



28855 Lockheed Drive  
Eugene, Oregon 97402  
[www.flyEUG.com](http://www.flyEUG.com)

---

# Rules and Regulations

---

City of Eugene  
Eugene Airport  
(Mahlon Sweet Field)

---

---

## Table of Contents

<b>1. DEFINITIONS</b> .....	<b>5</b>
<b>2. INTRODUCTION</b> .....	<b>10</b>
<b>2.1 Purpose</b> .....	<b>10</b>
<b>2.2 Administration and Responsibility</b> .....	<b>10</b>
<b>2.3 No Pre-Emption</b> .....	<b>10</b>
<b>2.4 No Actual or Implied Contract</b> .....	<b>10</b>
<b>2.5 Changes to Rules and Regulations</b> .....	<b>10</b>
<b>2.6 Nondiscrimination</b> .....	<b>10</b>
<b>2.7 Authority of Airport Director</b> .....	<b>10</b>
<b>3. GENERAL RULES &amp; REGULATIONS</b> .....	<b>11</b>
<b>3.1 Accidents or Incidents</b> .....	<b>11</b>
<b>3.2 Advertisements</b> .....	<b>11</b>
<b>3.3 Animals</b> .....	<b>11</b>
<b>3.4 Airport liability</b> .....	<b>11</b>
<b>3.5 Cleanliness of airport</b> .....	<b>11</b>
<b>3.6 Commercial Activity</b> .....	<b>12</b>
<b>3.7 Compliance with regulatory measures</b> .....	<b>12</b>
<b>3.8 Construction and alteration</b> .....	<b>12</b>
<b>3.9 General Conduct</b> .....	<b>12</b>
<b>3.10 Hazards to Aviation</b> .....	<b>12</b>
<b>3.11 Hours of Operation</b> .....	<b>13</b>
<b>3.12 Lost and Found</b> .....	<b>13</b>
<b>3.13 Media Relations</b> .....	<b>13</b>
<b>3.14 No Lodging</b> .....	<b>13</b>
<b>3.15 Permits and leases</b> .....	<b>14</b>
<b>3.16 Preservation of Property</b> .....	<b>14</b>
<b>3.17 Radio and Wireless Communication</b> .....	<b>14</b>
<b>3.18 Tobacco Products</b> .....	<b>14</b>
<b>3.19 Marijuana</b> .....	<b>145</b>
<b>3.20 Soliciting Rides</b> .....	<b>15</b>
<b>3.21 Through –the-Fence Access</b> .....	<b>15</b>
<b>3.22 Vehicles at the airport</b> .....	<b>15</b>

---

<b>4. SAFETY, SECURITY AND ACCESS CONTROL .....</b>	<b>17</b>
4.1 Access to Non-Public Areas .....	17
4.2 Restricted Areas.....	17
4.3 Weapons, Explosives, and Incendiaries .....	17
4.4 Airport Security and Enforcement.....	17
4.5 Keys and Locks .....	18
4.6 Airport Access ID.....	18
<b>5. FIRE/EXPLOSION PREVENTION AND ENVIRONMENTAL PROTECTION.....</b>	<b>19</b>
5.1 General.....	19
5.2 Fire Regulations .....	19
5.3 Storage of Flammable Liquids.....	19
5.4 Hazardous Substances.....	19
5.5 SWPPP and SPCC Management .....	19
5.6 Sewer Discharges .....	20
5.7 Release Notification and Response .....	20
5.8 Threatened and Endangered Species .....	20
5.9 Asbestos and Lead Paint Abatement.....	20
5.10 Storage Tanks .....	21
5.11 Record Keeping.....	21
5.12 Notice of Environmental Permitting.....	21
5.13 Notice of Environmental Violation.....	21
<b>6. TERMINAL OPERATIONS .....</b>	<b>22</b>
6.1 Terminal Maintenance .....	22
6.2 Trash, Recycling and Concession Refuse.....	22
6.3 Decorations .....	22
<b>7. TENANT RULES AND REGULATIONS .....</b>	<b>23</b>
7.1 Landscaping Requirements.....	23
7.2 Tenant Accident and Incident Reporting Requirements.....	23
<b>8. FREE SPEECH.....</b>	<b>24</b>
8.1 Free Speech Policy.....	24
8.2 Designated Speech Areas .....	24
8.3 Restrictions.....	24
<b><u>9. ENFORCEMENT .....</u></b>	<b><u>245</u></b>
<b><u>9.1 Authority of Airport Director .....</u></b>	<b><u>245</u></b>

---

---

<a href="#">9.2 Penalties</a>	245
<a href="#">10. APPEALS</a>	246
<a href="#">11. GROUND TRANSPORTATION SERVICES</a>	247
<a href="#">11.1 Ground Transportation Services</a>	247
<a href="#">11.2 General Operating Requirements</a>	248
<a href="#">11.3 AVI</a>	31

---

## 1. DEFINITIONS

The following definitions shall apply to the Rules and Regulations. Specific sections where the defined terms are used may provide the context for a defined term.

Access Device Any security key, lock combination or other device, besides a Security Badge, manufactured or created for the purpose of accessing the Restricted Area or Sterile Area through a door or gate.

Accident A collision, exchange of energy or other contact between any part of an Aircraft, Vehicle, equipment, individual, or stationary object which results in property damage, personal injury, or death.

Aeronautical Activity Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft or is required for the safety or security of such operations. A more descriptive definition can be found in Appendix 1, General Aviation Minimum Standards.

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

Agreement A written contract, executed by both parties, enforceable by law, between the City and another entity granting a concession, transferring rights or interest in land and/or Improvements, and/or otherwise authorizing certain conduct or certain use of Airport facilities.

Air Carrier Any entity engaged in the operation of any Aircraft, whether scheduled or non-scheduled, for the purpose of transporting passengers, mail, freight, or cargo, and whose operation is either intrastate or interstate and is in compliance with all of the federal regulations governing or pertaining to the operation of the same.

Air Traffic Control (ATC) A service operated by the appropriate authority to promote the safe, secure, orderly, and expeditious flow of air traffic or a service operated by the appropriate authority sanctioned and certified by the FAA for the control, separation, and movement of Aircraft in the air or on the ground.

Aircraft Any contrivance now known or hereafter invented which is used or designed for navigation of or flight in air, except a parachute or other contrivance primarily used as safety equipment. Examples include airplanes, airships, balloons, dirigibles, rockets, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, and seaplanes.

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

Airport The land and facilities known as Mahlon Sweet Airport (also referred to as the Eugene Airport and EUG) and all additions thereto.

Airport Customer Any individual who arrives at or departs from the Airport.

---

**Airport Director** The individual appointed by or under the authority of the City Manager to exercise the functions and authority described in the Airport Rules & Regulations. Reference to Airport Director shall include his or her designee.

**Airport Layout Plan (ALP)** The currently approved drawing depicting the physical layout of the Airport and identifying the location and configuration of current and proposed Runways, Taxiways, buildings, roadways, utilities, navigation aids, etc.

**Airport Operations Area (AOA)** The AOA includes the Runways, Taxiways, ramps and property located within the boundary of the perimeter fence. Access to the AOA is restricted and general public access to the AOA is controlled.

**Airport Security Coordinator (ASC)** The individual appointed by the City to serve as the primary and immediate contact for security-related activities and communications with the federal Transportation Security Administration (TSA). The ASC performs duties, as specified in 49 CFR 1542.3. Reference to ASC shall include his or her designee.

**Airport Security Program** A written program adopted by the Airport and approved by the Transportation Security Administration that provides for the safety and security of persons and property on the Airport as required by 49 CFR Part 1542.

**Airside** Those areas of the Airport that are used by, or are in support of Aircraft, including Airport Operations Area and Secured Area.

**Amendment** A change to the substance of these Rules that may include without limitation their repeal or significant supplementation, or a change that impacts the general public.

**Applicant** A party desiring to use land and/or Improvements at the Airport to engage in Aeronautical Activities and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such activities at the Airport.

**Apron or Ramp** Those paved areas of the Airport within the AOA designated by the Airport for parking, loading, unloading, fueling, or servicing of Aircraft.

**Authorized Signatory** An individual(s) designated by a Tenant or an Airport contractor who has the authority to execute documents on behalf of the Tenant or Airport contractor and will verify that each applicant from the Tenant or Airport contractor has a valid need for a Security Badge or Access Device.

**Avgas (Aviation Gasoline)** Fuel commonly utilized to power piston-engine Aircraft.

**Certificate of Insurance** A certificate provided by and executed by an Operator's or Tenant's insurance company evidencing the insurance coverages of the Operator or the Tenant.

**City** City of Eugene, Oregon.

**City Manager** The City Manager for the City of Eugene, or the Manager's designee.

---

**Commercial Activity** Any activity undertaken with the intent to generate and/or secure earnings, income, compensation (including exchange or barter of goods and service), and/or profit, whether or not such objectives are accomplished.

**Commercial Ground Transportation Vehicle** Any vehicle traveling on streets, roads, or highways that is owned, leased, or used by a business for the purpose of transporting Airport Customers and/or luggage to or from the Airport, whether said transportation is for hire or provided without charge.

**Concession** A retail, food and beverage, or rental car establishment at the Airport.

**Concessionaire** A merchant who operates a retail store, a food and beverage establishment, or rental car service at the Airport.

**EUG** The Eugene Airport (Mahlon Sweet Field)

**Eugene Code** The Eugene Code, 1971, the codification of the ordinances of the City of Eugene, Oregon.

**Federal Aviation Administration (FAA)** The federal agency responsible for the safety and efficiency of aviation operations.

**Foreign Object Debris (FOD)** Debris that may cause damage to Aircraft engines, Aircraft tires, or Aircraft skin, including but not limited to rocks, trash, or debris found on Runways, Taxiways and Aprons.

**Fuel** Any substance (solid, liquid, or gas) used to operate any engine in Aircraft, Vehicles, or other equipment.

**General Aviation** All aviation except aviation conducted by Air Carriers and military.

**Ground Transportation Permit** A permit issued to a Ground Transportation Permitted Business authorizing Commercial Ground Transportation Vehicles to pick up Airport Customers at the Airport.

**Ground Transportation Permitted Business** Any Ground Transportation business that has obtained a Ground Transportation Permit to operate at the Airport.

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

**Hazardous Material** Any substance regulated by the Environmental Protection Agency (EPA).

**Improvements** Any item constructed, installed, or placed on, under, or above any land on the Airport. Examples include buildings, structures, facilities, pavement, fencing, gates, and landscaping.

**Leased Premises** The land and/or Improvements used exclusively under Agreement by an Operator or Tenant for the conduct of the Operator's or Tenant's Activities.

---

**Movement Area** Runways, Taxiways and other areas of the Airport that are used for taxiing, hover taxiing, takeoff, and landing of Aircraft, exclusive of loading Aprons and parking areas. Movement Area includes all areas under the control of the Air Traffic Control Tower. Specific approval for entry into the Movement Area must be obtained from the Airport Operations Department and the Air Traffic Control Tower.

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

**Non-Movement Area** Ramp areas, Aprons, and other areas not under the control of the Air Traffic Control Tower.

**Operator** An individual or entity that has entered into an Agreement with the City or has received a Permit from the City to occupy, use, and/or develop land and/or Improvements and engage in commercial Aeronautical Activities at the Airport.

**Permit** A license issued by the City to an individual or entity authorizing conduct of certain activities.

**Restricted Area** The area of the Airport within the security perimeter fence, including the AOA and the Secured Area.

**Secured Area** That portion of the Restricted Area, as defined in the Airport Security Program, where Aircraft operators that have a security program under 49 CFR 1544, or 49 CFR 1546, enplane and deplane passengers and sort and load baggage.

**Security Badge** Any badge approved by the City to indicate employment at the Airport, or to indicate unescorted access authority in a portion of the Restricted Area or the Sterile Area.

**Security Screening Checkpoint** A checkpoint used for the screening of passengers and their possessions prior to entering the Sterile Area.

**Spill Prevention, Control, and Countermeasures Plan (SPCC)** A contingency plan required by the EPA that covers procedures, points of contact, the chain of command, and individual responsibilities for preventing and controlling spills.

**Sterile Area** An area, including the Airport concourse, that provides passengers access to boarding aircraft and the access to which is controlled by the TSA, through the screening of persons and property, at a Security Screening Checkpoint.

**Storm Water Pollution Control Plan (SWPCP)** A comprehensive approach to addressing storm water discharge from the various users and Tenants located at the Airport.

**Taxicab** Any Commercial Ground Transportation Vehicle for hire which carries Airport Customers and: 1) where the destination and route traveled may be controlled by an Airport Customer; 2) where the fare is calculated on the basis of an initial fee, distance traveled, waiting time, or any combination thereof; and 3) which is duly permitted by the City.



---

Taxiway A defined path, usually paved, designated for the taxiing of Aircraft from one part of the Airport to another.

Tenant Any individual or entity leasing or renting space at the Airport, including but not limited to, Concessionaires and airlines.

Terminal The primary building at the Eugene Airport where Airport Customers fly in and fly out of the Airport.

Transportation Security Administration (TSA) A governmental agency of the United States of America that is responsible for Airport Security under CFR 1542.

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

---

## **2. INTRODUCTION**

### **2.1 PURPOSE**

These Rules and Regulations and any amendments hereto, are designed to protect the public health, safety, security, interest, and general welfare at the Eugene Airport, and to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airport by its passengers, Operators, Tenants, and users.

### **2.2 ADMINISTRATION AND RESPONSIBILITY**

These Rules and Regulations apply to activities, operation, and use of the Eugene Airport. Copies of these Rules and Regulations may be viewed or purchased for the fee established by airport adopted fee schedule during normal business hours at Airport administration offices, located at 28855 Lockheed Dr., Eugene OR 97402 or by accessing the following link: <http://www.flyEUG.com>. Every individual and entity at the Airport is responsible for complying with these Rules and Regulations.

### **2.3 NO PRE-EMPTION**

To the extent of any irreconcilable conflict between these Rules and Regulations and any federal, state, and local statutes, ordinances, policies and procedures, these Rules and Regulations will be subordinate to such other laws and policies. It is not the intent of these Rules and Regulations to excuse any entity from the performance of any obligation it may have under any agreement with the City, whether the agreement is in existence on the date of the adoption of these Rules and Regulations or entered into at any time thereafter. Tenant contracts with the Eugene Airport may include requirements in addition to those outlined in these Rules and Regulations.

### **2.4 NO ACTUAL OR IMPLIED CONTRACT**

These Rules and Regulations do not create an actual or implied contract between the City and/or the Airport and any individual, including, without limitation, employees, vendors, service providers, Tenants, airport users, or any other entity or individual with respect to any matter or issue.

### **2.5 CHANGES TO RULES AND REGULATIONS**

These Rules and Regulations may be supplemented, amended, or repealed from time to time by the City Manager.

### **2.6 NONDISCRIMINATION**

Any individual and/or entity for itself, its heirs, personal representatives, successors in interest, and assignees, shall comply with all federal requirements imposed pursuant to nondiscrimination in federally assisted programs of the United States Department of Transportation, and as said regulations may be amended.

### **2.7 AUTHORITY OF AIRPORT DIRECTOR**

The Airport Director is authorized to enforce these Rules and Regulations as required to assure the convenience and safety and security of the traveling public and others using the Airport. The Airport Director may prohibit use of the Airport or any part thereof by any person in violation of these Rules and Regulations. The Airport Director may use any legal remedy or recourse to aid the enforcement of the provisions contained in these Rules and Regulations.

---

## **3. GENERAL RULES & REGULATIONS**

### **3.1 ACCIDENTS OR INCIDENTS**

- 3.1.1. An individual involved in an accident or incident which results in injury to persons or damage to property, including but not limited to damage to an aircraft or a vehicle, must immediately report such accident or incident to Airport Operations. Any individual involved in such an accident or incident shall:
  - 3.1.1.1. Immediately stop and remain at the scene;
  - 3.1.1.2. Render reasonable assistance to injured persons; and
  - 3.1.1.3. Cooperate fully with emergency personal or Airport Operations Staff investigating the accident.
- 3.1.2 Disabled Aircraft within the Movement Area are not to be moved without prior clearance from the Eugene Airport, and when applicable, prior clearance from the National Transportation Safety Board (NTSB) or the Flight Standards District Office (FSDO) and the Air Traffic Control Tower.

### **3.2 ADVERTISEMENTS**

No entity or individual shall post or display signs, advertisements, or other printed or written matter at the Airport without written permission from the Airport Director. All signs must be approved in writing prior to installation.

### **3.3 ANIMALS**

- 3.3.1. No person shall bring any animal in the Terminal except:
  - 3.3.1.1. While transporting, delivering or receiving animals, provided the animal is in a crate or kennel, or other approved container;
  - 3.3.1.2. While using or training service animals as defined by the regulations adopted by the Department of Transportation to implement the Americans with Disabilities Act;
  - 3.3.1.3. While using law enforcement and other government working animals.
- 3.3.2. Animals within the Airport Operations Area (AOA) must be leashed or otherwise contained or under the control of their owner or handler at all times unless secured inside a building.
- 3.3.3. Animal owners are required to clean up after their animals on all Airport property.

### **3.4 AIRPORT LIABILITY**

The Eugene Airport assumes no responsibility for loss, injury, or damage to people or property on the Airport or while using any Airport facilities.

### **3.5 CLEANLINESS OF AIRPORT**

- 3.5.1. No person shall place any solids in, or pour any liquid other than water down, floor drains, manholes, storm water drains or sewer connections located on Airport property.
- 3.5.2. Foreign Object Debris (FOD) is the responsibility of everyone; FOD should be collected and disposed of properly by everyone to the extent practicable.

- 
- 3.5.3. Areas to be used for trash or garbage containers shall be designated by the Airport Director and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.
  - 3.5.4. No person shall bring refuse or waste material to the Airport for purposes of disposal at the Airport.

### **3.6 COMMERCIAL ACTIVITY**

- 3.6.1. No person shall use the Airport, or any portion thereof, or any structure thereon, either directly or indirectly for the conduct or promotion of, or solicitation for any business from, or engage in trade, or commercial activity with Airport Customers, except under the terms and conditions of a lease, license, contract, permit, or written authorization issued by the City, and timely payment of the fees imposed by such lease, license, contract or permit, or pursuant to these Rules & Regulations.
- 3.6.2. Commercial Ground Transportation Vehicles shall only load passengers at the Airport in locations designated by the City. Commercial Ground Transportation Vehicles may not solicit or accept business originating at the Airport except under the terms and conditions of a lease, license, contract, or permit issued by the City, and timely payment of the fees, if any, imposed by such lease, license, contract or permit, or pursuant to these Rules & Regulations.

### **3.7 COMPLIANCE WITH REGULATORY MEASURES**

All individuals or entities occupying or using Airport land or improvements, engaging in an Aeronautical Activity on Airport land or improvements, or developing Airport land or improvements shall comply, at the individual's or entity's expense, with all applicable regulatory measures, including, without limitation, those adopted by the federal, State, and local governments.

### **3.8 CONSTRUCTION AND ALTERATION**

All construction and alteration work requires the review and prior written approval of the Airport. All proposed construction and alteration work must be compliant with all applicable regulations and have all required permits and inspections.

### **3.9 GENERAL CONDUCT**

No person shall use or otherwise conduct themselves on any portion of the Airport in any manner contrary to the intended use of that area or to posted directions applicable to that area. In addition to any other restrictions imposed by these rules, no person shall engage in disruptive behavior on Airport premises. As used herein, "disruptive behavior" includes but is not limited to, behavior that:

- 3.9.1 Interferes with or hinders the Airport staff in the performance of their duties,
- 3.9.2 Is inconsistent with the purpose and the intent of the Airport,
- 3.9.3 Interferes with other patrons' use and peaceful enjoyment of the airport,
- 3.9.4 Involves the use of abusive or threatening language or gestures.

### **3.10 HAZARDS TO AVIATION**

- 3.10.1. No person shall operate or release any drone, model aircraft, rocket, kite, balloon, parachute, firework, flare gun or other article or substance upon or

---

over the boundaries of the Airport, as shown on the Airport Layout Plan without the prior approval of the Airport Director, except as follows:

3.10.1.1. Personnel of the National Weather Service and of the United States Department of Commerce, when performing their official duties

3.10.1.2. Persons parachuting from an aircraft in an emergency situation

3.10.1.3. Persons releasing seed, sprays, dusts, or similar substances for horticultural or agricultural purposes over farms adjacent to the Airport.

3.10.2. No person shall operate a non-powered aircraft at the airport, except as approved by the Airport Director and in compliance with applicable regulations, or in the case of an emergency.

3.10.3. Wildlife is a hazard to aviation at the Eugene Airport. No intentional wildlife attractants, such as feeding of wildlife, will be permitted.

### **3.11 HOURS OF OPERATION**

3.11.1. The Airport is available for use 24 hours per day, 7 days per week, unless closed by Notice to Airman (NOTAM).

3.11.2. The Airport Director may, when necessary for safe or efficient operation of the Airport, delay or restrict any flight or other operation at the Airport, and may prohibit the use of all or any part of the Airport by any person.

3.11.3. In the event the Airport Director determines that conditions in the AOA are unsafe, or for other operational reasons the AOA or a portion thereof should be closed, the Airport Director may issue a notice closing the AOA or any portion thereof.

### **3.12 LOST AND FOUND**

Anyone finding a lost, misplaced, or abandoned item on Airport property shall turn it in to Airport Administration or to an Airport representative. Airport Administration is open Monday - Friday from 8:00 a.m. to 5:00 p.m. and can be reached at (541) 682-5430. People seeking lost items can reclaim them at Airport Administration. Items not claimed are dealt with in accordance with applicable law.

### **3.13 MEDIA RELATIONS**

Media inquiries will be managed by the Eugene Airport Director or a designee. Media inquiries involving Tenant oriented or related issues will be forwarded to the Tenant for response. Tenants should curtesy copy Airport Administration when Tenant inviting the media to the Airport for an event.

### **3.14 NO LODGING**

3.14.1. Due to the physical limitations of the Terminal, and concern for the general safety, security and welfare of the traveling public, no person shall sleep in in the Airport or otherwise use the Airport for the purpose of lodging, except under the following circumstances:

3.14.1.1. The person has arrived at, is in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours, as evidenced by a valid travel itinerary, ticket, or boarding pass matching the person's valid identification.

3.14.1.2. The person is awaiting the arrival of an airline passenger on a flight that has been unexpectedly delayed or cancelled and the passenger is expected to arrive within twelve (12) hours, as

---

evidenced by passenger and flight information verifiable with the airline.

- 3.14.1.3. The Airport Director may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the City and causing disruption to Airport activity.

### **3.15 PERMITS AND LEASES**

All permits and leases are subject to the following:

- 3.15.1. Entities/Individuals must hold certifications, permits, and/or licenses as required by law.

### **3.16 PRESERVATION OF PROPERTY**

3.16.1. No person shall:

- 3.16.1.1. Destroy, deface, or disturb in any way, any building, runway, Taxiway, roadway, parking lot, fencing, sign, equipment, marker, or other structure, tree, flower, lawn, or other real or personal property located on, or owned by, the Airport.

- 3.16.1.2. Trespass on lawns and seeded/landscaped areas on the Airport.

- 3.16.2. The party responsible for destruction or damage to Airport property shall be responsible for the cost of repairs to or replacement of the property.

- 3.16.3. Property shall not be abandoned at the Airport. Abandoned, derelict, or lost property at the Airport includes, without limitation, Aircraft, Vehicles, equipment, machinery, baggage, or personal property. Property unclaimed by its owner or items for which ownership cannot be established will be handled in accordance with applicable law.

### **3.17 RADIO AND WIRELESS COMMUNICATION**

3.17.1. All persons using any types of radio frequency systems and equipment on Airport property shall comply with the following:

- 3.17.1.1. Operate any and all communications equipment (wired or wireless) in a manner that will not cause interference with operations of the Airport.

- 3.17.1.2. All systems and equipment shall be compliant with all applicable federal, State, local, and City regulations. Radio Operators are required to hold a valid license from the Federal Communications Commission (FCC) for the right to use the radio frequency spectrum.

### **3.18 TOBACCO PRODUCTS**

3.18.1. In accordance with the City of Eugene Code, smoking, including the use of electronic cigarettes, is prohibited within publicly owned buildings located on Airport property and within 25 feet of any entrance or air intake to, or any operable window of, any such building.

3.18.2. Smoking, including the use of electronic cigarettes, is strictly prohibited inside the AOA.

3.18.3. Chewing tobacco is prohibited in the AOA.

---

### **3.19 MARIJUANA**

3.19.1. Possession of marijuana in any Restricted Area of the Airport is prohibited unless the person's flight destination is within the state of Oregon. This rule is necessary in order to comply with state and federal law related to transporting marijuana outside of the state of Oregon.

### **3.20 SOLICITING RIDES**

No individual shall, while located on or adjacent to a road located on Airport property, solicit a ride from the owner or operator of any private, non-commercial motor vehicle or aircraft, except in case of an emergency.

### **3.21 THROUGH -THE-FENCE ACCESS**

Through-the-Fence Access means direct access to the AOA from private property contiguous to the Airport. Through-the-fence access is prohibited at the Airport.

### **3.22 VEHICLES AT THE AIRPORT**

3.22.1. No person shall drive any vehicle at the Airport or in any parking or other area, except:

3.22.1.1. While in possession of a valid Driver's license issued in that person's name and for the class of vehicle in use, which allows such person to legally drive on public roadways in the State of Oregon.

3.22.1.2. In a vehicle which may be lawfully operated on the public roadways of the State of Oregon, unless the vehicle is an Airport service vehicle specifically designated for use only in the Airport Operations Area.

3.22.1.3. In a vehicle which complies with ordinances regarding motor vehicle operation.

#### **3.22.2. Speed Limits**

No person shall drive a vehicle at the Airport on paved roadways and aprons at a speed greater than 15 miles per hour except where other speed limits are designated by posted sign. Even if within the posted speed, no person shall drive a vehicle at the Airport at a speed greater than is reasonable and prudent with due regard to traffic, condition of the vehicle, surface width of the roadway, hazards at intersections, pedestrian traffic and other conditions then existing.

#### **3.22.3. Use of Roads, Streets, and Walkways**

3.22.3.1. No person shall travel in any public areas of the Airport except on designated Airport roads provided for that particular class of traffic without the prior approval of the Airport Director.

3.22.3.2. No person shall use any Airport road, street or walkway in such manner as to hinder or obstruct the proper use of the road, street, or walkway.

3.22.3.4. No motor vehicle used for hauling trash, dirt, or any other wastes shall be operated on Airport property unless the vehicle is constructed so as to prevent the contents from dropping, leaking or otherwise escaping.

#### **3.22.4. Parking**

- 
- 3.22.4.1. Except as authorized by the Airport Director, no person shall park or store a vehicle in any area of the Airport except in areas specifically posted and designated for such purpose and in accordance with the posted and designated signs regulating parking and storage of vehicles.
- 3.22.4.2. No person shall park a motor vehicle in a paid parking area without paying the parking charges, or park in excess of the prescribed time limit for a particular parking area.
- 3.22.5. Vehicles in Restricted Areas  
No person shall drive, park or store a Vehicle in any Restricted Area except with the prior approval of the Airport Director and in compliance with the terms and conditions of such approval.
- 3.22.6. Unattended Vehicles  
Except as authorized by the Airport Director, no person in charge of a vehicle shall permit the vehicle to stand unattended on any Airport road. Failure to comply with this Section 3.22.6 may result in a citation or towing of the vehicle.
- 3.22.7. Removal of Vehicles  
The Airport Director may remove from any area of the Airport any vehicle which is disabled, abandoned, or parked in violation of these Rules & Regulations. Any towing of vehicles shall conform to the applicable sections of the Eugene Code, relating to towing.



---

## **4. SAFETY, SECURITY AND ACCESS CONTROL**

### **4.1 ACCESS TO NON-PUBLIC AREAS**

- 4.1.1. Unless authorized by the Airport Director and in compliance with the terms and conditions of such authorization, no person shall:
  - 4.1.1.1. Enter any portion of the Airport not open to the general public ;
  - 4.1.1.2. Enter a Restricted Area or a Sterile Area; or
  - 4.1.1.3. Assist, enable or authorize another person to enter a Restricted Area or a Sterile Area.

### **4.2 RESTRICTED AREAS**

No one shall enter any restricted area except those persons:

- 4.2.1. Who possess and appropriately display a Security Badge;
- 4.2.2. Directly engaging in work or an Aviation Activity that must be accomplished therein;
- 4.2.3. Having prior authorization from the Eugene Airport through its Access Control program; or
- 4.2.4. Under appropriate escort.

### **4.3 WEAPONS, EXPLOSIVES, AND INCENDIARIES**

- 4.3.1. Possession and use of any weapons, explosives or incendiaries on Airport property must comply with all applicable laws and regulations, including but not limited to regulations adopted by the TSA regarding the transport of weapons on Aircraft.
- 4.3.2. Only law enforcement officers, authorized air carriers, Airport employees, or members of the armed forces of the United States on official duty, may carry or transport any firearm, explosive device, or similar weapon within the Airport Restricted Area unless it is unloaded and secured within a locked carrying case or container, or is otherwise protected from discharging or being discharged by an industry-approved trigger lock or other safety device.
- 4.3.3. Only law enforcement officers, members of an armed force of the United States, a correctional officer, authorized air carrier employee, authorized Airport employee, or other individual specifically authorized under applicable law, shall carry any weapon in the Airport Sterile Area unless the weapon is unloaded, in a locked carrying case, brought for the purpose of transport and declared to the airline. Upon request of a law enforcement officer, weapons that are carried by unauthorized individuals and not intended for transport shall be removed from the terminal or placed in the custody of the Eugene Police Department.
- 4.3.4. Discharge of any weapon on the Airport is prohibited, except in the performance of official duties or in the lawful defense of life or property.
- 4.3.5. Except for firearms belonging to authorized law enforcement officers, firearms may not be stored within the Sterile Area unless approved by the Airport Director.

### **4.4 AIRPORT SECURITY AND ENFORCEMENT**

- 4.4.1. Failure to comply with these Rules and Regulations, the Airport Security Program, and applicable federal regulations may result in TSA civil penalties and enforcement action by the Airport.

---

## **4.5 KEYS AND LOCKS**

- 4.5.1. The Airport controls locks and keys for Airport-owned facilities, and complies with the TSA key and lock standards. Requests for the issuance of keys must be made following an application process through the Airport Credentialing Office. The Airport will require individuals to sign for the keys. If keys are issued to an employee of a Tenant, the Tenant is responsible for tracking the keys and insuring their return to the Airport Credentialing Office when the employee no longer requires the key. Keys may not be transferred from Tenant employee to Tenant employee. Keys may not be duplicated. Each new recipient is required to submit a request and sign for a key. A charge for each non-returned key will be assessed. Keys must be returned immediately upon termination of employment or upon request by Airport.
- 4.5.2. All Airport-owned space is required to be fully accessible to Airport Staff. If extraordinary security is required for a specific area beyond that expected of an ordinary workspace, an “off-system” access may be granted by written approval of the Airport Director as long as Airport Staff has access to the area during emergencies.
- 4.5.3. Only employees of Tenants who have entered into a contract with the Airport will be issued keys to rented space as needed. Tenant subcontractors, suppliers or sub-lessees will be required to go through the Tenant for access. If the Tenant desires to supply keys for joint use of another Tenant, they must seek prior approval from the Airport Director. The approval does not relieve the Tenant of the responsibility to maintain the security of the Airport as outlined in federal, State and local regulations.
- 4.5.4. The Airport may change the key and lock system at its discretion if the Airport Director determines it is necessary to protect Airport security.

## **4.6 AIRPORT ACCESS ID**

- 4.6.1. The Credentialing Office issues Airport identification/access badges, provides fingerprinting services for the purpose of obtaining criminal history records, and submits biographical information for the TSA-required security threat assessment for qualified applicants. The primary responsibility for controlling and returning Airport identification badges issued to employees of an entity doing business at the Airport rests with the designated authorized signatory for that company.
- 4.6.2. Fees are imposed for fingerprinting, new and renewal badges, lost, stolen and non-returned badges as outlined in the Airport’s adopted fee schedule.

---

## **5. FIRE/EXPLOSION PREVENTION AND ENVIRONMENTAL PROTECTION**

### **5.1 GENERAL**

All individuals and entities that access Airport property, including Tenants, Lessees, subtenants, contractors, vendors Airport Patrons, and others, shall comply with, at all times, all federal, state, and local laws, statues, ordinances, rules, regulations, permits, agency orders, agreements, and other restrictions relating to environmental, health, safety, contamination, pollution, natural resources, threatened or endangered species, and historic resources.

### **5.2 FIRE REGULATIONS**

- 5.2.1. Fire regulations at the Airport are in accordance with, but not limited to, all federal, State, and local laws, standards, rules, regulations, policies, procedures, recommendations and fire codes,
- 5.2.2. These Rules and Regulations shall not be construed as granting any form of exclusion from any fire codes and/or building codes. All fire codes and ordinances must be obeyed.
- 5.2.3. Open flames, flame producing devices, or other sources of ignition are prohibited, except as previously approved by the Airport Director.
- 5.2.4. All spraying or doping operations performed inside a building shall be conducted inside an approved spray booth, spraying area, or room approved for such uses.
- 5.2.5. NFPA Placards shall be installed as required by applicable laws and codes.

### **5.3 STORAGE OF FLAMMABLE LIQUIDS**

No person shall store flammable or combustible liquids in any hangar or work area unless they are stored in a properly labeled and approved flammable liquid storage cabinet as required by law.

### **5.4 HAZARDOUS MATERIALS**

- 5.4.1. The term "hazardous materials" is used in its very broadest sense and refers to materials that, because of their quantity, concentration, or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or to the environment when improperly used, treated, stored, disposed of, generated, manufactured, transported or otherwise handled. The term includes, without limitation, petroleum products or crude oil or any fraction thereof and all hazardous or toxic substances, materials or wastes as defined by or listed under the Resource Conservation and Recovery Act, the Toxic Substances Control Act, the Comprehensive Environmental Response, Compensation and Liability Act, and any other of the environmental laws.
- 5.4.2. The Airport reserves the right to inspect all premises where any hazardous material is handled, stored, or used, without limitation.

### **5.5 SWPPP AND SPCC MANAGEMENT**

- 5.5.1. All Airport Tenants are hereby considered responsible parties by the Airport under the Airport's storm water discharge permit. All Airport Tenants must comply with National Pollutant Discharge Elimination System (NPDES) and with Oregon Department of Natural Resources requirements and guidelines. This includes completing all required inspections and documentation as outlined in the Airport's Storm Water Pollution and Control Plan (SWPCP). Documentation

---

of inspections and required paperwork must be provided immediately when requested by the Airport.

- 5.5.2. All Airport Tenants are hereby considered responsible parties by the Airport under the Airport's Spill Prevention Control and Countermeasure (SPCC) permit. All airport tenants must comply with the Airport's SPCC, which includes required inspections and documentation as outlined in the Airport's SPCC. Documentation of inspections and required paperwork must be provided immediately when requested by the Airport.
- 5.5.3. No person shall damage, interfere with the operation of, or lessen the effectiveness of any storm water management facility or storm water management best practice at the Airport.

## **5.6 SEWER DISCHARGES**

- 5.6.1. All discharges to the sanitary sewer system at the Airport shall comply with all applicable environmental laws and regulations. Any industrial wastewater discharge permits are subject to approval by the City of Eugene Waste Water Division.

## **5.7 RELEASE NOTIFICATION AND RESPONSE**

- 5.7.1. Persons responsible for a leak, spill, release or other unauthorized environmental discharge or emission of any hazardous material as defined in Section 5.4 of these Rules and Regulations on Airport property shall immediately notify Airport Operations at 541-954-6584. Such notification in no way relieves or frees the responsible party from its reporting or remediation obligations under applicable environmental laws.
- 5.7.2. All persons responding to a leak, spill, release, or other unauthorized environmental discharge or emission must have all required training and hazard communications and possess all required personal protective equipment for such remediation activities, and conduct such response action in accordance with applicable environmental laws and generally accepted industry standards.
- 5.7.3. If a leak, spill, release or other unauthorized environmental discharge or emission occurs on Airport property, the Airport Director shall determine the most appropriate remediation method in accordance with applicable law and shall notify all responsible persons who shall undertake the remediation as required.

## **5.8 THREATENED AND ENDANGERED SPECIES**

The airport maintains an FAA approved Wildlife Hazard Management Plan. No person shall impact or adversely affect threatened or endangered species at the Airport unless allowed or authorized under applicable environmental laws or by appropriate regulating agencies. If any animal is found injured or endangering Airport safety contact Airport Operations at (541) 954-6584.

## **5.9 ASBESTOS AND LEAD PAINT ABATEMENT**

Any asbestos and lead paint abatement and abatement monitoring and clearance activities shall comply with all applicable Environmental Laws, and generally accepted industry standards for such work. Copies of all notifications shall be provided to the Airport Director.

---

## **5.10 FUEL STORAGE TANKS**

- 5.10.1. All persons owning or operating fuel storage tanks at the Airport must comply with all applicable environmental laws, and all applicable generally accepted standards related thereto. Copies of all storage tank registrations, notifications of closure, inspections, permits, and correspondence with federal, state, or local officials related to the installation, operation, closure, and remediation of such fuel storage tanks shall be provided to the Airport Director.
- 5.10.2. No fuel storage tank may be installed at the Airport without prior written consent and lease from the Airport Director; and said tank(s) shall be located in designated areas.
- 5.10.3. Before any fuel storage tank or associated lines, pumps, or ancillary equipment are installed, upgraded, removed, or closed, the owner and operator of such tank, lines, pumps and/or ancillary equipment shall provide to the Airport Director a minimum of thirty (30) days written notice of such installation, upgrade, removal, or closure, describing the proposed location, size, use, and design of the above ground storage tank, lines or pumps, or upgrade, removal, or closure activities.

## **5.11 RECORD KEEPING**

Record keeping shall be maintained in accordance with applicable environmental laws. Such records shall be available for inspection and copying by the Airport at its request.

## **5.12 NOTICE OF ENVIRONMENTAL PERMITTING**

To the extent any individual or entity operating at the Airport is required to apply for and obtain any environmental permit, license or plan approval (e.g., oil discharge contingency plans) from any federal, state or local agency for such operation, the Airport Director shall be contemporaneously advised of such application and provided copy thereof. The applicant shall also provide to the Airport Director upon receipt from the agency a copy of any permit or license issued or plan approved and any amendments thereto.

## **5.13 NOTICE OF ENVIRONMENTAL VIOLATION**

Any person receiving any written notice, including copies of any correspondence or notification from regulatory agencies, concerning any administrative or judicial claim of violation or noncompliance with the conditions of any environmental permit or the provisions of any environmental laws alleged to have occurred, be occurring, or anticipated to occur on or related to the Airport property or related to Tenant, vendor, contractor, or airline activities shall immediately report such notice to the Airport Director.

---

## **6. TERMINAL OPERATIONS**

### **6.1 TERMINAL MAINTENANCE**

- 6.1.1. The responsibility for the maintenance of leased Airport space is specified in each Tenant's contract. Common/Joint use space will be maintained by the Airport.
- 6.1.2. No person shall ride, walk, sit, or stand on a baggage conveyor system (or any part thereof). Escalators are intended for the safe transport of passengers and baggage. Freight, strollers, wheelchairs, oversize baggage and furniture shall not be taken on escalators. Elevators are provided for transporting these and similar items. Children shall not be left unattended or allowed to play on escalators, elevators, or baggage devices.
- 6.1.3 Only properly trained and authorized employees may use the baggage handling systems in the ticket counter area and bag claim area.

### **6.2 TRASH, RECYCLING AND CONCESSION REFUSE**

- 6.2.1. Tenants are required to properly handle, recycle, and dispose of their own refuse in the Terminal, unless otherwise stated in the Tenant's lease agreement.
- 6.2.2. Temporary storage or disposal of refuse in places other than the designated solid waste and recycling bins is not permitted. Placing recyclable materials into waste compactors bound for the landfill is prohibited. Dumping of boxes, pallets, or other materials, particularly in or near storage rooms and access hallways, is considered a life and safety hazard, and is prohibited.

### **6.3 DECORATIONS**

Tenants requesting to display decorations of any type including holiday decorations within the public area of their leasehold must submit a written request to the Airport for prior approval. All decorative lighting shall conform to uniform fire and electrical code requirements.

---

## **7. TENANT RULES AND REGULATIONS**

### **7.1 LANDSCAPING REQUIREMENTS**

7.1.1. All tenant landscape alterations and/or improvements must receive airport approval.

7.1.2. All Tenants are responsible for maintaining the landscaping and grounds in and around their leased area per their lease agreement. If landscaping is deemed uncontrolled by Airport staff one warning will be given before the Tenant is given a formal violation by Airport Staff. At this point the landscaping issue will be resolved by Airport staff and the Tenant will be invoiced for Staff time and materials.

### **7.2 TENANT ACCIDENT AND INCIDENT REPORTING REQUIREMENTS**

Tenants must immediately report property damage, accidents and incidents to Airport Operations. Neglecting this duty may result in enforceable action. Those involved must also immediately notify their supervisor and follow company accident reporting guidelines.

All parties involved must remain at the scene of the reportable situation until an Operations representative responds, documents the event and completes a report.

---

## **8. FREE SPEECH**

### **8.1 FREE SPEECH POLICY**

The use of the Airport for the purpose of engaging in free speech activities shall not impair or interfere with the rights of other persons or the transportation function of the Airport. No person engaging in free speech activities shall physically or verbally obstruct, delay or interfere with the free movement of any persons, vehicles or aircraft in, upon or through the Airport or otherwise prevent the orderly and efficient use of the Airport for its primary purpose. The following time, place, and manner requirements for the exercise of free speech activities at the Airport are intended to balance an individual's free speech rights with the preservation of the Airport's transportation primary purpose and shall apply to all persons, groups, and organizations desiring to use the Airport for free speech activities.

### **8.2 DESIGNATED FREE SPEECH AREA**

The designated Free Speech Area of the Airport is located at the terminal bag claim area and the terminal north sidewalk.

### **8.3 RESTRICTIONS**

The following restrictions shall apply:

- (a) free speech activities shall not be permitted in those portions of the Airport not open to the general public;
- (b) free speech activities shall not violate state or local laws;
- (c) no person exercising his or her free speech rights shall intentionally touch or make physical contact with another person unless that person consents to the touching or physical contact;
- (d) the use of sound or voice amplifying equipment is prohibited;
- (e) tables, stands, chairs or other structures shall not be used or placed upon Airport Property without permission from the Airport Director;
- (f) no person shall engage in free speech activities in a manner that obstructs pedestrian or vehicle access to any Airport facility;
- (g) persons exercising their free speech rights must obey all directions of police officers and other uniformed or authorized Airport personnel designated to facilitate the movement of Airport Customers and traffic in, to, and from the Terminal, walkways and roadways; and
- (h) for safety, security and congestion purposes, no signs larger than twenty-two (22) inches by twenty-eight (28) inches shall be permitted in the Free Speech Area.



---

## **9. ENFORCEMENT**

### **9.1 AUTHORITY OF AIRPORT DIRECTOR**

The Airport Director is authorized to enforce these Rules and Regulations as required to assure the convenience and safety and security of the traveling public and others using the Airport. The Airport Director may prohibit use of the Airport or any part thereof by any person in violation of these Rules and Regulations. The Airport Director may use any legal remedy or recourse to aid the enforcement of the provisions contained in these Rules and Regulations.

### **9.2 PENALTIES**

Violation of any provision of these Rules is punishable by the applicable fine in the Airport Fine Schedule set by administrative order. Each day a violation occurs shall be considered to be a separate violation. In addition to, and not in lieu of the fines imposed by this section, the City Manager or designee may impose an administrative civil penalty upon the violator as provided in section 2.018 of the Eugene Code, 1971.

---

## 10. APPEALS

The appeals process is as follows:

10.1 Persons who have received a notice of violation of these Rules and Regulations may request an informal hearing to contest the notice.

10.2 The request for an informal hearing must be in writing and filed with the Airport Director at the location indicated on the notice within seven days of receipt of the notice.

10.3 The Airport Director or designee shall schedule a time and place for the informal hearing to be conducted, which shall be not more than seven days after receipt of the request for hearing.

10.4 At the informal hearing the Airport Director or designee shall consider testimony from the Airport personnel involved in the incident that resulted in the notice, testimony from the person requesting the hearing, and testimony from any other witnesses to the incident. The Airport Director or designee may exclude anyone from the informal hearing, other than the person that requested the hearing that is not presenting testimony to the Airport Director or designee.

10.5 Within 72 hours of the informal hearing the Airport Director or designee will issue a written decision affirming, modifying, or cancelling the notice. The decision shall be delivered or mailed to the person that requested the hearing on the date issued. The written decision of the Airport Director or designee shall be final on the 16<sup>th</sup> day after it is issued unless prior to that time a notice of appeal is filed with the Airport Director in accordance with Section 2.021 of the Eugene Code, 1971. The appeal shall be heard by a hearings official appointed by the City Manager and the hearings official's decision shall be the final City decision on the matter.

---

## **11. Commercial Ground Transportation**

### **11.1 GROUND TRANSPORTATION SERVICES**

Any person seeking to engage in any ground transportation activity at the Airport shall first obtain a Ground Transportation Permit from the Airport. A permit shall be required for all Commercial Ground Transportation Vehicles who pick up passengers or cargo at the Airport for transportation to an Off-Airport destination.

The Airport Director may impose such conditions and requirements on a Ground Transportation Permit holder as is deemed necessary to protect the public interest. Such conditions shall include at a minimum: identification of the vehicles to be used, requirements on posting rates and certificates, operational and maintenance requirements for such vehicles, restrictions on driver conduct and dress, necessary insurance, and required indemnification to the City.

All requirements for Vehicle Conditions may be found on the Public Passenger Vehicle Inspection form located at the Building and Permit services office.

Ground Transportation Permits shall be issued and revoked under the procedures set in these rules.

Fees shall be set by the Airport Director using the notice and comment procedures set for in the Airport Fees and Charges section 2.441 of the Eugene Code, 1971. The decision of the Airport Director on the amount of the permit fee shall be final.

In determining the amount of the fee for Ground Transportation Permits, the Airport Director shall consider:

- The amount charged for such permits in the past
- Comparable amounts or rates, of any, charged by other Airports
- The consideration paid to the City by comparable users of the Airport
- The revenue needs of the Airport
- The need to create incentives for businesses to locate and operate at the Airport
- The benefits obtained by the business from its operations at the Airport
- The need for a variety of economically viable transportation activities at the Airport

The following requirements shall be in addition to any basic and minimum requirements established for Vehicle-for-Hire generally by the City of Eugene and the Eugene Airport. These policies will become a specific part of any future contract or legal agreement entered into between the Eugene Airport and a Vehicle-for-Hire company.

Vehicles with minor body damage may be allowed to continue operating at the discretion of the inspecting official if arrangements for repair have been made.

All Vehicle-for-Hire will be inspected by the City of Eugene and with spot checks inspected by the Airport staff to verify compliance. Vehicles that fail to pass inspection will be immediately removed from service at the airport and may not be utilized until such inspection is passed.

---

## 11.2 GENERAL OPERATING REQUIREMENTS

### A. Accidents

A person involved in an accident or incident which results in injury to person or damage to another vehicle or any property must immediately report such accident to Airport Operations, remain at the scene, render reasonable assistance, and cooperate fully with Emergency Personnel.

### B. Aviation Security

Any of the rules and regulations described in this document may be immediately altered should Airport Administration receive security guidance from the Transportation Security Administration. Drivers and operators will be notified of any change in procedure if this occurs.

### C. Conflicts

Operators shall maintain cooperative relationships with its competitors at the Airport and shall not engage in open, notorious, or public disputes, disagreements, or conflicts with competitors, City Staff or other persons that would tend to interfere with the quality of ground transportation activities at the Airport. Conflicts should be documented and immediately reported to either Landside Development Manager at 541-682-6637 M-F 8-5pm or after business hours

Airport Operations at 541-954-6584

### D. Dress Code

Drivers shall be neat and suitably dressed, and practice good personal hygiene. If a beard or moustache is worn, it shall be well groomed and neatly trimmed at all times. The term suitably dressed means but not limited to: torn clothing, flip flops, t-shirts, tank tops, tube tops, body shirts, swim suits, jogging suits, sweat pants, pajamas, fleece pants, shorts, trunks or similar types of attire. Suitable attire includes button-up shirts/blouses, polo shirts, slacks, dresses, untorn jeans, dress shoes, clean sneakers. The Airport reserves the right to remove any driver Airport Personnel may feel is inappropriately dressed from the Taxi Queuing Lane.

### E. Display of Permit/Decal

Any vehicle engaged in Commercial Ground Transportation Services at the Airport is required to display a valid City of Eugene and Eugene Airport permit/decal on the vehicle's back right bumper (passenger's side) (Except those engaged in pre-arranged pick-up activity only). This permit is non-transferable, and must be removed if the vehicle is sold or removed from service. Arrangements can be made through the Ground Transportation Coordinator for a replacement permit/decal. Fees may apply for replacement permits or decals.

### F. Fees

Fees relating to Vehicles-for-Hire, Courtesy Car Services and Shuttles operating at the airport are published by the Airport through an approved process allowing for public comment. Fees are amended from time to time. It is the responsibility of the Ground Transportation Operator to pay all associated fees and renewal fees.

### G. Good Standing

All Commercial Ground Transportation Operators must remain in good standing with both the Eugene Airport and the City of Eugene Planning and Development office. The Eugene Airport may deny any Commercial Ground Transportation Operator, if in its opinion, the Airport Director or the designated representative finds any one or more of the following:

1. The Operator has either intentionally or unintentionally misrepresented or omitted any material fact in the application or in supporting documents.

- 
2. The Operator has a record of violating the rules and regulations of this or any other airport.
  3. The Operator has defaulted in the performance of an agreement with the Eugene Airport.
  4. An officer of the Operator has been convicted of a felony, or a misdemeanor involving moral turpitude.
  5. The Operator has, in the opinion of the Eugene Airport, not satisfactorily resolved or explained any complaint lodged with the Eugene Airport regarding applicant's service.
  6. The Operator has violated, on one or more occasions, any existing rule or regulation of the Eugene Airport.

**H. Littering**

Placing, throwing, or dropping of waste, refuse or rubbish upon the grounds, buildings, sidewalks or roadways of the Airport is prohibited. The disposal of cigarette butts on the ground in the queuing lane expressly is prohibited.

**I. Loitering**

Upon entry into the Airport without a passenger(s) or after discharging a passenger(s) at the Airport, each vehicle shall proceed at once by the most direct route to the proper queuing area, parking lot or immediately leave the Airport. No vehicle operator and associate vehicle may stand away or leave their vehicles unattended, or linger/loiter around the queuing lane curb. This includes waiting for delayed passengers.

**J. Non-Discrimination**

No Commercial Ground Transportation Operator may refuse or neglect to transport to any location any passenger requesting service on the basis of race, sex, national origin, religion, age, disability, short haul, or location of destination, so long as the person(s) are orderly and willing and able to pay the prescribed fare. A driver may refuse a request for service if the driver has a reasonable basis for believing that his/her personal safety is endangered. Airline vouchers are considered a legitimate form of payment.

**K. Non-Permitted Vehicles**

Vehicles without a Ground Transportation Permit are only allowed to drop off passengers at the front terminal curb at the Eugene Airport. These vehicles are prohibited from using the passenger pick-up queuing lane other than in the pre-arranged space. Non-permitted vehicles shall adhere to the code of conduct required for ground transportation at the Eugene Airport.

**L. Operation of Vehicles**

Commercial Ground Transportation Vehicles shall be operated in strict compliance with all applicable traffic/parking regulations and security protocols in effect at the Eugene Airport, including, but not limited to, stop signs, speed limits, and use of restricted/reserved parking areas. No person shall park a vehicle in a manner so as to obstruct roadways, passenger flow, or in any location other than a designated parking space/lot.

---

### **M. Pre-Arranged Fares**

Drivers meeting prearranged fare customers shall park their vehicles in prearranged fare spaces assigned by the Airport within the queuing lane. Pre-arranged spaces are subject to time limitations of use. Drivers meeting prearranged fare customers may not park their vehicles in the regular spaces in the queuing lane. Drivers parked in the prearranged parking spaces may not accept walk-up customers. If a prearranged customer has a delayed flight or has changed plans, the driver of the prearranged vehicle may not stay longer than 30 minutes. After the allotted time, the driver must park in the short term parking lot or leave the airport.

Upon request of any authorized City employee, drivers parked in the prearranged parking spaces shall present the names of the prearranged fare customers and the expected arrival times of such customers prior to arrival.

### **N. Queuing Lane**

Customer pick-up is assigned to the queuing lane in the designated spaces. Customer drop-off is assigned to the terminal front curb. If requested or needed, customers with disabilities may be picked up at the terminal front curb.

A maximum of two (2) Shuttles shall stage in the queuing area. The first two (2) spaces forward on the right are reserved for use by the contracted shuttle operator.

A maximum of six (6) Vehicle-for-Hire shall stage in the queuing area, three (3) forward in the primary queuing area located directly behind the door-to-door shuttle operator, and three (3) in the secondary queuing positions located behind courtesy and bus positions.

No Vehicle-for-Hire may stage or park along the front curb.

Passengers may choose any vehicle in the queuing lane.

Hotel courtesies and tour busses shall stage in the designated parking spaces located north of the terminal walkway.

### **P. Repairs**

No person shall clean or make any repairs to motor vehicles anywhere on Airport property other than in designated shop areas, except minor repairs necessary to remove such vehicle(s) from the Airport property. Nor shall any person move, interfere with or tamper with any motor vehicle part, instrument, or tool thereof, without permission of the owner or satisfactory evidence of the right to do so duly presented to the Ground Transportation Coordinator.

### **Q. Replacement Vehicles**

If a City of Eugene permitted vehicle is in the shop, a temporary replacement vehicle meeting City standards may be used. The Ground Transportation Coordinator must be notified of the situation and will schedule an appointment to conduct an inspection on the temporary vehicle prior to it be issued a temporary Ground Transportation Permit.

### **R. Solicitation**

Passengers may choose to ride in any Vehicle-for-Hire or Airport Door-to-Door shuttle in the queue. Solicitation of passengers as defined in these rules is not allowed.

### **S. Towing of Vehicles**

The Airport Director may remove any vehicle which appears disabled, abandoned, or parked in violation of the Airport Rules and Regulations. Any towing of vehicles shall conform to the applicable sections of the Eugene Code related to towing.

### **T. Unattended Vehicles**

Drivers must remain with their vehicles while parked in the Commercial Vehicle Staging Area, except during an emergency. Drivers who wish to leave their vehicles to enter the Airport

---

terminal building must exit the Staging Area and park in the short-term parking lot. Drivers returning to the Staging Area shall follow Queuing rules outlined above. Restroom facilities are located in the main terminal lobby as well as the Airport Administration Office located north of the terminal at 28855 Lockheed Dr, M-F 8a-5p except for holidays.

**Operator drivers shall immediately comply with the directions of any authorized City employee.**

### 11.3 AVI

Vehicle-for-Hire *permitted* to operate at the Eugene Airport will be required to pay a \$1 fee for each pick-up from the Airport. This will require each permitted vehicle to be equipped with an airport issued Automatic Vehicle Identification (AVI) transponder tag. The transponder tag will automatically identify each cab and a trip fee will be billed.

TNC Operators will not be issued transponders and will be billed using GeoFence technology. Transponder tags will be placed in the upper left hand side of the driver's window. The airport will provide the first transponder tag. Replacement for damaged, lost or stolen tags will result in a \$20 fee.

To obtain the transponder tag, the operator shall complete an application at the Airport Administration office located at 28855 Lockheed Dr. Office Hours are Monday - Friday 8am - 5pm (except Holidays). This application will also contain information on billing of companies for appropriate trip fees. Companies will be invoiced on a monthly basis for total trips conducted during the previous month.

Compliance of this policy will be enforced by airport personnel. Vehicles may have their airport operating permit revoked if any of the following occur:

1. Failure to have the transponder tag displayed on windshield.
2. Attempting to by-pass AVI reader.
3. Failure to replace lost, stolen or damaged transponder tags.
4. Failure to pay invoices within specified time period.

If any of the Vehicle-for-Hire do not have their transponder, please contact Airport Administration immediately at 541.682.5430 to arrange for complying with this new policy.