



**Van Nuys**

*Los Angeles World Airports*

TM

# LOS ANGELES WORLD AIRPORTS

## VNY RULES AND REGULATIONS



Amended January 2025

## **PREFACE**

### **AUTHORITY**

The Rules and Regulations Manual for the Van Nuys Airport (VNY) is published under authority contained in Section 632 (b) and 633 (a) (b) of the Los Angeles City Charter, which empowers the Los Angeles World Airports (LAWA) to make rules and regulations governing the use and control of City Airports subject to the powers of the United States respecting commerce.

### **PURPOSE**

The primary purpose of this manual is to provide Airport users with a primary document representing a compendium of rules, regulations, policies, procedures, and general information governing their activities at VNY. The objective of the manual is to promote the safe and efficient use of VNY operations and aviation facilities.

### **CONTENTS**

The regulatory provisions of this manual are established by City Ordinances and Municipal Codes, Resolutions adopted by the Board of Airport Commissioners (BOAC), directives issued by Airport Management and provisions of Federal Aviation Regulations (FAR's).

### **COMPLIANCE**

The importance of compliance with all Airport rules and regulations cannot be over emphasized. City Ordinance provides that any person violating or failing to comply with regulations established by the BOAC for control of the conduct of persons and ground operations on the Airport, and traffic on and over the Airport shall be assigned any potential penalty stipulated in the leaseholder/use agreement or other enforcement action authorized by the Airport Manager.

### **ENFORCEMENT**

The Airport Manager is assigned the overall responsibility of enforcing compliance with Airport rules and regulations. On a day-to-day basis this responsibility, and commensurate authority, is exercised by VNY Operations and Airport Police Sections. Under certain circumstances, assistance from the Los Angeles Police Department (LAPD) or other law enforcement agencies may be requested.

Successful enforcement relies heavily on the full and active cooperation of all Airport users, tenants, supervisors and employees. This requires a thorough knowledge and understanding, through training programs, of applicable Airport rules and regulations on a continuing basis.

## **CONTACT INFORMATION**

### **VNY Rules and Regulations Contact Information**

Emergency	911
LAFD Station 114	(818) 756-8635
VNY Airport Operations	(818) 442-6506
VNY Airport Police	(310) 646-4268
Airport Watch Program Hotline	(866) 427-3287
VNY Airport Manager	(818) 442-6500
VNY Film Desk	(818) 442-6544
LAFD Fire Inspector	(818) 374-1110
Environmental and Land Use Planning Division	(424) 646-7500

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## **DEFINITIONS**

**ABANDONED** – Any vehicle (including aircraft) left unattended for a period of 72 hours without evidence of ownership and/or parked in an undesignated/unauthorized area.

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

**AIRCRAFT ACCIDENT** – An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

**AIR TRAFFIC** - Aircraft operating in the air or on the Airport, exclusive of ramps and parking areas.

**AIR TRAFFIC CONTROL** - A service operated by appropriate legal authority to promote the safe, orderly and expeditious flow of air traffic.

**ATCT** – Air Traffic Control Tower.

**AIRCRAFT SURFACE MOVEMENT PROGRAM (ASMP)** – A driver training program for individuals operating aircraft tow vehicles on the Movement Area.

**AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF)** – An acronym for Airport vehicles used to respond to aircraft Accidents and Incidents.

**AIRCRAFT SERVICE VEHICLES** - Any motorized vehicle designed and operated to support aircraft operations.

**AIRPORT** – Van Nuys Airport.

**AIRPORT MANAGER** – The Manager of VNY as designated by the Executive Director.

**AIRPORT OPERATIONS PERSONNEL** - Airport employees responsible for enforcing the rules and regulations of the Airport.

**AIR OPERATIONS AREA (AOA)** – Any area of the Airport used or intended to be used for landing, takeoff and surface maneuvering of aircraft, including all areas inside the Airport perimeter fence.

**AIRPORT POLICE OFFICER** - A sworn peace officer of the State of California; authorized to carry a firearm; enforce laws in the State of California, and enforce security, traffic, and safety rules and regulations.

**AUTHORIZED VEHICLE** – A vehicle authorized to operate on the Airport service road network, which has an MVOP decal and approved company logos.

**AERONAUTICAL ACTIVITY** – Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations.

**BASED AIRCRAFT** – Any aircraft assigned a tie-down or hangar at VNY for a period of longer than six (6) months.

**BOARD OF AIRPORT COMMISSIONERS (BOAC)** - The Board of Airport Commissioners of the City of Los Angeles.

**CITY** - The City of Los Angeles.

**CTAF** – Common Traffic Advisory Frequency.

**ESCORTED VEHICLE** - Any vehicle not approved to access the AOA that is directly accompanied by a vehicle authorized to access the AOA.

**EXECUTIVE DIRECTOR** - The Executive Director of LAWA or his/her duly authorized representative.

**FAA** – Federal Aviation Administration.

**FAR** – Federal Aviation Regulation.

**FIXED BASE OPERATOR (FBO)** – A commercial aviation business that provides multiple aeronautical services, including the sale of aircraft fuel.

**FIELD CITATION** - A "Notice of Violation of Airport Regulations" citation issued by VNY Airport Police for traffic, equipment, and personal violations occurring on the AOA.

**FUEL** – Any substance (solid, liquid, or gas) used to operate aircraft or vehicles.

**FUEL HANDLING** – The transportation, delivery, fueling, or drainage of fuel or fuel waste products.



**HAZARD** – Any existing or potential condition that can lead to injury, illness, or death to people; damage to or loss of a system, equipment, or property; or damage to the environment.

**HAZARDOUS MATERIALS (HAZMAT)** - Any solid, liquid, or gas that can harm people, other living organisms, property, or the environment.

**HOT REFUELING** – Fueling with any aircraft engine running.

**INCIDENT** – Means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

**LAFD** – Los Angeles Fire Department.

**LAWA** – Los Angeles World Airports.

**LICENSED VEHICLE** - A vehicle licensed to operate on the streets or highways of the State of California.

**MOTOR VEHICLE OPERATOR PERMIT (MVOP)** - The authorization granted by LAWA, which allows a *driver* to operate a motor vehicle on the Vehicle Service Roads of the Airport.

**MOVEMENT AREA** - Runways, taxiways and other areas of an Airport used for taxiing, takeoff and landing of aircraft, not including loading ramps and aircraft parking areas.

**MVOP DECAL** - The official identification of a motor vehicle authorized to be driven on the Vehicle Service Roads.

**NFPA** – National Fire Protection Association.

**NOTAM** – Notice to Airmen.

**NTSB** – National Transportation Safety Board.

**PEDESTRIAN** – A person traveling on foot or a wheeled conveyance vehicle that may include (but not limited to) a bicycle, wheel chair, skateboard, people mover or scooter.

**RAMP** – Any defined area on the Airport intended to accommodate aircraft for the purpose of loading and unloading passengers or cargo, refueling, parking, or maintenance.

**RED LINE** – A surface painted red line depicting the boundaries of a tenant's leasehold.

**RUNWAY** – A defined rectangular area prepared for the landing and takeoff of aircraft along its length.

**RUNWAY INCURSION** – Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft.

**SERIOUS INJURY** – Any injury that: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury occurred; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**SUBSTANTIAL DAMAGE** – Damage or failure that adversely affects the structural strength, performance, or flight characteristics of an aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage.”

**SURFACE INCIDENT** – An unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight.

**TENANT** - An authorized leaseholder or sub-leaseholder of land or premises within the boundaries of VNY.

**TAXILANE** – The portion of the aircraft parking route used for access between taxiways and aircraft parking positions.

**TAXIWAY** – A defined path for the taxiing of aircraft from one part of the Airport to another marked by a continuous solid yellow centerline.

**VAN NUYS AIRPORT (VNY)** – The land and improvements within the boundaries depicted on the current Airport Layout Plan.

**VAN NUYS AIRPORT SAFETY AND SECURITY AIRFIELD ENFORCEMENT PROGRAM (VSAFE)** – An awareness and enforcement safety and security program.

**VEHICLE** – Any auto, truck, fuel truck, golf cart, motorcycle, moped, or any motorized equipment.

**VEHICLE PEDESTRIAN DEVIATION (VPD)** – A pedestrian or vehicle entering any portion of the airport movement areas (runways/taxiways) without authorization from air traffic control.

**VEHICLE SERVICE ROADS** - The system of marked, service roads set aside for the movement of vehicular traffic on the AOA.

## **SECTION I: GENERAL USE OF AIRPORT**

### **Section 1.1 Right of Executive Director to Control the Airfield**

The Airport Manager, or his/her designee, shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to refuse takeoff permission to aircraft, and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group, when any such action is considered necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport.

- a) In the event the Airport Manager determines the condition of the Airport or any part thereof to be unsafe for landings or takeoffs, or closing any affected area, or the entire Airport, a NOTAM shall be issued.

### **Section 1.2 General Conduct of Individuals on the Airport**

General conduct of individuals on the Airport: Only individuals and vehicles given prior authorization through terms of a lease, permit, or other agreement with the Airport, (to include sublessees and authorized visitors), may access the Airport, and only under all other conditions of the VNY Rules and Regulations. Unauthorized access will be construed as trespassing.

- a) Individuals on the Airport shall exercise safe operating practices and take reasonable precautions as appropriate to ensure the safety of the AOA.
- b) Individuals, authorized tenants/subtenants shall ensure that non-permitted vehicles remain on their leased area within the Red Line and shall not be permitted access to the service roads, runways and taxiways.
- c) Non-permitted vehicles needing to operate from one leasehold to another shall utilize public streets.
- d) Individuals are required to report any Incident that results in Substantial Damage to an Aircraft or Serious Injury to individual(s) that occurs on the Airport to Airport Operations.
- e) Tenants may use barbeque units on their leasehold areas or on public areas as approved by the Airport Manager, provided they are for exterior use only, at least 25-feet from the nearest building, 50-feet from the nearest aircraft, and a fire extinguisher appropriate for the size of the BBQ unit is on hand.

## **Section 1.3 Airport Security**

### **Airport Perimeter Fence**

- a) A five-foot (5') clear zone on the inside of the security perimeter fence is required on all leaseholds and LAWA controlled property. This area shall be clear of any aircraft, equipment, debris, etc. and will be monitored by the Airport Manager or designee.

Unauthorized access onto the AOA is prohibited.

- b) All gates/entrances must be closed/locked or barricaded immediately after passage by the user. The user must ensure the gate is secured before leaving/driving away. Tenants shall be responsible for gates/entrances located on their leasehold areas. Any gate observed open and unattended must be reported immediately to Airport Police.
- c) Under no circumstances shall a user allow any vehicle, recognized or otherwise, to pass through any gate behind them (piggybacking). The practice of piggybacking is a serious violation and any user observed permitting passage will be cited and is subject to revocation of their MVOP. Any vehicle observed piggybacking must be reported immediately to Airport Police.
- d) Only authorized and properly identified personnel and vehicles are allowed access onto the AOA.
- e) Unidentified or unauthorized equipment/vehicles on the AOA may be removed by the Airport at the expense of the owner. Any person who violates security regulations may be denied future entry onto the AOA.
- f) Pilots shall positively identify individuals on their aircraft, verify that all occupants are aboard at the invitation of the owner/operator, and all baggage and cargo is known to the occupants.

General Security – All Tenants:

- a) Ensure any perimeter fencing, gates, walls or doors that separate public or private leasehold areas from the AOA are secured and that their integrity is intact.
- b) Secure all key storage areas (food, liquor, parts, tools, etc.).

- c) Have an access control management program for keys and passes.
- d) Ensure all visitors are familiar with the Red Line boundaries and/or remain under positive control.
- e) Use a government issued photo ID to verify identity of any visitor or vendor.
- f) Post emergency numbers prominently throughout the facility.
- g) Where possible, install “panic alarms” within the facility.
- h) Report suspicious activities immediately to the Airport Watch program hotline or Airport Police.
- i) Complete the Aircraft Owners and Pilots Association Airport Watch training applicable to their operation.
- j) Know whom to call in case of an emergency.

#### Flight Schools

- a) Flight school operators are required to have flight students use proper entrances and exits to the ramp area.
- b) Flight school operators are required to have any student pilot check-in with a designated employee (example: dispatcher, scheduler, flight instructor or other management official) before being allowed access to aircraft.
- c) Flight instructors shall establish positive identification of their flight student prior to every flight lesson.
- d) Flight schools and/or instructors shall control aircraft keys until the student pilot has reached their first solo.

#### Aircraft Renters

- a) The identity of an individual renting an aircraft shall be verified by checking an individual’s government-issued photo ID as well as his or her airman certificate and current medical certificate necessary for that operation.
- b) First-time rental customers shall be familiarized with local Airport operations, including security procedures used at the facility.
- c) Operators providing rental aircraft shall be vigilant for suspicious activities and report them immediately to Airport Police.

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## Fixed Base Operators

- a) FBOs shall establish and maintain a reasonable means to identify pilots and aircraft using their facilities (i.e. sign-in/sign-out process).
- b) FBO personnel shall ensure only authorized individuals are allowed access to leasehold areas.
- c) Vendors, contractors and visitors shall be positively identified by an FBO employee before being allowed access to the ramp.
- d) Enplaning passengers shall be positively identified by the aircraft crew before they gain access to the ramp. Deplaning passengers shall be directed and escorted safely to the terminal by a crew member or FBO employee, taking care to avoid aircraft that are in the process of starting engines, parked with engines running, or beginning to taxi off the ramp.
- e) FBO employees shall verify the identity of all non-airport personnel flight crew for non-based aircraft prior to allowing access to the ramp, hanger or aircraft.

## Hangar Security

- a) Hangars shall be adequately marked and numbered for ease of emergency response in accordance with LAFD and/or other local regulations.
- b) Hangars are to be secured when not in use.
- c) Key issuance is to be limited to as few persons as possible.
- d) Keys are to be retrieved or locks replaced or re-cored when personnel leave and no longer have an operational need of the key(s).

## Required Security Notifications

- a) Immediately following receipt of a bomb threat involving an aircraft or facility on the Airport, the FBO, tenant or aircraft operator shall notify Van Nuys Airport Police and provide details, facts, or any other information related to the threat. The tenant may be required to provide updates to Airport Police as conditions change.
- b) All airport personnel are responsible for reporting any suspicious unattended bag or article to Airport Police.

- c) Having been made aware of a hijacking attempt on its aircraft, the FBO, tenant or aircraft operator involved shall notify Airport Police as quickly as possible, and fully cooperate with Law Enforcement requests.
- d) If the flight crew has determined that a possible contagious illness is responsible for causing passengers to become ill, the aircraft shall proceed to an isolated area of the ramp for health agency isolation purposes and the flight crew is required to contact Airport Police (this request may also be made via the ATCT).
- e) When a death aboard an aircraft occurs, the pilot-in-command or a manager from the FBO or Tenant shall notify Airport Police.

#### **Section 1.4 Cleaning of Equipment**

Washing of vehicles or equipment is permitted only in areas designated by the Airport Manager. Drainage shall not be allowed to enter directly into the Airport drainage system unless an approved clarifier is in place.

- a) The washing of vehicles and equipment on Ramps is strictly prohibited.

#### **Section 1.5 Painting Guidelines on Ramps and Taxiways**

No surface painting or marking of Taxiways, Taxilanes or Ramps is allowed without approval of the Airport Manager.

#### **Section 1.6 Visitors and Escorts**

Vehicles and drivers not in possession of an MVOP must remain under escort at all times when proceeding outside of their leasehold boundary (Reference Section III). Visitors who are permitted on the site by any master leaseholder shall be required to be maintained under positive escort and not permitted to leave the leasehold boundaries, or encroach onto any service road, taxiway or runway. All master tenants are required to develop and maintain their own procedures, outlining the requirements for tenant and visitors who are permitted access onto their leaseholds.

- a) Visitors in vehicles which are to be escorted by a valid tenant may allow their vehicle and the escorted vehicle onto the airfield without the perimeter gate closing between them provided that once both vehicles have entered the tenant leasehold, both vehicles must wait for the perimeter gate to fully close behind them prior to departing.



- b) Tenants with a valid MVOP may escort visitors beyond a leasehold boundary for legitimate reasons, as long as the visitor remains under positive escort.

### **Section 1.7 Wildlife Hazard Management**

All personnel on the Airport have the responsibility to report the presence of wildlife populations that may present a hazard to air navigation. The report should contain the size, numbers, location or, in the case of birds, direction and altitude of flight (flight operations may be halted until the hazard is abated).

- a) In accordance with FARs, no person shall feed, provide habitat, or otherwise introduce or encourage the introduction of factors on the Airport that attract or may attract birds or other wildlife.

### **Section 1.8 Emergency Contacts**

Any individual on the Airport reporting an emergency or requiring assistance shall call:

<b>LAFD</b>	<b>911</b>
<b>Airport Police</b>	<b>(310) 646-4268</b>
<b>Airport Operations</b>	<b>(818) 442-6506</b>

### **Section 1.9 Customs Arrivals**

All international arrivals shall comply with the U.S. Customs and Border Protection All Landing Rights Instructions. Further information may be found at:

[http://www.lawa.org/welcome\\_VNY.aspx?id=12148](http://www.lawa.org/welcome_VNY.aspx?id=12148)

### **Section 1.10 Environmental Cleanup**

The Airport may clean up any material unlawfully spilled, placed or otherwise deposited at the Airport and may charge the responsible person(s) for the cost of the cleanup, and for any required environmental remediation, and any expenses incurred by, or fines or damages imposed on the Airport.

### **Section 1.11 Use of Public Areas**

Use of a public area at any facility or area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited.

### **Section 1.12 Emergency Conditions**

The Airport Manager or designee may declare that the Airport is in a state of emergency, at which time flight operations may be ceased or altered. Emergency

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equipment shall have the right-of-way in all circumstances except where those operations conflict with aircraft movement, in which case the aircraft shall have the right-of-way.

- a) During a declared Airport emergency as defined in Appendix A, the Airport may take any actions necessary to ensure the safety of the public, including the temporary closure of the Airport or certain areas of the Airport, and temporary use of tenant property to assist in the response of emergency equipment and personnel to the Airport, pursuant to the terms of their lease.

### **Section 1.13 Use of Lasers on and around Airport Property**

The use of lasers on or around Airport property is strictly prohibited and shall be immediately reported to Airport Operations or Airport Police when observed.

### **Section 1.14 Aircraft Incidents and Accidents**

The operator of any aircraft involved in an Incident/Accident causing personal injury or property damage shall, in addition to all other reports or notifications required to be made to other agencies, make a prompt and complete report concerning the Incident/Accident to Airport Operations and Airport Police.

### **Section 1.15 Labor Disputes**

Companies and organizations desiring to picket on Airport premises shall contact the Airport Manager at least two (2) business days in advance to discuss the feasibility of the proposed activities. Scope of the picketing and the area in which it will be permitted will be discussed. Security regulations strictly prohibit this type of activity within the AOA of the Airport.

- a) The conduct of pickets and the display of printed material shall be reviewed to ensure the picketing group clearly understands the restrictions that the Airport shall set in order to fulfill its primary responsibility of the safe and efficient operation of the Airport.

### **Section 1.16 Commercial Activity**

No person shall enter or remain on Airport property to buy, sell, peddle, or offer for sale or purchase any goods, merchandise, property or perform services (including surveys) of any kind whatsoever, on or from Airport property, without the express written consent of the Airport Manager.

### **Section 1.17 Soliciting**

No person shall solicit funds for any purpose at the Airport without permission from the Airport Manager.

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### **Section 1.18 Loitering**

Any person who is unable to provide satisfactory explanation of their presence on Airport Property will be considered to be loitering. Loitering is strictly prohibited on or about any area or facility at the Airport.

### **Section 1.19 Carriage of Firearms**

No person, except authorized peace officers, Post Office, and Customs employees, or members of the armed forces of the United States on official duty shall carry any firearms or explosives at the Airport without the Airport Manager's permission and the appropriate license(s). All persons other than those in the excepted classes shall, while at the Airport, surrender all such objects in their possession to VNY Airport Police.

### **Section 1.20 Armed Guards and Guard Dogs**

Armed guards are not permitted on the AOA unless specific approval has been obtained from the Airport Manager except for Law Enforcement personnel.

- a) Guard dogs may be permitted in leasehold areas with the approval of the Airport Manager.

### **Section 1.21 Lost and Found Articles**

Lost and found articles shall be reported and/or delivered to VNY Airport Police.

### **Section 1.22 Litter and Refuse**

No person shall place, discharge or deposit in any manner, paper, trash, rubbish, or other refuse anywhere on the Airport, except in receptacles and other places prescribed by the Airport Manager. Receptacles shall be covered and suitable to contain contents.

### **Section 1.23 Dogs and Other Animals**

All dogs and other animals shall be restrained with a leash or other acceptable manner and must be under the control of their owner at all times.

### **Section 1.24 Smoking**

Air Operations Areas: No person shall smoke or carry lighted cigars, cigarettes, electronic cigarettes, pipes, matches, or any type of covered or uncovered flames near any fuel storage area, movement area, passenger or cargo ramp and ramp area, aircraft parking areas or in any other place where smoking is specifically

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prohibited by signs.

- a) Workplace: It is unlawful to smoke inside any enclosed area of a structure situated at VNY or any structure leased by the City.

### **Section 1.25 Advertisements**

No person shall post, distribute, or display signs, circulars, printed or written matter of an advertising nature at the Airport without the written approval of the Airport Manager in such manner as may be prescribed.

### **Section 1.26 Airport Signs**

Placement of signs on the Airport shall follow the VNY Tenant Improvement Approval Process (TIAP). Further information may be found at:  
[http://www.lawa.org/welcome\\_LAWA.aspx?id=4162](http://www.lawa.org/welcome_LAWA.aspx?id=4162)

### **Section 1.27 Tenant Conduct Regarding Unauthorized Activities**

No tenant, tenant employee, or any other employee authorized to perform any function on the Airport, shall in any way assist any person to engage in any activity on the Airport that is prohibited herein or is not specifically authorized by a tenant's lease or the Airport Manager or his or her designee in writing.

### **Section 1.28 Tenant Construction Requirements**

All tenant construction projects at the Airport must be approved through the LAWA TIAP and must conform to the requirements contained in the tenant's City Lease Agreement, Section 2 – Improvements and Alterations. Further information and requirements may be found at:  
[http://www.lawa.org/welcome\\_LAWA.aspx?id=4162](http://www.lawa.org/welcome_LAWA.aspx?id=4162).

### **Section 1.29 Airport Construction and Obstruction Control**

No person shall:

- a) Construct, modify or alter any structure without approval from LAWA.
- b) Erect any sign, post, or pole without approval from LAWA.
- c) Alter, change color, design or décor of existing Airport improvements.
- d) Operate, park, store any equipment, vehicles, supplies, or materials contrary to the provisions contained within their lease.

- e) Create any mounds of dirt or debris without approval from LAWA.
- f) Cause or create any physical object that penetrates the operational airspace or imaginary surfaces as described in FAR Part 77 Obstructions to Navigable Airspace.
- g) Conduct work on Airport premises without first obtaining written permission through LAWA's TIAP and without strict compliance and adherence to the safety specifications and directions contained within given permission.

#### FAA Approval

- a) No construction or alterations that may affect navigable airspace, may take place on Airport property unless a Notice of Proposed Construction or Alteration (FAA Form 7460-1) has been filed with the FAA, and an FAA Final Determination approving the construction or alteration has been issued. Further information may be found at:  
<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.

#### **Section 1.30 Damage to Airport Property**

No person shall destroy or cause to be destroyed, injure, damage, deface, or disturb in any way, property of any nature located on the Airport, or willfully abandon any personal property on the Airport. Any person causing or responsible for such injury, destruction, damage, or disturbance shall report such damage immediately to VNY Airport Police and, upon demand by the Airport Manager, shall reimburse the Airport for the full amount of the damage. Any person causing or failing to report and/or reimburse the Airport for injury, destruction, damage, or disturbance of Airport property, may be refused the use of any facility until and unless the report and/or reimbursement has been made.

#### **Section 1.31 UAV's, Radio Control Aircraft, Blimp Operations, and Banner Towing**

Operation of Unmanned Aerial Vehicles (UAV) of any kind, radio-controlled aircraft, blimp operations and banner towing operations are strictly prohibited.

#### **Section 1.32 Storage of Motor Homes, Boats and other Non-Aeronautical Items**

Motor homes, boats, and recreational vehicles shall not be stored anywhere on the Airport (inside the AOA) without the consent of the Airport Manager.

#### **Section 1.33 Bicycles, Skateboards, Roller Blades and other Non-Motorized Transportation**

The operator of any bicycle or other non-motorized vehicle shall remain on a tenant's leasehold and must follow the tenant's operating procedures. Bicycles  
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and other non-motorized vehicles are not authorized on the Vehicle Service Roads or any LAWA controlled facility without the approval of the Airport Manager.

## **SECTION II: AIRCRAFT OPERATING REQUIREMENTS**

### **Section 2.1 Operation of Aircraft**

All persons shall operate, navigate, land, service, maintain and repair aircraft in compliance with all FAA, NTSB, and State Department of Aeronautics Rules and Regulations, in addition to the rules and regulations contained herein.

- a) No person shall interfere or tamper with any aircraft at the Airport, or start the engine of such aircraft without the owner's consent; nor shall any employee of LAWA move or handle such aircraft, unless such action is necessary to maintain the safe and efficient operations of the Airport.
- b) No person shall enter an aircraft without the consent of the owner or representative in-charge.
- c) Passenger Service Operations: Scheduled commercial service operations are prohibited at VNY.

### **Section 2.2 Disabled Aircraft**

Any owner, lessee, operator or other person having the control, or the right of control of any disabled aircraft on the Airport shall be responsible for the prompt removal and disposal thereof, including any and all parts thereof. This requirement is subject, however, to any requirements or direction by the NTSB, the FAA, or the Airport Manager that such removal or disposal be delayed pending an investigation of an Accident/Incident.

- a) Any owner, lessee, operator or other person having control, or the right of control, of any aircraft does, by use of the Airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the Airport Manager may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft that obstructs any part of the Airport utilized for aircraft operations.
- b) Individuals further agree and consent, through use of the Airport, that any costs incurred by or on behalf of the Airport for any such removal or disposal of any aircraft shall be paid to the City. In addition, any claim for compensation against the City, the BOAC, and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled aircraft, or any part thereof, by reason of any such removal or disposal is waived. The owner, lessee, operator or other person having control, or the right of control, of said aircraft shall indemnify, hold harmless

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and defend the City, the BOAC, and all of their officers, agents and employees, against any and all liability for injury to or the death of any person, or for any damage to any property arising out of such removal or disposal of the aircraft or any part thereof.

### **Section 2.3 Engine Start and Run-Up**

No aircraft engine shall be started or run unless a licensed pilot or certified mechanic is attending the aircraft controls. Wheel blocks or other suitable means of securing the wheels of an aircraft to prevent movement shall always be placed in front of the main landing wheels before starting the engine(s), unless the aircraft is held in position by functioning, locking brakes.

- a) The Airport Manager, or an authorized representative, reserves the right to inspect the certificate or license of any individual attending aircraft controls.
- b) All aircraft shall be started in locations designated by the Airport Manager. The only designated area for above-idle or high powered aircraft run-ups is the run-up area, located north of Taxiway C and Taxiway A.
- c) Aircraft operators are required to conduct all maintenance run-ups in compliance with the VNY Noise Abatement and Curfew Regulation (Los Angeles City Ordinance #155,727 as amended).
  - i. The run-up of aircraft engines for maintenance or test purposes is prohibited between the hours of 7:00 pm and 7:00 am. Any Operator who violates this regulation will be subject to the fines and other enforcement actions authorized in Section 7 "Enforcement and Penalties" of this City Ordinance.
- d) All aircraft, regardless of type, must contact Airport Operations prior to proceeding to the run-up area. Airport Operations Personnel will assign a specific position in the run-up area to all aircraft conducting maintenance run-ups.
- e) Run-ups, other than approved maintenance (i.e. leak checks) of aircraft engines shall not be performed on the ramp, cargo and public parking areas.
- f) Running an aircraft engine is prohibited unless reasonably necessary for the maintenance, testing, or repair of such engine and/or required for the movement or flight operation of the aircraft.



- g) The starting or operation of aircraft engines inside any hangar is prohibited.
- h) Aircraft engine exhaust, blast, and/or propeller/rotor wash shall not be directed in such a manner as to cause injury, damage, or hazard to any person, structure, or property or jeopardize the safety of the above person, structure or property in any way. The engine or engines shall be shut down if it is not possible to fulfill the requirements of this section.
- i) It is recommended that all aircraft with engines capable of producing more than 14,750 lbs. of thrust be pushed back or towed onto the taxiway prior to engine start. If the auxiliary power unit is inoperative, it is recommended that one engine be started on the leasehold and that adequately trained personnel ensure that personnel and property near the aircraft are secured from jet blast. Approval for cross-bleed engine starts shall be obtained from Airport Operations.
  - i. Such aircraft that taxi from a tenant/leasehold facility without first being pushed or towed onto a taxiway must ensure that the resulting jet blast is pointed away from the Vehicle Service Road and/or facilities not under control of the tenant/leaseholder authorizing the operation.
- j) Aircraft engines shall not be operated during refueling or defueling operations. Aircraft engines shall not be operated during a fuel spill unless otherwise approved by the LAFD.
- k) Certain types of maintenance activity (i.e., leak checks) that may be accomplished at idle power only and in less than 3 minutes duration, may be performed on the leasehold provided prior permission is granted by Airport Operations.
- l) All propeller aircraft preflight run-ups shall be conducted on a taxiway while holding short of the runway prior to takeoff and in a position that minimizes propeller wash directed at the service road.
- m) Engine run-ups are to be conducted for the minimum duration necessary to accomplish the necessary maintenance or preflight check.

## **Section 2.4 Aircraft Taxiing/Tow**

No person shall taxi any aircraft on the Airport who is not a pilot or mechanic licensed by the FAA or other agency.

- a) Individuals must be in possession of an MVOP with an ASMP endorsement when towing aircraft on the movement areas unless under escort from Airport Operations.
- b) All aircraft tow operations that require crossing a runway shall be escorted by Airport Operations (regardless of whether the runway is active or the ATCT is in operation).
- c) Whenever any aircraft is being taxied, towed, or otherwise moved on the movement areas of the Airport during the hours that the VNY ATCT is in operation, the individual attending the controls of the aircraft, tug or vehicle shall monitor the designated ATCT frequency. In the event of radio equipment failure, the ATCT may utilize an Aldis Lamp (light gun) for communication, or dispatch an Airport Operations representative to provide an escort.
- d) Aircraft shall not be taxied, towed, or otherwise moved on any part of the movement areas of the Airport during the hours that the VNY ATCT is in operation, unless an ATC clearance is provided.
- e) Whenever an aircraft is being taxied, towed or otherwise moved on the movement areas of the Airport during the hours the VNY ATCT is not in operation, the individual attending the controls of the aircraft, tug or vehicle shall announce their position and intentions on CTAF, currently 119.30 MHz, as prescribed in Section 4-1-9 of the Aeronautical Information Manual (AIM).
- f) No aircraft may be taxied, towed, or otherwise moved on any area not approved for aircraft operations, unless specifically cleared to do so by the ATCT and directed by Airport Operations.
- g) All personnel taxiing or moving aircraft on movement areas shall be thoroughly familiar with the locations of all taxiways and runways. It is the tenant's responsibility to ensure that all personnel have been properly trained and given an orientation program of all aircraft movement areas.
- h) No aircraft may be taxied, towed, or otherwise moved on the Airport in a careless or negligent manner, in disregard of the rights and/or safety of others, without due caution, or at a speed or in a manner that endangers persons or property.
- i) No aircraft shall be taxied, towed or otherwise moved on any Airport surface except upon designated taxiways and ramps. No aircraft may be taxied,

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towed or otherwise moved without first visually checking that it is safe to proceed without danger of collision with persons or property.

- j) No aircraft may be moved or towed on the Airport except by a vehicle of a type specifically designed, recommended or approved for the aircraft being towed.
- k) Taxilane A2 shall be used for eastbound taxiing only.
- l) Taxilane A3 shall be used for westbound taxiing only.

### **Section 2.5 Aircraft Parking**

Aircraft parking on unleased Airport property requires the permission of the Airport Manager.

- a) No person shall maneuver, park or leave an aircraft standing on a ramp area in such a way that any portion of the aircraft protrudes beyond the ramp or Red Lines, unless previously authorized by Airport Operations.
- b) When instructed by the Airport Manager, or an authorized representative, the operator of any aircraft parked or stored at the Airport shall move the aircraft from the place where it is parked or stored.
- c) The owner/operator will be liable for any damage that may result from the movement of an aircraft if the owner/operator refuses to comply with the directions of the Airport Manager.

### **Section 2.6 Aircraft Lighting During Low Visibility Periods**

All aircraft being taxied, towed or otherwise moved on the AOA, excluding leased areas, during the hours between sunset and sunrise and during periods of low visibility shall proceed with illuminated position lights, unless escorted by Airport Operations.

### **Section 2.7 Aircraft Repair and Maintenance**

All aircraft maintenance shall be conducted on designated leaseholds or in areas otherwise designated for this purpose.

- a) All operational testing of Emergency Locator Transmitters (ELT's) shall be conducted in accordance with the Aeronautical Information Manual (AIM) Section 6-2-5 (3b). Should it be necessary to conduct a test of an ELT at any time other than within the first 5 minutes after any hour, prior permission is required from Airport Operations.

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## **Section 2.8 Aircraft Washing**

Wet washing of aircraft is prohibited at the Airport, except upon designated washing areas that contain a currently permitted clarifier or oil/water separator to collect any resulting runoff.

- a) Dry washing and polishing of aircraft is permitted provided the ramp remains clean and free of debris.
- b) All non-storm water discharge to the storm drains is strictly prohibited. All wet-washing shall be conducted in accordance with the Best Management Practices (BMP's) of the Storm Water Pollution Prevention Plan. Further information may be found by contacting the Environmental and Land Use Planning Division or at:  
<http://www.lawa.org/uploadedFiles/environmental/pdf/SWPPP%20VNY.pdf>

## **Section 2.9 Aircraft Painting**

Any paint operations at the Airport shall comply with all applicable Federal and State environmental regulations and any City related ordinances and regulations. The Airport Manager shall have the right to terminate any painting operations that interfere with Airport operations or otherwise disrupt normal operations of any other tenant or operator at the Airport.

## **Section 2.10 Aircraft Security**

Aircraft are to be secured at all times when not in use through the use of door locks, throttle locks, prop locks or other related aviation approved locking device.

## **Section 2.11 Use of Unsafe Areas**

No aircraft shall use any part of the airfield, ramp, taxiway, runway or other areas considered temporarily unsafe for landing, takeoff or use in any other way.

- a) The boundaries of such areas will be marked with delineators by day and/or red lights during periods of darkness or low visibility. An appropriate NOTAM will be issued when applicable.

## **Section 2.12 Passenger Enplaning and Deplaning**

All aircraft shall be loaded or unloaded and passengers enplaned or deplaned in designated ramp areas, unless prior authorization has been granted by the Airport Manager or an authorized representative.

- a) Pedestrian traffic is prohibited from entering or crossing any Movement Area of the Airport at any time unless approved and escorted by Airport Operations Personnel.
- b) FBO's are responsible for all persons on their leasehold and shall station personnel to assist and direct passengers during enplaning and deplaning.
- c) Enplaning or deplaning of passengers on the ramp when aircraft engines are operating is strictly prohibited.

### **Section 2.13 Helicopter Operations**

Rotary wing aircraft arriving and departing the Airport shall operate under the direction of the ATCT at all times while the ATCT is in operation and while within limits of VNY Class D Airspace.

- a) No helicopter may land or takeoff from the Airport while the VNY ATCT is in operation unless it is equipped with a functioning VHF radio and the pilot establishes and maintains two-way radio communications with the ATCT.
- b) Rotary wing aircraft arriving and departing the Airport during the hours the VNY ATCT is not in operation, shall announce their position and intentions on CTAF, 119.30 MHz, as prescribed in Section 4-1-9 of the Aeronautical Information Manual (AIM).
- c) Unless safety, ATCT or FAR's dictate otherwise, all rotary wing aircraft shall strictly follow the designated helicopter arrival and departure routes while within the VNY Class D/E airspace. Further information on the preferred helicopter routes may be found at:  
<http://www.lawa.org/uploadedFiles/VNY/pdf/VNY%20Routh%20map%201110.pdf>
- d) Repetitive operations, pattern work and helicopter flight training of any kind are not permitted within the Airport traffic area or on the Airport without prior written permission from the Airport Manager.
- e) Helicopters shall have braking devices and/or rotor-mooring tie-downs applied to the rotor blades when parked.
- f) No helicopter shall be left running unless a licensed helicopter pilot or a certificated mechanic is at the controls.
- g) Refueling or defueling of helicopters while the aircraft engine(s) are running and/or rotors are turning is prohibited.

- h) Departures shall climb to 1,300-foot Mean Sea Level prior to departing Airport property.
- i) Arrivals shall maintain 1,300-foot Mean Sea Level until reaching Airport property.
- j) Runway crossings shall be made midfield at an altitude stipulated by the ATCT.
- k) Except for crossings, helicopter operations are prohibited over Vehicle Service Roads.

### **Section 2.14 Air Traffic Rules**

All aircraft utilizing the Airport must comply with Air Traffic Control instructions in addition to the following requirements:

- a) Motorless aircraft are prohibited from landing or taking off at the airport.
- b) No ultralight aircraft shall land or takeoff from the Airport.
- c) Formation arrivals and departures are prohibited at the Airport without prior approval from the Airport Manager.
- d) Jet-assisted or any other type of assisted takeoffs shall not be made at the Airport without first obtaining permission of the Airport Manager and notifying the ATCT in advance.
- e) No person shall arrive on or depart from any runway during the time the runway is closed or unavailable for use to operations by order of the Airport Manager or their authorized representative, except in cases of emergency. Such person will make every reasonable attempt to notify ATCT and/or Airport Operations of an emergency requiring the use of a closed runway.
- f) No aircraft shall land, takeoff, attempt to land or takeoff any aircraft from any runway, which is at the time being used by another aircraft, except in cases of emergency, and/or as directed by the ATCT.
- g) Taxiways shall not be used for the takeoffs and landings of fixed wing aircraft without the prior approval of the Airport Manager.
- h) Aircraft landing at the Airport shall make the landing runway or touchdown area available to others by exiting as promptly as possible.

- i) No aircraft having an actual gross weight (including passenger, cargo, fuel, equipment, etc.) in excess of maximum gross weight for which such aircraft was certificated, shall land, takeoff, or taxi at the Airport without permission of the Airport Manager.
- j) When the ATCT is closed, all aircraft shall self-announce on the CTAF 119.30 MHz prior to landing or departing. If an aircraft must cross an active runway while under the control of the pilot and/or mechanic when the ATCT is closed, the pilot and/or mechanic is required to announce the runway crossing on the CTAF 119.30 MHz.
- k) Low passes or fly-by's, except for safety checks, are prohibited.
- l) Simulated in-flight emergencies (e.g. engine failure, etc.) are not permitted within the Airport traffic area and/or over Airport property.

### **Section 2.15 Annual Aircraft Inventory Report**

On an annual basis, master tenants and specified subtenants shall report the number of based aircraft on their leasehold to the Airport Manager. This report shall include the aircraft registration as well as the make and model of all aircraft.

### **Section 2.16 Intersection Departures**

Intersection departures by turbojet or fan-jet powered aircraft are prohibited.

- a) Intersection departures for all other aircraft are at the discretion of the ATCT.
- b) Intersection departures are prohibited south of Twy K at all times when departing to the South.
- c) Intersection departures are prohibited north of Twy G at all times when departing to the North.

### **Section 2.17 Drag Chutes**

Aircraft drag chutes are prohibited unless absolutely necessary for the safe operation of the aircraft.

- a) Notification to Airport Operations is required at least 24 hours in advance of arrival of any aircraft that shall deploy a drag chute. In the event a drag chute is deployed, it shall not be released until safely clear of all movement areas and only once appropriate ground personnel are positioned to retrieve the drag chute.

### **Section 2.18 Intoxicants and Drugs**

As provided under FAR Part 91.17 Alcohol or Drugs, and California State Law, no pilot or other member of the flight crew of an aircraft in operation on the Airport, or any person attending or assisting in any aircraft operation on the Airport, shall be under the influence of intoxicating liquor or drugs, nor shall any person under the influence of intoxicating liquor or drugs be permitted to board any aircraft, except as a medical patient under appropriate care. The Airport Manager, at his/her sole discretion, may deny use of the Airport to any person violating this section.

### **Section 2.19 Landing Fees**

At such times and in such manner as provided by a resolution of the Board, VNY users shall pay a landing fee for each landing of an aircraft at VNY.

### **Section 2.20 Compliance**

The Airport Manager shall have authority to deny the use of the Airport to any aircraft or pilot violating LAWA Rules and Regulations or FAR's.

### **Section 2.21 Reflective Safety Clothing**

All Aircraft Marshalls who must utilize Airport Service Roads to marshal aircraft shall wear reflective safety clothing (i.e. reflective safety vest, shirt, jacket, etc...).

### **Section 2.22 Reporting of Surface Incidents and Runway Incursions**

Any tenant witnessing or causing a runway incursion or VPD shall immediately report the Incident to Airport Police and Airport Operations; make a full report listing the reason, and cause of the Incident, and any other information requested by the Airport.



## **SECTION III: VEHICLE OPERATIONS ON THE AIRPORT**

### **Section 3.1 Applicability of this Section**

This Section applies to any person or entity that is a master tenant or approved subtenant who has an operational need to utilize the Vehicle Service Roads and/or Airport Movement Areas during the course of their business activities. Further information may be found at: [http://www.lawa.org/welcome\\_VNY.aspx?id=9614](http://www.lawa.org/welcome_VNY.aspx?id=9614)

### **Section 3.2 MVOP Master Tenant/Subtenant Approval**

All MVOP Master Tenant/Subtenant applications shall be approved by the Airport Manager.

### **Section 3.3 MVOP/ASMP**

A MVOP is required to access the Vehicle Service Roads and an ASMP is required to access the Movement Area in addition to the Vehicle Service Roads. All prospective MVOP or ASMP applicants are required to obtain a test score of 90 percent or better in order to receive a permit with the proper privileges.

- a) The actions and consequences of all MVOP/ASMP holders shall be the responsibility of the master tenant. Airport Police, the Airport Manager or designee reserves the right to revoke a MVOP for non-compliance with the VNY Rules and Regulations.

### **Section 3.4 Vehicle Operations**

All drivers/operators on the Vehicle Service Roads and Movement Areas shall comply with the MVOP Program requirements which include but are not limited to the following:

- a) Aircraft shall have the Right-of-Way at all times.
- b) Emergency vehicles shall have the Right-of-Way over all other ground vehicles.
- c) Drivers shall have a valid MVOP/ASMP in addition to a Driver's License on their person while operating on the Vehicle Service Roads.
- d) Vehicles shall have magnetic placards or stenciled decals prominently displaying the company of the vehicle operator.

- e) Drivers shall not exceed 20 MPH on the Vehicle Service Roads (10 MPH behind the blast fence).
- f) Drivers shall not exceed 5 MPH while on ramp areas.
- g) All vehicles shall meet California Vehicle Codes Safety Standards and be in a safe and operable condition. Disabled vehicles shall not be left unattended on the AOA.
- h) Vehicle operators shall comply with any order, signal, sign, or directive of the Airport Manager or designee, or Airport Police, and shall not attempt to evade or flee.
- i) Vehicle operators shall provide proper signals and obey all traffic, signs and pavement markings unless directed otherwise by the Airport Manager or designee.
- j) Personnel operating vehicles used for hauling trash, dirt, or any loose material shall prevent the materials from escaping from the vehicle while on the Airport.
- k) Vehicles shall not be operated in a manner or within proximity of an Aircraft as to create a hazard or interfere with the safe operation of the Aircraft.

ASMP drivers in addition to the above requirements of this section shall:

- a) Maintain two-way radio communications with the ATCT prior to entering the Movement Area.
- b) Be under escort by Airport Operations when towing aircraft across the runways, and shall contact Airport Operations prior to starting aircraft movement.
- c) Maintain a thorough understanding of Airport Movement Areas and comply with all directives of the ATCT and/or Airport Operations.

### **Section 3.5 Pedestrian/Bicycles/Non-Motorized Vehicles**

- a) Pedestrians are prohibited on the Vehicle Service Roads (except personnel actively guiding aircraft).
- b) Bicycles and non-motorized vehicles are prohibited on Vehicle Service Roads.

### **Section 3.6 Unauthorized entry into the Movement Area**

Entering the Movement Area without authorization from the ATCT may result in a VPD. Any individual cited for a VPD will be subject to violation strikes as described in the VSAFE program.

### **Section 3.7 VSAFE Program**

If a vehicle operator or authorized airport tenant is found to have violated a VNY Airport Rule or Regulation, Airport Police will cite the offender with a Notice of Violation and a VSAFE hearing will be required for the employee, supervisor, and/or the master tenant of the facility. Further information may be found at:

<http://www.lawa.org/uploadedFiles/LAX/pdf/VSAFE%20Enforcement%20Program.pdf>

- a) Violations include but are not limited to:
  - i. Failure to obtain required non-pilot aircraft escort while crossing runways
  - ii. Failure to yield to emergency vehicles displaying flashing red lights
  - iii. Failure to comply with lawful orders given by Airport Operations and/or Airport Police
  - iv. Causing an accident with injuries
  - v. Not in possession of a valid MVOP
  - vi. Driving without a valid Driver's License
  - vii. Failure to obey signs/directions/signals/markings on Vehicle Service Roads.
  - viii. Exceeding designated speed limits on ramps or Vehicle Service Roads.
  - ix. Impeding the path of an aircraft
  - x. Reckless driving
  - xi. Failure to have company logos on unescorted vehicles
  - xii. Failure to monitor/control escorted persons on the AOA or follow approved escort procedures
  - xiii. Gaining unauthorized entry to the AOA through a LAWA gate by piggy-backing.
  - xiv. Walking or driving on Taxiways or Runways (a.k.a. Vehicle/Pedestrian Deviation) without authorization.
- b) Corrective actions and penalties for any violation listed above will result in Strike(s) with the following consequences:

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- i. One (1) Strike: Issuance of VNY citation; Hearing Required; Corrective Training; Warning.
  - ii. Two (2) Strikes: Issuance of VNY citation; Hearing Required; Corrective Training; 30 day MVOP Suspension.
  - iii. Three (3) Strikes: Issuance of VNY citation; Hearing Required; Corrective Training; 90 day MVOP Suspension.
  - iv. The accrual of three (3) strikes in a 12-month period will result in the permanent revocation of an individual's MVOP.
- c) MVOP holders who cause a VPD will incur the following Strike(s).
- i. 1<sup>st</sup> VPD: Automatic Two (2) Strikes: Issuance of VNY citation; Hearing Required; Corrective Training; 30 day MVOP Suspension.
  - ii. 2<sup>nd</sup> VPD: Automatic Three (3) Strikes: Issuance of VNY citation; Hearing Required; Permanent MVOP Revocation.
- d) Master tenants/subtenants will be issued Notice of Violations for any unauthorized actions of their visitors.

## **SECTION IV: FUELING AND RAMP SAFETY PRACTICES**

### **Section 4.1 Fire and Safety**

All fire and fire related safety provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of the Uniform Fire Code, and/or the NFPA 407 Standard for Aircraft Fuel Servicing and all applicable laws, rules, and regulations as enforced by the Fire Inspector assigned to VNY. Definitions, unless otherwise spelled out below, will be those used in NFPA 407.

#### Fire Inspector

- a) For the purposes of this section LAFD is the authority having jurisdiction, in all matters related to fueling and ramp safety practices.
- b) The LAFD Fire Inspector assigned to the Airport shall enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire containment control.
- c) All buildings, structures and premises shall be inspected periodically by the LAFD Fire Inspector assigned to the Airport to ensure compliance with these Rules and Regulations.
- d) Any representative of Airport Operations or Airport Police is authorized by the Airport Manager to check for fire hazards or flammable conditions on Airport property.

#### Handling of explosives and other hazardous materials

- a) Class A explosives and explosives not acceptable for transportation under applicable federal regulations are not permitted on the Airport unless a written waiver authorizing such materials is granted by the Airport Manager.
- b) No person shall transport Class B explosives in or upon the Airport unless:
  - i. The ATCT, LAFD Fire Station 114, and Airport Operations are notified in advance of the type and amount whenever these explosives are in transit through the Airport.
  - ii. All federal, state and city laws are adhered to by the operator of the aircraft.

- c) No person shall store explosives on the Airport unless the Airport Manager grants a written waiver authorizing the storage of such materials.
- d) For purposes of the hazardous class scheme, the U.S. Department of Transportation (DOT) definitions as contained in the Code of Federal Regulations Parts 171-177, as amended, shall be utilized in this section. No person(s) shall store, keep, handle, use, dispense, or transport at, in, or upon the Airport:
  - i. Any Poisons Hazard Classification A, explosives, blasting agents, flammable liquids, combustible liquids, flammable solids, oxidizers, organic peroxides, corrosive materials, flammable gases and/or nonflammable gases unless authorized to do so in writing by the Airport Manager. Flammable materials shall be stored only in approved containers within Airport boundaries and all floors shall be clean of fuel, oil and litter.
  - ii. Any Poisons Hazard Classification B, irritating materials (ORM A, B, C, D and E), or cryogenic liquids in any type of manner or condition which has the potential to endanger any persons or property.
- e) Hazardous materials regulated in this section shall include, but not be limited to, those materials enumerated in:
  - i. Regulations of the U. S. Department of Transportation published in 49 CFR Parts 100 through 200, as amended.
  - ii. The Director's List, as amended, issued by the Director of the California Department of Industrial Relations in Title 8 of the California Administrative Code, Section 339.
  - iii. Title 22 Sections 66680 and 66685 of the California Administrative Code, as amended, as a hazardous and/or extremely hazardous material or hazardous and/or extremely hazardous waste or non-waste form.
  - iv. The list of Environmental Protection Agency (EPA) pollutants, 40 CFR, Section 401.15, as amended.
  - v. A list of hazardous materials pursuant to the current California and/or local Health Code.
- f) Hazardous materials regulated in this section shall also include any material which has been determined to be hazardous based upon any appraisal or assessment by, or on behalf of, the party storing this material in compliance with *LOS ANGELES WORLD AIRPORTS → VNY RULES AND REGULATIONS*

the requirements of the EPA or the California Department of Health Services. Additionally, this includes hazardous materials which should have been, but was not determined to be hazardous due to the deliberate failure of the party storing the material to comply with the requirements of the EPA and/or the Department of Health Services.

- g) All applicable regulations governing explosives acceptable for transportation shall be strictly adhered to by the tenant, leaseholder, operator and/or operators' representative.
- h) Any other material subject to federal or state regulations governing hazardous materials shall be handled in strict compliance with those regulations and any other more restrictive regulations that the Airport Manager may deem necessary to impose.
- i) Any waiver, or partial waiver, of the regulations in this section by the FAA or any other competent authority shall not constitute as implied consent or a waiver of such regulations by the Airport Manager.
- j) Advance notice of at least twenty-four (24) hours shall be provided to the Airport Manager through Airport Operations for any activities requiring permission pursuant to this rule.
- k) Permission may be given for the movement of radioactive materials only when such materials are packaged, marked, labeled and limited as required by regulations applying to transportation of explosives and other dangerous articles and which do not create undue hazard to life or property at the Airport. LAFD shall provide the Airport Manager with information relative to the hazards of any material subject to this section.
- l) All Airport tenants involved with the handling of hazardous materials shall provide the Airport with a Hazardous Materials Removal Plan and have available the Material Safety Data Sheets (MSDS) appropriate to the type of materials in their possession. The plan will include the name of the company used for removal of hazardous materials and the names and 24-hour telephone numbers of tenant staff authorized to handle such removals. The plan must be updated annually.

### Open Flames (Welding)

- a) Prior to commencing open flame welding on aircraft ramps or buildings at VNY, Airport Operations shall be notified at least 12 hours in advance and a special welding permit shall be obtained from the LAFD Fire Inspector assigned to the Airport.
- b) A fire guard is required at all times during welding.
- c) Open flame welding within 100 feet of aircraft fueling operations and fuel storage facilities is prohibited.
- d) A fully charged and appropriately rated fire extinguisher shall be present at the welding site during all welding operations.

### Reporting Fires

- a) Any person that observes any unattended or uncontrolled fire on the Airport premises shall immediately call 911. Following the emergency notification, Airport Operations shall be contacted and given a full report on the type and location of the fire.

### Litter and Cleaning of Leased Premises

- a) Each tenant at the Airport shall keep their space free from rubbish and debris. Master tenants are responsible for ensuring all subtenants and visitors abide by this requirement.
- b) The use of volatile or flammable solvents for cleaning floors is prohibited.
- c) Approved metal receptacles with tight-fitting, self-closing covers shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily.
- d) Clothes lockers shall be constructed of metal or approved fire-resistant materials.

### Cleaning Ramps and Other Surfaces

- a) Any fuel, oil, grease or other material which may be unsightly, unsafe or detrimental to property or pavement in any area on the Airport shall be removed immediately by suitable procedures in a manner satisfactory to the Airport Manager.



- b) The immediate removal of fuel, oil, grease or other material shall be assumed by the operator of the equipment causing the spillage and/or the leaseholder if on a leasehold.
- c) Motor oils and other aviation petroleum products including oil filters, shall be disposed of at one of three (3) approved locations. Contact Airport Operations for the most convenient location.

#### Control of Contaminants

- a) No fuel, oil, grease, flammable liquids, or contaminants of any kind, including detergents used to wash aircraft or other surfaces, shall be allowed to flow into or be placed in any sewer system, storm drain system, or open water areas without a separator unless it is connected to an industrial waste system approved by LAWA.
- b) Equipment used to scrub pavement surfaces shall have the capability of picking up all cleaning water for disposal at a location equipped with a permitted clarifier approved for such use.

#### Section 4.2 Storage of Materials and Equipment

Fuel storage tanks shall conform to the applicable requirements of NFPA 30 and to current LAWA requirements related to fuel storage tanks.

#### Section 4.3 Fueling Operations

As part of the LAWA Stormwater Pollution Prevention Program (SWPPP), a number of Best Management Practices (BMP's) related to aircraft vehicle and equipment fueling have been developed. Questions on the SWPPP and BMP's should be directed to the LAWA Environmental and Land Use Planning Division. Further information may be found at: <http://www.lawa.org/uploadedFiles/environmental/pdf/SWPPP%20VNY.pdf>

- a) Fueling operations shall be suspended during electrical storms.
- b) No person shall perform any act or use any material that is likely to cause a spark within five (5) feet of any aircraft while the fueling process is being conducted.
- c) No airborne radar equipment shall be operated or ground tested on any passenger ramp area or any area when the directional beam of high intensity radar is within 300 feet or the low intensity beam (less than 50kw output) is within 100 feet of another aircraft, an aircraft refueling operation, an aircraft refueling truck or a flammable liquid storage facility.

- d) The delivery of fuel shall be under the control of the vehicle attendant at all times through the use of approved flow controlling devices operated by the attendant. Such devices must be designed to shut off automatically upon release of hand or foot pressure.
  - i. Latching or fastening devices on the control units are not permitted.

#### Fuel Storage Locations and Backup Procedures

- a) All operators of aircraft at the Airport who receive, as well as all persons who supply aviation fuel, shall use the aviation fuel storage area and delivery facilities designated by the Airport Manager for use.
- b) Fuel storage and piping dispensing systems shall comply with NFPA 30 Flammable and Combustible Liquids Code.
- c) When refilling fuel storage tanks, no compartment shall be completely filled.
- d) If for any period during which aviation fuel storage facilities are not available, the operators may make other arrangements with their suppliers of aviation fuel for deliveries thereof to their aircraft, provided that other arrangements shall be subject to the approval of the Airport Manager from the standpoint of safety, traffic control and similar matters.
- e) When unable to dispense automotive fuel from underground tanks with a fixed fueling system, the Airport manager may permit fuel to be dispensed by an approved automotive fuel-dispensing vehicle operated by an authorized fueling service contractor at an approved site. Such operations shall comply with the protective requirements and restrictions as designated by the Airport Manager.

#### Aircraft Fueling

- a) Aircraft fueling is prohibited while the engine of the aircraft being fueled is running. Auxiliary power units are exempted.
- b) Prior to any transfer and during any refueling or defueling processes, the fueling equipment and the aircraft shall be bonded, thus providing a conductive path to equalize the potential between the fueling equipment and the aircraft.
  - i. The bond shall be maintained until fueling connections have been removed, allowing separated charges that could be generated during the fueling operations to reunite.

- ii. Bonding of an underwing (single point) refueling nozzle to the aircraft is not required when a metal clamping contact between the nozzle and the filler connection is effected.
- c) "Earth" grounding is not required during the fueling of an aircraft. However, this does not preclude the electrical earthing requirement when other operations are being conducted. If ground support equipment is connected to the aircraft, or if other operations are being conducted that requires electrical earthing, then separate connections shall be made for this purpose. Fueling equipment shall be required to be bonded to the aircraft.
- d) During fuel handling operations in connection with any aircraft, at least one 2-wheel type fire extinguisher meeting the requirements of NFPA shall be immediately available for use.
- e) No passenger shall board, depart from, or remain on any aircraft during the fueling process unless a qualified attendant is at each access/egress door and there exists a safe means of egress.
- f) During fuel handling operations in connection with any aircraft, no person shall allow any motorized ground equipment to be positioned under an aircraft's wing tip. Aircraft fuel tanks are vented through the wing tips, which may produce a dangerous and explosive mixture. Fueling operations shall immediately be terminated should anyone positioning a motorized vehicle of any type under a wing tip.
- g) Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of fuel.

#### Tank/Fuel Delivery Vehicles and Ground Equipment

- a) No refueling vehicle shall be parked, stored, repaired or operated within 10 feet of any other refueling vehicle or within 50 feet of a building, hangar, or other structure except for a refueling service area.
- b) The transfer of bulk aircraft or commercial fuel from one fuel service vehicle to another is prohibited within the boundaries of the Airport.
- c) Automotive and ground equipment other than refueling service vehicles and tank vehicles shall be refueled by fuel service contractors authorized by the Airport Manager and only at prescribed locations and from dispensing systems approved by the Airport Manager.

- d) No tank vehicle and/or refueling service vehicle shall be allowed in or upon any areas of the Airport unless it conforms to the Rules and Regulations provided in this section in addition to all other Rules and Regulations for use of the Airport.
- e) No tank vehicle or refueling service vehicle shall be used for transportation of flammable liquids upon the Airport unless registered, inspected and approved by the LAFD.
- f) Every fueling unit shall be provided with signs visible from the outside and showing the name of the firm or corporation operating the unit and the type of fuel contained therein, in accordance with DOT standards and NFPA Section 407.
- g) All fueling vehicles operating in or upon the AOA shall be properly equipped, maintained and shall meet all requirements established by the Airport Manager.
- h) All fueling vehicles operating in or upon the AOA and all fuel storage areas are subject to on-the-spot inspection, by a duly authorized representative of the Airport Manager, to determine if the vehicle or area meets LAWA requirements for safe operating conditions.
- i) Smoking by any person on or within 50 feet of a tank vehicle or refueling service vehicle is prohibited.
- j) The driver, operator, or attendant of any refueling vehicle shall be in attendance with the vehicle at all times while the vehicle is fueling or defueling an aircraft.
- k) All fueling vehicles shall be equipped with at least two chock blocks. The parking brake shall be set and chock blocks shall be placed in such a manner as to prevent the forward or backward motion of the vehicle whenever it is parked, left unattended by the driver, in the process of fueling and defueling operations as well as during loading and unloading operations.
- l) When parked, refueling tank vehicles shall be positioned for immediate drive away or towing and a clear space of not less than ten feet shall be maintained between any parked refueling tank vehicle and any similar or other parked or moving vehicle. In addition to the foregoing, where five or more vehicles are parked, there shall be 50 pound dry chemical wheel-type fire extinguishers positioned so one or more units will be located not more than 100 feet from any vehicle. Tank vehicles and refueling service vehicles shall not be parked in any public area, except as designated by the Airport Manager.
- m) The motor of a refueling tank vehicle shall not be operated during the filling of the cargo tank, while making or breaking fuel filling connections, or during repairs to the fuel handling system. The propulsion motor for refueling service vehicles

shall not be run during the fuel transfer and while making and breaking hose connections.

- n) During refueling or defueling, tank vehicles shall be placed so as to be readily removable in event of fire and to permit direct driving away from the loading or refueling position. Not more than one refueler shall be positioned to refuel each wing of an aircraft. When high capacity aircraft are refueled, additional refuelers shall not be parked or positioned within 100 feet from the aircraft served and then only in areas approved by the Airport Manager.
- o) Automotive fuel dispensing vehicles shall not dispense fuel unless properly grounded.
- p) Automotive fuel dispensing vehicles shall carry at all times a sufficient quantity of absorbent material, of a type approved by the Fire Inspector and/or Airport Manager, to contain accidental fuel spills.

#### Fuel spills

- a) In the event of a fuel spill that involves in excess of ten gallons of Jet A or any amount of aviation or automotive gasoline, the fueling operator/responsible individual shall immediately notify LAFD Station 114. The individual shall also immediately notify Airport Operations whenever any amount of fuel is spilled, regardless of type.
- b) Should passengers evacuate any area or aircraft because of a fuel spill, the passengers shall not be readmitted to the area or the aircraft until permitted by LAFD and Airport Operations.
- c) In the event of fuel spillage and when there is no apparent presence of fire, fuel delivery units shall not be moved until the spillage is dispersed or removed. Spilled fuel shall be cleaned up immediately by the responsible party and the area secured by Airport Operations. No aircraft or vehicular movement shall be permitted in the area until authorized by the LAFD or Airport Operations.

#### Aviation Fuel Delivery Permits

- a) All petroleum product delivery companies or brokers who engage in the delivery of fuel to LAWA and tenant storage facilities at VNY shall be required to obtain a Non-Revocable Fuel Delivery Permit through VNY Airport Operations.

## Tenant Fueling Services

- a) Tenants who desire to perform fueling services must have approval to do so in their lease and shall have an approved training program for their employees that conforms to regulatory standards.

## Aircraft Parts Cleaning Materials

- a) Cleaning of aircraft parts and other equipment shall be done preferably with non-flammable cleaning agents.
- b) Special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the Uniform Fire Code and the NFPA when combustible liquids are used.

## Paint, Varnish and Lacquer Use

- a) The arrangement, construction, ventilation, and protection of spraying booths used for paint, varnish or lacquer spraying operations in addition to the storing and handling of such materials shall be in accordance with standards of the Uniform Fire Code, the NFPA, and any applicable stipulations therein.

## **Section 4.4 Self-Fueling**

Self-service fueling shall be permitted, subject to the approval of the authority having jurisdiction and in accordance with the VNY Executive Directives.

## **Section 4.5 Sewage, Industrial Waste, Toxic and Hazardous Waste**

Tenants shall comply with the requirements of the LAWA Hazardous Materials Management Policy regarding the discharge of sewage and industrial waste.

- a) No person shall generate, store, keep, handle, transport, treat or dispose of hazardous waste (as defined by the Resource Conservation and Recovery Act, Title 40, CFR Part 261 or succeeding legislation) in or upon the Airport.

## **Section 4.6 Methanol Storage**

Methanol shall be treated in the same manner as gasoline.

- a) A maximum of two containers of methanol may be stored at aircraft ramp areas not in or under buildings or stairways.
- b) The bulk storage of methanol is only permitted on leaseholds.

## **Section 4.7 Fire Watch**

The Los Angeles Fire Department requires all Airport master tenants, sub-tenants, and affected stakeholders to comply with the Fire Watch Standards as set forth in Chapter V, Article 7, SEC. 57.915 of the Los Angeles Municipal Code (LAMC) as amended. The above regulation includes (but is not limited to) the following:

- a) The LAFD Fire Inspector assigned to the Airport may require the implementation of a Fire Watch whenever it is deemed necessary due to a potential hazard to life, property, or any fire protection equipment and/or system is inoperable.
- b) Fire Watch requirements must be completed by the affected party until the Airport Fire Inspector deems a building safe or the fire suppression equipment and/or systems are returned to service.
- c) Violations to the Fire Watch requirements are subject to fines and/or punitive action as stated in Chapter V, Article 7, SEC. 57.109.4.2 of the LAMC.

### **Airport specific Fire Watch Procedures**

- a) **Fire Inspector Notification:** Upon observing or notification of an issue that affects the fire suppression equipment and/or systems at a facility, the master tenant, sub-tenant, or alternate stakeholder responsible for the facility shall notify the Fire Inspector Assigned to the Airport at (818) 374-1110. Upon notification, the Fire Inspector will determine if a Fire Watch will be required.
  - i. If fire suppression equipment and/or system fails or becomes unusable outside of normal business hours, contact Fire Station 90 and/or Fire Station 114 and explain what equipment and/or system is affected. Fire Station 90 and/or 114 will determine if a Fire Watch is required.
  - ii. The master tenant, sub-tenant, or alternate Airport stakeholder with responsibility for a facility is required to assign fire watch duties to as many personnel as required by the Fire Inspector.
- b) **Airport Manager Notification:** The Airport Manager, through the Duty Superintendent, must be notified whenever a Fire Watch has been required by LAFD on Airport premises. The Duty Superintendent must be contacted at (818) 442-6506 with the following information:
  - i. Name and address of affected facility.
  - ii. Fire suppression system and/or equipment affected and an estimated time frame that the system and/or equipment will be returned to service.

- iii. Confirmation that a Fire Watch is in progress in addition to a phone number that the person(s) completing the Fire Watch can be contacted.



## **SECTION V: SPECIAL EVENTS/FILMING**

### **Section 5.1 Special Event Applicability**

This Special Events subsection applies to any person or entity that is a master tenant or approved subtenant requesting to conduct an activity on their leasehold that is outside the normal daily operations or the permitted uses as specified in their lease agreement. Further information may be found at:

<http://www.lawa.org/tenants411/default.aspx?id=4505>

### **Section 5.2 Special Events Approval**

All Special Events at the Airport shall be aviation related and approved by the Airport Manager in advance. Tenants must submit a written request for review in the form of a Letter of Intent (LOI) to the Airport Manager's office a minimum of thirty (30) calendar days prior to the first day of the event.

- a) If the entity requesting to conduct the event is an approved subtenant, the LOI must include an approval letter from the master tenant of the leasehold.

### **Section 5.3 Special Event Criteria**

A Special Event is any event that includes, but is not limited to, any of the following activities:

- a) Any event with an attendance of 50 or more guests.
- b) Aircraft and/or vehicles on public display.
- c) Vendors and/or exhibitors present for the event.
- d) Any event featuring a product release or unveiling.
- e) Any type of party, celebration, or large social gathering.
- f) Any event, which utilizes the interior of an aircraft hangar, or exterior aircraft ramp for the event area.
- g) Any time there is a charge for food, drinks, services, or attendance.
- h) Any activity not expressly permitted or specified as a permitted use in the lease agreement.

- i) Any activity not expressly permitted or specified in the lease agreement pertaining to the leasehold.

### **Section 5.4 Responsibility at Special Events**

The Airport Manager will hold the master tenant responsible for all actions of the attendees at a special event. The Airport Manager or designee reserves the right to take actions up to and including cancellation of an event if any (but not limited to) the following occurs:

- a) The event has not received prior approval from the Airport Manager.
- b) The event negatively impacts other Airport tenants.
- c) The event adversely affects Airport Operations.

### **Section 5.5 Commercial/Non-Commercial Filming/Photography Applicability**

The following Filming/Photography subsection applies to any person or entity that is a master tenant, approved subtenant, or production company requesting to conduct filming or photography on a leasehold at VNY or the Van Nuys Flyaway Bus Terminal facility.

### **Section 5.6 VNY Film Desk**

The VNY Film Desk staffed by Airport Operations Personnel provides assistance to tenants and production companies with completion of the Film Permit application process. Further information may be found at:

<http://www.lawa.org/tenants411/default.aspx?id=6189>

### **Section 5.7 Film Permits Application**

Permits shall be obtained by airport tenants for all film/photography/video production work being conducted on Airport property.

- a) All entities must contact the VNY Film Desk Administrator to discuss the feasibility of proposed filming activities at VNY.
- b) All entities must submit the Film Permit application along with a LOI and appropriate insurance documentation to Film LA. Further information may be found at: <http://www.filmla.com/contact.php>.

### **Section 5.8 Rules for Filming/Photography/Video Activity**

Production activities shall not disrupt ongoing Airport operations.

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- a) The production company is responsible for all production personnel in attendance at the Airport filming location. Production personnel are defined as including, but not limited to the following: executive producer, producer, director, assistant director, cast, crew, agents, contractors, subcontractors, clients, and invitees of the production.
- b) Production personnel shall strictly confine themselves to the designated area that has been permitted/approved for production related activities.
- c) Production personnel shall provide photo identification and must submit to personal search if requested by Airport Police acting within applicable federal, state, and/or municipal statutes, codes, ordinances, and/or guidelines.
- d) All production vehicles, including picture vehicles and private vehicles, shall be subject to search.
- e) The production company must provide and display disclaimer placards when directed to do so by an authorized LAWA representative.
- f) Any aircraft involved in production activity must remain in a static position with engines shut down and all propellers and rotor blades in a secured position.
- g) Any production activity involving special effects, stunts, props, property use as well as facilities involving cast or other production personnel must be kept away from public view at the discretion of an authorized LAWA representative.
- h) No weapons/ammunition of any kind, either functional or non-functional, may be brought onto Airport property without prior permission from the Airport Manager. Handling, usage and storage of such weapons or ammunition shall be approved by the Airport Manager.
- i) All special effects, stunts, lighting, props (including vehicles, aircraft and animals) and property use shall be assessed on a case-by-case basis by the Airport Manager or designee. The time, place, and manner of usage/handling shall be reasonably determined by an authorized LAWA representative.
- j) No animals, other than professionally trained animals under the supervision, handling, and care of a professional trainer/handler, may be brought onto Airport property without prior approval of an authorized LAWA representative. Control of such animals must be maintained at all times.
- k) All Fire Safety Rules and Regulations (Section 4.1), in addition to instructions from a LAFD Fire Marshal, shall be adhered to by the production company.

- l) Smoking is prohibited at all times on the AOA and buildings owned by LAWA (Section 1.24).
- m) All production wiring and/or cabling shall be flown unless otherwise specified by the Airport Manager.
- n) All production vehicles and equipment shall remain within the leasehold boundary of the filming location at all times.
- o) Any alteration, relocation, or removal of Airport property (i.e. painting, carpeting, set dressing, etc.) may only be done with the permission of the Airport Manager or designee and only under the supervision and direction of an authorized LAWA representative.
- p) All production locations shall be left in, or restored to, the original condition by the production company.
- q) The production company must provide sufficient trash receptacles for the filming location and service them when full. All receptacles must be removed upon completion of production and the premises will be inspected by the Airport Manager or designee to ensure compliance.
- r) Use of Airport equipment, electricity, water, and property (other than structures) is prohibited without prior permission from the Airport Manager or designee.
- s) Production company directional signs placed along the route to and from the production location shall be removed upon completion of production.
- t) All production personnel are required to be familiar with and obey the Rules contained herein. Additionally, production personnel shall comply with the Airport security requirements in effect at the time of production.

## **SECTION VI: NOISE ABATEMENT**

### **Section 6.1 Applicability**

This section applies to any and all persons or entities that operate an aircraft into, out of, or at the Airport. The following information generally describes LAWA's formal and informal airport noise abatement procedures, restrictions, and regulations involving aircraft operations. All entities are responsible for being familiar with and complying with all stipulations contained within the formal VNY Noise Abatement and Curfew Regulation Ordinances. Further information may be found at:

[http://www.lawa.org/welcome\\_VNY.aspx?id=1728](http://www.lawa.org/welcome_VNY.aspx?id=1728).

- a) All aircraft operators must comply with FAA regulations and procedures for noise abatement and noise emissions standards. Additionally, all rules, policies, procedures, resolutions, and ordinances established by the City and the BOAC relative to noise abatement shall be complied with while utilizing the Airport.
- b) All traffic or flight restrictions or procedures contained herein shall not, in any manner, abrogate the authority and responsibility of the pilot-in-command to assure the safe operation of the aircraft.

### **Section 6.2 Definitions (Ordinance 155727)**

Except where the context otherwise requires, the following terms, when used in this Section, shall have the following definitions:

**ADVISORY CIRCULAR 36-3H** – Estimated Maximum A – Weighted Sound Levels for Airplanes at Part-36 Appendix “C: Locations – Takeoff – as set forth in United States Department of Transportation, Federal Aviation Administration, Advisory Circular 36-3H, dated May 25, 2012 and as said Advisory Circular may be amended from time to time.

**AIRCRAFT** – All fixed-wing aircraft driven by one or more propeller, turbojet, or turbo fan engines.

**dBA** – A – weighted sound pressure level.

**REPETITIVE OPERATION** – A practice operation, including, but not limited to, “touch and go” or “stop and go” operations, which utilizes an Airport runway to land where the aircraft after touching down or landing, takes off again within five minutes. However, this definition does not include such operations as are necessary because of safety considerations or weather phenomena.

**RUN-UP** – The ground testing or revving of an aircraft engine not immediately connected to contemporaneous air operation.

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### **Section 6.3 Curfew (Ordinance 155727)**

No aircraft may depart from Van Nuys Airport between the hours of 11:00 p.m. and 7:00 a.m. of the following day, unless the aircraft has an estimated takeoff noise level equal to or less than 74 dBA (per FAA Advisory Circular 36-3H) or aircraft is otherwise exempted, such as military or aircraft engaged in a life-saving emergency, as specifically described in Ordinance 155727.

### **Section 6.4 Curfew Extension (Ordinance 171889)**

No aircraft may depart from Van Nuys Airport between the hours of 10:00 p.m. and 11:00 p.m. unless the aircraft is certificated as Stage 3 pursuant to 14 Code of Federal Regulations Part 36 or as exempted in Section 2 (a) through (e) of the Curfew (Ordinance 155727).

### **Section 6.5 Repetitive Aircraft Operations (Ordinance 155727)**

No person shall engage in repetitive operations in any propeller powered aircraft between the hours of 10:00 p.m. and 7:00 a.m. of the following day from June 21 through September 15, and between the hours of 9:00 p.m. and 7:00 a.m. of the following day from September 16 through June 20.

- a) No person shall engage in repetitive operations in any turbo-jet or fan jet powered aircraft, at any time.

### **Section 6.6 Run-Ups (Ordinance 155727)**

No person shall test or run-up an aircraft engine for maintenance purposes between the hours of 7:00 p.m. and 7:00 a.m. of the following day. All engine run-ups shall be conducted only in areas designated by the Airport Manager. Any person conducting aircraft maintenance activity required to be done on the ramp at their facility (i.e. leak checks, etc.) may be permitted to do so, and remain in compliance with the Ordinance, provided the following provisions are adhered to:

- a) Contact Airport Operations prior to commencing the operation.
- b) All engine checks must be accomplished at idle power at all times and for a duration not to exceed three (3) minutes.

- c) A minimum of one wing walker must be present outside the aircraft, in clear view of the individual manipulating the controls of the aircraft, at all times the engine(s) are running to ensure the overall safety of the operation.
- d) The “jet blast/prop wash” resulting from the activity must be directed away from the service road at all times and in no way jeopardize the safety of any persons or property.

### **Section 6.7 Noisier Aircraft Phase-out (Ordinance 181106)**

No aircraft may arrive or depart the Airport whose AC36-3 takeoff noise level equals or exceeds 77 dBA. Exempt aircraft are specified in the ordinance and further information may be found at: [http://www.lawa.org/welcome\\_VNY.aspx?id=1728](http://www.lawa.org/welcome_VNY.aspx?id=1728)

### **Section 6.8 Enforcement and Penalties (Ordinance 155727)**

Any person or operator who violates the preceding City Ordinances (155727, 171889, and 181106) shall be subject to one or all of the following:

#### a) Civil Penalties

- i. In addition to any other remedy provided for by this regulation or elsewhere, any person who violates any provision of this regulation shall be liable for a civil penalty not to exceed seven hundred and fifty (\$750) dollars.
- ii. Any person who violates any provision of this regulation for a second time within one year of a prior violation shall be liable for a civil penalty not to exceed one thousand five hundred (\$1500) dollars upon such second violation.
- iii. Any person who violates any provision of this regulation for a third or any subsequent time within a three (3) year period shall be liable for a civil penalty not to exceed three thousand five hundred (\$3500) dollars.

#### b) Denial of Use of Airport

- i. In the event any person has violated any provision of this regulation three (3) or more times within a three-year period of the first violation, then for a period of three years thereafter, such person shall be deemed a persistent violator and be denied permission to depart from Airport in an aircraft owned, borrowed, rented or leased by such person and denied the right to lease, rent or use space for any aircraft (including tie-down) at the Airport.

c) Exclusion of Aircraft for Violations

- i. In the event an aircraft has been operated in violation of any provisions of this regulation on three or more occasions within a three-year period of the first violation, whether piloted by the same or different individuals, then it shall be presumed that future operations of said aircraft will result in continued violations. The Airport Manager shall thereafter deny said aircraft permission for a period of three years to tie-down, be based at, or take off from the Airport provided, however, that a new owner, who has not operated the aircraft or caused it to be operated in violation of this regulation, shall be entitled to appeal such decision to the Airport Manager upon furnishing satisfactory evidence of a change in both the operating personnel and ownership of such aircraft. Upon receiving such evidence, the Airport Manager shall restore all rights to said aircraft.

d) Other Enforcement

- i. The provisions of this regulation may be judicially enforced by injunction or other relief deemed appropriate by any court of competent jurisdiction.

e) Informal Operations Procedures

- i. In addition to the noise abatement regulations described above, VNY has implemented voluntary noise abatement programs to address other aircraft activity that may affect surrounding communities.

### **Section 6.9 Fly Friendly/Quiet Departure Program for Jet Aircraft**

The voluntary Quiet Departure Program (QDP), which is the main component of the Fly Friendly/Quiet Departure Program, was established in 1994 to reduce jet aircraft noise by having pilots agree to use predetermined, recommended procedures to minimize jet departure noise, such as:

- a) Use noise abatement techniques as established in manufacturers' operating manuals or the National Business Aviation Association Noise Abatement Program;
- b) Make every effort within adequate safety margins to abide by the proper noise-reducing techniques;
- c) Actively participate in the monitoring program by working with airport staff and others to research any residential complaints regarding one of their flights; and
- d) Work with airport staff and the Van Nuys Airport Association to support and encourage other jet operators to participate in the program.

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A noise monitor near the south end of the runways measures departure sound levels, and VNY Noise staff analyze this data on a daily basis. Aircraft owners and operators are notified in writing when they exceed criterion noise levels. Further information regarding the Fly Friendly/Quiet Jet Departure Program may be found at: [http://www.lawa.aero/welcome\\_VNY.aspx?id=4245](http://www.lawa.aero/welcome_VNY.aspx?id=4245)

### **Section 6.10 No Early Turns**

Pilots of all fixed wing aircraft departing to the south from runways 16R and 16L are to fly runway heading until reaching the Flood Basin (south of Victory Boulevard) before initiating any turns, unless specifically instructed otherwise by the ATCT. Further information regarding the No Early Turns procedure may be found at: [http://www.lawa.org/welcome\\_VNY.aspx?id=12201](http://www.lawa.org/welcome_VNY.aspx?id=12201)

- a) Pilots of all fixed wing aircraft departing to the north from runways 34R and 34L are to fly runway heading until reaching 1800' Mean Sea Level before initiating any turns, unless specifically instructed otherwise by the ATCT.

### **Section 6.11 Helicopter Route and Altitude Deviation Program**

Pilots of rotor aircraft are requested to follow all established, preferred helicopter routes. Further information on the preferred helicopter routes may be found at: <http://www.lawa.org/uploadedFiles/VNY/pdf/VNY%20Routh%20map%201110.pdf>

- a) This program notifies helicopter owners/operators of arrival and departure operations that deviate from established FAA routes. Although the FAA has no minimum altitude restrictions for helicopters, it does have agreements from VNY based operators to follow established routes and recommended altitude minimums. VNY also continues to work with the FAA and helicopter operators to address additional ways to reduce noise.

