



RULES AND REGULATIONS

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SECTION I

GENERAL INFORMATION REGARDING AIRPORT REGULATIONS

PURPOSE

The provisions of this document are intended to ensure the safe, orderly and efficient operation of the Boca Raton Airport.

These Airport Regulations (sometimes referred to as airport rules & regulations) have been adopted by the Boca Raton Airport Authority and shall be enforced by the Executive Director in accordance with laws of the State of Florida and Regulations of the Federal Aviation Administration.

SCOPE

The airport is owned by the State of Florida and operated by the Boca Raton Airport Authority. The Airport Authority is organized under Chapter 2004-468, Laws of Florida. These Airport Regulations shall govern all users, customers, vendors and visitors of the Airport and Airport Authority. Administration of the terms of the Airport Regulations shall be under the authority, responsibility and control of the Executive Director. Policymaking activities of these Airport Regulations reside with the Boca Raton Airport Authority.

When an emergency exists at the Airport, the Executive Director is empowered to issue such directives and take such action as necessary to protect people, property and assets and promote the safe operation of the airport.

Such directives and actions of the Executive Director have the power of regulation as long as the emergency exists.

Should any part of these Airport Regulations conflict with federal, state or local government law or ordinance, then such federal, state or local governmental authority takes precedence.

These Airport Regulations shall in no way supersede or abrogate regulations set forth in FAA FAR's (Federal Aviation Regulations).

If any provision of these Airport Regulations is held invalid, the remainder of the Airport Regulations shall be valid. Future amendments, additions, deletions or corrections to these Airport Regulations will be incorporated into the document as required and as directed by the Airport Authority.

OWNERSHIP AND OPERATION

The current Boca Raton Airport was once part of the 5800-acre Boca Raton Army Airfield. After World War II the airport was conveyed as a surplus war asset to a civilian use airport. The remaining 212-acre airport is now owned by the State of Florida and is operated by the Boca Raton Airport Authority. The Airport Authority was created by the Florida Legislature to have jurisdiction over the operation of and maintenance of and improvements to the Boca Raton Airport. By agreement between the Airport Authority and the City of Boca Raton, the City provides police and fire services at the airport. The City is encouraged to incorporate these Airport Regulations as adopted by the Airport Authority into ordinance for ease of enforcement.

DEFINITIONS OF TERMS

AGL

Above Ground Level at a specific location, usually expressed in feet or meters.

AIR CARRIER

A business using the airport for the transport of passengers or goods and operating the business under the terms and conditions of FAR Part 121.

AIRCRAFT

Any contrivance now known or hereafter invented and used for navigation and flight in air or space.

AIRCRAFT EMERGENCY

A problem or condition involving an aircraft in flight or on the ground that could endanger lives or property. A pilot, air traffic control personnel or other designated employees, can declare an aircraft emergency responsible for the safe operation of aircraft at the airport.

AIRCRAFT MAINTENANCE

Any work performed on an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. Removal of engine cowling, replacement of parts, defueling of an aircraft or temporary removal of parts normally used for safe flight are activities that place any aircraft in an "aircraft maintenance" mode. For safety and liability purposes, aircraft maintenance must be accomplished in designated areas only.

AIRCRAFT MOVEMENT AREA

The runways, taxiways, aprons and other aircraft maneuvering areas of the airport that are used for aircraft taxiing, hover taxiing, landings, takeoffs and temporary parking of aircraft. The Aircraft Movement Area is usually defined under formal agreement with the FAA air traffic control tower chief, Executive Director, and other major aviation users of the airport. It includes.

all areas under the direct and positive control of ground control or tower control. In most cases, it includes all of the AOA.

AIRCRAFT OPERATION

An aircraft takeoff or an aircraft landing.

AIRCRAFT OPERATOR

Any person who pilots, controls, owns or maintains an aircraft.

AIRCRAFT PARKING AND STORAGE AREAS

Those hangar and apron locations of the airport are designated by the Executive Director for the parking and storage of aircraft. These areas include "tie-down" aprons equipped with rope or chain devices that are used to secure lightweight aircraft during windy conditions.

AIRFIELD: SEE AIR OPERATIONS AREA AIR OPERATIONS AREA - ALSO AOA

Any area of the airport used for landing, takeoff or surface maneuvering of aircraft. The AOA is considered a restricted area and is off-limits to the general public. The AOA includes the movement area and non-movement area.

AIRPORT

All of the land, improvements, facilities and developments within the boundaries of the Boca Raton Airport.

AIRPORT AUTHORITY

The official body of individuals appointed by the Boca Raton City Council and the Palm Beach County Commission as provided for in Chapter 2023-334, Laws of Florida, which has the responsibility for policy, control, overall management and financial matters of the airport.

AIRPORT LAYOUT PLAN - ALSO ALP

A graphic presentation to scale of existing and proposed airport facilities, their location on the airport and the pertinent clearance and dimensional information required to show conformance with applicable standards. A current ALP approved by the FAA is a prerequisite to FAA approval of federal funding in support of any airport capital improvement project.

AIRPORT MINIMUM STANDARDS

A document adopted and formally approved by the Airport Authority within which there are detailed provisions outlining the minimum standards acceptable by the Airport Authority for

business firms aspiring to conduct business operations at the airport.

AIRPORT PROPERTY

All real estate and other material assets owned by the State of Florida and under the control of the Airport Authority.

AIRPORT REGULATIONS - ALSO AIRPORT RULES & REGULATIONS

A document adopted and formally approved by the Airport Authority that contains detailed provisions for the safe, orderly and efficient operation of the airport.

AIR TRAFFIC CONTROL TOWER - ALSO ATCT, CONTROL TOWER

Air traffic control tower as sanctioned and certified by the FAA for the control, separation and movement of aircraft in the air or on the ground. An ATCT can be either staffed by FAA employees or by FAA-sanctioned contract civilian (private enterprise) employees.

AOA: SEE AIR OPERATIONS AREA APRON - ALSO RAMP, TARMAC

Those areas of the airport, both public and private/leased, designated by the Executive Director for the parking or storage of aircraft. As a rule, these areas are usually restricted areas and involve activities such as enplaning and deplaning pilots, passengers and cargo and the servicing of aircraft.

ARFF

Aircraft Rescue and Fire Fighting includes the personnel, equipment and facilities, on or off the airport, dedicated to dealing with aircraft accidents/incidents and all rescue and fire fighting tasks, structural fires and other fire fighting emergency activities.

ATC

Air traffic control, as established by the FAA, includes personnel, equipment, facilities and services provided by the FAA or by other private enterprise business firms under contract to the FAA or the Airport Authority.

BASED AIRCRAFT

Any aircraft whose "home base" or "predominate residency" is the Boca Raton Airport.

BOARD: SEE AIRPORT AUTHORITY

COMMERCIAL AVIATION BUSINESS - ALSO COMMERCIAL OPERATION/OPERATOR, AVIATION OPERATOR, AVIATION SERVICE OPERATOR

Any person or organization engaged in any business at the airport that is authorized and licensed to conduct such business by virtue of a contract or agreement with the Airport Authority. The business may be directly associated with aircraft and aviation activities or may be associated with non-aviation activities. At some airports, this activity is further divided into Aeronautical Commercial Business (which includes only direct aviation-related businesses) and Non- Aeronautical Commercial Business (which includes all businesses not

engaged in an aviation- related activity service for profit). Non-Aeronautical Commercial Businesses would include activities such as entertainment, recreation and amusement facilities, hotels, restaurants, and retail stores.

CONCESSIONAIRE: SEE COMMERCIAL AVIATION

BUSINESS COURTESY VEHICLE

Any motor vehicle operated free of charge and used to transport people, baggage or other goods from one location to another on the airport or to/from locations off the airport.

EMERGENCY VEHICLES

Vehicles that are painted, marked, lighted or escorted and used by the police (security officers), fire department (ARFF), ambulances or other airport officials in response to an emergency situation.

ENGINE RUN-UP - ALSO RUN-UP

The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-up is usually associated with relatively high-power settings needed to check out the performance of an aircraft engine prior to takeoff.

ENGINE RUN-UP AREAS

Areas designated by the Executive Director that allow high power settings of an aircraft engine. These areas are usually in remote sections of the airport adjacent to active runway takeoff locations.

EPA

U.S. Environmental Protection Agency.

EXCLUSIVE RIGHT

An exclusive privilege granted by the Airport Authority to a Commercial Aviation Business for which that privilege is not granted any other business firm. As a rule, exclusive rights are not granted unless unusual circumstances exist.

EXECUTIVE DIRECTOR

That person appointed by the Airport Authority as responsible for the day-to-day administration, operations and maintenance of all Airport Authority-owned property, material assets, financial assets and employees.

FAA

U.S. Federal Aviation Administration.

FAR

Federal Aviation Regulation as written, approved and published by the FAA.

FBO

Fixed base operator, which further means a Commercial Aviation Business engaged in the enterprise of supplying transient and home-based aircraft services as authorized and licensed by the Airport Authority. FBO services normally include aircraft fueling, flight training, aircraft sales, airframe and power plant repair and maintenance, hangaring, parking (tie-down), aircraft rental and air taxi/air charter service.

FLIGHT CREW

Persons authorized to pilot, ground service, maintain or provide in-flight aircraft services. Flight crews include but are not limited to pilots, flight examiners, flight instructors, crew chiefs, flight engineers, navigators, loadmasters and medical technicians.

FUELING AGENT

A business licensed and authorized to dispense fuel into aircraft or to accept delivery of fuel from a major oil company or a fuel wholesaler at the fuel tank storage facility or fuel farm. At the fuel farm, the fueling agent will further dispense fuel from the fuel storage tanks into fuel servicing vehicles usually associated with an airport FBO.

FUEL STORAGE AREA - ALSO FUEL FARM

Those facilities where AVGAS, JET-A and other types of fuel are stored. These facilities must be in areas designated, inspected and approved by the Executive Director and meeting minimum standards for the safe storage and handling of fuel.

GROUND TRANSPORTATION

The business of transporting passengers, material, baggage, or other goods, usually for a fee, either within the boundaries of the airport or to/from the airport and other locations outside the airport boundaries. Ground transportation includes activities such as rental cars, taxicabs, buses, trains, courtesy vehicles and lodging shuttle service.

HANGAR

Any fully or partially enclosed storage space for an aircraft.

HAZARDOUS MATERIAL

A substance or material in a quantity or form that may pose an unreasonable risk to health, safety, or property when stored, transported or used in commerce as defined by the U.S. Department of Transportation or the Environmental Protection Agency.

INSTRUCTOR

Any individual providing or offering to provide instruction in the operation (piloting) of an aircraft. Instructor also includes those individuals teaching the methods and procedures of aircraft systems or power plant repair, maintenance and overhaul.

LANDING AREA: SEE AIR OPERATIONS AREA LANDSIDE

The general public common use areas of the airport such as public roadways, public parking

lots, non-restricted areas of the FBO operations center and other public access non-restricted areas of commercial businesses located on the airport. As a rule, "landside" includes all those areas of the airport that are not defined as the AOA or otherwise fenced, posted or controlled as restricted areas.

LICENSE - ALSO PERMIT

An official written instrument granting a special privilege to conduct specific business activities on the airport. The license is authorized and granted by the Executive Director on an annual basis after the licensee satisfies all necessary conditions as established in the airport Minimum Standards document and pays the required annual license fee. Granting of an airport license is mandatory prior to conducting business on the airport.

LINE SERVICE

Trained FBO personnel normally provide line services. These services consist of marshaling aircraft for parking, towing and hangaring of aircraft, fueling of aircraft and other aircraft general service needs. Line service personnel also assist aircrews and passengers with baggage handling and transportation to and from aircraft parking areas.

MASTER PLAN

The airport master plan includes the official concept of the ultimate development of the airport. It presents the research and logic from which the plan evolved and displays the plan in written and graphic forms. It typically presents schedules of proposed development in the 0 - 5, 6 - 10 and 11 - 20 year time periods.

MOVEMENT AREA

The portion of the airport normally under the control of ATC including the runway, taxiways, and associated safety areas.

NFPA

National Fire Protection Association.

NOTAM

Notice To Airmen as issued by a representative of the FAA, the Executive Director or other authorized official.

NON-SCHEDULED OPERATION/OPERATOR

A business using the airport for the transport of passengers or goods under the terms and conditions of FAR Part 135.

PARKING LOT

Those areas designated by the Executive Director as vehicle parking areas for passengers, other customers, employees and ground transportation staging areas (rental cars, taxicabs, buses and shuttles). Some of these areas are also restricted areas. These areas may require payment of fees for the privilege to park a motor vehicle. Some motor vehicle parking areas are under the exclusive control and direction of private enterprise Commercial Aviation Businesses.

PERMIT: SEE LICENSE

PUBLIC USE AREAS

Those areas normally used by the general public. These areas include public transportation waiting areas, viewing areas, roads, sidewalks and public motor vehicle parking lots. They do not include areas leased by Commercial Aviation Businesses unless those businesses so designate certain areas as public use areas. They do not include the AOA, restricted areas and employee parking lots.

RESTRICTED AREAS OF THE AIRFIELD

Areas closed to access by the general public. These are limited access areas that the Airport Authority, the FAA, or Commercial Aviation Business owners have elected to restrict for purposes of security or safety. These areas include but are not limited to the AOA, airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, military facilities, fuel storage areas and hazardous materials storage areas.

RUNWAY

An area of the airport developed and improved for the purpose of accommodating the landing and takeoff of aircraft.

SAFETY AREA

Areas adjacent to runways or taxiways as defined in Advisory Circular 150/5300-13B prepared in a manner to protect aircraft in the event of an excursion.

SECURITY ID BADGE means the identification and access card issued pursuant to the requirements set forth in the Authority's Security Policy.

SECURITY PERIMETER means the line between the area of the Airport designated for restricted access and the area open to the general public.

SECURITY OFFICER

Any law enforcement officer and other persons authorized and empowered by the Airport Authority to enforce these Airport Regulations, regulate motor vehicle traffic, control disturbances and perform other security and safety tasks.

TAXIWAY

An area of the airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the airport.

TENANT

An entity having a written lease, rental agreement or other agreement with the Executive Director or Airport Authority which grants that entity certain rights and privileges on the airport.

TOUCH AND GO LANDING

An aircraft landing on an airport runway, slightly slowing down on that runway, remaining on that runway and then adding full power to the aircraft and proceeding to takeoff.

TRANSIENT AIRCRAFT: SEE ITINERANT AIRCRAFT TRANSITIONAL LANDING: SEE TOUCH AND GO LANDING

UFC
Uniform Fire Code.

VEHICLE OR PEDESTRIAN DEVIATION (V/PP)

Any entry or movement on the airport movement area or safety area by a vehicle operator or pedestrian that has not been authorized by air traffic control including incidents involving aircraft operated by non-pilots.

COMPLIANCE AND ENFORCEMENT

All persons (employees, users, customers, and visitors) are expected to comply with the provisions of these Airport Regulations. The Executive Director is hereby officially empowered by the Airport Authority to enforce these Airport Regulations and utilize the Boca Raton Police Department for assistance.

Any violation of these rules or regulations, except those identified as voluntary, is subject to a sanction of \$500 per violation, unless such sanction is prohibited by, or as otherwise provided by, the laws of the state of Florida.

GENERAL CONDITIONS FOR COMPLIANCE

ACCIDENTS resulting in damage to property or injury requiring professional medical treatment must be reported in person or by telephone to the Executive Director's office.

ADVERTISING of any kind requires the written authorization of the Executive Director and payment of fees as required.

COMMERCIAL ACTIVITY of any kind, involving the tender of money or barter, requires the written authorization of the Executive Director and payment of fees as required.

COMMERCIAL PHOTOGRAPHY of any kind requires the written authorization of the Executive Director and payment of fees as required.

DAMAGE OR DESTRUCTION OF PROPERTY is prohibited and persons so involved will be fully liable to the Airport Authority.

DEMONSTRATIONS by the general public or by any airport employees require written permission of the Executive Director and will be conducted only in designated locations. Demonstrators who interfere with or impede the normal operation of the airport will be held

liable and may be arrested and then punished to the full extent of the law.

DISORDERLY CONDUCT OR OBSCENE ACTS will be punished to the full extent of the law.

GAMBLING on the airport is prohibited.

LIGHTS on the airport shall be adjusted or shielded so as not to create glare in the eyes of pilots operating aircraft. Rotating lights shall be used only as permitted by the Executive Director.

LITERATURE DISTRIBUTION requires the written authorization of the Executive Director and payment of fees as required.

LOST OR MISPLACED PROPERTY shall be deposited at the Executive Director's office and if not claimed by the owner within thirty (30) days, becomes the property of the Airport Authority to be sold, used or disposed of at the discretion of the Airport Authority.

RESTRICTED AREAS are established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from restricted areas unless escorted by an authorized airport employee. The general public is also prohibited from all other areas of the airport posted as being restricted areas.

SIGNAGE standards are established by the Airport Authority. No sign, advertisement, or notice shall be displayed on the outside or inside of any structure on the airport unless authorized by the Executive Director or otherwise approved as part of a lease or contractual agreement.

SOLICITING FUNDS requires the written authorization of the Executive Director and payment of fees as required. This activity is restricted to those areas specified and directed by the Executive Director.

STORAGE OF PROPERTY OR EQUIPMENT outside of buildings, which is not used for flight operations or other aviation activities, is normally prohibited. Any outside storage of property or equipment of a non-aviation nature must be provided for by lease or other contractual agreement with the Airport Authority.

WASHING OF VEHICLES AND EQUIPMENT is only permitted at designated wash locations. The washing of vehicles or equipment by anyone in an airport or tenant parking lot is a violation of the airport storm water permit from EPA and is not permitted.

SECTION II

AIRCRAFT OPERATIONS

AERONAUTICAL ACTIVITIES REGULATED BY AIRPORT MANAGEMENT

1. Closure of the airport.
2. Restricted or prohibited flight activities.
3. NOTAMs issued by airport management personnel in addition to those issued by the FAA.
4. Written approval for air shows and other special events.

AIRCRAFT ACCIDENTS/INCIDENTS ON THE AIRPORT

1. Aircraft accidents/incidents must be reported immediately to airport management staff.
2. Disabled aircraft are the responsibility of the aircraft owner. The Executive Director, however, has the power, authority and option to direct removal or relocation of a disabled aircraft from any location on the airport.
3. Access to aircraft accident/incident scenes is controlled by the Executive Director or by the designated person-in-command at the scene.

TAXIING, TOWING OR REMOVAL OF AIRCRAFT FROM THE AOA

1. Taxiing, towing or removal of aircraft from the movement area of the AOA requires clearance from the control tower if it is in operation.
2. A. Aircraft owners and their agents and pilots shall be responsible for the prompt removal from the airport of aircraft parked or stored in unauthorized areas or disabled aircraft and their parts, except for salvage and repair conducted under the terms of a permit within an enclosed hangar, unless required or directed to delay this action by a duly authorized representative of the FAA, or other federal, state, or local agency with jurisdiction over a pending investigation of an accident.
B. If any person refuses or is unable to move an aircraft in a timely manner as

directed by the Executive Director, the aircraft may be towed away or otherwise relocated by the Executive Director at the owner's or operator's expense, and without liability for damage which may result in the course of or after the moving and storage. The same shall apply to removal and storage of a wrecked or damaged aircraft and its parts..

3. Aircraft engines will not be run in hangars and aircraft will not be taxi into or out of any hangar under actual aircraft engine power. Aircraft will be towed or pushed by machines or by hand into and out of hangars.

AIRCRAFT OPERATIONS - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES

1. A qualified pilot or mechanic must be in the cockpit and at the controls of the aircraft when an aircraft engine is operating.
2. Aircraft repair/maintenance will be performed only in designated areas.
3. Operating aircraft engines inside a hangar is prohibited.
4. Aircraft will be parked, serviced, loaded and unloaded at parking locations designated for each type of aircraft.
5. Derelict/non-airworthy aircraft must be parked in the designated non-flyable aircraft storage area or removed from the airport.
6. Any aircraft weighing more than the runway, taxiway and apron load-bearing capacity limit is prohibited except in an emergency or by special prior approval of the Executive Director for a one-time limited operation.

SECTION III

SPECIALIZED AERONAUTICAL ACTIVITIES

ACTIVITIES REGULATED BY AIRPORT MANAGEMENT

1. Specialized aeronautical activities requiring coordination and regulation through the office of the Executive Director include the following:
 - Hot air balloons
 - Parachute drops
 - Banner towing
 - Glider operation
2. No grass landings or takeoffs of ultralight aircraft is permitted.
3. The Executive Director has the authority and responsibility to approve/disapprove requests for use of the airport facilities for hot air balloon launches, glider operations and parachute drops.
4. The Executive Director will coordinate these activities with the Federal Aviation Administration.

SECTION IV VEHICLE AND PEDESTRIAN OPERATIONS

VEHICLE OPERATIONS REGULATED BY AIRPORT MANAGEMENT

1. The Executive Director has the authority to deny, restrict or cancel the right of any motor vehicle driver from operating on the AOA.
2. The Executive Director and staff have the right to tow or otherwise move any motor vehicle for reasons of safety, security, abandonment or police investigation.
3. The Executive Director will establish minimum liability insurance limits for tenant business vehicles and other privately owned vehicles that are allowed access to the AOA.
4. Liability insurance limits for motor vehicles operating on unrestricted public airport roadways will be consistent with state motor vehicle insurance laws.
5. Access to construction sites will be reviewed during a pre-construction conference and must be approved by the Executive Director. Failure to comply with the approved access shall constitute a violation of these rules.

VEHICLE AND PEDESTRIAN OPERATIONS - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES

1. All airport roadways shall be deemed to have City "status."
2. All motor vehicles on airport roadways and parking lots shall conform to City of Boca Raton Traffic Ordinances.
3. Unless otherwise posted, the speed limit on all airport roadways is 35 miles per hour (MPH).
4. The maximum speed on the AOA ramps is 15 mph. Vehicles operating on the ramps, aprons and operational areas of the airport shall proceed with care. Erratic driving or excess speed is prohibited.
5. For night or low visibility operations, all headlights, taillights, and running or clearance lights on vehicles shall be operational. The driver of each vehicle shall be responsible for the proper operation of such lights.
6. Motor vehicles operated on the AOA shall be in sound mechanical order with adequate lights, horn and brakes. Trailers and semi-trailers shall be equipped with proper brakes so that when disengaged from towing vehicle, neither aircraft engine blast nor wind shall

cause them to become free rolling. Drivers will comply with policedirectives.

7. Aircraft and pedestrians have the right of way over motorvehicles.
8. Motor vehicle drivers may not operate vehicles on a runway, taxiway or safety area unless they have received authorized to do so by the Executive Director and received clearance from the Air Traffic Control Tower.
9. Pedestrians may not access a runway, taxiway or safety area unless they have been authorized to do so by the Executive Director and received clearance from the Air Traffic Control Tower.
10. Any vehicle operator, pedestrian, or airport user that causes or contributes a V/PD may be subject to a sanction and/or suspension or revocation of airport access privileges.
11. Motor vehicle drivers will park in designated parking areas only. Vehicles will not be parked within 15 feet of a fire hydrant, including hydrants that are flush with the ground, or so as to block a driveway, AOA gate, fire lane, or the movement of aircraft.
12. Motor vehicle drivers/owners/agents shall not clean or repair a motor vehicle other than in designated vehicle maintenance and clean-up areas.
13. Motor vehicles will not be parked or maneuvered closer than ten (10) feet from any aircraft. Specialized vehicles needed to service an aircraft are exempt from this rule.
14. The driver of any vehicle involved in an accident on the AOA shall stop and wait at the scene. All drivers involved in accidents on the AOA shall give his/her name, address and operator's license number to others involved in the accident and to any witness, police/security officer, and airport official upon request.

SECTION V TENANT OPERATIONS

TENANT OPERATIONS REGULATED BY AIRPORT MANAGEMENT

1. All tenant commercial operators on the airport must have a lease/operating agreement with the Airport Authority or be operating as an Airport Authority approved subtenant of another approved tenant operator. The lease/operating agreement identifies specific commercial activities approved for each airport business firm.
2. All airport-based tenant operators (excludes approved sub tenants) must be party to a fully executed lease/operating agreement with the Airport Authority.

TENANT OPERATIONS - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES

1. Tenants of Airport Property are prohibited from subleasing any portion of any premises located on Airport Property or assigning any lease agreement with the Airport Authority without the prior written approval of the Airport Authority, which may be withheld as provided within the lease agreement. This does not apply to the subletting of hangar or tie-down space by an FBO. Tenants shall require all proposed Subtenants to complete an Affidavit of Corporate Representative of Proposed Subtenant, which the Executive Director will provide upon request. Tenants shall submit the completed Affidavit of Corporate Representative of Proposed Subtenant, along with the Tenant's written request to sublease any portion of any premises located on Airport Property. The provision of accurate, truthful and complete information in the Affidavit of Corporate Representative of Proposed Subtenant shall be an absolute condition precedent to the Airport Authority's approval of a proposed Subtenant, if such approval is given. If the Airport Authority finds, at any time, that the information provided in the Affidavit of Corporate Representative of Proposed Subtenant is not or was not accurate, truthful and complete, the Airport Authority's approval of a Subtenant shall be rescinded and the Subtenant will be required to vacate Airport Property within thirty (30) days.
2. Tenants are responsible for training employees on the contents of the Airport Regulations, Airport Emergency Plan, Airport Minimum Standards and applicable portions of the tenant lease agreement with the Airport Authority.
3. Tenants must ensure that all tenant employees meet physical and mental standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe and rational conduct in and around aircraft and all other areas of the AOA.

4. Tenant shall keep hangars, shops, offices, buildings, structures and areas adjacent thereto free of waste material, rubbish, junk, landscaping litter and flammable material. Sanitation, trash and garbage receptacles will be placed in pedestrian traffic areas to accommodate and encourage the disposal of refuse. Restrooms will be maintained in clean and sanitary conditions. All floors, walls and ceilings will be maintained in clean, sanitary and well- lighted condition.
5. All tenants are required to be co-permittees in the airport storm water discharge permit. Tenants are responsible for reporting to the Executive Director and the appropriate regulatory agency any type of discharge having the potential to do damage to the environment.
6. Tenants are responsible for undertaking any required environmental cleanup on their leasehold.
7. Structural and decorative changes to any building, structure, ramp, or other airport property requires prior written approval of the Executive Director and must comply with state and local building codes and inspections.
8. Tenants shall, at the request of the Airport Authority or Executive Director, provide the names, addresses and phone numbers of all users, customers, and visitors whether individual or entities using the leased premises and/or subleased premises.
9. Tenants shall obtain a folio or other parcel identification number, if applicable, from the Palm Beach County Property Appraiser for all non-aviation tenant improvements and shall pay any and all applicable ad valorem taxes, other taxes, assessments, franchise fees, and other fees and charges, unless otherwise provided by law. This provision shall not be amended by the Boca Raton Airport Authority without the prior written consent of the City of Boca Raton.
10. Tenants shall obtain the prior consent of the Airport Authority for transactions, actions or events related to or impacting their lease and/or the leasehold premises, including but not limited to physical changes and/or changes to the use of the leasehold premises, amendments to leases of subtenants, environmental compliance, refinancing of leasehold mortgages, corporate restructurings, changes to ownership of closely held entities, and mergers with or acquisitions by or of other corporate entities. In order to obtain the consent of the Airport Authority for a particular transaction, action or event, the Tenant shall request consent and provide all necessary documentation for the transaction, action or event to the Executive Director at least twenty (20) calendar days prior to a regularly scheduled meeting of the Airport Authority. Depending on the complexity of the transaction, action or event, the Airport Authority may extend its review time by one or more 10-day periods.

SECTION VI SAFETY PROCEDURES

SAFETY PROCEDURES REGULATED BY AIRPORT MANAGEMENT

1. Fuel vendors must be licensed, inspected and approved by the Executive Director.
2. Fueling of aircraft and fuel servicing of all types of over-the-road motor vehicles must be performed in locations designated by the Executive Director. Aviation fuels will not be dispensed for use in over the road vehicles.
3. Smoking is permitted only in designated areas.
4. All applicable National Fire Protection Association (NFPA) standards concerning fueling activities are hereby incorporated as part of this Airport Regulations document.
5. Except as approved by the Executive Director, no Class A or Class B explosives, Class A poisons or radioactive material is permitted on the airport.
6. The Executive Director and staff have the right to inspect all tenant premises and to observe tenant activities and records as a condition to and method of preventing unsafe practices.
7. The provisions of fire code, except provisions specifically exempted by the Airport Authority, as adopted by the City of Boca Raton, as may be amended from time to time, are hereby adopted by the Airport Authority and incorporated as part of this Airport Regulations document.

SAFETY PROCEDURES - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES

1. Fuel storage areas will be fenced, with gates and warning placards, prohibiting general public access.
2. Fueling of aircraft in an airport hangar is prohibited.
3. Fueling an aircraft with one or more of the aircraft's engines running is prohibited.

4. Aircraft and fuel servicing equipment (trucks, carts, hydrants, nozzles) must be bonded to each other before fuel flow starts.
5. Open flames are not permitted within fifty (50) feet of any fuel service activity or fueling equipment.
6. Smoking is prohibited on all aircraft aprons, within fifty (50) feet of any aircraft, within fifty(50) feet of a fuel handling vehicle and at all other locations on the airport where specifically prohibited by signs.
7. Fuel service activity will cease when lightning discharges occur within the vicinity of the airport.
8. Anyone causing a fuel spill in excess of twenty gallons must report it to the Executive Director. A fuel spill of any amount that enters the airport storm water system must be reported to the Executive Director.
9. The culpable party must also report fuel spills in excess of twenty gallons to the Boca Raton Fire Department.
10. Electric switches and fixtures must be "explosion proof" when installed for use in the immediate vicinity of fuel vapors.
11. Fuel servicing vehicles are prohibited from being parked or stored inside a building.
12. During fuel servicing, two (2) dry chemical fire extinguishers (15 pounds or larger) or CO2 equivalent will be available for immediate use.
13. All tenants are responsible for supplying and maintaining fire extinguishers on tenant premises.
14. No flammable, corrosive or toxic liquids will be disposed of into or onto storm drains, sewer drains, toilet/shop/hangar drains, aprons, parking lots, roadways, catch basins, ditches or raw land.
15. Cylinders of compressed flammable gas will not be stored inside any buildings except as provided by NFPA standards and local codes.
16. Storage of flammable liquids, gases, flares (except signal flares maintained as a part of a pilot's emergency kit) or other similar items in any building or structure on the airport are prohibited unless approved in writing by the Executive Director.
17. Open fires of any type are prohibited on the airport unless approved by the Executive Director.
18. All welding operations shall be conducted in approved welding booths or approved

aircraft maintenance areas according to local code.

19. Storage of lubricating oils by commercial vendors must be in code-approved locked storage cabinets.
20. Storage of a volatile compound having a flash point of less than 110 degrees Fahrenheit is prohibited on the airport unless use of the compound is required for aviation purposes, approved in writing by the local fire marshal and in a room fireproofed or otherwise fire protected according to code.
21. All fire extinguishing equipment must be inspected and tagged in accordance with NFPA standards and local codes.
22. Hunting on airport property is prohibited.

SECTION VII SECURITY REQUIREMENTS

SECURITY REQUIREMENTS REGULATED BY AIRPORT MANAGEMENT

1. RESTRICTED AREAS are established for safety and security reasons. Except for passenger enplaning or deplaning of aircraft, the general public is prohibited from the AOA unless escorted by an authorized airport employee, authorized airport tenant or FBO personnel. The general public is also prohibited from all other areas of the airport posted as being RESTRICTED AREAS.
2. Aircraft requiring the presence of security guards or police officers must coordinate this requirement with the Executive Director.
3. Only flight crews, passengers going to and from aircraft, aircraft service and maintenance technicians, FAA, ARFF and security personnel, or others authorized by the Executive Director, shall be permitted into the AOA.
4. Pedestrians or motor vehicle operators observed in areas other than public use without authorization by the Executive Director will be considered trespassing and subject to arrest.
4. Law enforcement officers have the power and authority to enforce laws, ordinances, rules and regulations within the airport boundaries.
5. No person is permitted inside the RESTRICTED AREA:
 - (a) without issuance and display of a SECURITY ID BADGE; or
 - (b) without being escorted by and under the supervision and direction of a SECURITY ID BADGE holder.The SECURITY ID BADGE application requirements and the procedures for issuance and use of a SECURITY ID BADGE are set forth in Exhibit A to these Regulations.
6. In the event of conflict between the requirements of this Section and any other provision of these Regulations, the Minimum Standards or a Lease or sublease, the requirements of this Section shall control.

SECURITY OF AIRCRAFT AND AOA

1. When the condition or mission of an aircraft requires security guards or police, the owner or operator of the aircraft is responsible for obtaining and paying security service personnel.

2. Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations on their airport tenant-leased areas of responsibility.
3. Tenants and tenant employees are responsible for safeguarding doors, gates and other forms of passageways between the AOA and the landside of the airport.
4. A breach in security caused by a tenant employee that results in an FAA or Airport Authority finding of negligence will be cause to review, fine and possibly curtail tenant employee access to the Movement Area.

WEAPONS

No person will carry a weapon in the passenger terminal or sterile area of the airport, except encased weapons carried for shipment. Fla. Stat. §790.06(14)(2017). No person may bring a loaded firearm on or place or cause a loaded firearm to be placed on an aircraft in a manner that is accessible to passengers in flight. 49 U.S.C.A. §46505. Federal, state, local government officials are exempt from this rule, to the extent provided for under state and federal law.

SECTION VIII NOISE ABATEMENT

MANDATORY COMPLIANCE BY PILOTS

1. High Power Maintenance Run-Ups are only permitted 8am to 8pm and must take place in an approved run-up area..

VOLUNTARY COMPLIANCE BY PILOTS

1. In addition to complying with FAA regulations for minimum altitude overflights, all pilots are requested to avoid overflights below 1,000 feet AGL prop driven and 1,500 feet AGL turbo jet, of the residential areas in the vicinity of the airport.
2. Please limit Touch and Go landings on the runway to Monday thru Friday between 9 a.m. and 5 p.m., and please avoid legal holidays.
3. Stop and Go activities are discouraged at all times.
4. Please limit intersection takeoffs to an absolute necessity. Use full Safety Overruns for takeoff.
5. Pilots are requested to use the NBAA close in noise abatement procedures on take-off.
6. Pilots are requested to follow the airport noise abatement procedures on departure.
7. Pilots/aircraft operators are requested to abide by the voluntary curfew for arrivals and departures between 10 p.m. and 7 a.m.
8. Pilots are expected to use good judgment and flight procedures that result in minimum noise and avoidance of low altitude maneuvers while conducting flight in the airport traffic area. Optimum power settings and maximum altitudes shall be maintained consistent with safety.

SECTION IX SPECIAL EVENTS

ACTIVITIES REGULATED BY AIRPORT MANAGEMENT

1. Special Events Defined

- a) **Aeronautical**. Aeronautical special events require the written coordination, regulation and approval by the Executive Director and include the following:
 - Air Shows
 - Static Displays
 - War Bird Shows
 - Fly-In Meets
 - Parachute Team Demonstrations
 - Grand Openings
 - Special events which will promote public use and awareness of the Airport or aviation or benefit a charity.
 - b) **Non-aeronautical**. There are occasions for non-aeronautical tenants to conduct activities or events that are not within the scope of the tenant's normal business use of the premises. The Airport Authority wishes to allow its non-aeronautical tenants to conduct these activities and events, provided the overall safety and security of the Airport, airfield and aviation operations are not negatively impacted, and provided that the operations of other Airport tenants are not negatively impacted. Accordingly, all such special events require the preliminary written authorization by the Executive Director, and official approval by the Airport Authority. A non-aeronautical special event means an event or activity hosted by the tenant on land designated for non-aeronautical use that is not within the scope of the tenant's normal business use of the premises, reasonably expected to draw attendance above normal tenant operations, and/or for a temporary use not permitted under the tenant's lease,
2. All special events require preliminary written authorization by the Executive Director in the initial planning stage, but in no event less than fourteen days before the beginning of the proposed special event. The Executive Director, in their sole discretion, may provide preliminary written authorization for special events with less advance notice and make such authorization subject to conditions deemed appropriate. The preliminary written authorization will be in the form of a letter of authorization from the Executive Director to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of special event.

(NOTE- This letter of authorization by the Executive Director is not a permit or license to proceed with the event. It is merely an authorization to pursue the feasibility and planning process for the special event. This step is necessary so that details of the planning will not get too far along before the Airport Authority is brought into the process.)

3. All special events must be officially approved by the Airport Authority in the form of a resolution authorizing the special event. Special event sponsors are responsible for obtaining any and all permits, licenses and other approvals required for the special event by the City of Boca Raton, Palm Beach County and any other agency of federal, state, regional or local government with regulatory jurisdiction.
4. All special events for which a fee is charged by the sponsor for admission must be coordinated with the Executive Director prior to the granting of a Special Event Permit.

(NOTE - During this step, the Executive Director and special event sponsor will agree on the terms and fee structure of the event and the percentage of gate or fixed fee to be paid to the Airport Authority, as may be necessary to extra overhead costs and enhancing revenues.)

5. The special event sponsor will be required to obtain liability insurance for the event acceptable to the Airport Authority.
6. Special events conducted on land designated for aeronautical use must promote an aeronautical use, an aeronautical business purpose, the Boca Raton Airport or aviation generally.
7. The Executive Director may grant permission for certain airport or aviation industry meetings, receptions, or educational events so long as they are not open to the public.

MANDATORY COMPLIANCE BY SPECIAL EVENT SPONSOR

1. If the special event is expected to attract an attendance of 1,000 persons or more, the sponsor must coordinate road and highway impacts with local police, sheriff and/or highway patrol.
2. The Sponsor shall provide the Executive Director with the following:
 - an "adverse weather" plan for the event, if applicable or required by the Executive Director; documentation evidencing arrangements for ambulance, auto towing, garbage pick-up, refuse clean-up, structural fire and ARFF services, if applicable or required by the Executive Director;
 - a Safety, Security and Barricade Plans for the event, if applicable or required by the Executive Director;

- a description of aeronautical activities to be performed at the event, including the aircraft performing the activities, flight plans and a detailed description of any aerobatic maneuvers;
 - endorsement(s) of the sponsor's insurance policies, extending policy coverage to each individual activity authorized by the Authority in the resolution authorizing the special event. The Executive Director may require the sponsor to obtain additional types of insurance coverage(s) or policy(ies), in his or her sole discretion, to protect the Authority's interests or insure activities not ordinarily conducted by the sponsor.
 - documentation of any requirements for the event required because of the particular activity; and
 - documentation of any other requirements imposed on the special event by the Executive Director.
4. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for general aviation users of the airport, or other business activities normally conducted at the airport.
 5. If applicable or required by the Executive Director, airport runways and/or landside "closure" must be coordinated in advance with the Executive Director and other users of the airport.
 6. Special events involving aerial activities that are not of a routine nature for the airport, as determined by the sole discretion of the Executive Director, will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event. The person designated as "air boss" must be approved by the Executive Director.
 7. A special event that involves aerobatic maneuvers, as determined in the sole discretion of the Executive Director, by aircraft must be coordinated with the Executive Director and the local Flight Standards District Office of the FAA.
 8. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra overhead expense and damages by the Airport Authority.

SECTION X CONSTRUCTION ACTIVITY

MANDATORY COMPLIANCE BY CONTRACTORS

1. The Executive Director must be notified two (2) weeks in advance of all construction activities planned to take place at the AOA.
2. Contractors and or tenants planning to undertake construction activities at the airport must present a Safety During Construction Plan for approval by the Executive Director.
3. Contractors are responsible for insuring that all persons involved in the construction project follow the approved safety during construction plan.
4. All personnel and equipment shall remain in approved staging areas, haul routes and construction areas.
5. If the Control Tower is in operation, no vehicle, equipment, or personnel shall enter the movement area of the AOA without permission of control tower personnel. This permission is normally granted via radio.
6. Contractors shall provide personnel as necessary at the contractors' AOA access gate to insure AOA security and provide escort for inspectors, etc. to the construction site where necessary.
7. All construction vehicles entering the AOA shall be marked with a three-foot square orange and white checked flag for daytime activities and a 360-degree rotating or flashing amber light during nighttime activities.
8. The airport has numerous underground utilities not identifiable by normal locator services. All excavation at the airport must be coordinated with the Executive Director prior to commencing any digging.
9. Contractors shall locate and mark utility routes at intervals of not more than 25 feet in the vicinity of construction.
10. Contractors shall mark excavations and closed pavement areas with lighted barricades or other devices acceptable to the Executive Director.
11. Contractors shall immediately notify the Executive Director of any cable cuts and shall properly repair any damage at the contractor's expense.

12. Any type of fueling support equipment used is subject to inspection and must comply with local fire and safety codes.
13. Contractors shall provide trash dumpsters and insure that trash from construction is not wind-blown beyond the construction site limits.
14. Contractors shall provide sweeping capabilities to clean pavement areas if deemed necessary by the Executive Director.

SECTION XI COST RECOVERY

1. It is the policy of the Airport Authority to recover costs it incurs, including consultants' and attorneys' fees, in reviewing non-routine matters requiring the Airport Authority's approval.
2. For purposes of this Section, "non-routine matters" means requests for Airport Authority approval that involve complex issues, substantial or protracted negotiation, or review under compressed timeframes, in the Executive Director's sole discretion, or in which costs are incurred in excess of \$2,500.
3. Any attorneys' or consultants' fees and costs shall be billed to the requesting party at the same rates charged to the Airport Authority.
4. Once it is determined that the Airport Authority has incurred costs on a non-routine matter, it shall be entitled to recover any and all costs, including consultants' and attorneys' fees, related to the request requiring the Airport Authority's approval.
5. Cost recovery shall be implemented through contingent approval of the request, and the contingent nature of the approval may not be satisfied until such time as the Airport Authority is reimbursed for its costs incurred.

SECTION XII U.S. CUSTOMS AND BORDER PROTECTION FACILITY

1. All aircraft, boaters and persons accessing or utilizing any portion of the U.S. Customs and Border Protection (USCBP) Facility Ramp shall comply with all USCBP requirements and procedures.
2. All aircraft and boaters clearing USCBP at the Airport shall pay fees in accordance with the Airport Authority's Fee Schedule. Fees shall be paid via the automated kiosks located in the USCBP Facility. Fees not paid through the automated kiosks shall be subject to surcharges and late fees in accordance with the Authority Fee Schedule. Failure to pay any fee associated with use of the USCBP Facility may result in loss of Airport access and associated privileges and liens against aircraft.
3. All persons, tenants, employees, or contractors requiring access to the USCBP Facility Ramp for the purposes of servicing of aircraft shall be badged in accordance with the Authority Badging Policy. Such persons shall also be vetted and receive approval through the USCBP Office.
4. All garbage removed from the aircraft shall be treated as international waste and shall be disposed of in the appropriately labelled receptacles. Failure to do so may result in fines and loss of Airport access and associated privileges. Any spill or loss of containment involving regulated international waste shall be reported to Airport security immediately.
5. Aircraft shall not be allowed to remain on the USCBP Facility Ramp beyond such time as is required to clear the USCBP Facility.

Section XIII AIRPORT OBSERVATION AREA

The Airport Observation Area is located adjacent to the Airport Authority Administration building located at 903 NW 35th St and is subject to the following rules:

- Park hours from sunrise to sunset
- No public restrooms
- Motorized vehicles in the parking lot only
- No alcoholic beverages allowed
- Do not feed wildlife
- Remain on path
- Tobacco products prohibited
- Drones, kites, balloons, remote controlled aircraft, fireworks, or confetti of any kind are not permitted
- No lasers
- No littering
- No overnight occupancy or camping

Section XIV GEOENGINEERING AND WEATHER MODIFICATION ACTIVITY

Florida law prohibits the intentional release of chemicals, compounds, substances, or apparatuses into the atmosphere with the specific aim of altering temperature, weather, climate, or sunlight intensity. Florida public-use airports must report aircraft equipped for weather modification or geoengineering to the Florida Department of Transportation, inventory aircraft designed to emit contaminants to affect climate and track related activities such as landings or takeoffs.

Any individual with knowledge of such aircraft equipped with such equipment operating on or parked at the Boca Raton Airport (BCT) must report the details of the aircraft and aircraft operation to the Boca Raton Airport Authority, as soon as practical.

Email: AirportAuthority@BocaAirport.com
Contact Webpage: <https://bocairport.com/contact-page/>
Phone: 561.391.2202