airport tenants involved with the handling of hazardous materials shall provide the Airport with a Hazardous Materials Removal Plan and have available the Material Safety Data Sheets (MSDS) appropriate to the type of materials in their possession. The plan will include the name of the company used for removal of hazardous materials and the names and 24-hour telephone numbers of tenant staff authorized to handle such removals. The plan must be updated annually.

Reporting Fires

- a) Any person that observes any unattended or uncontrolled fire on the Airport premises shall immediately call 911. Following the emergency notification, Airport Operations shall be contacted and given a full report on the type and location of the fire.

Litter and Cleaning of Leased Premises

- a) Each tenant at the Airport shall keep their space free from rubbish and debris. Master tenants are responsible for ensuring all subtenants and visitors abide by this requirement.
- b) The use of volatile or flammable solvents for cleaning floors is prohibited.
- c) Approved metal receptacles with tight-fitting, self-closing covers shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily.
- d) Clothes lockers shall be constructed of metal or approved fire-resistant materials.

Cleaning Ramps and Other Surfaces

- a) Any fuel, oil, grease or other material which may be unsightly, unsafe or detrimental to property or pavement in any area of the Airport shall be removed immediately by suitable procedures in a manner satisfactory to the Airport Director.
- b) The immediate removal of fuel, oil, grease or other material shall be assumed by the operator of the equipment causing the spillage and/or the leaseholder if on a leasehold.
- c) Motor oils and other aviation petroleum products including oil filters, shall be disposed of according to federal, state & city regulations.

Control of Contaminants

- a) No fuel, oil, grease, flammable liquids, or contaminants of any kind, including detergents used to wash aircraft or other surfaces, shall be allowed to flow into or be placed in any sewer system, storm drain system, or open water areas.

Section 4.2 Storage of Materials and Equipment

Fuel storage tanks shall conform to the applicable requirements of NFPA 30 and to current BRO requirements related to fuel storage tanks.

Section 4.3 Fueling Operations

As part of the BRO Stormwater Pollution Prevention Program (SWPPP), a number of Best Management Practices (BMP's) related to aircraft vehicle and equipment fueling have been developed. Questions on the SWPPP and BMP's should be directed to Airport Operations Division.

- a) Fueling operations shall be suspended during electrical storms.
- b) No person shall perform any act or use any material that is likely to cause a spark within five (5) feet of any aircraft while the fueling process is being conducted.
- c) No airborne radar equipment shall be operated, or ground tested on any passenger ramp area or any area when the directional beam of high intensity radar is within 300 feet or the low intensity beam (less than 50kw output) is within 100 feet of another aircraft, an aircraft refueling operation, an aircraft refueling truck or a flammable liquid storage facility.
- d) The delivery of fuel shall be under the control of the vehicle attendant at all times through the use of approved flow controlling devices operated by the attendant. Such devices must be designed to shut off automatically upon release of hand or foot pressure.
 - i. Latching or fastening devices on the control units are not permitted.

Fuel Storage Locations and Backup Procedures

- a) All operators of aircraft at the Airport who receive, as well as all persons who supply aviation fuel, shall use the aviation fuel storage area and delivery facilities designated by the Airport Director for use.
- b) Fuel storage and piping dispensing systems shall comply with NFPA 30 Flammable and Combustible Liquids Code.
- c) When refilling fuel storage tanks, no compartment shall be filled.
- d) If for any period during which aviation fuel storage facilities are not available, the operators may make other arrangements with their suppliers of aviation fuel for deliveries thereof to their aircraft, provided that other arrangements shall be

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subject to the approval of the Airport Director from the standpoint of safety, traffic control and similar matters.

Aircraft Fueling

- a) Aircraft fueling is prohibited while the engine of the aircraft being fueled is running. Auxiliary power units are exempted.
- b) Prior to any transfer and during any refueling or defueling processes, the fueling equipment and the aircraft shall be bonded, thus providing a conductive path to equalize the potential between the fueling equipment and the aircraft.
 - i. The bond shall be maintained until fueling connections have been removed, allowing separated charges that could be generated during the fueling operations to reunite.
 - ii. Bonding of an underwing (single point) refueling nozzle to the aircraft is not required when a metal clamping contact between the nozzle and the filler connection is affected.
- c) "Earth" grounding is not required during the fueling of an aircraft. However, this does not preclude the electrical earthing requirement when other operations are being conducted. If ground support equipment is connected to the aircraft, or if other operations are being conducted that require electrical earthing, then separate connections shall be made for this purpose. Fueling equipment shall be required to be bonded to the aircraft.
- d) During fuel handling operations in connection with any aircraft, at least one 2-wheel type fire extinguisher meeting the requirements of NFPA should be immediately available for use.
- e) No passenger shall board, depart from, or remain on any aircraft during the fueling process unless a qualified attendant is at each access/egress door and there exists a safe means of egress.
- f) During fuel handling operations in connection with any aircraft, no person shall allow any motorized ground equipment to be positioned under an aircraft's wing tip. Aircraft fuel tanks are vented through the wing tips, which may produce a dangerous and explosive mixture. Fueling operations shall immediately be terminated should anyone positioning a motorized vehicle of any type under a wing tip.
- g) Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of fuel.

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Tank/Fuel Delivery Vehicles and Ground Equipment

- a) No refueling vehicle shall be parked, stored, repaired or operated within 10 feet of any other refueling vehicle or within 50 feet of a building, hangar, or other structure except for a refueling service area.
- b) No tank vehicle and/or refueling service vehicle shall be allowed in or upon any areas of the Airport unless it conforms to the Rules and Regulations provided in this section in addition to all other Rules and Regulations for use of the Airport.
- c) No tank vehicle or refueling service vehicle shall be used for transportation of flammable liquids upon the Airport unless registered, inspected and approved by the BRO.
- d) Every fueling unit shall be provided with signs visible from the outside showing the name of the firm or corporation operating the unit and the type of fuel contained therein, in accordance with DOT standards and NFPA Section 407.
- e) All fueling vehicles operating on or upon the AOA shall be properly equipped, maintained and shall meet all requirements established by the Airport Director.
- f) All fueling vehicles operating in or upon the AOA and all fuel storage areas are subject to on-the-spot inspection, by a duly authorized representative of the Airport Director, to determine if the vehicle or area meets BRO requirements for safe operating conditions.
- g) Smoking by any person inside the AOA is prohibited.
- h) The driver, operator, or attendant of any refueling vehicle shall always be in attendance with the vehicle while the vehicle is fueling or defueling an aircraft.
- i) All fueling vehicles shall be equipped with at least two chock blocks. The parking brake shall be set, and chock blocks shall be placed in such a manner as to prevent the forward or backward motion of the vehicle whenever it is parked, left unattended by the driver, in the process of fueling and defueling operations as well as during loading and unloading operations.
- j) When parked, refueling tank vehicles shall be positioned for immediate drive away or towing and a clear space of not less than ten feet shall be maintained between any parked refueling tank vehicle and any similar or other parked or moving vehicle. In addition to the foregoing, where five or more vehicles are parked, there shall be 50-pound dry chemical wheel-type fire extinguishers positioned so one or more units will be located not more than 100 feet from any

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vehicle. Tank vehicles and refueling service vehicles shall not be parked in any public area, except as designated by the Airport Director.

- k) The motor of a refueling tank vehicle shall not be operated during the filling of the cargo tank, while making or breaking fuel filling connections, or during repairs to the fuel handling system. The propulsion motor for refueling service vehicles shall not be run during the fuel transfer and while making and breaking hose connections.
- l) During refueling or defueling, tank vehicles shall be placed to be readily removable in event of fire and to permit direct driving away from the loading or refueling position. Not more than one refueler shall be positioned to refuel each wing of an aircraft.
- m) Automotive fuel dispensing vehicles shall not dispense fuel unless properly grounded.
- n) Automotive fuel dispensing vehicles shall always carry enough absorbent material, of a type approved by the Fire Inspector and/or Airport Director, to contain accidental fuel spills.

Fuel spills

- a) In the event of a fuel spill that involves more than ten gallons of Jet A or any amount of aviation or automotive gasoline, the fueling operator/responsible individual shall immediately notify ARFF/BFD Station 5. The individual shall also immediately notify Airport Operations whenever any amount of fuel is spilled, regardless of type.
- b) Should passengers evacuate any area or aircraft because of a fuel spill, the passengers shall not be readmitted to the area or the aircraft until permitted by ARFF/BFD Station 5 and Airport Operations.
- c) In the event of fuel spillage and when there is no apparent presence of fire, fuel delivery units shall not be moved until the spillage is dispersed or removed. Spilled fuel shall be cleaned up immediately by the responsible party and the area secured by Airport Operations. No aircraft or vehicular movement shall be permitted in the area until authorized by the ARFF/BFD Station 5 or Airport Operations.

Tenant Fueling Services

- a) Tenants who desire to perform fueling services must have approval to do so in their lease and shall have an approved training program for their employees that conforms to regulatory standards.

Aircraft Parts Cleaning Materials

- a) Cleaning of aircraft parts and other equipment shall be done preferably with non-flammable cleaning agents.
- b) Special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the Uniform Fire Code and the NFPA when combustible liquids are used.

Paint, Varnish and Lacquer Use

- a) The arrangement, construction, ventilation, and protection of spraying booths used for paint, varnish or lacquer spraying operations in addition to the storing and handling of such materials shall be in accordance with standards of the Uniform Fire Code, the NFPA, and any applicable stipulations therein.

Section 4.5 Fire Watch

The Brownsville Fire Department requires all Airport master tenants, sub-tenants, and affected stakeholders to comply with the Fire Watch Standards. The above regulation includes (but is not limited to) the following:

- a) The BFD Fire Inspector assigned to the Airport may require the implementation of a Fire Watch whenever it is deemed necessary due to a potential hazard to life, property, or any fire protection equipment and/or system is inoperable.
- b) Fire Watch requirements must be completed by the affected party until the Airport Fire Inspector deems a building safe or the fire suppression equipment and/or systems are returned to service.

Airport specific Fire Watch Procedures

- a) Fire Inspector Notification: Upon observing or notification of an issue that affects the fire suppression equipment and/or systems at a facility, the master tenant, sub-tenant, or alternate stakeholder responsible for the facility shall notify the Fire Inspector Assigned to the Airport. Upon notification, the Fire Inspector will determine if a Fire Watch will be required.

- i. If fire suppression equipment and/or system fails or becomes unusable outside of normal business hours, contact Fire Station 5 and explain what equipment and/or system is affected. Fire Station 5 will determine if a Fire Watch is required.
 - ii. The master tenant, sub-tenant, or alternate Airport stakeholder with responsibility for a facility is required to assign fire watch duties to as many personnel as required by the Fire Inspector.
- b) Airport Director Notification: The Airport Director, through the Duty Superintendent, must be notified whenever a Fire Watch has been required by BFD on Airport premises. The Duty Superintendent must be contacted with the following information:
 - i. Name and address of affected facility.
 - ii. Fire suppression system and/or equipment affected and an estimated time frame that the system and/or equipment will be returned to service.
 - iii. Confirmation that a Fire Watch is in progress in addition to a phone number that the person(s) completing the Fire Watch can be contacted.

SECTION V: FREE SPEECH ACTIVITY

- a) Any person who desires to engage in solicitation or distribute literature at the Airport shall first file an application with the director/or his assigned delegate, on a form prescribed by the director during regular business hours.
- b) Upon receipt of the "Free Speech Activity Form" application containing the information required by the Airport Director, if there is a space available at the "Designated Expression Areas" in the airport facility in which the applicant wishes to engage in solicitation or distribute literature as set in Attachment "A" of the "Free Speech Activity Form", the director shall issue a permit to the applicant.
- c) Upon issuance of a permit by the director, the permittee shall be entitled to engage in solicitation or distribute literature for a period of not more than five (5) consecutive days. A new application must be completed and submitted to the director prior to each five-day period or portion thereof during which a person desires to engage in the activities regulated hereunder. The applicant shall wait one period between permits if which to renew for a new period.
- d) Upon issuance of a permit, the permittee shall be entitled to engage in solicitation or distribute literature from within, and not from without, the "Designated Expression Areas".
- e) It is the intend of the city commission that the director exercises no judgement regarding the purpose or content of the proposed activity and exercise no discretion over the allocation of available "Designated Expression Areas", except as provided in this section. The allocation of available "Designated Expression Areas" hereunder by the director shall be a routine clerical and mandatory function. The director shall utilize a first-come-first-served basis for allocating the "Designated Expression Areas". In the event that two or more applicants seek to conduct the activities regulated herein in the same booth or designated area at the same time, the director shall apportion the available "Designated Expression Area" between or among permittees on an as equitable basis as possible.
- f) The permittee shall conspicuously display his permit in the "Designated Expression Areas" at all times while engaging in solicitation or distributing literature.
- g) Do not intentionally make physical, expressive, or verbal contact that could reasonably be seen as offensive to others.
- h) Do not obstruct, delay, or disturb the free movement of others or seek to annoy or coerce them.

- i) Do not solicit or distribute literature outside of designated areas or without the required permit.
- j) Do not engage in solicitation or distribute literature without first obtaining and filing the necessary permit.
- k) Do not falsely claim that printed materials are free or require a donation.
- l) Avoid making loud noises or disruptions that interfere with public activities, announcements, or business operations.
- m) Do not drape or attach materials to booths or designated areas or alter any permits.
- n) Do not use permits issued to others, continue activities after permit expiration, or deviate from the permit's stated purpose.
- o) Do not misrepresent your identity, purposes, or affiliations, or imply that a permit indicates city endorsement or approval.