

# Lake Charles Regional Airport Rules, Regulations and Fees

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## GENERAL PROVISIONS

### Section 1 – Definitions

The following words and terms when used in these rules and regulations have the meanings respectively ascribed to them by this section.

1. Aircraft – Any self-powered device or vehicle for human flight.
2. Aircraft Operator – Any person, firm, corporation, company, association or organization owning, leasing, controlling or operating any aircraft, or causing the operation thereof.
3. Air Operations Area – The portions of the Airport within the Airport security fence designated or made available from time to time by the Executive Director for aircraft and related operation, and shall include without limitation the airfield, runways, taxiways, ramps, aprons, aircraft tie-downs and areas appurtenant to such portions of the Airport property leased or assigned for exclusive use by tenants or their lessees, patrons or invitees.
4. Airport – All property now or hereafter purchased, leased, donated, or used for the Lake Charles Regional Airport including such property which may be subject to an exclusive lease of license agreement.
5. Airport Authority – The Lake Charles Regional Airport Authority created pursuant to a Resolution adopted by the Calcasieu Parish Police Jury on January 4, 1962.
6. Airport Director – The chief administrative staff person appointed by the Airport Authority and charged with the duty to administer, protect, control, govern, and superintend the Lake Charles Regional Airport.
7. Airport Fire Chief – The designee and/ or certified ARFF Trainer.
8. Airport Maintenance Director – Individual in charge of maintenance and services at the airport.
9. Airport Marketing Director – Individual representing the Airport Authority with leases at airport and performs marketing for the prosperity of the airport.
10. Airport Official – The Airport Director, Maintenance Supervisor, Fire Chief, Executive Assistant and the Administration designee.

11. Airport Rules and Regulations – The rules and regulations for the Airport established by the Airport Authority and enforced by the Airport Director or designee.
12. Airport Starter – The uniformed individual charged with overseeing the ground transportation function and services operating at the Terminal Building, Regulations, and promptly reporting acts of non-compliance to the Airport Director or Administrative designee.
13. Authorized Emergency Vehicles – Any vehicle of the fire and rescue services department and police department and any vehicle with fire or crash and rescue equipment when summoned by authority of the Airport Manager or air traffic control personnel, while any such vehicle is responding to an emergency call or fire or security alarm, or while in pursuit of an actual or suspected violator of the law.
14. Based Aircraft – An aircraft other than military aircraft which is stored, tied down or kept at the Airport on a regular basis or at a monthly or longer fee for tie-down or storage.
15. Bus – A large vehicle having a passenger capacity of more than fifteen (15) passengers.
16. Business Permit – This permit issued to a person granting certain operating rights and requiring compliance with the Airport rules, regulations, minimum standards, insurance requirements and requiring the payment of specific fees for the right to use the Airport.
17. Chartered Ground Transportation – Transportation of persons for hire with a driver when advanced reservations have been made for a particular vehicle, person or group at a particular time in advance of flight time. All charters require a manifest by name or group and only those passengers may be boarded. Loading for a charter is restricted to the charter vehicle passenger loading area only. Chartered ground transportation shall not solicit passengers at the Terminal. Passengers who purchased advanced tickets or who made up loads of unrelated passenger shall not be deemed chartered ground transportation.
18. Commercial Aircraft – Any aircraft used or operated for hire, profit, or any revenue producing purposes, cargo, whether scheduled or nonscheduled.
19. Commercial Aircraft Operator – Any aircraft operator who uses or operates any commercial aircraft.
20. Commercial or Business Activity – The sale, offering for lease, or the furnishing of any commodity, article, facility, or service at the Airport.

21. Courtesy Vehicle – Any motor vehicle not otherwise defined herein being used regularly for the transportation of customers or baggage between the Airport and any motel, hotel, casino, auto rental office or parking lot as a courtesy provided by such facilities which are not located on Airport property.
22. DFSD – Deputy Federal Security Director
23. Fixed Base Operator – A person, firm, or corporation subject to the provisions of a lease offering public services in any one or more of the following: the sales, service, refueling. Renting, and leasing of aircraft; sale of aviation parts, accessories, and hardware; performance of aircraft repairs, over-hauling, and modification; or provision of services, ground instruction, flight instruction, aerial photography and aerial advertising.
24. Flight School Operator – A person, firm or corporation engaged in a pilot flight training school at the Airport, limited to dual and solo training in fixed and rotary wing aircraft and such related ground school instruction as is necessary to prepare a student pilot to take a written and flight examination for a pilot's license or appropriate aircraft rating from the Federal Aviation Administration.
25. Ground Control - That function within the FAA Air Traffic Control Tower which control the movement of ground vehicles, equipment, personnel and taxing aircraft on airport runways and taxiways.
26. Limousine or Van – A motor vehicle, without a taximeter and with capacity for not more than fifteen (15) passengers for hire on demand.
27. Limousine Stand – An area on the Airport grounds or roadways designated by signs and /or other suitable means, and reserved for required parking of limousines or vans only while waiting to be hired.
28. Movement Area - The portions of the Airport cover which the FAA control tower controls the movement of all aircraft and vehicular traffic.
29. On Demand – Transportation of persons for hire with a driver using either taxis, limousines or vans meeting the general public at flight time at the designated location and having no specific passenger manifest and otherwise not qualifying as chartered ground transportation.
30. Off-Airport Rent-A-Car Operator - A rent-a-car operator which receives the benefits of use of the Airport, but does not have a lease of premises.

31. Park or Parking – The standing of a vehicle, whether occupied or not, other than momentarily.
32. Person – Any individual, firm, partnership, corporation, association or company (including and assignee, receiver, trustee or similar representative) of any state, or political subdivision.
33. Police Deputy or Security Officer – The law enforcement officers of the Parish of Calcasieu, or the City of Lake Charles, T.S.A., and the airport security coordinator.
34. Private Vehicle – Any vehicle operated for transportation of persons or baggage who are not customers of the commercial ground transportation operator and no revenue is being derived from the transportation whether directly or indirectly.
35. Roadway – The improved portion of any way on the Airport regardless of whether or not it is a dedicated public street or public highway for vehicular travel by the public, including the berm or the shoulder.
36. Security Coordinator – Liaison employee connecting the law enforcement personnel, T.S.A. and the airport into a continuous program of airport security.
37. Sidewalk – Any improved way on the Airport, which is designated or constructed for pedestrian travel by the public.
38. Stand or Standing – Allowing a vehicle to remain momentarily stopped, whether occupied or not, except when necessary for safety or for cause beyond control of the driver.
39. T.S.A. – Transportation Security Administration
40. Taxicab – Every motor vehicle designated and/or constructed to accommodate and transport passengers, and fitted with taximeter to indicate and determine the passenger fare charged by the trip or load for distance traveled and operating for hire on demand.
41. Taxicab Stand – An area on the Airport grounds or roadways designated by signs and /or other suitable means, and reserved for required parking of taxicabs only while waiting to be hired.
42. Terminal – The passenger terminal building of the Airport.
43. User – All commercial and non-commercial, persons which enter upon the Airport property.

44. Traffic – Includes both vehicular and pedestrian travel.
45. Vehicle – Any device for transporting persons or property, except aircraft.
46. Vehicle Operator – The owner or other person, firm or corporation operating or controlling the operations of one or more vehicles or any person who has rented such vehicle(s) for the purpose of operation by an agent.

## Section 2 – Revenue Producing Commercial Activities at the Airport

No person shall utilize or permit the utilization of any portion of the Airport or any structure, thereon, for revenue-producing commercial activities, or solicit business or funds for any business or for any activity, except by conducting the business as specifically authorized by a properly executed lease, use agreement, or with a business permit authorized by the Lake Charles Regional Airport Authority.

The following are considered to be commercial activities: advertising, air carriers, barber, banking, courtesy vehicles, cargo and freight service, fax service, fixed base operators, food and beverage services, gift shop and newsstand, hotel and motel, insurance, limousine and van service, offices, rental cars, petroleum products, shoe shine, sky cap, taxicab, vending, and western union. However, commercial activities are not limited to the categories listed above.

## Section 3 – Damage to Airport Property

Any person causing or liable for, any damage shall be required to pay the Lake Charles Regional Airport Authority on demand the full cost of repairs. Any person failing to comply with these rules and regulations may be refused the use of any facility until the Airport Authority has been fully reimbursed for damages.

## Section 4 – Entry and use conditioned Upon Conformity with Regulations

Any permission granted to an aircraft or motor vehicle operator, passenger, visitor, lessee, licensee, or any person, firm or corporation, whether directly, indirectly, specifically or by implication, to enter upon or use the Airport, or any part thereof, including without limitation the employees and invitee of any such person, firm or corporation, is conditioned upon conformity with the provisions of these Airport Rules and Regulations as conditions may warrant.

## Section 5 – Solicitation

The soliciting of business, fares, alms, or funds for any purpose on the Airport without the express permission from the Airport Administration is prohibited.

## Section 6 – Special Events or Demonstrations

Special events of demonstrations will be permitted on the Airport only upon written request to the permission by the Airport Director.

## Section 7 – Loitering

No person shall loiter on any part of the Airport or in any building on the Airport and must be prepared to give a satisfactory explanation of his/her presence to Security Coordinator, sheriffs and/or security officer personnel.

## Section 8 – Fire Prevention Generally

All applicable ordinances and regulation of the Lake Charles Fire Department and all orders of the Airport Fire Chief shall be adhered to by all tenants, licensees and concessionaires at the Airport, in all respects pertaining to fire prevention and handling of flammables and solvents.

## Section 9 – Storage of Equipment

No tenant or lessee on the Airport shall store or stack material or equipment in such a manner as to constitute a hazard to persons or property.

## Section 10 – Refuse Disposal

No person shall keep uncovered trash containers in any area. Areas to be used for trash or garbage containers shall be designated by the Airport Planning Department or Administration designee and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

## Section 11 – Inspection of Premises, Facilities, Equipment and Procedures

All areas under lease, all business operations, and private operations conducted on the Airport shall be subject to inspection by an Airport official. If it is determined during an inspection that the person is not in compliance with the rules and regulations or minimum standards of the Airport, or that a hazard exists, then the person shall be required to remedy the compliance problem or correct the hazard as directed by the Airport official.

## Section 12 – Penalties

1. Any person operating in violation of any provision of any Airport rule or regulation, or failing to comply therewith, may be charged with trespass, promptly grounded, removed or ejected from the Airport by or under the authority of the

Airport Director, and may be deprived of the further use of the Airport and the facilities for such length of time as may be required to insure the safeguarding of the same public and its interest therein.

2. Any person violating any of the provisions of Traffic Control of these rules may be fined five dollars (\$5.00) for each violation. Each day of such violation shall constitute a separate offense.

### Section 13 – Business Permit Fee and Requirements

1. Permit Fee – All revenue producing commercial activities at the Airport as described in Section 2 of General Provisions shall pay an annual business permit fee of \$120.00 prorated monthly.
2. Permit Requirement – The Airport Authority may issue a business permit only upon receipt of a signed and verified lease, use agreement or application from the respective business owners containing at least the following information, agreements, and proof:
  - (a) The names, address and social security numbers of every person or corporation having an interest in the business;
  - (b) For corporations not doing business or contractors, the names, address and social security numbers of every person having an interest in the business; and with multi-owners of private aircraft, the names, address, social security numbers and finger prints of individuals having an interest in.
  - (c) Proof of liability insurance;
  - (d) A written agreement to pay the appropriate fees and charges for all Airport operation on a monthly basis by the twentieth of each month;
  - (e) A written agreement covenanting to obey and follow all rules and regulations published by the Airport Authority;
  - (f) Proof of all business permits and licenses required by the United States of America, the State of Louisiana, and the parish of Calcasieu;

### Section 14 – Insurance

Proof of liability insurance is required for all commercial activities operating on the Airport.

1. Insurance specification for all aviation operations are contained in the minimum standards for operators and businesses.

2. Insurance specifications for ground transportation vehicles are as follows:
  - (a) Up to 4 passengers \$100,000/\$3000,000/\$1000,000
  - (b) Up to 11 passengers \$100,000/\$500,000/\$100,000
  - (c) Over 11 passengers \$1,000,000 Combined Single Unit
3. The Lake Charles Regional Airport Authority shall be an additional insured on all policies of commercial activities operating on the Airport.
4. Commercial businesses shall certify as to the amount and type of insurance covering all of its business operations on the Airport by providing the Airport Authority with an original Certificate of Insurance, naming the Airport Authority as an additional insured prior to authorization to begin any commercial business activity. Additionally, all insurance shall be written by an insurance company licensed by Lake Charles Regional Airport Authority shall be notified by the insurance agent immediately when any change to a policy occurs.

## **AIRFIELD OPERATIONS**

### **Section 1 – Purpose**

It shall be unlawful for any person to operate any aircraft on the Airport except in conformity with all Federal Aviation Administration Regulations, the Minimum Standards for Operators and Businesses, and the Airport Rules and Regulations.

The purpose of these rules and regulations is to ensure that fair and equitable standards are maintained by all users, that high quality services are available to the public, and that the Airport Authority is adequately compensated by Airport users for the benefits they derive from use of the Airport.

### **Section 2 – Use of Runways and Taxiways, Towing Aircraft**

No aircraft, vehicle or equipment may be used or operated on any aircraft movement area or within 100 feet of any Airport runway or taxiway without permission from the Airport ground control and without maintaining direct two-way radio contact with the ground control, or being within call of an escort having such radio contact. No person shall tow an aircraft anywhere in the aircraft movement area without permission from the ground control and without maintaining direct two-way radio contact with ground control.

### **Section 3 – Use of Operations Area**

1. No person shall use or operate any aircraft, vehicle or equipment, including authorized emergency vehicles, in the air operations area except in conformity with the provisions of the Airport Rules and Regulations or by the specific permission for such operation granted by the Airport Director or an Airport official, except for authorized emergency vehicles, no vehicle or equipment may be used or operated in the air operations area without such identification as the Airport Operations Director may reasonably prescribe.
2. No person may operate an aircraft on any part of the surface of a closed portion of the Airport (including areas used by those aircraft for receiving or discharging persons or cargo).
3. All aircraft operations on the Airport must be conducted by users so as not to interfere with, or create a hazard to other users.

The Airport Operator is by regulation and national policy, responsible for controlling access to each Air Operations Area. This responsibility includes methods for preventing the entry of unauthorized persons or ground vehicles, controlling movement of persons and ground vehicles within each Air Operations or SIDA Areas.

Access control for every point at an airport that provides entry into the AOA, includes those FIXED BASE OPERATORS, and ALL TENANTS, to include air carriers, and be viewed as the direct responsibility of the Airport Operator.

The overall responsibility for vehicle operations on an airport rests with the Airport Management. The best way to ensure that such operations are conducted in a safe and orderly manner is to establish rules and/or regulations that all drivers operating on the airport must obey. The following rules and regulations address such areas as access, vehicle operator requirements, vehicle insurance requirements, operations and enforcement.

Step one is to restrict access to the Air Operations Area (AOA) to those vehicles that have a need to be there. The AOA is the area used or intended to be used for surface maneuvering of aircraft.

Drivers are:

- (1) Required to possess a valid state driver's license.
- (2) Required to be familiar with airport layout including designation of runways and taxiways. And in most cases take part in a ground movement class performed by the Airport Trainer and Fire Chief.
- (3) Required to be familiar with boundaries of movement areas, and areas requiring authorization from Air Traffic Control to enter.
- (4) Required to understand the meaning of Control Tower light gun signals.
- (5) Required to comply with all signs, automated and mechanical equipment, lights and signals.
- (6) Required to operate a registered vehicle by provisions of State law.

No person shall operate a motor vehicle of any kind in the AOA in a reckless or negligent manner or in excess of the speed limits prescribed, in and in no event, in excess of ten (10) miles per hour.

Vehicle requirement items include:

- (1) Marking and identification of vehicle.
- (2) Equipment requirements, beacons, mirrors, two-way radios, fire extinguishers, speedometers, etc.
- (3) Insurance coverage. Persons operating a motor vehicle of any kind in the AOA shall maintain automobile insurance coverage with minimum limits of \$100,000.00 each person, \$300,000.00 each accident for personal injury and/or death and \$100,000.00 each accident for property or damage; or \$300,000.00 combined single limit of liability.

- (4) Vehicle condition requirements and inspection.
- (5) All vehicles will park only in parking lot areas designated by the Management of the airport. Individuals with T-Hangars may be allowed to park their vehicles in their respective hangars while their aircraft is out of "said" hangar. Under no circumstances are vehicles allowed to park on the grass areas of the AOA.
- (6) Persons loading or unloading in from of the Transit Aviation building have a ten (10) minute time limit posted.
- (7) Any vehicle disabled, abandoned or parked in violation of these rules and regulations, or which present an operation problem in the AOA, will be hauled away at the vehicle operator's expense without liability for damage which may result from such move.
- (8) Prohibitions on:
  - (a) Leaving a running vehicle unattended.
  - (b) Driving under an aircraft.

CONSEQUENCES OF NONCOMPLIANCE WITH RULES AND REGULATIONS

Consequences of noncompliance by an employee, tenant or contractor are as follows:

	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Employees	Airport Mgmt.	Suspension	Termination
Tenants	Training Dept. Session	Suspension of Drive Thru Gate Card	Escort Only
FBO*	Training Dept. Session	Suspension of employee gate card – add training	\$2,000 fine
Contractors	Training Dept. Session	Suspension of Drive Thru Gate Card – Additional Training	\$2,000 fine and use of AOA by Escort only

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\*FBO – is responsible for all persons loading and unloading bags in their respective area – especially in the ten (10) minute parking and vehicles parked in areas loading aircraft.

Moreover, FBO is also responsible for its own employees' driving and their contractors doing business anywhere on airport property.

#### Section 4 – Unattended Aircraft

It shall be unlawful for an aircraft operator to leave any aircraft unattended in the air operation area except at gate positions or in areas designated therefore by the Airport Director, and in a manner approved.

#### Section 5 – Restricted Areas

No unauthorized person shall transgress the Terminal security area or Airport security fence, or enter the air operations area, control tower or any area or place posted as restricted by the authority of the Airport Director or Airport Security Coordinator. Airport tenants and licensees shall not permit unauthorized entry into or upon such restricted areas and places and shall immediately report any such entry to the Airport Security Coordinator.

#### Section 6 – Airport Gate Procedures

Tenants permitted access to the Airport through a gate are responsible for: (1) ensuring that gates are closed immediately after use; (2) reporting any abnormal condition of a gate to an Airport official; and (3) the control of those employees and customer using the gate provided for tenant access. Airport officials shall have the right and it shall be their duty to close any gate not operated in conformity with Airport Security Program.

#### Section 7 – Loading and Unloading Passengers

No aircraft operator shall load or unload passengers in the air operation area except in areas designated by the Airport Director.

#### Section 8 – Smoking

No person shall smoke on any Airport ramp or apron, in any gasoline storage area of in any building, room or place on the Airport where no-smoking signs are posted by authority of the Airport Director or his designee within 100 feet of any fuel truck of fueling or de-fueling operation.

#### Section 9 – Damage to Airport Property or Equipment

Anyone who damages any Airport property or equipment shall make a report to the Airport as soon after the occurrence as possible, and in any event within 48 hours after such occurrence, and shall reimburse the Airport Authority for all expenses incurred to repair or replace such damaged property or equipment.

## Section 10 – Maintenance of Leased Property

All Airport tenants shall maintain their leased property in a good condition of repair, cleanliness and general maintenance acceptable to the Airport Director or Marketing Director in accordance with their individual lease agreements. All such tenants shall allow the Airport Designee or any Airport official to inspect the leased premises at all reasonable times.

## Section 11 – Charge for Air Carrier Use of Airfield and Facilities

All civil aircraft landing on the Airport as a commercial carrier shall pay a landing fee and/or other appropriate fee as determined by the Airport Authority as follows:

1. Scheduled passenger airlines which have a signed lease and use agreement with the Airport Authority shall pay:
  - (a) A landing fee of 94/100 dollars (\$.94) per one thousand (1000) pounds of approved maximum gross landing weight; or
  - (b) A minimum landing fee of Twelve and 25/100 dollars (\$12.25) per landing.
  - (c) Exclusive and non-exclusive space rent as provided in the lease; and
  - (d) An overnight aircraft parking fee as provided in lease; and
  - (e) Other facility charges as provided in the lease.
2. Air cargo airlines which have a signed lease and/or use agreement with the Airport Authority shall pay:
  - (a) A landing fee of 1.25/100 dollars (\$1.25) per one thousand (1000) pounds of approved maximum gross landing weight; or
  - (b) A minimum landing fee of Twelve and 25/100 dollars (\$12.25) per landing.
  - (c) Exclusive and non-exclusive space rent as provided in the lease; and
  - (d) An overnight aircraft parking fee as provided in lease; and
  - (e) Other facility charges as provided in the lease.

3. Charter air carriers which have a signed lease and/or use agreement with the Airport authority shall pay:
  - (a) A landing fee of 90/100 dollars (\$.90) per one thousand (1000) pounds of approved maximum gross landing weight; or
  - (b) A minimum landing fee of Twelve and 25/100 dollars (\$12.25) per landing.
  - (c) Exclusive space rent as provided in the lease; and, with respect to non-exclusive terminal space, the rent shall be assessed per passenger based on the aggregate of all charter passengers per month by carrier on the following rate schedule:

<u>AGGREGATE MONTHLY PASSENGERS</u> <u>PER CARRIER</u>	<u>RATE PER PASSENGER</u>	
	<u>ENPLANE</u>	<u>DEPLANE</u>
0 to 4,800	\$ 1.00	\$ .75
4,801 to greater	\$ .85	\$ .55

- (d) An overnight aircraft parking fee as provided in the lease; and
  - (e) Other facility charges as provided in the lease.
4. A lease and/or use agreement will be offered to a qualified aircraft operator when such operator agrees to one of the following general contract conditions:
  - (a) An exclusive lease or premises for at lease one (1) year; or
  - (b) A use agreement which guarantees the Airport Authority at least Five Hundred Dollars (\$500.00) per quarter.
5. Any scheduled passenger airlines, air cargo or charter air carrier which have not signed a current lease and/or use agreement with the Airport Authority shall pay:
  - (a) A landing fee of 1.25/100 dollars (\$1.25) per one thousand (1,000) pounds of approved maximum gross landing; and
  - (b) Exclusive and non-exclusive space rent at a premium rate of one hundred fifteen percent (115%) of the rate paid by comparative aircraft operators who have a duly executed lease; and
  - (c) An overnight aircraft parking fee assessed at a rate of one half (1/2) of the landing fee; and

- (d) Other facility charges at a premium rate of one hundred fifteen percent (115%) of the rate paid by comparative airport operators who have a duly executed lease.
- 6. General aviation aircraft operating as civil air carriers on a chartered, air-taxi or non-scheduled basis shall pay an Airport use fee based on landing fees or percent of gross business as is determined appropriate by the Airport Authority.
- 7. General aviation aircraft or operators which utilize the Airport for commercial purposes, for hire, profit, or any revenue producing purpose, including those purposes cited in the Minimum Standards for Operators and Businesses, shall pay an Airport use fee commensurate with that of similar operators as is determined appropriate by the Airport Authority.
- 8. All commercial air carriers shall pay the passenger facility charge approved by the FAA in accordance with FAR 158 when deemed appropriate.
- 9. For purposes of this section, military aircraft or aircraft owned by the United States Government shall not be charged a landing fee, but shall be assessed and considered under separate agreement.

#### Section 12 – Charge for Aviation Service and Fixed Base Operator use of Airfield and Facilities

The following fees and charges are established for aviation services, operations and fixed base operators performing commercial aviation activities on the Airport, and for aircraft owners with self-fuel owned aircraft as specified:

- 1. Fuel Flowage Fees – Commercial aviation operators and self-fuelers shall pay the Airport Authority \$.60 per retail gallon of fuel delivered.
  - (a) For each gallon of in-to-plane contract fuel for air carriers the rate shall be \$.50 per gallon until April 1994, and change thereafter based on changes in the Consumer Price Index.
  - (b) For each quart of oil sold, commercial operators shall pay the Airport Authority \$.32 per quart.

#### Section 13 – Interfering or Tampering with Aircraft

No person shall interfere or tamper with any aircraft, put in motion the engine of such aircraft, or use any aircraft parts, instruments or tools without permission of the owner or by specific direction of the Airport Manager.

#### Section 14 – Ultralight Aircraft

Operation of ultralight aircraft (as defined in Federal Aviation Regulation Part 103) is prohibited at the Lake Charles Regional Airport.

#### Section 15 – Disabled Aircraft

- (a) All disabled aircraft and parts thereof on the air operations area shall be promptly removed by the owners.
- (b) If any person refuses to move an aircraft or part thereof, such aircraft or part may be removed by the Airport Authority at the direction of the Airport Designee and without liability for damage, which may result in the course of or after such moving.

#### Section 16 – Aircraft Fueling Generally

No person shall fuel or de-fuel an aircraft on the Airport unless the following requirements are satisfied:

- (a) The requirements of either the Minimum Standards for Operators and Businesses or the Self-Fueling Regulations and Minimum Standards have been met.
- (b) The electrical potential of the aircraft and fueling vehicle are properly grounded;
- (c) An operable fire extinguisher is immediately available to the fuel handler;
- (d) All equipment and vehicles used in the fueling process are properly maintained;
- (e) The aircraft engines are not operating (unless specifically permitted by Federal Aviation Administration or United States military regulations);
- (f) All unnecessary electrical devices in the aircraft are deactivated.

## **TRAFFIC CONTROL**

### **Section 1 – Powers and duties of the Airport Director Generally**

It shall be the duty of the Airport Director to plan and determine the installation and placing of all traffic control devices and markings within the confines of the Airport; to plan and direct the safe operation and the parking of all vehicular traffic on the roadways and vehicular parking areas; to conduct investigations of traffic conditions at the Airport; to improve safe and expeditious movement of vehicular and pedestrian traffic upon the Airport; and to carry out any additional powers conferred and duties imposed by State Law.

### **Section 2 – Obedience to Traffic Control Devices**

- (a) All pedestrians and vehicle operators shall obey the instruction of official traffic control devices applicable thereto unless otherwise directed by a police officer, fireman, the Airport Security Coordinator or other Airport official including deputies of the Sheriff's office.
- (b) The provisions of this chapter shall not apply to authorized emergency vehicles as defined in General Provisions; however, this shall not relieve the driver thereof from the duty to drive with due regard for the safety of all persons.
- (c) No person shall willfully fail or refuse to comply with any lawful order, signal or direction given by any Officer or person designated in subsection (a) above.

### **Section 3 – State Driver's License required**

No person shall operate a vehicle upon any roadway or other place on the Airport without a license as required by state law to operate such vehicle on State highways, and it shall be unlawful for any person, being the owner or in charge or control of any vehicle, to permit another to operate such vehicle on a roadway or the Airport without such State license.

### **Section 4 – Parking of Vehicles; Illegal to Abandon**

- (a) No person shall park a vehicle for loading, unloading or any other purpose on the Airport other than in the places specifically designated for such parking and in the manner indicated by signs, markings and other means.
- (b) It shall be unlawful to abandon any vehicle on the Airport. A vehicle shall be deemed to be abandoned if it is left unattended in an unauthorized area on the Airport without notice to a police officer or Airport official.

## Section 5 – Authority to Cause Removal of Abandoned Vehicles

Whenever the Airport Director, Security Coordinator, Security Officer or any police officer shall find on the Airport any vehicle about which there is reasonable cause to believe it is lost, stolen, or abandoned, or any vehicle which is or is likely to become an obstruction on any roadway or in any traffic lanes, in an Airport parking facility or to be without proper protection by reason of the person in charge or control thereof having been arrested or incarcerated, the Airport Director, Security Coordinator, Security Officer or such police officer shall have the authority to immediately cause the same to be removed to and impounded on the Airport or for such purposes at the operator's expense and without liability for damage which may result in the course of such towing.

## **GROUND TRANSPORTATION SERVICES**

### **Section 1 – Purpose**

This chapter establishes rules and regulation for the conduct of ground transportation services at the Terminal building and is applicable to taxicabs, limousines and vans, hotel/motel/casino courtesy vehicles, off-airport rent-a-car operations, public transportation, and chartered transportation services.

The purpose of these rules and regulations is to ensure that fair and equitable standards are maintained by all users, that high quality services are available to the public, and that the Airport Authority is adequately compensated by Airport users for the benefits they derive from use of the Airport.

### **Section 2 – Operation of ground transportation Services on Airport**

Except as authorized by written business permit or contract with the Authority, no taxicab, limousine and van, hotel/motel/casino courtesy vehicle, off-airport rent-a-car, public transportation, or chartered transportation services, while on the Airport, shall engage in contracting for the transportation of persons or property from the Airport Terminal building. Such written agreement shall be in addition to any license or permit required by law or ordinance for the operation of such vehicle.

### **Section 3 – Loading Stands**

Taxicabs, limousines and vans, hotel/motel/casino courtesy vehicles, off-airport rent-a-cars, and chartered transportation services authorized to operate on the Airport shall use only the loading stands designated by the Airport or Security Coordinator for such a purpose.

### **Section 4 – Display of Permit**

All taxicabs, limousines, hotel/motel/casino courtesy vehicles, off-airport rent-a-cars, and chartered transportation services authorized to operate on the Airport shall at all times display a vehicle permit in the manner prescribed by the Airport Security Coordinator. Any operator not displaying such permit shall be deemed to be operating in violation of Section 2 of Ground Transportation Services.

### **Section 5 – Drivers Utilization of Terminal Facilities**

All ground transportation drivers meeting the general public on an “on demand” basis or a “chartered” basis may utilize the facilities in the Terminal building under the following conditions:

- (a) To aid passenger who has specifically requested such aid or to assist a passenger with his/her luggage;
- (b) To answer a direct request of services from airline personnel;
- (c) Prior to the announcement of the arrival of incoming airline flight. Once the announcement of the arrival of a flight has been made, all ground transportation personnel must immediately leave the Terminal building and proceed to their vehicles and remain within five (5) feet of the vehicle. Ground transportation personnel are not allowed in the Terminal while flight is docked at the Terminal
- (d) No ground transportation personnel shall loiter on any part of the Airport or in any building on the Airport.
- (e) Alcoholic beverages are forbidden.
- (f) Disrupting Airport employees, contractors and workmen is forbidden.
- (g) Use of private business/tenants and Airport Authority telephone is forbidden.
- (h) Ground transportation personnel must maintain a professional image at all times.

Wanton violators of the privilege to utilize the Terminal building facilities will be banned from the Airport by the Airport Security Coordinator or Sheriff Deputies.

#### Section 6 – Authorization to Depart with Fares

After loading a fare or any passenger, the driver of each taxicab, limousine and van or bus operating as a charter, courtesy, or on demand ground transportation must receive permission to leave from the Starter prior to departure from the taxi, limousine, courtesy or charter vehicle stand.

#### Section 8 – Courtesy

Each driver of any taxi, limousine and van, hotel/motel/casino courtesy vehicle, off-airport rent-a-car, public transportation, or chartered transportation service must at all times treat members of the public with the utmost courtesy.

#### Section 9 – Duty to Obey Airport Starter

Each driver of any taxi, limousine and van, hotel/motel/casino courtesy vehicle, off-airport rent-a-car, public transportation, or chartered transportation service must at all times obey all lawful commands and orders of the Airport Starter.

## Section 10 – Signs for Charter Ground Transportation

- (a) A sign measuring no more than 6” x 24” stating “charter only” may be displayed on charter vehicles when operated for charter purposes.
- (b) A sign may be hand held by the charter driver at the vehicle measuring no more than 2’ x 2’ stating only the transportation company’s name and the group or person to be met.

## Section 11 – Other Vehicle Signs

- (a) All vehicle signs approved for vehicle operations in the Cities of Lake Charles/Sulphur/Leesville/DeRidder are approved for operation at the airport; including, but not limited to, standard, lighted taxicab top signs, commercial advertising signs, and signs which are affixed to the vehicle and appear within the profile of the vehicle.
- (b) Only one (1) ground transportation company sign shall be authorized per vehicle.
- (c) Advertising of rates on vehicle signs shall be restricted to such rates as are published with the Airport in Section 12 of this rule.

## Section 12 – Published Passenger Rates

- (a) All on demand taxi and limousine operators shall publish passenger rates with the Airport. Such rates may be changed periodically; however, all rates shall be effective on the first day of the month following a minimum thirty (30) day notice.
- (b) Rate published and advertised must be the same as rates charged to passengers.
- (c) Rates for new applicants are required to be submitted with the operator’s application.

## Section 13 – Driver Identification

Ground transportation drivers shall show their Louisiana State Motor Vehicle Operator’s License to the Airport Starter upon request.

## Section 14 – Starter Charges

A fee shall be paid by each ground transportation company to help defray the cost of an administrative person (Starter) who shall preserve order by regulating the picking up of passengers at the Terminal building.

1. On Demand Limousines and Vans

2. On Demand Taxicabs

Section 15 – Ground Transportation Commissions

1. Off-Airport Rent-A-Car Vehicles

Off-airport rent-a-car vehicles shall pay the Airport Authority a seven percent (7%) gross commission on all rentals generated from the Airport property.