Rules and Regulations

City of Naples Airport Authority
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Naples, Florida 34104
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Revisions

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Section 1 – General

A. Introduction

The City of Naples Airport Authority (NAA) is the proprietor, operator, and sponsor of the Naples Municipal Airport (APF). These rules and regulations, and any amendments thereto, are promulgated and enforced pursuant to and in accordance with the NAA's enabling legislation created under Laws of Florida 69-1326, as amended, and are intended for the safe, orderly, legal, and efficient operation of the Airport and apply to all persons on the Airport for any reason.

B. Statement of Policy

All flight and ground aircraft operations and vehicle operations at the Airport shall be conducted in accordance with Airport rules and regulations, policies, and procedures, now in effect or hereafter promulgated, which policies and procedures are incorporated into these rules and regulations by reference.

Any Airport Certification Manual, Airport Emergency Plan, or Ground Vehicle Operation Handbook now in effect or hereafter adopted for the Airport, upon adoption, are incorporated into these rules and regulations by reference.

Any Rates and Charges and Private Self-Fueling License Guidelines and Standards now in effect or hereafter adopted or revised, upon adoption or revision, are incorporated into these rules and regulations by reference. The administration of these rules and regulations shall be under the authority, responsibility, and control of the Executive Director.

NAA reserves the right to review, modify or change any or all of these rules and regulations at any Regular or Special Board Meeting. All persons are subject to modified or changed Rules and Regulations, regardless of whether and when the person may have entered into an agreement with the NAA.

The Executive Director may establish additional operational procedures which shall be considered as addenda to these rules and regulations.

C. Severability Clause

If one or more provisions of these rules and regulations shall be held to be unlawful, it shall not in any way affect any other clauses, sections, or provisions of these rules and regulations.

D. Variance

The NAA may approve a temporary variance from specific provisions of the rules and regulations when the enforcement of a provision may cause undue hardship or unique circumstances, and the temporary variance will not create an unfair competitive relationship among commercial operators. Any temporary variance shall not constitute a waiver or modification of any of the provisions herein for any purpose except as to the particular person or operator and the particular provision that is the subject of the temporary variance and only for so long as the circumstances warranting the temporary variance exist.

A temporary variance must be approved by the NAA Board. Each temporary variance must be petitioned separately, in writing, and delivered to the Executive Director. The petition must state the regulation for which the temporary variance is requested, the reason justifying the request for a temporary variance, the duration or number of instances for which the temporary variance is requested, and any other pertinent information relevant to the request or as requested from the Executive Director or NAA Board.

In the event of an emergency which endangers the health, safety or welfare of an individual, individuals, or the community, the Executive Director may declare an urgent matter, in accordance with the Executive Director's Delegation of Powers, and temporarily waive any provision or provisions of the rules and regulations.

E. Definitions

As used in these rules and regulations, the following terms shall have the following meanings:

AIRCRAFT means any and all contrivances used now or in the future for the navigation of or flight in air or space, including but not limited to airplanes, airships, sail planes, gliders, helicopters, amphibians, etc.

AIRCRAFT EMERGENCY means a problem or condition involving an aircraft, whether in flight or on the ground, which could endanger lives or property. An aircraft emergency can be declared by the pilot, ATC, the Executive Director, or other personnel responsible for the safe operation of the aircraft or Airport.

AIRCRAFT OWNER means the person or entity listed as the registered owner on the FAA Certificate of Registration or the person with exclusive control over the aircraft.

AIRPORT means all of the land, improvements, facilities and development of the Naples Municipal Airport.

AIRSIDE means those areas of the airport that support aircraft activities and also defined as the area inside the airport perimeter fence.

ATC OR AIR TRAFFIC CONTROL means personnel, equipment, air traffic services, and FAA procedures provided or prescribed for use at the airport, including those procedures for operation of aircraft at an uncontrolled airport.

AOA OR AIR OPERATIONS AREA means any area of the Airport, both public and leased, used or intended to be used for the landing, takeoff, taxiing, or parking of aircraft, or any other area designated so by the Executive Director.

APF OR AIRPORT means the Naples Municipal Airport.

BUSINESS OR COMMERCIAL ACTIVITY means the exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.

EXCLUSIVE CONTROL means the legal authority to control, command, manage and supervise an aircraft for a minimum period of one year; and, the sole power to determine the function and location of that aircraft. It does not include temporary custody by charter or for taxiing, parking, fueling, maintenance, storage or service.

EXECUTIVE DIRECTOR means the person contracted by the NAA Board of Commissioners to have primary responsibility for financial control, administration, operation, and maintenance of NAA's real, personal, and intangible property and employees. The Executive Director may designate specific staff to act on the Executive Director's behalf in promulgating NAA policy and procedures. In these Rules and Regulations, "Executive Director" shall mean Executive Director or the Executive Director's specific designee(s).

EXECUTIVE DIRECTOR'S DELEGATION OF POWERS means the Resolution adopted by the NAA Board for the purpose of defining the administrative and operational powers and duties of the Executive Director, and delegating specific powers and duties to the Executive Director.

FAA means the Federal Aviation Administration.

FOD OR FOREIGN OBJECT DEBRIS means any debris that can cause damage to aircraft engines, tires, or skin from rocks, trash, or actual debris found on runways, taxiways, and aprons. FOD may also mean aircraft damage sustained from a foreign object.

LIGHTER-THAN-AIR AIRCRAFT means airships, dirigibles, blimps, balloons, and other certificated lighter-than-air aircraft that utilize gasses or hot air to provide lift.

MOVEMENT AREA means the runways, taxiways, and other areas of the airport which are used for taxiing/hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas; and requires specific approval for entry into the movement area by ATC.

NAA OR NAPLES AIRPORT AUTHORITY means the City of Naples Airport Authority.

NAA BOARD OR NAPLES AIRPORT AUTHORITY BOARD OF COMMISSIONERS means the board of appointed officials which has policy and decision making authority for the operations of the Airport.

NTSB means the National Transportation Safety Board.

OPERATOR means any person who pilots, controls, or maintains, whether directly or indirectly, an aircraft or vehicle.

PERMISSION or PERMIT means permission granted by the Executive Director unless otherwise herein specifically provided.

PERSON means any individual, firm, partnership, corporation, association, company (including any assignee, receiver, trustee, or similar representative thereof), or the United States of America or any foreign government, state, or political subdivision thereof.

PUBLIC AREA means those areas normally used by the general public, including structures and devices such as roadways, sidewalks and terminal facilities that are maintained and kept at the Airport for use by the general public.

RESTRICTED AREA means any portion or portions of the AIRPORT posted to prohibit or limit entry or access by unauthorized personnel.

RUN-UP means any operations of a stationary aircraft engine above idle power except to overcome inertia for taxiing for takeoff or for relocating an aircraft.

THROUGH-THE-FENCE means access to the public landing area to residential or commercial property adjacent to, but not part of, the Airport.

UNCONTROLLED AIRPORT means an airport without an operating airport traffic control tower or when the airport traffic control tower is not operating.

VEHICLE OR MOTOR VEHICLE means all vehicles and motorized equipment moving on the ground propelled by power including muscular power, and including trailers and coaches but not including aircraft while taxiing or construction equipment being used in actual construction in progress on the Airport.

Section 2 – Use of Airport

A. General

1. Permission, Conformance, Procedures

Any permission granted by the NAA Board or Executive Director shall be deemed to constitute an agreement by such person to comply with Airport rules and regulations.

The Executive Director may deny any or all usage of the Airport to any person or persons for cause. Such person or persons shall have the right to appeal the Executive Director's decision.

All Airport activity must conform to all laws, policies, ordinances, rules and regulations promulgated by the NAA and any other appropriate city, county, state or federal authority or agency having jurisdiction over the Airport and any activity conducted at the Airport.

2. Conduct of Business or Commercial Activity

No person shall engage in any business or commercial activity of any nature whatsoever on the Airport except with the prior written approval of the NAA, and under such terms and conditions as may be prescribed in these Rules and Regulations, Minimum Leasing and Operating Standards, and in a lease or other agreement with the NAA. This provision also applies to persons who use the airport as a base for conducting their activity but whose office or other place of business is not situated at the airport.

This does not include aircraft operations in which the flight originates and terminates elsewhere and the airport is used as a temporary stopping place for such purposes as landings, refueling, or other aeronautical service, or the embarking or debarking of passengers, except in the case of charter or air taxi airlines.

3. Airport Property

The leasing of land and/or facilities, or the construction of facilities on Airport property with current or possible future taxiway access for non-aviation uses is prohibited.

4. Through-the-Fence Access

Through-the-fence access to the Airport is prohibited.

5. Commercial Photography

No person shall take still, motion or sound recordings of the Airport for commercial purposes without the prior written permission of the Executive Director. No person shall take still, motion and sound recordings that may hinder airport security (e.g. photographs of access control readers, security cameras, etc.; and photographs or video of law enforcement in a manner that would interfere with official duties).

6. Solicitation, Advertisement, Assembly and Demonstration

No person shall solicit or advertise at the Airport without permission of the Executive Director. No person shall organize an assembly or demonstration at the Airport without permission of the Executive Director.

7. Use of Wireless Internet Access System (Wi-Fi)

The NAA may, at its option, provide Wi-Fi access to the public. This service may be provided free of charge or for a fee, as determined by the Executive Director. The Wi-Fi system, if provided, is on an "as is" and "as available" basis, without warranties of any kind. The NAA does not warrant that the services will be uninterrupted, error-free, or free of viruses or other harmful components. Users assume all responsibilities related to the security, privacy and confidentiality risks inherent in wireless communications and technology and the NAA does not make any assurances or warranties relating to such risks. The NAA is not responsible for any loss of any information that may arise from the use of the wireless connection, nor is the NAA responsible for any loss, injury, or damages resulting from the use of the wireless connection. The NAA is not liable for any action or inaction with respect to any content on the Internet accessible through the Wi-Fi system.

8. Airport Liability

The NAA assumes no responsibility or liability for loss, injury or damage to persons or property on the Airport, or using Airport facilities, by reason of fire, vandalism, winds, flood, earthquake, Act of God, or collision damage, nor does it assume any liability by reason of injury to persons or property while using any Airport facility. Nothing in the Rules and Regulations shall constitute a waiver of sovereign immunity under Section 768.28, Florida Statutes, or any other applicable law or regulation.

9. Property Damage

No person shall:

a) Destroy, deface or disturb Airport property in any way.
b) Conduct activities that are injurious, detrimental or damaging to Airport property or to activities and businesses or the Airport.
c) Abandon any personal property on the Airport.

10. Payment for Damages

Any person causing, or liable for, any damage, shall be required to pay the NAA, on demand, the full cost of repairs, clean up, removal, legal fees or other costs incurred by the Authority as a result of the incident. Any person failing to comply with these rules shall be in violation and may be refused the use of any Airport facilities until the NAA has been fully reimbursed for damages sustained.

11. Lost Articles

Any person finding lost articles in public areas of the Airport shall immediately notify NAA security or NAA operations customer service.

12. Trash Containers

No person shall keep uncovered trash containers in any outside area. No vehicle used for hauling trash, dirt or any other materials shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents from dropping, sifting, leaking, or otherwise escaping.

Areas to be used for trash or garbage containers shall be designated by the Executive Director and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

13. No Smoking Areas

No person shall smoke in any hangar, shop or other building where it is dangerous to do so or where it is specifically prohibited by the Executive Director. Smoking is prohibited inside the Airport terminals and NAA owned and operated buildings and vehicles at all times. No smoking shall be done on any ramp within fifty (50') feet of a fuel tank, fuel truck or aircraft.

14. Disorderly Conduct / Customer Service:

a) The Executive Director may revoke the Airport ID media of an Airport tenant, an Airport tenant's employee, or any other Airport ID media holder who engages in disruptive, rude or other inappropriate behavior towards customers, other employees, guests or visitors.

b) No person shall commit any disorderly, obscene or unlawful act or commit any nuisance on the Airport.

c) No person shall drink any intoxicating liquor upon any portion of the Airport open to the public except in such areas as the Airport restaurant or lounge facilities existing or as may hereafter be established or other place as shall be properly designated and licensed for on-sale liquor dispensing, except upon specific permission of the Executive Director.

d) No person shall become intoxicated on any portion of the Airport, nor shall any intoxicated person enter upon or loiter on or about the Airport or any of its facilities.

15. Firearms, Explosives, etc.

a) No persons, except duly authorized law enforcement officers, on official duty, shall carry openly, or concealed, any firearms within any NAA owned or operated building or facility, with the exception of firearms enclosed in a carrying case or other container for shipment by air. This provision shall not apply when such firearms are being used in the NAA official capacity for the purpose of dispersing wildlife when their presence creates an operational/safety hazard to persons, property or the safe operation of aircraft.

b) No person, except duly authorized law enforcement officers or member of the Armed Forces of the United States, on official duty, shall possess any explosives on the Airport. This provision shall not apply when such explosives are being used in the NAA official capacity for the purpose of dispersing wildlife when their presence creates an operational/safety hazard to persons, property, or the safe operation of aircraft.

c) No person shall store, keep, handle, use, dispense or transport at, in, or upon the Airport any radioactive substance or material (except for minimum amounts of radioactive substances, such as radioactive paint illuminating instrument dials), without prior written authorization from the Executive Director.

16. Model Aircraft

The flying of model aircraft within the Airport area is prohibited unless authorized in writing by the Executive Director. No person shall operate or release any kite, balloon, model aircraft, or parachute anywhere on or around the Airport without the written permission of the Executive Director.

17. Fueling

All fueling operations, devices, or handling shall be in accordance with Federal, State, County or City regulations and safety standards as well as any lease or fuel license, agreement or rules of the NAA, to include compliance with requirements of the NAA's Federal Aviation Administration approved Airport Certification Manual (ACM).

18. Hazardous Material

All hazardous material, including petroleum products, must be stored in approved, environmentally safe, containers and cabinets.

19. Waste

Operators of hangars or other aircraft service or maintenance buildings, terminal buildings or other areas shall have suitable metal receptacles with self-closing covers for the storage of oil waste and rags, which must be removed by the operators from the Airport premises and at regular intervals as may be established by the Executive Director.

20. Sanitary Sewer System and Storm Drainage System

a) There shall be no repairs or adjustments to aircraft or ground vehicles on the Airport which can cause pollutants or potential pollutants, including but not limited to grease, oil, fuel detergents, deicing fluids, debris, etc., to enter the Airport sanitary sewer system or the storm drainage system.

b) No petroleum products, pollutants, or potential pollutants, including but not limited to used motor oil, grease, fuel detergents, deicing fluids, debris, etc. shall be dumped or permitted to drain into the Airport sanitary sewer system, storm drainage system, canals, or ponding areas.

21. Domestic Animals

All domestic animals present in the common areas of the Airport shall be controlled and restrained by a leash, harness, restraining strap, portable kennel, or other appropriate device. It shall be the responsibility of the owner or handler to exercise control over the animal at all times. Owners or handlers are responsible for the immediate removal and disposal of animal waste.

22. Fishing and Hunting

No person shall fish or hunt, pursue, trap, catch, injure or kill any bird or animal on Airport property without authorization of the Executive Director.

23. Wildlife Attractants

No person will create or maintain any activity at the Airport that would have the potential to attract wildlife to the Airport or surrounding property. Feeding or otherwise encouraging the congregation of birds or animals on the Airport is prohibited.

24. Signage

No signs may be displayed on the Airport without the prior written permission of the Executive Director and may be removed without notice. All signage installed on the Airport must be in compliance with City Ordinance and the NAA's signage plan.

B. Vehicles and Pedestrians

1. General Requirements:

a) Vehicles will be operated on the Airport in accordance with all rules and regulations of the Airport, and all federal, state, and local laws.

b) Authorized access onto the Airport will be through an access gate located nearest the Airport facility or business of intended use.

c) When an Airport gate is out-of-service, entry to the airfield will be via a secondary gate as specified to the operator or as posted at the out-of-service gate.

d) All vehicles shall yield the right of way to aircraft in motion and emergency vehicles.

e) Each person entering or exiting an Airport access gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or person(s) gain access to the airside while the gate is open.

f) All persons, upon entering or exiting an Airport pedestrian access gate, shall make sure that the gate completely closes behind them before proceeding to their destination so as to not allow the entry of an unauthorized person.

2. Vehicles

a) All vehicles inside the fence must have a valid NAA issued Airport ID media or be escorted by a person with a valid NAA issued Airport ID media.

b) All vehicles inside the fence must have the appropriate type and amount of vehicle liability insurance in accordance with state law.

c) All persons desiring airfield driving privileges must attend and pass a driver and safety training class and comply with the NAA's Airport Identification and Gate Access Application requirements prior to being issued an Airport ID media.

3. Control of Vehicles

a) No person shall operate or park a vehicle at the Airport in a manner prohibited by signs, pavement markings, or other signs posted by NAA or by published rules and regulations. The Executive Director has the authority to regulate or prohibit airside access to any class or type of vehicle or other form of transport.

b) No person shall operate or park a vehicle on the airside area without appropriate need for access, and possession of valid Airport ID media.

c) Except in case of emergency or operational necessity, no vehicle shall leave paved areas.

4. Speed Limits

Vehicles shall be operated in strict compliance with all posted speed limits at the Airport. The maximum speed limit for all vehicles on the airside, with the exception of authorized emergency services vehicles in the performance of their official duties, is fifteen (15) miles per hour on the ramp or secure areas. **Operations within 50 feet of any aircraft are limited to a maximum of five (5) miles per hour.**

5. Vehicles Operating on Runways and Taxiways

a) No vehicle shall be operated on the runways, taxiways, and associated safety areas unless so authorized by the Executive Director.

b) Any person authorized to operate a vehicle on the Airport runways, taxiways, or associated safety areas must have a valid NAA issued Airport ID media and have completed a full Airport driver certification program or be escorted by an NAA authorized person with a valid NAA issued Airport ID media.

c) Any vehicle authorized to operate on the Airport runways, taxiways, or associated safety areas shall display appropriate lighting or a flag that complies with FAA Advisory Circular 150/5210-5 and is visible to the Airport ATC personnel. Exceptions to this rule must be authorized by the Executive Director. The company name must be prominently displayed on both sides of the vehicle.

d) All vehicles authorized to operate on the runways, taxiways, or associated safety areas must be equipped with a two-way radio, receive a clearance from, and remain in continuous communications with, ATC. The installation of a two-way radio does not permit the unauthorized operation of vehicles on runways and/or taxiways.

e) If vehicles are not equipped with radios, prior approval must be obtained from the Executive Director and ATC. Additionally, all vehicle operators shall comply with the standard Airport light gun signals.

6. Airport Vehicle and Pedestrian Access Control

Persons leasing, operating or otherwise responsible for Airport property which contains any portion of the Airport security perimeter (as defined by the Executive Director), shall operate and maintain all vehicular and pedestrian access points and Airport security perimeter on their property in a manner acceptable to the Executive Director, which limits access from their property to the Airport to only those persons authorized by the Executive Director.

7. Airport Perimeter Access Roads

The Airport perimeter roads shall only be used by NAA vehicles and other vehicles authorized by the Executive Director.

8. Authority to Remove Vehicles

The Executive Director may cause to be removed from any area of the Airport any vehicle which is disabled, abandoned, has an expired license tag, is parked in violation of these regulations, or which presents an operational hazard as determined by the Executive Director to any area of the Airport, at the vehicle operator's expense and without liability for damage which may result in the course of such movement.

9. Bicycles and Miscellaneous Vehicles

Recreational use of golf carts, ATVs, three-wheelers, scooters, mini-bikes, go-carts, roller skates/blades, skateboards, bicycles or other vehicles not licensed or otherwise permitted by state law for operation on a public street or highway is prohibited on the airside.

10. Motor Homes, Boats, Trailers and Recreational Vehicles

Motor homes, boats, trailers, recreational vehicles, and other non-aviation related vehicles or equipment shall not be stored on the Airport without the prior written authorization of the Executive Director.

11. Accidents

The driver of any vehicle involved in an accident on the Airport which results in injury or death to any person, or damage to any property, shall immediately stop such vehicle at the scene of the accident, render reasonable assistance to a person injured in the accident, including making arrangements for the transporting of the person to a physician, surgeon or hospital for medical or surgical treatment if it is apparent that treatment is necessary or if the transporting is requested by the injured person, and give his/her name, address and operator's license and registration number to the person injured, the Executive Director, and to any police officer or witnesses of the accident. The operator of such vehicle shall make a report of such accident in accordance with state law and provide a copy of same to the Executive Director.

12. Careless Operation, Driving While Intoxicated

No vehicle of any kind shall be operated at the Airport:

a) In a careless, negligent or reckless manner, or in disregard of the rights and safety of others, or while the driver would be prohibited by law from operating an automobile upon public streets due to drug or alcohol impairment or influence, or at a speed or in a manner which endangers or is likely to endanger persons or property.

b) If the vehicle is constructed, equipped or loaded as to endanger or be likely to endanger persons or property, or to result in the load or other materials becoming separated from the vehicle; or

c) Without operating headlights, tail lights, turn signals, and brake lights during hours of darkness, inclement weather, or reduced visibility.

13. Vehicle Parking Restrictions

a). No person shall park or leave any vehicle standing, whether occupied or not, except within a designated parking area.

b) Aircraft owners and persons shall only park their vehicle in the aircraft storage space designated for their aircraft.

c) Vehicles parked in aircraft storage areas shall be parked in a manner so as to be completely contained in the aircraft storage space and to not obstruct adjacent aircraft storage areas or aircraft movement areas, unless for the purposes of immediate and temporary loading, unloading, or staging of an aircraft.

d) The vehicle shall only be parked in a manner that allows the vehicle to be immediately driven or towed away from any nearby aircraft in the case of an emergency.

14. Volunteer Assistance

No person shall enter the airside area of the Airport for the purposes of attending, observing or assisting at the scene of an accident except persons authorized by law or otherwise requested or with consent of the Executive Director or ATC.

15. Pedestrians in the Airside Area

No person shall walk, stand, or loiter in the airside area if such activity is determined to be an operational or safety concern as determined by the Executive Director. Jogging or exercise is not authorized airside.

16. Vehicle Repair

a) No person shall clean or make any repairs to vehicles anywhere on the Airport except those minor repairs necessary to remove such vehicles from the Airport.

b) No person shall move, interfere or tamper with any vehicle, or take or use any vehicle part or tool thereof, without the written permission of the owner or satisfactory evidence of the right to do so duly presented to the Executive Director.

C. Aircraft and Aircraft Operations

1. Authority to Prohibit Operations

a) The Executive Director shall have the right at any time:

(1) To temporarily close the Airport or any portion thereof to air traffic.

(2) To temporarily prohibit aircraft landing and/or taking off at any time and under any circumstances.

(3) To temporarily delay or restrict any flight or other aircraft operations (except emergency landings), or;

(4) To temporarily deny the use of the Airport to any person or group when the Executive Director considers such actions to be necessary and desirable in the interest of safety or when the rules and regulations are being violated.

b) Under no circumstances shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, loss of revenue, or damage incurred by any operator, tenant, permittee, or any other entity.

2. Aircraft Requirements

a) Aircraft operations on the Airport shall be limited to self-powered aircraft, unless otherwise authorized by the Executive Director as part of a special event.

b) No aircraft shall land or take off at the Airport unless it is equipped with brakes and a functional radio capable of direct two-way communications with ATC, except in the case of an emergency or with prior consent of the Executive Director and ATC.

c) Except in an emergency, no rotorcraft equipped with skid-type landing gear shall perform run-on landings or any other maneuver that would cause the skids to slide upon the runway surface. With the prior approval of ATC, rotorcraft training maneuvers that would cause the skids to slide may be allowed on a taxiway surface.

d) Rotorcraft shall not be taxied, towed, or otherwise moved with the rotors turning unless there is adequate clear area in all directions from the outer tips of the rotors.

e) Hover-taxiing is prohibited between buildings.

f) Trailers or dollies shall be utilized to tow helicopters to parking pads or ramps for flights. Rotorcraft tow vehicles and trailers shall not be left at APF public-use parking aprons, unless approved in advance by the Executive Director.

g) Lighter-than-air aircraft operations, parachute drops, and banner or glider towing can create a hazardous environment. Such specialized activities require prior written approval from the Executive Director and may require coordination with the FAA.

3. Running of Aircraft Engines

a) Aircraft engines shall only be run at idle except as may be necessary for safe taxiing operations, taking off, landing, preflight testing, and maintenance testing. All engine run-ups shall be conducted in the appropriate run-up areas as determined by the Executive Director. Also see Section 3, C. 14. B. At no time shall an aircraft's engine(s) be operated while the aircraft is in a hangar or covered tie down space.

b) No person shall start or run any engine in an aircraft unless a licensed pilot or qualified A & P mechanic is in the aircraft attending the engine controls. Chocks shall always be placed in front of the wheels before starting the engine(s) unless the aircraft is equipped with adequate brakes.

c) No aircraft engine shall be started or aircraft taxied where the exhaust or propeller blast may cause injury to persons or do damage to property or spread debris on the airside area.

d) No aircraft shall be fueled or de-fueled while one or more of the engines are running, except in an emergency that threatens the health, welfare or safety of the public and with the prior written approval from the Executive Director.

e) No aircraft engine shall be started or run while such aircraft is in a hangar or enclosed space.

4. Registration

a) All APF based aircraft must be registered with the NAA.

b) All persons with authorized access and a valid ID media shall keep all application information current with the NAA.

5. Inspection

The Executive Director shall have the right to inspect any person's pilot's license and/or aircraft registration that operates to or from the Naples Municipal Airport upon demand.

6. Self-Services

A person with exclusive control of an aircraft or that person's employees may perform services (fueling, maintenance, repair, or cleaning) on that person's aircraft utilizing that person's vehicles, equipment, and resources (self-service). A person with exclusive control of an aircraft who engages in self-service activities may not perform services for others for compensation or hire. The right to engage in self-service activities is conditioned upon compliance with applicable regulatory measures. The right to engage in self-service fueling requires an NAA issued Private Self Fueling License. This provision does not apply to a customer fueling his aircraft from an Authority owned Public Self-Fueling Facility.

If the right to self-service is not exercised by a person with exclusive control of the aircraft, the person is only permitted to have that aircraft fueled through the NAA, and maintained, repaired or otherwise serviced at the Airport by those operators authorized to engage in such commercial activities at the Airport under an agreement with the NAA.

7. Cleaning and Maintaining Aircraft

Cleaning, washing, polishing, or otherwise maintaining aircraft shall be accomplished only in areas designated for that purpose by the Executive Director.

8. Painting

Doping processes, painting, or paint stripping shall be performed only in those facilities approved for such activities and in compliance with air quality regulations, applicable building and fire codes, and the Airport's Stormwater Pollution Prevention Plan.

9. Aircraft Parking Restrictions

a) Aircraft shall be parked or stored so as not to obstruct any movement area, aircraft parking and storage area, or taxi lane, or another aircraft's ingress or egress from the Airport's movement area.

b) Aircraft shall be parked in a manner that allows the aircraft to be immediately pushed or towed away in the event of an emergency. The aircraft owner is responsible for the security of the tie-down restraints.

c) Upon direction of the Executive Director, the operator of any aircraft parked or stored at any area shall move said aircraft from the place where it is parked or stored to any other designated place; if the operator refuses to comply with such direction, the NAA may tow said aircraft to such designated place at the operator's expense, and without liability for damage which may result in the course of such moving. The operator or owner is responsible for any damage done by, or to the aircraft.

10. Disabled, Damaged or Dismantled Aircraft

a) Storage of disabled damaged or dismantled aircraft or aircraft that appear to be un-airworthy, in areas other than inside a privately owned hangar, for more than thirty (30) calendar days after written notification from the Executive Director is

prohibited, unless pre-approved, in writing, by the Executive Director for a specific time period and in an enclosed storage area.

b) If aircraft is not removed within the prescribed thirty (30) days, the Executive Director may cause the aircraft, at the owner's/operator's expense, to be removed from the airport.

c) Abandoning an aircraft anywhere on the Airport is prohibited.

11. Accident or Incidents

a) Any damage to an aircraft in motion, any damage or injury to persons or property caused by an aircraft, or any damage to an aircraft caused by persons or property, is considered by NAA to be a reportable accident and incident, regardless of FAA or NTSB criteria.

b) Aircraft operators involved in an incident or accident on the Airport resulting in injury or death to person(s) or damage to property shall make a full and prompt report of the incident to the NAA Operations Department, complete any necessary reports or forms, and comply with all applicable provisions of NTSB Regulations. Damage to property includes damage to a runway, taxiway, taxilane, apron, signage, or navigational aid, light or fixture.

c) Upon authorization to remove the aircraft, the operator shall be responsible for the safe and prompt removal of disabled aircraft and parts within a movement area to a non-movement area.

c) If immediate arrangements are not made (so that the Airport can return to full operational status without unreasonable delay), NAA may have the aircraft removed at the aircraft operator's risk and expense without liability for damage arising from or out of such removal.

12. Authority to Remove Aircraft

The Executive Director may move any aircraft, at the operator's risk and expense without liability for damage arising from or out of such action, which is disabled, abandoned, parked in violation of these regulations, or which presents an operational hazard. Aircraft may also be moved in the interests of security or Airport maintenance.

13. Removal of Fuel, Oil, and Grease

Any person involved in the spillage or dripping of fuel, oil, grease, or any material which may be unsightly, detrimental, or hazardous in any area of the Airport has the responsibility for the immediate cleanup and proper removal of the material and for the notification of this incident to the Executive Director within two hours. The responsibility for the immediate removal of such fuel, oil, grease or other material shall be assumed by the operator or owner of the equipment causing the same or by the tenant or person responsible for the deposit. In the event of such spillage, and failure of the operator or owner to restore the area to its original safe and environmentally sound status, the NAA may cleanup any material unlawfully spilled, placed or otherwise deposited at the Airport and may charge the responsible person(s) for the cost of the cleanup, and any required environmental remediation, and any expenses incurred by, or fines or damages imposed on, the NAA as a result thereof.

14. Mandatory Restrictions

All aircraft owners, operators and tenants shall comply with the following regulations, unless subject to the specific listed exemptions:

a) Aircraft exceeding 75,000 pounds maximum gross weight dual gear as indicated on the aircraft operating certificate issued by the aircraft manufacturer are prohibited from operating at APF.

b) Stage 1 and Stage 2 Jet aircraft are prohibited from operating at APF.

c) The following categories of aircraft shall be exempt from these provisions:
   (1) Aircraft operated by the United States of America or the State of Florida.
   (2) Law enforcement, emergency, fire or rescue aircraft operated by any county, city or state or other governmental agency.
   (3) Any aircraft operated for bona fide emergency purposes, such as Lifeguard Flights as defined in the Federal Aviation Regulations. Such operator shall notify the Executive Director of the emergency before conducting the operation, if at all possible, and shall in all cases complete and submit a form furnished by the NAA stating the details of such emergency, not later than 48 hours after the operation is conducted. All persons conducting any operation under this exception shall operate under the guidelines of Federal Aviation Regulations and shall make available to the Executive Director, upon reasonable request all records and documentation relating thereto.

d) Maintenance run-ups for aircraft engines are prohibited between the hours of 10:00 PM and 7:00 AM local time. Operators may request permission from the Executive Director to conduct a maintenance run-up during the restricted hours under exceptional circumstances. If granted, the Executive Director may set limits on exactly when and where the run-up would be conducted, and limit the duration of the run-up and the power settings used.

e) Pre-flight run-ups for turboprop aircraft shall be performed at designated locations.

15. Voluntary Measures

The NAA has adopted the following voluntary measures:

a) All persons operating turbo-jet aircraft within the Naples Airport Traffic Area shall familiarize themselves with the National Business Aircraft Association (NBAA) noise abatement operating procedures available at the General Aviation Terminal or from NBAA. The NAA requests that these procedures or similar noise abatement procedures be utilized to the maximum extent practicable when operating to or from APF.

b) Voluntary cessation of flight operations by aircraft from 10:00 PM to 7:00 AM local time.

c) The following categories of aircraft shall be exempt from this provision:
   (1) Aircraft operated by the United States of America or the State of Florida.
   (2) Law enforcement, emergency, fire or rescue aircraft operated by any county, city or state or other governmental agency.

(3) Any aircraft operated for bona fide emergency purposes, such as Lifeguard Flights as defined in the Federal Aviation Regulations. Such operator shall notify the Director of Operations of the emergency before conducting the operation, if at all possible, and shall in all cases complete and submit a form furnished by the NAA stating the details of such emergency, no later than 48 hours after the operation is conducted. All persons conducting any operation under this exception shall operate under the guidelines of Federal Aviation Regulations and shall make available to the Executive Director, upon reasonable request all records and documentation relating thereto.

d) Helicopter operators are requested voluntarily to use preferred helicopter arrival and departure routes.

D. Tenant Operations

1. Compressed Gases

Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinders or tanks being secured.

2. Fire Prevention

Tenants shall be responsible for ensuring that fire safety and building practices/procedures are followed at all time.

3. Storage of Materials and Equipment

Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, vehicles, or equipment, unless approved, in writing, by the Executive Director.

4. Telecommunications

Persons and tenants shall operate any and all of its communications equipment (wired or wireless) in a manner that will not cause interference to NAA's, FAA's and ATC's operations of the Airport. Upon any notification from NAA, the FAA or the police or fire departments of any interference caused by an operator's or tenant's operations, the operator or tenant shall cease all communications operations, transmissions and uses of the Airport. The person or tenant may not resume communications operations until NAA has so notified the tenant in writing.

5. Flying Clubs

In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including pilot age, navigation, and an awareness and appreciation of aviation requirements and techniques, flying clubs are welcome at Naples Municipal Airport. All flying clubs desiring to base their aircraft and operate at the Airport must comply with the following provisions:

a) Flying clubs may not offer or conduct charter, air taxi, or aircraft rental operations. They may conduct aircraft flight instruction for regular members only, and only members of the flying club may operate the aircraft.

b) No flying club shall permit its aircraft to be used for flight instruction for any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instruction. An exception applies when the instruction is given by a lessee based on the Airport who provides flight training and the person receiving the training is a member of the flying club. Flight instructors who are also club members may not receive payment for instruction except that they may be compensated by credit against payment of dues or flight time.

c) Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club may perform maintenance work on aircraft owned by the club. The flying club may not become obligated to pay for such maintenance work except that such mechanics may be compensated by credit against payment of dues or flight time costs.

d) All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport, except that said flying club may sell or exchange its capital equipment.

e) The flying club shall comply with all federal, state, and local laws, ordinances, regulations and the rules and regulations of the Airport.

f) The flying club will provide tax returns, evidence of insurance coverage, membership lists, and other documents upon the request of the Executive Director.

g) Any flying club that violates these requirements – or that permits one or more members to do so – may be required to terminate all operations as a flying club at the Airport.

6. Right to Inspect

The Executive Director shall have the right at all reasonable times to inspect all areas under lease to or occupied by tenants.

E. Airport Security

1. Issuance of ID media

a) All persons requiring access to secure areas of the Airport must be in possession of valid Airport approved ID media. The Executive Director may revoke any issued ID media for any reason if it is deemed to be in the best interest of the NAA.

b) All persons must display their Airport approved ID media above as required in the NAA's current Airport Identification and/or Gate Access Application/Renewal documents, as updated from time to time.

c) Persons must have a completed application, keep their information current at all times and pay any applicable fees for any ID and gate access media issued.

c) Any ID or access media issued to a person cannot be used by any other operator or person.

e) Upon request by the NAA, or if the need of a person to have an Airport issued ID and/or gate access media is no longer required, a person must return all issued media to the NAA.

f) Upon expiration of the ID and gate access media, the person must return the media to the NAA and apply for a renewal if the need for Airport/AOA access still exists.
g) Tenant operated pedestrian perimeter access control information shall not be shared with unauthorized persons.
h) A person is responsible for informing Airport security immediately if their ID or gate access media is lost or stolen.

2. Challenge Procedures, and AOA safety

a) All persons at the Airport are expected to follow challenge procedures if unauthorized person(s) and/or vehicles are encountered on the AOA. Challenge procedures call for users to challenge people who are not wearing a proper Airport issued ID media are in an area that they are not authorized to be in, or who appear suspicious. Challenging others should be in a non-threatening manner. Contact Airport security if the person challenged cannot produce a valid Airport ID or if their actions are suspicious in nature.
b) All persons are expected to be the eyes and ears of the Airport security team.
c) All persons are expected to report any unusual activity to Airport security, such as persons handing their ID media to others in order to gain access to the Airport, known or unknown individuals around aircraft, fuel farms, etc.
d) Boxes, toolboxes, etc., may NOT be left unattended on any AOA.
e) All persons should pick up any FOD. Report large FOD problems to Airport Operations.
f) Report any vehicle or pedestrian gate malfunction to Airport Operations or Airport Security.
g) Report any breaks in the perimeter fence or other secured areas to Airport Operations or Airport Security.
h) Do not disclose security rules, regulations and procedures to unauthorized parties.
i) Escorts must keep their visitors under sight and voice control, and are responsible for their actions while on the Airport.

Section 3 – Penalties

A. General

1. All penalties prescribed for the penal offenses and miscellaneous provisions as contained in the City of Naples Code of Ordinances, and as the same, may be amended, deleted, or added to, shall be in full force and effect at the Airport with respect to the violation of the said penal offenses and miscellaneous provision and in violation to these rules and regulations.

2. Rules and regulation enacted and adopted by the NAA may be enforced as are city ordinances. Violation thereof shall be a misdemeanor and shall be punishable as set out in the Charter of the City of Naples, Florida. In addition to the penalties otherwise provided by municipal, state, and federal law, any person operating or handling any aircraft or vehicle in violation of these rules and regulations, may be deprived of further use of the Airport and its facilities for such length of time as the Executive Director may determine, except that a violation of the Mandatory Restrictions, will be enforced in accordance with Section 3 B.

3. The Executive Director may order any person to cease and desist any activities or conduct that violates these rules and regulations. The Executive Director may also order any person who knowingly fails to comply with a cease and desist order to be removed from or denied access to APF. The denial of access to the Airport will still permit the person to access commercial flights at the Airport.

4. An order of removal from or denial of access to APF will be issued by Naples Police Department at the request of the Executive Director.

5. Any person or entity having a permit, lease, license, or franchise with the NAA, who violates any provision of these rules and regulations, shall to the extent permitted by law, have the permit, lease, agreement, license or franchise, subject to revocation, and will be deemed to be in default under the written agreement.

6. Other Actions
The Executive Director, upon his sole discretion, and depending upon the severity of the violation and/or the number of violations caused by a person, may:
   a) Revoke the person's airport access ID Media for a specific amount of time.
   b) Revoke the person's airport access ID Media on a permanent basis.
   c) Immobilization of Aircraft.

   The Executive Director may immobilize an aircraft by installing on the aircraft a propeller lock or by such other suitable means under any of the following circumstances:

   1. Failure of the aircraft owner/operator to remit all fees and charges due to the NAA, in a timely manner.

   2. If, in the determination of the Executive Director, the aircraft presents an operations safety concern in any area of the airport, or otherwise constitutes a danger to the health, safety , or welfare of any individual or the public in general, and until such time as the aircraft no longer presents such health, safety or welfare concerns.

   3. Repeated and willful violation of the airport rules and regulations and/or minimum leasing standards.

Any person may appeal any adverse decision in accordance with Section 3. E.

B. Violation of Mandatory Restrictions

1. Violations of the Mandatory Restrictions shall be punishable by a fine not to exceed $500 for each offense.

2. In the event that any aircraft owner or operator has two or more violations of the Mandatory Restrictions within any three-year period, then for a period of one year after the date of the second violation, the aircraft owner or operator may be denied the right to land or take off from APF, except in a bona fide emergency situation. (A takeoff operation following an arrival made in violation of this provision shall not constitute a second violation.) In the alternative, and at the option of the NAA, any tenant whose violation of the mandatory provisions of these rules and regulations constitutes a default under any applicable lease shall be subject to the landlord's remedies as set forth in the applicable lease and in Chapter 83 of the Florida Statutes.
3. Any person or entity having a permit, lease, license, or franchise with the NAA, who violates any provision of the Mandatory Restrictions, shall to the extent permitted by law, have the permit, lease, agreement, license or franchise, subject to revocation.

C. Lien for Fuel, Landing and Other Fees

1. The NAA shall have a lien upon all aircraft landing at the Airport for all charges for fuel, landing fees and other fees and charges for the use of the facilities of the Airport by any aircraft, when payment of such charges and fees is not made immediately upon demand therefore to the operator or owner of the aircraft by a duly authorized employee of the NAA. The lien for the full amount of the charges and fees due to the NAA attaches to any aircraft owned or operated by the person owing such charges and fees. Such lien may be enforced as provided by law for the enforcement of warehousemen's liens in the State of Florida.
2. It is unlawful for any person to remove or attempt to remove any such aircraft from the Airport after notice of the lien has been served upon the owner or operator thereof or after posting of such notice upon the aircraft. Any person who removes or attempts to remove the aircraft from the Airport after service or posting of the notice of lien as herein provided, and before payment of the amount due to the NAA for landing fees and charges incurred by such aircraft, shall be guilty of a criminal offence and misdemeanor within the meaning of F.S. 775.08 and shall be punished as provided by law.

D. Enforcement

1. Enforcement Officials:

a) The NAA, as operator of the Naples Municipal Airport, through Section 15 of Chapter 69-1326, Laws of Florida (the Naples Airport Authority Act), provides that the rules and regulations of the Airport will be enforced as City Ordinances.

b) The NAA, as operator of the Naples Municipal Airport, through the City of Naples Police Department, will enforce the provisions of this section for penalties and fines pursuant to Florida Statute 775.082 or 775.083. Violations shall be prosecuted in Collier County Court.

c) Additionally, the Executive Director is hereby authorized to oversee any and all notices of violation proceedings pursuant to Section 3 D.2. of the rules and regulations.

2. Enforcement Proceedings:

a) Administrative: The Executive Director is authorized to issue a notice of violation to any aircraft owner, operator, or lessee, if known, or any other appropriate person for any violation of the rules and regulations.

b) Notice of Violation:

(1) A notice of violation shall include a citation of the rule or regulation violated, the time and date of the violation, the type and registration number of the aircraft, the name of the aircraft owner, the pilot, if known, and any other pertinent information.

(2) A notice of violation shall be either hand-delivered or sent by certified mail to the aircraft owner and/or the aircraft operator, if known, within 30 days of the date of violation.

E. Appeals

Any person or entity who has been denied use of APF or whose permit, lease, or license has been revoked shall be entitled to appeal to the Executive Director by delivering written notice of appeal to the office of the Executive Director within 10 days of the date of the notification that use has been denied or the permit, lease, or license revoked. The Executive Director will respond, in writing, with his final decision within 10 days of receipt of the written appeal.

Any person or entity may appeal this decision by the Executive Director to the NAA by delivery of written notice to the Executive Director within 10 days of the final decision by the Executive Director.

1. The NAA Board shall conduct a hearing within 30 days of the notice of appeal and shall announce its decision promptly at the conclusion of the hearing.
2. All parties shall have an opportunity to respond, to present evidence and argument on all issues involved, to conduct cross-examination and submit rebuttal evidence, and to submit proposed findings of facts and conclusions of law.
3. Hearsay evidence may be used for the purpose for supplementing or explaining other evidence, but it shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
4. The NAA Chairman of the Board shall complete and submit to the Executive Director and all parties, an order consisting of findings of fact and conclusion of law, and the written order shall be consistent with the findings announced by the NAA at the conclusion of the hearing. The decision of the NAA Board shall be final, and only subject to appellate review by the Circuit Court, or any appropriate City, County, State or Federal authority or agency having jurisdiction over the Airport.