



RULES AND REGULATIONS

FOR

MANCHESTER-BOSTON REGIONAL AIRPORT

SEPTEMBER 2017

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SECTION 1 – INTRODUCTION

1.1 PURPOSE

The purpose of this document is to define Rules and Regulations applicable to the operation and use of Manchester-Boston Regional Airport (referred to herein as the Airport). The objectives of the Rules and Regulations are to ensure safe and efficient operations at the Airport and to protect the rights and privileges of Airport tenants, users, visitors and the general public.

To meet these objectives, this document defines general Rules and Regulations applicable to all Airport tenants, users and visitors (Section 3); and details specific Rules and Regulations for fire and safety (Section 4); fuel storage and handling (Section 5); Aircraft operations (Section 6); Motor Vehicle use (Section 7); and emergency procedures (Section 8).

These Rules and Regulations have been adopted in accordance with Federal Aviation Regulation, Part 139 and Transportation Security Administration, Part 1542.

1.2 SCOPE

All users and other Persons on the Airport shall be subject to these Rules and Regulations. Compliance with the Rules and Regulations is a condition of a tenants' right to exercise privileges granted and of other Persons' rights to remain on Airport property.

These Rules and Regulations are not intended to amend, modify or supersede any provision of Federal, State or local law, or any specific contractual agreement of the Airport with which they may conflict, provided that they are interpreted, insofar as possible, so that no conflict shall exist.

1.3 APPLICABILITY

These Rules and Regulations are applicable as of September 1, 2017.

SECTION 2 – DEFINITIONS

2.1 ACCIDENT

A collision between an Aircraft or vehicle and another Aircraft or vehicle, Person, or object, or a crash which results in property damage, personal injury or death. The term Accident shall include entry into or emergence from a moving vehicle by a Person which results in personal injury, death or property damage.

2.2 AIRCRAFT

Any contrivance now known, or hereafter designed, invented or used for flight in the air (including unmanned aircraft systems), except a parachute or other contrivance used primarily as safety equipment.

2.3 AIR OPERATIONS AREA

Any area of the Airport used or intended to be used for landing, takeoff or the surface maneuvering of Aircraft, including, but not limited to the area within the perimeter security fence.

2.4 AIRPORT

All property and improvements that lie within the boundary lines of Manchester-Boston Regional Airport.

2.5 AIRPORT EMPLOYEE

Authorized Airport personnel of all organization(s), firm(s), corporation(s), and governmental agencies located on or connected with the operation, maintenance, and servicing of the Airport either as a direct employee of the Airport or as a contract employee.

2.6 APRON OR RAMP

The area of the Airport within the Air Operations Area designated for the loading, unloading, servicing or parking of Aircraft.

2.7 AUTHORIZED

Acting under, or pursuant to a written contract, permit, authorization or other evidence of right issued by the Airport Director or designee.

2.8 AIRPORT AUTHORITY

The Advisory Board nominated by the City of Manchester Mayor and confirmed by the Board of Mayor and Aldermen pursuant to Rules and Regulations for the operation and maintenance of the Airport.

2.9 AIRPORT DIRECTOR

The Person appointed by the Mayor and confirmed by the Board of Mayor and Aldermen to serve as the Airport Director. Airport Director applies to Authorized or designated representatives responsible for implementation and enforcement of the Airport's Rules and Regulations.

2.10 BASED AIRCRAFT

An aircraft that is operational and air worthy which is based at the Airport for a majority of the year.

2.11 BOARD OF MAYOR AND ALDERMEN

The duly elected body of the City of Manchester which is the governing body of the City of Manchester.

2.12 COMMERCIAL ACTIVITY

The sale, offering for sale, or purchase for resale, or the furnishing of any commodity, article, facility or service for the purpose of securing earnings, income, compensation or profit, whether or not such objectives are accomplished.

2.13 CONTROL TOWER

The Federal Aviation Administration (FAA) Air Traffic Control Tower located on the Airport.

2.14 FIXED BASE OPERATOR

A Person, firm or organization engaged in business and required to provide a range of essential basic services and meet the minimum requirements of the current Minimum Standards as adopted by the Airport, including at least, sale and into-plane dispensing of fuel and line services, Aircraft parking and tie down, pilot and passenger facilities and airframe and power plant maintenance.

2.15 FLAMMABLE LIQUID

Any liquid that emits flammable vapors, as set forth in the National Fire Protection Association (NFPA) standards including, but not limited to, combustible liquids currently used as Aircraft or vehicle fuel.

2.16 MOTOR VEHICLE

A self-propelled wheeled or tracked vehicle not designed for flight.

2.17 MOVEMENT AREA

The Runways, Taxiways and other areas of the Airport which are used for taxiing, hover taxiing, air taxiing, takeoff and landing of Aircraft, exclusive of loading Ramps and parking areas. Operations in the movement area require authorization from the FAA Air Traffic Control Tower.

2.18 NON-MOVEMENT AREA

Ramps, parking Aprons, service roads and other portions of the Air Operations Area (AOA) not designated as Movement Area, and meant for the parking or servicing of Aircraft or maneuvering of vehicles or ground equipment in support of Airport or Aircraft operations. Operators are required to observe right of way rules.

2.19 OPERATOR

Any Person or entity who is in actual physical control of an Aircraft or Motor Vehicle. Operator may also refer to the proprietor of an Airport related business.

2.20 OWNER

A Person who holds the legal title of an Aircraft or a Motor Vehicle. If the Aircraft or Motor Vehicle is the subject of a conditional sale or lease with the right of purchase upon performance of conditions stated in the agreement, or if the mortgagor of an Aircraft or a Motor Vehicle is entitled to possession, then the conditional buyer, lessee or mortgagor shall be deemed the Owner for the purpose of these Rules and Regulations.

2.21 PERSON

Any individual, firm, partnership, corporation, company, limited liability company, association, joint stock association, or body politic, including any trustee, receiver, committee, assignee or other representative or employee thereof.

2.22 PUBLIC AREAS

Those areas normally used by the general public including the various concessions, restrooms, terminal lobby, areas used for public thoroughfares, areas used for gathering waiting and viewing, streets, roads and sidewalks, and all other areas except tenant facilities. All other areas are to be considered operational or restricted areas and access is permitted only upon the expressed consent of the Airport Director.

2.23 RESTRICTED AREAS

Areas of the Airport posted to prohibit entry or to limit entry or access to or by the general public which include all those areas other than public areas.

2.24 RUNWAYS

Those parts of the Air Operations Area used for the takeoff and landing of Aircraft.

2.25 TAXIWAYS

Those parts of the Air Operations Area utilized for the surface maneuvering of Aircraft, which are used in common, are not located within leasehold areas and which are under the control of the FAA Air Traffic Control Tower.

SECTION 3 – GENERAL RULES AND REGULATIONS

3.1 COMPLIANCE WITH RULES AND REGULATIONS

- A. Any permission granted to any Person or Persons by the Airport, directly or indirectly, expressly or by implication, to enter or use the Airport or any part thereof, is conditioned upon compliance with these Rules and Regulations and the payment of any fees and charges established by the Airport and payable to the Airport for the use of the Airport or any facility located thereon.
- B. It shall be a violation of these Rules and Regulations for any Person to do or commit any act forbidden by these Rules and Regulations, or to fail to perform any act required by these Rules and Regulations, or to fail to pay any fees established by and payable pursuant to Section 3.1, paragraph “A” above.
- C. It shall be a violation of these Rules and Regulations for any Person to violate any applicable Federal, State or local laws or regulations while on the Airport.
- D. The Airport reserves the right to amend, revise or cancel any or all of these Rules and Regulations from time to time as deemed necessary.

3.2 POWERS OF THE AIRPORT DIRECTOR

The Airport Director or the Director's designated representative has the authority to take such action as may be necessary to safeguard the public at the Airport, as well as all facilities under his/her control. All Persons employed on or using the Airport shall cooperate with the Airport Director and appointed staff to enforce these Rules and Regulations. For good cause shown, the Airport Director shall have the authority to waive any specific provision of these Rules and Regulations and no such waiver will constitute precedent.

3.3 ENFORCEMENT OF RULES AND REGULATIONS

- A. The Rules and Regulations herein prescribed shall be enforced by the Airport Director or his duly Authorized representative.
- B. The Airport Director or any authorized representative may issue warning notices and citations for violations of these Rules and Regulations as warranted. Violations and penalties may include the suspension or revocation of operating privileges and monetary fines of up to \$1,000.00.
- C. Any Person or Persons committing disorderly conduct on the Airport, as defined by NH RSA 644:2 shall be subject to arrest by Airport law enforcement.
- D. The Airport Director may remove or eject from the Airport premises any Person who knowingly and willfully violates these Rules and Regulations or other instruction issued by the Airport Director. The Airport Director may deny the use of the Airport to any such Person, for such period as deemed necessary, if he determines that any such denial is necessary under the circumstances, and may take such other measures as may be permitted by law to enforce the Airport's Rules and Regulations.
- E. Violation of these Rules and Regulations may result in the suspension or revocation of the right to operate on the Airport.
- F. If any Person fails to follow any of these Rules and Regulations, the Airport Director may enter any part of the Airport and remedy the violation. The Person violating such rule or regulation must pay all costs of such remedy including an administrative fee. Such action by the Airport Director shall not constitute a breach of any contract or agreement between the Airport and the Person violating such rule or regulation.

3.4 INDEMNIFICATION

Airport tenants, users, visitors and the general public shall indemnify and hold harmless the City of Manchester, Town of Londonderry and the Manchester-Boston Regional Airport, its directors, officers, agents and employees, from and against any

and all claims for damages or injuries, including death, to Persons or property arising out of or incident to the use and occupancy of the Airport property, by Airport tenants, users, visitors and the general public. Airport tenants, users, visitors and the general public shall give to the Airport Director prompt written notice of any such claim or action and the Airport Director or his designee shall have the right to investigate, compromise and defend the same. This section shall not apply however, to the negligent or willful acts or omissions of the parties indemnified hereunder or any of them.

3.5 BUSINESS OR COMMERCIAL ACTIVITY

- A. No Person shall use the Airport, or any part of the Airport property, or structures thereon for the purpose of conducting any Commercial Activity, except where expressly approved by the Airport, under the terms of a written agreement, lease, sublease, contract, permit or other instrument executed with the Airport. All Persons party to a written agreement, lease, sublease, contract, permit or other instrument with the Airport shall obey all terms of any such contract.
- B. No Person shall conduct any aviation commercial enterprise on the Airport without a valid state commercial operation registration issued by the NH Department of Transportation, Bureau of Aeronautics.
- C. No Person conducting Commercial Activity on the Airport shall discriminate against any Person or Persons in any manner prohibited by Part 21 of Federal Aviation Regulations, or any other applicable Federal, State or local law or regulation.
- D. All Commercial Aeronautical Activity shall be conducted in accordance with the Airport's current Minimum Standards for Commercial Aeronautical Activity, which are subject to change from time to time.

3.6 INSURANCE CERTIFICATES

- A. A valid certificate of insurance in such amounts as the Airport shall require, or copies of it, shall be deposited at the office of the Airport Director by all tenants holding a valid written agreement, lease, sublease, contract or permit executed with the Airport.
- B. A valid certificate of insurance shall also be deposited at the office of the Airport Director by any contractor, subcontractor or construction company functioning on or Airport property. Liability amounts are to be determined by the Airport Director.
- C. All policies shall name the City of Manchester, Manchester-Boston Regional Airport and Town of Londonderry as additional named insured.

3.7 SELLING, SOLICITING AND ENTERTAINING

No Persons, except those Authorized by written lease or contract with the Airport or by written permission of the Airport Director and at such a specific location designated by the Airport Director for such purpose, shall engage in the following activities in or on any area, building, platform, stairway, waiting room, roadway, parking lot or other appurtenance of the Airport:

1. Solicit alms or funds for any purpose whatsoever, including, but not limited to, religious groups of any form or denomination, political parties or individuals running for political office, soliciting for any particular cause.
2. Sell, or offer for sale, any article or merchandise or other item whatsoever.
3. Solicit any business or trade, including the carrying of baggage for hire.
4. Provide entertainment by organizing any form of show, or by singing, dancing, mime or playing any musical instrument.

3.8 PICKETING AND PUBLIC DEMONSTRATIONS

In order to regulate what would be unwanted interference with the free flow of passengers, in a reasonable manner, so as to allow for the distribution of materials to those who would have interest or the time to stop, the Airport hereby sets the following parameters upon this distribution:

- A. It shall be unlawful, in all circumstances and at all times, to picket, march or demonstrate within any building or structure located on the Airport without the prior approval of the Airport Director.
- B. Labor dispute picketing, marching or other demonstrations on Airport property, passing out of literature, pamphlets or other printed material, and the public communication of any verbal messages or views shall be confined to the locations specifically designated by the Airport Director for these purposes.
- C. Any Person (or Persons) wishing to picket, demonstrate, distribute printed or written material, or otherwise communicate views to the public at the Airport shall provide written notice of the intent to do so to the Airport Director not less than ten (10) business days prior to engaging in such activity. The written notice shall include:
 1. The name, address and telephone number of the Person(s) sponsoring, promoting or otherwise organizing the activity.

2. A copy of the literature to be displayed, distributed or communicated and the text of any signs or visual displays.
3. A description of the proposed activity.
4. The number of Persons expected to participate and the date, hour, location and anticipated duration of the proposed activity.

D. The Airport Director shall have the power to wholly or partially restrict the activities provided for herein in the event of emergencies, including but not limited to, strikes affecting the operation of the Airport, Aircraft or traffic accidents, riots or civil commotion, power failures, weather catastrophes or other conditions disrupting normal Airport operations and the normal flow of traffic, both pedestrian and vehicular, on or within Airport grounds, buildings, roadways and parking lots.

3.9 SIGNS AND ADVERTISEMENTS

No Person shall post, distribute or display signs, advertisements, circulars or printed or written material at the Airport, except as Authorized by the Airport Director. Proposals for signs, advertisements, circulars or printed or written material should describe the organization making the proposal, the reason for the proposal and any other pertinent information and be submitted to the Airport Director with an accompanying sketch depicting the general appearance and location of the desired sign and the name and telephone number of an individual who may be contacted to discuss the proposal. A copy of any printed material must accompany the proposal.

3.10 COMMERCIAL PHOTOGRAPHY

No Person shall take still, motion or sound pictures on the Airport for commercial purposes without the permission of the Airport Director. If permission is granted, such Person must observe the terms and conditions that have been agreed upon by the Airport Director.

3.11 USE OF THE AIRPORT

No Person who has been at any time denied the use of the Airport by the Airport Director for violation of these Rules and Regulations shall subsequently come upon or use the Airport without the approval of the Airport Director except while traveling through the Airport or its facilities as a passenger of an Aircraft, bus or taxicab operating a legitimate service.

3.12 OBSTRUCTION OF AIRPORT USE AND OPERATIONS

No Person shall obstruct, impair or interfere with the safe, orderly and efficient use of the Airport by any other Person, vehicle or Aircraft.

3.13 USE OF ROADS AND WALKS

- A. No Person shall travel or walk on the Airport other than on the roads, walkways or other places provided for the particular class of traffic.
- B. No Person shall walk or drive across movement, maneuvering or the landing areas of the Airport without specific permission from the Airport Director and the FAA Air Traffic Control Tower.

3.14 RESTRICTED AREAS

- A. No Person shall enter the Air Operations Area or any restricted area of the Airport except:
 - 1. Persons assigned duty therein, bearing proper Airport issued identification.
 - 2. Persons Authorized by the Airport Director and having proper Airport issued identification or under approved escort.
 - 3. Persons engaged, or having been engaged, in the operation of an Aircraft as long as they comply with 3:14 (A) (1) and or (2) above, or are under the control or escort of an Authorized Fixed Base Operator.
 - 4. Passengers under appropriate supervision entering the Air Operations Area for the purpose of enplaning or deplaning.
 - 5. Persons under contractual agreement with the Airport.
 - 6. Employees or Authorized representatives of Federal, State or local governmental agencies or departments having proper business on the Air Operations Area and properly display Airport approved credentials.
- B. The security of all vehicle and pedestrian gates, doors (including designated fire exits), fences, walls and barricades which lead from a tenant, lessee or contractor exclusive-use area to or from the Air Operations Area, or any other restricted area, shall be the responsibility of the user, tenant, lessee or contractor abutting the Air Operations Area as assigned by the latest Airport Security Agreement and the Airport Security Plan adopted pursuant to 49 CFR 1542.

3.15 IDENTIFICATION BADGES

- A. The Airport security ID badge is the sole property of the Airport and is non-transferable. A badge holder must surrender their badge upon demand by Airport Operations, Security or Police. The badge holder is responsible for returning his/her security badge to the Airport Security Office or Communications Center upon demand and/or termination of employment, lease, or tie down agreement; or if found guilty, or found not-guilty by reason of insanity, of any disqualifying crimes under 49 CFR 1542.209; or upon demand by the Airport for a violation of TSA, FAA or Airport Rules and Regulations.
- B. The Airport may issue, decline to issue, suspend or revoke a security ID badge or restrict access privileges in the reasonable exercise of its discretion. The issuing authority will make every effort to balance the rights of the individual with the overall safety and security considerations of the Airport.
- C. The badge holder is responsible for notifying the Airport Security Coordinator or designee within 24 hours upon his/her arrest, issuance of a criminal arrest warrant or criminal indictment for a disqualifying crime under 49 CFR 1542.209.
- D. All employees shall possess, wear, and display their Airport issued security identification badge during hours of employment. Identification badges shall be worn conspicuously on the outer garment of the bearer at all times. Identification badges must be worn above the waist and must have the photo side facing outward so as to be easily seen.
- E. Airport security identification badges shall be for work related access to secure areas of the Airport and/or airline facilities.
- F. In the event an identification badge issued by the Airport is damaged, lost or stolen, the Person to whom such badge was issued shall give official notice of such occurrence to the Airport Security Office or the Airport Communications Center within the time prescribed by and the method dictated by the Airport Security Plan.
- G. All Persons shall pay the Airport the established fee for the issuance of original or duplicate identification badges. Identification badges of employees who have been transferred, terminated or have resigned shall be immediately returned to the Airport.
- H. No Persons to whom an approved identification badge has been issued by the Airport shall transfer such badge to any other Person.
- I. Badge fees and procedures shall be set by the Airport Director or his duly Authorized representative in a separate security document which may be amended from time to time.

- J. Security ID/Airport access badges shall only be issued to those general aviation pilots who have Aircraft based on the airfield in a licensed tie down or hangar, who has ownership interest in an Aircraft or those who are designated by the Owner/licensee. Any licensee so designating any individuals must sign an affidavit attesting to the fact that the individual(s) so designated are not renters of the Aircraft, and do not pay any fees whatsoever or pass any money on a per use basis. If the relationship is on a per use basis, the designated user is then considered a renter and the licensee must register with the State of New Hampshire Bureau of Aeronautics as a commercial Operator and must present that certificate to the Airport. As such, the licensee falls under the Minimum Standards for Commercial Operators adopted September 1, 2017.
- K. There will be no issuance of access badges to an Aircraft renter or flight instructor. If a renter is renting from a licensed commercial Operator, the renter is to be escorted by the commercial Operator. If the instructor is not an employee of any licensed flight school at the Airport, then the instructor must obtain a commercial Operator's certificate and a commercial license from the Airport to operate at the Airport. If the instructor is an employee of an Airport licensed flight school, then they may obtain a security badge through regular procedures that are applicable herein. Instructors acting as commercial Operators fall under the terms and conditions of the Minimum Standards licensing procedures.

3.16 SECURITY DEVICES

No Persons shall in any way tamper or interfere with a lock, closing mechanism, alarm equipment or security camera (CCTV) related to any door or gate at the Airport.

3.17 SECURITY DIRECTIVES

No Person shall breach or disobey any security directive or procedure of the Airport Director concerning the Airport.

3.18 RESPONSIBILITY FOR DAMAGES

Any Person causing damage to, or destroying, public property of any kind at the Airport, including buildings, fixtures or appurtenances, whether through violation of these Rules and Regulations, or through any act of omission or commission, shall be fully liable to the Airport. Any such damage shall be reported immediately to the Airport Director.

3.19 ACCIDENT REPORTS

Any Person involved in an Accident, whether personal, Aircraft or automotive, occurring on Airport property, shall make a full report to the Airport Director as soon as possible. The report shall include, but not be limited to, the names and addresses of all principals and witnesses, if known, and a statement of facts.

3.20 LOST ARTICLES

- A. Any Person finding misplaced or lost property on the Airport shall contact the Airport Communications Center for resolution. If an item is deemed suspicious, it shall be left in place and the Airport Communications Center should be notified as soon as possible.
- B. All non-contraband, abandoned or lost property that remains unclaimed for a period of one hundred eighty (180) days shall be disposed of in a manner prescribed by the Airport Director.

3.21 ANIMALS

- A. No Person shall enter the Air Operations Area or the terminal building with any domestic animal except:
 - 1. A service or therapy animal that may be admitted for appropriate purposes when properly restrained by a leash or harness.
 - 2. Authorized police or security dogs under the control of a bona fide law enforcement or Airport canine handler when properly restrained by a leash.
 - 3. Domestic animals that are to be transported by air and properly confined for air travel.
- B. Domestic animals shall be permitted in areas other than the Air Operations Area or the terminal building of the Airport if restrained by a leash or confined in such a manner as to be under control.
- C. No wild animal being transported or escorted shall be permitted on the Airport unless properly confined for air travel and their presence at the Airport is air travel related.
- D. No Person shall permit, either willfully or through failure to exercise due care or control, any animal to foul any sidewalks, building, floor or land used in common by the public.

3.22 PRESERVATION OF PROPERTY

- A. No Person shall destroy, injure, deface or disturb in any way, any building, sign equipment, marker, structure, landscaping or other property on the Airport.
- B. No Person shall abandon any personal or commercial property on the Airport.
- C. No Person shall interfere or tamper with Airport property or Aircraft.

3.23 STRUCTURAL CHANGES

- A. No tenants, lessees, sub-lessees or grantees shall be permitted to make structural changes or additions of any type without prior written approval of the Airport Director.
- B. All tenants, lessees, sub-lessees or grantees on the Airport are required to conform to local codes and ordinances regarding building permits, licenses and regulatory fees.

3.24 REFUSE AND RECYCLING CONTAINERS

Areas to be used for refuse and recycling containers shall be designated by the Airport Director. No other areas shall be used for this purpose. Only refuse containers shall be used by tenants for the collection of waste, trash and garbage. The placement of waste, trash, garbage or recycling materials outside approved containers is strictly prohibited.

3.25 STORAGE OF EQUIPMENT

Unless otherwise provided for by a lease or other contractual agreement, no Person shall use any area of the Airport, including buildings, either privately owned or publicly owned, for the storage of cargo or any other property or equipment without permission of the Airport Director. If, notwithstanding the above prohibition, a Person, firm or corporation uses such areas for storage of anything not relevant to its intended purpose, without first obtaining such permission, the Airport Director shall have authority to order any property removed, or to cause the same to be removed and stored at the expense of the Owner or consignee without responsibility or liability thereof.

3.26 DISORDERLY CONDUCT

- A. No Person shall commit any disorderly, obscene or indecent act, or commit any nuisance within the Airport premises. No Person shall disrupt Airport business which includes the movement of passengers and activities of Airport workers.
- B. No Person shall throw, shoot, propel or fly any object in such a manner as to interfere with or endanger the safe operation of Aircraft taking off from, landing at or operating on the Airport or any vehicle operating on the Airport grounds.
- C. No Person shall use profane or abusive language within any building, room or area of the Airport designated for use by the public.
- D. No Person shall knowingly or willfully make any false statement or report to the Airport Director or his Authorized representatives.

3.27 ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

- A. No Person shall drink any alcoholic beverages on any part of the Airport except in places properly designated and licensed for such dispensing.
- B. No Person under the influence of alcoholic beverages or drugs shall operate any Motor Vehicle or Aircraft on the Airport.
- C. No Person, other than a duly qualified physician, certified emergency medical technician, registered nurse, duly qualified pharmacist or other Person Authorized by the Airport Director shall, while on the Airport, prescribe, dispense, sell, give away, offer to sell or administer any drugs or controlled substances to another Person, or have such a drug in his/her possession, with intent to prescribe, dispense, sell, give away and/or administer to another Person.
- D. No Person, other than under competent medical supervision as above, shall consume any controlled substances on any part of the Airport.

3.28 SANITATION

- A. No Person shall dump or dispose of any fill, building material or any other material on the Airport, or in any tributary, retention pond or drainage ditch or structure serving the Airport, except with prior approval of the Airport Director and in such areas and under such conditions as are specifically designated.
- B. No Person shall use a comfort station or restroom, toilet or lavatory facility other than in a clean and sanitary manner.
- C. No Person shall dispose of garbage, papers, refuse or other forms of trash, including smoking material or matches, except in receptacles provided for such purpose.

3.29 FORGED AND COUNTERFEIT DOCUMENTS

No Person shall make, possess, use, offer for sale, sell, barter, exchange, pass or deliver any forged, counterfeit or falsely altered pass, permit, identification badge, certificate, placard, sign, authorization or other document purporting to be issued by or on behalf of the Airport or Airport Director.

SECTION 4 – FIRE AND SAFETY REGULATIONS

4.1 GENERAL

- A. All Persons using the Airport or the facilities of the Airport shall exercise the utmost care to guard against fire and injury to Persons or property.

- B. All applicable codes, standards and recommended practices of the National Fire Protection Association shall be observed by all Persons on the Airport and are hereby adopted by reference as part of the Airport Rules and Regulations. All applicable local fire and safety codes and rules and regulations shall also be observed by all Persons on the Airport and are hereby adopted by reference as part of the Rules and Regulations.

4.2 NO SMOKING

- A. Smoking, the use of matches and lighted cigars, cigarettes and electronic cigarettes, pipes or any open flame is **PROHIBITED** within the boundaries of the Aircraft operating area, in any hangar, shop or any room or building on the Airport, except in areas specifically designated by the Airport Director for smoking.
- B. Smoking is absolutely **PROHIBITED** under all circumstances within fifty (50) feet of any fuel storage vehicle or installation, or within one hundred (100) feet of any fueling or defueling Aircraft.

4.3 OPEN FLAMES

No Person shall start any open fires of any type, including flare pots, torches or fires either on the ground or in containers previously used for oil, paint or similar materials, on any part of the Airport without permission of the Airport Director.

4.4 EXPLOSIVES

No Person shall, without prior permission of the Airport Director, keep, transport, handle or store at, in or on the Airport any explosives or other dangerous articles or materials which are banned from loading in or transportation by civil Aircraft in the United States under the provisions of the Federal Aviation Regulations. Any waiver of such regulations or of any part thereof by the Federal Aviation Administration or by any other competent governmental authority shall not constitute or be construed to constitute a waiver of this rule or to imply permission to keep, transport, handle or store such explosives or other dangerous articles at, in or on the Airport.

4.5 FIREARMS OR DESTRUCTIVE DEVICES

- A. No Person shall carry or possess a firearm or other weapon in the Airport secure, sterile or Aircraft operating areas except:
 - 1. Firearms enclosed in a carrying case or other container for shipment by air.

2. Firearms carried by Authorized law enforcement officers, Federal Flight Deck officers, government employees, or members of the Armed Forces of the United States, when such Person is on official duty with appropriate authority for possession of a firearm.
- B. No Person shall discharge any firearm or other weapon on the Airport except in the performance of official duties requiring the discharge thereof or in the lawful defense of life or property.

4.6 FLAMMABLE LIQUIDS

- A. No Person shall keep or store any Flammable Liquids, gases, oil, oil wastes, flares, paints or other similar material in hangars or in any buildings within the Airport boundary, except where such materials are kept in specially provided rooms or receptacles with the approval of the Airport Director.
- B. No Person shall use flammable, volatile liquids having a flash point of less than 100 degrees (F) in the cleaning of Aircraft, engines, parts, appliances, spray painting or for any other purpose unless such operations are conducted in the areas specifically designated for the appropriate purpose.

4.7 COMBUSTIBLE REFUSE

- A. Lessees of hangars or other Aircraft servicing or maintenance buildings, or other Airport areas, shall provide suitable metal safety receptacles with operating self-closing covers for the storage of oily wastes, rags and other combustible refuse.
- B. All waste within this general classification shall be removed by the lessee from the Airport premises daily, or as required by the Airport Director.
- C. Any Person causing overflowing or spilling of oil, grease, fuel or any similar material anywhere on the Airport shall immediately notify the Airport Communications Center and coordinate clean up of such spillage with the Airport Fire Department.

4.8 HAZARDOUS MATERIALS

All hazardous materials and radioactive material not elsewhere addressed shall be transported and/or handled in accordance with Manchester and Londonderry Fire Codes, New Hampshire State hazardous materials regulations and all other pertinent Federal, State, local or FAA regulations as may apply. Loading and unloading or handling locations will be designated and such operations approved by the Airport Director.

4.9 HAZARDOUS WASTE

No hazardous or industrial waste shall be dumped or allowed to drain onto paved or unpaved surface areas of the Airport or directly into Airport drainage ditches, tributaries, rivers, ponds, storm drains, sanitary sewer or other unapproved area or system. Hazardous or industrial waste shall be discharged only into approved collection and treatment systems or stored or disposed of in an alternate manner approved by the Airport Director and in compliance with Federal, State and local laws and regulations.

4.10 HANGAR SAFETY

- A. Aircraft shall not be parked in front of hangar doors or in such a manner as to restrict speedy evacuation of hangars in case of fire. This rule shall also apply to all equipment, motorized or otherwise, and any material that might cause such a restriction.
- B. All Aircraft parked in hangars shall be parked with the brakes OFF.
- C. Aircraft ignition switches and battery master switches feeding main electrical systems shall be in the **OFF** position while Aircraft are within hangars. The starting or operating of Aircraft engines inside any hangar is **PROHIBITED**.
- D. All Aircraft parked in hangars or any other structures on the Airport shall be properly grounded in accordance with standards of the Federal Aviation Administration and the National Fire Protection Association.
- E. No Aircraft, equipment, or other items shall be placed so as to obstruct marked fire lanes and fire extinguishers, hose and appliance points.
- F. No automobiles, trucks, tractors or other motorized equipment shall enter hangars or Aircraft repair shops, except for those that are specifically designed to move aircraft and Authorized by the Airport Director.
- G. Hangar floors shall be kept clean and free from oil. The use of volatile, Flammable Liquids for cleaning floors is prohibited.
- H. Drip trays shall be placed under the engines of Aircraft stored in hangars as necessary. Drip trays shall be kept clean.
- I. No boxes, crates, rubbish, paper or litter of any kind shall be stored in or about hangars.
- J. Aircraft must be properly chocked while in a hangar.
- K. No cylinders, flasks or containers of compressed gases or Flammable Liquids shall be stored in or about hangars.

- L. No Person shall enter a hangar, shop or enclosed Aircraft parking structure wearing shoes with exposed steel tips or studded soles, or shoes with metal pins or staples on the soles.

4.11 HEATING, LIGHTING AND ELECTRICAL SYSTEMS IN HANGARS

Heating, lighting and electrical systems in any hangar shall be National Fire Protection Association approved systems, and shall be installed in the manner prescribed by applicable Federal, State and local codes.

4.12 ELECTRICAL EQUIPMENT AND LIGHTING SYSTEMS

- A. Explosion-proof or vapor-proof electrical equipment shall be used as required in areas defined as hazardous by National Fire Protection Association codes. No portable lamp assembly shall be used in any maintenance hangar without a proper protective guard or shield to prevent breakage.
- B. All electric power-operated tools and equipment shall be shut off while not in actual use.
- C. Electrical lighting systems in hangars and Aircraft maintenance facilities shall meet the National Fire Protection Association standards.

4.13 FIRE EXTINGUISHERS

- A. All tenants or lessees shall supply and maintain such adequate and readily accessible fire extinguishers as are approved by the Airport Director for the particular hazard involved and as may be recommended by the Fire Inspector or Fire Marshall.
- B. All fire appliances and apparatus shall be maintained in first-class operable condition.
- C. Fire extinguisher equipment shall not be tampered with at any time or used for any purpose other than firefighting and fire prevention.
- D. All such equipment shall be inspected as required by law or at more frequent intervals when circumstances require. The date the inspection was performed and the initials of the Person performing the inspection shall be recorded on an inspection label, securely attached to the extinguisher.

4.14 OXYGEN SERVICE

The following precautions must be observed when Aircraft are being serviced with oxygen:

- A. Aircraft are not to be serviced while in a hangar.
- B. Aircraft may not be serviced while electrical power is “on” in the Aircraft.
- C. Aircraft are not to be serviced while being fueled or defueled.
- D. Aircraft, and all equipment used for oxygen servicing, must be grounded.
- E. Fuel trucks are not permitted in the vicinity.
- F. Aircraft must be positioned at least 50 feet from buildings and other Aircraft.
- G. Only required personnel will be permitted closer than 50 feet to Aircraft being serviced.
- H. A fire extinguisher must be at the site.
- I. No smoking will be permitted near Aircraft.
- J. A properly installed pressure regulator must be used when transferring gas confined under high pressure.

SECTION 5 – FUEL STORAGE, HANDLING AND DISPENSING

5.1 COMMERCIAL AVIATION FUEL SALES & TRANSPORTATION

- A. No Person shall sell fuel either to the public or to private Aircraft Owners except those vendors Authorized by the Airport Director.
- B. Authorization to commercially sell or transport fuel on the Airport shall be granted by the Airport Director.
- C. Persons Authorized by the Airport Director under Section 5.1 of these Rules and Regulations shall submit annually a list of staff qualified to operate fuel dispensing equipment. Qualification to operate fueling equipment shall be awarded only following completion of an approved training course conducted in accordance with National Fire Protection Association and FAA guidelines, and subject to prior approval by the Airport Director.

5.2 FUEL FARMS AND BULK FUEL INSTALLATIONS

- A. All fuel farms and bulk installations shall conform to the appropriate National Fire Protection Association standards, local fire codes and other specifications that may be issued by the Airport Director.
- B. There shall be **NO SMOKING** within one hundred (100) feet of a fuel farm or bulk fuel installation.
- C. Person(s), firm(s), or corporation(s) using fuel farms and bulk fuel installations shall ensure that yards are kept free of weeds, grass and shrubs for a minimum distance of ten (10) feet outside yard fences. Yards shall be kept free of trash and other debris at all times.
- D. Fire extinguishers, as specified in the lease, shall be maintained in an accessible position and in an operable condition by the Operator.
- E. During loading or unloading of fuel at a fuel farm or bulk fuel installation:
 - 1. No fueling or fuel transporting vehicle shall be left unattended.
 - 2. Samples shall be taken and checked at appropriate times to ensure that the delivery meets required quality standards and is free from contaminants.
- F. No fuel shall be dispensed from a bulk fuel storage tank for at least thirty (30) minutes (100LL) or 45 minutes (JetA) following a bulk fuel delivery.
- G. All bulk fuel storage tanks shall be checked for contamination by water or sediments weekly, or after each bulk delivery, whichever is sooner.

5.3 FUEL TRANSPORTING VEHICLES

- A. All vehicles used to dispense fuel on any part of the Airport shall be approved by the Airport. Fuel trucks, dispensing equipment and fire extinguishing equipment must pass a quarterly safety inspection to remain in service.
- B. Each tank vehicle shall be conspicuously marked on both sides and rear of the cargo tank with the word "**FLAMMABLE.**"
- C. Emergency operating devices on all fuel tank vehicles shall be conspicuously marked "EMERGENCY SHUT OFF" with the manner of operation indicated.
- D. The propulsion and pumping engine on all tank vehicles shall have safeguards to reduce ignition sources to a minimum.

- E. The carburetor on all fuel tank vehicles so equipped shall be fitted with an approved back-flash arrester.
- F. The wiring on all fuel tank vehicles shall be adequately insulated and fastened to eliminate chafing, and affixed to terminal connections by tight-fitting snap or screw connections with rubber or similar insulating and shielding covers and molded boots.
- G. Each hose, funnel, or apparatus on equipment used to fuel or defuel Aircraft shall be maintained in good condition.
- H. Maintenance and testing of Aircraft fueling systems shall be conducted under controlled conditions and in accordance with National Fire Protection Association guidelines.
- I. Fuel tank vehicles shall be stored and maintained outdoors only in areas Authorized by the Airport Director. These vehicles shall be parked no less than 50 feet from a building or Aircraft, and no less than 10 feet from another fueling vehicle.

5.4 AIRCRAFT FUELING OPERATIONS

A. Distance from Buildings

Aircraft fuel handling at the Airport shall be conducted at a distance of at least fifty (25) feet from any hangar or building. Under no circumstances shall fuel tank or handling vehicles be driven into or operated in Aircraft hangars.

B. No Smoking

In accordance with Rule 4.2, no Person shall smoke or carry lighted cigars, cigarettes or electronic cigarettes, pipes, matches or any open flame within one hundred (100) feet of the nearest point of an Aircraft being fueled or defueled. Aircraft fuel servicing Operators shall not carry lighters or matches on their Person while performing fuel servicing operations.

C. Positioning of Equipment for Fueling

1. Aircraft fuel servicing vehicles shall be positioned so that they can be promptly moved in the event of an emergency, after all Aircraft fuel hoses have been disconnected and stored.
2. Aircraft fuel servicing vehicles shall not be positioned under the wing of an Aircraft at any time unless the design of that Aircraft makes it necessary to do.

3. Fuel vehicle hand brakes shall be set **ON** before the Operator leaves the cab. Immediately upon leaving the vehicle, the Operator shall chock the wheels.
4. The driver, Operator or other attendant shall attend the vehicle at all times while the vehicle is refueling an Aircraft.
5. Fueling operations must cease when lightning occurs within five (5) miles of the Airport.

D. Fire Extinguishers

During all Aircraft fueling operations, at least two BC rated fire extinguishers (15 pounds or larger) or other type of extinguishers approved by the Airport Director, shall be immediately available for use. Smaller fire extinguishers may be used by general aviation Aircraft Owners who are licensed tie down renters, as approved by the Airport Fire Chief.

E. Static Ground

During all Aircraft fueling operations at the Airport, the Aircraft and the fuel dispensing or draining apparatus shall be properly grounded to prevent the possibility of static ignition of volatile liquids and gases.

F. Aircraft Engines

Aircraft fueling is prohibited while the Aircraft engine is running.

G. Use of Radio, Radar and Electrical Systems

1. No Person shall operate any radio transmitter or receiver, radar equipment or electrical system in an Aircraft during refueling.
2. No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high-intensity radar is within three hundred (300) feet of an Aircraft fueling operation, or the low intensity beam is within one hundred (100) feet of an Aircraft fueling operation, unless an approved shielding device is provided and used during the radar operation.

H. Passengers

During Aircraft fueling, no passenger shall be permitted to remain in such Aircraft unless a passenger loading Ramp is in place at the cabin door of the Aircraft, the cabin door is open and a flight attendant is present at or near the cabin door.

I. Photo Flash Bulbs and Electrical Tools

No photo flash bulbs, electrical tools, disks, buffers or similar tools that produce sparks or arcs shall be used within one hundred (100) feet of an Aircraft during fueling operations.

J. Fuel Spillage

1. Anyone engaged in Aircraft fueling operations shall exercise extreme caution to prevent spills.
2. If a fuel spill occurs, the Airport Communications Center shall be informed immediately. If a fuel spill occurs in the Movement Area, the FAA Air Traffic Control Tower shall be notified.
3. If a fuel spill occurs, all subsequent fueling shall stop immediately.
4. Any Person causing overflowing or spillage of fuel shall be responsible for ensuring the immediate cleanup of such spillage. Fuel Operators shall also ensure that suitable material for absorbing any spilled fuel and suitable containers to capture overflow are readily available to crews engaged in fueling and defueling operations. In the event of failure to comply with such cleanup in a timely manner, the spillage will be cleaned up by the Airport or its designated representative at the expense of the responsible party.
5. No Person shall start the engine of an Aircraft or any other equipment or vehicle when there is any fuel spillage, other than preflight inspection drainage, on the ground, under, or in the immediate vicinity of the Aircraft, equipment or vehicle unless Authorized to do so by the Aircraft Rescue Firefighting (ARFF) Officer in charge.

K. Fire While Fueling

When a fire occurs in a fuel delivery device while servicing an Aircraft, the Airport Communications Center shall be notified immediately. Fueling shall be discontinued at once and all emergency valves and dome covers shall be shut down. Fuel service vehicles and other equipment shall immediately be removed from the vicinity of the Aircraft unless deemed unsafe. Any Person on board the Aircraft shall be evacuated from the area. Procedures established by the Airport Rescue Firefighting Department shall then be followed to extinguish the fire.

5.5 GENERAL AVIATION SELF-FUELING

General aviation tenants are not permitted to self-fuel Aircraft unless prior permission is granted by the Airport Director and appropriate fire and safety measure have been established and approved.

SECTION 6 – AIRCRAFT OPERATIONS

6.1 CONFORMANCE WITH FEDERAL REGULATIONS

All aeronautical activities at the Airport and all flying of Aircraft (to include Unmanned Aircraft Systems - UAS), departing from or arriving at the Airport and in the airspace that constitutes the control zone of the Airport shall be under the positive control of Federal Aviation Administration (FAA) Air Traffic Control Tower. Federal Aviation Regulations and other appropriate rules and regulations of that body as they pertain to aviation and Aircraft operations are hereby adopted by reference and made a part of these Rules and Regulations.

6.2 COMPLIANCE WITH LOCAL RULES, REGULATIONS AND ORDERS

In addition to compliance with current FAA regulations, all Aircraft operations into, out of, or at the Airport shall be in conformance with these Rules and Regulations, Standard Operating Procedures, Operational and Security Directives and Notices to Airmen (NOTAMs) issued by the Airport Director, and with directions from the FAA Air Traffic Control Tower.

6.3 TAMPERING WITH AIRCRAFT

No person shall move, interfere or tamper with any aircraft, or put in motion the engine, or take or use any aircraft part or accessory without the permission of the owner or satisfactory evidence of the right to do so presented to the Airport Director.

6.4 NEGLIGENT OPERATIONS PROHIBITED

No Person shall operate Aircraft at the Airport in a careless manner, or in disregard of the rights and safety of others.

6.5 CLOSURE OF AIRPORT

The Airport Director or his Authorized representative shall have the right at any time to close the Airport in its entirety, or any part of it to air traffic, to delay or restrict any flight or other Aircraft operation, to direct refusal of take off permission to Aircraft, and to deny the use of the Airport or any part thereof to any specified class of Aircraft, or to any individual or group, when he considers any such action to be necessary and desirable to avoid endangering Persons or property and to be consistent with the safe and proper operation of the Airport. If the Airport Director or his Authorized representative believes

the condition of the Airport is unsafe for landings and takeoffs, it shall be within his authority to issue or cause to be issued a NOTAM closing the Airport or any part thereof.

6.6 CERTIFICATION OF AIRCRAFT AND LICENSING OF PILOTS

All Aircraft operating at the Airport shall be certified as airworthy and registered according to FAA requirements. All pilots using the Airport shall possess a pilot's license appropriate and adequate for the operations intended.

6.7 REGISTRATION OF AIRCRAFT

The Airport Director may require from time to time and may designate, at his discretion, appropriate registration of pilots and Aircraft using the Airport, and such pilots shall comply with the requirements of such registration. Aircraft based at Manchester-Boston Regional Airport must be registered with the NH Department of Transportation - Bureau of Aeronautics.

6.8 REQUIRED AIRCRAFT EQUIPMENT

- A. No Aircraft shall be operated on, from, or to the Airport unless it is equipped with a tail wheel or nose wheel, and operable wheel brakes.
- B. No Aircraft shall be operated on, from, or to the Airport unless it is equipped with a two-way radio capable of receiving tower transmissions at all times from any position within the Airport control zone.

6.9 PARKING OF AIRCRAFT

- A. No Person shall park an Aircraft in any area on the Airport except those designated for this purpose by the Airport. If any Person uses unauthorized areas for Aircraft parking, the Aircraft so parked may be removed by or at the discretion of the Airport, at the risk and expense of the Owner.
- B. No Aircraft shall be left unattended on the Airport unless it is in a hangar or adequately secured.
- C. Aircraft parked on leased areas shall be under the lessee's control and liability.
- D. No Aircraft repairs except those needed for normal maintenance and upkeep of the Aircraft as set forth by FAA regulations, shall be conducted in Aircraft parking areas. All repairs to Aircraft or engines shall be made in the areas designated for this purpose by the Airport.
- E. No Aircraft washing shall be conducted in Aircraft parking areas. Aircraft washing shall be conducted only in areas designated for this purpose by the Airport Director.

6.10 STARTING AND RUNNING OF AIRCRAFT ENGINES

- A. No Aircraft engine shall be run at the Airport unless a pilot or certified airframe and power plant mechanic qualified to run the engines of that particular type of Aircraft is at the controls, and unless chocks have been placed in front of the wheels, or the Aircraft has set adequate parking brakes.
- B. No Person shall perform Aircraft engine run-up other than in places established for this purpose and at such times as designated and approved by the Airport Director.
- C. Noise emanating from ground operation shall be maintained within the applicable Aircraft engine noise limits as promulgated by the Federal or State laws and regulations.

6.11 AIRCRAFT LIGHTS

- A. All Aircraft being taxied, towed or otherwise moved on the Airport shall have Aircraft navigational lights on during the hours between sunset and sunrise.
- B. Aircraft being run-up shall have navigational lights on during any run-up operation, day or night.

6.12 COMPLIANCE WITH SIGNS AND SIGNALS

No Person shall take off from, land or maneuver an Aircraft at the Airport, unless such Person obeys all Airport markings, lighting and signage.

6.13 AIRCRAFT TAXIING

- A. No Person shall taxi an Aircraft on the Airport until he/she has ascertained that there will be no danger of collision with any Persons or objects.
- B. No Aircraft shall be started or taxied at the Airport where the propeller slipstream or jet-blast may cause injury to Persons or damage to property. If it is impossible to taxi such Aircraft in compliance with the above, the Aircraft must be towed to a suitable start-up point.
- C. No Person shall taxi or tow an Aircraft on the Air Operations Area until they have received a clearance from the FAA Air Traffic Control Tower.
- D. While taxiing, the pilot of an Aircraft shall maintain at all times a listening watch on the appropriate air traffic control radio frequency.
- E. All Aircraft movement shall be confined to hard surface Runways, Taxiways and Aprons.

- F. Aircraft shall not be taxied into or out of any hangar.
- G. All Aircraft shall taxi at a safe and reasonable speed that will ensure complete control at all times.
- H. Where taxiing Aircraft are converging, the Aircraft involved shall pass each other bearing to the right, unless otherwise directed by the FAA Air Traffic Control Tower.
- I. Aircraft awaiting takeoff shall stop short of the painted hold lines, and in a position so as to have a direct view of Aircraft approaching to land.

6.14 TAKEOFF, LANDING AND TRAFFIC PATTERN

Aircraft operations are subject to FAA rules, regulations and operating procedures and as directed by the FAA Air Traffic Control.

6.15 ENPLANING AND DEPLANING

- A. No Person shall enplane or deplane passengers or cargo at the Airport except in specific areas, designated by posted signs, established by operational directives, permits or Airport lease agreements. Where the Aircraft is loaded or unloaded at ground level, all such passengers shall be channeled by the shortest and safest route across the Aircraft apron area, under the direction and supervision of the Aircraft Operator/Authorized representatives. All such Aircraft Operators shall load and unload Aircraft through designated restricted areas in accordance with security or operational procedures established by the Airport.
- B. All Persons deplaning passengers through any part of an established or Authorized area that has been restricted by the Airport for enplaning passengers screened in accordance with TSA regulations, must ensure that the arriving passengers pass through such established security screening before re-entering such designated restricted area, or must make arrangements for physical escort through such restricted area, in accordance with Airport requirements and/or TSA regulations.
- C. No Person operating a general aviation or military Aircraft shall enplane or deplane passengers or cargo on the terminal Apron at the Airport without having made prior arrangements with the Airport or unless such operation is in accordance with an operational directive of the Airport.
- D. No Person operating an Aircraft shall enplane or deplane passengers at the terminal without having made prior arrangements for all required Aircraft and passenger services.

6.15 HELICOPTER OPERATIONS

No Persons shall land or take-off from the Airport in a helicopter except at designated helicopter landing and take-off areas, in strict compliance with air traffic control procedures.

6.16 DERELICT AND DISABLED AIRCRAFT

- A. No Person shall park or store any Aircraft in a non-flyable condition on Airport property including leased premises without authorization from the Airport Director.
- B. No Person shall store or retain Aircraft parts or components being held as inventory anywhere on the Airport, other than in an enclosed Authorized facility, or in a manner approved by the Airport Director.

6.17 DEMONSTRATION AND EXPERIMENTAL FLIGHTS

No experimental flight or ground demonstrations shall be conducted on the Airport property or in the air traffic pattern without authorization from the Airport Director.

6.18 MOTORLESS AIRCRAFT

No motorless Aircraft shall land or takeoff from the Airport.

6.19 ULTRA-LIGHT AIRCRAFT

No Person shall operate an ultra-light vehicle from the Airport without authorization from the Airport Director.

6.20 MODEL AIRCRAFT

No Person shall operate or release any model Aircraft, rocket, kite, balloon, parachute or other similar contrivance at or upon the Airport without authorization from the Airport Director, and at no time may radio control model Aircraft be used at the Airport.

6.21 PARACHUTING

Parachute jumping within the Airport control zone is prohibited, except where necessary for the emergency evacuation of an Aircraft.

6.22 BANNER TOWING

Aircraft tow banner pickups and drops on the Airport are prohibited.

6.23 HAZARDS TO AVIATION

No Person shall fly kites, model airplanes, tethered balloons, unmanned Aircraft or other objects constituting a hazard to aviation within the vicinity of the Airport, or anywhere within the Airport control zone, except with the prior approval of the Airport Director. The only exceptions to this rule are:

- A. Personnel of the National Weather Service, United States Department of Commerce, when performing official duties, after proper coordination with the Airport Director and FAA Air Traffic Control Tower.
- B. Persons parachuting from an Aircraft in an emergency.
- C. Persons releasing seeds, sprays, dusts or similar substances for horticultural purposes over farms adjacent to the Airport, after proper coordination with the Airport Director and FAA Air Traffic Control Tower.
- D. Any person who knowingly shines the beam of a laser pointing device at an occupied motor vehicle, aircraft, window, or person shall be guilty of a violation and the laser pointing device shall be forfeited upon conviction.
- E. The use of aviation radio frequencies must be coordinated with the Federal Communications Commission so as not to cause interference with aircraft or airport operations.

6.24 GENERAL AVIATION RAMP

- A. There shall not be placed any structure, building, nose-dock, shed, protective device or other appurtenance, including tool boxes, spare parts cases, etc., on the general aviation Ramp at any time except when actively working on Aircraft. Such devices, structure, tool boxes, etc., will be removed at Owner's expense if left on the Ramp. This rule does not pertain to such devices, no matter the material, which are used under the tail of the Aircraft for balance during the winter because of snow loads.
- B. Major repairs and/or annual inspections may not be performed on the Ramp or in the tie down space.
- C. Aircraft washing is not permitted on any Ramp or at tie down spaces. Aircraft may only be washed in areas approved by the Airport and in compliance with local and Federal environmental regulations.

SECTION 7 – MOTOR VEHICLE OPERATIONS

7.1 GOVERNING LAW

The regulation of all vehicle road worthiness standards and traffic movements on Airport roadways and parking facilities shall be governed by the applicable provisions of New Hampshire statutes and by the traffic ordinances.

7.2 LICENSING

- A. No Person shall operate a vehicle or motorized equipment on the Airport without a valid State Operator's License and any other license or permit which is now or may be required in the future for operations on the Air Operations Area or other portions of the Airport.
- B. No Person shall operate a vehicle or other motorized equipment on the air operations area unless Authorized by the Airport Director and the Owner of the equipment and until such time that the proper driver training and permit is received. Failure to comply with this policy will result in the loss of Air Operations Area driving privileges.
- C. All vehicles operated on the Airport shall meet the standard of road worthiness specified by the State of New Hampshire and must be duly registered for legal operation on the highways by the State of New Hampshire; except for those vehicles allowed and approved by the Airport Director.

7.3 VEHICLE OPERATIONS ON THE AIR OPERATIONS AREA

- A. No Person shall operate a Motor Vehicle on the Air Operations Area which does not meet the standard specified in Rule 7.2 or without having first registered it with the Airport Director.
- B. All vehicles operating on the Air Operations Area shall have in force minimum public liability insurance with limits as set from time to time by the Airport. The City of Manchester and Manchester-Boston Regional Airport must be carried as an additional insured.
- C. No vehicle shall be operated on any landing area, Taxiway, Ramp or Apron except by:
 - 1. Persons assigned to duty thereon
 - 2. Persons Authorized by the Airport Director
 - 3. Persons escorted by duly Authorized Airport or tenant employees

- D. All vehicles operating on or across Ramps, Aprons, Taxiways or Runways shall be equipped with two-way radios and must be in continuous communication with the FAA Air Traffic Control Tower except when under escort by a vehicle properly Authorized and equipped, except ground support vehicles operating strictly in Non-Movement Areas.
- E. No Person shall operate a vehicle on the Air Operations Area except in marked driving lanes and in compliance with marked traffic control signs, with the exception of 1) emergency vehicles responding to an emergency, 2) Authorized vehicles engaged in Airport operations and maintenance and 3) vehicles exceeding twelve (12) feet in width which will follow marked lanes as closely as possible.
- F. Motor Vehicles shall at all times yield the right of way to Aircraft. All vehicles must pass to the rear of taxiing Aircraft.
- G. No vehicle shall proceed closer than 200 feet from the edge of any Runway prior to being specifically cleared by the FAA Air Traffic Control Tower. Any vehicle operating, after due authorization, within two hundred (200) feet of a Runway shall display a checkered flag of international orange and white at least three (3) feet square or a yellow rotating/flashing beacon.
- H. Between the hours of sunset and sunrise, all vehicles shall display such warning lights as required by the Airport Director.
- I. Operators of all Motor Vehicles shall turn off the vehicle's engine when a vehicle is parked or is waiting other than at traffic signals or to permit the safe passage of Persons or other vehicles.
- J. The use of tire chains is prohibited, unless approved by the Airport Director.

7.4 SPEED LIMITS

- A. No Person shall drive a vehicle on the Airport, including parking areas, in excess of the speed limits indicated on signs posted and maintained by the Airport. In areas where signs are not posted, the speed limit shall be twenty (20) miles per hour.
- B. The speed limit in the tugways, baggage tunnels and areas under the building is six (6) miles per hour. The speed limit on the airfield is fifteen (15) miles per hour except for emergency and operations vehicles in performance of duties.
- C. No Person shall drive a vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation.

7.5 STOPPING, STANDING OR PARKING

No Person shall stop, stand or park a vehicle on a public vehicular parking area, operational area, or road within the Airport except at such places and for such periods of time as may be prescribed or permitted by the Airport Director or indicated by appropriate signing. Failure to observe the limits set by said signs may result in a citation being issued to the vehicle and a fine being assessed. The amounts of the fine shall be set from time to time by the Airport Director.

7.6 REMOVAL OF VEHICULAR OBSTRUCTIONS

The Airport Director shall have the authority to tow or otherwise move any vehicle parked on the Airport in such a manner as to create an obstruction or safety hazard, or any vehicle that has been abandoned on the Airport longer than forty-eight (48) hours, or any vehicle which may be parked in an area which is prohibited or controlled by use by these rules or agreements with the Airport, and to place the vehicle in storage, without liability for damage incurred, and at the Owner's expense.

7.7 REPAIR OF VEHICLES

No Person shall make any repairs or clean Motor Vehicles anywhere on the Airport other than in designated areas, except those minor repairs necessary to remove such Motor Vehicles from the Airport.

7.8 TAMPERING WITH VEHICLES

No Person shall move, interfere or tamper with any Motor Vehicle, or put in motion the engine, or take or use any Motor Vehicle part, instrument or tool there from, without the permission of the Owner or satisfactory evidence of the right to do so presented to and approved by the Airport Director.

7.9 GROUND TRANSPORTATION

No ground transportation carrier for hire or reward shall load or unload passengers at the Airport at any places other than those designated by the Airport Director, nor shall such conveyances operate on the Airport without a written contract with the Airport, or without express approval of the Airport Director. This rule shall also apply to ride share companies as well as rentals and vehicles for hire.

7.10 MOTOR VEHICLE PARKING ON GENERAL AVIATION RAMP

Private vehicle parking is not permitted on any general aviation Ramp unless Authorized by the Airport Director.

SECTION 8 – ACCIDENT AND EMERGENCY

8.1 COORDINATION OF EMERGENCY SERVICES

If an Aircraft or Motor Vehicle Accident occurs on the Airport, the Airport Director shall be the sole coordinating and governing agency for all rescue and emergency vehicles and services.

8.2 RIGHTS OF ACCESS

- A. The Airport Director shall have the responsibility of providing and designating access gates in the perimeter fencing of the Airport for use by Airport Operations and Maintenance and Airport Fire equipment.
- B. The Airport Director reserves the right to restrict access to the Airport to any Person or Persons not directly connected with emergency operations including press, television and news reporters.
- C. Pedestrian traffic from beyond any part of the perimeter fencing of the Airport to the scene of an Accident within the Airport is strictly prohibited.

8.3 SECURITY OF CRASH SITE

- A. If, in the opinion of the Airport Director, it becomes necessary to provide security at the scene of an incident or Accident, the Owner or Operator of the Aircraft involved, or his duly Authorized agents, shall be responsible for obtaining, providing and maintaining the required security. When such a need arises, the Airport Director shall be informed of the security arrangements proposed, before they are applied, and shall agree to the proposal when appropriate.
- B. Security requirements shall in no circumstances be allowed to hinder or delay rescue work or the removal of Aircraft from the scene of a crash on the Airport.

8.4 AIRCRAFT REMOVAL

- A. The Owner of an Aircraft involved in an Accident or other emergency situation shall be responsible for organizing and conducting the removal activities after agreement with the Airport Director. Aircraft Accidents which occur on Runways and Taxiways shall be removed from such areas as soon as conditions warrant.
- B. No Person shall remove any Aircraft or debris from an Accident site until Authorized by the National Transportation Safety Board or the Federal Aviation Administration, as appropriate.

- C. All costs incurred for such removal shall be borne by the Owner or Operator of the Aircraft involved.
- D. Runways or Taxiways upon which an Accident has occurred shall be opened to Aircraft traffic only after the removal of the Aircraft and associated debris by the Owner, to the satisfaction of the Airport Director.
- E. Should said Owner or Operator fail or refuse or be unable to remove such crashed Aircraft and debris within a reasonable time, as determined by the Airport Director, the Airport Director shall, without liability to the Airport, cause the crashed Aircraft and debris to be removed and stored off the active airfield, and the cost of such removal shall be paid by the Owner or Operator. Neither the City of Manchester, Manchester-Boston Regional Airport, nor the Town of Londonderry will be responsible for any claim for damages or liability arising therefrom.

8.5 NEWS REPORTING

- A. The Airport Director may, at his discretion, authorize news media access to an Accident site when it is deemed that such access will not endanger other Persons or property. Access may, however, be denied or restricted until the Airport Director has determined that it is safe and proper to permit such access.
- B. When warranted, the Airport Director may present, at the request of news representatives, factual statements, correct to the best of his/her knowledge, concerning the incident/Accident. The Airport Director shall accept no responsibility for the accuracy or validity of the information given.
- C. The Owner or Operator of an Aircraft involved in an incident or other emergency situation, or his Authorized agent, may furnish to interested news agencies details surrounding the incident.

8.6 DAMAGE INSPECTION

At the earliest opportunity, a damage inspection of the Airport facilities involved shall be made by the Airport Director and the Aircraft Owner or Operator to determine the extent of damages to the airfield, facilities or buildings of the Airport. Damages so sustained will be assessed by the Airport Director as a claim against the Owner or Operator of the Aircraft.

8.7 EMERGENCY PLAN

This section is supplemental to the Airport Emergency Plan promulgated pursuant to FAR Part 139 and part of Section 8 of the Airport Rules and Regulations. Any part thereof which conflicts with the Airport Emergency Plan shall be null and void.

SECTION 9 – VALIDITY OF EACH SECTION INDEPENDENT

In case any section or sections or part of any section of these Rules and Regulations shall be found invalid for any reason, the remainder shall not thereby be invalidated, but in accordance with the intention hereby expressed, shall remain in full force and effect, all parts being hereby declared separable and independent of all others.