Milwaukee County's

MKE

GENERAL MITCHELL INTERNATIONAL AIRPORT

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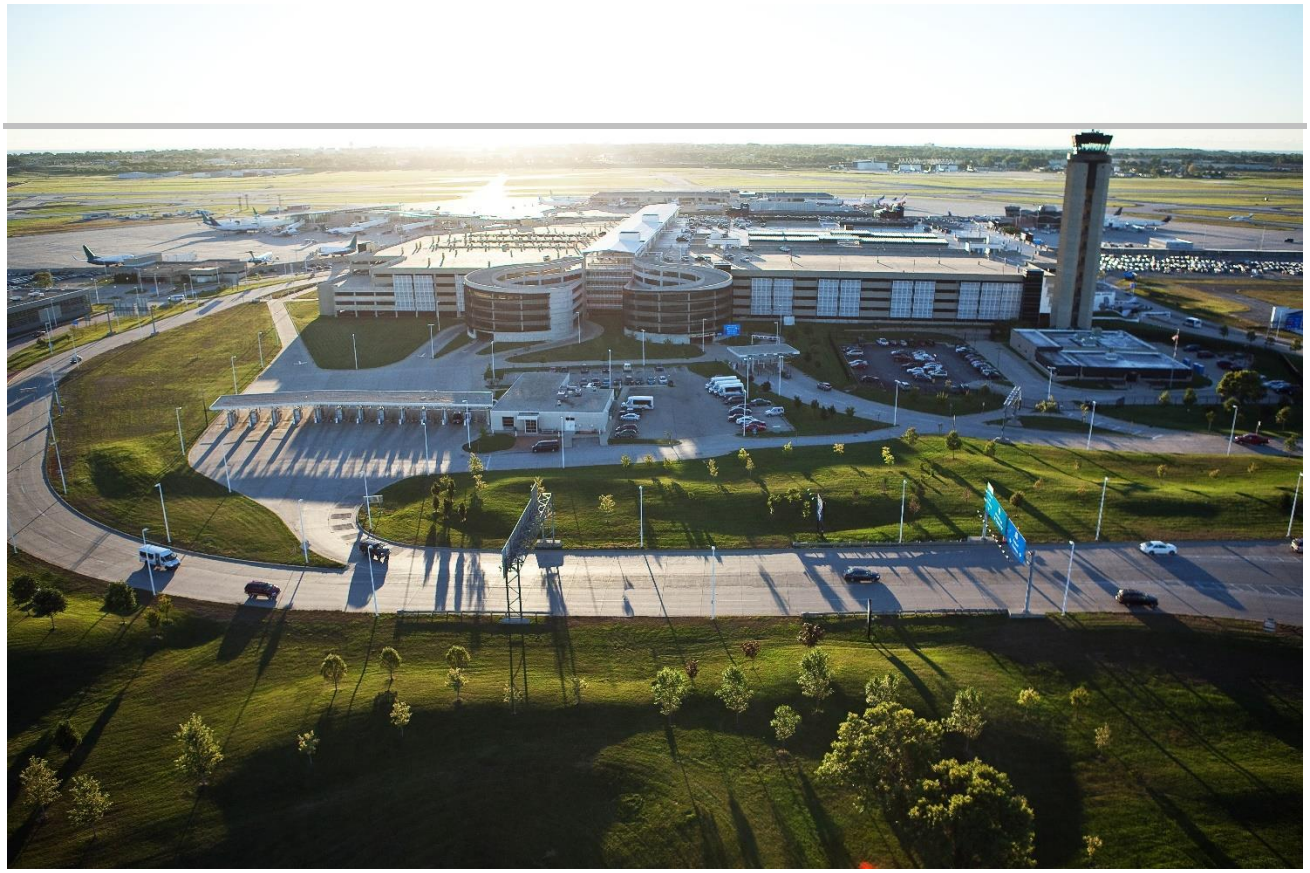
Milwaukee County
5300 South Howell Avenue
Milwaukee, WI 53207
(414) 747-5300

Rules and Regulations



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1. INTRODUCTION

1.1. Purpose

The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of the Operators, Lessees, Sublessees, Permittees, and users of the Milwaukee County's General Mitchell International Airport (Airport), and to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airport. The General Provisions set forth in this section are common to all Airport Primary Management and Compliance Documents (PMCDs) and are incorporated into each PMCD by reference.

1.2. Definitions

The terms defined in Appendix 12.1 or identified as an acronym in Appendix 12.2 and identified by use of a capital letter, whenever used in the PMCDs, shall be construed as defined therein unless a different meaning is specifically defined. Words or phrases that are not defined shall be construed consistent with their common meaning or as generally understood throughout the aviation industry.

1.3. Governing Body

The Airport is owned by Milwaukee County (County), operated by the County Department of Transportation, and governed by and through the Milwaukee County Executive and the Milwaukee County Board of Supervisors.

The authority to: (a) lease Airport land and/or Improvements, (b) allow the occupancy and/or development of Airport land or Improvements, (c) grant the right to engage in any activity at the Airport, and (d) implement, supplement, amend, modify, approve, or adopt any Agreement, policy, standard, rule, regulation, or directive, including the PMCDs, is expressly reserved to the County and Airport management.

1.4. County Mission and Vision Statements

It is the County's mission to provide high quality, responsive services that enhance self-sufficiency, personal safety, economic opportunity, and the quality of life for all its people.

1.5. Authority to Adopt

The authority to adopt any policy, standards, rules, regulations, or directive, including the PMCDs, is delegated to the County by the Wisconsin Statutes, including Chapter 114. Aeronautics and Astronautics, Subchapter I. Air Transportation, Statute 114.001 et. seq.

1.6. Statement of Policy

It is the desire of the County to: (a) plan, develop, operate, and manage the Airport in such a manner so as to ensure the Airport's long-term financial health in compliance with all regulatory obligations, (b) protect and promote the health, safety, security, and general welfare of the public, (c) encourage the provision of the type, level, and quality of aviation products, services, and facilities desired by the public, and (d) ensure the efficient and safe operation of the Airport.

For situations not specifically addressed in the PMCDs, Airport management reserves the right to make such policies, standards, rules, regulations, and directives as may be appropriate given the situation and/or circumstances pertaining to the use of the Airport. The Airport is required to operate for the use and benefit of the public and shall be made available to all types, kinds, and classes of Aeronautical Activity on reasonable terms and without unjust discrimination.

2. GENERAL RULES AND REGULATIONS

2.1. Access To, Entry Upon, or Use of the Airport

Access to or entry upon the Airport shall be made only at locations designated by the Airport Director or a designated representative. Any person accessing or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to or use of the Airport, whether directly or indirectly, expressly or implied. All actions shall be in full and complete compliance with these Rules and Regulations and the applicable PMCDs.

Any person accessing or using the Airport shall defend, indemnify, save, protect, and hold harmless the County and their representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the County for) any and all actual or alleged claims, demands, damages, expenses, costs fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, environmental costs, and/or penalties (collectively referred to as costs), that may be imposed upon, claimed against or incurred or suffered by the County and that, in whole or in part, directly or indirectly, arise from or are in any way connected with the person's activities at and use of the Airport.

2.2. Restricted Areas and Sterile Areas

Access to the Restricted Areas is limited to persons with a valid Airport ID/Access Media, under appropriate supervision or escort, or as otherwise approved by the Airport Director or designated representative and Chapter 9 of these Rules and Regulations.

2.3. Security

The Airport Director or designated representative may close or otherwise restrict Vehicle and/or pedestrian access to any area of the Airport when safety or security considerations dictate and in compliance with Section 9 of these Rules and Regulations.

2.4. Commercial Activities

Any entity desirous of engaging in a Commercial Aeronautical Activity (Applicant) shall obtain an Agreement, license, or Permit from Airport management prior to engaging in the desired Activity. Any entity engaging in Commercial Aeronautical Activities shall comply with the Airport's Minimum Standards. Any entity basing an Aircraft at the Airport shall not permit said Aircraft to be used for Commercial Aeronautical Activities unless expressly authorized by Agreement. Any entity desiring to engage in Commercial activities at the Airport shall obtain a Permit from Airport management prior to engaging in such activity.

2.5. Accidents

Any person involved in or witnessing an Accident resulting in any injury or death to a person(s) or damage to Property should immediately call the Airport Fire Department at (414) 747- 5329. Damage to County property, injuries, or fatalities involving County employees shall be immediately reported by the following procedures identified in Milwaukee County Accident and Claims Reporting Procedure, Section 5.04 Procedure and Occupational Safety and Health Administration standards.

If reasonably able to do so, such person shall remain at the scene and respond to the inquiries of (and provide the information requested by) the County, Sheriff's Office, Airport Director or designated representative, Law Enforcement Officers, Fire Department, and/or investigative personnel.

- No person shall tamper with an Accident scene or fail to comply with any directive issued by the County, Sheriff's Office, Airport Director or designated representative, Law Enforcement Officers, Fire Department, or any other Agency having jurisdiction over the Accident scene.
- Unauthorized entry to the Air Operations Area (AOA) in order to gain access to an Accident scene is prohibited.

2.6. First Amendment Activities

Conduct of or participation in solicitation, picketing, demonstrating, parading, marching, patrolling, sit-ins, sit-downs, or other similar activities and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials is prohibited without prior written permission of Airport management and in compliance with the Airport's Guidelines for Free Speech Activities provided in Appendix 12.11 and in compliance with County Code of Ordinances, Chapter 4, Section 4.02(5) Picketing, Marching, Demonstrations.

All authorized activities listed above shall be conducted (a) in a peaceful and orderly manner; (b) without physical harm, molestation, threat, or harassment of any person; (c) without obscenities, violence, breach of the peace, or other unlawful conduct; (d) without obstructing the use of the Airport by others; (e) without hindrance to or interference with the proper, safe, orderly, and efficient access to/from, and operation of the Airport and activities conducted thereon; and (f) in strict conformance with any rules and regulations governing such activities on the Airport and the direction and conditions prescribed in writing by the Airport Director or designated representative. When approved by Airport management, such activities shall be conducted in those areas identified by Airport management.

2.7. Signage and Advertisements

Signage must be consistent with the applicable County Code of Ordinances, Chapter 4, Section 4.02(2) Advertising and Solicitation. Signs, advertisements, notices, circulars, and/or handbills may not be posted, displayed, or distributed without the prior written permission of the County and with an applicable permit. The posting of advertisements on County property shall conform with established County policies and/or directives.

- Any signage shall comply with any and all requirements of the Airport's Sign Design Guidelines, Requirements and Policies document.
- Airport management shall have the right to remove or relocate any such sign, advertisement, notice, circular, and/or handbill posted, displayed, or distributed.

2.8. General Conduct

No person shall use or otherwise conduct themselves in any area of the Airport in any manner contrary to the directions posted in or for that area. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property is prohibited. Any and all Property damaged or destroyed shall be replaced (or a replacement shall be paid for) by the person(s) responsible for such damage or destruction.

Smoking – Smoking or carrying lighted cigars, cigarettes, smokeless/chewing tobacco, electronic vapor cigarettes, or pipes in any public use area of the Airport or the AOA, except in areas specifically designated by Airport management and posted as public smoking areas, is prohibited.

Safe Operation – Starting, moving, using, or interfering with the safe operation of any Aircraft, Vehicle, or equipment without the permission of the owner or by specific direction of Airport management is prohibited. If requested by Airport management or a Law Enforcement Officer, satisfactory evidence of the right to do so shall be presented.

Safety Vests – Any person entering the AOA must wear a high visibility reflective safety vest or similar upper body garment in compliance with American National Standard for High-Visibility Safety Apparel (ANSI) standard 107-1999 at all times when 15 feet or more from the building except for Aircraft passengers traversing to or from an aircraft, transient pilots conducting duties associated with the inspection or operation of an aircraft, or authorized persons.

Leased Premises – Leased Premises shall be delineated and made part of any agreement or permit and are expressly for the conduct of the Lessee's or Sublessee's activities. Unauthorized persons shall not make use of the Leased Premises without the express permission and authorization of the Lessee or Sublessee. Unauthorized uses of the Leased Premises must receive the written consent of the Airport Director or a designated representative. At no time shall the Lessee use space outside their delineated Leased Premises without the written approval of the Airport Director.

2.9. Prohibited Activities

No person shall engage in activities that are disruptive and/or that create a hazard or risk of injury or death or damage to persons, Property, or Aircraft operations. Loitering at any location on the Airport is prohibited.

The Airport shall not be used:

- for gambling in any form or operating gambling devices of any nature,
- to camp unless approved in writing by the Airport Director or designated representative,
- for solicitation or the selling of goods, products, or services (without the written approval of the Airport Director), or
- for any improper, objectionable, or illegal purposes.

2.10. Abandoned or Lost Property

Property shall not be Abandoned at the Airport. Abandoned or Lost Property found in Public Areas shall be reported or turned in to Airport management.

- Airport management will comply with State of Wisconsin Statute 170.07, 170.11, and 177.17 upon identifying Abandoned Property and in compliance with the Airport's Lost & Found Policy (as included in Appendix 12.9).
  - Operators, Lessees, and Sublessees may maintain a lost and found service for Property of customers, visitors, invitees, or employees.
  - Employees who find lost items are asked to bring the items to the Airport's Lost and Found at the Airport Information Desk.

2.11. Use of Roadways and Walkways

No person shall travel at the Airport other than on the roadways, walkways, or other areas provided or designated for a specific type or class of traffic and no person shall occupy the roadways or walkways in such a manner as to hinder or obstruct proper use.

2.12. Animals

No person shall bring animals into the Passenger Terminal Building, except for Service Animals identified in compliance with the Americans with Disabilities Act (ADA) and in compliance with Appendix 12.5 and County Code of Ordinances, Chapter 4, Section 4.02(6)(i) or animals used for law enforcement purposes, unless destined for air transport and restrained by a container or crate.

- Excluding the Passenger Terminal Building, domestic pets may be at the Airport only if kept on a leash or inside the Operator's, Lessee's, Sublessee's, or user's facilities, Aircraft, or Vehicles.
- Each person shall be responsible for his/her pet while in and on Airport property and shall clean up after their pet as necessary. If that individual fails to do so, they may be fined accordingly.

No person, except those authorized by Airport management, shall intentionally hunt, pursue, trap, catch, injure, or kill any animal at the Airport. No person shall feed or perform any other act to encourage the congregation of animals on any portion of the Airport.

2.13. Alcoholic Beverages

Any entity selling alcoholic beverages on Airport property must have a valid liquor license. Alcoholic beverages may only be consumed in accordance with applicable Legal Requirements. Airport management reserves the right to exclude or expel any person who, in the judgment of a Law Enforcement Officer, is intoxicated or under the influence of alcoholic beverages or drugs. Airport management reserves the right to restrict the consumption of alcoholic beverages at the Airport.

2.14. Use of Public Areas

Marking or defacing the floors, walls, windows, ceilings, or any other surface is prohibited. Persons causing or liable for damage of any nature shall report such damage to the Airport Director or designated representative in compliance with County Code of Ordinances, Chapter 4, Section 4.02(3) Vandalism and Damage to Airport Property. Use of the Public Area in any facility or in any area for purposes of sleeping in lieu of a hotel, motel, or other accommodations is prohibited unless authorized by Airport management or within the Passenger Terminal Building during Air Carrier service interruptions.

2.15. Temporary Use of County Land and Improvements

Persons or entities who desire to use temporarily County land and/or Improvements shall comply with County policies and directives established for such use. Applicants shall contact the Airport Director or a designated representative and fully describe the purpose of the request and explain in detail the contemplated activity.

The Airport Director or designated representative shall determine the feasibility and category of the request and inform the applicant that the request is either not feasible; or indicate preliminary approval and provide applicable directives and application forms to the applicant for completion. The applicant shall fully complete the required application forms, indicate proposed areas to be used and present forms and a map to the Airport Director or designated representative for further consideration.

2.16. Trash Receptacles

Airport tenants are encouraged to use the two designated recycling sites for waste disposal purposes and for overall compliance with the Airport's Sustainability Master Plan. General trash and recycling disposal sites are located landside at the Main Terminal's loading dock area along with the airside facility located directly adjacent to the International Arrivals Building (IAB). Waste disposal capabilities include the following:

General Trash: Both sites have ram compactors with the following restrictions:

- No pallets, cardboard, plastic or furniture
- Note: Flashing strobe indicates compactor is being serviced.

Trash compactors shall be used in compliance with the rules contained in Appendix 12.4.

Trash of any kind shall not be placed, discharged, or deposited at the Airport except in properly designated trash containers. Trash containers shall be kept clean and emptied on a regular basis to prevent overflowing.

- Exterior trash containers shall be equipped with securely fastened lids.
- Trash or recyclable materials not generated on the premises, shall not be brought in and disposed of on Airport property.
- All containers shall be labeled for the appropriate type of trash (i.e. recycled bottles and plastic, recycled paper, and general non-recycled trash).

2.17. Recycling

Airport tenants are encouraged to use the two recycling sites for waste disposal purposes and for overall compliance with the Airport's Sustainability Master Plan. General trash and recycling disposal sites are located landside at the Main Terminal's loading dock area along with the airside facility located directly adjacent to the International Arrivals Building (IAB). Recycling capabilities include the following:

Recycling:

- Cardboard Baler
  - Breakdown boxes prior to placing in baler.
- Paper Dumpster
  - Paper only, no plastic, glass or metal.
  - Comingled Bottles & Cans:
  - Aluminum cans
  - Glass bottles
  - Plastic beverage containers
  - Metal cans
  - No plastic bags or general trash.
- Lamp Recycling:
  - Contact the Electrical Department at (414) 426-5955

Lessees and Sublessees are encouraged to use separate stream recycling by discarding certain recyclable materials into separate bins that shall be kept clean and emptied on a regular basis to prevent overflowing.

- Exterior waste recycling containers shall be equipped with securely fastened lids.
- Recyclable materials shall not be brought to or burned on Airport property.
- All containers shall be labeled for the appropriate type of trash (i.e., recycled bottles and plastic, recycled paper, and general non-recycled trash).

2.18. Fire and Flammable Materials

Operators, Lessees, and Sublessees shall comply with practices recommended by the National Fire Protection Association (NFPA) and all fire codes, regulations, or directives issued by the Fire Department and/or Airport management.

In no event shall smoking or carrying lighted cigars, cigarettes, or pipes occur on any part of the AOA or Secured areas or near any Aircraft, Refueling Vehicle, or Fuel storage facility. Open flames of any kind (i.e., candles, fixtures, fires, or grilling) are prohibited without the prior written permission of Airport management and the Fire Department.

- This excludes open flames used by Operators, Lessees, or Sublessees in the performance of Aircraft Maintenance.
- With the prior written permission of Airport management and the Fire Department, Aircraft Rescue and Fire Fighting (ARFF) personnel may engage in training exercises that require open flames.

Any uncontrolled fires (regardless of size or whether the fire has been extinguished) shall be reported immediately to the Airport Fire Department at (414) 747-5329. No person shall tamper with any fire extinguisher or related equipment or use the same for any purpose other than fire prevention or firefighting.

- Such equipment may be inspected by the Fire Department and/or Airport management at any time and shall be maintained and inspected annually.
  - A tag showing the date of the last inspection by a certified vendor (and who performed the inspection) shall be attached to each unit and records, acceptable to fire underwriters, shall be kept documenting the status of each unit.
  - All fire suppression systems and containers must be kept in fully operational condition and it is the responsibility of the Lessee to have these inspected and certified.

No person shall block or modify any self-closing fire door. Flammable materials shall only be used or stored in accordance with the practices recommended by the NFPA and in compliance with applicable Legal Requirements.

The use of flammable, volatile liquids having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically approved for the purpose for which the liquid is being used. The room must be properly fireproofed and equipped with appropriate and readily accessible fire-extinguishing apparatus.

The practices recommended in NFPA Pamphlet No. 30 (Flammable and Combustible Liquids Code), NFPA Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and NFPA Pamphlet No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

2.19. Hazardous Materials

No person shall place on Airport property any storage container capable of holding more than five (5) gallons of Hazardous Materials or carry, transport, or place any container holding or capable of holding any biomaterial without obtaining a permit signed by the Airport Director for such activity.

No person shall store, keep, handle, use, dispense, discharge, or transport any Hazardous Materials or Hazardous Materials container in contravention of any Legal Requirements. Proper permits must be obtained from the Agency having jurisdiction over such materials, copies must be maintained on file for review by Airport management, and prior notification must be given to Airport management.

If any Operator, Lessee, Sublessee, Permittee, or other entity stores, uses, or dispenses any Hazardous Materials in such a way as to be subject to any of the requirements under the Emergency Planning and Community Right-to-Know Act (EPCRA), 42 U.S.C. § 11001, et seq., such entity shall be responsible for any reporting obligations under EPCRA. Airport management will not be responsible for compliance with any EPCRA requirements, except to the extent the County stores, uses, or transports Hazardous Materials.

- If the storage of Hazardous Material is approved, such material must be placed in suitable containers designed specifically for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids that are properly secured.
  - Safety Data Sheets (previously known as Material Safety Data Sheets) for all Hazardous Materials shall be maintained on-site so as to be readily available to emergency responders in the event of an emergency and for review, at any time, by Airport management and the Fire Department.
- Hazardous Materials shall not be stored in close proximity to operating Aircraft, Vehicles, equipment, or sources of heat nor be stored in excess of amounts needed as current inventory. All Hazardous Material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of that must meet the approval of the Fire Department.
  - Secondary containment is required for Hazardous Materials being stored in tanks, drums, or other similar storage receptacles.
  - Fuels or deicing fluids in containers greater than 55 gallons shall not be stored without providing prior notification (and a copy of an SPCC Plan) to Airport management and the Fire Department.

Hazardous Materials and Hazardous Materials containers shall be disposed of in a manner consistent with the practices outlined by Federal, State, and County Environmental Rules and Regulations. Used or unwanted engine oil shall be disposed of only at State certified waste oil facilities or other approved disposal locations. No person shall bring used or unwanted waste oil onto the Airport for disposal purposes.

2.20. Environmental (Hazardous Materials) Clean Up

Any environmental hazardous materials spill or that requires a clean-up shall be reported immediately to the Airport Fire Department at (414) 747-5329.The following requirements are based on the premise that the owner of any released Hazardous Material or petroleum-related product is responsible for the notification, containment, and clean-up of any such releases and that all persons or firms handling and/or storing of Hazardous Materials or petroleum products at the Airport maintain sufficient quantities of absorbent materials and/or equipment to effectively contain and clean-up any released product. It is the County's intent to place the responsibility for containing, remediating, and proper notification onto those who are legally liable for Hazardous Material releases.

Response and Containment – The Fire Department shall be notified by Airport Operations of any released Hazardous Material and/or petroleum-related product, and upon receipt of such report respond with an ARFF unit and shall:

- Standby with the ARFF unit and maintain fire protection;
- Direct persons responsible for the spill to deploy equipment and materials to contain and pick-up spilled material;
- Direct and/or assist as needed persons responsible for the spill to place absorbent booms and pads in strategic locations to stem the flow and intercept material that has entered the storm sewer drainage system;
- In the event the Airport Fire Department becomes directly involved in the mitigation of the spill, the cost for equipment, personnel and materials will become recoverable from the entity responsible for the spill;
- If the spill consists of a large quantity of gasoline or other extremely volatile fuel, such spills will be blanketed with foam to reduce the possibility of ignition during the remediation process; and if in the opinion of the incident commander the spill constitutes a serious life-threatening hazard to those involved or to the general public, such spill shall be neutralized in the most expeditious manner possible, including flushing;
- The Fire Department Incident Commander will make the initial determination of the quantities of Hazardous Material released;

- All spills to which the Fire Department responds are reported to Milwaukee County Emergency Management regardless of the quantities involved. These spills are then forwarded to the Wisconsin Department of Natural Resources (WDNR) for review.

Wisconsin Spill Reporting Requirements – The "Wisconsin Spill Law" requires that a person who causes the discharge of a hazardous substance shall notify the WDNR immediately of any discharge.

- Wisconsin Spill Reporting Requirements: 1 (800) 943-0003

Follow-Up – Depending on the quantity and/or severity of the release, a detailed written summary pertaining to the cause of the release along with procedures to be implemented to avoid future incidents may be requested for review by the Airport Fire Department and Environmental Manager.

Questions or Concerns – For any questions or concerns regarding this policy contact the Airport Environmental Manager at (414) 747-5713.

Hazardous Materials Overflow or Spills – The following procedures shall be followed in the event of a Hazardous Materials release to the environment:

- Contact the Airport Fire Department along with Airport Operations.
- Assess the damage to land, surface, and/or groundwater in conjunction with the Airport Fire Department and Airport Environmental Manager.

2.21. Painting

Painting or paint stripping shall only be performed within facilities specifically approved for such activities. Painting and paint stripping is prohibited out of doors where storm water runoff may present a concern. Proper applicable safety guidelines shall be followed and in accordance with the practices recommended by the NFPA and in full compliance with the County's SWPPP, WPDES Permit, the County's SPCC Plan, the County's directives, and applicable Legal Requirements. Any painting within the Passenger Terminal Building shall use environmentally sensitive paints and materials in accordance with Airport environmental and sustainability rules, regulations, and policies.

2.22. Emergency Conditions

During emergency conditions, the Airport Director or designated representative may suspend these Rules and Regulations consistent with the County Code of Ordinances, Chapter 4, Section 4.07(4) Emergency Powers of the Director. Permits issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been fully and completely resolved and normal operations have resumed. Emergency directives or procedures may be issued at the discretion of the Airport Director or designated representative who shall determine when normal operations may resume.

2.23. Special Events

Any entity desiring to conduct a Special Event at the Airport shall submit the request to Airport Public Relations at pr@mitchellairport.com along with prior payment of all applicable fees paid to Airport management and any other Agency having jurisdiction. The entity shall receive a signed and approved Special Event Permit from Airport management prior to conducting the Special Event and must comply with the County Events Policy. Special event attendees shall remain clear of Airport operations, Aircraft, active Taxiways, Runways, and other areas designated by the Airport Director or designated representative.

2.24. Safety Management System

The Safety Management System (SMS) provides a management system for integrating safety activities into normal day-to-day business practices.

Operators, Lessees, or Sublessees engaging in any activity at the Airport, whether using or occupying Airport land and/or Improvements or otherwise, shall adhere to the practices recommended by the FAA and shall comply with the Airport's Safety Management System Plan (SMS Plan).

Any safety issues or hazards shall be reported by:

- Contacting Airport Operations at (414) 747-5325
- Submitting an SMS entry through the SMS portal by visiting www.mitchellairport.com/safety-management-system
- Emailing the SMS mailbox at smsinfo@mitchellairport.com

2.25. Permitting

The following activities performed on Airport or County property require a permit or other written authorization signed by the Airport Director:

- All Commercial activities;
- All construction activities;
- Placement of all structures on and repairs to an Airport property;
- Operations related to certain off-Airport Commercial activities such as parking and rental cars;
- Certain Non-Commercial activities conducted on Airport property (see the Airport's Guidelines for Free Speech Activities provided in Appendix 12.11).

3. AIRCRAFT RULES AND REGULATIONS

3.1. Legal Requirements

Aeronautical Activities shall conform to all applicable federal and state regulations including 14 Code of Federal Regulations (CFR), these Rules and Regulations, the directives of the Airport Director or a designated representative, and Air Traffic Control (ATC) personnel.

3.2. Non-Airworthy Aircraft

Only Aircraft considered airworthy or with a special flight authorization by the FAA and military Aircraft shall use the Airport for Aircraft parking, staging, or storage. Non-airworthy Aircraft may undergo long-term major renovation or restoration as long as the Aircraft is stored in a Hangar approved for such Aircraft Maintenance or as otherwise previously authorized in writing by the Airport Director or designated representative.

- Aircraft Owner or Aircraft Operator shall remove non-airworthy Aircraft from the Airport within 90 days of becoming non-airworthy unless otherwise previously authorized in writing by the Airport Director or designated representative.
- Aircraft Owner or Aircraft Operator shall either remove non-airworthy Aircraft from the Airport or provide evidence of airworthiness within 30 days of written notification from or on behalf of Airport management.
- If Aircraft Owner or Aircraft Operator is unknown or cannot be located, the Airport Director or designated representative shall conspicuously post and affix such written notice to the Aircraft.

3.3. Disabled and Abandoned Aircraft

Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of disabled Aircraft and any part thereof from a Movement Area to a designated Non-Movement Area, unless otherwise required or directed by Airport management, FAA, National Transportation Safety Board (NTSB), or Agency having jurisdiction.

Abandoning an Aircraft on the Airport is prohibited. An Aircraft shall be considered Abandoned if the Aircraft Owner or Aircraft Operator (1) has not paid in full applicable rents or fees to Airport management or an authorized Fixed Based Operator (FBO) for a period greater than 90 calendar days, (2) has not responded to written notification from or on behalf of Airport management, by certified or registered mail, and/or (3) Aircraft does not have a current and valid registration with the FAA (or similar agency of a foreign country).

In the event Airport management determines the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling to remove a non-airworthy, disabled, or Abandoned Aircraft in a timely manner (at Aircraft Operator's risk, cost, and expense), the Aircraft may be impounded by the County at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability to the County.

- Once an Aircraft is impounded by the County, the County shall charge reasonable impoundment fees and thereafter publish a public notice to remove the Aircraft in the county in which the Aircraft Owner or Aircraft Operator was last known to reside/exist, and if such location is unknown, then published for public notice in the County.
- The Aircraft Owner or Aircraft Operator may claim the Aircraft by responding to Airport management in writing, paying the impoundment fees in full, and promptly removing the Aircraft from the Airport.
  - If the Aircraft is not claimed by the Aircraft Owner or Aircraft Operator, the County shall dispose of Abandoned Aircraft in accordance with Legal Requirements.
- The County shall retain any surplus arising from the sale of the Aircraft after expenses, incurred by the County in connection with the Aircraft, have been paid.
- The County may assess and recover from the Aircraft Owner or Aircraft Operator all applicable rents and fees, impoundment charges, and other related expenses including reasonable attorney fees incurred by the County in connection the enforcement of these provisions.

3.4. Based Aircraft Registration

Based Aircraft must be registered with Airport management or through an authorized FBO where the Aircraft is based. Registration information shall include the following:

- Aircraft make, model, registration number, and maximum gross landing weight.
- Aircraft Owner's and Aircraft Operator's (if different) name, address, and phone number.
  - If more than one person or entity owns and/or operates the Aircraft, the name, address, and phone number of all Owners and Operators shall be provided.
- A Certificate of Insurance identifying industry standard liability coverages for the Non-Commercial Aircraft.
  - Aircraft Owner and/or Aircraft Operator shall procure, maintain, and pay all premiums and carry and keep policy in full force and effect throughout the registration period for the applicable insurance coverages.
  - Coverage shall not be suspended, voided, or canceled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice, 14 calendar days prior written notice for cancelation for non-payment of premium, by certified mail, return receipt requested has been given to Airport management.
  - The insurance company or companies underwriting the required policy shall be authorized to write such insurance in the State of Wisconsin (with a Best rating of A or above) or be approved in writing by Airport management.

- Airport management reserves the right to require more or different types of insurance coverage based on entity's individual risks or exposures.

Based Aircraft Operators must have a Tiedown or Hangar Agreement with either the County or an authorized FBO.

3.5. Hours of Operation

The public use aeronautical areas (Runways, Taxiways, and supporting Infrastructure) of the Airport is available for use 24 hours per day, 7 days per week, unless closed by Notice to Airmen (NOTAM) or otherwise restricted by ordinance.

3.6. Accidents and Incidents

All accidents involving an Aircraft must be reported to Airport Operations (414) 747-5325 immediately to ensure scene and aircraft safety. Aircraft Operators involved in an Aircraft Accident or Aircraft Incident shall make a full and complete report to Airport management and appropriate Agencies immediately, complete any additional required forms and/or reports, and comply with NTSB Regulations Part 830. The report to Airport management shall include copies of any forms, reports, and/or documentation provided to the NTSB, FAA, or other Agencies having jurisdiction.

Aircraft involved in an Accident may not be removed from the scene of the Accident until authorized by Airport management who shall receive authorization from the FAA, NTSB, or other Agencies having jurisdiction, as applicable. Once authorization to remove the Aircraft has been issued, the Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of the Aircraft (and any parts) to a designated area and the clean-up, repair, and restoration of any damage caused to Airport facilities and any costs associated therewith.

3.7. Prohibiting Use of the Airport

The Airport Director or designated representative shall have the right at any time to close or restrict the use of the Airport or any portion thereof to Aircraft operations (except for an emergency operation), or deny the use of the Airport to any entity when the Airport Director or designated representative considers such actions to be necessary and desirable in the interest of safety or security.

- Airport Operations may issue or cancel a NOTAM to close or open the Airport (or any portion thereof) or to restrict or terminate any activity at the Airport.
- Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, cost, loss of revenue, or damage that may be incurred by any entity.

3.8. Maintenance

Aircraft Maintenance, including Aircraft painting or paint stripping, may only be performed within Hangars, buildings or those areas specifically designated by Airport management and

shall be limited solely to that activity specifically permitted by the type rating established by Building and Fire Codes, and then, only in compliance with the instructions of Airport management and the orders of the Fire Department. Aircraft Line Maintenance may be performed on Aircraft owned or operated by passenger or cargo Air Carriers on the Air Carrier Ramp if the Aircraft is disabled and cannot be moved into a Hangar or if a Hangar of sufficient size to accommodate the Aircraft does not exist at the Airport.

3.9. Cleaning

All Commercial and cargo Aircraft cleaning that creates runoff is prohibited if the runoff is discharged to the Airport's storm sewer system. Only individual private Aircraft washing is allowed.

3.10. Aircraft Pushback Rules

Aircraft engine operations adjacent to the Passenger Terminal Building shall be conducted in compliance with Appendix 12.6.

3.11. Deicing

Commercial and cargo Aircraft deicing activities shall only be conducted in locations specified in the Airport's Winter Operations Plan.

3.12. Engine Operation

Any person operating an Aircraft engine in an area that is accessible to the public shall alert and take precautions to protect the public from potential hazards resulting from such operations. Starting an Aircraft engine when flammable liquid is on the ground in the immediate vicinity of the Aircraft is prohibited.

3.13. Parking and Storage

Aircraft shall be parked in such a manner as to be completely contained within the parking or Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, equipment, gates, or Fuel storage facilities.

Unless using the Leased Premises of a Lessee or Sublessee or otherwise provided in an Agreement, no person shall use any area for the parking, staging, and storage of Aircraft, without prior written permission of Airport management. In the event a person uses any area for Aircraft parking, staging, or storage without first obtaining the prior written permission of Airport management, Airport management may remove and store the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the County. Aircraft Operators shall ensure Aircraft are properly secured, as set forth in Advisory Circular (AC) 20-35 series, when parked and/or stored.

Upon the request of Airport management for the purpose of safe, orderly, and efficient operation and use of the Airport, the Aircraft Owner or Aircraft Operator shall move the Aircraft to a location and/or position identified by the Airport Director or designated

representative. In the event the Aircraft Owner or Aircraft Operator unavailable, unable, or unwilling, the Airport Director or designated representative may move the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the County.

3.14. Foreign Object Debris (FOD)

Foreign object debris is the airport term for trash and debris on the airfield. FOD can seriously damage aircraft engines and propellers. When working or driving on the ramp area, roadways and in leased areas it is everyone's responsibility to pick up FOD such as stones, loose pavement, metal parts, papers and other trash. FOD removal shall be conducted in compliance with Appendix 12.8.

3.15. Aircraft Security

In the event the type, use, or condition of an Aircraft requires that security be obtained, provided, and/or maintained, the Aircraft Owner or Aircraft Operator shall be responsible for such security and may only provide (and/or arrange for) such security after notifying Airport management. Security measures shall not hinder, delay, or prevent relocation or removal of Aircraft at the direction of Airport management. No person shall interfere or tamper with any Aircraft in contravention to these Rules and Regulations without the Aircraft Owner's or Aircraft Operator's permission.

3.16. Operations

Operating an Aircraft in a careless, negligent, or reckless manner that endangers or is likely to endanger persons or Property is prohibited. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by ATC or by written notification of Airport management or NOTAM.

Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or if low intensity (less than 50KW output), is within 100 feet of another Aircraft, an Aircraft Refueling Vehicle, or a Fuel storage facility. Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an Aircraft is inside a Hangar.

The starting, positioning, or taxiing of Aircraft shall be done in such a manner so as to avoid generating propeller or engine blast that may endanger persons or damage Property. It may be necessary to tow the Aircraft to a location or position at the Airport where the propeller or engine blast will not endanger persons or damage Property when the engines are started or operated. Aircraft shall not land, takeoff, taxi, park, or be staged in any area that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the Aircraft or on any closed Runway or Taxiway. It shall be the Aircraft Operator's responsibility to repair any damage caused by excessive weight and/or other operations.

3.17. Taxiing and Towing Operations

Aircraft shall not be taxied until the Aircraft Operator has determined (by visually inspecting the area) there shall be no danger of collision with any person or Property. Aircraft shall not be taxied into, out of, or within any structure.

Aircraft being taxied shall have a person at the controls of the Aircraft who shall monitor the radio transmitting frequency in use by ATC if the Aircraft is equipped with a radio and the radio is functional. Taxiing Aircraft shall have the right-of-way. Aircraft shall not be taxied at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual and potential hazards and other Aircraft so as not to endanger persons or Property. Aircraft shall only be taxied or towed in areas normally used for operation of Aircraft unless prior written approval has been provided by Airport management.

3.18. Helicopter Operations

Helicopters shall park or operate only in Movement Areas, Aircraft parking areas, or areas designated by Airport management for helicopter operations. Helicopters shall not be operated within 50 feet of any structure or Fuel storage facility. Helicopters shall not be operated within 100 feet of any area where Light Aircraft are parked or operating. helicopter rotors must be stopped during Fueling operations.

3.19. Noise Abatement and Runway Use Procedures

Effective August 1, 1985, no Aircraft may take off or land at the Airport unless the Aircraft is a Stage 2 or Stage 3 Aircraft; provided, however, any noise compliant Aircraft may continue to operator at the Airport.

Consistent with the Aircraft Operator’s responsibility for complying with 14 CFR, the instructions of ATC personnel, and the operating parameters of the Aircraft as set forth by the Aircraft manufacturer, Aircraft Operators are requested to use procedures that minimize the noise impact on surrounding areas and in compliance with the Airport’s informal runway use program. Whenever safely possible, Aircraft Operators will conform with the recommended noise abatement procedures established for the Airport.

Runway Use

Aircraft Operators shall be responsible for providing noise relief to communities surrounding the Airport. Therefore, an informal Runway Use Program has been established for all Jet Aircraft. Arrival and Departure Noise Abatement Procedures are in effect 24 hours per day. Whenever possible, ATC will assign Runways deemed to have the least noise impact. In the order listed below, the following Runways provide the greatest noise abatement benefits:

Runways with Greatest Noise Abatement Benefits	
Takeoff	Landing
19R	1L
1L	19R
25L	7R
7R	25L

It is the expectation of Airport management and community that Aircraft Operators shall abide by and comply with the established Runway use and noise abatement practices whenever safely possible.

Ground Runup Enclosure

The County constructed a Ground Runup Enclosure (GRE) in 2003 to reduce noise levels generated by Aircraft maintenance engine ground Runups and to reduce noise impacts to Airport area neighborhoods. Ground Runups are routine Aircraft engine maintenance tests performed to ensure the safe and reliable operation of the Aircraft engine as required by FAA regulations and Aircraft engine manufacturers. Aircraft engine Runups are not permitted except for Runups required in preparation for Aircraft departure and shall be conducted in the GRE or in compliance with the Airport's Alternative Runup locations when the GRE is unavailable. All Jet Aircraft with a maximum gross takeoff weight over 10,500 pounds must perform all above idle maintenance engine Runups in the GRE. Any idle engine checks in excess of 10 minutes are considered an Engine Runup and are subject to maintenance Runup restrictions. The GRE is available 24 hours per day, 7 days per week. It is the responsibility of the Aircraft Operator to contact Airport Operations for availability and permission to use the GRE prior to occupancy. Use is on a first-come, first served basis with highest priority given to an Aircraft with a scheduled departure within two hours as described in the GRE Manual. The Ground Runup Manual, available from the Airport Noise Office, describes the 24 hour operational procedures associated with Aircraft engine Runups at the Airport and associated GRE operational procedures.

- All Air Carriers are expected to use gate power and conditioned air to minimize the operation of aircraft Auxiliary Power Units (APU's).
- Tenants are encouraged to remind based Aircraft Operators and customers of the noise sensitive areas around the Airport and to minimize the use of APU's whenever possible.
- Aircraft engine Runups are prohibited in Non-Movement Areas, on Tenant and Air Carrier Ramp(s).
- Aircraft engines shall not be started within any structure.
- Aircraft controls shall be attended while Aircraft engine(s) are operating.
- Propeller, engine, and exhaust noises shall be kept to a minimum.
- Aircraft Operators are responsible for safely complying with Runway use and noise abatement practices at Milwaukee County Airports.

3.20. Restricted Activities

Unless otherwise approved by Agreement, Aircraft Operators shall not conduct the following activities:

- Sports playing or horseplay on the AOA.
- Use of motorless Aircraft – the landing upon or towing of gliders and other certificated motorless Aircraft.
- Use of Ultralight Vehicles – the landing or taking off of Ultralight Vehicles unless approved in writing by the Airport Director or designated representative.
- First flight or test flights after major airframe and/or powerplant modifications and/or engine changes.
- Use of lighter-than-air Aircraft – the landing or taking off of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft that use gasses or hot air to provide lift.
- Banner or glider towing – the landing or taking off of Aircraft that tow banners, gliders, or other devices.
- Skydiving, parachuting, or powered parachute operations.
- Operation of model Aircraft, rockets, or kites.
- Operators of unmanned aerial vehicle (UAV), or unmanned Aircraft system (UAS) Aircraft within five statute miles of the Airport shall comply with all applicable Legal Requirements. This includes having permission from ATC to operate within 5 miles of the Airport. Phone number for ATC is (414) 489-2150.
- Operation of Aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and/or Taxiway(s).
- Transportation of Hazardous Materials – landing or taking off with flammable, explosive, or corrosive materials, except those that are carried aboard (and necessary) for the operation of the Aircraft or use by crewmembers or passengers. All shipments of Hazardous Materials shall comply with regulations established in 49 CFR Parts 100-199 and Legal Requirements governing such shipments. Hazmat and ARFF equipment and trained personnel will be required for this type of operation as a precautionary measure. Costs associated with trained hazmat personnel and related equipment shall be borne solely and completely by the Aircraft Operator.

3.21. Fees

Aircraft shall not land or takeoff unless the Aircraft Owner or Aircraft Operator has paid the required fees in compliance with the Airport's Rates and Charges.

4. PASSENGER TERMINAL BUILDING RULES AND REGULATIONS

4.1. Luggage Carts

Luggage carts may not be removed from the Airport. County employees, Lessees, Sublessees, and contractors may not keep or stow luggage carts unless authorized by Airport management. Lessees, Sublessees, or contractors will be charged a fee if luggage carts are found in their exclusive Leased Premises. No person other than persons authorized by Airport management shall dispense luggage carts. It shall be prohibited for any person to come to the Airport for the express purpose of returning or otherwise using luggage carts for financial benefit. The County or assignee is responsible to collect luggage carts.

4.2. Public Address System

Only those types of public address systems operated by the Airport that are commonly employed to announce the arrival and departure of scheduled Aircraft or other information relevant to the operation of the Airport shall be permitted for use in the Passenger Terminal Building.

- No person shall use or cause to be used the public-address system for the solicitation of business.
- The public-address system shall only be used in accordance with individual Lessee or Sublessee Agreements.

4.3. Vending Machines

Vending machines for the sale of goods, unless approved by a Placement Permit in compliance with the Airport's Publication Boxes/Dispensing Machines Policy and Procedure, shall not be permitted in the Public Areas of the Passenger Terminal Building, that are not occupied by a Lessee or Sublessee.

4.4. Smoking

Consistent with the Milwaukee County Code of Ordinances, Chapter 64 Regulation of Smoking, smoking is prohibited in the Passenger Terminal Building and within 30 feet of the entrances and exits. Smoking is only allowed in areas designated by the Fire Department. Cigarette/cigar butts, matches, and lighters must be disposed in fireproof waste receptacles.

4.5. Locks and Keys

The County may, at the County's sole option, provide access media and/or door locks (and keys) to authorized individuals for access to the Passenger Terminal Building and for each Leased Premises owned by the County, at the expense of the County, in compliance with the Airport Security Program (ASP). All subsequent lock changes or lost key replacements requested by the Lessee or Sublessee for County installed access points, if approved by Airport management, shall be completed by the County at the Lessee's or Sublessee's sole cost and expense.

- Duplicate keys shall not be made and additional locks shall not be placed in or on the Leased Premises without prior written authorization by Airport management.
- If approved by the Airport, any locks installed on any doors shall be set to allow the Airport's master key access. The Airport reserves the right to enter any Leased Premise on the Airport at any time in the case of emergency situations.

4.6. Leased Premises

Leased Premises, as delineated in Lessees agreement or permit, and adjacent areas shall be kept clean and free from rubbish and maintained in compliance with Section 7.3. Corridor doors when not in use shall be closed. No debris, trash, dirt, dust, or other like material shall be kept, stored, swept, or thrown into corridors, hallways, or stairwells.

- In the event of an infestation by insects or animals, the Lessee or Sublessee shall take immediate action using licensed eradication methods (in the event this is the responsibility of the Lessee or Sublessee through Agreement).
- In the event the Lessee or Sublessee is unable to take immediate action, Airport management may take appropriate action and shall have the right to collect the expense for such action from the Lessee or Sublessee.

No area of the Passenger Terminal Building shall be used for storage of equipment, fixtures, or cargo without prior authorization of Airport management. All decorations at ticket counters and gate areas are prohibited without prior written authorization from Airport management. Any damage to Airport facilities as a result of the application of decorations may be charged to the Lessee or Sublessee as additional rent or cost recovery. Lessees and Sublessees shall not erect, install, or otherwise maintain any aerials, transmitters, or antenna without prior written authorization from Airport management. Decorations and the storage of materials shall not hinder Closed-circuit television (CCTV).

4.7. Baggage Conveyor System and Unclaimed Baggage

Unless authorized by Airport management, no person shall ride, walk, sit, or stand on the baggage conveyor system (or any portion thereof) and no unauthorized items shall be placed on the baggage conveyor system. Entities responsible for operating and loading the baggage conveyor system shall be responsible for unloading all unclaimed baggage.

4.8. Passenger Elevators, Moving Walkways, and Escalators

No person shall use an escalator, elevator, or wheelchair for any purpose other than the purpose for which it is designed and intended and then only in the manner specified by the manufacturer. Strollers, wheelchairs, baggage carts, etc., are not permitted on escalators.

- No person shall ride, walk, sit, or stand on a baggage conveyor system (or any part thereof).
- Children shall not be left unattended or allowed to play on escalators, elevators, or baggage devices.

- Escalators and moving walkways are intended for the safe transport of passengers and baggage. Skycap baggage dollies, freight, strollers, wheelchairs, oversize baggage and walkers shall not be taken on these devices.
- Tenants and employees are prohibited from using carts or wheelchairs for transporting goods or supplies on escalators and moving walkways, Freight elevators or designated elevators, rather than escalators, shall be used for the movement of hand trucks and similar equipment.
- No person shall use the moving sidewalks or escalators in the Passenger Terminal Building, such as, but not limited to riding backwards, sitting on the handrail or running on the moving sidewalks or escalators.
- A parent, guardian or person accompanying a child or children under the age of 10 shall not allow such child or children to enter upon, travel upon, or disembark from any moving sidewalk or escalator in the Passenger Terminal Building unless each child is held in the arms of such parent, guardian or person accompanying such child or held by the hand by such parent, guardian or person accompanying such child.
- A parent, guardian or person accompanying any child under the age of 10 years using any moving sidewalk or escalator in the Passenger Terminal Building shall hold such child in the arms of such parent, guardian or person accompanying such child or to hold such child by the hand at the time of entry of such child upon any movement sidewalk or escalator and to continue to hold such child either in the arms of such parent, guardian or person accompanying such child or by the hand throughout the course of the journey on any such moving sidewalk or escalator and until such child is disembarked from such moving sidewalk or escalator.
- Any use of the moving sidewalks or escalators by any child or children in any manner contrary to this Section shall be deemed a failure by the parent, guardian or person accompanying such child or children to observe this Section, and such failure shall absolve the County from any liability whatsoever for any personal injuries suffered by any such child or children or personal injuries resulting in the death of any such child or children.

4.9. Wheelchairs

Passengers shall have priority use of elevators. Any empty wheelchair transport is prohibited on passenger elevators, unless approved by the Airport Director or a designated representative, at which time there shall be a 2-wheelchair limit. Wheelchairs shall be stored in designated areas only. At least daily, wheelchairs shall be gathered and returned to their designated locations. All wheelchairs shall be cleaned daily and kept in a good working condition by the wheelchair service providers. All wheel chair service providers shall comply with 14 CFR Part 382 which regulates the airline industry's handling of passengers with disabilities.

4.10. Airline Operations

Passengers shall not be permitted to enplane or deplane an Aircraft except in the presence of and only after receiving express permission from authorized personnel. Aircraft must only be enplaned or deplaned in designated areas unless prior permission by Airport management has been obtained. Authorized personnel must escort and safely channel passengers through established routes to and from the Aircraft.

Gate Usage and Assignments – All Aircraft gates are assigned or operated in compliance with the Airport's Flexible Use Resources and Procedures and are reserved for scheduled commercial, commuter, and approved contract Air Carrier Aircraft only.

It is the responsibility of flight and ground employees to ensure Aircraft are taxied to and from gate positions or parking locations without injuring or damaging any persons, equipment, building, other Aircraft, or any Property. All ground handling entities shall contact Airport Operations for common use gate assignments at least 24 hours prior to conducting operations.

All arriving international flight operations requiring the Federal Inspection Service Facilities (Customs and Border Protection, U.S. Department of Agriculture, etc.) will be scheduled and approved through U.S. Customs and Border Protection.

Remain Overnight Air Carrier Aircraft Parking Positions – The assignment of Remain Overnight (RON) Air Carrier Aircraft parking positions will be conducted by Airport Operations in accordance with the Airport's Remain Overnight Aircraft Parking Procedures.

4.11. Aircraft Pushback Rules

Aircraft engine operations adjacent to the Passenger Terminal Building shall be conducted in compliance with Appendix 12.6.

4.12. Ground Support Equipment

Ground support equipment (including, but not limited to, chocks, air stairs, etc.) shall not be stored outside the boundaries of the Leased Premises or designated area by Airport management. All ground support equipment shall be maintained, in like new condition, including painting and repairs and shall include the logo of the operating company. Vehicles operating airside shall have the company's logo either painted or attached by magnetic signs on the sides of the vehicle at all times. No more than four baggage carts may be towed with a tug at any time.

All Airport ground support equipment shall have appropriate lighting to ensure visibility during nighttime hours and inclement weather conditions. The Airport may establish specific lighting requirements, including type, color, and location, for ground support equipment and may set a time of day standard for its required operation.

Lavatory service equipment shall be well maintained and compatible with the waste receptacles provided by the County. All Ramp scrubbing shall be accomplished through use of approved vacuum type scrubbers and the waste water shall be disposed of in compliance with Legal Requirements. All spillage of lavatory waste shall be immediately cleaned by the responsible party.

4.13. Family Restrooms and Nursing Suites

Family restrooms are intended for use only by individuals with children. Nursing suites are intended for use by nursing mothers. Individuals who are not nursing or individuals employed at the Airport are not permitted to use family restrooms or nursing room suites.

4.14. Music in the Passenger Terminal Building

No person may perform any live music without prior written authorization from the Airport Director. The piano located in the center of the Passenger Terminal Building shall only be played by authorized personnel. Personal listening devices shall be used by all persons listening to music unless prior authorization is received from the Airport Director.

5. VEHICLE RULES AND REGULATIONS

5.1. Legal Requirements

All Vehicle Operators shall comply with the State of Wisconsin Vehicle Code, Milwaukee County Code of Ordinances, Chapter 4, Section 4.04 Regulations Governing Motor Vehicular Traffic, these Rules and Regulations, directives issued by the Airport Director or a designated representative, and the orders of the Sheriff's Office and Law Enforcement Officers.

5.2. Abandoned Vehicles

All Vehicles parking at the Airport for more than 30 calendar days shall be considered abandoned unless identified on the approved vehicles parked over 30 calendar days log. Vehicles considered abandoned will be reported to the Sheriff's Office and processed in accordance with the County's Abandoned Vehicle Procedures for Vehicles Parking in Airport Facilities and the County Code of Ordinances, Chapter 4, Section 4.04(5) Control of Abandoned and Disabled Vehicles.

5.3. Licensing and Permit

Except for Vehicles that are exclusively used on the AOA, all Vehicles shall meet the State of Wisconsin licensing and registration requirements. Vehicle Operators must have a valid Vehicle Operator's license and Class II driving privileges, or be escorted, and shall possess evidence of insurance as required by State of Wisconsin law, including those vehicles operated exclusively on the AOA. Anyone operating a vehicle on the ramp must meet the following minimum insurance requirements and possess a valid permit:

Vehicle Operators on the AOA are required to complete a Vehicle Operators training program and shall possess an approved Airport ID/Access Media with driving privileges. Prior to operating Vehicles on the AOA, Vehicle Operators shall possess a current, color-coded and numbered apron permit or hang tag from Airport management. Operators, Lessees, Sublessees, or Airport users may request a visitor hang tag that can be used for Vehicles that the Operators, Lessees, Sublessees, or Airport users will use to escort in the Restricted Areas of the Airport. Vehicle Operators who are escorting are responsible for the actions of the individuals and Vehicles under their escort.

- If approved for a visitor hang tag, the Operator, Lessee, or Sublessee must escort each approved Vehicle with an employee who has an approved Airport ID/Access Media and in a Vehicle that is owned by the Operator, Lessee, or Sublessee. The approved Vehicle shall display an approved apron permit or hang tag.
- Prior to obtaining an apron permit or hang tag, an Authorization Signature Letter listing at least one person who is authorized to request apron permits or hang tags shall be completed and submitted to Airport management.

Vehicles on the AOA, with the exception of Emergency Vehicles, are required to have an approved apron permit or hang tag displayed at all times on the Vehicle, unless otherwise authorized by Airport management.

5.4. Equipment

Vehicles shall not be operated at the Airport unless the Vehicle is in sound mechanical order, has adequate lights, horn, and brakes, and provides clear and unobstructed visibility from the driver's position. Trailers and semi-trailers are not permitted at the Airport unless equipped with lights (or reflectors) on all sides and a proper brakes/braking system. Trailers and semi-trailers shall not be disengaged from towing Vehicles.

5.5. Operations

Vehicles are not permitted to be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner that endangers, or is likely to endanger, persons or Property. Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment that drags, swings, or projects) so as to endanger or be likely to endanger persons or Property is prohibited.

No tank Vehicle, truck, or semi-trailer used for the transportation of flammable liquids, Fueling, or defueling of Aircraft shall be operated on the AOA unless inspected and approved for use by the Fire Department. Vehicles shall not be operated in any Hangar for a prolonged period of time unless the Vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the Hangar.

Airside and Landside Speed Limits

Safe Speed – Vehicles shall not be operated at a speed greater than is reasonable and prudent under prevailing conditions and/or in a manner that endangers persons or Property.

Minimum Speed – Vehicles shall not be operated at such a slow speed as to impede or block traffic, except necessary for safety or in compliance with Legal Requirements.

Maximum Speed – Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not be operated in excess of the posted speed limits or in excess of any speed stipulated in these Rules and Regulations or the Milwaukee County Code of Ordinances, Chapter 4, Section 4.04(2). In areas where signs, markers, or devices are not used or posted, the speed limit shall be:

Maximum Speed (miles per hour)	
Airside	15
Tug Tunnel	5
Baggage Make Up Road	5
Airport Roadways	25
Ticketing	15
Baggage Claim	15
Parking Structure	10

Vehicle Operators shall not, after receiving a visual or audible signal from Airport management, ATC, or a Law Enforcement Officer fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal, or interfere with or endanger persons or Property. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by Airport management or a Law Enforcement Officer.

The Airside perimeter road shall be used only by Airport management designated Vehicles including County Vehicles, Refueling Vehicles, and other Vehicles approved to be on the AOA as described in these Rules and Regulations. The operation of Vehicles that are overloaded are prohibited. Persons shall not ride on the running board, in the beds of pickup trucks, ride on the outside of a Vehicle, or allow arms or legs to protrude from a Vehicle. Vehicle Operators shall yield the right of way to Aircraft or Emergency Vehicles.

Vehicles shall not be operated in such a manner or within such proximity of an Aircraft as to create a hazard or interfere with the safe and secure operation of the Aircraft.

- Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not overtake or pass in front of a moving Aircraft.
- Vehicles shall come no closer than 30 feet to a taxiing Aircraft and shall pass to the rear of taxiing Aircraft.
- Vehicles shall not pass closer than 10 feet from any wing or tail section of a parked or staged Aircraft where practical.

Vehicles used for hauling trash, dirt, or any loose material(s) shall be operated in such a manner so as to prevent the contents from dropping, leaking, or otherwise escaping including, at a minimum, covering the load. Vehicles and/or tugs shall not drive under passenger loading bridges (PLB).

Tugs (Towing Vehicles and Related Equipment):

- Positive locking couplings are required for all towing Vehicles and related equipment.
- Aircraft towing Vehicles and related equipment shall be returned to designated parking or staging areas immediately following unloading.

- When entering or leaving any tug tunnel and when traveling within 10 feet of any person or other Vehicle, Aircraft towing Vehicles and related equipment shall use its horn to notify its presence.

5.6. Security

Vehicle Operators shall stop and wait for a security gate to fully close before proceeding. The Vehicle Operator shall also ensure that no unauthorized vehicles or persons gain access to the Airport while the gate is in operation. If the Vehicle Operator observes unauthorized access, the Vehicle Operator shall report the individual immediately to Airport Operations or the Sheriff's Office.

5.7. Air Operations Area

Vehicles on the AOA may only be operated by persons with a proper and current Airport ID/Access Media indicating driving privileges and with a current Airport management-issued decal, hang tag, or placard; airline or government markings; or an Airport emergency vehicle (apron permit or hang tag).

Vehicle Operators without driving privileges using the AOA must be escorted at all times by an authorized Vehicle Operator. Airport management may restrict Vehicles to a certain area(s) of the AOA. Such restrictions may prohibit Vehicle operations outside the designated area(s).

Use of motorhomes, mini-bikes, dirt bikes, all-terrain Vehicles, go-carts, roller blades, skate boards, hoverboards, bicycles, unicycles, or other similar devices for recreational purposes are not permitted without the prior written permission from Airport management.

Vehicles must operate within the painted driving roadways (white driving lanes delineated by a solid white line and a dashed line or a zipper marking of two alternating dashed lines along each edge) unless under one of the following exceptions:

- Vehicles avoiding an Aircraft,
- Vehicles accessing the hydrant fueling facility and Air Carrier fuel and deicing storage facilities, or
- Vehicles servicing an Aircraft in Operator, Lessee, or Sublessee areas.

Vehicles entering the AOA through an automated Vehicle gate must remain at the gate until the gate is fully closed. All Vehicles must display company logos on both sides of the Vehicle unless authorized by Airport management or under a positive escort. During times of reduced visibility, the use of mars lighting is required if installed on a Vehicle.

5.8. Movement Area

No Vehicle shall enter the Movement Area as described in Appendix 12.3 without prior coordination (including appropriate Movement Area training) and two-way radio communications with ATC.

Vehicles on the Movement Area shall be painted and/or properly marked in a manner approved by Airport management. Vehicle Operators having access to the Movement Area shall have completed training and have a Class I endorsement on their Airport ID/Access Media. Vehicle Operators shall obtain clearance from ATC prior to entering the Movement Area.

All Vehicles operating on the Movement Area on a regular basis shall be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies (ranging from 108.00 MHz to 136.00 MHz). In the event a Vehicle in the Movement Area experiences radio failure, the Vehicle Operator shall indicate radio failure by facing the Vehicle towards the control tower and flashing the Vehicle's headlights. Thereafter, the Vehicle Operator shall operate the Vehicle based upon (in accordance with) the standard colored light signal directions given by ATC.

Vehicles used exclusively on the AOA shall be equipped with an approved and fully operational amber (or red for Emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle providing a 360-degree view and in compliance with AC 150/5210-5 series "Painting, Marking and Lighting of Vehicles Used on an Airport." The beacon shall be activated by the Vehicle Operator prior to entering the AOA and shall remain in operation while the Vehicle is in the AOA.

When construction-related Vehicles are required to enter or work within the Movement Area, such Vehicles will be marked with an approved orange and white checkered flag (for daytime operations) or an amber beacon (for nighttime operations). The Vehicle shall be escorted at all times by a County authorized Vehicle and authorized personnel having radio contact with ATC.

Vehicle Operators operating in the Movement Area must be conversant with standard colored light signals, regardless of whether or not the Vehicle is radio equipped.

- Steady Green – Cleared to cross, proceed, or go
- Steady Red – Stop
- Flashing Red – Clear the Runway/Taxiway
- Flashing White – Return to starting point on the Airport
- Alternating Red and Green – Exercise extreme caution

5.9. Accidents

A Vehicle Operator involved in an Accident resulting in any injury or death to a person(s) or damage to Property shall stop at the scene (or as close as possible to the scene without creating a safety hazard) and immediately call Airport Fire Department at (414) 747-5329. The Vehicle Operator (and the Vehicle) must remain at the scene until the Sheriff's Office, Airport Operations, and/or the Fire Department take a full report.

5.10. Cleaning and Maintenance

Vehicles shall not be cleaned and/or maintained on the Airport, except for minor repairs which are necessary to remove such Vehicles from the Airport or in designated areas approved in writing by Airport management. Vehicles shall be cleaned and/or maintained only in designated areas unless otherwise approved in writing by Airport management.

5.11. Parking or Stopping

Vehicles shall be parked only in designated areas unless otherwise approved in writing by the Airport Director. Vehicles shall not be parked or stopped so as to obstruct Aircraft, Vehicles, or pedestrians; within 15 feet of a fire hydrant or within a fire lane within 6 feet of either side of a security fence; and in violation with applicable signage and postings.

Vehicles, other than those loading and unloading Aircraft, shall not stop for any purpose other than in the areas specifically designated for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means. Displaying Vehicles and/or equipment for sale, lease, or rent at the Airport is prohibited unless previously authorized in writing by Airport management.

- Parking shall only be conducted in designated spaces.
- A Motorcycle parking area is provided free of charge.
- Parking in designated public parking areas is open to any person using the Airport.

Motorcycle parking is available on the west end outside of baggage claim. The motorcycle parking area is a covered corner and is park at your own risk and free of charge. No motorcycle can be parked more than 30 days unless notification is given to the parking operator at (414) 747-4561. No motorcycles are permitted to park in the parking structure or any parking lots. Signage is posted at all entrances of the parking lots stating, “No Motorcycle Parking Allowed.”

ChargePoint electric Vehicle charging stations are available for traveler use in the daily section of the parking garage and SuperSaver Lot A. Vehicles are not permitted to be parked in the charging space unless actively charging. Vehicle Operators using the charging stations shall pay all applicable fees.

All service Vehicles or equipment (including utility companies, delivery companies, government owned/operated, etc.) shall park in specially reserved and marked areas or other areas designated by Airport management.

Aircraft Operators may park Vehicles that are fully operational, completely functional, and properly permitted by Airport management inside the Hangar or outside the Hangar (but only in designated parking areas) while the Based Aircraft is absent from the Hangar.

- Vehicles parked outside of a Hangar for more than 30 calendar days without prior written notification to Airport management shall be considered abandoned and Airport management may take whatever action is deemed appropriate to remove and/or dispose of the Vehicle. Such action shall be at the Vehicle Operator's risk, cost, and expense and without any liability to the County.
- Vehicles may not be parked on Tiedown areas.
- Abandoning a Vehicle anywhere on the Airport, including on Leased Premises, is prohibited.

Boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all-terrain Vehicles, race cars, recreational Vehicles, trailers, and other similar Vehicles may not be parked or stored in a Hangar or in any other location on the Airport.

Airport management may boot, tow, or otherwise remove any Vehicle that is disabled or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety or security hazard or interferes with Airport operations) at the Vehicle Owner or Operator's risk, cost, and expense and without any liability to the County.

Employee Parking – Parking is provided to active employees of airline, airport tenants, concessions, and construction personnel who possess an Airport ID/Access Media who have valid access to those parking lots. All Vehicles parking in the Employee Lot must be currently licensed with a valid, non-expired, license plate.

Employee Parking Lot Locations

- **The Main Employee Parking Lot B** – The largest employee parking area, often referred to as the employee Parking Lot, is located on the west side of the Airport along Hutsteiner Road and Howell Avenue.
- **The Administration Lot A** – The Admin Lot is west of the Airport Administration Building. Each parking spot is numbered and assigned to one person.
- **Station Manager's Parking Area** – This small area has parking spots for airline managers. It is located on the Loading Dock next to the trash compactor area.

Employee Parking Violations/Revocations

- No Vehicle is to be abandoned, parked, or stored in either employee parking lot for more than 30 consecutive days.
- No Vehicle maintenance, changing of fluids or storage of such fluids will be allowed (oil, antifreeze, brake fluids, and transmission fluids).
- Do not park any vehicles that are leaking any fluids in the Employee Parking Lot.
- Vehicles such as, but not limited to, campers, commercial or delivery type trucks, and vehicles with trailers are prohibited.
- No Vehicle will park in a drive lane, aisle, or in any manner as to obstruct traffic. Employees using the Employee Parking Lot are required to obey all signage and postings.

- Any Vehicles that uses two parking spaces that are horizontal to each other, will receive a Sheriff's parking citation and/or be towed at the owner's expense.
- Vehicles in the Employee Parking Lots are parked at the owner's own risk. The County and its agents assume no liability for loss or damage to a Vehicle while it is parked in the Employee Parking Lot.
- Any employee parking authorization may be revoked, at any time, at the discretion of the Airport Director.

5.12. Fees and Permits

Vehicles shall not be parked in any public parking area unless the Vehicle Owner or Operator pays the fees that may be established and assessed from time to time by the County unless the Vehicle Owner or Operator is exempt from payment as may be stipulated in an Agreement with the County.

6. COMMERCIAL VEHICLE RULES AND REGULATIONS

6.1. Legal Requirements

All Commercial ground transportation companies and car rental companies shall comply with these Rules and Regulations, other applicable Legal Requirements, and County Code of Ordinances, Chapter 4, Section 4.05 Commercial Ground Transportation Regulations (outlined in Appendix 12.12) and County Code of Ordinances, Chapter 4, Section 4.33 Off-Airport Fees and Charges.

6.2. Commercial Vehicle and Operator Licensing

Prior to providing Commercial ground transportation services, all Commercial Vehicle Operators (e.g., taxi, Limousines, charter party carrier/passenger stage carrier, and Courtesy Vehicle operators) providing Commercial ground transportation services must apply for (complete and submit a Ground Transportation Services Application to Airport management) and receive an approved Ground Transportation Service Permit from Airport management. If an entity desires to operate a Transportation Network Company at the Airport, entity shall receive an approved Transportation Network Company Permit.

A Commercial Vehicle Operator shall (at its own cost and expense) obtain from all applicable Agencies having jurisdiction, all licenses, permits, consents, approvals, authorizations, and insurance (in a form and amount stipulated by Airport management) that may be required for the provision of Commercial ground transportation services at the Airport. Such documentation shall be produced for examination immediately upon request by Airport management.

6.3. Non-Transferable

Ground Transportation Service Permits or Transportation Network Company Permits shall not be assigned or transferred without the prior written approval of the Airport Director.

6.4. Insurance

Commercial Vehicle Operators shall procure, maintain, and pay all insurance premiums throughout the term of the Ground Transportation Services Permit or Transportation Network Company Permit for the insurance coverages and amounts required by Legal Requirements and set forth by the County Code of Ordinances, Chapter 4, Section 4.05 Commercial Ground Transportation Regulations.

6.5. Fees

Nothing in these Rules and Regulations shall be construed as granting any Commercial Vehicle Operator the right to operate at the Airport without first obtaining a Ground Transportation Services Permit or Transportation Network Company Permit and without paying the fees that may be established and assessed by Airport management.

7. OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

7.1. Security

All gates, chains, doors, fences, lighting, locks, and all other safeguards that are part of the Leased Premises or have been installed by the Operator must be continually and conscientiously maintained by the Operator and kept in “like new” working conditions at all times. Gates or doors that provide access to the AOA or Restricted Area through the Leased Premises shall remain closed, locked, properly monitored, and secured except when actually in use. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by Airport management.

Active logs of keys, access cards, and other media issued (and to whom issued) that allow access to the Leased Premises must be maintained. The log shall be made available to Airport management upon request. Any lost or stolen keys, access cards, or other media shall be immediately reported to the Airport Operations Control Center or Airport ID Badging Office. All applicable reporting requirements must be fully complied with as established by Airport management, FAA, Department of Homeland Security (DHS), Transportation Security Administration (TSA), and any other Agency having jurisdiction. Objects that could facilitate unauthorized access to a Restricted Area shall not be located within six (6) feet on either side of the Airport perimeter fence or any other distance that may facilitate unauthorized access.

7.2. Construction or Alteration of Improvements

Prior notification must be given to Airport management before commencing any construction or alteration of an Improvement and shall be performed in compliance with the Airport’s Tenant Improvement Process and Standard Requirements described in Appendix 12.10 and the Airport’s Tenant Remodeling Electrical Specification Requirements identified in Appendix 12.7.

Any use of Airport facilities for fixed radio frequency (RF) systems for the transmission of radio frequency signals shall be subject to prior written approval by Airport management and in compliance with the Airport’s RF Systems Antenna/Radio Frequency Policy.

7.3. Properties

Airport Properties is involved with operations and the physical construction and changes throughout the airport.

7.4. Maintenance of Premises

Leased Premises (including all related and associated appurtenances, landscaping, paved areas, installed equipment and utility services, oil/water separators, and security improvements) shall be:

- kept free from all fire, safety, and security hazards,
- kept free and clear of snow as much as practicable,

- maintained in a clean, neat, orderly, and fully operational condition consistent with best practices and equal or better in appearance and character to other similar Improvements at the Airport, normal wear and tear expected, and
- maintained in a condition of repair and general maintenance in accordance with the Agreement.

Operators, Lessees, and Sublessees shall be fully responsible for and replace, or in Airport management's sole discretion, reimburse the County for all damage to facilities, equipment, Property, related appurtenances, and all other Improvements at the Airport caused by Operator, Lessee, or Sublessee or its employees, agents, customers, visitors, suppliers, or persons with whom they do business. Removal of any County installed structures, signage, or infrastructure requires prior writing authorization from the Airport Director.
Operators, Lessees, and Sublessees shall provide all necessary cleaning services for the Leased Premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, removal of spent oils or other fluids, cleaning of oil/water separators, and any related services necessary to maintain the Improvements in a good, clean, neat, orderly, and fully operational condition consistent with best practices, normal wear and tear expected. Facilities (including Hangar floors) shall be kept clean and clear of the accumulation of Fuel, oil, grease, flammable liquids, rags, trash, or other waste materials. The use of volatile or flammable solvents for cleaning floors is prohibited.

The facades of all buildings and structures shall be kept in good repair, condition, and appearance at all times. The failure to properly maintain the Leased Premises (including the failure to maintain the Leased Premises within the period stated in the Agreement or the failure to maintain the Leased Premises within the timeframe stated in any written notice provided by Airport management) may result in Airport management conducting or contracting the maintenance at Operator's, Lessee's, or Sublessee's sole cost and expense without liability to the County.

7.5. Fire Prevention

Operators, Lessees, and Sublessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed. Employees conducting Fuel Handling must receive fire prevention training and instruction by the Fire Department (or in accordance with an FAA Approved Part 139 Fuel Handling Training course, if applicable) immediately upon employment and receive such fire prevention training and instruction annually thereafter.

Fire prevention training and instruction shall include the elimination of ignition sources, use of fire extinguishers, responding to spills, proper handling of flammable materials, and any other items deemed necessary and/or appropriate (for the Activity) by the Fire Department. All training and instruction provided to each employee shall be documented and kept on file and shall be readily accessible.

Proper, appropriate, inspected, certified, and readily accessible fire extinguishers (which shall be approved by fire underwriters) for the particular hazard involved or associated with the activity shall be provided by Operators, Lessees, or Sublessees. Testing of all fire suppression systems shall be conducted during normal business hours.

- Fire extinguishers shall be maintained in accordance with the practices recommended by the NFPA.
- A tag showing the date of last inspection (and who performed the inspection) shall be attached to each unit and records, acceptable by fire underwriters, shall be kept documenting the status of each unit.

Any person providing Fuel Handling shall provide a designated point of contact to the Fire Department to facilitate information sharing. This information shall include the names of a primary and secondary individuals along with corresponding contact information for daytime and after hours contact.

7.6. Heating Equipment

All heating equipment and Fuel burning appliances installed or used at the Airport shall comply with all Legal Requirements (as applicable) of the County, the State of Wisconsin, the NFPA, and the Fire Department.

7.7. Aircraft Hangars

Aircraft Hangars shall only be used for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved by the Airport Director and the Fire Department or as otherwise stipulated in an Agreement. Use of Aircraft Hangars shall be subject to the following restrictions:

- Aircraft Hangars shall only be used by the Lessee and the Lessee’s employees, agents, customers, visitors, suppliers, or persons for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved in writing by the Airport Director or designated representative and the Fire Department or as otherwise stipulated in an Agreement. All items stored must belong to the Lessee authorized to use the Hangar.
- With the exception of minor preventative Aircraft Maintenance, as defined in 14 CFR Part 43, no Aircraft Maintenance shall be performed in a Hangar without the prior written permission of the Airport Director.
- The maintenance of Aircraft fuel systems in Aircraft Hangars, unless approved and designed in compliance with applicable Legal Requirements, is prohibited.
- Approved Aircraft Maintenance may only be performed on the Lessee's owned Aircraft unless otherwise agreed to in writing.
- The pre-flight sumping of fuel systems may only be performed while the Aircraft is outside of the Hangar.

- Space heaters may be used in Hangars so long as they are not left unattended while operating and all applicable fire prevention/safety measures are continually observed.
- Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids in accordance with applicable Legal Requirements.

Aircraft parked in Hangars shall be parked in a manner so as to be completely contained in the Hangar and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for temporary staging and/or Fuel Handling of such Aircraft.

7.8. Aircraft Tiedowns

Aircraft parked in a Tiedown space shall be parked in a manner so as to be completely contained in the Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for temporary staging and/or Fuel Handling of such Aircraft. If performed in full compliance with Legal Requirements, preventative Aircraft Maintenance, as defined in 14 CFR Part 43, may be performed on the Aircraft listed in the Agreement for the Tiedown space.

7.9. Storage of Materials and Equipment

Materials and equipment shall be stored in such manner as to preclude creating any hazard, obstructing any operation, or littering.

- Storage of materials or equipment, excluding Refueling Vehicles, shall not be permitted outdoors, unless approved in writing by Airport management.
- Non-hazardous items can be stored in a fully-enclosed and secured container on the Leased Premises as long as such storage fully complies with Legal Requirements.
- Unless expressly permitted in an existing Agreement or approved in writing by Airport management, the Leased Premises shall not be used to store non-aviation merchandise, supplies, or equipment excluding those items used to fulfill the obligations of an Agreement.
- Good housekeeping practices must be performed at all times.

Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, Vehicles, or equipment without the prior written permission of Airport management.

7.10. Compressed Gases

Oxygen or any compressed gas in a cylinder or portable tank must be stored in accordance with NFPA 55: Compressed Gases and Cryogenic Fluids Code and secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.

- Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.
- Cylinders or tanks not in use shall have an approved transportation safety cap installed.
- Cylinders or tanks shall be stored and maintained in accordance with the practices recommended by the NFPA.

7.11. Lubricating Oils

Lubricating oils having a flash point at or above 150 degrees may be stored in Hangars provided the product is stored in the original container and the capacity of the container is less than 55 gallons and the original manufacturer's labeling or marking is on the container (or the product is stored in other suitable containers approved by Airport management and the Fire Department).

Storage of more than 55 gallons of lubricating oil or containers having a capacity of more than 55 gallons require a SPCC Plan be provided to Airport management. Such containers may only be stored in compliance with Legal Requirements and consistent with the County's SWPPP and WPDES Permit.

7.12. Right of Entry

Airport management shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all facilities whether the right of entry is provided for in any Agreement.

- For Improvements owned by the County, Airport management shall be provided with a key capable of gaining access to the facilities, buildings, and Improvements.
- For Improvements owned by the Lessee or Sublessee, Airport management shall provide advanced notification.

Airport management and the Fire Department shall have the right of entry to Improvements without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, acts of nature, Hazardous Materials spills or leaks, or for the protection of persons or Property.

7.13. Prohibited Aeronautical Activities

The following Aeronautical Activities are prohibited at the Airport:

- Through-the-fence activities and

- Co-Op Fueling.

7.14. Non-Commercial Flying Club

A Non-Commercial Flying Club (Flying Club) is an entity that is legally formed as a non-profit entity with the State of Wisconsin, operates on a non-profit basis, and restricts membership from the public. Note: This section does not apply to social flying clubs or groups who do not jointly own or operate Aircraft.

- Each Flying Club member (Member) must have an ownership interest in the Flying Club. The property rights of the Flying Club Owners shall be equal.
- Flying Club shall keep on file and available for review by Airport management, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.

The Flying Club shall file and keep the following information current with Airport management:

- articles of incorporation, copies of bylaws, operating membership agreements, and the location and address of the club's registered office,
- roster of all officers and directors including home and business addresses and telephone numbers, and
- designee responsible for compliance with applicable Legal Requirements.

Flying Clubs shall not conduct any Commercial Activity. If the Flying Club is operated for Commercial purposes, the Flying Club shall be required to meet the applicable Minimum Standards for a Commercial Activities.

8. AVIATION FUELING RULES AND REGULATIONS

8.1. General

Legal Requirements – Fuel Handling, Refueling Vehicles, and Fuel storage facilities at the Airport shall conform to the Legal Requirements including without limitation, those prescribed by the State of Wisconsin and County and provisions of 14 CFR; NFPA recommendations; ATA 103; Applicable ACs including AC 150/5230-4 series “Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports”, AC 00-34 series "Aircraft Ground Handling and Servicing", and AC 150/5210-5 series "Painting, Marking and Lighting of Vehicles Used on an Airport"; the County’s SWPPP, WPDES Permit, and County’s SPCC Plan; Legal Requirements established by the Environmental Protection Agency, Wisconsin Department of Natural Resources, and any other Agency having jurisdiction.

Fuel Quality Control – Fuel shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D1655 (Jet Fuel), ASTM D1910 (Avgas), or ASTM D4814 without ethanol. Ensuring the quality of the Fuel is the sole responsibility of entity engaged in Fuel Handling.

Training – Standard Operating Procedure (SOP) shall be developed and maintained for Fuel Handling to include compliance with standards set forth in AC 00-34 series “Aircraft Ground Handling and Servicing." The SOP shall include a training plan, Fuel quality assurance procedures, record keeping, and emergency response procedures related to Fuel spills and fires. The SOP shall also address regular safety and security inspections, bonding and fire protection, public protection, marking and labeling of (and controlling access to) Refueling Vehicles and Fuel storage facilities. The SOP shall be made available to Airport management for review upon request no later than 30 calendar days before any Fuel Handling is scheduled to commence and it shall be made available for review upon request any time changes are planned. No person, under any circumstances, shall engage in Fuel Handling until that person is properly trained and notifies the Airport Fire Department at (414) 747-5329 before engaging in Fuel Handling.

Training records documenting the qualifications of (and the training provided to) each person shall be maintained and kept on file.

- Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom).
- Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
- Records shall be subject to review of and/or inspection by Airport management or other designated representative(s).
- Training shall be performed in accordance with 14 CFR Part 139.

Fuel Handling – Aircraft shall not be engaged in Fuel Handling in an area where Aircraft engines are operating, Aircraft or engines are being warmed by application of heat, or while the Aircraft is located in a congested area.

Prior to engaging in Fuel Handling, the entity performing the fueling shall provide Airport management with a written SPCC Plan that meets all applicable Legal Requirements. An updated copy of the SPCC Plan shall be filed with Airport management at least 30 calendar days prior to any planned change in operations. A properly trained person shall be present and shall properly monitor all fueling activities while Fuel is being transferred into or out of any Fuel storage facility or any Refueling Vehicle.

- The person shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Refueling Vehicles.
- The person shall not leave the discharge end of any hose(s) unattended at any time while the transfer of Fuel is in progress.
- The person shall not block open, bypass, disengage, or deactivate the deadman or any related controls while Fuel Handling.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately and the malfunction or irregularity shall immediately be brought to the attention of the Aircraft Owner or Aircraft Operator. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils. Should a Fuel or oil spill occur at the Airport, the party responsible shall comply with Section 2.21 of these Rules and Regulations.

Refueling Vehicles shall be positioned so that the Vehicle can be safely driven away in the event of a spill or fire. Fuel Handling shall be conducted outdoors and at least 25 feet from any Hangar or building and 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by Airport management and the Fire Department.

Vehicles shall be refueled only at refueling stations approved by Airport management and the Fire Department. In the absence of suitable ground support equipment, a turbine-powered auxiliary power unit mounted at the rear of the Aircraft or on the wing on the side opposite from the fueling point may be operated during Fuel Handling. A turbine-powered auxiliary power unit may be operated during Fuel Handling provided its design, installation, location, and combustion air source do not constitute a Fuel vapor ignition source.

Fuel Handling shall be conducted in accordance with the procedures stated in the Aircraft Operator’s manual. Fuel Handling shall not occur if an electrical storm is in progress within 5 miles of the Airport and may resume 15 minutes following any reported or observed lightning flash within 5 miles of the Airport. The Refueling Vehicle shall be bonded to the Aircraft or Fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be Factory Mutual (FM) or Underwriters Lavatory (UL) approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

Fuel Handling shall not occur while passengers are on board the Aircraft unless a passenger-loading ramp is in place at the Aircraft's cabin door, the door is in the open position, and a qualified attendant is present at the door. No person shall operate any cellphone, radio transmitter, or receiver or switch the transmitter or receiver on or off during Fuel Handling unless said radio transmitter or receiver is designed specifically for such environment. No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling.

Hold down or hold open devices on Refueling Vehicle nozzles are prohibited. For single point Fueling, deadman controls or mechanisms shall be used and shall remain in safe operating condition and good working order. No person shall tamper with or bypass a deadman control or mechanism at any time. During Fuel Handling, no person shall use any material or equipment that is likely to cause a spark or ignition within 50 feet. Smoking, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited on the AOA.

Refueling Vehicles (including Fuel tankers) shall only use the entrance, exit, and route designated by Airport management during the transportation and delivery of Fuel. Refueling Vehicles (including Fuel tankers) shall be subject to inspection at any time to determine compliance with these Rules and Regulations. Fire extinguishers shall be immediately accessible during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and/or Airport management. All extinguishers shall be inspected and certified, as required by law, and all personnel involved with Fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.

Appropriate and proper absorbent material(s) and Fuel spill containment capable of damming/diking a Fuel spill shall be immediately available or as required in the entity's approved SPCC Plan. The County assumes no liability or responsibility for any violation of any Aircraft, Refueling Vehicle, or refueling requirement or procedure, any error, omission, negligence, or any violation of any Legal Requirement relating to Fuel Handling.

- Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities Fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
- Entities engaged in Fuel Handling shall fully reimburse the County for any fines, legal or court costs, incurred by the County for any such violation, error, omission, or negligence.

Refueling Vehicles – Refueling Vehicles shall be equipped and maintained to comply with all applicable Legal Requirements including, without limitation, those prescribed by:

- NFPA Codes;
- 14 CFR Part 139, Airport Certification, Section 139.321 “Handling/Storing of Hazardous Substances and Materials”; and
- Applicable ACs including AC 00-34 series "Aircraft Ground Handling and Servicing" and AC 150/5210-5 series "Painting, Marking and Lighting of Vehicles Used on an Airport".

Refueling Vehicles shall be equipped with metering devices that meet all applicable Legal Requirements and shall be bottom loaded. Only those Fuel storage facilities and Refueling Vehicles that are approved by Airport management and the Fire Department shall be used for Fuel Handling. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during Fuel Handling shall be maintained in a safe operating condition. All hoses, funnels, and appurtenances used in Fuel Handling shall be equipped with a bonding device to prevent ignition of volatile liquids.

- When Refueling Vehicles are found in a state of disrepair, malfunction, or their use constitutes a fire or safety hazard, or the operation of Refueling Vehicles would violate these Rules and Regulations, the entity shall immediately discontinue the use of such Refueling Vehicles until repairs, replacements, or changes are made to render the same safe for continued use, and the Fire Department has inspected the Refueling Vehicles.
- Hoses or piping connections shall be secured and capable of holding under the pump’s rated pound per square inch (PSI) discharge.
- Hoses or nozzles shall be FM or UL approved with self-closing valve and no hold-down or hold-open devices. All pumps shall be FM or UL approved.
- All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII.

Refueling Vehicles shall not be operated in reverse unless another person is present to safely monitor and direct the movement of the Refueling Vehicle. Refueling Vehicles and Fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA Publication 407 and applicable FAA ACs. A copy of all applicable permits, registrations, and certificates shall be maintained in each Refueling Vehicle.

Storage of Refueling Vehicles – Refueling Vehicles shall be stored outdoors at a distance of at least 50 feet from a building or at the distance approved by the Fire Department unless the building is designed, constructed, and used exclusively, and approved by the Fire Department specifically for this purpose. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Refueling Vehicles and any other Vehicle or Aircraft and a minimum of 20 feet from a storm water inlet.

Maintenance of Refueling Vehicles – Maintenance of Refueling Vehicles shall be performed outdoors or in a building that is approved by the Fire Department specifically for this purpose. Refueling Vehicles shall not have keys in Vehicle when not in use. Entities engaged in Fuel Handling shall document and maintain and keep on file Refueling Vehicle maintenance records. These records shall be made available to Airport management upon request.

Fuel Storage Facilities – Entities performing fueling and storing Fuel shall be liable and shall defend, indemnify, save, protect, and hold harmless the County for all leaks, spills, or other damage that may result from Fuel Handling. Fuel storage facilities shall be operated and maintained in accordance with practices recommended by the NFPA (Pamphlet No. 30 and NFPA 407) and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction. Fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices recommended by the NFPA (Pamphlet No. 30) and in full compliance with Legal Requirements. Plans for installation and operation of Fuel storage facilities shall be submitted to Airport management and the Fire Department and approval shall be received from Airport management and the Fire Department prior to installation and operation. All security gates leading into Fuel storage facilities shall remain closed, locked, and secured except when actually in use.

8.2. Non-Commercial Self-Fueling

Introduction – Any entity engaged in Non-Commercial Self-Fueling shall also comply with Section 8.1. of these Rules and Regulations. Non-Commercial Self-Fueling is defined as fueling of an Aircraft by the Aircraft Owner or the Owner's Employee(s) using the Aircraft Owner's Vehicles, Equipment, and resources.

Permit – No Aircraft Owner or Aircraft Operator shall engage in Self-Fueling unless a valid General Aviation Self-Fueling Permit authorizing such activity has been issued by the Airport Director (herein after referred to as Self-Fueling Permittee).

The Self-Fueling Permit shall not reduce or limit Self-Fueling Permittee's obligations with respect to these Non-Commercial Self-Fueling rules that shall be included in the Self-Fueling Permit by reference. Self-Fueling Permittee shall provide evidence of Aircraft ownership, lease, or operation (full and exclusive control).

- If the Aircraft is being leased or operated by (and under the full and exclusive control of) and Fueled by Self-Fueling Permittee, Self-Fueling Permittee shall provide Airport management with a copy of the lease or operating agreement.
- Airport management will determine if the lease or operating agreement demonstrates that the Self-Fueling Permittee has the full and exclusive control of the Aircraft.

All Self-Fueling Permittees shall comply with State of Wisconsin Department of Revenue regulations pertaining to aviation use fuel tax and Internal Revenue Service Publication 510 (Excise Taxes – Including Fuel Tax Credits and Refunds) when remitting payment in compliance with Publication 510. Self-Fueling Permittees shall maintain written records of compliance with all Legal Requirements (including tax or fee payments) for the use of Fuels used in Aircraft and provide records upon request by Airport management.

Reporting – On or before the 10th day of the subsequent month, Self-Fueling Permittees shall: (a) provide a summary report to Airport management identifying the number of gallons of: (i) aviation Fuel purchased by Self-Fueling Permittee (by Fuel type), (ii) delivered to Self-Fueling Permittee's Fuel storage facility (by Fuel type), and (iii) dispensed to Self-Fueling Permittee's Aircraft at the Airport and (b) pay the appropriate fees due to the County.

Records and meters shall be made available for review by Airport management or its designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to Self-Fueling Permittees and the amount of Fuel delivered to Self-Fueling Permittee's Aircraft and/or dispensed by Self-Fueling Permittees at the Airport, the greater amount shall prevail and the Self-Fueling Permittees shall promptly pay all additional fees due the County, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

Fueling Operations – Self-Fueling shall be conducted only in those areas designated by Airport management as identified in the Self-Fueling Permit.

- Self-Fueling at any other location at the Airport is prohibited.
- Pouring or gravity transfer of Fuel and Fueling from containers having a capacity of more than 5 gallons is prohibited.

Fueling Equipment – Self-Fueling Permittees shall use a Refueling Vehicle for dispensing Fuel into Self-Fueling Permittee's Aircraft. The Refueling Vehicle shall be solely owned, leased, and/or operated by (and under the full and exclusive control of) the Self-Fueling Permittee.

Self-Fueling Permittees shall use a single Refueling Vehicle for each type of Fuel to be dispensed as follows:

Refueling Vehicles	
Jet Fuel	
Minimum capacity (gallons)	1,000
Maximum capacity (gallons)	2,000
Avgas	
Minimum capacity (gallons)	500
Maximum capacity (gallons)	1,000

- Self-Fueling Permittee's utilizing an FBO Fuel storage facility must park the Refueling Vehicle on the FBO's Leased Premises when not in use.
- Self-Fueling Permittee's utilizing off Airport Fuel storage must park the Refueling Vehicle off Airport when not in use.

Fuel Storage Facilities – Self-Fueling Permittee shall demonstrate that satisfactory arrangements have been made for the storage of Fuel, as follows:

- through an authorized FBO at the Airport;
- off Airport; or
- through Self-Fueling Permittee's Fuel storage facility at the Airport in a location consistent with the Master Plan, Airport Layout Plan, and/or Land Use Plan and approved by Airport management.

Self-Fueling Permittee's authorized by Airport management shall lease land and own or lease a below ground Fuel storage facility in the designated Fuel storage area. Each Fuel storage facility shall denote the Aircraft FAA N-Number(s) identified on the Self-Fueling Permittee's Self-Fueling Permit with 12 inch characters on each side of the Fuel storage facility.

Limitations – Self-Fueling Permittees shall not sell and/or dispense Fuels to Aircraft that are not owned, leased, and/or operated by (and under the full and exclusive control of) Self-Fueling Permittees and identified to Airport management. Any such selling or dispensing shall be grounds for revocation of the Permit by the County as well as the collection of all applicable fines or other charges.

- Revocation upon first violation will be for a period of one year.
- Revocation upon a second violation shall be permanent.

Public Agency – Entities providing an Emergency Public Service are not required to meet the fueling equipment and storage facility requirements identified in this Section unless Fuel is being delivered to Aircraft by Refueling Vehicles or through a fixed fueling station.

Fuel storage facilities and delivery of Fuel for Aircraft operated by Public Service Agency must be approved in writing, in advance by Airport management.

Insurance – Except as otherwise provided for herein, Non-Commercial Self-Fueling Permittee shall maintain, at a minimum, the coverage and limits of insurance set forth below:

- General Liability (Combined Single Limit)
  - Each occurrence – $1,000,000
  - Unlicensed Vehicles – $2,000,000
- Business Automobile Liability (Combined Single Limit)
  - Non-Movement Area – $1,000,000
  - Movement Area – $2,000,000
- Environmental Liability – $2,000,000

9. AIRPORT SECURITY

9.1. Legal Requirements

All Operators, Lessees, Sublessees, Permittees, and users of the Airport shall conform to 49 CFR Chapter XII. Transportation Security Administration, County Code of Ordinances, Chapter 4, Section 4.02(8) Airport Security, these Rules and Regulations, the TSA-Approved Airport Security Program, the directives of the Airport Director or designated representative, or ATC personnel.

9.2. Submission to Screening and Inspection

All persons shall obey the lawful orders and direction of airport law enforcement or other persons responsible for insuring compliance. All orders or directions shall be consistent with the Airport Security Program, County ordinances, and state and federal law.

No person shall enter a Sterile Area through a security screening area unless first going through equipment that has been installed for inspection of person(s) and their belongings. Armed federal and local law enforcement officers on official duties at the Airport and others exempted by the TSA under federal law do not have to be inspected, provided they follow TSA regulations. Individuals intending to board an Air Carrier Aircraft as a passenger for air travel must submit to a TSA-approved screening process prior to boarding the Aircraft.

9.3. Security Training

Airport ID/Access Media applicants and current badge holders shall complete all airport training programs and meet all related requirements. All applicable fees as established and assessed by Airport management must be paid in advance (including prior arrangements with Airport management such as a credit card on file or through County invoicing) by persons seeking to obtain or renew an Airport ID/Access Media.

9.4. Security Responsibilities

The County has the overall responsibility for law enforcement activities of the Airport. Operators, Lessees, or Sublessees are responsible for the security of entity’s Leased Premises and shall comply with the airport management’s security requirements.

Airport tenants with access to Airport security areas on their Leased Premises shall comply with these Rules and Regulations by posting signs approved by the County, that prohibit access leading into Airport security areas.

Airport tenants with access to Airport security areas shall at all times keep the access secured or staffed in a manner that prevents unauthorized persons from accessing Airport security areas. Tenants shall retain keys or other means of access to Airport security areas under their control and issue such access only to authorized persons.

9.5. Approved Airport ID/Access Media

Access to the Restricted Areas is limited to persons with a valid Airport ID/Access Media, under appropriate supervision or escort. Air Carrier flight crew members wearing airline approved and issued company badges are permitted to be within the footprint of their Aircraft and to/from its Aircraft and flight operations office in the performance of its official duties.

FAA Inspectors bearing form 110A and an inspector badge are permitted access to the restricted areas. TSA Inspectors bearing federal credentials are also permitted in security areas without airport-issued ID/access media.

Unescorted access or entry to Sterile Areas or certain parts thereof, is limited to persons who have been screened by TSA personnel and possess a valid boarding or gate pass, possess a valid Airport ID/Access Media, or who are under appropriate supervision and escort by a person with escort privileges.

Persons requiring unescorted access or entry to a Restricted Area or a Sterile Area (who do not have a valid boarding or gate pass) shall complete and submit an Application for Airport Identification Badge form to Airport management. Prior to accessing or entering a Restricted Area, persons shall possess an approved Airport ID/Access Media which authorizes such access.

Airport tenants with access to Airport security areas shall appoint at least one employee of the Airport tenant as the security contact primarily responsible for the Airport tenant's Leased Premises which accesses Airport security areas. Airport tenants shall advise the Airport Security Coordinator, in writing, of the person or persons at all times having such responsibility.

Prior to obtaining an Airport ID/Access Media for employees of Operators, Lessees, or Sublessees, an Authorization Signature Letter listing the person(s) authorized to request Airport ID/Access Media shall be submitted to Airport management. Prior to obtaining an approved Airport ID/Access Media, a person must successfully pass a Criminal History Records Check and Security Threat Assessment in accordance with 49 CFR Part 1540-1544 and applicable security directives.

9.6. Airport ID Display

Authorized persons shall display their valid Airport ID/Access Media whenever they are within Airport security areas. The badge shall be displayed on the person’s outermost garment above the waist and below the neck on their outermost garment at all times.

9.7. Access Control

No person shall seek entry or exit from Airport security areas except through designated entrances and exits. No person shall seek entry to or exit from security areas over, under, or through fencing, walls, windows, air or other conveyances. Only authorized persons, or those under escort, shall have access to Airport security areas.

Piggybacking – No person shall enter or allow another to enter into airport security areas except by using his or her Airport ID/Access Media. No person shall follow another into an airport security area without first using his or her Airport ID/Access Media through any electronic access installed at the entry point. This provision does not apply to a person under escort.

Tailgaiting – Vehicles must have authorization and appropriate markings in order to be driven, parked and stationed in Airport security areas. Drivers and/or Vehicles may be cited and/or removed from the area. No person shall drive a Vehicle into Airport security areas unless the person has used his or her Airport ID/Access Media to open any electronic access installed at the entry point. No person shall allow other Vehicles to follow or tailgate into Airport security areas. This provision does not apply to vehicles under escort.

No person shall leave open, prop, or unsecure any door, gate, or access point leading to or allowing access to Airport security areas. Access controls to authorize access to the Passenger Terminal Building for each Leased Premises owned by the County shall comply with these Rules and Regulations. Vehicle operation on the AOA shall be conducted in compliance with these Rules and Regulations.

No person shall hold, prop or cause a door, gate or access point to be open beyond the period of time allowed by a security device unless an authorized person attends the door. When an authorized person is attending a security door, he or she must be physically present at the door and must use the person's Airport ID/Access Media to activate additional time for the door to be open.

Only authorized persons shall have custody of, access to, or use of keys or other means of access used to lock and secure Airport security areas. Authorized persons shall not duplicate or turn over keys or other means used for access to Airport security areas to anyone without approval from the Airport Security Coordinator.

No person shall tamper with or in any way hamper the effective operation of security devices. Tampering with, interfering with, or disabling the lock or closing mechanism, or breaching any other security device is prohibited unless authorized by airport management. Persons who have been provided an access code or device for access to a Restricted Area shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized in writing by Airport management. No person shall park, store, or place an item within six (6) feet of either side of a Security Perimeter fence. This six (6) foot area shall be referred to as the “clear zone.”

9.8. Escort Privileges

A person performing an escort must, at all times, be in a position to actively monitor, direct, and control the movements and actions of the accompanied person(s). Unless approved by the Airport Security Coordinator, it is prohibited for any person with an Airport ID/Access Media to knowingly escort into the Restricted Area or the Sterile Area any person whose access privileges have been revoked or suspended or anyone who has failed either the background check. Further, anyone issued an active badge shall not be escorted or be allowed to receive a temporary visitor badge into any security area.

9.9. Challenge Procedures

Authorized persons shall not permit unauthorized persons to have access to Airport security areas unless under escort by an authorized person. Authorized persons must challenge persons not displaying an appropriate Airport ID/Access Media. For purposes of this section only, challenge means to (a) ask the persons to see their Airport ID/Access Media or (b) to immediately notify the Sheriff's Department or other security officer with a description of the persons not displaying an Airport ID/Access Media.

9.10. Reporting Requirements

All persons with an Airport ID/Access Media must report, or take reasonable steps to report, any suspicious activity, violations or suspected violations of these Rules and Regulations to the Airport Operations Control Center.

9.11. Prohibited Items

Persons with an Airport ID/Access Media may not possess or carry items into or within the Sterile Area that are otherwise prohibited by the TSA for access through the security screening area unless the items are required for job-related activities. A list of prohibited items is available on the TSA website.

9.12. Firearms, Ammunition, and Dangerous Weapons

No persons shall place a firearm, (including, but not limited to starter pistols, compressed air guns, BB guns, cap guns and flare pistols), explosive device, knife or other TSA prohibited item that could be used as a weapon onto inspections equipment at a security screening area without first declaring such item. Only persons authorized by the TSA may test security screening areas. For this section only, firearm means any item from which a shot may be fired by the force of an explosion including starter pistols, compressed air guns, BB guns, cap guns, and flare pistols.

Weapons (including, but not limited to, firearms, tear gas, air or spring actuated guns, mace, pepper spray, or other similar devices, materials, or substances) or explosives may only be possessed in accordance with applicable Legal Requirements.

- No person shall carry a weapon inside the Passenger Terminal Building except in accordance with State of Wisconsin Statute 175.60(16) for the sole purpose of checking an unloaded, encased weapon for shipment purposes as baggage for lawful transport on an Aircraft.
- Weapons stored in locked containers (and not immediately accessible) for the purposes of shipping for legal uses are permitted.

9.13. Authorized Signatory Responsibilities

No person shall allow or permit another person to use or attempt to use his or her Airport ID/Access Media for entry into, exit from, or while inside of an Airport security area. No person shall use or attempt to use an expired Airport ID/Access Media for entry into, exit from, or while inside of an Airport security area.

Within Airport security areas, Airport ID/Access Media shall be used only in direct performance of an authorized person's official job duties. Each person with an Airport ID/Access Media shall notify Airport management within 10 business days of a change in the person's name or home address. Authorized Signatories must successfully complete an FBI-Criminal History Records Check, a TSA Security Threat Assessment, and SIDA training. Authorized Signatories are responsible for all representations contained on the company employees' ID badge Applications, requests for access, and employee's adherence to airport security rules and regulations as noted in this section. Authorized Signatories shall:

- Verify the applicant's identity and employment eligibility status by detailed inspection of documents outlined on the List of Acceptable Documents as part of U.S. Citizenship and Immigration Services Employment Eligibility Verification Form I-9, or USCIS E-Verify Program available on the USCIS website.
- Maintain on file and make available for inspection up upon request of the Airport Director, or his/her designee all records of the identity and employment eligibility investigation of all applicants.
- Ensure that all information is entered legible on the ID badge application.
- Review the applicant's criminal history disclosure in concert with the list of disqualifying crimes attached to the application. Any badge applicant that answers yes to any of the disqualifying crimes shall not be issue an airport ID/access media (including visitor badges) that provides access to the security areas.
- **Immediately notify Airport Operations or the Airport ID Badging Office when an employee's access needs are no longer required, or have been terminated for any reason.** As required by United States Code 46301, any employer who does not collect or make a reasonable effort to collect the Airport ID badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the Airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed $10,000.

9.14. Unreturned Airport ID/Access Media

Airport ID/Access Media are the property of the County and must be returned to the Airport upon Revocation, Suspension, ending employment at the Airport or upon demand of the County. It shall be the responsibility of Signatory/Employee to collect and return Airport ID/Access Media when access is no longer needed.

9.15. Lost or Stolen Airport ID/Access Media

No person shall falsify, forge, counterfeit, alter, or tamper with any Airport ID/Access Media. No person shall use or attempt to use another's Airport ID/Access Media for entry into, exit from, or while inside an Airport security area.

9.16. Violation of Security Rules

Persons who are in violation of the Rules and Regulations pertaining to security shall be subject to enforcement and penalties as set forth in these Rules and Regulations. The Airport Security Coordinator reserves the right to exercise reasonable discretion in determining the level of security violation and enforcement action prescribed, based on the circumstances of the violation.

Authorized persons shall promptly report to the Sheriff's Department or other security officer any violation of this section that they observe or of which they have knowledge. No person shall make a statement to indicated that the person or another may have possession of a firearm, bomb, or explosive device while at the Airport.

NOBORs will be issued by GMIA Personnel and not be issued by the Milwaukee County Sheriff's Office Deputies. Sheriff's Deputies issue county citations enforcing Milwaukee County Ordinance.

9.17. Use of Camera and other Recording Devices

Airport tenants who operate video camera systems or other recording devices that record portion of the Sterile Area or other areas of the Airport are subject to TSA regulations, must not release any recording or images obtained from these systems to the public without complying with TSA Sensitive Security Information (SSI) guidance on the release of such recordings or images. The classification of SSI or other SSI Guidance materials can be found on the Department of Homeland Security's website.

9.18. Revocation of Access Privileges

Any person who allows unauthorized use of an Airport ID/Access Media shall have access rights suspended immediately. Any person whose Airport ID/Access Media has been suspended or revoked is prohibited from accessing the Restricted Area or from accessing any Sterile Area unless that person is in possession of a valid airline ticket.

No person shall make, possess, use, alter, offer for sale, pass, or deliver any forged or falsely altered pass, permit, identification card, sign, and/or other authorization purporting to be issued by or on behalf of Airport management unless authorized by Airport management

or DHS/TSA. The County reserves the right to suspend, terminate, or revoke access privileges for violations of Airport security rules.

9.19. Unattended Property

No person shall leave any bag, luggage, box or container unattended in any area of the Passenger Terminal Building that is accessible to the public.

9.20. Interference with Flight Crew

No person shall intimidate, threaten, hinder, or obstruct an Aircraft crewmember in the performance of his or her official job duties or lessen the ability of such Aircraft crewmember to perform his or her duties.

10. NOTICE OF BREACH OF RULES (NOBOR) AND PROCEDURES

To enhance compliance with Airport Rules and Regulations, General Mitchell International Airport (MKE) officials may issue a Notice of Breach of Rules (NOBOR), including an administrative forfeiture, to any individual or organization responsible for a security, safety, operations or properties violation of the Milwaukee County MKE Airport Rules and Regulations (see the attached list for additional information). Pursuant to Milwaukee County General Ordinance Chapter 4 and MKE Airport Rules and Regulations violators may be required to pay an administrative forfeiture (monetary fine) and to undergo retraining. Safety and security violations that are more serious or egregious, or that involve multiple infractions, may result in the suspension of an Airport ID Badge for up to one year.

10.1. Administrative Forfeiture Process

- The violator, whether an Individual or an entity, is issued a NOBOR.
- The NOBOR, and any supporting evidence is reviewed by the MKE Public Safety and Security Manager, or his/her designee (along with a written statement from the violator, if provided).
- The NOBOR is sent to the violator and the violator's employer stating the amount of the administrative forfeiture and the requirement to complete retraining.

10.2. Offense Proposed Penalty

- **1st Violation**: Retraining and a $25 monetary forfeiture, or Warning Notice
- **2nd Violation**: Retraining, a $50 monetary forfeiture and review of continued eligibility of airport access.
- **3rd Violation**: Retraining, a $100 monetary forfeiture, and/or a possible suspension up to one year, or revocation of an Airport ID Badge.

Note: Penalties may increase with each subsequent violation for the same category of violation. Violators may receive, and be required to follow within 10 days, a written action plan in addition to any forfeiture imposed by these regulations. The violator shall have 10 days in which to undergo retraining and pay the assessed forfeiture or file an appeal. Violators may appeal any forfeiture according to the process contained in Section II.

IF APPEALED:

The violator/appellant must complete and submit the Milwaukee County Appeal Form, along with any supporting evidence or documentation to the Airport Public Safety and Security Office, and schedule hearing. An Appeal Form is available in the Public Safety and Security Office.

IF NO APPEAL IS FILED:

The violator shall submit payment for the administrative forfeiture and shall undergo the ordered retraining and complete the forfeiture requirements.

10.3. Appeal Process For Administrative Penalties

The NOBOR Appeal Board (the Appeal Board) shall consist of three (3) individuals appointed by the Airport Director, one (1) of whom will be selected from the department where the violation occurred.

The Airport Director shall appoint a Chairperson of the Appeal Board who shall convene meetings when necessary.

The NOBOR Appeal Board shall hold a hearing within 10 business days of the filing of an appeal and shall hear witness testimony, review written documentation of the airport violation, the violator's appeal form, and any other written materials submitted by the violator.

Violators subject to a forfeiture of $100 or less shall have no right to appear before the Appeal Board unless, at its sole discretion, requests further information directly from the violator. Violators subject to a forfeiture of $100 or less may, however, submit written material for review by the NOBOR Appeal Board.

Violators subject to a forfeiture greater than $100 or subject to a suspension of an Airport ID Badge for any length of time may appear before the Board and present evidence at a time and place designated by the Appeal Board.

The Appeal Board may uphold, adjust, or dismiss the original forfeiture. Thereafter, the decision of The Board shall be reviewed by the Airport Director and upheld, adjusted or dismissed. The decision by the Airport Director shall be a final administrative decision subject to review of Milwaukee County Circuit Court if further appealed.

Violators shall receive a written decision from the Airport Director within five (5) business days of the date of the hearing required by this section. If a forfeiture determination is upheld by the Airport Director, the violator shall have 30 days from the date of notification to pay the forfeiture. If the forfeiture is not paid within the specified 30 days, the violator's Airport ID Badge and/or parking privileges shall be suspended until such time as the forfeiture is paid.

10.4. Suspension Or Permanent Revocation

Airport violations that are more serious or egregious in nature (see the attached list**) or involve a 3rd or subsequent violation may result in the revocation of the violator's Airport ID Badge for up to one year. Suspensions and revocations may be appealed.

EXAMPLES OF AIRPORT VIOLATIONS THAT MAY RESULT IN AN ADMINISTRATIVE FORFEITURE**

An individual(s):

- is discovered inside the Security Identification Display Area (SIDA) or Sterile Area not displaying an Airport ID Badge.
- fails to challenge an individual not properly displaying Airport ID Badge.

- walks through a Secured Area vehicle portal.
- fails to return their Airport ID Badge upon separation or change of status with his/her company or when access is no longer required.
- activates an alarm in the Airport's security card access system and does not remain in the immediate proximity until response personnel arrive.
- is responsible for any violation of the Rules and Regulations or the Airport's Security Program, Airport Certification Manual, or City of Milwaukee building code.
- tailgates another vehicle into a Security Sensitive Area.
- piggybacks, or allows another individual with a valid Airport ID Badge to piggyback, through a door or gate into the Secured or Sterile Area.
- does not possess a valid Airport ID Badge while in a Security Sensitive Area.
- damages access control or other security equipment and fails to report the damage or remain at the scene.
- allows Security Sensitive Area access to an individual who has a valid Airport ID Badge, but isn't authorized access for a particular door or gate (access was denied by the security card access system).
- fails to display or present their Airport ID Badge in a SIDA, or when challenged.
- fails to adhere to the "Authorized Signers" guidelines and requirements.
- fails to observe proper escort procedures.
- fails to follow the direction of Airport personnel (Police, Fire, Security, Operations or contract security officers acting on behalf of MKE).
- fails to secure a door or gate that allows access to a Security Sensitive Area.
- fails to follow the direction of screening personnel (TSA, Airport or Airline).

AIRPORT VIOLATIONS THAT MAY RESULT IN AN IMMEDIATE 30-DAY BADGE SUSPENSION/PERMANENT REVOCATION & ADMINISTRATIVE FORFEITURE**

An individual(s):

- causes a runway incursion where by driving privileges are immediately revoked pending further investigation.
- discloses Security Sensitive Information (SSI) without authorization.
- whose actions compromises the public safety or security of the airport.
- Is involved in a confrontation with an individual who attempts to challenge him or her or an individual who is responding to a security incident.
- whose actions involved repeated attempts to violate airport security.
- whose actions were flagrant in nature or who engaged in disorderly conduct.
- attempts to conceal an unauthorized individual in his/her vehicle.
- allows another individual whose access authority has been revoked, to gain access to a Security Sensitive Area.
- bypasses screening when departing on a flight, or allowing an individual departing on a flight, access to the Sterile Area unscreened.

- brings luggage or other articles into the Sterile Area without being screened by proper authorities for themselves or another individual departing on a flight at the Airport.
- falsifies documentation to gain, or attempt to gain, access to a Security Sensitive Area.
- provides false information to Airport personnel conducting an investigation.
- alters an Airport ID Badge.
- is found to be in possession of a firearm, dangerous weapon or explosive in a Security Sensitive Area or in an area where weapons are not permitted.
- fails to immediately notify the Airport of any disqualifying criminal conviction against him or her.
- allows another individual to use their Airport ID Badge.
- permits an individual not in possession of an Airport ID Badge into a Security Sensitive Area.
- is found to be in possession of a Prohibited Item not for operational need in a Security Sensitive Area.

**This list is not all-inclusive and other airport violations not specifically listed may be subject to administrative penalties, suspension or revocation. The MKE Officials may consider all actions of the individual, in determining the appropriate forfeiture for airport violations.

For the purposes of this document, a "Security Sensitive Area", includes, but is not limited to, any Air Operations Area (AOA), Secured Area, Sterile Area, (Security Identification Display Area (SIDA), Restricted Area, Airport Employee Parking Areas, or Airport Property.

Failure to abide by MKE Rules and Regulations may also result in enforcement action by federal agencies governing airport operations, safety, security, and immigration and border protection.

11. AIRPORT RIGHTS AND PRIVILEGES

11.1. Non-Discrimination

Consistent with the County Code of Ordinances, Chapter 4, Section 4.21 Nondiscrimination, no person, in the use of the Airport's land and Improvements, shall discriminate against any person or class of persons by reason of race, color, religion, sex, sexual orientation, gender identify and expression, ancestry or national origin, age, or disability in providing any products or services or in the use of any of the Airport's land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

In the event of a complaint related to potential discrimination, a complaint should be forwarded to the Airport Director or designated representative within 180 days and in compliance with the County's Non-Discrimination Policy and Complaint Procedure as available on the Airport's website.

11.2. Airport Management

The Airport Director is responsible for the planning, development, operation, administration, management, maintenance, and security of the Airport and all County owned and operated land, Improvements, facilities, Vehicles, and equipment associated with the Airport. The County has authorized the Airport Director or a designated representative to: (a) interpret, administer, and enforce Agreements and the PMCDs, (b) allow, where and when appropriate, temporary, short-term occupancy or use of Airport land or Improvements, and (c) obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to Airport management. All inquiries regarding the PMCDs and/or compliance therewith shall be directed to the Airport Director or designated representative.

During emergency situations, the Airport Director or designated representative is empowered to issue such directives and to take such action that, within the Airport Director's or a designated representative's discretion and judgment, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the public. Such directives and actions of the Airport Director or designated representative shall have the force of a rule and regulation so long as the emergency exists.

The PMCDs shall be in effect and shall remain in effect from the date of adoption by the County, unless repealed by the County.

11.3. Effective Date

The effective date of the Rules and Regulations is March 1, 2018.

11.4. Compliance with Legal Requirements and Agreements

All entities leasing, occupying, and/or developing Airport land and/or Improvements and/or engaging in an Aeronautical Activity at the Airport shall comply, at the entity's sole cost and expense, with all applicable Legal Requirements. No Agreement, nor any payment or performance required thereunder, shall excuse any entity from compliance with the PMCDs. Compliance with the PMCDs shall not excuse any responsibility or obligation an entity may have to the County under any existing Agreement.

11.5. Conflicting Legal Requirements and Agreements

If any provision of the PMCDs is found to conflict with any other County policy, standard, rule, regulation, or directive; any provision of any applicable Legal Requirement; or any provision of an Agreement (if provided for in the Agreement), the provision that establishes the higher or stricter standard shall prevail.

11.6. Right to Self-Service

Consistent with applicable rules and regulations, an Aircraft Owner or the Aircraft Owner's Employees may perform self-services (fueling, maintenance, or repair) on the Aircraft Owner's Aircraft using the Aircraft Owner's Vehicles, equipment, and resources (Self-Service). An Aircraft Owner or the Aircraft Owner's Employees are permitted to perform such self-services on the Aircraft Owner's Aircraft provided there is no attempt to perform such services for others for Compensation and further provided that such right is conditioned upon compliance with the PMCDs and all applicable Legal Requirements.

If the right to Self-Service is not exercised, an Aircraft Owner is only permitted to have the Aircraft Owner's Aircraft fueled, maintained, repaired, or otherwise serviced at the Airport by those Operators authorized to engage in such Commercial Activities at the Airport. A Fixed Base Operator may restrict the use of its exclusive Leased Premises for Self-Service activities.

11.7. Severability

If any provision of the PMCDs shall be held to be unlawful, invalid, or unenforceable by final judgment of any Agency or court of competent jurisdiction, the judgment shall not in any way affect the validity of any other provisions of the PMCDs.

11.8. Subordination

The PMCDs are subject and subordinate to the provisions of any agreements between the County and the State of Wisconsin or the United States Government pertaining to the planning, development, operation, and management of the Airport. The County recognizes the jurisdiction of the federal government, delegated to the Federal Aviation Administration (FAA), concerning the licensing and regulation of pilots, air carriers, and Aircraft; and concerning the navigable airspace. The PMCDs are not intended to assert jurisdiction by the County over matters under the exclusive jurisdiction of the federal government, and the provisions of the PMCDs shall be interpreted consistent with this purpose.

11.9. Notices, Requests for Approval, Applications, and Other Filings

Any notice, request for approval, application, or other filing required or permitted to be given or filed with Airport management and any notice or communication required or permitted to be given or filed with any existing or prospective Operator, Lessee, or Sublessee pursuant to the PMCDs shall be in writing, signed by the party giving such notice, and shall be sent by overnight courier, United States certified mail, facsimile (confirmed by dated return signature), email (confirmed by return email), or in person (confirmed by dated and signed receipt). Such notice, request for approval, application, or other filing shall be deemed to have been given when delivered to Airport management or existing or prospective Operator, Lessee, or Sublessee at its principal place of business or such other address as may have been provided. Operator, Lessee, or Sublessee shall provide notice to Airport management of a change of address within fourteen calendar days.

11.10. Amendments

The PMCDs may be supplemented, amended, or modified from time to time and in such a manner and to such extent as deemed appropriate or necessary by the County or Airport management. The County or Airport management may issue emergency policies, standards, rules, regulations, or directives from time to time.

11.11. Variance or Exemption

Airport management may, but is not obligated to, approve variances or exemptions to the PMCDs when special conditions or unique circumstances exist. Requests for variance or exemption may be submitted in writing to the Airport Director or designated representative and must state:

- the specific PMCD provision(s) for which the variance or exemption is being sought,
- describe the proposed variance or exemption, state the reason for the proposed variance or exemption;
- identify the anticipated impact on the Airport (and other entities including Operators, Lessees, Sublessees, users of the Airport, and the public); and
- identify the duration of the proposed variance or exemption.

Prior to approving or denying a variance or exemption, Airport management shall conduct a review of all relevant information.

- An approval by Airport management of a variance or exemption shall not serve to amend, modify, or alter the PMCDs or any existing Agreement.
- Requests for variance or exemption may be denied for any of the reasons identified in Section 11.15 of these Rules and Regulations.

11.12. Enforcement

The Airport Director is authorized to require compliance with and enforce the PMCDs.

- Airport Operations, Airport Public Safety and Security, and Airport Properties shall enforce these Rules and Regulations.
- The Sheriff's Office and Law Enforcement Officers are authorized to enforce all Legal Requirements (within their jurisdiction) in accordance with the Memorandum of Agreement between Milwaukee County Department of Transportation and Milwaukee County Sheriff's Office.
- The Milwaukee County Fire Department is authorized to enforce all Fire and Hazardous Materials related Legal Requirements (within jurisdiction).

Violation of the PMCDs, applicable Legal Requirements, directives issued by the County, Airport Director or designated representative, Fire Department, Sheriff's Office, or Law Enforcement Officers or jeopardizing the safety or security of entities using the Airport or the land and/or Improvements located at the Airport may result in the suspension, revocation, and/or prohibition of access or use privileges (including revocation of Airport ID/Access Media privileges), engaging in activities, use of the Airport; termination of an Agreement(s); and/or prosecution under the applicable Legal Requirements as outlined in Section 10.

Representatives of the County, as designated by the Airport Director, shall enforce these Rules and Regulations, subject to applicable legal requirements, any person or entity who violates these Rules and Regulations may be cited, removed from the Airport, denied use of the Airport, and/or prevented from engaging in Activities at the Airport and shall be subject to all of the legal, equitable, statutory, and common law rights and remedies available to the County.

Entities shall have the responsibility to pay any fine or penalty levied against the entity and its employees, the County, or the Airport, as a result of the entity's or its employees' failure to comply with any applicable Legal Requirement. If the fine or penalty is contested, the entity shall pay the fine or penalty if upheld by the Agency having jurisdiction.

11.13. Disputes

Any person aggrieved by a decision made by Airport management may follow appellate procedures and time limits established by the Milwaukee County General Ordinances (Municipal Administration Appeal).

11.14. Rights and Privileges Reserved

In this section, the term "activity" is inclusive of all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities. In addition to the following rights and privileges, the County reserves the rights, privileges, and the performance of the obligations contained in all federal and/or state Airport Sponsor Assurances as such rights and privileges may be amended from time to time.

- Nothing contained within the PMCDs shall be construed to limit the use of any area of the Airport by the County (and its representatives, officers, officials, employees, agents, and volunteers) or to prevent any federal, state, or local personnel from acting in official capacities.
- The County reserves the right to allow the use of the Airport by others pursuant to applicable Legal Requirements pertaining to the Airport and such use.
- The County reserves the right to designate specific Airport areas for activities in accordance with the currently adopted Airport Layout Plan (ALP). Such designation shall give consideration to the nature and extent of current and/or future activities and the land and/or Improvements that may be available and/or used for specific activities and shall be consistent with the safe, secure, orderly, and efficient use of the Airport.
- It is the policy of the County that any occupancy, use, and/or development (construction or modification) of any land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, secure, orderly, or efficient use of the Airport. Nothing contained in the PMCDs shall require or obligate the County to apply to the FAA for approval of the revision of the ALP on behalf of a current or prospective Operator, Lessee, Sublessee, or user of the Airport.
- The County reserves the right to develop and make any improvements and/or repairs at the Airport that it deems necessary. Airport management will provide advance notice of the date and time to affected parties that such development, improvements, and/or repairs will be made. The County shall not be obligated to reimburse or compensate any Operator, Lessee, Sublessee, or other entity for any cost and/or expense incurred, loss of revenue, or inconvenience that may result from such development, improvement, and/or repair.
- The County (and its representatives, officers, officials, employees, agents, and volunteers) shall not be responsible for loss, injury, or damage to persons or Property at the Airport related in any way to any natural disaster or illegal activity.
- During time of war or national emergency, the County shall have the right to enter into an agreement with the United States Government for military use of part or all of the landing area, the publicly owned air navigation facilities, and/or other land and Improvements of the Airport. If any such agreement is executed, any agreement, insofar as it is inconsistent with the agreement between the County and the United States Government, shall be suspended, without any liability on the part of the County.

- The County will not relinquish the right to take any action the County considers necessary to protect the aerial approaches of the Airport against obstruction or to prevent a person from erecting or permitting to be erected any facility or other structure that might limit the usefulness of the Airport or constitute a hazard to Aircraft.
- The County will not waive any sovereign, governmental, or other immunity to which the County may be entitled nor shall any provision of any Agreement be so construed.
- Unless stated in writing or implied by law, the County will not submit to the laws of any state other than those of the State of Wisconsin.
- The County is under no obligation to provide financing and/or to make any improvements to Airport land and/or Improvements to facilitate any development or consummate any Agreement proposed by a current or prospective Operator, Lessee, or Sublessee. In addition, the County is under no obligation to: (a) pursue federal, state, or other available funds to contribute to such development or (b) provide matching funds to secure such funding.
- The County reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interests of the County including preserving the assets of the County and the Airport, protecting the safety and security of the people who work at and/or use the Airport, and maintaining the integrity of the County's mission, vision, values, goals, and objectives for the County and the Airport.

11.15. Possible Grounds for Rejecting Application

In this section, the term "activity" shall include all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities.

Airport management may reject any proposal, request for variance or exemption, assignment, change in majority ownership, encumbrance, or application for any one or more of the following reasons (as determined in the sole discretion of Airport management).

- The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by Airport management. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.
- Airport management or the FAA has determined that the contemplated activity and/or Improvements would create a safety or security risk at the Airport or constitute a Hazard, obstruction, or danger to air navigation.
- The County would be required to expend funds and/or supply labor and/or materials in connection with the proposed activities and/or Improvements that the County is unwilling and/or unable to expend or supply.
- The financial plan associated with the proposed activities and/or Improvements is not realistic and attainable and/or will result in a financial operating loss or hardship for the entity.

- No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed activity at the time the proposal or application is submitted, nor is such availability contemplated within a reasonable period of time.
- The proposed activities and/or Improvements do not comply with the ALP currently in effect or anticipated to be in effect.
- The entity's occupancy, use, or development of Airport land and/or Improvements could be detrimental to the public, result in congestion of Aircraft, and/or negatively affect the safety and/or efficiency of the Airport, Operators, Lessees, Sublessees, or users of the Airport.
- The entity has intentionally or unintentionally misrepresented or omitted material facts in a proposal, in an application, and/or in supporting documentation.
- The entity has failed to make full disclosure in a proposal, in an application, and/or in supporting documentation.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has a record of violating the Legal Requirements of the County, any other airport sponsor, the State of Wisconsin, the FAA, or any other Legal Requirement applicable to the Airport and/or the entity's proposed activity.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has defaulted in the performance of any Agreement or Sublease at the County, the Airport or at any other airport.
- The entity does not exhibit adequate financial capability, capacity, or responsibility to undertake and sustain the proposed activity.
- The entity cannot obtain a bond or insurance of the type and amounts required by Airport management for the proposed activity.
- The entity seeks terms and conditions that are inconsistent with the PMCDs and/or any request for qualifications and/or proposals (or any other document) issued by the County.
- The entity's interests and/or the proposed activity or use is inconsistent with the mission, vision, values, goals, or objectives of the Airport; the best interest of the County; or any Airport Sponsor Assurances.
- The entity has failed to meet its financial obligations or has been party to vexatious or frivolous litigation, including, without limitation, administrative litigation.

12. APPENDIX

12.1. Definitions

Abandoned – Property, other than Aircraft or Vehicles, that has been voluntarily given up by the owner and left at the Airport for 48 hours without the owner moving or claiming it.

Accident – A collision or other contact between any part of an Aircraft, Vehicle, equipment, person, stationary object and/or other thing that results in Property damage, personal injury, or death; or an entry into or emergence from a moving Aircraft, Vehicle, or equipment by a person that results in personal injury or death to such person or some other person or that results in Property damage.

Advisory Circular (AC) – A document published by the FAA providing guidance on aviation/airport issues/matters.

Aeronautical Activity (or Activity) – Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft. Any activity that contributes to, or is required for, the safety of such operations. Any activities that have a direct relationship to the operation of Aircraft or the operation of the Airport.

Agency – Any federal, state, or local governmental entity, unit, organization, or authority.

Agreement – A generic reference for a written contract, lease agreement, license agreement, permit, etc., enforceable by law, executed by both parties, between the County and entity transferring rights or interest in land and/or Improvements and/or otherwise authorizing the conduct of certain activities.

Air Carrier – An entity engaged in the operation of an Aircraft for the purpose of transporting passengers, mail, express, freight, or cargo, on a scheduled or non-scheduled basis, whose operation is either intrastate or interstate.

Air Operations Area (or AOA) – A portion of an airport that includes Aircraft Movement Areas, Ramps, and safety areas, and any adjacent areas that are not separated by adequate security systems, measures, or procedures.

Air Traffic Control (or ATC) – A service operated by an appropriate authority sanctioned and certified by the FAA for the control, separation, and movement of Aircraft in the air or on the ground.

Aircraft – A device that is used or intended to be used for flight in the air.

Aircraft Accident – An occurrence associated with the operation of an Aircraft that takes place between the time any person boards the Aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the Aircraft receives substantial damage (as described in 49 CFR 830).

Aircraft Incident – An occurrence other than an Aircraft Accident that affects or could affect the safety of operations (as described in 49 CFR 830).

Aircraft Line Maintenance – Aircraft Maintenance typically required to return an Aircraft to service within a short period of time. Examples include, but are not limited to, replenishing lubricants, fluids, nitrogen, and oxygen; servicing of landing gear, tires, and struts; lubricating Aircraft components; and, avionics/instrument removal and/or replacement.

Aircraft Maintenance – The repair, maintenance, alteration, calibration, adjustment, preservation, or inspection of Aircraft airframe, powerplant, propeller, and accessories (including the replacement of parts) as described in 14 CFR Part 43.

Aircraft Operator – A person who uses, causes to be used, or authorizes to be used an Aircraft, with or without the right of legal control (as Owner, Lessee, or otherwise) for the purpose of air navigation including the piloting of Aircraft or the operation of Aircraft on any part of the surface of an airport.

Aircraft Rescue and Fire Fighting (or ARFF) – Personnel, equipment, and facilities located on or off an airport dedicated to dealing with Aircraft Accidents/incidents and all rescue and firefighting tasks, structural fires, and other firefighting or rescue emergency activities at an airport.

Airport – All land, Improvements, and appurtenances within the legal boundaries as they now exist on the Airport Layout Plan (or Exhibit A of the most recent FAA grant) and as it may hereinafter be modified at General Mitchell International Airport (MKE).

Airport Director – That person appointed by the County, as established in County Code of Ordinances, Chapter 17, responsible for the administration and day-to-day operation and management of the Airport, all County owned Property, Vehicles, equipment, material, financial assets, and Employees at the Airport, and all employees assigned to the Airport, or the person designated to act on behalf of the Airport Director.

Airport ID/Access Media – Identification for authorized persons containing the individual's name, company name, and photograph. There are two (2) types of personnel identification badges:

- Airport-issued Airport ID/Access Media – Other types of identification that have approval from the Airport Security Coordinator for use by a specific person for performance of his or her job duties within Airport security areas. This type of identification is limited as to areas of operation, cannot open electronic control access doors and cannot be used to escort persons into Airport security areas.
- Airport-approved Airport ID/Access Media – Other types of identification that have approval from the Airport Security Coordinator for use by a specific person for performance of his or her duties within Airport security areas. This type of identification is limited as to areas of operation, cannot open electronic control access doors and cannot be used to escort persons into airport security areas.

Airport Layout Plan, (or ALP) – The FAA approved and County adopted drawing, as may be amended from time to time, that reflects an agreement between the FAA and County depicting the physical layout of an airport and identifying the location and configuration of current and proposed Runways, Taxiways, buildings, roadways, utilities, navaids, etc.

Airport Security Coordinator (or ASC) – An airport's primary security representative and serves as the primary and immediate point-of-contact for security-related activities and communications with the Transportation Security Administration. The Airport Security Coordinator's primary responsibility is to implement and enforce the Airport Security Program.

Airport Security Program (or ASP) – The current Airport Security Program, as may be amended from time to time, approved by the Transportation Security Administration (if necessary), that specifies the systems, measures, and procedures that are used to meet an airport's regulatory and statutory responsibilities relating to airport security.

Airport Sponsor Assurances – Those contractual obligations that are described by law in 49 U.S.C. 47107 and are undertaken by a public airport sponsor as a condition of receipt of federal airport development grants or federal surplus Property.

Airside – The Runways for landing and taking off of Aircraft, designated helipads, Taxiways and Taxilanes for ground movement of Aircraft, and Ramp for parking, loading, unloading, fueling, and servicing of Aircraft.

Applicant – An entity desiring to use land and/or Improvements at the Airport to engage in an Aeronautical Activity and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.

Association – An entity legally formed and recognized under the laws of the State of Wisconsin having an existence separate and apart from its members or shareholders (e.g., Limited Liability Company, Corporation, Partnership, Limited Partnership, etc.).

Avgas (or "Aviation Gasoline") – Fuel commonly used to power piston-engine Aircraft.

Based Aircraft – An Aircraft identified in a written Aircraft storage Agreement with the County, FBO.

Certificates of Insurance – A certificate provided by and executed by an Operator's, Lessee's, or Sublessee's insurance company providing evidence of the insurance coverages and policy limits of the Operator, Lessee, or Sublessee.

Co-Op Fueling – The Fueling of an Aircraft by the Owner of the Aircraft or the Owner's Employee using Vehicles, Equipment, and resources owned by an approved Association.

Code of Federal Regulation (or CFR) – The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government, divided into 50 titles that represent broad areas subject to federal regulation, updated once each calendar year and issued quarterly, as may be amended from time to time.

Commercial – For the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Compensation – Any form of reimbursement for goods or services such as monetary, exchange, barter, favors, gratuity, etc.

Department of Homeland Security (or DHS) – A single, integrated executive department of the United States Government focused on protecting the American people and the homeland.

Department of Transportation (or DOT) – The Cabinet department of the United States Government concerned with transportation.

Emergency Public Service – Services provided to the general public including law enforcement, fire, rescue, and emergency medical or ambulatory transportation.

Emergency Vehicle – Vehicle of any Agency providing law enforcement, fire protection, rescue, emergency medical or ambulatory transportation, or any Vehicle conveying an Airport official or an Airport employee in response to an emergency call.

Employee – Any individual employed by an entity whereby said entity collects and pays all associated taxes on behalf of Employee. The determination of status between an Employee and an independent contractor shall be made according to current IRS codes.

Environmental Liability – Insurance pertaining to liability for bodily injury, Property damage, and environmental damage resulting from sudden and accidental releases of pollution and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Leased Premises.

Environmental Protection Agency (or EPA) – The Agency within the United States Government having responsibility for enforcing the environmental regulations or laws enacted by Congress.

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

Escort – Authorized person(s) displaying valid Airport ID/Access Media accompanying, monitoring, directing, and controlling the actions of a person(s) within Airport security areas who is not displaying a personnel identification badge. The authorized person(s) must be accompanying the person for performance of direct job duties.

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, that is forbidden by federal regulation, is distinguished from an Exclusive Right to occupy real estate, that is permitted by federal regulation under certain conditions.

Federal Aviation Administration (or FAA) – The Agency within the Department of Transportation of the United States Government that has the responsibility of regulating Aeronautical Activities. It was established by an act of Congress on April 1, 1967.

Fixed Based Operator (or FBO) – A Commercial Operator engaged in the sale of products and services and the renting or subleasing of facilities consistent with the County's Minimum Standards.

Flexible Use Resources and Procedures – The manual that defines the set of rules for Air Carriers at the Airport utilizing shared-use workstations, ticket counters, and gates for passenger boarding onto Aircraft.

Fuel – Any substance (solid, liquid, or gaseous) used to operate any engine or motor in Aircraft, Vehicles, or equipment.

Fuel Handling – The transporting, delivering, fueling, dispensing, or draining of Fuel or Fuel waste products.

General Aviation – All aviation activity with the exception of Commercial Air Carriers and the military.

General Aviation Leasing/Rents and Fees Policy – That by sets forth the parameters for leasing Airport land and Improvements (for general aviation purposes) and outlines the process for establishing and adjusting General Aviation rents and fees at the Airport, as may be amended from time to time.

Ground Runup Enclosure – A three-sided, open top, County developed structure designed to reduce noise impacts on the surrounding community generated by Aircraft maintenance engine ground Runups.

Hangar – Any fully or partially enclosed storage facility for an Aircraft.

Hazardous Materials – A substance, item, or agent (biological, chemical, physical) that has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Improvements – All buildings, structures, additions, and facilities including pavement, fencing, and landscaping constructed, installed, or placed on, under, or above any land on the Airport.

Infrastructure – Runways, Taxiways, Taxilanes, Ramps, navaids, airport roadways, utilities, etc.

Jet Fuel – Fuel commonly used to power turbine-engine (Turboshaft, Turboprop, and Turbojet) Aircraft.

Landside – The portion of the Airport used for activities other than the movement of Aircraft, such as Vehicle access roads and parking.

Land Use Plan – A document approved by the FAA as part of the Airport Layout Plan used to guide land use surrounding the Airport.

Law Enforcement Officer – A public-sector employee or agent charged with upholding the peace who is empowered to effect an arrest with or without warrant and who is authorized to carry a firearm in the performance of that person's duties.

Legal Requirements – All applicable federal, state, county, and local laws, codes, ordinances, policies, and regulations.

Leased Premises – The land and/or Improvements used exclusively under Agreement by an Operator, Lessee, or Sublessee.

Lessee – An entity that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements.

Light Aircraft – Aircraft having a maximum takeoff weight of 12,500 pounds or less.

Limousine – A Vehicle, for hire, that is not configured with a taximeter. Transportation services using limousines are provided for unmetered predetermined rates.

Loitering – Remaining in an area for no obvious reason or not being able to give a satisfactory explanation of one’s presence in an area.

Lost Property – Property that has been involuntarily or unintentionally dropped or left without an intent to abandon it.

Master Plan – An assembly of documents and drawings that have been approved by the FAA and adopted by the County covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective. The Airport Layout Plan is part of the Master Plan.

Milwaukee County – A municipal body (or representatives, officers, officials, employees, agents, and volunteers thereof) corporate organized and existing as one of the counties of the state under the laws of the state.

Milwaukee County Fire Department (or Fire Department) – The County Fire Department provides fire services to the Airport as well as several community services to the County.

Milwaukee County Sheriff's Office (or Sheriff's Office) – The County Sheriff's Office provides law enforcement services to the Airport as well as several other community services to the County.

Minimum Standards for Commercial Aeronautical Activity (or Minimum Standards) – Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities at Milwaukee County's airports, as may be amended from time to time.

Movement Area – The Runways, Taxiways, and other areas of the Airport that are used for taxiing, hover taxiing, takeoff, and landing of Aircraft (exclusive of Aircraft parking, loading, unloading, fueling, and servicing areas) where Aircraft are moved with radio contact with ATC or other Aircraft. The Movement Area includes all areas under the direct and positive control of ATC. Specific approval for entry onto the movement area must be obtained from ATC.

National Fire Protection Association (or NFPA) – All codes and standards contained in the Standards of the National Fire Protection Association, as may be amended from time to time.

Non-Commercial – Not for the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Non-Commercial Flying Club – An entity that is legally formed as a non-profit entity with the State of California that collectively owns and operates Aircraft and restricts membership from the general public.

Non-Movement Area – Those portions of the Airport where Aircraft taxi or are moved without radio contact with ATC or other Aircraft.

Notice of Breach of Rules (or NOBOR) – A notice issued by Airport management and/or Milwaukee County Sheriff's Office Deputies for violations of these Airport Rules and Regulations, MKE TSA-Approved Airport Security Program, Tenant Handbook, or AOA Construction Rules.

Notice To Airmen (or NOTAM) – Guidelines regarding aeronautical operations issued by a representative of the FAA, the Airport Operations, ATC, or other authorized Agency.

Object Free Area (or OFA) - An area on the ground centered on a Runway, Taxiway, or Taxilane centerline provided to enhance the safety of Aircraft operations by having the area free of object, except for objects that need to be located in the Object Free Area for air navigation or Aircraft ground maneuvering purposes.

Operator – An entity that has entered into an Agreement with the County to engage in Commercial Aeronautical Activities at the Airport.

Owner – The registered legal Owner of an Aircraft according to FAA records or a Vehicle according to the applicable state Department of Motor Vehicle records.

Passenger Terminal Building – The building at an airport where the passenger processes of ticketing, baggage check-in, security screening, Aircraft boarding, baggage claim, customs, and immigration are accomplished for Commercial Air Carrier activities.

Paved – Covered with asphalt or concrete that forms a firm level surface.

Permittee – An entity or person who has written permission from the County to conduct an Activity at the Airport according to the parameters established by a permit.

Person – Shall have the widest possible meaning and shall include any real person or entity found in, doing business or engaged in any activity on any of Milwaukee County's airports including, but not limited to the general public, passengers, contractors, lessees, permittees, licensees, invitees, and employees.

Primary Management and Compliance Documents (or PMCDs) – A compendium of rules, regulations, standards, and policies that govern the development, operation, and management of the Airport, adopted by resolution of the County, as may be amended from time to time, including any Rules and Regulations, General Aviation Leasing/Rents and Fees Policy, General Aviation Minimum Standards, and Development Standards.

Property – Any tangible or intangible possession that is owned by an entity or a person.

Public Area – Those areas normally used by the general public. Such areas include concessionaire shops, restrooms, Passenger Terminal Building lobbies, hallways, passage ways, public transportation waiting areas, viewing areas, roadways, walkways, sidewalks, and Vehicle parking lots. Public areas do not include the areas owned and/or leased by Commercial businesses unless such businesses so designate certain areas as public use areas. Public Areas do not include the AOA, Sterile Areas, Secured Areas, SIDA, and employee parking lots.

Ramp – Those Paved areas of the Airport within the AOA designated by Airport management for parking, loading, unloading, fueling, or servicing of Aircraft.

Refueling Vehicle – Any Vehicle used for transporting, handling, or dispensing of Fuels and lubricants.

Restricted Area – Areas of the Airport, other than Public Areas, wherein entry or use thereof is restricted to authorized personnel (pursuant to applicable Legal Requirements) including, but not limited to the AOA, Runways, Taxiways, Taxilanes, and fire lanes, fuel farm, Airport maintenance facilities/shop, mechanical rooms, electrical vaults, computer server room, fire breaks and any other areas marked/posted as restricted with signage. or placards.

Revocation – The discontinuance of a person's ability to access Airport security areas. This includes, but is not limited to, revoking or restricting the person's Airport ID/Access Media.

Rules and Regulations – The rules and regulations set forth by the County for the safe, secure, orderly, and efficient use of the Airport, as may be amended from time to time.

Runup – Aircraft engine operation above normal idle power for purposes other than initiating or sustaining taxiing or takeoff.

Runway – An area of the Airport developed and improved for the purpose of accommodating the landing and takeoff of Aircraft.

Secured Area – A portion of an airport, specified in the Airport Security Program, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where Aircraft Operators and foreign air carriers that have a security program under 49 CFR Part 1544 or 1546 enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (or SIDA) – A portion of the AOA identified in the Airport Security Program where each person is required to continuously display, on their outermost garment, an airport approved identification medium unless under County approved escort.

Security Perimeter – The portion of the Airport that is enclosed by fencing, walls, or other barriers, and to which access is controlled through designated entry points.

Security Devices – Equipment installed or placed by or under the direction of the County, or designated representative, to monitor or control entrances and exits from Airport security areas. Security devices include, but are not limited to, bells, sirens, communication equipment, locks and corresponding keys, emergency exists, electronic access control and other security equipment.

Security Screening Area – An access point of a Sterile Area where persons and belongings are inspected prior to entrances. This area includes both entrance and exit points to the Sterile Area.

Self-Fueling – The Non-Commercial Fueling of an Aircraft by the Aircraft Owner or the Owner's Employee(s) using the Aircraft Owner's Vehicles, Equipment, and resources.

Self-Service – The servicing of an Aircraft (i.e., maintaining, repairing, fueling, etc.) by the Aircraft Owner or the Aircraft Owner's Employees using the Aircraft Owner's Vehicles, Equipment, and resources.

Service Animals – dogs that are individually trained to do work or perform tasks for people with disabilities.

Special Event – Any event at the Airport whereby individuals have unescorted access to the AOA or any event that may or will require: the assistance of County staff (outside the realm of typical duties); the closure of any portion of any roadway, walkway, Vehicle parking area, Ramp, Taxilane, Taxiway, or Runway; and/or the issuance of an airspace waiver or NOTAM.

Spill Prevention, Control, and Countermeasures Plan (or SPCC Plan) – A contingency plan defined by the EPA that covers procedures for spill prevention, control, and countermeasures, points of contact, the chain of command, and individual responsibilities.

Sterile Area – An area to which access is controlled by the inspection of persons and property in accordance with airline and TSA requirements.

Storm Water Pollution Prevention Plan (or SWPPP) – A plan that identifies the controls that have been put in place to minimize the impact of storm water discharge on the environment.

Sublease – An agreement entered into by an entity with an Operator or Lessee that transfers rights or interests in the Operator's or Lessee's Leased Premises and for which, the County has given proper consent.

Sublessee – An entity that has entered into a Sublease with an Operator or Lessee who is authorized (by the County) to engage in Commercial Aeronautical Activities at the Airport.

Suspension – Temporary discontinuance of a person's ability to access Airport security areas. This includes, but is not limited to, suspending or restricting the person's Airport ID/Access Media.

Sustainability Management Plan (SMP) – Provides a framework for the Airport to integrate environmental proactive support into its planning, design, construction, maintenance, and operations. By making environmental sustainability a core objective for the Airport through the development of comprehensive plans with measurable goals and outcomes the Airport shall achieve its planning and operational objectives while reducing its environmental impacts and improving its relationship with the local community and general public.

Taxilane – The portion of the Ramp used for access between Taxiways and Ramps. Taxilanes are always outside the Movement Area and differentiated from a Taxiway by the required Object Free Area requirements stipulated by the FAA.

Taxiway – A defined path, usually Paved, over which Aircraft can taxi from one part of an airport to another (excluding the Runway). ATC must have a clear line of sight to all Taxiway centerlines. Additionally, a Taxiway is further differentiated from a Taxilane by the required Object Free Area requirements stipulated by the FAA.

Tiedown – An area Paved or unpaved suitable for parking and mooring of Aircraft wherein suitable anchoring points and related equipment are located.

Transportation Security Administration (or TSA) – The Agency within the Department of Homeland Security of the United States Government responsible to safeguard United States transportation systems and ensure secure travel.

Ultralight Vehicle – Any contrivance used or intended to be used for manned operation in the air by a single occupant; does not have any U.S. or foreign airworthiness certificate; and if unpowered, weighs less than 155 pounds; or if powered, weighs less than 254 pounds empty weight, excluding floats and safety devices that are intended for deployment in a potentially catastrophic situation; has a Fuel capacity not exceeding 5 U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power-off stall speed that does not exceed 24 knots calibrated airspeed.

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

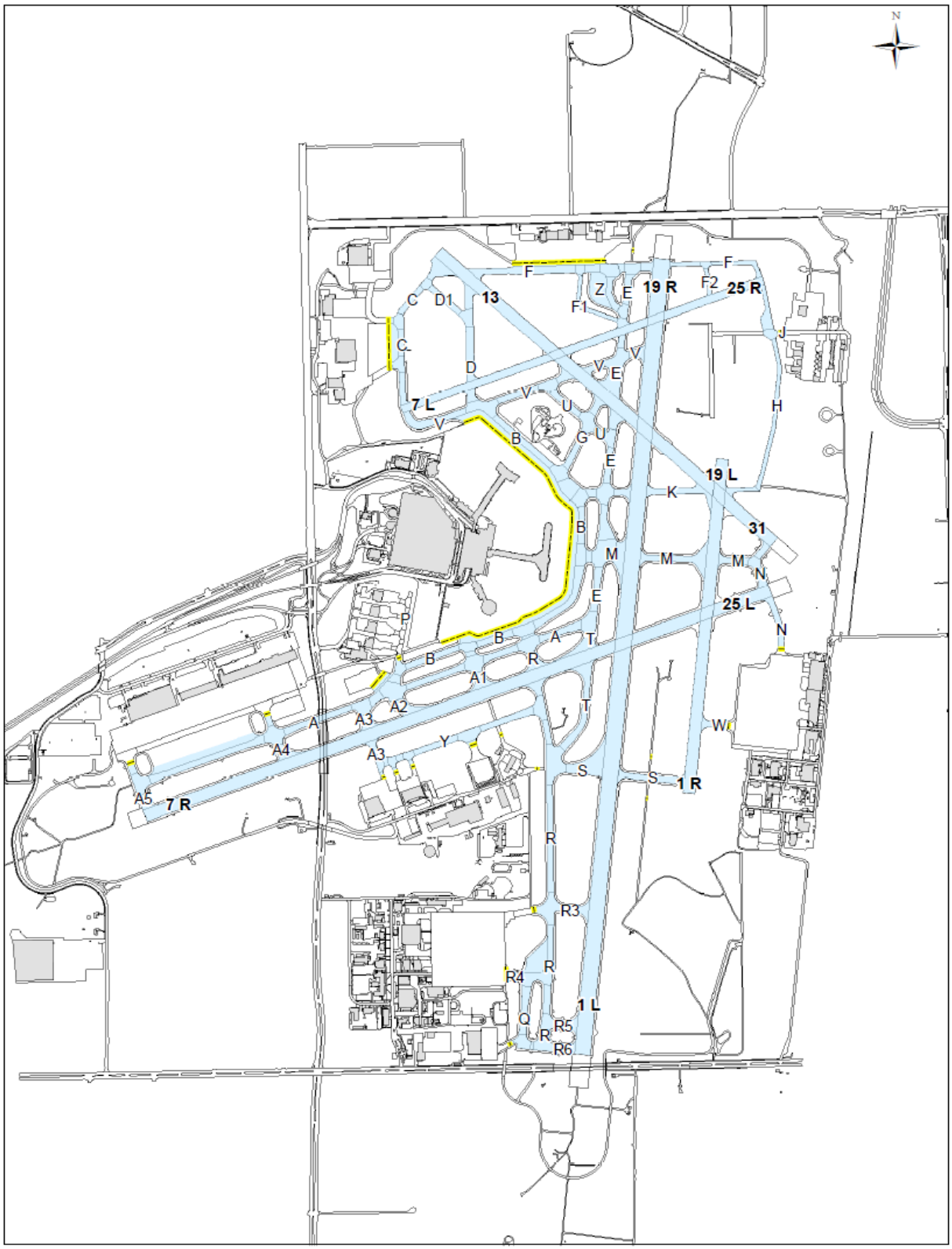
Vehicle Operator – Any person who is in actual physical control of a Vehicle.

Weapons – Including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives.

12.2. Acronyms

AC	Advisory Circular
ACDBE	Airport Concessions Disadvantage Business Enterprise
ADA	Americans with Disabilities Act
AEP	Airport Emergency Plan
ALP	Airport Layout Plan
AOA	Air Operations Area
ARFF	Aircraft Rescue and Fire Fighting
ASP	Airport Security Program
ATC	Air Traffic Control
CCTV	Closed-circuit television
CFR	Code of Federal Regulations
DBE	Disadvantaged Business Enterprise
DHS	Department of Homeland Security
DNS	City of Milwaukee Department of Neighborhood Services
DOT	Department of Transportation
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
FM	Factory Mutual
FOD	Foreign Object Debris
GMIA	General Mitchell International Airport
GRE	Ground Runup Enclosure
MKE	General Mitchell International Airport
NFPA	National Fire Protection Association
NOBOR	Notice of Breach of Rules
NOTAM	Notice To Airmen
OSHA	Occupational Safety and Health Administration
PLB	Passenger Loading Bridges
POS	Point of Sales
SIDA	Security Identification Display Area
SMP	Sustainability Management Plan
SOW	Scope of Work
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan
SWPPP	Storm Water Pollution Prevention Plan
TSA	Transportation Security Administration
UL	Underwriters Lavatory
WDNR	Wisconsin Department of Natural Resources

12.3. Movement Areas



12.4. Trash Compactor Rules

The Trash Compactor is located on the far-east side of the loading dock, in a room, next to the third bay. It is designed for the disposal of trash, not recyclables. The door opening is marked with a sign that says, “Trash Only”. The rules of the Trash Compactor are:

- No more than three bags are to be placed in the compactor at a time.
- No pallets, cardboard, plastic, or furniture are allowed inside the compactor.

Employees:

- After rinsing/cleaning out carts, please place the contents in the compactor dumpster. Do not dump the contents on the Loading Dock or on the floor of the compactor room.
- If you arrive at the trash compactor and find the strobe light flashing, this means the compactor is being serviced. Do not operate the compactor.
- If the strobe light has been flashing for more than 20 minutes, please contact Airport Operations at (414) 747-5325.

12.5. Service Animal Relief Area

Under 49 CFR Part 27 and the amended Rehabilitation Act of 1973, airports that receive federal financial assistance must make “reasonable accommodations” for individuals with disabilities. Thus the Airport, as required by the above acts, has built a wheelchair accessible animal relief area for service animals (dogs) that accompany passengers who are departing or arriving at the Airport.

The Service Animal Relief area is located on the south end of the Terminal Mall next to the First Aid Room. Although primarily for use by Service Animals, any pet that is accompanying its owner to the Airport is allowed to use this area. The Airport provides this area for the convenience of its customers, but pet owners must agree to clean up after each use.

This area requires that all users:

- Animals must remain on a leash at all times.
- No food or drink is permitted in this area.
- Use the plastic bags provided when cleaning up.
- All solid waste from animals must be cleaned up by the owner.
- Tie the bag closed and deposit into the marked container.
- Please wash your hands after using this facility.
- Thank you for your help with keeping this facility clean.
- Call Airport Operations at (414) 747-5325 to report any problems with this area.

There are two Animal Relief areas located outside of the Passenger Terminal Building. One area is located on the south end of the Ticketing drive, the other is located on the north end of the Baggage Claim drive. These areas will be checked daily during tours for cleanliness by the Airport Operations.

12.6. Aircraft Ramp Control Procedures

Aircraft engine operations adjacent to the Passenger Terminal Building shall be conducted as follows:

- Power-back operations, utilizing reverse thrust from gates are strictly prohibited.
- Under no circumstances will an aircraft exceed idle thrust until disconnected from the tug.
- Cross bleed engine starts are strictly prohibited at the gate/or in the alley, unless cleared and coordinated by FAA Ground Control.
- Normal push back starts are permitted at the gates.
- No aircraft may exceed break away thrust while in the alley.
- No aircraft shall announce the intent to push back unless they are immediately ready to do so.
- Aircraft under tow, make forward progress in the alley or taxi lanes, have the right-of-way over aircraft waiting to be pushed back.
- Baggage cannot be loaded on aircraft after the aircraft is pushed back from the gate into the movement area.
- Vehicles must remain clear of vehicle roadways at all times during an aircraft push back and release.
- All gates have signs that indicate whether to contact ground control prior to push back.
- Gates C20, C21, C22, C23, D39, D41, D43, D45, D48, D51, D53, D54, and D55 must obtain approval from ground control prior to push back
- Aircraft Deicing may occur at the gate.
- Push backs for deicing at the entrances to the alleys is prohibited.
- When aircraft request gate de-ice the aircraft will push back no more than 10 feet. This keeps the aircraft in the non-movement area.

12.7. Tenant Remodeling Electrical Specification Requirements

Tenant Remodeling Electrical Specification Requirements. 1-2017

1. Any project materials stored inside airport buildings shall be marked with Contractor's company name.
2. All rubbish shall be sorted for recyclable content and properly handled.
3. Circuit breakers in panels no longer in use shall be put in the off position and labeled spare. Old labels shall be removed.
4. The E.C. shall test all tenant meters for proper installation and accurate reading. Submit test results with close out documents. Meters shall have kWatt hour reading and communication boards for remote monitoring to Square D/Schneider metering software. (Power Logic Energy Meter EM series preferred). Provide a gateway if needed.
5. The use of MC cable is allowed only in cabinetry.
6. Steel flex may be used to serve new outlets in existing walls to remain. Review with GMIA.
7. Boxes less than 2 1/8" deep shall only be used in millwork or shallow walls.
8. Raceways shall be color coded as follows:
    a. Telecom – Blue
    b. Fire Alarm – Red
    c. Security – Yellow
    d. Medium/High Voltage – Orange
    e. 120/277V– No color
9. Any devices served from emergency power shall be red with a red face plate.
10. Minimum conduit size for homeruns is ¾".
11. When using existing pull wire, the pull wire shall be replaced.
12. All Junction Boxes shall be labeled indicating content such as circuit number and panel name.
13. Metal conduit over 2" shall be IMC or Rigid for systems over 480 volts.
14. Conduit fittings for all electrical work shall be steel compression type. Die Cast Set Screw Not allowed.
15. Electrical distribution equipment shall be manufactured by GE, Cutler Hammer, Square D or approved equal.
16. Panel boards, transformers, and disconnects shall be labeled with the equipment name, voltage, and source of power. Obtain panel name from airport engineering.
17. A coordination study shall be performed on all new and relocated panel boards. Provide an Arc Flash label on all panel boards. Obtain a sample label from GMIA engineering office.
18. All fluorescent ballasts shall be program start and multivolt where available.
19. Provide IC rated fixtures in insulated ceilings. The consultants shall indicate these locations on the ceiling plans. The EC shall restore insulation around the fixtures.
20. Please consider using only LED and fluorescent lamps in your light fixtures.
21. Provide tamper resistant receptacles in public waiting areas.
22. Install electrical receptacles with the ground plug up.
23. Weather proof receptacle covers shall be cast aluminum while in use type. Hubbell WP826 or equal.
24. All conduits shall have a ground wire.
25. All control wiring shall be in conduit or cable tray. No free air cable installation allowed.
26. Sealing and fire-stopping of sleeves/openings shall be the responsibility of whose work penetrates the floor, wall, ceiling or enclosure. When using piping as sleeve ends, the ends must be insulated with proper bushings.
27. New fire alarm conductors shall match existing conductors.
28. Floors shall be x-rayed prior to making any floor penetrations.
29. Expansion fittings shall be installed at all expansion joints. Fittings shall be offset 6 to 12" from building expansion joint. Not directly below joint.
30. Electrical Permits are required by the City of Milwaukee.
31. All ductbanks shall have tracer wire installed.

12.8. FOD Program

GENERAL MITCHELL INTERNATIONAL AIRPORT
MKE FOD Program

Foreign Object Debris and Damage Prevention

(FOD) at airports can cause damage that costs airlines, airports, and airport tenants millions of dollars every year.

FOD includes a wide range of material, including loose pavement fragments, catering supplies, building materials, rocks, sand, pieces of luggage, and even wildlife. FOD with potential to damage aircraft and personnel may be found at terminal gates, on cargo aprons, taxiways, runways, and ramp areas. It can cause damage by being ingested into aircraft engines, or as a result of being moved by jet blast or prop wash and impacting aircraft. Movement of FOD by jet blast or prop wash can also injure people.

A FOD awareness program involving training, facility inspection, maintenance and coordination between all affected parties can minimize FOD and its effects.

Responsibility

MKE FOD-prevention and clearance is the responsibility of all airport users; however, specific responsibility must be allocated to appropriate persons who have been trained and who supervise others.

While Airport Operations is responsible for the runways, taxiways and general ramp areas, airline representatives or handling agents are normally responsible for ensuring that the gate and its ramps are clear of FOD. Ground handling contracts must specify the extent of their agents' responsibilities and their procedures must specify how those responsibilities are to be exercised.

Training

All airport and airline personnel and airport tenants should receive training in the identification and elimination of FOD, including the potential consequences of ignoring it.

Inspection

Inspection of aircraft ramp areas and removal of FOD vary between airlines, cargo & military procedures. In addition to performing these inspections at the beginning of the day or shift, personnel on the airside should look for FOD on a continuous basis.

If any FOD is observed in the movement area, contact Airport Operations at 747-5325 and give the location where the FOD is observed.

Maintenance

Maintaining control of FOD includes using several methods:

Sweeping

Sweeping may be done manually or with the airfield sweeper, which is the most effective equipment for removing FOD from airside. All airside areas, including aircraft ramp parking areas, aprons and gates and the areas adjacent to them, should be swept routinely. The areas in which ground support equipment (GSE) is staged should be swept periodically.

If an area is too large to hand sweep, a request can be made to Airport Operations at 747-5325.

FOD containers

These containers should be placed at all gates for the collection of debris. The containers should be emptied frequently to prevent them from overflowing and becoming a source of FOD themselves.

Tow behind FOD Blanket (FOD BOSS)

There is a tow behind FOD collection blanket, which MKE Airport Operations owns, that can be loaned to airport tenants to clean their leased areas to help remove FOD.

The blanket is a tow behind attachment that drags the ground and collects debris.

You can request this from Airport Operations at 747-5325.

12.9. Lost & Found Policy

Travelers Aid Desk (Airport Information) Lost & Found Policy

Based on Wisconsin State Statute 170.07 to 170.11

All found items are to be logged in the lost & found binder. This should include the description, date/time it was received, and finder's name if applicable (see Finders).

All items are to be held for a minimum of 90 days from date of receipt (per State Statute).

Cash in any amount and items with a value greater than $100 should be logged in the lost and found binder, and an audio page made if applicable, and turned over to the Sheriff's Dept. The date/time and name/badge number of the officer receiving the item(s) should be listed in the log.

Exception: Cell phones, computers, driver's licenses, state-issued IDs

The Travelers Aid Desk (TA Desk) workers have 1 hour to make an effort to contact and return the item. After 1 hour, the item is turned over to the Sheriff's Dept.

Exception: US Passports

The TA Desk personnel have 1 hour to page the person and wait for a response before mailing the passport to the Passport Office.

Exception: Credit Cards

The TA Desk personnel have one hour to page the person and wait for a response before contacting the credit card company to report a lost card and then destroying the card.

Exception: Hazardous Material

The TA Desk personnel have 1 hour to page the person and wait for a response before handling the items as follows:

Oxygen – Contact the GMIA Fire Department, 747-4906, and they will remove the tanks.

Medications – Put the medical substances in the hazardous waste containers (needles, pills etc.) located in the restrooms or contact the Custodial manager on duty at 747-3890 if items do not fit into containers.

If in doubt as to whether the item should be held or removed, contact the GMIA Fire Department, 747-4906, for assistance.

All items held at the Airport Information Station and unclaimed after 30 days are to be turned over to Landside Operations on the last Monday of each month to be held in storage a minimum of the State Statute mandated 90 days.

The TA Desk personnel are responsible for . . .

- Logging in all items on the master lost and found sheet;
- Before the last Monday of the month:
  - bagging the items in a clear plastic trash bag (provided by the airport);
  - identifying the contents of each bag by writing the date range of when the items were received (i.e., January 9 to January 15, 2012) on the bag;
  - making a copy of the received pages to give along with the bag(s) of items;
  - logging the date range of the bag on the master list and clipping those pages together

On the last Monday of the month, after 2pm and before the desk closes as 12 midnight, Landside Ops will go to the Travelers Aid Desk and receive all unclaimed items in excess of 30 days from one of the Volunteers/CPS employees. These items will be bagged, identified by date and include copies of the relevant lost and found received pages. If the last Monday of the month is a holiday, then the removal is done on the next working day.

Airport Information Station Lost & Found Policy 5 April 2013

- logging the date and name of the Landside Operations person receiving the bagged items on the top page of the master list for reference purposes.

Exception:

Oversized items, if they don't fit in any of the cabinets of the desk/closet, need to be identified with the date received as an identifier, can be put into storage immediately upon receipt. The item should be logged in the master lost and found list; Landside Operations, 747-5715, should be called and asked to come get the item to be put in storage. Landside Operations should remove the item from the TA Desk area and put into storage before the desk closes at 12 midnight.

If Landside Operations is unable to make it before 12 midnight, then the Control Center should be called at 747-5325 and asked to come get the piece and put it in the lost and found room.

The TA Desk personnel are to maintain a master lost and found list for 90 days. If they receive a call about a lost item that is more than 30 days old, they . . .

- Review the master list to see if the item was received at the desk
- If it was received they need to
  - Identify the bag it is in by the date range;
  - Contact Landside Operations at 747-5715 and request that the item be retrieved—provide a description of the item as well as the bag it is located in.
  - Make arrangements with the owner to either have the item picked up or mailed/shipped to them at their expense.
- After 90 days, the master list pages can be thrown away.

After 90 days and up to 120 days, Landside Operations, in conjunction with the Milwaukee County Sheriff's Dept.-Airport Division will, in accordance with State Statute, determine the proper disposal of the unclaimed items.

Finders

The finder is the person turning the item in to the lost and found area. It is not necessary to ask the finder if they want the item. Only IF the person turning the item in ASKS if they can get the item if it is not claimed should an TA Desk personnel log the finder's name and contact information along with the item description.

Exception: Items found by public officials, county employees or agents of the County (i.e., volunteers at the TA desk; CPS employees; companies hired to do work on behalf of the County) are considered the property of the County until claimed by the owner. If unclaimed, the item becomes the property of the County.

This does not include airline or tenant employees.

If the item is turned over to the Sheriff's Dept., the finder's name and contact information should be sent along with the item.

All other item(s) being asked for by the Finder should be held at the Travelers Aid Desk for the 90 days.

If the item is not claimed, the Travelers Aid Desk should contact the finder who then has a 5 day window to pick the item up or to pay to have it mailed to them. Due to the lack of storage space, if the item is not picked up within those 5 days, the item is forfeit and is turned over to Landside Operations for processing according to State Statute.

12.10. Tenant Improvement Process and Standard Requirements

Purpose: The following describes the standard operating procedure and process for review and approval of all tenant improvements at the Airport. The provisions insure and promote overall safety, security, comfort, convenience and efficiency for all customers using Airport facilities. The provisions also promote a smooth construction process that minimizes disruption to our customers, and to the operations of other Airport tenants and the County.

Definitions: For the context of this process, a tenant is defined as any company, organization, airline, vendor, service provider or other group that exists either permanently or temporarily on Airport/Milwaukee County property, and is not a part of the County. Tenants may have direct business relations with County, or with other tenants (sub-tenants). An improvement is defined as any change, addition or alteration of an existing County-owned building, system or infrastructure that is on County property. Ownership, ongoing operation, energy and maintenance costs and responsibilities and ultimate disposal of the improvement shall be clearly defined and described in the existing lease agreement, or through supplemental agreement.

Enforcement: Adherence to this process is required as part of the Agreement between the County and the tenant, and shall apply to sub-tenants through extension. Enforcement of the provisions contained in this process shall primarily be the responsibility of the County. The TSA, FAA, Occupational Safety and Health Administration (OSHA), and the Sheriff's Department also have the authority to enforce laws, federal regulations and the Airport Security Program. Failure to comply with the provisions, procedures and standards contained in this document may result in the delay, postponement or cancellation of the proposed improvement. Additional sanctions may be imposed on the tenant by County as are deemed necessary.

The remainder of this document steps through the tenant improvement process in the general order in which such improvements would normally occur. Some steps may not be applicable, depending on the improvement.

1. **Tenant Improvement Initial Concept Submittal:** The tenant shall prepare and submit a proposed project concept to Airport Director's office. Concept may be in the form of a letter (on company letterhead) or email from an authorized tenant representative. Concept may contain preliminary sketches, diagrams drawings, plans or other visual representation of the proposed tenant improvement. The Airport Director or designated representative shall review and issue a decision on the proposed improvement to the tenant. If the proposed improvement is approved, the Airport Director or designated representative shall communicate this decision to the tenant and copy Airport Engineering. For approved project concepts, the tenant may proceed to prepare detailed Scope of Work (SOW) and any appropriate plans, drawings, specifications, product samples or other items as described and required in the following steps.

2. **Project Review Submittal:** The tenant shall prepare the project review submittal package that contains the following:
   a. Complete, written description and SOW for the proposed project. This shall include the exact location(s) and extent of the work, affected Airport systems (building structure, electrical, gas, HVAC, IT, fire alarm, fire protection, plumbing, security, paging/sound, etc.) and any other information necessary for Airport management to review and potentially notify and involve other tenants or 3rd parties.
   b. Set of architectural and/or engineering drawings or plans that are to scale, and accurately depict the proposed demolition, alteration and construction associated with the improvement. Documents shall be in Adobe PDF format. Hard copies are acceptable also. Show on the drawings all proposed changes to HVAC, lighting, electrical, telecom, data, fire protection, fire alarm, and other utilities. If no change to any one of these then indicate so for each. Clearly show all tie-in points to any of the affected existing Airport systems.
   c. Color scheme and samples of proposed materials to be used.
   d. Color rendering and scale drawing of any proposed signs to be included in the project. Drawing shall include dimensions of the sign, type of mounting and details on the type and location of any sign illumination. Elevation drawing that depicts the proposed locations of all proposed signs. Signs shall conform to the Airport's Sign Design Guidelines, Requirements and Policies document.
   e. Preliminary project schedule including the anticipated work start date, project duration and any other relevant milestones within the schedule.
   f. Verify compliance with City of Milwaukee Department of Neighborhood Services permitting and applicable building code(s). Identify all permits that will be required by the City and provide copies of all permits prior to start of work.
3. **Tenant Improvement Requirements:** In the preparation of the project review submittal package, and performing the work, the tenant shall conform to the following standard airport requirements. These requirements are in addition to the applicable building, electrical, plumbing and fire protection codes:
   a. For cabling extending outside of the leasehold area show all of the complete routes and provide details and notes (including identification of conduit size and cable type, size, etc.) to illustrate compliance with these requirements. Even if exact locations will be determined during the work the plans shall provide a plan view of the possible route and with which as-built location shall be recorded.
   b. Refer to and comply with Appendix 12.7 Tenant Remodeling Electrical Specifications Requirements.

c. Prior to conduit and cable installation, coordinate all routing and locations with the Airport Electrical Engineer and the Airport IT Department (414-747-4505). Use existing cable trays where available or provide and install conduit in approved route and location. If demolishing or replacing existing equipment and cabling, remove all old cable, conduit, boxes, antenna, equipment, etc., that will no longer be needed or used.

d. All conduit or cabling in a cable tray must be labeled (with 3/4" min. width vinyl labels manufactured for this use – obtain sample from the Airport Maintenance Department) at a minimum 30-foot interval with information as follows:

   Owner of the cable
   Purpose of the cable
   Date of installation
   Cable type
   ID of room numbers where each end of the cable run is located

e. Notify Airport Electrical Maintenance and Airport IT at completion of work for inspection.

f. Comply with all airport security requirements

   - All individuals working on projects must be badged. Subcontractors and haulers who are only on site for a couple days may be escorted while in the Secured Area/SIDA/Sterile Area.
   - Sterile Area projects must describe the method of securing the workspace, i.e. temporary wall, locks, access control methods.
   - Sterile Area projects must describe methods to control tools and prohibited items when badged individuals are not present in the workspace.
   - For more information contact the Airport Security/Badging Office at (414) 747-4537.

g. For all tie-ins to existing airport utilities (water supply, sewer and gas) contractor to provide advance notice (48 hours min.) to allow review and inspection by Airport plumbers. Proper outage notification is required (see separate paragraph).

h. All work on the fire alarm system must be coordinated through the Airport Fire Department a minimum of 48 hours in advance. Contact 747-5772. The FP contractor must provide 48 hours notice to Airport Operations, Airport Fire, Airport Security and Airport Maintenance prior to the start of any work on the system.

i. Plans and copy of permit must be submitted for any work on the fire protection (sprinkler) system. The FP contractor must provide 48 hours notice to Airport Operations, Airport Fire, Airport Security and Airport Maintenance prior to the start of any work on the system.

j. Restrooms or kitchens above the1st floor or basement space shall have entire floor treated to be leak proof with sheet membrane waterproofing floor liner (such as Laticrete waterproofing membrane, or approved equal).

k. Floor must be x-rayed prior to drilling, coring or anchoring into the floor to identify, avoid and prevent damage to existing conduits or other embedments.

l. For any crane necessary for construction, apply to the FAA for obstruction evaluation (www.oeaaa.faa.gov) with adequate time (60 days) before construction to receive the determination from the FAA. Airport cannot allow the work to proceed without this determination.

m. For all proposed new electrical panels an arc flash study shall be conducted with associated labeling added to the panel.

n. For all additions or modifications to the Airport HVAC system, contractor shall provide a test and balance report conducted by an independent certified testing contractor. Test and balance reports prepared by the installing contractor will not be accepted. An approved HVAC control contractor is required for any tie-in to the Airport building automation control system.

o. Submit written confirmation of compliance of the Work with Contract Documents (Sec. 3.6.2) (WI Commercial Bldg. Code, Form SBDB-9720)

p. Any and all construction activity that produces excessive noise, dust, debris shall be done off-hours. Off-hours shall be defined by Airport management, communicated and agreed to by all contractors working on the improvement prior to construction start.

q. For tenant improvements in public areas, there shall be signs furnished and displayed on the barrier wall whose purpose is to: 1. Issue warning of construction activity and 2. Inform as to the development, restaurant or store that will be in place once construction is complete. All proposed signage shall be submitted and approved by Airport Marketing/Public Relations prior to construction. Once approved, all signage shall remain in place throughout the duration of the tenant improvement project.

r. For any tenant improvement that will either temporarily, or permanently encroach on public walkways, hallways, corridors, general concourse spaces or other high pedestrian traffic areas, the extent of the encroachment shall be clearly indicated on a scale plan sheet. Airport management reserves the right to modify or refuse the improvement if such encroachment would result in an unacceptable restriction to the efficient flow of pedestrians.

s. Identify all roof, floor and wall penetrations and seal as required and per local code. Details shall confirm that the penetrations can be properly made and, for roof penetrations, to ensure that the long-term integrity of the existing roofing system and building envelope is maintained.

t. The above are minimum requirements. More requirements may be added and additional information requested as determined following review of the proposed improvements.

u. Submit complete project review submittal package to:

General Mitchell International Airport
Attn: Airport Engineering
5300 S. Howell Ave.
Milwaukee, WI 53207

4. **Airport Departmental Review:** Once the project review submittal package is received and accepted by Airport Engineering, the package shall be circulated to all departments at the Airport for review and comment. The review and comment time period shall be one week from the distribution date of the materials, unless additional information is requested. Once all comments have been received from the Airport departments, Airport Engineering office will compile the information and notify the tenant that:

   - The project may proceed as submitted or,
   - The project may proceed with specific conditions or,
   - Significant modifications to the project review submittal package are required, and the tenant must re-submit all or part of the package. Once re-submitted, additional time may be required for review and approval of the revised materials.

   Official Communication from Airport Engineering to the tenant is issued, along with an Agreement for Issuance of a Temporary Right-Of-Entry to be executed and returned by the tenant.

5. **Pre-Construction Document Submittal and Review:** Prior to the start of construction, the tenant or the tenant's contractor shall obtain and submit the following items to Airport Engineering:

   - Executed copies of all applicable permits from the City of Milwaukee Department of Neighborhood Services. These include, building, plumbing, electrical, and fire alarm/fire protection.
   - Executed Agreement For Issuance of a Temporary Right-Of-Entry
   - Contractor's proof of insurance (see Milwaukee County Insurance Requirements – separate document)
   - If a contractor is self-insured, a letter of Financial Responsibility in evidence of the following as required by applicable State Statutes:
     - Self-funding of Worker's Compensation

- Comprehensive General Liability
- Automobile Liability

Once all of the above items have been received, they shall be reviewed by the appropriate departments of the Airport and Milwaukee County. If there are questions or issues with any of the above documents, the tenant/contractor shall promptly address the issues and, if requested, re-submit a revised document. Authorization for work to proceed shall not be granted until all of the above documents are received and accepted by Airport management.

6. **Pre-Construction Meeting:** Following approval of the project review submittal package, and prior to the start of work, a pre-construction meeting will be scheduled for the project at a mutually agreeable location and time. Airport Engineering will prepare the agenda, invite attendees, arrange for a conference room (if necessary) and generally lead the pre-construction meeting. Minutes of the meeting will be taken by Airport Engineering and distributed to the attendees. If he has not already done so, the contractor shall submit a final construction schedule to Airport Engineering at the pre-construction meeting. Any final questions or concerns raised at the pre-construction meeting will be promptly addressed prior to the start of construction.
7. **Notice-to-Proceed:** Once all outstanding issues and questions have been addressed, and all required submittals are received and accepted, the executed Agreement for Issuance of a Temporary Right-of-Entry and an official Notice-To-Proceed shall be issued to the tenant and the tenant's contractor by Airport Engineering, which contains the start work date. The tenant shall not begin any construction activities prior to the start work date. Airport Engineering shall notify all airport staff and affected tenants of the commencement of the work, along with contact information if any problems arise due to the construction activity.
8. **Construction Process:** During the scheduled duration of construction activity, regular inspection of the site shall occur by GMIA departments.

   - Airport Landside Operations shall inspect the exterior of the construction site to insure proper doors, locks, signs, construction barriers or other devices are in place, are secure and the area adjacent to the site is generally in clean condition, and there are no materials, tools, equipment or other items stored outside the construction area, unless arrangements have been made for those items.
   - Airport Security, Sheriff's Department and the TSA will make periodic random inspections of the exterior and interior of the work site. The inspections may be scheduled or un-announced, and shall be for the purpose of insuring that all Airport security rules issued prior to commencement of the work are being adhered to by the tenant's construction team. If a discrepancy or violation is discovered, the contractor shall be notified and corrective action shall be taken immediately. If a security problem is discovered after working hours, the 24-hour contact for the

construction team will be notified of the issue, and corrective action is required as soon as possible. The contractor and/or tenant may be issued citations, a NOBOR, or other punitive action if adherence to these Rules and Regulations is not followed.

- Airport Engineering and Airport Maintenance shall periodically inspect the work to insure adherence to the Tenant Improvement Standards. This inspection is not to be construed as a code compliance inspection. Such code compliance inspections shall be conducted by the City of Milwaukee Department of Neighborhood Services.
- Fire Department may periodically inspect the work area to insure proper precautions are followed for activities involving hot work, confined space entry or hazardous material handling and storage. They will also coordinate the testing of the building fire alarm system, and any work affecting the GMIA Fire Protection System (sprinkler).
- Outage Notification Procedure: If the tenant improvement work requires the shutdown or interruption of any Airport system(s), the following Outage Notification Procedure shall be followed.
  - The contractor shall complete the Airport Outage Notification Request form (separate document), and submit to Airport Engineering a minimum of 48 hours prior to the desired system shutdown time. Airport Engineering will contact the appropriate Airport departments and other affected tenants. If there is an issue with the requested system outage, the contractor shall be notified, and other arrangements will be made for the outage. Airport management reserves the right to postpone or refuse an outage request if the 48-hour minimum notification is not received, or the outage adversely affects the overall operation of the Airport to an unacceptable degree.
  - Airport Engineering shall notify the contractor that the outage may proceed as requested, or needs to be postponed until further arrangements can be made. The contractor shall not proceed with the proposed system outage without approval from Airport Engineering.
  - During the approved system outage, the contractor's personnel shall be present in order to address any unforeseen problems with the outage immediately. System outages shall be kept to a minimum so as not to disrupt the operations at the Airport any more than is absolutely necessary.
  - When the Airport system is restored to normal working operation, the contractor's personnel shall be present until such time that a person from Airport management has checked the operation of the system, and informs the contractor that the affected systems are functional.

9. **Final Inspection – City of Milwaukee:** Once the construction is complete to the point of final City of Milwaukee Inspection, the contractor shall arrange for such inspections. Airport management, at its option, may be present during the final City of Milwaukee inspections. The contractor shall submit copies of the final inspection reports to Airport Engineering. Such reports shall indicate that all work has been done in compliance with all building codes as required.

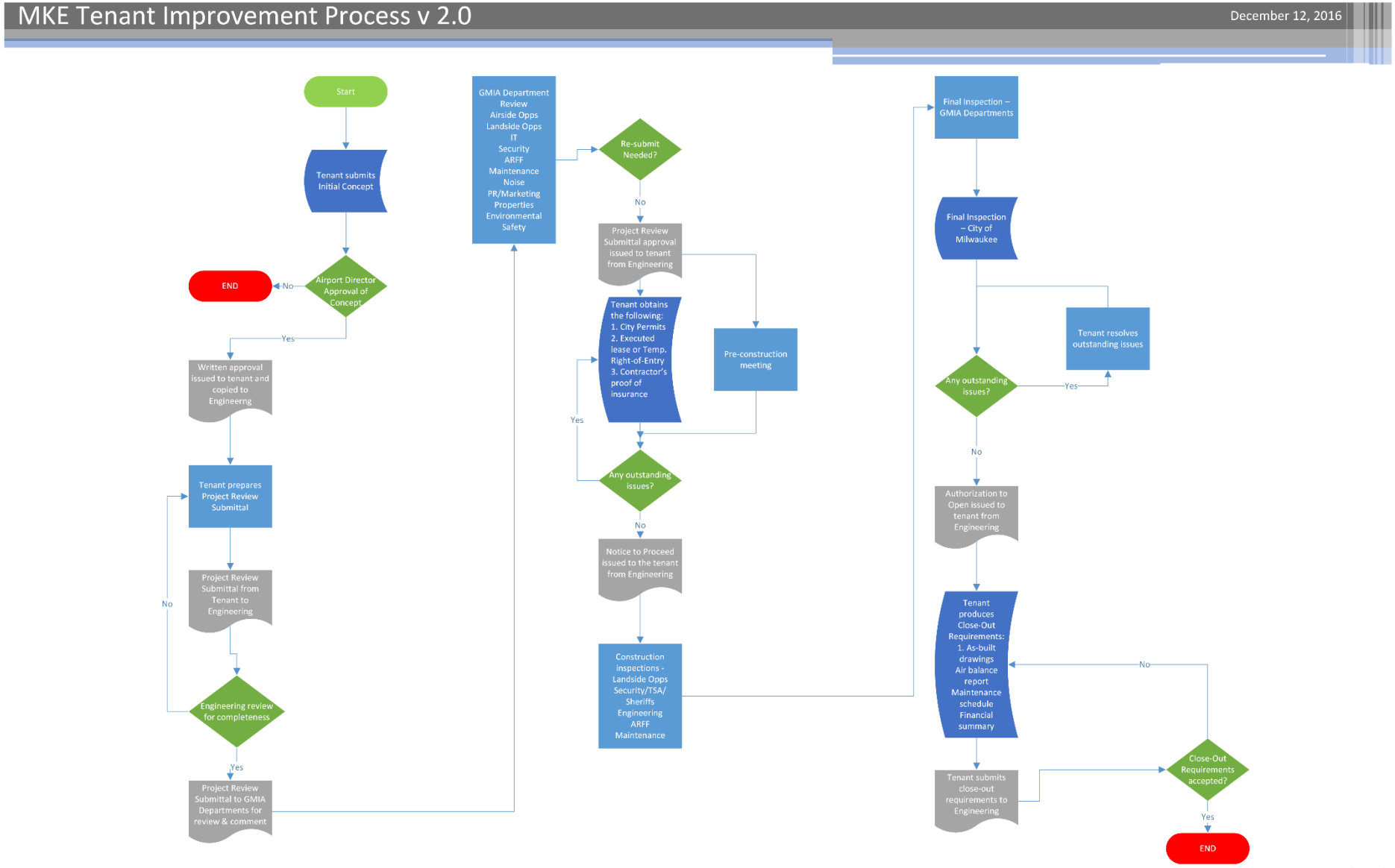
10. **Final Inspection – Airport:** In addition to the final City inspection, Airport management shall conduct a final walk-through and inspection of the tenant improvement prior to the area being used. The purpose of this walk-through/inspection is to ensure that all Airport tenant improvement standards have been followed in the improvement. The contractor shall notify Airport Engineering that the space is ready for a final walk-through. Such notification shall be a minimum of 48 hours prior to the desired opening of the facility. Airport Engineering shall arrange and coordinate the appropriate GMIA department personnel for the walk-through/inspection. For Sterile Area improvements, Airport Security shall conduct a final inspection prior to the temporary wall is removed to ensure the integrity of the Sterile Area and prohibited items are removed. If any issues are discovered during the Airport final walk-through/inspection, the contractor shall either:

    - Correct the discrepancy prior to opening the facility, or
    - Be allowed to open the facility conditionally with the mutual understanding that the discrepancy shall be corrected in a time mutually agreeable to the tenant and Airport management.

11. **Authorization to Open:** Once all required documents have been received and accepted by Airport management, the tenant shall be issued an Authorization to Open letter from the Airport Director or designated representative, which lists the starting date and time the improvement is authorized to be in service. Copies of the Authorization to Open letter shall be distributed to all Airport departments and appropriate tenants. The tenant should be open for business within 24 hours of the issuance of the Authorization to Open.

12. **Project Close-Out Requirements:** Within 30 days of the issuance of the Authorization to Open, the tenant shall submit the following to Airport Engineering as appropriate:

    a. As-built drawings. Such drawings shall be AutoCAD (preferred) or pdf file that accurately depicts the location of all completed work, including any field changes that may have occurred that differ from the original construction documents.
    b. Air balance report
    c. Maintenance schedule to include items such as pest control, grease trap, exhaust and major equipment.
    d. A financial summary of the construction cost associated with the project.


MKE Tenant Improvement Process v 2.0
December 12, 2016
Start
Tenant submits Initial Concept
Airport Director Approval of Concept
No
END
Yes
Written approval issued to tenant and copied to Engineerng
Tenant prepares Project Review Submittal
Project Review Submittal from Tenant to Engineering
Engineering review for completeness
No
Yes
Project Review Submittal to GMIA Departments for review & comment
GMIA Department Review
Airside Opps
Landside Opps
IT
Security
ARFF
Maintenance
Noise
PR/Marketing
Properties
Environmental
Safety
Re-submit Needed?
No
Project Review Submittal approval issued to tenant from Engineering
Tenant obtains the following:
1. City Permits
2. Executed lease or Temp. Right-of-Entry
3. Contractor's proof of insurance
Pre-construction meeting
Yes
Any outstanding issues?
No
Notice to Proceed issued to the tenant from Engineering
Construction inspections -
Landside Opps
Security/TSA/
Sheriffs
Engineering
ARFF
Maintenance
Final Inspection – GMIA Departments
Final Inspection – City of Milwaukee
Tenant resolves outstanding issues
Any outstanding issues?
Yes
No
Authorization to Open issued to tenant from Engineering
Tenant produces Close-Out Requirements:
1. As-built drawings
Air balance report
Maintenance schedule
Financial summary
No
Tenant submits close-out requirements to Engineering
Close-Out Requirements accepted?
Yes
END

12.11. Free Speech Activities Rules and Regulations

GUIDELINES FOR FREE SPEECH ACTIVITIES
AT GENERAL MITCHELL INTERNATIONAL AIRPORT[1]

1.1 Introduction. An individual or organization interested in exercising constitutional rights of free speech and freedom of religion at the Airport shall be free to engage in such activities provided that they are in compliance with the provisions of these guidelines. The purposes of these guidelines include the following:

a. to ensure that Persons seeking to exercise constitutional freedoms of religion and expression can communicate effectively with users of the Airport;

b. to ensure the availability of adequate safety and security personnel for the efficient and safe functioning of Airport operations and services and the protection of all Persons using the Airport in a lawful manner;

c. to prevent interference with public access to the Airport, and to protect Airport customers from fraud, deceptive practices, harassment and intimidation;

d. to ensure the free and orderly flow of vehicle and pedestrian traffic through the Airport and its terminals, concourses, and all other public areas on Airport property; and

e. to ensure the efficient functioning of Airport operations and services.

1.2 Findings. The Airport is designed, operated and maintained as a facility for air transportation. The Airport was not designed and is not intended for use as a public forum for free speech activities. If left unregulated, free speech and expressive activities – such as proselytizing, cause advocacy, leafleting, and picketing – could have a negative impact on the Airport and the traveling public in a number of ways, including compromising the character and intended uses of the Airport, exacerbating congestion and delay, causing confusion, stress, and duress related to interference with passenger movement and traffic, the distribution of leaflets or other materials, the solicitation of funds, and compromising public safety and security. With respect to the above, the Airport Director has made the following findings:

a. Character and Intended Uses of the Airport. The objective, physical characteristics of the Airport, and actual public access to and uses of the Airport

[1] Authorization Milwaukee County Code of General Ordinances 4.02(6)

are such that certain types of expressive activity are not appropriate or compatible with that access and those uses. While the non-secured areas of the Airport are open to the public without restriction, they do not contain any location that is lined with stores and other commercial activities of the types that are typically indicative of a public forum.

b. Congestion and Delay. The Airport serves millions of passengers each year, and air travelers are often on a restricted schedule. Departing travelers are required to move quickly from their modes of transportation, through ticket counters, check-in areas, and security checkpoints, to departure gates beyond. Passengers with connecting flights are required to move quickly from one gate area to another, sometimes changing terminals and exiting and reentering secured areas. Arriving passengers are required to retrieve bags and connect with surface transportation. In response, the Airport's terminal buildings, corridors, roads and parking areas were designed to reduce congestion and facilitate the rapid and efficient movement of large numbers of people. The Airport also closely monitors and modifies the Airport's hallways, throughways and passenger security checkpoints in order to accommodate new amenities and facilities, evolving TSA technology and screening procedures, and changes in passenger flows. As such, free speech activities – especially solicitation involving the distribution of leaflets and the immediate request for a receipt of funds – have the potential to disrupt passenger flows, increase passenger congestion and stress, and contribute to missed flights and travel delays, if not appropriately regulated by the Airport.

c. Confusion, Stress and Duress Related to the Distribution of Leaflets and the Solicitation of Funds. The Airport's customers may be susceptible to undue pressure, misrepresentation, duress or even fraud from persons engaged in distribution of leaflets and the solicitation for the immediate receipt of funds. Airport travelers are often unfamiliar with their immediate surroundings, and may be fatigued and under time pressure, particularly considering that some passengers have mobility challenges, are young or elderly, or speak little or no English. All of these conditions can increase stress levels of passengers.

d. Safety and Security. The Airport, as both a medium domestic hub and an international airport, is a potential target for attack, terrorist or otherwise. The Airport also represents a symbol of the commercial transportation center of

Southeastern Wisconsin. To deter attack, the Airport is mandated by the TSA to implement the highest available security measures. The Airport must maintain the flexibility to adjust its operations with little or no notice to comply with federal security directives issued in response to perceived or actual threats against air travel. Free speech activities, like all activities at the Airport, must be conducted consistently with a strong and effective security program.

1.3 Content Neutrality. These guidelines regarding free speech and expressive activities at the Airport shall be content neutral. These guidelines shall apply and be enforced without regard to the identity of the individuals or organizations seeking to engage in free speech and expressive activities or the content of the message those individuals or organizations seek to communicate.

1.4 Definitions. The following words and phrases shall have the following meanings for purposes of these guidelines:

a. Designated Expression Areas means those certain areas at the Airport specifically designated by the Airport Director or his/her designee for the exercise of Regulated Activities by any individual or organization in accordance with the procedures set forth in these guidelines. The Designated Expression Areas at the Airport are attached to these guidelines as Exhibit 1.

b. Regulated Activities means the distribution of literature, proselytizing, cause advocacy or solicitation of funds that will be received off-site in the future, so long as such activity is conducted not for profit but, rather, for a non-commercial purpose. Distribution or solicitation of funds of any nature that is not a Regulated Activity is deemed a use of the Airport premises for commercial purposes and shall be subject to Section 4 of the Milwaukee County Code of General Ordinances.

c. Permittee means an individual or organization conducting Regulated Activities pursuant to a permit duly issued under these guidelines.

1.5 Solicitation for the Immediate Receipt of Funds Prohibited. In-person solicitation of funds, when combined with immediate receipt of that money, creates a risk of fraud, stress, and duress that is well recognized, and that is different in kind from other forms of expression or conduct, in addition to exacerbating issues of congestion as persons stop, reach for a wallet or checkbook or take other steps to transfer funds to a solicitor. Therefore, the following

conduct is prohibited at the Airport if the receipt of funds from such conduct would be on-site and part of the same interaction in which the conduct occurs:

a. The sale of any merchandise, including but not limited to jewelry, foodstuffs, candles, flowers, badges and clothing.

b. The sale of flyers, brochures, pamphlets, books, or any other printed or written material.

c. The solicitation and receipt of funds.

1.6 Permit Required. It shall be unlawful for an individual to engage in Regulated Activities without a permit issued by the Airport Director or his/her designee.

1.7 Permit Application: Written applications for permits may not be filed more than eight weeks prior to the proposed date for commencement of the Regulated Activities. The Airport Director or his/her designee will provide application forms to those interested in using them, but no particular form need be used if the applicant supplies all information required by these guidelines. Any application shall be signed by the applicant and must be filed with the Airport Director or his/her designee, and shall set forth the following:

a. The full name, mailing address and telephone number of the individual or group proposing to engage in Regulated Activities. If applying as a group, each participating individual must be available, or provide information sufficient to be contacted immediately, during the exercise of Regulated Activities.

b. A brief description of the proposed Regulated Activities.

c. The date or dates and times during which the applicant desires to engage in Regulated Activities.

d. The location in which the proposed activities are desired to be carried out.

e. A statement that the proposed activities are undertaken not for profit but, rather, for a non-commercial purpose. An organization may apply for a permit on behalf of an individual provided that the application contains the information required by these guidelines. If, at the time of applying, an organization does not know the identity of the individual who will be conducting Regulated Activities, a permit may be granted, but the effectiveness of the permit will be conditioned upon submission

of the information required prior to commencement of Regulated Activities under the permit.

f. Applications for permits shall be accompanied by a copy of any material proposed to be distributed or displayed, along with a certification that such material is the only material that will be used or distributed for such purposes by the applicant. Until such a certification is made, the three business day period provided for in Section 1.9 shall toll. Once provided, the material proposed to be distributed or displayed will be reviewed for the sole purpose of confirming that it is not commercial in nature, an incitement to crime, fighting words, a true threat, or obscene, and shall not be reviewed for the purpose of exercising any judgment regarding the content of any communication.

g. Applicants for permits shall identify the choice of one of the three Designated Expression Areas described in Exhibit 1. Applicants may identify an alternate Designated Expression Area should their first choice not be available. If an alternate Designated Expression Area is identified, applicants should identify clearly the rank of their choices.

1.8 Public Access to Permit Information. All applications for permits and the statements and documentation required under this Section shall be available for viewing by the public during normal business hours.

1.9 Issuance of Permit. Upon the receipt of a completed permit application, the Airport Director or his/her designee shall issue a permit promptly and no later than three business days after the application is filed, unless the Airport Director or his or her designee finds that the applicant's proposed activities do not constitute Regulated Activities, that any information, material, statements or documentation required by these guidelines has not been provided, or the proposed Regulated Activity is an incitement to crime, fighting words, a true threat, or obscene.

a. Each permit shall be issued for no more than two persons for a Designated Expression Area for the time period requested in the application or for a period of ninety (90) days, whichever is shorter, and shall designate a Designated Expression Area in which the Permittee may conduct the proposed Regulated Activities.

b. Requests for locations set forth in permit applications will be granted on a first-come, first-served basis. If two or more different applicants have pending permit applications requesting authorization for identical times at a Designated Expression Area such that the number of individuals present would exceed the number that can safely engage in Regulated Activities in that Designated Expression Area at any given time, the competing applicants shall be offered the opportunity to divide the Designated Expression Area evenly among all affected applicants or as otherwise agreed between the applicants. If the affected applicants do not mutually agree to a division of the Designated Expression Area, rotating permits for equal time periods of not less than one hour each nor greater than two hours each shall be issued to all applicants equally for each Designated Expression Area at issue for the time period(s) that more than one applicant has requested.

c. Existing permits shall not be extended or renewed. Rather, an applicant may reapply for a permit for a new period successive to an existing permit.

1.10 Registration Required. Prior to conducting Regulated Activities on each day on which he/she will conduct Regulated Activities, each Permittee must register by reporting to the person or department specified by the Airport Director.

a. Time and Location of Registration. The opportunity to register shall be made available during regular business hours at the location designated by the Airport Director.

b. Information. To register, an interested individual or group shall provide, in writing, the following information:

i. For Individuals. If the proposed Regulated Activity involves only one person, that person shall specify his/her name and address, as well as an emergency telephone number where he/she can be contacted in the event of an emergency or other necessity.

ii. For Groups or Organizations. If the proposed Regulated Activity involves two or more persons who desire to engage in the Regulated Activity as a group or organization, the interested registrant shall specify:

a) the formal group or organization name, or a general reference thereto if there is no formal name,

b) two (2) persons expected to participate in the Regulated Activity at the assigned Designated Expression Area at the Airport as members of the group or organization; and

c) the name of an individual designated to act as the spokesperson and point of contact, along with an address and telephone number where he/she can be contacted in the event of an emergency.

c. Forms. Registration forms shall be made available at the Airport Administrative Office for those interested to use them but no particular form need be used if the registrant supplies in writing the information required in Subsection 1.10 (b) above.

1.11 Time of Regulated Activities. The areas established as Designated Expression Areas (See Exhibit 1) will be available to individuals intending to engage in Regulated Activities at all times that the Airport is open to the public; provided that, if necessary to preserve the safety of the Airport or the free flow of pedestrian traffic in the Airport, the Airport Director may suspend the exercise of Regulated Activities if he/she declares an emergency on account of weather, schedule interruptions, extremely heavy traffic movements, security or safety concerns. In such an instance, all persons engaged in Regulated Activities shall immediately cease such activities for the duration of such emergency. The Airport Director shall allow the resumption of all Regulated Activities suspended under these guidelines upon abatement of the conditions or circumstances giving rise to the emergency. Temporary restriction or suspension of Regulated Activities under this Subsection shall not constitute the denial or revocation of a permit.

1.12 Place of Regulated Activities. Regulated Activities shall only take place in the Designated Expression Areas identified in Exhibit 1. The Designated Expression Areas shall be available to two (2) persons at each location at any particular time. Additionally:

a. A Permittee shall not conduct Regulated Activities outside of the Designated Expression Areas. Conducting such activities outside of the Designated Expression Area shall result in ejection from the Airport and revocation of the permit

b. The Airport Director may, on written or electronic notice to a Permittee, amend a permit to substitute Designated Expression Area(s) when, in the judgment of the Airport Director, such a relocation is necessary for the rapid and efficient operation of the transportation function of the Airport or to maintain safety and security.

1.13 Manner of Regulated Activities.

a. A Permittee shall not use light, sound or voice amplifications systems, musical instruments, radio communication systems or other mechanical sound or light devices.

b. A Permittee shall not make loud noise which disturbs the peace of the Airport or which interferes with the ability of others to hear public announcements over the Airport intercom system or to transact business at the Airport.

c. A Permittee shall not wear or carry a sign or placard larger than 24 x 24 inches in size. Signs, placards, or other material shall not be affixed to the exterior or interior of any building or other appurtenance on the Airport premises. Notwithstanding the above, a Permittee shall not display signs or placards in a manner that interferes with the wayfinding capabilities of passengers.

d. Each person engaged in Regulated Activities shall wear a badge not less than 3 x 5 inches in size, which shall clearly identify the name of the individual, the Permittee and, if conducting such Regulated Activities on behalf of a group or organization, the group or organization on whose behalf the person is conducting the Regulated Activities.

e. A Permittee shall not in any way obstruct, delay or interfere with the free movement of any other person, or seek to coerce or physically disturb any other person.

f. A Permittee shall not place any table, chair, or other structure and/or use any stationary or wheeled device, with the exception of persons requiring the use of a wheelchair or other disability-related device, in any Designated Expression Area or elsewhere on Airport property.

g. A Permittee shall not store any literature or other materials in any public use areas or in any parking areas, restroom facilities, terminal doors, stairways, vestibules, and storage areas used by the Airport or its concessionaires and lessees, except in a carry bag which must be carried or harnessed so as not to extend beyond the holder's body width.

h. A Permittee shall not misrepresent the purposes of any Regulated Activities in which the Permittee is engaging or the purposes of any organization on whose behalf he/she is acting in conducting such activities.

1.14 Revocation of Permit. The Airport Director shall have authority to revoke the permit of any Permittee who makes false statements or who, while conducting Regulated Activities, violates these guidelines, any county Ordinance or any State or federal law. The Permittee shall be notified in writing of the reasons for the revocation as provided in Section 1.15 below. Upon notice of revocation of his/her/its permit, the Permittee shall immediately cease all Regulated Activities under the permit and remove himself/herself/itself from the Airport. If uncooperative, the Permittee may be escorted from Airport premises.

1.15 Review Procedures. The following procedure shall apply if a permit or registration is denied or revoked:

a. Written Reasons and Appeal Notification. If a duly completed permit or registration application is denied to any individual, group, or organization seeking to conduct Regulated Activities in authorized public areas under these guidelines, or if a previously granted permit or registration is revoked, written reasons for such action shall be provided to the applicant or Permittee, as the case may be, within twenty-four (24) hours of the time of the denial or revocation, together with notification that the applicant or Permittee, as the case may be, may seek review of such action by:

i. notifying the Airport Director in writing that an appeal is desired, identifying the permit or registration denial or revocation at issue or providing a copy of the denial, and

ii. providing a current address and telephone number where the applicant or Permittee, as the case may be, can be contacted concerning the requested appeal.

Such notification shall be effective upon delivery to the Airport Administrative Offices.

b. Court/Judicial Review. Upon receipt of a written appeal notification, the Airport Director shall apply to a court of record having jurisdiction within two court days of submission of the notification (excluding Saturdays, Sundays and holidays) in order to obtain judicial review of such action.[2] A copy of all court papers shall be served by first class mail on the appealing Permittee or applicant.

c. Burden and Necessary Cooperation. The Airport Director shall exert every reasonable effort to have the issue heard on its merits without delay and as soon as legally possible. The burden of showing that the proposed activities may be prohibited shall rest with the Airport Director, but the Permittee or applicant shall voluntarily agree to accept service of process and shall be subject to all governing court rules as a named party for such proceeding and shall provide information and cooperate as necessary to obtain expedient hearing dates, make court appearances and offer testimony and evidence as required by the court for resolution of all disputed issues.

The Airport Director shall similarly cooperate with the Permittee or applicant by readily providing the following information concerning the appeal upon request, during normal business hours in the Airport Administrative office.

i. the name, address and telephone number of the individual handling the review petition on the Airport's behalf;

ii. the court where the petition was filed;

iii. the petition filing date, court number and assigned judge, if available; and

iv. all scheduled hearing dates and times.

1.16 Indemnification. In accepting any permit, the Permittee agrees to indemnify the Airport and the County from and against any and all claims and demands by any third parties, whether just or unjust, for personal injuries (including death) or property damage (including theft or loss) caused by or alleged to be caused by the Permittee's activities on Airport property during the term of the permit.

[2] 28USC §§2201-2202; Wis. Stats. §806.04.

1.17 Prohibited Conduct. A Person shall not, except with a permit issued by the Airport Director, erect, post, distribute, or display signs, bills, leaflets, or other visual or auditory advertising matter upon Airport premises.

1.18 Penalties. Violation of these guidelines shall subject the Permittee to revocation of the permit and ejection from the Airport consistent with MCGO Sec. 4.02(6) and all other federal, state and local rules, regulations and laws.

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12.12. Commercial Ground Transportation Regulations

4.05. - Commercial ground transportation regulations at General Mitchell International Airport.

(1) *Purpose.* The purpose of sections 4.05—4.05.08 is to regulate all commercial ground transportation including prereserved (reservation) service at General Mitchell International Airport. Prereserved (reservation) service means ground transportation that is contracted for or agreed to prior to the passenger's arrival at General Mitchell International Airport and that charges for its service by the trip rather than by a metered fare.

(2) *Ground transportation coordinator; duties and powers.* The ground transportation coordinator (hereafter "coordinator") shall direct passengers to available ground transportation, provide information concerning ground transportation, supervise commercial ground transportation activities, and perform such other tasks as prescribed from time to time by the airport director.

(3) *Definitions:*

(a) *Doing business:* Any person, including but not limited to any individual, corporation, partnership or any other entity, conducting any commercial activity within the borders of General Mitchell International Airport shall be deemed, for purposes of chapter 4 of the Code, to be doing business at General Mitchell International Airport.

(b) *Person:* The word "person" as used in this chapter shall include all real persons, organizations, and business entities of any kind.

(4) *[Additional provisions.]* All persons or commercial ground transportation companies doing business or transporting persons or passengers for hire and companies engaged in the furnishing of courtesy cars shall comply with the regulations in sections 4.05—4.05.08.

4.05.01. - Metered taxicab.

(1) *Definition.* "Metered taxicab." Under this section a metered taxicab is a motor vehicle regularly engaged in the business of carrying passengers for hire, with heating and air conditioning, in good operating condition, metered, and not operated on an affixed route or on a reserved ride basis and charging for its service by the use of a metered fare.

(2) *Licenses, permits, fees.*

(a) An owner or operator of a metered taxicab shall not do business or attempt to do business on General Mitchell International Airport (GMIA) unless such owner or operator has received all necessary licenses or permits as owner or operator of a metered taxicab business by any city, county, village, or town consistent with s. 349.24, Wis. Stats., and unless such license or permit remains in full force and effect. The requirement described in this subsection 4.05.01(2)(a) shall not apply to the owners of the following airport metered taxicab permits: OC 7 (Helen Tsatsis) and WA 37 (A&ME, Inc.), provided the identified permittees maintain the airport metered taxicab permits in full force and effect as required by Milwaukee County ordinance and do not sell, assign, or otherwise transfer said airport metered taxicab permits.

(b) *Airport metered taxicab permits* . In order to do business at GMIA the owner or operator of a metered taxicab must possess a GMIA metered taxicab permit. Two classes of metered taxicab permits are created for operation at GMIA: class I and class A permits.

(c) *Class I permits.* On and after September 1, 1990, class I metered taxicab owner permits will be issued only to those owners whose vehicle(s) have been permitted during the period October 1, 1989, through July 5, 1990. Class I metered taxicab owner permits must be renewed and remain in full force and effect on a continuous basis, in accordance with subparagraph (g) below. In the event an owner does not renew the class I metered taxicab owner permit prior to the annual dates prescribed herein below, that owner shall forfeit his/her privilege to operate at the airport. The addition of new class I permits will be at the discretion of the Milwaukee County Board of Supervisors.

(1) If an owner of a class I permit dies or becomes disabled, the class I permit may be transferred for the remainder of the term of the permit, upon notification to the airport director by the claimant, to the surviving spouse and if there is no surviving spouse, to the legal representative

of the permittee or the estate, who would be eligible for the operation of the vehicle for the remainder of the permit period. A permit may also be transferred with the permittee's consent to the spouse for good cause and upon approval of the director or his/her designated representative. Upon expiration of the class I permit, the surviving spouse or legal representative may apply for the permit in his/her own name. Such applications shall not result in an increase in the number of class I permits in existence and shall be exempt from the requirement of subsection 4.05.01(2)(c) which reads "On and after September 1, 1990, class I metered taxicab owners permits will be issued only to those whose vehicle(s) have been permitted during the period October 1, 1989, through July 5, 1990." Class A permits shall not, under any circumstances, be transferred.

(2) This section and any amendments hereto shall not affect the exclusions contained in section 4.05.01(2)(a) and any amendments made thereto.

(d) *Class A permits.* No later than August 1, 2015, the airport director shall begin accepting applications for an unlimited number of class A metered taxicab permits for operation at GMIA with an implementation date of October 1, 2015. Class A metered taxicab permits (a) shall be awarded for a term of three (3) years; (b) shall not, under any circumstances, be transferable to another person or entity; and (c) shall be revocable at the discretion of the airport director.

(1) *Who may obtain a class A permit under this section.* Any individual owner of a metered taxicab who a) is licensed by the appropriate municipality to operate a metered taxicab; and b) meets the requirements of this section.

(e) The airport director shall designate an appropriate staging area for taxicabs serving GMIA and shall develop appropriate guidelines for the operation of such staging area and for taxicab operator conduct. The staging area operation guidelines shall not give preference to either class I or class A permit holders. Any taxicab operator or any other person operating a taxicab under such permit who violates any guidelines for operations or conduct at GMIA shall, as a consequence of such violation, cause the permit holder to lose all rights to the remainder of the term of the permit and such offending individual shall be ineligible from operating a metered taxicab at GMIA for the succeeding three-year period of time.

(f) The annual airport permit fee for each class I and class A airport metered taxicab shall be one hundred twenty-five dollars ($125.00). Application for annual metered taxicab owners permits must be submitted prior to October 1 each year. Late applications will not be considered after the October 1 date. The airport director or his/her designated representative will then issue a decal for each vehicle. The decal shall be mounted on the lower left hand corner of the windshield; the left corner being on the driver's left when seated behind the wheel. This permit shall be issued for each metered taxicab and shall not be transferred to any other metered taxicab. If owner replaces a vehicle which has previously been permitted, the permit shall be canceled and application shall be made to the airport director or his/her designated representative for a replacement permit and pay an additional fee of ten dollars ($10.00).

(g) In addition to the vehicle permit, each driver of a metered taxicab shall possess a valid airport driver's permit issued by the airport director for the privilege of doing business at General Mitchell International Airport. Application for this permit shall be made to the airport director. This permit shall be placed on the right front sun visor of any airport authorized metered taxicab. Upon entering the airport property, each driver shall lower the sun visor to display the permit. If the metered taxicab is not equipped with a right front sun visor, the permit shall be displayed in such manner as directed by the airport director.

(h) Any person who is not in possession of the necessary permits required under this section and who operates a metered taxicab at General Mitchell International Airport in such a manner as to constitute doing business, or who attempts to do business thereon shall, without limitation because of enumeration, be deemed to be in violation of chapter 4 of the Code. A metered taxicab driver entering upon General Mitchell International Airport for the sole purpose of discharging a metered taxicab patron at said airport shall not be deemed to be doing business thereon if, after discharging said passenger, he/she shall immediately leave the airport premises without accepting another fare.

(i) For the privilege of operating a metered taxicab(s) on the premises of General Mitchell International Airport, in addition to any required permit(s), the driver shall pay to the county a fee of three dollars ($3.00) for each cab leaving the airport with one (1) or more passengers, such fee to be paid at the time and in the manner designated by the airport director. This fee includes those metered taxicab owners, operators or drivers having personal, government or corporate accounts as herein defined.

(j) *Operations by unpermitted metered taxicabs, when allowed.* In the event of extraordinary circumstances (such as large conventions, inclement weather or the inability of the permitted metered taxicab fleet to meet immediate passenger demand), the airport director or his/her designated representative is authorized to request temporary metered taxicab service from local providers in order to meet such extraordinary demand. Additional temporary metered taxicabs will follow all policies, rules and regulations pertaining to the operation of metered taxicabs at General Mitchell International Airport.

(k) A temporary metered taxicab permit, for a period not exceeding ten (10) days, may be issued by the airport director. The temporary airport permit fee shall be ten dollars ($10.00). Said temporary permit cannot be renewed. All rights and privileges granted herein for the annual permit being replaced by said temporary permit shall be suspended for the duration of the temporary permit.

(3) *Insurance and bond requirements.*

(a) Upon application for owner's permit, owner shall furnish to the airport director evidence in the form of an insurance policy, or an insurance certificate, that he or she carries current insurance in a company authorized to do business in the state, insuring the owner, as well as the operators or chauffeurs of its metered taxicab(s) doing business on General Mitchell International Airport, against loss or damage that may result to any person(s) or property from the operation or defective condition of said metered taxicab. Said policy of insurance is to be in minimum amounts of fifty thousand dollars ($50,000.00) each accident for any one (1) person injured or killed; one hundred thousand dollars ($100,000.00) for each accident resulting in bodily injury or death to more than one (1) person; and ten thousand dollars ($10,000.00) each accident for damage to or destruction of any property. Said policy shall guarantee payment of any final judgment rendered against said owner or operator of said metered taxicab within the limits hereinabove provided irrespective of the financial responsibility or act or omission of said metered taxicab owner or operator. If at any time said policy of insurance is cancelled by the issuing company or the authority of said issuing company to do business in the state shall be revoked, the airport director shall be immediately notified by the owner. Owner shall immediately replace said policy with another policy satisfactory to the airport director and, upon failure to do so, the owner's permit(s) issued hereunder shall be revoked. In addition to the foregoing, every policy of insurance shall contain a clause by which the person or corporation issuing such policy of insurance shall be required to serve upon the airport director, by personal service or certified or registered mail, a ten-day notice of the expiration date of such policy of insurance.

(b) Owner shall, after the issuance of the initial owner's permit, furnish additional certification to the airport director of any changes to such insurance not less than ten (10) days prior to any such change. Owner's permit shall be revoked upon lapse of the required insurance.

(c) In lieu of the policy of insurance provided for above, the owner of the metered taxicab(s) shall file with the airport director, a bond written and issued by a responsible surety company or association authorized to do business under the laws of the state in the sum of three hundred thousand dollars ($300,000.00) conditioned that the owner or operator of said metered taxicab(s), for which a permit has been applied, will pay any final judgment rendered against said owner or operator of said metered taxicab within the limits herein provided, irrespective of the financial responsibility or any act or omission of said metered taxicab owner or operator for loss or damages that may result to any person or property from the negligent operation or defective condition or construction of said metered taxicab or which may arise or result from any violation of any of the provisions of this section or the laws of the state. The recovery upon such bond shall be limited to one hundred thousand dollars ($100,000.00) for the injury or death of one (1) person and to the extent of three hundred thousand dollars ($300,000.00) for the death or injury of two (2) or more persons injured or killed in the same accident and to the extent of fifty thousand dollars ($50,000.00) for the damage to or destruction of property. Such bond shall be given to the county and shall inure to the benefit of any and all persons

suffering loss or damage either to person or property as herein provided, and suit may be brought in any court of competent jurisdiction upon said bond by any person(s) or corporation suffering any loss or damage as herein provided. Said bond shall be a continual liability notwithstanding any recovery thereon and if at any time in the judgment of the airport director said bond is not sufficient for any cause, the airport director may require the party to whom the owner's permit is issued, as herein provided, to replace said bond with another bond satisfactory to the airport director, and, in default thereof, said permit(s) may be revoked.

(4) *Chapter compliance.* Operators of metered taxicabs shall abide by the provisions of this chapter 4 of the Code and all rules and regulations pertaining to the conduct of metered taxicab operations on General Mitchell International Airport as may be prescribed from time to time by the airport director, pursuant to the authority delegated to him/her under section 4.07 of this chapter.

(5) *Metered taxicab standards.* Metered taxicab(s) shall meet all safety standards required by law and be kept in good operating condition and appearance, including, but not limited to the following:

(a) A metered taxicab shall not have a windshield or any window which is cracked or broken.

(b) A metered taxicab interior and exterior shall be free of dirt, mud, oil, rips, tears, exposed springs, foodstuff, trash, waste material or any other substance or object capable of harm, damage or injury to, or interference with the person, clothing, personal property, comfort or convenience of any passenger, whether upon ingress or egress of such vehicle, or while riding therein.

(c) A metered taxicab shall have an exterior which is free of any misshapen or deformed condition arising from collision, crash or other impact, excepting minor dents. A metered taxicab shall be free of holes in floorboards, and trunk shall be empty except for emergency equipment. A metered taxicab shall be free of exterior rust and exterior(s) must be painted a uniform color so as not to have patches of unmatching paint on the vehicle.

(d) All metered taxicabs using the airport shall be equipped with electronic meters and such meters shall be in good mechanical condition.

(e) A metered taxicab shall be identified with company or owner name painted on both exterior sides of each vehicle.

(6) *Driver conduct and appearance.*

(a) It shall be a violation of chapter 4 of the Code for any driver of a metered taxicab to do any of the following upon the premises of General Mitchell International Airport:

(1) Interfere, or attempt to interfere in any manner whatsoever with a passenger's selection of ground transportation service.

(2) Solicit, or attempt to solicit any passenger, by the utterance of words, by repeated and persistent canvassing or loitering upon the approaches or exits to the airport terminal building, or by other acts which are calculated to induce persons to engage the metered taxicab.

(3) Move, or attempt to move, baggage, parcels or other personal property of another at a metered taxicab loading or unloading zone, except to move such baggage, parcels or other personal property to or from the interior of such metered taxicab at such zone curb area for the assistance of any passenger who has engaged such metered taxicab.

(4) Fail to diligently remove, or cause to be removed, his/her metered taxicab(s) from airport premises in the event such vehicle becomes inoperative.

(5) Perform, or attempt to perform, or cause to be attempted or performed, mechanical or maintenance activity, including, but not limited to, car washing, oil changing, or mechanical repair on any metered taxicab(s), except such activity minimally necessary for removal of an inoperative vehicle from airport premises.

(6) Engage in the use of profanity or obscenity within the hearing of any member of the public, display any rudeness or discourtesy to any member of the public or, while in a metered taxicab loading or unloading zone, sleep or recline in or on any motor vehicle, or sit on the exterior thereof.

(7) Operate any metered taxicab(s) upon which there is not displayed, in the manner required, the airport permit issued for such vehicle.

(8) Refuse to provide any authorized service to any passenger who requests such service, solely on the basis of the passenger's age, handicap, disability, sex, race, or national origin, or any combination of any of the foregoing.

(9) Fail to render service to any passenger, when driver is able and requested to do so, provided that the provisions of this section shall not apply when to render such service would violate any law or ordinance, or it is physically impossible to do so because of an act of God or when the prospective passenger fails to render and pay the fare in advance when specifically requested to do so by the driver.

(10) Load or unload, or attempt to load or unload, any passenger at any location other than a designated zone.

(11) Fail or refuse to remain within ten (10) feet of his/her vehicle while such vehicle is parked at a loading or unloading zone, except as may otherwise be required by reason of personal necessity, or as authorized by rules or regulations issued by the airport director. The driver of a metered taxicab is permitted to leave his/her vehicle for a period not to exceed five (5) minutes and may enter the terminal building one (1) time per trip to the airport.

(12) Dispose of garbage, papers, refuse or other material on airport property, except in receptacles provided for that purpose, or use a comfort station other than in a clean and sanitary manner, or expectorate on floors, walls or other surfaces of any airport facility.

(13) Drink intoxicating beverages, be intoxicated or in a drugged condition, or commit any disorderly, obscene or indecent act, or commit any act of nuisance, nor conduct or engage in any form of gambling, or violate any federal, state or local laws on the airport property.

(14) Allow any other person, except individuals employing the metered taxicab, to occupy or ride in the metered taxicab; with the exception of a driver trainee who is in possession of the necessary permits required under this section. The trainee shall be required to obtain a nonrenewable temporary training permit from the ground transportation office. This permit will be valid for not more than two (2) consecutive days, and will be issued at no cost to the driver.

(15) Allow any pets or animals, other than pets or animals of individuals employing the metered taxicab, to occupy or ride in the metered taxicab.

(16) Charge more than the rate prescribed by the city or village under which he/she is licensed for transportation originating at the airport, whether the overcharge occurs on or off airport premises.

(17) Fail or refuse to comply with, or otherwise violate any administrative regulation promulgated by the airport director, or any lawful directive of the airport director or the sheriff.

(b) The driver taking a fare from the airport shall, upon request of the passenger, give his/her name, address, metered taxicab number and airport driver's permit number, or a receipt for fare to the passenger.

(c) Drivers of metered taxicabs shall be neat and clean, well groomed in appearance and suitably dressed, and free from offending body odor.

(1) Drivers shall be well groomed and neatly dressed. Male drivers shall be clean shaven and hair shall be neatly trimmed. If a beard or moustache is worn, it shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance.

(2) Factors to be considered in judging the suitability of a driver's attire shall include, but shall not be limited to, fraying, rips, tears, holes and cleanliness.

(3) The following articles of clothing, when worn as an outer garment, are considered inappropriate and are prohibited for drivers of airport permitted metered taxicabs: T-shirts, underwear, tank tops, body shirts, swimwear, shorts, jogging suits, halter tops, sandals or other similar types of attire.

(d) Double loading of metered taxicabs, as defined by the ordinances of the City of Milwaukee, is prohibited.

(e) Drivers shall be courteous and shall assist passengers, when requested, with their luggage in and out of their metered taxicab. Drivers are not permitted to perform any service normally or traditionally performed by "skycaps" when a "skycap" is on duty.

(f) All metered taxicabs and drivers may be inspected, at any time, for compliance with these standards.

(7) *Parking and short haul requirements.*

(a) All metered taxicabs shall be parked in such manner and in such areas as may be designated from time to time by the ground transportation coordinator.

(b) All authorized metered taxicab drivers desiring to transport passengers from the airport to locations off the airport shall, in the order of their arrival at the designated departure area, form a single line leading up to the head of the departure area. A driver who shall reach the head of the departure line shall be obligated to take the passenger(s) assigned to the metered taxicab by the ground transportation coordinator. No deviation from this obligation to take the passenger(s) assigned to it by the coordinator will be permitted. The metered taxicab driver shall depart the airport as soon as the coordinator shall order said departure.

(c) Any owner, operator, or driver having personal, government, or corporate accounts shall have the privilege of handling said personal, government or corporate accounts upon call and the ground transportation coordinator shall permit such metered taxicab to leave the metered taxicab waiting line to handle such service. "Personal, government or corporate accounts" as used above shall refer to accounts previously contracted for by persons, firms, corporations or government agencies with a metered taxicab owner, operator or driver.

(8) *Permit revocation: hearing.* Any owner, operator or driver of a metered taxicab who fails to comply with the provisions of chapter 4 of the Code, governing the operation of metered taxicabs on General Mitchell International Airport, may forfeit the right to operate on said airport provided:

(a) The owner, operator or driver is furnished with a written notice by the airport director that contains the section(s) of this chapter that is alleged to have been violated together with the factual basis of the violation.

(b) The owner, operator or driver has seventy-two (72) hours from the receipt of said written notice to request in writing a hearing with respect to the section(s) of this chapter that is alleged to have been violated.

(c) If the request in writing is made within seventy-two (72) hours, in accordance with subparagraph (8)(b) above, a hearing shall be conducted by the airport director, or such hearing officer as he/she shall designate, at a time and place determined by the airport director or designee.

(d) The hearing may be informal in nature but shall be transcribed. The person who is alleged to have violated a section(s) of this chapter may appear with counsel and has the right to call and cross-examine witnesses.

(e) At the conclusion of the hearing, the hearing officer shall, within a reasonable time, reduce his/her decision to writing and furnish copies to all parties. The hearing officer may, based upon the number and seriousness of the violation(s), suspend the permittee's right to operate on the airport for a period he/she deems necessary up to a maximum suspension period of ninety (90) days or revoke said permit(s) for not less than three (3) months or more than two (2) years.

(f) If no written request for a hearing is made within seventy-two (72) hours, in accordance with subparagraph (8)(b) above, the hearing is deemed waived and the airport director may suspend or revoke the right to operate on airport grounds pursuant to the time periods established by subparagraph (8)(e) above.

(g) At the end of any period of revocation, the owner, operator or driver of a metered taxicab may apply for the permits required to operate at the airport and such application shall be approved provided the applicant complies with chapter 4 of the Code.

4.05.02. - In-county shuttle service.

There shall be one (1) or more shuttle organization(s), chosen by competitive request for proposal process, that will be authorized and approved by the county board of supervisors to provide in-county shuttle service for General Mitchell International Airport and with whom the county will enter into a written agreement for same (in-county shuttle contract). The shuttle organization(s) shall have the exclusive right to provide authorized shuttle services to and from General Mitchell International Airport solely within the county based upon an approved plan of operation. No shuttle organization(s) shall have the exclusive right to provide services to the airlines servicing General Mitchell International Airport. Residential pick-ups and deliveries are permitted unless prohibited by municipal ordinance.

The terms and conditions of shuttle service operation, the plan of operation, insurance requirements, shuttle vehicle standards and condition, shuttle driver conduct and appearance (including removal of a shuttle driver) shall be prescribed and detailed in the in-county shuttle contract.

4.05.03. - Out-of-county shuttle service.

(1) *Definition.*

(a) "Out-of-county" shuttle service, under this subsection shall mean an entity or person operating on a prereserved basis from General Mitchell International Airport to destinations beyond the county limits.

(b) The vehicle(s) making up an "out-of-county" shuttle service(s) shall be comprised of van(s) regularly engaged in the business of carrying passengers for hire, having a maximum seating capacity of twenty-two (22) persons behind the driver, with heating and air conditioning and be in good operating condition.

(2) *Licenses, permits, fees.*

(a) Pursuant to state law, each out-of-county shuttle service shall obtain from the state department of transportation, and keep in full force and effect, a certificate of common carrier and be approved by the airport director for operation at General Mitchell International Airport and shall obtain all other licenses and permits required by law.

(b) The annual airport permit fee for each out-of-county shuttle vehicle shall be two hundred fifty dollars ($250.00). Application for permission to operate at the airport, and payment of the fee, shall be made to the airport director who will then issue a decal for each vehicle. Decal shall be mounted on the inside lower left-hand corner of the windshield, the left-hand corner being on the driver's left when seated behind the wheel. This permit shall be issued for each vehicle and is not transferable to any other vehicle. If a vehicle is replaced which has previously been permitted, the permit shall be cancelled and application shall be made to the airport director for a replacement permit at an additional fee of ten dollars ($10.00).

(c) That out-of-county shuttle service shall pay to the county department of public works, airport division, by the 15th day of each month, three dollars ($3.00) per trip made the preceding calendar month. The out-of-county shuttle service shall maintain accurate records and books of account which will enable it to submit monthly reports, on or before the 15th day of each month after the month of account, to the airport director on the number of passengers so carried. Said monthly reports shall be supported and verified by an annual statement prepared by a firm of certified public accountants at the close of each calendar year and submitted by permittee to county's airport director not later than March 1 of each year following the year of account.

(d) Pursuant to state law, each out-of-county shuttle driver shall obtain a chauffeur's special license and shall keep it in full force and effect.

(e) In addition to the vehicle permit, each chauffeur of an out-of-county shuttle service shall possess a valid airport driver's permit issued by the airport director for the privilege of doing business at General Mitchell International Airport. Application for this permit and payment of the annual permit fee of five dollars ($5.00) shall be made to the airport director. The permit shall be placed on the right front sun visor of any airport authorized shuttle vehicle. Upon entering the airport property, driver shall lower the sun visor to display the permit. If the vehicle is not equipped with a right front sun visor, the permit shall be displayed in such manner as directed by the airport director.

(f) Any person or operator of an out-of-county shuttle service at General Mitchell International Airport, who is not in possession of the necessary permits required under this section, and who operates in such manner as to constitute doing business, or who attempts to do business thereon shall, without limitation because of enumeration, be deemed to be in violation of chapter 4 of the Code.

(g) The airport director may approve or deny any application for a permit as described in this subsection.

(h) A temporary out-of-county shuttle permit, for a period not exceeding ten (10) days, may be issued by the airport director. The temporary airport permit fee shall be ten dollars ($10.00). Said temporary permit cannot be renewed. All rights and privileges granted herein for the annual permit being replaced by said temporary permit shall be suspended for the duration of the temporary permit.

(3) *Insurance and bond requirements.*

(a) Prior to the issuance of an annual permit by the airport director, the out-of-county shuttle organization shall furnish to the airport director evidence in the form of an insurance policy, or an insurance certificate, that it carries current insurance in a company authorized to do business in the state, insuring the owner, as well as the operators or chauffeurs of its vehicle(s) doing business on General Mitchell International Airport, against loss or damage that may result to any person(s) or property from the operation or defective condition of said vehicle(s). Said policy of insurance is to be in minimum amounts of one hundred thousand dollars ($100,000.00) each accident for any one (1) person injured or killed; three hundred thousand dollars ($300,000.00) for each accident resulting in bodily injury or death to more than one (1) person; and fifty thousand dollars ($50,000.00) each accident for damage to or destruction of any property. Said policy shall guarantee payment of any final judgment rendered against said owner or operator of said vehicle(s) within the limits hereinabove provided irrespective of the financial responsibility or act or omission of said shuttle owner or operator. If at any time said policy of insurance is cancelled by the issuing company, or the authority of said issuing company to do business in the state shall be revoked, the airport director shall be immediately notified by the owner. The out-of-county shuttle organization shall replace said policy with another policy satisfactory to the airport director, and, upon failure so to do, all permit(s) issued herein shall be revoked. In addition to the foregoing, every policy of insurance shall contain a clause by which the person or corporation issuing such policy of insurance shall be required to serve upon the airport director, by personal service or certified or registered mail, a ten-day notice of the expiration date of such policy of insurance.

(b) Out-of-county shuttle organization shall furnish additional certification to the airport director of any changes in such insurance not less than ten (10) days prior to any such change. Permit(s) issued herein shall be revoked upon lapse of the required insurance.

(c) In lieu of the policy of insurance provided for above, the out-of-county shuttle organization shall file with the airport director a bond, written and issued by a responsible surety company or association authorized to do business under the laws of the state, in the sum of three hundred thousand dollars ($300,000.00) conditioned that the owner or operator of said vehicle(s), for which a permit has been applied, will pay any final judgment rendered against it within the limits herein provided, irrespective of the financial responsibility or any act or omission of said owner or operator for loss or damages that may result to any person or property from the negligent operation or defective condition or construction of said vehicle(s) or which may arise or result from any violation of any of the provisions of this chapter or the laws of the state. The recovery upon such bond shall be limited to one hundred thousand dollars ($100,000.00) for the injury or death of one (1) person and to the extent of three hundred thousand dollars ($300,000.00) for the death or injury of two (2) or more persons injured or killed in the same accident, and to the extent of fifty thousand dollars ($50,000.00) for the damage to or destruction of property. Such bond shall be given to the county and shall inure to the benefit of any and all persons suffering loss or damage either to person or property as herein provided, and suit may be brought in any court of competent jurisdiction upon said bond by any person(s) or corporation suffering any loss or injury as herein provided. Said bond shall be a continual liability notwithstanding any recovery thereon and, if at any time in the judgment of the airport director said bond is not sufficient for any cause, the airport director may require the party to whom the permit(s) is issued, as herein provided, to replace said bond with another bond satisfactory to the airport director, and, in default thereof, said permit(s) may be revoked.

(4) *Laws, codes, ordinances.* The out-of-county shuttle operator shall abide by all applicable laws of the United States of America and all applicable codes, ordinances, rules and regulations of the state, the county, and the City of Milwaukee, with the exception that said permittee may not solicit from prospective passengers but may accept contracts for hire for transporting passengers at the airport. Double loading of out-of-county shuttle vehicles is permitted at the airport. A driver of a shuttle vehicle may act under the direction of another person other than the first passenger employing such shuttle vehicle or solicit the consent of any passenger or any other person for additional passengers. Permittee shall also abide by such rules and regulations as may be prescribed from time to time by the airport director, pursuant to section 4.07 hereof, and including, without limitation because of enumeration, the parking of shuttle vehicle(s) on said airport and the conduct of its operations on said airport premises.

(5) *Shuttle vehicle standards.* Shuttle vehicle(s) shall meet all safety standards required by law and be kept in good operating condition and appearance, including, but not limited to, the following:

(a) Shuttle vehicle(s) shall be equipped with two-way communication ability in each vehicle.

(b) Shuttle vehicle(s) shall not have a windshield or any window which is cracked or broken.

(c) Shuttle vehicle(s) interior and exterior shall be free of dirt, mud, oil, rips, tears, exposed springs, foodstuff, trash, waste material or any other substance or object capable of harm, damage or injury to, or interference with the person, clothing, personal property, comfort or convenience of any passenger, whether upon ingress or egress of such vehicle or while riding therein.

(d) Shuttle vehicle(s) shall have an exterior which is free of any misshapen or deformed condition arising from collision, crash or other impact, excepting minor dents. Shuttle vehicle(s) shall be free of holes in floorboards, and trunk shall be empty except for emergency equipment. Shuttle vehicle(s) shall be free of exterior rust and exterior(s) must be painted in a uniform color so as not to have patches of unmatching paint on the vehicle(s).

(e) Shuttle vehicle(s) shall be identified with company or owner name painted on both exterior sides of each vehicle.

(f) Chauffer(s) of the out-of-county shuttle organization shall check in with the ground transportation coordinator and provide the name(s), flight number(s), and arrival time(s) of the reserved passenger(s); chauffer(s) must also check in with the ground transportation coordinator when making pickups of delayed baggage.

(6) *Driver conduct and appearance.*

(a) It shall be a violation of this chapter for any driver of an out-of-county shuttle vehicle to do any of the following upon the premises of General Mitchell International Airport:

(1) Interfere, or attempt to interfere, in any manner whatsoever with a passenger's selection of ground transportation services.

(2) Solicit, or attempt to solicit any passenger, by the utterance of words, by repeated and persistent canvassing or loitering upon the approaches or exits to the airport terminal building, or by other acts which are calculated to induce persons to engage the out-of-county shuttle service.

(3) Move, or attempt to move, baggage, parcels or other personal property of another at a shuttle loading or unloading zone, except to move such baggage, parcels or other personal property to or from the interior of such vehicle at such zone curb area for the assistance of any passenger who has engaged such shuttle service.

(4) Fail to diligently remove, or cause to be removed, his/her shuttle vehicle(s) from airport premises in the event such vehicle becomes inoperative.

(5) Perform, or attempt to perform, or cause to be attempted or performed, mechanical or maintenance activity, including, but not limited to, car washing, oil changing, or mechanical repair on any shuttle vehicle(s), except such activity minimally necessary for removal of an inoperative vehicle from airport premises.

(6) Engage in the use of profanity or obscenity within the hearing of any member of the public, display any rudeness or discourtesy to any member of the public or, while in a shuttle loading or unloading zone, sleep or recline in or on any motor vehicle, or sit on the exterior thereof.

(7) Operate any shuttle vehicle(s) upon which there is not displayed, in the manner required, the airport permit issued for such vehicle.

(8) Refuse to provide any authorized service to any passenger who requests such service, solely on the basis of the passenger's age, handicap, disability, sex, race, or national origin, or any combination of any of the foregoing.

(9) Fail to render service to any passenger, when driver is able and requested to do so, provided that the provisions of this section shall not apply when to render such service would violate any law or ordinance, or it is physically impossible to do so because of any act of God or when the prospective passenger fails to render and pay the fare in advance when specifically requested to do so by the driver.

(10) Load or unload, or attempt to load or unload, any passenger at any location other than a designated zone.

(11) Fail or refuse to remain within ten (10) feet of his/her shuttle vehicle while such vehicle is parked at a loading or unloading zone, except as may otherwise be required by reason of personal necessity, or as authorized by rules or regulations issued by the airport director. The drivers of shuttle vehicle(s) are permitted to leave their vehicle(s) for a period not to exceed five (5) minutes and may enter the terminal building one (1) time per trip to the airport.

(12) Dispose of garbage, papers, refuse or other material on airport property, except in receptacles provided for that purpose, or use comfort station other than in a clean and sanitary manner, or expectorate on floors, walls or other surfaces of any airport facility.

(13) Drink intoxicating beverages, be intoxicated or in a drugged condition, or commit any disorderly, obscene or indecent act, or commit any act of nuisance, nor conduct or engage in any form of gambling, or violate any federal, state or local laws on the airport property.

(14) Allow any other person, except individuals employing the shuttle service, to occupy or ride in the shuttle vehicle; with the exception of a driver trainee who is in possession of the necessary permits required under this section. The trainee shall be required to obtain a nonrenewable temporary training permit from the ground transportation office. This permit will be valid for not more than two (2) consecutive days, and will be issued at no cost to the driver.

(15) Allow any pets or animals, other than pets or animals of individuals employing the shuttle service, to occupy or ride in the shuttle vehicle.

(16) Charge more than the rate prescribed by the city or village under which he/she is licensed.

(17) Fail or refuse to comply with, or otherwise violate any administrative regulation promulgated by the airport director, or any lawful directive of the airport director or the sheriff.

(b) The driver taking a fare from the airport shall, upon request of the passenger, give his/her name, address and airport driver's permit number, or a receipt for fare to the passenger.

(c) Drivers of out-of-county shuttle vehicle(s) shall wear a uniform or suit and, in general, be neat and clean, be clean and neatly shaven, and be free from offending body odor.

(d) Driver(s) of out-of-county shuttle vehicle(s) shall purchase, at their cost, a photo I.D. card which identifies the driver by name and photo, and which also identifies the driver's company. Such I.D. shall be worn at all times that the driver is on duty at General Mitchell International Airport (I.D. to be positioned at or near breast pocket area of outer garment).

(e) Drivers shall be courteous and shall assist passengers, when requested, with their luggage in and out of their shuttle vehicle(s). Drivers are not permitted to perform any service normally or traditionally performed by "skycaps" when a "skycap" is on duty.

(f) All shuttle vehicles and drivers governed by subsection (5)(e) and (f) of this section may be inspected, at any time, for compliance with these standards.

(7) *Parking.* Parking shall be assigned by the ground transportation coordinator. Spaces shall be limited to one (1) space for each out-of-county company having a valid airport permit. Such assigned spaces shall be rotated periodically by the ground transportation coordinator.

(8) *Permit revocation; hearing.* Any owner, operator or driver of a limousine/out-of-county shuttle who fails to comply with the provisions of chapter 4 of the Code governing the operation of limousine/out-of-county shuttles on General Mitchell International Airport may forfeit the right to operate on said airport, provided:

(a) The owner, operator or driver is furnished with a written notice by the airport director that contains the section(s) of this chapter that are alleged to have been violated together with the factual basis of the violation.

(b) The owner, operator or driver has seventy-two (72) hours from the receipt of said written notice to request in writing a hearing with respect to the section(s) of this chapter that are alleged to have been violated.

(c) If the request in writing is made within seventy-two (72) hours, in accordance with paragraph (2) above, a hearing shall be conducted by the airport director or designee, at a time and place determined by the airport director or designee.

(d) The hearing may be informal in nature but shall be transcribed. The person who is alleged to have violated a section(s) of this chapter may appear with counsel and has the right to call and cross-examine witnesses.

(e) At the conclusion of the hearing, the hearing officer shall, within a reasonable time, reduce his/her decision to writing and furnish copies to all parties. He/she may, based upon the number and seriousness of the violation(s), suspend the permittee's right to operate on the airport for any period he/she deems necessary up to a maximum suspension period of ninety (90) days or revoke said permit(s) for not less than three (3) months or more than two (2) years.

(f) If no written request for a hearing is made within seventy-two (72) hours, in accordance with paragraph (2) above, the hearing is deemed waived and the airport director may suspend or revoke the right to operate on airport grounds pursuant to the time period established by paragraph (5) above.

(g) At the end of any period of revocation, the owner, operator or driver of a limousine/out-of-county shuttle may apply for the permits required to operate at the airport and such application shall be approved provided the applicant complies with subsection 4.05(3) of the Code.

4.05.04. - Courtesy cars.

(1) *Definition.* "Courtesy car," under this section, means those vehicle(s) operated to and from General Mitchell International Airport as an incident to revenue producing commercial or private activities of hotels, motels, parking lots or automobile rental offices or facilities located off of airport premises and not under contract at the airport. Courtesy car(s) must be owned and operated by the specific company transporting its patron(s), without cost to its patron(s), and must be clearly identified with company name painted on both exterior sides of each vehicle(s).

(2) *Licenses, permits, fees.*

(a) All applications for courtesy car permit(s) shall be made to the airport director and be accompanied by the payment of a nonrefundable application fee of twenty-five dollars ($25.00). The annual permit fee shall be five hundred dollars ($500.00) per vehicle for all courtesy cars except those owned by an Off-Airport Car Rental Company which shall pay an annual permit fee of one hundred fifty dollars ($150.00) per vehicle. The fee for permits applied for after April 1of any year shall be prorated for the remaining portion of that year. Payment of the fee shall be made to the airport director who will then issue a decal for each vehicle. Decal shall be mounted on the inside lower left-hand corner of the windshield, the left-hand corner being on the driver's left when seated behind the wheel. This permit shall be issued for each vehicle and is not transferable to any other vehicle. If a vehicle is replaced, which has previously been permitted, the permit shall be cancelled and application shall be made to the airport director for a replacement permit at an additional fee of ten dollars ($10.00).

(b) Any person who is not in possession of the necessary licenses or permits required under this section or by any other law, rule, or regulation, or any operator of a courtesy car(s), and who operates at General Mitchell International Airport in such a manner as to constitute doing business, or who attempts to do business thereon shall, without limitation because of enumeration, be deemed to be in violation of chapter 4 of the Code.

(c) The airport director may approve or deny any application for a permit as described in this subsection.

(d) A temporary courtesy car permit, for a period not exceeding ten (10) days, may be issued by the airport director. The temporary airport permit fee shall be ten dollars ($10.00). Said temporary permit cannot be renewed. All rights and privileges granted herein for the annual permit, being replaced by said temporary permit, shall be suspended for the duration of the temporary permit.

(3) *Insurance requirements.*

(a) Prior to the issuance of an annual permit by the airport director, the courtesy car owner or operator shall furnish to the airport director evidence in the form of an insurance policy, or an insurance certificate, that it carries current insurance in a company authorized to do business in the state, insuring the owner, as well as the operators or drivers of its courtesy car(s) doing business on General Mitchell International Airport, against loss or damage that may result to any person(s) or property from the operation or defective condition of said vehicle(s). Said policy of insurance is to be in minimum amounts of one hundred thousand dollars ($100,000.00) each accident for any one (1) person injured or killed; three hundred thousand dollars ($300,000.00) for each accident resulting in bodily injury or death to more than one (1) person; and fifty thousand dollars ($50,000.00) each accident for damage to or destruction of any property. Said policy shall guarantee payment of any final judgment rendered against said owner or operator of said courtesy car(s) within the limits hereinabove provided irrespective of the financial responsibility or act or omission of said courtesy car owner or operator. If at any time said policy of insurance is cancelled by the issuing company, or the authority of said issuing company to do business in the state shall be revoked, the airport director shall be immediately notified by the owner. The courtesy car owner or operator shall immediately replace said policy with another policy satisfactory to the airport director and, upon failure so to do, all permit(s) issued herein shall be revoked. In addition to the foregoing, every policy of insurance shall contain a clause by which the person or corporation issuing such policy of insurance shall be required to serve upon the airport director by personal service or certified or registered mail, a ten-day notice of the expiration date of such policy of insurance.

(b) Courtesy car owner or operator shall furnish additional certification to the airport director of any changes in such insurance not less then ten (10) days prior to any such change. Permit(s) issued herein shall be revoked upon lapse of the required insurance.

(4) *Laws, codes, ordinances.* Courtesy car operators shall abide by all applicable laws of the United States of America and all applicable codes, ordinances, rules and regulations of the state, the county, the City of Milwaukee, and such rules and regulations as may be prescribed from time to time by the airport director pursuant to section 4.07 hereof.

(5) *Courtesy car standards.* Courtesy car(s) shall meet minimum safety standards of the motor vehicle codes and be kept in good operating condition and appearance.

(a) Courtesy car(s) shall not have a windshield or any window which is cracked or broken.

(b) Courtesy car(s) interior and exterior shall be free of dirt, mud, oil, rips, tears, exposed springs, foodstuff, trash, waste material or any other substance or object capable of harm, damage, or injury to, or interference with the person, clothing, personal property, comfort or convenience of any passenger, whether upon ingress or egress of such vehicle, or while riding therein.

(c) Courtesy car(s) shall have an exterior which is free of any misshapen or deformed condition arising from collision, crash or other impact, excepting minor dents. Courtesy car(s) shall be free of holes in floorboards and trunk shall be empty, except for emergency equipment. Courtesy car(s) shall be free of exterior rust and exterior(s) must be painted in a uniform color so as not to have patches of unmatching paint on the vehicle(s).

(d) Courtesy car(s) shall be identified with company or owner name painted on both exterior sides of each vehicle.

(6) *Driver conduct and appearance.*

(a) It shall be a violation of this chapter for any driver of a courtesy car(s) to do any of the following upon the premises of General Mitchell International Airport:

(1) Interfere, or attempt to interfere, in any manner whatsoever with a passenger's selection of ground transportation services.

(2) Solicit, or attempt to solicit, any passenger by the utterance of words, by repeated and persistent canvassing or loitering upon the approaches of exits to the airport terminal building, or by other acts which are calculated to induce persons to use the courtesy car(s).

(3) Move, or attempt to move, baggage, parcels or other personal property of another at a courtesy car loading or unloading zone, except to move such baggage, parcels or other personal property to or from the interior of such vehicle at such zone curb area for the assistance of any passenger who has engaged such courtesy car.

(4) Fail to diligently remove, or cause to be removed, his/her courtesy car(s) from airport premises in the event such vehicle becomes inoperative.

(5) Perform, or attempt to perform, or cause to be attempted or performed, mechanical or maintenance activity including, but not limited to, car washing, oil changing or mechanical repair on any courtesy car(s), except such activity minimally necessary for removal of an inoperative vehicle from airport premises.

(6) Engage in the use of profanity or obscenity within the hearing of any member of the public, display any rudeness or discourtesy to any member of the public or, while in a courtesy car loading or unloading zone, sleep or recline in or on any motor vehicle, or sit on the exterior thereof.

(7) Operate any courtesy car(s) upon which there is not displayed, in the manner required, the airport permit issued for such vehicle.

(8) Refuse to provide any authorized service, to any passenger who requests such service, solely on the basis of the passenger's age, handicap, disability, sex, race or national origin, or any combination of any of the foregoing.

(9) Fail to render service to any passenger, when driver is able and requested to do so, provided that the provisions of this section shall not apply when to render such service would violate any law or ordinance, or it is physically impossible to do so because of an act of God.

(10) Load or unload, or attempt to load or unload, any passenger at any location other than a designated zone.

(11) Fail or refuse to remain within ten (10) feet of his/her courtesy car while such vehicle is parked at a loading or unloading zone, except as may otherwise be required by reason of personal necessity or as authorized by rules and regulations issued by the airport director.

(12) Dispose of garbage, papers, refuse or other material on airport property except in receptacles provided for that purpose, or use a comfort station other than in a clean and sanitary manner, or expectorate on floors, walls or other surfaces of any airport facility.

(13) Drink intoxicating beverages, be intoxicated or in a drugged condition, commit any disorderly, obscene or indecent act, or commit any act of nuisance, nor conduct or engage in any form of gambling, or violate any federal, state or local laws on the airport property.

(14) Allow any pets or animals, other than pets or animals of individuals using the courtesy car, to occupy or ride in the courtesy car.

(15) Charge passenger(s) any amount whatsoever for the service of the courtesy car.

(16) Fail or refuse to comply with, or otherwise violate, any administrative regulation promulgated by the airport director, or any lawful directive of the airport director or the sheriff.

(b) The driver taking a passenger from the airport shall, upon request of the passenger, give his/her name, address and airport number to the passenger.

(c) Drivers of courtesy car(s) shall be neat and clean, be clean or neatly shaven, and be free from offending body odor.

(d) Drivers shall be courteous and shall assist passengers, when requested, with their luggage in and out of their courtesy car. Drivers are not permitted to perform any service normally or traditionally performed by "skycaps" when a "skycap" is on duty.

(e) All courtesy cars and drivers governed by subsections (7)(c) and (f) of this section may be inspected, at any time, for compliance with these standards.

(7) *Parking.* Operators of authorized courtesy cars shall load and unload passengers only at such locations as designated by the ground transportation coordinator. Parking is limited to the time required to load and unload passengers and baggage.

(8) *Permit revocation; hearing.* Any owner, operator or driver of a courtesy car who fails to comply with the provisions of chapter 4 of the Code governing the operation of courtesy cars on General Mitchell International Airport, may forfeit the right to operate on said airport provided:

(a) The owner, operator or driver is furnished with a written notice by the airport director that contains the section(s) of this chapter that are alleged to have been violated, together with the factual basis of the violation.

(b) The owner, operator or driver has seventy-two (72) hours from the receipt of said written notice to request in writing a hearing with respect to the section(s) of this chapter that is alleged to have been violated.

(c) If the request in writing is made within seventy-two (72) hours, in accordance with paragraph (2) above, a hearing shall be conducted by the airport director, or designee, at a time and place determined by the airport director or designee.

(d) The hearing may be informal in nature but shall be transcribed. The person who is alleged to have violated a section(s) of this chapter may appear with counsel and has the right to call and cross-examine witnesses.

(e) At the conclusion of the hearing, the hearing officer shall, within a reasonable time, reduce his/her decision to writing and furnish copies to all parties. He/she may, based upon the number and seriousness of the violation(s), suspend the permittee's right to operate on the airport for any period he/she deems necessary up to a maximum suspension period of ninety (90) days, or revoke said permits for not less than three (3) months or more than two (2) years.

(f) If no written request for a hearing is made within seventy-two (72) hours, in accordance with paragraph (2) above, the hearing is deemed waived and the airport director may suspend or revoke the right to operate on airport grounds pursuant to the time periods established by paragraph (5) above.

(g) At the end of any period of revocation, the owner, operator or driver of a courtesy car may apply for the permits required to operate at the airport and such application shall be approved provided the applicant complies with section 4.05(5) of the Code.

4.05.05. - Buses.

(1) *Definitions.* "Bus organization," under this subsection, shall mean any company, partnership or person which operates buses to and from General Mitchell International Airport. The vehicle(s) which make(s) up the bus organization shall be large motor vehicles designed primarily for the transportation of persons rather than property.

(a) "Mini bus," under this subsection, shall mean vehicles with a capacity of twelve (12) to twenty-three (23) passengers and shall be included in the definition except where indicated to the contrary.

(b) "Bus," under this chapter, shall mean vehicles with a capacity of twenty-four (24) or more passengers and shall be included in the definition except where indicated to the contrary.

(c) A "trip," under this chapter shall mean one single entrance on an airport roadway and one single associated exit.

(2) *Licenses, permits, fees.* All bus organizations may operate at the airport provided they are properly licensed by the appropriate governmental licensing authorities and have obtained all licenses or permits required by law.

(3) *Schedules.* Each bus organization, providing scheduled bus service to the airport, shall submit to the airport director a printed schedule or revised schedule showing the times when the buses will arrive at or depart from the airport.

(a) Mini buses not operating on a fixed schedule shall pay the county, department of public works, airport division six dollars ($6.00) per day, per vehicle. On the first trip of the day into the airport, each mini bus operator will provide the ground transportation coordinator (GTC) with the bus company name, bus number, license plate number, and company telephone number. The GTC will provide the bus operator with a date stamped ticket authorizing bus operations for the day. Failure to obtain an authorization ticket will result in a penalty fee of ten dollars ($10.00) per trip being assessed for each trip into the airport until authorization is obtained.

(b) Buses seating twenty-four (24) passengers or more not operating on a fixed route or schedule shall pay the Milwaukee County, department of public works, airport division, ten dollars ($10.00) per day, per vehicle. On the first trip of the day into the airport, each bus operator will provide the ground transportation coordinator (GTC) with the bus company name, bus number, license plate number, and company telephone number. The GTC will provide the bus operator with a date stamped ticket authorizing bus operations for the day. Failure to obtain an authorization ticket will result in a penalty fee of ten dollars ($10.00) per trip being accessed for each trip into the airport until authorization is obtained.

(c) Each bus organization shall pay to the county, department of public works, airport division, fifty cents ($0.50) per trip. This rate shall increase to seventy-five cents ($0.75) effective Jan 1, 2006 and to one dollar ($1.00) effective Jan 1, 2008.

(4) *Laws, codes, ordinances.* All bus organizations and bus drivers shall abide by all applicable laws of the United States of America and all applicable codes, ordinances, rules and regulations of the state, the county, the City of Milwaukee, and such rules and regulations as may be prescribed from time to time by the airport director pursuant to section 4.07 hereof.

(5) *Bus standards.* Bus(es) shall meet all safety standards required by law and be kept in good operating condition and appearance.

(a) Bus(es) shall not have a windshield or any window which is cracked or broken.

(b) Bus(es) interior and exterior shall be free of dirt, mud, oil, rips, tears, exposed springs, foodstuff, trash, waste material or any other substance or object capable of harm, damage or injury to, or interference with, the person, clothing, personal property, comfort or convenience of any passenger, whether upon ingress or egress of such vehicle, or while riding therein.

(c) Bus(es) shall have an exterior which is free of any misshapen or deformed condition arising from collision, crash or other impact, excepting minor dents. Bus(es) shall be free of holes in floorboards, and cargo bays shall be used only for the storing of cargo and passenger luggage. Bus(es) shall be free of exterior rust and exterior(s) must be painted in a uniform color so as not to have patches of unmatching paint on the vehicles.

(d) Bus(es) shall be identified with company or owner name painted on both exterior sides of vehicle.

(6) *Driver conduct and appearance.*

(a) It shall be a violation of this chapter for any driver of a bus to do any of the following upon the premises of General Mitchell International Airport:

(1) Interfere, or attempt to interfere, in any manner whatsoever with a passenger's selection of ground transportation services.

(2) Solicit, or attempt to solicit, any passenger by the utterance of words, by repeated and persistent canvassing or loitering upon the approaches or exits to the airport terminal building, or by other acts which are calculated to induce persons to use the bus.

(3) Move, or attempt to move, baggage, parcels or other personal property of another at a bus loading or unloading zone, except to move such baggage, parcels or other personal property to or from the interior of such bus at such zone curb area for the assistance of any passenger who has engaged such bus.

(4) Fail to diligently remove, or cause to be removed, his/her bus(es) from airport premises in the event such vehicle becomes inoperative.

(5) Perform, or attempt to perform, or cause to be attempted or performed, mechanical or maintenance activity, including, but not limited to, car washing, oil changing or mechanical repair on any bus(es), except such activity minimally necessary for removal of an inoperative vehicle from airport premises.

(6) Engage in the use of profanity or obscenity within the hearing of any member of the public, display any rudeness or discourtesy to any member of the public or, while in a bus loading or unloading zone, sleep or recline in or on any motor vehicle or sit on the exterior thereof.

(7) Refuse to provide any authorized service, to any passenger who requests such service, solely on the basis of the passenger's age, handicap, disability, sex, race or national origin, or any combination of any of the foregoing.

(8) Fail to render service to any passenger, when driver is able and requested to do so, provided that the provisions of this section shall not apply when to render such service would violate any law or ordinance, or it is physically impossible to do so because of an act of God, or when the prospective passenger fails to render and pay the fare in advance when specifically requested to do so by the driver.

(9) Load or unload, or attempt to load or unload, any passenger at any location other than a designated zone.

(10) Fail or refuse to remain within ten (10) feet of his/her bus while such vehicle is parked at a loading or unloading zone, except as may otherwise be required by reason of personal necessity, or as authorized by rules or regulations issued by the airport director.

(11) Dispose of garbage, papers, refuse or other material on airport property, except in receptacles provided for that purpose, or use a comfort station other than in a clean and sanitary manner, or expectorate on floors, walls or other surfaces of any airport facility.

(12) Drink intoxicating beverages, be intoxicated or in a drugged condition, commit any disorderly, obscene or indecent act, or commit any act of nuisance, nor conduct or engage in any form of gambling, or violate any federal, state or local laws on the airport property.

(13) Allow any other person, except individuals employing the bus, to occupy or ride in the bus.

(14) Charge more than the rate prescribed by the bus organization under which it is licensed.

(15) Fail or refuse to comply with, or otherwise violate, any administrative regulation promulgated by the airport director, or any lawful directive of the airport director or the sheriff.

(b) The driver taking passenger from the airport shall, upon request of the passenger, give his/her name, address, or a receipt for fare to the passenger.

(c) Drivers of buses must be neat and clean, be clean or neatly shaven, and be free from offending body odor.

(d) Drivers shall be courteous and shall assist passengers, when requested, with their luggage in and out of their buses. Drivers are not permitted to perform any service normally performed by "skycaps" when a "skycap" is on duty.

(e) All buses and drivers governed by section 4.05.05 may be inspected, at any time, for compliance with this chapter.

(7) *Parking.* Buses must park in areas designated by the airport director or his/her representative; parking in other areas is prohibited and constitutes a violation of this section. Buses may remain parked in designated areas for a length of time sufficient to load and unload passengers and luggage.

(8) *Revocation of right to operate; hearing.* Any owner, operator or driver of a bus who fails to comply with the provisions of chapter 4 of the Code, governing the operation of buses on General Mitchell International Airport, may forfeit the right to operate on said airport provided:

(a) The owner, operator or driver is furnished with a written notice by the airport director that contains the section(s) of this chapter that is alleged to have been violated, together with the factual basis of the violation.

(b) The owner, operator or driver has seventy-two (72) hours from the receipt of said written notice to request in writing a hearing with respect to the section(s) of this chapter that is alleged to have been violated.

(c) If the request in writing is made within seventy-two (72) hours, in accordance with paragraph (2) above, a hearing shall be conducted by the airport director, or designee, at a time and place determined by the airport director or designee.

(d) The hearing may be informal in nature but shall be transcribed. The person who is alleged to have violated section(s) of this chapter may appear with counsel and has the right to call and cross-examine witnesses.

(e) At the conclusion of the hearing, the hearing officer shall, within a reasonable time, reduce his/her decision to writing and furnish copies to all parties. He/she may, based upon the number and seriousness of the violation(s), suspend the permittee's right to operate on the airport for any period he/she deems necessary up to a maximum suspension period of ninety (90) days or revoke said operating privileges for not less than three (3) months or more than two (2) years.

(f) If no written request for a hearing is made within seventy-two (72) hours, in accordance with paragraph (2) above, the hearing is deemed waived and the airport director may suspend of revoke the right to operate on airport grounds pursuant to the time periods established by paragraph (5) above.

(g) At the end of any period of revocation, the owner, operator or driver of a bus may apply for the operating agreement required to operate at the airport and such application shall be approved provided the applicant complies with section 4.08(8) of the Code.

4.05.06. - Car and truck rentals.

No person shall carry on, conduct or engage in the business of renting "drive-it-yourself" automobiles or trucks, including advertising and soliciting of customers, on General Mitchell International Airport, except:

(1) Pursuant to the terms of a written contract entered into with the county.

(2) Where an airline passenger, or other persons, arriving at General Mitchell International Airport has either in advance or upon arrival placed an order for the rental of an automobile or truck with a person, firm or corporation not having a contract with the county, such customer may be met at General Mitchell International Airport by such person, firm or corporation, or a representative thereof, and the automobile or truck delivered to the customer, but only in areas designated from time to time by the airport director for the specific purpose of meeting such customer and delivering the automobile or truck to him/her.

4.05.07. - Convention contracts.

(1) *Purpose.* It is the purpose of this subsection to require convention permits in order to avoid traffic congestion, disorder and delay for those who arrive at, and depart from, General Mitchell International Airport for the purpose of attending conventions.

(2) *Definition.* A convention contract is a contract between anyone governed by this chapter and any group of one hundred (100) or more who intend to arrive at, and depart from, General Mitchell International Airport for the purpose of attending a meeting.

(a) All convention contracts shall be submitted to the airport director together with a statement that contains the number of people expected at the convention, the dates of arrival and departure, and the vehicles and drivers to be used in transporting those attending the convention.

(b) The two county-wide shuttle organizations or any metered taxicab association authorized to operate at the airport under this chapter, may submit a convention contract and statement as provided in (a), and may subcontract and use vehicle(s) and driver(s) that have been issued airport permits pursuant to this section. In addition, buses, provided they are equipped with cargo bays, except county transit system buses, may be used if necessary by anyone who submits a convention contract and statement, at a charge of six dollars ($6.00) per bus, payable to the county. If buses are used under this section for the purpose of transporting those attending a convention, they shall be licensed, insured, and meet the standards prescribed for buses and drivers under subsection (8) of this section. School buses are prohibited. For the purpose of this subsection, metered taxicab association means twenty-five (25) or more owners or operators of metered taxicabs as defined in section 4.05(3)(b).

(c) If the airport director is satisfied that the applicant will meet the requirements set forth herein, and has the ability to perform the service, a convention permit shall be issued at a cost of ten dollars ($10.00) per convention. If not, convention permits will be refused.

(d) In addition, that permittee shall pay to the department of public works, airport division, by the 15th day of each month a sum equivalent to fifteen cents ($0.15) per passenger transported by it to and from said airport during the convention. Permittee shall maintain accurate records and books of account which will enable it to submit monthly reports on or before the 15th day of each month, after the month of the convention, to the airport director on the number of passengers so carried. Said monthly reports shall be substantiated and verified by an annual statement prepared by a firm of certified public accountants at the close of each calendar year and submitted by the permittee to the county's airport director not later than March 1 of each year following the year of account.

(e) Convention booths in the airport terminal building are permitted only if they are operated by convention personnel. Ground transportation personnel, governed by this chapter, are prohibited from operating or assisting in the operation of a convention booth.

(f) An individual or organization who has been issued a convention permit(s) by the airport director may place a sign(s) at the bottom of the escalator in the baggage claim area reading: "Welcome _____ . Your ground transportation has been arranged with _____ . Other transportation is also available."

4.05.08. - Arranged transportation services: limousines, non-metered taxicabs, out-of-county shuttles, and transportation network companies (TNCs).

(1) *Definitions.*

(a) *Arranged transportation services.* Under this chapter, arranged transportation services shall consist of those modes of transportation arranged prior to the passenger's arrival at General Mitchell International Airport and that charge for their services by the trip rather than by a metered fare including limousines, out-of-county shuttles, and non-metered taxicabs. Arranged Transportation Services shall not include metered taxicabs (defined in section 4.05.01), courtesy cars (described in section 4.05.04), buses (described in section 4.05.05), and rental cars and trucks (described in section 4.05.06).

(b) *Limousine organization.* Under this subsection, limousine organization means any company, partnership or person owning or leasing limousine(s). If limousine(s) are leased, a copy of each of the current lease agreements must be available at all times for inspection.

(c) *Limousine and non-metered taxicab.* Under this chapter, a limousine is defined as a for-hire ground transportation vehicle, regularly engaged in the business of carrying passengers for hire, having a maximum seating capacity of six (6) persons, unless the size of the group dictates a larger vehicle,

behind the driver and which is a top of the line American or foreign production or custom automobile designated by its manufacturer as a limousine and which has custom nonproduction features. Limousines must operate on a pre-reserved (reservation) basis only; on demand service is prohibited. A non-metered taxicab is a taxicab serving a passenger who has arranged for a ground transportation service prior to the passenger's arrival at General Mitchell International Airport. A non-metered taxicab under this section may include a taxicab with a meter located in the passenger compartment so long as the meter is not used to calculate the charge to the passenger and so long as the charge to the passenger is calculated solely by the trip and not by reference to a meter.

(d) *Out-of-county shuttle.* Under this subsection out-of-county shuttle shall mean a company, partnership or person which operates on a prereserved basis from General Mitchell International Airport to destinations beyond the county limits.

The vehicle(s) which make up "out-of-county" shuttle service(s) shall be van(s) regularly engaged in the business of carrying passengers for hire, having a maximum seating capacity of twenty-two (22) persons behind the driver, with heating and air conditioning and be in good operating condition.

(e) *Transportation network company (TNC).* A TNC is a corporation, partnership, sole proprietorship, or other entity, licensed under s. 440.4 et seq., Wis. Stats., to operate in Wisconsin, which uses a digital network to connect riders to drivers for the purpose of providing transportation. A TNC does not provide taxi service transportation. A TNC does not provide taxi service, transportation service arranged through a transportation broker, or any transportation service over fixed routes at regular intervals.

(2) *Licenses, permits, fees.*

(a) All vehicles operating under this section and all organizations operating under this section shall meet all of the applicable license and permit requirements of the jurisdiction in which the vehicle operator is domiciled or registered to do business or, if required by law, where such law requires registration.

(b) *Shuttles.*

(1) Each shuttle organization shall obtain from the state department of transportation, and keep in full force and effect, a certificate of common carrier and be approved for operation at General Mitchell International Airport.

(2) Pursuant to state law, each out-of-county shuttle driver shall obtain a chauffeur's special license and shall keep it in full force and effect.

(3) In addition to the vehicle permit, each chauffeur of an out-of-county shuttle service shall possess a valid airport driver's permit issued by the airport director for the privilege of doing business at General Mitchell International Airport. Application for this permit and payment of the annual permit fee of five dollars ($5.00) shall be made to the airport director. The permit shall be placed on the right front sun visor of any airport authorized shuttle vehicle. Upon entering the airport property, driver shall lower the sun visor to display the permit. If the vehicle is not equipped with a right front sun visor, the permit shall be displayed in such manner as directed by the airport director.

(4) Any person, organization, or operator of an out-of-county shuttle service at General Mitchell International Airport, who is not in possession of the necessary permits required under this section, and who operates in such manner as to constitute doing business, or who attempts to do business thereon shall, without limitation because of enumeration, be deemed to be in violation of chapter 4 of the Code.

(5) The airport director may approve or deny any application for a permit as described in chapter 4 of the Code.

(6) A temporary out-of-county shuttle permit, for a period not exceeding ten (10) days, may be issued by the airport director. The temporary airport permit fee shall be ten dollars ($10.00). Said temporary permit cannot be renewed. All rights and privileges granted herein for the annual permit being replaced by said temporary permit shall be suspended for the duration of the temporary permit.

(7) The annual airport permit fee for each out-of-county shuttle vehicle shall be two hundred fifty dollars ($250.00). Application for permission to operate at the airport, and payment of the fee, shall be made to the airport director who will then issue a decal for each vehicle. The required decal shall be mounted on the inside lower left-hand corner of the windshield, the left-hand corner being on the driver's left when seated behind the wheel. This permit shall be issued for each vehicle and is not transferable to any other vehicle. If a vehicle is replaced which has previously been permitted, the permit shall be cancelled and application shall be made to the airport director for a replacement permit at an additional fee of ten dollars ($10.00).

(8) An out-of-county shuttle service shall pay to the county, department of public works, airport division, three dollars ($3.00) per trip by the 15th day of each month for each trip during the preceding calendar month. Permittee shall maintain accurate records and books of account which will enable it to submit monthly reports, on or before the 15th day of each month after the month of account, to the airport director on the number of passengers so carried. Said monthly reports shall be substantiated and verified by an annual statement prepared by a firm of certified public accountants at the close of each calendar year and submitted by permittee to county's airport director not later than March 1 of each year following the year of account.

(c) *TNCs.*

(1) In order to do business at GMIA the TNC must possess a TNC permit.

(2) There is a fee of one hundred twenty-five dollars ($125.00) for each TNC vehicle providing TNC services at GMIA during the term of the TNC permit.

(3) For the privilege of picking up a passenger at GMIA the TNC will pay a fee for each pick-up as per the terms of the TNC permit.

(d) *Limousines and non-metered taxicabs.*

(1) Limousines and non-metered taxicabs must meet all of the applicable licensing requirements of the jurisdiction in which the limousine organization or non-metered taxicab is domiciled or registered to do business, or, if required by law, where such law requires registration.

(2) Pursuant to federal law or the state or local law where a limousine or a non-metered taxicab or such organization is domiciled or registered to do business, each limousine or non-metered taxicab driver shall obtain a chauffeur's special license or other necessary or requested license and shall keep same in full force and effect. Each such driver on General Mitchell International Airport property must have a chauffeur's special license or other necessary or required license available at all times for inspection.

(3) Each limousine and non-metered taxicab shall pay a three dollars ($3.00) per entry user/facility charge for the use of the designated limousine and non-metered taxicab parking areas.

(4) Fees shall be calculated on a per-trip basis without reference to a meter.

(3) *Insurance and bond requirements.*

(a) *Shuttles.*

(1) Prior to the issuance of an annual permit by the airport director, the out-of-county shuttle organization shall furnish to the airport director evidence in the form of an insurance policy, or an insurance certificate, that it carries current insurance in a company authorized to do business in the state, insuring the owner, as well as the operators or chauffeurs of its vehicle(s) doing business on General Mitchell International Airport, against loss or damage that may result to any person(s) or property from the operation or defective condition of said vehicle(s). Said policy of insurance is to be in minimum amounts of one hundred thousand dollars ($100,000.00) each accident for any one (1) person injured or killed; three hundred thousand dollars ($300,000.00) for each accident resulting in bodily injury or death to more than one (1) person; and fifty thousand dollars ($50,000.00) each accident for damage to or destruction of any property. Said policy shall guarantee payment of any final judgment rendered against said owner or operator of said vehicle(s) within the limits hereinabove provided irrespective of the financial responsibility or act or omission of said shuttle owner or operator. If at any time said

policy of insurance is cancelled by the issuing company, or the authority of said issuing company to do business in the state shall be revoked, the airport director shall be immediately notified by the owner. The out-of-county shuttle organization shall replace said policy with another policy satisfactory to the airport director, and, upon failure so to do, all permit(s) issued herein shall be revoked. In addition to the foregoing, every policy of insurance shall contain a clause by which the person or corporation issuing such policy of insurance shall be required to serve upon the airport director, by personal service or certified or registered mail, a ten-day notice of the expiration date of such policy of insurance.

(2) Out-of-county shuttle organization shall furnish additional certification to the airport director of any changes in such insurance not less than ten (10) days prior to any such change. Permit(s) issued herein shall be revoked upon lapse of the required insurance.

(3) In lieu of the policy of insurance provided for above, the out-of-county shuttle organization shall file with the airport director a bond, written and issued by a responsible surety company or association authorized to do business under the laws of the state, in the sum of three hundred thousand dollars ($300,000.00) conditioned that the owner or operator of said vehicle(s), for which a permit has been applied, will pay any final judgment rendered against it within the limits herein provided, irrespective of the financial responsibility or any act or omission of said owner or operator for loss or damages that may result to any person or property from the negligent operation or defective condition or construction of said vehicle(s) or which may arise or result from any violation of any of the provisions of this chapter or the laws of the state. The recovery upon such bond shall be limited to one hundred thousand dollars ($100,000.00) for the injury or death of one (1) person and to the extent of three hundred thousand dollars ($300,000.00) for the death or injury of two (2) or more persons injured or killed in the same accident, and to the extent of fifty thousand dollars ($50,000.00) for the damage to or destruction of property. Such bond shall be given to the county and shall inure to the benefit of any and all persons suffering loss or damage either to person or property as herein provided, and suit may be brought in any court of competent jurisdiction upon said bond by any person(s) or corporation suffering any loss or injury as herein provided. Said bond shall be a continual liability notwithstanding any recovery thereon and, if at any time in the judgment of the airport director said bond is not sufficient for any cause, the airport director may require the party to whom the permit(s) is issued, as herein provided, to replace said bond with another bond satisfactory to the airport director, and, in default thereof, said permit(s) may be revoked.

(b) *Limousines and non-metered taxicabs.*

(1) Insurance and bond requirements. Each limousine operated on General Mitchell International Airport property shall meet the minimum insurance requirements for limousines of the jurisdiction in which the limousine organization is domiciled, but in no case shall any limousine be insured for less that [than] the following minimum amounts. Each limousine operated on General Mitchell International Airport's property must have available at all times proof that it satisfies the insurance requirements of this section.

(2) Said policy of insurance is to be in minimum amounts of one hundred thousand dollars ($100,000.00) each accident for any one (1) person injured or killed; three hundred thousand dollars ($300,000.00) for each accident resulting in bodily injury or death to more than one (1) person; and fifty thousand dollars ($50,000.00) each accident for damage to or destruction of any property. Said policy shall guarantee payment of any final judgment rendered against it within the limits hereinabove provided irrespective of the financial responsibility or act or omission of said limousine organization.

(4) *Laws, codes, and ordinances.*

(a) *Shuttles.* All permittees shall abide by all applicable laws of the United States of America and all applicable codes, ordinances, rules and regulations of the state, the county, and the City of Milwaukee, with the exception that said permittee may not solicit from prospective passengers but may accept contracts for hire for transporting passengers at the airport. Double loading of out-of-county shuttle vehicles is permitted at the airport. A driver of a shuttle vehicle may act under the direction of another person other than the first passenger employing such shuttle vehicle or solicit the

consent of any passenger or any other person for additional passengers. Permittees shall also abide by such rules and regulations as may be prescribed from time to time by the airport director, pursuant to section 4.07 hereof, and including, without limitation because of enumeration, the parking of shuttle vehicle(s) on said airport and the conduct of its operations on said airport premises.

(b) *Limousines.* A limousine organization and each limousine driver shall abide by all applicable laws of the United States of America and all applicable codes, ordinances, rules and regulations of the state, the county, the City of Milwaukee, and any such rules and regulations as may be prescribed from time to time by the airport director pursuant to chapter 4 hereof, and including, without limitation because of enumeration, the parking of vehicles on said airport and the conduct of its operation on said airport premises.

(5) *Vehicle standards.*

(a) *Shuttles.* Shuttle(s) shall meet all safety standards required by law and must be kept in good operating condition and appearance, including, but not limited to, the following:

(1) Shuttle vehicle(s) shall be equipped with two-way communication ability in each vehicle.

(2) Shuttle vehicle(s) shall meet all safety standards required by law and be kept in good operating condition and appearance.

(a) Shuttle vehicle(s) shall not have a windshield or any window which is cracked or broken.

(b) Shuttle vehicle(s) interior and exterior shall be free of dirt, mud, oil, rips, tears, exposed springs, foodstuff, trash, waste material or any other substance or object capable of harm, damage or injury to, or interference with the person, clothing, personal property, comfort or convenience of any passenger, whether upon ingress or egress of such vehicle or while riding therein.

(c) Shuttle vehicle(s) shall have an exterior which is free of any misshapen or deformed condition arising from collision, crash or other impact, excepting minor dents. Shuttle vehicle(s) shall be free of holes in floorboards, and trunk shall be empty except for emergency equipment. Shuttle vehicle(s) shall be free of exterior rust and exterior(s) must be painted in a uniform color so as not to have patches of unmatching paint on the vehicle(s).

(3) Shuttle vehicle(s) shall be identified with company or owner name painted on both exterior sides of each vehicle.

(b) *Limousines and non-metered taxicabs.* Limousine(s) and non-metered taxicabs shall meet all safety standards required by law and be kept in good operating condition and appearance, including, but not limited to, the following:

(1) Shall not have a windshield or any window which is cracked or broken.

(2) Shall have an interior and exterior shall be free of dirt, mud, oil, rips, tears, exposed strings, foodstuff, trash, waste material or any other substance or object capable of harm, damage or injury to, or interference with, the person, clothing, personal property, comfort or convenience of any passenger, whether upon ingress or egress of such vehicle, or while riding therein.

(3) Shall have an exterior which is free of any misshapen or deformed condition arising from collision, crash or other impact, excepting minor dents. Limousine(s) shall be free of holes in floorboards and trunk shall be empty, except for emergency equipment. Limousine(s) must be free of exterior rust and exterior(s) must be painted in uniform color so as not to have patches of unmatching paint on the vehicles(s).

(6) *Driver conduct, appearance, and identification.*

(a) *Shuttles.*

(1) Interfere, or attempt to interfere in any manner whatsoever with a passenger's selection of ground transportation service.

(2) Solicit, or attempt to solicit any passenger, by the utterance of words, by repeated and persistent canvassing or loitering upon the approaches or exits to the airport terminal building, or by other acts which are calculated to induce persons to engage the metered taxicab.

(3) Move, or attempt to move, baggage, parcels or other personal property of another at a metered taxicab loading or unloading zone, except to move such baggage, parcels or other personal property to or from the interior of such metered taxicab at such zone curb area for the assistance of any passenger who has engaged such metered taxicab.

(4) Fail to diligently remove, or cause to be removed, his/her metered taxicab(s) from airport premises in the event such vehicle becomes inoperative.

(5) Perform, or attempt to perform, or cause to be attempted or performed, mechanical or maintenance activity, including, but not limited to, car washing, oil changing, or mechanical repair on any metered taxicab(s), except such activity minimally necessary for removal of an inoperative vehicle from airport premises.

(6) Engage in the use of profanity or obscenity within the hearing of any member of the public, display any rudeness or discourtesy to any member of the public or, while in a metered taxicab loading or unloading zone, sleep or recline in or on any motor vehicle, or sit on the exterior thereof.

(7) Operate any metered taxicab(s) upon which there is not displayed, in the manner required, the airport permit issued for such vehicle.

(8) Refuse to provide any authorized service to any passenger who requests such service, solely on the basis of the passenger's age, handicap, disability, sex, race, or national origin, or any combination of any of the foregoing.

(9) Fail to render service to any passenger, when driver is able and requested to do so, provided that the provisions of this section shall not apply when to render such service would violate any law or ordinance, or it is physically impossible to do so because of an act of God or when the prospective passenger fails to render and pay the fare in advance when specifically requested to do so by the driver.

(10) Load or unload, or attempt to load or unload, any passenger at any location other than a designated zone.

(11) Fail or refuse to remain within ten (10) feet of his/her vehicle while such vehicle is parked at a loading or unloading zone, except as may otherwise be required by reason of personal necessity, or as authorized by rules or regulations issued by the airport director. The drivers of metered taxicab(s) are permitted to leave their vehicle for a period not to exceed five (5) minutes and may enter the terminal building one (1) time per trip to the airport.

(12) Dispose of garbage, papers, refuse or other material on airport property, except in receptacles provided for that purpose, or use a comfort station other than in a clean and sanitary manner, or expectorate on floors, walls or other surfaces of any airport facility.

(13) Drink intoxicating beverages, be intoxicated or in a drugged condition, or commit any disorderly, obscene or indecent act, or commit any act of nuisance, nor conduct or engage in any form of gambling, or violate any federal, state or local laws on the airport property.

(14) Allow any other person, except individuals employing the metered taxicab, to occupy or ride in the metered taxicab; with the exception of a driver trainee who is in possession of the necessary permits required under this section. The trainee shall be required to obtain a nonrenewable temporary training permit from the ground transportation office. This permit will be valid for not more than two (2) consecutive days, and will be issued at no cost to the driver.

(15) Allow any pets or animals, other than pets or animals of individuals employing the metered taxicab, to occupy or ride in the metered taxicab.

(16) Charge more than the rate prescribed by the city or village under which he/she is licensed for transportation originating at the airport, whether the overcharge occurs on or off airport premises.

(17) Fail or refuse to comply with, or otherwise violate any administrative regulation promulgated by the airport director, or any lawful directive of the airport director or the sheriff.

(b) *Limousines and non-metered taxicabs.*

(1) Interfere, or attempt to interfere, in any manner whatsoever with a passenger's selection of ground transportation services.

(2) Solicit, or attempt to solicit, any passenger by the utterance of words, by repeated and persistent canvassing or loitering upon the approaches or exits to the airport terminal building, or by acts which are calculated to induce persons to engage the limousine.

(3) Move, or attempt to move, baggage, parcels or other personal property of another at a metered taxicab loading or unloading zone, except to move such baggage, parcels or other personal property to or from the interior of such limousine at such zone curb area for the assistance of any passenger who has engaged such limousine.

(4) Fail to diligently remove, or cause to be removed, his/her limousine(s) from airport premises in the event such vehicle becomes inoperative.

(5) Perform, or attempt to perform, or cause to be attempted or performed, mechanical or maintenance activity, including, but not limited to, car washing, oil changing or mechanical repair on any limousine(s), except such activity minimally necessary for removal of any inoperative vehicle from airport premises.

(6) Engage in the use of profanity or obscenity within the hearing of any member of the public, display any rudeness or discourtesy to any member of the public, or, while in a limousine loading or unloading zone, sleep or recline in or on any motor vehicle, or sit on the exterior thereof.

(7) Refuse to provide any authorized service to any passenger, who requests such service, solely on the basis of the passenger's age, handicap, disability, sex, race or national origin, or any combination of any of the foregoing.

(8) Fail to render service to any passenger, when driver is able and requested to do so, provided that the provisions of this section shall not apply when to render such service would violate any law or ordinance, or it is physically impossible to do so because of an act of God, or when the prospective passenger fails to render and pay the fare in advance when specifically requested to do so by the driver.

(9) Load or unload, or attempt to load or unload, any passenger at any location other than a designated zone.

(10) Dispose of garbage, papers, refuse or other material on airport property, except in receptacles provided for that purpose, or use comfort station other than in a clean and sanitary manner, or expectorate on floors, walls or other surface of any airport facility.

(11) Drink intoxicating beverages, be intoxicated or in a drugged condition, commit any disorderly, obscene or indecent act, or commit any act of nuisance, nor conduct or engage in any form of gambling, or violate any federal, state or local laws on the airport property.

(12) Allow any other person, except individuals employing the limousine, to occupy or ride in the limousine; with the exception of a driver trainee who is in possession of the necessary permits required under this section. The trainee shall be required to obtain a nonrenewable temporary training permit from the ground transportation office. The permit will be valid for not more than two (2) consecutive days, and will be issued at no cost to the driver.

(13) Allow any pets or animals, other then [than] pets or animals of individuals employing the limousine, to occupy or ride in the limousine.

(14) Fail or refuse to comply with, or otherwise violate, any administrative regulation promulgated by the airport director, or any lawful directive of

(c) *All vehicles.*

(1) The driver taking a fare from the airport shall, upon request of the passenger, give his/her name, address and airport driver's permit number, or a receipt for fare to the passenger.

(2) Drivers of out-of-county shuttle vehicle(s) shall wear a uniform or suit and, in general, be neat and clean, be clean and neatly shaven, and be free from offending body odor.

(3) Driver(s) of out-of-county shuttle vehicle(s) shall purchase, at their cost, a photo I.D. card which identifies the driver by name and photo, and which also identifies the driver's company. Such I.D. shall be worn at all times that the driver is on duty at General Mitchell International Airport (I.D. to be positioned at or near breast pocket area of outer garment).

(4) Drivers shall be courteous and shall assist passengers, when requested, with their luggage in and out of their shuttle vehicle(s). Drivers are not permitted to perform any service normally or traditionally performed by "skycaps" when a "skycap" is on duty.

(5) All shuttle vehicles and drivers governed by section 4.05.08 may be inspected, at any time, for compliance with these standards.

(6) The driver taking a fare from the airport shall, upon request of the passenger, give his/her name, address and airport driver's permit number, or a receipt for fare to the passenger.

(7) Driver(s) of limousine(s) shall wear a chauffeur's uniform or suit and, in general, be neat and clean, be clean or neatly shaven and be free from offending body odor.

(8) Driver(s) of limousine(s) shall purchase, at their cost, a photo I.D. card which identifies the driver by name and photo, and which also identifies the driver's company. Such I.D. shall be worn at all times that the driver is on duty at General Mitchell International Airport (I.D. to be positioned at or near breast pocket area of outer garment).

(9) Drivers shall be courteous and shall assist passengers, when requested, with their luggage in and out of their limousine. Drivers are not permitted to perform any service normally or traditionally performed by "skycaps" when a "skycap" is on duty.

(10) All limousines and drivers governed by this section may be inspected, at any time, for compliance with these standards.

(7) *Staging areas.*

(1) *Limousines:* Limousines and non-metered taxicabs operating on General Mitchell International Airport grounds are required to pick up in areas designated by the airport director or his/her designated representative. Passenger drop-offs are to be made on the airport ticketing drive. Passenger pickups at any area other than areas designated by airport director or his/her designated representative are illegal.

(2) *Shuttles:* Shuttles are required to pick up and drop off passengers in areas designated by the airport director or his/her designated representative; passenger pickups or dropoffs in any other area are illegal.

4.05.09. - Transportation network companies.

(1) Definitions.

(a) *Airport director.* The duly appointed incumbent of the position of Airport Director at General Mitchell International Airport (GMIA), or the person designated by him to act on his behalf.

(b) *Commencement of transportation network company vehicle service.* The first trip (as defined by this section) of a transportation network company (TNC) vehicle.

(c) *County entity.* Any entity controlled by Milwaukee County (the county).

(d) *Geo-fence.* A virtual perimeter of a specific geographical location on airport property.

(e) *Monthly trip fee.* The total trip fees paid to the county in a given calendar month.

(f) *TNC passenger pick-up area.* Any one of the three geographical areas designated in exhibit A to this permit as the permitted area in which permittee may pause to pick up TNC passengers.

(g) *TNC permit fee.* The one hundred twenty-five dollar ($125.00) fee for each TNC vehicle providing TNC services at GMIA during the term of the permit.

(h) *TNC staging area.* The area designated on exhibit A where TNC vehicles may park and wait prior to proceeding to the TNC passenger pickup area.

(i) *Transportation network company (TNC).* A corporation, partnership, sole proprietorship, or other entity, licensed under s. 440.4 et seq., Wis. Stats., to operate in Wisconsin, which uses a digital network to connect riders to drivers for the purpose of providing transportation. A TNC does not provide taxi service transportation. A TNC does not provide taxi service, transportation service arranged through a transportation broker, or any transportation service over fixed routes at regular intervals. As used in this permit, all references to TNC are references to permittee in particular.

(j) *Transportation network company driver (TNC driver).* An individual who uses his or her vehicle to provide services for riders matched through a TNC's digital network.

(k) *Transportation network company vehicle (TNC vehicle).* A vehicle driven by a TNC driver to provide transportation to riders using the TNC's digital network.

(l) *Trip.* The loading of a passenger at GMIA in any one of the three TNC passenger pick-up areas identified on exhibit A attached to this permit.

(m) *Trip fee.* The fee paid by permittee to the county for the privilege of picking up a passenger at GMIA under the terms of this permit.

(2) Licenses, permits, fees.

(a) All TNCs operating under this section shall satisfy all of the licensing requirements required by ch. 440, Wis. Stats., and sign an airport permit similar in form to the TNC permit contained in Appendix G—General Mitchell International Airport Transportation Network Company Permit for Operation.