

# BOARD POLICY 700 <sup>1</sup>

## OPERATIONS

### ARTICLE 1. AERONAUTICAL OPERATIONS

#### Section 7-1.01 General

Aeronautical activities at Mojave Air & Space Port shall be in conformance with applicable federal, state and District rules and regulations. Violations shall constitute cause for the levying of fines or termination of privilege to use or lease District property.

#### Section 7-1.02 Categories of Use

For the purposes of this Code, use of the airport facilities is defined as follows:

(a) Class I Use: Commercial aviation activities including all use of the airport by scheduled or non-scheduled certified or chartered air carriers.

(b) Class II Use: Industrial aviation activities including the use of airport by operators of aircraft where such operation is for the purpose of testing, constructing, reconstructing, or modifying said aircraft or appurtenant thereto.

(c) Class III Use: Business aviation activities including all use of the airport by operators of aircraft where such operation is for the purpose of securing economic gain where such gain is incidental to the operation of the aircraft.

(d) Class IV Use: Aircraft activities incidental to fixed base operations, including flight instruction and all other profit making activities not described in Classes I, II and III hereinabove.

(e) Class V Use: General aviation activities including all use of the airport by operators of aircraft for recreational purposes provided, such operation does not involve uses described in Classes I through IV hereinabove.

#### Section 7-1.03 Operations Permit

(a) Persons engaging in Class IV operations other than long-term tenants, shall obtain an Operations Permit from the Manager on or before the first day of January each year. The permit shall contain the following information:

1. Permittee Name;
2. Permittee Address;

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<sup>1</sup> Adopted on September 18, 2018 by Res. No. 18-07-784

<sup>2</sup> Article VII. Records Retention Sections 7-7.01,7-7.02, 7-7.03, 7-7.04, 7-7.05, 7-7.06, 7-7.07, 7-7.08, 7-7.09, 7-10 amended on October 1, 2019 by Res. No. 19-10-796

<sup>3</sup>Article VIII. Access Control Sections 7-8.01, 7-8.02, 7-8.03, 7-8.04, 7-8.05, 7-8.06 amended on June 27, 2022 by Res. No. 22-06-836

<sup>4</sup>Article 1, Section 7-1.01, 7-1.03, 7-1.04, 7-1.05, 7-1.10, 7-1.11, Article 11, Section 7-2.01, 7-2.02, 7-2.03, 7-3.02, 7-4.01, 7-4.03, Article V, Section 7-5.01, 7-6.02, 7-6.03, 7-6.04

3. Permittee Telephone Number;
4. Permittee Email address
5. Nature of Activity;
6. An insurance certificate indicating the District has been named an additional insured on the Permittee's insurance policy and showing that the District will receive 30-days prior written notice of a change in the certificate. Coverage is to be in the amount of at least \$1,000,000 per person and \$3,000,000 in the aggregate; and
7. Any special terms and conditions deemed appropriate by the District related to the nature of the activity.

(b) Permits shall be issued by the General Manager on a non-discriminatory and non-exclusive basis; provided, the permit may be denied or revoked by the General Manager if the applicant has violated airport rules and regulations within the past 12 months. The applicant may appeal the decision to the Board.

#### **Section 7-1.04 General Regulations**

(a) Pilots and aircrew shall be guided by the rules promulgated by the Federal Aviation Administration except as otherwise specified.

(b) Pilots shall become acquainted with local flight patterns and procedures.

(c) Aircraft shall not be operated on the ground or in flight in such a manner as to cause unnecessary noise.

(d) Airport based aircraft must be covered by BI&PD in the amount of \$1,000,000 each occurrence or \$3,000,000 aggregate, providing a certificate of insurance to the District and providing ten (10) days written notice to District of cancellation.

(e) Witnesses and participants in aircraft accidents occurring on or within the airport shall make a full report to the General Manager, Director of Operations, Director of Public Safety and Security, or person designated by the General Manager, as soon after the accident as is practicable, together with names and addresses.

(f) Aircraft shall not be left unattended unless properly secured or within hangar. Owners of such aircraft shall be held responsible for damage to other aircraft or property.

(g) Aircraft shall be stored and repairs made only in areas designated for that purpose by the General Manager, Director of Operations, or person designated by the General Manager.

(h) Pilots, aircrew, and persons attending or assisting in operations shall not be under the influence of intoxicating liquor or habit-forming drugs, nor shall such person obviously under the influence of intoxicating liquor or habit-forming drugs be permitted to board aircraft, except a medical patient under proper care or in case of emergency.

(i) Persons shall not take or use any aircraft, aircraft parts, instruments or tools pertaining thereto owned, controlled or operated by any other person while such aircraft, aircraft parts, instruments or tools are stored, housed, or otherwise left on airport or within its hangars without the written consent of the operator thereof, except upon satisfactory evidence of the right to do so duly presented to the General Manager, Director of Operations, Director of Public Safety and Security, or person designated by the General Manager.

(j) Persons desiring to base aircraft at Airport must register the aircraft at the Airport Administration with the Contracts Office prior to beginning operation and any time a change in ownership occurs..

(k) Every aircraft owner, pilot, and agents shall be severally responsible for the prompt removal, not to exceed 30 days, under the direction of the General Manager, Director of Operations, Director of Public Safety and Security , or person designated by the General Manager, of wrecked or damaged aircraft.

(l) Persons shall not enter a restricted area posted or closed to the public, except as authorized by the General Manager, Director of Operations, Director of Public Safety and Security , or person designated by the General Manager.

(m) Animals shall not be permitted on the airport without the approval of the General Manager, Director of Operations, Director of Public Safety and Security , or person designated by the General Manager, and then must be leashed or restricted so as to be under control. If approved, animals must be registered with the Operations Center providing type animal, physical description, and proof of applicable veterinary health records (i.e. shot records). The owner of an animal is solely responsible for damage or injury caused by the animal.

(n) Only minor preventive maintenance may be performed in Tie-down areas. Fluid spills must immediately be reported to ARFF (Aircraft rescue and firefighting), Maintenance, or Operations Department.

(o) No tools, tool boxes, cans, ladders, or boxes of any description may be left on the airport unattended or unsecured. Unsecured items may result in Law Enforcement notification for investigation or collection. Owner of unattended item will be responsible for any response fees incurred.

(p) Persons shall not reside in hangars.

(q) Areas between T-Hangars and Box Hangars in the west-end general aviation area shall remain clear of obstructions.

#### **Section 7-1.05 Engine Starts, Run-ups**

(a) Aircraft engines shall not be started or run unless a competent operator is at the controls, and unless the aircraft is equipped with adequate brakes fully applied or the wheels are securely chocked .

(b) Aircraft engine starts, run-ups shall not be conducted in such a place or manner as to impede the flow of traffic or cause hazard to other persons, equipment, or property.

(c) Aircraft shall be started and warmed up only at such places as the Airport Manager shall designate for such purpose or as coordinated with the Airport Manager, Director of Operations, or Air Traffic Control Tower (ATCT).

1. Engine warm-up or final pre-flight checks occur at the pilot's hangar, ramp area, wash-rack located off Taxiway C, or the engine run-up pad located at the southernmost end of Taxiway A, or the transient parking ramp in front of the Voyager restaurant. Other areas may be available as coordinated directly with the Operations Department and ATCT.
2. Engine testing ("run-ups") are authorized only at the engine run-up pad located at the

southernmost end of Taxiway A, the intersection of Taxiway A and Taxiway F, and must be coordinated through the Operations Department and ATCT, during normal business hours or Airport Operations after normal business hours. Additional locations may be authorized with the approval of the General Manager, Director of Operations, or person designated by the General Manager. Jet engine testing, "run-ups, or similar, is not authorized on the transient parking ramp in front of the main terminal or ramp areas immediately adjacent to the main terminal.

#### **Section 7-1.06 Taxiing**

- (a) Aircraft shall not be taxied into or out of a hangar.
- (b) Aircraft shall taxi at a safe speed, and in no case in excess of 15 miles per hour.
- (c) Cockpit and engine checks shall be made at the run-up area or such other location as to not interfere with ground traffic movement.

#### **Section 7-1.07 Pattern**

The aircraft traffic pattern for the airport shall be the pattern on file with the Division of Aeronautics.

#### **Section 7-1.08 Take-offs and Landings**

Touch and Go landings, low approaches, etc., shall be permitted only after the pilot of the aircraft has been approved for such operations by the Air Traffic Control Tower (ATCT) during business hours. After normal business hours, or during periods of ATCT closure, pilots must self-report and broadcast intentions, on the published Common Traffic Advisory Frequency (CTAF) 127.6.

#### **Section 7-1.09 Parking of Aircraft**

- (a) Permanently based aircraft shall be parked in Tie-down areas or in a hangar under license or lease.
- (b) Transient aircraft shall be parked in areas designated for transient parking.
- (c) Flying school and rental aircraft shall be parked only in the Tie-down area assigned by the General Manager.
- (d) When directed by the General Manager, the owner, operator, or pilot shall move an aircraft from the place where it is parked or stored to another designated place. If the directions are not followed, airport personnel may tow the aircraft to the other place at the operator's expense and without liability for damages.

#### **Section 7-1.10 Fire Safety**

- (a) Persons shall not clean or degrease aircraft or engines, unless such operations shall be done in a location properly equipped to handle such work or in a space designated by the General Manager.
- (b) Persons shall not permit an open flame in any hangar, shop, building, room, or other

confined place.

(c) Lessees of hangars or other airport areas shall provide Safety Data Sheets listing all stored chemicals or compounds to the Director of Public Safety and Security.

(d) Persons shall not keep, store, or discard inflammable liquid, gas, signal flare, or other inflammable material in a hangar, shop, building, room, or other place in such a manner as to constitute an unsafe condition or fire hazard as determined by the General Manager, Fire Chief, or designated representative.

(e) Lessees of hangars or other airport areas shall provide suitable metal receptacles with hinged lids for the storage of oily waste rags and other rubbish. Such waste or rubbish shall be removed by lessee at frequent intervals. In garages, shops or other buildings operated or maintained by the airport, the above and other rules prescribed by the District Board of Directors shall be observed by the employees of the District engaged in operation or maintenance of such garages, shops or other buildings.

(f) Persons shall not smoke in a hangar, shop, or other building where it is dangerous to do so or where it is specifically prohibited by the General Manager. NO SMOKING signs located in restricted areas are to be strictly observed.

(g) Persons shall not use volatile inflammable substances for cleaning purposes in the hangars, shops, or other buildings in violation of Section (a) above.

(h) Lessees shall keep the floors of hangars, shops, aprons, and areas adjacent thereto, leased by them, reasonably free and clean of oil, grease, weeds, waste, and other inflammable materials.

(i) Adequate and readily accessible fire extinguishers shall be provided by lessees and maintained in proper working order. Each fire extinguisher shall carry a suitable tag showing the date of most recent inspection.

(j) Hangar entrances shall be kept sufficiently clear at all times to permit ready access to the buildings to combat fires.

(k) All aircraft doping shall be performed in a recognized and approved maintenance station.

#### **Section 7-1.11 Aircraft Washing**

(a) Dry Washing is the practice of washing an aircraft using a wet towel and/or washing product that is wiped on and off. Dry washing may be done on ramp surfaces other than the wash rack so long as there is no runoff that drips onto pavement and any wastewater is collected into containers and disposed of properly.

(b) Wet washing of aircraft or any washing that produces run off must be carried out on the designated Wash Rack on Taxiway C1.

(c) Drainage systems and sewer systems must be protected from wastewater runoff and no wastewater may be dumped in toilets, sinks, soil, or ramp drainage. All wastewater must be dumped in the oil water separator drain at the wash rack.

### **Section 7-1.12 Parachute Activities**

Part 105 of the Federal Aviation Regulations is hereby adopted by this reference and made a part hereof for the purpose of regulating parachute activities at the Airport.

## **ARTICLE II. UNMANNED AIRCRAFT SYSTEMS**

### **Section 7-2.01 UAS Definition**

This section pertains to Unmanned Aircraft Systems (UAS), small (s)UAS, Remote Piloted Vehicles (RPVs), and/or Optionally Piloted Vehicles (OPV), when not piloted. The terms sUAS and UAS are interchangeable for all unmanned systems. UAS operators not affiliated with the District or District tenants will not be authorized to operate during Tower operating hours and/or when the District's Class D airspace is active, unless operating under a Certificate of Authorization or Waiver (COA) that explicitly allows these operations under Class G airspace, as well as a Letter of Agreement with District.

### **Section 7-2.02 FAA Guidance**

All UAS activities must follow FAA guidance for unmanned operations within the National Airspace System.

- (a) Public aircraft operations require a Certificate of Authorization (COA) or Waiver issued by the FAA and a Letter of Agreement (LOA) with District prior to operating at MASP.
- (b) Civil aircraft operations (other than model), including those conducted in accordance with a COA or in accordance with the FAA sUAS rule, Title 14 of the Code of Federal Regulations (14 CFR) part 107.
- (c) Model aircraft, hobby or recreation, must comply with 14 CFR par 101, Subpart E. Model aircraft flown for recreational purposes are restricted to operating in the designated recreation area, bounded by Byers St, Byers St access road, Airport Blvd and Highway 58. The designated RC area is 150 yards long and 60 yards wide and contained within the following latitude/longitude points-350250N 1180940W, 350250N 1180935W, 350248N 1180941W, 350248N 1180935W. Use of the RC area requires coordination with the Operations department and/or Air Traffic Control Tower. Flight outside the described area is not authorized and may result in loss of privileges or other actions.

### **Section 7-2.03 Local Administrative Requirements**

Persons authorized to conduct (s)UAS operations must contact the Operations office and submit the following documents, as applicable, prior to operations approval.

- (a) District Operations Plan
- (b) Access License
- (c) COA
- (d) LOA

## **ARTICLE III. COMMERCIAL SPACE OPERATIONS**

### **Section 7-3.01 Facilities**

District shall provide access to those facilities necessary for the Launch, including taxiways and runways. District is responsible for abiding by requirements as listed in FAA Part 420 applicable to the District's site license.

- (a) Air Traffic Control Services. District shall provide the necessary airspace and ground control for launch operations.
- (b) Security and Safety. District will communicate with other airport users and issue appropriate NOTAMs when taxiways and runways are impacted.

### **Section 7-3.02 Operator Requirements**

Operator is responsible for all aspects of the Launch, including providing to District in a timely manner all information relevant to the Launch, such as schedules, personnel rosters, flight plans, facility needs, fire and safety requirements, and hazard assessments.

- (a) Operator shall conduct all operations within District's airside operations area (AOA) and/or spaceport boundary in accordance with established FAA airport operating procedures.
- (b) To ensure a safe working environment for involved and uninvolved personnel, Operator shall:
  - 1. Provide a manifest detailing hazardous materials, fuel tables, personnel on site, at least two (2) emergency contact phone numbers and test or flight timeline to the Operations Department and ARFF. Flight manifests must provide a flight plan to be provided to the ATCT at least 72 hours prior to test or flight.
  - 2. Provide hazard radius/safe distance calculations based on aircraft, rocket, or combination of vehicle fuel, propellant, or hazardous material quantities;
  - 3. Assist District with security and/or traffic control support as coordinated or agreed upon. Operator is solely responsible for validating authorized observers and spectators;
  - 4. Provide a subject matter expert/team to supplement District ARFF response based on the nature of the Launch;
  - 5. Provide specialized tools, equipment, and personnel beyond normal ARFF equipment and personnel; and

6. Coordinate, as needed, emergency medical standby service.

**Section 7-3.03 District Property Protection**

(a) In addition to the District's standard general liability, worker's compensation and automobile insurance requirements, Operator shall, at its sole cost and expense, procure and maintain the types and limits of insurance, including the additional insured endorsements and cancellation clause: A commercial general liability policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the operation and Operator's use of MASP property and facilities in a minimum amount of One Hundred Million Dollars (\$100,000,000.00). Such insurance shall be primary, and not require contribution from any of the Additional Insureds or their insurance coverage and shall afford immediate defense and indemnification to the additional insureds.

(b) Operator is solely responsible for and will compensate District the full amount of any damage to the Facilities, Airport, and/or Spaceport caused in whole or part by Operator or its guests or contractors.

(c) Any equipment or personal property belonging to Operator or its agents, servants, employees, contractors, invitees, patrons, or guests that remain in the Premises after the Launch shall be deemed abandoned and may be disposed of by District at Operator's sole expense. District assumes no responsibility for losses caused by theft, disappearance, or abandonment of equipment or personal property.

**ARTICLE IV. FUEL**

**Section 7-4.01 Fuel Sales**

The board shall establish a profit goal for fuel sales. The General Manager shall establish fuel sale rates within the board's policy. Jet A fuel may be discounted to volume or cash customers. The board shall establish the discount rate. The General Manager has the authority to negotiate the price per gallon of fuel sold for purchases of 10,000 gallons or more or at special events at a discount rate approved by the board.

**Section 7-4.02 Fuel Credit Accounts**

Generally, fuel will be sold on a cash basis. However, fuel will be sold on credit to holders of bank cards, or to tenants with the approval of the General Manager based on the tenant's credit worthiness. For convenience, tenants approved for purchase of fuel on credit will be called "fuel credit accounts" in this section. The terms for fuel credit accounts are:

(a) A tenant desiring to open a fuel credit account shall make an application to the Director of Administration using forms supplied by the District. The Director of Administration shall recommend action on the application and the General Manager shall act on the recommendation.

(b) The Director of Administration shall render an invoice for each fuel credit within fifteen days after the fuel is delivered. Fuel credit accounts are due for payment thirty days after



the invoice is tendered.

(c) Fuel credit accounts not paid in full on the due date are delinquent. Delinquent accounts shall have interest at the rate of 1% per annum from the first date of the month that the invoice is tendered until sixty days thereafter or until paid, whichever occurs first, and shall bear interest at the rate of 1½ % per annum from the 61st day of delinquency until paid.

(d) Credit will not be extended to fuel credit accounts which have been delinquent for sixty days or more.

### **Section 7-4.03 Fuel Handling**

(a) Except as provided herein, the District shall be the only fuel handler at Mojave Airport. The District shall coordinate or conduct all defueling operations and be responsible for the handling of salvage fuel. As used herein, “salvage fuel” means fuel removed from an aircraft, which is accompanied by a change of ownership of the fuel.

(b) The following shall be observed when aircraft are fueled or defueled:

1. Spills shall immediately be reported to MASP Fuel or Fire Department. Fuel spills shall be reported by District to MASP Maintenance department in accordance with SPCC plan .
2. No aircraft shall be fueled or defueled while the aircraft engine is running or while such aircraft is in the hangar or enclosed place. Provisions for hot refueling aircraft will be approved by the General Manager on a case-by-case basis.
3. NO SMOKING, radios, or cell phones permitted within 50 feet of a fuel tank or an aircraft being fueled or defueled. NO SMOKING is permitted within 50 feet of a truck or fuel carrier being used for fueling operations.
4. During fuel handling, passengers are not permitted in the aircraft unless a cabin attendant is stationed near the cabin door. Only personnel engaged in fuel handling, maintenance, and operation of an aircraft are permitted within 50 feet of fuel tanks or such aircraft during fueling or defueling operation, except as provided above. Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of fuel. Persons shall not start the engine of aircraft when there is gasoline on the ground or pavement. When gasoline is spilled or leaks around an aircraft, the aircraft pilot shall notify the Fuels or Fire Department.
5. Hoses, funnels, and appurtenances used in fueling or draining operations shall be properly equipped with a grounding device to prevent the possibility of static ignition. During fuel handling, no person shall operate a radio transmitter or receiver, or switch electrical appliances off or on. During fuel handling, no person shall use material likely to cause a static spark within 50 feet of such aircraft. Fueling hoses and draining equipment shall be maintained in a safe, sound, and non-leaking condition.
6. With a written authorization issued by the General Manager, a tenant may store fuel for special needs such as extended night or weekend operations or for the purpose of maintenance activities. Storage permits may be extended to tenants with special purpose fuels not stored or dispensed by the District, e.g., JP8, Hydrogen Peroxide, or Nitrous Oxide or other special use propellants used for developing or testing special use propulsion

systems or craft.

7. Defueling of aircraft for maintenance, demolition, or any other purpose shall be coordinated and under the control of the District fuel department, in accordance with Air Transport Association Specification 103. Private operators may defuel jet fuel for regular maintenance activities on a case-by-case basis if coordinated with the fuel department. Salvaged fuel shall be removed from aircraft in accordance with the highest standards for fuel handling and shall be immediately deposited in a designated container owned or approved by the District (“approved temporary container”). Salvaged fuel shall be permanently removed from the approved temporary container within 48 hours and deposited into: (1) a permanent container owned or approved by the District (“approved permanent container”); (2) permanently removed from District property; or (3) loaded into an aircraft owned by the owner of the aircraft from which the salvaged fuel was removed in accordance with ATA standards.
8. Except as provided herein, containers shall not be used for storage of salvage fuel or fuel not purchased at the Mojave Airport (“off-airport fuel”). Fuel containers may be permitted at Mojave Airport on a case-by-case basis for storage of fuel not stored or dispensed by the District or for the purpose of storing fuel during maintenance actions. Fuel containers, including auto fuel, must be kept in a designated area. A tenant shall make a written application to the General Manager with specific justification to obtain a fuel container permit for commercial or private activities. Authorization may be contained in a lease agreement or other written instrument approved by the District. If authorization is granted, private operators must keep the container in a location approved by local agencies and the General Manager so as to contain leaks or spills and not pose an undue hazard to life or property. The District shall be named as an insured on a general or specific liability insurance policy by the user. The District may waive insurance requirements on a showing of good cause. Leaks or spills shall be the sole responsibility of the owner/operator to remediate at the direction of the General Manager.

(c) A defuel fee of \$0.20/gallon shall be assessed by the District for handling salvage fuel and a fee of \$25 per month will be assessed if a rental area is required. Spill kits are available at the District Office for \$50 each. Violations of this fuel policy will result in lease review or termination.

(d) The District requires a valid form of payment at the time of sale of fuel from the District. If a credit card is rejected or denied, the aircraft will be subject to an administrative fee of \$300.00 per day and will be assessed until the charge for the fuel is paid in full.

## **ARTICLE V. RESERVED**

## **ARTICLE VI. VEHICULAR TRAFFIC**

### **Section 7-6.01 General**

This article describes vehicular traffic regulations for the Mojave Airport. These regulations are adopted pursuant to Vehicle Code section 21108. All roadway signage, including, but not limited to, speed limit signs and stop signs, are established and must be followed at all times.

**Section 7-6.02 Speed Limits**

(a) The following speed limits are established for vehicular traffic on roads at the Mojave Airport.

<u>Street</u>	<u>Maximum Speed</u>
Airport Blvd. south of Sabovich St.	40 mph
Sabovich St. east of Airport Blvd.	35 mph
Sabovich St. west of Airport Blvd.	35 mph
Riccomini Rd. east of Airport Blvd.	40 mph
Poole St. east of Airport Blvd.	40 mph

(b) The basic speed law of the State of California applies to vehicular traffic on roads at the Mojave Airport not designated above.

**Section 7-6.03 Intersection Stops**

Full stop is required at the following intersections:

- Barnes St. east approach to Airport Drive
- Flight Research Building Dr. to Sabovich St.
- Mobley St. east and west approach to Poole St.
- Kennicut St. south approach to Poole St.
- Kennicut St. east approach to Airport Blvd.
- Poole St. east approach to Airport Blvd.
- Unnamed street west of Building 14 north approach to Sabovich St.

**Section 7-6.04 Motor Vehicle Regulations**

(a) Motor vehicle operators must possess a valid license and insurance commensurate with the operating area (landside, airside).

(b) Persons shall not travel on any portion of the airport except upon roads, walks or places provided for the particular class of traffic nor occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

(c) The General Manager shall designate areas to which vehicle access is restricted. No person, other than a peace officer or other governmental officer in the performance of their official duties, shall operate or park a vehicle within a restricted area without permission from the General Manager. The General Manager may revoke, suspend or refuse to issue a permit for a person or vehicle to enter a restricted area if the permittee or applicant does not have lawful business in such area and cannot otherwise justify the necessity for having such a permit; if the permittee or applicant has violated airport rules or regulations; or if such activities threaten airport safety or security.

1. Tenant company vehicles used in daily operation within the airfield operations area (AOA) shall be painted as set forth in FAA Advisory Circular (AC) 150/5210-5D dated April 1, 2010, or most current regulation, or as authorized by the General Manger, or designated representative.
2. Private vehicles not contracted by Mojave Airport or client companies are not authorized

to operate within the AOA without approval from the General Manager, Director of Operations, Security Office, or other designated representative. The vehicle operator must register for a pass with the Security office.

(d) Any accident involving a motor vehicle, which results in personal injury or property damage shall be reported to the Security Manager.

(e) No vehicles, other than aircraft, shall be driven over or across any portion of a runway or taxi-way on the Airport unless the General Manager determines the person using the vehicle must drive over or across the runway or taxiway in order to conduct business at the Airport. A vehicle, which is regularly used on the Airport, shall also be equipped with an operating two-way radio capable of communicating on the Airport Air Traffic Control frequency during business hours or, after hours, on the Common Traffic Advisory Frequency.

(f) Motor vehicle traffic shall yield the right-of-way to aircraft.

(g) Persons shall not operate any motor vehicle within the AOA at a speed in excess of 20 miles per hour. On passenger loading ramps and in areas immediately adjacent to hangars, authorized motor vehicles shall not operate at a speed in excess of 10 miles per hour. All persons operating motor vehicles on District property shall obey all traffic signs and directives.

(h) Vehicles shall not be parked on the Airport other than in the manner and locations indicated by posted traffic signs and markings.

(i) Vehicles, coaches, motor homes, trailers, or other portable structures may be left unattended only in designated parking areas and only during normal Airport business hours. Overnight parking may be permitted by the General Manager for a period not to exceed 5 days. Overnight parking may be permitted by action of the Board for longer periods.

(j) If a vehicle is moved by District personnel, a towing charge will be levied. Liability for damage while moving the vehicle will not be assumed by the District.

(k) Only vehicles designed or intended for the conduct of aviation support activities or personnel movement (cars, trucks, certain bicycles, certain golf carts) are allowed in the Airport Operations Area (AOA). Purely recreational vehicles (skateboards, unicycles, etc.) are prohibited unless authorized by the General Manager and operator/owner assumes responsibility for damage to property or injury to self and others.

## **ARTICLE VII. RECORDS RETENTION**

### **7-7.01 GENERAL**

District records are open to inspection during regular office hours, and every person has a right to inspect the records, except as otherwise provided by law.

### **7-7.02 DEFINITIONS**

As used in this Article, “public records” and “writing” shall have the same definition

as in the California Public Records Act, Government Code section 6250, et seq., as amended.

### **7-7.03 EXCEPTIONS**

Nothing herein requires disclosure of records not subject to disclosure by law, including without limitation, the following records:

(a) Preliminary drafts, notes, or intra- or inter-agency memoranda not retained by the District in the ordinary course of business, if the public interest in withholding such records clearly outweighs the public interest in disclosure;

(b) Records pertaining to pending litigation which the District is a party or to claims made pursuant to Division 3.6 (Commencing with section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;

(c) Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;

(g) Records exempted or prohibited pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Code relating to privilege;

(h) The disclosure of other records which is prohibited or not required by law.

### **7-7.04 ADDITIONAL PUBLIC RECORDS**

Notwithstanding the foregoing:

(a) Every employment contract between the District and a public official or public employee is a public record.

(b) An itemized statement of the total expenditures and disbursements of the District provided for in Article VI of the California Constitution shall be open for inspection.

### **7-7.05 JUSTIFICATION FOR WITHHOLDING OF RECORDS**

The District shall justify withholding a record by demonstrating the record is exempt by law or the public interest served by not making the record available clearly outweighs the public interest served by disclosure of the record. Notice of intent to withhold records shall be provided to the person who requested the record within ten days of the request for inspection.

### **7-7.06 COPIES OF RECORDS**

(a) A person may obtain a copy of an identifiable record. On written request, an exact copy shall be provided in a form determined by the CEO. Officers, agents, and employees of the District are not required to request records in compliance with this Section

when acting within the course and scope of employment or office holding. A written response shall be provided to the person requesting the recorded within ten days of the request.

(b) A payment shall be made in the amount of \$0.25 cents per page or, in the case of large or unusual sized records, the amount charged shall be the actual cost charged by an outside print company. A certified copy of such record shall require an additional payment of \$2.00. No charge shall be imposed for research or labor.

(c) A person who desires to obtain a copy of a record must deposit an amount equal to the estimated fees for copying prior to receiving the record. The portion of the deposit not required shall be refunded. If the deposit is insufficient an additional deposit will be required.

#### **7-7.07 PUBLIC COUNTER FILES**

(a) Except for writings exempt from public disclosure, the District shall maintain a duplicate copy of approved minutes, the agenda, and written materials distributed to the Board for discussion or consideration at the next scheduled Board meeting at the District's administrative office. Public records discussed during a public meeting but not previously available to the Board shall be made available before the commencement of discussion at such meeting and shall be made available for public inspection immediately or as soon thereafter as practicable.

(b) No charge will be imposed for the use of the records described in this section, unless a copy is requested in which case a copy charge shall be imposed.

(c) The CEO shall also maintain a record of requests for inspection that are declined, including the reason.

#### **7-7.08 RETENTION OF ORIGINAL RECORDS**

The following original records shall be maintained in perpetuity in the District's files:

(a) The Certificate of Incorporation of the District;

(b) Certifications of annexation proceedings;

(c) Certificates of the Secretary of State reciting the filing of annexation papers by the District in his office;

(d) Certifications by the Secretary of State that detachment papers have been received and area is excluded from the District;

(e) Resolutions;

(f) Minutes of meetings of the Board;

- (g) Certificates of Assessed Valuation prepared by the Auditor of each County in which property taxable by the District lies;
- (h) Documents received from the Tax Assessor detailing District taxes collected;
- (i) Ballot arguments pro or contra on bond issues;
- (j) Results of bond propositions received from the canvassing bodies;
- (k) Results of elections for the directors received from the canvassing body;
- (l) Records of securities acquired with surplus moneys;
- (m) Receipts for securities from banks;
- (n) Documents received relating to claims against the District;
- (o) Documents received pursuant to eminent domain proceedings by the District;
- (p) Records affecting title to land or rights of way owned by the District or liens thereon;
- (q) Records determined by the Board to be of significant and lasting historical, administrative, legal, fiscal or research value; and
- (r) Records required by law to be filed and preserved.

#### **7-7.09 RETENTION OF DUPLICATE ORIGINAL RECORDS**

The following original records may be destroyed if a copy is maintained in perpetuity:

- (a) Financial records summarizing the financial status of the District other than reports prepared pursuant to Article 9 (commencing with section 53891) of Part 1 of Division 2 of the Government Code;
- (b) Oaths of Office and related materials depicting the authenticity of the appointment of director or officer;
- (c) Paid vouchers with attached documents, summary of collections, registers of demands issued and journals of warrants paid, if the original is maintained in the District's files for a period of five years;
- (d) Reports of the District in correspondence not covered in another Section of this Article; and
- (e) Records received pursuant to State statute not expressly required by law to be filed and preserved.

#### **7-7.10 DESTRUCTION OF RECORDS**

Records of the District may be destroyed in accordance with Chapter 7, Title 7, of the Government Code (section 60200, et seq.) or any other applicable law.

## ARTICLE VIII. ACCESS CONTROL POLICY

### Section 7-8.01 Access Control Program

This Article describes the District's access control and authorized signatory program. This program is designed to meet the needs of tenants, customers, and visitors, and to establish procedures to grant access at Mojave Airport, while protecting the integrity of the security program at Mojave Airport. This policy does not apply to transient pilots.

### Section 7-8.02 Authorized Signatory

(a) Tenants and other users at the Airport shall designate an Authorized Signatory who has the discretion to decide who should have access to Airport secured areas. The Authorized Signatory will act as the liaison with the badging office to coordinate issuance and cancellation of all badge and access control media, and to provide the District with periodic audits of who has been granted access.

(b) Tenants and users that are an entity (e.g., corporation, LLC, partnership) will designate and confirm with the Director of Public Safety and Security who is the entity's Authorized Signatory. After verification, the badging office will add the Authorized Signatory's name and a copy of their signature to the Authorized Signatory Agent file and spreadsheet listing all Authorized Agents. A copy of the Authorized Signatory Agent spreadsheet will be distributed to Airport Operations Badging Personnel, and kept up to date and audited at least quarterly to ensure accuracy. The Authorized Signatory Agent spreadsheet is deemed Sensitive Information with limited access and distribution.

### Section 7-8.03 Authorized Signatory Duties

The Authorized Signatory will authorize who has access to the Airport and is responsible for notifying the badging office when someone's access is revoked or no longer required, as well as confiscating/returning that person's badges and keys to the badging office. The Authorized Signatory is responsible for ensuring all requirements for access at the Airport under the badging program are followed. **The Authorized Signatory is responsible for accepting all liability and responsibility for the persons to whom they grant access to the Airport on behalf of themselves or their entity.**

### Section 7-8.04 Authorized Signatory List and Training

(a) The Authorized Signatory is responsible for completing initial and recurrent Authorized Signatory Training, in addition to completing and submitting the Authorized Signatory Designation Form (See the Authorized Signatory Handbook, Attachment A) to the Director of Public Safety and Security and ensuring it is completed and updated annually



with the current list of Authorized Signatories.

(b) Up to three (3) Authorized Signatories are allowed per entity. Authorized Signatories must keep the Director of Public Safety and Security updated with their current contact information, including name, company name (if applicable), mailing address, email address, and phone number. The Authorized Signatory must also maintain an “active” ID badge, and immediately notify the badging office if they are no longer an Authorized Signatory. All Authorized Signatories must complete annual training outlining their responsibilities.

(a) Each Authorized Signatory may grant access for up to three (3) individuals at any given time, unless the Authorized Signatory works for an entity operating at the Airport pursuant to a lease or other contract. Business entities are exempted from this requirement.

(a) Authorized Signatories must inform all applicants to review MASP Policy 700 regarding operational requirements at Mojave Airport.

(b) Authorized Signatories can find Badge Applications at the MASP website: [www.mojaveairport.com](http://www.mojaveairport.com). A sample is included in the Authorize Signatory Handbook as Attachment B.

#### **Section 7-8.05 Escorting Procedures**

(a) Individuals who have a demonstrated need to access secured areas at Mojave Airport for a limited time may do so without obtaining a badge by using an appropriate escort.

(b) Unbadged individuals may be escorted inside the perimeter fence of the Airport by an individual with the appropriate badge/access to those areas. The escort shall maintain full control and accountability of all individuals he/she escorts and must always maintain positive control (i.e., verbal control) while providing the escort.

#### **Section 7-8.06 Returned and Lost Badges**

(a) Identification Badges issued by the District must be returned when no longer required or when requested by the badging office. Unreturned badges will be charged a \$100 fee assessed any payable by the Authorized Signatory/Entity.

(b) All lost/stolen/damaged ID badges must be reported immediately to Airport Operations at (661) 824-2434 and the granting Authorized Signatory. Airport Operations will immediately disable the lost/stolen/damaged ID badge and reissue a new one at the Authorized Signatory Request.

(c) ID Badge holders who have a lost/stolen/damaged or forgotten their identification are not allowed to be escorted or permitted within an area requiring a badge.

(d) A fee may be assessed to replace lost/stolen/damaged ID badges. There will be no charge to replace the first badge, a \$50.00 charge for the second replacement badge, and a \$100.00 charge for the third replaced badge. Replacement of a badge after the third replacement will be subject to approval by the Airport General Manager.

(e) ID Badges expire by the date indicated on the badge not to exceed 24 months from the date of issuance.

## ARTICLE IX. SPECIAL OPERATIONS

### Section 7-9.01 Special Operations Requests

This Article outlines Special Operations Requests and use of facilities at MASP for testing and launch missions. The purpose of this process is to ensure adequate evaluation of proposed testing, coordination, and deconfliction of testing with other Operators.

### Section 7-9.02 Definitions

*First-Come, First-Serve* – Special Operations Requests will be assigned on a first-come, first-served basis. Any requests made when a Primary Operational Appointment (POA) is on the Operations Schedule must be coordinated via the occupying entity with the POA. In the event of a conflict, priority will be given to the entity who has scheduled the specific date and time initially.

*Hazardous Operations* – Operations requiring a set Quantity Distance (QD) surrounding/protecting activities or operations per 14 CFR Parts 101 or 420.

*Non-Hazardous Operations* – Operations that are not engaged in the loading or storage of fuels and oxidizers on or in the vicinity of an aircraft or test article, or whose operations do not require a set QD per 14 CFR Parts 101 or 420.

*Operations Calendar* – Found on the MASP website. The calendar includes all runway reservations requests for Runway 12/30, and the Runway 30 run-up pad (“hammerhead”). The calendar shows only exclusive/non-exclusive use requests with the days/times of those reservations. All information about the reserving party is redacted.

*Quantity-Distance (QD)* – Defines the level of protection from a blast based on relationships between the quantity of explosive material (Net Equivalent Weight), as determined by 14 CFR Parts 101 or 420, as well as in accordance with 49 CFR Part 173, Subpart C.

*Special Operation* – An operational activity necessitating an operator to use airport surfaces at MASP and requires any of the following:

- a. Implementation of restricted access procedures for any portion of the Airport Operations Area (AOA) and/or non-movement areas to facilitate Hazardous Operations associated with flight activities.
- b. Flight test activity by fixed-wing aircraft, UAS, or Unmanned Aerial Vehicles (UAV) requiring exclusive use of an airport surface.
- c. Any other operation requiring access to be restricted to any portion of the movement area for hazardous operations.
- d. Any operation in which a QD is defined for the purpose of fueling, testing, ignition of hazardous materials, or operations in support of 14 CFR Parts 101 or 420.

*Exclusive Use* – Aircraft or spacecraft operations that require the sole use of Runway 12/30 for test or launch operations. When in use, all other aircraft operations are prohibited until after the entity with rights to the exclusive use of the runway have been completed in accordance with the occupying entities' Special Operations Request, unless the reserving party coordinates and approves the use of the requesting operator's request.

*Non-exclusive Use* – Aircraft operations that require the use of Runway 12/30 for operations, but do not require the exclusive use of the runway.

*Exclusive Use Backup Dates* – Operators may opt to set up at the most two alternative test dates outside of the Primary Operational Appointment (POA) to allow for changes to flight schedule due to unforeseen circumstances. The Airport limits these backup dates to a max of two (2) backup dates per POA.

*Special Operations Request Form* – Document submitted by requesting entities for exclusive and non-exclusive use of airport surfaces. This document can be found on the MASP website ([www.mojaveairport.com](http://www.mojaveairport.com)).

### **Section 7-9.03 Procedures**

- a. Prior to conducting a Special Operation, the requesting organization must submit a completed Special Operations Request form. Requests are required to be submitted no less than 7 calendar days prior to the requested Special Operation date. This allows adequate time for Airport Operations to review the request, determine adequate protective distances, and ensure proper coordination with affected entities.
- b. Horizontal Launch Operations must be submitted at least 30 days prior to proposed launch operation. All horizontal launch operations requests must have the Propellant and Oxidizer and Fuel Table fields filled out in their entirety. This allows the Airport to review Quantity Distances (QD)s, mitigation plans, procedures, and coordination with affected entities.

- c. Hazardous Operations requests must be submitted online. Submission does not guarantee approval. After review, the Airport will approve or disapprove with notes, the request. The requestor will receive an automated response with the final decision.
- d. Once a final decision has been made, and the operator has been approved, the Airport will coordinate with the operator to ensure all requirements have been met and there is no potential scheduling, operational, required distance, or safety conflicts.

#### **Section 7-9.04 Scheduled Back-up Dates**

- a. Non-hazardous fixed-wing testing will be granted one POA per week, with two back-up dates within the same week of the POA.
- b. Hazardous Operations requests are limited to one test, and two back-up dates within a two-week timeframe, unless otherwise authorized.
- c. Back-up dates and times are granted on a right of first refusal basis – Any conflicts with other operators for the reserved time slots must be coordinated through the operator with the reservation slot.
- d. Non-exclusive use reservations in conflict with exclusive use backup test dates shall take priority. The entity requiring exclusive use backup date(s) must coordinate with non-exclusive use reservation operators to address any conflicts.

#### **Section 7-9.05 Accommodation**

- a. The Airport will make all efforts to accommodate testing requests, taking into consideration operational impacts of the testing on the Airport and tenants. The General Manager, or his/her designee, reserves the right to accommodate requests based on a demonstrated need, provided accommodation does not significantly impact other operators at the Airport.

#### **Section 7-9.06 Air Traffic Control/ARFF Coverage Requirements**

- a. All Special Operations Requests for Runway 12/30 require the Air Traffic Control Tower to be open and operational to provide adequate notification and traffic coordination to prevent aircraft and runway conflicts.
  - i. If testing is scheduled after ATCT operations (M-F, 0700L-1700L) the operator must coordinate with the Airport to ensure the ATCT is open and operational during testing outside of the Tower's operating hours.
  - ii. Requests for ATCT to be open outside of normal operating hours must be made at least 72 hours in request to the Director of Operations. Cancellations

of ATCT support must be made at least 24 hours prior to the operation date. Cancellations with less than 24 hours' notice may incur a fee of at least 2 hours of ATCT support.

- iii. The operator is responsible for all costs associated with manning the Air Traffic Control Tower outside of regular operating hours.
- iv. Exception – Tow or taxi into position on Runway 12/30 may be conducted without ATC on duty provided the operator takes the following precautions:
  - 1. Only permitted for positioning aircraft onto the runway.
  - 2. Ground crews will have at least one designated, trained person equipped with 2-way radio to monitor the Common Traffic Advisory Frequency (CTAF) and make radio calls of the aircraft positioning efforts.
  - 3. The designated, trained person must also monitor aircraft activities and provide information to the onboard flight crew of any traffic in the vicinity of the Airport. The designated person must make radio announcements on CTAF regarding the aircraft positioning every 15-minutes on MHV's CTAF frequency.
  - 4. Joshua Center MUST be notified of any ground operations while the ATC Tower is closed.

b. All Special Operations Requests require an adequate level of ARFF personnel and equipment on standby for flight test operations.

- i. The operator, along with the Airport, will coordinate, prior to test operations, the ARFF requirements at least 72 hours prior to the scheduled test.
- ii. The operator is responsible for all costs associated with ARFF coverage outside of normal staffing levels at the time of the operation.

#### **Section 7-9.07 Runway Closures on Date of Testing**

- a. The aircraft operator with exclusive use of Runway 12/30 must provide continuous updates to the Airport of the test activities on the day of testing.
- b. Any delays exceeding 45-minutes after the scheduled start date/time may result in cancellation of the Runway closure NOTAM. Normal aircraft operations will resume on the runway until the aircraft operator with exclusive use is ready to occupy the runway.

- c. A delay exceeding two (2) hours after the initial start date/time will result in cancellation of the reservation.

### **Section 7-9.08 NOTAMs**

- a. The Airport is responsible for issuance/cancellation of NOTAMs related to the closure of the Runway.
- b. In accordance with the Federal Aviation Administration's Order 7930.2, Current Edition, the following NOTAMs will be issued for testing operations on Runway 12/30:
  - i. For exclusive use of Runway 12/30 taxi-testing operations:
    - 1. Runway 12/30 closed excluding taxi.
  - ii. For exclusive use of Runway 12/30 exclusive use:
    - 1. Runway 12/30 closed, 2-hour prior-permission request (note: PPR requests will be coordinated through the entity with the runway reservation).
  - 
  - iii. For horizontal launch operations:
    - 1. Runway 12/30 closed excluding taxi.
    - 2. At time of launch and while aircraft is in flight:
      - 1. Runway 12/30 closed, 2-hour prior permission request.
      - 2. Taxiway Alpha closed (to facilitate Public Traffic Route Distance (PTRD) requirements of departing/arriving aircraft).
  - 
  - iv. For Hammerhead occupancy (hazardous operations):
    - 1. Runway 12/30 closed.
    - 2. Taxiway Alpha south of Taxiway Juliet closed.

### **Section 7-9.09 Exclusive Use of Runway 12/30 for in-Flight Testing/Launch Operations- Unoccupied Runway**

- a. Exclusive use of Runway 12/30 during flight operations, including launches, will be limited to circumstances that require exclusive use and closure of the runway when unoccupied.
- b. In-flight emergencies take precedence over exclusive runway reservations. In the event an aircraft emergency occurs while the runway is reserved during an in-flight test or launch, the aircraft experiencing an emergency will take precedence over all flight operations reservations, provided the test aircraft are not currently occupying the runway.

c. Exception – If Runway 12/30 is closed for loading of fuels/oxidizers of an aircraft at the Hammerhead location the runway must remain closed to all other traffic due to the QD and PTRD required for these operations.

### **Section 7-9.10 Operations Calendar**

a. All exclusive and non-exclusive use of Runway 12/30 and the Hammerhead are maintained and regularly updated on the Operations Calendar found on the MASP website: [www.mojaveairport.com](http://www.mojaveairport.com).

The calendar is available to the public, however, entities with reservations are redacted to show only exclusive/non-exclusive uses.

b. Scheduled slots are managed and updated by the Airport Operations Department.

c. Reservation requests must be submitted via the Special Operations Request form. Airport Operations will review the request, determine the operational impact, and approve or deny the request.

i. Approved requests will be entered into the Operations Calendar.

ii. Denied requests will be returned with an explanation of why the request was denied. The operator will be responsible for resubmitting a new Special Operations Request with recommended adjustments for Operations approval.

d. Any changes to the initial request must be submitted via a new Special Operations Request document. Requests via phone calls, emails, texts, etc. will not be honored.

### **Section 7-9.11 Conflicts**

a. Airport Operations will review all Special Operations Requests and advise requesting entities of schedule conflicts.

b. Schedule conflicts are to be resolved between the entity with the reservation time slot and the other entity requesting use during the allocated time.

c. If a conflict arises between both parties that cannot be resolved, the General Manager or his/her designee may intervene to resolve conflicts.

d. If no resolution can be made, the entity who reserved the runway will have first right to the allocated slot time.

## **ARTICLE X. TEST SITE OPERATIONS**

### **Section 7-10.01 Test Site Operations**

- a. Prior to conducting a hazardous operation at a test site, the requesting organization must submit a completed Test Site Manifest form no less than 7 calendar days prior to the requested hazardous operation date. Times should be limited to the most accurate time of the operation to allow for easiest deconfliction with neighboring entities. This allows adequate time for Airport Operations to review the request, determine adequate protective distances, and ensure proper coordination with affected entities.
- b. All test site operations must have the Propellant and Oxidizer and Fuel Table fields filled out in their entirety on the Test Site Manifest. This allows the Airport to review Quantity Distances (QD)s, mitigation plans, procedures, and coordination with affected entities.
- c. Test site manifests should list all personnel that are at the test site during the operation as well as two emergency contacts with reliable phone numbers.
- d. Hazardous Operations requests must be submitted via Email to the Mojave Operations Department. Submission does not guarantee approval. After review, the Airport will approve or disapprove with notes, the request. The requestor will receive a response with the final decision.
- e. Once a final decision has been made, and the operator has been approved, the Airport will coordinate with the operator to ensure all requirements have been met and there is no potential scheduling, operational, required distance, or safety conflicts.
- f. The Airport will make all efforts to accommodate testing requests, taking into consideration operational impacts of the testing on the Airport and tenants. The General Manager, or his/her designee, reserves the right to accommodate requests based on a demonstrated need, provided accommodation does not significantly impact other operators at the Airport. Denied requests will be returned with an explanation of why the request was denied.

### **Section 7-10.02 Scheduled Back-up Dates**

- a. Hazardous Operations requests are limited to four tests, and two back-up dates within a one-week timeframe, unless otherwise authorized.
- b. Back-up dates and times are granted on a right of first refusal basis – Any conflicts with other operators for the reserved time slots must be coordinated through the operator with the reservation slot.
- c. Non-exclusive use reservations in conflict with exclusive use backup test dates shall take priority. The entity requiring exclusive use backup date(s) must coordinate with non-exclusive use reservation operators to address any conflicts.



### **Section 7-10.03 Air Traffic Control/ARFF Coverage Requirements**

a. Hazardous Operations Requests that require the Air Traffic Control Tower to be open by regulation, or through agreements with Mojave airport to provide adequate notification and traffic coordination must be coordinated through the Director of Operations.

b. If testing is scheduled after ATCT operations (M-F, 0700L-1700L) the operator must coordinate with the Airport to ensure the ATCT is open and operational during testing outside of the Tower's operating hours. Requests for ATCT to be open outside of normal operating hours must be made at least 72 hours in request to the Director of Operations. Cancellations of ATCT support must be made at least 24 hours prior to the operation date. Cancellations with less than 24 hours' notice may incur a fee of at least 2 hours of ATCT support. The operator is responsible for all costs associated with manning the Air Traffic Control Tower outside of regular operating hours.

c. All Hazardous Operations Requests that require an adequate level of ARFF personnel and equipment on standby must be communicated to the Director of Public Safety and Security.

i. The operator, along with the Airport, will coordinate, prior to test operations, the ARFF requirements at least 72 hours prior to the scheduled test.

ii. The operator is responsible for all costs associated with ARFF coverage outside of normal staffing levels at the time of the operation.

d. All test sites must communicate with the MHV ATCT:

i. 10 minutes prior to Hazardous Operations,

ii. 10 minutes to Hot Fire or Launch,

iii. 2 Minutes to Hot Fire or Launch, obtain authorization from MHV ATCT through the FM Net Radio. ATCT will either Approve or Deny and give an estimate of when Hot Fire or Launch Operation 2 Minute countdown shall commence, due to airborne aircraft operations,

iv. Hot Fire or Launch Active,

v. Hot Fire or Launch Complete,

vi. Exiting Hazardous Operations,

Notifications must include the stage of hazardous, hot fire, or launch operations and the test site or mission preparation area. MHV ATCT must approve the test site operation prior to the test start to ensure the airspace is clear of any aircraft that may be affected by the operation. MHV ATCT, MHV ARFF, and MHV Ops must all copy the notification prior to a test site going into any of the stages.

#### **Section 7-10.04 NOTAMs**

a. If the Hazardous Operation requires a NOTAM to be issued, the operator must coordinate with the Airport.

b. Test sites that may interfere with the approach or departure paths of aircraft on a runway are limited to hazardous operations under 1 hour in length or must coordinate with the Airport to issue a NOTAM for the affected runway(s) 72 hours in advance of the operations.

#### **Section 7-10.05 Public Protection**

a. It is the Operator's responsibility to ensure all public protection requirements are met to include;

i. Ensuring road blocks are established around their QD,

ii. Reporting any persons travelling in their QD or PTRD to Airport Operations immediately,

iii. Ensuring neighboring test sites and buildings within the QD are unoccupied during hazardous operations.

#### **Section 7-10.06 Conflicts**

b. Airport Operations will review all Hazardous Operations Requests and advise requesting entities of schedule conflicts.

c. Schedule conflicts are to be resolved between the entity with the reservation time slot and the other entity requesting use during the allocated time.

d. If a conflict arises between both parties that cannot be resolved, the General Manager or his/her designee may intervene to resolve conflicts.

e. If no resolution can be made, the entity who reserved the runway will have first right to the allocated slot time.