

RULES AND REGULATIONS
At
WINTER HAVEN
REGIONAL AIRPORT



GILBERT FIELD (GIF)

As Adopted by the
Winter Haven City Commission
July 25, 2022

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SECTION 1 GENERAL

1.1 - Definitions

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

Aeronautical Activity (or "Aeronautical Activities" or "Activity" or "Activities"). Any Operator of Aircraft or another Aeronautical Activity, or which contributes to or is required for the Activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the safety of such operations. The following Activities, without limitation, which are commonly conducted on Airports, are considered Aeronautical Activities within this definition: charter operations, pilot training, Aircraft rental, sight-seeing, aerial photography, aerial spraying and agricultural aviation services, aerial advertising, aerial surveying, air carrier operation (airline passenger and air cargo), Aircraft sales and service, sale of aviation fuel and oil whether or not conducted in conjunction with other included Activities, repair and maintenance of Aircraft, sale of Aircraft parts, and any other Activities which, in the sole judgement of the City, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an "Aeronautical Activity." For all purposes of these Minimum Standards, all products and services described herein are deemed to be "Aeronautical Activities."

Aeronautical Services. Any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease or agreement from the airport owner to provide such services.

Agreement (or "Lease"). A contract between the City and an Entity granting a concession, transferring rights or interest in property, or otherwise authorizing the conduct of certain Activities which is in writing, executed by both parties, and enforceable by law.

Air Charter. An Entity that provides on-demand, non-scheduled passenger services and operates under the appropriate FAR with Aircraft that provide no more than 30 passenger seats.

Aircraft. Any contrivance, now known or hereinafter invented, used, or designed for navigation of or flight in the air. Excluded from this definition are ultralights, gliders, and paragliders.

Aircraft Maintenance. The repair, maintenance, adjustment, or inspection of Aircraft. Major repairs include major alterations to the airframe, power plant, and propeller as defined in Part 43 of the FARs. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment or repair of Aircraft and their accessories.

Airport. Winter Haven Regional Airport/Gilbert Field (GIF), Winter Haven, Florida.

Airport Operating Area ("AOA"). That area of the airport intended to be used for takeoff, landing or surface maneuvering of aircraft including the runway, taxiway, and ramp system at the Airport.

Airport Layout Plan ("ALP"). A critical planning tool depicting the existing facilities and planned development of the Airport including the identification, location and configuration of runways, taxiways, buildings, roadways, utilities, NAVAID's etc.

Airport Administration. The designated individual(s) or duly authorized representative appointed by the City Manager to manage the operation and development of the Airport.

Applicant. An Individual or Entity desiring to acquire the use of a portion of the Airport or to establish or use any facility at the Airport to engage in Commercial Aeronautical Activities and who shall apply in writing and in the manner or form prescribed for authorization to engage in such activities at the Airport as detailed in the Minimum Standards.

Apron. A paved area suitable for Aircraft staging and parking.

Authorized Area. A specified location, approved by the Airport Administration, as accessible to authorized persons only.

Based Aircraft. An aircraft that is operational and air worthy, which is typically based at the Airport for a Majority of the year.

City Commission. The Board of City Commissioners as duly elected by the city residents.

Commercial Aeronautical Activity. Any Aeronautical Activity where the purpose of such Activity is to secure earnings, income, compensation, or profit, whether or not, such objectives are accomplished. Such Activities are further defined in the Minimum Standards.

Commercial Aviation Operator. An Entity engaging in an Activity which involves, makes possible, or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft operations, the purpose of such Activity being to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. A commercial aviation Operator may be classified as either a Fixed Base Operator or a specialized aviation service Operator.

Commercial Hangar Operator. A commercial operator that develops hangars facilities for the purpose of furnishing to the public aircraft storage hangar facilities to secure earnings, income, compensation, or profit from the operation of those facilities.

Directive. Ministerial instructions and guidance serving to govern and direct operational matters. Directives can be used for both internal and external guidance. All directives will be approved by the Airport Administration or their designee.

Entity. A person, persons, firm, partnership, Limited Liability Company, unincorporated proprietorship or association or group, or corporation other than the City.

Equipment. All personal property and machinery, together with the necessary supplies, tools, and apparatus for the proper conduct of the Activity being performed.

Exclusive Right. A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An exclusive right may be conferred either by express Agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights, would be an exclusive right. An exclusive right to conduct an Aeronautical Activity, which is forbidden by Federal regulation, is distinguished from an exclusive right to occupy real estate, which is permitted by Federal regulation under certain conditions.

FAA. Federal Aviation Administration.

FAR. Federal Aviation Regulations.

Fire Department. The fire department having jurisdiction at the Airport.

Fixed Base Operator ("FBO"). An Entity which is authorized and required by Agreement with the City to provide, at a minimum, the following Aeronautical Activities at the Airport:

- A. Sale of Aviation Fuel and Lubricants.
- B. Tie-down, Hangaring, and Parking.
- C. Aircraft Maintenance.
- D. Ancillary Aircraft Ground Services and Support.

Flying Club. A non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, awareness and appreciation of aviation requirements and techniques through ground or flight instructional procedures.

Fuel. The aviation petroleum product used to operate piston or jet turbine engines.

Fuel Operations. The dispensing of aviation fuel directly into aircraft or dispensing the same from a separate medium such as a fuel truck or self-fueling facility.

Holding out to the public. Openly advertising or offering service to the public (persons or property) for hire.

Hours of Operation. Those hours as specified in the Minimum Standards for each type of commercial activity that is duly licensed to operate on the airport.

Improvements. All buildings, structures, and facilities including pavement, fencing, signs, and landscaping constructed, installed, or placed on, under, or above any Leased area.

Large Aircraft. An aircraft of more than 12,500 pounds maximum certified takeoff weight.

Lease. A contract between the City and an Entity granting a concession, transferring rights or interest in property, or otherwise authorizing the conduct of certain Activities which is in writing, executed by both parties, and enforceable by law.

Maintenance. The inspection, overhaul, repair, preservation, and replacement of parts of an aircraft, excluding preventive maintenance.

Master Plan. An assembly of appropriate documents and drawings covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective. The Airport Layout Plan is a part of a Master Plan.

Minimum Standards. Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for Operator to engage in Aeronautical Activities at the Airport.

Motor Vehicle. A self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point except aircraft or devices moved exclusively upon stationary rails or tracks.

Movement Area. The runways, taxiways, and other areas of the Airport which are used for taxiing or hover taxiing, air taxiing, take off, or landing of aircraft, exclusive of loading ramps and aircraft parking areas.

NFPA. The National Fire Protection Association.

Noncommercial Aviation Operator. An Entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of Aircraft must be an ancillary Activity or unit to support the business's purposes by providing transportation for the exclusive use of its employees or agents. In all cases, the Noncommercial Aviation Operator neither offers nor provides Aeronautical Activities for compensation.

NOTAM. A notice to airmen (NOTAM) is a notice filed by Airport Administration with the FAA to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.

Operator. The term "Operator" refers to both Commercial Aviation Operators and Noncommercial Aviation Operators as defined herein.

Park. To let a motor vehicle or aircraft stand or stop in any location whether the operator thereof leaves or remains in such vehicle or aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

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

Policy. A general principle or plan by which the City is guided in its management of public affairs. The City Commission approves all policies.

Preventive Maintenance. The regular and routine maintenance of equipment and assets in order to keep them operating and prevent costly unplanned downtime from unexpected failure.

Ramp/Apron. A paved area suitable for Aircraft staging and parking.

Repair Facility. A facility utilized for the repair and maintenance of Aircraft to include airframe, power plant, propellers, radios, instruments, and accessories.

Restricted Area. Any area of the Airport designated to prohibit entry or to limit entry or access to specific authorized persons.

Small Aircraft. An aircraft of 12,500 pounds or less maximum certified take-off weight.

Solicitation or to Solicit. To ask, request, implore or plead repetitively or continuously, directly or indirectly, actively or passively, openly or subtly, orally, in writing or otherwise for money or anything of pecuniary value. Solicitation also includes requests to sign a petition.

Specialized Aviation Service Organization ("SASO"). A Commercial aviation Operator that provides Aeronautical Activities not included in the minimum services listed under the definition of a Fixed Base Operator. These may include anyone (1) or a combination of the following:

- A. Airframe and Power Plant Repair and Maintenance.
- B. Aircraft Rental/Flying Club.
- C. Flight Training.
- D. Aircraft Charter/Air Taxi.
- E. Avionics, Instrument, or Propeller Repair.
- F. Aircraft Sales.

Standard Procedures. A specific method or course of action or an established way or order of accomplishing a specific matter. All standard procedures will be approved by the Airport Administration.

Sublease. An Agreement entered into by a Lessee under a Lease with another Entity transferring rights or interests in property and/or facility(ies), as approved by the City and enforceable by law.

Taxilane. The portion of the aircraft parking area used for access between taxiways and aircraft parking positions.

Taxiway. A defined path, usually paved, over which Aircraft can taxi from one part of an Airport to another.

Temporary (or Mobile) Structure. A structure that has no permanent foundation and/or is capable of moving or being moved from place to place, including modular buildings constructed off-site.

Tie-down. An area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable Tie-down points have been located.

"Through-the-Fence" Rights. The right to have direct access to the Airport from private property contiguous to the Airport and/or the right to engage in Commercial Aeronautical Activities at the Airport without an approved Agreement with the City. For clarification, the 8 corporate hangars known as Eagles Landing are not consider a "Through the Fence" activity.

1.2 - Applicability of Rules and Regulations

All Persons on, and users of, the Airport shall comply with and be governed by these Rules and Regulations.

1.3 - Compliance

(a) The use of and entry upon the Airport shall create an obligation on the part of the user to comply with these Rules and Regulations. Any permission granted by the City Commission or the Airport Administration to a Person, directly or indirectly, expressly or by implication, to enter upon or use the Airport, is conditioned upon compliance with these Rules and Regulations and the payment of any fees or charges to the City for the use of the Airport or any facility located thereon.

(b) It shall be unlawful for any Person to do or commit any act forbidden herein or to fail to perform any act required by these Rules and Regulations or to fail to pay any administrative fees or fines established and payable.

1.4 - Other Laws

All applicable provisions of the laws of the United States, Federal Aviation Regulations, laws of the State of Florida and other ordinances of the City and/or County, now in existence or hereafter enacted, shall be in effect at the Airport. All applicable provisions of pertinent regulations promulgated by the City and/or County affecting the operation of the Airport not in conflict with these Rules and Regulations, now in existence or hereafter enacted, shall be in effect at the Airport.

1.5 - Enforcement

These Rules and Regulations, as well as all applicable State and Federal laws, City and County ordinances, shall be enforced at the Airport by City law enforcement officers, the Airport Administration, and state and federal law enforcement officers.

1.6 - Penalties

The Airport Administration may remove or eject any Person from the Airport who knowingly and willfully violates any instruction issued by the Airport Administration and may deny the use of the Airport to such Person (including, but not limited to requesting that the City Commission terminate any lease for facilities at the Airport) if the Airport Administration determines that such denial is necessary under the circumstances. The Airport Administration may take such other measures as may be permitted by law to enforce these Rules and Regulations and maintain the City's control, and the safe operation, of the Airport, including but not limited to issuing warning letters and publishing the names of Persons who have been issued such warning letters. Any Person aggrieved by a decision of the Airport Administration removing or ejecting such

Person from the Airport or denying the use of the Airport to such Person pursuant to this Section may appeal such decision to the City Manager and/or the City Commission. If the Airport Administration determines that such violation(s) presents a threat to the public, health, safety, or welfare, such right of access shall be suspended pending completion of such appeal.

1.7 - Severability

If any provision of these Rules and Regulations or the application thereof to any Person or circumstance is held invalid, the remainder of these Rules and Regulations shall not be affected.

1.8 - Repeal of Rules and Regulations

All Airport Rules and Regulations previously enacted are hereby repealed.

1.9 – Items not covered in Rules and Regulations

The Airport Rules and Regulations are not all encompassing. Items not specifically covered by the Rules and Regulations will be subject to City review and approval.

SECTION 2 AIRPORT SECURITY

2.1 - Entry to AOA or Other Restricted Areas

No Person shall enter the AOA or other Restricted Area of the Airport except Persons who enter in accordance with security clearance pursuant to the security program established or authorized by the Airport Administration.

2.2 - Security Devices and Directives

No Person shall in any way tamper or interfere with a lock or closing mechanism of any door, fence, gate or any security apparatus leading to the AOA or other Restricted Area, nor shall any Person otherwise knowingly breach, disobey or disregard any Security Program, directive or plan at the Airport.

2.3 - Intentional Security Violation

Any Person who knowingly or intentionally enters or allows another Person to enter any Restricted Area without proper authorization by use of any key, gate card, identification badge, or other such instrument shall immediately and permanently be denied access to the Airport and shall be required to immediately relinquish such access instrument to the City. No person may enter a leasehold without lease holders' approval, consent, or contractual authority.

2.4 - Security Violations

In addition to other remedies, violation of the Security Program, if any, shall subject such Person or Tenant to damages equal to the greater of the following:

- (a) \$1,000 per occurrence - not as a penalty, but as liquidated damages for fines or administrative costs incurred by the City because of the violation; or
- (b) An amount equal to any civil fine imposed by the FAA upon the City because of the violation.
- (c) Pay for all damages resulting from the violation.

2.5 - Tenant Responsibilities

In addition to the additional obligations of Tenants, contained in Section 5 of these Rules and Regulations, each Tenant shall comply with the following:

- (a) Each Tenant shall be responsible to ensure that the employee list provided to the Airport Administration is maintained and kept current.
- (b) Each Tenant or business shall Escort each visitor or guest who has access to the aircraft parking areas or AOA unless such visitor or guest is authorized access to such areas pursuant to Section 2.5(a) of these Rules or is approved and badged by Airport Administration.

2.6 - Badging Program

A copy of the ID – Access Card Application Forms required for this program can be found in Attachment C at the end of this document.

SECTION 3 PERSONAL CONDUCT

3.1 - Preservation of Property

- (a) No Person shall:
 - (1) Destroy, injure, or deface any building, sign, equipment, fixture, marker or other structure or property on the Airport; or
 - (2) Destroy, injure, or deface the trees, flowers, shrubs, or other vegetation on the Airport or drive or park on any landscaped, lawn area or stormwater pond of the Airport;
 - (3) Fish, swim or dive in the lakes, canals, or bodies of water at the Airport; or
 - (4) Operate an aircraft in a manner that causes undue hazards to Persons or property on the Airport.
- (b) Any Person who causes or is responsible for damage to Airport property may, in addition to the penalties set forth in Section 1.6, be held liable for the full amount of such damage.
- (c) Any Person who trespasses on the Airport or on Tenant premises without permission shall be in violation of these Rules and may, in addition to the penalties set forth in Section 1.6, be held liable for the full amount of damage caused thereby.

3.2 - Sanitation

No Person shall:

- (a) Dump or dispose of garbage, papers, refuse, or other trash anywhere on the Airport except in receptacles provided for such purpose;
- (b) Dump or dispose of any fill, building material or other waste material on the Airport or in any canal or drainage ditch serving the Airport, except in such areas that are specifically designated by the Airport Administration for such purpose;
- (c) Use a restroom, toilet or lavatory facility other than in a clean and sanitary manner and in the manner for which the facilities are intended to be used;
- (d) Dispose of material in a manner in violation of applicable City, state or federal rules, regulations or statutes governing the disposal of such material.

3.3 - Alcoholic Beverages and Drugs; Disorderly Conduct

- (a) No Person under the influence of alcohol or drugs shall operate any motor vehicle or aircraft of any type on the Airport.

(b) The consumption of alcoholic beverages on Airport property outside Tenant premises is limited to those places designated by the Airport Administration, by lease for on-premises liquor consumption, or by Airport Use Agreement.

(c) No Person shall be or become intoxicated or drunk, commit any disorderly, obscene or indecent act or commit any nuisance.

(d) No Person shall enter Airport Facilities without wearing a shirt, pants/shorts, and shoes.

3.4 - Weapons, Explosives and Flammable Materials

No Person other than federal, state, or local law enforcement officers, armed forces on duty, or Persons otherwise duly authorized by law and/or the Airport Administration shall carry or transport any weapon, explosives, or flammable materials on any part of the Airport grounds.

3.5 - Lost Articles

Any Person finding lost articles at the Airport should immediately deposit them with a representative of the Airport Administration. Articles unclaimed by their proper owner within three months shall upon request be turned over to the finder or be otherwise lawfully disposed of in accordance with applicable state laws or City ordinances. Nothing in this paragraph shall be construed to deny the right of Tenants to maintain "lost and found" services for their passengers and customers, for which the Tenants shall be fully responsible.

3.6 - Animals

(a) No Person shall enter any part of the Airport grounds with a domestic animal, unless the animal is restrained by a leash and under control.

(b) No Person shall permit any wild animal under his custody or control to enter the Airport, except for animals that are to be transported by air and are properly confined for such air travel.

(c) All animals, domestic or wild, shall be properly confined in Airport Facilities by a leash, or in a cage, crate or other device. Exempt from this requirement are seeing-eye dogs, guard and search dogs under the control of authorized handlers and approved by the Airport Administration, or service dogs trained to assist the physically disabled.

(d) No Person other than in conduct of an official act shall hunt, pursue, trap, capture, injure or kill any animal or wildlife on the Airport.

(e) No Person shall ride horseback on the Airport without prior authorization of the Airport Administration.

(f) All Persons shall use utmost care to prevent any animal under their care or control from urinating, defecating, vomiting upon or otherwise soiling the sidewalks of the Airport or Airport Facilities or other public building. If an animal under any Person's care or control does so, the owner or handler shall clean the soiled area.

(g) No Person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport or the congregation of birds in aircraft traffic patterns.

3.7 - Interfering or Tampering with Aircraft

No Person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments, or tools without written permission of the Owner or by specific direction of the Airport Administration. No person shall relocate an aircraft from one leasehold to another without the consent of all leaseholders and property owners.

3.8 - Use of Tenant Facilities, Roads and Walks

No Person shall travel on the Airport other than on roads, walks, or places provided for the particular class of traffic, or shall occupy the roads, walks or Tenant facilities in such a manner as to hinder or obstruct their proper use.

3.9 - Loitering and Refusal to Comply

No Person shall loiter or loaf on the Airport or in any building on the Airport, except in those areas designated by Airport Administration; nor shall any Person come upon or use the Airport after such Person has been denied the use of the Airport by the Airport Administration except while traveling through as a passenger of a Limousine or Taxi, customer of a rental car Tenant, or while enplaning or deplaning as a passenger on an aircraft operating on the Airport. Any Person who refuses to comply after the proper request to do so by the Airport Administration, or their designee or authorized law enforcement personnel, shall be requested to leave the Airport and in the event of failure to comply with proper request shall be regarded as a trespasser.

3.10 - Camping

No Person shall camp on airport property without the express permission of the Airport Administration.

3.11 - Smoking

No Person shall smoke in any buildings on the Airport except in smoking areas designated by the Leaseholder, Airport Administration or within the premises of a Tenant, as designated by that Tenant. No Person shall smoke on the Apron or in any hangar. This rule includes all electronic and vapor smoking apparatus. As a further step to ensure conformity to Florida Clean Indoor Air Act, all City owned/leased buildings and vehicles are entirely smoke-free. Smoking is strictly prohibited in all areas including hallways, 50 feet from any entryway, restrooms, private offices, open workspaces, waiting/reception rooms, conference/meeting rooms, elevators, lobby, lunchrooms, and all community areas. This policy specifically extends to electronic cigarettes ("e-cigarettes") or any other personal vaporizing devices.

3.12 - No Commercial Activities without Permission

No Person shall conduct any business or commercial activity identified in the Minimum Standards at the Airport without first having obtained a written contract, lease, or agreement from Airport Administration and the City of Winter Haven.

3.13 - No Solicitation or Advertising

No Person may solicit at the Airport. No Person may post, distribute or display signs, advertisements (including but not limited to political advertisements) or any other printed or written matter except for Tenants as permitted by City Ordinances.

3.14 - No Commercial Photography

No Person may take still, motion or sound pictures for commercial purposes on the Airport without prior written permission from the Airport Administration, except for:

- (a) photographs by members of the working press for news purposes.
- (b) photographs of a Tenant's premises authorized by the Tenant. A Tenant may deny access to its premises for the purposes of photography of any sort.

SECTION 4 SAFETY HAZARDS

4.1 - Cleaning Fluids

(a) No Person shall use flammable liquids in the cleaning of an aircraft or any part of an aircraft unless such cleaning operations are conducted in open air or in a properly fireproofed room or building designated for such purpose in accordance with NFPA standards and applicable provisions of the City Code.

(b) No Person shall use flammable substances for cleaning in hangars or in any other building on the Airport.

4.2 - Open Flame Operations

No Person shall conduct any open-flame operations on Airport grounds unless specifically approved by the Airport Administration. Any such activities, if authorized, shall be conducted in accordance with NFPA standards, the Airport Administration's authorization and applicable provisions of the City Code. The Airport Administration in conjunction with the City Fire Marshall may grant limited-time exceptions to this provision for social events if they are satisfied that adequate safeguards will be maintained.

4.3 - Storage of Material

(a) No Person shall keep or store material or equipment in such a manner as to constitute a fire hazard, wildlife attractant, safety hazard or be in violation of applicable provisions of the City Codes, Operational Directives of the Airport Administration, or NFPA standards.

(b) No Person shall keep or store any flammable liquids, gases, explosives, signal flares or other hazardous materials on the Airport, except in proper receptacles or in areas specifically approved for such storage in compliance with NFPA standards and applicable provisions of the City Code, state and federal law, and with the approval of the Airport Administration.

(c) No Person shall keep or store lubricating oils on the Airport, except in containers and receptacles designed for such purpose and in structures or areas specifically approved for such storage in compliance with NFPA standards and applicable provisions of the City or County Code, and with the approval of the Airport Administration.

4.4 - Disposal of Petroleum Products and Industrial Waste

No petroleum products or other industrial waste shall be dumped or permitted to drain onto paved or unpaved surface areas of the Airport or into drainage ditches, canals, rivers, ponding areas or into sewer systems or storm drains. All petroleum products and other industrial waste shall be discharged only into approved industrial waste collection and treatment systems or disposed of in an alternate manner approved by the Airport Administration and the responsible City or state agency for regulating such disposal.

4.5 - Response to Spillage

Any Person, including Owners, operators, and into-plane fuelers, causing overflow or spillage of excess oil, grease, fuel, hazardous material, or any similar material anywhere on the Airport, shall be responsible for the immediate cleanup of such spillage in compliance with applicable City, state or federal rules, regulations or laws. In the event of the default of the responsible Person to clean such spillage area, the Airport Administration shall provide the necessary cleaning and charge the responsible Person for the expense.

4.6 - Doping, Paint Stripping and Spray Painting

(a) No Person shall perform doping processes, spray painting, or paint stripping except in areas or facilities approved for such purposes under NFPA and DEP standards and applicable provisions of federal and state law and the City Code.

(b) No Person shall enter or work in a "dope" room while doping is in process, or in a spray painting room or area while spray painting is being conducted unless such Person is properly clothed in accordance with NFPA standards and applicable provisions of the City Code.

4.7 - Operating Motor Vehicles in Hangars

No Person, except in an emergency, shall operate a tractor, tug, or other motor vehicle in any hangar or other building used as an aircraft maintenance facility when an aircraft is present, unless the exhaust system of such tractor, tug or other motor vehicle is protected by screens or similar devices to prevent the escape of sparks or the propagation of flame, in accordance with NFPA standards.

4.8 - Repairing of Aircraft

No Person shall repair an aircraft, aircraft engine, propeller, or other aircraft apparatus in any area of the Airport other than the area or areas specifically designated by the Airport Administration for such purpose, except that minor adjustments or repairs may be made while the aircraft is at a parking position or stand on the Apron being prepared for departure in a manner consistent with Federal Aviation Regulations. In accordance with Federal Aviation Regulations and Grant Assurances, aircraft owners and operators are allowed to repair their aircraft to a status to be considered worthy of a ferry permit. All engine run-ups shall be conducted in a safe and responsible manner to prevent injury, loss of life and/or property damage, on the compass calibration pad or other areas designated by Airport Administration. Engine Run-ups for maintenance purposes are only allowed between the hours of 8:00 AM and 6:00 PM seven days a week.

4.9 - Operating Aircraft Engines in Hangars

No Person shall start or operate an aircraft engine inside any hangar, other than the rotating of engines without fuel or ignition.

4.10 - Electrical Equipment and Lighting Systems

(a) Explosion-proof or vapor-proof electrical equipment shall be used as required in areas defined as hazardous by the NFPA. No portable lamp assembly shall be used in any maintenance shelter or hangar without a proper protective guard or shield over such lamp assembly to prevent breakage.

(b) All electric power-operated tools and equipment shall be shut off while not in actual use.

(c) Electrical lighting systems in hangars, aircraft maintenance facilities or other areas shall be as required by NFPA standards.

(d) The provisions of subsection (c) of this section shall not apply to facilities in existence at the time of the adoption of these Rules.

(e) All electrical and lighting improvements or modifications must obtain all required City Permit.

4.11 - Fueling and Defueling

The following rules shall govern and control the fueling and defueling of aircraft and motor vehicles at the Airport:

- (a) No aircraft shall be fueled or defueled unless the aircraft and the fuel dispensing apparatus are both electrically grounded or bonded and in good working condition as required by Federal Aviation Regulations and NFPA standards. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a positive grounding device in good order to prevent ignition of flammable liquids due to static spark.
- (b) No Person shall use any material, including but not limited to a cellular or similar telephone device, which may cause a static spark within one hundred (100) feet of the nearest point of an aircraft during fueling or defueling of the aircraft.
- (c) Motor vehicles shall be fueled on the Airport only in approved locations and dispensing devices.
- (d) No Person shall be permitted in any aircraft during fueling or defueling, unless authorized flight crew or maintenance personnel are present at or near the cabin door and a passenger boarding ramp or bridge is in place at the cabin door.
- (e) Where feasible, the fueling and defueling of aircraft shall be conducted at a distance of at least fifty (50) feet from any hangar or other building unless at an aircraft loading/unloading gate and fifty (50) feet from any combustion or ventilation air intake to any boiler, heater, or incinerator room in accordance with NFPA standards. Fueling and defueling of aircraft may be conducted within a hangar only if the aircraft cannot be moved for maintenance reasons and only if authorized maintenance personnel are present.
- (f) No Person shall engage in aircraft fueling and defueling operations without adequate fire extinguishers within ready reach.
- (g) As specified by NFPA standards, no Person shall place into operation any electrical appliance in an aircraft when the aircraft is being fueled or defueled.
- (h) No Person shall fuel or defuel an aircraft while an operating engine of such aircraft is running; provided, however, that nothing herein shall prohibit fueling or defueling of an aircraft during auxiliary power unit ("APU") or Ground Power Unit (GPU) operations, and provided further that in a situation resulting from an inoperative on-board jet engine mounted at the rear of the aircraft or on the wing on the side opposite the fueling point may be operated to provide aircraft electrical power during fueling, provided:
 - (1) The operation follows procedures published by the manufacturer of the aircraft and its operator to assure safety of the operation.
 - (2) Prior approval is obtained from the Airport Administration's Airport operations office.
- (i) When a fuel spill into or involving state waterways or over twenty-five (25) gallons occurs, the Airport Administration shall be notified immediately, and valves and dome covers shall be shut down. If the engine of the fueling vehicle is running at the time of the fuel spill, the vehicle shall be removed from the area unless contrary orders are issued by the senior fire official at the scene. All procedures required by state or federal regulations or laws for reporting and remediation of fuel spills shall be followed. In no event shall fueling or defueling operations resume following a fuel spill until all areas upon which fuel has spilled or flowed over have been thoroughly flushed and the senior fire official at the spill site has issued an order permitting the resumption of fueling operations.
- (j) If a fire occurs in or near a fuel delivery device while servicing an aircraft, the fire

department shall be notified immediately, fueling shall be discontinued immediately, emergency valves and dome covers shall be shut down at once and the fueling vehicles and equipment shall immediately be removed from the vicinity of the aircraft unless deemed unsafe. Any Persons onboard the aircraft shall be evacuated, and other equipment removed from the area. If necessary,

the aircraft shall be towed to a position at a safe distance from buildings and other aircraft. Upon his or her arrival, the senior fire officer will be in charge.

(k) The fueling of aircraft is prohibited within the AOA, except for emergency conditions under the standby watch of the fire department or during airshows with the approval of the Airport Administration.

(l) A daily check for the presence of water in the fuel and storage dispensing tanks shall be made in accordance with applicable state and federal regulations. The results of such checks shall be provided to the Airport Administration on at least a quarterly basis.

(m) Maintenance and testing of aircraft fueling systems shall be conducted under controlled conditions in compliance with NFPA standards and applicable provisions of the City Code.

(n) All Persons and fueling companies shall refuse to fuel any aircraft when an order has been issued by the Airport Administration prohibiting the fueling of such aircraft.

4.12 - Self-Fueling Operations

Persons desiring to service their aircraft ("Self-fuel") with gasoline or fuel normally used in automobiles shall obtain a self-fueling permit from the Airport Administration, for which an administrative fee will be charged, and environmental protection insurance will be required. Refer to the Airport's Minimum Standards, Attachment A - Insurance Requirements and the Airport Rates and Fees Schedule for fee amount. Such operations shall be authorized only for:

(a) Aircraft which display an approved Self-fueling permit.

(b) Self-fueling operations conducted in a designated area during daylight hours.

(c) Self-fuelers who pay the fuel flowage fee which is currently in effect.

(d) Operations that comply with NFPA standards.

4.13 - Fire Extinguishing Equipment Instruction

All Airport employees and employees of Tenants shall be trained and be proficient in the operation of fire extinguishers in the immediate vicinity of their place of employment. Records of such training shall be available for review during inspections.

4.14 - Heating System in Hangars

Heating in any hangar shall only be by approved systems or devices as listed by the Underwriters Laboratories, Inc. as suitable for use in aircraft hangars, and shall be installed in the manner prescribed by applicable provisions of the City Code.

4.15 - Hazardous Materials

(a) No Person shall store, keep, handle, use, dispense or transport at, to or from the Airport any Class A explosive.

(b) No Person shall store, keep, handle, use, dispense or transport at, to or from the Airport any Class P or Class C explosive, Class A poison, or red label materials in a manner other than in conformity with all applicable regulations.

(c) Other than for emergency purposes as defined by Federal Aviation Regulations, no Person shall carry a compressed air or gas tank aboard a commercial aircraft, unless such tank is reduced to a pressure slightly above ambient or is an integral component of the aircraft system.

4.16 - Airborne Radar Testing

No airborne radar equipment shall be operated, or ground tested in any area on the Airport where the directional beam of high intensity radar is within three hundred (300) feet, or the low intensity beam is within one hundred (100) feet of a Person, an aircraft fueling operation, aircraft fueling truck, or aircraft fuel or flammable liquid storage facility, unless an approved shielding device is provided and used during the radar operation.

SECTION 5 ADDITIONAL OBLIGATIONS OF TENANTS

5.1 - Use of Premises

(a) No Tenant shall use or permit its leased premises or premises within its control to be used or occupied for any purpose not authorized by its lease or prohibited by these Rules and Regulations.

(b) All shops, garages, equipment, and facilities leased to the Tenant are expressly reserved for the conduct of the Tenant's business and operations. No Persons other than employees of the Tenant shall make use of the facilities without express written permission of the Airport Administration.

5.2 - Protection of Leased Areas

(a) All Tenants under whose control are any vehicle or personnel gates, doors or any other means of ingress and egress to the AOA shall keep the same secured or controlled in order to prevent the access of unauthorized Persons to the AOA at all times.

(b) Tenants shall be responsible for control of guests or visitors within their leased premises.

5.3 - First Aid Equipment

All Tenants of hangars or aircraft maintenance facilities or buildings shall provide first aid kits in a conveniently accessible place in their respective areas.

5.4 - Insurance Requirements

The Airport Administration may require Tenants to maintain the minimum insurance requirements set forth in the Minimum Standards for Aeronautical Activities. Such insurance policies shall name the City, its officers and directors and Winter Haven Regional Airport as an additional insured. All insurance required by the agreement in the amounts established by the Minimum Standards for Aeronautical Activities shall be in force for the entire period covered by the written agreement.

All policies shall provide that the City and the Tenant shall be given a minimum of thirty (30) days written notice by certified or registered mail by the insurance company prior to cancellation, termination, or change in such insurance. The Tenant shall provide the Airport

Administration with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms of the coverage.

Any Person or Tenant who does not maintain the required minimum levels of insurance and continues to operate on the Airport shall be subject to immediate denial of access to the Airport. Any Person who knowingly or intentionally delivers fraudulent, counterfeit, or otherwise invalid proof of insurance to the City shall immediately and permanently be denied access to the Airport.

5.5 - Environmental Laws

Each Tenant shall comply with federal, state, regional, and local governmental laws, ordinances, regulations, order, and rules protecting the environment from the direct or indirect results and impacts to the environment and natural resources due to, or in any way resulting from, the conduct by Tenant of its operations on the Airport. Such environmental laws shall include, but not be limited to, the Federal Clean Water Act, Safe Drinking Water Act, Clean Air Act, Resource Conservation Recovery Act, and Comprehensive Environmental Response, Compensation, and the Liability Act of 1980 (Superfund).

Each Tenant shall indemnify and hold harmless the City from and against any and all liability for fines and physical damage to property or injury or death to Persons, including reasonable expense and attorneys' fees, arising from or resulting out of, or in any way caused by such Tenant's failure to comply with any law or regulation, now or hereafter promulgated for the purpose of protecting the environment. Each Tenant shall cooperate with any investigation or inquiry by any governmental agency regarding possible violation of any environmental law or regulation.

5.6 - Leasehold Cleanliness

All Tenants on the Airport shall keep all areas of the premises leased or used by them clean and free of oil, grease, and other flammable material. Tenants shall provide suitable Underwriters Laboratories ("UL") approved flammable liquid storage receptacles with self-closing covers for the storage of oily waste and rags. The floors of hangars and other buildings shall be kept cleaned and continuously kept free of rags, waste material or other trash or rubbish. Dumpsters shall be within enclosures as required by City Code. Lids on all waste receptacles and dumpsters shall be kept closed and construction waste and material stockpiles shall be managed as outlined in the Wildlife Hazard Assessment and Wildlife Hazard Management Plan.

All environmentally hazardous or toxic materials shall be disposed of in accordance with these Rules and Regulations. No vehicle used by a Tenant for hauling trash, dirt, or any other material shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents from blowing, dropping, sifting, leaking, or otherwise escaping.

The Tenant shall be responsible for maintaining all landscaping on the leasehold premises in a neat and clean manner.

5.7 - Storage of Equipment and/or Vehicles

No Tenant of the Airport shall store or stack material or equipment in such a manner as to

constitute a hazard to Persons or property or that could interfere with the safe operation or movement of aircraft. No outside storage of materials will be permitted without written authorization from Airport Administration.

5.8 - Abandonment

If a Tenant fails to actively conduct and engage in business and activities permitted at the Airport for a period of one hundred twenty (120) consecutive days, the Airport Administration may request that the City Commissioners terminate the lease, contract or permit under which the Tenant conducts business at the Airport.

5.9 - Right of Entry

The Airport Administration shall have the right of entry at all reasonable times, or with a 24-hour notice or as stipulated per lease agreement, for inspection, maintenance, repair and modification of all rooms, areas, hangars, and buildings on the Airport.

5.10 - Compliance with FAA Security Directives

Each Tenant shall be responsible for staying abreast of FAA security directives, regulations or rules that may apply to the Tenant's operations, premises, or employees. Each Tenant shall be responsible for ensuring that its employees comply with the latest and most current directives, regulations or rules. Violation of any such directives, regulations or rules shall constitute a violation of these Rules and Regulations.

SECTION 6 COMMERCIAL GROUND TRANSPORTATION

6.1 - Commercial Vehicles

Only those Taxicabs, Buses, Limos, Shuttles, Courtesy Vehicles, or other for-hire vehicles, licensed and operating in accordance with applicable provisions of the City shall have the right to transport Persons and/or their baggage from the Airport, unless prior authorization is given by the Airport Administration.

6.2 - Public Transportation.

In accordance with FAA Grant Assurances the Airport will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, the Airport shall have no obligation to fund special facilities for intercity buses or for other modes of transportation.

SECTION 7 LAND TRAFFIC

7.1 - Governing Law

All motor vehicles operated on Airport roadways and parking facilities shall be governed by applicable provisions of the City Code and Florida Statutes. No Person shall operate any motor vehicle on the Airport in violation of these Rules and Regulations or in violation of applicable Federal Aviation Regulations.

7.2 - Traffic Control Devices

(a) No Person shall operate a vehicle on Airport roadways or parking facilities in violation of official traffic control devices.

(b) No Person shall operate a motor vehicle of any kind on the Airport roadways in excess of speed limits indicated by posted traffic signs, except in emergencies, nor shall any Person operate any motor vehicle on the Airport in a reckless manner.

7.3 - Parking for Motor Vehicles

(a) No Person shall park a motor vehicle or other equipment on the AOA except in those areas designated or authorized by the Airport Administration, nor park a vehicle in any manner contrary to any posted signs, traffic control devices or pavement markings.

(b) No Person shall park a motor vehicle or equipment on the AOA so as to interfere with the use of a facility by others or prevent the passage or movement of aircraft, emergency vehicles or other motor vehicles.

(c) No Person shall park a motor vehicle or other motorized equipment on the AOA in a manner which may interfere with or prevent an aircraft fueling vehicle from being readily driven away from such aircraft in the event of an emergency.

7.4 - Removal of Vehicles

(a) Law enforcement officers and specifically designated Airport employees are authorized to immediately remove or cause the removal of any vehicle when the vehicle is parked in violation of any provision of these Rules and Regulations. Vehicles so removed shall be temporarily impounded on Airport property in a designated impoundment area until the owner has complied with recovery provisions established by the Airport Administration or the vehicle is disposed of in accordance with applicable state or local requirements.

(b) The owner of any vehicle removed to a temporary impoundment area, or an authorized representative, may recover possession of such vehicle within seven days after its removal to the temporary impoundment area unless such period is extended by the Airport Administration. Upon acceptable proof of ownership and payment of appropriate parking, storage, and towing charges, the owner may recover possession. Charges for towing and storage of removed vehicles shall be posted at the vehicle impoundment and recovery area.

(c) In the event any removed vehicle is not recovered by its owner or the authorized representative from the temporary impoundment area within the period established in section (b), such vehicle is considered abandoned and may be removed from the temporary impoundment area in accordance with the Airport Administration's procedures for abandoned vehicles.

(d) The owner or authorized representative of any vehicle removed from the temporary impoundment area may recover possession of the abandoned vehicle upon proof of ownership and payment of appropriate charges accrued against such vehicle, in addition to any charges provided by state or local law.

(e) No vehicles, including cars, recreational vehicles or boats shall be stored outside a hangar without permission from the Airport Administration. Information required with request includes dates the vehicle will be stored and proof of additionally insured.

7.5 - Abandoned Vehicles

No Person shall abandon a vehicle upon the Airport. For the purposes of this section, any vehicle or equipment, except one parked within a Tenant's premises, which shall have been left

unattended for a period of more than forty-eight (48) hours, without the express written permission of the Airport Administration, shall be presumed to be abandoned. Law enforcement officers and specifically designated Airport employees are authorized to remove or cause the removal of any abandoned vehicles or equipment to the designated impoundment area of the Airport. The abandoned vehicle can be removed from the impoundment area at the owner's expense, upon payment of appropriate storage and towing charges. Charges for towing and storage of abandoned vehicles shall be posted at the vehicle impoundment area.

7.6 - Accident Reports

Any Person operating a motor vehicle within the AOA which is involved in an accident resulting in injury to Person(s) or damage to property shall:

- (a) Immediately stop such vehicle at the scene of the accident or as close thereto as possible, in a manner so as to minimize any obstruction to aircraft and other vehicles; and
- (b) Notify the Airport Administration and law enforcement officers; and
- (c) Remain at the scene of the accident and complete any required accident report, including the names and addresses of the individuals involved, the registration and license number of the vehicles involved, and such other information relevant to the accident on request of a representative from the Airport Administration or any law enforcement officer investigating same. The operator or owner of any motor vehicle involved in such accident shall, upon request, exhibit any license, registration or other relevant documents regarding the Person or property involved, to any law enforcement officer investigating same.

SECTION 8 VEHICULAR TRAFFIC ON AIR OPERATIONS AREA

8.1 - Governing Law

The control of all vehicular traffic on the AOA shall be governed by applicable laws of the state and City and these Rules and Regulations and are to be enforced by any designated Airport representative or law enforcement officer.

8.2 - Authority to Operate on the Air Operations Area

- (a) No Person shall operate or cause to be operated any motor vehicle on the AOA, unless such operation is required and is directly related to an aviation activity or the business of the Airport, or to the business of a Tenant of the Airport engaged in business activity authorized by the Airport Administration.
- (b) The Airport Administration is authorized to establish restrictions, guidelines, and training requirements for the use of motor vehicles on the AOA, and to issue identification cards, passes and/or motor vehicle decals.
- (c) Motor vehicles operated on the AOA shall not be driven in excess of ten (10) miles per hour, except in the case of emergency. Motor vehicles operated within fifty feet of an aircraft shall not be driven in excess of five (5) miles per hour, except in the case of emergency or as authorized by the Airport Administration.
- (d) No Person shall operate any motor vehicle on any runway or taxiway in violation of any traffic control device. Each vehicle operating on a runway or taxiway must be issued an access

permit and be equipped with a radio capable of transmitting and receiving on the Common Traffic Advisory Frequencies and with a flashing yellow light.

(e) Any Person operating a vehicle on the airport should be familiar with the current FAA Advisory Circulars for Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports for vehicle marking requirements.

8.3 - Yielding to Aircraft

All motor vehicles, including emergency response vehicles, on the AOA shall yield to aircraft in motion, under all conditions.

8.4 - Crossing Runways and Taxiways

(a) Vehicle operators must first receive permission from the Airport Administration and be given a call sign. No Person shall operate a motor vehicle in the following areas, without first having announced their location and intentions on the CTAF and are confident there will be no incursions with air traffic or vehicles:

- (1) In landing areas; or
- (2) Beyond the hold bars of an active runway; or
- (3) Closer than one hundred fifty (150) feet from the edge of an active runway; or
- (4) Closer to an active taxiway than as may be provided in the specific Operational Directives for the Airport.

(b) No Person shall operate a motor vehicle beyond the hold bars of an active runway or closer to an active taxiway stated in the Operational Directives for the Airport, without first determining that no aircraft are approaching and transmitting his or her intentions on the appropriate common traffic advisory frequency. Movement across said runway or taxiway shall then be made expeditiously.

8.5 - Designated Vehicle Routes

No Person shall operate a motor vehicle on the AOA unless such vehicle operates on established vehicle routes only, except operators of emergency vehicles responding to an alarm or Airport vehicles in the performance of individual duties.

8.6 - Vehicle Equipment and Safety Requirements

No Person shall operate a motor vehicle or equipment on the AOA unless such vehicle or equipment is in a fully operable condition and is equipped with appropriate safety equipment.

8.7 - Lights on Motor Vehicles

(a) All motor vehicles on the AOA shall be equipped with two (2) headlights and one (1) or more tail and brake lights. Vehicles designed for only one (1) headlight or taillight are exempt from this requirement. All headlights and taillights shall be lit between sunset and sunrise or when in poorly lit areas. Any motor vehicle other than an emergency vehicle operating on the AOA shall display an overhead flashing or rotating amber light at all times while so operating. Between the hours of sunrise and sunset a motor vehicle not so equipped with a flashing overhead light may operate if such vehicle displays a flag approved for such use by the Airport Administration.

(b) All baggage and cargo carts shall be equipped with reflectors of fluorescent taped material on front, rear and sides of the cart, and shall be in the color and size as approved by the

Airport Administration.

8.8 - Repair and Fueling of Motor Vehicles on AOA

(a) No Person shall service, clean, repair, maintain or overhaul any motor vehicle or other equipment on the AOA except for immediate minimum repairs required to remove said vehicle from the AOA, or as otherwise approved or authorized by Operational Directive.

(b) No Person shall fuel a motor vehicle or other equipment on the AOA in any area other than those established by the Airport Administration or contrary to any procedures established by the Airport Administration.

SECTION 9 LIMITATIONS ON THE SIZE OF AIRCRAFT WHICH MAY OPERATE AT THE AIRPORT

9.1 - Declared Distances

The Declared Distances for the Airport runways are as published in the current Airport/Facility Directory, see Attachment A.

9.2 - Runway Separation Standards

All aircraft must comply with runway-taxiway separation standards as published in the current FAA Advisory Circulars.

9.3 - Determination of Compliant Aircraft

Compliant Aircraft are those aircraft which:

- (a) Are aircraft operated by the United States Government for military purposes;
- (b) According to manufacturers' specifications, can operate within the published Landing/Takeoff Distances assuming maximum design weight, high temperature and a wet runway; or
- (c) Do not have a maximum certificated weight that exceeds the runway load bearing capacity of the Airport runways as published in the current Airport/Facility Directory; or
- (d) Have 2-way radio communication ability; and
- (e) Have a minimum final approach speed of 35 mph or greater.

9.4 - Waivers for Non-Compliant Aircraft

(a) Any Person desiring to operate an aircraft at the Airport which is not a Compliant Aircraft may operate only pursuant to a waiver and only subject to the conditions set forth in this section.

(b) An operator of a non-Compliant Aircraft shall be permitted to operate only if such aircraft:

- (1) Is certificated to comply with, at a minimum, the stage 3 criteria set forth in Federal Aviation Regulations Part 36; and
- (2) Does not have a maximum design weight in excess of the limitations set forth in Section 9.3 of these Rules; and
- (3) Operates consistent with NOTAMs that may be issued by the Airport Administration that are designed to avoid conflicts between non-Compliant aircraft and other aircraft using taxiways or runways at the Airport by prohibiting the use of

- designated runways and taxiways; and
- (4) Operates subject to such additional terms and conditions as the Airport Administration determines are necessary to ensure the safe and efficient operation of the Airport and to protect the safety of Persons, property, and other aircraft at the Airport.
- (c) All operators of non-compliant Aircraft that operate pursuant to a waiver shall maintain a liability insurance policy as provided in Section 5.4 of these Rules.
- (d) The Airport Administration may revoke a waiver for any non-complaint aircraft if they Determine that the operations of such aircraft would compromise the safe and efficient operation of the Airport or the safety of Persons, property, and other aircraft at the Airport.
- (e) In addition to any other penalties available pursuant to law, operation of a non-compliant Aircraft in violation of the requirements of this Section shall be grounds for the Airport Administration to deny access to the Airport to such aircraft.

9.5 - Non-Compliant Aircraft Prohibited

Unless an aircraft operator is eligible for a waiver pursuant to Section 9.4, aircraft that are not Compliant Aircraft may not operate at the Airport.

9.6 - Airshows: Extraordinary Temporary Waivers

Notwithstanding the provisions of this Section, the Airport Administration may issue an extraordinary temporary waiver, for a period not to exceed seven days, for any aircraft participating in an air show or similar demonstration at the Airport, regardless of size, weight or stage classification pursuant to Federal Aviation Regulations Part 36. Such extraordinary temporary waiver shall be issued by the Airport Administration for all aircraft participating in an airshow or similar event without fee, application, or certification by the operator of participating aircraft.

9.7 – Blimp Operations

Blimp Operators shall make arrangements through the Airport Administration for access to the airfield. The Airport Administration will determine available area for blimp parking and issue appropriate NOTAMs.

SECTION 10 AIR TRAFFIC

10.1 - Governing Law

All aeronautical activities at the Airport shall be conducted in conformity with the current provisions of Federal Aviation Regulations, these Rules and Regulations and Operational Directives,

10.2 - Denial of Departure

The Airport Administration may prohibit an aircraft from taking-off from the Airport if, in their judgment, any of the following circumstances exist:

- (a) The flight may result in danger to Persons or property; or
- (b) The pilot has indicated an intention to commit an illegal or dangerous act; or
- (c) The pilot is physically incapacitated, by the use of drugs or alcohol, or otherwise; or
- (d) The payment or arrangement for payment has not been made for use of Airport facilities or services rendered by the airport.

10.3 - Aircraft Accidents

(a) Any Person operating an aircraft who is involved in an accident on the Airport resulting in injury to any Person or damage to any property shall immediately stop such aircraft at the scene of the accident or as close thereto as possible so as to minimize the obstruction of other aircraft or vehicle traffic. The Person operating said aircraft shall then comply with the FAA Notification Procedures and notify the Airport Administration. Such Person shall then return to and remain at the scene of the accident, if possible, until he/she has fulfilled all reporting requirements, including those set forth in subsection (b).

(b) Any Person operating an aircraft involved in an accident on the Airport, as specified in subsection (a), and the Owner of such aircraft, if other than the operator, shall make a full report of the accident to the law enforcement officials and the authorized representative of the Airport Administration as soon after the accident as possible. This report should include, but is not limited to, names and addresses of the individuals involved, description of the property and all aircraft involved including registration and license number and such other information relevant to the accident on request of any law enforcement officer investigating same. The operator of any aircraft involved in such accident shall, upon request, exhibit licenses, registrations or other documents relevant to the accident, or the Persons or properties involved in an accident, to any law enforcement officer investigating same.

(c) In the event of an accident, the Airport Administration may move damaged aircraft at the expense of the owner without liability to the City for damage which may result in the course of such moving.

10.4 - Landing and Take-off

Persons landing an aircraft should use the Common Traffic Advisory Frequency (CTAF)

(a) To announce its position and intentions prior to entering the downwind leg of the traffic pattern for the active runway at the airport; and

(b) To announce its position when turning onto final approach to the active runway.

Persons preparing for departure should use the Common Traffic Advisory Frequency (CTAF)

(a) To announce their position and intentions to taxi, and direction of taxiing; and

(b) To announce their position just prior to taking the active runway, and

(c) Upon departure, to announce their position and intended direction of flight.

10.5 - Taxiing Rules

(a) No Person shall taxi an aircraft until it is ascertained that there is no danger of collision with a Person or property in the immediate area by visual inspection, and, when available, through information provided by attendants, and, if line personnel are in attendance, only at the direction of such personnel.

(b) All aircraft shall taxi at a safe and reasonable speed or as established by Operational Directive.

(c) Aircraft shall only taxi onto or cross a runway or taxiway when they have ascertained that the runway or taxiway is clear of traffic and should announce their intention to do so.

(d) Aircraft shall not taxi near buildings, parked aircraft, or equipment, unless an attendant is present on the ground to assist.

(e) Aircraft shall taxi in accordance with the taxiing patterns and procedures prescribed for the particular runway to be used.

(f) No Person shall push, tow or back an aircraft from a designated parking position in a

Terminal area or Apron without assuring that conditions are safe and in accordance with Operational Directives.

10.6 - Parking of Aircraft

Aircraft shall not be parked outside designated areas within Tenant premises and shall not be parked in any area designated for aircraft movement, including taxiways, runways, and applicable portions of aprons and ramps. All aircraft shall be parked in the designated parking area of the FBO or aeronautical tenant.

10.7 - Registration at Airport

The owners of all aircraft based at the Airport must register their aircraft with the Airport Administration. An aircraft shall be deemed to be based at the Airport if the owner has a contract for the use of a hangar or tie-down facility for such aircraft for at least six continuous months. Information included in the registration shall include the owner(s) name, address and contact information and the make, model, type, and registration number ("N" number) of the aircraft. The owner of a based aircraft, and/or their representative, shall be required to have an access badge.

10.8 - Radio Ground Control.

The operator of an aircraft taxiing or being towed at the Airport should monitor the CTAF.

10.9 - Starting and Running Aircraft Engines

- (a) No Person shall start engines or operate an aircraft unless he is a qualified licensed pilot or mechanic.
- (b) Blocks or chock shall be placed under the wheels before starting the aircraft engines(s) unless the aircraft is provided with adequate parking brakes and same are in an applied position.
- (c) Aircraft engine maintenance Run-ups may only take place in those areas approved for such purposes by the Airport Administration, and only between the hours of 8 a.m. to 6 p.m. (local time) seven days a week, unless otherwise approved by the Airport Administration. Engine run-ups conducted for the purpose of checking the aircraft engine prior to take-off may only be conducted on the taxiway run-up areas near the approach end of each runway. Aircraft being run-up shall not be left unattended.
- (d) Aircraft shall be parked so that fumes, prop wash and jet blast are not directly blown into areas where pedestrians may be present.
- (e) Noise emanating from aircraft engines during ground operations shall be maintained within the applicable aircraft engine noise limits as set by the federal government, state, or City ordinance, whichever is the most restrictive.
- (f) Aircraft engine testing shall be done in a manner that will not cause undue hazards to Persons and property within the jet blast safety area as such area is defined in the appropriate engine manufacturer's maintenance manual.

10.10 - Aircraft Lights

No Person shall park an aircraft at any Terminal, parking position, or other established area by the Airport Administration within the AOA during periods of low visibility or between the hours of sunset and sunrise unless the wingtip lights or other suitable warning lights are kept lighted while the aircraft is so parked or Apron lighting is such that all portions of the aircraft are clearly

visible.

10.11 - Non-operating, Abandoned and Derelict Aircraft

(a) No Person shall park or store a Non-operating Aircraft on Airport property, including leased premises, for a period in excess of sixty (60) days without written authorization from the Airport Administration.

(b) No Person shall store or retain aircraft parts or components being held as inventory anywhere on the Airport, other than in an enclosed authorized facility, unless approved by the Airport Administration, in writing.

(c) Whenever any aircraft is parked, stored, or left in non-operating condition on the Airport in violation of these Rules and Regulations, the Tenant upon whose leasehold such aircraft is located, other responsible party as determined by the Airport Administration, or the Airport Administration shall follow the procedures required by federal or Florida law to notify the Owner or operator thereof and require removal of said aircraft.

(d) Abandoned and derelict aircraft will be handled in accordance with Florida Statute addressing disposal of derelict or abandoned aircraft on the premises of public-use airports.

10.12 - Removal of Liened Aircraft

No Person shall move or remove an aircraft from the Airport, or parts from such aircraft, when a lien has been posted upon and against such aircraft by the Airport Administration.

10.13 - Interference with Aircraft Operations

No Person shall, while on the Airport, disturb, interrupt, or otherwise interfere with:

(a) The enplanement or deplanement of aircraft passengers; and

(b) The departure or arrival of any aircraft; and

(c) Any flight crew member or other flight crew representative in the performance of his or her duties.

10.14 - Prohibited Air Operations

The following aircraft and air operations are prohibited unless prior permission is obtained from the Airport Administration in writing:

(a) The take-off, landing and operation in the airspace of the Airport motorless aircraft, hang-gliders, ultralight aircraft, or model aircraft; and

(b) Ballooning, parachute jumping, skydiving or similar activities.

10.15 - Flying Clubs / Hangar Clubs

Flying Club aircraft may be based at the Airport only upon compliance with the following requirements.

(a) The Flying Club / Hangar Club must be organized as a nonprofit corporation chartered for the purpose of operating the aircraft for pleasure, developing skills in aviation, and developing an awareness and appreciation of aviation requirements and techniques. A Flying Club may be organized in any other manner (for example, joint ownership of a single aircraft) only with the prior written consent of the Airport Administration and upon satisfaction of such additional obligations as the Airport Administration may impose.

(b) The Flying Club / Hangar Club must provide to the Airport Administration a copy of the articles of incorporation, by-laws, a list of officers and directors and their addresses, operating

rules and membership agreements. This information must always be kept current.

(c) The Flying Club / Hangar Club may not derive greater revenue from the use of Club aircraft than the amount necessary for the operation, maintenance, and replacement of the Club aircraft.

(d) The Flying Club / Hangar Club shall maintain a membership record containing the full names, addresses and pilot license number and rating of all its members, past and present, together with the date when their membership commenced and terminated. These records shall be made available for inspection at any reasonable time upon request by the Airport Administration.

(e) The Flying Club / Hangar Club shall not offer instruction to student pilots or otherwise allow use of its facilities or aircraft by pilots who possess only a student pilot certificate.

(f) The Flying Club / Hangar Club shall obtain and keep at all times insurance in the amounts and types as listed in the Minimum Standards.

(g) All Flying Club / Hangar Club aircraft must be registered with the Airport Administration in the manner provided in these Rules and Regulations.

(h) Upon request from the Airport Administration, the Flying Club / Hangar Club shall provide contact information for all individuals with access to the Club's aircraft and/or hangars.

If the Airport Administration believes that a Flying Club is not operating in accordance with the provisions of this section, the Airport Administration may, after notice to the Club, classify the Club as a flight school or commercial operation.

10.16 - Flight Schools; Security

(a) No Person may operate a flight school on the Airport without compliance with the Minimum Standards for Aeronautical Activities. All Persons instructing students shall be liable for the conduct of their students while the students are under the supervision of such Person or while the students are proceeding with uncompleted courses of instruction.

(b) All flight schools operating at the Airport shall comply with these Rules and Regulations.

(c) Flight Schools shall Escort all students within the AOA or Restricted Areas except students who possess a valid pilot certificate issued pursuant to Federal Aviation Regulations.

(d) Flight Schools shall remain in compliance with all applicable Federal, State and Local laws pertaining to flight instruction.

APPENDIX

APPENDIX A

FAA Airport/Facility Directory

Airport Administration

Located at the terminal building, the Airport Administration is open Monday through Friday, from 8:00 AM until 5:00 PM.

FBO

Located at the terminal building, the FBO is open Monday through Sunday, from 7:00 AM until 7:00 PM, except for Thanksgiving Day, Christmas Day, and New Year's Day.

Winter Haven Regional Airport
2073 U.S. Highway 92 West
Winter Haven, FL 33881

Phone

Front desk: 863-298-4551 EXT. 1
Administration: 863-298-4551 EXT. 2
FBO Service: 863-845-0748

After Hours Service: 863-224-1079

For a current list of the airport staff, please visit our website at:

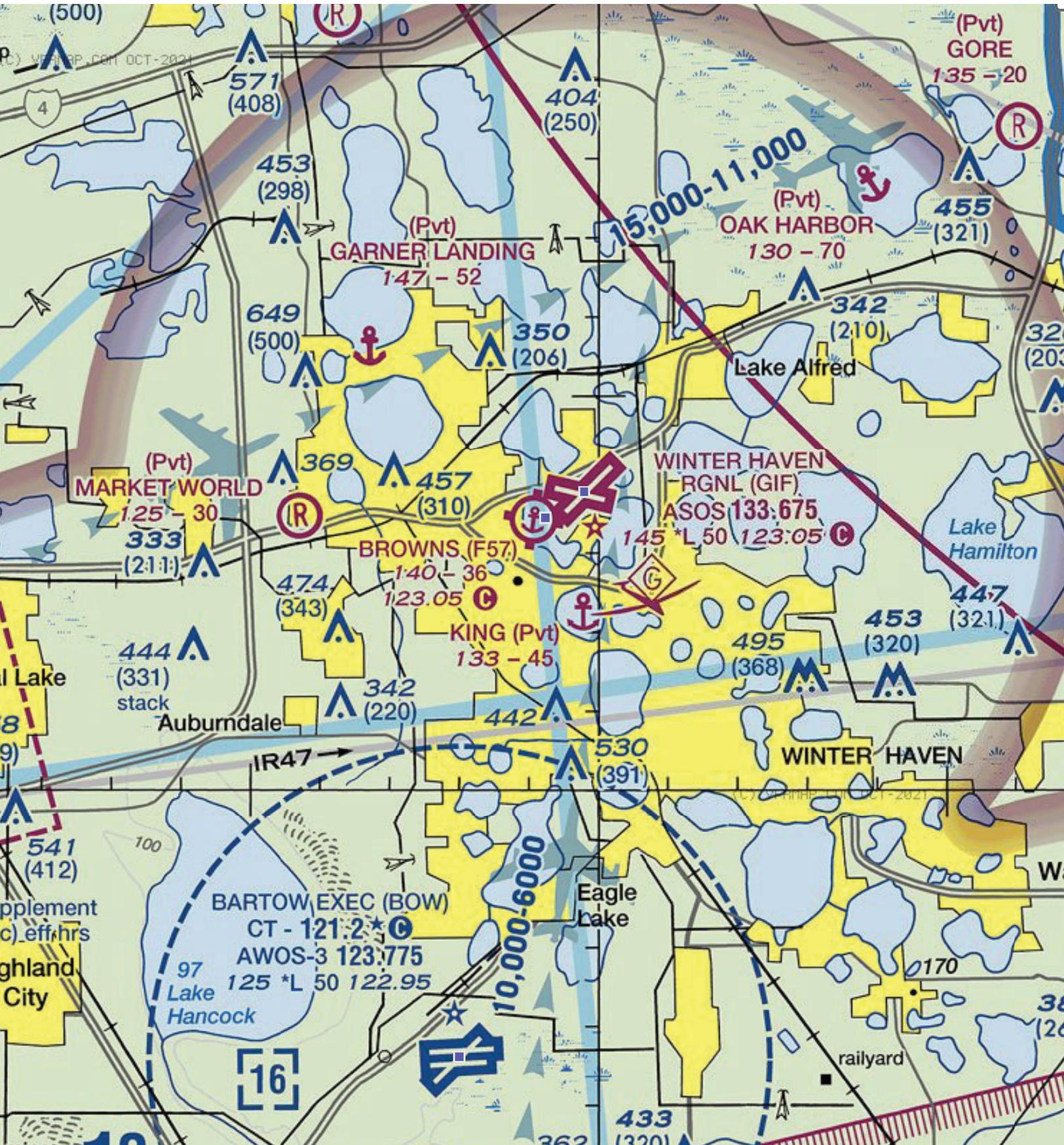
www.mywinterhaven.com/airport/directory

FAA Orlando Flight Standards District Office

Front desk: 407-487-7000

APPENDIX B

GIF VFR Map



WAAS CH 86502 W11A	APP CRS 107°	Rwy Idg TDZE 145 Apt Elev 145	4001
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RNAV (GPS) RWY 11

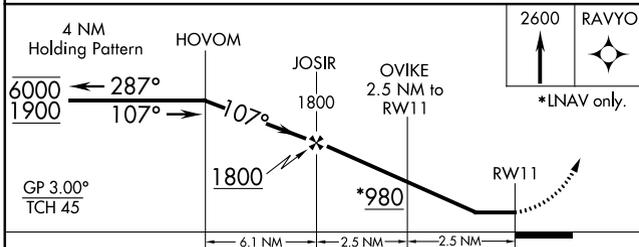
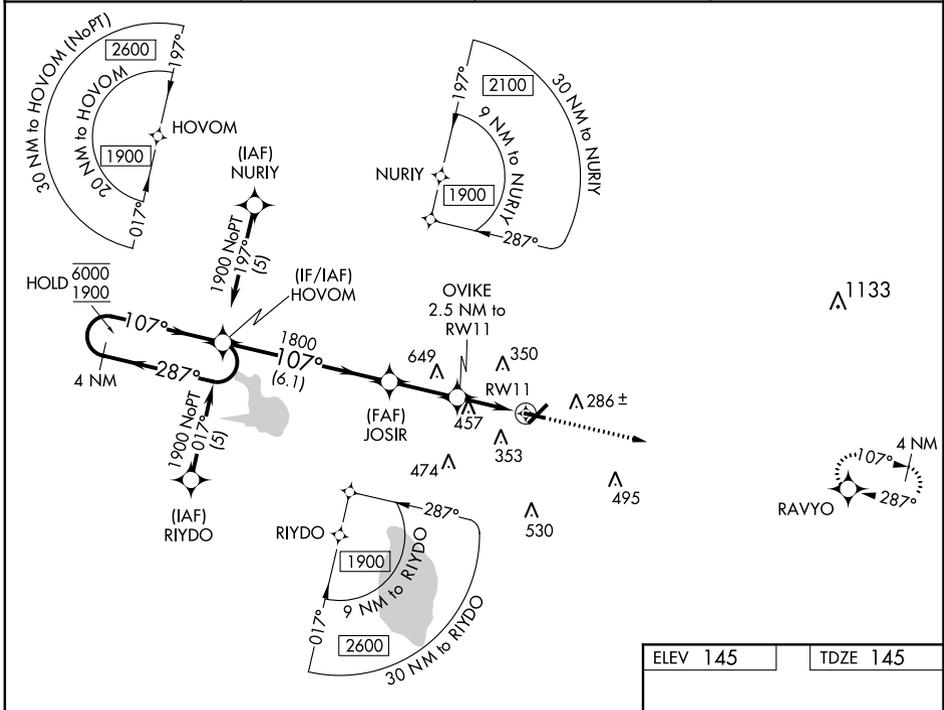
WINTER HAVEN RGNL (GIF')

RNP APCH-GPS.

⚠ Rwy 11 helicopter visibility reduction below 1 SM NA. For uncompensated Baro-VNAV systems, LNAV/VNAV NA below -15°C or above 54°C. Straight-in and Circling Rwy 11 NA at night. When local altimeter setting not received, use Barlow altimeter setting and increase all DA/MDAs 20 feet. Baro-VNAV NA when using Barlow altimeter setting.

MISSED APPROACH:
Climb to 2600 direct RAVYO and hold.

ASOS 133.675	TAMPA APP CON 120.65 290.3	CLNC DEL (GCO) 121.725	UNICOM 123.05 (CTAF) 0
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ELEV 145	TDZE 145
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Diagram of RWY 11 showing runway dimensions: 4001 x 60 ft and 5008 x 100 ft. MRL locations are marked for Rwy 5, 23, 11, and 29.

REIL Rwy 5 and 23
REIL Rwy 11 and 29
MRL Rwy 5-23 and 11-29

CATEGORY	A	B	C	D
LPV DA	395-1 250 (300-1)			
LNAV/VNAV DA	647-1¾ 502 (600-1¾)			
LNAV MDA	760-1 615 (700-1)	760-1¾ 615 (700-1¾)	760-2 615 (700-2)	760-2 615 (700-2)
CIRCLING	760-1¾ 615 (700-1¾)	820-2 675 (700-2)	960-2¾ 815 (900-2¾)	

SE-3, 04 NOV 2021 to 02 DEC 2021

SE-3, 04 NOV 2021 to 02 DEC 2021

APP CRS	Rwy Idg	5006
049°	TDZE	145
	Apt Elev	145

RNAV (GPS) RWY 5

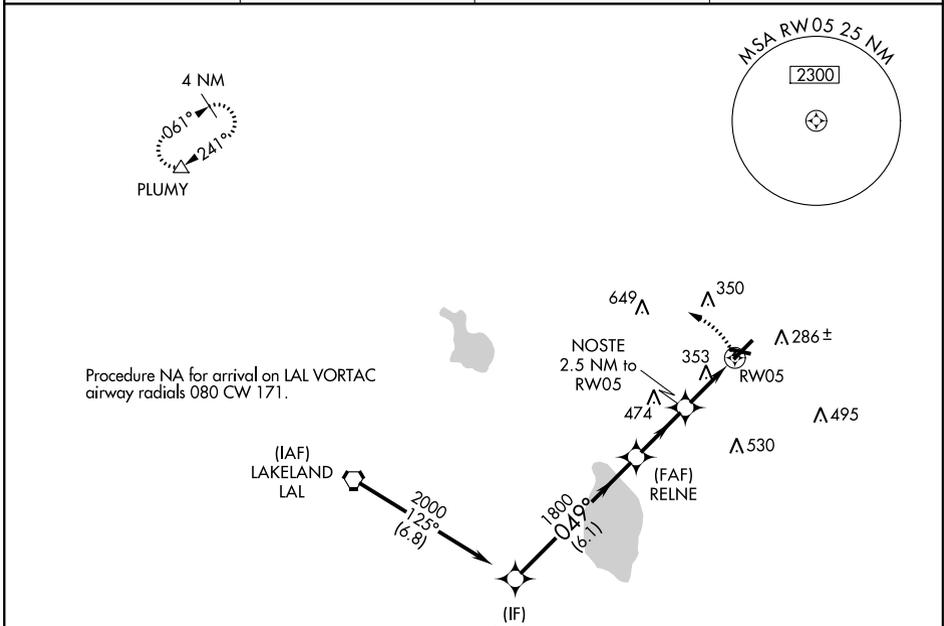
WINTER HAVEN RGNL (GIF')

RNP APCH-GPS.

⚠ Helicopter visibility reduction below $\frac{3}{4}$ SM NA. When local altimeter setting not received, use Barlow altimeter setting and increase all MDA 20 feet, increase LNAV Cat C/D visibility $\frac{1}{8}$ SM. VDP NA when using Barlow altimeter setting. Circling Rwy 11 NA at night.

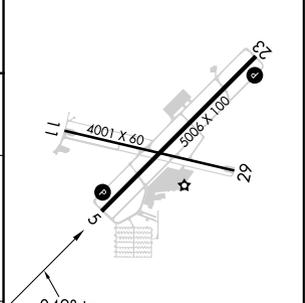
MISSED APPROACH: Climbing left turn to 2000 direct PLUMY and hold.

ASOS 133.675	TAMPA APP CON 120.65 290.3	CLNC DEL (GCO) 121.725	UNICOM 123.05 (CTAF) 0
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ELEV 145	TDZE 145
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BEZDU	RELNE	NOSTE	RWY 05
2000	1800	980	
049°	3.04°		
6.1 NM	2.5 NM	1 NM	1.5 NM



CATEGORY	A	B	C	D
LNAV MDA	660-1	515 (600-1)	660-1 $\frac{3}{8}$	515 (600-1 $\frac{3}{8}$)
CIRCLING	720-1	575 (600-1)	820-2 675 (700-2)	960-2 $\frac{3}{4}$ 815 (900-2 $\frac{3}{4}$)

REIL Rwy 5 and 23
REIL Rwy 11 and 29
MIRL Rwy 5-23 and 11-29

SE-3, 04 NOV 2021 to 02 DEC 2021

SE-3, 04 NOV 2021 to 02 DEC 2021

VORTAC LAL 116.0 Chan 107	APP CRS 071°	Rwy Idg TDZE Apt Elev	N/A N/A 145
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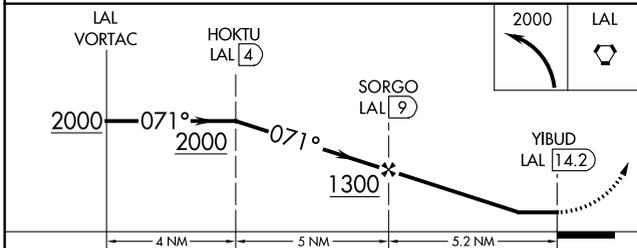
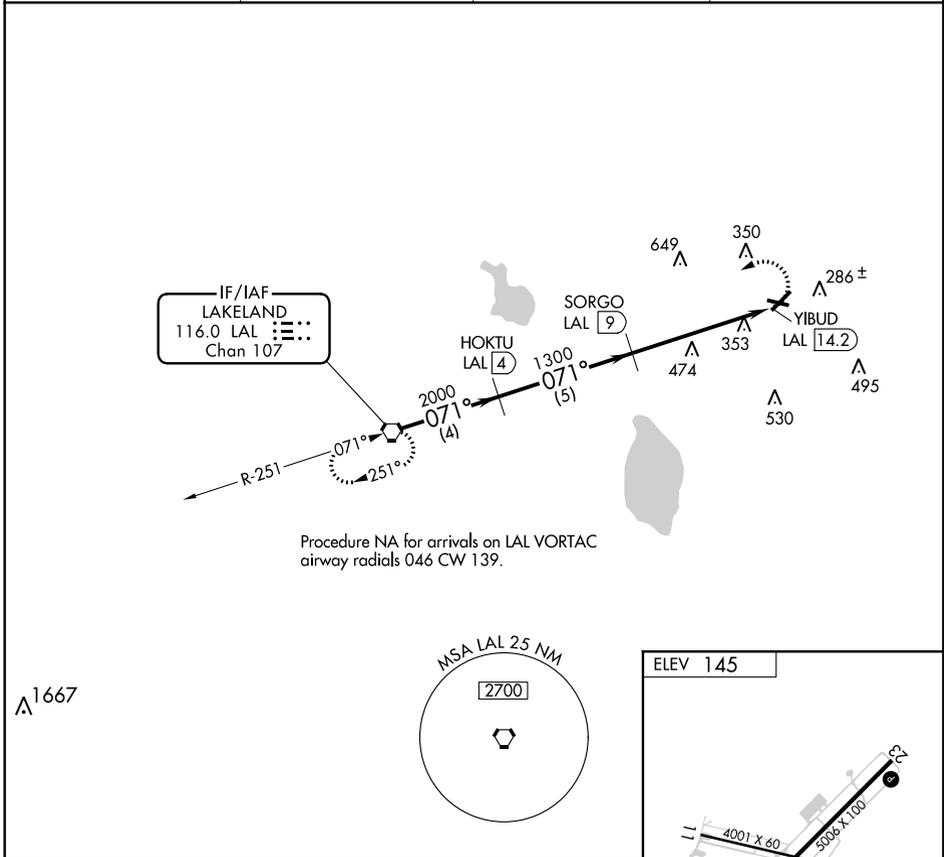
VOR-A
WINTER HAVEN RGNL (GIF')

DME required.

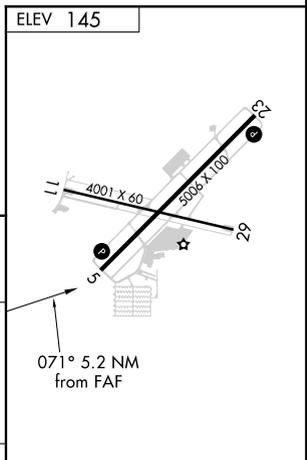
▼ When local altimeter setting not received, use Bartow altimeter
 ▲ setting and increase all MDA 20 feet. Circling Rwy 11 NA at night.

MISSED APPROACH: Climbing left turn to 2000 direct LAL VORTAC and hold.

ASOS 133.675	TAMPA APP CON 120.65 290.3	CLNC DEL (GCO) 121.725	UNICOM 123.05 (CTAF) 0
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CATEGORY	A	B	C	D
CIRCLING	780-1	635 (700-1)	820-2 675 (700-2)	960-2¾ 815 (900-2¾)



REIL Rwy 5 and 23
 REIL Rwy 11 and 29
 MRL Rwy 5-23 and 11-29

SE-3, 04 NOV 2021 to 02 DEC 2021

SE-3, 04 NOV 2021 to 02 DEC 2021

APPENDIX C

Winter Haven Regional Airport

Airport ID/Gate Card Application

Name → First: _____ MI: _____ Last: _____

Address: _____

Date of Birth: _____ Sex: M F email: _____

Height: _____ Hair Color: _____ Eye Color: _____

Phone: Home: _____ Work: _____ Cell: _____

Driver's License #: _____ DL Issue State: _____ DL Expires: _____

Reason for Need:

Applicant Declarations: Have you committed a Felony in the last 5 years? Yes No Do you have a valid Drivers License? Yes No

Tenant Area:

- Terminal/FBO Jack Brown's South Apron T-hangars/Corporate Hangars

Organization: _____ Contact Phone Number: _____

Address: _____

Tenant Requested Expiration Date: _____ Other Special Requests: _____

Airport Association:

Hangar Number: _____ (example 240-2)

Aircraft Type & Tail Number: _____ (example C172 – N123PA)

Job Title (if applicable): _____

- Aviation Business Hangar Occupant Other: _____

I have read, understand, and will comply with my responsibilities governing Gate & ID Card access and the Terms & Conditions listed on the back side of this application form. I also agree to comply with the Airport Rules, Regulations and Policies, and all applicable Federal State, County and City laws and Ordinances. I hereby certify that there are no misrepresentations, omissions, falsifications in the information I have provided. I further understand that my failure to adhere to the Terms & Conditions, the Airport Rules & Regulations, and all applicable Federal, State, County and City Laws and Ordinances will result in the termination of my Gate access and/or ID Card, revocation of airport driving privileges, and/or removal from Airport Property.

Badge Holder - Print Name Signature Date

Airport Administration Authorization: ID Only, ID & Gate # _____ Access

Print Name Signature Date

By signing this ID Badge request I certify that the individual has presented a valid driver's license (if requesting gate access) and is qualified to obtain access as defined above to the secure areas of the Airport, and to return this badge when access is no longer required.

AIRPORT USE ONLY: Type: ID Badge Only Gate Card & ID Limited Gate Card & ID

Access Area: Ramp Only Ramp/AMA Temporary Contractor

Airport ID/Badge Number: _____ Original Date Issued: _____

Date ID Expires in System: _____ Final Date Expired/Returned: _____

Terms & Conditions – for Winter Haven Regional Airport Gate access and ID Cards.

1. Possessing a Gate/ID Card is an Airport Security initiative, and it protects you.
2. Gate Access or ID Cards DO NOT provide authorization to be on active runways, taxiways, and safety areas (Movement Area).
3. Gate Access and ID Cards are NOT TRANSFERABLE between parties. Your card is issued to you and *only you are authorized to use it*. You agree that you will not give or let someone else use your Gate/ID Card.
4. You agree that you will return your Gate/ID Card when you are no longer employed by, no longer have an aircraft located at, or are no longer in day-to-day business with a tenant of the Winter Haven Regional Airport. You further agree that you will notify Airport Management immediately of any changes in the information provided on this Identification/Gate Card Application. **Failure to return a badge or notify Airport Management of a lost badge will result in a fine.**
5. Upon entering or exiting a vehicle gate, you will wait for the gate to completely close before proceeding and prevent any un-authorized persons or vehicles from entering the Airport Operations Area (AOA). Only one vehicle at a time thru the gate and no "Piggy-Backing".
6. All individuals in the AOA should possess an Airport Gate Access or ID Card. Except for passengers enplaning and deplaning aircraft, the general public (even contractors) is prohibited from the AOA unless escorted by an authorized Gate Access or ID Card holder. *Contractors and Guests must always remain within visual contact of their authorized escort. Contractors or guests cannot be left alone for any period of time, this will result in the potential termination of access to the escorting badge holder and the removal of all involved from Airport property.*
7. Driving across the ramp areas of other tenants is prohibited.
8. Once on the AOA you will exercise extreme caution while driving and will look out and always listen for aircraft. The Speed Limit on the AOA is 15 miles per hour, and you agree to always drive at this limit or slower. Erratic driving or excess speed is prohibited.
9. Aircraft and Pedestrians have the right of way over any ground motor vehicle.
10. Ground motor vehicles will park in designated parking areas only. The Aircraft Parking Apron and Tie-Down Spaces are not designated ground vehicle parking areas.
11. The Airport Manager and staff have the right to tow or otherwise move any motor vehicle for reasons of safety, security, parking in unauthorized areas, abandonment, and law enforcement assistance or official investigation.
12. The driver of any vehicle involved in an accident on the AOA shall stop and render assistance at the scene. Pilot or Driver details including names, address, license number, insurance information, names of others involved, and phone contacts will be given to any witness, police/security officer and airport officials upon request. Any accident must be reported to Airport Management.
13. The City reserves the right to revoke any GATE Access or ID Card holders access authorization where such action is determined to be in the best interest of airport security or safety.
14. I hereby release the City of Winter Haven from any and all causes of actions, torts, damages, judgments, claims, rights and demands that may arise in connections with the issuance, use and termination of this Gate Access or ID Card.