

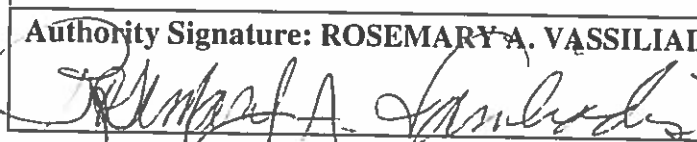
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DEPARTMENT OF AVIATION  
CLARK COUNTY AVIATION SYSTEM

## OPERATING DIRECTIVES

Title: Airside Operations Operating Directive	Number: 01-1-R005
	Effective Date: September 1, 2016
Authority Signature: ROSEMARY A. VASSILIADIS, Director of Aviation 	No. of Pages: 37

**OPERATING DIRECTIVE 01-1-R005: AIRSIDE OPERATIONS**

This Operating Directive 01-1-R005, Airside Operating Directive, dated September 1, 2016 shall replace in toto Operating Directive 01-1, dated June 1, 2001, and Operating Directive 01-1-R001, dated November 15, 2001, Operating Directive 01-1-R002, dated October 1, 2004, Operating Directive 01-1-R003, dated October 1, 2013, and Operating Directive 01-1-R004, dated January 1, 2016.

This Operating Directive 01-1-R005, Airside Operations Operating Directive, dated September 1, 2016 shall be effective September 1, 2016.

**OPERATING DIRECTIVE 01-1: AIRSIDE OPERATIONS**

The *Airside Operations Division* is the focal point for the safe, secure, efficient and effective operation of McCarran International Airport. Anyone with access to the Air Operations Area (AOA) must be knowledgeable of and comply with the Rules and Regulations, Operating Directives, and all applicable Federal, State and Local regulations, laws and ordinances, which are enforced by this Division. To help ensure the safe ground operations of aircraft, the Airside Operations Division Ramp Control Section, hereinafter "Ramp Control," is responsible for management and oversight of the movement of all Aircraft on the east side of the Airport. All Aircraft in ramp areas (non-movement areas) east of Runway 19L/1R and north of Runway 25R/7L will operate under the direction of Ramp Control during its hours of operation through the East and West Ramp Control towers.

**A. AIRCRAFT OPERATIONS**

The Director of Aviation or an authorized designee shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic. The use of the Airport or any portion thereof may also be denied to any specified class of Aircraft or to any individual or group. Such action may be taken when it is necessary to avoid endangering persons or property, it is consistent

with the safe and proper operation of the Airport, and to meet the operational needs of the Airport. The Department of Aviation has primary responsibility for issuing Notices to Airmen (NOTAMS) in accordance with 14 CFR Part 139, advising Airport users of runway, taxiway or apron closures or other conditions affecting the safe and efficient operation of the Airport. The Department of Aviation has the sole authority to establishing ramp access and Aircraft parking procedures for the use of all ramp and gate areas. This includes, but is not limited to, activities allowed in each of these areas such as Aircraft parking, Aircraft maintenance, ground service equipment operations and/or storage, or other similar activities. All storage areas assigned to a tenant shall be subject to the applicable rentals, fees, and charges and shall be incorporated into the appropriate lease agreement.

### *1. Normal Operations*

*a.* All Aircraft operating at the Airport shall meet all applicable Federal Aviation Administration (FAA) regulations pertaining to the operation of that Aircraft and be certified or registered. Aircraft arriving and departing the Airport shall operate under the direction of the Air Traffic Control Tower (ATCT) at all times while in Airport Class B airspace or on the runways and taxiways (movement area). All Aircraft operating on the ramp areas (non-movement areas) east of Runway 19L/1R and north of Runway 25R/7L shall be under the direction of Ramp Control during its hours of operation (as per the Airport/Facility Directory or NOTAM). Such Aircraft shall be in radio contact with Ramp Control and follow its instructions for taxiing and gate assignment. All Aircraft under tow in this area shall be in radio contact with Ramp Control and follow its instructions for towing and gate assignment. All Aircraft not in radio contact with Ramp Control will require prior permission before the Aircraft can be moved.

*b.* The pilot or operator of any Aircraft involved in an Accident on the Airport causing bodily injury or property damage shall, in addition to all other reports required by other agencies, be required to make a prompt and complete report concerning said accident to the office of the Director of Aviation. When a written report of an Accident is required by Federal Aviation Regulations, a copy of such report may be submitted to the Director of Aviation in lieu of the report above. In either instance, the report shall be submitted to the Director of Aviation within forty-eight (48) hours from the time of the Accident.

*(1)* In the event of an accident or incident, the Aircraft owner, pilot, agent, or his duly authorized representative agrees to indemnify and hold harmless the County, the Department of Aviation, its Director of Aviation and its employees from liability for any damage which may be suffered by any Aircraft and its equipment, and for bodily injury or death, except where such damage, injury, or death is due solely to the negligence of the Department of Aviation.

(2) Any person damaging, injuring or destroying McCarran International Airport property either by accident or otherwise shall be liable for the satisfactory restoration of the property so damaged or destroyed. Anyone observing such action shall report same to the responsible person on duty representing the Department of Aviation. If such restoration is not completed within the time frames established by the Director, or if it is necessary to do so to keep the Airport operational, such restoration may be completed by the DOA. The cost of this restoration, plus an administrative charge, will be billed to the person(s) or entity that caused the damage.

(3) All persons using McCarran International Airport shall indemnify, defend and hold the County forever harmless from and against all liability, loss, demand, or other expense, including, but not limited to, defense costs, expenses and reasonable attorney fees, imposed upon the County by reason of injuries or death of persons, including wrongful death, and damages to property alleged to be caused during or because of the use or occupancy of Airport property, or any actions or non-actions of such person(s), its employees, invitees, officers, agents, representatives, contractors, subcontractors, independent contractors, suppliers, and/or sublessees, including the movement of aircraft or vehicles, provided however, that such indemnity will not apply to any negligent act or omission solely that of County, its employees, agents, or representatives. These duties shall apply whether or not the allegations are found to be true.

c. All persons operating an Aircraft at McCarran International Airport shall do so in a safe and careful manner with consideration to the rights and safety of others.

(1) Aircraft will be taxied at a safe and reasonable speed.

(2) Aircraft operating on the Airport shall be equipped with wheel brakes in proper working order.

(3) Where taxiing Aircraft are converging, the Aircraft involved shall pass each other bearing to the right unless otherwise directed by the ATCT or Ramp Control.

(4) Aircraft being taxied, towed or otherwise moved on the Airport from sunrise to sunset, shall have its position lights turned on.

(5) Aircraft operations shall be confined to hard surfaced runways, taxiways and aprons.

- (6) All Aircraft loading and unloading at gate positions must be parked in the designated parking areas, on the correct J line, and at the appropriate stop bar.
- (7) General Aviation Aircraft may not use the east terminal ramps or facilities unless authorized by DOA.
- (8) Requests for use of the non-leased ramp areas will be coordinated through Ramp Control during its hours of operation and the Airport Operations Coordinator at other times.
- (9) All loading/unloading of passengers on the ramp must be approved by the Airport Operations Coordinator.
- (10) No passenger vehicle (taxi, limousine, bus, trucks, etc.) shall be allowed at a gate or other parking location to load/unload passengers without the permission of the Airport Operations Coordinator.

**d. Disabled Aircraft**

Subject to compliance with appropriate Federal Regulations, the owner of a disabled Aircraft shall be responsible for the prompt removal of the Aircraft and parts of such Aircraft at McCarran International Airport. The removal shall be as reasonably directed by the Director of Aviation or an authorized designee.

- (1) If an owner/operator is able to direct removal operations, they should begin immediately upon release by the National Transportation Safety Board (NTSB) or FAA, whichever is the appropriate agency.
- (2) If an owner/operator is unable to direct removal operations, every reasonable effort will be made to secure permission from the appropriate party. In the event of failure or refusal to comply with the removal, such wrecked or disabled Aircraft or any and all parts thereof may be removed by the Department of Aviation. The removal shall be at the owner's expense and without liability for damage which may be incurred as a result of such removal.

**2. Restricted Operations**

The Director or designee may restrict the allowable types of Aircraft operations on certain runways during noise sensitive hours, or for other operational considerations.

**a. Air Carrier Supplemental Parking**

Requests for supplemental Aircraft parking should be made as far in advance as possible (a minimum of 24 hours, whenever practicable). Such requests shall be made by calling the appropriate Ramp Control facility during its hours of operation. For D-Gates, Terminal 3, and the Cargo Ramp, the appropriate facility is the East Ramp Tower. For all other areas, the appropriate facility is the West Ramp Tower. At other hours, such requests can be made by calling the Airport Operations Coordinator.

- (1) Requests for supplemental Aircraft parking should specify the type of Aircraft and the length of time desired, as well as whether or not any enplaning and/or deplaning of passengers is required.
- (2) Assignment of supplemental Aircraft parking positions will be made on a "first come, first served" basis.
- (3) Non-tenant air carrier Aircraft landing at McCarran International Airport under emergency conditions or because of a weather diversion may utilize supplemental Aircraft parking positions only if an authorized ground handler agrees to provide the necessary ground handling and passenger security arrangements.
- (4) No Aircraft will be allowed to park without the approval from the appropriate Ramp Control Facility or Airport Operations Coordinator.
- (5) All Aircraft must be parked on the appropriate stop bar and aligned with appropriate J-Line at the approved location.
- (6) No overnight parking for Aircraft on the ramp areas, outside established locations on holding pads, will be accommodated, except for emergency situations. Such determination will be made by Ramp Control during its hours of operations or the Airport Operations Coordinator at other times.

**b. Derelict Aircraft**

No person shall park or store any Aircraft in non-flyable condition on McCarran International Airport property, including leased premises, for a period in excess of ninety (90) days without written permission from the Director of Aviation.

- (1) Whenever any Aircraft is parked, stored or left in non-flyable condition on the Airport in violation of the provisions of this section, the Department of Aviation shall so notify the owner or operator thereof. The notification shall be by certified or registered mail, requiring removal of said Aircraft within fifteen (15) days of receipt of such notice. If the owner or

operator is unknown or cannot be found, the Department of Aviation shall conspicuously post and affix such notice to the said Aircraft, requiring removal of said Aircraft within fifteen (15) days from date of posting. Upon the failure of the owner or operator of the said Aircraft to remove said Aircraft within the period allowed, the Department of Aviation may cause the removal of such Aircraft from the Airport. All costs incurred by the Department of Aviation in the removal of any Aircraft as set forth herein shall be recoverable against the owner or operator thereof.

**3. Prohibited Operations**

- a.* No person shall operate an Aircraft at McCarran International Airport in an unsafe or careless manner or in disregard of the rights and safety of others.
- b.* Aircraft shall not be taxied, towed or pushed on any runway or taxiway (movement area) until specifically cleared to do so by the ATCT.
- c.* Aircraft shall not be taxied, towed, or pushed on any ramp or gate area (non-movement area) east of Runway 19L/1R and north of Runway 25R/7L unless specifically cleared to do so by Ramp Control during its hours of operation. At all other times advisory service will be provided by the ATCT in these areas.
- d.* No Aircraft power-back operations will be permitted unless it is the only option available to move the Aircraft. All such operations must receive prior approval from Airside Operations. The company doing the power-back is liable for any and all damage caused by such an operation.
- e.* No Aircraft shall taxi between a terminal gate and an Aircraft engaged in a push-back or power-back operation.
- f.* No Aircraft shall be taxied into or out of any hangar under its own power.
- g.* No person shall use unauthorized areas for Aircraft parking. The Aircraft so parked may be removed by or at the direction of the Department of Aviation at the risk and expense of the owner thereof.
- h.* No Aircraft shall operate at Night unless it meets all applicable FAA requirements for such operation.
- i.* Airplane tow banner pick-up and drop-off operations from or on the McCarran International Airport are prohibited.
- j.* Parachute jumping and/or sky diving over or on to McCarran International Airport is prohibited.



k. No person shall interfere or tamper with any Aircraft, or put in motion such Aircraft, or use or remove any Aircraft, Aircraft parts, instruments, or tools, without positive evidence of permission of the owner thereof.

**4. Aircraft Auxiliary Power Units (APU) Operation**

If air conditioning and 400Hz electrical power are available at a Jet Bridge, the on-board aircraft APU should not be operated unless required by operational considerations.

**B. AIRCRAFT MAINTENANCE**

All Aircraft maintenance, repair, servicing, cleaning, washing, de-icing, or other like actions will be done only in areas approved by the Director of Aviation. No person shall repair an Aircraft or Aircraft engine, propeller, or other Aircraft apparatus in any area of McCarran International Airport other than those areas specifically designated for such repairs. The accumulation, handling, storage, disposal, and labeling of all Hazardous Materials generated during maintenance activities shall be conducted in accordance with all Airport Environmental Management System, and any other applicable Federal, State, or Local regulations.

**1. Minor Maintenance/Line Maintenance**

Pre/post flight checks or servicing and minor adjustments or repairs may be made while the Aircraft is at a gate or parking position and is being prepared for departure. Such actions will be prohibited if they may potentially cause a delay at the gate which may interfere with the next scheduled operation for that gate.

**2. Major Maintenance/Unscheduled Maintenance**

Engine changes, hydraulic system repair, fuel system repair, major component replacement or any other maintenance actions that have the potential to leak fluid on to the ramp or disrupt normal Aircraft operations must be coordinated in advance with Airside Operations. The maintenance parking positions or other concrete portions of Holding Pad #7 will normally be used if space is available. However, the Airport Operations Coordinator can assign Major Maintenance operations to other locations on an as needed basis. Drip pans and line caps will be used to the extent possible to minimize fluid spills onto the surface.

**3. Engine Runs**

No engine may be started or operated in any hangar. Engines may be run at idle power only at a gate or parking position. If an engine run is required above idle power permission must be obtained from the Airport Operations Coordinator.

- a.* The Airport Operations Coordinator will assign a location for the engine run based on prevailing winds and ATCT requirements.
- b.* Any person requesting an engine run must have passed a mechanics taxi test or have a valid pilots license. A list of such persons is maintained by Airport Operations. Any person not on this list must be escorted by an Airport Escort. In such cases the Airport Escort is in charge of the operation.
- c.* Engine runs will not be allowed during the noise sensitive operations of 2000 to 0800 hours local time unless a critical situation exists. For the purposes of this section, critical is defined as any operational situation that would constitute a disruption in scheduled or non-scheduled service to or from McCarran International Airport.

#### **4. Aircraft Dry Washing and Aircraft Engine Washing**

All aircraft washing and/or aircraft engine washing activities must be conducted with prior approval from the Airport Operations Coordinator. Such activities must be done by an Airline employee or by an authorized agent of the Airline that has been issued an Operating Permit for such activities at the Airport by the Department of Aviation. Such activities will be subject to the following minimum provisions. This is not an exhaustive list which may be modified from time to time. **However, this shall not include any washing of ground service equipment, or any similar or related activity.** All materials must be disposed of properly.

- a.* Aircraft dry washing activities may be performed at a gate or authorized aircraft parking position. Such Aircraft dry washing will only include cleaning compounds applied by cloth or other authorized material and removed by the same method. The cleaning methods, compounds, and disposal of such compounds shall meet the requirements of the Airport Environmental Management System and any other applicable Federal, State, and Local regulation. No such cleaning compound will be allowed to drip onto the ramp or into any storm drain. In the event that any such cleaning compound does drip onto the ramp or into any storm drain, the Airline or its authorized agent conducting such activities shall immediately cease washing activities. They shall clean-up and remove such cleaning compound(s), per the methods approved by the Airport Environmental Management System and notify the Airport Operations Coordinator. All materials must be properly disposed of.
- b.* Aircraft wet washing is discouraged. Any such activity must be specifically approved, in advance, by the Airport Environmental Management System as to its location, method, detergents, and clean-up. Such activity will not be approved at a gate.

c. Aircraft engine washing activities may be performed at a gate or authorized aircraft parking position. Such Aircraft engine washing will only include the engine, its covers, and attachments. The procedures, methods, chemicals, and disposal must meet the requirements outlined in the Airport Environmental Management System and any other applicable Federal, State, and Local regulations. All materials must be disposed of properly. No chemical or cleaning compound shall be allowed to drip onto the ramp or enter any storm drain. If such occurs, the cleaning process shall immediately cease and the Airport Control Center and Airport Operations Coordinator will be notified. A clean-up and removal of such cleaning compound(s) will be performed immediately, per the methods approved by the Airport Environmental Management System. Such activities will also be subject to the following requirements:

(1) The Airport Operations Coordinator will assign a location for the aircraft engine washing activity according to operational requirements at the time of the request. Decisions will be made according to factors such as time of day, day of the week, surrounding flight activities on adjacent gates, etc. The priority for any gate shall be for live aircraft flight operations. Aircraft engine washing activities will not be authorized during periods when there is scheduled traffic for the gate for the remainder of the day. Additional gates will not be provided to accommodate Aircraft engine washing activities.

(2) The Airport Operations Coordinator will have the ability to immediately suspend and/or permanently discontinue any or all Aircraft engine washing activities. Such action may be taken in the event that such activity is not being conducted in accordance with the requirements of the Airport Environmental Management System, with this Operating Directive, and/or any Operating Permit issued by the Department of Aviation. Such action may also be taken if the activity has an adverse impact on the adjacent gate operations, as determined by the Director of Aviation or designee.

(3) All Aircraft engine washing activities must occur within established aircraft wing envelope markings that are designated on the ramp for each gate. Relocating equipment outside the aircraft wing envelope area will be restricted to allow for the movement of other vehicles and equipment around the gate area.

(4) All initial Aircraft engine washing operations must be observed by an Airside Operations Coordinator and an authorized representative from the Airport Environmental Management System. Airline and/or its authorized agent will be responsible to coordinate such observation for each new activity.

### ***C. FUELING/DE-FUELING OPERATIONS***

The procedures and regulations regarding all fueling and de-fueling are outlined in the Department of Aviation Tenant Fueling Standard, the Airport Environmental Management System, and the Self-Fueling Operating Directive, as they each may be modified from time to time. Such procedures and regulations cover all fueling, de-fueling, handling of fuel spills, training of fueling personnel, and fueling equipment / fuel storage requirements and inspections. All such procedures and regulations outlined in the above mentioned documents must be followed along with any other applicable Federal, State, and Local regulations.

### ***D. VEHICLE/GROUND SUPPORT EQUIPMENT OPERATIONS***

No person shall operate, cause to be operated or park any vehicle on the AOA unless such operation is directly related to an aviation activity on McCarran International Airport. All vehicles operating on the Airport must be registered and identified per DOA regulations. Privately owned (non-corporate) vehicles are not authorized access to the AOA at any time (except authorized firefighter vehicles and private Aircraft owner vehicles at the FBOs and private hangars on the West Side). All vehicles designed to operate on public streets must meet the requirements for operating on public roadways in the state of Nevada. Any vehicle not designed for operations on public streets must meet the safety requirements in place at the time of its manufacture or as superseded by any Federal, State, or Local requirement.

#### ***1. Operating Requirements***

*a.* All vehicles must display a McCarran Secured Area / SIDA access decal unless the vehicle never leaves the airfield. All vehicles must display external signs of a contrasting color with the company name and logo on both sides of the vehicle (not on the windows). The sign must be large enough to be visible from a reasonable distance, with all lettering a minimum of three (3) inches in height. Vehicles that are permitted to operate in the Aircraft Movement Area must also display an amber flashing or strobe light on the top of the vehicle and a McCarran International Airport assigned number (at least 12" high and in a contrasting color to the vehicle) on both sides (not on the windows). They must also be equipped with an Aviation Band VHF radio capable of receiving and transmitting on all ATCT Tower and Ground Control frequencies, and be equipped with a UHF radio capable of communicating with Airside Operations and the Airport Control Center.

*b.* In addition to having a valid State of Nevada operator's license, any person who operates a vehicle on the AOA must first successfully complete the McCarran Ramp Driver Training Program and have the "R" symbol on their McCarran International Airport identification badge. All drivers who are required to operate a vehicle in the Aircraft Movement Area must have successfully completed the Airfield

Driver Training Program and have the "M" symbol on their Airport identification badge.

*c.* Any operator or vehicle that does not meet any of the above requirements must be escorted by a vehicle and operator that does. Anyone not complying with these requirements may be subject to penalties and lose the privilege of operating on the AOA. All requested exceptions to the above will be considered on an individual basis and must be approved by the Director of Aviation, or designee.

*d.* The requirements for McCarran Ramp Driver's training and an "R" on your badge do not apply to vehicle operations on the West Ramp. This is defined as the area west of Taxiway H, including the perimeter roadway, between the north end of the Atlantic Aviation ramp and the south end of the Signature Flight Support facility. Vehicles on the West Ramp must display either the McCarran Secured Area/SIDA access decal or a West Side ramp access decal. Vehicles with only West Side ramp access decals are not allowed access to any other area of the AOA except their own respective areas. Vehicles with a West Side decal may not access the East Side of the Airport. Vehicles which never leave the airfield do not need a decal.

## **2. Normal Operations**

*a.* Any person operating a vehicle on the AOA shall comply with all Department of Aviation Rules and Regulations and Operating Directives. Violators may be cited by METRO officers or Airport Operations personnel.

*b.* All persons shall obey all instructions of the Air Traffic Control Tower if operating in the Aircraft Movement Area. Violators may be cited by METRO officers or Airport Operations personnel.

*c.* All vehicles shall be operated within the marked ramp roadway system to the maximum extent possible. Vehicles entering or crossing a marked roadway shall yield to vehicles already in the roadways.

*d.* **Maximum** Speed Limits on the AOA are as follows:

- |     |                                 |                         |
|-----|---------------------------------|-------------------------|
| (1) | Perimeter roadways:             | 20-25 mph, or as posted |
| (2) | Ramp areas:                     | 15 mph                  |
| (3) | Within 100 feet of an aircraft: | 5 mph                   |
| (4) | <b>Or, as posted.</b>           |                         |

*e.* Aircraft and pedestrians shall have the right of way at all times over vehicular traffic. All vehicles must pass at a safe distance to the rear of taxiing Aircraft.

*f.* Any person operating a vehicle on the McCarran International Airport AOA who is involved in an Accident shall comply with all requirements of the motor vehicle laws of the State of Nevada. They shall, in addition, notify the Department of Aviation immediately, through the ACC, and wait for its response if at all possible.

*g.* Vehicles must be equipped with normal safety features as required at the time of its manufacture or by subsequent Federal, State or Local regulations.

### **3. *Prohibited Operations***

*a.* No person shall store or retain Aircraft parts or components being held as inventory anywhere on the Airport other than in an enclosed authorized facility, or in a manner approved by the Director of Aviation.

*b.* No person shall operate a motor vehicle or motored equipment on McCarran International Airport while under the influence of alcohol or a controlled substance.

*c.* No person, other than the operator of an authorized Aircraft servicing vehicle, shall operate a vehicle outside a ramp roadway on the AOA so as to pass within twenty (20) feet of a parked Aircraft. If an Aircraft is being loaded or unloaded at ground level, no person shall operate a vehicle between that Aircraft and the terminal concourses while passengers are enplaning or deplaning.

*d.* No vehicle on the AOA shall be moved when the driver's vision is obstructed to either the sides or rear, without the assistance of a second person acting as a spotter or through the use of guidance cones.

*e.* No person shall park any vehicle or other motorized/towed equipment within designated No Parking zones, within fifteen (15) feet of any fire hydrant or other fire-control apparatus, within a jet bridge parking area, or on unpaved areas unless they are DOA designated parking locations. No person shall park any such vehicle or equipment so as to interfere with or prevent the passage or movement of Aircraft or other vehicles. Any parked vehicle or equipment must have its parking brake engaged or be securely chocked to prevent movement while it is unattended.

*f.* In the event of a vehicular breakdown or other equipment failure, the ACC shall be notified immediately by the owner or operator if the vehicle location constitutes a safety hazard. The vehicle shall be removed from that area within fifteen (15) minutes of the time the ACC is notified that a hazard exists. The Department of Aviation shall have the right to remove any vehicle posing a threat or

risk to safety. The removal will be at the sole risk and expense of the owner and/or operator of subject vehicle or equipment.

*g.* Airside Operations will be notified in advance when a contractor or vendor requires AOA access with a crane or oversized piece of equipment. Airside Operations will determine the access gate and routes, parking location and lighting and flag requirements. Cranes shall be lowered to its lowest height when not actually in use. Additionally, when required by 14 CFR Part 77 to file a Notice of Proposed Construction, the contractor or vendor shall provide Airside Operations with a copy of the FAA issued obstruction evaluation determination (Form #7460-1), reflecting the FAA's analysis of the potential hazard to air navigation posed by the crane or oversized equipment.

*h.* No vehicle will be driven under a jet bridge without the express permission of the airline assigned that jet bridge, except for Emergency Response vehicles. Vehicles of the using airline, at its option, are accepted.

*i.* No vehicle may be serviced, maintained or repaired on the AOA except in a DOA designated area. Emergency repairs necessary to allow a vehicle to be moved are permitted.

*j.* No vehicle may operate within fifty (50) feet of the rear of an Aircraft with its engines running.

*k.* No person may park a vehicle outside its leased area unless it is in an authorized parking space.

*l.* No person may operate a vehicle or motorized equipment in an unsafe, careless, or reckless manner.

#### **4. *Ground Support Equipment (GSE) Specific Rules***

As applicable, the rules in paragraphs D(1) through D(3) above, also apply to GSE. Additionally, GSE specific rules are as follows:

*a.* Any motorized vehicle that is used only for support of aircraft operations and is never taken off the AOA does not require a McCarran Secured Area/SIDA access decal.

*b.* Motorized vehicles must be equipped with normal safety features as required at the time of its manufacture or by subsequent Federal, State or Local regulations.

*c.* No person may use a cell phone while operating a motorized vehicle.

- d.* All GSE must be visibly marked with the company name or logo and an identifying number.
- e.* All GSE must have reflectors or reflective tape so as to allow it to be readily visible from any angle during night operations.
- f.* All towable GSE shall be equipped with positive locking couplings.
- g.* All GSE shall be equipped with a brake system that will prevent it from becoming free-rolling if struck by wind, jet blast or propeller wash while it is parked.
- h.* The maximum number of baggage or cargo carts that may be towed by any vehicle is six (6), unless specifically authorized by the DOA.
- i.* The maximum speed limit for a train of towed carts is 15 mph except in the vicinity of Aircraft, when the speed limit shall be 5 mph.
- j.* Baggage cans (LD-3, LD-7 and similar types) that are not attached to dollies shall be stored in such a manner so as to prevent gravity, wind, jet blast or propeller wash from moving them.
- k.* All GSE equipment must be parked in a lease area or other authorized GSE parking area.
- l.* No person may park a vehicle or equipment in a manner which would constitute a safety hazard.

## ***E. PEDESTRIANS***

### ***1. Normal Operations***

Pedestrian traffic on the AOA will be kept to a minimum. Anyone walking between Terminal 1 and the Cluster Buildings (A/B Gates) or the C Gates concourse will remain under or immediately adjacent to the drip lines of the buildings.

### ***2. Prohibited Operations***

- a.* No pedestrian shall cross a taxiway or taxi lane.
- b.* Pedestrian traffic between the D Gates and any other part of the Airport is prohibited.



- c.* Pedestrian traffic between Terminal 3 and any other part of the Airport is prohibited.
- d.* The use of any type of personal conveyance is expressly forbidden on the Airfield.

## ***F. SECURITY***

All personnel with access to the Secured Area/SIDA will comply with the Federal regulations and the Airport Security Program (ASP), as required under 49 CFR Part 1542. Airport Operations is responsible to verify the integrity of all tenant facilities having access to the Secured Area, on the West Side of the Airport. This consists of any space or leasehold area that is inside the security perimeter on the West Side. All such tenant shall comply with the following:

- 1.* Airport Operations shall have 24-hour access to all facilities that are part of the security perimeter.
- 2.* Tenants that lock their facility will ensure that Airport Control Center has a 24-hour emergency contact number for access to that facility, as allowed under an existing lease agreement. Airport Operations will contact the tenant to request entry (except in the case of an emergency), at which time the tenant will respond immediately to accommodate such request. Failure to respond to such request for access will result in the following immediate actions and will remain in place until the applicable issue is resolved:

  - a.* All Security Card Readers will be turned off in the tenant area(s) where the access points cannot be inspected.
  - b.* The tenant shall be required to post a 24-hour guard until the issue is resolved. If the tenant does not post such a guard, a DOA guard will be placed on the secure side of the facility to monitor the area(s). Tenants will be billed for the cost of the guard.
- 3.* Tenants who do not comply with the Paragraphs 1 and 2 above may be required to install additional security readers on all perimeter access doors (hangar, pedestrian, or vehicle). Such tenants will be responsible for all costs associated with the installation at the discretion of the Director of Aviation or designee.
- 4.* To assist responding emergency crews, each hangar in a secure area will be clearly marked with the name of the tenant. Where there is a multi-door hangar complex, each hangar door will be numbered to allow easy identification during an emergency with numbers and/or letters at least 8 inches in height.

5. In the event that a tenant, its employees, invitees, officers, agents, representatives, contractors, subcontractors, suppliers, and/or sublessees cause any security violation, and should the Department of Aviation be cited for a civil penalty for such security violation, the tenant agrees to reimburse the Department of Aviation for any monetary civil penalty, which may be imposed by the Transportation Security Administration (TSA). The tenant will have badge/access privileges immediately suspended and/or revoked by the Airport Security Manager for failure to adhere to the Airport Security Program or for failure to return all badges within the time frames specified herein. Such actions may also result in the immediate termination of any applicable operating permit or lease agreement, at the sole discretion of the Director.

## **6. CCTV SECURITY SURVEILLANCE SYSTEM POLICIES AND GUIDELINES**

### **a. INTRODUCTION**

- (1) This Operating Directive will serve to provide the policies and procedures to be adhered to by all DOA personnel, vendors, concessionaires, contractors, businesses, airlines, or any other persons or entities who have access to McCarran International Airport's CCTV (Closed Circuit Television) Security Surveillance System. CCTV is used to enhance security, safety and the quality of life by integrating the best practices of "virtual policing" with state-of-the-art technology.
- (2) The Security Division will be the regulatory entity regarding McCarran International Airport's CCTV Security Surveillance System. The Security Division will be responsible for the CCTV Security Surveillance System to include the installation and use of cameras; use and operation of the VMS (Video Management System); placement, use and operation of associated VMS workstations; approval of who will have access of any type to the CCTV Security Surveillance System; the preservation of selected video footage; the viewing of the video footage; and, the preparation of CDs or other digital media and to allow viewing of selected video (collectively referred to as "CD").
- (3) Violations of this Operating Directive will be addressed by the Security Division and DOA Employee Services.

### **b. INSTALLATION OF CAMERAS AND RECORDING SYSTEMS**

- (1) Any installation of camera equipment (including recording equipment), either independent of, or to be added to McCarran International Airport's CCTV Surveillance Systems, by any DOA personnel, or any vendors, concessionaires, contractors, businesses,

airlines, or any other persons or entities, must first be approved by the Security Division.

(2) The approval of any installation of cameras will address the following, but not be limited to:

- (a) The name and type of camera(s).
- (b) The number of cameras.
- (c) The location of the camera(s).
- (d) The reason for the camera(s).
- (e) The views that the camera(s) will be looking at.
- (f) And other questions and considerations regarding the particular requested CCTV installation and operation.
- (g) The submission of a PCA (Project Concept Approval) for any project involving the CCTV Security Surveillance System, including the installation of CCTV Cameras or platform/workstations, does not eliminate the requirement for the Security Division to approve any such project or work prior to that project or work beginning.
- (h) Any integration between the CCTV Security Surveillance System and the Access Control System at McCarran International Airport must be approved by the Security Division. Due to the high security element of this type of integration and operation, and the critical SSI regarding this type of integration and operation, only the Access Control provider will facilitate this type of integration with the direction of the Security Division and the Airport Control Center.

**c. *USE OF MCCARRAN INTERNATIONAL AIRPORT'S VMS AND RELATED CCTV SURVEILLANCE SYSTEM***

(1) This Operating Directive serves to provide policies and procedures which will address the use of the VMS.

- (a) The VMS (collectively referred to as the "platform") will be made accessible through computer workstations.

- (b) The placement and location of the workstations; who will be authorized to use them; and, what level of operational and administrative capabilities any particular workstation or operator has, will be determined and approved only by the Security Division.
- (2) This Operating Directive serves to provide policies and procedures which will address the use of the CCTV and related recording capabilities associated with the platform. CCTV cameras are used to enhance security, safety and the quality of life by integrating the best practices of "virtual policing" with state-of-the-art technology.
- (3) McCarran International Airport is using CCTV to monitor areas throughout the airport in order to deter crime and to assist in providing for the security and safety of individuals and property. Any diversion of security technologies for other purposes would undermine the utilization of these resources for achievement of critical safety goals and is therefore strictly prohibited.
- (4) Examples of legitimate safety and security purposes for CCTV monitoring include, but are not limited to:
  - (a) Protection of individuals, property and buildings
  - (b) Confirmation of alarms or events
  - (c) Patrol of public areas
  - (d) Monitor aircraft movement
  - (e) Investigation of incidents at the TSA Check Points
  - (f) Investigation of criminal activity
  - (g) Emergency / Incident response
  - (h) Investigation of smoke, fire, or flooding
  - (i) Monitoring Security K-9 activity
  - (j) Security training
- (5) The use of CCTV will be conducted in a professional, ethical and legal manner. Personnel involved in monitoring will be appropriately

trained and supervised in the responsible use of this technology. CCTV monitoring will be conducted in a manner consistent with all existing policies, including the Non-Discrimination Policy, the Sexual Harassment Policy, and other relevant facility policies.

- (6) Monitoring individuals based solely on characteristics of race, gender, ethnicity, sexual orientation, celebrity status or recognition disability, or other protected classifications is prohibited.
- (7) CCTV will not target or focus on the faces of persons engaging in First Amendment demonstration activities unless there is a reasonable indication of a threat to public safety or of engagement in criminal activity.
- (8) Information obtained through video monitoring will be used exclusively for safety, security, or law enforcement purposes. Recorded images will be stored in a secure location that is accessible only to authorized staff. Use of video for entertainment or personal use is strictly prohibited.
- (9) It is strictly prohibited to use a cell phone, or any other device to photograph or record images which are visible on any CCTV Security Surveillance System Monitors or platforms.
- (10) Access to view Security Surveillance System monitors or to operate the CCTV Platform is strictly limited to staff with authorization to do so.
- (11) Recorded material will not be sold or used for commercial purposes.
- (12) Operator logon accounts and other audit features will be used to ensure a clear operator audit trail is maintained. This enables tracking of abusive use of CCTV assets back to the individual who violated a policy.

**d. *SELECTED VIDEO PRESERVATION POLICY AND PROCEDURES***

- (1) This Operating Directive will serve to provide the policies and procedures for Security Division Personnel to adhere to regarding the preservation of selected video footage, the viewing of the video footage, and the preparation of CDs or other digital media; to allow viewing of selected video (collectively referred to as "CD"). It is intended to facilitate the preservation of selected video footage which may depict information relevant to reported emergencies, criminal activities, property damage, sick or injured persons, or similar incidents, provided that the Security Division receives timely notice of said incidents.

- (2) The Department of Aviation has installed a security video surveillance system at McCarran International Airport ("Airport"). Video obtained through the security surveillance system is not retained on a regular basis and is not a public record. The surveillance system is intended to provide real time monitoring of certain locations at the Airport and does not create permanent records. The video surveillance system equipment has limited, short term recording capacity which varies, depending upon the equipment used, from one (1) to four (4) months. When any particular equipment's retention reaches capacity, it commences to record new video images over whatever may have been previously recorded. The DOA endeavors to extract and retain specific video relating to a specific incident, or to a specific location during a specific time period, upon reasonable request, if what was requested was actually recorded and if the request is made in a timely manner which allows recovery of the specific video while it is still in the system's short term storage.
- (3) Only Security Division Personnel are allowed to preserve CCTV video footage; copy CCTV video footage; export CCTV video footage; or, produce CDs containing CCTV video Footage.
  - (a) Exceptions
    - (i) The TSA is allowed to export CCTV video footage and produce CDs containing CCTV video footage, related to a TSA investigation of activity having taken place at the TSA Check Points or TSA baggage handling areas. TSA will notify the Security Division of such export of CCTV video footage.
    - (ii) Security Division Management may grant temporary authorization to other DOA or Law Enforcement personnel to export CCTV video footage or prepare CDs containing video footage, when there is a critical time element involved.
- (4) The Security Division will only preserve selected video footage or prepare a CD if it is made aware in a timely fashion of an incident warranting the preservation of the selected video footage video, or if a specific request is made, or a subpoena or notice of litigation hold (collectively referred to as "Requests") is served in a timely fashion upon the Security Division. Requests may be submitted by: Airport divisions, including the Director's Office, Airport Control Center (ACC), Risk

Management/Safety; Terminal Ops; Airside; Landside; Public Affairs and Marketing; Employee Relations; state and local agencies, including Las Vegas Metropolitan Police Department (Metro) and the District Attorney's Office; federal agencies, including the U.S. Attorney, FBI, TSA, CBP, and ATF; a private attorney's office; airlines; tenants; or by any other outside individual, agency, or entity. Any Request may be subject to review by the TSA for a determination of Sensitive Security Information content prior to its release. The number and exact location of security surveillance cameras is Sensitive Security Information and will not be disclosed to unauthorized parties.

- (5) Requests to preserve selected video footage, to view video footage and/or to prepare a CD of such selected video footage may be made either directly to the Security Division or through the Airport Control Center. The Security Division has the sole authority to approve the preservation of selected video footage, to approve the viewing of the video footage, or prepare a CD. The following policies and procedures will be followed in response to the above cited situations.

**(6) Requests Made Directly to the Security Division**

- (a) When the Security Division is contacted by any person, agency or entity with a Request for selected video footage preserved, to view video footage, or prepare a CD the Security Division will have to be advised by the requesting party of the details including the type of situation the video footage is for and the date time and location of the incident.
- (b) If an incident report or other written report of the incident or activity is available, that report will be forwarded to the Security Division. If the requesting party knows which cameras recorded the video footage, that information will also be passed on to Security. If the specific camera(s) are not known by the requesting party, Security will check with the ACC to determine if they are aware of which camera(s) were used to record the incident. If the requesting party or the ACC are not aware of which camera(s) may have recorded the incident, Security will search all the available and pertinent cameras and try to locate the requested video footage.

**(7) Requests Made Directly through the ACC**

When the ACC receives a Request for video footage to be preserved, to view video footage\*, or prepare a CD, the ACC will email Security with

the identity of who is requesting the video footage; the type of situation the video footage is for; the date & time of the incident; and, which camera(s) recorded the footage of the incident. Security will then locate the camera(s) and footage and: a) save the footage to the DOA Confidential Drive; and b) when specifically requested, transfer the footage to a CD (or other digital media).

Exceptions:

- (i) The ACC may in fact allow certain entities, while in the performance of their official duties and while conducting ongoing investigations, to respond to the ACC and view video footage. These entities are limited to Metro (Airport Bureau & Area Commands); any other city, state or federal law enforcement; CCFD; Airfield Operations Coordinators; OSHA Inspectors ONLY when looking into an accident on an escalator or elevator; and, DOA Risk Management & Safety. All other requests to view video footage must be approved by Security 24/7. If the ACC personnel are unsure if they should allow the viewing of any video footage by any entity or individual, they should contact security (Wayne Szczepanek or Michael Bennett) 24/7.
- (ii) If Security is able to determine that video exists which responds to the Request, Security will then: a) save the footage to the DOA Confidential Drive, and b) when specifically requested, transfer the footage to a CD (or other digital media). Security will then notify the requesting entity when the CD is prepared. Subject to the necessity of TSA review before release, if applicable, Security will then notify the requesting entity when the CD is prepared. The requesting person or entity shall sign a receipt containing the name of the person or entity, date, and a brief description of the content of the CD when the CD is delivered to the requestor. That receipt will be kept on file with the Security Division.



- (8) Other factors regarding the preservation of video footage and the preparation of a CD (or other digital media) include but are not limited to:
- (a) The duration of how long video footage remains available to be located, preserved or transferred to a CD is determined by the particular video surveillance equipment and its recording system components. This is an Information Service area of expertise, and is not a Security function or area of specific knowledge and expertise.
  - (b) Video footage preserved or saved to the Confidential Drive contains, at least in part, selected video footage which may depict information relevant to reported emergencies, criminal activities, property damage, sick or injured persons, or similar incidents. Any such footage may be determined to be "Airport Emergency Documentation Records," as defined in the Nevada Local Government Retention Schedule. Such records have a minimum retention period of three (3) calendar years from the date of last action pursuant to state public records retention law. Such records shall not be removed or deleted after the minimum retention period without the authorization of the Security Division, after consultation with the District Attorney's Office.
  - (c) Security personnel will notify the DA's office whenever a subpoena or other formal written request for video footage regarding legal proceedings is received by the Security Division.
  - (d) Only Security Division personnel will preserve video footage on the Confidential Drive or prepare a CD; and, only Security Division personnel will release any video footage or CD. Under no circumstances will any department, division, or individual, other than Security Personnel release video footage to any person, agency or entity.
  - (e) No video footage regarding DOA employees will be preserved or transferred to a CD unless Employee Services is made aware of the request and approves the request.
  - (f) If a request is received by the Security Division, which is regarded as unusual or out of the realm of the normal and standard requests, Security personnel will discuss and review the request before any action is taken with the video footage.

- (g) Security Division Management will determine when the Director will be made aware of any video footage request. For example, requests for video footage by Federal Attorneys, local or national media, international entities, etc., would warrant the Director being advised.

#### ***G. OPEN FLAME OPERATIONS***

All open flame operations, barbeque grills, or other similar devices on the AOA must be conducted in accordance with Airport Environmental Management System. They must also comply with the current Safety and Health Operating Directives. In each instance the Airport Control Center must be called to receive approval.

#### ***H. FOREIGN OBJECT DEBRIS (FOD)***

It is the responsibility of all users of the Airport to do everything possible to minimize Foreign Object Debris (FOD) that may cause damage to Aircraft. FOD barrels are located in various locations near the jet bridges and should be used for FOD only. Primary responsibility for the control of FOD is as follows:

##### ***1. Tenant Responsibility***

The areas between the Airport buildings and the near edge of the closest ramp roadway, and assigned Aircraft parking areas, are the responsibility of the tenant or user. Upon prior arrangement, and if the area is clear of equipment, the DOA will provide sweeping services if the tenant does not have that capability.

##### ***2. Airport Responsibility***

All other areas are the responsibility of the Airport.

#### ***I. RAMP MARKINGS***

Tenants are not authorized to put markings of any kind (paint or tape) on the ramp unless approved by Airport Operations. All markings, to include vehicle/GSE parking areas, will be installed only by the DOA.

#### ***J. DE-ICING ACTIVITIES***

If the Airport experiences a winter storm event, the following procedures shall be adhered to so that delays will be minimized.

1. Pilots will contact Ramp Control on radio frequency 129.17 (West) and 127.9 (East) for pushback clearance and de-icing requests. All holding pads will be available for de-icing, however, the following locations are preferred based on the runway configuration in use.
  - a. For Runway Configurations 1 and 4, Runway 25R departures will use Holding Pad 6 and the east RON pad.
  - b. For Runway Configurations 2 and 3, Runway 1R, 7L departures will use Holding Pads 1 and 3.
2. The Airport Operations Coordinator (220) will be the designated point of contact to inform the Airport Control Center (ACC) of forecasted severe weather activity and its implications. The AOC will update the ACC of any changes in runway configuration. The AOC will be responsible to MOHL tenants of all status updates on de-icing locations and airfield conditions throughout any event.
3. All de-icing methods, procedures, chemicals, and clean-up must be performed according to the requirements of the Airport Environmental Management System and any other applicable Federal, State, and Local regulations.

#### ***K. VEHICLE DECAL REQUIREMENTS***

All vehicles which enter and exit the airfield must have a decal issued by the Airport Operations Decal Office in addition to meeting all of the other requirements for operating a vehicle on the airfield.

1. No vehicle may enter or operate on the airfield without the DOA issued decal properly affixed to the vehicle.
2. Any vehicle decal which is no longer needed must be returned to the Decal Office.
3. No one may loan a vehicle decal for use on another vehicle. No vehicle may use a decal which is not properly assigned to it.
4. No one may obtain a vehicle decal under false premise (false paperwork, unauthorized tenant, etc.).
5. No one may operate a vehicle on the airfield without maintaining the required insurance.

## **L. GOLF CART OPERATING RULES**

Golf carts are defined as mobile vehicles, either gas or electrically powered, designed for the transportation of people or materials which do not meet the requirements for operating on public roadways. In addition to being subject to all other vehicle operating rules and regulations, golf carts are subject to the following:

1. Golf carts may only be charged in the owner's leased premises, in an assigned parking location, or in an approved charging location.
2. Golf carts must be charged in a safe manner. Electrical cords and boxes may not cross roadways or walkways or present a tripping hazard at any time.
3. Golf carts must have an operational headlight and taillight for operation at Night.
4. Golf carts must have a permanently affixed company logo along with a permanently affixed unique vehicle number.
5. Golf carts are not allowed to operate on the airfield perimeter road between the East and West Sides of the airfield.
6. All passengers in a golf cart must ride in a permanently affixed passenger seat.

## **M. CHARTER AND COMMUTER OPERATIONS**

### **1. Purpose and Definitions**

This section outlines the procedures for: (1) all Federal Aviation Administration (FAA) Part 121 operations which are not part of a normal published schedule; (2) all FAA Part 91 operations; (3) all FAA Part 125 operations; and (4) all FAA Part 135 operations. There will be no exceptions to the following procedures unless specifically approved by Airside Operations.

As used in this section, these terms are defined as follows:

"Aircraft" means a device that is used or intended to be used for flight in the air.

"Airline" means any individual, corporate entity, government entity, or any other organization who undertakes directly by lease, or other arrangement, to engage in air transportation.

"Approved in Advance" means the advance approval given by Airside Operations to an Airline, cargo operator, or fixed-base operator (FBO) to conduct or oversee a given operation. In order to be Approved in Advance, the Airline must make a request as far in advance as possible

(minimum advance notice varies by operation). Requests shall be submitted via e-mail to lasairsked@mccarran.com on the approved Department of Aviation (DOA) template form as specified for the desired location; a copy of the relevant template forms may be obtained from the above e-mail address. For a time critical request on a weekend, contact Ramp Control (5:30 am to 1:00 am) at 702-261-4411 or the on-duty Airport Operations Coordinator (24 hours) at 702-261-5605. During normal business hours Monday - Friday from 7:00 am - 4:00 pm, contact Airside Operations at 702-261-3030 or 702-261-5348 for questions or assistance. All approval will be made via e-mail.

“East Side operations” means those domestic operations required to use the East Side of the Airport (Part 121 public charters, Part 135 commuter operations, and special cargo operations). This definition specifically excludes Terminal 3 operations.

“International public charter” means any operation certificated under FAA Part 121 or Part 135 with a point of origin or destination outside of the United States, and which is operated as a common carriage operation.

“International private charter” means any operation certificated under FAA Parts 91, 121, 125, or 135 with a point of origin or destination outside of the United States, and which is operated as a non-common carriage operation.

“Non-sterile operation” means any operation whose operator is not required to be in compliance with certain Transportation Security Administration (TSA) regulations pursuant to 49 C.F.R. § 1544.101(a).

“Part 91 operation” means any operation certificated under FAA Part 91.

“Part 121 private charter” has the same meaning assigned to the term “private charter” in 49 CFR § 1540.5.

“Part 121 public charter” means any unscheduled operation certificated under FAA Part 121 that does not qualify as a Part 121 private charter.

“Part 125 operation” means any operation certificated under FAA Part 125.

“Part 135 on-demand operation” means any operation certificated under Part 135 that also meets the definition of “on-demand operation” in 14 C.F.R. § 110.2.

“Part 135 commuter operation” means any operation certificated under Part 135 that also meets the definition of “commuter operation” in 14 C.F.R. § 110.2.

“Souls On Board” or “SOB” means the total number of persons aboard the aircraft, inclusive of passengers and crew.

“Special cargo operation” means a cargo operation that cannot be handled at the operator’s regular facility. Examples include animal flights, large high value shipments, or operations which require special equipment, handling, or processing.

“Sterile area” has the meaning set forth in 49 C.F.R. § 1540.5.

“Sterile operation” means any operation whose operator is required to be in compliance with certain Transportation Security Administration regulations pursuant to 49 C.F.R. § 1544.101(a).

“Terminal 3 operations” means those operations required to use Terminal 3 (international public charters and international private charter with twenty-one (21) or more SOB).

“West Side operations” means those operations required to use the West Side of the Airport (Part 91 operations, Part 125 operations, Part 121 private charters, Part 135 on-demand operations, and international private charters with twenty (20) or fewer SOB). This definition specifically excludes international private charters certificated under Part 121 that have twenty-one (21) or more SOB.

## **2. *Applicability of Particular Subsections***

a. All Part 121 public charters, Part 135 commuter operations, and special cargo operations shall use the East Side of the Airport, or locations at other airports owned and operated by Clark County, Nevada and specified by DOA, and shall comply with the corresponding procedures as described below in subsection 3, *infra*.

b. All Part 91 operations, Part 125 operations, Part 121 private charters, and Part 135 on-demand operations shall use the West Side Fixed Base Operators (FBOs) and shall comply with the corresponding procedures as described below in subsection 4, *infra*. The only exception to this rule is for international private charters certificated under Part 121 that have twenty-one (21) or more SOBs; these operations shall use Terminal 3 and the Customs and Border Protection (CBP) facility as described below in paragraph (d) of this subsection and subsection 5, *infra*.

c. All international private charters with twenty (20) or fewer SOB shall use the West Side FBOs and shall comply with the corresponding procedures as described below in subsection 4, *infra*.

d. All international public charters, and all international private charters with twenty-one (21) or more SOB must use Terminal 3 and the CBP facility, and shall comply with the corresponding procedures as described below in subsection 5, *infra*. Terminal 3 is physically located on the East Side of the Airport, but the required procedures under subsection 5 (international) differ from those under subsection 3 (domestic).

### 3. *East Side Operations*

Procedures for operations at the East Side vary depending on whether the operation is at a gate or at an authorized off-gate location. Listed below are the procedures for East Side operations at a gate, an authorized off-gate location, and special cargo operations.

#### a. *East Side Gate Procedures*

- (1) All Part 121 domestic public charters must use a gate and all outbound baggage on such operations must go through the respective baggage handling node.
- (2) For all other East Side operations, the preferred location is at one of the gates leased by the Airline or at other airports owned and operated by Clark County, Nevada and specified by DOA. If that is not possible, a request for a County gate may be made. If a County gate is not available, the Airline may request to use an off-gate location as described in paragraph (b) of this subsection.
- (3) All East Side operations at a gate must be Approved in Advance by Airside Operations. The Airline must submit a standard gate-use template form no later than 48 hours before the departure or arrival (as applicable) of the operation.
- (4) If the operation is a sterile operation, all enplaning passengers must be processed at the ticket counter assigned to the Airline, go through a TSA security checkpoint, and board through the Terminal Complex, as assigned. All deplaning passengers must exit through the Terminal Complex. No buses will be allowed on the Airfield for ramp side enplaning, deplaning, or screening. If weapons are on the Aircraft and they are not in locked containers in the cargo hold, Metro's presence will be required. No weapons are allowed in the Terminal Complex.
- (5) If the operation will be a non-sterile operation, enplaning and deplaning passengers shall not enter sterile areas of the Terminal Complex. If necessary, the Airline shall be responsible for transportation of said passengers to and from the aircraft through non-sterile areas of the Airport. The Airline is responsible for providing all escorting necessary for the operation, including the costs of such escorts. DOA will provide escort staff, as deemed necessary, to oversee the operation only. The Airline is responsible to see that the operation meets all applicable DOA, Federal, and State requirements.
- (6) Any service provider for the operation must be authorized by the Department of Aviation Business Office to provide such service to that operation. The Airline is responsible to see that the operation meets all applicable DOA, federal, and state requirements.

(7) Aircraft engaged in Part 91, Part 125, and Part 135 operations are not permitted to park or remain overnight on the East Side of the Airport. Such Aircraft must depart the Airport or reposition to one of the two (2) West Side FBOs unless they are using an alternative airport owned and operated by Clark County, Nevada and specified by DOA.

*b. East Side Off-Gate Procedures*

(1) All East Side operations at an off-gate location must be Approved in Advance by Airside Operations. The Airline must submit a standard off-gate DOA template form no later than 48 hours before departure or arrival (as applicable) of the operation.

(2) The only East Side operations which will be approved for off-gate parking are non-sterile operations, sports teams, their booster clubs, and military operations. The location for such operations is Holding Pad 7 or another location as designated by Airside Operations.

(3) If the operation will be a sterile operation, the Airline must arrange in advance for TSA and DOA approved screening. No screening will be required for U.S. Government contracted military operations. If weapons are on board the Aircraft and not in locked containers in the cargo hold, Metro's presence will be required.

(4) If the operation will be a non-sterile operation, enplaning and deplaning passengers shall not enter sterile areas of the Terminal Complex. If necessary, the Airline shall be responsible for transportation of said passengers to and from the aircraft through non-sterile areas of the Airport. The Airline is responsible for providing all escorting necessary for the operation, including the costs of such escorts. DOA will provide escort staff, as deemed necessary, to oversee the operation only. The Airline is responsible to see that the operation meets all applicable DOA, Federal, and State requirements.

(5) Any service provider for the operation must be authorized by the Department of Aviation Business Office to provide such service to that operation. The Airline is responsible to see that the operation meets all applicable DOA, federal, and state requirements.

(6) When making a request to use an off-gate location, the following information will be required:

(a) Airline.

(b) Arrival and Departure Time.

(c) For arrivals, the origination airport, for departures, the destination airport.



- (d) Type and series of Aircraft.
- (e) Duration of parking time (applicable fees will apply).
- (f) The business/group chartering the operation and approximate number of SOB.
- (g) Ground service provider(s).
- (h) Name of ground transportation provider(s) that will be picking up passengers and baggage. This shall include approximate number and type of vehicles.
- (i) Name of baggage handling provider(s) that will be picking up sports gear or other baggage (if applicable). This shall include approximate number and type of vehicles.
- (j) Any screening activities that will be required, where the screening will take place (planeside or off-site), and the entity providing the screening.
- (k) Information regarding any weapons on board to include the number, type, and its location.
- (l) Whether the operation will be a sterile operation or a non-sterile operation.

c. *Special Cargo Operations*

- (1) Cargo operations are generally required to be performed at the cargo operator's leased or assigned area. However, operators of special cargo operations may request to use additional parking, ramp space, or have main gate access.
- (2) All special cargo operations must be Approved in Advance by Airside Operations. The operator must submit the standard off-gate DOA template no later than 48 hours before the arrival or departure (as applicable) of the special cargo operation.
- (3) If screening is required, the Airline or cargo handler must arrange in advance for TSA and DOA approved screening. If weapons are on board the Aircraft and not in locked containers in the cargo hold, Metro's presence will be required.
- (4) Any service provider for the operation must be authorized by the Department of Aviation Business Office to provide such service to that operation. The cargo handler is responsible for providing all escorting necessary for the operation. DOA will provide escort staff, as deemed necessary, to oversee the operation only. The Airline is responsible to see that the operation meets all applicable DOA, Federal, and State requirements.
- (5) When making a request for a special cargo operation, the following information will be required:

- (a) The nature of the activity and why it cannot be accommodated at the assigned area.
- (b) What additional ramp space is required and for what duration (applicable fees will apply).
- (c) Airline.
- (d) Arrival and Departure Time.
- (e) For arrivals, the origination airport, for departures, the destination airport.
- (f) Type and series of Aircraft.
- (g) Duration of parking time (applicable fees will apply).
- (h) Approximate number of SOB.
- (i) Ground service provider(s).
- (j) Type of cargo that will be on board including, but not limited, the number of animals, quantities, and total of each type of high-value items, etc.
- (k) Any special handling requirements or procedures, and any persons, vehicles, or equipment that will be required to access the Airport to support the operation.
- (l) Screening activities that will be required, where the screening will take place (planeside or off-site), and the entity performing the screening services. Anyone other than a uniformed crew member will be subject to screening.
- (m) Information regarding any weapons on board to include the number, type, and its location.

#### **4. West Side Operations**

- a. All Part 121 private charters using the West Side must receive prior permission from Airside Operations. No permission will be required for Part 91 operations, Part 125 operations, or Part 135 on-demand operations. The Airline must contact the FBO in advance (48 hours minimum) with the necessary information. The FBO must then have the operation Approved in Advance by Airside Operations, by submitting the standard off-gate DOA template form.
- b. If any screening is required, the Airline or FBO must arrange in advance for TSA and DOA approved screening. If weapons are on board the Aircraft and not in locked containers in the cargo hold, Metro's presence will be required.
- c. If any equipment is required to handle the operation which the FBO does not have available, the FBO must make arrangements to borrow it from another ground handler. DOA does not own or operate any equipment needed to safely deplane passengers from Aircraft and is, therefore, unable to provide for the deplanement of passengers. Additionally, Airport personnel are not trained to assist in the deplanement of passengers using equipment owned or operated by others. The FBO is responsible to procure and escort any equipment and/or

personnel required to operate it. The FBO is the only entity allowed to ground handle the operation. Any service provider for the operation must be authorized by the Department of Aviation Business Office to provide such service to that operation. The Airline is responsible to see that the operation meets all applicable DOA, federal, and state requirements.

*d. International Private Charters (No More Than 20 SOB)* International private charters may be processed at the West Side FBOs if the Aircraft has no more than twenty (20) SOB. Although the West Side CBP facility is located on the Signature Flight Support ramp, any West Side FBO may process such an operation at this facility and will be allowed a reasonable amount of time to park an Aircraft for processing and park vehicles to pick up passengers.

*e.* When making a request for a West Side operation, the following information will be required:

- (1) Airline.
- (2) Arrival and Departure Time.
- (3) Type and series of Aircraft.
- (4) The group the charter operation is for and approximate number of SOB.
- (5) Any screening activities that will be required, where the screening will take place (planeside or off-site), and the entity providing the screening.
- (6) Information regarding any weapons on board to include the number, type, and its location.

## **5. Terminal 3 Operations**

*a. International Public Charter Operations and International Private Charters (21 or More SOB)*

(1) All Terminal 3 operations must have received permission from CBP and have secured landing rights in advance. All such operations must also make arrangements for ground handling with an authorized ground handler at Terminal 3 which handles international operations. No other ground handler will be allowed to service the Aircraft at Terminal 3. If any special customs handling or other special services are required (i.e., USDA clearance), they must be Approved in Advance.

(2) All Terminal 3 operations must be Approved in Advance by Airside Operations, and must use a gate. The Airline must submit the standard gate-use DOA template no later than 14 hours before the arrival or departure (as applicable) of the operation.

(3) All international private charters must be off of the gate within one hundred fifty (150) minutes of the Aircraft's arrival at Terminal 3. Additionally, Aircraft

engaged in Part 91, Part 125, and Part 135 operations are not permitted to park or remain overnight on the East Side of the Airport. Such Aircraft must depart the Airport or reposition to one of the two (2) West Side FBOs.

***N. PRIORITIZATION FOR ASSIGNMENT OF COUNTY GATES***

The prioritization of County gates will be as outlined in the current gate prioritization policy issued by Airside Operations.

***O. LENGTHY TARMAC DELAY PROCEDURES***

All commercial air carriers shall establish a contingency plan for lengthy tarmac delays for scheduled and charter flights at the Airport. It is the responsibility of each air carrier to ensure that DOA Airside Operations has a copy of its current contingency plan on file. Each air carrier shall submit its contingency plan to Airport Operations at least thirty (30) days prior to start-up of operations and within thirty (30) days of any updates or changes that are made by the air carrier. DOA does not provide ground handling services of any kind, including, but not limited, to marshaling aircraft, providing crew transportation, operating air stairs, or off-loading passengers or baggage. Airlines must arrange for all aircraft ground handling services utilizing either its own staff, another airline operating at the Airport, or through an authorized ground handler to provide such services and approved by the Business Office. A listing of such ground handlers and the services they are authorized to provide can be found at the DOA's website ([www.mccarran.com](http://www.mccarran.com)). DOA encourages each airline to collaborate with other air carriers, Fixed Base Operators, and approved ground handlers, in advance, to ensure that the needs that may be required for any unscheduled deplaning or other irregular operations can be met in a timely manner. For more information on procedures to be followed during a length tarmac delay, see the Airport Emergency Contingency Plan.

***P. AIR CARGO RAMP PROCEDURES***

***1. Normal Operations***

- a.*** Users of the Marnell Air Cargo Facility must comply with all Airport Rules and Regulations and the Airport Operating Directives.
- b.*** Tenants will need to ensure that all policies and procedures are adhered to in the most efficient and effective manner.
- c.*** Tenant should seek guidance from DOA to ensure compliance with Federal, State, and Local laws, regulations, and ordinances when unclear about approved operations.

- d.* When servicing aircraft, GSE equipment will be allowed in the wingtip envelope ground operations only.
- e.* Tenants will be required to follow strict housekeeping procedures to avoid a "Notice of Violation" for safety and environmental violations and airfield citations for all violations which occur on the SIDA.
- f.* Tenants will be required to report any know or observed violations to the Airport Control Center immediately.
- g.* Any approved aircraft maintenance activities will only be allowed to occur in designated areas located on Holding Pad 7 south of Main Gate.

**2. *Prohibited Operations***

- a.* Nothing (i.e. no random GSE parking) will be placed outside the leased area of the tenant (i.e. LD3 dollies, carts, load racks, excessive pallets, etc.).
- b.* Cargo operations will only be allowed on the east side of the ramp as assigned by Ramp Control.
- c.* No major maintenance will be allowed at the new cargo facility. No minor maintenance may be performed without the approval of Airside Operations.
- d.* No vehicles or equipment will be allowed off of the paved surfaces.
- e.* No unserviceable equipment will be allowed on the ramp.
- f.* No aircraft may be parked unless it is an approved/designated parking spot and the aircraft must be parked on the correct stop bar marking.
- g.* No smoking is allowed on the ramp.
- h.* No surface painting, marking, or labeling will be allowed by the tenant.
- i.* No wood, scrap metal, HAZMAT, or recycling collection points will be allowed.
- j.* No aircraft engine storage will be allowed on the ramp.
- k.* No parking will be allowed in the fire lane.
- l.* Tenants that do not have business at the cargo facility will not be allowed to on the ramp.

Failure to comply with any of the above procedures may result in an airport citation from an Airport Operations Coordinator. Repeated violations may result in an administrative assessment.

## ***Q. WILDLIFE PROCEDURES***

Wildlife activity at airports is potential hazardous to airport operations. Historically, collisions with wildlife have caused considerable damage to Aircraft, and in rare cases, loss of life. It is imperative that every effort is made to reduce the attractiveness of the Airport as a wildlife habitat and to address wildlife issues when they are noted.

The following guidelines will help achieve that goal and must be adhered to. Failure to follow these guidelines, depending on the severity, may result in a penalty or administrative assessment.

1. Keep break, work, and ramp areas free of open food sources.
2. Do not overfill dumpsters, compactors, grease bins or FOD barrels.
3. Close lids on dumpsters, compactors, grease bins, and FOD barrels to the extent possible.
4. Secure, clean, and regularly empty grease bins and adjacent areas.
5. Immediately clean up litter and spilled waste.
6. Secure, clean, and regularly empty trash carts and containers. Inspect such to ensure that no leakage is occurring.
7. Do not disturb any bait station or animal trap encountered.
8. Do not store material in a manner that could become a harborage for wildlife or it could become blown or strewn about.
9. Do **NOT** feed or put out food for any birds or other wildlife.
10. Report immediately to Airport Operations (702-261-5605) any wildlife strikes with Aircraft, dead animals/carcasses, or any insect infestations or rodent sightings.

***R. POINTS OF CONTACT INFORMATION***

- 1. Airport Control Center (ACC) – 702-261-5125***
- 2. Airport Operations Coordinator (AOC) – 702-261-5605***
- 3. Airport Operations Supervisor – 702-261-3295***
- 4. Airport Ramp Control – 702-261-4411***