



## **Rules & Regulations**

**Airport Rules and Regulations shall be a part of all leases. A violation of any Airport rule or regulation shall be deemed sufficient cause for cancellation of an agreement.**

### **USE OF AIRPORT FACILITIES**

1. No person shall use the New Bedford Regional Airport or its associated Terminal Building as a -Base for the following operations without first securing a permit from the Airport Commission, and paying the fees and charges prescribed for such privileges, the use of the Airport, its facilities and for services rendered:
  - Carriage of Commercial Passengers or Cargo
  - Carriage of Private Passengers or Cargo
  - Charter Flying
  - Flight Training
2. All users of the New Bedford Regional Airport shall abide by the approved Airport Security Plan.
3. No person shall travel on any portion of the Airport, except upon the roads, walks, or places provided for the particular class of traffic; nor occupy the roads or walks in such a manner as to hinder or obstruct their proper use.
4. No person shall place, discharge or deposit in any manner, Garbage, or any refuse in the following areas except in receptacles provided for that purpose:
  - Any Landing Area
  - Ramp/Apron Area
  - Aircraft Parking Areas
  - Storage Areas
  - Any Public Building area on the Airport
5. Unless otherwise provided in a lease or other agreement, no person shall use any area of the Airport for storage of Equipment, Cargo, Property, or vehicle without permission of the Airport Manager (or designee)/Airport Commission. If notwithstanding, the above prohibition, a person uses such area for storage without first obtaining permission, the Airport Manager (or designee)/Airport Commission shall have the authority to order the cargo, property or vehicle removed at the owner's expense.
6. No person shall trespass, use or occupy any area of the Airport for any purpose whatsoever, except as may be authorized by law, the Airport Commission and/or the Airport Manager (or designee).

7. Any person visiting the Airport for purposes of transacting business with the New Bedford Airport Commission, its agents, any Fixed -Base Operator, or tenant, shall exercise the highest degree of care in any area where Aircraft are or may be operating.
8. The only area of the Airport to which the public may have access to is the main access roads leading to the Administration Building, and motor vehicle parking areas. All other areas of the Airport are deemed “off-limits” and unauthorized areas to the public. The Airport Manager (or designee)/Airport Commission may revoke such privileged access of any member of the general public, when in their judgment; the conduct of any such member of the general public is deemed a hindrance to the safe, orderly operation of the Airport. Under such conditions, the unruly individual may be removed from the Airport by the New Bedford Police Department.
9. Overnight parking of Motor Vehicles is prohibited on Airport property, except in the following designated areas:
  - Long Term Parking Lot – Payment Required
  - Employee Parking Lot – Permission from Airport Administration Required
  - FBO Parking Lots – Permission from FBO Required
10. Storage of any equipment, boats, trucks, or material, in any area to which the public may have access is prohibited.

#### **USE OF AIRPORT OPERATING AREA (AOA):**

1. Any use of the AOA is prohibited, except as may be authorized by law and in the strict conformance with the requirements of the Airport Commission, Airport Manager (or designee) and Airport Security Plan.
2. Aircraft will use the authorized runways for landing and takeoff operations. Aircraft will use authorized taxiways for taxing of Aircraft only, excluding taxiway takeoffs for Rotorcraft.
3. Aircraft are prohibited to takeoff over hangars, buildings, obstructions, automobile parking areas, or groups of spectators.
4. Aircraft operators shall contact the control tower for thru taxiing, takeoff and /or landing of Aircraft via Local Control frequencies (118.10 MHz Tower or 121.90 MHz Ground).
5. No Aircraft engine shall be started or run on this Airport without a competent attendant at the controls.
6. Formation Takeoffs and Landings must be approved by the Air Traffic Control Tower.
7. Aerobatics within the Airport traffic area require an FAA waiver.
8. Air traffic must comply with the established flight pattern and obey directions from the Control Tower.
9. No persons other than authorized and Badged employees shall be allowed on any portion of the AOA without permission from the Airport Manager (or designee).
10. All Pilots and/or Aircraft using this Airport as a -Base must be registered with the Massachusetts Aeronautics Commission, as required by Chapter 90, Section 49 of the General Laws.
11. No vehicles other than authorized service equipment shall be allowed in the Airport Restricted Area (Movement Area) without permission from the Airport Manager (or designee). All vehicles in the Movement Area are required to have Two-Way Communication with the Tower and have a Yellow Beacon Light on the vehicle.

12. All Aircraft must be parked or tied down in areas designated by the NBRAC and/or the Airport Manager (or designee).
13. Through the Fence activities are strictly prohibited.
14. All tenants and employees with access to the AOA must be badged and receive recurrent training for the area they need access to:
  - Non-Movement Area - Every 2 years
  - Movement Area – Annually
  - SIDA Endorsement with TSA Background Check - Every 2 years.
15. Lost badges will be replaced with a \$250.00 fine attached; this fine will be returned if the badge is found.
16. Airport-issued badges must be worn at all times above the waist and visible at all times.
17. All badge holders are part of the Airport's Security Plan, and as such, should challenge anyone found on the AOA not displaying a badge. The exception being individuals under escort, (i.e. Pilots, Crews, and Passengers moving between Aircraft and Public Areas).
18. No individual will enter the sterile part of the commercial ramp without a 'SIDA' endorsement on their badge.
19. All individuals shall transition ramp areas by hugging grass islands closest to the Movement Area.

#### **AUTHORIZED USE OF LEASED PREMISES:**

1. Tenants of the Airport shall not utilize leased premises for any purpose, except as specifically authorized by the Airport Commission and/or the Airport Manager (or designee).
2. All Fixed -Base operators and tenants shall provide adequate protection for the safety of all persons and the property of persons using the premises under the control of the operator or tenant.
3. Performance of all repairs, maintenance or services to any Aircraft shall be limited to a commercial operator, the owner of the Aircraft, or employees of the owner, and none other. The owner is then required to use Fixed-Base Operator's located on the airfield.
4. No open-air repair services will be permitted, except on leased areas, unless authorized by the NBRAC and/or the Airport Manager (or designee). This excludes preventive maintenance as specified in FAR part 43.
5. Legal obligations imposed on the NBRAC by federal, state or local requirements, and which affect, directly or indirectly, aeronautical activity shall be deemed a part of these standards and shall be incorporated into any new agreement, extension or amendment of any pre-existing agreement and/or lease.
6. A Fixed -Base Operator or tenant shall be required to comply at all times with safety, health or sanitary codes of the City and the Commonwealth, as well as the Airport Certification Manual, Airport Security Plan.
7. No activities, except those specifically authorized by the NBRAC and/or the Airport Manager (or designee) shall be conducted on leased premises.

**PROHIBITED ACTIVITY:**

1. No Touch-and-Go operations shall be allowed during snow removal operations.
2. Ground vehicles are not allowed on Movement Areas without permission from the Airport Manager (or designee) (or designee).
3. Airport Speed Limits will be strictly enforced:
  - Open Ramp – 15MPH
  - Within 70 feet of an Aircraft – 5MPH miles per hour
4. All ground vehicles must yield to operating Aircraft and Airport Emergency Vehicles.
5. There is a \$50.00 fine for operating outside of the area you are authorized to operate within.
6. No kites, model airplanes, tethered unmanned balloons, or other objects constituting a hazard to Aircraft shall be flown on or within the vicinity of the Airport.
7. Skydiving Operations are prohibited at the NBRA, except by FAA waiver.
8. Unmanned Aerial Vehicles (commonly known as “Drones”) shall not be flown on or within the vicinity of the Airport, without permission from the Airport Manager (or designee) and Tower Chief.

**SOLICITING SALES:**

1. Solicitation of any kind, the posting of bills, displays of circulars, brochures or printed material, which advertises or sponsors any cause, individual or group are prohibited, unless requested in advance, in writing and approved by the Commission and/ or the Airport Manager (or designee). Any unauthorized posting, display or distribution shall be subject to immediate removal and discard by the Commission and/or the Airport Manager (or designee), without recourse. All fees or costs associated with the removal of said posting and/or display will be borne by the offending individual or group.

**DISORDERLY CONDUCT:**

1. No person shall, at or upon the Airport, perform or fail to perform any act if the performance or omission thereof endangers or is likely to endanger person or property.
2. No person shall loiter in or about any public or non-public area of the Airport.
3. No person shall commit any disorderly, obscene, indecent or unlawful act.
4. No person shall commit any nuisance or abandon any personal property in or about any public or non-public area of the Airport.
5. No person shall destroy, tamper with, attempt to destroy, deface or disturb any building, sign, equipment, fixture, marker or other structure or property on the Airport.
6. No alteration shall be made to any leased or sub-leased area or any public or non-public area on the Airport unless approved in writing by the Airport Manager (or designee).
7. No person shall use profane or abusive language within any building, room, or area of the Airport designated for use by the public. Said person will be escorted out of the area by the New Bedford Police.
8. No person shall throw, shoot, or propel any object in such a manner as to interfere with or endanger the safe operation of any Aircraft taking off from, landing at or operating on the Airport or any Vehicle operating on the Airport.

9. The use of handheld or otherwise transmitted, Laser-emitting devices that projects onto or above the airport is strictly prohibited.

#### **REPORT OF ACCIDENTS:**

1. All persons involved in any Aircraft Incident or Accident resulting in personal injury or vehicle accident resulting in damage to the vehicle occurring on Airport property shall make a full report thereof to the New Bedford Police Department. This report shall be completed as soon after the accident as possible and before leaving the Airport. A copy of the police report shall be provided to the Airport Manager (or designee).
2. In the event of an Aircraft accident, the Airport Manager (or designee), Massachusetts Aeronautics Commission and the FAA will be notified immediately.
3. Aircraft operators involved in any accident resulting in damage to property will be responsible for said property. Damage to property includes damage to a runway, taxiway, apron, signage, or navigational aid, light or fixture.
4. An Aircraft involved in an accident on the Airport may not be moved from the scene of the accident until authorized by the Massachusetts Aeronautic Inspector, FAA or NTSB.
5. Once authorization to move the Aircraft has been issued, the Aircraft operator shall be responsible for the safe and prompt removal of disabled Aircraft and parts within a movement area to a non-movement area of the Airport.
6. In the event of an automobile accident involving Airport property, the person(s) involved in the accident will be responsible for repair/replacement of said property.
7. 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 and give his name, address, and operator' license and registration number to the person injured or to any officer or witness to the accident. The operator of such vehicle shall before leaving the Airport give a full report of the accident to the New Bedford Police Department and the Airport Manager (or designee).

#### **EMPLOYEE APPAREL REQUIREMENTS:**

1. The use of high-visibility clothing (vests, jackets, pants, etc.) is required for all FBO, Airline, and Flight School personnel when operating on all Ramps/Aprons and Movement Areas. Uniforms with reflective striping approved.
2. Open-toed footwear is strictly prohibited on all Ramps/Aprons and Movement Areas
3. Loose-hanging Jewelry is strictly prohibited on all Ramp/Aprons and Movement Areas to help mitigate FOD risk.
4. Airport badges must be visible at all times above the waist, on the outermost garment of clothing while operating within the AOA/SIDA
5. Loose-fitting caps are prohibited on all Ramps/Aprons and Movement Areas

## **VEHICLE REGULATIONS:**

1. No motor vehicle shall be permitted upon the Airport unless it shall be in sound mechanical order, shall have adequate headlights, horn, and brakes and clear vision from the driver's seat.
2. No vehicle shall be operated on the Airport if such vehicle is constructed, equipped, or loaded as to endanger or to be likely to endanger persons or property.
3. No person shall operate a vehicle on the Airport in a careless or negligent manner, or in disregard of the rights and safety of others, or without caution or circumspection, or at a speed or in a manner which endangers or is likely to endanger persons or property, or while the operator thereof is under the influence of intoxicating liquor, or any narcotic or mind altering drug.
4. No vehicle which, in the opinion of the Airport Manager (or designee), is dangerous to persons or property, or is likely to obstruct traffic, shall be permitted on the Airport property.
5. No person shall park a vehicle or leave the same standing on Airport operating area or storage area, except in such places and for such periods of time as may be prescribed or permitted by the Airport Manager (or designee).
6. Motor vehicles on the Airport shall be operated in strict compliance with speed limits prescribed in *PROHIBITED ACTIVITY*(3.) of this document.
7. FBO's, when allowing vehicles on the Airport Operating Area are responsible for the safe operation of said vehicle(s), which must be escorted at all times.
8. All vehicles and equipment operators and personnel shall obtain clearance from the control tower prior to entering the Aircraft operating area and shall comply with control instructions issued while on the Aircraft Operating Area. The operator must be properly trained and badged by the Airport to operate in the movement/ non-movement areas.
9. All vehicles operating in the Aircraft operating area shall be equipped with a functioning Two-Way radio, capable of communicating on the proper aeronautical frequencies.
10. A vehicle without a Two-Way radio may enter the movement area provided that such vehicle is escorted at all times in the movement area by an authorized escort having radio contact with ATC.
11. Vehicle operators must have a valid vehicle operator's license of the class needed for the vehicle being operated and evidence of insurance to operate a vehicle on the Airport. There is a \$50.00 fine for violations of either the speed rules or operating a vehicle in areas not approved and trained by the Airport.
12. No Fuel truck shall be parked within 50' of a building, or with 10' of another fuel truck.
13. No fuel truck shall be parked within 50' of an Aircraft, unless it is fueling said Aircraft.
14. Fuel vehicles and farms shall meet NFPA 407 requirements; any vehicle/ farm found out of compliance will be 'Out of Service' until it is repaired and re-inspected.
15. Automobiles, motorcycles, boats, jet skis, snowmobiles, dune buggies, race cars, recreational vehicles, trailers, etc. may not be parked or stored on Airport no-movement area or Aircraft operating areas.
16. Use of ATV's, three-wheelers, scooters, mini-bikes, motorcycles, go-carts, roller skates/blades, skate boarding, and the recreational use of bicycles is not permitted.
17. The Airport employs a NO CELL PHONE use policy while operating a vehicle, unless the vehicle is OFF of the runway and is stationary.

18. **First Violation** – a written warning is issued to the vehicle operator within two (2) business days. A notification letter will be sent to the individual's employer / sponsor notifying them of the warning. The vehicle driver will have to take the recurrent driver training again and a driver training exam within 15 days of receipt of notification. If the infraction occurred in the movement area, a driver's test will be administered prior to operating vehicles. Depending on the type of violation committed this step maybe be bypassed to a more serve penalty leading up to and including revocation of one's badge permanently. **No fine.**
19. **Second Violation** – a citation is issued to the vehicle operator within two (2) business days. A citation notification letter will be sent to the individual's employer / sponsor notifying them of the violation. The vehicle driver will lose driving privileges for period of fifteen (15) days. Before his / her return to flight line driving operations, the vehicle operator must receive recurrent driver training, take the driver training exam, and pass a driver's test administered by the Airport Manager (or designee) or his designee. \* **Fine is \$50.00**
20. **Third Violation** – The pedestrian/vehicle operator will have their unescorted airfield access/driving privileges suspended for a period of 1 to 6 months depending on the severity of the violation. If the Director of Aviation deems the violation severe enough, unescorted airfield access/driver privileges can be revoked permanently.

#### **ANIMALS:**

1. Domestic pets and animals, except animals required for assistance, or law enforcement dogs, are not permitted on the Airport unless being transferred or shipped, and then only if controlled and restrained by a leash, harness, or restraining strap, portable kennel or other appropriate shipping container.
2. Except for animals that are to be or have been transported by air and are properly confined for air travel, no person shall permit any wild animal under his or her control or custody to enter the Airport.
3. No person other than in conduct of an official act shall hunt, pursue, trap, catch, injure or kill any animal on the Airport.
4. No person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport.
5. 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.

#### **PRESERVATION OF PROPERTY:**

1. No person shall destroy, tamper with, attempt to destroy, deface or disturb any building, sign, equipment, fixture, marker or other structure or property on the Airport. No alteration shall be made to any leased or sub-leased area or any public or non-public area in the Airport unless approved in writing by the Airport Manager (or designee).

### **FIRE REGULATIONS:**

1. During the course of actual incidents on the Airport involving fire or threat of fire which may endanger life or property, the senior Firefighter present shall be in charge of fire prevention, fire fighting and rescue operations.
2. All rules, regulations and recommended practices pertaining to safety and fire prevention contained in the National Fire Codes published by the National Fire Protection Association shall be observed, whether or not the document is specifically provided herein.

### **HAZMAT STORAGE/DISPOSAL:**

1. Aircraft fuel shall not be disposed of on any part of the airport surface, including ramps/aprons. Flight Crews testing fuel through the use of a fuel-testing device, shall immediately return said fuel to the aircraft fuel tanks. The only exemption is if the tested fuel is contaminated. In such case, *please see below*.
2. Discarded inflammable liquids shall be properly contained and labeled and shall be removed by the lessee from the Airport.
3. Lessee of hangers or other Aircraft servicing or maintenance buildings, terminal buildings or ramps and apron areas shall provide suitable metal receptacles with lids for the storage of oily waste, rags and all other combustible rubbish or trash. All such materials shall be disposed of by the lessee off the Airport.
4. All lessees on the Airport shall keep the floors of hangers or other buildings or ramps and apron areas free and clear of oil, grease and other inflammable materials. The floors of hangers and other buildings and ramps and apron areas shall be cleaned daily and kept free of rags, waste material and other trash.
5. Any company and/or person causing overflow or spillage of any petro-chemical, oil or grease on any apron area shall be responsible for cleaning such area and notifying the Airport Manager (or designee) and the New Bedford Fire Department.
6. No petroleum or petro-chemical products or objectionable industrial waste matter shall be dumped or be permitted to drain into drainage ditches, gutters, bodies of water or into sewer systems or storm drains.

### **SPILL PREVENTION AND CONTROL:**

1. Immediate action must be taken by the company and/or person responsible for any fuel spillage to prevent said fuel spillage from entering into drainage ditches, gutter, bodies of water, or into sewer systems or storm drains of the Airport.
2. Any person or agency causing any fuel spillage during fuel transfer operations or otherwise, shall be responsible for all consequences arising there from.
3. Persons responsible for large fuel spillage (ten feet or more in diameter) shall immediately notify the Airport Manager (or designee) and the New Bedford Fire Department.
4. Persons responsible for small fuel spillage (less than ten feet in diameter) shall promptly clean up the spill using the techniques recommended by the National Fire Protection Association.



## **FUEL DELIVERIES, STORAGE, AND DISTRIBUTION**

1. All fuels (Aviation and Vehicles) delivered at the airport shall be assessed at the per gallon charge as specified in the Leasing Policy Rates and Charges.
2. All fuel delivery companies or sources of fuel must be registered with the Airport Administration Office.
3. A 24 hour advance notice to the Airport Administration Office must be faxed, mailed or e-mailed from the supplier prior to delivery of any fuel to the airport. The information shall indicate ETA (estimated time of arrival) and gallons to be delivered.
4. All fuel delivered to FBO's must be accompanied by an invoice or bill of lading indicating the time, date, gallons and other pertinent information.
5. When a FBO receives a fuel delivery, upon each and every delivery a copy of the bill of lading shall be sent to the Airport Administration Office within 12 hours of the delivery. If a tenant retrieves his/her own fuel using their own truck the same procedure applies.  
(1- 6)
6. Only FBO's of record can receive and supply fuel on the Airport. Other tenants or Aircraft owners are prohibited from bringing their own fuel to the airport.

## **AIR MEETS:**

1. An Air Meet is a scheduled event or events consisting of a contest, demonstration or exhibition involving Aircraft in flight conducted mainly for the interest of either spectators or contestants (definition 702 CMR 2.01).
2. No Air Meet shall be conducted unless prior to the Air Meet, a detailed schedule of the program and a description of all events is submitted to the NBRAC and permission granted. After NBRAC approval, a detailed schedule of the program and a description of all events shall be submitted to the Massachusetts Aeronautics Commission for their review and approval, resulting in a written permit granted by the MAC (702 CMR 3.07).
3. The sponsoring agency will appoint an Air Boss who will coordinate and be responsible for the air meet. Responsibilities of the Air Boss include:
  1. Ensure that a NOTAM is issued when appropriate;
  2. Coordinate the contests, demonstrations or exhibitions;
  3. Ensure that all Aircraft have radio contact with the Air Boss and with each other at all times while operating on the Airport or while airborne;
  4. Ensure crowd control and the presence of emergency and fire fighting equipment;
  5. Conduct a Pilot briefing on the day of the event that as a minimum reviews: sequence of events, current weather briefing, operational restrictions;
  6. Ensure that participating airmen are certificated and current in accordance with FAR Part 61;
  7. Ensure that participating Aircraft have a current U.S. Airworthiness certificate and have been maintained in accordance with FAR Part 91, Subpart E.

## **Revisions**

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