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# AIRPORT RULES AND REGULATIONS

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# **SECTION 1**

## **DEFINITIONS**

Unless otherwise expressly stated, the following terms shall, for the purpose of these Rules and Regulations, have the meaning herein indicated.

**Abandoned Aircraft** – Any Aircraft left unattended on airport property in an inoperable condition or under such circumstances that evidence an intention by the owner/operator to voluntarily surrender, relinquish or disclaim the Aircraft. Any Aircraft left in non-leased space for 30 days shall be considered abandoned.

**Abandoned Motor Vehicle** – A motor Vehicle shall be deemed to be an abandoned Vehicle if left unattended:

- a) With no number plates affixed thereto for more than six (6) hours on any public property;
- b) For more than twenty-four (24) hours on any public property except a portion thereof on which parking is legally permitted;
- c) For more than forty-eight (48) hours after the parking of such Vehicle shall become illegal; or
- d) For more than seven (7) days on private property if left initially without permission of the owner or after permission of the owner shall be terminated.

**Access Gate** – Any device or barrier through which ingress or egress can be made to and/or from the Air Operations Area (AOA) and/or Security Identification Display Area (SIDA).

**Air Operations Area (AOA)** – The Air Operations Area shall be all areas of the Airport within the perimeter fencing exclusively reserved for the operation, placement, movement and storage of Aircraft and all areas adjacent thereto as defined by FAA regulations and/or the Executive Director. This area does not include the Secured Area.

**Aircraft** – All contrivances now known or hereafter designed, invented, or used for navigation or flight in the air.

**Aircraft Maintenance** – Inspection, overhaul, repair, preservation and replacement of parts, includes preventative maintenance as described in Part 43 of the Federal Aviation Regulations.

**Airport** – All land and improvements owned and/or under the care, custody and control of the Metropolitan Airport Authority of Rock Island County, Illinois and located within the geographical boundaries of the Quad Cities International Airport, as shown on Exhibit A.

**Airport Authority** – The Metropolitan Airport Authority of Rock Island, County, Illinois.

**Airport Board** – The members of Board of Commissioners of the Metropolitan Airport Authority as defined by the Illinois Airport Authorities Act (70 ILCS 5).

**Airport Certification Manual** – The FAA approved document containing the operating standards and procedures of the airport as prescribed in FAR Part 139.

**Airport Identification** – A badge or card issued by the Airport Authority for the purpose of identification, Vehicle operation, security and access of persons.

**Airport Marking Aids** – Markings used on runway and taxiway surfaces to identify a specific runway, a runway hold line, centerline, threshold, etc.

**Airport Operations** – The division within the Airport organizational structure responsible for monitoring and controlling daily airport activities and functions.

**Airport Security Program** – The Department of Homeland Security (DHS) approved document containing the security standards and procedures of the airport as prescribed in 49 CFR 1542.

**Airport Traffic Control Tower (ATCT)** – The facility operated by the FAA for air/ground communications, which provides airport traffic control services to Aircraft and Vehicle operations at the Airport.

**ARFF** – Aircraft Rescue and Fire Fighting.

**Auto Gas** – Fuel designed and manufactured to be used in automobiles, as opposed to “AVGAS” which is designed and manufactured to be used in Aircraft.

**Bus** – A motor Vehicle having a seating capacity of nine or more passengers.

**CFR** – United States Code of Federal Regulations.

**City** – The cities within the taxing authority of Rock Island County, Illinois.

**Commercial Aircraft Operator** – Any person which holds a certificate of public convenience and necessity issued pursuant to Section 401 of the Federal Aviation Act of 1958, as amended, or a commuter air carrier as defined by [Civil Aeronautics Board Regulation Part 204.3(d),] and/or which holds a certificate subject to FAR Parts 61, 121, 141, 135 and/or any other FAR applicable to the transport of passengers or items for hire or to providing commercial aeronautical services or activities on a non-scheduled or regularly scheduled basis at the Airport.

**Commercial Non-Aeronautical Activity** – Any commercial operation not directly related to the operation of Aircraft, e.g. restaurant, rental car, or other concessions.

**Commercial Non-Signatory Aircraft** – An Aircraft operated by or for a commercial Aircraft operator which does not have in effect a current use and/or lease agreement with the Airport Authority at the time of landing or takeoff of said Aircraft.

**Commercial Operation** – To engage in the auction, lease, sub-lease, barter, trade, offer, advertising, holding out, or providing of any goods or services to the public.

**Commercial Signatory Aircraft** – An Aircraft operated by or for a commercial Aircraft operator, which also has in effect a current use and/or lease agreement with the Airport Authority at the time of landing or takeoff of said Aircraft.

**Dispatch Center** – The Airport Authority 24-hour Dispatch Center, located in the ARFF building. The phone number is 309-757-1739.

**Contractor** – Any person or company doing service, construction or installation work on the Airport under a contract basis and who is not a tenant or vendor.

**Courtesy Vehicle** – Those properly identified Vehicles, which are used on a not for hire basis in the business operation of any hotel, motel, parking lot or auto rental office or any business solely to transport customers at no charge between points at the Airport and such enterprises.

**DHS** – United States Department of Homeland Security.

**DOT** – United States Department of Transportation.

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

**Escort** – The accompaniment of a person or Vehicle not authorized to be on the AOA or SIDA by a person who is so authorized and properly displays Airport identification.

**Environmental Laws** – Federal, State, and local laws relating to environmental matters.

**Executive Director** – The person appointed by the Airport Authority Board of Commissioners to have immediate supervision of the administration and operation of the airport. The Executive Director may employ and designate staff to act in his behalf in the promulgation of Airport Authority policy. Wherever in these Rules and Regulations the Executive Director is referenced, it shall mean and include the Executive Director or the Executive Director's designated representative.

**FAA** – United States Federal Aviation Administration.

**FAR** – United States Federal Aviation Regulations.

**Fire Codes** – The fire codes adopted and enforced by the city of Moline, Rock Island County and/or the state of Illinois.

**Fire-Resistant** – The capability of materials manufactured, designed or certified to be resistant to damage by fire.

**Fixed Base Operator (FBO)** – An individual or firm providing general aircraft services, including, but not limited to, maintenance, storage, fueling, charter services, and ground and flight instruction.

**Flammable** – The tendency of a material, liquid or gas to ignite readily or to explode.

**Fuel Storage Area** – Those portions of the Airport designated by the Executive Director as areas in



which auto gasoline, diesel, jet fuel, aviation 100LL, or any other type of fuel are authorized to be stored, including, but not limited to, bulk storage facilities.

**General Aviation** – Private and corporate Aircraft not operating under FAR Part 121 or 135.

**Hazardous Materials** – Material as defined in applicable Federal, State, and local Environmental Laws.

**Independent Operator** – A commercial operator offering a single aeronautical service but without an established place of business on the airport.

**Lessee** – A tenant of the Airport Authority.

**Limousine** – A chauffeur-operated motor Vehicle, available for charter, having a seating capacity of not less than four passengers or more than nine passengers, excluding the driver.

**Movement Area** – The runways, taxiways and other paved surfaces of the Airport that are used for the taxiing, takeoff and landing of Aircraft, exclusive of loading ramps/aprons and parking areas. Control of aviation, vehicular, pedestrian traffic within these areas is under the jurisdiction of the Air Traffic Control Tower.

**News racks** – Any unmanned device for the distribution of printed materials to the general public.

**NFC** – National Fire Code published by the National Fire Protection Agency.

**NFPA** – National Fire Protection Agency.

**NOTAM** – FAA Notice to Air Missions.

**NTSB** – National Transportation Safety Board.

**Non-Movement Area** – Areas other than the runways, taxiways and other paved surfaces of the Airport that are used for the taxiing, takeoff and landing of Aircraft, exclusive of loading ramps/aprons and parking areas which are inside the perimeter fence.

**Park** – To stop a Vehicle or Aircraft for any length of time, whether occupied or unoccupied.

**Permission or Permit** – Permission or permit, whenever required by these Rules and Regulations, shall mean written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

**Person** – Any individual, firm, partnership, corporation, company, association, joint stock association, or political body, and includes any trustee, receiver, assignee, or representative thereof.

**Quad Cities International Airport** – All land and improvements owned and/or under the care, custody and control of the Airport Authority.

**Ramp/Apron Areas** – Portions of the Air Operations Area designated and made available,

temporarily or permanently, by the Airport Authority for the loading and unloading of passengers or cargo on and off Aircraft, and the parking of Aircraft.

**Restricted Area** – Those portions of the Airport within the AOA, SIDA and Secured Area to which access is restricted to authorized persons and is not accessible to the general public.

**Roadway** – That portion of a highway or street improved, designed, or ordinarily used for vehicular travel.

**Run-up** – Aircraft engine operation above normal idle power for purposes other than initiating taxi or takeoff.

**Runway** – A paved defined rectangular area designated for landing and takeoff of Aircraft.

**SASO** – See Specialized Aviation Service Operation (SASO).

**Secured Area** – Includes all areas where air carriers subject to 49 CFR 1544 enplane and deplane passengers and send and load baggage and any adjacent areas not separated by adequate security measures. This includes the Terminal Ramp, and associated baggage makeup areas and is a Security Identification Display Area (SIDA) as shown on Exhibit C.

**Security Identification Display Area (SIDA)** – The area identified by the Airport Security Program where the wearing of external identification badges is required for airport security in accordance with 49 CFR 1542 of the Department of Homeland Security and the Airport Security Program. This includes all secured areas around the passenger terminal used for the boarding and servicing of scheduled commercial airlines.

**Service (Vehicle) Road** – A vehicular road located inside the Air Operations Area for use by the Airport Authority, FAA and authorized airport tenants and contractors. In all cases, ARFF Vehicles have right-of-way on these roads.

**Specialized Aviation Service Operation (SASO)** – An aeronautical business that offers a single or limited service. Examples of these specialized services may include aircraft flying clubs, flight training, aircraft airframe and power plant repair, maintenance, aircraft charter, air taxi or air ambulance, aircraft sales, avionics, instrument or propeller services, or other specialized commercial flight support business.

**State** – The state of Illinois.

**Sterile Area** – That portion of the Terminal Building beyond the passenger security screening checkpoint used in the boarding of commercial Aircraft.

**T-Hangar** – An individual Aircraft hangar designated for the storage of one Aircraft.

**Taxicab** – A motor Vehicle carrying passengers for hire for which public patronage is solicited.

**Taxiway** – A surface designed to provide Aircraft access between the runways and other areas of the Airport, including Aircraft parking ramps/aprons/aprons.

**Tenant** – A lessee, permittee or other occupant of land or premises within the boundaries of the

Quad Cities International Airport including, their sub lessee or duly authorized agent, and employees.

**Terminal Building** – Those buildings and/or structures located within the Airport and open to the public for the purpose of flight ticket purchase, public lobby waiting, baggage check-in and those services related to public air travel.

**Terminal Ramp** – That portion of the AOA immediately adjacent to the Terminal Building.

**TSA** – Transportation Security Administration.

**UBC** – Uniform Building Code.

**Vehicle** – Any device which is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device moved by muscular power or designed to move primarily through the air.

**Vendor** – Any person or company involved in sales or service work on the Airport who is not a tenant or contractor.

## **SECTION 2**

### **INTRODUCTION**

#### **2.1 AUTHORITY FOR IMPLEMENTATION OF RULES AND REGULATIONS**

In 1959 the County created the Metropolitan Airport Authority pursuant to the Illinois Airport Authorities Act as a body politic and corporate constituting a public corporation. Under these statutes the Airport Authority has authority to establish these Rules and Regulations as an ordinance (in accordance with 70 ILCS 5/8.13). In addition, the Airport Authority has police power and jurisdiction and control of the Airport and all its associated facilities (in accordance with 70 ILCS 5/8.12, et seq).

#### **2.2 APPLICABILITY**

- a) This regulation applies to all users of, and persons on, any portion of the property owned or controlled by the Airport Authority. Tenants shall be responsible for the dissemination of, accessibility to and the compliance with these Rules and Regulations by their employees.
- b) Instructions issued by the Executive Director to individual persons or tenants in the manner of written or verbal communications as situations permit will be complied with inasmuch as such instructions or directives are in the interest of safety, sound management, and efficient operations of the Airport.
- c) As appropriate in the interest of continuity of operation and not to interfere or conflict with military regulations, customs and practices; these Rules and Regulations will apply to military organizations operating on and/or from the Airport. Leases and agreements of understanding will be affected in the mutual interest of any such military organization and the Airport Authority.

#### **2.3 VIOLATION OF RULES**

Any person, who violates, disobeys, omits, neglects or refuses to comply with any of the provisions of these Rules and Regulations or any lawful order issued pursuant thereto may be denied use of the Airport by the Executive Director, in addition to the penalties set by federal, state or local authorities. The Executive Director may take such other measures as permitted by law to enforce these Rules and Regulations.

- a) Security and Safety Violations and Related Penalties. The Transportation Security Administration and Federal Aviation Administration require that airports have a policy for non-compliance with Federal Regulations or Airport Policies and Procedures. The Airport's Security and Driver training addresses violations and states that four or more types of security violations within 12 months may result in permanent revocation of an employee's ID media. When an Airport User, AS or Badge holder fails to comply with the responsibilities or obligations set forth in these Security Standards, or in the ASP they will be held accountable. The severity of the accountability and resulting consequences depends upon the specific act of non-compliance.

- b) Ordinance Violations. The Airport Authority Code of Ordinances contains a variety of laws/regulations adopted by the Board of Commissioners, which are effective within the Airport Authority limits, and which prohibit certain actions or behaviors that are contrary to the public's health, safety, and welfare. An ordinance violation, also referred to as an "OV", is a violation of the Airports' Code of Ordinances and is considered a "quasi-criminal" violation. A few examples of Ovs include retail theft, disorderly conduct, weapons at the screening checkpoint, and trespass to land, as well as various building, zoning, and security violations. Persons at the airport are subject to the penalties for noncompliance with these Rules and Regulations and are subject to compliance with Illinois Laws and County of Rock Island and City of Moline Ordinances concerning miscellaneous offenses and the penalties thereof. The Executive Director shall have the authority to have persons in violation of these Rules and Regulations cited under the ordinance violation and without liability to the Airport Authority.

## **2.4 SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of these Rules and Regulations or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, or other competent agency, such decision shall not affect the validity or effectiveness of the remaining portions of these Rules and Regulations or any part thereof. If the application of any provision of these Rules and Regulations to any lot, building, sign, structure, or parcel of land is found to be invalid or ineffective in whole or in part by any court, or other competent jurisdiction, or other competent agency, the effect of such decision shall be limited to the property or situation immediately involved in the controversy, and the application of any such provision to other properties and situations shall not be affected.

## **2.5 INTERPRETATION**

- a) In the event that an interpretation of any provision of these Rules and Regulations is required, the Executive Director shall render such interpretation.
- b) These Rules and Regulations are not intended to amend, modify or supersede any provisions of federal, state or municipal law, or any specific written contractual agreement of the Airport Authority with which they may conflict; provided, however, that these Rules and Regulations shall, insofar as possible, be interpreted so that no such conflict shall exist.

## **2.6 PROCEDURES AND ADDENDUM**

Written operational procedures, corrections, amendments and addendums to these Rules and Regulations may be issued by the Executive Director, as they deem necessary and appropriate.

## **2.7 NON-LIABILITY OF THE AIRPORT AUTHORITY**

The Airport Authority assumes no responsibility for any loss, injury or damage to persons or property unless caused by the sole negligence of the Airport Authority. The permission granted by the Airport Authority to use the Airport and its facilities or to fly to, from or over the same,

shall be conditioned upon the assumption of full responsibility therefore by every person exercising or taking advantage of such permission. It shall be a further condition thereof that each person or entity, as a consideration for the use of the Airport and its facilities, shall at all times release, hold harmless and indemnify the Airport Authority, its Board, directors, employees and agents from any and all responsibility, liability, loss or damage resulting to such person or entity, or their property, unless caused by the sole negligence of the Airport Authority. The use of the Airport by any person or entity, or the paying of fees and charges therefore, or the taking off or landing Aircraft thereon shall be in and of itself, an acknowledgement that such person or entity accepts such privileges on the conditions herein set forth.

## **SECTION 3**

# **GENERAL RULES AND REGULATIONS**

### **3.1 COMMERCIAL OPERATIONS**

- a) Persons desirous of engaging in a Commercial Operation at the Airport must request permission from the Airport Authority.
- b) No person shall engage in a Commercial Operation, without first entering into an Agreement with the Airport Authority describing the terms and conditions of the proposed Commercial Operation and ensuring compliance with airport minimum standards.
- c) Persons basing or otherwise maintaining an Aircraft at the Airport shall not permit said Aircraft to be used for a Commercial Operation unless such Commercial Operation is expressly authorized by Agreement with the Airport Authority.
- d) No person shall permit an Aircraft based or maintained at the Airport to be used for commercial flight instruction without compliance with all FAA regulations and written permission of the Executive Director.

### **3.2 SELF-SERVICING AIRCRAFT**

- a) Aircraft Operators are permitted to fuel, wash, repair, or otherwise service their own Aircraft (utilizing their own equipment and with the rules contained herein), provided there is no attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Rules and Regulations and any other applicable regulation.
- b) An Aircraft operator may hire an individual (as an employee) to provide, under the direction and supervision of the Aircraft operator, services on the Aircraft operator's Aircraft.
- c) Aircraft operators are permitted to have their Aircraft fueled, washed, repaired, or painted by those Fixed Base or Independent Operators and Lessees authorized to provide such services pursuant to an Agreement with the Airport Authority and in compliance with minimum standards

### **3.3 ACCIDENTS OR INCIDENTS**

Any person involved in or witnessing an Aircraft or Vehicle accident on the Airport resulting in any injury (or death) to person or damage to property shall remain at the scene and notify the Airport Dispatch Center 309-757-1739 as soon as possible and provide all pertinent information as requested.

### **3.4 FIRST AMENDMENT ACTIVITY**

- a) Participation in First Amendment Activities, such as demonstration, distribution, solicitation, and surveying on airport premises shall be governed by the Regulations Governing First Amendment Activity, which can be found in Appendix A.

### **3.5 SIGNAGE/ADVERTISEMENTS**

- a) No advertisements, signs, notices, circulars, and/or handbills may be posted or distributed without the prior written permission of the Executive Director.
- b) The posting or distributing of written advertisements, notices, circulars, and/or handbills on Aircraft or Vehicles is prohibited without written permission of the Executive Director.
- c) Signage installed on or at the Airport must have prior approval of the Executive Director or their designee.
- d) Interior portions of exclusively leased areas of the Airport not visible to the general public are excluded from this section.

### **3.6 GENERAL CONDUCT**

- a) No person shall make, possess, use, offer for sale, pass, or deliver any forged or falsely altered pass, permit, identification, card, sign, or other authorization purporting to be issued by or on behalf of the Airport Authority.
- b) No person shall use or otherwise conduct himself upon any portion of the Airport in any manner contrary to the posted or otherwise visually indicated directions applicable to that area.
- c) No person shall destroy, damage, injure, deface, disturb, or tamper with property on the Airport.
- d) Use of radio-controlled model aircraft or launching of rockets, or any conduct that would create a danger to aircraft, within or on Airport property without Executive Director permission is prohibited.
- e) No person shall injure, disturb, or harass any person on the Airport.
- f) All persons must comply with the DHS/TSA-approved Airport Security Program, FAA approved Airport Certification Manual and the Airport Rules and Regulations, and all state, local and federal laws.
- g) No person shall commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance (including the use of abusive or threatening language) on the Airport.
- h) No person (other than an employee of the Airport Authority or a business located on the Airport) shall loiter on the Airport or in any building on the Airport for a period of time longer than reasonably necessary to transact such business as such person may have with the Airport Authority, with any common carrier serving the Airport, or any concessionaire or other



business located upon the Airport, provided, however, that nothing will be deemed to prohibit any person from remaining on the premises of the Airport for the purpose of meeting relatives or acquaintances arriving upon any flight, or from accompanying or meeting relatives or acquaintances who are departing from the Airport.

- i) No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport.
- j) Moving, tampering, starting, using, or interfering with the safe operation of any Aircraft or Vehicle or any Aircraft or Vehicle part, instrument, or tool without permission of the Aircraft or Vehicle owner/operator or by specific direction of the Executive Director is prohibited.
- k) No person shall illegally use, possess, sell, or distribute controlled substances (i.e., drugs, narcotics, or alcohol) on the Airport.

### **3.7 PROHIBITIONS ON SMOKING**

- a) Smoking shall be prohibited:
  - i. In any place where smoking is specifically prohibited by signs, including, but not limited to, fuel storage sites;
  - ii. In the AOA and SIDA;
  - iii. Within fifty (50) feet of any fuel tender not in motion;
  - iv. Within fifty (50) feet of any fueling operation in progress; and
  - v. On any area where prohibited by OSHA, federal, state, or any other agency with jurisdiction over the Airport.
- b) Smoking or possessing lighted or smoldering cigars, cigarettes, e-cigarettes, vaping cartridges, or pipes in any indoor or outdoor area of the Airport, except in outdoor areas specifically designated by the Executive Director and posted as public smoking areas, is prohibited.

### **3.8 OPERATOR AND LESSEE FACILITIES**

Operator and Lessee facilities are expressly for the conduct of the Operator's or Lessee's business and operations. No person other than employees and customers of the Operator or Lessee shall make use of such facilities or loiter on such premises without permission of the Operator or Lessee.

### **3.9 ABANDONED, DERELICT, OR LOST PROPERTY**

- a) No Person shall abandon any personal property on the Airport. Property found on the Airport and unclaimed by the proper owner within thirty (30) days shall be deemed abandoned and shall be disposed of in the manner prescribed by applicable law and the direction of the Executive Director.

- b) Any Person finding any lost article may turn in the article to the Airport Authority through the Dispatch Center or Airport Authority Administration Offices. Lost articles found in exclusively leased areas of the Airport are to be turned in to the leaseholder. Persons using the Airport do so at their own risk. In the absence of negligence, the Airport Authority shall not be responsible for any loss, damage, theft or destruction of personal property.
- c) Property to which the finder or any claimant is not entitled to lawful possession shall be forfeited to the Dispatch Center for disposal in accordance with the provisions of applicable law and the direction of the Executive Director.

### **3.10 RESTRICTED AREA OPERATIONS**

- a) Unescorted access into any Restricted Area is limited to the following persons with a current and valid access badge as defined the Airport Security Program (ASP):
  - i. Owner/operator of based Aircraft;
  - ii. A commercial Aircraft operator, vendor, or contractor and their designated employees having a need to conduct business on the Airport; and
  - iii. Agencies required in support of the Emergency Plan.
- b) Each person is authorized by virtue of his or her current and valid Airport badge to escort customers/vendors. The tenant or business is responsible for such parties that are allowed access under their auspices.
- c) Any person in a Restricted Area must produce a proper access badge and valid identification when asked to do so by any Airport Authority employee or any other person with a proper access badge.
- d) Tampering with, interfering with, or bypassing the lock, or closing mechanism or breaching any other securing device at the Airport is prohibited.
- e) Persons who have been provided a device for the purpose of obtaining access to a Restricted Area shall only use Airport-issued devices and shall not duplicate or otherwise distribute the same to any other person.
- f) It shall be unlawful for any person to be upon or within, or to go upon or within, the SIDA, except when properly displaying or under escort by an authorized individual displaying an approved access badge, in accordance with the Airport Security Program.
- g) It shall be unlawful for any person other than those in Aircraft operating on the Airport to enter or be upon or within the Movement Area unless with prior approval of the Executive Director.

### **3.11 ANIMALS AND BIRDS**

- a) Terminal Areas. No Person shall enter the Airport's passenger terminal building with a dog,

cat or any other animal, bird or other living creature, except a “seeing eye or ear” dog, or other service animal, restrained by leash or harness, unless such animal is confined to a shipping container.

- b) AOA. No person shall enter the AOA with any dog, cat, bird, and other animal unless such animal is restrained by a leash, harness, container, or other means of actual physical control.
- c) Exception. The foregoing restrictions do not apply to search dogs used by and under the control of law enforcement and rescue personnel in the performance of their duties.

### **3.12 DISPOSAL OF TRASH**

No Person shall dispose of trash, garbage, paper, junk, debris or other refuse or materials, except in containers and at locations designated for that purpose.

### **3.13 GENERAL INSURANCE REQUIREMENTS**

Persons engaged in Commercial Operations, or basing an Aircraft, at the Airport will be required to obtain and continuously maintain insurance coverage as determined by the Airport Authority to cover the risks associated with the Commercial Operation, or Airport use, that is being undertaken.

### **3.14 TENANT REPORTING**

All Airport tenants shall report situations that may potentially affect health, welfare or safety of persons and/or property to the Dispatch Center 309-757-1739 as soon as practical.

### **3.15 CONDUCT OF BUSINESS; SOLICITING**

It shall be unlawful for any person to solicit, offer for hire or sale or engage in any commercial operation or charitable activity of any nature on, upon, within or from the Airport, except with the prior approval of the Executive Director and in compliance with minimum standards.

### **3.16 MARKING ON PAVED AREAS**

Other than as provided for in tenant leases, no surface painting or marking of any paved area on Airport property shall be permitted without written permission of the Executive Director.

### **3.17 HUNTING; SHOOTING; TRESPASSING**

There shall be no hunting or trespassing or shooting of firearms within or on the Airport unless authorized in writing by the Executive Director. Trespassing within or on the Airport is prohibited.

### 3.18 WEAPONS AT THE TSA SCREENING CHECKPOINTS

- a) The Airport Authority prohibits passengers from bringing firearms, ammunition, and other weapons through airport security checkpoints. Firearms are only allowed in checked baggage, and they must be unloaded, locked in a hard-sided container, and declared to the airline at check-in. Ammunition is also prohibited in carry-on baggage but can be transported in checked baggage as long as it is properly packed.
- b) Other weapons such as knives, martial arts weapons, and self-defense items like pepper spray are also restricted from being carried through security checkpoints. These items must be packed in checked baggage subject to airline approval.

## SECTION 4

# AIRCRAFT OPERATIONS

### 4.1 APPLICABILITY

It shall be unlawful for any person to navigate, land, fly, service, move, maintain or repair any Aircraft or conduct any aviation activity, upon, within or from the Airport other than in conformity with these Rules and Regulations and all applicable federal, state, and local statutes, ordinances, and regulations.

### 4.2 LICENSE REQUIREMENTS

Only Aircraft and airmen certificated by the FAA shall operate on or from the Airport. This restriction shall not apply to Aircraft owned or operated by the federal government or to Aircraft licensed by foreign governments having a reciprocal agreement with the United States covering the operation of the Aircraft in the United States.

### 4.3 CONTROL OF THE AIRFIELD

The Executive Director or their 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 they 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. In the event the Executive Director determines the condition of the Airport or any part thereof to be unsafe for taxiing, landings or takeoffs, they shall issue, or cause to be issued, a NOTAM closing the Airport or any part thereof.

### 4.4 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, and any and all parts thereof, subject, however, to any requirements of or direction by the NTSB, the FAA, or the Executive Director that such removal or disposal be delayed pending an investigation of an accident. Any owner, Lessee, operator or other person having control, or the right of control, of any Aircraft does, by use of the Airport Authority, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the Executive Director may take any and all necessary action to effect the prompt removal or disposal of disabled Aircraft that obstruct any part of the Airport used for Aircraft operations; that any costs incurred by or on behalf of the Airport Authority for any such removal or disposal of any Aircraft shall be paid to the Airport Authority by the owner/operator; that any claim for compensation against the Airport Authority, 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 and that the owner, Lessee, operator or other person having control, or the right of control, of said Aircraft shall indemnify, hold harmless and defend the Airport Authority, 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 injury to any property arising out of such removal or disposal of said Aircraft.

#### **4.5 INSTRUCTOR AND STUDENT RESPONSIBILITIES**

Instructors shall fully acquaint their students with these Rules and Regulations and shall be responsible for the conduct of the students under their direction during dual instruction. When a student is operating an Aircraft independent of an instructor, it shall be his or her sole responsibility to observe and abide by these Rules and Regulations.

#### **4.6 OPERATING UNDER THE INFLUENCE**

It shall be unlawful for any person to operate an Aircraft on the Airport while under the influence of alcohol or drugs as defined in Federal Aviation Regulation (FAR) Part 91.17.

#### **4.7 CARELESS OPERATION**

It shall be unlawful to operate an Aircraft on the Airport in a careless or reckless manner as defined in FAR 91.13.

#### **4.8 AIRCRAFT AND PROPERTY**

No employee of the Airport Authority is authorized to take responsibility for the care or protection of others' Aircraft or property which is taxiing, parked, or stored on the Airport, except as specifically authorized by the Executive Director.

#### **4.9 STARTING OR RUNNING OF AIRCRAFT ENGINES**

No Aircraft engine shall be started or run unless a qualified, certificated pilot or mechanic is attending the Aircraft controls and only in the locations designated for such purposes by the Executive Director. No Aircraft engine shall be started without appropriate fire extinguisher equipment readily available. Aircraft engines shall not be operated in such position that persons, structures or property may be endangered by the path of the Aircraft propeller slipstream, jet blast or rotor-wash.

#### **4.10 MOVING PARKED AIRCRAFT**

Upon direction of the Executive Director, except as provided for in a lease, the operator of any Aircraft parked or stored at the Airport shall move said Aircraft from the place where it is parked or stored. If the operator refuses to comply with such directions, the Executive Director may arrange for the relocation of said Aircraft at the expense of the owner or operator, and without liability for damage or injury which may result.

#### **4.11 ABANDONMENT; DERELICT AIRCRAFT**

No person may abandon an Aircraft on the Airport or allow an Aircraft parked on the Airport to become derelict or a hazard to other Airport users. If the Executive Director is unable to locate the owner of an Aircraft that appears to be abandoned or derelict, a notice shall be placed on the Aircraft notifying the owner that the Aircraft must be relocated. If the Aircraft has not been

moved within 30 (thirty) days of notification, the Aircraft will be impounded and removed by the Airport Authority.

#### **4.12 SECURING UNATTENDED AIRCRAFT**

It shall be unlawful for any person to leave an Aircraft unattended on any area of the Airport, including leased premises, unless properly secured. Securing of Aircraft shall be the sole responsibility of the owner and/or operator of the Aircraft.

#### **4.13 WASHING OF AIRCRAFT**

Aircraft shall not be washed on Airport property, except in areas and in the manner approved by the Executive Director. Wastewater from Aircraft washing operations shall be disposed of in accordance with all applicable local, state, and federal environmental rules and regulations.

#### **4.14 TAXIING INTO OR OUT OF HANGARS**

Aircraft engines shall not be operated in any hangar. No Aircraft shall be taxied into or out of a hangar under its own power.

#### **4.15 AIRCRAFT REPAIRS AND PAINTING**

Repairs performed by a Commercial Operation shall be made only on leased sites where specifically permitted. Aircraft repair work may be performed on ramps/aprons or aprons only with prior written permission from the Executive Director. No person shall affect repairs to Aircraft or engines, except emergency repairs, unless in the spaces designated for this purpose. Doping or spray painting will not be conducted in hangars designated for Aircraft storage only. Stripping, preparation, doping and painting of Aircraft shall only be accomplished in facilities approved for such operations by all appropriate city, county, state and federal agencies.

#### **4.16 AIRPORT ACCESS**

Only the Airport Authority may grant unescorted access to the AOA. Granting access does not give any person or persons the privilege of unrestricted use of the space within the airfield boundary fence. Access privileges are confined to the times and areas required for the purpose access is granted.

#### **4.17 FUELING/DEFUELING OF AIRCRAFT**

All commercial fueling/defueling operations will be performed in accordance with FAA 139.321, FAA Advisory Circular 150/5230-4A (June 18, 2004) and Airport Authority fueling standards. (See Section 5).

#### **4.18 SELF-FUELING/DEFUELING OF AIRCRAFT**

Self-fueling will be conducted only in areas designated by the Executive Director.

#### **4.19 FUEL STORAGE**

No fuels shall be stored on Airport property unless specifically approved in a written lease, permit or agreement with the Airport Authority.

#### **4.20 TAXIING**

It shall be unlawful for any person to taxi an Aircraft until he/she is certain, after visual inspection, that there will be no danger of collision or contact with any person, Aircraft or other object. No Aircraft shall be taxied or towed on any area, other than areas normally used for operation of Aircraft, without the express prior written approval of the Executive Director.

#### **4.21 HELICOPTER OPERATIONS**

Except in emergencies, no landing or take-off of helicopters shall be made except on designated Airport runways, taxiways, ramps/aprons, or heliports without express written permission from the Executive Director.

#### **4.22 DELAY OF FLIGHT**

The Executive Director may delay or restrict any flight or other operation at the Airport when any of these Rules and Regulations is violated in any manner.

#### **4.23 PILOT RESPONSIBILITY**

In all instances, the pilot operating any type Aircraft at the Airport is responsible for the safe operation of the Aircraft he or she is operating and in no instance will the Airport Authority, or any of its agencies, be held responsible for any actions of any Aircraft pilot.

#### **4.24 ACCIDENT REPORTS**

Operators of Aircraft involved in accidents or incidents requiring notification of the FAA, NTSB or insurance company and occurring on the Airport shall notify the Dispatch Center (309-757-1739) as soon as possible and make a full written report of the accident or incident to the Executive Director within twenty-four (24) hours. The report shall include names and addresses of those involved, all details of the accident, and of the Aircraft involved. When a written report of an accident or incident is required by the FAA, a copy of such report shall be submitted to the Executive Director at the same time.



## **SECTION 5**

### **FUELING**

#### **5.1 AUTHORIZATION**

Fueling of Aircraft on the Airport shall be performed only by those companies or individuals that have received written authorization from the Airport Authority and in compliance with all orders, procedures and minimum standards contained therein.

#### **5.2 COMPLIANCE**

All regulations and recommendations of the Moline Fire Department, the Moline/Rock Island County Fire Prevention Bureau and the Illinois State Fire Marshall shall be adhered to regarding all aspects of fueling and handling of flammables.

#### **5.3 FIRE EXTINGUISHERS**

Fueling and defueling operations shall be conducted with adequate fire extinguishers immediately available. All extinguishers shall be inspected and certified as required by law and all personnel involved with fueling operations shall be properly trained in the use of fire extinguishers.

#### **5.4 STARTING ENGINES**

Starting an Aircraft when there is any flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.

#### **5.5 Bonding**

All hoses, funnels and appurtenances used in fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile gases or liquids. During fueling and defueling, the Aircraft and the dispensing apparatus shall both be bonded.

#### **5.6 EGRESS**

No Aircraft shall be fueled or defueled while passengers are on board unless a passenger loading ramp or other egress equipment is in place at the cabin door, the door is in the open position, and an attendant is present at or near the door. If an incapacitated person is on board during fueling operations, fire department personnel must be standing by at the scene.

#### **5.7 SPILLS**

Persons engaged in the fueling of Aircraft shall exercise care to prevent overflow or release of fuel and shall be responsible to promptly report any fuel spill and to immediately clean up any spillage. All costs associated with the spill shall be the responsibility of the person causing the

spill. **ALL fuel spills MUST be reported to the Airport Authority Dispatch Center at 309-757-1739.**

## SECTION 6

### VEHICLE OPERATIONS

#### 6.1 GENERAL

- a) State and local laws relating to the operation of motor Vehicles on streets and public highways shall apply, where applicable, to the operation of motor Vehicles on the Airport. No person may operate a motor Vehicle on the Airport unless they hold a valid state motor Vehicle operator's license for the type of Vehicle they are operating.
- b) All Vehicles operated on Airport roadways must at all times comply with any lawful order, signals or direction by authorized personnel. When traffic is controlled by signs or by mechanical or electrical signals, such signs or signals shall be obeyed unless directed otherwise by authorized personnel.
- c) The Executive Director is authorized to place and maintain such traffic signs, signals, pavement markings, and other traffic control devices upon Airport roadways, parking facilities and other Airport property as required to indicate and carry out the provisions of these Rules and Regulations to guide and control traffic.
- d) Vehicles on Airport roadways shall be operated in compliance with the roadway speed limits prescribed by the Executive Director or their designated representative as indicated by posted traffic signs.
- e) Repair of motor Vehicles. No person shall clean or make any repairs to motor vehicles anywhere on the Airport other than in designated shop areas for that purpose, or as provided for in lease agreements with tenants. Minor repairs necessary to remove inoperable motor Vehicles will be permitted if done within a reasonable period of time according to the circumstances, otherwise the Executive Director may order such Vehicle(s) towed from the premises at the owner's expense and liability.

Vehicles found to be blocking or obstructing Airport operations will, at the discretion of the Executive Director, be removed. If any such Vehicle cannot be moved because of needed repairs, the Executive Director may order it towed from the Airport at the owner's expense and liability.

- f) In all cases, ARFF Vehicles have right-of-way.

#### 6.2 AUTHORIZATION TO MOVE VEHICLES

The Executive Director has the discretion to remove, or cause to be removed at the owner's expense from any restricted or reserved area, any roadway or right-of-way, or any other area on the airport any Vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates a safety or operations problem. The Airport Authority shall not be liable for damage to any Vehicle or loss of personal property which might result from the act of removal.

### **6.3 PROPER USE**

- a) No person shall operate any Vehicle on the Airport other than on the roads or places authorized by the Executive Director for use by that particular type of Vehicle.
- b) No person shall use the roads or walks on the Airport in such manner as to hinder or obstruct proper use.
- c) No person shall operate a Vehicle in a reckless or dangerous manner or at a speed greater than posted.

### **6.4 PEDESTRIANS**

Pedestrians in marked crosswalks shall have the right-of-way at all times over vehicular traffic.

### **6.5 TENANT AND EMPLOYEE PARKING**

All employees of companies, organizations or agencies having tenancy on the Airport shall park only in designated parking areas.

### **6.6 MOTORCYCLES AND BICYCLES**

Every person riding a motorcycle or bicycle upon a public access Airport roadway shall be granted all rights and shall be subject to all duties made applicable to the driver of a Vehicle, except as to rules and regulations which by their nature can have no application; such cycles are strictly prohibited from operating or parking on lawns or sidewalks.

### **6.7 VEHICLE AND DRIVER REGULATIONS ON THE AOA**

#### **a) Drivers**

- i. No unescorted Vehicle shall be operated on the Movement Area unless:

The Vehicle is equipped with a two-way radio and is in continuous communication with ATCT. The driver must be licensed to operate the class of Vehicle by an appropriate state licensing agency, as required by State law or by the drivers' employer through a company training/certification program. The driver must properly display an Airport Authority access badge or be escorted in accordance with the ASP.

- ii. No person operating or driving a Vehicle on the AOA shall drive at a speed that will endanger any Aircraft, Vehicle, or personnel. Factors including, but not limited to, weather and visibility shall be taken into consideration to determine safe operating speed. Maximum ramp speed is 25 mph and maximum speed in and around Aircraft is 15 mph (unless otherwise approved by the Executive Director).

- iii. No Vehicle shall pass between an Aircraft and passenger terminal or passenger lane when the Aircraft is parked at a gate position, except those Vehicles servicing the Aircraft. All other Vehicles must drive to the rear of the Aircraft and shall pass no closer than twenty (20) feet from any portion of the Aircraft.
- iv. Enplaning or deplaning passengers and moving Aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
- v. No person shall operate any motor Vehicle which is in such physical or mechanical condition as to endanger persons or property.
- vi. No person shall operate any Vehicle that exceeds its licensed load or carrying more passengers than the number for which the Vehicle was designed; ride on the running board or stand up in the body of a moving Vehicle; or ride with arms or legs protruding from the body of a Vehicle, except when the Vehicle was designed for such use.
- vii. No fuel truck shall be brought into, stored, or parked within fifty (50) feet of the Airport terminal building unless authorized by the Executive Director. All ramp Vehicles and equipment shall be parked within designated areas and in approved parking locations. Fuel trucks or comparable sized Vehicles shall not be operated under any passenger loading bridge.
- viii. No person shall park a Vehicle on the Movement Area in an Aircraft parking area, safety area, grass area, or in a manner so as to obstruct or interfere with any Aircraft Movement Area, hangar or ramp area.
- ix. No person shall park, or leave unattended, Vehicles or other equipment that interfere with use of a facility by others or prevent movement or passage of Aircraft, emergency Vehicles or other motor Vehicles or equipment or in way hinders airport operations.
- x. No person shall park a Vehicle or equipment within fifteen (15) feet of a fire hydrant or in such a manner as to prohibit or restrict access to a fire hydrant.
- xi. No person shall operate a Vehicle or other equipment within the AOA while under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
- xii. Each Vehicle operator utilizing an Airport access gate shall ensure that the gate closes behind their Vehicle prior to leaving the vicinity of the gate and shall ensure that no unauthorized Vehicles or persons gain access to the AOA while the gate is open.
- xiii. Vehicles shall not be operated in a reckless or careless manner. A reckless manner is one which indicates an indifferent or wanton disregard for the safety of persons or property. A careless manner is one which, through

carelessness or without due caution, threatens the life or safety of any person or threatens damage or destruction to property.

- xiv. No Vehicle shall be driven over any unprotected hose of a fire department without the consent of a fire department official.
- xv. Unescorted ground support equipment such as fuel trucks, tractors and other ramp Vehicles, shall not enter the Movement Area, or cross runways, unless an emergency condition exists, and approval is received from the Airport Authority. If approval is granted, ground support Vehicles must be escorted by Airport Authority personnel.
- xvi. No person shall operate an automobile, a motor scooter, motorcycle, truck, or other motor Vehicle on the Airport unless its exhausts are protected by screens or baffles to prevent the escape of sparks or the emission of flame.
- xvii. All Vehicles and equipment operating on, through or within the Movement Area shall display an approved flashing light or strobe, which is visible to ATCT from all directions and of sufficient brilliance. In addition, Vehicles shall operate headlights and taillights while driving within the Movement Area. During daylight, an orange and white-checked flag, of at least three (3) feet square in size, may be displayed, in lieu of an operable beacon, on an appropriate staff attached to the Vehicle so as to be readily visible if approved by the Executive Director.
- xviii. All Vehicle operators shall announce their intentions on the common traffic advisory frequency (CTAF – 119.40 MHz) prior to entering the Movement Area during times when ATCT is not operating. Use of the CTAF shall be in accordance with the Quad Cities International Airport Drivers Training Program, the Airport Certification Manual and the Airman's Information Manual (AIM).
- xix. All Vehicle operators shall monitor the automated terminal information system frequency (ATIS – 121.2 MHz) prior to entering the Movement Area. Instructions provided on the ATIS shall be complied with at all times.

## **b) VEHICLES**

- i. No Vehicle shall be permitted on the Movement Area unless it is properly marked as set forth below and it is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
- ii. All Vehicles operated on the Movement Area must be covered by Vehicle liability insurance in amounts required by the Executive Director.
- iii. All unescorted tenant Vehicles operated on the Movement Area must be marked with the appropriate company logo at least six (6) inches in height.

- iv. Carts or pieces of equipment being towed or carried after darkness must have rear reflectors or rear lights.

### **c) COMMUNICATION EQUIPMENT**

- xx. When construction or repair work is being performed in the Movement Area, a minimum of one (1) radio equipped Vehicle, having contact with the ATCT and qualified operator monitoring the frequency is required, and the work will be conducted so as to permit rapid removal of equipment, supplies, and workers for Aircraft taxiing, landing, or taking off. The only exception to this requirement will be when the work area is closed to and isolated from Aircraft movements.
- xxi. Installation of two-way radio equipment in a Vehicle will not be construed as permission for that Vehicle to operate on, within, or through the Movement Area.
- xxii. Where one Vehicle or piece of equipment of several is radio equipped, the operator of the radio equipped Vehicle or piece of equipment shall be responsible for relaying messages to, and responsible for controlling the movement of the other operators and Vehicles or equipment while in the Movement Area.

### **d) RADIO FAILURE**

In the event of a two-way radio failure and loss of communications with the control tower when operating a Vehicle on the Movement Area, the driver shall turn their Vehicle toward the tower and flash his headlights. After receiving the proper light gun signals from the tower, the driver shall proceed as directed. All personnel who drive Vehicles on the Movement Area shall be instructed in the meaning of all FAA light gun signals and must have a placard depicting those light gun signals in the vehicle with them at all times.

### **e) PENALTIES AND SUSPENSION OF DRIVING PRIVILEGES**

- i. Penalties for failure to comply with the AOA vehicular traffic regulations shall include written warnings, suspension of AOA driving privileges and/or revocation of AOA driving privileges.
- ii. The Airport Authority will provide a copy of all written warnings issued to an operator or to the local manager of the company owning or in possession and control of the Vehicle or Vehicles involved in the violation(s).

## **6.8 TAXICABS; LIMOUSINES; BUSES**

- a) All individuals, partnerships and corporations operating limousines, taxicabs or buses on the Airport for the purpose of transporting persons or passengers for hire shall, as appropriate, comply with the MLI Ground Transportation Service Operator Requirements, which can be found in Appendix C. .

## **SECTION 7**

### **PARKING**

#### **7.1 AUTHORIZED PARKING**

All places upon the Airport, unless specifically established or designated for vehicular parking, shall be "No Parking" areas, and no person shall stop, stand, or park a Vehicle any place upon the Airport other than places specifically established or designated for vehicular parking.

#### **7.2 UNAUTHORIZED PARKING**

- a) No person shall stop, stand, or park a Vehicle upon the Airport where signs are posted giving notice of any parking, stopping, or standing limitations or prohibitions, and no person shall stop or park a Vehicle in violation of, or contrary to, the provisions contained in such sign or signs, or as otherwise marked.
- b) No person shall stop, stand, or park a Vehicle on the Airport in such a manner as to interfere with or prevent the free and proper passage of other Vehicles or Aircraft.
- c) Where there are roadways in place, no person shall double park or stop a Vehicle on the roadway side of any other Vehicle, except that a Vehicle may be stopped at the roadway side of a Vehicle while waiting for another Vehicle to clear a parking space where such other Vehicle is actually doing so.
- d) No person shall park or operate a Vehicle on any roadway for the principal purpose of greasing, oiling, lubricating, painting, fueling, or repairing such Vehicle, except those repairs deemed necessary to remove the Vehicle from the roadway and which are required to be made because of an emergency.
- e) The Airport Authority reserves the right to rescind parking privileges from any person for violation of any of these Rules & Regulations.

#### **7.3 RESERVED, POSTED OR RESTRICTED PARKING AREAS**

- a) The Executive Director is authorized to reserve all or any part of the parking lots or other areas not under lease or permit for the sole use of Vehicles of the Airport Authority, its officers or employees, tenants, or for such visitors to the Airport as they may designate, and to indicate such restrictions by appropriate markings and/or signs; designate a parking time limit on any portion of said lots; designate any portion of said lots as a passenger loading zone or a freight loading zone; designate any portion of said lots as a "No Stopping," "No Waiting," or "No Parking" area; designate where and how Vehicles shall be parked by means of parking space markings; designate direction of travel and indicate same by means of appropriate signs and/or markings.
- b) When appropriate signs and/or markings have been installed, no person may park or drive a Vehicle on any portion of such lots reserved for the exclusive use of any Vehicles unless authorized by the Executive Director.
- c) Vehicles parked in any garage, parking lot or other authorized parking area reserved for



public, private or employee use, shall park in such manner as to comply with all posted and/or painted lines, signs, and rules.

- d) Vehicles displaying a validly issued and unexpired handicapped parking permit may park in designated handicapped parking areas for such periods as indicated by appropriate signs and/or markings. Vehicles not displaying a validly issued and unexpired permit may be ticketed or towed.

## **7.4 VEHICLE PARKING**

- a) No person shall park a motor Vehicle for loading, unloading, or any other purpose on the Airport other than in the areas designated for this purpose unless otherwise authorized by the Executive Director.
- b) Persons parking Vehicles at the Airport will use established Vehicle parking lots and do so in a manner prescribed by signs, lines or other means. No person shall park a motor Vehicle in an area or parking lot requiring payment for parking thereon without paying the required parking fee.
- c) Parking on shoulders or roadways on Airport property is prohibited. Vehicle parking that obstructs any portion of the AOA, roadways or nonpublic area is prohibited.
- d) Service Vehicles and equipment when not in use will be parked in areas designated by the Executive Director.
- e) Refueling Vehicles shall be parked in such a manner as to comply with all applicable with Section 5 of these Rules & Regulations and all safety and fire prevention codes.
- f) Person's parking motor Vehicles at the Airport are subject to the penalties for noncompliance with these Rules and Regulations and are subject to compliance with Illinois laws and Rock Island County and Moline ordinances concerning Vehicles and the penalties thereof. The Executive Director shall have the authority to have motor Vehicles parked in violation of these Rules and Regulations towed or otherwise moved at owners' expense and without liability to the Airport Authority.

## **7.5 PUBLIC PARKING FACILITIES**

The following Rules and Regulations shall apply to the parking of private Vehicles in the Terminal Parking Facility. The Terminal Parking Facility at the Airport consists of two areas: premium parking and economy parking.

- a) A parking fee is charged for each of the above areas based on the type of the parking facility and length of time parked.
- b) All drivers shall enter through an entry lane and use the kiosk to select a timed ticket option. A physical ticket may be redeemed from the kiosk or a ticketless access option may be selected by inputting a phone number or credit card. The same ticket option must be used at the exit lane kiosk or indoor pay on foot station and paid upon leaving the facility.
- c) No person shall exit without paying the full parking charge based on rates set by the Airport

Authority, parking area, and length of time calculated from the parking system ticket , except as indicated in this section. In the event of a lost ticket , a twenty-four (24) hour parking service is available through the use of a help/call button on the kiosk. Lost tickets will incur a fee in addition to paying for the days parked.

- d) It shall be unlawful for any driver to refuse or fail to pay the full amount of the charges due and payable.
- e) It shall be unlawful for any person, company or corporation to use the parking facilities for the purpose of making commercial deliveries without paying the parking charges. In addition, tow trucks must pay for vehicles they are towing.
- f) The following classes of Vehicles and drivers will be permitted to exit the parking facilities without charge, provided they comply fully with all requirements:

Persons representing companies or governmental agencies with whom the Airport Authority does business and who are at the Airport for a specific prearranged business purpose, will obtain a ticket upon entry and will be allowed to exit without charge upon presentation of the ticket with an Airport Authority issued validation .

Drivers of emergency Vehicles (ambulances or fire trucks) responding to any emergency at the Airport shall be allowed to exit at no charge but will obtain a ticket at entry and surrender said ticket upon exiting. Misuse of free parking privileges by any person, whether or not an Airport Authority employee, will result in such privileges being rescinded. Such privileges may be reinstated at the discretion of the Executive Director or designee.

- g) No refunds will be made by the parking facility operator without the written authorization of the Executive Director.

No refunds will be made after six (6) months from the time of exit.

No refund will be made if the customer does not provide a receipt.

No refund will be made if a customer loses his ticket.

No refunds will be made due to flight delays, weather problems, acts of war or any other reason not directly caused by the parking operation, except as approved by the Executive Director.

- h) No rate adjustments will be made if the stay is less than twenty-four (24) hours unless, at the discretion of the Executive Director, it is determined to be related to queue lines at the exit.
- i) A customer may request the freezing of his parking charges if his automobile is disabled. The customer must notify the parking lot operator or the Airport Authority of the problem immediately. Freezing of charges will not be backdated.

Any driver who intentionally or recklessly breaks the entry gate arm and/or who tampers with the revenue control system will forfeit his right to park in the pay parking area. Such driver shall be responsible to pay for any repairs required.

## 7.6 NO LIABILITY FOR LOSS OR THEFT

The Airport Authority does not warrant the security of parked Vehicles and is not responsible for loss or damage through the towing of unauthorized Vehicles, theft, and vandalism, weather or otherwise.

## **SECTION 8**

### **FIRE SAFETY**

#### **8.1 APPLICABILITY AND COMPLIANCE**

All persons, companies, and agencies engaged in any activity at the Airport, whether occupying Airport owned buildings or otherwise, shall comply with all applicable City, County, State, and Federal fire regulations and applicable lease terms. The following additional rules and/or clarifications apply at the Airport.

#### **8.2 FIRE EXTINGUISHER AND EQUIPMENT**

- a) The tenant of any hangar or building on the Airport shall be responsible per lease for the furnishing and maintaining of adequate first aid and fire equipment meeting the minimum requirements of applicable municipal, state or federal regulations.
- b) Airport fire protection systems and fire extinguisher equipment shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention.
- c) All extinguishers and other such equipment shall be inspected annually as required by State and City.
- d) All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.

#### **8.3 OPEN FLAMES**

- a) No person shall initiate or maintain any open fire of any type, including barbecuing charcoals, wood fires, propane gas grills and natural gas grills, etc., on any part of the AOA without permission from the Executive Director. Additionally, no open fire shall be allowed on Airport property if such fire would normally require a City permit unless prior permission from the Executive Director has been obtained.
- b) Every person observing any unattended or uncontrolled fire on Airport premises shall immediately report it directly to 911 and the Dispatch Center (309-757-1739). No person shall make any regulation or order, written or verbal, which would require any person to take any unnecessary delaying action prior to reporting such fire.

#### **8.4 USE OF FLAMMABLE MATERIALS**

No person shall smoke, use matches, lighters, or other means of kindling fire in any hangar, shop, room or building on the Airport, except in designated smoking areas.

#### **8.5 DISCHARGE OF COMBUSTIBLE LIQUIDS**

No tenant, shipper, individual or other entity shall permit or cause to be permitted the discharge of flammable or combustible liquids or any waste liquid containing crude petroleum

or its products into or upon any street, highway, drainage canal or ditch, storm drain, flood control channel, lake, waterway, or the ground on the Airport.

## **8.6 HEATING EQUIPMENT**

All heating equipment and fuel burning appliances installed on the Airport shall be listed by an appropriate testing agency for its intended use, comply with the requirements of the Uniform Mechanical Code and the applicable standards of the National Fire Protection Association.

## **8.7 STORAGE**

No person shall possess or store any flammable or combustible liquids, gasses, explosives, rapid-burning substances, or large quantities of ordinary combustibles in hangars, buildings, or grounds of the Airport, except in rooms, buildings, or areas on the Airport specifically approved for such storage by the Illinois Fire Prevention Bureau. No person shall store or stock material or equipment in such a manner as to constitute a fire hazard, or in a manner which would render firefighting abnormally dangerous or difficult.

## **8.8 COMPLIANCE WITH FIRE SAFETY SIGNS**

All persons shall observe and comply with the “No Smoking,” “Fire Lane,” and all other fire prevention signs.

## **8.9 USE AND DISPOSAL OF HAZARDOUS MATERIALS**

All hazardous materials, including, but not limited to, flammable and/or toxic substances, shall be used, stored, and disposed of, in accordance with these Rules and Regulations and all applicable local, State and Federal rules, regulations and laws and at the sole risk of the user. The user of any hazardous substance shall be fully and personally liable for any violation of such rule, regulation, or law, along with the cost of any cleanup or damage that may result from such use.

## **SECTION 9**

### **ENVIRONMENTAL**

All persons engaged in any activity at the Airport, shall comply with all applicable local, state and federal Environmental Laws.

#### **9.1 HAZARDOUS MATERIALS OR CHEMICAL SPILLS**

- a) Federal, State, and local laws define hazardous materials as any material that is detrimental to the pavement or may pollute the soil, air, or water at the Airport.
- b) All storage, transporting and handling of Hazardous Materials to include hazardous waste will be done in accordance with all federal, state and local laws, with particular attention to OSHA and EPA requirements.
- c) Persons engaged in handling, storing or transporting hazardous or other toxic chemicals or materials will take all necessary measures to ensure these items are handled properly. If a spill occurs, the Dispatch Center (309-757-1739) must be contacted immediately.
- d) All persons will make the prevention of contamination of sewers, soil and water sources a primary objective in the avoidance or cleanup of spills.

#### **9.2 FUEL SPILLS**

- a) The flight crew and passengers of any Aircraft shall be safely deplaned immediately if a large fuel spill occurs around or under an Aircraft. Passengers shall not be permitted to board the Aircraft or enter a jet bridge to the Aircraft until authorized by fire/rescue personnel.
- b) The Dispatch Center (309-757-1739) shall be immediately notified of all fuel spills.
- c) If fuel is discovered spilling from fuel service equipment or from an Aircraft, fuel servicing shall be stopped.
- d) If there is no apparent danger of fire, fuel delivery units shall not be moved until the appropriate cleanup and resolution has occurred. No personnel, Aircraft or Vehicle shall be allowed in the area, unless authorized by fire/rescue personnel.

#### **9.3 FUEL SPILL CLEANUP PROCEDURES**

- a) Immediate cleanup and removal of materials used to clean up spilled or dripped fuel, oil, grease or other material is the responsibility of the Aircraft/operator or the tenant causing the spill. The operator will be responsible for all costs, including any fire department expenditures.
- b) Each loading/unloading station and each fueller shall have a supply of absorbent cleaning

materials on hand to sufficiently clean fuel spills less than six (6) feet in any dimension or to initially control a fuel spill in excess of six (6) feet in any dimension.

- c) Any spill or dripped fuel, oil, grease or other material which is flammable or detrimental to the pavement shall be cleaned immediately.
- d) Spilled fuel, oil, grease or other material shall not be washed or flushed or allowed to flow into any storm drain system.
- e) Materials utilized to clean up spilled fuel, oil, grease or other material shall not be disposed of in any container used for disposal of other non-contaminated trash, garbage, etc. Materials used to clean up fuel, oil, grease or other material shall be disposed of by approved methods in accordance with all local, state and federal ordinances/laws.

#### **9.4 LITTER AND OTHER DEBRIS**

- a) Each tenant at the Airport shall keep its leased area policed and free from rubbish and debris. Flammable materials shall be stored only in approved containers in or about tenant areas, unless otherwise restricted, and all floors shall be clean of fuel, oil and litter.
- b) The use of volatile or flammable solvents for cleaning floors is prohibited. Approved metal receptacles with tight fitting, self-closing covers shall be used for the storage of oily waste rags and similar materials.
- c) No person shall place, discharge, or deposit in any manner, papers, trash, rubbish or other refuse anywhere on the Airport, except in receptacles and other such places prescribed by the Airport. All litter and refuse must be covered when transported in Vehicles, and all receptacles for said materials must have covers and be kept closed. Stored or transported litter or garbage must be placed in secured plastic bags.
- d) Storage of boxes, rubbish or paper in hangars is prohibited. No boxes, pallets, crates, rubbish, paper or litter of any kind shall be permitted to be stored in or about hangars. See Section 12.0 for additional T-Hangar rules and regulations.
- e) All empty oil, paint and varnish cans, bottles, or other containers shall be immediately removed from all buildings and not allowed to accumulate.

#### **9.5 PROHIBITED WASTEWATER DISCHARGE**

In order to protect the sewage system from damage, destruction, deterioration, misuse or malfunction and to guard against hazards to life and limb:

- a) No person shall cause the discharge of any polluted water into the storm sewers or into watercourses that traverse the Airport. Persons who allow contaminants to enter the storm water system, either intentionally or unintentionally shall be liable for the cleanup of such spill and any fines levied.
- b) No user shall increase the use of processed water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with pollutant specific limitations developed by the city of Moline/Rock Island County /state of Illinois.

## 9.6 NOISE ABATEMENT

Aircraft engine run-ups shall be conducted only at times and in those areas designated by the Executive Director.

## 9.7 DUTY TO NOTIFY

Primary responsibility for prevention and cleanup of spills rests with the individual airline, FBO, person or other entity causing the spill. Persons involved with any hazardous material or chemical spill, regardless of the size or amount, shall immediately notify the Dispatch Center (309-757-1739). Notifications should include the type of material spilled, amount, time, location, if contained, and any other pertinent information available. Additionally, if any claim, demand, action or notice is made against the person regarding the person's failure or alleged failure to comply with any Environmental Laws, the person shall immediately notify the Airport Authority and within twenty-four (24) hours submit a written report to the Executive Director in writing, and shall provide copies of any written claims, demands, actions or notices so made.

## 9.8 ENVIRONMENTAL REMEDIATION

- a) All persons shall take steps necessary to remedy and remove any Hazardous Materials and any other recognized environmental concerns to protect the public health and safety.
- b) Should the Airport Authority determine that during the course of an environmental incident the responsible party is not capable of, has not, or refuses to take the appropriate action in a timely manner to mitigate the adverse environmental incident (in the sole discretion of the Airport Authority), then the Airport Authority reserves the right to take action and/or employ those services that the Airport Authority determines appropriate to control and/or clean up the site. The cost of such services shall be borne by the responsible party.



## **SECTION 10**

### **CONSTRUCTION**

#### **10.1 CONSTRUCTION ON THE AIRPORT**

Any construction or alteration taking place on Airport property shall be performed in compliance with all applicable lease terms, Airport Authority requirements and Quad Cities International Airport ordinances.

#### **10.2 CONTRACTOR'S OPERATIONS ON THE AIR OPERATIONS AREA (AOA)**

The Contractor shall control its operations to cause a minimum of interference with vehicular traffic, and airport and aviation operations. The Contractor shall comply with all requirements of this section. The Contractor shall limit its operations to the limits of construction as shown on the plans. The Contractor shall keep the Airport Authority's representative informed daily of any operations that affect safety and the operations of the airport.

The Contractor, while within any open portion of the Movement Area (AOA), shall at all times maintain continuous two-way radio contact with the Control Tower (ATCT) on 121.9 MHz and follow their instructions immediately. The Contractor shall not occupy or cross an open runway or open taxiway without permission from the Authority and ATCT. The Contractor shall immediately remove any debris that it may deposit on pavement that is available for Aircraft movements.

The Contractor shall keep all personnel, equipment, and materials 260 feet, or as otherwise specified by the Airport Authority, clear of the centerline of any runway and 100 feet clear of the centerline of taxiways open to Aircraft operations. Equipment may be parked and material stored only in the locations designated on the plans or otherwise approved by the Airport Authority. The Contractor, at no cost to the Airport Authority, shall repair any damage to existing pavement, turf, cables, utilities and incidentals that are due to the Contractor's operations. Prior to any construction or hauling activities, the Airport Authority's Engineer, accompanied by the Contractor, shall make a photo/video log of existing conditions of all existing pavements, turf, utilities that may be affected by the Contractor's operations.

Prior to commencing work, a pre-construction conference may be held. As the work proceeds, progress construction conferences may also be held. The purpose of these conferences is to discuss such matters as safety, labor provisions, operations, responsibilities, scheduling, etc. The Contractor shall have its authorized representative attend these conferences. At the progress construction conference, the safety/phasing plan will be reviewed and revised, if necessary, for each sequence of work while identifying definite haul routes to assure proper attention to safety provisions. The Contractor's on-site authorized representative, project superintendent and lead foreman shall familiarize themselves with FAA Advisory Circular 150/5370-2E Operational Safety on Airports During Construction.

During all construction phases, no interruption of airfield lighting on runways or taxiways open to Aircraft operations will be permitted except during VFR (Visual Flight Rules) conditions and not without prior approval from the Airport Authority. To ensure no interruption of airfield lighting due to construction operations, the Contractor shall provide temporary wiring as required. VFR

conditions are defined as ceilings greater than one thousand (1000) feet and visibility greater than three (3) miles.

The Contractor may work within the areas designated as Runway Safety Area (RSA) only after the Airport Authority has issued the appropriate NOTAM. If work is required in the RSA, the Contractor shall notify the Airport Authority forty-eight (48) hours before such work.

When the runway is reopened for operation, there shall not be any open trenches or excavations permitted within two hundred sixty (260) feet of the runway centerline. The Contractor shall at all times give right-of-way to Aircraft and ARFF (Aircraft Rescue and Fire Fighting) Vehicles.

Barricades and warning signs shall be in accordance with AC 5370-2E and are subject to the Airport Authority's approval. Also, markers on or near airfield pavement shall be less than 16 inches in height. Barricades shall be placed at locations shown on the plans or as designated by the Airport Authority.

The Contractor shall provide, at a minimum, the traffic control devices and signage addressed and required on the plans for the control of traffic during construction. The Contractor shall coordinate all signage placement and changes with the Airport Authority twenty-four (24) hours prior to implementing any changes. The Contractor shall provide adequate signage for warning traffic of turning trucks, construction ahead, reduced speed limit or any other signage required for this project.

The Contractor shall at all times comply with the requirements of the Airport Security Program.

### **10.3 AOA ACCESS; GATES AND ESCORTS**

Access to the storage, stockpiling and construction sites by the Contractor shall be in accordance with this Section and the approved plans unless authorized otherwise in writing by the Airport Authority.

The gates at access points shall be locked at all times, except when actually being used by the Contractor. The Contractor shall be issued keys or other access media to the appropriate gate(s) upon completion of the application process and training described below. A charge will be levied for each key lost, stolen and otherwise not returned to the Airport Authority. When a gate is being used, the Contractor shall continuously provide at the gate a person approved as an escort. This person shall allow through the gate only personnel and equipment identifiable as belonging to the Contractor. The person(s) at the gates shall immediately follow the instructions of the Airport Authority in the event there is any noncompliance with specifications including escort provisions. Immediate reporting capability from the gate is required, i.e., cellular telephone, etc.

At all times each Contractor's personnel shall be continuously accompanied by an employee of the Contractor that has been approved by the Airport Authority as an escort. Escorts will be issued identification badges by the Airport Authority, and they shall at all times wear the badges in an exposed position. Each applicant for an airport identification badge must successfully complete the required training prior to receiving such a badge. It shall be the Contractor's responsibility to assure all necessary individuals successfully complete this training. A properly

completed application for airport identification must be filed with the Airport Authority no later than twenty-four (24) hours prior to the scheduled training date. Payment shall be made to the Airport Authority for each badge at the time it is issued. A charge of not less than fifty dollars (\$50.00) will be levied for each badge lost, stolen, rendered unusable for other than normal wear, or not otherwise returned to the Airport Authority. The Contractor shall comply with the monthly identification and key reporting requirements.

#### **10.4 VEHICLE AND EQUIPMENT IDENTIFICATION ON THE AOA**

If Vehicles or equipment belonging to the Contractor, subcontractors, and suppliers, should need to go within the AOA for any reason, the Vehicle or equipment shall display an Airport Authority approved amber flashing beacon or strobe unless specifically exempted from this requirement by the Airport Authority. All beacons and strobes shall be visible from 360 degrees and of such brilliance that they are readily visible, under normal daylight conditions, from the area of use to the ATCT. In lieu of an operable beacon or strobe, an orange and white checkered flag, at least three (3) feet by three (3) feet in size, may be displayed on an appropriate staff attached to the Vehicle and equipment as to be readily visible. This option is approved for daylight operations only and subject to the discretion of the Airport Authority. Vehicles and equipment not in compliance with the lighting or flagging requirements of this paragraph shall not access the AOA unless escorted by an appropriately equipped escort Vehicle.

#### **10.5 INSURANCE**

The Contractor shall purchase and maintain such insurance as specified and other insurance as is appropriate for the work being performed, and as will provide protection from claims which may arise out of or result from the Contractor's performance of work whether it is to be performed by the Contractor, any subcontractor or supplier, or anyone directly or indirectly employed by any of them to perform any of the work, or by anyone for whose acts any of them may be liable as required by contract or lease.

When required, a Certificate of Insurance, on an approved form, must be delivered to the Airport Authority prior to commencing any activities on the project site. It must contain the provision that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to the Airport Authority. Additional Insured and Waiver of Subrogation endorsements shall be specifically noted on the certificate.

Insurance required to be purchased and maintained by the Contractor shall include, at a minimum, the specific coverage and be written by companies to be approved by the Airport Authority, for not less than the limits of liability specified in the contract or lease or required by laws or regulations whichever is greater.

#### **10.6 CLEANUP AND DISPOSAL**

All waste and removed material produced as a result of the Contractor's operations and not reused in the project or to be turned over to the Airport Authority shall be cleaned up and disposed of off Airport property by the Contractor.

## **10.7 COOPERATION WITH OTHER CONTRACTORS**

The Contractor shall cooperate fully with other Contractors working on the Airport.

## **10.8 RECORD DRAWINGS**

The Contractor shall maintain an accurate set of record drawings for all work and turn them over to the Airport Authority at the completion of the project.

## **SECTION 11**

### **SECURITY**

The access badge required for unescorted access to the AOA will be obtained from the Airport Authority via the Badging Office (309-757-1746). To receive such access, TSA required checks, including a security threat assessment, a criminal history background check and fingerprint check, will be performed as required. Badge holders will agree to comply with TSA regulations and the Airport Security Program.

#### **11.1 UNESCORTED ACCESS; AIR OPERATIONS AREA (AOA)**

Unescorted access to the AOA is limited by badge type and color.

RED: Access is approved in all areas of the AOA and Secured Areas.

WHITE: Authorizes unescorted access to Sterile Area ONLY.

BLUE: Authorizes access to the Secured Area, Sterile Area and AOA Non-Movement Areas.

YELLOW/GREEN: Authorizes access to the AOA Movement and Non-Movement Areas, potentially including the Secured Area.

RED/WHITE/BLUE: Authorizes access to AOA Non-Movement Areas only, excluding the Secured Area.

"X" designation: Not authorized to escort others.

#### **11.2 CONTROL, USE AND DISPLAY OF AIRPORT ACCESS CONTROL MEDIA**

a) All access control media are the property of the Airport Authority and as stated on the badge must be immediately surrendered to the Airport Authority upon demand.

b) Access control media authorizing access to the Movement Area or Secured Area must be continuously displayed on the outermost garment, above the waist, while within the Movement or Secured Area and whenever instructed by the Airport Authority.

c) Access control media which allows access to non-Secured and Non-Movement Areas only must always be in the possession of the authorized badge holder while within those areas and must be produced upon challenge.

d) Access control media shall be kept current and, in such condition, to make visual identification certain and is the holders responsibility to replace if necessary and at the owners expense. Access control media is available through the Badging Office (309-757-1746).

e) Access control media are issues for individual use only and shall not be borrowed from another and shall not be loaned to another for any reason.

f) Loss of access control media shall be reported immediately and without delay to the Dispatch Center (309-757-1739) and/or Bading Office (309-757-1746).

### **11.3 ESCORT AND CHALLENGE PROCEDURES**

a) Individuals authorized unescorted access to the Secured Area may escort individuals who have not been issued media authorizing unescorted access to the Secured Area. "Positive" escort procedures must be used, meaning that the escorted party must be within the sight and hearing of the authorized escort and must be under their control at all times. The escort shall ensure that the escorted party engages in authorized activities.

b) In the Secured Area, all holders of airport access media authorizing them access to that area shall verbally challenge any person who is within the secured area without proper access media displayed. Quad Cities International Airport Police and Fire Officers are available for response at any time if needed by calling the Dispatch Center, 309-757-1739.

c) In the non-Secured Areas, tenants shall be responsible for the security of their leased areas and shall monitor and escort their respective customers to ensure that there is no deviation from authorized areas and activities.

d) In the non-Secured Areas, it is the responsibility of any holder of airport access media authorizing them access to that area to verbally challenge any person recognized as not having access authorization. Quad Cities International Airport Police and Fire officers are available for response at any time if needed by calling the Dispatch Center at 309-757-1739.

### **11.4 SECURITY RESPONSIBILITIES OF EMPLOYEES AND OTHER PERSONS**

a) No person may:

i. Tamper, interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper, interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure.

ii. Enter, or be present with, a Secured Area, AOA, SIDA, or sterile area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.

iii. Use, allow to be used, or cause to be used, any airport-issued or airport-approved access medium or identification medium that authorizes the access, presence, or movement of persons or Vehicles in Secured Areas, AOA's, SIDA's in any other manner than that for which it was issued by the Airport Authority.

b) Quad Cities International Airport Police and Fire Officers and other local law enforcement officers have the power and authority to enforce laws, ordinances, rules and regulations within the airport boundaries.

c) Tenants are responsible for the security of all Aircraft and other private property entrusted to their care on the AOA or other locations within their tenant-leased areas of responsibility.

d) Tenants and tenant employees are responsible for controlling access to doors, gates and other passageways between the AOA and the land side of the airport through their lease areas.

e) A breach in security caused by a tenant or tenant employee that results in a TSA or Executive Director finding of negligence will be cause to review, suspend, or withdraw access privileges, impose additional training requirements and/or impose other penalties as provided by these Rules and Regulations and the Airport Security Program.

## SECTION 12

### **T-HANAGERS**

#### **12.1 USE OF T-HANGAR BUILDINGS**

Non-commercial hangar buildings are to be used for the storage of Aircraft. Persons desiring to use the Airport's Hangar facilities shall have a written lease agreement with the Airport Authority.

#### **12.2 COMMERCIAL/INDUSTRIAL ACTIVITY PROHIBITED**

Commercial operations in or from Hangars are prohibited.

#### **12.3 HANGARS STORAGE/DISPOSAL OF HAZARDOUS MATERIALS**

No flammable, hazardous, or explosive materials shall be used or stored in Aircraft storage Hangars at any time unless contained within the fuel tanks or engine of the Aircraft. Renters of Airport Hangars may store no more than twelve (12) quarts (single engine Aircraft) or twenty-four (24) quarts (twin engine Aircraft) of aviation motor oil in their assigned space. Used oil may not be stored and shall be immediately removed from Airport property maintenance is performed.

#### **12.4 MAINTENANCE IN AIRPORT AUTHORITY T-HANGARS**

Persons leasing Airport Authority owned Hangars may perform only minor Aircraft maintenance as would be normally performed by an Aircraft owner without the benefit or assistance of a certified Aircraft mechanic. Maintenance processes involving the use of flammable or hazardous liquids, paint, doping compounds, or other finishing materials are prohibited, except for the changing of engine oil. In the event the services of an Aircraft mechanic are required, the Aircraft must be relocated to an authorized maintenance facility on the airport.

#### **12.5 FUELING/DEFUELING AIRCRAFT**

No Aircraft shall be fueled or drained while the engine is running or while in any enclosure. Aircraft must be removed completely from the hangar prior to fueling, defueling, or starting the engine.

#### **12.6 ENGINE PREHEATING**

Preheating of engines shall be restricted to hot air and electrical heaters designed and manufactured for such use.

#### **12.7 CLEANING PARTS**

The cleaning of motor parts or other parts of Aircraft shall preferably be with nonflammable liquids unless the Aircraft part or motor being cleaned is located a safe distance from other Aircraft or buildings. If volatile flammable liquids are employed for this purpose, cleaning



operations shall be carried on in the open air or in a separate room located in the repair shop section and separated from storage and operational area by fire resistant partitions in compliance with the requirements of the City of Moline Uniform Building Code and applicable National Fire Protection Association standards.

## **12.8 HANGAR FLOORS**

Floors shall be kept clean and free from oil. The use of solvents for cleaning hangar floors is prohibited.

## **12.9 EMPTY CONTAINERS**

All empty oil, paint and varnish cans, bottles or other containers shall be removed immediately from the premises and not allowed to remain on floor, wall stringers, or overhead storage areas of hangars.

## **12.10 TRASH**

No boxes, rubbish, paper or litter of any kind shall be permitted to be stored in or about hangars. Reusable shipping containers shall be stored in designated areas and in accordance with the City/County/State Fire Code.

## **12.11 MODIFICATION TO FACILITIES**

Modifications to any Airport facility, including hangars, without written permission from the Executive Director are strictly prohibited. Disconnecting, by-passing or otherwise compromising any control or safety device on any Airport facility is prohibited. Any such action shall be considered valid reason to terminate any lease and/or deny persons use of the Airport.

## SECTION 13

# SCHEDULE OF CHARGES

### 13.1 CERTIFICATED AIR CARRIERS

a) The Airport Authority at its discretion may enter into separate contracts with any certified air carrier or commercial operator at the Airport.

b) Each certificated air carrier not having a contract with the Airport Authority by which rates are established, shall pay fees for each Aircraft landed at the Airport based upon a schedule as established by the Airport Authority. Such rates scheduled will be changed or updated from time to time as is deemed necessary by the Airport Authority.

### 13.2 PRIVATE AND COMMERCIAL AIRCRAFT

Private and Commercial Aircraft landing at and using the facilities of the Airport shall pay such landing fees, flowage fees or other fees as may be established or determined by the Airport Authority. Such rates schedule will be changed or updated from time to time as is deemed necessary by the Airport Authority.

## **SECTION 14**

### **MISCELLANEOUS**

#### **14.1 PRESS AND OTHER NEWS MEDIA POLICY**

a) When an emergency occurs on the AOA from which the public is otherwise restricted, the Executive Director or their designee will be the point of contact for all media, and a designated area for media will be shared at that time.

b) Admittance to the AOA from which the public is otherwise restricted, will be limited to bearers of press credentials. Freelance reporters or photographers will not be permitted in the Restricted Areas. Authorization is at the discretion of the Executive Director or their designees.

c) See Appendix B for additional film policies.

#### **14.2 EMERGENCY PLAN**

The Airport Emergency Plan is a portion of the Airport Certification Manual required for Airport Certification by the FAA. FAR Part 139 will govern airport emergency operations and is included herein by reference.

## APPENDIX A

### REGULATIONS GOVERNING FIRST AMENDMENT ACTIVITIES

The Quad Cities International Airport is publicly owned and operated for the proprietary purpose of facilitating air travel in a safe and secure manner.

The airport terminal, and those areas of the airport dedicated to supporting the airport and/or facilitating the use of the airport, which shall include but are not limited to sidewalks, parking lot areas, roadways and adjacent roadway shoulders and rights-of-way, are a non-public forum for purposes of activities actually or purportedly related to the First Amendment to the United States Constitution (hereinafter, "First Amendment Activity" or "First Amendment Activities"). Any First Amendment Activities on airport property are subject to the regulations set forth herein.

#### Section 1. Purpose of Regulating First Amendment Activities

These regulations are adopted in furtherance of the following government interests:

- A. To ensure the free and orderly flow of pedestrian traffic into and through the airport and of the vehicular traffic outside and around the airport;
- B. To protect persons using the airport from repeated communications or encounters that are or might be unwanted and/or perceived as harassment or intimidation;
- C. To protect travelers from being an unwilling captive audience;
- D. To maintain security by restricting the activities allowed hereunder to public-use, non-secured areas in the airport and by implementing additional restrictions where necessitated by increased security threats;
- E. To accommodate the requests of persons and groups to engage in First Amendment activities by providing designated areas within the airport for such activities;
- F. To prevent conflicts between different persons and groups who may otherwise arrive with the intent to use the same areas at the same time for competing interests;
- G. To protect the integrity of the contractual relationships between the airport and its lessees and/or concessionaires; and

- H. To reasonably further the proprietary purpose of the airport.

**Section 2.** Authorized First Amendment Activities

The following First Amendment Activities are authorized at the airport, subject to the restrictions and permit requirements set forth herein:

- A. Demonstration. "Demonstration" means a person or gathering of persons for the purpose of expressing an opinion to observers through the use of speech, signs and/or expressive conduct. Excluded from this definition is the expression of any message for a commercial purpose.
- B. Distribution. "Distribution" means the dissemination of literature and other materials, including, without limitation, leaflets, pamphlets, flyers, books, photos, or any other written or printed material, for the expression of ideas and opinions in the exercise of freedom of speech, association, assembly, and religion. Excluded from this definition is the expression of any message for a commercial purpose.
- C. Solicitation. "Solicitation" means an appeal for support on behalf of a not-for-profit organization organized for charitable, patriotic, political, social justice, or religious purposes. Excluded from this definition is any request or invitation for an immediate exchange of funds or other in-kind support, which is expressly prohibited. Also excluded from this definition is the expression of any message for a commercial purpose.
- D. Surveying. "Surveying" means conducting surveys on behalf of any not-for-profit organization organized for charitable, patriotic, political, social justice, religious, or educational purposes.

**Section 3.** Permit Requirement and Application Process

- A. Permit Required. Any person or group seeking to engage in a First Amendment Activity at the Airport must first obtain a written permit from the Executive Director.
- B. Application Procedure. Applicants for a permit to engage in First Amendment Activity shall submit a written application to the Executive Director and/or airport Police and Fire Chief at least ten (10) business days in advance of the first date for which the permit is sought. In all cases, the application shall include the following:

- (1) If the application is made on behalf of an individual, the full name, mailing address, telephone number and email address of the person who will sponsor, promote, organize and/or conduct the proposed First Amendment Activity;
- (2) If the application is made on behalf of a group or organization:
  - (a) The name of the group or organization that is sponsoring, promoting, organizing and/or conducting the proposed First Amendment Activity;
  - (b) The full name, mailing address, telephone number and email address of each person who will supervise and be responsible for the conduct of the proposed activity ("Supervisor");
  - (c) A copy of the group's or organization's current bylaws or governing documents;
  - (d) In the case of applications to engage in Solicitation or Surveying, documentation from the Internal Revenue Service recognizing the status of the group or organization as a not-for-profit organization organized for charitable, patriotic, political, social justice, religious, or educational purposes.
- (3) A description of the proposed First Amendment Activity (Demonstration, Distribution, Solicitation or Surveying), including the method(s) by which the applicant proposes to convey its message;
- (4) The date(s), time(s) and duration of the proposed First Amendment Activity; provided, however, that no permit will be issued for a period in excess of three (3) calendar days and First Amendment Activities shall be limited to the hours of 8:30 a.m. to 4:00 p.m.;
- (5) The number of people who will participate in each proposed activity;
- (6) A completed Indemnification and Hold Harmless Agreement signed by the applicant or, in the case of a group or organization, an individual authorized to sign on behalf of the group or organization.

- C. Application Processing. Within three (3) business days of receiving an application that complies with each of the requirements in Section 3 above, the Executive Director, or their designee after consultation with the airport Police and Fire Chief, shall either issue a permit or provide a written denial explaining the reason(s) why the application was denied. Reasons for denial shall be limited to the following:
- (1) Non-compliance with the application requirements set forth in Section 3(B). Any such denial shall identify each requirement that has not been satisfied. The applicant may elect to submit a corrected application, which shall be processed as a new application in accordance with Section 3(C);
  - (2) Insufficient space available in the areas designated for First Amendment Activities at the time(s) requested, in which case the Executive Director shall offer the applicant, in writing, a substitute date(s) or time(s) for the permit and/or shall issue a permit for a smaller number of persons or a permit allowing participation by a limited number of persons at any given time;
  - (3) Any alert on the National Terrorism Advisory System issued by the United States Department of Homeland Security or any other similar alert issued by a federal agency with regard to security conditions for operations at the airport. In such cases, based on the totality of the security conditions and/or situation, including the availability of security resources in light of increased demands and requirements by any federal, state or local authority, the airport Police and Fire Chief may deny a permit request in its entirety and/or designate alternate sites for the conduct of those activities outside the core area of the airport. Where a permit is denied in its entirety, the Executive Director, where feasible, shall designate a location for the posting of written information as an alternative means of disseminating information covered by the permit request;
  - (4) Failure to comply with the terms of any previously issued permit; and
  - (5) Any emergency or unforeseen circumstances that might adversely affect the efficient transit of passengers or affect the security, health and safety of passengers and airport workers.

- D. Appeal Procedure. Any applicant whose permit request is denied in full or in part may appeal the decision in writing to the Executive Director of the airport. The appeal shall be made within five (5) business days of the date of the Executive Director's written denial. The appeal shall include a copy of the applicant's written application and shall set forth the grounds for the appeal.

The Executive Director of the airport shall review the appeal and issue a written decision affirming, denying or modifying the initial permit decision within five (5) business days of receipt of the appeal. The written decision shall constitute the final decision of the airport. A copy of the written decision shall be sent to the applicant by email and certified mail at the addresses provided on the application and shall be effective upon such service.

#### **Section 4. Areas Designated for First Amendment Activities**

- A. The Executive Director, after consultation with the airport Police and Fire Chief shall designate areas within the airport for permitted First Amendment Activities in accordance with the following restrictions. Areas so designated shall be depicted on a schematic diagram of the airport maintained by the Executive Director, in consultation with the airport Police and Fire Chief.
- (1) Demonstration activities: The Executive Director may designate an area or areas of the airport for demonstration activities. Demonstration activities shall not be authorized in any other area of the airport. The number of persons that may be permitted to engage in demonstration activities in an area designated for the same shall be no more than will allow the airport to safely and reasonably accommodate and further the purposes for regulating First Amendment Activities as set forth in Section 1 above.
  - (2) Distribution activities: The Executive Director may designate an area or areas of the airport for Distribution activities. Distribution activities shall not be authorized in any other area of the airport. The number of persons that may be permitted to engage in distribution activities in an area designated for the same shall be no more than will allow the airport to safely and reasonably accommodate and further the purposes for regulating First Amendment Activities as set forth in Section 1 above.
  - (3) Solicitation. The Executive Director may designate an area or areas of the airport for solicitation activities. Solicitation activities shall not be



authorized in any other area of the airport. The number of persons that may be permitted to engage in solicitation in an area designated for the same shall be no more than will allow the airport to safely and reasonably accommodate and further the purposes for regulating First Amendment Activities as set forth in Section 1 above.

(4) Surveying. The Executive Director may designate an area or areas of the airport for surveying activities. Surveying activities shall not be authorized in any other area of the airport. The number of persons that may be permitted to engage in surveying in an area designated for the same shall be no more than will allow the airport to safely and reasonably accommodate and further the purposes for regulating First Amendment Activities as set forth in Section 1 above.

- B. Each permit shall specify the designated area in which the permitted activity may take place; provided that the Executive Director or designee, after consultation with the airport Police and Fire Chief, may move such permitted activities from one designated area to another upon written notice to the permit holder, when, in the judgment of the Executive Director or designee, after consultation with the airport Police and Fire Chief, such relocations are or become necessary for the safe and efficient operation of the airport.
- C. Each person engaged in any permitted First Amendment activity shall wear an identification permit badge provided by the airport on the outside of his or her clothing, displayed above the waist, at all times. Any lost or stolen identification permit badge shall be immediately reported to the Executive Director upon discovery that the badge is lost or stolen.
- D. Any person engaged in any permitted First Amendment activity that is involved in an accident or occurrence at the airport that results in or may result in injuries to person or damage to property shall immediately report the accident or occurrence to airport police.

### **Section 5. Off-Limits Areas**

Under no circumstances shall any First Amendment Activity take place in any of the following locations:

- A. In any secured, sterile or restricted area or within ten (10) feet thereof;
- B. In any restroom facilities, elevators, stairways, terminal doors, vestibules, or

storage areas or within ten (10) feet thereof;

- C. Within ten (10) feet of the entrance to or exit from any area leased by an airline or concessionaire or other business;
- D. On paved portions of streets, roadways, or driveways;
- E. In any area used and/or occupied by a concessionaire, airline or other business under a lease, contract or other agreement with the airport and/or the airport's advertising contractors;
- F. Within ten (10) feet of any security or screening queuing area;
- G. Within ten (10) feet of any person waiting in line or any person loading or unloading luggage;
- H. At any ticket or baggage check-in counter;
- I. At any baggage pick-up or collection area except where specifically designated;
- J. In any parking area, except where specifically designated;
- K. In any portion of the airport used by the local transit system to pick up or drop off passengers;
- L. Beyond the boundaries of any designated areas for First Amendment Activities pursuant to Section 4 of these regulations and/or beyond the boundaries of any area designated in a permit;
- M. In any area prohibited by any federal or state governmental agency with jurisdiction over the Airport; or
- N. In any area prohibited under Section 5 of these regulations or otherwise prohibited by law.

The Executive Director, airport Police and Fire Chief and/or their respective designee is authorized to exercise their discretion to revise the above list in the interest of protecting the security, health and safety of passengers and workers, and when necessary to ensure the free flow of passengers and the efficient operation of the airport on an emergency basis.

**Section 6. Rules Governing Conduct of Permitted First Amendment**

Activities No person or group, while conducting First Amendment

Activities, shall:

- A. Harass, intimidate, threaten or invade the rights and/or privacy of any person;
- B. Physically or verbally obstruct, delay or interfere with the free movement of any person or vehicle at the airport or any authorized business on the airport premises;
- C. Physically touch or make contact with any person unless such person has unequivocally consented to such contact;
- D. Use a sound or voice amplifying apparatus, musical instrument, radio communication equipment or system, or other mechanical sound device that may interfere with the public address system and/or communications system of the airport;
- E. Chant, dance, or engage in similar conduct that may interfere with the patrons, employees, or tenants of the airport or the public address system of the airport;
- F. Use or place upon airport premises, tables, stands, chairs, or other structures;
- G. Store placards, boxes, or supplies on airport premises;
- H. Obstruct, impair, delay or interfere with the use of any airport premises by any individual or vehicle or any authorized business on the airport premises;
- I. State or represent that he or she or the organization is a representative or otherwise affiliated with the airport;
- J. Fail to wear the required identification permit badge;

- K. Carry any banners or signs that are posted on poles or sticks of any type or that exceed the following size limitation: banners or signs may be held by a person or worn on an individual's person so long as such banners or signs do not protrude beyond the person's front or back or above the person's head or exceed the person's body width;

- L. Violate any federal, state or local law or regulation;
- M. Destroy, damage or deface airport property;
- N. Make false, fraudulent or misleading statements or representations in the course of engaging in First Amendment Activities or in applying for a permit to engage in such activities; or
- O. Incite others to violence or other criminal activity or engage in any activity that jeopardizes the health, safety, or security of customers or workers at the airport.

#### **Section 7. Emergency Closure or Suspension**

- A. The Executive Director of the airport or their designee may order the emergency closure of the airport, or any portion thereof, on account of emergency security, health or safety conditions, catastrophe or disaster, unusually congested or extreme weather conditions, or government orders. Upon such order, all persons holding permits under these regulations shall immediately cease all activities thereunder for the duration of the emergency closure.
- B. When the federal government declares an alert on the National Terrorism Advisory System issued by the United States Department of Homeland Security or any other similar alert issued by a federal agency with regard to security conditions for operations at the airport, the airport Police and Fire Chief or designee may suspend First Amendment Activities in their entirety or limit the size and scope of such activities and/or designate a location for the posting of written information as an alternate means of disseminating the information covered by the permit request. The airport Police and Fire Chief or designee will take into account the totality of circumstances relating to security, including the availability of security resources at the airport in light of increased demands and requirements by the federal government.

#### **Section 8. Violations**

- A. The following shall be deemed a violation of these regulations:
- (1) Engaging in any of the activities covered by these regulations in a location outside the area designated in the permit;
  - (2) Engaging in any of the activities covered by these regulations without a valid permit;
  - (3) Engaging in any demonstration or other coordinated expressive activity beyond the scope of the First Amendment Activities authorized by these regulations;
  - (4) Violating any of the rules governing conduct set forth in Sections 5 and 6 of these regulations; and
  - (5) Failing to cease or alter activities, even if covered by a permit, during an emergency or increased security threat, as required in Section 7 of these regulations.
8. The occurrence of any violation shall result in:
- (1) Immediate temporary suspension of the permit; and/or
  - (2) Institution of proceedings pursuant to Section 9 of these regulations for the revocation of the permit.
- C. Two (2) or more violations by any person participating as part of a group or in their individual capacity, may, at the discretion of the Executive Director or designee, result in denial of future permit applications. However, depending on the egregiousness of a violation, the Executive Director or designee may deny a permit application after only one (1) violation.
- D. In addition to the other remedies referenced in this section, the Executive Director or designee may apply to a court of competent jurisdiction for injunctive relief barring any group or individual who has violated these regulations, or the terms of a permit, or has otherwise engaged in or expressed an intent to engage in activities that have the potential to impair or interfere with security or the orderly and efficient use of airport property for the airport's travel and transportation functions, from engaging in future First Amendment Activities at the airport.

- E. The remedies referenced in this section are in addition to the airport's remedies at common law and under criminal statutes. Any person who engages in First Amendment Activities in off-limits areas or in locations outside the area designated in a permit, or any person who engages in First Amendment Activities without a valid permit or who violates these rules, may be subject to arrest for trespass if such person refuses to leave when requested to do so by airport police or other airport personnel.

**Section 9. Permit Suspension and Revocation**

- A. Suspension. The Executive Director or Airport Police and Fire Chief may suspend a permit upon the occurrence of a violation of these regulations or when good cause otherwise exists to suspend the permit.
- B. Notice. Within one (1) business day of suspending a permit, the Executive Director or airport Police and Fire Chief shall provide notice by email and certified mail to: (1) the Supervisor or person(s) otherwise responsible for the conduct of activities under the permit; and (2) any person(s) alleged to have committed a violation. Such notice shall reference the permit, permit status, and the nature of any alleged violation. Such notice shall also state that a hearing will take place before the airport Executive Director.
- C. Hearing. At the hearing, the Executive Director or airport Police and Fire Chief, or both, shall present evidence through witnesses with personal knowledge of the alleged violation or the circumstances establishing good cause for suspension. The Supervisor or other person responsible for the conduct of activities under the permit, or his/her counsel or designee, may present argument and evidence and may cross examine any witness called by the Executive Director or airport Police and Fire Chief. Strict rules of evidence shall not apply. All testimony shall be audio recorded. The Executive Director of the airport or their designee shall preserve the recorded testimony and copies of all documents related to the hearing.
- D. Revocation. The permit will be revoked if the Executive Director or airport Police and Fire Chief proves, by a preponderance of the evidence, that an alleged violation occurred and/or that good cause otherwise exists to revoke the permit.
- E. Failure to Appear. If the Supervisor or other person responsible for the

conduct of activities under the permit fails to appear for the hearing without having received prior permission from the airport Executive Director to reschedule the hearing, the permit holder and persons who allegedly committed the violation will be considered in default and the airport Executive Director may revoke the permit.

- F. Decision. Within five (5) business days of the conclusion of the hearing, the airport Executive Director shall issue a written decision stating whether the permit has been revoked. If a permit has been revoked, the decision shall state the grounds for revocation. If the Executive Director concludes that there was insufficient evidence to support a revocation, it shall dissolve the suspension and reinstate the permit. The decision issued by the Executive Director shall constitute the final decision of the airport.
- G. Service. This decision of the airport Executive Director shall be effective upon delivery of the decision via email to the Supervisor or other person(s) responsible for the conduct of activities under the permit to the address provided at the time of the application for the permit. At its option, the airport may serve the decision by certified mail in lieu of or in addition to service via email. If the holder of any permit that has been revoked (or any persons associated with such person) engages in First Amendment Activity after the decision is issued, as an alternative to sending the decision by email and/or certified mail, the Executive Director may serve a copy of the decision on the person(s) engaging in the First Amendment Activity. In that event, the decision shall be effective upon hand delivery.

#### **Section 10.** Severability

In the event that any portion of the foregoing regulations are deemed invalid for any reason, the remainder of these regulations shall not thereby be invalidated, but shall remain in full force and effect, all parts being hereby declared separable and independent of all others.



## APPENDIX B

# QUAD CITIES INTERNATIONAL AIRPORT COMMERCIAL FILMING POLICY

### **Applicability:**

This policy applies to all commercial filming and photography (“filming”) at Quad Cities International Airport other than short-term filming by news media, such as, but not limited to, the following: feature films, television series, commercials, documentaries, corporate and student films, web-based media, professional photography.

### **Purpose:**

To publish procedures for reviewing production requests, to define terms and conditions under which approval can be granted, and to specify operational criteria that must be met.

### **Policy:**

To provide access to property and facilities operated by the Metropolitan Airport Authority of Rock Island County, Illinois, for the purpose of on-location filming and photography without causing disruption or inconvenience to airport passengers, patrons and tenants.

The terminal at Quad Cities International Airport is a public building operating by the Metropolitan Airport Authority of Rock Island County, Illinois (Airport Authority), but is non-public for purposes of access and free speech activities. Our primary responsibility and highest priorities are safety, security and orderly airport operations. Commercial filming on Airport Authority property is not allowed without the expressed, written consent of the Airport Authority.

The Airport Authority reserves the right to deny filming requests for any reason but especially potential impacts to safety, security or operations. Suspension and prohibition will be based on the totality of the security situation, including the availability of security resources.

Pursuant to applicable laws and regulations, only ticketed persons, persons holding valid ID badges or persons escorted by properly badged personnel are allowed beyond the security checkpoints. Law enforcement and Airport Authority personnel have the authority to stop any unapproved filming or photography at any time.

### **Objectives**

- a) To ensure the day-to-day operations of all tenants are not affected or disrupted by on-location filming.
- b) To ensure the safety and security of all airport users.
- c) To provide the Airport Authority with appropriate liability insurance from the filming company.

d) To prevent any filming-related damage to airport property and, in the event of any damage, to ensure that the production company will be responsible for all repairs required.

e) To reserve the Airport Authority's right to approve or deny any filming request involving property or facilities operated by the for safety, security, or operational reasons.

f) To recover all direct costs for services rendered by the Airport Authority as a result of filming on airport property.

## **Filming Locations**

The Airport Authority's primary responsibility and highest priority is safe, secure and orderly airport operations. The use of any location is subject to operational and security approval, as well as approval by any impacted airlines or other airport tenants.

Please be advised that access beyond the security checkpoints is subject to additional security approval, including background checks and TSA screening.

## **How to Inquire/Apply**

All inquiries and requests for filming at the Quad Cities International Airport must be made through the Executive Director or their designee. Filming at the Quad Cities International Airport is strictly prohibited without first obtaining permission from the Airport Authority and all other required parties as described below (e.g., TSA tenants, and airlines) and will be subject to the general requirements below.

## **Film Request Form**

The Airport Authority evaluates all commercial filming requests on the potential impacts to operations and to safety/security. All requests must be submitted in writing to the Airport Authority a minimum of two (2) weeks prior to the requested film date. For larger or more complicated projects, additional advance notice will be required. To assist in assessing the magnitude of the request and the need for any additional information regarding the request, you must include at least the following information:

- a) Title and description of series
- b) Name of requesting production company or organization
- c) Description of requested scenes to be filmed at the airport, including storyboards if available
- d) Production dates and times
- e) List of desired locations at the airport
- f) Arrival and departure hours
- e) Flight information, if applicable

- g) Number and type of production vehicles
- h) Lighting requests
- i) Identification and use of props
- j) Itemized list of equipment to be used, .e.g. cameras, boom mics, cranes, lifts, etc.
- k) Alteration requests, e.g., sign removal, sound system, etc.
- l) Special effects requests
- m) Identification and use of animals
- n) Stunt requests

All filming inquiries and requests will be reviewed by the Airport Authority and other airport tenants as needed, such as TSA, airlines and vendors, to determine which specific requests will be approved and authorized.

### **Insurance Requirements**

The Airport Authority requires proof of insurance before any filming can take place on airport property. The required insurance coverage and minimum limits are: Commercial General Liability – bodily injury/property damage (airport premises) - \$2 million. Higher limits may apply for certain filming locations, and automotive insurance may be required if any vehicles are used.

Liability insurance must name Metropolitan Airport Authority of Rock Island County, Illinois (2200 69<sup>th</sup> Ave, Suite 100, Moline, IL 61265) as additional insured in the applicant's liability policy.

Depending on filming location, additional organizations may be required to be named.

The certificate of insurance must be on file with the Airport Authority before any filming can take place on airport property.

### **Completed policies must be emailed to:**

AIRPORT FILMING REQUEST  
Quad Cities International Airport  
[info@qcairport.com](mailto:info@qcairport.com)

### **Filming Requirements**

All productions must comply with and abide by the below policies for the duration of their time on Airport Authority premises.

Unapproved filming may compromise security or safety before and beyond security checkpoints. The Airport Authority may issue trespassing notices and will report to the TSA anyone who does not obtain approval before filming or attempting to film beyond security checkpoints. **Ticketed persons are not exempt from this requirement.**

## General Requirements

- a) Be escorted by an Airport Authority appropriately badged individual or other approved escort.
- b) Post-security production must stay with escort at all times. Each camera operator/photographer is required to be accompanied by one escort if multiple camera operators/photographers wish to separate and film different parts of the airport.
- c) Have valid government-issued photo identification available at all times.
- d) Observe direction from Airport Authority point-of-contact at all times.
- e) Do not block fire escape routes and/or fire emergency exits.
- f) Do not block any entrance, exit, ticket counter, taxi staging area, taxi pickup area, passenger check in, security checkpoint, baggage area, or other area within or around the airport.
- g) Do not interfere with airline with airport operations.
- h) Remain at least ten (10) feet away from passengers standing in line so as not to obstruct the orderly flow of passenger traffic.

## Fees

Filming at the airport beyond the security checkpoint will require security escorts, in a number to be determined by the Airport Authority . The applicant may be responsible for paying hourly or overtime rates as determined by the .

Arrangements for additional airport personnel services such as electricians, building engineers and custodians must be made in advance of filming. The applicant may be responsible for paying hourly or overtime rates as determined by the Airport Authority .

Charges for the use of parking facilities will be at the hourly/daily rate as stated on the airport website and at all parking lot entrances. Shuttle service from remote parking locations will be the responsibility of the film company.

Additional charges to the applicant may apply for the use of any tenant facilities and services.

## Special Effects

Filming of certain types of scenes, including breaches of security, aircraft crashes, use of firearms or replicas of firearms, explosions, smoke machine, car crashes, etc., is strictly prohibited.

## Smoking Restrictions

Smoking is not permitted inside the airport or within 15 feet of public entrances.

## Garbage and Waste Disposal:

The film company is responsible for the proper disposal of all garbage and refuse resulting from film activities.

## **Electrical Power**

The power supply at the airport is used to capacity and no surplus power for filming is available. Use of wall outlets for low demand lighting may be allowed upon request to the Airport Authority. Film companies must supply a power generator as required. All cords and wiring on the floor must be taped or guarded.

## **Traffic Management**

To prevent traffic congestion, production equipment and vehicles will not be permitted to park on airport roadways. Complete closure of roads at the airport is not permitted. Use of picture vehicles must be improved by the Airport Authority.

## **Animals**

No animals are permitted on airport property without prior consent from the Airport Authority and the affected airline. If consent is given, animals must be kept under control by qualified personnel and no animal is to be harmed. Animals meeting the criteria for service animals as set forth by the Americans with Disabilities Act are exempt.

## **Emergencies**

All emergencies must be reported immediately to the airport point of contact.

## **Tenant Arrangements**

The film company must provide a detailed description in the Letter of Request of any arrangements made with an airline or other tenants for the use of their premises, equipment or personnel. The film company must obtain the written consent of any airlines or other tenants for the use of their leased space.

## **Filmed Location Monitoring**

The Airport Authority retains the right to halt any activity that is deemed to adversely impact the safety and security of airport operations, personnel and/or property. Activities not specially disclosed in the Letter of Intent will not be allowed without prior consent of the Airport Authority.

## **Prohibition of Filming Trademarks and Corporate Logos**

Use of any photograph, film or other visual image depicting a sign, logo or scene identifiable with Quad Cities International Airport is strictly prohibited without prior written consent from the Airport Authority.

Production must obtain the written consent of any third party to use any photograph, film or other visual image depicting a trademark, trade brand name, brand name, logo, certification mark, distinguishing guise, trade dress, corporate name, business name or other similar indicia or marking of a third party.

## APPENDIX C

# MLI GROUND TRANSPORTATION SERVICE OPERATOR REQUIREMENTS

### **Purpose**

The purpose of the Ground Transportation Service Operator (GTSO) requirements is to ensure that a high level of customer service is provided to all airport passengers seeking ground transportation services at the airport at appropriate locations, times, frequencies, and to ensure safe, efficient, and consistent ground transportation operations for both passengers and service providers.

### **Background**

The Quad Cities International Airport is a full-service commercial airport located in Rock Island County approximately 1 mile south of Moline, Illinois. The Quad Cities International Airport accommodates more than 350,000 enplaned passengers each year, with facilities to accommodate all phases of air transportation, including scheduled air service, general aviation, and air cargo operations.

The Metropolitan Airport Authority of Rock Island County, Illinois (Airport Authority) has adopted the GTSO requirements outlined herein. The GTSO requirements outline the operating guidelines that GTSOs are required to adhere to while operating at the Quad Cities International Airport (MLI). The Airport Authority reserves the right to modify the GTSO requirements as needed to maintain a safe, secure and welcoming airport experience for customers.

### **Definitions**

**Airport:** The Quad Cities International Airport (MLI), owned and operated by the Metropolitan Airport Authority of Rock Island County, Illinois (Airport Authority).

**Courtesy vehicle:** A motor vehicle that is operated by or on behalf of a business for the purpose of transporting passengers to or from such business to or from the airport, without direct charge to the passengers. A hotel courtesy shuttle is an example of a courtesy vehicle and must be clearly identified with the company name painted on both exterior sides of the vehicle.

**Taxicab:** A motor vehicle regularly engaged in the business of carrying passengers for hire and not operated on a fixed route or published schedule, but not operated as a “TNC vehicle”.

**Taxicab Company:** An individual or entity that owns one or more taxicabs.

**Taxicab Driver:** An individual who operates a taxicab.

**Limousine Company:** An individual or entity that owns one or more limousines.

**Limousine:** As defined by 625 ILCS 5/11-502.

**Limousine driver:** An individual who operates a limousine.

**Vehicle:** Every device in, upon, or by which any person or property is, may be transported, or drawn upon a public highway.

**Transportation Network Company (TNC):** As defined in 625 ILCS 57/.

**TNC Vehicle:** Any vehicle used by a participating driver while providing TNC services.

**Shuttle Company:** An individual or entity operating for hire on a pre-reserved basis a shuttle vehicle from the airport and who has and shall keep in full force and effect, a Certificate of Common Carrier issued by the state of Illinois.

**Shuttle vehicle:** A van or similar vehicle regularly engaged in the business of carrying passengers for hire but not operated as a taxicab, limousine, or TNC vehicle.

**Airport passenger:** Any user of the airport, including individuals or groups, who propose to use a Ground Transportation Service Operator's services. Also referenced as customer.

**Commercial ground transportation vehicle:** Any automobile, vehicle, van, bus, limousine or other wheeled conveyances, operated by a GTSO, in which any person or property can be transported upon land.

**Ground Transportation Service Operator (GTSO):** Any business, whether an individual, a firm, partnership, association or corporation authorized to operate a ground transportation service at the Airport under a License to Operate. GTSOs include any person(s) acting under the name of the GTSO identified in the LTO.

**License To Operate (LTO):** An agreement between a GTSO and the Airport Authority to conduct  
Ground Transportation Services at the Quad Cities International Airport.

**Livery Service:** A motor vehicle regularly engaged in the business of carrying passengers for hire and not operated on a fixed route or published schedule, but not operated as a "TNC vehicle", taxi vehicle, or limousine vehicle. Livery services provide only pre-arranged pick ups and drops offs and do not service walk up passengers.

**Permitted Vehicle:** Any commercial ground transportation vehicle licensed to provide ground transportation services at the airport under local, state and federal law. Permitted vehicles have been issued a vehicle identification decal by the Airport Authority and are authorized to operate on Airport Authority premises by LTO with the Airport Authority and in accordance with the GTSO requirements.

**Prearranged:** Commercial ground transportation service from the airport, where such transportation was contracted or arranged for by, or on behalf, of airport passenger(s) in advance of the airport passenger's arrival at the airport and/or the prearranged staging area(s).

**Staging area:** An area(s) at the airport designated by the Airport Authority for use by authorized GTSO and their operations. Staging areas include commercial vehicle staging areas and passenger loading and unloading locations.

**Vehicle identification decal:** A decal issued by the Airport Authority to be placed in each permitted vehicle operated by GTSO to identify those vehicles authorized to operate on Airport Authority property.

**Violation:** Any failure to abide by the terms of the LTO and/or the GTSO requirements by the GTSO or its representatives, as identified by the Airport Authority.

## **Ground Transportation Service Operator (GTSO) Categories**

The following Ground Transportation Service Operator (GTSO) categories are hereby established.

- A. Courtesy hotel/motel shuttle operators: Courtesy hotel/motel vehicles are vehicles used for transporting passengers and baggage between the airport and the hotel/motel the vehicle operator represents, without a direct charge to the passenger(s).
- B. Taxicab operators: Includes for hire taxicab operators that provide ground transportation services requested on a passenger walk up (no reservation) or a passenger prearranged (reservation) basis to a destination requested by the passenger, with a direct charge to the passenger.
- C. Livery service operators: Includes for-hire livery vehicle operators that provide ground transportation services requested on prearranged (reservation basis) only to a destination requested by the passenger, with a direct charge to the passenger.
- D. Limousine operators: Includes for hire limousine operators as defined in 625 ILCS 5/11-502. For hire limousine operators, operate vehicle(s) that meet one of the following definitions: stretch limousine, executive sedan, executive van, classic car, executive sport utility vehicle or stretch utility vehicle. Limousine operators provide ground transportation services on a passenger prearranged (reservation) basis to a destination requested by the passenger. Limousine operator prearranged fares must be arranged prior to the time of departure and at a place different than the place of departure. Limousine operators are not authorized to conduct non-reserved/walk-up passenger pick-ups.
- E. For hire shuttle/bus operators: Includes scheduled shuttle/bus operators, door to door shuttle/bus operators and charter shuttle/bus operators, who provide scheduled ground transportation service between pre-determined destinations to passengers with or without prior reservations, and with a direct charge to the passenger.
- F. Offsite parking lot operators: Includes all offsite airport parking lot operators not located on Airport Authority owned parcels where passengers can arrange to park their personal vehicle when departing the airport and receive transportation from the lot operator to/from the airport.



- G. Shared ride operator: Includes any shared ride company to provide walk-up service and, by reservation, transportation services from the airport.

### **General Provisions**

- A. No guarantee of business: By issuing a LTO, the Airport Authority does not make, and has not made any representation, warranty, assurance, or guarantee that the uses to which GTSO will put its operations will generate any minimum, maximum, or optimum volume of passenger traffic business, or that any minimum, maximum, or optimum volume of passenger traffic business will occur.
- B. Any changes in the GTSO's service levels at the airport must be submitted in writing to the Airport Authority including, but not limited to, vehicles used in GTSO's fleet and/or the ground transportation service categories offered by the GTSO. Any proposed changes must be submitted and approved by the Airport Authority prior to the proposed implementation date.
- C. The GTSO is prohibited from selling, assigning, transferring, or subcontracting all or any operating rights at the airport authorized under the LTO without the prior written consent of the Airport Authority.
- D. The GTSO shall conform to and abide by all laws, rules, and regulations in relation to the use of Airport Authority property and the operation of the GTSO's business thereon and not permit said premises to be used in violation of any law, rule, regulation or requirements.
- E. These regulations are for the sole benefit of the Airport Authority and where applicable the GTSO. They are not intended, nor do they create, any right or claim in any third party against the Airport Authority.
- F. All GTSOs shall furnish satisfactory evidence to the Airport Authority that it carries commercial insurance, and the insurance must be for the type and in the minimum amount of coverage protecting the Airport Authority against liability as established by the Airport Authority, and as such amounts and types may change from time to time.

### **Permitting Process**

An annual permit fee and monthly fees consistent with approved rates and charges as listed in the tariff schedule for the Quad Cities International Airport shall be paid by each operator who is engaged in the provision of commercial ground transportation, including airline personnel transportation service, luggage transportation service or any other vehicle engaged in transporting airport passengers or their luggage. This annual permit fee shall be paid to the Airport Authority at the Airport Authority admin office in advance and no later than July 1 of each permit year. This annual permit shall be for a period of twelve (12) months, commencing on July 1 and ending June 30. No annual permit fee or portion thereof is refundable. If the operator discontinues such commercial ground transportation, or a commercial vehicle is no longer utilized, the permit is non-transferable. Should a vehicle be replaced during the permit year, a new permit may be issued at the discretion of the Airport Operations Manager. All monthly fees shall be paid to the Airport Authority at the Airport Authority's admin office in advance and no later than first day of the calendar month.

Operators engaged in multiple categories of ground transportation services are not required to pay the annual permit fee for each category under which they operate. No operator will pay more than one annual permit fee regardless of the number of categories under which they may operate.

Operators that operate as a parent company/umbrella company with multiple businesses (i.e. a lodging hospitality company with multiple branded properties) may complete one permitting process for all businesses under their umbrella.

The following documents must be submitted prior to issuance of a final license to operate:

- 1) GTSO Permit Form
- 2) Proof of Commercial Insurance
- 3) Proof of Business License
- 4) License to Operate
- 5) Annual Permit Fee

## **General Requirements and Expectations of Service**

A. Compliance with Laws, Rules and Regulations, and Requirements:

- 1) Each GTSO vehicle entering upon Airport Authority property for any reason shall be operated and maintained in accordance with all applicable federal, state, and local laws, rules and regulations, and the GTSO requirements as set forth herein.
- 2) Each GTSO shall observe any and all orders, directives or conditions issued, given or imposed by Airport Authority officials with respect to the use of roadways, driveways, curbs, sidewalks, parking areas, holding lots, pick-up and drop-off areas and the airport terminals while on Airport Authority property. Each GTSO shall obey all traffic directions given by the Airport Authority during times of construction.
- 3) In the event the Airport Authority determines that the relocation of ground transportation staging locations at the airport is necessary, the GTSO shall relocate operations on the airport in an expeditious manner and only as permitted, directed or required by the Airport Authority.
- 4) No GTSO may leave a vehicle unattended anywhere on Airport Authority property, unless there are no passengers in the vehicle and the driver has expressly been authorized to leave said vehicle unattended by the Airport Authority. Drivers must be immediately available to move their vehicle if necessary.
  - i. If a GTSO operator needs to enter the airport terminal for a restroom break or to check flight status, the operating guidelines that are outlined within **Operator Specific Requirements and Expectations of Service** must be adhered to; "Entering the Terminal".

- 5) No vehicle may park or wait along the airport terminal curb, unless actively loading or unloading passengers in accordance with GTSO requirements.
- 6) The GTSO shall stage vehicles and conduct passenger and baggage loading and unloading in only those areas identified by the Airport Authority for such staging purposes. Operators shall conduct passenger and baggage loading and unloading in accordance with the GTSO requirements. Conducting passenger and baggage loading/unloading in non-designated zones and crosswalks is prohibited.
- 7) Offsite airport parking lot shuttle operators shall maintain their offsite parking facilities in compliance with all applicable Rock Island County or the appropriate city land use and zoning requirements. Upon initial execution of a license to operate as an offsite airport parking lot shuttle operator and each renewal thereof, the GTSO will provide a Letter of Compliance from the appropriate land use jurisdiction certifying that the offsite parking facility meets all applicable Rock Island County land use and zoning requirements.

B. Expectations of Service:

- 1) Be courteous to passengers.
- 2) Maintain a professional demeanor.
- 3) Provide passengers with a clear idea of costs prior to the start of the trip.
- 4) Follow all applicable federal, state, and local rules, regulations, ordinances, and contract agreements.
- 5) Observe and follow all traffic rules and posted signage.
- 6) No solicitation for services.
- 7) Maintain an ethical code of conduct.
- 8) With regard to offsite parking lots, maintain the parking lot and structures in compliance with all applicable land use and zoning requirements and in a clean, well-lit, safe and secure manner.
- 9) Personal grooming and hygiene should contribute to a clean, neat, and professional appearance.
- 10) Multiple passengers sharing the same vehicle bound for the same destination shall not be charged individual fares. If multiple individuals share the same vehicle with different destinations each destination shall be charged a separate fare.

In the event that an interpretation of any provision of the GTSO requirements is required, the Executive Director or their authorized designee shall render such an interpretation, and their determination shall be considered as final authority on the matter.

C. Driver Conduct:

All drivers, employees, representatives and agents of the GTSO shall conduct themselves in a professional manner and be courteous to the public, passengers, and Airport Authority employees and representatives at all times. No driver or employee of any GTSO may engage in any improper conduct while on Airport Authority property. Improper conduct includes, but is not limited to:

- 1) Fighting or engaging in offensive verbal contact or offensive physical contact;
- 2) Degrading any other operators, airport tenants, or airport passengers by words or gestures;
- 3) Acting in a manner intended to or that is reasonably likely to cause physical injury to any person and/or threaten the safety of any person;
- 4) Engage in the use of profanity or obscenity within the hearing of any member of the public, display any rudeness or discourtesy to any member of the public, or while in a designated loading or unloading zone, sleep or recline in or on any motor vehicle or sit on the exterior thereof;
- 5) Gambling or participating in other games of chance where money is involved;
- 6) Failure to cooperate or refusal to obey directives, or instructions, of any Airport Authority official in the performance of their official duties;
- 7) Reckless or intentional destruction of property owned by any person;
- 8) Fail to diligently remove, or cause to be removed, their vehicle from Airport Authority property in the event such vehicle becomes inoperative;
- 9) Releasing or depositing waste, chemicals, soap, or any other fluids on the paved surface areas of the airport, on or into the soil adjacent to any pavement areas and/or into the drainage system;
- 10) Discarding any debris or garbage, except into receptacles intended for such purpose;
- 11) Discarding any personal and/or household garbage into any airport garbage receptacles;
- 12) Erecting, altering, adding, replacing, or defacing any structure, facility, or sign on Airport Authority property;
- 13) Vandalizing Airport Authority property;

- 14) Selling goods or services in ground transportation staging areas without the prior written consent of the Airport Authority;
- 15) Unreasonably escalating or gouging fares;
- 16) Interfering with any airport passenger's choice of ground transportation services, or interfering with any driver with whom any airport passenger is negotiating for ground transportation services;
- 17) Providing inaccurate, incomplete, or deceptive information in order to obtain a vehicle identification decal;
- 18) Attempting to pick up an airport passenger already waiting for another commercial ground transportation vehicle or GTSO;
- 19) Providing, or offering to provide, payment to any person at the airport in return for the referral of airport passengers or preferential treatment for services;
- 20) Soliciting for passenger or passenger fares by the utterance of words, by repeated and persistent canvassing, or loitering upon the approaches or exits to the airport terminal building, or by other acts which are calculated to induce persons to engage a particular ground transportation service;
- 21) Possession, consumption or providing service while under the influence of alcohol or any controlled substance;
- 22) Conducting any illegal activity at the airport;
- 23) Picking up airport passengers in any area other than those designated for such pick-ups or as directed by Airport Authority staff;
- 24) Failing to yield to any and all pedestrians;
- 25) Failing to comply with any other provision of the Airport Authority rules or Airport Authority ordinances;
- 26) Failing to operate vehicle(s) in a safe and lawful manner at any time, including operating a commercial ground transportation vehicle on the commercial roadway;
- 27) Saving parking spots or positions in the staging area(s) for other drivers, blocking other drivers from moving up or using an available spot or position in the staging area(s) is strictly prohibited;
- 28) Operating without a LTO and/or without a vehicle identification decal.

D. Solicitation:

The GTSO is prohibited from soliciting or attempting to solicit passengers on Airport Authority property. Soliciting includes, but is not limited to:

- 1) Initiating or engaging in conversation regarding ground transportation services with any person on Airport Authority property, outside of the designated or approved area, for the purpose of seeking passengers;
- 2) Employing, inducing, arranging for or allowing any person to initiate or engage in a conversation regarding ground transportation with any person on Airport Authority property for the purpose of seeking passengers;
- 3) Delivering literature, business cards, promotional items or advertisements on Airport Authority property discussing or describing ground transportation services, without prior written authorization from the Airport Authority;
- 4) Engaging in any conduct or activity intended to or apparently intended to ask, implore, or persuade a passenger to alter their previously chosen ground transportation vehicle or company.

E. Fares:

The GTSO shall charge passengers fares in accordance with recognized standards of the trade, reasonable to similar services provided at the airport, and reasonable to fair market value. The GTSO shall, upon request by any passenger, furnish to such passenger a receipt of payment. All GTSOs shall have the ability to accept major credit cards in addition to cash as payment for fares. All fares must be quoted/stated prior to the beginning of the ride. Please see the operator specific requirements for requirements for metered or flat rate fees.

F. Transportation of Passengers:

The GTSO shall be responsible for the transportation of passengers to, from, and on airport property with the utmost consideration for the safety, comfort, and convenience of passengers and their luggage.

- 1) The GTSO shall not fuel vehicles while carrying passengers, require passengers to exit the vehicle prior to arrival at the passenger's destination, or take passengers to ATMs to avoid accepting credit cards.
- 2) Passengers shall be taken to their requested destination in the most direct route available.
- 3) The GTSO shall not refuse any fare, including the refusal of a fare on the basis that the passenger is traveling to a short-haul destination. The only exception is when a passenger is obviously dangerous or intoxicated.

G. False and/or Misleading Information:

No GTSO or their representative(s) may intentionally provide false or misleading information regarding ground transportation services at the airport to any person. False information includes, but is not limited to, any attempt to obtain payment in excess of that authorized by law, forging payment records, providing false information regarding other operators, non-compliance with audits, etc.

## **Operator Specific Requirements and Expectations of Service**

### **A. Courtesy Hotel/Motel Shuttle Operators:**

- 1) Pick-Ups: Courtesy hotel/motel shuttle operators shall stage vehicles and conduct passenger pick-ups only within the designated shuttle pick-up staging area at the airport.
- 2) Drop-Offs: Courtesy hotel/motel shuttle operators may drop passengers off at any location along the airport terminal curb that is not a designated pick-up staging area at the airport. When dropping passengers off, operators shall choose a safe location that is also convenient for the passenger. Operators should always use discretion in determining the safety of a drop-off location and whether or not the drop-off location is permissible considering all relevant roadways laws, rules and regulations.
- 3) Entering the Terminal: If a courtesy hotel/motel shuttle operator representative needs to enter the airport terminal for a restroom break, to purchase something from a concessionaire shop or to check a flight status, the operator shall stage their vehicle within the designated courtesy hotel/motel shuttle pick-up location. The operator shall stage in a manner that will not obstruct the flow of traffic or prevent other operators from entering/departing the staging area. Time spent in the terminal shall be kept to a minimum to avoid traffic congestion.
  - i. Prior to leaving the vehicle and entering the terminal, the operator must ensure that there are no passengers present in the vehicle. Next, the operator shall secure the vehicle and place a reader board in a location that is highly visible to passengers as well as Airport Authority personnel that are responsible for patrolling the terminal curbside. The reader board shall read "Temporarily Out of Service" or "Will Return Momentarily". operators shall not solicit passengers when entering the terminal.

### **B. For Hire Shuttle/Bus Operators:**

- 1) Pick-Ups: For hire shuttle/bus operators shall stage vehicles and conduct passenger pick-ups only within the designated shuttle pick-up staging area at the airport.
  - i. See Appendix B: Ground Transportation Staging Areas
- 2) Drop-Offs: For hire shuttle/bus operators may drop passengers off at any location along the airport terminal curb that is not a designated pick-up staging area at the airport. When dropping passengers off, operators shall choose a safe location that is also convenient for the passenger. Operators should always use discretion in determining the safety of a drop-off location and whether or not the drop-off location is permissible considering all relevant roadways laws, rules and regulations.
- 3) Entering the Terminal: If a for hire shuttle/bus operator representative needs to enter the airport terminal for a restroom break, to purchase something from a concessionaire shop, to announce scheduled bus departure times or to check a flight status, the operator shall stage their vehicle within the designated for hire shuttle/bus pick-up location. The operator shall stage in a manner that will not obstruct the flow of traffic or prevent other operators from entering/departing the staging area. Time spent in the terminal shall be kept to a minimum to avoid traffic congestion.

- i. Prior to leaving the vehicle and entering the terminal, the operator must ensure that there are no passengers present in the vehicle. Next, the operator shall secure the vehicle and place a reader board in a location that is highly visible to passengers as well as Airport Authority personnel that are responsible for patrolling the terminal curbside. The reader board shall read “Temporarily Out of Service” or “Will Return Momentarily”. Operators shall not solicit passengers when entering the Terminal.

C. Taxicab Operators:

- 1) Pick-Ups: Taxicab operators shall stage vehicles and conduct passenger pickups in the designated walk-up staging area or the designated prearranged staging area at the airport. The passenger pick-up location depends on whether or not the passenger(s) receiving service have a reservation with the operator.
  - i. See Appendix B: Ground Transportation Staging Areas
- 2) Non-Reserved Passenger Pick-up: While conducting pick-ups for passenger(s) that have not made a reservation with the operator, operator shall stage vehicles in the walk-up staging area at the airport.
  - i. While staged in the walk-up staging area, passengers shall be loaded in order of the walk-ups’ arrival to the staging area. The operator vehicle that was first to arrive in the walk-up staging area shall receive the first walk-up passenger fare, the operator vehicle second to arrive in the walk-up staging areas shall receive the second walk-up passenger fare, and so on.
  - ii. If a passenger(s) prefers the services of one operator over another, the passenger(s) may select a specific operator. Operator vehicles within the walk-up staging area may be loaded out of order to accommodate passengers that specify a preferred operator.
  - iii. If a passenger approaches an operator that is not first in the walk-up line, then the operator must specifically ask the passenger if the operator’s represented company is the passenger’s preferred provider of ground transportation services. The operator shall not attempt to sway the passenger’s preference in ground transportation services while engaging the passenger. If the passenger replies indicating that the operator is not the passenger’s preferred operator, or the passenger has no preference for an operator, then the operator must refer the passenger to the first operator vehicle in the walk-up staging area. If the passenger replies indicating that they do prefer the services of the operator over the other operators in the walk-up staging area, then the operator’s vehicle may be loaded out of order to accommodate the passenger’s preference. Operator representatives shall not back-load their represented company when a passenger specifies that they prefer the services of one operator over another. The first company vehicle in line takes the fare.
- 3) Reserved (Prearranged) Passenger Pick-up: While conducting pickups for passenger(s) that have made a reservation with an operator, operator shall stage vehicles in the prearranged staging area at the airport (appendix B). If all the prearranged staging stalls are full upon a prearranged operator’s arrival at the airport, then the operator may stage in the limousine staging location.



- i. The procedures for conducting prearranged pick-ups must be followed regardless of whether an operator is staged in the designated prearranged staging stalls or the limousine staging area.
  - ii. Passenger Manifest Requirements: When an operator is conducting a prearranged pick-up, the operator must be able to produce a passenger manifest that details the following information: name of passenger or party being picked up and the scheduled arrival time of passenger(s) being picked up.
  - iii. While conducting a prearranged pick-up, operators may wait for their passenger(s) in the prearranged staging area, or operators may park in the prearranged staging area and then enter the airport baggage claim area to conduct a meet and greet pick-up for the prearranged passenger fare. If an operator enters the airport baggage claim, the meet and greet procedures detailed herein under “Meet and Greet Procedures” must be adhered to.
- 4) Prearranged Cancelations: If an operator is staged in the prearranged staging area and the operator’s prearranged fare does not occur for any reason, then the operator must exit the pre-arranged staging area and enter the walk-up staging area.
- 5) Prearranged Crew Pickup: All prearranged pick-ups of uniformed flight crew members shall occur near Exit 6 on the terminal curbside. Pre-arranged taxis and shuttles for flight crew pick-ups may stage on the curb near Exit 6 if needed. Curbside pick-ups of uniformed flight crew members at the curb on the north end of the terminal is authorized, but prolonged staging of pre-arranged vehicle is not. All procedures for conducting prearranged pick-ups must be followed.
- 6) Prearranged Luggage Pick-up: If an operator has a contract with an airline to pick up and deliver passenger luggage that did not arrive to the airport on time or was not claimed at the airport, then the operator shall stage vehicles in the pre-arranged pick-up location.
- i. The operator conducting the luggage pick-up must prominently display a reader board on the operator’s vehicle dashboard prior to entering the terminal to conduct the luggage pick-up. The reader board shall read “Luggage Pick-Up”. The operator is not required to carry a reader board on their person while entering the terminal for a prearranged luggage pick-up.
  - ii. The operator conducting the luggage pick-up may only pick up luggage and may not solicit or return to the operator’s vehicle with passengers while conducting a prearranged luggage pick-up.
- 7) Special pick-up provisions will apply for passenger(s) with mobility issues. Passenger(s) with mobility issues include disabled passenger(s), passenger(s) with luggage that cannot easily be transported to the staging line, and passenger(s) with children that cannot easily be transported to the staging line. Passenger(s) requiring special pick-up provisions as outlined in the previous sentence may be picked up at the airport terminal curbside rather than within a staging line. When conducting curbside pick-ups, the following procedures must be adhered to:

- i. Passenger(s) must initiate the request for a curbside pick-up while onsite at the airport. Requests for curbside pick-up may be initiated by the passenger(s) during the meet and greet process (prearranged passengers only), or the passenger(s) may initiate the request by approaching an operator's vehicle while the vehicle is staged in the walk-up staging area or the prearranged staging area.
  - ii. Operators may not initiate a curbside pick-up with passenger(s). Operator vehicles must remain staged within a designated staging area at the airport until a passenger initiates a curbside pick-up request.
  - iii. Once a passenger initiates a curbside pick-up request, operator shall instruct the passenger(s) to return/wait at the requested pick-up location along the airport terminal curbside. The operator shall let the passenger know that they will be there momentarily to pick the passenger(s) up. Operator may then relocate their vehicle from the staging area to the airport curbside for the purpose of conducting the passenger pick-up.
- 8) Drop-Offs: Taxicab operators may drop passengers off at any location along the airport terminal curbside that is not a designated pick-up staging area at the airport. When dropping passengers off, operators shall choose a safe location that is also convenient for the passenger. Operators should always use discretion in determining the safety of the drop-off location and whether or not the drop-off location is permissible considering all relevant roadway laws, rules and regulations. Operators should also use discretion to determine whether or not the drop-off location is suitable based on the circumstances that are occurring along the airport terminal curbside at the time of drop-off.
- i. In addition to the airport terminal curbside, operators may also drop passengers off in the designated walk-up or prearranged pick-up staging area(s). Passengers may be dropped off in the pick-up staging area(s), provided the safety of the passenger is not compromised considering the circumstances that are occurring in the staging area at the time of drop-off.
  - ii. If it is more convenient for the passenger or the passenger requests to be dropped off at the airport terminal curbside, then the passenger shall be dropped off at the airport terminal curbside rather than within the designated pick-up staging line.
- 9) Meet and Greet Procedures: Operators have the option to conduct a meet and greet pick-up with the operator's prearranged passengers. Operators are not required to conduct meet and greet pick-ups and may choose to follow the basic pick-up procedures instead. If operators choose to conduct a meet and greet pick-up, the following procedures must be adhered to:
- i. Operators may enter the airport baggage claim area in order to conduct a meet and greet with operator's passengers. When entering the terminal to conduct a meet and greet pick-up, operator shall stage their vehicle in the designated prearranged pick-up staging area at the airport.
  - ii. The operator conducting the meet and greet pick-up must place a reader board in a visible location on the dashboard of the operator's vehicle prior to the operator leaving the vehicle unattended in the designated prearranged pick-up staging area at the airport. The reader board shall be

displayed so that it is visible to Airport Authority staff responsible for patrolling the airport terminal curbside, and to all passenger(s) that may approach the vehicle while it is unattended.

- iii. The reader board that is left in the vehicle shall include the following language/information:
    1. Information required: "Conducting a Prearranged Pick-Up" or "Driver Will Return Momentarily".
    2. Information not required but encouraged: List identifying information for prearranged party being met.
  - iv. The operator conducting the meet and greet pick-up must also carry a reader board of professional quality (should not be crumpled, damaged, or not legible) at all times while in airport baggage claim. The reader board shall be of professional quality and identify the operator conducting the pick-up and the party that is being met; reader boards are necessary so that the operator is easily identifiable by passengers. The operator must ensure that the reader board is prominently displayed at all times while in the airport terminal.
  - v. The operator conducting the meet and greet pick-up must also carry a passenger manifest while conducting the meet and greet pick-up. The manifest shall detail the following information: name of passenger or party being picked up and the scheduled arrival time of passenger(s) being picked up. When conducting meet and greet pick-ups in baggage claim, operators must carry and be able to present the passenger manifest to Airport Authority personnel upon request.
  - vi. The operator may not solicit passengers while conducting a meet and greet pick-up inside of the airport terminal.
- 10) Entering the Terminal: Taxicab drivers may enter the airport terminal for a restroom break, to make purchases or assist passengers with luggage under the following conditions:
- i. The taxi is parked in a designated taxi staging area.
  - ii. Place a reader board on dash with the wording "Driver Will Return Momentarily".
  - iii. Refrain from congregating.
  - iv. Refrain from soliciting passengers.
  - v. If the taxicab operator is at the airport on personal business, the operator shall NOT leave their vehicle within the designated taxicab staging area(s).
- 11) If an operating meter is not installed in the vehicle, the operator must state the price of the fare to the customer prior to initiating the ride. The fare for any pickup or drop-off to/from the airport to/from any of the locations below shall not exceed the maximum flat rate listed for that location. Should a passenger request a ride

outside the areas listed below and the operator not have a meter installed in the taxicab, the fare must be stated to the passenger prior to the ride beginning.

Bettendorf, IA	\$52.00
Davenport, IA	\$52.00
Moline, IL	\$35.00
East Moline, IL	\$40.00
Rock Island, IL	\$40.00

D. Livery Service Operators:

- 1) Pick-Ups: Livery service operators shall stage vehicles and conduct passenger pickups in the designated prearranged staging area at the airport.
  - i. See Appendix B: Ground Transportation Staging Areas
- 2) Non-Reserved Passenger Pick-up: Livery service operators will not conduct non-reserved passenger pick-up operations.
- 3) Reserved (Prearranged) Passenger Pick-up: While conducting pickups for passenger(s) that have made a reservation with an operator, operator shall stage vehicles in the prearranged staging area at the airport (appendix B). If all the prearranged staging stalls are full upon a prearranged operator's arrival at the airport, then the operator may stage in the limousine staging location.
  - i. The procedures for conducting prearranged pick-ups must be followed regardless of whether an operator is staged in the designated prearranged staging stalls or the limousine staging area.
  - ii. Passenger Manifest Requirements: When an operator is conducting a prearranged pick-up, the operator must be able to produce a passenger manifest that details the following information: name of passenger or party being picked up and the scheduled arrival time of passenger(s) being picked up.
  - iii. While conducting a prearranged pick-up, Operators may wait for their passenger(s) in the prearranged staging area, or operators may park in the prearranged staging area and then enter the airport baggage claim area to conduct a meet and greet pick-up for the prearranged passenger fare. If an operator enters the airport baggage claim, the meet and greet procedures detailed herein under "Meet and Greet Procedures" must be adhered to.
- 4) Prearranged Cancellations: If an operator is staged in the prearranged staging area and the operator's prearranged fare does not occur for any reason, then the operator must exit the pre-arranged staging area.
- 5) Prearranged Crew Pickup: All prearranged pick-ups of uniformed flight crew members shall occur near Exit 6 on the terminal curbside. Pre-arranged taxis, liveries, and shuttles for flight crew pick-ups may stage on the curb near Exit 6 if needed. Curbside pick-ups of uniformed flight crew members at the curb on the north end of the terminal is authorized, but prolonged staging of a pre-arranged vehicle is not. All procedures for conducting prearranged pick-ups must be followed.

- 6) **Prearranged Luggage Pick-up:** If an operator has a contract with an airline to pick up and deliver passenger luggage that did not arrive to the airport on time or was not claimed at the airport, then the operator shall stage vehicles in the pre-arranged pick-up location.
- i. The operator conducting the luggage pick-up must prominently display a reader board on the operator's vehicle dashboard prior to entering the terminal to conduct the luggage pick-up. The reader board shall read "Luggage Pick-Up". The operator is not required to carry a reader board on their person while entering the terminal for a prearranged luggage pick-up.
  - ii. The operator conducting the luggage pick-up may only pick up luggage and may not solicit or return to the operator's vehicle with passengers while conducting a prearranged luggage pick-up.
- 7) **Special pick-up provisions will apply for passenger(s) with mobility issues.** Passenger(s) with mobility issues include disabled passenger(s), passenger(s) with luggage that cannot easily be transported to the staging line, and passenger(s) with children that cannot easily be transported to the staging line. Passenger(s) requiring special pick-up provisions as outlined in the previous sentence may be picked up at the airport terminal curbside rather than within a staging line. When conducting curbside pick-ups, the following procedures must be adhered to:
- i. Passenger(s) must initiate the request for a curbside pick-up while onsite at the airport. Requests for curbside pick-up may be initiated by the passenger(s) during the meet and greet process (prearranged passengers only), or the passenger(s) may initiate the request by approaching an operator's vehicle while the vehicle is staged in the prearranged staging area.
  - ii. Operators may not initiate a curbside pick-up with passenger(s). Operator vehicles must remain staged within a designated staging area at the airport until a passenger initiates a curbside pick-up request.
  - iii. Once a passenger initiates a curbside pick-up request, operator shall instruct the passenger(s) to return/wait at the requested pick-up location along the airport terminal curbside. The operator shall let the passenger know that they will be there momentarily to pick the passenger(s) up. Operator may then relocate their vehicle from the staging area to the airport curbside for the purpose of conducting the passenger pick-up.
- 8) **Drop-Offs:** Livery service operators may drop passengers off at any location along the airport terminal curbside that is not a designated pick-up staging area at the airport. When dropping passengers off, operators shall choose a safe location that is also convenient for the passenger. Operators should always use discretion in determining the safety of the drop-off location and whether or not the drop-off location is permissible considering all relevant roadways laws, rules and regulations. Operators should also use discretion to determine whether or not the drop-off location is suitable based on the circumstances that are occurring along the airport terminal curbside at the time of drop-off.
- i. In addition to the airport terminal curbside, operators may also drop passengers off in the designated prearranged pick-up staging area.

Passengers may be dropped off in the pick-up staging area(s), provided the safety of the passenger is not compromised considering the circumstances that are occurring in the staging area at the time of drop-off.

- ii. If it is more convenient for the passenger or the passenger requests to be dropped off at the airport terminal curbside, then the passenger shall be dropped off at the airport terminal curbside rather than within the designated pick-up staging line.
- 9) Meet and Greet Procedures: Operators have the option to conduct a meet and greet pick-up with the operator's prearranged passengers. Operators are not required to conduct meet and greet pick-ups and may choose to follow the basic pick-up procedures instead. If operators choose to conduct a meet and greet pick-up, the following procedures must be adhered to:
- i. Operators may enter the airport baggage claim area in order to conduct a meet and greet with operator's passengers. When entering the terminal to conduct a meet and greet pick-up, operator shall stage their vehicle in the designated prearranged pick-up staging area at the airport.
  - ii. The operator conducting the meet and greet pick-up must place a reader board in a visible location on the dashboard of the operator's vehicle prior to the operator leaving the vehicle unattended in the designated prearranged pick-up staging area at the airport. The reader board shall be displayed so that it is visible to Airport Authority staff responsible for patrolling the airport terminal curbside, and to all passenger(s) that may approach the vehicle while it is unattended.
  - iii. The reader board that is left in the vehicle shall include the following language/information:
    1. Information required: "Conducting a Prearranged Pick-Up" or "Driver Will Return Momentarily".
    2. Information not required but encouraged: List identifying information for prearranged party being met.
  - iv. The operator conducting the meet and greet pick-up must also carry a reader board of professional quality (should not be crumpled, damaged, or not legible) at all times while in the airport baggage claim. The reader board shall be of professional quality and identify the operator conducting the pick-up and the party that is being met; reader boards are necessary so that the operator is easily identifiable by passengers. The operator must ensure that the reader board is prominently displayed at all times while in the airport terminal.
  - v. The operator conducting the meet and greet pick-up must also carry a passenger manifest while conducting the meet and greet pick-up. The manifest shall detail the following information: name of passenger or party being picked up and the scheduled arrival time of passenger(s) being picked up. When conducting meet and greet pick-ups in baggage claim, operators must carry and be able to present the passenger manifest to Airport Authority personnel upon request.

- vi. The operator may not solicit passengers while conducting a meet and greet pick-up inside of the airport terminal.
- 11) Entering The Terminal: Livery service operators may enter the airport terminal for a restroom break, to make purchases or assist passengers with luggage under the following conditions:
- vi. The livery vehicle is parked in a designated prearranged staging area.
  - vii. Place a reader board on dash with the wording “Driver Will Return Momentarily”.
  - iii. Refrain from congregating.
  - iv. Refrain from soliciting passengers.
  - v. If the livery service operator is at the airport on personal business, the operator shall NOT leave their vehicle within the designated prearranged staging area.
- 11) If an operating meter is not installed in the vehicle, the operator must state the price of the fare to the customer prior to initiating the ride. The fare for any pickup or drop-off to/from the airport to/from any of the locations below shall not exceed the maximum flat rate listed for that location. Should a passenger request a ride outside the areas listed below and the operator not have a meter installed in the vehicle, the fare must be stated to the passenger prior to the ride beginning.

Bettendorf, IA	\$62.00
Davenport, IA	\$62.00
Moline, IL	\$42.00
East Moline, IL	\$48.00
Rock Island, IL	\$48.00

E. Limousine Operators:

- 1) Pick-Ups: Limousine operators may only conduct prearranged pick-ups while operating at the airport. Limousine operators shall stage vehicles and conduct passenger pick-ups in the designated prearranged staging area at the airport.
  - i. See Appendix B: Ground Transportation Staging Areas
- 2) Passenger Manifest Requirements: When an operator is conducting a pick-up, the operator must be able to produce a passenger manifest that details the following information: Name of passenger or party being picked up and the scheduled arrival time of passenger(s) being picked up.
- 3) While conducting a pick-up operators may wait for their passenger(s) in the limousine staging area, or operators may park in the limousine staging area and then enter the airport baggage claim area to conduct a meet and greet pick-up for the prearranged passenger fare.
  - i. If an operator enters the airport baggage claim, the meet and greet procedures detailed under meet and greet procedures must be adhered to.
- 4) Meet and Greet Procedures: Operators have the option to conduct a meet and greet pick-up with the operator’s prearranged passengers. Operators are not required to conduct meet and greet pick-ups and may choose to follow the basic

pick-up procedures instead. If operators choose to conduct a meet and greet pick-up, the following procedures must be adhered to:

- i. Operators may enter the airport baggage claim area in order to conduct a meet and greet with operator's passengers. When entering the airport terminal to conduct a meet and greet pick-up, operator shall stage their vehicle in the designated prearranged pick-up staging area at the airport.
  - ii. The operator conducting the meet and greet pick-up must place a reader board in a visible location on the dashboard of the operator's vehicle prior to the operator leaving the vehicle unattended in the designated prearranged pick-up staging area at the airport. The reader board shall be displayed so that it is visible to Airport Authority staff responsible for patrolling the airport terminal curbside, and to all passenger(s) that may approach the vehicle while it is unattended.
  - iii. The reader board that is left in the vehicle shall include the following language/information:
    1. Information required: "Conducting a Prearranged Pick-Up" or "Driver Will Return Momentarily".
    2. Information not required but encouraged: List identifying information for prearranged party being met.
  - iv. The operator conducting the meet and greet pick-up must also carry a reader board of professional quality at all times while in the airport baggage claim. The reader board shall identify the operator conducting the pick-up and the party that is being met; reader boards are necessary so that the operator is easily identifiable by passengers. The operator must ensure that the reader board is prominently displayed at all times while in the airport terminal.
  - v. The operator conducting the meet and greet pick-up must also carry a passenger manifest while conducting the meet and greet pick-up. The manifest shall detail the following information: name of passenger or party being picked up and the scheduled arrival time of passenger(s) being picked up. When conducting meet and greet pick-ups in baggage claim, operators must carry and be able to present the passenger manifest to authority personnel upon request.
  - vi. The operator may not solicit passengers while conducting a meet and greet pick-up inside of the airport terminal.
- 5) Drop-Offs: Limousine operators may drop passengers off at any location along the airport terminal curbside that is not a designated pick-up staging area at MLI. When dropping passengers off, operators shall choose a safe location that is also convenient for the passenger. Operators should always use discretion in determining the safety of the drop-off location and whether or not the drop-off location is permissible considering all relevant roadways laws, rules and regulations. Operators should also use discretion to determine whether or not the drop-off location is suitable based on the circumstances that are occurring along the airport terminal curbside at the time of drop-off.



- 6) Entering the Terminal: Limousine drivers may enter the airport terminal for a restroom break, to make purchases or assist passengers with luggage under the following conditions:
  - i. The limousine is parked in a designated limousine staging area.
  - ii. Place a reader board on dash with the wording "Driver Will Return Momentarily".
  - iii. Refrain from congregating.
  - iv. Refrain from soliciting passengers.
  - viii. If the limousine operator is at the airport on personal business, the operator shall NOT leave their vehicle within the designated limousine staging area(s).

F. Offsite Airport Parking Lot Shuttle Operators:

- 1) Pick-Ups: Offsite airport parking lot shuttle operators shall stage vehicles and conduct passenger pick-ups only within the designated shuttle pick-up staging area at the airport.
  - i. See Appendix B: Ground Transportation Staging Areas
- 2) Drop-Offs: Offsite parking lot shuttle operators may drop passengers off at any location along the airport terminal curb that is not a designated pick-up staging area at the airport. When dropping passengers off, operators shall choose a safe location that is also convenient for the passenger. Operators should always use discretion in determining the safety of a drop-off location and whether or not the drop-off location is permissible considering all relevant roadway laws, rules and regulations.
- 3) Entering the Terminal: If an offsite parking lot shuttle operator representative needs to enter the airport terminal for a restroom break, to purchase something from a concessionaire shop or to check a flight status, the operator shall stage their vehicle within the designated offsite parking lot shuttle pick-up location. The operator shall stage in a manner that will not obstruct the flow of traffic or prevent other operators from entering/departing the staging area. Time spent in the terminal shall be kept to a minimum to avoid traffic congestion.
  - i. Prior to leaving the vehicle and entering the terminal, the operator must ensure that there are no passengers present in the vehicle. Next, the operator shall secure the vehicle and place a reader board in a location that is highly visible to passengers as well as Airport Authority personnel that are responsible for patrolling the terminal curbside. The reader board shall read "Temporarily Out of Service" or "Will Return Momentarily". Operators shall not solicit passengers when entering the terminal.

## GTSO Vehicle Requirements

- A. Vehicle Condition: Vehicle(s) operated at the airport on behalf of the GTSO shall at all times be in compliance with all applicable laws, rules and regulations. All vehicles must be maintained in a good and safe mechanical condition to include, but not limited to:
  - 1) Exterior, interior, and the vehicle trunk area shall be neat and clean.

- 2) A vehicle's interior and exterior shall be free of dirt, mud, oil, rips, tears, exposed springs, food stuff, trash, waste material, or any other substance or object capable of harm, damage, or injury to, or interference with the person, clothing, personal property, comfort, or convenience of any passenger, whether upon ingress or egress of such vehicle or while riding therein.
- 3) A vehicle shall have an exterior which is free of any misshapen or deformed condition arising from collision, crash, or other impact.
- 4) Vehicles shall be free of holes in floorboards, and the trunk shall be empty except for emergency equipment.
- 5) The vehicle shall be free of exterior rust and exteriors must be painted a uniform color so as not to have patches of unmatching paint on the vehicle.
- 6) The vehicle shall have operational headlights, taillights, parking lights, and right/left turn signals. There shall be no missing bumper(s), taillight covers, license plates, or mirrors.
- 7) There shall be no missing or different hubcaps.
- 8) The vehicle shall be equipped with safety belts and functioning heating and air conditioning systems.
- 9) There shall be no oil, coolant, or other fluid leaks.
- 10) Exhaust pipe shall be secured and the muffler operational. There shall be no unsecured or missing decorative pieces (chrome).
- 11) Vehicles shall not have a windshield or any window which is cracked or broken. The Airport Authority reserves the right to perform periodic vehicle inspections to determine that vehicles are safe and in compliance with the standards set forth in these requirements. The Airport Authority at its own discretion may inspect any vehicle prior to issuance of a LTO. Any vehicle that is found to be out of compliance with this section may be removed from operation until the vehicle conditions are repaired to a satisfactory level as determined by the Airport Authority.

B. Vehicle Repairs: NO GTSO or their representatives shall, while on Airport Authority property, perform or attempt to perform any repair or maintenance on any vehicle, change or attempt to change oil, battery or spark plugs, top off coolants, or wash any vehicle. The only exceptions are a jumpstart for a dead battery, emergency flat tire repairs, or having vehicle(s) serviced by an authorized vehicle repair vendor.

C. Vehicle Signage: All permitted commercial ground transportation vehicles, with the exception of limousines, shall be clearly and professionally marked to show the name and contact information of the GTSO operating the vehicle. All commercial ground transportation vehicles must display the GTSO airport contact placard in plain view of the passenger(s) at all times. The GTSO airport contact placard will be provided with the

vehicle identification decal. All markings shall be painted professionally and neatly on GTSO's vehicle(s), or otherwise attached by professional decal.

- D. GTSO Permit Form: The GTSO shall complete all of the information requested on the GTSO permit form, for each vehicle to be operated at the airport on behalf of the GTSO, prior to allowing said vehicle(s) to operate at the airport. GTSO permit forms may be requested at the Airport Authority admin office. An operator providing service under multiple categories can submit one GTSO permit form for all categories.
- E. Vehicle Identification Decal: All commercial ground transportation vehicles authorized to operate at the airport must display a vehicle identification decal. Vehicle identification decal(s) will be issued to the GTSO upon completion of a LTO and a GTSO permit form. Once issued, vehicle identification decal(s) must be adhered to the rear window of the authorized vehicle to which it was issued. The vehicle identification decal shall be displayed in the lower left-hand corner of the vehicle's rear window, or in a location otherwise approved by the Airport Authority. No vehicle may operate at the airport without first obtaining and properly displaying a vehicle identification decal(s) or by receiving prior written approval from the Airport Authority to operate a vehicle without a decal on a temporary and time specific basis.
- 1) No GTSO shall remove a vehicle identification decal without authorization from the Airport Authority.
  - 2) A vehicle identification decal will be reissued without charge to any GTSO in good standing for the purpose of replacing a vehicle in the fleet, replacing a broken or damaged window, or upon loss or damage to the vehicle identification decal, provided the remnants of the vehicle identification decal is returned to the Airport Authority.
  - 3) Any vehicle identification decal may be placed out of service by the Airport Authority in the event the vehicle to which it is assigned is found to be out of compliance with any laws, rules, or regulations governing GTSO vehicle conditions. Any vehicle with a vehicle identification decal that has been placed out of service will not be permitted to operate at the airport until the vehicle has been brought into compliance with all applicable laws, rules, and regulations and is authorized by the Airport Authority to resume operations.
  - 4) Vehicle identification decal(s) may not be assigned or transferred by the GTSO in any manner whatsoever and shall expire annually. A new vehicle identification decal(s) will be issued to the GTSO annually upon completion of a new GTSO permit form.
  - 5) The GTSO must remove all vehicle identification decal(s) from the appropriate vehicle(s) once the vehicle(s) is no longer authorized to operate at the airport, or once the GTSO no longer maintains a LTO with the Airport Authority.

## Payment of Tariff

- A. Payment of Tariff: Tariffs must be paid when due. If there is a dispute as to the amount owed under any tariff, the undisputed amount must be paid when due together with a written explanation of the amount withheld and the reasons for such withholding. Operators will not be required to pay monthly rates for all categories under which they operate. The operator's monthly rate will be determined on the highest fee category under which they have license to operate.
- B. An annual permit fee and monthly fees consistent with approved rates and charges as listed in the tariff schedule for the Quad Cities International Airport shall be paid by each operator who is engaged in the provision of commercial ground transportation, including airline personnel transportation service, luggage transportation service or any other vehicle engaged in transporting airport passengers or their luggage. This annual permit fee shall be paid to the Airport Authority at the Airport Authority's admin office in advance and no later than July 1 of each permit year. This annual permit shall be for a period of twelve (12) months, commencing on July 1 and ending June 30. No annual permit fee or portion thereof is refundable. If the operator discontinues such commercial ground transportation, or a commercial vehicle is no longer utilized, the permit is non-transferable.
- C. All monthly fees shall be paid to the Airport Authority at the Airport Authority's admin office in advance and no later than first day of the calendar month. For hire shuttle/bus operators should remit fees to the Airport Authority at the Airport Authority's admin office by the 20<sup>th</sup> day of each month for the previous month's activity.
- D. Should a vehicle be replaced during the permit year, a new permit may be issued at the discretion of the Airport Operations Manager.
- E. Operators engaged in multiple categories of ground transportation services are not required to pay the annual permit fee for each category under which they operate. No operator will pay more than one annual permit fee regardless of the number of categories under which they may operate.
- F. Unpaid Amounts-Interest: All unpaid tariffs shall bear interest at the rate of 18% per annum simple interest until paid.
- G. Operators that operate as a parent/umbrella company with multiple businesses (i.e. a lodging hospitality company with multiple branded properties) that completed one permit for all lines of business are only required to submit payment for their one umbrella company.
- H. Books and Records: The GTSO must maintain accurate books and records that show the volume of business subject to any percentage tariff and make these books and records available for inspection by the Airport Authority during normal business hours upon reasonable notice.

Reporting: GTSOs must report applicable business activity on a form provided by the Airport Authority. Reports must include business activity on all Authority property, including but not limited to business activity from the main commercial airport terminal as well as the general aviation terminal.

## Enforcement, Penalties, and Appeals

- A. Enforcement: Violation of any specific provision of the GTSO requirements or LTO may, in addition to any other liabilities provided with the LTO, result in a monetary fine, suspension, and/or termination of the LTO according to the provisions of these requirements. The Airport Authority reserves the right, in its sole discretion, to enforce and/or issue a penalty in whole or in part, of any provision herein.
- 1) The GTSO is responsible for enforcing and must comply with any imposed rulings, fines, violations, suspensions, or terminations by the Airport Authority.
  - 2) Authority staff that observe a violation or investigate a reported violation will submit a written report to the Airport Operations Manager, or their designee.
  - 3) The Airport Operations Manager, or their designee, will review the report and decide whether the facts of the event constitute a violation of the GTSO requirements. If the Airport Operations Manager, or their designee, determines that there has been a violation, a written notice of violation will be issued to the GTSO. The Airport Operations Manager, or their designee, may impose a fine, permanent or temporary suspension of the driver, vehicle or a GTSO based on each assessed violation.
- B. Immediate Suspensions: The Airport Operations Manager, or their designee, may at their discretion impose an immediate suspension of a GTSO or a GTSO representative if it is considered to be in the best interest for the safety of the public and/or tenants and operations of the airport. Immediate suspension will be based on relevant facts of non-compliance of the GTSO requirements. A decision to reinstate a GTSO and/or GTSO representative will only occur after the investigation has been completed. The Airport Authority reserves the right, in its sole discretion, to enforce and/or issue a penalty in addition to an immediate suspension.
- C. Penalties: For the purposes of tracking and imposing fines, suspensions, or terminations a compilation of violations will be maintained against a GTSO.
- 1) For purposes of tracking of fines, suspension, and terminations of a GTSO, violation compilations will be for any given consecutive 12-month period.
  - 2) For the purposes of imposing fines, suspensions, and terminations, compilations of violation will be maintained against a GTSO and not individual drivers or vehicles. The monetary fine for each violation, as referenced in the tariff schedule shall be in force and such suspensions will be carried out pursuant to the following:

### GTSO Suspensions:

#### Violations Received

2 total violation notices within 30 days

4 total violation notices within 90-days

8 total violation notices within 180-days

#### Action Taken

7-day suspension of GTSO

14-day suspension of GTSO

30-day suspension of GTSO

3 total suspensions within 12 months

Termination of GTSO's LTO

- 3) If a fine is assessed and not paid or appealed within ten (10) business days from notice of violation date, the vehicle identification decal and/or all GTSO identification decals will be revoked.
  - i. The Airport Operations Manager, or their designee, may provide a written and time specific extension for the payment of fines that have been assessed for a GTSO violation if there are extenuating circumstances that warrant said extension as determined by the Airport Operations Manager or their designee.
- 4) If the Airport Operations Manager, or their designee, chooses, in their discretion either in whole or in part, to suspend a GTSO, such suspensions can be appealed to the Executive Director.
- 5) Offenses that warrant the immediate suspension, either in whole or in part of a GTSO and/or removal of vehicle permit include but are not limited to the following:
  - i. Fighting;
  - ii. Misrepresenting fare to passenger(s);
  - iii. Acting in a rude, offensive or otherwise unprofessional manner with passengers, the public, or Airport Authority staff;
  - iv. Soliciting;
  - v. Reckless driving and/or reckless endangerment of the public or Airport Authority property; commission of any gross misdemeanor or felony related to driving or public safety;
  - vi. Other offenses which the Airport Authority deems punishable by immediate suspension of the GTSO.
- 6) If the Airport Authority imposes an immediate suspension of a GTSO, a decision to reinstate the GTSO will only occur after the investigation has been completed. The Airport Authority reserves the right, in its sole discretion, to enforce and/or issue a penalty in addition to an immediate suspension.
- 7) GTSO vehicles are subject to impounding while on Airport Authority property if monetary fines are not paid in full when due unless fines are under appeal.

- D. Appeals: The GTSO has the right to appeal any fine assessed by the Airport Authority or any interpretation or application of these rules. Appeals should be submitted to the Executive Director:

Metropolitan Airport Authority  
of Rock Island County, Illinois  
C/O Executive Director  
2200 69<sup>th</sup> Avenue  
Suite 100  
Moline, IL 61265

Regarding any and all appeals:

- 1) All appeals will be reviewed and investigated within thirty (30) days upon receipt and any decision by the Airport Authority will be issued in writing. Once the appeal is responded to, the appeal action is final. There is no other recourse.
- 2) Following the notice and fine, suspension or termination by the Airport Authority to the GTSO, the GTSO shall have ten (10) business days from the notice date to deliver, in writing, a notice of appeal to the Executive Director and present any evidence against which the fine or suspension is based.
- 3) Failure to pay or comply within the time periods for any assessed violation or penalty may result in additional violations.