AIRPORT RULES AND REGULATIONS

MARCH INLAND PORT (KRIV)

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Abstract

Provide Airport users with a single document representing a compendium of rules, regulations, procedures, and general information governing their activities at RIV. The objective of the manual is to promote the safe and efficient use of RIV facilities.

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INTRODUCTION

1.01 Authority

The Rules and Regulations Manual for March Inland Port (RIV) is published under authority contained in the March Inland Port ByLaws, which empowers the March Joint Powers Commission (Board) to make rules and regulations governing the use and control of RIV subject to the powers of the United States respecting commerce, and empowers the Executive Director and Airport Director to enforce all rules and regulations adopted by the Board.

The federal government has issued Code of Federal Regulations (CFR) Title14 Part 139 and Title 49 Part 1542 which requires Airport management to institute certain security measures and establish operational and safety procedures to meet Federal Aviation Administration (FAA) requirements for airport certification.

March Air Reserve Base (March ARB) is owned and operated by United States Air Force Reserves. The civil Airport Authority (RIV) owns 365 acres of runway accessible property on the March ARB. RIV is authorized to use the flying facility runways and taxiways for its civil aircraft operations by way of a Joint Use Agreement (JUA) dated May 7, 1997 and subsequent amendments. Subsequently, this Rules and Regulation Manual is subject to the current version of MARCH AIR RESERVE BASE INSTRUCTION 13-204, which is attached as Appendix 3, page 127.

1.02 Purpose

It provides guidance and procedures on airfield operations at March Air Reserve Base (ARB). It applies to individuals at all levels who operate aircraft or perform servicing functions on aircraft at RIV, operate within and in the vicinity of March ARB delegated airspace, and personnel responsible for implementing airfield operations functions, except where noted otherwise.

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

1.03 Contents

The regulatory provisions of this manual are established Title14 CFR Part 139 and Title 49 CFR Part 1542.

1.04 Compliance

The importance of complying with all Airport rules and regulations cannot be emphasized too strongly. Any person violating or failing to comply with regulations established by the Board for control of the conduct of persons and ground operations on and traffic on and over the Airport shall be turned over to local Authorities and shall be convicted for violations in accordance with local, State and Federal law; which could include fines and imprisonment. Airport users are required to be familiar with and comply with all such regulatory provisions.

1.05 Enforcement

The Airport Director is assigned the overall responsibility of enforcing compliance with Airport rules and regulations and authorizes any police officer of the City of Moreno Valley, and any Airport Safety Officer or Airport Special Officers, such as Air Force Security Forces, to issue a citation to any person violating the Airport Rules and Regulations under certain circumstances, assistance of other law enforcement agencies may be requested. Successful enforcement, however, depends to a great extent on the full and active cooperation of all Airport user management and employees. This requires a thorough knowledge and understanding, through training programs, of applicable Airport Rules and Regulations on a continuing basis.

1.06 Deviations

The March Inland Port Airport Director or the Director's representative may authorize deviations from Airport Rules and Regulations when necessary to maintain established standards of operational safety and airport security, or in contingency situations affecting life and/or property in areas under the jurisdiction of the Airport Director. All such authorized deviations shall be recorded in writing (Deviation Log).

1.07 Definitions

1. Airport: "Airport" shall mean the March Inland Port Airport (RIV)

2. Air Carrier: any person, or persons, including corporations, that undertakes, whether directly or indirectly or by lease or any other arrangement, to engage in air commerce

3. ARFF: Aircraft Rescue and Fire Fighting. Both March Air Reserve Base and Riverside County Fire Department provide fire protection and emergency medical services

4. Board: "Board" shall mean the March Joint Powers Commission

5. Director: "Director" shall mean the person directing and managing all aspects of the March Inland Port

6. Executive Director: "Executive Director" shall mean the Executive Director of the March Joint Powers Authority

7. Landing: the actual landing of an aircraft at an airport, whether such landing be planned or an emergency landing

8. Maximum Gross Landing: the FAA Certificated Maximum Gross Landing Weight or actual gross landing weight of aircraft if no such specification exists. In computing fees, except for aircraft weighing 75,000~ pounds or less, shall divide maximum gross landing weight by 1,000 and then multiply by current landing fee rate. Aircraft between 12,501 and 74,999 shall be calculated on Maximum Take Off Weight in the same manner. Aircraft 12,500 or less, will be calculated in accordance with current landing fee rate, if a fee exists for this category.

9. MIPAA: shall mean March Inland Port Airport Authority

10. Non-Exclusive Vendor Permits: "Non-Exclusive Vendor Permits" shall mean a Permit issued to those vendors conducting business on any portion of MIPAA property

11. Non-Signatory Air Carrier: an air carrier being a party to an agreement/permit other than an RIV Operating Permit or an itinerant air carrier not having an agreement or permit

12. Police Officer: "Police Officer" shall mean any officer of the Police Department of the Cities of Perris, Riverside and Moreno Valley, Riverside County Sheriff or Airport Police

13. Preferential Use Gate: Any aircraft gate assigned to an airline with the understanding that the airline will have priority, not exclusive, use of the gate for the purpose of passenger or cargo aircraft operations

14. Public Aircraft Parking Areas: Those areas, which are located at Fixed Base Operators (FBOs), or non-preferential gates

15. Revenue Landings: All landings of aircraft at RIV accept the following:

    a) Landings of aircraft owned and operated by agencies of the U.S. Government

16. RIV – March Inland Port civil airport authority at March Air Reserve Base

17. Safety Officer: "Safety Officer" shall mean any person employed by MIPAA, having a civil service classification of Airport Safety Officer or Senior Special Officers who are assigned to supervise Airport Safety Officers and the Airport Director

18. Signatory Air Carrier: any Carrier who has executed a Property Lease Agreement and RIV Air Carrier Operating Agreement under authority granted by the Board

19. Special Officer: "Special Officer" is a sworn peace officer in the State of California employed by the Cities of Perris, Riverside, Moreno Valley, County of Riverside, MJPA or MIPAA, authorized to carry a firearm who enforces federal and state laws and regulations, City and County ordinances, and security, traffic, and safety rules and regulations

20. Superintendent: "Superintendent" shall mean the Superintendent of Operations of the March Inland Port Airport

SECTION 2
AIRPORT ACCESS CONTROL AND ALARM MONITORING SYSTEM
AND
PHOTO IDENTIFICATION BADGING

2.01 General

The regulatory provisions of the Airport's Security Program are established by Federal Regulations, Resolutions adopted by the Board, Administrative Orders of the Executive Director, directives issued by the Airport Director, and provisions of 49 CFR 1500 series.

2.02 Designation of Airport Areas

1. For security purposes March Inland Port Airport is broadly divided into two categories designated as public and secured areas. Specific security procedures are detailed in the Airport Security Plan (ASP) as accepted by the Transportation Security Administration (TSA).

    a) Public Areas
    Public areas are normally accessible to the general public. They include public portions of all ticketing, and terminal buildings; parking lots and terminal roadways, tenant facilities that boarder the airport perimeter fence and in those case only the lobby or public areas as delineated in the Tenant Security Plan (TSP) and, the public portions of all Authority owned buildings.

    b) Security Controlled Areas
    Air Operations Area (AOA): All portions of the airport inside the airport perimeter fence and as specified in the ASP. This area includes aircraft movement areas and non-movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under 49 CFR Part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. Other areas include:

        1) Exclusive Area: Any portion of a Secured Area, AOA, or SIDA (not existing when this document was prepared), including individual access points, for which an aircraft operator or foreign air carrier that has a security program under Part 1544 or 1546 of 49 CFR Chapter XII has assumed responsibility under 1542.111 of 49 CFR Chapter XII.

        2) Secured Area: A portion of the airport, specified in the airport security program, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Part 1544 or 1546 of 49 CFR Chapter XII enplane and deplane passengers, sort and load baggage and any adjacent areas that are not separated by adequate security measures.

3) Security Identification Display Area (SIDA): A portion of the airport; specified in the airport security program, in which security measures specified in Part 1542 are carried out. This area includes the Secured Area and may include other areas of the airport. This area was not defined when this document was prepared. Future revisions of this document might include a SIDA.

1. Sterile Area: A portion of the airport defined in the airport security program that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign carrier under Part 1546 of 49 CFR Chapter XII, through the screening of persons and property.

2.03 Security Requirements

1. Specific security procedures are detailed in the Airport Security Plan (ASP), as accepted by the Transportation Security Administration (TSA).

    a) All persons using the Airport are subject to the ASP and Title 49 CFR Part 1500.

    b) All tenants must have an airport authority approved security program of which shall be reviewed and updated annually.

    c) Air carrier tenants must have a TSA approved security program of which shall be reviewed and updated annually.

    d) Only authorized and properly identified personnel and vehicles are allowed access to controlled areas.

    e) All persons desiring to enter a controlled area are Subject to security screening.

    f) Unidentified or unauthorized equipment in the security-controlled area may be removed by the Airport at the expense of the owner.

    g) Any person who violates security regulations may be denied future entry to the AOA.

    h) Security portals shall be kept locked as required by the ASP. Tenants shall be responsible for portals located in their leased areas,

    i) All electronically operated portals shall be kept closed/locked at all times except when in actual use. It shall be the responsibility of the authorized user to ensure that the portal is locked after each use before departing the area.

    j) Employees responsible for compliance with security directives in the ASP shall be identified in writing to the Airport Security Division.

2.04 Access Control

RIV controlled areas are monitored by an Access Control and Alarm Monitoring System (ACAMS).

1. Badging Policy - Pursuant to TSA Security Directive Subpart C 1542-.201-.213, all individuals in the sterile area without SIDA badges and/or not processed through the passenger pre-screening system, such as employees of vendors who perform regular duties in the sterile area, should submit appropriate documents containing information for proposed background check and fingerprinting. Compliance with these requirements should be strictly adhered to before clearance is given to individuals to proceed with their badge application.

2. Escorting - It is March Inland Port Airport Authority's (MIPAA) policy that unbadged contractors/vendors are to be escorted at ALL times within MIPAA restricted areas. By operational definition, escorting means that contractors/vendors should be in the line of sight of and, at least, within voice distance from their escortors.

3. Tenant Escortors - Tenants are responsible to have at least two (2) personnel (preferably managers, assistant managers, supervisors or shift leaders) with appropriate escort badges, depicting an "E", for purposes of escorting contractors/vendors. Tenant/Concession escorts must remain with the contractors/vendors until business is completed and the escorted individual has left the sterile/secure area.

4. Contractors Vendors Badging - Tenant's contractors/vendors who regularly perform maintenance service in the SIDA/sterile areas are advised to be badged. A list of all tenant contractors/vendors with authorized badges shall be provided to RIV ID Department or Airport Director.

5. RIV Section staff escortors - RIV staff will not be responsible for escorting tenant vendors unless access to a RIV controlled room (e.g. phone and electrical rooms) or large vehicle escort is required.

6. Restricted RIV Rooms - It is RIV policy that tenants requiring access to phone, mechanical and electrical rooms, must always be escorted by either RIV Maintenance or RIV Information Technology Services (ITS) staff, as appropriate.

7. Airport Concession Employees - All employees of airport concessionaires (regardless of the airport ID issued) requiring access to the sterile area must access the sterile area through the TSA screening checkpoint where applicable. When the TSA screening checkpoint is closed, concessionaires' personnel must access sterile areas only through locations approved by RIV's Security Director.

2.05 Screening Procedures for Charter Operations (RIV is not a Part 139 Airport)

Effective April 1, 2003 Transportation Security Administration (TSA) requires all passengers on public charter flights to be screened to the same level as those passengers of scheduled commercial flights. Airlines operating charters at RIV will comply with the following security rules established to comply with current TSA security directives. **Part 121 Carriers required to operate at Part 139 Airports under the following criteria may not operate at RIV until RIV obtains Part 139 Certification. Some sections below discuss Part 139 procedures/guidance**

which are maintained in this document and intended for use once RIV obtains Part 139 Certification.

1. RIV is only responsible for providing parking for the aircraft. RIV is not responsible for screening of passengers, cargo, baggage, or the equipment used to conduct such screening, as necessary, to meet TSA security screening requirements.

2. Aircraft for all charter operations will be assigned parking at remote gates or at an FBO facility. The General Aviation Terminal may be used, depending on availability and with prior coordination with Airport Operations.

3. The following outlines specific procedures for public, private and private sports charters applicable to aircraft with a gross takeoff weight of 100,000 pounds or more, and/or a seating capacity of 61 seats or more:

    a) Public/Private Charters: Public charters are those flights that have made tickets available to the general public for purchase.

    b) Private Charters: Flights that have been reserved for the exclusive use of passengers whose reservations were not available to the public.

        1) Inbound public or private charters that intend to use off-airport buses for passenger transportation will be parked at an aircraft parking gate closest to the nearest AOA vehicle access gate. Handler must escort buses to/from the aircraft. Inbound flights that will not use buses/equipment trucks' will utilize other available gates assigned by Airport Operations.

        2) Outbound public or private charter aircraft operations will be conducted at an aircraft parking gate closest to the nearest AOA vehicle access gate in the same manner as a scheduled commercial flight relative to passenger and baggage screening. All carriers/tenants conducting such flights must contact Airport Operations in advance to coordinate gate based on gate availability or aircraft size. In the event a gate is not available, Airport Operations will assign a remote gate. Passengers will be screened at the FBO and then transported to the aircraft by the FBO. Applicable FBO charges will apply.

    c) Private Sports Charters: Sport charters are those private charter operations conducted solely for the use of individual sports teams.

        (1) Inbound and outbound private sports charter operations will be operated by an FBO on the available gates assigned by Airport Operations. These flights may be conducted at the GA Terminal if the aircraft meets the design criteria and structural integrity (PCN) of the GA Apron "H".

        (2) Passengers and carry-on baggage on outbound flights will be screened to the same level as those passengers on scheduled commercial flights by means and methods approved by TSA.

Pursuant to TSA security rules, checked baggage for private sports charters is not subject to screening. Air carriers/tenants conducting the flight will coordinate with Airport Operations for access to the screening facility located in the GA Terminal and services provided by the FBO. Applicable FBO charges will apply. Depending on the aircraft's gate assignment; it may be necessary for the passengers to be transported from one area to another. Appropriate transportation vehicles shall be used in accordance with California Department of Motor Vehicles regulations. Handler must ensure only proper licensed personnel will operate such transportation vehicles.

d. Military Charters: Dedicated military charters are not subject to screening. These flights will be conducted at available gates assigned by Airport Operations. Buses/equipment trucks will be escorted by Handler from the closest perimeter gate to/from the aircraft.

e. U.S. Forestry/U.S. Marshall Charter Flights: Flights of this nature are not subject to TSA screening procedures.

4. RIV air carriers/tenants conducting any charter operation are required to select, name and provide a representative that shall monitor all passenger activity during screening operations. If vehicular transportation of passengers from aircraft parking gate to screening area, the responsible air carrier/tenant shall also provide an additional representative to accompany the passengers in the transport vehicle. If the air carrier/tenant is unable to provide representatives screening, the FBO may facilitate their needs. Applicable FBO fees for screening services will apply. Charter passengers will not be allowed into the GA Terminal or other screening areas until an airline representative has arrived. The Airport Authority will not escort passengers.

5. Law Enforcement Officers (LEO) will not be assigned specifically to the charter screening points. LEO response will be made by on-duty officers assigned regular airport patrol duties.

6. Airport Operations will make the final determination for gate assignment for all carter flights.

7. Airport Operations must be advised of all charter flights as soon as possible and preferably 24 hours in advance.

8. Charter flights conducted at RIV FBO's are subject to all screening procedures detailed above.

9. Gate use fees and /or parking fees charges will apply.

10. TSA will be given courtesy notification of operations that are scheduled at an FBO but only following Airport Operations notification of the same.

11. These screening procedures do not apply to 14 CFR FAR Part 91 aircraft operations. FAR Part 91 aircraft are privately owned/operated.

2.06 Policy for Issuance of Security Keys to Tenants

In order to comply with the TSA and the RIV ASP concerning access to the airfield, the following procedures must be adhered to if there is ever a need for issuance of security keys rather than the current Access Control and Alarm Monitoring System (ACAMS) in place at most access points to the airport (AOA):

Each station and/or tenant manager and one alternate (Supervisor) must complete, sign, and return the attached signature card which will be kept on file for verification of security key requests.

A completed key application containing the approved authorized agent's signature must accompany all key requests.

1. Only station and/or tenant managers or their representative are authorized to request keys.

2. Requests for keys for your employees are to be made by completing a security key application.

3. All completed-applications are to be sent the Airport Security Badge Office. Only RIV badged personnel will be issued a key. A photocopy of each person's RIV I.D. badge must accompany the completed application.

4. Each key has a serial number and is issued to the person listed on the application form. Keys shall not be passed among the employees.

5. Upon termination or transfer of an employee, keys must be returned to the Airport Security Badge Office within 48 hours.

6. Each company is responsible to have an accurate list of employees and social security numbers for review upon request by an authorized MIPAA representative.

7. In conjunction With TSA regulations, MIPAA Security Badge Office will verify security key logs against current rosters of employees from each company to insure accuracy.

8. Physical checks will be made to ensure that each employee(s) name coincides with each key serial number.

9. Only authorized MIPAA Locksmiths are to change or alter key combinations on RIV locks.

10. Original security keys are issued at no cost. Replacement keys cost $100.00. Companies that lose keys will be responsible, under Title 14 FAR Part 139.335, for the total cost of re-keying all security areas (approximately $1,200.00).

11. Lost/stolen keys must be reported to Airport Security Badge Office within 24 hours.

12. All keys and locks furnished under the MIPAA Security Lock System will remain the property of MIPAA and shall not be modified or duplicated.

13. With the exception of the TSA, March Inland Port's Security Badge Office will supply all locks to be used in the Airport (Security Area) gates. TSA shall inscribe their name on their locks. All unauthorized locks will be confiscated.

2.07 Photo Identification Badge Program

1. Procedures

a. The Security Badge Office (SBO) is located at airport administrative offices in the General Aviation Terminal. The SBO is responsible for the implementation of TSA rules and regulations regarding the identification of persons authorized access to the airport restricted areas, including the aircraft operations area (AOA), exclusive areas and terminal buildings as outlined in 49 CFR Part 1542.

b. All photo identification badges issued by the MIPAA are the property of the MIPAA. Identification badges shall be returned upon expiration, or separation of employment (for any reason), or when job function no longer requires an Airport issued photo identification badge or upon demand of MIPAA. Any misuse of or willful failure to return MIPAA issued photo identification badge is subject to criminal misdemeanor prosecution. All lost, stolen or misplaced badges shall be immediately reported to Airport Badge Office (951) 203 - 7797.

c. Organizations enrolled in the RIV photo identification badge program are responsible for the accountability of all badges issued. The SBO will perform audits of organizational compliance and verify accountability of badges. The SBO will mail a monthly "self-audit" of badges. Organizations are required to complete the "self-audit' by the date specified.

d. Any failure, by a company or organization enrolled in the RIV photo identification badge program, to follow and abide by the rules outlined in this procedure reference guide, may be subject to the revocation of any RIV photo identification badges issued to the company. If badges are revoked company employees will not be allowed access to airport restricted areas.

e. The Security Badge Office is located at:
17405 Heacock St.
Moreno Valley, CA 92551
The office is open for issuing of identification badges:
Monday-Friday: 10:00 a.m. - 3:30 p.m., except holidays.

f. An authorized signer or designee may pick up blank applications or forms from SBO.

g. Only original applications will be accepted for processing.

h. An application authorized and dated more than seven (7) calendar days prior to the employee applying for the badge will not be accepted for processing.

2. Challenging Rules

Each Airport employee is required to display, on his or her person, a March Inland Port (RIV) airport photo identification badge. Each airport employee issued a photo identification badge is responsible for challenging an individual who is not displaying an approved badge. Any person without an approved badge shall be referred to the Airport Police at (951) 203-7797.

3. Law Enforcement

All law enforcement personnel must have their application approved and signed by the Chief of Airport Police or his designee prior to having a badge issued.

4. New Employees

All employees who require access to airport restricted areas must have an RIV photo identification badge. A fully completed badge application is required.
Applicants must present two (2) forms of identification before a badge can be issued and one must be a valid government-issued photo identification.

5. Renewal of Expired Badges

To renew an RIV photo identification badge, a fully completed badge application and the return of the expired badge are required. The badge holder must also bring appropriate valid government-issued photo identification.

6. Reissue of Lost or Stolen Badges

The reissue of a lost or stolen badge requires telephonic, fax, or personal notification to SBO, a police report and a fully completed badge application.

7. Reporting Lost or Stolen Badges

Lost or stolen badges can only be reported for active and current employees.
There is a $100.00 charge to reissue a lost or stolen badge.

a. Immediately notify SBO by telephone (951) 203-7797. If reporting after SBO hours of operation, please contact RIV Police Services at (951) 203-7797.

b. Report the loss to an RIV Airport Police Officer. If unable to locate an Airport Police Officer, contact the RIV Airport Police at (951) 203-7797 and an Airport Police Officer will be dispatched to your location.

c. Badge holder must then return to SBO and submit a full application to be reissued a badge.

d. Badges that have not been recovered from former employees must be reported as stolen-terminated immediately.

NOTE: A reported lost, stolen or stolen/terminated badge shall continue to appear on company invalid badge printouts, even after an application and police report have been submitted. These badges shall remain in the system to guard against unauthorized use.

8. Returned Badges

If the employee is:
a. terminated,
b. transferred, or
c. no longer requires RIV restricted area access, the organization must return the photo identification badge to the SBO immediately. A change form is needed as soon as the company is made aware of the above conditions.

9. Billing

RIV bills companies for RIV photo identification badges. Payment is due within 30 days. The following charges apply:

$25.00 First issue badges and renewals of expiring badges.

$100.00 Re-issue of lost or stolen badges. Lost or stolen badges can only be reported for active and current company employees.

$100.00 Stolen-terminated badge, i.e., employee has left company and badge was not returned.

** There are no credits for returned badges

10. Photo Identification Application

Please contact the SBO for current applications or badging questions at (951) 203.7797. No badge will be issued without the following:

a. Completed original application with wet signatures dated within seven calendar days.

b. Two forms of identification - one must be a government-issued photo identification e.g. driver's license, passport, etc. Application must be filled out in its entirety as applicable. If any of the required information is missing, applicant will not be issued a badge.

c. LiveScan results must be received and record must be cleared by SBO.

SECTION 3
EMERGENCY RESPONSE PROCEDURES

3.01 Passenger Terminal Incident Response Plan

Purpose: To provide emergency response guidelines for Airport personnel and tenants in the event the passenger terminals are evacuated or an emergency occurs involving an aircraft parked at a terminal gate.

3.02 Background

An Airport Emergency Plan (AEP) focuses on specific procedures that are followed by emergency response personnel, Airport staff and tenants in the event of an emergency. The AEP does not specify procedures for coping with the needs of the traveling public with respect to adverse weather, information dissemination, terminal evacuations, etc. This Plan is formatted to follow the AEP for each emergency situation that could negatively impact the passenger or FBO terminals. Airport personnel and tenants are assigned responsibilities consistent with their respective business objectives. Where appropriate, emergency situations may be grouped together to simplify this Plan. This Plan is not intended to supersede any action required, or implied, by the Airport Certification Manual (ACM). In a situation where there appears to be contradiction between the AEP and the ACM, the ACM shall have precedence. Specific procedures used by law enforcement agencies in certain situations are intentionally omitted for safety and security reasons.

3.03 Situational Information

For all emergencies that require the evacuation of a building, the decision to re-enter the building will be made by the Incident Commander. When the building is determined to be safe, the airlines and other terminal tenants will be allowed to re-enter the building before the general public so as to secure their respective areas.

When a terminal is evacuated due to a suspicious bag or a general threat involving the terminal, the initial minimum safe distance for all personnel shall be 300 feet from the suspect bag or building. Dependent on the type of emergency, this distance will increase as determined by the Incident Commander. For events that require an extended evacuation of a terminal, information areas will be established by joint decision of the airlines, terminal tenants and Airport Community Relations.

A team concept will be necessary between the airlines and Airport to ensure that pertinent information is provided to the traveling public and "meeters/greeters". All notifications will be made pursuant to the guidance provided in the AEP. In the event of a prolonged emergency the Airport will establish a location for the dissemination of information to the general public. Airport Community Relations office and representatives from the affected airlines will staff this site. All information released must be coordinated with the Incident Commander.

1. Bomb Threat-Aircraft:

   Immediately notify Airport Command Center, 1-911 and (951) 203-7797. The AEP defines specific versus non-specific bomb threat. If a threat is received against an aircraft at a terminal gate, the following measures will be taken:

a. Airport Staff: Follow the procedures specified in the ACM.

b. Airport Community Relations: Report to the Incident Command Post (ICP) and coordinate information to be given to terminal tenants and the media.

c. Airlines:

(1) Send a representative to the ICP when established by the Incident Commander. The location of the ICP will vary dependent on the details of each situation. Contact the Airport Command Center, (951) 203-7797, for the ICP location.

(2) Prepare to relocate the affected aircraft with appropriate ground support equipment and/or flight crew. If affected aircraft cannot be moved, airlines must prepare to relocate all other aircraft parked at all gates of the affected terminal.

(3) If directed by the Incident Commander, clear passengers from boarding and ramp areas.

(4) All information passed to the public or media should be coordinated with Airport Community Relations.

(5) Radio transmissions and cellular phones shall not be used within 300 feet of the aircraft. If determined by the Incident Commander, radio transmissions/cell phones shall not be used within 1,000 feet of the aircraft.

(6) Have a representative available to respond to airline passenger inquiries.

d. Terminal Tenants:

(1) Send a representative to the ICP when established by the Incident Commander. The location of the ICP will vary dependent on the details of each situation. Contact the Airport Command Center (951) 203-7797 for the ICP location.

(2) Prepare to close your respective concessions and evacuate your employees and customers from the building.

2. Aircraft Fire at Terminal Gate:

Immediately notify Airport Command Center: 1-911 and (951) 203-7797.

a. Airport Staff: Follow the procedures specified in the ACM.

b. Airport Community Relations: Report to the ICP and coordinate Information to be given to terminal tenants and the media.

c. Affected Airline:

(1) Evacuate the aircraft by the most expeditious means possible as determined by the pilot in command.

(2) Clear all passengers from the boarding area.

(3) Send a representative to the ICP when established by the Incident Commander. The location of the ICP will vary dependent on the details of each situation. Contact the Airport Command Center, (951) 203-7797, for the ICP location.

(4) In coordination with the Incident Commander, relocate aircraft parked at adjacent gates.

(5) Prepare to evacuate your employees and customers from the terminal.

(6) All information passed to the public or media should be coordinated with Airport Community Relations.

(7) Have a representative available to respond to airline passenger inquiries.

d. Tenants:

(1) Send a representative to the ICP when established by the Incident Commander. The location of the ICP will vary dependent on the details of each situation. Contact the Airport Command Center, (951) 203-7797, for the ICP location.

(2) Be prepared to close your respective concessions and evacuate your employees and customers from the terminal.

3. Bomb Incident-Building (Threat)/Suspicious Bag:

Immediately notify Airport Command Center, 1-911 and (951) 203-7797.

a. Airport Staff: Follow the procedures specified in the ACM.

b. Airport Community Relations: Report to the ICP and coordinate information to be given to terminal tenants.

c. Airlines/Tenants

(1) If threat is a suspicious bag, DO NOT HANDLE.

(2) Send a representative to the ICP when established by the Incident Commander. The location of the ICP will vary dependent on the details of each situation. Contact the Airport Command Center, (951) 203-7797, for the ICP location.

(3) Prepare to evacuate the terminal.

(4) Radio transmissions and cellular phones shall not be used within 300 feet of the suspect bag. If determined by the Incident

Commander, radio transmissions/cell phones shall not be used within 1,000 feet of the suspect bag.

(5) All information passed to the public or media should be coordinated with Airport Community Relations.

(6) Have a representative available to respond to airline passenger inquiries.

4. Fuel Spills:

Immediately notify Airport Command Center, 1-911 and (951) 203-7797.

a. Airport Staff: Follow the procedures specified in the ACM.

b. Airport Community Relations: If necessary, maintain contact with the Incident Commander and coordinate information to be given to terminal tenants and the media.

c. Airlines/Fueling Agents:

(1) Do not move any vehicle, start or stop the engine of any vehicle that is within the fuel spill.

(2) Immediately begin dispensing absorbent material from spill carts.

(3) Assist with spill cleanup.

5. Structural Fire/Earthquake/Hazardous Materials (Haz-Mat):
Immediately notify Airport Command Center, 1-911 and (951) 203-7797.

a. Airport Staff: Follow the procedures specified in the ACM.

b. Airport Community Relations: Maintain contact with the Incident Commander and coordinate information to be given to terminal tenants and the media.

c. All Terminal Tenants:

(1) Evacuate' the area, as appropriate.

(2) Send a representative to the ICP when established by the Incident Commander. The location of the ICP will vary dependent on the details of each situation. Contact the Airport Command Center, 1-911 and (951) 203-7797 for the ICP location.

(3) All information passed to the public or media should be coordinated with Airport Community Relations.

(4) Have a representative available to respond to airline passenger inquiries.

6. Systems' Connected to Emergency Power:

NONE

7. Systems NOT Connected to Emergency Power

All Systems (emergency power not available)

3.04 Other Emergency Response Plans

1. Courtesy Notification System (CNS) - The CNS is a supplement to the dissemination of information to emergency responders for events affecting business operation. When an incident occurs, the CNS will notify authorized persons/agencies via alpha-numeric pager, text messaging cellular telephone, facsimile, and e-mail. The notification repeats once after 15 minutes. CNS will send updated information, as necessary, at one-hour intervals. Airport Police Services maintains the list 'of individuals that are notified via this system. Subscribers are required to update CNS information immediately to ensure continued service.

3. Disaster Preparedness Plan (DPP) - The DPP is a plan to provide for the care of airport employees and the traveling public in the event of an emergency. The plan focuses on development of floor wardens (individuals that are responsible for ensuring all employees are evacuated)" procuring/storing emergency supplies (water, food, blankets), securing computers/bookcases, etc. to prevent injury/damage during an earthquake, and the training of individuals to support emergency responders.

3.05 Emergency Procedures for the Ground Transportation Center (GTC)

March Inland Port's Emergency Procedures are established to ensure the appropriate response agency is notified in the event of an incident with the potential to threaten life or property. Agencies charged with the protection of public safety have personnel with the training and professional expertise required to respond to these types of incidents stationed on airport and readily available to provide an immediate response.

The responding agency will notify other agencies as soon as the initial assessment is completed.

1. Notification of Public Safety Personnel:

Call the Airport Command Center immediately in the event of a situation that is a potential or real threat to life or property. The Command Center can be reached at 1-911 and (951) 203-7797, 24 hours a day, seven (7) days a week.

2. Contingency Plans for Emergency Situations:

a. Plans for an emergency evacuation of facilities are the responsibility of the tenants. MIPAA staff charged with public safety are available to assist in the formulation of these plans.

b. Plans for the emergency evacuation-of the Ground Transportation Concourse (GTC) Maintenance Facilities are the primary responsibility of the Automobile Rental Businesses (ARBS). MIPAA staff charged with public safety are available to assist in the formulation of these plans.

c. Plans for temporary use of other airport land/facilities, such as for the purpose of customers returning vehicles, may be coordinated with RIV Landside Operations at (951) 203-7797. It is imperative that ARBS follow the procedures identified herein. A delay in the proper notification may endanger public life and/or property.

3.06 Procedures and Protocols Addressing Tenant Emergency Repairs

These guidelines were developed to provide for and to improve coordination efforts between RIV Sections responding to tenant emergency situations. It addresses issues related to the following topics:

1. Standard procedures for emergency repair notifications.

2. Access protocols to RIV restricted areas.

3. Badging

4. Escorting

5. RIV Maintenance policy on staff utilization for after-hours emergency repairs.

3.07 Emergency Repair Situation

1. Definition - Emergency situation: A situation occurring during after-hours and originating in tenant premises whereby there is imminent danger or threat of said situation affecting the ongoing operations of the airport and/or other tenants. Examples include but are not limited to:

a. Leaks due to utilities (Le. plumbing and gas)

b. Power service interruption

c. Fire (this should be a separate emergency with procedures to immediately pull a fire alarm handle or call 1-911.

2. Tenant - Hereinafter, encompasses Airlines, Non-Airline Tenant and/or Concessionaires.

3. Emergency Tenant Repairs - A request made by tenant or by an authorized RIV ETR staff for RIV Maintenance to assist in repairs associated with the emergency situation.

4. Responsibility to Cure - Tenant contracts generally stipulate that a lessee or concessionaire is responsible for repairs within leasehold premises. If an EMERGENCY SITUATION occurs, tenants may:

a. Call their own subcontractors/vendors for services; or

b. After Airport Operations (OPS) has verified and determined that an emergency, as defined herein, exists, contact the RIV Command Center (CC) and request assistance from RIV Maintenance (RIVMX).

3.08 Emergency Repair Notification

1. General - Defines AFTER-HOURS and REGULAR-HOURS and identifies the appropriate RIV Section to be contacted based on the time (hour) the EMERGENCY SITUATION occurs and/or the urgency or type of problem (I.e. requiring immediate assistance):

a. Regular Hours -
Mon.-Thurs: 8:00 am - 5:00 p.m.
Fri: 7:30 am - 4:30p.m.
Call Airport Operations at (951) 203-7797

b. After Hours -
Mon. - Thurs: 5:00 p.m. – 8:00 am
Fri: After 4:30 p.m.
Sat., Sun" & Holidays
Call Airport Operations at (951) 203-7797

3.09 After-Hours Standard Operating Procedure (CSOP)

1. After-hours calls should be made directly to Airport Operations/ Base Operations (Note: During off-hour periods, calls made to Airport Operations might receive a message instructing caller to either leave a message or forward their calls to Airport Operations. Caller will notify Airport Operations as to the location of the problem and the type of problem. Once Airport Operations had been notified, the following SOP's take effect:

a. Airport Operations responds to tenant premises within 30 minutes or via telephone to coordinate a site visit

b. OPS investigates the situation/problem and determines whether the EMERGENCY SITUATION requires RIVMX participation. OPS requests CC to dispatch or page the on-call RIVMX Supervisor.

c. The on-call RIVMX Supervisor makes an assessment of the situation and makes the final determination as to whether RIVMX responds or if the tenant's contractor should resolve the situation. Depending upon the severity of the situation, OPS informs tenant:

(1) To standby for RIVMX staff to respond at the location or,

(2) To call tenants own contractor.

NOTE: Should OPS decide that RIVMX should respond/repair, tenant should be made aware of Section 3.20 of this policy. If the situation affects other tenants, the RIVMX Supervisor should immediately respond to the emergency and take appropriate action.

d. Properly badged tenant staff shall remain with contractor at all times (escort) until work is completed and/or escort through gates is required. For purposes of escorting, only tenant employees with appropriate RIV badges are authorized to escort their vendors/subcontractors if badge icon "E" is present. (For more information on Badging and Escorting, refer to Section 2.07)

e. RIV employees can escort tenants and their contractors in areas controlled by RIV (e.g. electrical and phone rooms); however, the tenant is required to stay with the contractor until work is done. Exceptions apply in cases where it is to the best interest of the Airport that a RIV employee stays with tenant contractor during repairs. In such instances, RIVMX Supervisor has the discretion to make such a decision especially in cases of an emergency.

f. For tenants without airfield driving privileges, OPS will escort tenant contractor's vehicle to/from the gate/footprint of building. OPS will only escort tenants' contractor if tenant is not properly badged, or if the contractor's vehicle is a tractor-trailer or bus. OPS will not stay with contractor after escorting to site. OPS will be notified when work is complete and contractor needs escort off the airfield. RIV staff will provide escort if Base OPS personnel are not available.

3.10 Imminent Danger

If a situation triggering the RIV Tenant Emergency Repairs procedures, as identified herein, poses an imminent threat to life or property, RIVMX staff should, at a minimum, conduct/perform necessary action/work ASAP to prevent the situation from causing more damage and further impact to ongoing tenant and Airport operations.

3.11 Follow-Up Notifications

1. OPS will contact RIV Property/Concession at (951) 203-7797 on the next normal workday of all maintenance call-outs and be provided the following information:

a. Date and time of request for MTCE call-out

b. Location of problem

c. Nature of problem

d. Tenant(s) and/or Concessionaire(s) impacted

e. Contact name and phone number

f. Status

2. RIV Property/Concession Section staff assigned to the affected tenant will be responsible for reviewing contracts for provisions related to the problem and communicating with tenant from a contractual perspective, as appropriate. All information pertaining to the EMERGENCY SITUATION must be documented to file and or monitored.

3.12 Tenant Responsibilities

1. Submit regular maintenance schedules (grease traps, plumbing/drain inspections, etc.) to RIV Property/Concessions Section.

2. Ensure tools are properly inspected and out of public view, as much as possible, in the secured areas.

2. Inform RIV Property/Concessions Section staff as to status/resolution of situation.
3. Comply with Airport Permits (Industrial/SWPPP/SPCCP and others and meet standing Best Management Practices (BMP) associated with the permits and general environmental stewardship (Federal & State).

3.13 Keys

1. It is RIV policy that keys to RIV space (non-exclusive and RIV-controlled) are issued to appropriate RIV personnel only. As such, keys to RIV space will not be given to tenants. Should there be a need to access RIV rooms (electrical, phone, etc.) during emergencies; CC should be notified to coordinate the availability of keys.

2. Should there be a need to access tenant exclusive areas during emergency repairs (after hours), call concessions/tenant manager. A list of all tenant emergency contact numbers should be made, available at the CC. In the event that a tenant manager cannot be contacted during an emergency, OPS will make the determination whether to enter into the tenant exclusive area to make necessary emergency procedures. As such, tenant will be responsible for the repair of any property damage as a result of this action.

3.14 Tools

Required for the performance of work, tools brought by vendors/contractors into any sterile area.

1. Tools such as, but not limited to, hammers, screwdrivers, power drills, power saws, crow bars, wrenches and pliers are generally prohibited in the sterile area.

2. Exceptions - Apply when contractors/vendors are escorted into the SIDA/Sterile area by badged RIV staff, tenants or concession employees. Only in such instances will tools be, allowed into the SIDA/Sterile areas. Escorts must remain with the contractor/vendor at all times.

3. Badged subcontractors/vendors - Such individuals carrying tools into the SIDA/Sterile area assumes responsibility for the control of the tools.

4. Unattended tools - At NO time shall tools be left unattended.

3.15 Tenant Requirements

1. Leasehold Premises Plans, Drawings etc. - Tenants should have copies of floor plans, electrical and plumbing drawings/schematics available on-site at all times (i.e. as-Builts and construction drawings).

2. As-Builts - Tenants should submit copies of as-built drawings to RIV Project Management Office (PMO) for reproduction. RIV Engineering and/or Inspection should ensure that copies of tenant drawings are available for reference during regular work hours. RIVMX should also be furnished with copies of as-built drawings should there be a need to have them readily available for work done during off-hours.

3.16 Tenant Equipment and Lines

Tenant equipment and/or lines in RIV controlled spaces must be labeled appropriately (i.e. Tenant name: water, electrical and phone).

3.17 Emergency Contact Information

Tenants shall provide emergency contact information, email and cell phone numbers to the RIV Property/Concessions Section for dissemination to appropriate RIV Sections. Contact information should contain the names of responsible manager/staff who will be on-call, especially after the concessions normal business hours. Tenants should be responsible for notifying RIV Property/Concessions regarding any changes on the contact information list.

3.18 Maintenance Schedule

As a measure to prevent emergency situations, tenants/concessionaires should submit a listing identifying all regularly scheduled maintenance activities to RIV Property/Concessions Section for distribution to appropriate RIV Sections.

3.19 RIV Maintenance (RIVMX Policy)

RIV's policy is for RIVMX to repair Airport controlled systems and/or other areas as mutually agreed upon and defined under specific leases or contract agreements. Tenant areas are generally excluded from RIV's scope of responsibility. Regular maintenance services in tenant areas are the responsibility of the tenants.

3.20 Request for RIVMX Assistance

RIVMX may be called upon to respond to EMERGENCY REPAIR SITUATIONS occurring within and/or impacting tenant/concession premises (i.e. plumbing leaks, utilities). Failure of tenant to schedule after-hours escort for equipment maintenance is not an emergency, for example, when a contractor needs an escort after-hours to maintain exhaust grease separators.

Emergency phone (Airport Director): (951) 203-7797.

SECTION 4
AIRPORT OPERATIONS
General Information

4.01 General

This section establishes certain conditions relating to the use of Airport facilities, including the conditions, limitations and restrictions on civil aviation activities and conduct and behavior applicable to all persons.

Written operation/procedures issued by the Airport Director shall be considered as addenda to these Rules and Regulations. Previously issued operating procedures may be obtained by contacting Airport Operations at (951) 203-7797.

4.02 Labor Disputes

March Inland Port Airport (RIV) is owned and operated by the March Joint Powers Authority as a public enterprise for the benefit of the citizens and businesses in Riverside County and beyond as a public flying facility. In order that these facilities operate in a safe and efficient manner and that free access to and from these facilities be maintained at all times, the following rules are established regarding picketing and other strike activities on Airport premises.

1. Companies and organizations desiring to picket on Airport premises shall contact the Airport Director (951) 203-7797, at least two working days in advance in order to discuss the feasibility of the proposed activities. Scope of the picketing and the area which it can be permitted will be discussed. In this regard, security regulations do not permit this type of activity within the restricted or air operations areas of the airport.

2. The conduct of picketers and the display of printed material must be reviewed in order that the picketing group will clearly understand the restrictions which the Airport must set in order to fulfill its primary responsibility to the traveling public.

3. As RIV lies wholly within the County of Riverside, Moreno Valley Police Department must be notified of any intended picketing activity to ensure compliance with all municipal codes and to obtain any required permits.

4.03 Commercial Activity

No person shall engage in any business or commercial activities (e.g., buy, sell, peddle or offer for sale or purchase any goods, merchandise, property order form services, including surveys, of any kind whatsoever) on or from Airport property without the, express written consent of the Airport Director.

4.04 Soliciting

Petitioning, distributing pamphlets, proselytizing, soliciting and similar speech activities, are generally permitted in the public areas of the airport. However, it is recommended the Airport Director be contacted prior to engaging in this type of activity, as it may be incompatible with the intended purpose of the airport and may be subject to restrictions as to the time, place and manner of the activity.

4.05 Loitering

Persons unable to give satisfactory explanation of their presence shall not loiter in or about any area or facility of the Airport.

4.06 Carriage of Firearms

No person, except authorized peace officers, members of Riverside County Fire Department, Post Office, certain federal officers or members of the armed forces of the United States on official duty, shall carry any firearms or explosives at the Airport without permission from the Airport Director. All persons, other than those in the excepted classes, shall, while at the Airport, surrender all such objects in their possession to the Airport Represented Peace Officer (i.e. Moreno Valley Police Officer, Air Force Security Force's Representative or Airport Police Officer).

4.07 Armed Guards and Guard Dogs

1. Armed guards are not permitted in sterile, secure or restricted areas unless specific approval has been obtained from the Airport Director.

2. Use of guard dogs are not permitted in public or common use areas of the. Airport unless specific approval has been obtained from the Airport Director.

4.08 Lost and Found

1. Lost and found items are collected and stored at the Airport Command Center. Telephone calls regarding lost and found items are handled by the Command Center, (951) 203-7797.

2. Lost and found items received by the Airport tram service are delivered directly to the Command Center by the tram service.

3. "High value" items are immediately processed and taken to the Command Center by Command Center staff.

4.09 Litter and Refuse

1. No person shall place, discharge or deposit in any mariner paper, trash, rubbish or other refuse anywhere on the Airport except in receptacles and other places prescribed by the Airport Director. All litter and refuse must be covered when transported in vehicles, and all receptacles for same must have covers and protected against leaking, dripping, sifting or otherwise escaping.

2. Any deposit of garbage, debris or refuse in unauthorized locations must be cleaned up immediately and in an effective manner.

4.10 Dogs and Other Animals

1: No person shall bring any animal upon the Airport unless such animal is on a leash.

2. Animals are only allowed in Airport buildings if specially trained to assist disabled persons, or the animal is properly confined for shipment by air.

4.11 Smoking

1. Air Operations Area - No person shall smoke or carry lighted matches or any naked flames in or upon any fuel storage areas, aircraft movement area, passenger or cargo ramp areas or aircraft parking areas.

2. Terminal and Gate Areas - The terminals have been designated as "No Smoking Areas". Smoking is permitted only in designated areas outside of all public buildings.

3. Effective January 1, 2004, State Assembly Bill (AB 846) prohibits smoking within 20 feet of main entrances, exits, and operable windows of any building owned, leased, and occupied by the state, a county or a city.

4.12 Commercial/Motion Pictures/Television or Still Photography/Student Filming

Airport Operations is charged with the responsibility for administering the Filming Program and issuing film permits as mandated by the Airport Authority. All entities, including tenants, must contact Airport Operations if contemplating any commercial film, video or photographic projects at RIV. Refer to Section 8.10 for instructions for Film Permits.

4.13. Advertisements

No persons shall post, distribute, or display signs, circulars, printed or written matter, of an advertising nature, at the Airport without the express written consent of the Airport Director and in such a manner as may be prescribed.

4.14 Airport Signs

No signs, posters, billboards, pictures or any printed or written matter exposed to public view shall be installed on the Airport without prior approval from the Airport Planning Department. Sign installations shall conform to the requirements of March Joint Powers Authority Signage guidance. To obtain Signage Guidance, contact the Airport Planning Department at (951) 203-7797.

4.15 Tenant Conduct Regarding Unauthorized Activities

No tenant, tenant employee, or other employee authorized to perform any function on the Airport may assist or engage in any activities on the Airport not authorized by the Airport Director.

4.16 Tenant Construction Requirements

Alt tenant construction must receive prior written consent from the Airport Director and Airport Planning Department and conform to the requirements as contained in the tenant's Airport Lease Agreement, Improvements and Alterations section.

4.17 Airport Construction and Obstruction Control

No person shall:

1. Erect, construct, modify, or in any manner, alter any structure, sign, post or pole of any type. (FAA Part 77)

2. Alter or in any way change color, design or decor of existing Airport improvements.

3. Operate, park, or store any equipment, vehicles, supplies or materials.

4. Create any mounds of earth or debris.

5. Cause or create any physical object that penetrates the operational airspace.

6. Conduct any other work on Airport premises without first obtaining a permit from the Airport Director and March Inland Port's, Planning and Project Management Division (PPMD). Strict compliance and adherence to all safety specifications and directions of the Airport Director, his designated representative, and the PPMD are required.

4.18 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, nor 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 the Airport Police. Upon demand by the Airport Director such person 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 Airport facility until and unless said report and/or reimbursement has been made.

4.19 News Media Access to Air Operations Area (AOA)

1. The AOA at RIV is not open to public or media access. The Transportation Security Administration's (TSA) Airport Security Program (ASP) denies access to all except those having a legitimate operational need to use the area. There is no legally recognized exception to the benefit of representatives of the news media, either during normal operating periods or during times of accident, disaster; or mishap.

2. During times of airfield or other airport emergencies, procedures exist at RIV for a central check-in of news media, identification of authorized press personnel, and transportation to the scene of the emergency. The location of the central check in area will be designated and may be obtained from RIV Community Relations (951) 203-7797. Access cannot be granted until the fire department or other on-site crisis management agency declare the area "cleared" for such access. Persons requiring access to an emergency site must be accompanied by appropriately badged personnel and display MEDIA identification on exterior of clothing and above the waistline.

4.20 Motor Vehicles

Operation of motor vehicles on the Airport shall comply with March Inland Port's Motor Vehicle Policy "Driving on the Airport".

4.21 Airport Operations - General

This section covers restrictions on aircraft operational procedures and other activities in the aeronautical areas of the Airport.

4.22 Operation of Aircraft

1. All persons shall navigate, land, service, maintain and repair aircraft in conformity with Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), State Department of Aeronautics Rules and Regulations, and the Rules and Regulations contained herein.

2. No person shall interfere or tamper with any aircraft at the Airport, or start the engine of such aircraft, without the operator's consent; nor shall any employee of RIV move or handle such aircraft, except in case of emergency.

3. No person shall enter an aircraft without the consent of the person in charge thereof.

4. Any person operating any aircraft on the airport shall at all times comply with any order, signal, or direction of any authorized employee of the Airport Authority or Peace Officer.

4.23 Aircraft Incident/Accident Reporting

The pilot or operator of any aircraft involved in an incident/accident causing personal injury or any property damage whatsoever without regard to size or potential cost, shall immediately notify the Command Center at 1-911 and (951) 203-7797. In addition, a prompt and complete report concerning said incident/accident is to be made to the Airport Director through the Airport Operations Section at (951) 203-7797. Vehicle operators involved in incidents/accidents should refer to responsibilities for reporting incidents and accidents in the March Inland Port Driving Manual.

4.24 Disabled Aircraft

1. 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, and any and all parts thereof, subject however, to any requirements or direction by the National Transportation Safety Board (NTSB), the Federal Aviation Administration (FAA), or the Airport Director that such removal or disposal be delayed pending an investigation of an accident.

2. 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 Director 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; 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 Authority;· that any claim for compensation against the Airport Authority, MJPA, the Board, and any of its officers, agents or employees, for any and all loss or damage sustained to any such disabled aircraft, or any part that the owner, lessee, operator or other person having control, or the right of control, of said aircraft shall indemnify, hold harmless and defend the Airport Authority, MJPA, the Board, 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 said aircraft.

4.25 Right of Airport Director to Control the Airfield

The, Airport Director 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. In the event the Airport Director determines the condition of the Airport, or any part thereof, to be unsafe for landings and takeoffs, a Notice to Airmen (NOTAM) shall be issued, or cause to be issued, closing the Airport or any part thereof.

4.26 Starting or Running of Aircraft Engines

1. No aircraft engine shall be started or run unless a licensed pilot or certified Airframe and Power plant mechanic is attending the aircraft controls. Wheel blocks equipped with ropes or other suitable means of chocking the wheels of an aircraft to deter movement shall always be placed in front and back of the main landing wheels before starting the engine or engines, unless the aircraft is locked into position by functioning locking brakes.

2. No aircraft shall be started or run on the Airport without the exercise of every reasonable precaution to protect other aircraft, buildings, property, and persons; or within 50 feet of a hangar or other building or structure.

3. All aircraft shall be started and run-up in locations, including leased premises, designated for such purposes by the Airport Director.

4. Maintenance running of aircraft engines shall not be performed at the passenger ramp and apron, cargo or public parking areas.

5. Running an aircraft engine is prohibited unless reasonably necessary for the maintenance, testing or repair of such engine, the instruction of mechanics or pilots, the moving or the flight operation of the aircraft, and complies with RIV's Maintenance Restrictions, Section 6.

6. Flights delayed at gates with engines running is prohibited.

7. No aircraft engine exhaust, blast, and/or propeller wash shall be directed in such a manner as to cause injury, damage, or hazard to any person, structure, or property. If it is impossible to taxi aircraft without compliance to the above, the engine or engines must be shut off and the aircraft towed.

8. Aircraft engines shall not be operated during refueling or defueling operations or during a fuel spill unless otherwise approved by the Airport Fire Safety Section.

4.27 Run-Up of Aircraft Engines

1. In order for aircraft operators to perform engine run-ups on approved areas they must obtain approval and instructions from the Airport Operations Section at (951) 203-7797 prior to conducting such activity.

2. The run-up of aircraft engines for maintenance or test purposes on both leased and non-leased areas is prohibited between the hours of 2100.-0800.

3. Idle engine checks are to be operated for the minimum time required to accomplish the necessary maintenance or pre-fight check.

4. Ground idle engine checks of 5 minutes or less may be conducted on all gates 24 hours a day. This applies only to aircraft parked on gates nose first, aircraft on gates tail first are prohibited from engine runs of any type. All engine runs require Air Traffic Control (ATC) to be advised. Engine runs on gates require airline personnel to stop ground traffic along service roads behind gates.

4.28 Taxiing or Moving Aircraft on Operational Areas

1. No person shall taxi any aircraft on the airport who is not a pilot or mechanic, licensed by the FAA, or appropriate foreign counterpart to the FAA.

2. Whenever any aircraft is being taxied, towed or otherwise moved on the apron, ramp or airfield, there shall be a person attending the controls of the aircraft who shall monitor by radio the transmitting frequency in use by ATC or who, if necessary, will cause that frequency to be monitored by another person in the aircraft. In the event of radio equipment failure, ATC may use an Aldis Lamp for communication or request assistance from Airport Operations.

3. No aircraft shall be taxied, towed or otherwise moved on the Airport in a careless or negligent manner or in disregard of the rights and safety of others or without due caution and circumspection, or at a speed or in a manner which endangers, unreasonably, persons or property.

4. No aircraft shall be taxied, towed or otherwise moved on any Airport surface except upon designated taxiways, ramps and aprons, unless otherwise restricted, and without first ascertaining by inspection that it is safe to proceed without danger of collision with persons or property.

5. Aircraft shall not be taxied, towed or otherwise moved on any part of the operational areas until specifically cleared to do so by ATC.

6. No aircraft shall be moved or towed on the Airport except by a vehicle of a type recommended or approved for such purpose. Said vehicles are restricted to routes prescribed by the Airport Director.

7. Aircraft to be taxied, towed or otherwise moved on any non-operational area, only require the ATC be advised.

8. All aircraft operators shall have the capability to relocate their aircraft should the necessity arise.

9. Aircraft to be taxied towed or otherwise moved that require access onto a runway (closed or open) shall be escorted by Airport Operations. This includes crossing a runway that is either active or inactive. The exceptions to this requirement would be an aircraft requesting runway access to conduct high speed taxi or when the aircraft is operated by a licensed pilot.

4.29 Aircraft Marking During Periods of Low Visibility

1. Position lights are the primary means for aircraft identification during periods of low visibility and at night. The Airport Director may authorize other means of wingtip identification with prior arrangements.

2. All aircraft being taxied, towed or otherwise moved on the ramp, apron or taxiways shall proceed with position lights on. Airport Operations will be advised of any aircraft without lights in order to provide an escort, (951) 203-7797.

4.30 Aircraft Gate/Maintenance Rules

1. Ground idle engine checks of five (5) minutes or less may be conducted on all gates 24 hours a day. This applies to aircraft parked on gates nose first, aircraft on gates tail first are prohibited from engine runs of any type. All engine runs require prior approval from ATC. Engine runs on gates require airline personnel to stop ground traffic along service roads behind gates.

2. Due to proximity of the service road to aircraft parking positions at passenger terminal gates, the Airport requires the use of wing walkers during all push backs. This safety measure will provide additional protection of personnel and equipment during periods of high ramp activity and low visibility conditions. Power-back operations are prohibited at RIV and are never to be implemented for any reason unless authorized by Airport Director.

3. If the auxiliary power unit is inoperative, one engine may be started on the gate provided airline personnel stop traffic on the service road.

4. Scheduled maintenance other than checking and replenishing power plant lubrication fluids will not be allowed on the gate. Non-scheduled maintenance will be allowed if performed in 30 minutes or less. If maintenance performed cannot be done in 30 minutes, the aircraft will be relocated to an area designated by Airport Operations.

5. Airport Operations shall be notified of all non-scheduled maintenance that cannot be accomplished during scheduled gate occupancy period.

6. Full power engine run-ups are allowed between 0800 and 2100 in designated areas only. Airport noise management procedures will be strictly enforced between 2100 to 0800 on a daily basis. Airport Operations shall be notified prior to all run-ups and will designate a run-up area. An aircraft escort will be provided upon request.

7. It is the responsibility of the airline to ensure that the gate is left clean after each use. This applies to foreign object debris (FOD), as well as fluid spills, to include both aircraft and ground support equipment and the last carrier on the gate is responsible, unless Airport Operations has been notified of an unsatisfactory condition prior to a carrier occupying that gate. Gates with FOD or fluid spills are unsafe and are subject to closure by Airport Operations.

8. On all RIV gates, ground equipment used for a flight shall not be set up more than 15 minutes prior to arrival and will be removed as soon as the flight departs. The only exception to this rule is for successive flights by the same carrier; however, equipment should never be left on an unoccupied gate overnight.

9. All fuel spills shall be reported immediately to ext. 1-911 and (951) 203-7797.
Clean up will be the responsibility of the airline.

10. Airport Operations shall be notified of any flight delays or cancellations that could impact another carrier's operation.

11. No aircraft shall be parked in such a manner as-to permit inability of other aircraft to depart or move freely to gain access to movement areas of the airfield. All aircraft shall be positioned to allow an individual to walk around the aircraft without walking under any portion of another aircraft.

12. Only ground support equipment (GSE), absolutely needed for the servicing of aircraft, will be permitted to be stored at aircraft gates. GSE not necessary for the daily servicing of aircraft must be stored in leased areas or areas specifically designated for GSE storage by the airport.

a. The airport has designated areas for storage for GSE equipment. Each airline and service vendor will be assigned specific GSE rental areas by the Airport Director.

b. Surplus or disabled equipment are prohibited from being stored in these areas. Should the airport observe surplus or disabled equipment in these areas, the responsible company will be required to remove the equipment within 72 hours. If the equipment has not been removed within the specified time, the airport will impound the equipment at the responsible company's expense.

13. No equipment shall be parked in such a manner as to block access to any firefighting-apparatus located at any aircraft gate.

14. No equipment shall be parked between a bumper block and any structure at aircraft gate positions.

15. During push backs, all aircraft are to be pushed back onto the taxiway, parallel to the taxiway centerline. Use of wing-walkers is mandatory.

4.31 Parking, Storage, or Repair of Aircraft

1. No person shall park, store, or repair any aircraft on the airport except in areas designated by the Airport Director. The Airport Authority, MJPA, Board and its agents assume no responsibility for aircraft parked, or in the process of being parked, on the Airport.

2. No person shall maneuver an aircraft, park, or leave same standing on a ramp or apron area in such a way that any portion of said aircraft protrudes beyond the ramp or apron limit lines, unless previously authorized by Airport Operations.

3. When instructed by the Airport Director or his/her designated representative, the operator of any aircraft parked, or stored at the airport, shall move said aircraft. If the operator refuses to comply with such directions, the Airport Director or his/her designated representative may order such aircraft moved at the expense of the-owner or operator, and without liability for the damage that may result in the course of such moving.

4. No aircraft shall be left unattended on the airport unless secured or within a hangar.

4.32 Washing of Aircraft

No aircraft shall be wet washed at any terminal gate, public parking position, or leasehold. Dry washing and polishing of aircraft at terminal-gate, public parking positions or leasehold is permitted provided the ramp remains clean and free of debris from this operation.

4.33 Use of Unsafe Areas

No aircraft shall use any part of the airfield, apron, ramp, taxiway, runway or other areas considered temporarily unsafe for landing or takeoff, or which is not available for any reason. The boundaries of such areas will be marked by the Airport Director with barricades and flags by day and high intensity red lights at night and periods of low visibility, and an appropriate NOTAM issued.

4.34 Markings, Signs and Signals

The pilot or other person engaged in the operation of any aircraft must at all times comply with any lawful order, signal or direction of the Airport Director, except when subject to the direction or control for ground movement purposes of the ATC or other federal agency. When operation of such aircraft is controlled by lights, signs, signals arid markings, such lights, signs, signals and markings shall be obeyed unless an authorized representative of the Airport Director directs otherwise.

4.35 Terminal Ramp and Gate Restrictions

1. General aviation (GA), private, business or corporate and military aircraft shall not enter or use terminal area gates. This applies to both helicopter and fixed wing aircraft.

2. GA parking is restricted to the fixed base operators (FBO's) at RIV and applies to all services required and overnight parking. The FBO's provide transportation to the Airport passenger terminals.

4.36 Passenger Enplaning and Deplaning

All aircraft shall be loaded or unloaded; passengers enplaned or deplaned only in designated areas unless otherwise permitted by the Airport Director or his/her designated representative. All passengers shall be channeled through designated routes to and from the terminal buildings. Airline personnel shall be stationed to assist and channel passengers during ground level enplaning and deplaning. There shall be no enplaning or deplaning of passengers on the ramp when the aircraft engines are operating. No pedestrian traffic is allowed to cross any taxiway or terminal ramp between boarding areas.

4.37 Helicopter Operations

1. Helicopter aircraft arriving and departing the Airport shall operate under the direction of ATC at all times.

2. All helicopter operations shall be conducted at an FBO, unless prior arrangements are made with Airport Operations at (951) 203-7797.

4.38 Air Traffic Rules

1. Formation takeoffs and landings are not permitted.

2. Touch and go operations are not permitted by any aircraft at RIV except military.

3. No person shall land on or takeoff from any runway during the time that said runway is closed to aircraft operations by order of the Airport Director unless expressly authorized by tenant agreements.

5, No person shall land, takeoff or 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 ATC.

6. Taxiways shall not be used for takeoffs and landings of aircraft.

7. Aircraft landing at the Airport shall make the landing runway or touchdown area available to others by exiting as promptly as possible.

8. No aircraft having an actual gross weight (including passengers, cargo, fuel, equipment, etc.) in excess of maximum gross weight for such aircraft authorized by the Chief Airports Engineer, shall land, takeoff or taxi at the Airport without permission of the Airport Director.

9. Intersection departures are not permitted by aircraft unless instructed to do so by ATC.

10. MIPAA Fixed-Base Operator. MIPAA shall provide AM their scheduled hours of operation and any updates. AM shall provide Tower the scheduled hours of operation of the FBO and any updates.

11. MIPAA Tenants. MIPAA shall provide and maintain a current listing of all tenants under contract and based at the MIPAA FBO to the AOM and AM. AM shall provide a copy to Tower. MIPAA tenants are authorized to operate outside of published airfield hours and during holidays. Pattern-work is not authorized per the Joint Use Agreement. MIPAA tenants are only permitted single full stop landings. MIPAA shall include the AOM on any preliminary planning for new commercial tenants.

12. MIPAA Transients. Aircraft arriving without notice or flight plan are authorized to land if their intent is to proceed to MIPAA FBO within the FBO's operating hours. ATC shall verify any MIPAA inbound aircraft through AM when needed. AM shall contact MIPAA to facilitate verification for ATC. MIPAA shall notify the AOM and AM at least 48 hours in advance for all out of business hours operations that are not tenants under contract, arriving or departing. AM shall notify ATC of these operations. Any aircraft arriving or departing outside of business hours for MIPAA that is not a tenant nor have advance notice from MIPAA should be denied landing and diverted or denied departure and held. MIPAA shall notify the AOM at least 48 hours in advance for any unusual volume of transient aircraft traffic.

13. Practice Approaches and Pattern Work. Practice instrument approaches are authorized for any civil aircraft on a non-interference basis per operational priorities in this instruction and limited to low approaches to Runway 14/32. VFR pattern work is not authorized for any transient civil aircraft to any runway.

14. United States Government (USG) Aircraft. USG owned and operated transient aircraft may conduct practice approaches and pattern work in accordance with (IAW) operational priorities in this instruction.

4.39 Intoxicants and Drugs

As provided under Federal Aviation Regulations Part 91.11 and California State Law, no pilot or other member of the f1ightcrew of an aircraft in operation on the Airport or any person attending or assisting in said 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 a medical patient under care. The Airport

Director at his/her sole discretion may deny use of the Airport to any person violating this section

4.40 Charter and Itinerant Aircraft

1. All scheduled airlines are required to advise the Airport Operations Section (951) 203-7797, 48 hours in advance of any charter aircraft operation.

2. All non-scheduled charter or itinerant airlines and/or their ground handler are required to notify the Airport Operations Section, as soon as possible, in advance of any aircraft operation.

4.41 Screening Procedures for Charter Operations

Reference Section 2.05.

4.42 Fees

The payment of rentals, fees, and charges relating to the use of Airport premises and facilities shall be made prior to departure. Checks to be made payable to March Inland Port Airport Authority unless otherwise expressed in an Operating Agreement (OA).

4.43 Compliance

The Airport Director shall have authority to deny the use of the Airport to any aircraft of pilot violating Department or Federal Regulations.

4.44 Gate Assignment Guidelines

1. Signatory passenger airlines shall be assigned corresponding aircraft gates as preferential gate(s).

c. Airlines shall have the priority right to use preferential gate(s), and shall make its gate(s), when not in active use, available for secondary use by other airlines. Airlines shall have the right to assess approved charges to such secondary users.

d. The signatory passenger airlines shall establish a Gate Use Committee to develop any necessary criteria (including gate use fees) for the availability and use of preferential gates by secondary users and the resolution of any unsatisfied request for secondary use of preferential gate(s). The Airport Director shall retain the right to make a final decision regarding any Gate Use Committee action.

e. When an airline is unable to obtain use of a gate(s) from a preferential gate lessee or from the Airport, it shall request use of a gate(s) from the Gate Use Committee. If unsatisfied, it may appeal any decision or indecision of the Gate Use Committee to the Airport Airline Affairs Committee for resolution. If still unsatisfied, it may appeal to the Airport Director for final resolution. If the Airport directs a secondary use, it shall collect the appropriate fees and credit same to the preferential gate lessee.

d. A non-signatory air carrier may elect to use the preferential use gate of an air carrier that is a signatory to the use/lease agreement. Coordination for such use will be strictly between the air carriers involved.

2. RIV Airport Operations will coordinate the scheduling of a non-preferential use gates.

a. Assignments will be made in an attempt to maintain balance of terminal use.

b. Non-signatory air carriers may request specific RIV gates if the gate is adjacent to another air carrier to whom they have contracted for ground handling.

3. Request for additional gates by air carriers for unforeseen circumstances, such as flight delays, weather conditions etc., will be directed to the Airport Operations Duty Superintendent. The Duty Superintendent will have the final decision on all RIV gate assignments.

4. A single use fee will be imposed for use of RIV aircraft gates for remain overnight (RON) aircraft. All fee rates are published at www.marchinlandport.ca and are adjusted semi-annually or as necessary.

5. Air carriers may by assigned temporary or scheduled use of an RIV gate. The following restrictions will apply to such use:

a. Installation of necessary cabling for customer service equipment (ticker printer, computer reservations terminals, etc.) is optional. Such installation is subject to approval by Project Management Division (PMD), RIV Properties, Information Technical Services and Airport Operations.

b. All company logos, signs, etc. shall be removed from RIV podiums I no flight is scheduled within the next three hours.

c. Airline customer service equipment must be removed within six (6) hours of being notified by the Airport Director or designated representative.

d. Permanent installation of customer service equipment requires the submission of appropriate construction approval request documentation to RIV PMD.

6. Air carriers having more RON aircraft than assigned gates may request additional gates. These gate assignments will be assigned by Airport Operations on a first-come, first-served basis.

4.45 Passenger Boarding Bridge (PBB) Operations for Regional Jets (RJ)

If an air carrier is assigned preferential use gates and a gate is available the RJ will be operated on that carrier's gate using the PBB and appropriate adapter. If a carrier requests to use a non- preferential use gate for RJ operations contact Airport Operations.

4.46 Alternate Operations

1. RIV has limited parking for alternate aircraft operations. Airport Operations will attempt to accommodate alternate aircraft on gates not scheduled for regular passenger, cargo, or RON operations.

2. Divert aircraft may use RIV. The following conditions apply:

a. Diverted aircraft are operated on the divert carrier's preferential use gate(s) and, no other air carrier with a regularly scheduled RIV flight is affected, and;

b. The additional passengers in the terminal (s) do not create a significant adverse impact to any particular carrier's normal operation in the terminal, and;

c. Air carriers with diverted aircraft on their preferential use gate (s) will not be assigned additional gate (s) to meet their regular scheduled RIV operation.

3. Alternate flights will be handled on a first-come, first-served basis.

a. When all alternate gates are in use, aircraft shall be directed to a taxiway or other area as directed by the Superintendent of Ops. As alternate gates become available, aircraft shall be reassigned gate positions by Airport Operations.

b. Please note: under no circumstances will fueling or passenger operations be permitted on taxiways. Ground power units and air stairs will be allowed only with Airport Operations Duty Superintendent's approval and. escort to and from the aircraft.

5. Screening shall not be conducted at RIV for alternate flights departing with other airport outbound passengers. Passengers should be screened at the arriving and departing airports.

6. All buses shall be under escort by Airport Operations while on the RIV AOA. Buses must assemble and report as a group for a specific flight to the RIV representative at the perimeter access gate designated by Airfield Operations.

7. Prior arrangements must be made with U.S. Customs before any international passengers of a diverted flight may deplane at RIV. ONLY the flight crew are allowed to deplane the aircraft to perform necessary safety inspections of the aircraft. No other crew members are permitted to deplane customs clearance flights without the presence of, or approval from, U.S. Customs.

8. If diverted domestic passengers wish not to go to the destination airport, buses may drop them off street-side. Offloading of passengers into the terminal building, via airside passenger boarding gates, is not permitted, except by airport buses.

9. RIV will not transport, other than on airport buses, passengers on alternate flights to the terminal. Transportation is the responsibility of the air carrier

10. "Meeters and Greeters" should be advised not to go to RIV.

4.47 Gate Status Procedures and Operating Positions

All gates are power in, pushback to and parallel to centerline of taxiway or taxilane, prior to engine start, unless otherwise stated.

Apron "G" - Cargo Apron Gate Capacities
Gates 1-8 - Up to and including B747-400 (AC Design Group V)

4.48 Low Visibility Aircraft Operations

RIV is not equipped with Surface Mounted Guidance Systems. Therefore, no aircraft shall taxi in low visibility situations beyond existing Categorical Instrument Landing System (CAT 1) limits and Runway Visual Range (RVR) restrictions for taxiing (i.e. CAT 1 RVR 2,400)

4.49 International Arrivals Terminal

RIV does not have an International Arrivals Terminal (IAT) at this time. When established, the following shall apply:

1. The facility is for the benefit of airlines who have scheduled international arrivals.

2. International flights depart from the Passenger Terminals. If no aircraft gates are available at the Passenger Terminals, then airport bus operations will be conducted from the passenger terminals to the IAT and the flight may depart from the IAT.

4.50 Diverted Flights

Airlines may use the IAT to deplane diverted aircraft passengers, which will be bused to their destination airport. No airline will be allowed to board passengers through the IAT. The following conditions apply:

1. An airline representative shall be available to monitor passengers in the IAT.

2. After deplaning, divert aircraft may have to be repositioned from the gates to accommodate other divert flights which are busing passengers.

3. The air carriers using the IAT shall be responsible for cleaning the facility after use.

4. The determination for additional personnel to enforce airport security requirements rests with RIV. The airlines using this facility shall provide sufficient personnel such as airline employees, or their contract security representative, to ensure airfield access doors are not breached by unauthorized individuals.

4.51 Statement of Conditions

1. The IAT gates are common use and shall be assigned by the Airport Operations Section (951) 203-7797

2. The gate assignment policy shall be based on a first come, first served criteria. This will allow flexibility to maximize gate utilization and ensure equitable treatment for all users.

3. Aircraft engaged in cargo operations only shall not use the IAT without permission from the Airport Operations Section.

4.52 Aircraft Cleaning at the IAT

1. Wet washing of aircraft on the ramp is prohibited.

2. Cleaning and maintenance of ground support equipment and vehicles at gates is prohibited.

3. Airlines, ground handlers or fuelers are responsible for immediately cleaning and removal of grease, fuel and other substances which are spilled on the ramp from an aircraft or from vehicles engaged in servicing the aircraft.

4. RIV is responsible for the scheduled cleaning and scrubbing of gates.

a. Cleaning equipment must have the capability of picking up all cleaning water for disposal at a clarifier-equipped location.

b. Cleaning water and/or debris shall not be discharged into storm· drains.

4.53 Cleaning Equipment at Gates

1. Washing vehicles or equipment is permitted only at the designated wash rack. This area is designated by the Airport Director and has the proper drainage system into the city sewer system.

2. The cleaning of vehicles and equipment at terminal gate positions on adjacent apron/ramp is prohibited.

4.54 Painting Guidelines on Ramps and Taxiways

All surface painting or marking on the aircraft movement and non-movement areas will be performed by the Airport Construction and Maintenance Section only. Painting and marking requests should be submitted in writing to the Airport Director.

4.55 Escorts

A limited number of airport radio equipped vehicles are available for airfield escorts under special circumstances, dependent upon workload. The need for assistance during situations such as emergency operations, movement of wide loads, inoperative communications equipment, etc., should be anticipated and requests directed to the Airport Operations Section, (951) 203-7797. The use of such escorts is at the discretion and risk of the requesting organization.

4.56 Wildlife Hazard Management

1. The FAA requires airports that incur bird-aircraft strikes to implement a Wildlife Hazard Management Plan (WHMP/BASH) in compliance with CFR Title 14 FAR Part 139. March Inland Port Airport Authority implements an FAA, approved WHMP as a separate document from the Rules and Regulations, maintained in Airport Operations and Maintenance offices.

2. Bird Hazard Reduction·- The following actions are taken as a part of the RIV WHMP/BASH:

a. Airport Operations, Airport Police, and Airport Maintenance Personnel maintain constant surveillance of the airfield and adjacent areas for the presence of bird populations which may present a hazard to air navigation due to either bird size, numbers or direction and altitude of flight. When a potential hazard is observed, ATC is alerted immediately and aircraft operations are changed accordingly, if necessary, until the hazard no longer exists.

b. The Airport Maintenance Section conducts an ongoing mitigation program that emphasizes eliminating conditions conducive to the habitation of bird populations on the airport.

c. To the extent practicable, and consistent with operational safety, Airport Operations conduct dispersal activities to discourage birds from flocking.

d. In accordance with Federal Aviation Regulations, no person shall feed, provide habitat or otherwise introduce or encourage the introduction of factors that attract birds on the airport.

4.57 Transportation/Transfer of Livestock

1. To assure containment of livestock during transfer operations on the Airport, the following handling procedures shall be followed:

a. All loading of livestock into containers shall be in an area that is remote to the passenger terminal area.

b. The shipping container is to be structurally sound to prevent escape.

c. Livestock not secured in a container are to be loaded/unloaded utilizing a ramp between the vehicle and the aircraft. The ramp is to be constructed in such a manner as to prevent escape.

d. The ramp is to be securely fastened to both the aircraft and vehicle to prevent separation during transfer.

e. No leakage of urine, straw or other debris is allowed from the container or loading ramp.

f. Notify the Airport Operations Section (951) 203-7797 prior to any livestock loading/unloading activity on the Airport.

4.58 Freight Forwarding

1. All vehicles, not designed to carry passengers, involved in the transportation of baggage/freight shall be refused access to terminal building curb and apron/ramp areas and shall be directed by the airlines to their respective freight facilities for the transfer of such baggage/freight.

2. Airlines not having freight facilities are directed to make prior arrangements with another airline/tenant for the use of their freight facilities.

4.59 Gate Hold Procedures

1. The following restrictions and procedures regarding gate hold procedures shall be put into operation by ATC whenever any of the following conditions exist:

a. When weather or traffic conditions impose departure delays.

b. Any time when, at the discretion of the ATC supervisor, an excess of aircraft are on the taxiway holding for takeoff.

2. When gate hold procedures are in effect coordination for and the sequencing of aircraft is provided by the ATC. Aircraft holding in a terminal gate for sequencing shall do so with all engines shut down.

4.60 Plastic Covers (Major FOD Concern)

1. Plastic covers shall not be used in any portion of the air operations area (AOA), except to cover pallets or containers and only where such covered pallets or containers are completely secured by netting.

2. Plastic covers shall not be disposed of in any exterior waste containers within the boundaries of the Airport.

4.61 Terminal Ramp Cleaning

1. The terminal ramp area is swept and FOD cans emptied every Tuesday and Thursday between the hours of 0900 and 1000.

2. The airlines must move their ramp equipment 25 feet south of the concrete bumper blocks for the sweeper to effectively clean the gates.

3. The terminal gate cleaning/scrubbing is done on a rotating basis between terminals on Monday, Wednesday, Thursday, and Friday on a "as needed" basis.

4.62 Unmanned Free Balloons - CFR Part 101

CFR Part 101 places very strict limitations on the release or operation of unmanned free balloons. Immediate notification shall be made to the ATC if such balloons are observed on, above, or near RIV.

4.63 Passenger Boarding Bridge (PBB) Operational Rules and Regulations

Training for airline personnel on the use of PBB can be coordinated through, Airport Operations. RIV shall be held harmless from any and all damage to airline property or the PBB, when such damage has been found to be the result of negligent or improper use by the boarding bridge operator.

1. PBB shall be operated only by qualified personnel that have received training from Airport Services or their designated representative, in the safe and proper use of the PBB at RIV. Each airline will maintain training records of the staff qualified to operate PBB and make the records available for inspection by RIV management upon request.

2. PBB shall not be operated, moved or repositioned while passengers are in the bridge tunnels.

3. PBB shall not be positioned to a moving aircraft. The aircraft must be fully stopped and have its wheel chocks in place prior to the PBB operator approaching and connecting to the aircraft.

4. The operator shall not move the PBB while personnel are on the exterior access stairs.

5. The operator shall verify all bridge mounted ground power cables and pre-conditioned air hoses are clear of the aircraft and stored in their proper receptacles prior to moving the PBB.

6. The operator shall check the area under and around the PBB prior to moving the bridge.

7. The operator shall, raise the control cab roll up door to its fullest open extent prior to moving the PBB and shall close and secure the roll up door upon completion of use.

8. Miscellaneous equipment, such as wheel chairs, baggage, airline supplies, food catering equipment etc., shall not be stored inside the PBB.

9. The PBB clear zones at each terminal gate shall remain clear of all ground support equipment, vehicles, wheel chairs, baggage, airline supplies, food catering equipment etc., at all times.

4.64. Passenger Boarding Bridge Exterior and Interior Signage

1. Only RIV pre-approved signage is to be displayed on the exterior and interior of the PBB. All requests for installation of signage shall be submitted to the Airport Director in writing.

2. RIV will provide all required signage, decals and placards for emergency procedures, telephone numbers, fire extinguisher locations and PBB identification.

3. Airline/Company logos, identification or advertising materials shall not be affixed on the PBB door or the interior/exterior of the bridge.

4. Airport Services shall maintain the lighted exterior mounted gate identification signage.

4.65 Passenger Boarding Bridge Condition Reporting

1. The operator shall immediately report any PBB damage or mechanical problems to the Airport Operations Section at (951) 203-7797. Airport Operations staff will notify the designated maintenance representative who will inspect the PBB in question and effect the appropriate repairs.

2. Unreported PBB damage and the associated costs of repair shall be assigned to the last airline that utilized the PBB.

3. Airlines shall not operate any PBB that has been reported out of service due to mechanical problems or damage.

4. When a PBB is non-serviceable due to required mechanical repairs, Airport Operations will notify the affected airline and Airport Services shall place a "Do not operate" tag on the control panel of the PBB. Upon completion of the repairs, Airport Operations shall advise the affected airline the PBB is back in service and will ensure the "Do not operate" tag has been removed from the bridge.

4.66 High Wind Operations for Passenger Boarding Bridge

1. The PBB installed at RIV are operationally safe for use in winds up to and including 60 MPH (52 KNOTS PER HOUR). The PBB shall be deemed non-operational. Without exception, when winds exceed 60 MPH (52 KNOTS PER HOUR) or the Duty Superintendent of Operations determines the wind conditions present a potential hazard to life and or

property. The Duty Superintendent of Operations shall notify the affected airlines to remove the PBB from all aircraft parked at the terminal gates and instruct Airport Services to position the PBB in their fully lowered and retracted positions. PBB specifications state the PBB must be tied down and secured when winds exceed 90 MPH (78 KNOTS PER HOUR). The PBB shall be tied down and secured only by those personnel authorized by the Airport Director. Airport Operations staff shall advise the airlines when operations are again permitted.

2. During high wind conditions all PBB power systems and pre-conditioned air hoses shall be disconnected and stored in their proper receptacles.

3. While the PBB are deemed non-operational due to high wind conditions, no airline personnel or passengers are to enter the PBB for any reason without receiving prior approval from the Airport Operations Section.

4. While the PBB are deemed non-operational, all terminal aircraft gates will remain open and available for use by the airlines.

SECTION 5
FIRE AND SAFETY

5.01 General

All fire and fire related safety provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of the County's Uniform Fire Code and/or the National Fire Protection Association (NFPA) Codes and Standards, and all applicable laws, rules and regulations.

5.02 Fire Inspector

1. It shall be the duty of the Fire Inspector to enforce all applicable sections of these Rules and Regulations pertaining to fire protections, fire prevention and fire spread control.

2. All buildings, structures and premises shall be inspected periodically by March Inland Port Airport Authority/March ARB Inspector with the assistance of Riverside County Fire Safety Division. A formal letter will be sent to tenants for failure to comply with applicable laws, rules and regulations.

5.03 Handling of Explosives and Other Hazardous Materials

1. Class A explosives and explosives not acceptable for transportation under applicable Federal regulations are not permitted on the Airport.

2. No person shall transport Class B explosives in or upon the Airport unless in compliance with the following:

    a) That ATC, Airport Fire Department and Airport Operations Section are notified in advance of the type and amount whenever these explosives are in transit through the Airport.

    b) The operator of the aircraft adheres to all Federal, State and County laws.

    c) If there is an aircraft malfunction, landing shall be made at a military installation.

3. No person shall store explosives or any other material on the airport in such a manner as to constitute a fire hazard.

4. No person shall store, keep, handle, use, dispense or transport at in, or upon the Airport, any explosives, blasting agents, flammable liquids, combustible liquids, flammable solids, oxidizers, organic peroxides, corrosive materials, flammable gases, non-flammable gases and Poisons.

5. No person shall store, keep, handle, use, dispense or transport at, in, or upon the Airport, Poisons B, irritating materials (ORM A, B, C, D, and E) or cryogenic liquids, in such a manner or condition as to endanger persons or property. For purposes of this hazardous class scheme, the U.S. Department of Transportation

(DOT) definitions as contained in 49 CFR Parts 171 through 177, as amended, shall be utilized.

6. Hazardous materials regulated in this section shall include, but not limited to, those materials enumerated in:

    a) Regulations of the DOT published in 49 CFR Parts 100 through 200, as amended.

    b) The Director's List, as amended, issued by the Director of the California Department of Industrial Relations in eight (8) California Administration Code, Section 339.

    c) Section 66680 and 66685 of Title 22 of The California Administration Code, as amended, as a hazardous and/or extremely hazardous waste or non-waste form.

    d) The list of Environmental Protection Agency (EPA) pollutants, 40 CFR, Section 401.15, as amended.

    e) A list of hazardous materials prepared by the Director of Health pursuant to the Health Code.

7. 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 the requirements of the EPA or the California Department of Health Services, or which should have been, but was not determined to be hazardous due to the requirements of the EPA and/or the Department of Health Services (State and County).

8. All applicable regulations governing explosives, which are acceptable for transportation, must be strictly adhered to. Any other material subject to Federal or State regulations governing hazardous materials must be handled in strict compliance with those regulations and any other more restrictive regulations that the Airport Director might deem necessary to impose. Any waiver of such regulations or any part thereof by the FAA or by any other competent authority shall not constitute or be construed to constitute a waiver of this rule by the Airport Director or an implied permission by him/her.

9. Advance notice of at least 24 hours shall be given to the Airport Director through the Airport Operations Section at (951) 203-7797 for any operations requiring permission pursuant to this rule.

10. 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 fire or property at the Airport. The Airport and Riverside County Fire Departments shall provide the Airport Director with information relative to the hazards of any material subject to this section.

11. All Airport tenants involved with the handling of hazardous materials must provide the Airport Director with a Hazardous Materials Removal Plan. 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 shall be updated annually.

5.04 Fire Extinguishers and Equipment

1. Fire extinguisher equipment at the Airport shall not be tampered with nor used for any purpose other than firefighting or fire prevention. All such equipment shall be inspected in conformity with the NFPA Codes. Tags showing the date of the last inspection shall be left attached to each unit.

2. Fully charged and currently inspected fire extinguishers, of the type recommended by NFPA Codes for specific materials, are required at all locations handling flammable materials. Adequate and accessible fire extinguishers shall be provided by lessees and maintained in proper working order.

3. Airport fire protection systems and equipment shall not be tampered with at any time. No person other than authorized employees of the County or its designee shall turn such equipment on and off, or operate any other Airport equipment, except tenants in their respective leased areas.

5.05 Open Flames

1. Open flame welding at gate positions or buildings must be reported in advance to Airport Operations and the Airport Fire Department.

2. A fireguard is required at all times during welding.

3. Open flame welding within 200 feet of aircraft fueling operations is prohibited.

5.06· Reporting Fires

Any person observing any unattended or uncontrolled fire on the Airport premises shall immediately report it directly to the Airport Command Center at 911 and (951) 203-7797. No person shall make any regulation or order, written of verbal that would require any person to take any unnecessary delaying action prior to reporting such fire to the Fire Department.

5.07 Litter and Cleaning of Allotted Space

1. Each tenant at the Airport shall keep their allotted space policed and free from rubbish and debris (FOD). Flammable materials shall be stored only in approved containers in or about tenant areas and all floors shall be clean of fuel, oil and litter.

2. The use of volatile flammable solvents for cleaning floors is prohibited. 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. Clothes lockers shall be constructed of metal or fire-resistant materials.

5.08 Cleaning Ramps and Other Surfaces

Any spillage or dripping of fuel, oil, grease or any other material, which may be unsightly or detrimental to the pavement in any area on the Airport, shall be removed immediately by suitable procedures in a manner satisfactory to the Airport Director. The responsibility for the immediate removal of such fuel, oil, grease or other material shall be assumed by the operator of the equipment causing it.

5.09 Control of Contaminants

1. 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 or Open water areas without a separator or unless connected to an industrial waste system.

2. Equipment used to scrub pavement surfaces must have the capability of picking up all cleaning water for disposal at a location equipped with an adequate clarifier. One such system is located at the FBO equipment storage area near S-2 gate.

5.10 Fueling Operations

1. Aircraft fueling is prohibited while the engine of the aircraft being fueled is running or while such aircraft is in hangar.

2. Fueling/defueling operations shall be prohibited during electrical storms as determined by the Captain of ARFF Services and the Duty Superintendent of Airport Operations. Guidance for this determination shall be obtained from the most current provisions of the NFPA publications.

3. During all aircraft refueling operations, the fueling vehicle or mobile equipment and the aircraft must be properly bonded to prevent the possibility of ignition of the fuel by static electricity.

4. Prior to any transfer and during refueling or defueling of aircraft, the tank vehicle and the aircraft shall be bonded to vehicle and aircraft. Bonding of an under wing refueling nozzle to the aircraft is not required when a metal to metal clamping contact between the nozzle and the filler connection is affected.

5. No refueling vehicle shall be parked, stored, repaired or operated within 50 feet of a building or hangar, other than a refueling service area, or within ten (10) feet of any other refueling vehicle.

6. During fuel handling operations in connection with any aircraft, at least one wheeled-type fire extinguisher meeting the requirements of NFPA 407 shall be immediately available for use in connection therewith.

7. No person shall perform any act or use any material that is likely to cause a spark within five (5) feet of such aircraft.

8. No airborne radar equipment shall be operated or ground tested on any passenger ramp, apron 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.

9. During fuel handling in connection with any aircraft, no person shall operate any radio transmitter or receiver, or cell phone, or switch any electrical appliance off or on in such aircraft.

10. During fuel handling in connection with any aircraft, no passenger shall be permitted to remain in such aircraft or to enter or depart from such aircraft unless a qualified attendant is at each door that is in use for this purpose, and unless means of safe egress is in position in the event that such device is required for the safe and rapid debarkation of the passengers. Pilots and aircraft mechanics are exempt.

11. During fuel handling operations in connection with any aircraft, no person shall allow any motorized ground equipment to be positioned under such 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 position a vehicle under a wing tip.

12. Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of fuel.

13. All operators of aircraft at the Airport who receive and all persons who supply aviation fuel shall use the aviation fuel storage area and delivery facilities designated by RIV for such use.

14. If for any period during which these facilities are not available, the operators may make other arrangements with their suppliers of aviation fuel for deliveries thereof to their aircraft, provided that such other arrangement shall be subject to the approval of the Airport Authority and/or Airport Fire Department from the standpoint of safety, traffic control and similar matters.

15. The transfer of bulk aircraft or commercial fuel from one fuel service vehicle to another is prohibited within the boundaries of the Airport unless permitted by the Airport Authority and/or Fire Department.

16. Automotive and ramp equipment other than refueling service vehicles and tank vehicles shall be refueled by fuel service contractors authorized by the RIV and only at prescribed locations from dispensing systems approved by the Airport Director.

17. The presence in or upon the Airport of over-the-road tank vehicles and refueling service vehicles is likely to endanger persons or property in or upon the Airport and render the use of the Airport unsafe. No such tank vehicle and refueling service vehicle shall be allowed in or upon any area of the Airport (less bulk fuel storage facility) and render the use of the Airport unsafe. No such tank vehicle and refueling service vehicle shall be allowed in or upon any area of the Airport unless it conforms to the rules and regulations provided in this section, in addition to all other rules and regulations for the use of the Airport.

18. 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 Airport Authority and/or Fire Department.

19. Every fueling vehicle shall be provided with signs visible from the outside and showing the name of the firm or cooperation operating said vehicle and the type of fuel contained therein and in accordance with DOT and NFPA Section 407.

20. All fueling vehicles operating in or upon the AOA of the Airport shall be properly equipped and maintained and must meet the requirements established by RIV and in accordance with DOT and NFPA Section 407.

21. All fueling vehicles operating in or upon the AOA of the Airport are subject to on the spot inspection by a duly authorized representative of the Airport Director to determine if the vehicle meets RIV requirements for safe operating conditions.

22. Smoking by any person on or within 50 feet of a tank vehicle or refueling service vehicle is prohibited.

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

24. The driver, operator or attendant of any refueling vehicle shall be in attendance with the vehicle at all times when the vehicle is fueling or defueling an aircraft.

25. During the filling of bulk fuel storage tanks or refueling vehicles, no compartment shall be completely filled and the driver/operator or attendant shall be present at the vehicle at all times. The fuel tank vehicle the tank truck filling rack, and the flammable liquid discharge piping shall all be grounded to a point of zero electrical potential.

26. 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, or during loading and unloading operations.

27. 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 (5) or more vehicles are parked, there shall be 150 pounds of dry chemical wheel-type fire extinguishers positioned so one or more units will be located no 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 Director.

28. The motor of a fueling tank vehicle shall not be run 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 or while making and breaking hose connections.

29. During refueling or defueling, tank vehicles shall be placed so as to be readily removable in the event of fire, to permit direct driving away from the loading or refueling position. Not more than one fueler shall be positioned to refuel each wing of an aircraft and not more than two fuelers shall be positioned to serve the

same aircraft. When high capacity aircraft are refueled, additional fuelers shall not be parked or positioned within 100 feet from the aircraft served and then only in areas approved by the Airport Director.

30. When it is not feasible to dispense automotive fuel from underground tanks with a fixed fueling system, the Airport Director 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 Director.

31. Automotive fuel dispensing vehicles shall not dispense fuel unless properly grounded.

32. Automotive and aviation fuel dispensing vehicles shall carry at all times a sufficient quantity of absorbent material, approved by the Airport Director, to contain accidental fuel spills.

5.11 Fuel Spills

1. In the event of a fuel spill, which involves Jet A, or other aviation fuel, the fueling operator shall immediately notify the Airport Command Center at 911 and (951) 203-7797. The individual shall also immediately notify the Airport Director through the Airport Operations Section at (951) 203-7797 whenever any amount of fuel is spilled, regardless of type.

2. In the event passengers evacuate an aircraft because of a fuel spill, passengers shall not be readmitted to the boarding bridge, gate area or the aircraft until permitted by the Airport Fire Department.

3. In the event of fuel spillage and when there is no apparent presence of fire, fuel delivery units shall not be moved until the spill is dispersed or removed. Spilled fuel must be cleaned up immediately and the area secure. No aircraft or vehicular movement shall be allowed in the area until authorized by the Airport Fire Department.

4. No person shall start the engine of any aircraft when there is fuel on the ground under such aircraft.

5. Automotive or other internal combustible engines, in the fuel spill area, are not to be turned off, started or moved unless authorized by the Airport Fire Department.

5.12 Aviation Fuel Permits

All petroleum companies, business, general aircraft maintenance and service companies (FBOs) and bona fide single fleet operators of aircraft shall be required to obtain an appropriate permit (Non-exclusive Vendor Permit (NVP)), issued by the Airport Director through the RIV Administrative Section in order to affect the delivery of fuel on the Airport.

5.13 Tenant Fueling Services

Tenants who perform fueling services must have an approved training program for their employees which conforms with regulatory standards and provide written

certification once a year to the Chief, Airport Fire and Safety, that the training required by this section has been accomplished and identifies an adequate recurring training program.

5.14 Aircraft Parts Cleaning Materials

Cleaning of aircraft parts and other equipment indoors shall be conducted with nonflammable cleaning agents. When flammable combustibles must be used, only liquids having flash points in excess of 100 degrees Fahrenheit (38 degree Celsius) shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the Uniform Fire Code and NFPA 410.

5.15 Paint, Varnish and Lacquer Use

For paint, varnish or lacquer spraying operations, the arrangement, construction, ventilation, protection of spraying booths and the storing and handling of materials shall be in accordance with the standards of the Uniform Fire Code and the NFPA Codes and shall not be in quantities requiring permitting by SCAQMD.

5.16 Sewage. Industrial Waste, Toxic and Hazardous Waste

1. Tenants shall comply with the requirements of RIV's Hazardous Materials Management Programs/Business Plans regarding the discharge of sewage and industrial waste.

2. 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, Code of Federal Regulations, Part 261 or succeeding legislation) in or upon the Airport.

5.17 Methanol Storage

1. Methanol should be treated in the same manner as gasoline.

2. Only two (2) containers of methanol may be stored at gate positions but not in or under buildings or stairways.

3. The bulk storage of methanol will be on leaseholds only in approved flammable storage cabinets.

SECTION 6
AIRCRAFT NOISE MANAGEMENT OPERATING PROCEDURES AND RESTRICTIONS

6.01 General

This section sets forth the RIV's informal noise management plan for air traffic preferential runway use procedures and includes, or references, RIV's formal noise management ground operations restrictions and other airport noise management procedures, restrictions and regulations involving aircraft operations.

All aircraft operators shall comply with Federal Aviation Administration (FAA) regulations and procedures for noise management and noise emission standards and with all rules, policies, procedures, resolutions and ordinances established by the March Joint Powers Authority, the March Inland Port Airport Authority and Air Force relative to noise management.

6.02 Operational Responsibilities

1. Air Traffic Control (ATC) shall employ the noise management preferential arrival and departures to RWY 14/32 as specified herein. Recognizing that under certain conditions, it may be necessary to prescribe deviations because of aircraft emergencies, adverse weather, or field construction and maintenance work. RWY12/30 is closed to public use. Nothing in these procedures shall limit the discretion of either ATC or the pilot with respect to the full utilization of the airport facilities in an unusual situation.

2. Pilots of large aircraft (greater than 12,500 pounds) and pilots of all turbine powered aircraft who are assigned a noise management departure profile by ATC shall use the runway and departure assigned unless the pilot determines that in the interest of safety another arrival/departure shall be used.

6.03 Reporting and Implementation Responsibilities

1. Airport Operations is responsible for maintaining the noise management plan.

2. Airport Operations shall receive and record all reported and observed deviations from the Aircraft Noise Management Operating Procedures and Restrictions Contained herein and, as appropriate, will contact the FAA, aircraft owners; pilots, airline officials, community complainants or others concerning such deviations.

3. Airport Operations shall, in cooperation with the FAA, airlines, pilot user groups and other MIPAA offices, prepare and, as necessary, revise the Aircraft Noise Management Operating Procedures and Restrictions set forth herein.

6.04 Runway Use Procedures

1. During airport closure hours 2300-0700 and holidays, only aircraft with prior approval and/or tenants authorized to operate during 2300-0700 shall utilize

runway arrival/departure runways and arrival/departure procedures assigned by ATC and SOCAL TRACON.

2. Operators intending on operating during 2300-0700 and holidays shall coordinate airline flight plans with ATC to ensure the proper noise abatement procedure profile route is utilized on departure contingent upon pilot determination that in the interest of safety another departure shall be used and such departure is authorized by ATC.

6.05 Maintenance Restrictions / Engine Run-ups

1. Tower approval is required prior to conducting any aircraft engine runs on the flight line. Maintenance personnel shall coordinate engine runs through Military Base Operations at (951) 655-4404 and Airport Director at (951) 203-7797 prior to contacting Tower. Maintenance personnel shall provide to Base Operations the callsign, type aircraft, tail number, and current location. Base Operations shall pass all information provided to Tower controller. Maintenance supervisor shall initiate radio contact using the FM Ramp net or published Ground Control frequency, obtain approval, and maintain two-way radio contact with Tower while conducting engine runs. The maintenance supervisor will provide the type aircraft, tail number, and current location. Members of the maintenance team shall continuously monitor the FM Ramp net or published Ground Control frequency while engine runs are in progress. The maintenance supervisor shall notify Tower when engine runs are complete.

2. All jet engine runs, regardless of time of day, must be coordinated and have prior approval from ATC and Airport Director. Therefore, engine run-ups are prohibited without prior approval.

3. The run-up of aircraft engines for maintenance or test purposes on leased or non-leased areas is prohibited between the hours of 2100-0800 unless waived on an individual case by the Airport Director or his/her duly authorized representative.

4. Idle engine checks shall be conducted for the minimum time required to accomplish the necessary maintenance or preflight check.

5. Lost Radio Contact. If contact with Tower is lost at any time after an engine run is approved, the maintenance supervisor should discontinue the engine run and obtain a replacement radio. Engine runs are prohibited when two-way radio contact can't be maintained with Tower.

6. General aviation aircraft at MIPAA do not need to coordinate with AM and Tower for engine runs except per 6.05.3. Other aircraft at MIPAA shall coordinate engine runs per 6.05.1. to 6.05.5.

SECTION 7
AIRFIELD BUS OPERATIONS
POLICY AND OPERATIVE PROCEDURES

7.01 Policy

1. All transportation of passengers on the Aircraft Operating Area (AOA) will be accomplished by the Airline Contracted Passenger Bus (ACPB).

    a. Examples of types of service would be transfers between terminal buildings and aircraft parked at terminal gates, remote gates or pad areas group connections between aircraft, emergency operations or mechanical problems.

    b. An exception to this policy would be the last-minute check-in of a passenger who might then be transported via company vehicle to the aircraft.

    c. Intoxicated passengers will not be transported on the ACPB.

    d. Stretcher cases cannot be accepted on an ACPB since most commercial buses are not designed to safely accommodate them. The airline shall make arrangements for ambulance or similar conveyance to be available as needed.

    e. The Airfield bus cannot be used to transport passengers between terminals on a scheduled basis.

    f. The Airfield bus cannot be used to transport passengers to off-airport destinations unless passengers are military troops.

2. All requests for approval to utilize ACRB use must be made through the Airport Operations Section, Duty Superintendent of Operations (Duty Superintendent) at (951) 203-7797.

3. Requests for ACPB service shall be honored on the basis of the request. Examples below:

    a. Revisions to ETA's or ETD's.

    b. Indefinite delays or flight cancellations.

    c. Emergency situations, i.e., aircraft incidents, bomb threats, etc.

    d. Military troop movement charters.

    e. Flight diversion operations.

7.02 Airline Responsibilities

1. Airline representatives are to comply with this section regarding ACPB requests and general rules.

2. It is the responsibility of the airline to provide accurate information regarding time of service (ETA or ETD), specific gates or aircraft parking locations, number of passengers to be transported, etc., when requesting ACPB approval. Revisions to initial information must be supplied to the Duty Superintendent, as soon as possible.

3. Airlines are to furnish agents or representatives for the following situations:

   a. An agent is to be present at a terminal gate to check passengers onto the bus, or to direct arriving passengers into the building. Passengers will not be loaded onto a bus from a terminal or an arriving aircraft if no agent or representative is at the pick-up location.

   b. An adequate number of agents or representatives shall be available to control their passengers, especially on the ramp area, when directing them to an aircraft stairway or terminal gate.

   c. There shall be an agent with each busload of passengers being transported. The airline is responsible for the control of its passengers during transport.

   d. The agent shall indicate which side of the aircraft to use in loading or unloading passengers.

   e. Prior to the arrival of the ACRB to the aircraft or bus gates, the agent shall direct ramp personnel to remove any hazards or obstructions so as not to impede loading/unloading activities.

   f. Agents or representatives of the airline shall not attempt to have a bus operator violate any airport rules or move the bus in any situation, if in the judgment of the bus operator, it would be unsafe to do so.

   g. When appropriate, the agent shall make all pertinent announcements on the public-address system to the passengers regarding airline information significant to them, e.g., delays in loading, connection information, baggage claim carousel numbers, etc.

   h. The agent or representative shall indicate to the bus operator when to proceed/depart.

   i. An agent or representative shall remain with any passenger awaiting the arrival of wheelchair service or ambulance vehicle. The airline is responsible to attend to its passengers, not the bus operator.

   j. The airline is responsible for articles left by its passengers on the ACRB. An agent should check the interior of the bus after all the passengers have disembarked.

7.03 General Rules

1. All ACRB vehicle must be escorted onto and off of the AOA by an authorized airport employee with appropriate badge media and escort privileges
2. Military troops shall be in the control and custody of military leadership at all times.

3. Handicapped and medical condition transported passengers must be accompanied and handled by airline representatives i.e., agents and/or wheelchair service attendants.

4. Incapacitated passengers i.e., persons wearing splints, braces, casts, or on crutches, will be boarded in a manner so as not to present a hazard to themselves or other passengers. The airline is responsible for providing an attendant if needed.

5. Elderly and/or infirm passengers who appear to be unable to care for themselves and need attendance or guidance in their travel will be considered incapacitated and shall be the responsibility of the agent.

6. Children unaccompanied by parents or guardians must be attended by an airline representative.

7. Passengers' family, friends or guests are not permitted to ride out to meet an arriving flight or to accompany them to a departing aircraft.

8. Guide, service and signal dogs are acceptable for transport when accompanied by their owner. (California Civil Code Sections 54.1, 54.2, 54.3 and the Penal Code Section 365.5)

9. Except as otherwise provided in Title 49 CFR Part 1540, no person may carry on or about his person a deadly or dangerous weapon, either concealed or unconcealed, on an ACPB.

10. Cargo, i.e., United States mail pouches, air express, freight, company material shipments or company mail shall not be carried on the bus. The bus operator is forbidden to deliver papers, envelopes, documents, etc., for an airline or its agents between the terminal and an aircraft.

SECTION 8
OPERATING AGREEMENTS AND PERMITS

8.01 Definitions

1. "Landing"- the actual landing of an aircraft at an airport, whether such landing be planned or an emergency landing, but shall not refer to an emergency landing made following takeoff from RIV.

2. "Maximum Gross Landing"- the FAA Certificated Maximum Gross Landing Weight or actual gross landing weight of aircraft, if no such specification exists. MGL is used in computing fees, except for aircraft weighing less than 12,500 pounds.

3. "Air Carrier"- any person, or persons, including corporations, that undertakes, whether directly or indirectly or by lease or any other arrangement, to engage in air commerce.

4. "Signatory Air Carrier"- any Carrier who has executed an RIV Operating Use and Terminal Lease Agreement or an RIV Air Carrier Operating Agreement under authority granted by the Board.

5. "Non-Signatory Air Carrier"- an itinerant air carrier not having an agreement or permit.

6. "Revenue Landings"- All landings of aircraft at RIV accept the following:

    a. Landings of aircraft owned and operated by agencies of the U.S. Government.

    b. "Ferry Landings"- Landings of aircraft without revenue passengers and/or cargo on board, operated by an Airline other than a non-scheduled or on demand air taxi operator for the purpose positioning aircraft to enplane passengers and/or cargo for originating a flight.

7. "Public Aircraft Parking Areas"- Those areas which are located at Fixed Base Operators (FBOs) or non-preferential gates.

8.02 Non-Exclusive Operating Permit or Landing Fee Agreement

Commercial aircraft activity at RIV is subject to certain conditions and restrictions as specified by the provisions of this section.

8.03 Non-exclusive Operating Permit

1. No person shall operate as a scheduled air carrier from the Airport unless in possession of a valid Non-exclusive Operating Agreement or is a signatory to an Airport/Airline Lease Agreement for RIV.

2. Requests for Non-exclusive Operating Permits should be directed to RIV Airport Director at (951) 203-7797

3. Non-exclusive Operating Permit for a limited number of flights may be requested through RIV Airport Operations office 951.203.7797.

8.04 Charges and Fees

1. In accordance with the March Joint Powers Authority Board of Commissioners' approval of the March Inland Port Airport Authority Fee Schedule on 12/17/2014 and as amended from time to time, MIPAA is authorized to fix, regulate and collect rates or charges for the use of airport in accommodation of air commerce.

2. All charges and fees are subject to periodic review and change.

8.05 Non-Exclusive Vendor Permits

Companies desiring to do business at/on March Inland Port Airport owned property must obtain a Nonexclusive Vendor Permit (NVP) before any service work is initiated from the Airport Authority. Companies providing into plane fueling services, ramp services, passenger services and other contract services; such as catering trucks, baggage delivery, skycap and custodial, security, janitorial and any other support services, shall obtain a license to provide such service prior to conducting billable business at this airport. The NVP is applicable to short and long-term service agreements/contracts with tenants and users of the airport.

8.06 Application for Non-Exclusive Vendor Permit

1. Requests for vendor permits should be directed to RIV Administration Section at 951.203.7797 in advance of signing service agreements or conducting any work.

2. The specific prerequisites for vendor permit status are:

    a. Letter of Intent- Letter from applicant stating the exact nature of the services that will be provided, including legal company name and corporation information, if applicable.

    b. Confirmation Letter- Letter from any tenant or airline station manager for whom contract services are to be performed. This document should be on their letterhead confirming their intent to do business with the license agreement applicant.

    c. Application Form- This document is provided by RIV and must be fully completed before submission.

    d. Insurance- Evidence of insurance must be submitted on RIV "Additional Insured Endorsement· Forms". Insurance requirement questions may be directed to the Risk Management Office at 951.203.7797.

8.07 Terms, Reports and Fees

1. Non-exclusive vendor permits shall be effective on a month-to-month basis not to exceed 5-years. Before the end of any five-year term, Permittee shall re-apply for the NVP.

2. An annual permit fee of $500.00 will be submitted to the Authority. The annual permit fee applies to all permits issued regardless of term of permit.

3. A monthly report of operations shall be filed before the fifteenth of the month. The report form provided by the Authority, or company approved form, shall requests an itemized list of a services billed, company name, type of services provided and gross billable amount which was provided in the prior month. The 10% surcharge shall be calculated from the total of gross billings for the prior month

4. By the 10th of each month, fees shall be paid via mail remittance to March Inland Port Airport Authority for each preceding month the permittee has an active NVP with RIV, regardless if revenue was realized. A zero-revenue report is required in those cases.

5. Fees are applicable for services provided to all parties.

8.08 Affirmative Action Requirement

This document is also a requirement of the Authority. Approval is given annually and information must be resubmitted upon renewal of expired NVP.

The AAR's are included in the NVP Application document as attached herein as Appendix 2.

8.09 Best Management Practices (BMP)

This document is also a requirement of the Authority. All Permittees must consent to compliance of the Authority's minimum BMP requirements and standards.

The BMP's are included in the NVP Application document as attached herein as Appendix 2.

8.10 Film Permits

Before the Authority prepares a preliminary cost analysis for your production, Authority requires a (non-binding) Letter of Intent on production company letterhead.

Before a program can be approved, the following information must be provided to MIPAA at least three business days in advance of the desired approval date:

A signed copy of the MIP "FILM PERMIT"

A copy of the script section pertaining the filming/photography to be conducted at RIV

Insurance approved on file with MIPAA Risk Management. Required insurance is General Liability, Excess Liability, Automobile, and Workers Compensation. Required coverage for Excess Umbrella and Automobiles is $1,000,000.00 in public areas and, $5,000,000.00 for all Airfield aircraft parking and ramp areas. The March Joint Powers Authority, its officers and employees, shall be named as additionally insured on all liability policies.

Submit completed MIPAA insurance forms to:

March Inland Port Airport Authority
Risk Management
14205 Meridian Pkwy., Ste 140
Riverside, CA 92518
Phone (951) 656-7000

A deposit check guaranteeing payment of fees and charges in an amount equivalent to 120% of the estimated charges in the preliminary cost sheet. Please make all checks payable to:

March Inland Port Airport Authority
14205 Meridian Pkwy., Ste 140
Riverside, CA 92518
Phone (951) 656-7000

The Film Permit Application is attached herein as Appendix 2.

SECTION 9
RULES AND REGULATIONS OF MARCH INLAND PORT GOVERNING THE PERMIT PROGRAM FOR THE OPERATION OF COMMERCIAL VEHICLES TRANSPORTING PASSENGERS AT MARCH INLAND PORT AIRPORT (RIV)

9.01 General

All commercial vehicles and the owners, operators, and drivers thereof transporting or offering to transport passengers shall operate at March Inland Port Airport (RIV) in compliance with the applicable rules and regulations contained herein.

9.02 Definitions

Airport Shuttle Stop: The curb space designated with an "Airport Shuttle" sign is for the exclusive use of the buses serving Airport parking lots, terminals, and car rental companies at the Ground Transportation Center.

Airport Director: RIV Airport Director or his/her authorized representative.

Airport Authority: March Inland Port Airport Authority (RIV)

AVI (Automatic Vehicle Identification) System: A communications system consisting of a series an electronic tag (transponders) and tag readers. The transponders are placed on the roof or windshield of commercial vehicles accessing RIV. The readers are installed at strategic points to cover entrances, exits, and access roads.

Bus: A commercial vehicle designed for carrying more than 15 persons, including the Driver.

Bus Stop: Curb space designated for public transit buses and marked with signage reading "Public Bus Stop" which may or may not include the transit company logo(s) and route number(s).

Charter Party Carrier of Passengers: See TCP.

Charter Vehicle: A commercial vehicle, including charter buses, vans, limousines, sedans, and station wagons owned by an operator holding a charter party carrier permit from the State of California Public Utilities Commission (PUC).

Circuit: Complete or partial loop of an access roadway in front of a terminal or the Ground Transportation Center.

Commercial Vehicle: A motor vehicle of a type required to be registered under this code designed, used, or maintained to transport persons or property for hire, compensation, or profit.

Common Carrier: Persons and corporations including passenger stage corporations, providing transportation for compensation to or for the public as specified in the California Public Utilities Code.

Concession Van Stop: The curb spaces designated for the loading of on-call passengers by PSC Door-to-Door concessions.

Courtesy Vehicle: A commercial vehicle operated by or on behalf of a hotel, motel, car rental, travel agency, private parking lot company, auto auction or similar business which transports passengers or customers to and from Airport without charging a fee for said transportation.

Courtesy Vehicle 'Stop: Curb space designated for the immediate loading and unloading of courtesy vehicle passengers and baggage. All car rental courtesy vehicle stops are located only at the Ground Transportation Center (GTC).

Crosswalk: Portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface.

Cruise: A vehicle driving on any Airport road for the purpose of soliciting an arrangement to transport one or more passengers from the Airport.

Curbside Coordinator: An employee, agent or individual authorized by the Airport to be stationed at designated curb location to facilitate customer transportation needs and ground transportation activities.

Door-to-Door Van Stop: Curb space areas designated for the unloading or loading of PSC passengers.

DMV: California Department of Motor Vehicles

Driver: An employee, agent, or independent contractor of an operator who drives or operates a commercial or courtesy vehicle upon Airport property.

GO: General Order of the California Public Utilities Commission.

Ground Transportation Center (GTC): Central on-airport facility for car rental services. All car rental customers will be bused between the terminals and GTG by Airport shuttles. Off-airport car rental courtesy vehicles will drop off and pick up at the designated area(s) at the GTC.

Holding Area: Area designated by RIV for use by commercial carriers to hold over until arrival time of reservation customers or until notified by curbside management staff that the passenger is waiting at the loading zone to be picked up.

ICC: Interstate Commerce Commission

Limousine: Any luxury sedan, or either standard or extended length, with a seating capacity of not more than nine (9) passengers including the driver, used in the transportation of passengers for hire on a prearranged basis within California.

"Livery" License Plates: Limousines and luxury sedans licensed by PUC have the word "Livery" in red letters printed at bottom edge of license plates.

LSO: Landside Operations Division at March Inland Port Airport.

MIPAA: March Inland Port Airport Authority

Non-Concession Van Stop: The curb space designated for the loading of PSC Permittee passengers and their baggage.

On-Call Service: Pick up and drop off transportation services conducted by a company authorized by the PUC to operate on-call or door-to-door services and initiated by a request from a customer.

Operator: A corporation, company, association, entity or individual holding authority from RIV to operate one or more commercial vehicles on the Airport.

Permit: A written authorization issued by the Airport Director which authorizes specific activity within the Airport.

Person: An individual, driver, operator, agent, corporation, partnership, or company.

PSC: Passenger Stage Corporation. Every corporation of person(s) engaged as a common carrier for compensation operating in the State of California under the authority of a PSC certificate, and as further defined in the California Public Utilities Code. Sec 1031 PUC

PSC and TCP Drop Off Zone: The curb space designated for the immediate unloading of passengers of PSC and TCP vans and buses.

PSC Concession: PSC operating under the terms and conditions of an Airport Concession Agreement.

PSC Permittee: PSC operating under the terms and conditions of an Airport Operating Agreement.

PUC: California Public Utilities Commission or the codes or statutes of the Public Utilities Commission.

Reservation: Prearranged transportation including arrangements made at the Airport.

RIV: March Inland Port/Authority

Sedan: A commercial vehicle designed to carry five (5) or less passengers, not including the driver. Sedan does not include "taxicabs: which are defined hereinafter.

Solicitation: Any uninvited initiation of a conversation by a driver or agent of an operator with any potential customer, especially for the purpose of enticing or persuading said customer to use any service or facilities provided by the operator or any other operator.

Station Wagon: A dual purpose commercial vehicle designed for the transportation of persons and also designed in such manner that the seats may be removed or folded out of the way for the purpose of increasing the property carrying space within the vehicle. The term includes, but is not limited to, types of vehicles that carry the trade names of station wagon, estate wagon, town and country wagon, and country sedan.

TCP: Transportation Charter Party. A common carrier holding PUC Certificate or permit authorizing the bus, van, or limousine transportation of passengers on a prearranged basis only. The party arranging the transportation has the exclusive use of the vehicle.

TCP Stops: Curb spaces designated for the unloading or loading of TCP bus, van, and Limousine passengers.

Taxicab: A Commercial vehicle equipped with a taximeter authorized by the Airport and the City of Moreno Valley to operate as a taxicab.

Taxicab Concession: Taxicab operating under the terms and conditions of an Airport Concession Agreement.

Taxicab Permittee: Taxicab, operating under the terms and conditions of an Airport Operating Agreement not authorized to transport outbound passengers.

Taxicab Stand: The curb space designated for taxicab loading and managed by a curbside coordinator authorized by the Airport.

Trip Ticket: Proof of trip payment to be displayed by TCP carriers on vehicle dashboard or windshield.

Van: A commercial vehicle, designed to carry between six (6) and fourteen (14) passengers, not including the driver. Conventional passenger station wagons shall not be considered vans.

VC: California Vehicle Code

VIN: Vehicle Identification Number

Waybill: A document or mobile data terminal containing an itemized account or list of passengers to prove evidence of transportation.

9.03 Enforcement

1. Violations: Violations of these rules and regulations may lead to the temporary suspensions (revocation) of the operator's right ("permit") to operate on the Airport. Repeated violations may lead to further suspensions of longer duration and ultimately to permanent termination of an operator's concession or NVP with the Authority. Immediate suspensions may result from violations of safety or authorization rules and may apply to the driver and/or vehicle involved. By enforcing these rules, the Authority hopes to encourage orderly and safe ground transportation activities at RIV. (E)

2. Citations: Any Airport police officer, peace officer, or any employee of RIV designated by the Airport Director shall have the authority to enforce these rules and regulations as stipulated.

    a. Traffic Citations: Any peace officer, police officer of the City of Moreno Valley, or any safety officer, traffic officer, special officer or security officer employed by MIPAA or Air Force is authorized and empowered to issue a citation to any person, or detain the same as required, that is in violation of any provision of the Moreno Valley Municipal Code, any applicable provisions of the State of California Vehicle Code, or any provisions of other state or federal statutes. (C)

b. Administrative Citations: Administrative citations will be given for any infraction of these rules and regulations. Any safety officer, traffic officer, or other designated person employed by MIPAA or Air Force is authorized to issue administrative citations for violations of these rules. These citations may be given in addition to any citations for violations of local, state, or federal laws. (D)

3. Administrative Penalties: The following listed penalties include all infractions received under a specific code type, or as otherwise noted, and within the noted period of time. May of the rules specify the actions of a driver, however, the carrier who is permitted by the Airport Director is responsible for the activities of its drivers. Therefore, these penalties are against the carrier, and consequently, all of its vehicles will be suspended when a suspension takes place.

Code	Number of Violations	Suspension Penalty
A	5 violations in 360-day period	1 day
B	5 violations in 360-day period	3 days
C	3 violations in 360-day period	5 days
D	2 violations in 360-day period	10days
E	1 violation	Immediate 10-day suspension or until proof of correction is accepted by Landside staff
A&E	Combinations	15-30 days

Carriers found operating at the Airport while on suspended status will be subject to the complete terminations of its Airport Operating Agreement.

4. Administrative Hearing: When an operator, driver, employee or agent of any operator is formally accused of violating these rules and regulations or when notified that a suspension is to be imposed, the operator holding the applicable Authority permit shall have the right to an informal hearing before an impartial hearing officer provided by Authority. Operator requesting the hearing shall notify Airport Director within 10 days of citation/suspension receipt. The right to a hearing shall not be granted where the basis of the violation has been proven in a court of law or before another local, state or federal regulatory or governmental agency. Administrative hearings are public hearings and may be attended by other operators, drivers, Authority personnel and members of the public.

5. Time of Hearing: Except in situations involving safety, the revocation of any federal, state, or city authorization to operate, the termination of insurance coverage, or any other condition of like seriousness, operators shall have the right to timely hearing on any alleged violation or suspension.

6. Hearing Conduct: It is prohibited for a driver or representative of a company to engage in disruptive behavior in an administrative hearing or within the immediate vicinity of the Administrative Hearing Location/Office.

7. Evidence: It is at the discretion of the hearing officer(s) to request and/or accept information from any interested or informed party, including Airport law enforcement personnel and Airport officials. It is the responsibility of the involved operator to have all relevant evidence ready for presentation at the time of the hearing.

8. Termination of Concession or NVP Agreement: The right at the Authority to terminate any concession or NVP agreement to operate at Airport shall be governed by the terms and conditions of the applicable agreement. Hearing rights are not guaranteed to an operator where the Authority seeks to terminate any such Airport concession or NVP agreement. The number of violations or suspensions imposed upon an operator may be considered by the Authority in its decisions to terminate an agreement.

However, the Authority may terminate any concession or NVP agreement based upon the terms and conditions of the applicable agreement notwithstanding the violation, suspension, or penalties imposed or pending under these rules and regulations.

9.04 General Rules and Regulations Applicable to All Commercial Operators

1. Authority to Operate: All commercial vehicles shall have current evidence of the following: (E)

   a. Commercial vehicle registration from the DMV in the vehicle.
   4000(a) VC
   4454(a) VC
   4462(a) VC

   b. Unexpired license plates of the appropriate type (or a temporary permit) from the DMV attached to the vehicle and a corresponding VIN.
   5200 VC
   5202 VC
   5011.5 VC

   c. Where applicable, the appropriate California Public Utilities Commission (PUC) or Interstate Commerce Commission (ICC) and/or Authority permit, certificate, or authority to operate, including the display of applicable permit, certificate, or authority number where required.
   1031 PUC
   5371 PUC
   34507 VC

   d. Valid insurance coverages as required by the Authority and DMV.
   16028(a) VC

   e. An RIV operating, concession, or NVP agreement issued by the Authority for the type of operation conducted.
   3.02 GO 157 PUC
   3.01 GO 158 PUC

f. A Authority permit decal or sticker ["Permit"] permanently affixed to the vehicle (Issued to vehicles operated by an operator holding a NVP or concession agreement from the Authority for RIV operations.) Permit shall not be transferable or assignable but shall be returned to the Authority if the vehicle is removed from service.

g. Excluding charter limousines, autos-for-hire, courtesy limousines, and charter vans with a capacity of fewer than 15 passengers, a vehicle fleet number shall be displayed in such size as to be easily readable by the public.
4.03 GO 157 PUC
4.03 GO 158 PUC

h. A valid Automatic Vehicle Identification (AVI) transponder affixed to the vehicle. It shall be illegal to operate and/or board passengers without a valid, properly functioning AVI transponder affixed to the vehicle without authorization from an airport representative. Transponders shall not be transferable or assignable but shall be returned to the Authority if the vehicle is removed from service. This requirement may be waived by the Authority for temporary use of a vehicle by a charter party carrier or courtesy vehicle operator or for charter vehicles not based in Southern California.

2. Compliance with Law: Drivers of commercial vehicles shall strictly comply with these rules and regulations and those applicable rules, regulations, and laws found in the California Public Utilities, Vehicle Codes, the Moreno Valley Municipal Code, and any other codes or laws that are applicable. Airport rules and regulations, when legally permissible, shall take precedence over any other existing code, rule or regulation. (D)

3. Lawful Orders: Drivers of commercial vehicles shall obey the lawful orders and directions of all Airport law enforcement personnel, any state or local peace officers, all Airport officials, and all agents appointed by the Airport Director who display proper identification. (D)

4. Public Utilities Commission Rules: Drivers, where applicable, shall operate all PUC authorized vehicles in accordance with Public Utilities Commission Rules and General Orders. (C)

5. Right of Examination: Drivers of commercial vehicles shall allow any law enforcement officer, Airport official or designee thereof to examine their vehicle registration, temporary permits, trip tickets, waybills, and any other written evidence of authorizations to operate. (D)
4462(a) VC
3.01 GO 157(b) PUC

6. Signs: Drivers of commercial vehicles shall comply with and obey all signs posted by the Authority upon Airport premises. (D)
21461(a) VC

7. Dual Authority Operators of commercial vehicles, when dually authorized by the PUC to operate both as a charter party carrier or passenger stage corporation, shall operate on Airport premises and pay fees as either a passenger stage corporation or charter party carrier of passengers but not both. Each operator shall select only one method of operation and notify the Authority of its selection in writing. Unless written

notice to the contrary is on file with the Authority, all operations shall be treated as charter party carrier operations. (B)

8. Payment Procedures: Except as otherwise indicated in these rules, fees will be billed monthly by MIPAA Accounting staff. Operators shall pay monies due to the RIV Landside Operations Ground Transportation staff on a timely basis as stipulated on the invoice and be subject to penalties specified in agreements for delinquent payments. Violators will be automatically suspended after the due date until payment is received. (E)

9. Driver Identification Badges: Drivers of commercial vehicles, except charter operators, shall wear an identification badge while on Airport premises. The badge shall be attached to clothing above the waist, be visible to members of the public, indicate the first and last name of the driver, and identify the operator the driver represents. Drivers courtesy vehicles may list their first name only. All non-driver personnel of operators shall wear identification badges while on Airport premises. Badges shall be of a design approved by the Airport Director. (B)

10. Driver Appearance: Drivers of commercial vehicles shall present a neat appearance and comply with the dress code specified in their operating agreement. (B)

11. Driver Courtesy: Drivers and agents of operators shall be courteous to members of the public, all Airport law enforcement personnel, any state or local peace officers, all Airport officials, and all agents appointed by the Airport Director. (B)

12. Driver Requirements: Every driver of a commercial vehicle shall be: licensed as required under the California Vehicle Code; under the direct supervision and control of the permit holder; and required to have knowledge and understanding of the applicable provisions of the Airport Rules and Regulations for commercial vehicles. (D)

13. Driver Disputes: Disruptive verbal disputes between the drivers are considered improper behavior and are not permitted at the Airport. (D) If disputes graduate to physical altercations, law enforcement officers will be called to maintain control and handle the incident. Their actions to escort parties off Airport place under arrest, or issue lengthy suspensions will be supported by these rules and regulations. (E)

14. Driver Conduct: Drivers of commercial vehicles shall not use, possess, or be under the influence of alcoholic beverage or narcotic while operating a vehicle on the Airport. (E)

15. Driver Daily Operating Limit: Drivers are required to operate in accordance with California Vehicle Code Section 21702(a) stipulating that no driver drive for More than 10 hours in any 24-hour period unless eight (8) consecutive hours off duty have elapsed. (C)

16. Soliciting: Drivers and third persons representing operators of commercial vehicles shall not solicit passengers on the Airport for any reason. (C)

17. Advertising: Operators, their drivers and agents of commercial vehicles shall not erect, post or place any sign, business card or any other form of advertising anywhere on Airport premises without prior written permission of Airport Director. (B)

18. False Documents: Drivers and operators shall not use, display, alter, show, exhibit or transfer any temporary permit, trip ticket, waybill, registration form, decal, seal, receipt, or any other document which is false, invalid, revoked, terminated or expired. (D)

19. Unfair Competition: Drivers, employees, and agents of operators shall not entice or attempt to entice any person possessing a ticket, voucher, or reservations with a competing operator or stating intent to use a competing operator, to switch, or seek a refund for the purpose of using another operator. (C)

20. Curb Coordinators and Customer Service Representatives: Operators and drivers shall not use employees or agents on a traffic island, sidewalk, or in a terminal for any reason without prior written consent of Airport Director. (C)

21. Crosswalks: Drivers of commercial vehicles shall not stop any vehicle in a crosswalk. (A)
22500(b) VC

22. Authorized Vehicles: Operators shall register each vehicle that is to be used pursuant to the operating, concession, or NVP agreement with RIV Landside Operations Ground Transportation Services. All vehicles, except limousines, are to be of a common color scheme and markings to be readily identifiable as belonging to the operator. In addition, carriers operating under the authority of the PUC or ICC shall only use vehicles on Airport which are in compliance with the specifications stipulated in their PUC or ICC authorization. (C)

23. Company Names, Logos, and Color Schemes: It is prohibited for any company to do business on Airport with a name that is identical to the name of an existing company. It is also prohibited for any company to use the logo or color schemes of any other company in a manner that may confuse the public. The Airport Director reserves the right to deny the use of any name, logo or color scheme. (B)

24. Mechanical Condition: All commercial vehicles shall be in good and safe mechanical condition and in compliance with the, California Vehicle. Code. (D)
24002 VC

25. Unsafe Vehicle: It is prohibited for a driver to operate a vehicle at the Airport that is unclean or damaged to an extent that it endangers the health, safety or welfare of any person. (D)
4.02 GO 157 PUC
4.02 GO 158 PUC

26. Vehicle Inspection: All commercial vehicles shall be subjected to inspection under the California Vehicle Code and any guidelines established by the Airport Director. Any law enforcement officer, Airport official, or designee thereof shall have the authority to inspect vehicles. Vehicles, which fail inspection, shall not be used to pick up passengers on the Airport until all noted deficiencies are corrected. (C)
2806 VC

27. Use of Vehicles: Drivers of commercial vehicles shall not use their vehicle to unreasonably block, cut of or restrict the movement of a vehicle of another carrier parked at a curb. Upon arrival at any curb loading or unloading zone,

drivers shall, to the extent possible, stop their vehicles at the furthermost front position of the applicable curb zone or stop. (B)

28. Cruising: Drivers shall not cruise the terminal roadways. (B)

29. Passenger and Baggage Transfers: Drivers or agents of any operator shall not transfer passenger(s) or baggage from one vehicle to another anywhere on Airport premises unless such transfer is necessitated by a vehicle breakdown or authorized by Airport Director. (C)

30. Parking Lot Tickets: Drivers of commercial vehicles shall not obtain an Airport parking lot ticket except for the purpose of paying the appropriate fee for the length of time their vehicles are legally parked in an Airport public parking lot. Operators are not to conduct business from any Airport parking lot. (B)

31. Vehicle Loading and Unloading Zones: Drivers of commercial vehicles shall stop their vehicles at designated vehicle loading and unloading zones only as directed by the Airport Director. Drivers transporting handicapped passengers must contact Airport Landside Operations at (951) 203-7797 (24 hours) to make special arrangements for drop-off and pick-up. Drivers of commercial vehicles shall not load or unload passengers in the traffic or passing lanes. (C)

32. No Unattended Vehicles: Drivers of commercial vehicles shall remain in their vehicles and shall not park or leave any vehicles unattended at any curb. Unattended vehicles may be cited or removed. If drivers must park or leave their vehicles unattended, they may park in the public parking facility subject to the posted parking rates or commercial vehicle holding area provided and approved by Authority for that purpose. (B)
22651(n) VC

33. Customer Receipts: Each customer picked up on the Airport whom requests a receipt must be issued a completed receipt. Each vehicle operating at the Airport must have a supply of said receipts at all times. Completed receipts will indicate the date, fee collected, driver name and signature, company name, phone number, and vehicle fleet number. (B)

34. Vehicle Dwell Time Limits: Drivers entering and exiting a circuit for a period longer than allowed by the Airport Director will be assessed a penalty fee on the circuit. (D)

9.05 Passenger Stage Corporations (PSC) and ICC Carriers. General, Applying to Both Vans and Buses

1. RIV Permit: Operators must have a current Airport Operating Agreement (permit) with RIV to provide PSC service at the Airport. RIV Landside Operations will affix a decal and AVI tag to the vehicle as part of the permit process. (C)
3.01 GO 158 PUC

2. Applicability of Vehicle Code: Operators and their drivers shall comply with the provisions of the California Vehicle Code. (C)
1.06 GO 158 PUC

3. Moreno Valley Municipal Code Compliance: Drivers and operators shall operate vehicles in accordance with Moreno Valley City Municipal Code, Airport Rules and Regulations. (C)

4. PUC Rules: Drivers shall operate all PUC authorized vehicles in accordance with Public Utilities Commission Rules and General Orders. (C)
1037 PUC

5. PUC Certificate: No passenger stage corporation shall operate or cause to be operated any vehicle without first having obtained a certificate of public convenience and necessity from the PUC. (c)
1031 PUC

6. Authorized Destination: Drivers shall not transport any passenger to a destination or area of operations not approved in the operator's PUC or ICC permit, whichever is applicable. (C)

7. Fees: PSC operators shall pay permit fees as established by the Authority. (C)

8. No Charter Party (TCP) Operations: PSC drivers shall not pick up any passengers or operate at Airport using charter party authority. (B)

9. Display of Trade Name: Operators must display the name or trade name of the carrier on each side of the vehicle in a type style and size so as to be readily identifiable. (D)
4.03 GO 158 PUC
27900 VC
27901 VC
34507 VC

10. Display of Authority Number: The number assigned by the PUC shall be shown in full on all vehicles including the appropriate prefix "PSC" and the authority number. (C)
4.04 GO 158 PUC

11. Display of Tariff and Timetable Information: Carrier must conspicuously display tariff and timetable information in each vehicle and shall have copies available for distribution. Posted information shall include complaint procedures as stipulated in General Order 158 of the PUC or any future PUC replacement orders. (C)
804 GO 158 PUC

12. Driver: Driver may, or may not, be a bona fide employee of the company for which he or she drives. Non-employee drivers may be used provided these subcarriers hold charter party permits. (C)
GO 158-A PUC

13. Driver Appearance: Each driver, while on Airport, shall wear black or gray pants, white shirt, black tie, and socks or pants and shirt with a company color scheme or logo approved by the Airport Director. Drivers are prohibited from wearing jeans, sweat pants, sweatshirts, tank tops, and t-shirts. All clothing shall be neat and clean. (C)

14. Driver Conduct: Drivers must maintain a professional, honorable, and courteous demeanor at the Airport. Drivers may not solicit or "try to influence" a passenger with other transportation reservations to use their service. Drivers may not approach a passenger in another carrier's vehicle to undercut the rates of that carrier nor approach another vehicle to take passenger(s) out of another carrier's vehicle. (C)

15. Gratuity: Drivers shall not pay any compensation, gratuity or reward to any airport skycap, porter or other curbside or terminal person at Airport unless the latter is a uniformed employee of Permittee and said employee has been authorized by RIV to be at curb or terminal location. (E)

16. Starters or Agents: Only concession operators shall place starters at the designated pick-up areas of the commercial vehicle curbs. (A)

17. Vehicles: Operators are prohibited from adding any vehicle which is not completely new and unused. However, vehicles acquired through the purchase of, or merger with another Airport Permitted PSC van company will be allowed. Such vehicles must be marked accordingly under the new carrier name. (8)

18. Vehicle Parking: Drivers shall not park vehicles at terminal curb or at any locations in the Airport except as defined or designated by the Airport Director. Drivers must remain in their vehicles unless immediately loading or unloading passengers. If drivers must enter the terminal, drivers must park their vehicles in the public parking lot subject to the posted parking rates. (B) .
21112VC
22519 VC

19. Vehicle Appearance: Vehicle interiors and exteriors shall be maintained in a clean and sanitary condition. In addition, operator shall not operate vehicles of different exterior colors or designs within its fleet at the Airport. (B)

20. No Unattended Vehicles: Drivers of commercial vehicles shall remain in their vehicles and shall not park or leave a vehicle unattended at any curb. Unattended vehicles may be cited or removed. If drivers must park or leave their Vehicles unattended, they shall park in the public parking lot subject to the posted parking rates. (B)
22651(n) VC

21. Company Names, Logos and Color Schemes: It is prohibited for any company to do business on the Airport with a name that is identical to the name of an existing company. It is also prohibited for any company to use the logo or color schemes of any other company in a manner that may confuse the public. The Airport Director reserves the right to deny the use of any name, logo or color scheme. (B)

22. Services to the Disabled: Operators shall comply with the requirements of the Americans with Disabilities Act. (C)

23. Driver Courtesy: Drivers and agents of operators shall be courteous to members of the public. After both parties, drivers, and passengers have agreed upon the destination and the fee, driver shall not hold the passenger in the Airport longer than 30 minutes. (C)

24. PSC Permittee Vehicle Signage: Vehicle signs must display the words "reservation", "special", or other words to that effect instead of destination. Additionally, the driver must have in his/her possession a completed waybill listing the name and number of persons in the party(ies) to be met as well as arrival and destination information. (C)

25. PSC Permittee Reservation Passenger Boarding: Drivers must proceed directly to their designated loading area to pick up their passenger(s). (C)

9.06 Transportation Charter Party (TCP) Carriers

1. RIV Permit: Operators must have a current Airport Operating Agreement with MIPAA to provide TCP service at RIV. Issuance of decals or the purchase of a single use loading pass will be part of the permit process. (C)
3.02 GO 157 PUC

2. Vehicle Registration: Operators must display commercial plates of the appropriate type and have current valid commercial vehicle registration from the DMV in the vehicle. (C)
4454(a) VC
4462(a) VC
5011.5VC

3. Applicability of Vehicle Code: Charter Party operators and drivers shall comply with the provisions of the California Vehicle Code. (C)
1.06 GO 157PUC

4. Moreno Valley Municipal Code Compliance: Drivers and operators shall operate vehicles in accordance with Moreno Valley Municipal Code and Airport Rules and Regulations. (C)

5. PUC Rules: Drivers shall operate all PUC authorized vehicles in accordance with Public Utilities Commission Rules and General Orders. (C)
5382 PUC
5411 PUC

6. PUC Certificate: No Charter Party carrier shall engage in transportation services without first having obtained a PUC certificate of public convenience and necessity or permit to operate as a Charter Party carrier of passengers. (C)

7. Fees: TCP operators shall pay single use fee and/or annual fees established by the Board. (C)

8. Trip Payment: Charter Party carriers may purchase trip tickets at the time of trip or in advance for any future activity. Purchased trip tickets not used use in the current month may be credited to future trips. (D)

9. Trip Ticket: TCP vehicles must display a valid trip ticket on either the dashboard or windshield of the vehicle, as designated by the Airport Director, while operating in terminal roadways. Drivers shall not transfer, sell, or give up trip ticket to another driver or from one vehicle to another vehicle unless approved by the Authority. (D)
RIV Rules and Regulations

10. Waybill: Driver must have waybill in their possession on the Airport showing evidence of prearranged contract. Drivers shall not pick up passengers other than as specified in the waybill contents. (B)

- A waybill shall contain:
- Name of carrier and TCP number
- Vehicle license plate number
- Driver's name
- Name and address of person arranging the charter
- Time and date charter was arranged
- Number of persons in charter group
- Points of origination and destination
- Airline, flight number, and arrival time

3.01 GO 157 PUC
5360.5(a) PUC

11. No Passenger Stage Operations (PSC): Drivers shall not pick up passengers or operate at the Airport using passenger stage authority. (B)
3.03 GO 157

12. No "Taxi" Signage: Charter vehicles shall not have displayed the word "taxi" or any other sign indicating that the vehicle is immediately available for hire or transportation. Drivers shall not operate as a taxicab service. (D)

13. No Soliciting: Drivers or any employee of operator shall not solicit any Airport passenger with offers of "transportation", "taxi", "limousine", or any other such words which convey the idea that the vehicle is immediately available for hire without prior arrangement. (B)
5360.5(a) PUC

14. Display of Trade Name: Bus and van operators must display the name or trade name of the carrier on each side of the vehicle as defined in the PUC Codes in a type style and size so as to be readily identifiable. (D)
4.03 GO 157 PUC
27900 VC
27901 VC
34507 VC

15. Display of Authority Number: The number assigned by the PUC shall be shown in full on all vehicles including the appropriate prefix "TCP" and the authority number as indicated in the PUC codes. (C)
4.04 GO 157 PUC

16. Boarding Passengers: Carriers must board passengers only at designated areas. (B)

17. Vehicle Parking: Limousine drivers shall not' park vehicles at the curb unless immediately involved in loading or unloading passengers. Van and bus drivers may stop in the PSC and TCP drop-off area at the Airport for the immediate unloading of passengers and stop in the designated TCP loading areas for the time limit allowed by the Airport Director. Buses and vans may dwell for longer periods in the Bus Holding Areas. If van drivers must enter a terminal, they may park their vehicles in the public parking lot subject to the posted parking rates. (B)
21112 VC

22519 VC

18. Cruising: Driver shall not cruise in front of terminals or baggage claim areas. (A)

9.07 Courtesy Vehicles

1.RIV Permit: Operator must have a current agreement (permit) with MIPAA to provide courtesy service at the Airport. Issuance of decals will be a part of the permit program. (C)

2. Applicability of Vehicle Code: Operators and drivers shall comply with the provisions of the California Vehicle Code. (C)

3. Moreno Valley Municipal Code Compliance: Drivers and operators shall operate vehicles in accordance Moreno Valley Municipal Code and Airport Rules and Regulations. (C)

4. Fees: Operators shall pay permit fees as established by the Authority. (C)

5. Display of Trade Name: Vehicles shall have the name of the company offering courtesy transportation and the fleet vehicle number displayed on the rear and each side of the vehicle with the exception of courtesy limousines, sedans, and station wagons. (C)

6. Loading and Unloading of Passengers: Courtesy vehicles shall load and unload passengers only at the areas designated and for the time period specified by the Airport Director. Operators using the same vehicles (or using a vehicle displaying the name of multiple services) to transport off-Airport rental car patrons along with hotel/motel or off-Airport parking patrons will be required to pickup and drop off patrons at the GTC or substitute location as directed by the Airport Director. Similarly, hotel/motel operators using vehicles to transport off-Airport parking patrons will be required to pickup and drop off patrons at the location designated for private parking to courtesy vehicles. (C)

9.08 Taxicabs

1. RIV Permit: All taxicabs picking up passengers at the Airport shall hold a current RIV Taxicab Permit indicating compliance with the Moreno Valley Municipal Code requirements for Taxicabs and Automobiles for Hire. The taxicab company must also possess an Airport Operating Agreement. (C) Other taxicab companies shall not pick up passengers at RIV but may drop off passengers only at location(s) designated by the Airport Director. Nonconcession cab companies found to be picking up passengers illegally may be banned from entering Airport property. (E)

2. Applicability of Vehicle Code: Operators and drivers shall comply with the provisions of the California Vehicle Code. (C)

3. Moreno Valley Municipal Code Compliance: Drivers and operators shall operate vehicles in accordance with Moreno Valley Municipal Code and Airport Rules and Regulations. (C)

4. Fees: Taxicab operators shall pay permit fees as established by the Authority. (C)

5. Taximeter: Drivers/operators shall not operate a taxicab with a non-working taximeter. (C)

6. Quality of Service: Taxicab drivers shall provide efficient and courteous service to all Airport passengers. This service shall include providing the most direct available route on all trips unless otherwise specifically requested by passenger. (B)

7. Refusal. to Transport: Drivers when "first up" at a taxicab stand shall not refuse to transport a passenger seeking transportation except as specified in the taxicab concession agreement or unless approval is first obtained from the RIV Airport Director or his/her designee. Drivers shall not refuse to transport a passenger because of luggage or wheelchairs that can be accommodated in the passenger or trunk compartments. A short trip by a passenger shall not be a valid reason for refusing service unless an Airport approved short trip transportation program exists to transport the passenger. (E)

8. Passenger Property: Drivers shall make a visual check of interior and trunk of taxicab at the conclusion of each trip to note any property being left behind by passenger. Drivers shall notify Airport Police of any property left behind in the vehicle within 24 hours. (8)

9. Loading and Unloading of Passengers: Drivers shall pick up passengers only in areas specifically designated as taxicab stands and drop off only in locations designated by Airport Director. (C)
21112 VC

10. Taxicab Stand Capacity: Drivers shall not attempt to stop, park, or load passengers at a taxicab stand which already contains the maximum allowed number of taxicabs for that stand. (B)

11. No Unattended Taxicabs: Drivers shall remain with their taxicabs at all times when in the taxicab stand area. (B)

9.09 Crew Transit Vehicles

1. Permits: Operators of crew transit vehicles shall obtain any permits required by RIV for their general operations. (C)

2. Loading and Unloading of Passengers: Vehicles displaying the names of signatory air carriers shall load and unload passengers at areas designated by the Airport Director; All other carriers shall use their assigned areas for drop
off and pick up. (C)

9.10 PSC TCP General

1. Amendments: Authority reserves the right to modify, change and amend these rules and regulations with the approval of the Airport Director or through the actions of the Board.

2. Interpretation: The Airport Director shall interpret these rules and regulations and their meaning.

3. Airport Use: Any permission granted by the Board, Airport Director directly or indirectly, expressly or by implications, for any person to enter upon or use the Airport shall be conditional with these rules and regulations. Entry upon or into the Airport by any person shall be deemed to constitute an agreement by such person to comply with such rules and regulations.
3.02 GO 157 PUC
3.01 GO 158 PUC

4.Airport Director Authority: The Airport Director reserves the right to suspend or terminate any carrier which is a flagrant or persistent violator of any rule or regulation or any operator or driver who demonstrates consistent compliance problems with these rules and regulations.

9.11 Taxicab Service Guidelines

March Inland Port Airport (RIV) provides curbside management staff to assist the traveling public and coordinate ground transportation services. The curbside attendants are stationed in front of each terminal on the traffic island across from baggage claim which is the primary location for commercial and courtesy vehicles to load passengers. Contact Airport Operations for current hours of coverage.

1. Pick Up Area:

    a. Authorized and Permitted taxicab companies will alternate terminals on a weekly basis.
    a. All rotations will occur on each Monday at 00:01 am.
    b. Taxicabs must load passengers at designated "TAXICAB" zones.
    c. Under no circumstances are taxicabs allowed to pick up passengers at the inner curb areas or white zones in front of the terminals.
    d. All taxicabs picking up passengers at the Airport must have a current RIV decal affixed to the front windshield and fully comply with the City of Moreno Valley Municipal Code.
    e. No taxicab shall stop, stand or park at the curb unless immediately loading passengers and their luggage.
    f. No taxicab shall be left unattended at the terminals.

2. Cab Starters:

    a. The Airport's curbside attendants are the first point of contact for anyone who approaches the island requesting transportation assistance and will direct travelers accordingly. If taxi service is requested, the attendant will immediately direct that traveler to the taxicab starter for necessary transportation arrangements. Curbside attendants will not-participate in coordinating taxi service.
    b. Starters must behave in a professional manner at all times toward the traveling public, Airport employees, taxicab drivers, and other ground transportation operators.
    c. Starters and drivers are not to interfere with the curbside attendants or with any passengers that are being assisted by the curbside attendants.
    d. Starters must remain within the boundaries of the taxicab loading area at the east end of the traffic island across the street from baggage claim.

e. Starters shall ensure that all taxicabs picking up passengers at the Airport have a current RIV decal affixed.to the front windshield and are in full compliance with the City of Moreno Valley Municipal Code.

f. Starters must record all outbound taxi trips on forms provided by the Airport.

g. Starters may not refuse taxicab service to a passenger except as specified in the Airport Operating Agreement and Airport Rules and Regulations. A short trip requested by a passenger and/or payment made by airline voucher shall not be valid reasons for refusing service.

h. In the event that a customer requests the services of a taxicab company assigned to a different terminal, the taxicab starter at the customer's location must immediately contact the starter at the other terminal. The initial starter should provide any and all relevant travel information to the starter at the other terminal including the customer's arrival time and destination. The starter receiving the information must then dispatch a taxicab to pick up the passenger.

I. Starters may enter the terminals to use the restroom but should immediately return to their posts when finished. Drivers are not allowed to *enter* the terminals to use the restroom.

J. Under severe weather conditions the taxicab starter and curbside attendant may be required to temporarily relocate their posts from the traffic island to inside the terminals but only if instructed to do so by the Curbside Management Supervisor. The starters and curbside attendants will be stationed inside the terminals near the exit doors across from baggage claim and positioned in the same manner as on the traffic island. Under no other circumstances are starters and curbside attendants allowed to service customers inside the terminals.

K. Starters and drivers shall not solicit or accept bribes of any kind from anyone while on Airport property.

L. Starters and drivers shall not engage in price haggling or negotiations with potential customers.

m. Starters and drivers shall not engage in any form of gambling on Airport property.

n. Starters shall wear a company uniform or dress code approved by the Airport. The attendant must be clean and in good, non-faded condition. T-shirts, tank tops, jeans, short pants, tennis shoes, sandals, and slippers are prohibited. The starter shall be neat, clean and well-groomed in their appearance and attire at all times while working at the curb.

o. Starters must have radio equipment to communicate with taxicab drivers. All other furniture and equipment used by the starter must be approved by the Airport.

9.12 Door to Door Van Holding Lot Rules

March Inland Port Airport (RIV) and the management of door-to-door van companies agree to the following guidelines. These guidelines supersede all previous Holding Lot rules:

1. RIV will provide curbside management services for the door-to-door vans. Hours are dependent upon level of activity and set by Airport Director at his/her

discretion to effectively mitigate congestion, ensure safe traffic flow and issue necessary citations.

2. All door-to-door vans are required to pass a driver/vehicle inspection inside the holding lot prior to picking up passengers on airport property including vehicles that have a scheduled reservation.

3. Vehicles may be subjected to an additional inspection at the holding lot and terminals by Airport Police, Landside Operations, or curbside management staff at any time.

4. Any driver/vehicle that fails to pass an inspection will not be allowed to pick up passengers on airport property until the problem has been corrected.

5. Vans will be. lined up in the order in which they arrive at the holding lot and curbside management staff will maintain a record of each van's place in the lineup.

6. Drivers who have a scheduled reservation to pick up a passenger should notify the curbside management staff when entering the holding lot.

7. All door-to-door vans must remain inside the holding lot until notified by curbside management staff that the passenger is waiting at the loading zone to be picked up. Vehicles that leave the holding lot without being called to the terminals by curbside management staff will not be allowed to pick up passengers and will be removed from the lineup.

8. The curbside management staff assigned to the holding lot will inform the driver of the terminal where passengers are waiting for transportation and their destination. Curbside management staff will also provide passengers with an appropriate price quote from CPUC-approved rate sheets.

9. Vans must pick up passengers at the designated loading zones in front of the terminals which are located at the traffic Islands across the street from baggage claim.

10. All vans must stop at terminal "Van Holding Area" when dispatched from the holding lot. The driver will be issued a Terminal Pass upon leaving the holding lot which must be returned to the curbside management staff at Terminal.

11. Vans that are initially called to a terminal to pick up a "free call". passenger may stop at Terminal to load any additional "free call" passengers traveling in the same direction. During the stop at terminal, vans may also load any of its scheduled reservation customers who subsequently walkup to the passenger loading zone and who are traveling in the same direction; Vans may not load customers who have a scheduled reservation with a different company unless specifically requested by the customer. After loading all passengers, drivers will be allowed to make a maximum of one loop around the airport to load any additional "free call" or scheduled reservation passengers traveling in the same direction.

12. Vans that are initially called to a terminal to pick up a scheduled reservation passenger will stop at the determined Terminal. During the stop at each terminal,

vans may also load any "free" call" passengers traveling in the same direction as the scheduled reservation passengers. After loading all passengers, drivers must immediately leave the airport to transport customers to their desired destinations. The van is not allowed to make a loop around the airport. If a company does not have a van available in the holding lot when called by curbside management staff to pick up a scheduled reservation passenger, a company van will have 20 minutes to report to the holding lot. If the van arrives at the van arrives at the holding lot after 20 minutes and the customer still desires to travel with the company, the van must report directly to the assigned terminal where the passengers are waiting. The van will only be allowed to load its customers with scheduled reservations and must immediately leave the airport to transport these customers to their desired destinations. The van will not be allowed to load any "free call" passengers.

13. Drivers who have been directed by curbside management staff to pick up a passenger at any terminal will have three minutes to arrive at Terminal after leaving the holding lot. If the driver was initially called to pick up "free call" passengers and makes a loop after stopping at multiple terminals, the van must again arrive at original Terminal within three minutes of leaving another Terminal. If a driver fails to arrive at Terminal within 3 minutes on the first or second trip through the terminals, the driver will still be allowed to transport passengers on that particular call-out in the interest of customer service. Immediately thereafter, the driver will be suspended from picking up passengers on airport property and the company will be notified of the reason for the suspension. The driver will be suspended for three days (72 hours) for the first incident of failing to meet the three-minute requirement, 10 days for the second incident, and 60 days for each additional incident.

14. Any driver who refuses to pickup a passenger will be suspended from picking up passengers on airport property and the company will be notified of the reason for the suspension. The driver will be suspended for three days (72 hours) for the first incident of refusing to pick up a passenger, 10 days for the second incident, and 60 days for each additional incident.

15. Drivers must behave in a professional manner at all times toward the traveling public, Airport employees, curbside management staff, airline/tenant employees, and other ground transportation operators.

16. Any driver who has a concern or complaint about curbside management staff and/or activities should request to speak with the Curbside Management Supervisor.

APPENDIX 1

AIR FORCE OPERATIONS
AF13-204

Attached separately

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APPENDIX 2

AIRPORT PERMITS

March Inland Port Airport Authority
AIRFIELD PERMITS UNIT

INFORMATION AND PROCEDURES FOR OBTAINING A NON-EXCLUSIVE VENDOR PERMIT AND MOTOR VEHICLE OPERATING PERMIT DECALS

A Non-Exclusive Vendor Permit (NVP) is a contractual agreement issued through the March Inland Port (MIP) Airport Permits Unit granting the non-exclusive right to provide contract services on MIP property. This NVP is in affect between March Inland Port Airport Authority (MIPAA) and any service company, tenant, building owner, or air carrier ("entities"). The NVP is established to ensure the entities understand that services providers are required to enter into an NVP with MIP prior to providing contract services on MIP property for the entities. Services may include, but are not limited to: into-plane & fuel delivery services; parking, towing, pushback, loading & unloading of aircraft; ramp services; baggage handling & porter services; aircraft servicing, repairing & cleaning; servicing, fueling, & rental of ground equipment; catering, commissary or food services; vending machine suppliers, passenger ticketing; weather reporting; flight planning; cargo handling; maintenance, janitorial services; and security services. For those companies requiring motor vehicle access to the Air Operations Area (AOA), Motor Vehicle Operating Permits (MVP) will be included in the NVP. Vendors requiring unescorted access to the AOA are required to obtain an MIP access badge and pass the required background checks and successfully pass the driver's training rest. The Agreement will be issued for the period not to exceed five years or consistent with the terms of the service agreement with any of the entities.

The following guideline will assist you in obtaining a Non-Exclusive Vendor Permit, Airport Access Media, and Motor Vehicle Operating Permit. Other requirements, as determined Airfield Permits, may be needed to complete the permit process. Airfield Permits staff will advise you of any additional requirements upon review of your request.

REQUIREMENTS

To obtain an Agreement, please provide the following information/documentation:

Note: The permit process may take up to 30 days to complete.

Letter of Intent – A contractual agreement with an air carrier, tenant or company currently providing services at MIP must be in place before an NVP can be issued.

1. On company letterhead, please provide a contact, an at-will agreement or maintenance agreement between your company and the awarding company/agency ("Sponsor").
2. List the contract number and is contractual term (start and end dates).
3. Describe, in detail, the type of the work or services to be preformed.
4. Indicate the work location(s): address, post number(s), terminals, rooms, buildings, airfield, customs areas, etc.
5. Indicate if tools or equipment will be used.
6. Indicate if motor vehicle access is required on the airfield and why.
7. Indicate anticipated number of employees needed to perform services.
8. Indicate if airport access is required.
9. Indicate the Estimated Annual Revenue anticipated from the contract(s).

Verification Letter from Sponsor – On company letterhead (from each entity to whom services are to be provided), include the following information:

1. This letter should include items 1-6 of the Letter of Intent

Information Sheet – Complete enclosed form and attach proof of company business type (Corporation, LLC, Sole Proprietor, etc.), state license and insurance certificate compliant with insurance coverage/requirements provided by MIP for your specific type of service. If a separate contact for Motor Vehicle Operations is needed, complete the Company Contact Form for Motor Vehicle Operating permit, if the contact is the same for both, indicate same on Contact Form.

Vehicle List – Complete the vehicle list (Motor Vehicle Operating Permit Decals) with the vehicle information on all company owned vehicles. A copy of the current registration for each vehicle must be provided. Only company owned vehicles will be permitted on the AOA at MIP, no private vehicles are allowed access.

Airport Access Media - for those requiring access to the AOA, please request MIP provide a badge application packet and drivers training material.

Business Tax Registration Certificate (BTRC) – Provide the number of your company's BTRC, issued by the City.

Affirmative Action – Execute section in NVP

Insurance – Must be approved by MIPAA. For questions or information regarding insurance, please see insurance minimum in NVP criteria or call MIPAA at (951) 656-7000.

SPECIAL INSTRUCTIONS:

Security Service Companies Only – Provide a copy of the license issued by the State of California, Department of Consumer Affairs.

Property Leasing/Subleasing – For operations which require facilities or storage of ground equipment, an approved sublease with MIP must be in place prior to the issuance of any agreement.

Corporate Documentation – A copy of the legal entities Articles of Incorporation, Limited Liability Partnership, Limited Liability Corporation or Sole Proprietorship documentation is required, documenting the legal name. For dba's a copy of the fictitious business documentation is also required.

FORMS AND DOCUMENTS

The following forms are enclosed for your use and convenience:

- Permit Application Instructions
- Non-Exclusive Vendor Permit Contact Information Form
- Non-discrimination/Affirmative Action Questionnaire (Exhibit "E" of NVP)
- Insurance Compliance Section General Information Sheet (Exhibit "D" of NVP)
- Sample "Ground Service Activity Report" form
- Request for Taxpayer Identification Number and Certification – W9
- Best Management Practices (BMP's) reference guide
- Best Management Practices Guidelines *Acknowledgment & Signature Form* (Exhibit "F" of NVP)
- Motor Vehicle Operating Permit Decal List
- Rules and Regulations (Exhibit "G" of NVP)

In order to obtain a Non-Excusive Vendor Permit with Motor Vehicle Permit, the enclosed documentation must be completed and returned, either in person or by mail to:

March Inland Port Airport Authority
14205 Meridian Pkwy., STE 140
Riverside, CA 92518

Phone: (951) 656-7000 Fax: (951) 653-5558

MIPAA Rules and Regulations may be obtained at www.marchjpa.com

FORMS AND DOCUMENTS

The following forms are enclosed for your use and convenience:

- Permit Application Instructions
- Non-Exclusive Vendor Permit Information Form
- Non-discrimination/Affirmative Action Questionnaire
- Insurance Compliance Section General Information Sheet
- Sample "Ground Service Activity Report" and Miscellaneous Services Activity Reports" forms
- Business Tax Registration Certificate (BTRC) Information Package
- Best Management Practices (BMP's) reference guide
- Motor Vehicle Operating Permit Decal List
- Rules and Regulations (Vehicle Permit)
- Insurance Requirements

In order to obtain a Non-Excusive Vendor Permit with Motor Vehicle Permit, the enclosed documentation must be completed and returned, either in person or by mail to:

March Inland Port Airport Authority
23555 Meyer Dr.
Riverside, CA 92518

Phone: (951) 656-7000 Fax: (951) 653-5558

March Inland Port Airport Authority

NON-EXCLUSIVE VENDOR PERMIT

CONTACT INFORMATION

BUSINESS INFORMATION

Corporate (or Legal) Name of Company:_____

Business Name (dba):_____

Corporate Contact:_____

Mailing Address:_____

Billing Contact:_____

Billing Address:_____

OPERATIONAL INFORMATION

Terms: Start Date:_____ : End Date:_____

Description of service(s) to be provided:_____

_____

Leasing/Subleasing Space? Yes / No

From:_____

List all companies, air carriers, and/or military for whom contract services will be provided:_____

_____

List facilities/areas on MIPAA property, including leased premises, where access is required to conduct business:

_____

CONTACT INFORMATION *(Designated contact)*

Contact Name:_____

Title_____

Mailing Address:_____

Phone: ( )_____ FAX: ( )_____ E-mail:_____

(Please attach any other relevant information related to your company or its operations. Thank you.)

AFFIRMATIVE ACTION FORM

EQUAL EMPLOYMENT OPPORTUNITY

I am aware of the provision of Part 60-1.4(B) of Section 41 of the Code of Federal Regulations and hereby certify that I shall:

1. Not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

2. Will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

3. Will send to each labor union or representative of workers with which s/he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Vendor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. Will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor.

5. Will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

6. In the event of noncompliance with the nondiscrimination clauses of the Permit or with any of the said rules, regulations, or orders, the Permit may be canceled, terminated or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedure authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7. Will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every sub-Permit or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon any successor or assign of the Vendor. I will take such action with respect to any sub-Permit or purchase order as the administering agency may direct as a means of enforcing such

provision, including sanctions for noncompliance; provided, however, that in the event the Vendor becomes involved in, or is threatened with, litigation with a successor or assignee or the administering agency, the Vendor may request the United States to enter into such litigation to protect the interests of the United States.

Vendor Company Name: _____

Signature: _____

Name: _____

Title: _____

Dated: _____

For Office Use Only

File No._____

Date Rcv.:_____ Via_____

Rcv By:_____

Print Name_____

Dept:_____

INSURANCE COMPLIANCE FORM

March Inland Port Airport Authority
INSURANCE COMPLIANCE SECTION
GENERAL INFORMATION SHEET

ARE YOU CURRENTLY CONDUCTING BUSINESS WITH MIPAA? ☐ **Yes** or ☐ **No** Please Check √

IF YES, PLEASE INCLUDE EXISTING PERMIT #'s HERE #_____#_____#_____

Name of Organization	DBA (Doing Business As)

Federal ID No. (if none, social security no.):

Type of Business or Service Provided:

Address:

Mailing Address: (if different from above)

Telephone No.	Fax No.	E-Mail

Contact Person & Title (include telephone number if different from above)

Any Comments:

Person Completing this Form

Print Name & Title: _____

Signature: _____

Date:_____

Return this form to:

March Inland Port Airport Authority
14205 Meridian Pkwy., Ste 140
Riverside, CA 92518

Contract/Agreement No.	Division Issuing Contract	Cont/Agmnt Administrator & Tel
MIPNVP-20XXCOMXX	MIP AIRPORT AUTHORITY	GARY GOSLIGA 951.656.7000

Company Logo/Letterhead **GROUND SERVICE ACTIVITY REPORT**

MARCH INLAND PORT

Vendor: Bill and Bob's Aircraft Maintenance Inc.

Reporting Month: **June**

	Business Name	Gross Revenue	10% Airport Surcharge	Description of Services
Customer	AAA Airlines	$ 1,500.00	$ 150.00	ITP Fueling
Customer	BBB	$ 12,000.00	$ 1,200.00	Ground Handling
Customer	DHL Express, USA	$ 18,000.00	$ 1,800.00	Security Services
Customer	Jet Express	$ 12,869.00	$ 1,286.90	Aircraft R&M
Customer			$ -	
Customer			$ -	
Customer			$ -	
Customer			$ -	
Customer			$ -	
Customer			$ -	
Customer			$ -	
		$ 44,369.00	$ 4,436.90	

Remitted: $4,436.90 (10% Gross Receipts)

Check Number: 123456

Preparer Name: John Doe

Signature: _____

Date: 9-Jul-09

THE COUNTY OF RIVERSIDE CALIFORNIA BUSINESS REGISTRATION AND LICENSING PROGRAM

In November 2006, the Riverside County Board of Supervisors approved Ordinance No. 857 creating a Business Registration and Licensing Program. The ordinance requires that businesses within the unincorporated area of Riverside County obtain a business license. The ordinance includes information regarding the contents of the application form, license issuance protocol, description of license fee, license inspections, water quality inspections and enforcement, and business license enforcement procedures. The ordinance requires all businesses to register; however, some businesses are exempt from paying fees. Fee exemptions will be granted for various agricultural activities, certain residential businesses, places of worship, specific non-profit, and any business exempt by virtue of constitutional law. Business license fees will not exceed the reasonable cost of providing an inventory of county businesses and the required registration information. No business license fee charged under the provisions of this ordinance shall be construed as a business license tax. A business registration form designed to ascertain pertinent information regarding the businesses will be mailed to every known business within unincorporated area of Riverside County. In addition, businesses have the ability to access the County of Riverside's website for an on-line registration and payment system.

For more information regarding business registration requirements, please contact the Business Registration and License Program Office at 951-955-1400. or on the website: www.rctlma.org.buslic

FEE EXEMPTIONS

Pursuant to Ordinance No. 857, some businesses are exempt from paying fees; however, they must register within 60 days of being notified by the County in order to maintain their exempt status. Exemptions apply to the following:

Residential Facility: Apartments, rooming houses, residential care homes, and family day care homes.

Church, Temple or Places of Worship: Churches, temples or other places of worship, for worship, religious education, or the social affairs of the religious group.

NOTE: This exemption shall not apply to other activities, including, but not limited to, day schools, social service programs or Church-owned or operated business enterprises.

Home Occupations: Home occupations that are not subject to compliance with water quality restrictions. If your business affects water quality, it will not be exempt from the registration fee.

Agriculture: Agricultural pursuits consisting of the growing of crops, raising of livestock, and dairying, the purchase and storage of substances, materials, supplies, animal feeds and produce, and the marketing of farm products.

NOTE: A business license shall be required in connection with any of the following: 1) retail nurseries, 2) retail greenhouses; and 3) wholesaling, processing, storage or manufacturing use which involves the collection of products of multiple farms or ranches.

Federal or State Law: Any businesses that are legally recognized as exempt by the U. S. Constitution or applicable statutes, or by the State of California.

Non-Profit Organizations: Any non-profit organizations that are legally recognized as tax exempt pursuant to the provisions of 26 U.S.C. Section 501 (c)(3).

RIVERSIDE COUNTY
BUSINESS REGISTRATION
AND
LICENSING PROGRAM

4080 Lemon St.
P.O. Box 1208
Riverside, Ca 92503
www.rctlma.org/buslic
(951) 955-1400

Frequently Asked Questions?

WHAT IS THE PURPOSE OF THE BUSINESS REGISTRATION AND LICENSING PROGRAM?

This program provides a comprehensive inventory of businesses in unincorporated area of Riverside County, enhances public safety and helps achieve compliance with federal, state and local water quality regulations.

HOW DOES THE BUSINESS REGISTRATION PROGRAM BENEFIT BUSINESS OWNERS AND THE GENERAL PUBLIC?

There are a two major benefits to the business community and general public from the business registration program:

Public Safety

The program gives county law enforcement and fire personnel a better understanding of the business community and its processes and alerts them to potential hazards, making them more effective responding
to protect residents and property. .

Water Quality

The business registration program requires that specific business types be identified, prioritized and inspected for storm water management requirements. It will ensure that those businesses have implemented best management practices to prevent illicit discharges into the storm water system that could ultimately harm water quality.

HOW MUCH WILL THE BUSINESS LICENSE COST?

License fees charged pursuant to this ordinance are as follows:

License fee (first year):	**$45**
Annual renewal fee:	**$30**
Change of name/ location:	**$30**
Duplicate license:	**$30**

WHO IS REQUIRED TO HAVE A LICENSE?

Every person conducting business as defined in Riverside County Ordinance 857 in unincorporated areas of Riverside County must obtain a business license. A separate license must be obtained for each physical location. Any person who does not obtain the required license is subject to the procedures
and penalties set forth in the ordinance.

WHAT IF I OPERATE A MOBILE BUSINESS?

A business license is required for the following mobile businesses: mobile automobile or other motor vehicle washing; pest control services; mobile carpet; drape or furniture cleaning; concrete mixing or cutting; masonry; painting and coating; landscaping; pool and fountain cleaning; and portable toilet servicing.

WHAT IF MY BUSINESS ALSO CONDUCTS BUSINESS IN ANOTHER CITY OR COUNTY?

You might need a separate business license to conduct business in any city or county. Most California cities and counties have a business license ordinance. Each jurisdiction, however, has it's own filing fee and requirements. Check with the appropriate jurisdiction for its. fees.

HOW LONG IS THIS LICENSE GOOD FOR?

Your license is current for one calendar year from the effective date of license issuance. Renewal fees are due 30 days prior to the expiration date on the license.

DO STATE LICENSED CONTRACTORS NEED A BUSINESS LICENSE?

Any person licensed as a contractor by the State Contractors Board must obtain a business license if they are physically located within the unincorporated areas of the County.

DO I NEED A LICENSE IF I WORK OUT OF MY HOME?

Yes, home-based businesses also require registration. Most home occupations are exempt from paying
registration fees. The fee exemption shall not apply to those home occupations that are subject to

comply with water quality requirements. Please refer to the brochure's fee exemption section or go to our
website at: www.rctlma.org/buslic.

IF I AM A NONPROFIT BUSINESS, DO I HAVE TO REGISTER?

You are required to register, but are exempt from paying fees if your organization is legally recognized as tax exempt pursuant to the provisions of Internal Revenue Code Section 501 (C) (3) and your exemption
is filed within 60 days of notification of the County's registration requirement.

DO I NEED A LICENSE FOR GROWING OR PRODUCING AGRICULTURAL PRODUCTS?

Yes, all agricultural businesses must register; however, some agricultural activities may be exempt from fees. Refer to the fee exemption section on this brochure or go to www.rctlma.org/buslic.

WHAT IS THE APPLICATION PROCEDURE?

The process to obtain a business license takes only a few minutes and may be completed by mail or on the web based registration system. Using the internet, go to the county business registration website at: www.rctlma.org/buslic where you will find online instructions, a registration application and convenient
payment system.

IF I AM EXEMPT FROM FEES, DO I STILL HAVE TO REGISTER?

Yes. Business that are exempt from paying fees still must register within 60 days of notification.

[NEXT]

MARCH INLAND PORT AIRPORT AUTHORITY

Storm Water Pollution Prevention

&

Best Management Practices Guidelines

For Vendors and Tenants

"Be Responsible! "

"Teach and Apply Best Management Practices"

January 1, 2009

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1.0 Facility-Wide Best Management Practices

Applicability

BMP 1.0. Facility-Wide BMPs are generally applicable to all industrial operations with potential to impact stormwater.

In addition to these generally applicable BMPs, activity-specific BMPs must also be implemented for each of the following activities performed:

BMP 2.0. Aircraft, Ground Vehicle and Equipment Maintenance
BMP 3.0. Aircraft, Ground Vehicle and Equipment Cleaning
BMP 4.0. Aircraft, Ground Vehicle and Equipment Storage
BMP 5.0. Outdoor Handling, Storage and Disposal of Waste and Material
BMP 6.0. Fuel Storage and Delivery
BMP 7.0. Building and Grounds Maintenance
BMP 8.0. Waste Water Treatment

NOTE: Implementation of the BMPs contained herein is necessary for compliance with the NPDES Multi-Sector General Permits for Storm Water Discharges Associated with Industrial Activities, which stipulates that "You must prepare a Storm Water Pollution Prevention Plan (SWPPP) for your facility" and that "your SWPPP must . . . assure compliance with the terms and conditions of this permit." (Section 4.1 Storm Water Pollution Prevention Plan Requirements). Your SWPPP must be submitted to MIP.

Good Housekeeping Measures

1.1	General	Maintain exposed areas in a clean, orderly manner. Take necessary steps to prevent pollutants from contacting stormwater.
1.2	Clean exterior equipment surfaces	Keep exterior surfaces of aircraft, vehicles, equipment, and containers clean by eliminating excessive amounts of external oil and grease buildup. Use water-based cleaning agents or non-chlorinated solvents to clean equipment, and collect and properly dispose of cleaning fluids. Use drum-top absorbent pads to contain small leaks.
1.3	Recycle, reduce and reuse	Identify opportunities to recycle, reclaim, and/or reuse materials to reduce the volume of materials brought into the facility and reduce the volume of waste. Materials that may be recycled or reused include used oil, grease, antifreeze, brake fluid, solvents, hydraulic fluid, batteries, transmission fluid, wash water and waste fuel.
1.4	Product substitution	Use biodegradable products and substitute materials with less hazardous properties where feasible.
1.5	Limit material inventory	Limit inventory of materials stored onsite to reduce the magnitude of potential spills and waste generation.

1.6	Provide security	Utilize security and other appropriate personnel to routinely evaluate the facility to prevent an accidental or intentional release of materials. Improve general awareness by training personnel on storm water pollution prevention. Routine patrol, improved lighting, and access control are possible measures.

Minimize Exposure of Pollutants to Storm Water

1.7	Storm-resistant shelter for industrial materials and activities	Where practicable, industrial materials and activities should be protected by a storm-resistant shelter to prevent exposure.

Preventative Maintenance

1.8	Maintain as-built drawings	Maintain as-built prints for all projects.
1.9	Design for pollution prevention	Work with project managers to incorporate storm water management features into project design. Features may include: appropriate surface grading, containment, waste repositories, cover, storm water quality structures (e.g., oil/water separators, dead-end sumps, first flush diversion basins), use of concrete paving rather than asphalt, fluid recycling systems, and other control measures to eliminate potential material exposure to storm water. Evaluate existing facilities for opportunities to improve functionality and efficiency, and decrease the potential for storm water pollution.

Spill Prevention and Response

1.10	Make Spill Prevention and Response Plan available	Develop and implement a Spill Prevention Control and Countermeasure (SPCC) Plan, if required under guidelines set forth in 40 CFR, Section 112.3(a), (b). Forward copy of plan to MIP.
1.11	Maintain spill response equipment and supplies	Maintain adequate supplies of spill response equipment and materials in accessible locations near areas where spills may be likely to occur, including on appropriate vehicles (maintenance vehicles, lavatory trucks and fueling tankers) that may be likely to respond to or be involved in an incident.
1.12	Spill containment and response	Use drip pans to contain leaks and absorbent booms, mats, or other devices to contain liquid materials (wash water, fuel, etc.) and prevent them from entering storm drain system. Immediately clean up all spills and leaks.
1.13	Procedures for cleaning up spills and leaks	Use absorbent materials and spill control equipment for temporary and immediate control of spills and leaks of liquid materials. Absorbent materials can be used in conjunction with curbing to provide cleanup of small spills within a containment area. Collect and remove absorbent materials from area soon after use and dispose of in an appropriate manner. Do not hose down the area unless the storm drain is blocked and drainage is collected and disposed of through a permitted

		connection to the sanitary sewer. Hazardous waste spill response must be consistent with 40 CFR 264 and 265 (RCRA).
1.14	Disposal of collected fluids	Properly dispose of any collected fluids (e.g., spill fluids, or fluids collected in fuel tanks, fueling hydrant sumps, oil / water separators, etc.) according to applicable regulations. Vacuum equipment / trucks are recommended for collection. Always dispose of materials in an approved manner; use an approved treatment facility through a permitted connection. Never discharge materials to a catch basin or storm drain.
1.15	Minimizing exposure	Where practicable, industrial materials and activities will be protected by a storm-resistant shelter to prevent exposure to rain or runoff. It is noted that due to the nature of the operations (routine service of jet aircraft) cover is not always practical.
Routine Facility Inspections		
1.16	Activity inspections	Perform frequent activity inspections to identify and eliminate non-storm water discharges. Stagger inspection times to cover all work periods.
1.17	Outfall inspections	Perform quarterly visual inspections of discharge points to the storm drain system. Observe uncharacteristic volumes, colors, turbidity, odors, deposition, staining, floatables, and foaming characteristics of any flow.
1.18	Inspections for facility upgrades	Perform inspections during design review and project construction phases to ensure drainage, wastewater, and water supply connections are correct (no cross connections or illicit hookups).
1.19	Illicit connections inspections	Perform construction phase, post-construction, and existing facility inspections to identify improper physical connections to the storm drain system from sanitary sewers, floor drains,
Employee / Contractor Training		
1.20	General employee training	Provide the appropriate level of employee training in the following areas: environmental policies and procedures, spill response and prevention, storm water pollution prevention education, right-to-know awareness training, and hazardous materials management.
1.21	Storm water training	Provide annual storm water management training as required in the MSGP-2000, Part 4.2.7.2.1.6. Incorporate required elements in training program and maintain a log of employee's attendance.
1.22	Contractor education	Provide construction and operational contractors and haulers with copies of pertinent BMPs. Require contractor / hauler adherence to BMP specifications. Provide contractors and subcontractors with copies of relevant BMPs during specification and bidding phases.

1.23	SPCC training	Provide adequate implementation training for facilities with a Spill Prevention Control and Countermeasure (SPCC) Plan, if required developed under guidelines set forth in 40 CFR, Section 112.3(a), (b). Forward to MIP.

Management of Storm Water Runoff

1.24	Outdoor water supplies	Limit availability of outdoor water supplies (i.e., hose bibs). Post signs at outdoor water sources identifying appropriate uses and discouraging uses that would introduce pollutants to the storm drain system / receiving waters.

Record keeping and Reporting

1.25	Comply with record keeping and reporting requirements	The record keeping and reporting requirements contained in the SPCCP should be followed.

General BMP Notations

REQUIREMENTS:

- Capital and O&M may be required to eliminate or control non-storm water discharges.
- O&M costs may increase with more capital investment (or may decrease).
- Educational programs are ongoing. Information and training must be provided at regular intervals.

LIMITATIONS:

- **Identifying discharges.** Activity-based (subtle) non-storm water discharges from a particular facility are typically sporadic, transient, and often require frequent inspections to detect.
- **Moving activities indoors.** There may be limitations to activities being performed indoors.
- **Introduction of pollutants.** Implementation of some BMPs (such as construction of cover or cleaning exterior surfaces) may require the use of potential pollutants.
- **Engineering and maintenance for pollution control equipment.** Pollution control equipment, such as oil / water separators must be appropriately sized and regularly maintained to be effective.

- **Limitations on discharge to Publicly Owned Treatment Works POTW.** Some POTWs may require pre-treatment and monitoring of wash water and/or deicing fluid prior to discharge.
- **Disposal of collected fluids.** Some waste fluids may require permitting, monitoring, pre-treatment or special disposal considerations.
- **Product substitution.** Alternative products may not be available, suitable, or effective in every case.

RELEVANT RULES AND REGULATIONS:

FR Vol. 60, No. 189, Sept. 25, 1995 Multi-Sector Storm Water General Permit
40 CFR 110.3 Discharge of Oil
40 CFR 112 Oil Pollution Prevention (SPCC/OPA Plans)
40 CFR 117.3 Determination of Reportable Quantities for a Hazardous Substance
40 CFR 122-124 NPDES Regulations for Stormwater Discharges
40 CFR 401 Effluent Limitation Guidelines
40 CFR 260 et. seq. Identification and Listing of Hazardous Waste

2.0 Aircraft, Vehicle and Equipment Maintenance

Applicability

BMP 2.0. Aircraft, Vehicle and Equipment Maintenance applies to all non-facility maintenance operations with potential to impact stormwater.

Good Housekeeping Measures

2.1	Parts cleaning and degreasing	Contain the use of solvents and other cleaning compounds to designated interior areas to promote safe handling and to minimize exposure to storm water. Dispose of waste material regularly and properly.
2.2	Use only approved fluids for servicing aircraft lavatories	Use only surfactants and disinfectants approved for discharge to the sanitary sewer system.
2.3	Procedures for servicing aircraft lavatories	Drain the aircraft connecting hose as completely as possible into the storage tank after servicing an aircraft. Properly secure all hoses, valves, and equipment when transporting waste to eliminate leakage and spills. If possible, perform surfactant / disinfectant mixing and transfers under cover. Utilize buckets or pans to capture leaks from aircraft lavatory access fittings. Immediately dump the fluids into the bulk storage tank on the service cart or truck. Do not hose down spills.
2.4	Disposal of lavatory waste	Do not discharge lavatory waste or clean / back-flush lavatory trucks anywhere other than approved locations.
2.5	Procedures for servicing aircraft potable water systems	Perform water truck flushing operations only in designated areas. Do not perform flushing near or discharge to storm drains. Collect all discharge from aircraft potable water flushing or water truck flushing containing Purine, chlorine bleach or other chemicals and properly discharge to a permitted sanitary sewer connection, or recycle the water.

Minimize Exposure of Pollutants to Storm Water

2.6	Perform Maintenance Activities Indoors	Where practicable, perform aircraft, vehicle and equipment maintenance activities indoors to prevent exposure of pollutants to storm water.

Spill Prevention and Response

2.7	Preventing pollutant exposure when performing maintenance activities	Move activities and associated materials and waste indoors or provide appropriate controls in maintenance areas such as cover, berms, sumps, oil / water separators or retention basins to protect

		storm drains. Perform activities away from storm drains.

Routine Facility Inspections

2.8	Lavatory service equipment inspections	Perform regular inspections of the hose and fittings used for transferring lavatory waste. Keep the equipment in good working order. Replace worn equipment before leaks develop. Notify appropriate ground service personnel if it is noticed that the aircraft lavatory fittings require maintenance.

Notes

See BMP 1.0 for generally applicable measures related to Preventative Maintenance, Training, Runoff Management, and Record keeping and Reporting.

3.0 Aircraft, Vehicle and Equipment Cleaning

Applicability

BMP 3.0. Aircraft, Vehicle and Equipment Cleaning applies to all non-facility cleaning operations with potential to impact stormwater. Unless dry-washed, AVE cleaning must be performed an approved location (i.e., wash rack).

Good Housekeeping Measures

3.1	Washing aircraft, vehicles, and equipment	Use off-site commercial washing or "dry" washing and surface preparation techniques when possible. Consider dry washing as an option regardless of aircraft size. Remove all materials (i.e., drippings and residue) using vacuum methods and dispose of properly. Use biodegradable phosphate-free detergents. Follow an approved wash plan or use designated wash areas that are covered and/or bermed to prevent contamination of storm water by contact with wastes.

Preventative Maintenance

3.2	Outdoor wash area requirements	• Outdoor washing operations should have the following design characteristics: • Covered and paved and bermed with PCC. • Sloped to facilitate wash water collection. • Water is collected or discharged to the sanitary sewer. • Discharge piping serving uncovered wash areas should have a positive shut-off control valve. • Wash areas should be clearly identified with signage. • Equipped with an oil/water separator designed to operate under storm water runoff conditions.

Routine Facility Inspections

3.3	Wash area inspections	Inspect wash areas for cracks or breaches to berms or concrete surfaces and repair.

Management of Storm Water Runoff

3.4	Use designated wash areas	Use designated areas for washing, steam cleaning, and degreasing.

Notes
See BMP 1.0 for generally applicable measures related to Exposure Minimization, Spill Prevention and Response, Training and Record keeping and Reporting.

4.0 Aircraft, Vehicle and Equipment Storage

Applicability

BMP 4.0. Aircraft, Vehicle and Equipment Storage applies to outdoor storage activities where there is a potential to impact stormwater due to exposure of surface contaminants (i.e., oil and grease) and contained fluids (i.e., fuel, antifreeze, oil, etc.). Long-term storage of AVE on-site is generally prohibited unless specifically authorized.

Good Housekeeping Measures

4.1	Aircraft, Vehicle, and Equipment storage	Use drip pans or specially-designed absorbent pads to contain releases. Repair leaks in an expeditious manner. Store AVE in an area established to contain any incidental leaks and under cover, if possible. Store AVE away from storm drains. For long term storage (>30 days), remove fluids and salvage batteries (which often drip oil and other fluids). Clean oil, grease or chemical residue off exterior surfaces prior to long term storage.
4.2	Temporary parking of tanker trucks and materials transport vehicles	Designate areas for parking tanker trucks and material transport vehicles where spills and leaks can be contained and cleaned. Use covered loading and unloading areas for transfer of potential pollutants (especially liquid materials), such as building overhangs, to reduce exposure of materials, vehicles, and equipment to storm water.

Notes

See BMP 1.0 for measures generally applicable to Exposure Minimization, Preventative Maintenance, Spill Prevention and Response, Inspection, Runoff Management, Training, and Record keeping and Reporting.

5.0 Outdoor Handling, Storage and Disposal of Waste and Materials

Applicability

BMP 5.0. Outdoor Handling, Storage and Disposal of Waste and Materials applies to all handling, storage, and disposal of waste and/or other materials with potential to impact stormwater.

Good Housekeeping Measures

5.1	Material / waste handling	Transfer, use and store liquid materials only in paved areas.
5.2	Dispensing liquids	Avoid dispensing from drums positioned horizontally in cradles. Dispensing materials from upright drums equipped with hand pumps is preferred. Always use secondary containment and self-closing spigots if dispensing from horizontally positioned drums.
5.3	Waste / materials storage procedures	Designate central storage locations where materials are contained (i.e., diking, curbing, secondary containment) and covered to prevent contact with storm-water runoff and to reduce the risks of accidental spills. Segregate wastes to improve handling and promote recycling.
5.4	Signage for storage locations	Post signs at all storage locations in clearly visible locations noting the materials stored, emergency contacts, and spill cleanup procedures.
5.5	Containers and container labeling	Store all materials sealed in their original containers or containers approved for that use. Clearly label all containers with contents to prevent co-mingling of materials, storage of incompatibles, and improper handling, and to promote proper material handling and storage. Utilize required labeling procedures for storage of all hazardous wastes. Identify and properly dispose of all unlabeled and unknown materials.
5.6	Used battery management	Recycle used batteries no later than 30 days after removal to promote recycling of materials and reduction of waste. Store batteries on spill containment and under cover.
5.7	Used oil containers and filters	Drain and crush oil filters and containers before recycling or disposal. Store crushed waste in a leak-proof container. Contain drained items in sealed plastic bags prior to disposal.
5.8	Eliminate bone yards	Eliminate waste collection piles (bone yards), which tend to conceal and lead to mismanaged waste and materials.
5.9	Waste and unusable material disposal	Regularly inspect storage and work areas for unusable materials and waste that can be disposed. Schedule waste pickup as frequently as needed to minimize storage time and avoid overloaded

		containers. Ensure that all materials are properly characterized and disposed.
5.10	Garbage collection (dumpster) area maintenance	Provide shelter and secondary containment for dumpsters, if possible. Use covered dumpsters and keep them closed and locked. Use only dumpsters with plugged drain holes to prevent discharge of leachate or fluids. Do not dispose of liquid wastes such as oils or hazardous materials into dumpsters and completely drain liquid waste containers prior to disposal of containers. Perform dumpster cleaning in designated areas that are bermed to contain wash water for subsequent disposal or discharge to the sanitary sewer. Do not dispose of liquid or hazardous materials in dumpsters.
5.11	Firefighting, training, and testing activities	In a fire-fighting situation, if possible, protect storm drains. Once safe to do so, collect any residual AFFF or other contaminated fluids and properly dispose. For fire training activities, perform training and AFFF discharge on paved surface and collect residual materials upon completion of training activities and properly dispose.
Preventative Maintenance		
5.11	Outdoor storage area requirements	Outdoor storage areas should be covered, if possible. When selecting storage sites, avoid excessive slope, locations near storm drain inlets, and locations near public access areas.
Spill Prevention and Response		
5.12	Preventing pollutant exposure during material transfer	Position vehicles used for material transfer such that activities are protected from rainfall and that possible spills can be contained. Provide hand pumps, containment devices, and other transfer devices to facilitate material transfer.
5.13	Preventing pollutant exposure for material or waste storage	Move materials and waste indoors or store away from drains. All material stored outside, no matter how temporary, should be placed on secondary containment and under cover, if possible. Materials not stored under cover should be covered and exposed exterior surfaces should be clean.
Routine Facility Inspections		
5.14	Material / waste transfer area inspections	Inspect loading/unloading areas and material use areas for repair and patching.

5.15	Material and waste storage area inspection (containers and tanks)	Periodically inspect storage areas (containers and tanks): • Check containers for external corrosion and structural failure. • Check for spills and overfills due to operator failure. • Check for failure of piping system (pipes, pumps, flanges, couplings, hoses, and valves). • Check for leaks or spills during pumping of liquids or gases. • Visually inspect new tanks or containers for loose fittings, poor welds, and improper or poorly fitted gaskets. • Inspect tank foundations and storage area coatings.

Employee / Contractor Training

5.16	Waste management training	Train employees on the proper disposal procedures for operations-derived wastes.

Management of Storm Water Runoff

5.17	Protect storage areas from run-on and runoff	Protect all significant materials from rainfall, run-on, runoff and wind dispersal. Options include: • Store material indoors or in a fully enclosed area. • Permanently cover an outdoor storage area with a roof, overhang or awning. • Use temporary covering of polyethylene, polypropylene, or hypalon. • Use control measures such as berms and secondary containment. • Reduce the amount of material stored outdoors.

Record keeping and Reporting

5.18	Track waste generation	Characterize waste streams and maintain accurate information on waste streams using: manifests, bills of lading, biennial reports, permits, environmental audits, SARA Title III reports, emission reports, Material Safety Data Sheets (MSDS), NPDES discharge monitoring reports, inventory reports, data on chemical spills, and emissions data.
5.19	Oil / water separator maintenance	Document all inspections and maintenance operations.

Notes
See BMP 1.0 for measures generally applicable to Exposure Minimization.

6.0 Fuel Storage and Delivery

Applicability

BMP 6.0. Fuel Storage and Delivery applies to bulk and small-quantity storage and delivery of fuel and fuel products.

Good Housekeeping Measures

6.1	Vehicle fueling station signage	Fuel pumps intended for vehicular use must be posted with signs stating "No Topping Off" to prevent overflow.

Preventative Maintenance

6.2	Install fuel tank monitoring and release prevention systems	Provide appropriate monitoring for tanks containing fuel (i.e., level indicators and gauges, overfill protection with alarms, interstitial leak detection for double-walled tanks, routine inspection/lockout for drainage valves for tank containment areas). Fuel dispensing equipment should be equipped with "breakaway" hose connections that will provide emergency shut-down of flow should the fueling connection be broken through movement. Automatic shut-off mechanisms should be in place on fuel tankers. These valves should remain in the closed position unless manually opened during fueling.

Spill Prevention and Response

6.3	Preventing pollutant exposure when fueling	Cover nearby storm drains and outlets to surface drainages with spill control mats or block off with absorbent booms to prevent accidental release of pollutants in the event of a spill. Avoid mobile fueling of equipment. Fuel equipment in designated areas, covered if possible. Maintain spill kits on fueling tankers.
6.4	Collection of aircraft fuel samples	Use GATS jars to take fuel samples. Dispose of samples at designated collection sites. Use fire-rated containers for storage of fuel samples.

Routine Facility Inspections

6.5	Fuel storage and handling inspections	Regularly inspect fueling areas and storage tanks. (Underground fuel storage tanks should be tested as required by federal and state laws.)

Employee / Contractor Training

6.6	Fuel spill response training	Train employees performing fueling activities on the appropriate response procedures for fuel spills.

Notes

See BMP 1.0 for measures generally applicable to Exposure Minimization, Runoff Management, and Record keeping and Reporting.

7.0 Building and Grounds Maintenance

Applicability

BMP 7.0. Building and Grounds Maintenance applies to non-AVE maintenance operations with potential to impact stormwater.

Good Housekeeping Measures

7.1	Disposal of landscaping and grounds maintenance waste	Properly dispose of landscape waste, wash water, sweepings, and sediments.
7.2	Firefighting foam deluge system testing procedures and fire hydrant flushing	Perform firefighting foam testing operations only in designated areas deemed appropriate for such activities. Properly dispose of, or recycle, foam discharge. If possible, do not allow water from hydrant flushing to enter storm drain. Discharge to sanitary sewer or use for landscape watering.
7.3	Cleaning interior floors and exterior ground surfaces	Maintain clean, dry floors and exterior surfaces by methods other than hosing and washing (e.g., using brooms, shovels, vacuum cleaners, etc.). Do not hose down work areas to the storm drainage system or use concrete cleaning products unless the storm drain inlet is blocked and wash water is collected and properly disposed of through a permitted sewer connection. Use seals or door skirts to prevent material exposure to rainfall.
7.4	Uncontaminated water discharges from potable water line flushing, uncontaminated air conditioning condensate, irrigation drainage, and landscape watering	Perform line flushing operations only in designated areas deemed appropriate for such activities. If possible, do not allow water to enter storm drain. Discharge to sanitary sewer or use for landscape watering. If water contacts pollutants, protect storm drains, and collect and properly dispose of water.

Preventative Maintenance

7.4	Grounds / landscaping design considerations	•Consider the following design characteristics for grounds / landscaping design: • Incorporate areas of landscape into project design. (Landscape areas are pervious and will result in less runoff discharge from a site.) • Incorporate design considerations such as leaving or planting native vegetation to reduce irrigation, fertilizer, and pesticide needs. • Select landscaping plants that require little maintenance and/or pest control. • Incorporate storm water detention/retention to reduce peak runoff flows and for water quality control.

7.5	Maintain storm water control devices and outfalls	Regularly inspect and patch or repair storm water control devices (i.e., berms, etc.) to keep them in working order. Place devices such as hay bales or filter fabric over storm drain culverts or at other areas to capture debris generated during construction or runway rubber removal activities.
7.6	Maintain catch basins	Regularly clean any catch basins which receive runoff from a maintenance area, especially after larger storms. Install and maintain catch basin filter inserts that assist in the removal of oil and grease, sediments and floatables.
7.7	Fire deluge system design considerations	Design deluge (foam) testing system with the following characteristics: • Located away from storm drain inlets, drainage facilities or water bodies. Discharge foam waste to a sanitary sewer (industrial wastewater permitting may be required). Foam waste shall not be discharged to storm drains or water bodies. • Paved with concrete or asphalt, or stabilized with an aggregate base. • Bermed to contain foam and to prevent run-on. • Configure discharge area with a sump to allow collection and disposal of foam.
7.8	Install oil / water separators	Either collect storm water in areas exposed to pollutants or install an appropriately-sized oil / water separator (regulatory agency approval may be required). Oil / water separators are typically used in areas where the concentrations of petroleum hydrocarbons, floatables, or sediment may be abnormally high and source control techniques are not very effective. There are two types of oil/water separators: the American Petroleum Institute (API) separator and the coalescing plate separator (CPS). Design, sizing, and placement of oil/water separators is dependent on several factors including: tributary area, type of activity, pollutant type and concentration, and water temperature. Separators should be selected, sized and designed by a qualified engineer.
7.9	Maintain sumps and oil / water separators	Regularly clean and maintain sump and oil / water separators. Characterize and properly dispose of cleaning waste. Replace oil absorbent pads as needed and always prior to the rainy season(s). Keep effluent shutoff valve closed during cleaning operations. Follow maintenance schedule and procedures for these activities.
7.10	Label storm drains	Label storm drain inlets that they are to receive no wastes.
7.11	Minimize pesticide, herbicide and fertilizer use	Minimize use of pesticides, herbicides, and fertilizers. Use according to directions. Utilize integrated pest management.

Routine Facility Inspections

7.12	Sump and oil / water separator inspections	Regularly inspect sumps and oil/water separators to identify when preventative maintenance is needed.
7.13	Inspect firefighting foam deluge system	Regularly inspect, clean, and maintain firefighting foam testing facility and collection sumps.
7.14	Erosion control	Provide landscaped areas where erosion is becoming a problem. Plantings and appropriate grading are means to controlling erosion and containing runoff.

Notes

See BMP 1.0 for measures generally applicable to Exposure Minimization, Spill Prevention and Response, Training, and Record keeping and Reporting.

8.0 Waste Water Treatment

Applicability

BMP 8.0. Waste Water Treatment applies to structural and operational aspects of the waste water treatment facility.

Good Housekeeping Measures

8.1	Disposal of grounds maintenance waste	Properly dispose of waste, wash water, sweepings, and sediments.
8.2	Ensure proper sludge management	Sludge shall be contained in sludge drying beds with the gates in place at all times, except when the sludge is being removed. Any spills of sludge shall be removed completely and expeditiously, and disposed of properly. Sludge shall not be removed from the drying beds during rain events.

Routine Facility Inspections

8.3	Inspect WWTP equipment	Regularly inspect equipment and treatment processes at the WWTP to ensure facility operation.

Notes
See BMP 1.0 for measures generally applicable to Exposure Minimization, Spill Prevention and Response, Training, Management of Storm Water Runoff, and Record keeping and Reporting.

9.0 Reference Documents

California Stormwater BMP Handbook – January 2003

WM-1 Material Delivery and Storage
WM-1 Material Use
WM-4 Spill Prevention and Controls
WM-5 Solid Waste Management
WM-6 Hazardous Waste Management

For New Development & Redevelopment Guidelines (MJPA)

NPDES – Guidelines for Projects Under the March Joint Powers Authority – January 9, 2008
***Copies available at MJPA Planning Department -Obtain for Construction

March Inland Port Airport Authority
Best Management Practices Guidelines

Acknowledgment & Signature Form

It is everyone's responsibility to apply Best Management Practices in their day-to-day operations. Education and training of employees is paramount in maintaining successful Business Plan, SWPPP and SPCCP Best Management Practices.

_____ has received March Inland Port's Storm Water
(Company)
Pollution Prevention & Best Management Practices Guidelines on .....
(Date)

Received by:_____
(Print)

Received by:_____
(Signature)

This Section for Authority Use Only

Issued:_____

Issued by: _____

Acknowledgment received by:_____ Date:_____

Company:_____

File No. _____

MARCH INLAND PORT AIRPORT AUTHORITY

MOTOR VEHICLE OPERATING PERMIT DECALS 7/1/17 – 6/31/10

for: _____
COMPANY

YEAR	MAKE	MODEL	COLOR	LICENSE NO.	VIN NO.	DECAL NO. OFFICE USE ONLY

DO NOT WRITE BELOW THIS LINE

Permits - $120.00 Each

Pick up By_____Badge No._____ Expiration_____ Total # of Vehicles_____ Paid $_____ Chk. No. _____ Insurance __Y__N__
Proof? Circle

Issued By; _____ Date_____

OFFICIAL STAMP

10/4/2017

March Inland Port Aviation Insurance
MINIMUM COVERAGES AND LIMITS FOR TENANTS

Effective 01/09

A. **WITH RESPECT TO FIXED BASE OPERATORS** (i.e. rental and instruction, charter operators (other than air ambulance operations), repair facilities, paint shops, sales demo operations, etc.):

OWNED AND NON-OWNED AIRCRAFT LIABILITY – Combined single limit bodily injury and property damage $ 1 million each occurrence, with passengers limited to $100,000 each person (if the fixed base operator has any owned and/or leased aircraft).

AIRPORT PREMISES LIABILITY – Combined single limit bodily injury and property damage $1 million each occurrence. Premises liability must include liability arising from or out of or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

PRODUCTS/COMPLETED OPERATIONS LIABILITY – Combined single limit bodily injury and property damage $1 million each occurrence and in the annual aggregate, with bodily injury limited to $100,000 each person. Covering any and all product/completed operations hazards in which tenant is involved (i.e., sale of fuel, sale of used and/or new aircraft, repairs and service, aircraft cleaning/detailing, avionics repairs and services, aircraft/avionics parts sold over the counter, sale of food and/or beverages, cargo loading/unloading, baggage loading/unloading, etc.)

OWNED AND/OR LEASED AUTOMOBILE LIABILITY – $1 million each occurrence. This is required if tenant is permitted to drive vehicles on any airport airside locations.

GROUND HANGARKEEPERS LEGAL LIABILITY – Minimum limit of $250,000 each aircraft/$500,000 each occurrence, with a maximum deductible of $10,000 each and every loss. This is required if the tenant is directly hangaring or tying down or fueling any aircraft which are owned by individuals and/or entities other than the operator.

INDEPENDENT CONTRACTORS LIABILITY – $1 million each occurrence.

CARGO LEGAL LIABILITY – Minimum limit of $100,000 each occurrence, subject to a maximum deductible of $2,500 each and every loss. This is required if the tenant is storing or loading or unloading cargo.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – $1 million each occurrence. This is required if tenant is permitted to drive vehicles on any airport airside locations.

WORKERS COMPENSATION

POLLUTION LIABILITY - $1 million each occurrence. This is required if the operator is selling fuel and/or storing fuel and/or performing aircraft repairs and service and/or cleaning aircraft and/or painting aircraft and/or performing de-icing operations.

FIRE LEGAL LIABILITY - $100,000 each occurrence. This is required if the tenant is leasing a building.

B. **WITH RESPECT TO CONCESSIONAIRES AND CONTRACTORS:**

PREMISES LIABILITY – Combined single limit bodily injury and property damage $5 million each occurrence. Premises liability must include liability arising from or out of or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

PRODUCTS/COMPLETED OPERATIONS LIABILITY – Combined single limit bodily injury and property damage $ 5 million each occurrence and in the annual aggregate. Covering any and all products/completed operations hazards in which tenant is involved.

OWNED AND/OR LEASED AUTOMOBILE LIABILITY – $1 million each occurrence. This is required if tenant is permitted to drive vehicles on any airport airside locations.

INDEPENDENT CONTRACTORS LIABILITY – $5 million each occurrence.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – $1 million each occurrence. This is required if tenant is permitted to drive vehicle on any airside locations.

WORKERS COMPENSATION INSURANCE

POLLUTION LIABILITY - $1 million each occurrence (if applicable).

FIRE LEGAL LIABILITY - $100,000 each occurrence.

C. **WITH RESPECT TO HANGAR TENANTS:**

OWNED AIRCRAFT LIABILITY – Combined single limit bodily injury and property damage $1 million each occurrence, with passengers limited to $100,000 each person.

AIRPORT PREMISES LIABILITY – Combined single limit bodily injury and property damage and $1 million each occurrence. Premises liability must include liability arising from or out of or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

PRODUCTS/COMPLETED OPERATIONS LIABILITY – Combined single limit bodily injury and property damage $ 1 million each occurrence and in the annual aggregate, with bodily injury limited to $100,000 each person. Covering any and all product/completed operations hazards in which tenant is involved (including, but not limited to, aircraft maintenance, fueling, aircraft repairs, sales, etc).

OWNED AUTOMOBILE LIABILITY – $1 million each occurrence.

GROUND HANGARKEEPERS LEGAL LIABILITY – $100,000 each occurrence, with a maximum deductible of $5,000 each and every loss. This is required, if the owner has any aircraft of others in their care, custody and/or control (such as storing a friend's aircraft, etc.)

INDEPENDENT CONTRACTORS LIABILITY – $1 million each occurrence.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – $1 million each occurrence.

POLLUTION LIABILITY - $1 million each occurrence (if the owner is storing and/or pumping any fuel.)

FIRE LEGAL LIABILITY - $100,000 each occurrence.

D. **WITH RESPECT TO AIRLINE/COMMUTERS:**

OWNED AND NON-OWNED AIRCRAFT LIABILITY - Combined single limit bodily injury and property damage $100 million each occurrence, including passengers. Coverage should include baggage legal liability (including loading and unloading), cargo legal liability (including loading and unloading), and mail legal liability.

AIRPORT PREMISES LIABILITY – Combined single limit bodily injury and property damage $100 million each occurrence. Premises liability must include liability arising from or out or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

PRODUCTS/COMPLETE OPERATIONS LIABILITY – Combined single limit bodily injury and property damage $ 100 million each occurrence and in the annual aggregate covering any and all products/completed operations hazards in which tenant is involved.

OWNED AND/OR LEASED AUTOMOBILE LIABILITY – $10 million each occurrence.

INDEPENDENT CONTRACTORS LIABILITY – $ 100 million each occurrence.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – $10 million each occurrence.

WORKERS COMPENSATION INSURANCE, INCLUDING EMPLOYERS LIABILITY

POLLUTION LIABILITY - $10 million each occurrence.

FIRE LEGAL LIABILITY - $1,000,000 each occurrence. This is required if the operator is leasing a building.

E. **WITH RESPECT TO AIR AMBULANCE OPERATORS:**

OWNED AND NON-OWNED AIRCRAFT LIABILITY – Combined single limit bodily injury and property damage $ 5 million each occurrence (including passengers.)

PREMISES GENERAL LIABILITY – Combined single limit bodily injury and property damage $5 million each occurrence. Premises liability must include liability arising from or out of or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

OWNED AND/OR LEASED AUTOMOBILE LIABILITY – $1 million each occurrence.

INDEPENDENT CONTRACTORS LIABILITY – $1 million each occurrence.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – $1 million each occurrence.

WORKERS COMPENSATION INSURANCE

POLLUTION LIABILITY - $1 million each occurrence. This is required, if the operator is selling fuel and/or storing fuel.

FIRE LEGAL LIABILITY - $100,000 each occurrence. This is required if the operator is leasing a building.

PERSONAL INJURY LIABILITY – $5 million each occurrence and in the annual aggregate.

BROAD FORM CONTRACTUAL LIABILITY – $5 million each occurrence and in the annual aggregate.

MEDICAL MALPRACTICE LIABILITY – $5 million each occurrence and in the annual aggregate.

EMPLOYERS LIABILITY – limit of $1 million.

ADDITIONAL REQUIREMENTS FOR POLICIES MAINTAINED BY AIR AMBULANCE OPERATORS:

The policy shall insure the March Inland Port Airport Authority, its elected and appointed officials, officers, employees, representatives and agents (the "Authority"), against any and all liability, claims, loss, damage or expenses arising from or related to the tenant's occupation or use of the premises, or the acts, omissions or negligence in whole or part of the tenant, their contractors, sub-contractors, licensees, agents, servants, employees, invitees or visitors.

The Tenant shall provide a waiver of subrogation with respect to all physical damage policies including but not limited to aircraft and any automobile policies, in favor of the March Inland Airport Authority, its elected and appointed officials, officers, employees, representatives and agents (the "Authority").[1]

F. <u>REQUIREMENTS FOR ALL INSURANCE POLICIES</u>

1. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the Authority for approval.

2. Failure of the tenant/operator to provide the required certificates of insurance does not invalidate or eliminate any of the insurance requirements contained herein or relieve tenant from any responsibility to carry the required types and amounts of insurance.

3. All required insurance policies shall be written by a company with a current A.M. Best's rating of "A Minus or Better," or by such other company consented to in writing by the Authority.

[1] The reason for this requirement is primarily due to the high costs of medical equipment attached to the air ambulance aircraft.

4. All required insurance policies (with the exception of workers compensation and fire legal liability), and all renewals thereof, shall be endorsed to provide the following:

(a) Additional Insured. The Authority shall be an additional insured with regard to liability and defense of suits or claims.

(b) Primary and Non-Contributing. The required insurance policy shall be primary and any other insurance, deductible, or self-insurance maintained by the Authority shall not contribute with this primary insurance.

(c) Cancellation. Required insurance policies shall not be cancelled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the Authority except ten (10) days shall be allowed for nonpayment of premium.

G. AUTHORITY DISCLAIMER OF LIABILITY

The Authority expressly disclaims any and all liability for any and all loss or damage to the aircraft and/or vehicles and/or personal possessions of the tenant/operator or for aircraft/vehicles/personal possessions of others which are in the care, custody and control of the tenant/operator (including, but not limited to, the loss of use and including diminishment of value thereof). Authority shall not be required to carry insurance on any of tenants'/operators' personal property and shall not be obligated to repair any damage to tenant/operator's property or to replace in whole or part any of tenants'/operators' property.

APPENDIX 3

MARCH AIR RESERVE BASE INSTRUCTION 13-204

June 2, 2017

BY ORDER OF THE COMMANDER
MARCH AIR RESERVE BASE

MARCH AIR RESERVE BASE
INSTRUCTION 13-204

2 JUNE 2017

Nuclear, Space, Missile, Command and Control

AIRFIELD OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Charles D. Assumma)
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This publication implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management* and AFI 13-204, Vol. 3, *Airfield Operations Procedures and Programs*. It provides guidance and procedures on airfield operations at March Air Reserve Base (ARB). It applies to individuals at all levels who operate or perform servicing functions on aircraft at March ARB airfield facilities, operate within and in the vicinity of March ARB delegated airspace, and personnel responsible for implementing airfield operations functions, except where noted otherwise. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Chapter 1

POLICIES AND GUIDANCE

1.1. General Policies.

1.1.1. Recommended Changes. Any changes to this instruction shall be coordinated through 452 OSS/OSA for review.

1.1.2. Word Meanings. As used in this instruction:

1.1.2.1. "Shall" or "must" means a procedure is mandatory.

1.1.2.2. "Shall not" or "must not" means a procedure is prohibited.

1.1.2.3. "Should" means a procedure is recommended.

1.1.2.4. "May" or "need not" means a procedure is optional.

1.1.2.5. "Will" means futurity, not a requirement for the application of a procedure.

1.1.2.6. Singular words include the plural.

1.1.2.7. Plural words include the singular.

1.1.2.8. "Aircraft" means the airframe, crew members, or both.

1.1.3. Flight Line Clothing.

1.1.3.1. Identification Badges. Metal badges and/or insignias will not be worn on the flight line. Badges will be secured with a subdued non-metallic cord or plastic armband in plain sight above the waist on the outermost garment when worn on the flight line. (T-1)

1.1.3.2. Head Apparel. Hats or caps shall not be worn on the flight line or in an engine intake danger zone during engine start or while engines are running. Hats or caps may be worn on the flight line during planned events, ceremonies, construction, or for the prevention of thermal injury (heat or cold) when appropriately required or directed. Hats or caps do not include aircrew helmets, flight deck/ground support helmets, ballistic helmets, or other military issued headgear/safety equipment required for safe operation of crewed combat vehicles/maintenance vehicles/Aerospace Ground Equipment (AGE)/aircraft, during mass troop movements, during security forces/firefighting/first responder operations, as part of the chemical warfare defensive ensemble, or as directed for specific situations. (T-1)

1.1.3.3. Other Loose Items. Sun, wind and dust goggles, sunglasses, prescription eyewear and eye protection may be worn as required to perform duties on the flight line. Wigs, hairpieces, metal hair fasteners, earrings, or any other jewelry/loose items that may fall off without notice, are not authorized on the flight line. (T-1)

1.1.3.4. Visitors. Escorts of visiting personnel will ensure Foreign Object Damage (FOD) prevention measures are taken. (T-1)

1.1.4. Tobacco Use. Tobacco products such as cigarette, pipe, and e-cigarette smoking is prohibited in flight line areas, aircraft maintenance facilities, and weapons storage and

maintenance areas. Tobacco products may be used in approved designated tobacco use areas. (T-1)

1.1.5. Grill, Smoker, and Fryer Use. Organizations intending on using grills, smokers, fryers or any open flames for cooking purposes shall obtain approval and guidelines through the installation Fire Chief. (T-3)

1.1.6. Airfield Photography. Route all requests for airfield photography through Airfield Management (AM), Emergency Communication Center (ECC) and Public Affairs (PA). PA is the approval authority for any photography on the airfield. (T-3)

1.1.7. Airfield Tours. Route all requests for airfield tours through AM, ECC and PA. PA is the approval authority for any tours on the airfield. (T-3)

1.2. Airfield Operations Board (AOB). The AOB provides a forum for discussing, updating and tracking various activities in support of the wing-flying mission as mandated by paragraph 4.2, AFI 13-204v3, *Airfield Operations Procedures and Programs*. (T-1)

1.2.1. AOB Chair Delegation. 452 AMW/CV designates 452 OG/CC to serve as the chair of the AOB. (T-1)

1.2.2. Frequency. The board will convene at least once per quarter; the chairman may convene a board at any time. (T-1)

1.2.3. Required Members. (T-3)

1.2.3.1. 452 OG/CC.

1.2.3.2. 452 MSG/CC.

1.2.3.3. 452 AMW/CP (Command Post/CP).

1.2.3.4. 452 AMW/SEF (Flight Safety/SEF).

1.2.3.5. 452 OG/OGV.

1.2.3.6. 729 AS.

1.2.3.7. 336 ARS.

1.2.3.8. 912 ARS.

1.2.3.9. Det 1, 144 FW.

1.2.3.10. 163 ATKW.

1.2.3.11. U.S. Customs and Border Patrol Office of Air and Marine, Riverside Air Unit (CBP RAU).

1.2.3.12. 452 FSS/FSVA (Aero Club).

1.2.3.13. 452 OSS/CC or DO.

1.2.3.14. 452 OSS/OSA (Airfield Operations Manager (AOM)).

1.2.3.15. 452 OSS/OSAB (Air Traffic Manager (ATM) or designated representative).

1.2.3.16. 452 OSS/OSAP (Airspace Manager or designated representative).

1.2.3.17. 452 OSS/OSAP (Terminal Instrument Procedures Specialist (TERPS) or designated representative).

1.2.3.18. 452 OSS/OSAD (Airfield Operations Automation Manager (AOAM) or designated representative).

1.2.3.19. 452 OSS/OSAA (Airfield Manager (AFM) or designated representative).

1.2.3.20. 452 OSS/OSAW (WX).

1.2.3.21. 452 OSS/OSAM (Air Traffic Control and Landing Systems (ATCALS) Maintenance or designated representative).

1.2.3.22. 452 MSG/CE (CE) (and representatives of Base Operating Support (BOS) Contractor).

1.2.3.23. 452 CS (CS).

1.2.3.24. Federal Aviation Administration (FAA) Southern California (SCT/SoCal) Terminal Radar Approach Control (TRACON) or Air Traffic Representative (ATREP).

1.2.3.25. March Inland Port Airport Authority (MIPAA).

1.2.4. Agenda. Two weeks prior to an AOB, the AOM will electronically distribute the agenda, to include date, time, place, mandatory items identified in AFI 13-204v3, and any pertinent issues. Send additional topics for discussion to the AOM for inclusion in the agenda no later than two business days prior to the scheduled AOB. (T-3)

1.2.5. Inputs. OPRs shall provide the AOM with a brief written statement on current status and estimated completion date (ECD) of all open agenda items no later than two business days prior to the scheduled AOB. (T-3)

1.2.6. Distribution. The AOM will distribute the minutes to affected base agencies, HQ AFRC/SEF/A3OA/A6/A7, and HQ AFFSA/XA within 15 business days after an AOB. (T-1)

1.2.7. Schedule of Annual Review Items. The following items are reviewed in the specified quarter: (T-3)

1.2.7.1. Letter of Procedure (LOP) Review (1st Qtr/January).

1.2.7.2. TERPS (1st Qtr/February).

1.2.7.3. Air Installation Compatible Use Zone (AICUZ) (1st Qtr/March).

1.2.7.4. Results of Annual Self-Inspection (2nd Qtr/June).

1.2.7.5. Special Interest Item (SII) (2nd Qtr/June).

1.2.7.6. Results of Annual Airfield Certification/Safety Inspection and Quarterly Joint Inspection (2nd Qtr/June).

1.2.7.7. Status of Airfield Waivers (2nd Qtr/June).

1.2.7.8. Aircraft Parking Plan (3rd Qtr/August).

1.3. Pilot-Airfield Operations Flight Liaison (PAOL) Program.

1.3.1. General. The PAOL program is an informal pilot/crew to Airfield Operations forum to improve overall efficiency of services at March ARB.

1.3.2. Frequency. PAOL meetings are normally scheduled for March, June, September, and December. (T-3)

1.3.3. Membership. All flying units at March ARB, general and commercial operators within March delegated airspace, and Air Traffic Control (ATC) representatives from adjacent ATC facilities are invited to attend. (T-3)

1.3.4. Program Monitor. The AOM shall appoint a PAOL program monitor to schedule and conduct PAOL meetings. The PAOL program monitor shall provide written meeting minutes within five days of a PAOL meeting for distribution to all members. (T-3)

1.3.5. Mid-Air Collision Avoidance (MACA). SEF is the OPR for MACA program at March ARB. SEF should invite AOM or designated representatives to jointly attend visits to local civilian airports. (T-3)

1.4. Flight Information Publications (FLIP). AM manages FLIP requirements, requisition, and distribution for March ARB. All units with enduring requirements for FLIPs shall coordinate with AM to fulfill operational needs. (T-1)

1.4.1. 452 AMW Assigned Flying Unit Requirements. AM is responsible for maintaining FLIP requirements for 452 OSS/OSAC, 729 AS, 336 ARS, and 912 ARS. AM shall order, receive, inventory and distribute FLIPs. 452 OSS/OSAC, 729 AS, 336 ARS, and 912 ARS are responsible keeping AM informed of FLIP requirements, changes and picking up products within five days of notification of delivery. 452 OSS/OSAC is responsible for keeping AM informed of FLIP requirements, changes and building FLIP kits for contingency flying operations. AM shall build and issue FLIP kits to local crews according to user requirements. AM shall support the Aero Club by providing reference material IAW 4.4.1., AFI 34-117, *Air Force Aero Club Program*. (T-3)

1.4.2. Aeronautical/Procedural Changes to FLIPs. Changes to aeronautical information contained in FLIPs shall be submitted through the AFM. The AFM shall forward the requested change to the AOM for approval or disapproval. Approved changes will be processed by AM for inclusion in FLIPs. FLIP procedural changes shall be submitted to TERPS for review. (T-3)

1.4.3. FLIP Reviews for ATC. TERPS shall review FLIP changes no later than five days prior to the effective date and provide the ATM and Training and Standardization Manager (TSM) identified operational impacts. The TSM shall include all TERPS identified impacts in monthly training. (T-3)

1.5. Prior Permission Required (PPR) Procedures.

1.5.1. Transient Aircraft PPR. PPRs are required for all non-March ARB assigned aircraft and are issued on a first come, first served basis or as directed by the AOM. AM is the focal point for PPR issuance and approval. AM will determine eligibility of all requests, available parking, and transient services required prior to issuing a PPR. AM shall coordinate with Air Terminal Operations Center (ATOC) for cargo and passenger carrying capable aircraft prior to issuing a PPR to ensure availability of aircraft services and maximum on ground (MOG) limits are not exceeded. Intervals of at least two hours is required between successive

aircraft requiring ATOC support except Distinguished Visitor (DV) Code 6 and above, Air Evac/Med Evac, return of deceased service member remains, Prisoner of War/Missing in Action (POW/MIA) repatriation, and high priority missions. AM shall coordinate with Transient Alert (TA) prior to issuing a PPR. Any PPRs proposed past TA's available time shall be approved by 452 OG/CC, AOM, AM Contracting Officer's Representative (COR), or designated representative. AM shall refer all requests for TDY operations at March ARB to 452 OSS/OSTX per 1.5.2. AM shall check the master Civil Aircraft Landing Permit for non-military aircraft to determine eligibility prior to issuing a PPR. Non-military aircraft arriving at March ARB not on United States government (USG) business and picking up a military tasked mission from March ARB shall be issued a PPR that permits no more than 24 hours on the ground from arrival time to departure time. Aircraft intended for MIPAA do not require a PPR and shall be referred to the Fixed-Base Operator (FBO) for handling. Aircraft intending to land at March ARB without a PPR may be permitted to land but shall be held on Taxiway Charlie between Runway 14/32 and Runway 12/30 or a MIPAA apron until situation is resolved by AM. See 1.5.4. (T-3)

1.5.2. Temporary Deployment PPR. 452 OSS/OSTX is the 452 AMW lead agency for temporary deployment of aircraft to March ARB. All agencies shall direct flying units intending to operate out of March ARB to 452 OSS/OSTX. AM will issue PPRs as necessary for approved temporary deployments. (T-3)

1.5.3. PPR Distribution. AM shall maintain a monthly PPR Log with the real time status of pending and approved PPRs at **https://afrc.eim.us.af.mil/sites/452aw/452OG/OSS/OSA/PPR_Logs/default.aspx**. AM shall maintain a status of all aircraft on the ground at March ARB granted PPRs. (T-3)

1.5.4. Aircrew Violations of Airfield Restrictions. AM shall provide the AOM a synopsis of aircrew violations of airfield restrictions to include date, time, description of airfield restriction, callsign, type aircraft, names and ranks of crewmembers, unit of assignment, and home station within 48 hours of the violation. The AOM shall forward the violation report for routing through 452 OG/CC, 452 AMW/CC to the aircrew's WG/CC with a courtesy copy to the aircrew's MAJCOM/A3 and HQ AFRC/A3OA. (T-1) Absence of a PPR shall be considered a violation of airfield restrictions and subject to possible assessment of landing or parking fees IAW AFI 10-1001, *Civil Aircraft Landing Permits*, as applicable to the situation. AM shall obtain the mission number of a contract air carrier that fails to obtain a PPR, arrives at March ARB without a PPR and inform the mission scheduler of the absence of a PPR. (T-3)

1.6. Operations Scheduling.

1.6.1. Current Operations (452 OSS/OSO) shall provide AM the weekly and daily flying schedule and any amendments. AM shall distribute the weekly and daily flying schedule and all amendments to Control Tower (Tower), Radar Approach Control (RAPCON), WX, and Bird/Wildlife Aircraft Strike Hazard (BASH) Contractor. (T-3)

1.6.2. MIPAA shall provide AM the weekly and daily flying schedule and any amendments for tenants that publish a schedule. AM shall distribute the weekly and daily flying schedule and all amendments to Tower, RAPCON, and WX. (T-1)

1.7. Exercise Planning and Execution.

1.7.1. Installation Exercises and Inspections. Exercises or inspections involving standard or special support from AM, ATC, WX or the airfield/airspace shall include the AOM in planning to ensure proper support for objectives and coordination with FAA. (T-1)

1.7.2. Deployed Aircraft to March ARB and Large Force Exercises. Planners of deployment operations and large force exercises shall coordinate with the AOM in the planning and execution phases to ensure at least 45 days advance notification to FAA. (T-0)

1.8. Noise Abatement.

1.8.1. Quiet Hours. March ARB quiet hours coincide with the published operating hours and other times by Notice to Airmen (NOTAM). Quiet hours, other than published operating hours, are coordinated through the AOM, 452 OSS/OSO, 452 OG/CC, 452 AMW/CCP and approved by 452 AMW/CC. AM is responsible for distribution of approved quiet hours, coordinating and submitting NOTAMs implementing quiet hours, and restricting PPRs for applicable quiet hour times. All units operating on the airfield shall comply with quiet hour restrictions. Emergencies, Det 1, 144 FW and CBP RAU alert operations take precedence over any quiet hour restrictions. AM and ATC will enforce quiet hours as directed and implement restrictions no later than five minutes prior to quiet hours. (T-3)

1.8.1.1. Available Operational Restrictions. Organizations requesting quiet hours shall specify operational restrictions needed below. (T-3)

1.8.1.1.1. Towing Restrictions.

1.8.1.1.1.1. No Tows. Towing of aircraft prohibited on all airfield areas.

1.8.1.1.1.2. Limit Tows (apron specific). Towing of aircraft prohibited on specified airfield areas.

1.8.1.1.1.3. Tows Permitted. Towing of aircraft permitted during quiet hours.

1.8.1.1.2. Engine Run Restrictions.

1.8.1.1.2.1. No Engine Runs. Engine runs prohibited on all airfield areas.

1.8.1.1.2.2. Limit Engine Runs (apron specific). Engine runs prohibited on specified airfield areas.

1.8.1.1.2.3. Engine Runs Permitted. Engine runs permitted during quiet hours.

1.8.1.1.3. Auxiliary Power Unit (APU) Restrictions.

1.8.1.1.3.1. No APUs. APU use prohibited on all airfield areas.

1.8.1.1.3.2. Limit APUs (apron specific). APU use prohibited on specified airfield areas.

1.8.1.1.3.3. APUs Permitted. APU use permitted during quiet hours.

1.8.1.1.4. Taxi Restrictions.

1.8.1.1.4.1. No Taxi. Taxiing prohibited on all airfield areas.

1.8.1.1.4.2. Limit Taxi (taxiway/apron specific). Taxiing prohibited on specified airfield areas.

1.8.1.1.4.3. Taxi Permitted. Taxiing permitted during quiet hours.

1.8.1.1.5. Vehicle/Personnel Movement Restrictions.

1.8.1.1.5.1. No Movement. Vehicle and personnel movement prohibited on all airfield areas.

1.8.1.1.5.2. Limit Movement (taxiway/apron specific). Vehicle and personnel movement prohibited on specified airfield areas.

1.8.1.1.5.3. Movement Permitted. Vehicle and personnel movement permitted during quiet hours.

1.8.1.1.6. Runway Operation Restrictions.

1.8.1.1.6.1. No Runway Operations. No operations are permitted on Runway 14/32 and Runway 12/30.

1.8.1.1.6.2. Limit Runway Operations (Full Stop landings only). Full stop landings are authorized only for the specified runway(s).

1.8.1.1.6.3. Runway Operations Permitted. No restrictions on use of Runway 14/32 and Runway 12/30.

1.8.1.1.7. Airspace Restrictions.

1.8.1.1.7.1. No Class C Airspace Operations. Aircraft operations within the Class C or Class D (when active) surface area are prohibited.

1.8.1.1.7.2. Limit Class C Operations (transitions above 3,000 ft mean sea level (MSL) only). Aircraft transitions within the Class C or Class D (when active) surface area are permitted.

1.8.1.1.7.3. Class C Operations Permitted. No altitude restrictions for aircraft transitions within the Class C or Class D (when active) surface area.

1.8.2. Transient Aircraft. Aircraft not permanently based at March ARB are not authorized to conduct pattern work 2100L-2300L (0500Z-0700Z [0400Z-0600Z Daylight Savings Time (DST)]). Full stop landings are authorized. (T-3)

1.8.3. Radar Pattern Restriction. RAPCON shall utilize 5,000 ft MSL pattern altitude within confines of delegated airspace 2200-2300L. (T-3)

1.8.4. Tanker-Receiver Departures. Tower shall hold tanker or receiver aircraft awaiting wingman departure at 3,500 ft MSL or higher over the airfield. (T-3)

1.8.5. Noise Complaints. All noise complaints shall be referred to PA at (951) 655-4137 during duty hours and to CP at (951) 655-4665 after duty hours or email to the following address **452amw.paworkflow@us.af.mil**. AM, Tower, and RAPCON shall document noise complaints received on the daily AF Form 3616 with the source name, organization, contact number, and detailed description of complaint. AM, Tower, and RAPCON shall notify the AFM, ATM, and AOM within one hour of noise complaint via email. (T-3)

1.9. Civil Aircraft Use of Military Navigational Aids (NAVAID). Civil use of March ARB maintained NAVAIDs are authorized when it does not interfere or preclude military use. (T-3)

1.10. Civil Aircraft Operations.

1.10.1. MIPAA Fixed-Base Operator. MIPAA shall provide AM their scheduled hours of operation and any updates. AM shall provide Tower the scheduled hours of operation of the FBO and any updates. (T-1)

1.10.2. MIPAA Tenants. MIPAA shall provide and maintain a current listing of all tenants under contract and based at the MIPAA FBO to the AOM and AM. AM shall provide a copy to Tower. MIPAA tenants are authorized to operate outside of published airfield hours and during holidays. Pattern-work is not authorized per the Joint Use Agreement. MIPAA tenants are only permitted single full stop landings. MIPAA shall include the AOM on any preliminary planning for new commercial tenants. (T-1)

1.10.3. MIPAA Transients. Aircraft arriving without notice or flight plan are authorized to land if their intent is to proceed to MIPAA FBO within the FBO's operating hours. ATC shall verify any MIPAA inbound aircraft through AM when needed. AM shall contact MIPAA to facilitate verification for ATC. MIPAA shall notify the AOM and AM at least 48 hours in advance for all out of business hours operations that are not tenants under contract, arriving or departing. AM shall notify ATC of these operations. Any aircraft arriving or departing outside of business hours for MIPAA that is not a tenant nor have advance notice from MIPAA should be denied landing and diverted or denied departure and held. MIPAA shall notify the AOM at least 48 hours in advance for any unusual volume of transient aircraft traffic. (T-1)

1.10.4. Civil Aircraft Landing at March ARB. Personnel intending to operate a civil aircraft at March ARB for official business purposes outlined in AFI 10-1001 shall submit the appropriate forms to AM for processing at least thirty days in advance. The AFM shall review the application, verify documentation, and provide a recommendation to the AOM. The AOM is delegated the approval authority for all Civil Aircraft Landing Permits. When approved or disapproved by the AOM, the AFM shall provide the applicant the notice of disapproval or signed copy indicating approval. For civil aircraft with a pre-approved Civil Aircraft Landing Permit, AM shall verify authorization with the HQ AF/A3XJ listing prior to arrival. (T-1)

1.10.5. Practice Approaches and Pattern Work. Practice instrument approaches are authorized for any civil aircraft on a non-interference basis per operational priorities in this instruction and limited to low approaches to Runway 14/32. VFR pattern work is not authorized for any transient civil aircraft to any runway. (T-1)

1.10.6. United States Government (USG) Aircraft. USG owned and operated transient aircraft may conduct practice approaches and pattern work in accordance with (IAW) operational priorities in this instruction. (T-0)

Chapter 2

GENERAL AIRFIELD INFORMATION

2.1. Airfield Area and Location.

2.1.1. Runways. March ARB has two hard surface runways. The airfield identifier is KRIV, the airport reference point is N 33°52'54.99" W 117°15'32.47", and the field elevation is 1,536 ft.

2.1.1.1. Runway 14/32. Runway 14/32 is the main runway and is 13,302 ft long and 200 ft wide with 1,000 ft long and 200 ft wide overruns on each end. The runway is a Class B instrument runway composed of portland cement concrete (PCC), grooved PCC, and asphaltic concrete (AC). The center keel pavement starting from approximately 1,500 feet (ft) to approximately 13,100 ft from the Runway 32 approach end is grooved transversely 100 ft wide and composed of PCC. The remaining PCC pavement at both ends of the runway has not been grooved. The outer 50 ft on both sides of the runway are constructed of AC pavement. The controlling aircraft for this runway is the C-17.

Table 2.1. Runway 14/32.

Centerline Threshold	Coordinates (WGS-84)	Heading	Elevation
Runway 14	N 33°53'47.15" W 117°16'14.29"	137.4°	1,535.50
Runway 32	N 32°51'53.98" W 117°14'53.81"	317.4°	1,488.24

2.1.1.2. Runway 12/30. Runway 12/30 is 3,061 ft long and 100 ft wide with 200 ft long and 100 ft wide overruns. The runway is primarily composed of AC except for pavement consisting of the full width of Taxiway Charlie and Taxiway Delta which is PCC. Runway 12/30 is limited to day Visual Flight Rules (VFR) operations. A marked day VFR helipad is located approximately 400 ft prior to the Runway 30 threshold.

Table 2.2. Runway 12/30.

Centerline Threshold	Coordinates (WGS-84)	Heading	Elevation
Runway 12	N 33°53'24.93" W 117°15'38.45"	123.0°	1,411.55
Runway 30	N 33°53'03.55" W 117°15'12.73"	303.0°	1,399.62

Figure 2.1. March ARB Airfield (Runway 14).

Figure 2.2. March ARB Airfield (Runway 32).

2.1.2. Controlled Movement Area (CMA)/Movement Area (MA). The CMA/MA is always active and encompasses all pavement and in-field areas including and bounded by 100 ft of Runway 14/32, 100 ft of the northern edge of Taxiway Foxtrot, an imaginary line coinciding with the VFR hold short line on Taxiway Foxtrot at the intersection with Taxiway Alpha, following an imaginary line composed of the west-southwest edge of Taxiway Alpha along the main parking apron and the VFR hold short lines east of Runway 12/30 on Taxiway Delta, Taxiway Charlie, and Taxiway Alpha, and areas west of 100 ft east of Taxiway Alpha from the main parking apron's southern corner to the approach end of Runway 32. The CMA includes precision approach critical areas for the glideslope and localizer antennas. The critical area for the glideslope antenna is the arc area ±30° on a heading of 137.4° M extending 1,300 ft from Building (Bldg) 1301 (N 33°51'58.768" W 117°15'02.713"). The critical area for the localizer antenna is the area 400 ft wide centered on and extending 2,000 ft on a heading of 137.4° M from Bldg 1801 (N 33°54'06.497" W 117°16'28.054") and the tapered area 75 ft either side of 317.4° M extending 50 ft northwest of and centered on Bldg 1801, then tapering 45° towards the antenna intercepting the 400 ft wide critical area boundary. (T-3)

Figure 2.3. CMA Diagram.

2.1.3. Airfield Lighting. March ARB airfield lighting shall be operated IAW FAA JO 7110.65. Tower will have Precision Approach Path Indicator (PAPI) lights on regardless of day or night conditions or as preconfigured using automated presets. Tower shall adjust airfield lighting settings when requested by pilots. Airfield lighting may be turned off at night, with the exception of the Airport/Airfield Identification Beacon, during published closed hours, during pre-coordinated Night Vision Device (NVD) operations, and during open hours when there are no projected aircraft operations for a significant period of time as determined by Tower. (T-3)

2.1.3.1. Runway 14/32. Runway 14/32 is equipped with High Intensity Runway Edge Lights, Threshold Lights, Runway End Lights, and Distance Remaining Markers. Runway 14 has a four element PAPI to the left of the runway at N 33°53'37.21" W 117°16'04.34" with a slope angle of 2.59° and threshold crossing height of 56 ft. Runway 32 has a four element Precision Approach Path Indicator to the left of the runway at N 32°52'01.94" W 117°15'02.35" with a slope angle of 3.00° and threshold crossing height of 59 ft and is equipped with High Intensity Approach Lighting System with Sequenced Flashing Lights, Category I. Runway 32 has recessed overt lighting for a unidirectional C-17 minimum length (3,500 ft) Airfield Marking Panel (AMP) – 3 (Night) Landing Zone (LZ) approximately 300 ft from the approach end of Runway 32.

2.1.3.2. Runway 12/30. Runway 12/30 has no runway lighting installed.

2.1.3.3. Taxiways. All taxiways have Taxiway Edge Lighting and Taxiway Guidance Signs (Mandatory).

2.1.3.4. Airport/Airfield Identification Beacon. March ARB has a rotating beacon which is continuously operated at night, regardless of published or un-published closures and holidays. (T-0)

2.1.3.5. Wind Cones. Runway 14/32 has two lit wind cones east of the runway in the vicinity of the approach ends at N 33°53'46.162" W 117°16'07.923" and N 33°51'59.801" W 117°14'52.390". Runway 12/30 has two lit wind cones west of the runway in the vicinity of the approach ends at N 33°53'21.657" W 117°15'41.292" and N 33°53'03.413" W 117°15'19.164". Wind cones do not remain lit when other associated airfield lighting is off.

2.1.4. Arresting Systems. Runway 14/32 has two Tower controlled remotely raised/lowered bi-directional BAK-12Bs, 1,500 ft from the approach end of Runway 14 and Runway 32. The departure end arresting system for the runway in use is normally connected in a ready position. Tower may raise and lower the arresting system as requested, as the situation warrants or per Letter of Agreement outlining specific user procedures. (T-3)

2.1.5. Landing Zones (LZ).

2.1.5.1. Day Visual Meteorological Condition (VMC) LZ. Runway 14/32 has a bi-directional marked C-17 minimum length (3,500 ft) AMP – 2 (Day) LZ laterally centered on the runway approximately 500 ft south of Taxiway Charlie and approximately 300 ft north of Taxiway Bravo. Approximately 3,300 ft south of the LZ and approximately 6,500 ft north of the LZ is considered usable full weight-bearing overrun between the thresholds of Runway 14/32. No associated overt airfield lighting is installed for this LZ. The Day VMC LZ is not coincidental with the Night VMC LZ described in 2.1.5.2.

2.1.5.2. Night VMC LZ. Runway 14/32 has recessed overt lighting for a unidirectional C-17 minimum length (3,500 ft) AMP – 3 (Night) LZ approximately 300 ft from the approach end of Runway 32. The Night VMC LZ is not coincidental with the Day VMC LZ described in 2.1.5.1. and airfield markings are applied in the same pattern as visual landing zone marker panel (VLZMP) for the AMP-3 configuration.

2.1.6. Drop Zone (DZ). March ARB has no DZs on the airfield.

2.2. Helicopter Landing Surfaces.

2.2.1. March ARB has a single limited use day VFR helipad, 50 ft by 50 ft, located approximately 400 ft prior to the Runway 30 threshold at N 33°53'00.592" W 117°15'09.159", and oriented in line with Runway 12/30.

2.3. Taxiways.

2.3.1. Taxiway Location Descriptions.

2.3.1.1. Taxiway Alpha. Taxiway Alpha begins as a taxilane that is adjacent and west-southwest to the main parking apron and east-northeast of and parallel to Runway 12/30 beginning at the west-northwestern extent of the main parking apron and extending the full length of the main parking apron. Taxiway Alpha then continues from the main parking apron's southern corner south-southwest-bound towards Runway 14/32 for approximately 0.5 NM. The taxiway then branches off southeast-bound to the approach end of Runway 32 and ends with a warm-up pad adjacent and southeast of the taxiway.

2.3.1.2. Taxiway Bravo. Taxiway Bravo begins at the intersection where Taxiway Alpha branches off southeast-bound to the approach end of Runway 32 and ends at Runway 14/32. A closed warm-up pad pavement area is adjacent to and southeast of Taxiway Bravo and southwest of Taxiway Alpha which is not marked as part of the load bearing pavement and not for use by any aircraft.

2.3.1.3. Taxiway Charlie. Taxiway Charlie begins at the intersection of Taxiway Alpha, south-southeast 3/4 of the main ramp, traverses the approach end of Runway 30 and turns west-southwest terminating at Runway 14/32. A warm-up pad runs south of, parallel to, and mid-way along the length of Taxiway Charlie between the approach end of Runway

30 and Runway 14/32. A hazardous cargo pad is located south of the intersection of Runway 12/30 and Taxiway Charlie (See **2.4.11.1**).

2.3.1.4. Taxiway Delta. Taxiway Delta begins at the intersection of Taxiway Alpha, mid-way down the main ramp, traverses the approach end of Runway 12 direct to and terminating at Runway 14/32.

2.3.1.5. Taxiway Foxtrot. Taxiway Foxtrot begins at the west-northwestern extent of the main parking apron where Taxiway Alpha begins and extends south-southwest to the approach end of Runway 14. A warm-up pad runs parallel to and the mid-way point along the length of Taxiway Foxtrot south-southwest of the intersection of Taxiway Alpha and Taxiway Foxtrot.

2.3.1.6. Taxiway Golf. Taxiway Golf begins prior to the intersection of Taxiway Alpha and Taxiway Bravo extending southeast parallel to Taxiway Alpha and merges with Taxiway Alpha where it curves to the approach end of Runway 32. Taxiway Golf is limited to MIPAA operations and should not be used for transiting aircraft.

2.3.1.7. Taxiway Hotel. Taxiway Hotel begins at the intersection of Taxiway Alpha and Taxiway Golf extending into the MIPAA FBO apron.

2.3.2. Wing-Tip Clearance (WTC) Descriptions.

2.3.2.1. Taxiway Alpha. A non-movement area marking consisting of two yellow lines, one dashed spaced 3 ft apart and 3 ft in length 6 inches wide and one solid 6 inches wide with 6 inch space between them, runs parallel to and the full length of Taxiway Alpha adjacent to the Main Apron from the south apron edge fronting the Bldg 1290, Base Fire Station to 37.5' south of the peripheral taxilane centerline around the Alert Facility. It is discontinuous on Row Alpha thru Echo and Row Papa thru Tango/Uniform with non-movement area boundary markings only centered on the turn into/out of the interior taxilane and 60 ft wide outlined in black. The discontinuous non-movement area boundary markings are located between Row Alpha and Bravo, Row Bravo and Charlie, Row Charlie and Delta, Row Delta and Row Echo, Row Echo and the fuel farm asphalt area, the Joint Inspection (JI) asphalt area and Row Papa, Row Papa and Romeo, Row Romeo and Sierra, Row Sierra and Tango, on parking taxilane U-1, U-2, U-3, and the peripheral taxilane parallel to the south apron edge boundary marking. It is only continuous between the fuel farm asphalt area and the JI asphalt area. The line is 165 ft from the centerline of Taxiway Alpha and is designed to provide adequate WTC for up to C-5 aircraft or aircraft with a wingspan of 222.7 ft or less.

2.3.3. Intersection Distances. The following distances are available for the runway and taxiways indicated to be used for intersection departures. These distances are rounded to the lower 50 ft increment for ATC/pilot use IAW FAA JO 7110.65.

2.3.3.1. Runway 14/32.

Table 2.3. Runway 14/32 Intersection Dstance Remaining.

Runway	Taxiway Alpha	Taxiway Bravo	Taxiway Charlie	Taxiway Delta	Taxiway Foxtrot	Runway
32	13,300 ft	9,800 ft	5,200 ft	2,300 ft	N/A	

	N/A	3,150 ft	7,450 ft	10,600 ft	13,300 ft	14

2.3.3.2. Runway 12/30. No intersections cross this runway.

2.4. Ramps/Aprons.

2.4.1. Ramp Designations, Parking Plan and Spot Coordinates. March ARB has a single contiguous parking apron that runs parallel to Runway 12/30 and a significant segment of Taxiway Alpha. An alert facility apron is northwest of the intersection of Taxiway Alpha and Taxiway Foxtrot. MIPAA has two apron areas; the main civilian apron is parallel to Taxiway Golf and a smaller apron is at the terminus of Taxiway Hotel.

2.4.1.1. March ARB Main Parking Apron. The parking plan denotes individual rows alphabetically starting from the northwest with "A" and ending in the extreme southeast at "U" with "N", "O" and "Q" omitted. Numerical spot designations begins with "1" from the northwest and increasing in value towards the southwest. Spot A-3 is marked for a single KC-135 or four F-15 sized aircraft. Row H southwest of the fuel tanks is used for AGE storage. Spot L-1 is the primary DV spot. Row M and N are used for JI activities and AGE storage. Row O is used for AGE storage.

Figure 2.4. KC-135 Apron.

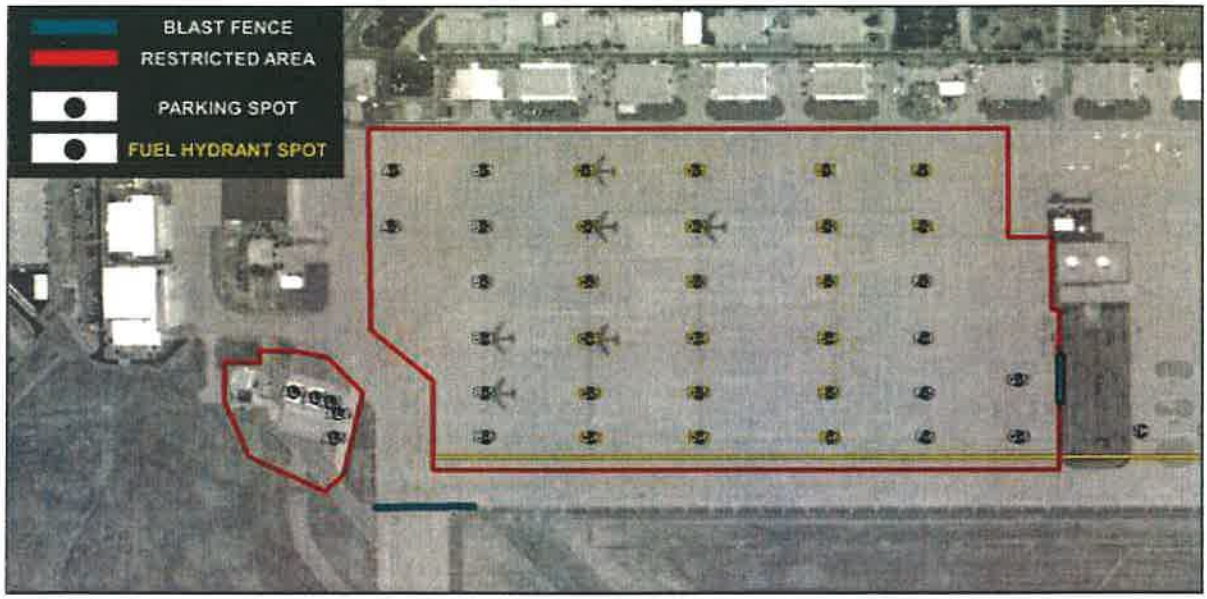


Figure 2.5. Transient Apron.

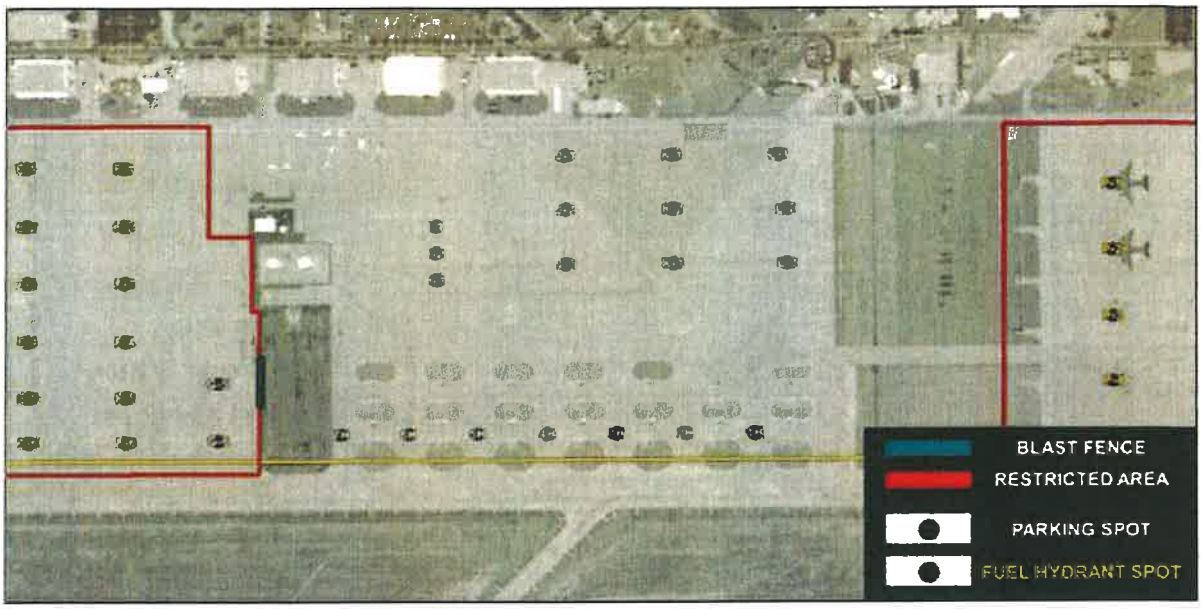


Figure 2.6. C-17 Apron.

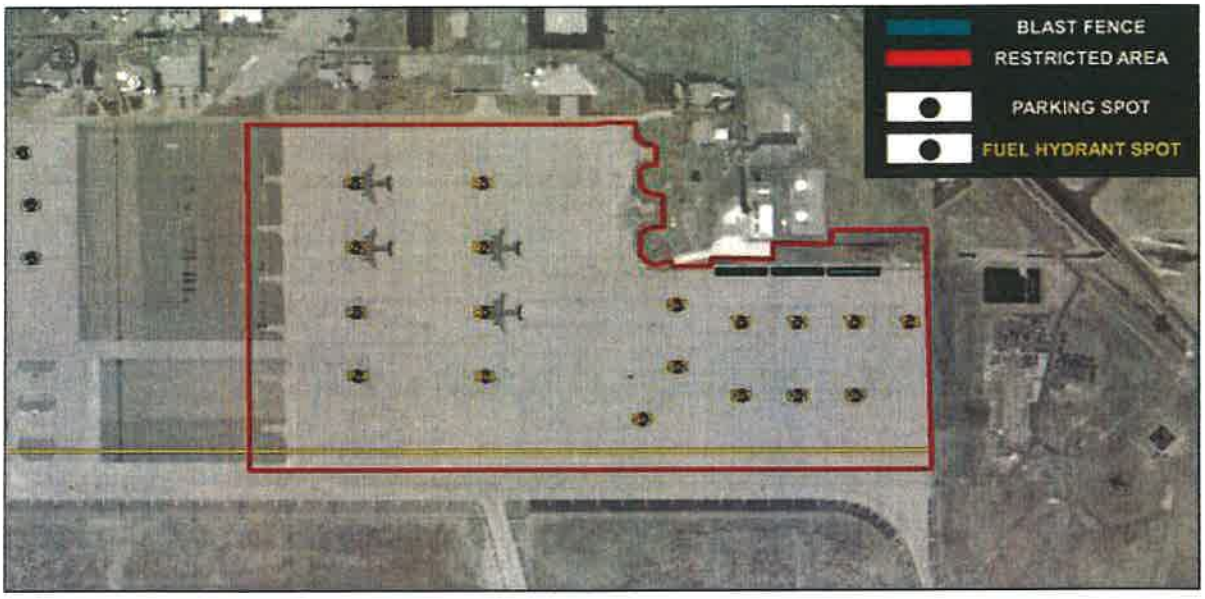


Table 2.4. March ARB Main Apron Parking Plan (T-3).

Delegated Organization	Intended Type A/C	Spot	Spot Coordinates (Nose Wheel)	Parking Direction	Refueling Pit	Engine Run	Blast Fence	C-5 Spots
452 AMW	KC-135	A 1	N 33°54'04.5319" W 117°15'51.6093"	N				N/A

		A 2	N 33°54'02.9722" W 117°15'53.6290"	N				
	F-15	A 3-1	To Be Surveyed	N				
		A 3-2		N				
		A 3-3		N				
		A 3-4		N				
	KC-135	A 4		N				
	KC-135	B 1	N 33°54'01.9849" W 117°15'48.5405"	N				
		B 2	N 33°54'00.3763" W 117°15'50.5013"	N				
		B 3	N 33°53'58.7805" W 117°15'52.4115"	N				
		B 4	N 33°53'57.1446" W 117°15'54.3803"	N				
		B 5	N 33°53'55.5686" W 117°15'56.2568"	N		X		
		B 6	N 33°53'54.2978" W 117°15'57.7759"	N		X		
		C 1	N 33°53'59.0802" W 117°15'45.0405"	N	X			
		C 2	N 33°53'57.4121" W 117°15'46.9283"	N	X			
		C 3	N 33°53'55.8138" W 117°15'48.8386"	N	X			
		C 4	N 33°53'54.1793" W 117°15'50.8022"	N	X			
		C 5	N 33°53'52.5905" W 117°15'52.6736"	N	X	X		
		C 6	N 33°53'51.3257" W 117°15'54.1888"	N	X	X		
		D 1	N 33°53'55.9362" W 117°15'41.2508"	N	X			
		D 2	N 33°53'54.3089" W 117°15'43.1909"	N	X			
		D 3	N 33°53'52.7111" W 117°15'45.0999"	N	X			
		D 4	N 33°53'51.0716" W 117°15'47.0604"	N	X	X		
		D 5	N 33°53'49.4956" W 117°15'48.9447"	N	X	X		
		D 6	N 33°53'48.2203" W 117°15'50.4520"	N	X	X		
		E 1	N 33°53'52.2298" W 117°15'36.7858"	N	X			4/C-5
		E 2	N 33°53'50.6047" W 117°15'38.7284"	N	X			
		E 3	N 33°53'49.0068" W 117°15'40.6360"	N	X			
		E 4	N 33°53'47.3609" W 117°15'42.5898"	N	X			
		E 5	N 33°53'45.7766" W 117°15'44.4693"	N	X	X		
		E 6	N 33°53'44.5072" W 117°15'45.9818"	N	X	X		
		F 1	N 33°53'49.4838" W 117°15'33.4797"	N	X			
		F 2	N 33°53'47.8582" W 117°15'35.4200"	N	X			
		F 3	N 33°53'46.2651" W 117°15'37.3353"	N				
		F 4	N 33°53'44.6196" W 117°15'39.2881"	N				
		F 5	N 33°53'43.0410" W 117°15'41.1720"	N				
		F 6	N 33°53'41.7750" W 117°15'42.6886"	N				
		G 5	N 33°53'40.7793" W 117°15'37.5565"	N		X	X	
		G 6	N 33°53'39.1424" W 117°15'39.5182"	N				
Aero Club	GA	AC1	N 33°53'46.1285" W 117°15'27.4280"					N/A
		AC2	N 33°53'45.7464" W 117°1526.9660"					
		AC3	N 33°53'45.3647" W 117°15'26.5063"					
		AC4	N 33°53'44.9797" W 117°15'26.0423"					
		AC5	N 33°53'44.5975" W 117°15'25.5820"					
		AC6	N 33°53'44.2154" W 117°15'25.1236"					
		AC7	N 33°53'43.3455" W 117°15'26.1644"					
		AC8	N 33°53'43.7303" W 117°15'26.6123"					
		AC9	N 33°53'44.1118" W 117°15'27.0599"					

		AC10	N 33°53'44.5108" W 117°15'27.5278"					
		AC11	N 33°53'44.8927" W 117°15'27.9759"					
		AC12	N 33°53'45.2826" W 117°15'28.4305"					
		AC13	N 33°53'45.6726" W 117°15'28.8885"					
		AC14	N 33°53'46.0499" W 117°15'29.3535"					
		AC15	N 33°53'46.8952" W 117°15'28.3499"					
		AC16	N 33°53'46.5116" W 117°15'27.8894"					
		AC17	N 33°53'43.2905" W 117°15'23.8889"					
		AC18	N 33°53'42.9163" W 117°15'24.3628"					
		AC19	N 33°53'42.5317" W 117°15'24.8303"					
		AC20	N 33°53'42.1504" W 117°15'25.2944"					
		AC21	N 33°53'41.7585" W 117°15'25.7544"					
		AC22	N 33°53'41.3826" W 117°15'26.2195"					
CBP RAU	PC-12	I 1	N 33°53'38.9619" W 117°15'24.8515"	N				
		I 2	N 33°53'38.2107" W 117°15'25.7500"	N				
	AS-350	I 3	N 33°53'37.4568" W 117°15'26.6478"	N				
452 OSS/OSAA	Transient C-17 or Smaller	J 1	N 33°53'37.3056" W 117°15'18.1133"	N				4/C-5
		J 2	N 33°53'35.7913" W 117°15'19.9241"	N				
		J 3	N 33°53'34.2530" W 117°15'21.7458"	N				
		K 1	N 33°53'34.2810" W 117°15'14.4704"	N				
		K 2	N 33°53'32.7692" W 117°15'16.2825"	N				
		K 3	N 33°53'31.2282" W 117°15'18.1044"	N				
		L 1	N 33°53'31.2563" W 117°15'10.8265"	N				
		L 2	N 33°53'29.5355" W 117°15'12.3936"	N				
		L 3	N 33°53'28.0044" W 117°15'14.2258"	N				
452 AMW	C-17/C-5	1 H	N 33°53'24.1622" W 117°15'21.0948"	W				7/C-5
		2 H	N 33°53'26.1165" W 117°15'23.4469"	W				
		3 H	N 33°53'28.0733" W 117°15'25.8024"	W				
		4 H	N 33°53'30.0257" W 117°15'28.1515"	W				
		5 H	N 33°53'31.9823" W 117°15'30.5061"	W				
		6 H	N 33°53'33.9352" W 117°15'32.8564"	W				
		7 H	N 33°53'35.8312" W 117°15'35.1389"	W				
	C-17	P 1	N 33°53'20.9524" W 117°15'00.5517"	N	X			1/C-5 (P-5)
		P 2	N 33°53'19.0911" W 117°15'02.7759"	N	X			
		P 3	N 33°53'17.2183" W 117°15'05.0124"	N	X	X		
		P 4	N 33°53'15.3806" W 117°15'07.2059"	N	X	X		
		R 1	N 33°53'17.3044" W 117°14'56.1635"	N	X			1/C-5 (R-5)
		R 2	N 33°53'15.4481" W 117°14'58.3952"	N	X			
		R 3	N 33°53'13.5729" W 117°15'00.6261"	N	X			
		R 4	N 33°53'11.7388" W 117°15'02.8211"	N	X	X		
		S 1	N 33°53'08.3113" W 117°14'53.7977"	S	X			N/A
		S 2	N 33°53'06.5308" W 117°14'55.9372"	S	X			
		S 3	N 33°53'06.0627" W 117°14'58.9541"	N	X			1/C-5
		T 1	N 33°53'05.9690" W 117°14'52.1963"	W	X	X	X	N/A
		T 2	N 33°53'04.3743" W 117°14'50.2773"	W	X		X	
		T 3	N 33°53'02.7682" W 117°14'48.3390"	W	X		X	
		T 4	N 33°53'01.1923" W 117°14'46.4470"	W	X			
		U 1	N 33°53'03.8640" W 117°14'54.7134"	W	X			2/C-5

		U 2	N 33°53'02.2671" W 117°14'52.7946"	W	X			
		U 3	N 33°53'00.6622" W 117°14'50.8587"	W	X			
Det 1, 144 FW	F-16/15	2337	N 33°54'01.0491" W 117°16'02.7927"	W				N/A
		2336	N 33°54'00.2811" W 117°16'02.2482"	W				
		AL3	N 33°53'59.7306" W 117°16'01.8927"	W				
		AL4	N 33°53'59.1719" W 117°16'02.0071"	W				
		AL5	N 33°53'58.6006" W 117°16'02.9841"	W				

2.4.1.2. Alert Facility Apron. The alert facility has two covered marked spots for fighter sized aircraft designated Bay 1 (Bldg 2237) and Bay 2 (Bldg 2236). There are three additional marked spots parallel and adjacent to the covered marked spots for fighter sized aircraft. They are designated Alert 3 and Alert 4 in sequence north to south. Alert 5 is utilized for repositioning due to Runway 14/32 Clear Zone requirements.

2.4.1.3. MIPAA Apron. The MIPAA apron consists of two aprons.

2.4.1.3.1. Main Civilian Apron. The main civilian apron runs adjacent to and parallel to Taxiway Golf.

2.4.1.3.2. Fixed-Base Operator Apron. The fixed-base operator apron is at the end of Taxiway Hotel.

2.4.2. Parking Restrictions. See **Table 2.4** for parking restrictions.

2.4.3. Restricted/Controlled Areas.

2.4.3.1. PL-1 and PL-2 Areas. PL-1 and PL-2 may be established as required.

2.4.3.2. PL-3 Areas. The alert facility apron area is designated PL-3. Spots on Alpha, Bravo, Charlie, Delta, Echo, Foxtrot, and Golf are contained in a single designated PL-3 area. Spots on Papa, Romeo, Sierra, Tango, Uniform and the aircraft wash rack are contained in a single designated PL-3 area.

2.4.3.3. PL-4 Areas. The airfield is designated as a PL-4 area.

2.4.4. Aircraft Wash Rack. March ARB has three designated wash rack facilities. Wash Rack 1 is southeast of parking spot R-1 and is a tow-in only spot. Wash Rack 2 is southeast of parking spot R-2 and is a tow-in only spot. Bldg 2312 is the primary wash rack for the C-17.

2.4.5. Aircraft Jacking Areas. No aircraft jacking areas have been identified on March ARB.

2.4.5.1. The following spots meet KC-135 aircraft jacking specifications for complete fuselage and forward fuselage jacking operations: B-1, B-3 thru B-6, C-1 thru C-6, D-1 thru D-3, E-1 thru E-3, F-1 thru F-3 and G-6. KC-135 aircraft complete fuselage and forward fuselage jacking may be performed in Bldg 2303, 2306, 2312, 423 and 1244.

2.4.5.2. The following spots meet C-17 aircraft jacking specifications for complete fuselage and forward fuselage jacking and integral jacking operations: P-1 thru P-4, R-1 thru R-4, S-1 thru S-3, U-1 thru U-3 and T-1 thru T-3. C-17 aircraft complete fuselage and forward fuselage and integral jacking may be performed in Bldg 2312 and 2303.

2.4.5.3. All other spots on the KC-135 ramp not listed in 2.4.5.1. may be used for forward fuselage jacking only.

2.4.6. Aircraft Inspection Dock. The C-17 inspection dock is located in Bldg 2312 and the KC-135 inspection dock is located in Bldg 2306.

2.4.7. Fuel System Repair Facilities. Aircraft fuel system repair facilities are located on open air spots T-2, T-3, G-5, G-6 and in Bldg 423 (C-17) and Bldg 1244 (KC-135).

2.4.8. Aircraft Hot Pit Refueling Areas. March ARB has no designated hot pit refueling areas.

2.4.9. Engine Run-Up Areas.

2.4.9.1. C-17. Designated engine run-up areas for base assigned C-17s are P-3, P-4, R-4 and T-1. See **Table 2.4.**

2.4.9.2. KC-135. Designated engine run-up areas for base assigned KC-135s are B-5, B-6, C-5, C-6, D-4, D-5, D-6, E-5, E-6 and G-5. See **Table 2.4.**

2.4.9.3. Fighter Aircraft. See **Table 2.4.**

2.4.9.3.1. Unsuppressed Power Check Pad. An aircraft trim pad and thrust anchor is located abeam the north end of Bldg 395 perpendicular to Taxiway Alpha between and south of Spot L-3 and H-1 and north of the JI area. It is surrounded by eight 3 ft high removable plastic bollards. No blast deflector is installed for use at this power check pad. The thrust anchor is designed for up to 267 kilonewtons (kN) (60,000 lbf) IAW UFC 3-260-01.

2.4.9.4. CBP RAU & Aero Club Aircraft. Engine run-up may be performed on any assigned parking spot on the main apron.

2.4.9.5. Transient Aircraft. Utilize existing engine run-up areas for transient aircraft. Maintenance personnel supporting transient aircraft or TA will coordinate with Maintenance Operations Center (MOC) and AM as required.

2.4.9.6. Blast Fences. Blast fences are located on spots G-5, T-1, T-2, and T-3. See **table 2.4.**

2.4.10. Arm/De-Arm Areas. March ARB has four designated arm/de-arm areas.

2.4.10.1. Taxiway Alpha. The warm-up apron adjacent to the approach end of Runway 32 is a primary arm/de-arm area for aircraft with forward firing munitions, chaff, flares and bombs.

2.4.10.2. Taxiway Charlie. The hazardous cargo pad south of the intersection of Runway 12/30 and Taxiway Charlie is a secondary arm/de-arm area for aircraft with forward firing munitions, chaff, flares and bombs.

2.4.10.3. Taxiway Delta. The intersection of Runway 12/30 and Taxiway Delta is a secondary arm/de-arm area for aircraft with forward firing munitions, chaff, flares and bombs.

2.4.10.4. Taxiway Foxtrot. The warm-up apron adjacent to the intersection of Taxiway Alpha and Taxiway Foxtrot is a primary arm/de-arm area for aircraft with forward firing munitions, chaff, flares and bombs.

2.4.11. Hazardous Cargo Areas. March ARB has a primary and alternate hazardous cargo pad and main apron areas approved for hazardous cargo operations.

2.4.11.1. Primary. The primary hazardous cargo pad (PHCP) is located south of the intersection of Runway 12/30 and Taxiway Charlie. See **Table 2.5** for approved explosive siting plan. (T-0)

2.4.11.1.1. Compensatory Measures. (T-0)

Table 2.5. PHCP Explosive Site Plan. (T-0)

Site Plan	Facility	HD 1.1. Lbs	HD (xx) 1.2.1. MCE ≤ Lbs	HD 1.2.2. Lbs	HD (xx) 1.2.3. MCE ≤ Lbs	HD 1.3. Lbs	HD 1.4. Lbs
02-S05	Primary Hot Cargo Pad	30000	(18) 30000 ≥ 450	30000	(18) 30000 ≤ 450	30000	30000

2.4.11.2. Alternate. The alternate hazardous cargo pad (AHCP) is located at the intersection of Runway 12/30 and Taxiway Delta. See **Table 2.6** for approved explosive siting plan. (T-0)

2.4.11.2.1. Compensatory Measures. (T-0)

Table 2.6. AHCP Explosive Site Plan (T-0).

Site Plan	Facility	HD 1.1. Lbs	HD (xx) 1.2.1. MCE ≤ Lbs	HD 1.2.2. Lbs	HD (xx) 1.2.3. MCE ≤ Lbs	HD 1.3. Lbs	HD 1.4. Lbs
16-S022	Alternate Hot Cargo Pad	30000	(12) 30000 ≥ 450	30000	(12) 30000 ≤ 450	30000	30000

2.4.11.3. KC-135 Apron. (Reserved for future use)

2.4.11.3.1. Compensatory Measures. (Reserved for future use) **Table 2.7** KC-135 Apron Explosive Site Plan. (Reserved for future use)

2.4.11.4. Transient Apron. **Table 2.7** details approved transient apron Hazard Divisions (HD) and Net Explosive Weights for Quantity Distance (NEWQD) for ammunition/explosive (AE) cargo shipments. (T-0)

2.4.11.4.1. Compensatory Measures. (T-0)

2.4.11.4.1.1. When J-3, K-3, or L-3 are in use with AE cargo, the corresponding adjacent spot (J-2 for J-3, K-2 for K-3, or L-2 for L-3) shall not be used and remain vacant. This restriction does not apply when only HD 1.3 and HD 1.4 AE are present.

2.4.11.4.1.2. Operations for Runway 12/30 shall be suspended when P/AHCP is in use.

2.4.11.4.1.3. If AHCP is occupied with AE cargo, H-4 will remain vacant.

Table 2.7. Transient Apron Explosive Site Plan (T-0).

Site Plan	Facility	HD 1.1. Lbs	HD (xx) 1.2.1. MCE ≤ Lbs	HD 1.2.2. Lbs	HD (xx) 1.2.3. MCE ≤ Lbs	HD 1.3. Lbs	HD 1.4. Lbs
13-S05	A-3-2	(04) 29.5	None	1000	None	None	MEQ
13-S06	A-3-3	None	None	None	None	500	MEQ

16-S014	H-1 (C-5)	186	(04) 321 ≤ 65	20000	(04) 20000 ≤ 66	20000	20000
16-S015	H-4 (C-5)	165	(04) 273 ≤ 61	20000	(04) 20000 ≤ 65	20000	20000
16-S016	J-2 (C-17)	None	None	None	None	2836	3000
16-S017	J-3 (C-17)	None	(03) 115 ≤ 40	2635	(03) 115≤ 40	5700	10000
16-S018	K-2 (C-17)	None	None	None	None	2771	3000
16-S019	K-3 (C-17)	None	(03) 101 ≤ 40	1770	(03) 101≤ 40	6233	10000
16-S020	L-2 (C-17)	None	None	None	None	3000	3000
16-S021	L-3 (C-17)	None	(03) 124 ≤ 40	3290	(03) 3000 ≤ 40	6184	10000

2.4.11.5. C-17 Apron. **Table 2.8** details approved C-17 apron HD and NEWQD for AE cargo shipments. (T-0)

2.4.11.5.1. Compensatory Measures. None required. (T-0)

Table 2.8. C-17 Apron Explosive Site Plan. (T-0)

Site Plan	Facility	HD 1.1. Lbs	HD (xx) 1.2.1. MCE ≤ Lbs	HD 1.2.2. Lbs	HD (xx) 1.2.3. MCE ≤ Lbs	HD 1.3. Lbs	HD 1.4. Lbs
16-S023	P-2 (C-17)	None	None	None	None	10000	10000
16-S024	P-3 (C-17)	185	None	248	None	15000	500000
16-S025	P-4 (C-17)	195	None	267	None	18000	500000
16-S026	R-2 (C-17)	20	None	248	None	15000	500000
16-S027	R-3 (C-17)	108	None	192	None	10000	500000
16-S028	R-4 (C-17)	169	None	218	None	15000	500000
16-S029	S-2 (C-17)	27	None	129	None	10000	500000
16-S030	T-2 (C-17)	None	None	None	None	3000	3000
16-S031	T-3 (C-17)	None	None	None	None	1500	3000
16-S032	U-1 (C-17)	88	None	87	None	7000	500000
16-S033	U-2 (C-17)	88	None	87	None	7000	500000
16-S034	U-3 (C-17)	23	None	90	None	7000	500000

2.4.12. Munitions Storage Area (MSA). March ARB has a munitions storage area located in the CMA southwest of the PHCP south of Taxiway Charlie, north of Taxiway Bravo, and east of Runway 14/32. (T-0)

2.4.12.1. Compensatory Measures. None required. (T-0)

Table 2.9. Munitions Storage Area Explosive Site Plan. (T-0)

Site Plan	Facility	HD 1.1. Lbs	HD (xx) 1.2.1. MCE ≤ Lbs	HD 1.2.2. Lbs	HD (xx) 1.2.3. MCE ≤ Lbs	HD 1.3. Lbs	HD 1.4. Lbs
05-S10	1706	128	None		None		MEQ
04-S1	1708	None	None	500000	None	16000	MEQ
05-S1	1718	11400	16840 ≤ 325	500000		105017	MEQ
99-S2	1720	150	150 ≤ 100	200	500	500	MEQ
13-S7	1714	425	5000 ≤ 99	5000	5000 ≤ 200	5000	MEQ

2.5. Closed Airfield Areas.

2.5.1. Main Apron. Twenty oblong asphalt areas, approximately 100 ft by 75 ft, in three parallel rows of seven, on the main parking apron parallel to Taxiway Alpha and centered on the intersection of Taxiway Alpha and Taxiway Delta are non-stressed shoulder pavement areas unusable to any taxiing aircraft. Standard six inch wide, yellow taxilane centerline stripes, outlined in black, run perpendicular to Taxiway Alpha and lead into aircraft parking

spots between each asphalt area. The non-stressed shoulder pavement areas are marked with six inch parallel double yellow lines, six inches apart, and denote the edge of the taxilane and apron. (T-3)

2.5.2. Main Apron Fuel Farm. A single asphalt area, 280 ft by 440 ft, northwest of the area described in **2.5.1** and between Taxiway Alpha and the fuel farm is non-stressed shoulder pavement areas unusable to any taxiing aircraft. (T-3)

2.5.3. Runway 12/30. Obliterated pavement along the extended centerline of Runway 12/30 to the northwest between Taxiway Delta to Taxiway Foxtrot is closed to all aircraft. Pavement northeast and parallel to the Runway 12 approach end outside of the marked runway is closed to all aircraft. The pavement area extending southeast from the marked helipad boundary at the approach end of Runway 30 to Taxiway Alpha is closed to all aircraft. Helicopters may utilize the marked helipad and pavement extending northwest to the approach end of Runway 30. (T-3)

2.5.4. Taxiway Bravo. A closed warm-up pad pavement area is adjacent to and southeast of Taxiway Bravo and southwest of Taxiway Alpha which is not marked as part of the load bearing pavement and not for use by any aircraft. (T-3)

Figure 2.7. Closed Airfield Areas.

2.6. Navigational Aids, Surveillance Systems, Landing Systems, Meteorological Sensors.

2.6.1. Airport Surveillance Radar. March ARB has a standard AN/GPN-30 (ASR-11) (Bldg 1283) Digital Airport Surveillance Radar (DASR) located east of Runway 14/32 at N 33°53'04.130" W 117°14'40.560" with an antenna height of 77 ft above ground level (AGL).

2.6.2. Tactical Air Navigation (TACAN). March ARB has a single AN/FRN-45 TACAN (Bldg 2150) north of Runway 14/32 at N 33°54'23.275" W 117°16'30.132" and available on Channel 77, 113.0 (RIV). The TACAN checkpoint for Runway 14 is located approximately six ft north of the centerline of Taxiway Foxtrot, west-southwest of the lead-in line from the alert facility and east-northeast of the VFR hold short line for Runway 14 (N 33°53'53.3419" W 117°16'05.8590"). The TACAN checkpoint for Runway 32 is located on the centerline of Taxiway Alpha, east-northeast of the VFR hold short line for Runway 32 and west-southwest of the instrument hold line at the intersection of Taxiway Alpha and Taxiway Golf (N 33°51'57.0241" W 117°14'48.4730").

Table 2.10. TACAN Checkpoint Information.

Runway	Elevation	Fix
14	N/A	131R/0.6DME
32	1,488	136R/2.8DME
Ref. 20140702 FAA Form 8240-2 Flight Inspection Report		

2.6.3. Instrument Landing System (ILS). March ARB has a single Category IE ILS serving Runway 32 on 110.1 (I-RIV). The AN/GRN-30 localizer (Bldg 1801) is located at the departure end of Runway 32 at N 33°54'06.52" W117°16'28.08" and the AN/GRN-31 glideslope (Bldg 1303) is located near the approach end of Runway 32 west of the runway centerline at N 33°51'58.77" W 117°15'02.72".

2.6.4. Automated Weather Observation System. March ARB has a standard AN/FMQ-19 Automatic Meteorological Station which provides weather observations, conditions, and Runway Visual Range (RVR) measurements.

2.6.5. Backup Generator Power. The following facilities have backup generators.

2.6.5.1. Bldg 395, Airfield Operations Complex (Control Tower/RAPCON).

2.6.5.2. Bldg 260, Utility Vault (Airfield Lighting).

2.6.5.3. Bldg 1283, AN/GPN-30 (ASR-11) Digital Airport Surveillance Radar (DASR).

2.6.5.4. Bldg 1300, AN/GRN-31 Glideslope Antenna (Runway 32).

2.6.5.5. Bldg 1800, AN/GRN-30 Localizer Antenna (Runway 32).

2.6.5.6. Bldg 2150, AN/FRN-45 TACAN.

2.7. Airfield Services.

2.7.1. Airfield Operating Hours. March ARB airfield operates 24 hours daily regardless of holidays. March Tower and AM operates 24 hours daily regardless of holidays. March RAPCON operates 0700L-2300L (1500Z-0700Z [1400Z-0600Z DST]) except as specified via NOTAM. (T-3) MIPAA fixed-base operator operates Monday thru Friday, 0700L-2000L. (T-0) Airfield quiet hours are 2300L-0700L (0700Z-1500Z [0600Z-1400Z DST]). (T-3) Operations during published quiet hours require 452 OG/CC or MIPAA approval, as applicable. (T-3) Air Defense Alert and CBP RAU missions are authorized to operate at any time. (T-0) MIPAA designated tenants are authorized to operate at any time. (T-0) Aero Club aircraft on the approved listing are authorized to operate, but not conduct pattern work, when the airfield is NOTAM closed and during holidays except during quiet hours, 2300L-0700L. (T-3) Aircraft intending to arrive or depart when the MIPAA fixed-base operator is closed are not authorized to operate unless prior coordinated with MIPAA. (T-0)

2.7.2. Airfield Management (AM) Services. AM manages March airfield providing flight plan filing, aeronautical information services, customs and immigration coordination, prior permission required issuance, TA and fuels coordination and other services as needed. AM is a contracted activity and operates 24 hours, during closed periods and holidays. (T-0)

2.7.2.1. Pilot-to-Dispatch (PTD) Service. AM provides services over PTD when requested. Adjustments to flight plans, coordination of fuel, ATOC services, and other services may be requested via PTD. PTD is manned whenever AM is open. (T-0)

2.7.2.2. Flight Plans.

2.7.2.2.1. Domestic Departures. All aircraft departing VFR or Instrument Flight Rules (IFR) from March ARB shall file a DD Form 175 or DD Form 1801 with AM at least one hour prior to departure. (T-0)

2.7.2.2.2. International Departures. All aircraft departing VFR or IFR from March ARB to an international destination shall file a DD Form 1801 with AM at least two hours prior to departure. (T-0)

2.7.2.2.3. E-filing of Flight Plans. Completed flight plans shall be wet signed and may be filed in person, via fax, or digitally scanned and emailed to **452baseops@us.af.mil**. 729 AS, 336 ARS, 912 ARS, Aero Club, Det 1, 144 FW, CBP RAU, MIPAA are authorized to fax flight plans and pilots shall follow up filing by calling AM to verify receipt. Original flight plans shall be maintained in the respective unit's file plan for a minimum of 90 days after flight was completed or should be forwarded to AM. (T-1)

2.7.2.2.4. Amendments. Aircraft with the capability to utilize PTD may make minor changes to filed flight plans. Significant changes to route of flight or destination require a new flight plan be filed with AM. (T-1)

2.7.2.2.5. Special Instructions.

2.7.2.2.5.1. AR-209. Pilots shall use named fixes only to describe points along AR-209 on all flight plans filed; avoid use of latitude and longitude. (T-0)

2.7.2.2.5.2. Functional Check Flights. Pilots should annotate in the remarks of a functional check flight with, "FCF." (T-3)

2.7.2.2.5.3. MIPAA. Pilots operating non-military aircraft from or hosted by MIPAA shall file flight plans through the FAA. Pilots operating military aircraft from or hosted by MIPAA shall file flight plans through AM using procedures in **2.7.2.2.1** to **2.7.2.2.4**. MIPAA shall provide AM copies of all flight plans hosted by MIPAA bi-monthly. (T-0)

2.7.2.3. Notice to Airmen (NOTAM). AM is the designated Aeronautical Information Service facility for RIV. (T-3) AM shall maintain the capability to manage, process, coordinate, submit and remove relevant NOTAMs as required for safe, efficient air operations at RIV IAW AFJMAN 11-208. (T-0) MIPAA shall forward NOTAM requests to the AFM and AOM for review and approval prior to publication. (T-0) Tower is the designated NOTAM monitoring facility for RIV. (T-3) Tower and RAPCON shall review and verify NOTAMs with AM daily no later than 0715L. Tower and RAPCON Watch Supervisor (WS) shall document all NOTAM reviews or changes in the daily AF Form 3616. AM shall notify Tower, RAPCON and CP of all NOTAMs pertaining to RIV upon publication or update. (T-3)

2.7.2.4. Domestic Immigration, Customs, and Agricultural Inspections Services.

2.7.2.4.1. March ARB. AM shall notify U.S. Customs and Border Protection (CBP) for immigration and customs services for all arriving aircraft that March ARB is the first point of entry to the U.S. AM requires at least 24 hour advance notice to coordinate with customs and immigration. Customs and immigration is coordinated

automatically for base assigned aircraft and when PPRs are issued for transient aircraft. ATOC shall determine responsibility for regulated foreign garbage based on type of mission. If the inbound aircraft is a contract commercial carrier, ATOC shall contact the contract commercial carrier's ground representative to verify contract catering and/or cleaning firms have valid and current agricultural compliance agreements with U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS). If a contract catering and/or cleaning firm with valid and current agricultural compliance agreements with USDA APHIS is being utilized, the name of the firm shall be included in the notification to U.S. CBP by AM. ATOC shall provide AM the name of the firm at least 24 hours prior to aircraft arrival. When ATOC must use the regulated foreign garbage backup plan, ATOC shall immediately notify U.S. CBP and the AOM. The AOM shall notify HQ AFRC/A3OA and the AFM. The AFM shall coordinate and submit a NOTAM and update the Foreign Clearance Guide. Loss of any regulated foreign garbage handling capability will require utilization of Ontario International Airport as the first point of entry to the U.S. prior to arriving at March ARB. (T-0)

2.7.2.4.2. MIPAA.

2.7.2.4.2.1. MIPAA tenants and business invitees are required to notify U.S. CBP for customs, agriculture, and immigration services of all inbound international flights in accordance with Code of Federal Regulations (CFR) Title 19, Part 122, Air Commerce Regulations. It is the pilot's responsibility to file an international flight plan and to call U.S. CBP in advance to arrange for inspection on arrival. (T-0)

2.7.2.4.2.2. MIPAA tenants and business invitees are required to ensure personnel arriving from an international flight do not de-plane the aircraft until cleared by U.S. CBP. (T-0)

2.7.2.4.2.3. MIPAA tenants and business invitees are required to dispose of foreign garbage in accordance with: (1) 7 CFR 330.400, Federal Plant Pest Regulations; and (2) 9 CFR 94.3, Animal and Animal Product. (T-0)

2.7.2.4.3. Japanese Beetle (Popillia Japonica Newman) Quarantine and Regulation. California is one of nine western states protected by the Japanese Beetle Quarantine. USDA APHIS designates regulated and de-regulated airports to ensure compliance with 7 CFR 301.48. Crews issued a PPQ Form 250, Aircraft Clearance or Safeguard Order upon departure from a regulated airport in a quarantine area and inbound direct to March ARB shall provide documentation to AM upon arrival. AM shall forward PPQ Form 250 to AOM. (T-0)

2.7.2.4.3.1. MIPAA. Crews arriving from regulated airports at MIPAA shall provide the MIPAA Airport Manager a copy of PPQ Form 250 upon arrival. The MIPAA Airport Manager shall retain a copy of PPQ Form 250 for 12 months and provide U.S. CBP copies when requested.

2.7.3. Transient Alert (TA) Services. TA is a contracted activity and provides standard transient alert services for March ARB during published operating hours; other times as directed by the AOM. Services include taxi "FOLLOW ME" service, parking of transient

aircraft, providing wheel chocks, gear lock pins, egress and safety pins (as required), checking for hot brakes, pre-positioning fire extinguishers, ladders, boarding ramps, ground wires and all support equipment. For aircraft containing explosive devices, such as egress, jettison, and flare systems, the TA crew shall ensure aircraft commander documents that all systems are made safe. TA shall ensure aircraft commander properly documents locations of explosive devices, safety devices and precautions and ground aircraft IAW TO 00-25-172, Section III. Fuel requirements may be coordinated through AM upon issuance of a PPR, through TA, or through PTD. Fuel services are available 24 hours per day, 7 days per week including weekends and holidays. (T-0)

2.7.4. Weather Services. March ARB weather station operates 24 hours, during closed periods and holidays. (T-1) Services include support for base assigned and transient crews.

2.7.4.1. MIPAA. Tenants and business invitees shall obtain weather briefings via FAA Flight Service Station (FSS). (T-0)

2.7.5. Air Traffic Control (ATC) Services.

2.7.5.1. Air Traffic Control Tower (ATCT).

2.7.5.1.1. General. The ATCT at March ARB, hereafter referred to as Tower in this publication, provides ATC service for the airspace described in **2.8.3.4**. Pilots should use the terminology, *MARCH TOWER* or *MARCH GROUND*, as appropriate when contacting Tower. Tower provides Clearance Delivery service via *MARCH GROUND*. (T-0)

2.7.5.1.2. Automatic Terminal Information Service (ATIS). Tower ATIS is operated 24 hours a day, during published airport closure hours and during holidays continuously. (T-0)

2.7.5.2. Radar Approach Control (RAPCON).

2.7.5.2.1. General. The RAPCON at March ARB, hereafter referred to as RAPCON in this publication, provides ATC service for the airspace described in 2.8.3.5. Pilots should use the terminology, *MARCH APPROACH* or *MARCH DEPARTURE*, as appropriate when contacting RAPCON. (T-0)

2.7.6. ATC Frequencies/Local Frequencies.

Table 2.11. ATC Frequencies/Local Frequencies (T-0).

Facility	Use	VHF	UHF
CP	Command and Control (C2)	138.45	311.0 349.4
	Contingency Ops	N/A	233.4 334.4
163 ATKW/CP	C2	N/A	293.7
452 MSG/CEF	Crash Net	148.225 (FM Tx) 150.345 (FM Rx)	
AM	Pilot-to-Dispatch	N/A	372.2
	Ramp Net	150.425 (FM)	
WX	Pilot-to-Metro	N/A	239.8

ATCT	ATIS	134.75	239.05
	Ground Control/ Clearance Delivery	121.75	335.8
	Local Control	127.65	253.5
	MQ-9 SOF	N/A	TBD
RAPCON	Arrival Control	133.5	306.975
	Approach Control	119.25	270.275
	Former Minimum Interval Takeoff (MITO)	N/A	256.7
	Unassigned Discrete		271.3
			359.0
			396.0
SCT	Hemet Sector	134.0	278.3

2.8. Airspace.

2.8.1. Airfield Obstacles. (Reserved for future use)

2.8.2. Waivers to Airfield/Airspace Criteria. March ARB has eight permanent waivers to airfield and airspace criteria. See the Flight Planning Room diagram in Bldg 395 for additional info.

2.8.2.1. B-52 Static Display at March Field Museum. The B-52 on static display at the March Field Museum violates the 7:1 imaginary surface for Runway 14/32. An obstruction light is installed on the tail.

2.8.2.2. Localizer Emergency Generator Facility. This facility is of rigid construction, not frangible and measures 14 ft wide with 5 ft of the facility located inside the 250 ft area of frangibility.

2.8.2.3. BAK-12. The BAK-12 is installed on-grade, sited at the previous Air Force (AF) standard of 250 ft; 25 ft less than the current UFC 3-260-01 required 83.82 meters (275 ft) from the runway centerline. Four on-grade energy absorber protective shelters are constructed of lightweight framing materials and sheathing, with frangible connections. All four two-ton 16 ft x 12 ft x 8 ft 8 inch energy absorbers are not frangible.

2.8.2.4. Runway 32 Approach End Clear Zone. Runway 32 Approach End Clear Zone has open earthen storm water channels 8 to 10 ft deep with steep banks and several above grade projections of concrete culvert headwalls, and an environmental spill control gate. These deviations from UFC 3-260-01 do not comply with the ± 2% maximum grade.

2.8.2.5. Bridge. A vehicle bridge constructed in 1956 is located approximately 1,430 ft south of the Runway 32 Approach End Threshold and approximately 380 ft southwest of the Runway 32 centerline, violates UFC 3-260-01 above ground structures criteria.

2.8.2.6. Runway 14 Approach End Clear Zone. Runway 14 Approach End Clear Zone has open earthen storm water channels 8 to 10 ft deep with steep banks and several above-grade projections of concrete culvert headwalls. These deviations from UFC 3-260-01 do not comply with the ± 2% maximum grade.

2.8.2.7. Storm Water Monitoring Station Two. An automated sampling station is located 250 ft on the runway centerline in the Runway 32 Approach End Clear Zone. The monitoring structure is 4 ft high and 4 ft wide, constructed with break-a-way studs.

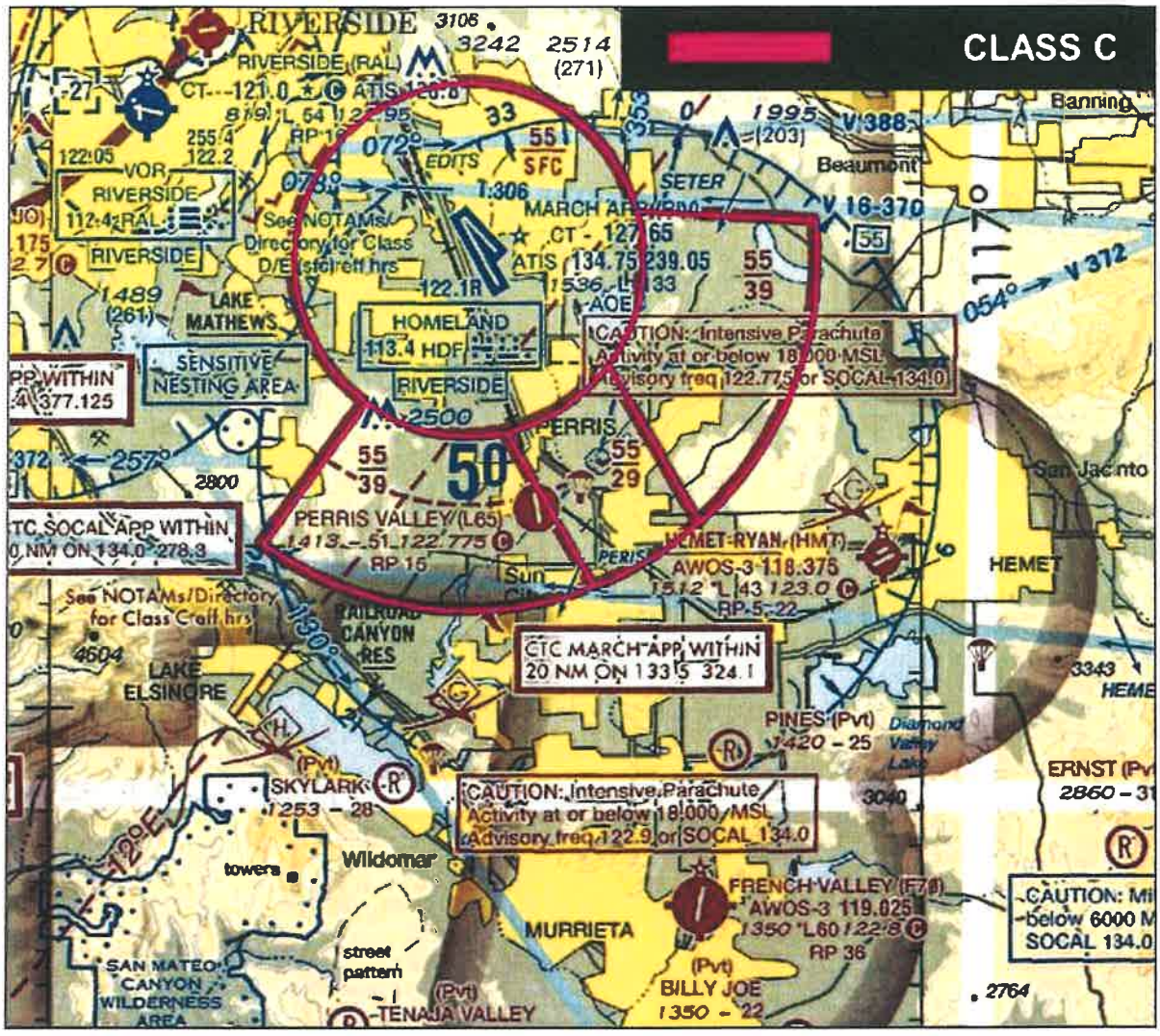
2.8.2.8. Storm Water Monitoring Station One. An automated sampling station is located 650 ft east of the runway centerline in the Runway 32 Approach End Clear Zone. The monitoring structure is 8 ft high and 4 ft wide, constructed with break-a-way studs.

2.8.2.9. Non-Standard Taxiway Marking on Taxiway Charlie. See 3.20.1. for a detailed description.

2.8.3. March ARB Airspace. Airspace delegated to March ATC is a mix of airspace delegated in the Federal Register (FR) and airspace directly delegated by SCT. Pilots operating aircraft within March Class C are expected to comply with the requirements of 14 CFR §91.130 and the requirements of 14 CFR §91.129 when March Class D airspace is in effect. Paragraph 2.8.3.4. and 2.8.3.5. designates airspace March ATC provides service. (T-0)

2.8.3.1. March Class C. That airspace extending upward from the surface to and including 5,500 ft MSL within a 5 NM radius of March Field (N 33°52'50" W 117°15'34") and that airspace extending upward from 3,900 ft MSL to and including 5,500 ft MSL within the 10 NM radius of March Field from the centerline of V-16/V-370 east of the airport clockwise to the 216° true bearing from the airport and that airspace extending upward from 2,900 ft MSL to but not including 3,900 ft MSL within 2 NM east and 1.5 NM west of the 150° true bearing from the airport extending from the 5 NM radius to the 10 NM radius of the airport. This Class C airspace area is effective during the specific days and hours of operation of the March RAPCON facility as established in advance by a NOTAM. The effective dates and times will thereafter be continuously published in the Airport/Facility Directory. (Reference FAA JO 7400.9 and 64 FR 47385, 11/04/99) (T-0)

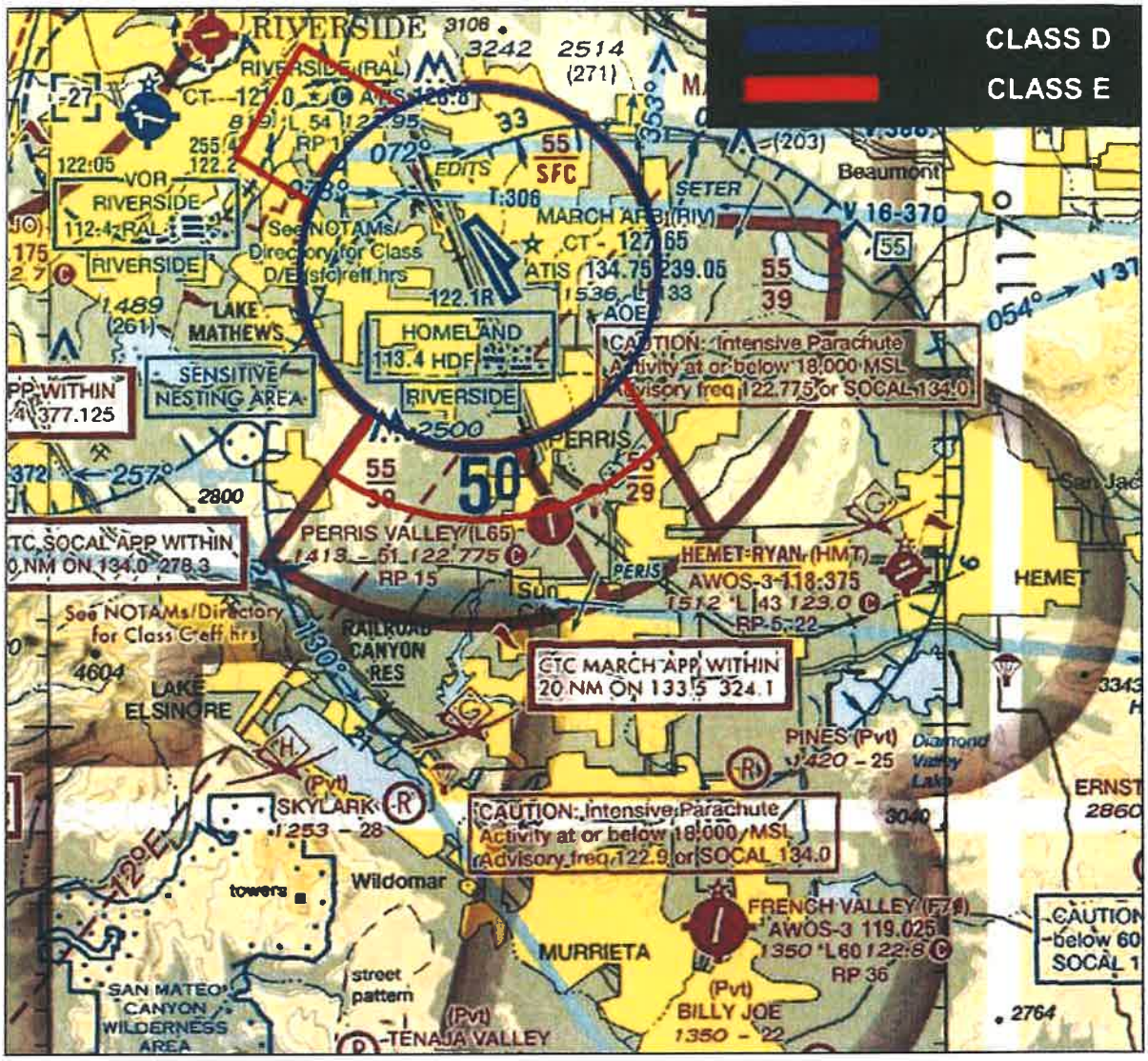
Figure 2.8. March Class C Airspace.



2.8.3.2. March Class D. That airspace extending upward from the surface to and including 4,000 ft MSL within a 5 NM radius of March Field (N 33°52'50" W 117°15'34"). This Class D airspace area is effective during the specific days and times established in advance by a NOTAM. The effective days and times will thereafter be continuously published in the Airport/Facility Directory. (Reference FAA JO 7400.9 and 69 FR 61760, 11/25/04) (T-0)

2.8.3.3. March Class E. That airspace extending upward from the surface within 1.8 NM each side of the March TACAN (N 33°54'24" W 117°16'27") 301° true radial, extending from the 5 NM radius to 6 NM northwest of the TACAN; and that airspace between the 5 NM radius and 7 NM radius of March Field (N 33°52'50" W 117°15'34") and between a line 2 NM east of 150° true bearing from the airport clockwise to the 216° true bearing from the airport. (Reference FAA JO 7400.9) (T-0)

Figure 2.9. March Class D and E Airspace.

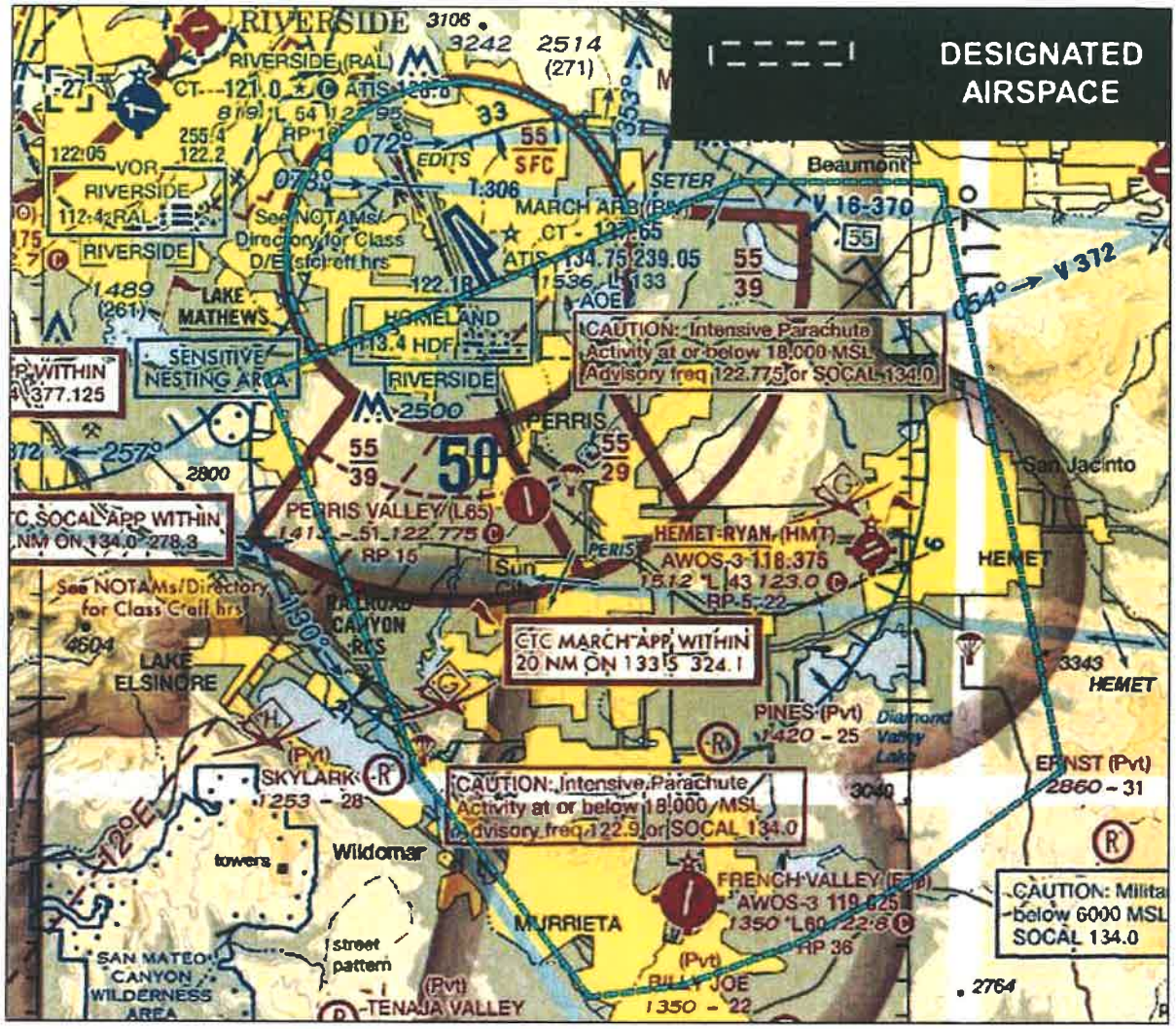


2.8.3.4. March ATCT Designated Airspace. Tower is designated the Class C airspace extending upward from the surface to and not including 3,000 ft MSL within a 5 NM radius of March Field (N 33°52'50" W 117°15'34") when the airfield is open. Tower is designated the Class D airspace extending upward from the surface to and including 4,000 ft MSL within a 5 NM radius of March Field (N 33°52'50" W 117°15'34") when the airfield is closed. (T-0)

2.8.3.5. March RAPCON Designated Airspace. RAPCON is designated the Class C airspace extending upward from 3,000 ft MSL up to and including 4,000 ft MSL within a 5 NM radius of March Field (N 33°52'50" W 117°15'34") and that airspace extending upward from 3,900 ft MSL to and including 5,000 ft MSL within the 10 NM radius of March Field from the centerline of V-16/V-370 east of the airport clockwise to the 216° true bearing from the airport, that airspace extending upward from 2,900 ft MSL to but not including 3,900 ft MSL within 2 NM east and 1.5 NM west of the 150° true bearing

from the airport extending from the 5 NM radius to the 10 NM radius of the airport, and excludes Class C airspace designated in the Class E airspace description that follows. RAPCON is designated the Class E airspace extending upward from the surface up to and including 5,000 ft MSL bounded by N 33°55'00" W 117°06'00" to N 33°55'00" W 116°59'00" to N 33°38'00" W 116°54'45" thence via 22 NM arc from the DASR at N 33°53'10" W 117°14'38" to N 33°31'30" W 117°11'00" to N 33°38'00" W 117°17'00" to N 33°49'20" W 117°22'15" and the origin point. (T-0)

Figure 2.10. March ATCT & RAPCON Designated Airspace.



2.8.4. Adjacent Airfields and Airspace.

2.8.4.1. Perris Valley (L65).

2.8.4.1.1. Perris Jump Zone. 1 NM radius of HDF 220/001, surface up to and including 17,500 ft MSL. (T-0)

2.8.4.1.2. Perris Climb/Descent Area. Airspace within the March ARB Class C airspace commencing 5 NM southeast of March ARB at the intersection of I-215 and

Nuevo Road (N 33°48'00" W 117°13'45"), then southeast via a straight line to the intersection of I-215 and McCall Boulevard (Blvd) (N 33°43'25" W 117°11'15"), then clockwise via the southern boundary of the March ARB Class C airspace 10 NM arc to a point just south of Kabian County Park (N 33°42'45" W 117°15'30"), then northwest bound via a straight line to the eastern edge of the Mead Valley Refuse Disposal Area (N 33°47'40" W 117°16'40"), then eastbound via the March ARB Class C airspace 5 NM arc to the point of beginning, from the surface up to and including 5,500 ft MSL. (T-0)

2.8.4.2. French Valley (F70). No assigned airspace. Ultralight activity in vicinity.

2.8.4.3. Hemet-Ryan (HMT). No assigned airspace. Glider activity north of airport.

2.8.4.4. Skylark Field Airport (CA89). No assigned airspace. Glider and parachute activity in the vicinity.

2.8.4.4.1. Skylark Field Jump Zone. 1 NM radius of HDF 198/010.5, surface up to and including 17,500 ft MSL. (T-0)

2.8.4.4.2. Skylark Field Climb/Descent Area. Bounded by N 33°39'48.11" W 117°21'51.84", N 33°43'54.58" W 117°14'31.57", N 33°34'26.16" W 117°06'49.11", N 33°30'15.07" W 117°14'09.37" to the point of beginning, from the surface to up to and including 5,000 ft MSL. (T-0)

2.8.5. Reporting Points (Visual/Instrument).

2.8.5.1. Visual.

2.8.5.1.1. THREE SISTERS. RIV 230/004.75. N 33°52'11.97" W 117°21'34.13" (formerly FLAT TOP). (T-3)

2.8.5.1.2. BOX SPRINGS. RIV 318/003.25. N 33°57'13.53" W 117°18'25.07" (formerly ZOLTZ). (T-3)

2.8.5.1.3. RIDGE CREST. RIV 076/005.5. N 33°54'30.94" W 117°09'53.75" (formerly JOE BOB). (T-3)

2.8.5.1.4. Lake Perris. RIV 110/006. N 33°51'11.69" W 117°10'23.20". (T-3)

2.8.5.1.5. TAC EAST. RIV 089/002.5. N 33°53'50.7" W 117°13'35.0". (T-0)

2.8.5.1.6. TAC WEST. RIV 190/002.6. N 33°51'57.6" W 117°17'49.2". (T-0)

2.8.5.2. Instrument. Refer to National Flight Data Center records concerning locations of instrument reporting points listed in Table 2.12. (T-0)

Table 2.12. Relevant Instrument Reporting Points.

AARCI	FARTO	NFG (MCAS CAMP PENDLETON ARPT)
ACINS	FOGSI	NIKKL
ADAMM	FOMIN	NJK (NAF EL CENTRO ARPT)
ADUNE	GARDY	NKX (MCAS MIRAMAR)
AHEIM	GAREY	NOKDE

AKOME	GAUSE	NORDC
ANOTE	GAZOO	NTD (NAS POINT MUGU ARPT)
APLES	GOOBR	NXP (TWENTYNINE PALMS ARPT)
ARKOE	GUMSE	NZY (NAS NORTH ISLAND)
AROWW	HAPPE	OCN (OCEANSIDE VORTAC)
ARRAN	HASSA	OLLIE
ASTRN	HAYOO	OSTOR
BALBO	HDF (HOMELAND VOR)	OTEBE
BALDI	HEMET	PAYIG
BANDS	HENSA	PDZ (PARADISE VORTAC)
BAYJY	HESPE	PERIS
BEMLE	HIGOP	PIRRO
BINDY	HUGDI	PMD (PALMDALE ARPT)
BOGLE	HUMAN	POM (PAMONA VORTAC)
BRIEE	HUMIT	POXKU
BUGBE	ICING	PS1 (PALM SPRINGS VORTAC)
CABVA	IFLEV	RAVON
CALBE	JAKCI	REANS
CARAL	JAPTI	RESOR
CASIT	JEGEX	ROBNN
CASLO	JERUM	SAKQU
CEMBO	JESEX	SETER
CIVET	JLI (JULIAN VORTAC)	SKYES
COMGA	JOGIT	SLI (LOS ALAMITOS)
COMSO	KAYOH	SNA (JOHN WAYNE ARPT)
COREL	KELTE	SNEAK
COVIN	KIMDE	TALKE
CUGVI	KNDAL	TALPE
CULAX	KRATZ	TANNR
DAG (DAGGETT VORTAC)	KRAUZ	TIFNI
DALCO	LAHAB	TIQMU
DANAH	LAX (LOS ANGELES INTL ARPT)	TRAAM
DANNN	LAYEY	TRM (THERMAL VORTAC)
DAPME	LENHO	TUSTI
DAWNA	LETLE	UDHAY
DEGNE	LOGTE	WAREK

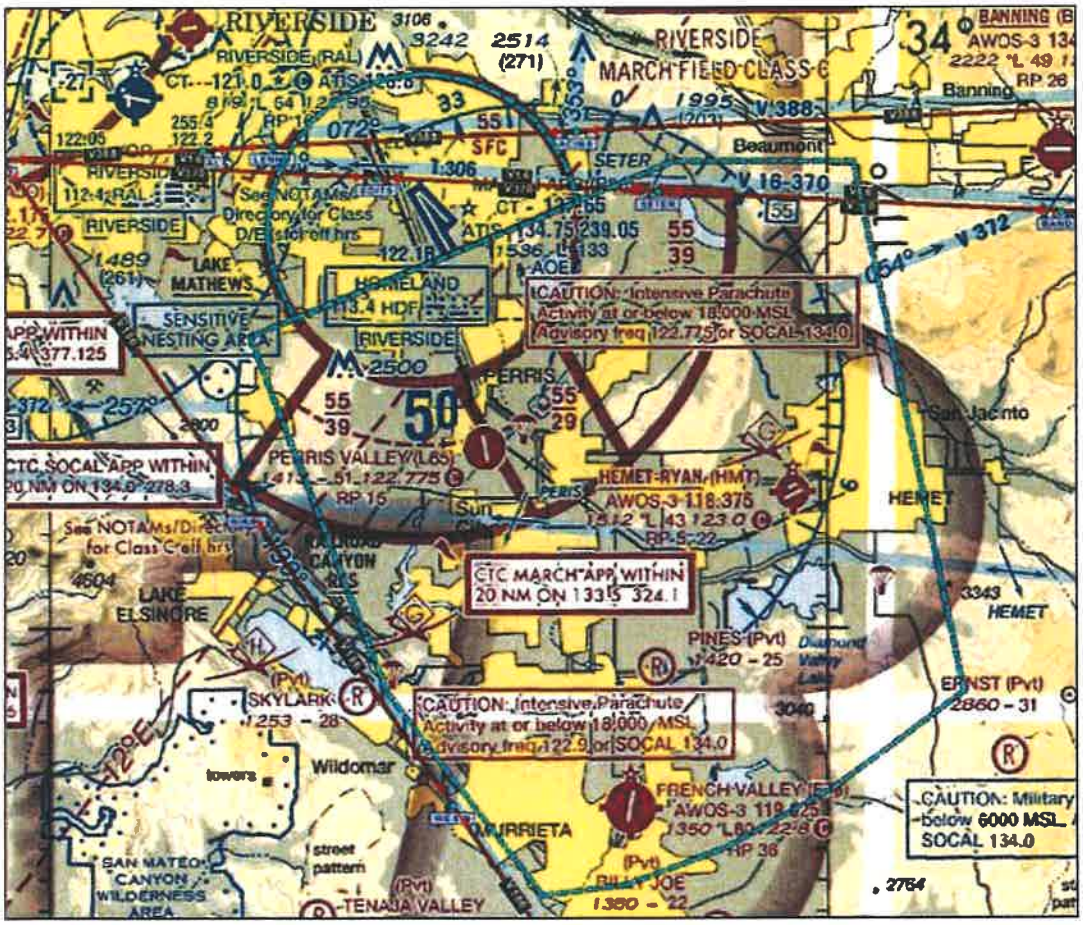
DEHAM	LUHLU	WAYLE
DEJAY	MEANT	WEEDD
DEWAY	MEGOE	WENVA
DIAMD	MEKIE	WESIN
DISEY	MIDDS	WHETO
EBITE	MIRLE	YUCCA
ECULU	MOBBI	ZAGVI
ELB (EL TORO VOR/DME)	MORON	ZALUR
ENUME	MOVLE	ZONEG
ERGOH	MURRE	

2.8.6. Airways.

Table 2.13. Relevant Airways.

V16-370-372	V186	V388
V64	V283-587	

Figure 2.11. Relevant Airways.



2.8.7. Preferred Arrival/Departure Routes.

2.8.7.1. North Arrival (VOR Equipped). Utilize MARCH FOUR ARRIVAL. (T-3)

2.8.7.2. North Arrival (TACAN Only). Utilize HITOP ONE ARRIVAL. (T-3)

2.8.7.3. East Arrival (DME Equipped). Utilize ARKOE ONE ARRIVAL. (T-3)

2.8.8. Local Flying/Training Areas. The local flying area is within a 100 NM radius from the RIV TACAN.

2.8.8.1. Class C Sectorization. The March Class C surface area is divided into designated sectors to support helicopter operations not in a traffic pattern or transitioning through the Class C. (T-0)

2.8.8.1.1. March Sector. Area within the March Class C surface area, bounded by I-215, Cactus Avenue (Ave), Heacock Street (St), Iris Ave, Perris Blvd, and West Markham St.

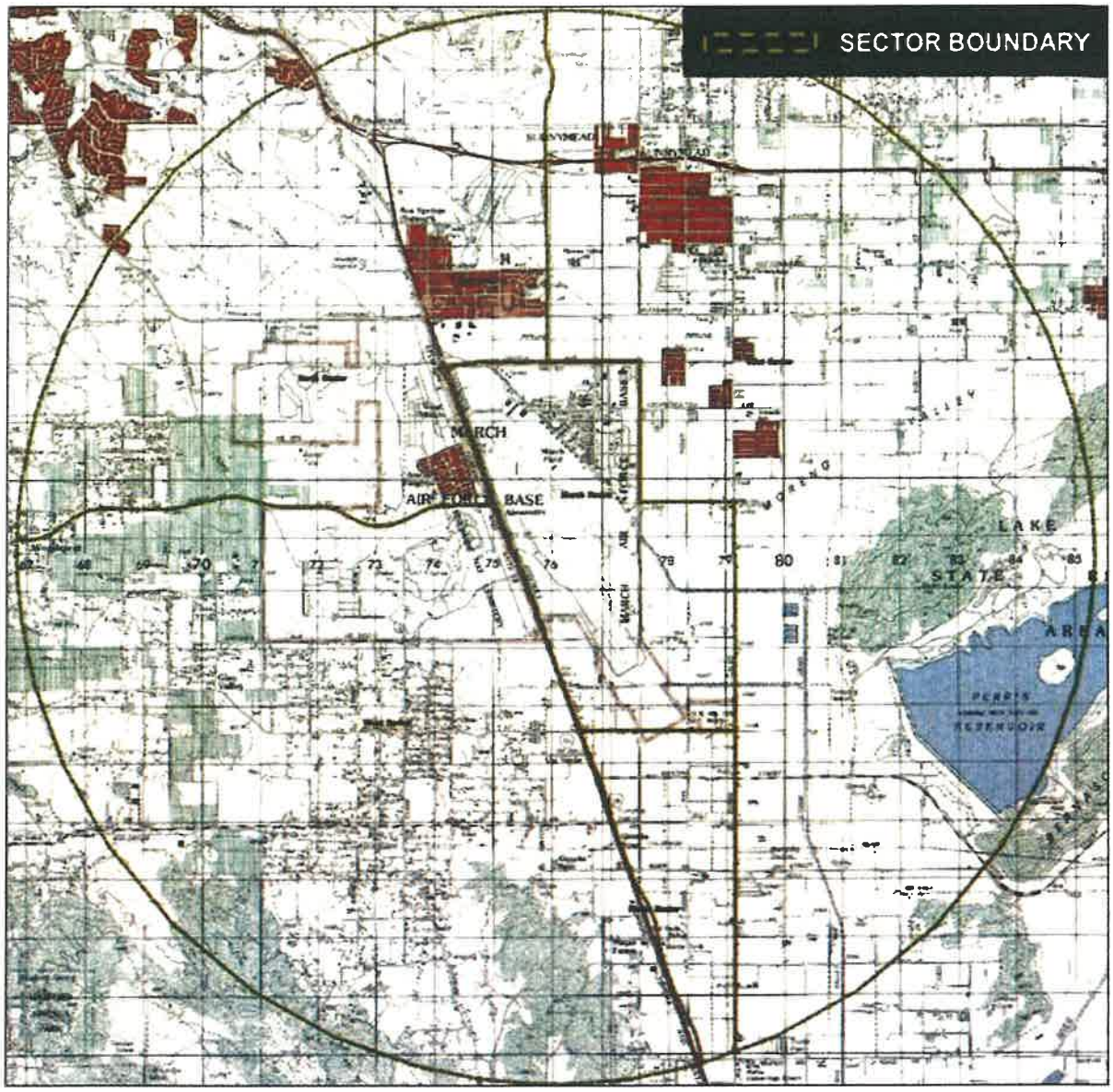
2.8.8.1.2. North Sector. Area within March Class C surface area, bounded by Van Buren Blvd, I-215, Cactus Ave, Frederick St, Pigeon Pass Rd, and the northwest boundary of the March Class C.

2.8.8.1.3. East Sector. Area within March Class C surface area, bounded by Pigeon Pass Rd, Frederick St, Cactus Ave, Heacock St, Iris Ave, Perris Blvd, and the east boundary of the March Class C.

2.8.8.1.4. Perris Sector. Area within March Class C surface area, bounded by I-215, West Markham St, Perris Blvd, and the south boundary of the March Class C.

2.8.8.1.5. West Sector. Area within March Class C surface area, bounded by Van Buren Blvd, I-215, and the southwest boundary of the March Class C.

Figure 2.12. Class C Sectorization.

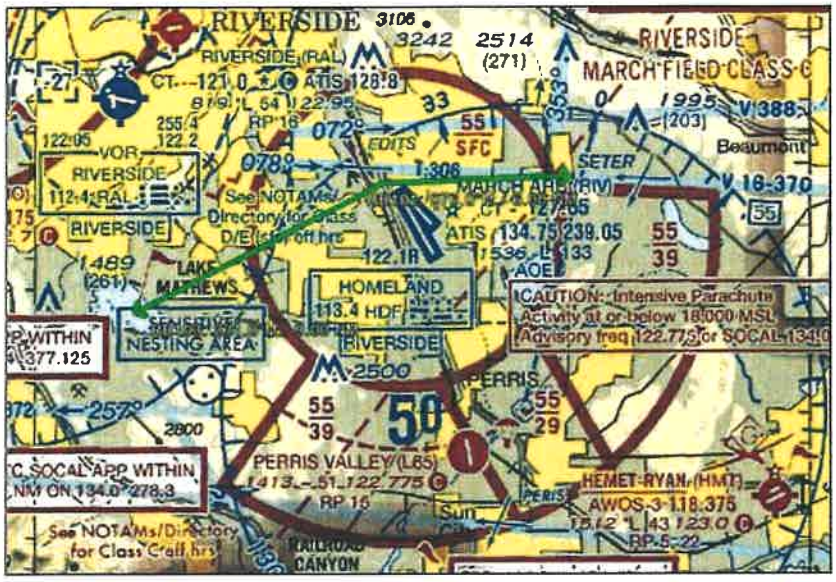


2.8.8.2. March Aero Club Training Areas.

2.8.8.2.1. East Practice Area. San Jacinto Valley, RIV 076/006.

2.8.8.2.2. West Practice Area. Lake Matthews, RIV 231/009.

Figure 2.13. March Aero Club Training Areas.



2.8.9. High Traffic Areas. (Reserved for future use)

2.8.10. Avoidance Areas. All pilots shall avoid overflight of the following sites below prescribed traffic pattern altitudes:

2.8.10.1. Riverside National Cemetery. (T-3)

2.8.10.2. Lieutenant General Archie J. Old Jr. Golf Course. (T-3)

2.8.10.3. Ben Clark Public Safety Training Center Firing Range. (T-3)

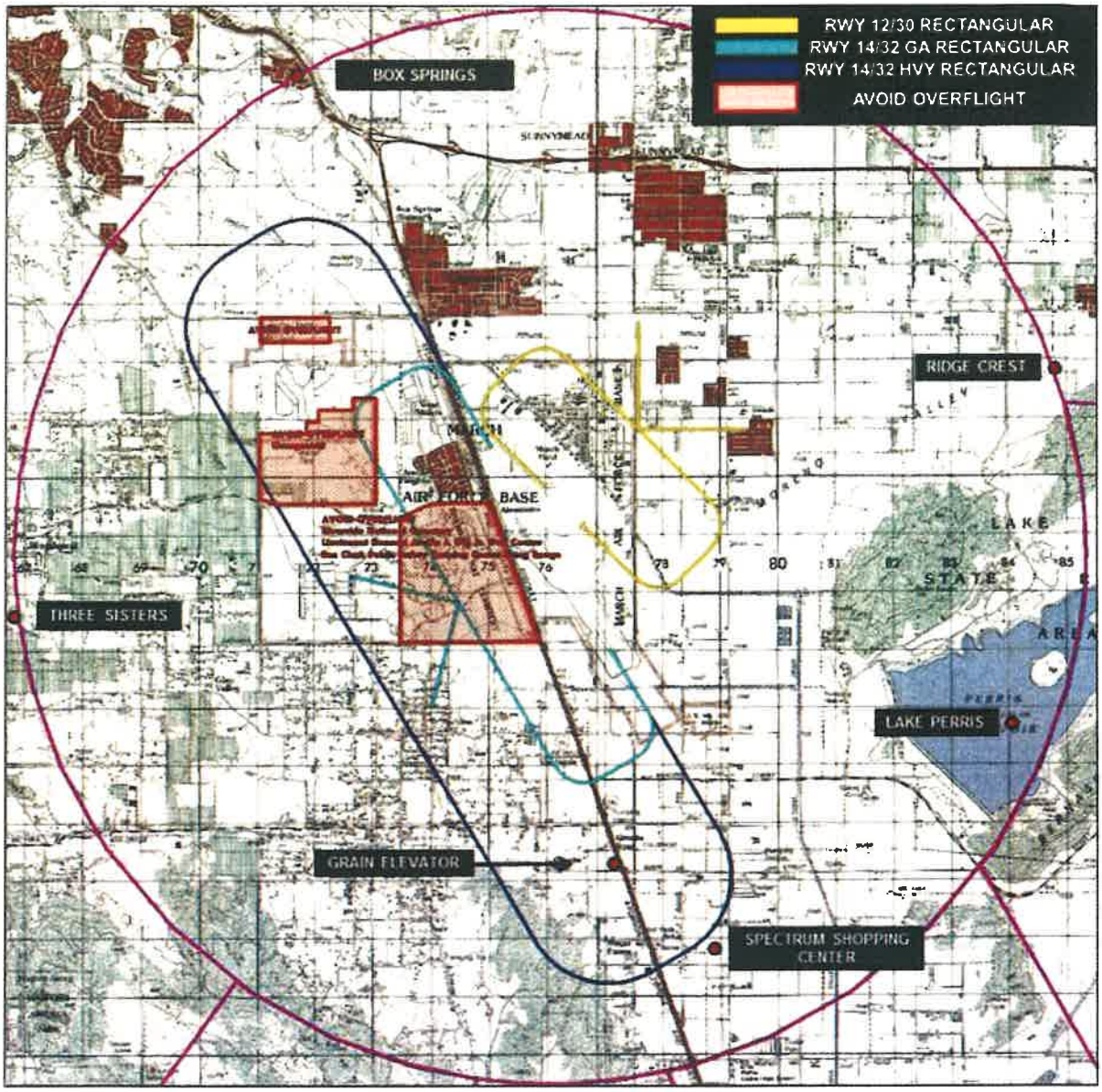
2.9. Terminal Traffic Patterns.

2.9.1. VFR Rectangular Pattern.

2.9.1.1. Runway 12/30. Standard rectangular pattern east of Runway 12/30 at 2,500 ft MSL for light fixed-wing aircraft with downwind parallel and within 1 NM of Runway 12/30 centerline. Pattern altitude may be flown no lower than 1,900 ft MSL for rotary-wing aircraft only. Final or upwind leg north of Runway 12/30 should be parallel to the centerline of Runway 14/32. Base or crosswind leg should be southeast of fuel tanks in the vicinity of Cactus Gate but do not overfly the fuel tanks. Base or crosswind leg should be abeam the southeast corner of the Proctor & Gamble warehouse east-southeast of March ARB's main apron. (T-3)

2.9.1.2. Runway 14/32. Standard rectangular pattern west of Runway 14/32 at 3,500 ft MSL for fighter type/high performance jets and 3,000 ft MSL for heavy/transport aircraft with downwind parallel and within 2 NM of Runway 14/32 centerline. Base or crosswind north of Runway 14/32 should be between the intersection of I-215 and Alessandro Blvd and I-215 and Cactus Ave or abeam the Metropolitan Water District facility on Alessandro Blvd. Base or crosswind south of Runway 14/32 should be abeam the intersection of I-215 and the Spectrum Shopping Center east of I-215. (T-3)

Figure 2.14. VFR Rectangular Patterns.



2.9.1.3. Unmanned Aircraft. See **4.19.1.4.2.**

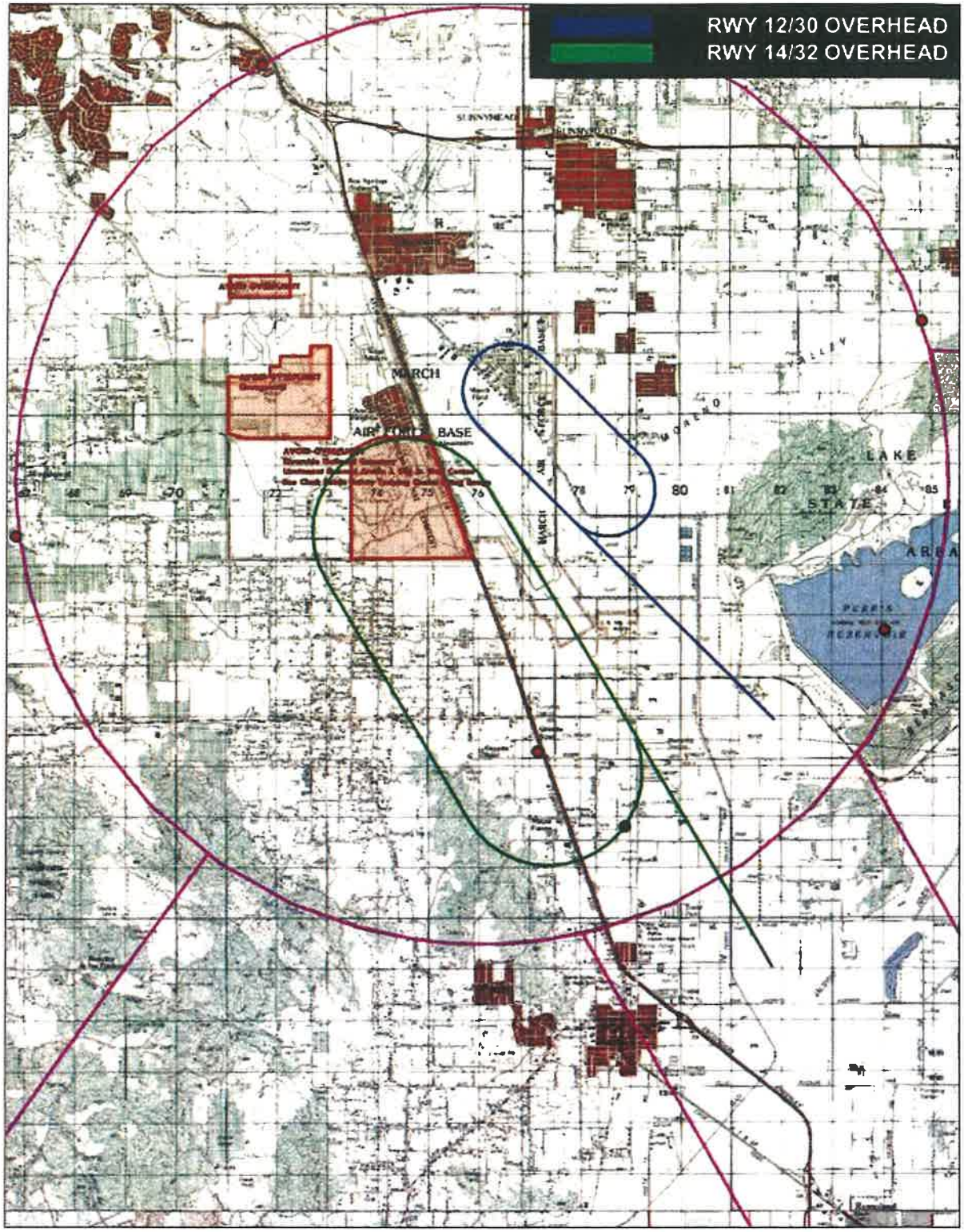
2.9.2. VFR Overhead Pattern.

2.9.2.1. Runway 30. Standard overhead pattern east of Runway 30 at 2,500 ft MSL for all aircraft, initial 2-4 NM from threshold, normal break departure end, downwind parallel and within 1 NM of Runway 30 centerline, and perch/base turn appropriate for type aircraft. (T-3)

2.9.2.2. Runway 14/32. Standard overhead pattern west of Runway 14/32 at 3,500 ft MSL for all aircraft, initial 3-5 NM from threshold, break between Taxiway Bravo and Taxiway Charlie or no earlier than 1 NM from the Runway 32 threshold, downwind

parallel and within 2 NM of Runway 14/32, and perch/base turn appropriate for type aircraft. (T-3)

Figure 2.15. VFR Overhead Patterns.



2.9.3. Simulated Flame-Out Pattern. Patterns are made west of Runway 14/32. Patterns for Runway 12/30 prohibited. (T-3)

2.9.3.1. Manned Fighter Type Aircraft. SFO airspace is designated by SCT as a 2 NM radius of the center of Runway 14/32 surface to up to and including 11,000 ft MSL. SFO patterns begin at the approach end of the runway between 7,000 ft MSL and 11,000 ft MSL, (*HIGH KEY*) with a continuous descent turning west of the runway entering a high altitude downwind to a point abeam the intended touchdown point between 4,000 ft MSL and 6,000 ft MSL, (*LOW KEY*) and with a base turn to final where the mid-point for the base turn is between 2,000 ft MSL and 3,000 ft MSL, (*BASE KEY*) resulting in a low approach to the runway. Airspeed is between 180 knots (kts) and 300 kts. Climb for successive SFOs shall be made west of Runway 14/32 within the SFO airspace. (T-0)

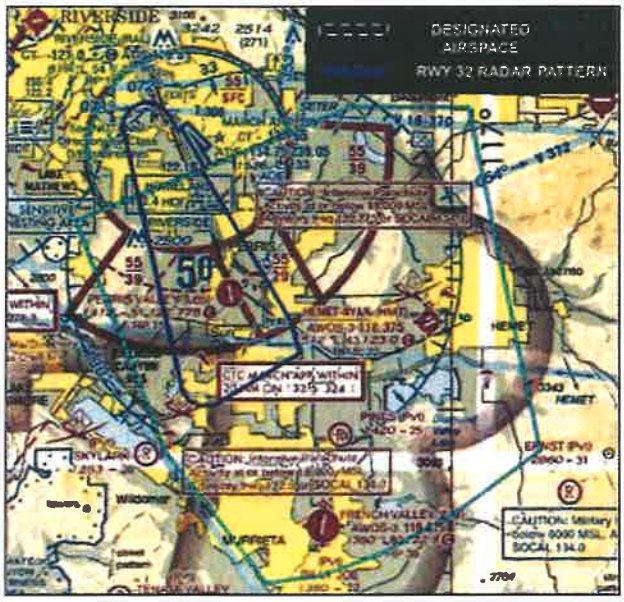
2.9.3.2. Unmanned Aircraft. See **4.19.1.4.4.**

2.9.4. Straight-In Simulated Flame-Out Pattern (SISFO). Pattern prohibited for Runway 12/30 and Runway 14/32. (T-0)

2.9.5. Radar Rectangular Pattern.

2.9.5.1. Runway 14. There is no radar pattern to Runway 14 due to lack of vectoring airspace delegated to March RAPCON. Pilots should expect to fly a published Runway 14 instrument approach procedure or a published Runway 32 instrument approach procedure with a circling approach to Runway 14. (T-0)

Figure 2.16. Radar Rectangular Patterns.



2.9.5.2. Runway 32. The Runway 32 radar pattern is west of Runway 14/32 at 4,000 ft MSL. All aircraft entering the radar pattern on departure or on the go can expect a left turn to 155° M. Radar base turn can be expected at or before overflying Canyon Lake, normally left turn to 050° M. A left turn to 340°-345° M should be expected to intercept the final approach course more than 10 NM from March and prior to crossing the final approach course. Pilots should expect an approach clearance when vectored to intercept

the final approach course. Entry to the radar pattern when arriving from the north and east typically will be vectored to fly 140° M east radar downwind at 6,000 ft MSL. Radar base turn can be expected more than 10 NM from March to 220° M with a descent to 4,000 ft MSL. A right turn to 285°-290° M should be expected to intercept the final approach course more than 10 NM from March and prior to crossing the final approach course. Pilots should expect an approach clearance when vectored to intercept the final approach course. (T-3)

2.9.6. Non-Standard Patterns.

2.9.6.1. Unusual Maneuvers in March Class C Surface Area. Acrobatic and any unusual maneuvers are prohibited in the March Class C surface area. Any waivers to 14 CFR shall be coordinated through the AOM and 452 OG/CC. (T-0)

2.9.6.2. Unmanned Aircraft. See **4.20.1**.

2.10. Local Training Routes.

2.10.1. AR-209. Aerial refueling training is normally conducted in AR-209. Refer to DoD Flight Information Publication (FLIP) Area Planning (AP) Military Training Routes (MTR) North and South America AP/1B for description. (T-0)

Chapter 3

AIRFIELD OPERATIONS

3.1. Airfield Access Procedures. The airfield is a PL-4 area and personnel requiring access shall follow the procedures below. Personnel requiring vehicle access shall follow the procedures outlined in MARBI 13-213, *March Airfield Flightline Driving Program*, in addition to the procedures below. See 3.2. for CMA access requirements. See Tab A to Appendix 2 to Annex C of March ARB Integrated Defense Plan (IDP) 31-101 (FOUO), 4 February 2016 for access to areas on the airfield designated PL-1, PL-2 or PL-3. (T-3)

3.1.1. March ARB Assigned Personnel and Transient Personnel. All March ARB assigned personnel and transient personnel, military, civilian, and contractors are permitted access to the airfield when daily duties require entry. All personnel shall have their government issued CAC on them at all times while on the airfield. Entry to the airfield is permitted through any pedestrian, vehicle or facility access point. (T-3)

3.1.2. Civilians or Contractors. Civilians or contractors without a government issued CAC requiring access to the airfield shall make arrangements through their escorts for entry. Civilians or contractors not assigned to March ARB shall be escorted on the airfield at all times upon entry until exit. Escorts with civilians or contractors are permitted airfield entry at any pedestrian, vehicle or facility access point. Unescorted civilians or contractors without a government issued CAC requiring access to the airfield shall process through AM prior to airfield entry via an appropriate pedestrian, vehicle or facility access point. AM shall notify ECC when unescorted access to the airfield is granted to civilians or contractors without a government issued CAC upon entry and upon exit daily. (T-3)

3.1.3. MIPAA Personnel, Civilians or Contractors. MIPAA personnel, civilians or contractors shall follow MIPAA policies and procedures for airfield access. MIPAA airfield access is limited to the main civilian apron and fixed-base operator apron for those on-foot or operating vehicles. (T-0)

3.2. CMA Access.

3.2.1. General. Tower maintains positive control over the CMA. Any personnel or vehicles requiring access in the CMA shall contact Tower on Frequency Modulation (FM) CMA Net for approval. Personnel on-foot or vehicle operators shall establish and continuously maintain two-way radio contact with Tower while operating in the CMA. All personnel on-foot or vehicle operators shall notify Tower when exiting the CMA. In the event of radio failure for personnel on-foot, vehicle operators radio failure, or Tower radio failure, as applicable, Tower will contact other personnel on-foot or vehicle operators within the CMA for assistance, will flash airfield lighting on and off, use light guns to notify personnel on-foot or vehicle operators to exit the CMA, or will request AM assistance when all means of notification in a radio failure situation is exhausted. Personnel or vehicle operators shall promptly exit the CMA and contact Tower. Vehicles shall not be operated in the CMA nor in precision approach critical areas when Tower FM CMA Net is out of service. See **2.1.2** and **3.3**. (T-3)

3.2.2. Aircraft Operations. Movement of any aircraft, towing or taxi, within or outside of the CMA/MA on any taxiway or apron/ramp requires Tower approval including MIPAA areas. See 3.10. (T-3)

3.2.3. Free Zones. AM may establish free zones in the CMA to efficiently support airfield activities. A free zone suspends the CMA personnel or vehicle radio requirements of **3.2.1** for the area defined as a free zone. AM shall coordinate free zones with affected users prior to recommending approval. AM will recommend free zones for approval by the AOM and defined areas shall be coordinated and submitted as a NOTAM. AM shall perform an airfield check when an approved free zone terminates and rescind the NOTAM. (T-3)

3.3. Protecting Precision Approach Critical Areas.

3.3.1. Vehicle Operations. Vehicle operators are responsible for explicitly stating to Tower of intent to operate in Precision Approach Critical Areas within the CMA and notifying Tower exiting the area but remaining within the CMA. Tower shall restrict vehicle operations within Precision Approach Critical Areas when visibility is less than 3 SM and the lowest ceiling is less than 1,500 ft AGL. Tower shall not clear any aircraft to land on an ILS or localizer approach when any vehicles are within Precision Approach Critical Areas. (T-0)

3.3.2. Aircraft Operations. Tower shall direct aircraft to hold short of any runway at the Instrument Hold Short Line when visibility is less than 3 SM and the lowest ceiling is less than 1,500 ft AGL. Tower shall not clear any aircraft for any ILS or localizer approach when any aircraft are within Precision Approach Critical Areas. The Precision Obstacle Free Zone (POFZ) is protected when aircraft are holding short of the Instrument Hold Short Line on Taxiway Alpha at Runway 32. There is no Instrument Hold Short Line on Taxiway Foxtrot at Runway 14 and Tower shall direct to taxi up to but hold short of Taxiway Foxtrot on Taxiway Alpha when visibility is less than 3 SM and the lowest ceiling is less than 1,500 ft AGL. (T-0)

3.4. Airport Rescue and Fire Fighting (ARFF) Capability Reporting. Fire Emergency Services (FES) shall provide AM a ARFF Capability Report no later than (NLT) 0800L daily with aircraft restrictions to **https://afrc.eim.us.af.mil/sites/452aw/452OG/OSS/OSA/Aircraft%20Rescue%20and%20Fire%20Fighting%20Daily%20Report/Forms/AllItems.aspx** or by email. AM shall publish the ARFF to site above or when received by email and coordinate and submit NOTAM within fifteen minutes of receipt or determination that aircraft are restricted from operating at March ARB. AM shall immediately remove restrictions when ARFF capabilities increase to levels supporting aircraft previously restricted.

3.5. Airfield Maintenance Activities Procedures. All airfield maintenance activities should be coordinated through the AFM at least seven days in advance except **3.5.1**, **3.5.2** and **3.5.3**. The AFM shall coordinate any proposed maintenance activity with ATC, ATOC, MOC, SFS, 452 OSS/OSO, and affected flying units. Personnel performing airfield maintenance activities shall check in and out with AM prior to beginning work and upon conclusion each day. AM shall temporarily issue a serviceable and functional land mobile radio (LMR) if required to perform airfield maintenance at location within the CMA. AM shall coordinate and submit appropriate NOTAMs for approved airfield maintenance activities. (T-3)

3.5.1. Arresting System Maintenance. AM shall report and validate arresting system outages with the CE Work Order Desk daily. AM shall coordinate with CE Work Order Desk and Barrier Maintenance for all routine and emergency repair work. AM shall submit a work order for Barrier Maintenance through the CE Work Order Desk for all BAK-12 outages and/or discrepancies requiring repair during normal duty hours. AM shall notify the CE Work Order Desk after hours point of contact to address outages severely impacting flight safety or mission accomplishment within fifteen minutes; all other work may be deferred for submission to the CE Work Order Desk during normal duty hours. Barrier Maintenance will respond and be on-site within one hour after initial response for after duty hours outages. AM shall notify the AFM on outages impacting flight safety or mission accomplishment. Barrier Maintenance shall coordinate with AM prior to entering airfield for any work on the BAK-12 and notify AM upon completion of maintenance work with corrective actions, current system status, and follow-on work required or pending. AM shall log all work performed on the BAK-12 on the AF Form 3616. Tower shall notify AM when BAK-12 is released to maintenance and returned to service.

3.5.2. Airfield Lighting Maintenance. Airfield Lighting Maintenance shall inspect all airfield lights daily. AM shall report and validate airfield lighting system outages with the CE Work Order Desk daily. AM shall coordinate with CE Work Order Desk and Airfield Lighting Maintenance for all routine and emergency repair work. AM shall submit a work order for Airfield Lighting Maintenance through the CE Work Order Desk for all airfield lighting outages and/or discrepancies requiring repair during normal duty hours. AM shall notify the CE Work Order Desk after hours point of contact to address outages severely impacting flight safety or mission accomplishment; all other work may be deferred for submission to the CE Work Order Desk during normal duty hours. Airfield Lighting Maintenance will respond and be on-site within one hour after initial response for after duty hours outages. AM shall notify the AFM on outages impacting flight safety or mission accomplishment. Airfield Lighting Maintenance shall coordinate with AM prior to entering airfield for any work on the airfield lighting system and notify AM upon completion of maintenance work with corrective actions, current system status, and follow-on work required or pending. AM shall log all airfield lighting work performed on the AF Form 3616. Tower shall notify AM when airfield lighting is released to maintenance and returned to service.

3.5.3. Airfield Sweeping.

3.5.3.1. Scheduled Airfield Sweeping. Airfield Sweeper should report to AM, Monday thru Friday, 0700-0800L daily for FOD removal instructions. Airfield sweeping will be conducted weekly according to the following schedule:

3.5.3.1.1. Monday. Runways, shoulders, and overruns as needed when wing flying permits access to the runway.

3.5.3.1.2. Tuesday. March ARB Main Apron.

3.5.3.1.3. Wednesday. Taxiway Alpha (Taxiway Charlie to Taxiway Foxtrot) including Taxiway Delta and Taxiway Foxtrot.

3.5.3.1.4. Thursday. Taxiway Alpha (Taxiway Charlie to Runway 32 Approach End) including Taxiway Bravo and Taxiway Charlie.

3.5.3.1.5. Friday. Flightline road.

3.5.3.2. On-demand Airfield Sweeping. All agencies shall contact AM for immediate FOD removal. AM shall coordinate with CE Work Order Desk and Airfield Sweeper for all routine and immediate FOD removal. AM shall submit a work order for Airfield Sweeper through the CE Work Order Desk for FOD removal during normal duty hours. AM is responsible for FOD removal after duty hours and may request Airfield Sweeper support when FOD is beyond AM's FOD removal capabilities. AM shall inspect FOD removal upon completion and document in AF Form 3616.

3.5.4. Airfield Vegetation Control. AM shall coordinate with CE Work Order Desk and Grounds Maintenance for all routine and immediate vegetation abatement work. AM shall submit a work order for Grounds Maintenance through the CE Work Order Desk for all vegetation abatement during normal duty hours. AM shall notify the CE Work Order Desk after hours point of contact to address vegetation severely impacting flight safety or mission accomplishment; all other work may be deferred for submission to the CE Work Order Desk during normal duty hours. Grounds Maintenance will respond and be on-site within one hour after initial response after duty hours. AM shall notify the AFM on vegetation impacting flight safety or mission accomplishment. Grounds Maintenance shall coordinate with AM prior to entering airfield for any vegetation abatement work on the airfield and notify AM upon completion of grounds maintenance work with current work status and follow-on work required or pending. AM shall log all vegetation abatement work performed on the airfield on the AF Form 3616.

3.5.4.1. Pavement Vegetation. The AFM shall assess in-pavement vegetation growth and submit work orders with the CE Work Order Desk to remove and eliminate emergent vegetation.

3.5.4.2. Off-Pavement Vegetation. The AFM shall assess off-pavement vegetation growth and submit work orders with the CE Work Order Desk to maintain vegetation according to the March Bird/Wildlife Aircraft Strike Hazard (BASH) Plan 91-202.

3.6. Air Traffic Control and Landing Systems (ATCALS) and Meteorological Systems Maintenance Procedures.

3.6.1. Responsibilities. 452 OSS/OSM (ATCALS MX) and CE are responsible for maintaining the following systems or facilities: (T-3)

3.6.1.1. AN/GPN-30 Digital Airport Surveillance Radar (DASR).

3.6.1.2. AN/FRN-45 Tactical Air Navigation (TACAN).

3.6.1.3. AN/GRN-30 Localizer (LOC).

3.6.1.4. AN/GRN-31 Glideslope (GS).

3.6.1.5. AN/GRT-21 Very High Frequency (VHF) Radio Transmitter.

3.6.1.6. AN/GRR-23 VHF Radio Receiver.

3.6.1.7. AN/GRT-22 Ultra High Frequency (UHF) Radio Transmitter.

3.6.1.8. AN/GRR-24 UHF Radio Receiver.

3.6.1.9. AN/GRC-171 UHF Radio Transceiver.

3.6.1.10. AN/GRC-211 VHF Radio Transceiver.

3.6.1.11. AN/FSC-27 Enhanced Terminal Voice Switch (ETVS).

3.6.1.12. AN/FSQ-204 DoD Advanced Automation System (DAAS)/Standard Terminal Automation Replacement System (STARS).

3.6.1.13. Digital Audio Legal Recorder (DALR).

3.6.1.14. AN/FMQ-19 Automatic Meteorological Station (AMS).

3.6.1.15. Joint Environmental Toolkit (JET) Sensor Collection Appliance (SCA).

3.6.2. NAVAID Temporary Removal from Service. The ATM is the approval authority for temporarily removing two or more facilities from service. The ATM shall notify the AOM whenever two or more facilities are temporarily removed from service. (T-3)

3.6.3. NAVAID Monitoring Facility Responsibility. Tower is the NAVAID monitoring facility for RIV. Tower shall monitor the TACAN and ILS. RAPCON shall monitor the DASR. RAPCON shall notify Tower of DASR interruption/malfunction. Tower shall report all TACAN/ILS/DASR interruptions/malfunctions to SCT (Hemet Sector) and AM and when returned to service times via direct lines. (T-0)

3.6.4. ATCALS MX or CE Availability. Maintenance personnel shall be on-duty and capable of immediate response 0730-1630L, Monday thru Friday (except holidays). Maintenance personnel will be on-call and capable of a two-hour response 1630-0730L, Monday thru Friday (except holidays). Weekends and holidays maintenance personnel will be capable of a four-hour response. ATCALS MX shall provide the ATM a roster of available personnel to respond after hours to maintenance emergencies. (T-3)

3.6.5. Release of Systems for Maintenance Activities. ATCALS MX or CE shall contact the appropriate RAPCON or Tower WS or on-duty meteorological technician prior to beginning maintenance on any on-line equipment. RAPCON or Tower WS or on-duty meteorological technician shall not release any system to ATCALS MX or CE when the observed or forecasted weather conditions are below VFR, emergency/contingency situations exist, or current/forecasted traffic conditions do not permit safe flight operations without that system on-line. RAPCON or Tower WS or on-duty meteorological technician shall notify the ATM whenever exercising professional judgment to withhold a system from maintenance. No work may begin unless released by the appropriate RAPCON or Tower WS or on-duty meteorological technician. RAPCON, Tower, or the Weather Station shall notify affected facilities when a system is released to ATCALS MX or CE. RAPCON WS shall coordinate with SCT prior to releasing the AN/GPN-30 for other than scheduled Preventative Maintenance and Inspections (PMI). ATCALS MX or CE shall ensure the NAVAID identification feature is turned off when a facility is released for maintenance. RAPCON or Tower WS or on-duty meteorological technician shall annotate in the AF Form 3616 whenever a system is released to ATCALS MX or CE. (T-3)

3.6.6. Return of Systems from Maintenance Activities. ATCALS MX or CE shall contact the appropriate RAPCON or Tower WS or on-duty meteorological technician when maintenance is completed and can be returned to service. The appropriate RAPCON or Tower WS or on-duty meteorological technician shall confirm return to service after performing operational checks and verification. ATCALS MX or CE shall ensure the

NAVAID identification feature is turned on when a facility is returned to service. RAPCON or Tower WS or on-duty meteorological technician shall annotate in the AF Form 3616 whenever a system is returned to service by ATCALS MX or CE. (T-3)

3.6.7. Verification of System Outages. Tower and RAPCON shall verify system outages with ATCALS MX Monday thru Friday, except holidays, 0700-0800L. (T-3)

3.6.8. Unscheduled System Outages. RAPCON or Tower WS or on-duty meteorological technician shall notify affected facilities when a system failure is observed or reported, notify ATCALS MX or CE and notify AM to coordinate and submit a NOTAM, if appropriate. RAPCON or Tower WS or on-duty meteorological technician shall log out equipment with ATCALS MX and acquire a work order number. After duty hours, the ATCALS MX on-call technician should be contacted to log out equipment and obtain a work order number. RAPCON or Tower shall immediately notify the other facility and SCT of the failure of primary frequencies and/or the AN/GPN-30. (T-3)

3.6.9. No NOTAM Preventative Maintenance and Inspections (PMIs). Regularly scheduled PMIs shall be performed on the days and times in **Table 3.1**. Extensions of scheduled no NOTAM PMI shall be coordinated with the ATM prior to implementation. The ATM is the approval authority for extensions of scheduled no NOTAM PMIs. The ATM shall notify the AOM whenever an extension of no NOTAM PMIs is granted. ATCALS MX shall notify AM of any approved no NOTAM PMI extensions. AM shall coordinate and submit an appropriate NOTAM within fifteen minutes of notification and notify Tower and RAPCON. Tower shall revise the ATIS to reflect a facility out of service or remove the advisory when returned to service. (T-3)

Table 3.1. PMI Schedule (T-3).

Tuesday	Wednesday	Thursday
ILS LOC/GS 0700-0900L 0700-1500L (Last Tuesday of the Month)	DASR 0700-0900L 0700-1100L (Last Wednesday of the Month)	TACAN 0700-0900L 0700-1500L (Last Thursday of the Month)
Minimum WX for release of ATCALS: Ceiling at or above 1,500 ft and visibility 3 SM or greater. On duty WS shall ensure these conditions are forecast to occur throughout scheduled PMI timeframe(s) + 1 hour prior to releasing any ATCALS for maintenance.		

3.6.9.1. Evacuation Alarm. ATCALS MX shall perform navigational aid evacuation (bail-out) alarm checks weekly IAW schedule above. Prior to initiating check with Tower, the technician initiating the request will ensure all other sites are advised of the impending check. ATCALS MX should ensure the maximum number of sites possible are checked simultaneously to expedite the process. Tower shall document bail-out alarm testing by facility on the AF Form 3616. (T-3)

3.6.9.2. Backup Generator Checks.

3.6.9.2.1. CE shall perform backup generator checks on Bldg 395, Bldg 260, Bldg 1283, Bldg 1300, Bldg 1800, and Bldg 2150 monthly. See **2.6.5** for facility designations. (T-0)

3.6.9.2.2. CE shall obtain approval from the RAPCON or Tower WS prior to manually transferring power from commercial source to generator and returning to commercial for Bldg 395. CE shall notify the RAPCON or Tower WS immediately prior to manually transferring power from commercial source to generator and returning to commercial for Bldg 395. (T-0)

3.6.9.2.3. CE shall obtain approval from ATCALS MX Supervisor prior to manually transferring power from commercial to generator and returning to commercial for Bldg 1283, Bldg 1300, Bldg 1800, and Bldg 2150. CE shall notify the ATCALS MX Supervisor immediately prior to manually transferring power from commercial to generator and returning to commercial for Bldg 1283, Bldg 1300, Bldg 1800, and Bldg 2150. (T-0)

3.6.9.2.4. The facility manager for Bldg 395 during normal duty hours, or CE during non-duty hours, shall manually start generators for Bldg 395 when auto-start fails. The facility manager for Bldg 395 during normal duty hours and on-duty employees during non-duty hours shall notify CE of failure. (T-0)

3.6.9.2.5. RAPCON and/or Tower shall notify and request ATCALS MX to place Bldg 1283 on generator power when auto-start fails. ATCALS MX shall notify CE of failure. (T-0)

3.6.9.2.6. RAPCON, Tower, or the Weather Station shall notify CE when any facility in **3.6.9.2.1** transitions to generator power and when that facility transitions to commercial power. (T-0)

3.6.10. Unscheduled Emergency Maintenance. ATCALS MX or CE shall coordinate all unscheduled emergency maintenance with the RAPCON WS or on-duty weather technician, as appropriate, for maintenance activities that temporarily remove a facility from service fifteen (15) minutes or less. RAPCON WS or on-duty weather technician shall notify the appropriate affected facilities of the temporary outage. ATCALS MX or CE shall notify RAPCON WS or on-duty weather technician when a facility is returned to service. RAPCON WS or on-duty weather technician shall notify the appropriate affected facilities accordingly. (T-0)

3.6.11. Restoral Priorities. ATCALS MX or CE shall adhere to the following priorities when multiple outages occur or as coordinated with the ATM or AOM: (T-3)

3.6.11.1. Communication Systems.

3.6.11.2. Weather Systems.

3.6.11.3. Navigation Systems.

3.6.11.4. Landing Systems.

3.6.11.5. Surveillance Systems.

3.6.11.6. Automation Systems.

3.6.12. Special Maintenance. ATCALS MX or CE shall coordinate any special maintenance that temporarily removes a facility or major capability/function/component from service for an extended period of time at least fourteen (14) days in advance with the ATM and AOM. (T-0)

3.6.13. Flight Check. ATCALS MX shall track and notify the ATM and AOM of any upcoming flight check activities. RAPCON or Tower WS shall immediately notify ATCALS MX, TERPS, ATM, and AOM when a flight check aircraft intends to perform an inspection on any supported facility with or without prior notice. RAPCON or Tower WS shall document all flight checks in the daily AF Form 3616 with start/end times, NAVAID facility or procedure checked, identifier, and reported results. ATCALS MX shall forward all final flight check reports to TERPS, ATM, and AOM upon receipt. (T-1)

3.7. Transient Alert Services. TA will meet all transient aircraft outside of the CMA on Taxiway Alpha upon arrival. Tower will direct transient aircraft via progressive taxi to an appropriate location for TA to provide "Follow Me" to the parking apron. (T-0)

3.8. Aircraft Parking Procedures. All aircraft should be parked in the direction specified in **Table 2.4**. (T-3)

3.8.1. Transient Aircraft Arrivals. If a transient aircraft arrives and TA is not available, Tower shall direct the arrival to park on the PHCP. AM shall close Taxiway Charlie until aircraft is repositioned or an evaluation by on-duty AM personnel determines Taxiway Charlie or Runway 12/30 or both may be used safely. If the PHCP is scheduled for use, Tower shall direct the transient aircraft to park on the AHCP and AM shall close Taxiway Delta until the aircraft is relocated. (T-0)

3.8.2. MIPAA Aircraft Arrivals. Aircraft inbound for MIPAA shall be provided progressive taxi instructions by Tower upon arrival unless the pilot indicates familiar with the airfield layout. (T-0)

3.9. Taxi Routes/Restrictions.

3.9.1. Control Tower Visual and Radio Blind Spots. March Tower has a visual and radio blind spot in the vicinity of the adjacent apron of the intersection of Runway 32 and Taxiway Alpha southeast of the visual hold short line. The visual and radio blind spot extends to the northeast towards MIPAA apron areas in the general direction of March Tower.

3.9.2. Runway Crossing Restrictions. Aircraft shall not cross Runway 12/30 on Taxiway Charlie or Delta without Tower or Ground Control approval. See **3.9.3.1**. (T-3)

3.9.3. Taxiway Restrictions.

3.9.3.1. Taxiway Alpha. Aircraft taxiing south-bound on Taxiway Alpha shall not cross the extended centerline of Runway 12/30 without Tower or Ground Control approval and hold short at the hold short markings east of the extended centerline. Aircraft taxiing north-bound on Taxiway Alpha shall not cross the extended centerline of Runway 12/30 without Tower or Ground Control approval and hold short at the hold short markings west of the extended centerline. (T-3)

3.9.3.2. Taxiway Bravo. Aircraft taxiing east-bound on Taxiway Bravo are prohibited from making a right turn on Taxiway Alpha. Aircraft taxiing north-bound on Taxiway Alpha from the Runway 32 approach end are prohibited from making a left turn on Taxiway Bravo. (T-3)

3.9.3.3. Taxiway Charlie. Non-base assigned aircraft taxiing east-bound on Taxiway Charlie are prohibited from making a right turn on Taxiway Alpha. Non-base assigned

aircraft taxiing north-bound on Taxiway Alpha are prohibited from making a left turn on Taxiway Charlie. (T-3)

3.9.3.4. Taxiway Golf. Aircraft taxiing south-bound on Taxiway Alpha are prohibited from making a left turn north-bound onto Taxiway Golf. Aircraft taxiing south-bound on Taxiway Golf are prohibited from making a right turn north-bound onto Taxiway Alpha. Aircraft taxiing south-bound on Taxiway Golf are required stop at the hold short line on Taxiway Golf at the south intersection convergence of Taxiway Golf and Taxiway Alpha and obtain Tower approval to proceed to Runway 32. (T-3)

3.9.4. Rotary-Wing Aircraft. Rotary-wing aircraft with wheels should taxi on the ground. Rotary-wing aircraft with skids should hover taxi on taxiways and aprons. Rotary-wing aircraft shall not air taxi on any taxiways, aprons or unpaved surface at March ARB. (T-3)

3.9.5. Apron Choke Points. Departing aircraft assigned parking spots in row Alpha and Bravo should not taxi southwest simultaneously from row Alpha and Bravo interior taxilanes due to the convergence of interior taxilanes from row Alpha to row Bravo to the peripheral taxilane southeast of the Alert Facility. (T-3)

3.9.6. Aero Club. Aircraft parked in the Aero Club apron shall use the taxi lane north of row Hotel when taxiing to Taxiway Alpha. Aircraft arriving shall use the taxi lane between row Hotel and row India when taxiing to the Aero Club apron. (T-3)

3.9.7. RPA Launch and Recovery (MQ-9). (T-0)

3.9.7.1. Departure. A 163 OG operated vehicle, callsign UAV OPS, shall escort RPA from launch spot to runway and remain with RPA until aircraft enters runway for takeoff. 163 OG operated vehicles shall not enter the runway at any time without Tower approval. 163 OG operated vehicles shall obtain all appropriate Tower approvals for entering the CMA or crossing/entering any runway. 163 OG operated vehicles shall notify MOC for ECC approval to cross restricted area boundaries prior to taxi or tow.

3.9.7.1.1. Reaper Spot. Departing RPA will be towed to designated launch spot, named Reaper, on taxilane between Bldg 2305 and Bldg 2303 (See **Figure 3.1**, Reaper Inset) for engine start and taxi to runway. Runway 14 departures will taxi from Reaper spot to Runway 14 via taxilane fronting Bldg 2305/2306/2312, around the Alert Facility to join Taxiway Foxtrot and hold short of runway. Runway 32 departures will taxi from Reaper spot to Runway 32 at Taxiway Bravo via taxilane fronting Bldg 2305/2306/2312, around the Alert Facility to join Taxiway Alpha, then Taxiway Bravo and hold short of runway.

3.9.7.1.2. Romeo Spot. Departing RPA will be towed to designated launch spot, named Romeo, on taxilane west of Bldg 1246, between row Papa and row Romeo (See **Figure 3.1**, Romeo Inset) for engine start and taxi to runway. Runway 14 departures will taxi from Romeo spot to Runway 14 via Taxiway Alpha, then Taxiway Foxtrot and hold short of runway. Runway 32 departures will taxi from Romeo spot to Runway 32 at Taxiway Bravo via Taxiway Alpha, then Taxiway Bravo and hold short of runway.

3.9.7.1.3. Alpha Spot. Departing RPA will be towed to designated launch spot, named Alpha, on taxilane between Bldg 2303 and Spot A-1 (See **Figure 3.1**, Alpha

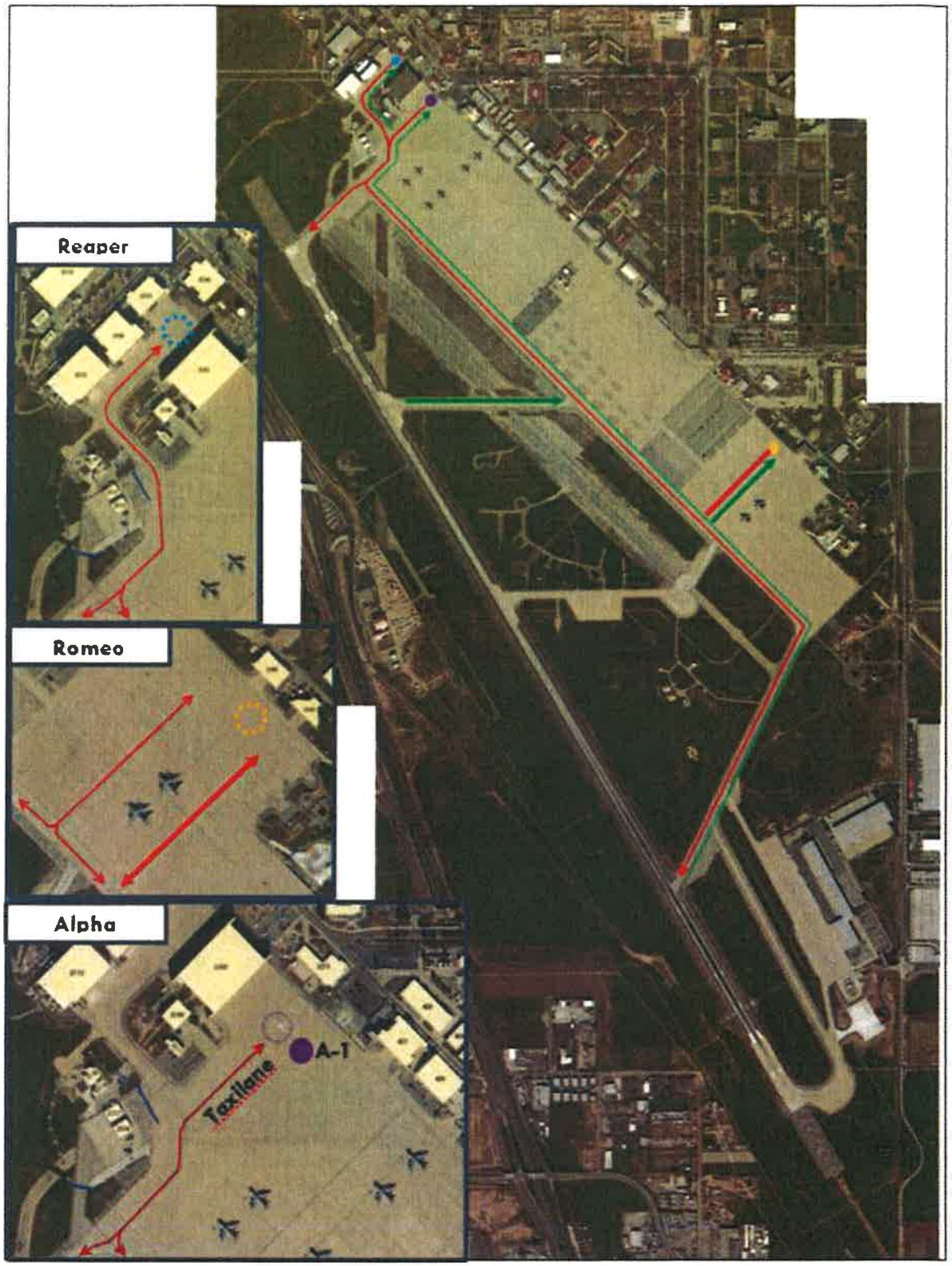
Inset) for engine start and taxi to runway. Runway 14 departures will taxi from Alpha spot to Runway 14 via Taxiway Foxtrot and hold short of runway. Runway 32 departures will taxi from Alpha spot to Runway 32 at Taxiway Bravo via Taxiway Alpha, then Taxiway Bravo and hold short of runway.

3.9.7.2. Arrival. Arriving RPAs shall be escorted by 163 OG operated vehicle for taxi to designated recovery spot for engine shutdown and RPA will be towed to assigned parking location. Arriving RPAs shall taxi off the runway and hold position if no 163 OG operated vehicle is immediately available for escort. 163 OG operated vehicles shall not enter the runway at any time without Tower approval. 163 OG operated vehicles shall obtain all appropriate Tower approvals for entering the CMA or crossing/entering any runway. 163 OG operated vehicles shall notify MOC for ECC approval to cross restricted area boundaries prior to taxi or tow.

3.9.7.2.1. Reaper Spot. Runway 14 arrivals will taxi from Runway 14 at Taxiway Bravo to Reaper spot via Taxiway Bravo, Taxiway Alpha, taxilane around the Alert Facility, then taxilane fronting Bldg 2305/2306/2312. Runway 32 arrivals will taxi from Runway 32 at Taxiway Delta to Alpha spot via Taxiway Delta, Taxiway Alpha, taxilane around the Alert Facility, then taxilane fronting Bldg 2305/2306/2312.

3.9.7.2.2. Romeo and Alpha Spot. Runway 14 arrivals will taxi from Runway 14 at Taxiway Bravo to Romeo or Alpha spot via Taxiway Bravo, then Taxiway Alpha. Runway 32 arrivals will taxi from Runway 32 at Taxiway Delta to Romeo or Alpha spot via Taxiway Delta, then Taxiway Alpha.

Figure 3.1. MQ-9 Taxi Routes and Launch and Recovery Spot.



3.10. Aircraft Relocation.

3.10.1. Normal Procedures. Tower approval is required prior to relocating any aircraft on the flight line via tow or maintenance powered taxi. Maintenance supervisor shall coordinate aircraft relocation through MOC prior to contacting Tower. MOC shall obtain ECC approval prior to allowing a tow or maintenance powered taxi crossing any restricted area boundary. MOC shall contact AM with maintenance team callsign, type aircraft, tail number, current location, intended destination, and any other pertinent information. AM shall pass all information provided by MOC to Tower. The maintenance team supervisor shall initiate radio contact using the FM Ramp Net or published Ground frequency, obtain approval, and maintain two-way radio contact with Tower while relocating aircraft. The maintenance supervisor will provide the type aircraft, tail number, current location, intended destination, and any other pertinent information. Members of the maintenance team shall continuously monitor the FM Ramp Net or published UHF/VHF Ground Control frequency while aircraft relocation is in progress. The maintenance team supervisor shall notify Tower when aircraft relocation is complete. (T-3)

3.10.2. Lost Radio Contact. If contact with Tower is lost at any time after aircraft relocation is approved, the maintenance team supervisor should continue to the approved destination and be vigilant for visual light gun signals from the Tower. Any other deviations while relocating without radio contact shall be relayed through MOC or AM to Tower for further instructions. (T-3)

3.10.3. RPA Towing Operations (MQ-9). 163 MXG tow crews will coordinate approval through MOC. MOC shall obtain ECC approval prior to allowing a tow or maintenance powered taxi crossing any restricted area boundary. MOC shall notify AM via landline of approved tow operation with aircraft type, tail number, present location, and destination location. AM will notify Tower of tow. MOC will notify tow crew of completed tow coordination and approval. Tow crews shall contact Tower for approval to commence tow operations via FM Ramp Net, continuously monitor FM Ramp Net, comply with all instructions from Tower, and notify Tower upon completion of tow operation. Initial information provided to Tower by tow crew shall include aircraft tail number, present location, and request for tow to desired destination. (T-0)

3.10.4. MIPAA. MIPAA tenants and business invitees shall follow the procedure in 3.10.1. when towing between the FBO apron and the Taxiway Golf apron or whenever a tow will be through the CMA. (T-0)

3.11. AGE Storage.

3.11.1. All AGE shall be stored in marked AGE storage areas (see **2.4.1.1**) when not prepositioned for arrivals, supporting departures, or maintenance is actively being performed. AGE shall not be prepositioned earlier than three hours prior to arrival or remain in place later than three hours after departure. (T-1)

3.12. Refueling Procedures. No special procedures.

3.13. Fuel System Repair Procedures. The appropriate Pro Super will coordinate fuel system repair. See 2.4.7. (T-3)

3.14. Aircraft Jacking and Landing Gear Retraction Procedures. Maintenance personnel intending to perform aircraft jacking on non-approved areas shall obtain approval from the AFM prior to aircraft jacking. (T-1)

3.15. Engine Start Procedures.

3.15.1. March ARB. Aircraft on March ARB aprons shall contact Tower prior to engine start for approval. (T-3)

3.15.2. MIPAA. Aircraft on MIPAA aprons shall contact Tower prior to engine start for approval. (T-0)

3.16. Engine Run-up Procedures.

3.16.1. General. Tower approval is required prior to conducting any aircraft engine runs on the flight line. Maintenance personnel shall coordinate engine runs through MOC or MIPAA Airport Manager prior to contacting Tower. MOC or MIPAA Airport Manager shall contact AM with callsign, type aircraft, tail number, and current location. AM shall pass all information provided by MOC or MIPAA Airport Manager to Tower. Maintenance supervisor shall initiate radio contact using the FM Ramp net or published Ground Control frequency, obtain approval, and maintain two-way radio contact with Tower while conducting engine runs. The maintenance supervisor will provide the type aircraft, tail number, and current location. Members of the maintenance team shall continuously monitor the FM Ramp net or published Ground Control frequency while engine runs are in progress. The maintenance supervisor shall notify Tower when engine runs are complete. (T-3)

3.16.2. Restrictions. Engine runs are not authorized between the hours of 2200L and 0600L daily without 452 MXG/CC approval for March ARB areas and MIPAA Airport Manager approval for MIPAA areas. Requests for approval shall be made through the MOC or CP or MIPAA Airport Manager. MOC or CP or MIPAA Airport Manager shall relay approvals to AM who will relay approval to Tower. (T-3)

3.16.3. Lost Radio Contact. If contact with Tower is lost at any time after an engine run is approved, the maintenance supervisor should discontinue the engine run and obtain a replacement radio. Engine runs are prohibited when two-way radio contact can't be maintained with Tower. (T-3)

3.16.4. Unsuppressed Power Check Pad. Follow procedures in 3.16.1. thru 3.16.3. Maintenance Teams intending to use the Unsuppressed Power Check Pad shall coordinate through MOC prior to placing aircraft in ready position. MOC shall validate with AM no aircraft are on spot H-1 and JI yard is clear of parked AGE fronting the pad. AM shall provide validation and if clear, will grant approval to MOC and notify Tower, ATOC and ECC. If not clear, AM shall inform MOC. Tower shall re-route aircraft to avoid taxiing on Taxiway Alpha while an engine run is in progress. (T-3)

3.16.5. MIPAA. General aviation aircraft at MIPAA do not need to coordinate with AM and Tower for engine runs except per **3.16.2**. Other aircraft at MIPAA shall coordinate engine runs per 3.16.1. to 3.16.3. (T-0)

3.17. Arm/De-Arm Procedures. Aircraft required to be armed or de-armed on the Runway 32 approach end arm/de-arm area shall orient their aircraft to a heading of 320° M. Aircraft utilizing all other arm/de-arm areas shall orient their aircraft to a heading of 300° M. (T-3)

3.18. Hazardous Cargo Procedures.

3.18.1. General. AM shall annotate type and quantity of the most demanding hazardous cargo when recording a PPR. ATOC is responsible for determining the full cargo manifest for any hazardous cargo movements. Any hazardous cargo notifications shall include AM, ECC, and CP. (T-0)

3.18.2. Arrival. Tower shall notify AM when an aircraft with hazardous cargo is 15 NM from March ARB. AM shall notify TA, ATOC, CP, and ECC in turn. Tower shall taxi arriving aircraft via Taxiway Charlie or Delta to the PHCP or AHCP to the maximum extent possible. Tower may taxi aircraft with hazardous cargo on Taxiway Alpha along the main apron, Taxiway Alpha to Bravo, Taxiway Charlie, Taxiway Delta, and Taxiway Foxtrot. TA shall notify AM when the arriving aircraft is parked on either PHCP or AHCP. AM shall coordinate and submit a NOTAM suspending Runway 12/30 operations and suspending Taxiway Charlie or Delta operations, as appropriate, when notified by TA the aircraft with hazardous cargo is parked on either the PHCP or AHCP. (T-0)

3.18.3. Departure. AM shall perform a Taxiway and HCP check when notified by Tower the aircraft with hazardous cargo has departed. AM shall cancel the NOTAM suspending Runway 12/30 operations after performing the check. AM shall notify CP and ECC when either HCP is vacated of aircraft containing hazardous cargo. (T-0)

3.19. Crew Change Procedures.

3.19.1. Engine Running Crew Change (ERCC). ERCCs shall only be performed on Row Lima. Crews intending to perform a ERCC should inform Tower prior to initial departure. Tower shall keep flight plan open when a crew intends to perform a ERCC. (T-3)

3.19.2. Non-Engine Running Crew Change (NERCC). NERCCs may be performed on any spot. Crews intending to perform a NERCC should inform Tower prior to initial departure. Tower shall keep flight plan open when a crew intends to perform a NERCC. (T-3)

3.20. Combat Offload Training Procedures.

3.20.1. General Information. Combat offload training is conducted on the apron mid-way and south of Taxiway C and is marked with a 740 ft white line for aircraft alignment. A reference marking consisting of a 300 ft white line is 90 ft south and parallel to the combat offload white line to facilitate ground maneuvering training. (T-3)

3.20.2. Restrictions. Runway 30 operations are prohibited while conducting combat offload training. Taxiway C is closed to non-participating aircraft during and after combat offload training until AM inspects the area after training is completed. (T-3)

3.20.3. Day and Night Visual Combat Offload Procedures. Planned combat offload training shall be noted on the wing flying schedule in advance. Crews will annotate combat off-load training on their filed flight plan. AM will notify Tower of planned combat off-load training annotated on any flight plan filed and at least 1 hour prior to scheduled day or night operations, visually check the training area is free of FOD and taxiway lighting is fully operational. AM will notify ATOC of training event. Crews shall advise Tower prior to commencing training operations and when complete. Tower will notify AM of completion of combat off-load training. AM will notify ATOC of required pallet pickup. Taxiway C will

remain closed until AM ensure adequate wingtip clearance exists or pallets are removed. (T-0)

3.20.4. NVD Combat Offload Procedures. Follow procedures noted above and outlined in **4.16.3**. (T-3)

3.21. Airfield Operations Internal Procedures.

3.21.1. Processing AF Form 3616. AM, Tower, and RAPCON shall upload the daily AF Form 3616 to **https://afrc.eim.us.af.mil/sites/452aw/452OG/OSS/OSA/SitePages/Home.aspx** NLT one hour after the changeover to a new day. AF Form 3616 shall be digitally signed prior to upload and shall be signed by the AFM or ATM as appropriate NLT five calendar days after closeout.

Chapter 4

AIR OPERATIONS

4.1. Airfield Opening/Closing Procedures.

4.1.1. Closures Other Than Holidays. The AOM shall obtain approval from 452 AMW/CC via 452 OG/CC recommending curtailment of RAPCON services for closures other than holidays. If approved, AM shall coordinate and submit a NOTAM for the closed period and the ATM shall inform SCT of the closure. (T-3)

4.2. Runway Operations Temporary/Permanent Curtailment Procedures.

4.2.1. Runway Operations Temporary/Permanent Curtailment Authority. AM, Tower, or SEF may temporarily curtail runway operations. AM may temporarily curtail use of any apron or taxiway from operational use. The AOM, AFM, 452 OG/CC, or 452 AMW/CC may permanently curtail runway operations. (T-3)

4.2.2. Notification Required. When runway operations are temporarily curtailed, Tower shall notify AM, RAPCON, and SCT. AM shall make situation appropriate notifications when notified by Tower. AM shall coordinate and submit a NOTAM when any runway, taxiway or apron is curtailed from use. The AOM shall make appropriate notifications when runway operations are permanently curtailed. (T-3)

4.2.3. Resuming Runway Operations. AM shall perform an airfield check before resuming runway operations. AM shall notify Tower the status of the runway upon completion of the airfield check and prior to releasing to runway operations. (T-3)

4.3. Airfield Inspections and Runway Conditions.

4.3.1. Airfield Inspections. The AFM or Assistant Airfield Manager (AAFM) shall inspect the airfield at least once per day, Monday thru Friday. Airfield Management Shift Lead (AMSL) shall perform the airfield inspection at least once per day Sundays, Saturdays, and holidays. AM personnel shall perform an airfield check (including FOD/BASH) daily prior to 0700L, within the first hour past official sunset, and at least once every four hour period. Personnel performing the airfield check shall provide Tower a status upon completion of the check. (T-1)

4.3.1.1. Monthly Joint Airfield Inspections. The AFM shall schedule and perform monthly joint airfield inspections when needed and include the AOM, TERPS, SEF, 452 AMW/SEG (SEG), and CE.

4.3.1.2. Quarterly Joint Airfield Inspections. The AFM shall schedule and perform quarterly joint airfield inspections in March, June, September, and December. The AFM shall include the AOM, TERPS, SEF, SF, CE, and MIPAA at a minimum. The AFM shall brief the results of the inspection to the AOB. (T-3)

4.3.2. Runway Surface Condition (RSC). AM shall check the RSC at least once per hour when precipitation is occurring or forecasted to occur until the RSC is determined to be "Dry". AM shall provide Tower, RAPCON, WX and CP the RSC immediately upon determination. (T-0)

4.3.3. Runway Condition Reading (RCR). March ARB's historic climatology precludes the requirement for RCRs and maintenance of friction measuring equipment IAW and AFI 13-204v3 and AFRC Supplement 1, paragraph 18.1.2.1. (T-0)

4.3.4. Braking Action Reporting/Advisories. Pilots shall describe the quality of braking action using the terms "good," "good to medium," "medium,", "medium to poor," "poor," or "nil." Tower shall immediately notify SCT and AM of the reported braking action and amend the ATIS. AM shall send a safety NOTAM immediately upon notification of poor braking action. (T-1)

4.4. Runway Selection Procedures. Runway 32 is the calm wind runway up to eight kts and the primary instrument runway. Runway 30 is the calm wind runway for authorized operations. Tower determines the active runway in use. Tower shall coordinate with RAPCON, SCT, AM, and WX prior to initiating a runway change. Tower shall notify RAPCON, SCT, AM, and WX when runway change begins and is complete. CP directs participating aircraft which runway to use during emergency war order (EWO) launches. (T-3)

4.5. Arresting System Procedures.

4.5.1. Normal Operations. Tower shall maintain the BAK-12 in the down position for all aircraft operations except during Det 1, 144 FW arrivals, departures, and pattern operations. Det 1, 144 FW pilots shall state "*REQUEST CABLE DOWN*" when BAK-12 should be lowered. Tower shall confirm BAK-12 is lowered with "*CABLE INDICATES DOWN*" when BAK-12 raising mechanism indicates in the down position. If the BAK-12 is engaged, 15 minutes is normally required to reset the BAK-12. Tower shall activate the Primary Crash Net (PCN), suspend runway operations, and notify RAPCON and SCT if the BAK-12 is engaged. Tower shall notify Barrier Maintenance at 655-4880 or on the CE Net via LMR if the BAK-12 is engaged (M-F, 0700-1600L). AM shall perform a runway check whenever the BAK-12 is engaged and reset. (T-3)

4.5.2. Abnormal Operations. If a C-17 lands on or rolls over a raised BAK-12 at high speed at the approach end, Tower shall suspend use of that BAK-12 and notify AM. AM shall initiate NOTAM coordination of the out of service BAK-12 delaying submittal until Barrier Maintenance inspects and provides an estimated return to service repair duration. AM shall notify Tower when the BAK-12 is returned to service and cancel the NOTAM. (T-1)

4.6. Operational Weather Procedures. March ARB weather procedures are outlined in MARBI 15-101, *Base Operational Weather Support.*

4.6.1. Aviation Routine Weather Report (METAR) & Aviation Selected Special Weather Report (SPECI). Tower shall update the ATIS and input data into FDIO immediately or as soon as practical whenever a METAR or SPECI is received from WX. (T-3)

4.6.2. PMSV Use. Pilots should use PMSV to the maximum extent possible for detailed weather information and assistance. Tower shall provide current weather information whenever workload permits and IAW FAA JO 7110.65. (T-3)

4.6.3. Operational Restrictions. The following weather conditions require 452 OG/CC approval for any takeoffs or landings. Tower shall implement these restrictions and coordinate approvals through the ATM and AOM when requested. (T-3)

4.6.3.1. Observed ceiling <300 ft AGL and/or visibility <1 SM.

4.6.3.2. Observed crosswinds >15 but <25 kts.

4.6.3.3. Observed crosswinds >25 kts.

4.7. Bird/Wildlife Control. March ARB bird/wildlife control procedures are outlined in the March Bird/Wildlife Aircraft Strike Hazard (BASH) Plan 91-202. (T-3)

4.7.1. Local Bird Watch Condition (BWC) Definitions.

4.7.1.1. BWC SEVERE. Wildlife activity on or immediately above the active runway or on the arrival/departure corridor near the runway representing high potential for strikes. As a guide, this wildlife activity is represented by more than 15 large birds (waterfowl, raptors, gulls, etc.) or 30 small birds (terns, swallows, etc.). However, could be caused by only a single bird in a critical location. Supervision and aircrews must thoroughly evaluate mission need before conducting operations in areas under condition SEVERE.

4.7.1.1.1. Traffic Pattern. Do not conduct flight operations except in an emergency. Arriving aircraft will either hold awaiting a lower BWC or divert. Non-emergency landings in BWC SEVERE require approval by 452 OG/CC (or designated representative). Launches under an Emergency War Order using Emergency Action Messages are considered "emergencies" for this paragraph. Launches under Mandatory Scramble will comply with NORAD ACA and CONR SPINS guidance. All other departures require a waiver from 452 AMW/CC (or designated representative). A bird control unit (AM and/or USDA) will immediately respond to disperse birds from the airfield.

4.7.1.1.2. Training Areas/Transition Airfields (452 AMW). Use of transition areas may be authorized, but aircrews should check conditions using the BAM/AHAS system and request information from airfield operations or ATC to determine observed conditions. Aircrews will terminate training if SEVERE hazards are observed or forecasted.

4.7.1.1.3. Low-Level Training (452 AMW). The PIC will obtain 452 OG/CC approval prior to commencing any flight on affected route segments. Restrict speed to 250 kts and fly no lower than 1,000 ft AGL (3,000 ft AGL at night) on the affected route segments.

4.7.1.2. BWC MODERATE. Wildlife activity near the active runway, runway pattern, or arrival/departure routes representing increased potential for strikes. As a guide, this wildlife activity is represented by approximately 5 to 15 large birds or 15 to 30 small birds. However, could be caused by only a single bird in a critical location. This condition requires increased vigilance by all agencies and supervisors and caution by aircrews.

4.7.1.2.1. Traffic Pattern. All local IFR/VFR approach and traffic pattern activity for aircraft ceases. No formations in the March ARB patterns. Airborne aircraft/crews will terminate transition training in the March local pattern. Initial takeoffs and full-stop landings allowed only when departure and arrival routes will avoid bird activity and as approved by 452 OG/CC. For training missions 452 OG/CC (or higher authority), or the 452 OG/CC designated representative, will be the final approval authority for initial takeoffs and full-stop landings during BWC MODERATE.

Aircraft commanders on training missions will call CP to request 452 OG/CC approval for initial takeoffs and/or full-stop landings during BWC MODERATE. For alert, CBP RAU, and other high priority missions permission for takeoffs and landings will still be obtained through CP unless a time-critical departure or landing is required. In a time critical situation, the aircraft commander may execute a takeoff or landing at their own unit commander's or management's discretion after evaluating the increased bird hazard reported. Aircraft commanders may request reassessment of bird conditions at any time by calling March ATC or AM. March ATC, CP, and AM will advise aircraft on the anticipated delay, if known, for a return to BWC LOW. Pilots will modify events in order to avoid bird activity. A bird control unit (AM and/or USDA) will immediately respond to disperse birds from the airfield.

4.7.1.2.2. Training Areas (452 AMW). Use of transition areas is authorized, but aircrews should keep training events to a minimum to accomplish mission objectives if MODERATE conditions are observed or forecasted. Mission profiles may be altered to mitigate risk. Changes include avoidance of known/observed concentrations, raising flight altitudes, and reducing airspeed.

4.7.1.2.3. Low-Level Training (452 AMW). Restrict speed to 250 kts on the affected route segments. No altitude restrictions.

4.7.1.3. BWC LOW. Wildlife activity on and around the airfield representing low potential for strikes. As a guide, this wildlife activity is represented by fewer than 5 large birds or fewer than 15 small birds. However, a single bird in a critical location may elevate the BWC to moderate or severe. No restrictions to the traffic pattern, training areas and low-level routes. Continue with normal operations.

4.8. Local Aircraft Priorities. The listed local aircraft operational priorities immediately follow the operational priorities listed in FAA JO 7110.65. Aircraft requiring immediate takeoff priority shall contact CP to coordinate approval. CP shall coordinate approval through 452 OG/CC. If approval is granted, CP shall notify AM which in turn shall notify Tower. CP shall notify aircraft of approval or disapproval. (T-3)

4.8.1. KC-135 Alert Missions.

4.8.2. Det 1, 144 FW Active Air Scramble.

4.8.3. CBP RAU active missions.

4.8.4. Named operational missions.

4.8.5. DVs.

4.8.6. Det 1, 144 FW practice scramble.

4.8.7. Named exercise missions.

4.8.8. AMC contract carriers.

4.8.9. 452 AMW ORI flights.

4.8.10. Tenant ORE/ORI flights.

4.8.11. Tactical Arrivals.

4.8.12. Military IFR arrivals.

4.8.13. 452 AMW assigned aircraft on local training flights.

4.8.14. Det 1, 144 FW local training flights.

4.8.15. CBP RAU aircraft other than active mission.

4.8.16. Transient military departures.

4.8.17. Transient military pattern training.

4.8.18. Aero Club aircraft.

4.9. Supervisor of Flying (SOF). A SOF concept is employed in the Tower to support 163 OG assigned MQ-9s in fulfilling the requirements of 14 CFR §91.113(b). The SOF is only available when MQ-9 operations are being conducted and IAW the MQ-9 LOA. See **2.7.6** for the dedicated SOF frequency. (T-0)

4.10. Flight Following.

4.10.1. AM shall forward all flight plan information for all aircraft arriving and departing March ARB. Tower shall forward all aircraft arrival and departure times. Tower shall not authorize a departure taxi or takeoff clearance without a valid flight plan except for CBP RAU aircraft and VFR aircraft departing from MIPAA apron areas. (T-0)

4.10.2. AM shall forward specific information to Tower on all aircraft arriving or departing March ARB that are aeromedical evacuation, carrying hazardous cargo, transporting distinguished visitors (DV Code 7 or above), or as requested by Tower. Tower shall provide a 15 NM notification to AM on all aircraft arriving March ARB that are aeromedical evacuation, carrying hazardous cargo, transporting distinguished visitors (DV Code 7 or above), or as requested by AM. (T-0)

4.11. General Procedures.

4.11.1. Intersecting Runway/Intersecting Flight Path Operations. Runway 12/30 and Runway 14/32 are considered intersecting runways for the purposes of simultaneous operations, simultaneous opposite direction operations, separation and wake turbulence criteria application. Tower and RAPCON shall implement prescribed procedures outlined in FAA JO 7110.65. (T-0)

4.11.2. AM and Tower Coordination. (T-0)

4.11.2.1. Tower shall provide AM:

4.11.2.1.1. As soon as practical, notification on all transient aircraft planning a full stop landing if not already approved by AM (including all unauthorized inbound transient aircraft).

4.11.2.1.2. All reported or observed abnormal field conditions.

4.11.2.1.3. Malfunctions of airfield lighting.

4.11.2.1.4. Malfunctions of the BAK-12.

4.11.2.1.5. ETA and any other pertinent information concerning aircraft carrying hazardous cargo.

4.11.2.2. AM shall provide Tower:

4.11.2.2.1. RSC and changes in BAK-12 status.

4.11.2.2.2. Closing or opening of runways or taxiways.

4.11.2.2.3. Information on personnel and/or equipment operating within the CMA and priority activities have in relation to flight operations.

4.11.2.2.4. Abnormal field conditions or information directed by the AOM and/or designated representative.

4.12. Distinguished Visitor (DV) Procedures.

4.12.1. General. Wing Protocol (452 AMW/CCP) is the focal point for all DVs inbound, transiting, or departing March ARB. All other agencies provide crucial team roles and shall fully support DV movements by remaining informed, proactive, and flexible to changing mission requirements. (T-3)

4.12.2. Required Coordination. Wing Protocol shall notify CP, AOM and AM of any DV movements or events on the airfield. AM shall notify Wing Protocol and CP of any DV movements or events on the airfield not provided same. AM shall ensure DV movements are annotated in the PPR log. (T-3)

4.12.3. Initial Arrival Notification. Inbound aircraft with DVs shall contact CP no later than 60 minutes prior to ETA. CP shall pass 60 minute out call to Wing Protocol and AM. AM shall notify TA, RAPCON and Tower. (T-3)

4.12.4. Imminent Arrival Notification. Tower shall notify AM when an inbound aircraft with DVs are 15 NM out. AM, in turn, shall notify Wing Protocol, CP and TA. (T-3)

4.13. Visual Procedures.

4.13.1. Visual Pattern Weather Requirements. Use of visual patterns are prohibited when the lowest ceiling is less than 500 ft above the applicable traffic pattern altitude and/or less than 3 SM visibility. (T-0)

4.13.2. Runway 12/30 Restrictions. Runway 12/30 is limited to day, VMC use only. Wind information provided is estimated only. Aircraft operations are authorized for CBP RAU, Aero Club, and public and military rotary-wing aircraft. Public and military rotary-wing aircraft may operate on Runway 12/30 under special VFR. All other operations shall be coordinated through the AOM for 452 OG/CC approval. No intersection departures are authorized due to no existing intersections on Runway 12/30. (T-3)

4.13.3. Runway 14/32 Intersection Departures. Pilots may request or Tower may suggest intersection departures for Runway 14/32 upon initial contact with Ground Control. Tower shall provide intersection distance available whenever a pilot requests or inquires on the availability of an intersection departure. (T-3)

4.13.4. Protection of the Overhead Pattern. Aircraft performing successive VFR patterns to Runway 14/32 shall maintain at or below 3,000 ft MSL between the approach end threshold and departure end threshold of the runway. Tower shall advise all departing VFR aircraft to maintain at or below 3,000 ft MSL until the departure end of the runway. Tower instructions approving closed implies 3,000 ft MSL restriction waived on-the-go to turn crosswind at

pilot's discretion but does not waive the restriction for the successive departure in the pattern. (T-3)

4.13.5. March Class C Entry Procedures. All aircraft should establish and maintain two-way radio contact prior to March Class C entry. Pilots are expected to verify receipt of the current ATIS code, provide current location and altitude, and state intentions and/or type landing requested. Aircraft should be at the appropriate altitude for the intended traffic pattern upon March Class C entry. (T-3)

4.13.6. VFR Rectangular Pattern Procedures. (T-3)

4.13.6.1. Runway 12/30. Standard entry will be 45° to mid-field downwind from east. Enter as directed by Tower from all other directions. Standard pattern position radio call should be made on downwind and base with gear down call and type landing on base.

4.13.6.2. Runway 14/32. Standard entry will be 45° to mid-field downwind from west. Enter as directed by Tower from all other directions. Standard pattern position radio call should be made on downwind and base with gear down call and type landing on base.

4.13.7. Fighter East Recovery. Fighter aircraft approaching March Class C should establish two-way radio contact with Tower or RAPCON prior to entering the airspace and maintain 4,500 ft MSL until instructed to descend. (T-0)

4.13.8. VFR Overhead Pattern. Carrier breaks for any runway are prohibited at March ARB. (T-3)

4.13.8.1. Runway 30. Overhead pattern for Runway 12 prohibited. Request initial upon establishment of two-way radio communication with Tower or RAPCON. Standard pattern position radio call should be made at initial and leaving the perch with gear down call and type landing.

4.13.8.2. Runway 14/32. Request initial upon establishment of two-way radio communication with Tower or RAPCON. Standard pattern position radio call should be made at initial and leaving the perch with gear down call and type landing. Radio call reporting initial will be considered cancellation of IFR and entering the VFR pattern. Tower shall coordinate overhead traffic patterns prior to commencement.

4.13.9. Reduced Same Runway Separation (RSRS). (T-1)

4.13.9.1. Applicability. (T-1)

4.13.9.1.1. Det 1, 144 FW assigned and sponsored aircraft.

4.13.9.2. Restrictions.

4.13.9.2.1. RSRS standards are not authorized when an emergency aircraft is involved. (T-2)

4.13.9.2.2. Aircrews will not overfly other aircraft on the runway; separation rests with the pilot. Controllers must provide appropriate traffic advisories. (T-2)

4.13.9.2.3. RSRS will not be applied when the runway is reported as wet. (T-1)

4.13.9.2.4. RSRS not authorized for transient aircraft or transient aircraft deployed to March ARB. (T-1)

4.13.9.3. Procedures.

4.13.9.3.1. General Provisions.

4.13.9.3.1.1. Aircrews and/or air traffic controllers may refuse RSRS based upon safety of flight. (T-2)

4.13.9.3.1.2. When RSRS is not applied, separation must be IAW FAA JO 7110.65. (T-2)

4.13.9.3.1.3. Pilots are responsible for wake turbulence separation when maintaining visual separation or operating under VFR. When operating IFR or under ATC instructions, controllers must ensure standard wake turbulence separation exists. (T-2)

4.13.9.3.2. Tower shall apply RSRS minima specified in **Table 4.1** and **Table 4.2.** (T-1)

4.13.9.3.3. Pilots of trailing aircraft conducting a Touch & Go or Low Approach shall offset to left or right of runway centerline when following an aircraft approved for a Full Stop landing. Tower shall issue runway appropriate offset instructions to trailing aircraft with clearance. (T-1)

Table 4.1. Similar fighter type aircraft RSRS minima (T-1).

Similar fighter type aircraft RSRS minima:				
		Lead Aircraft		
		Full Stop	Touch & Go	Low Approach
Trail Aircraft	Full Stop	3,000 ft or 6,000 ft behind a formation landing	3,000 ft	3,000 ft
	Touch & Go	6,000 ft if day, VFR and runway is dry	3,000 ft	3,000 ft
	Low Approach	3,000 ft	6,000 ft	3,000 ft
NIGHT: 6,000 ft is the minimum spacing for all similar night operations if ATC can safely determine distances; otherwise standard FAA JO 7110.65 separation standards apply.				

Table 4.2. Dissimilar fighter type aircraft RSRS minima (T-1).

Dissimilar fighter type aircraft RSRS minima:				
		Lead Aircraft		
		Full Stop	Touch & Go	Low Approach
Trail Aircraft	Full Stop	6,000 ft or 8,000 ft behind a formation landing	6,000 ft	6,000 ft
	Touch & Go	6,000 ft if day, VFR and runway is dry	6,000 ft	6,000 ft
	Low Approach	6,000 ft	6,000 ft	6,000 ft
NIGHT: 8,000 ft is the minimum spacing for all dissimilar night operations if ATC can safely determine distances; otherwise standard FAA JO 7110.65 separation standards apply.				

4.13.10. Breakout/Go Around. Pilots should announce "*BREAKING OUT*" or "*GOING AROUND*" when performing a breakout or go around as described below. (T-1)

4.13.10.1. Runway 14/32. Aircraft executing a breakout or go around shall fly runway heading and maintain at or below 3,000 ft MSL until departure end of the runway, turn west crosswind while climbing to pattern altitude, then re-enter the pattern via west downwind, departure end of the runway.

4.13.10.2. Runway 12/30. Aircraft executing a breakout or go around shall fly runway heading and maintain at or below 2,500 ft MSL until departure end of the runway, turn east crosswind while climbing to pattern altitude, then re-enter the pattern via east downwind, departure end of the runway.

4.13.11. Simulated Flame Out (SFO).

4.13.11.1. Applicability. (T-0)

4.13.11.1.1. Det 1, 144 FW assigned and sponsored aircraft.

4.13.11.2. Restrictions. (T-0)

4.13.11.2.1. SFOs between sunset and sunrise are prohibited.

4.13.11.2.2. Ceiling shall be at least 1,000 ft above approved HIGH KEY altitude and flight and ground visibility at least 5 SM.

4.13.11.2.3. VFR pattern shall be open.

4.13.11.2.4. Climbs to HIGH KEY shall be made west and within 2 NM of the runway.

4.13.11.2.5. Aircraft operations are not authorized within the March Class C surface area between RIV/140 and RIV/320 radial 2 NM west of Runway 14/32 while SFO is in progress.

4.13.11.2.6. SFO shall not be approved or commence from HIGH KEY with any other aircraft at or inside ten mile final and/or initial or a departing aircraft has not crossed the departure end threshold of Runway 14/32.

4.13.11.3. Procedures. Aircraft under Tower control shall request SFOs with as much advance notice as possible to properly coordinate approval. Aircraft under SCT or RAPCON control may request a SFO if intending on conducting SFOs upon arrival at March ARB. Pilots shall use the following phraseology, "*REQUEST S-F-O (Altitude)*" or "*REQUEST HIGH KEY (Altitude).*" Tower will coordinate with SCT or RAPCON the requested altitude. SCT or RAPCON will advise of any delays, traffic in the vicinity of the maneuvering area, and provide approval for SFO when all conflicts are resolved. Tower will issue approval by stating "*SFO APPROVED REPORT HIGH KEY (Altitude)*" or if delayed and at HIGH KEY, "*ORBIT HIGH KEY, EXPECT (Time) DELAY.*" Pilots shall report 30 seconds (3 NM) to HIGH KEY with "*(Number) SECONDS/MILES TO HIGH KEY.*" Pilots shall report at HIGH KEY, LOW KEY, BASE KEY with gear down, and report completing or abandoning the approach. (T-0)

4.13.12. Straight-in Simulated Flame Out (SISFO). Not authorized at March ARB. (T-0)

4.13.13. Rotary-Wing Aircraft. (T-3)

4.13.13.1. Restrictions. Rotary-wing aircraft shall not overfly aprons or parked aircraft below 500 ft AGL.

4.13.13.2. Procedures. Follow procedures in **4.13.6.**

4.14. Instrument Procedures.

4.14.1. Radar Vectors to Initial. Aircraft requesting "*RADAR VECTORS TO INITIAL*" are considered cancelling IFR upon reporting "*INITIAL*" and will proceed VFR for pattern entry. (T-0)

4.14.2. Local Climb-Out. March ARB assigned aircraft remaining within the RAPCON radar pattern may execute the local climb-out described below. RAPCON shall use "*EXECUTE LOCAL CLIMB-OUT*" when issuing departure instructions. When PDZ is not available, RAPCON will provide radar vectors. Tower shall notify RAPCON when an aircraft on a local climb-out departs. Tower and RAPCON shall issue the restriction, "*MAINTAIN AT OR BELOW THREE THOUSAND UNTIL DEPARTURE END OF RUNWAY*," with all local climb-out instructions. (T-0)

4.14.2.1. Runway 14. Climb and maintain 4,000 ft MSL. Upon leaving 2,200 ft MSL, turn right heading 200° M. Maintain 250 ft per nautical mile minimum climb rate and do not exceed 250 kts. (T-0)

4.14.2.2. Runway 32. Climb and maintain 4,000 ft MSL. At departure end, turn left heading 155° M. Remain within 3 DME of RIV until established on 155° M heading to remain within March Class C. Maintain 210 ft per nautical mile minimum climb rate. (T-0)

4.14.3. Missed Approach. Pilots executing a missed approach shall announce "*MISSED APPROACH*" when able and execute the published missed approach for the approach procedure. (T-0)

4.14.4. Radar Pattern Operations. Aircraft practicing successive instrument approaches are expected to perform the appropriate local climb-out described in **4.14.2.** Pilots should notify RAPCON on initial contact and on-the-go with type landing desired. (T-3)

4.14.4.1. East Pattern. North entry to downwind will remain at or above 6,000 ft MSL until clear of Hemet and glider area. Radar downwind is 130° M at 5,000 ft MSL. Base turn is to 220° M at 4,000 ft MSL. Turn to intercept final is to 290° M at 4,000 ft MSL. (T-3)

4.14.4.2. West Pattern. Entry to radar downwind is via local climb-out described in **4.14.2.2.** Base turn is to 050° M at 4,000 ft MSL. Turn to intercept final is to 340° M at 4,000 ft MSL. (T-3)

4.14.5. IFR Departures. No special instructions for ARROW1 or SKYES3 departure procedure. MIPAA aircraft shall only be issued SKYES3 due to noise abatement. (T-0)

4.14.5.1. Runway 32. Tower shall obtain IFR release from SCT and RAPCON and SCT only when RAPCON is closed for all IFR departures from Runway 32. (T-0)

4.14.5.2. Runway 14. Tower shall provide RAPCON IFR departure callsign prior to aircraft taxiing for departure for Runway 14. Tower shall request release from RAPCON prior to obtaining release from SCT. RAPCON shall notify Tower with "*RELEASED*"

when traffic conditions permit Runway 14 departure and Tower may obtain release from SCT. If RAPCON traffic conditions prevent Runway 14 departure, RAPCON shall direct "*HOLD FOR RELEASE, (REASON WHEN POSSIBLE)*". When RAPCON is closed, Tower shall obtain release from SCT. (T-0)

4.14.6. IFR Arrivals. No special instructions for ARKOE.ARKOE1, HITOP.HITOP1 or PMD.MARCH4 arrival procedures.

4.14.6.1. Communications Changeover. RAPCON shall direct communications changeover for all IFR arrivals no later than 10 NM from the runway and no later than 5 NM from the runway with prior coordination with Tower. (T-3)

4.14.6.2. Circling Approaches. RAPCON and Tower shall not authorize simultaneous circling approaches when weather is less than VMC. Pilots can expect the following terminology to be issued by RAPCON when approved for a circling approach to Runway 14 via an approach to Runway 32, "*CIRCLE WEST OF THE AIRPORT/RUNWAY FOR A RIGHT BASE/DOWNWIND TO RUNWAY ONE FOUR.*" Pilots can expect the following terminology to be issued by RAPCON when approved for a circling approach to Runway 32 via an approach to Runway 14, "*CIRCLE WEST OF THE AIRPORT/RUNWAY FOR A LEFT BASE/DOWNWIND TO RUNWAY THREE TWO.*" (T-3)

4.15. Opposite Direction Same Runway Operations.

4.15.1. Pilots intending to depart opposite direction shall advise Clearance Delivery or Ground Control on initial contact. (T-0)

4.15.2. Tower and RAPCON shall use the terminology, "*OPPOSITE DIRECTION (DEPARTURE or ARRIVAL), RUNWAY (ONE FOUR or THREE TWO)*" in all coordination. (T-0)

4.15.3. An arrival shall not proceed closer than 10 NM to the runway threshold until an opposite direction arrival has landed. (T-0)

4.15.4. An arrival shall not proceed closer than 10 NM to the runway threshold until an opposite direction departure is turned and on a diverging heading or applicable vertical separation can be maintained. (T-0)

4.16. Special Air Operations.

4.16.1. Alert Exercise Procedures.

4.16.1.1. Vehicle Operations. Alert vehicles responding to an alert exercise shall not stop prior to entering the airfield and use a vehicle speed appropriate to maintaining safety of non-participating personnel and equipment. (T-3)

4.16.1.2. Exercise Actions. Tower shall advise all aircraft of alert exercise on Local Control and Ground Control frequencies when notified by the applicable C2 agency an alert exercise is in progress. Tower shall notify RAPCON and SCT of the alert exercise. Tower will immediately clear all runways and taxiways of aircraft and/or vehicles that may impede successful and immediate launch of the alert exercise aircraft. Aircraft airborne in the local traffic patterns or Class C shall be instructed by Tower to hold at traffic pattern altitude clear of the approach and departure corridor. The waiver authority to preempt an alert exercise is through 452 OG/CC via Tower. (T-0)

4.16.2. Tactical Arrival and Departure Procedures. (T-0)

4.16.2.1. Restrictions.

4.16.2.1.1. VMC and reported ceiling must be at least 500 ft above the initial altitude.

4.16.2.1.2. Formations of two or more aircraft are prohibited except the heavy overhead pattern.

4.16.2.2. WOLFSKILL HIGH Departure.

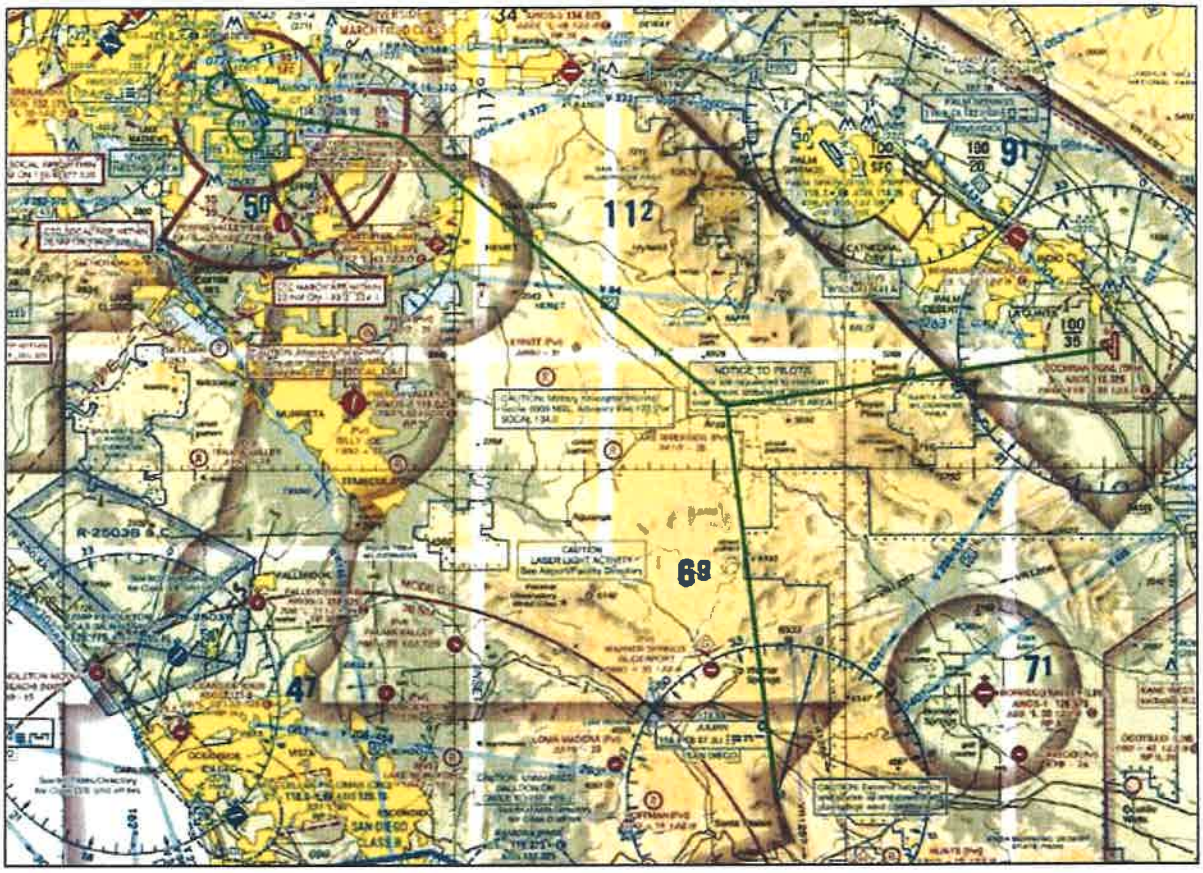
4.16.2.2.1. Restrictions.

4.16.2.2.1.1. Climb/turn shall remain within March Class C surface area lateral boundary.

4.16.2.2.1.2. Tower shall not approve a WOLFSKILL HIGH departure if a Tactical Arrival is in progress.

4.16.2.2.2. Procedure. Pilots shall request WOLFSKILL HIGH departure upon initial contact with Ground Control using phraseology, "*REQUEST WOLFSKILL HIGH DEPARTURE (requested altitude).*" Tower shall coordinate with RAPCON and SCT no later than 5 minutes prior to proposed departure. Tower will approve the departure procedure by stating "*WOLFSKILL HIGH DEPARTURE APPROVED, MAINTAIN (assigned altitude)*" with takeoff clearance. Aircraft approved for the procedure departing the runway shall make a VFR climbing turn west of Runway 14/32 and remain at or below 8,500 ft MSL until overhead mid-field eastbound. Runway 32 departure shall begin the turn no later than 1 DME of RIV and complete a 360° turn within 2 NM of the departure end of the runway. Runway 14 departure shall fly runway heading until 400 ft AGL, then perform a climbing turn west of the runway and within 4 DME of RIV. Tower will direct transfer of communications to SCT after departing Runway 14/32. From mid-field, aircraft will proceed 088° M for 9.7 NM to N 33°51'10.15" W 117°04'05.49" while remaining at or below 9,500 ft MSL then head 117° M for 27 NM to N 33°34'06.23" W 116°38'58.78" while continuing to climb to assigned altitude. If transitioning to TRM, aircraft will proceed 066° M for 25 NM until over TRM and request IFR clearance airborne with SCT. If transitioning to JLI, aircraft will proceed 161° M for 25 NM until over JLI and request IFR clearance airborne with SCT.

Figure 4.1. WOLFSKILL HIGH and WOLFSKILL Departure.



4.16.2.3. WOLFSKILL Departure.

4.16.2.3.1. Restrictions.

4.16.2.3.1.1. WOLFSKILL departure shall be under VFR below 4,500 ft MSL at an altitude appropriate for the direction of flight.

4.16.2.3.1.2. Pilots shall be at or above the minimum IFR altitude for the route of flight before requesting IFR clearance.

4.16.2.3.2. Procedure. Pilots shall file a composite flight plan with RIV as the departure point and the point where IFR clearance will be obtained as the second point. Pilots shall request WOLFSKILL departure upon initial contact with Ground Control using phraseology, "*REQUEST WOLFSKILL DEPARTURE.*" Tower shall coordinate with RAPCON and SCT for release, using phrase "*WOLFSKILL DEPARTURE,*" prior to approving departure. RAPCON or SCT will provide release approval or delay release. Tower will approve the departure procedure by stating "*WOLFSKILL DEPARTURE APPROVED*" with takeoff clearance when released by RAPCON or SCT. Aircraft approved for the procedure departing the runway shall make a VFR climbing turn west of Runway 14/32 and remain at or below 4,000 ft MSL until overhead mid-field eastbound. Runway 32 departure shall fly runway heading until abeam Alessandro Blvd, turn left to cross Runway 14/32 mid-field and

climb and maintain 4,000 ft MSL until 5 DME of RIV. Runway 14 departure shall fly runway heading until abeam Ramona Expressway, then turn right to cross Runway 14/32 mid-field and climb and maintain 4,000 ft MSL until 5 DME of RIV. From mid-field, aircraft will proceed 088° M for 9.7 NM to N 33°51'10.15" W 117°04'05.49" then head 117° M for 27 NM to N 33°34'06.23" W 116°38'58.78" (while remaining at or below 6,000 ft MSL until 10 NM from March ARB for night departures and remaining at or below 8,900 ft MSL after 10 NM for night departures). Pilots shall report reaching 5 NM from March ARB. Tower will direct transfer of communications to RAPCON or SCT when pilot reports 5 NM. If transitioning to TRM, aircraft will proceed 066° M for 25 NM (and climb and maintain 10,800 ft MSL for night departures) until over TRM and request IFR clearance airborne with SCT. If transitioning to JLI, aircraft will proceed 161° M for 25 NM (and climb and maintain 8,600 ft MSL for night departures) until over JLI and request IFR clearance airborne with SCT.

4.16.2.4. Tactical Arrival.

4.16.2.4.1. Restrictions.

4.16.2.4.1.1. Conduct all operations within March Class C surface area lateral limits under VFR; pilots shall cancel IFR not later than RIV 6 DME.

4.16.2.4.1.2. Tower shall not approve a Tactical Arrival when a overhead, heavy overhead, or simulated flameout pattern is in use.

4.16.2.4.1.3. Tower shall not approve a Tactical Arrival when a WOLFSKILL HIGH departure is in progress.

4.16.2.4.1.4. Tower shall not approve a Tactical Arrival when a full stop IFR arrival is on 15 NM final.

4.16.2.4.1.5. Pilots shall abort the Tactical Arrival when two-way radio communications are lost with SCT, RAPCON or Tower.

4.16.2.4.2. Procedure. Pilots shall request a Tactical Arrival with SCT upon initial contact. Successive Tactical Arrival requests may be made with Tower. Tower shall coordinate with SCT and RAPCON all Tactical Arrivals. Pilots shall advise SCT when March ARB is visually acquired. SCT will coordinate with Tower and/or RAPCON at least 15 NM from March ARB. SCT will approve procedure with "*TACTICAL ARRIVAL (TAC EAST/TAC WEST APPROVED).*" Aircraft will cross TAC EAST/WEST at or below 8,500 ft MSL or assigned, then commence a high altitude VFR arrival east or west of Runway 14/32 as prior coordinated with Tower within the lateral limits of March Class C surface area. SCT will direct transfer of communications to Tower prior to entering March Class C ceiling boundary and no later than 6 NM from March ARB. Pilot shall report to Tower on initial contact *"APPROACHING TAC EAST/WEST, EIGHT THOUSAND FIVE HUNDRED (OR ASSIGNED ALTITUDE) REQUEST (RIGHT OR LEFT) BASE RUNWAY (ONE FOUR OR THREE TWO)"* and other intentions as appropriate. Tower may hold a Tactical Arrival at an appropriate VFR altitude temporarily for sequencing and separation. Tower shall coordinate holding with RAPCON and SCT and notify both facilities Tactical Arrival is resuming procedure.

Figure 4.2. TAC EAST Arrival.

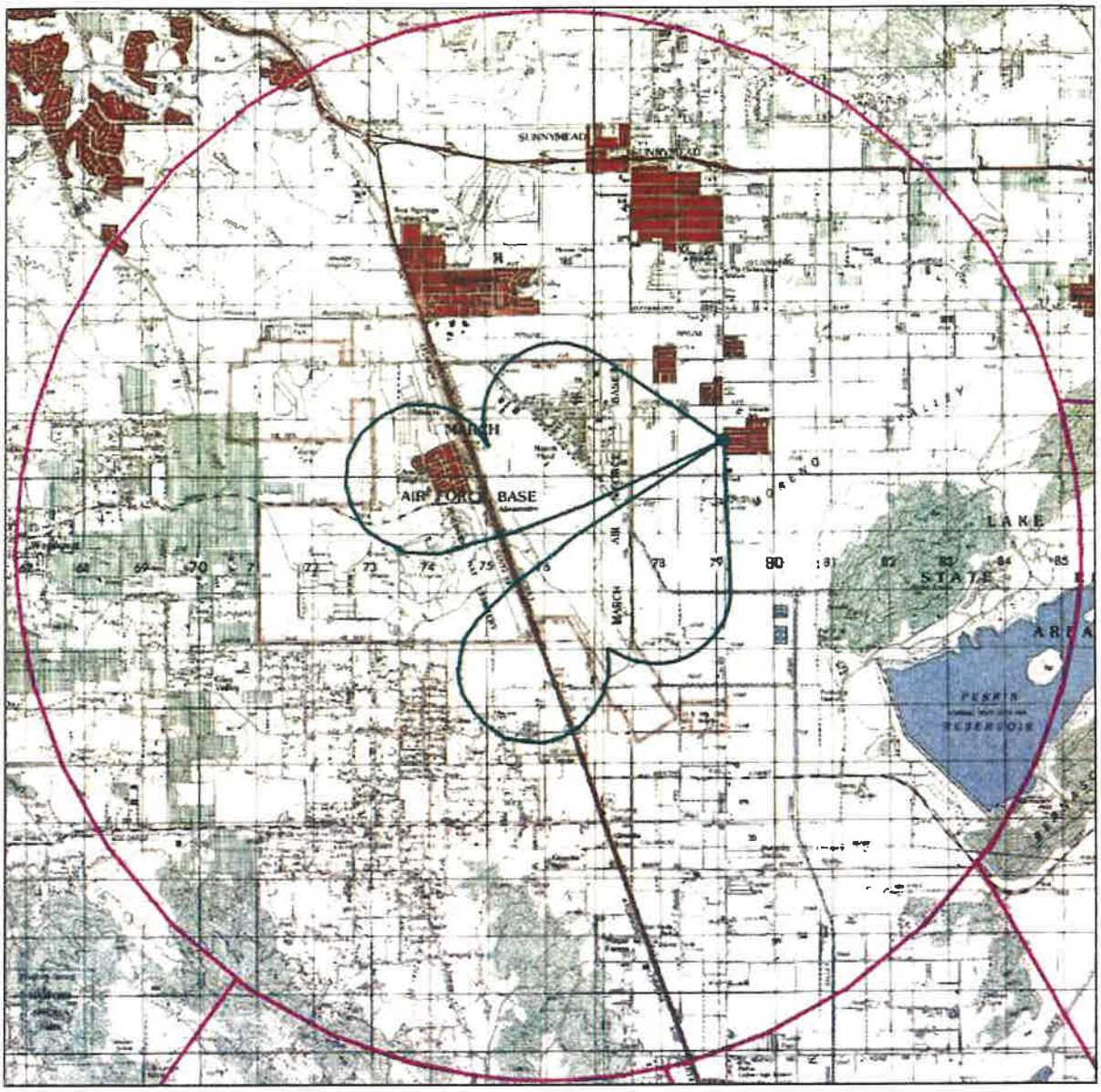
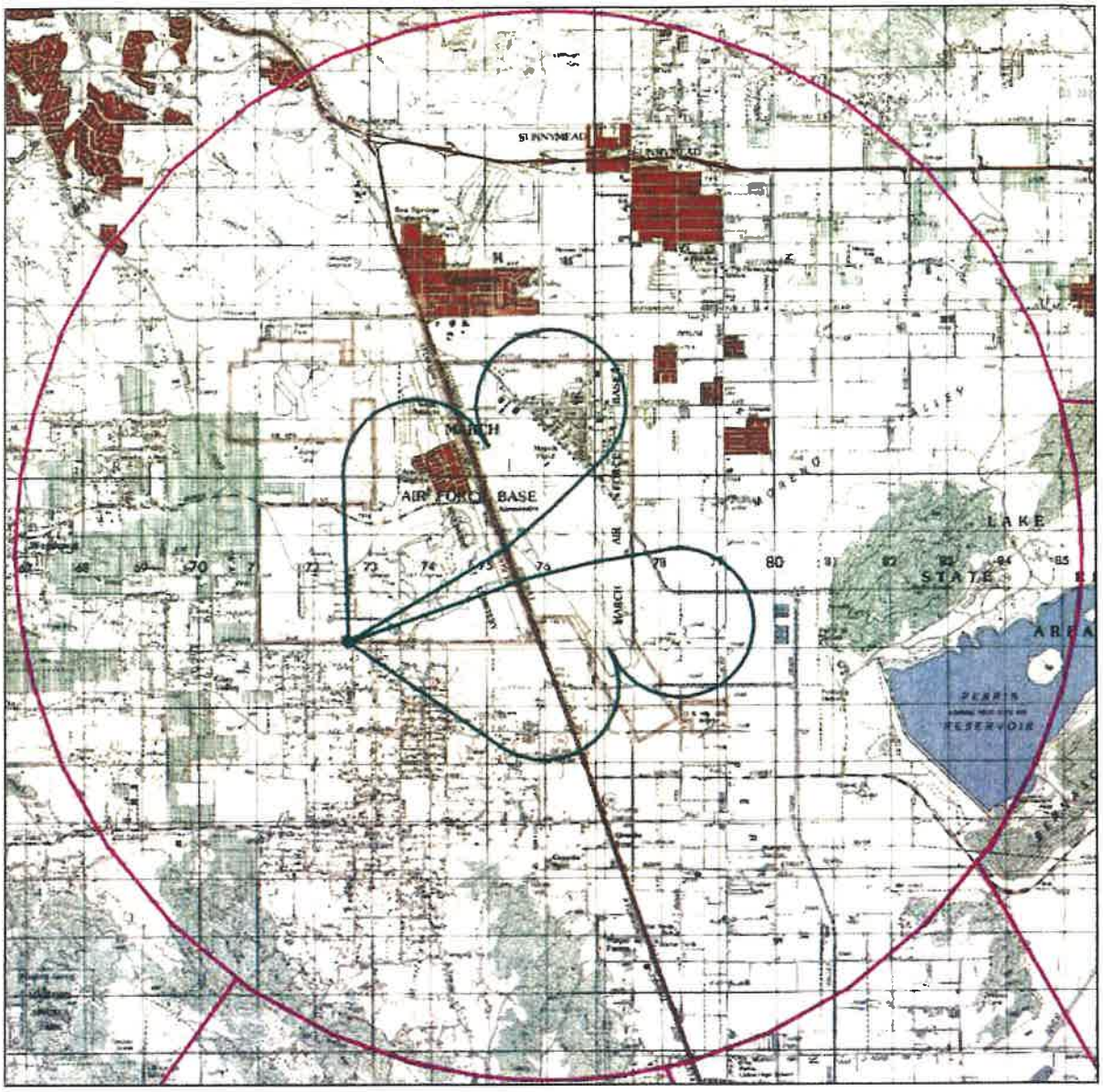


Figure 4.3. TAC WEST Arrival.



4.16.2.5. Heavy Overhead Pattern Arrival.

4.16.2.5.1. Restrictions.

4.16.2.5.1.1. Tower shall not approve a Heavy Overhead Pattern arrival if a Tactical Arrival is in progress.

4.16.2.5.2. Procedure. Pilots shall request vectors for the Heavy Overhead Pattern with RAPCON or SCT when RAPCON is not available. Pilots of multi-aircraft formations should advise SCT or RAPCON if non-standard and block altitudes assigned. Single aircraft shall utilize a standard overhead pattern arrival at or below 5,500 ft MSL. Non-standard multi-aircraft formations shall have lead at 3,500 ft MSL for the initial. Succeeding aircraft in the formation shall be at block altitude 500

ft above the preceding aircraft and 1 NM in trail. RAPCON or SCT will clear the formation for a visual approach and transfer communications to Tower no later than 6 NM. Lead pilot shall contact Tower and report initial 3-5 NM from approach end threshold. Lead aircraft shall break within the first 3,000 ft of the approach end threshold of the runway. Tower may adjust break for lead aircraft only as appropriate to traffic conditions. Succeeding aircraft shall break 1 NM beyond the break point of the preceding aircraft. Succeeding aircraft other than the lead aircraft shall not descend to overhead pattern altitude, 3,500 ft MSL, until established on downwind. Base turns will be made appropriate to ensure spacing between aircraft crossing the runway threshold. Tower may adjust spacing necessary to ensure separation.

4.16.3. Night Vision Device (NVD) Procedures. (T-0)

4.16.3.1. Applicability.

4.16.3.1.1. C-17s assigned to 729 AS.

4.16.3.1.2. Aircraft assigned to CBP RAU.

4.16.3.1.3. Other USG-owned aircraft when coordinated through the AOM via LOA, and approved by 452 OG/CC and HQ AFRC/A3OA.

4.16.3.2. Restrictions.

4.16.3.2.1. Tower shall not use NVDs to control aircraft.

4.16.3.2.2. Tower shall not afford NVD operations priority over non-NVD operations except as directed in **4.8.3** or **4.16.3.3.3.**

4.16.3.2.3. Tower shall not mix non-participating aircraft and participating NVD aircraft in any traffic pattern or on any controlled movement area.

4.16.3.2.4. Tower shall not provide visual separation between NVD aircraft.

4.16.3.2.5. Tower shall not make airfield lighting adjustments without notifying NVD aircraft.

4.16.3.2.6. The airport rotating beacon shall not be turned off for NVD operations.

4.16.3.2.7. Tower shall not authorize successive NVD aircraft departures from same, parallel or crossing flight paths unless the trailing aircraft reports lead aircraft in sight.

4.16.3.2.8. NVD operations shall not be conducted with aircraft lighting out IAW 14 CFR §91.209.

4.16.3.2.9. NVD pattern operations are limited to two NVD aircraft.

4.16.3.2.10. NVD operations to any runway shall not be conducted simultaneously with combat offload training on Taxiway C.

4.16.3.2.11. Vehicle operations, other than AM operated vehicles, are prohibited in the CMA during NVD operations. Any vehicles operating in the CMA while NVD operations are in progress are required to have NVD compatible lights.

4.16.3.3. Procedures.

4.16.3.3.1. Scheduling. 452 OSS/OSO shall indicate on the daily flying schedule all C-17 sorties involving operational/training use of NVDs. AM shall coordinate and submit a NOTAM indicating scheduled NVD operations including phrase *"NON-BASE ASSIGNED AIRCRAFT WILL NOT BE GRANTED TRANSITION TRAINING UNTIL NVD OPS IS COMPLETE."* 452 OSS/OSO shall not schedule combat offload training simultaneously with NVD operations. All missions and/or training sorties conducted by CBP RAU at night will be assumed to be capable of, and using NVDs.

4.16.3.3.2. Weather Requirements. Reported weather shall not be lower than:

4.16.3.3.2.1. Fixed-wing Aircraft. Lowest ceiling 1,500 ft AGL; visibility 3 SM.

4.16.3.3.2.2. Rotary-wing Aircraft. Lowest ceiling 1,000 ft AGL; visibility 3 SM.

4.16.3.3.3. NVD operations will be conducted and approved on a non-interference basis and without priority above non-NVD operations (CBP RAU only). Tower will apply priority **4.8.13** as appropriate.

4.16.3.3.4. Pilots of NVD aircraft shall request NVD operations using the phrase, "*REQUEST COVERT LIGHTING*" upon initial contact or when already in contact with Tower.

4.16.3.3.5. Tower shall notify AM of NVD operations. Tower shall amend the ATIS with remarks of NVD operations in progress for the duration of operations and remove when NVD operations cease. Tower cab lighting may remain in a normal configuration.

4.16.3.3.6. Tower shall resolve all conflicts with non-participating aircraft prior to approving NVD operations. Tower will approve NVD operations using the phrase "*COVERT OPERATIONS APPROVED, ALL LANDINGS WILL BE AT YOUR OWN RISK, RUNWAY XX, REPORT GEAR DOWN PRIOR TO EACH LANDING*" and adjust airfield lighting. Landing clearance will not be issued due to Tower unable to assure a visually cleared landing surface without adequate airfield and ambient lighting. Tower may taxi/hover taxi NVD aircraft as needed. Tower will issue safety advisories IAW FAA JO 7110.65.

4.16.3.3.7. Pilots of NVD aircraft may utilize any VFR pattern with Tower approval described in this Instruction and shall fly patterns as described including reporting position at appropriate times. Pilots of rotary-wing aircraft shall conduct NVD operations at or below 1,000 ft AGL unless in the traffic pattern. Pilots of NVD aircraft shall immediately notify Tower if visual contact of previously issued traffic is lost. Pilots may request normal airfield lighting while remaining under NVD operations for the purposes of training multiple pilots on the same aircraft. Pilots of NVD aircraft shall terminate NVD operations immediately when Tower states, "*TERMINATE, TERMINATE, TERMINATE COVERT OPERATIONS.*" Pilots or Tower may terminate NVD operations at any time.

4.16.3.3.8. Pilots of NVD aircraft may perform NVD combat offload training on Taxiway Charlie IAW 3.18.

4.16.3.3.9. Tower shall issue "*TERMINATE, TERMINATE, TERMINATE COVERT OPERATIONS*," whenever a situation develops precluding safe execution of NVD procedures. Tower shall terminate NVD operations whenever an emergency is declared in the air or on the ground. Tower will implement and apply standard separation between all aircraft IAW FAA JO 7110.65 whenever NVD operations are terminated or complete. Tower will provide specific instructions to all aircraft as necessary to maintain safety and return airfield lighting to normal configuration.

4.16.3.3.10. Tower shall suspend NVD operations for non-participating aircraft and return to the normal airfield lighting configuration:

4.16.3.3.10.1. IFR Departure. Prior to taxi to runway.

4.16.3.3.10.2. IFR Arrival. Prior to establishment on an instrument approach final segment.

4.16.3.3.10.3. VFR Departure. Prior to taxi to runway.

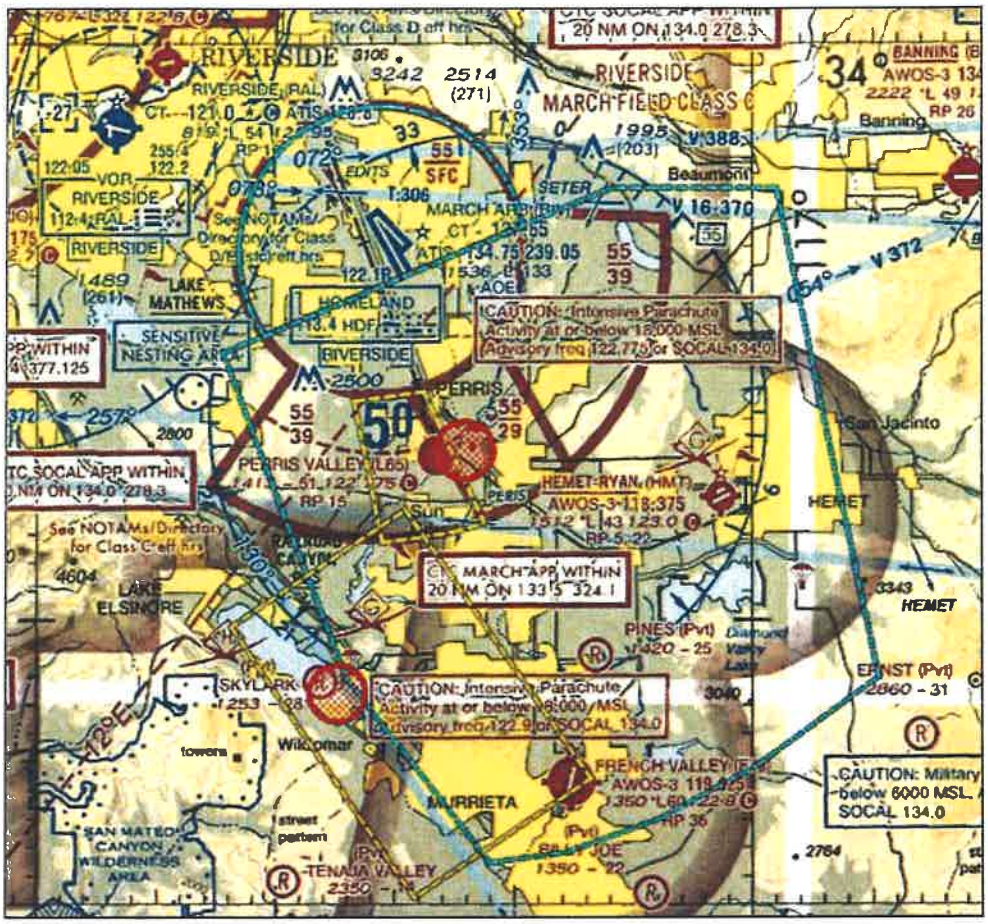
4.16.3.3.10.4. VFR Arrival. Prior to entering March Class C surface area.

4.16.3.3.11. Pilots of NVD aircraft shall notify Tower when NVD operations are complete by stating, "*COVERT OPERATIONS COMPLETE FOR THE REMAINDER OF THE SORTIE.*" Tower shall notify AM when NVD operations are complete.

4.16.4. Paradrop/Jump Procedures. No areas are designated for paradrops/jumps at March ARB. Paradrops/jumps shall be conducted only when approved by 452 OG/CC and coordinated through the AOM. (T-0)

4.16.4.1. Perris Jump Zone. The Perris jump zone is open daily, weekends, and holidays from sunrise to 30 minutes past sunset and may be open other days and hours, as coordinated. Pilots shall be in contact at least 5 minutes before parachute operations begin. Once the last skydiver has departed the aircraft, the aircraft will no longer be considered to be conducting parachute operations. Pilots shall remain within the Perris Jump Zone Climb/Descent Area while in Class C airspace. Pilots shall utilize the pre-assigned beacon code on departure. Pilots shall contact the appropriate ATC facility for VFR traffic advisories and advise of planned jump altitude(s), and any other pertinent information. Pilots shall advise the appropriate ATC facility two minutes prior to releasing jumpers, advise when last jumper is away, and aircraft is descending. Aircraft shall remain above the highest jumper until below 4,000 ft MSL. Jump activity shall be discontinued if two-way radio contact is lost prior to any jump activity. If two-way radio contact is lost after release of jumpers, jump activity may continue to conclusion. Pilots shall alternate beacon code between pre-assigned and 7600 until aircraft is on the ground. (T-0)

Figure 4.4. Perris and Skylark Jump Zones.



4.16.4.2. Skylark Field Jump Zone. The Skylark Field jump zone is open daily, weekends, and holidays from sunrise to 30 minutes past sunset and may be open other days and hours, as coordinated. Pilots shall be in contact at least 5 minutes before parachute operations begin. Once the last skydiver has departed the aircraft, the aircraft will no longer be considered to be conducting parachute operations. Pilots shall request approval prior to operating outside the Skylark Field Jump Zone Climb/Descent Area. Pilots shall utilize the pre-assigned beacon code on departure. Pilots shall contact the appropriate ATC facility for VFR traffic advisories and advise of planned jump altitude(s), and any other pertinent information. Pilots shall advise the appropriate ATC facility two minutes prior to releasing jumpers, advise when last jumper is away, and aircraft is descending. Aircraft shall remain above the highest jumper until below 4,000 ft MSL. Jump activity shall be discontinued if two-way radio contact is lost prior to any jump activity. If two-way radio contact is lost after release of jumpers, jump activity may continue to conclusion. Pilots shall alternate beacon code between pre-assigned and 7600 until aircraft is on the ground. (T-0)

4.16.5. Drag Chute Procedures. Runway 32 is the preferred runway for aircraft arriving with drag chutes. Aircraft with drag chutes will be directed to Taxiway Delta and release drag

chute on the taxiway between Runway 14/32 and Runway 12/30. TA will retrieve drag chute and return it to supporting maintenance personnel. (T-0)

4.16.6. AR-209 Procedures. (T-0)

4.16.6.1. Applicability. March ARB assigned KC-135 aircraft.

4.16.6.2. Restrictions.

4.16.6.2.1. Simultaneous operations are not authorized or permitted to be scheduled. Operations shall be conducted or scheduled with a minimum of 45 minutes between the exit of a preceding operation and entry of a succeeding operation.

4.16.6.2.2. Refueling is authorized FL230 and below and shall consist of 3,000 ft block altitudes.

4.16.6.3. Procedures.

4.16.6.3.1. Aircraft shall obtain an oceanic release with IFR clearance through Ground Control (Clearance Delivery) using the phrase "AR-209."

4.16.6.3.2. AR-209 westbound operations shall be in cell formation from departure. Holding at FICKY will be authorized as required.

4.16.6.3.3. Aircraft will establish AF communications with San Francisco ARINC (frequency to be provided) prior to receiving clearance into AR209. Aircraft operating in AR209 will be VHF and High Frequency (HF) equipped.

4.16.6.3.4. Aircraft will remain on their assigned Mode 3 transponder code, even after radar service termination, to assist in radar identification on the inbound route for AMIS purposes.

4.16.6.3.5. Aircraft will provide estimated times for the planned turn around point, inbound (FICKY), and exit (ROSIN) to the center prior to radar service termination and then normal oceanic reporting procedures apply.

4.16.6.3.6. When reversing course, maneuvering or orbiting for rendezvous, all turns shall be made south of the published AR-209 track.

4.17. Aeromedical Evacuation Operations.

4.17.1. Base Assigned Missions. Home station generated aeromedical evacuation missions shall be listed on the daily flying schedule. Arriving aircraft shall provide a 60 minute prior to ETA out call to AM. AM shall notify CP, MOC, ATOC, ECC, Tower and RAPCON. (T-0)

4.17.2. Transient Missions. AM shall notify CP, TA, ATOC, ECC, Tower and RAPCON when receiving a PPR for an aeromedical evacuation mission. Arriving aircraft shall provide a 60 minute prior to ETA out call to AM. AM shall notify CP, TA, ATOC, ECC, Tower and RAPCON. RAPCON, or Tower when RAPCON is closed, shall notify AM when an arriving aircraft is 15 NM from March ARB. AM shall notify CP, TA, ATOC, and ECC of 15 NM out call. (T-0)

4.18. Helicopter Operations.

4.18.1. Arrival and Departure Restrictions. Helicopter arrivals or departures are not authorized on any apron area northeast of Taxiway Alpha.

4.18.2. Operations in Class C Surface Area. Helicopter operators not conducting traffic patterns to Runway 12/30 or 14/32 or transiting through March Class C surface area will normally be assigned a Class C Sector (see **2.8.8.1**). When assigned a sector, under VFR or Special Visual Flight Rules (SVFR), helicopters shall maintain at or below 1,000 ft AGL and maintain visual reference to the surface at all times. Assignment to a sector constitutes approval by Tower to transition through all other sectors to enter the assigned sector unless otherwise directed. (T-0)

4.19. Unmanned Aircraft Operations.

4.19.1. MQ-9 Operations. (T-0)

4.19.1.1. General. RPAs will operate at March ARB using two alternate means of compliance for 14 CFR Part 91 §91.113(b). A Supervisor of Flying (SOF) concept is utilized to satisfy 14 CFR Part 91 §91.113(b) requirements to provide visual separation from other aircraft during RPA flying operations in March Class C airspace traffic pattern and during day taxi operations at March ARB. The SOF is the dedicated observer located in the Control Tower in direct communication with the pilot. An Apple Valley Airport (APV)-based chase aircraft is used to satisfy 14 CFR Part 91 §91.113(b) requirements to provide visual separation from other aircraft while operating outside of March Class C airspace and R-2515. RPA operations include departure from March ARB, transit to/from R-2515, arrival at March ARB, and closed pattern operations at March ARB. RPA operations are conducted in VMC and under VFR only. Emergency procedures are delineated as appropriate to phase of flight or pattern flown.

4.19.1.2. Applicability. 163 OG (CA ANG) assigned MQ-9 aircraft and contracted chase aircraft.

4.19.1.3. Restrictions. Unmanned aircraft and/or RPA procedures are provided for operational awareness. These procedures do not supersede any amended or revised procedures contained in the most current FAA Certificate of Authorization/Waiver (COA) that pertains to this operation.

4.19.1.3.1. 163 OG shall operate RPAs only when RIV is providing Class C services and approach control services 0700-2300L. 163 OG shall not plan or schedule RPA departures or VFR closed pattern work between Sunday thru Saturday, 0900-1100L. Saturday and Sunday operations will not normally be scheduled 0900-1100L unless prior coordinated with 452 OSS/OSO.

4.19.1.3.2. 163 OG shall maintain a SOF position in the Control Tower when RPA taxi and flight operations are in progress. SOF shall utilize designated frequency for all communications with RPA crew or as permitted by the Control Tower WS/Controller-in-Charge (CIC). SOF when assigned as a visual observer, shall be assigned one RPA and have no additional responsibilities. SOF as visual observer assists the Unmanned Aircraft System (UAS) Pilot-in-Command (PIC) during all UAS operations in the duties associated with see-and avoid responsibilities and navigational awareness. SOF and PIC shall coordinate properly to ensure control

instructions are complied with, flight path is adjusted, and visual separation is maintained from other traffic.

4.19.1.3.3. 452 OSS/OSAB duty priority and operational priority shall favor manned aircraft over unmanned aircraft (RPA) unless specifically directed by 452 OG/CC.

4.19.1.3.4. Arresting cables shall remain in the down position for all RPA operations.

4.19.1.3.5. RPAs shall not use Runway 12/30 due to insufficient runway length and deteriorating pavement conditions.

4.19.1.3.6. Multiple RPAs are prohibited from operating in the same closed traffic pattern. A single RPA may operate in the closed traffic pattern when one or more RPAs are either departing the runway/Class C airspace or arriving to the same runway for a full-stop landing. Control Tower will issue control instructions to ensure separation is maintained IAW FAA JO 7110.65.

4.19.1.3.7. Civil aircraft and RPAs in same closed traffic patterns are prohibited.

4.19.1.3.8. Single or multiple manned military aircraft with single or multiple RPAs in same closed traffic patterns are prohibited. Single or multiple manned military aircraft in west closed traffic pattern with single RPA in east closed traffic is permitted. A manned military aircraft or a RPA departure or arrival is permitted with single or multiple manned military aircraft in west closed traffic pattern with single RPA in east closed traffic. Control Tower will issue control instructions to ensure separation is maintained IAW FAA JO 7110.65.

4.19.1.3.9. 163 OG RPAs and chase aircraft shall use only VHF radio frequencies to communicate with ATC when operating in Class C, D, E or G airspace delegated to March Tower and RAPCON, and any Special Use Airspace (Regulatory and Non-Regulatory), and Temporary Flight Restriction (TFR); unless radio frequencies are otherwise directed specifically for that TFR within same airspace.

4.19.1.3.10. RPAs limited to Airport Surveillance Radar (ASR) and Precision Approach Radar (PAR) Instrument Approach Procedure (IAP) during RPA emergencies only. All other IAPs and SVFR are not authorized.

4.19.1.3.11. RPAs shall not be scheduled nor fly during scheduled and unscheduled preventative maintenance periods for the AN/GPN-30 Digital Airport Surveillance Radar (DASR) or when DASR is unusable by ATC. DASR no-NOTAM maintenance is 0700-0900L every Wednesday.

4.19.1.4. Procedures.

4.19.1.4.1. General. ATC shall describe RPA to other aircraft as "*UMANNED AIRCRAFT*" or "*UNMANNED MQ-9*" in all communications. RPAs will be assigned discrete Mode 3/A transponder code by ATC and shall broadcast assigned code and Mode C in all airspace detailed in 4.19.1.3.9. or as directed by appropriate authority. SOF will notify Tower Watch Supervisor or Controller-in-Charge of initiation and completion of daily flight operations. Tower will notify SCT prior to commencing RPA operations and upon termination. SOF notification shall be no later than engine start for the first scheduled RPA operation of the day or engine shut down for the last scheduled RPA operation of the day as appropriate. Tower will include the following

advisory on the ATIS, "*UNMANNED AIRCRAFT OPERATIONS ARE IN PROGRESS,*" when RPA requests to taxi or 15 minutes prior to its ETA, if operating outside of March airspace. Tower will terminate advisory when RPA operations are complete; RPA is not returning for over one hour, or when RPA lands, exits the runway, and no longer poses a potential impact to taxi operations.

4.19.1.4.2. Rectangular Pattern. RPAs shall fly an east rectangular pattern for Runway 14 and Runway 32 (See **Figure 4.5**). Runway 14 rectangular pattern is left closed traffic east of March ARB and pattern altitude is 3,000 ft MSL. Runway 32 rectangular pattern is right closed traffic east of March ARB and pattern altitude is 3,000 ft MSL. Tower shall restrict any TAC EAST arrival and departure to cross mid-field of Runway 14/32 at or above 4,000 ft MSL. Tower shall not authorize a GRZLY arrival or departure or any airborne pickup when a TAC EAST arrival or departure has been approved or in progress and an RPA is in the east rectangular pattern.

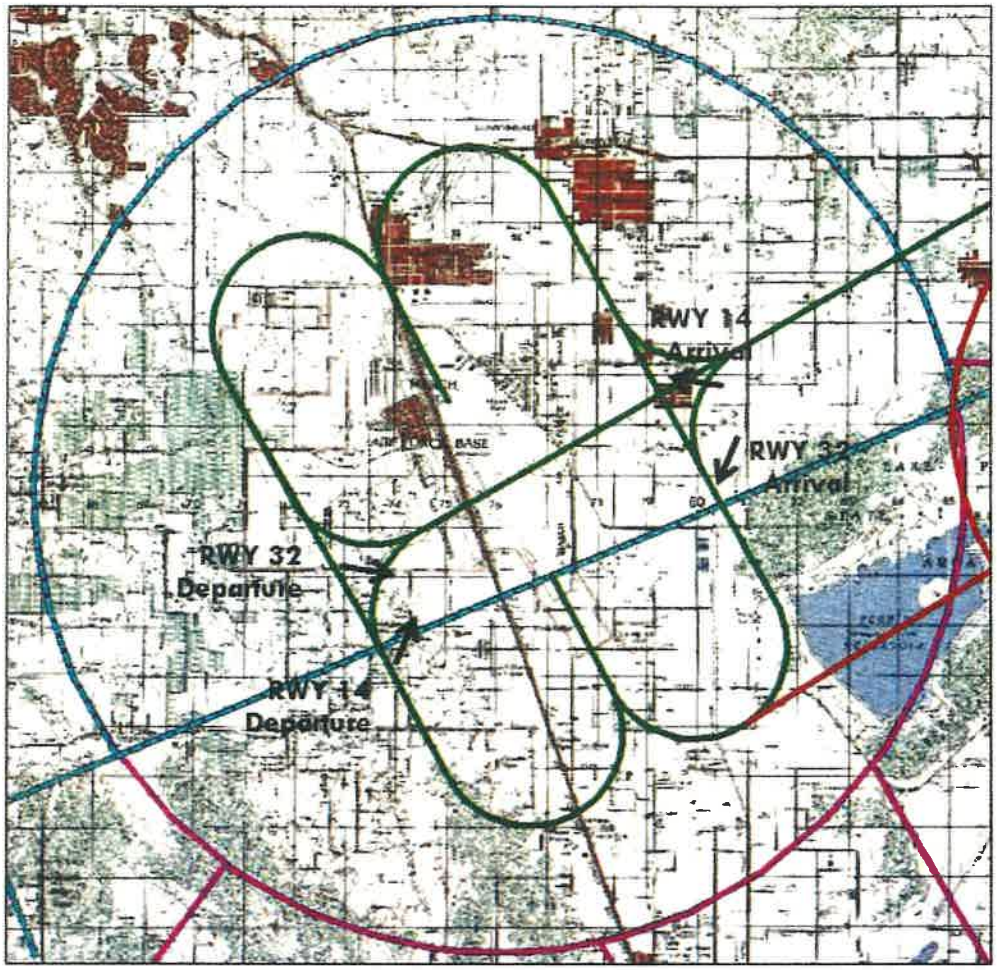
4.19.1.4.2.1. A west pattern to Runway 14 and Runway 32 may be flown when no other aircraft are in the west pattern and directed by Tower using phraseology, "*FLY WEST PATTERN.*" Tower shall direct transition back to the east pattern when any other aircraft intends to depart, arrive, or enter any pattern to Runway 14/32 and by directing, "*FLY EAST PATTERN.*" Transitions will be directed prior to crossing runway threshold and RPAs are expected to transition by flying upwind and making the appropriate turn into the pattern directed.

4.19.1.4.2.2. Typical pattern airspeed for RPA is 110-115 knots indicated airspeed (KIAS). RPAs shall climb at a minimum of 1,200 ft/min upon departure and airborne and shall descend at a rate appropriate for the aircraft. RPA crews shall report established in the downwind leg and on base leg on every circuit of the rectangular pattern unless otherwise directed by Tower.

4.19.1.4.2.3. Tower may adjust length of rectangular pattern by directing, "*CONTINUE UPWIND/DOWNWIND, I'LL CALL YOUR CROSSWIND/BASE TURN,*" and the instruction to "*TURN CROSSWIND*" or "*BASE TURN APPROVED.*" RPAs are expected to either continue flying upwind on departure and make the crosswind turn as directed or continue flying downwind and make the base turn as directed. SOF shall immediately notify Tower, before losing visual contact, when any pattern adjustments prevents maintaining visual contact on the RPA or visual separation from other aircraft. Tower will amend instructions as necessary.

4.19.1.4.2.4. Entry to rectangular pattern for a GRZLY arrival is from Point Golf via left mid-field downwind entry for Runway 14 and right mid-field downwind entry for Runway 32 at 3,000 ft MSL or as directed by Tower. Follow GRZLY VFR Departure procedure to depart rectangular pattern.

Figure 4.5. MQ-9 Runway 14/32 Rectangular Pattern.

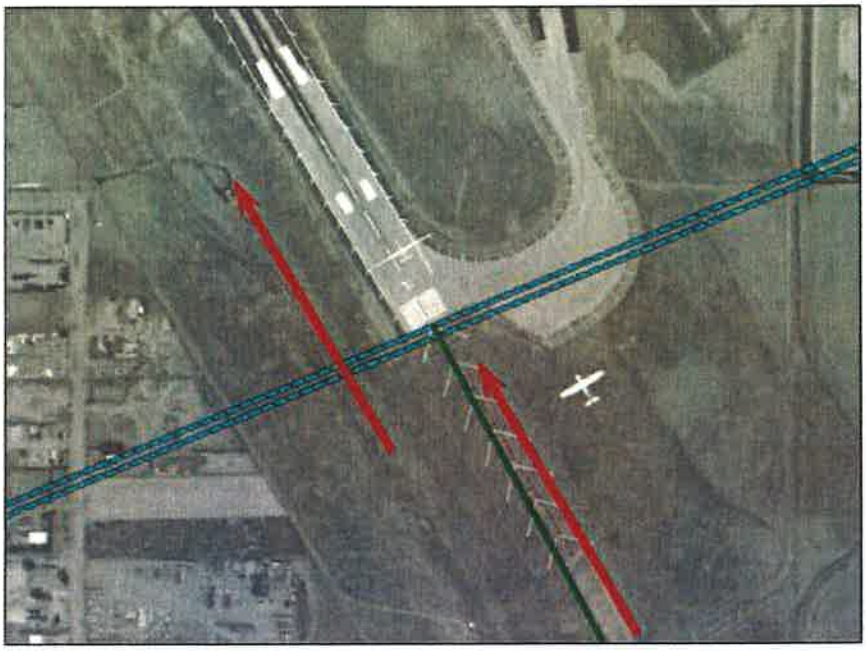


4.19.1.4.3. Airborne Pickup. RPAs departing March ARB using a chase aircraft with a dedicated visual observer as the alternate means of compliance to 14 CFR Part 91 §91.113(b) requirements shall follow these procedures to obtain and maintain chase aircraft formation flight. Tower shall not approve west pattern airborne pickups. Chase aircraft shall communicate for both aircraft when established in formation flight. RPA crew shall verbally indicate successfully established in formation. Chase aircraft and RPA crew shall indicate operating as single individual aircraft when standard separation is assured. March ATC shall treat RPA and chase aircraft as a formation when indicated by chase aircraft and treat RPA and chase aircraft separately as single individual aircraft when standard separation is assured and indicated by crews of both aircraft. Normally, airborne pickup is utilized for GRZLY VFR departure. Tower shall not authorize a GRZLY arrival or departure or any airborne pickup when a TAC EAST arrival or departure has been approved or in progress and an RPA is in the east rectangular pattern.

4.19.1.4.3.1. Formation Departure. RPA and chase aircraft will taxi to runway together and be treated as a formation flight. After clearance for takeoff is issued

by Control Tower, RPA and chase aircraft will line up and wait on runway. Chase aircraft will begin takeoff roll and depart the runway in the closed east rectangular pattern while RPA remains in position. Chase aircraft will communicate with RPA crew to indicate when to begin departure roll. Chase aircraft will fly a low approach parallel and offset to the runway centerline (See **Figure 4.6**), at or above 200 ft AGL, and the pilot/observer shall maintain proper visual separation from the RPA. RPA will takeoff, fly runway heading, and accelerate until chase is established in formation. If another RPA is in the east rectangular pattern closed traffic, that RPA shall be directed by Tower to overfly the runway at pattern altitude or adjust the pattern as needed to effect a successful airborne pickup. Tower shall issue traffic advisories to pilot/visual observers for each RPA.

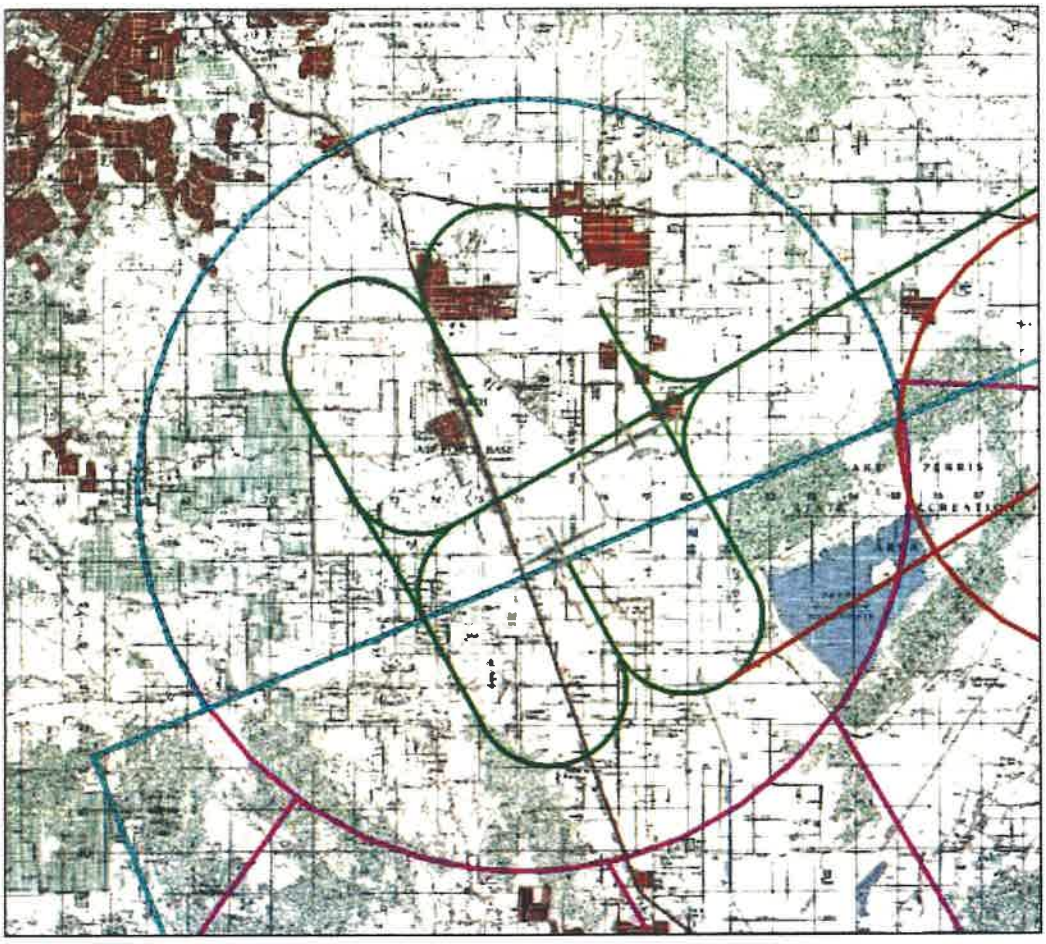
Figure 4.6. MQ-9 Formation Departure.



4.19.1.4.3.2. Closed Traffic Departure RPA on Ground. RPA will taxi to runway without chase aircraft. Chase aircraft will fly closed traffic east rectangular pattern without descending to the runway for landing until RPA is cleared for takeoff (See **Figure 4.7**). Tower will clear RPA for takeoff and issue approval for airborne pickup. RPA will taxi and line up and wait. Chase aircraft will communicate with RPA crew to indicate when to begin departure roll. Chase aircraft pilot/observer shall maintain visual separation from the RPA. Chase aircraft will fly a low approach parallel and offset to the runway centerline at or above 200 ft AGL. RPA will takeoff, fly runway heading, and accelerate until chase is established in formation. Tower will treat RPA and chase aircraft as separate individual aircraft until chase aircraft crew indicates established in formation. If another RPA is in the east rectangular pattern closed traffic, that RPA shall be directed by Tower to overfly the runway at pattern altitude or adjust

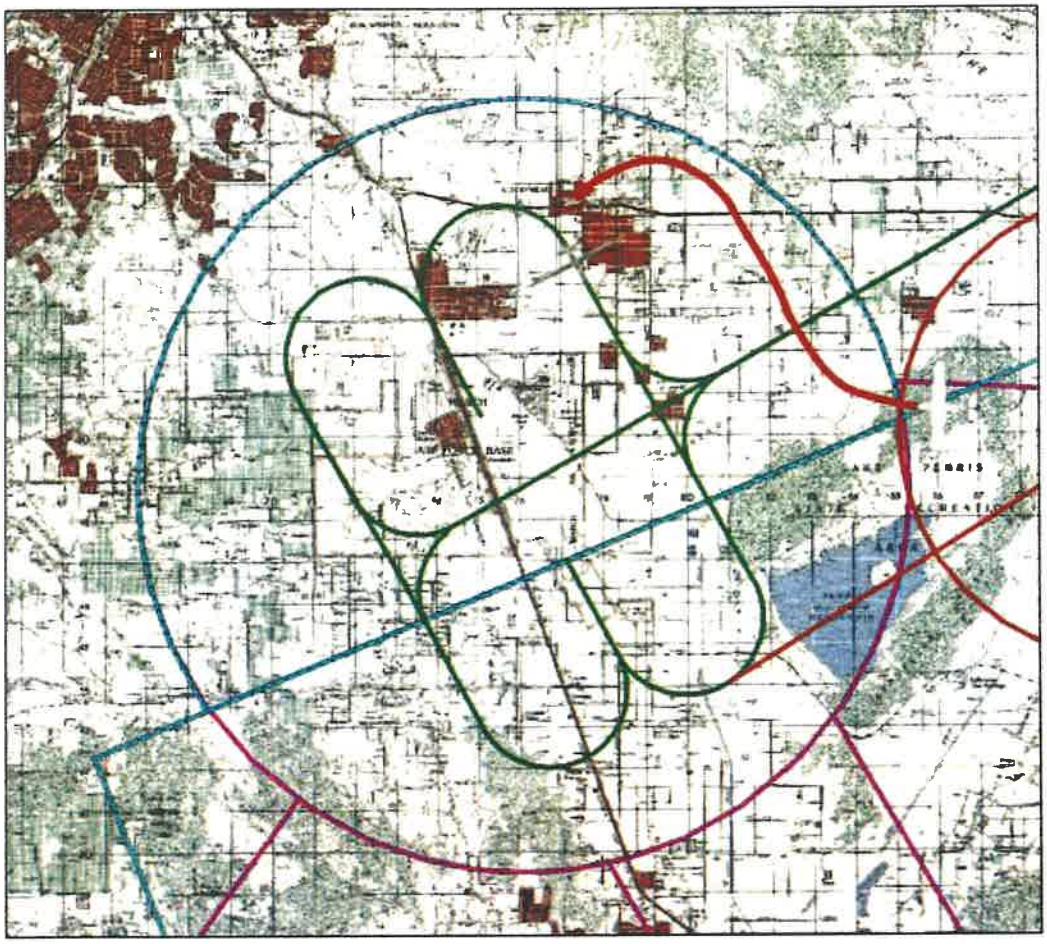
the pattern as needed to effect a successful airborne pickup. Tower shall issue traffic advisories to pilot/visual observers for each RPA.

Figure 4.7. MQ-9 Closed Traffic Departure RPA on Ground.



4.19.1.4.3.3. RPA in Closed Rectangular Traffic Airborne. RPA will fly closed rectangular pattern. Tower will provide the RPA's location to the chase aircraft. Chase aircraft shall verify visual identification of RPA to Tower, obtain Tower approval to join the RPA in formation at a location in the traffic pattern, and obtain Tower approval to fly directly to RPA (See **Figure 4.8**). Chase aircraft shall maintain visual separation from RPA at all times. RPA crew and chase crew may coordinate verbally over ATC frequency as necessary for airborne pickup but should be brief as possible. Tower may approve an airborne pickup while RPA is departing the rectangular pattern on the GRZLY route. Tower will treat RPA and chase aircraft as separate individual aircraft until chase aircraft crew indicates established in formation.

Figure 4.8. MQ-9 in Closed Rectangular Traffic Airborne.

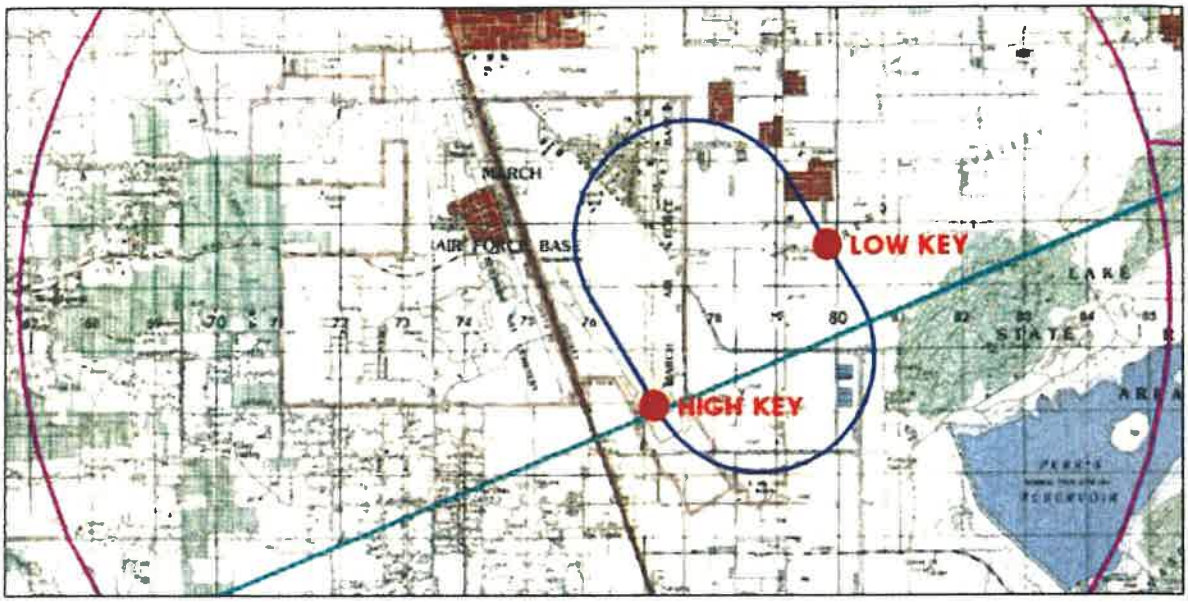


4.19.1.4.4. Simulated Flameout (SFO) Pattern.

4.19.1.4.4.1. Restrictions. RPAs are prohibited from flying a SFO pattern when visibility is less than 3 SM and ceiling is less than 3,000 ft AGL. SFOs are prohibited between official sunset and sunrise. SFOs shall not be performed with chase aircraft. SFOs are not authorized for Runway 14. SFOs shall be terminated and RPA directed to rectangular pattern when any other aircraft intends to depart, arrive, or enter any pattern to Runway 14/32.

4.19.1.4.4.2. The SFO pattern for RPAs will be flown similar to the SFO pattern described in FAA JO 7110.65. The SFO pattern is east of Runway 14/32 (See **Figure 4.9**). HIGH KEY is flown on runway heading, on centerline, entered at the approach end of the runway, at or above 4,000 ft MSL. LOW KEY is between the first one third of the runway and half mile of the approach end of the runway approximately 2,800 ft MSL. Maneuver shall be limited to a low approach to the runway. RPAs shall remain within 2 NM of the runway during the maneuver.

Figure 4.9. MQ-9 Simulated Flameout (SFO) Pattern.



4.19.1.4.4.3. RPA crews shall obtain approval for SFOs from Tower prior to entering SFO pattern using the phraseology, "*REQUEST HIGH KEY AT (ALTITUDE).*" Tower will either approve SFO by stating, "*REPORT HIGH KEY*", or disapprove by providing alternate instructions. RPA crew will enter SFO pattern if approved and indicate at HIGH KEY by transmitting, "*c/s HIGH KEY.*" Tower will direct RPA to proceed with SFO to LOW KEY with, "*REPORT LOW KEY*" or if unable to proceed with SFO to hold at HIGH KEY with directive, "*ORBIT AT HIGH KEY.*" RPA crew will indicate reaching LOW KEY by stating, "*LOW KEY.*" Tower shall issue an appropriate clearance to the runway or alternate instructions and departure instructions. Successive SFOs are authorized; RPA crews shall indicate intentions prior to reaching LOW KEY.

4.19.1.4.5. En Route Transition Operations. RPAs will follow the prescribed routes when en route between March ARB and R-2515.

4.19.1.4.5.1. GRZLY VFR Departure. Procedure will be flown using basic radar advisory service and Class C separation requirements throughout entire transit through NAS airspace to R-2515 (See **Figure 4.10** and **Table 4.3**) with chase aircraft (see **4.19.1.4.3**). RPA crew and chase aircraft crew shall follow and comply with all ATC instructions on directed frequencies. RPAs shall fly a minimum airspeed of 110 KIAS and climb at a minimum of 1,200 ft/min. Tower shall not authorize a GRZLY arrival or departure or any airborne pickup when a TAC EAST arrival or departure has been approved or in progress and an RPA is in the east rectangular pattern. Tower shall issue a GRZLY departure restriction to the RPA to cross mid-field at or above 3,500 ft MSL or an appropriate altitude restriction when traffic conditions permit when an RPA is in the east rectangular pattern.

Table 4.3. En Route Transition from KRIV to R-2515 and Reverse.

NAME	FRD	COORDINATES	Remarks
KRIV	RIV141002	N 33°52'51.93" W 117°15'33.70"	
Golf	RIV056010	N 33°57'39.00" W 117°05'29.40"	
Yucaipa	RIV040012	N 34°01'19.80" W 117°05'03.60"	
Mill Creek	RIV036015	N 34°04'09.00" W 117°02'22.20"	
Canyon	RIV034017	N 34°06'06.00" W 117°00'56.40"	
River	RIV023018	N 34°09'09.00" W 117°03'11.40"	
Arrowhead	RIV001019	N 34°12'34.02" W 117°10'23.09"	
Cajon Pass	VCV153019	N 34°17'11.71" W 117°18'05.27"	
Farmington	VCV167013	N 34°22'32.40" W 117°23'34.20"	
VCV	VCV024000	N 34°35'59.40" W 117°23'04.80"	
Grizzly	EDW088026	N 34°53'09.00" W 117°13'16.20"	
R2515/4Cnrs			**Delay for mission**
Grizzly	EDW088026	N 34°53'09.00" W 117°13'16.20"	
VCV	VCV167013	N 34°35'59.40" W 117°23'04.80"	
Farmington	VCV167013	N 34°22'32.40" W 117°23'34.20"	
Cajon Pass	VCV153019	N 34°17'11.71" W 117°18'05.27"	
Arrowhead	RIV001019	N 34°12'34.02" W 117°10'23.09"	
River	RIV023018	N 34°09'09.00" W 117°03'11.40"	
Canyon	RIV034017	N 34°06'06.00" W 117°00'56.40"	
Mill Creek	RIV036015	N 34°04'09.00" W 117°02'22.20"	
Yucaipa	RIV040012	N 34°01'19.80" W 117°05'03.60"	
Golf	RIV056010	N 33°57'39.00" W 117°05'29.40"	
KRIV	RIV141002	N 33°52'51.93" W 117°15'33.70"	

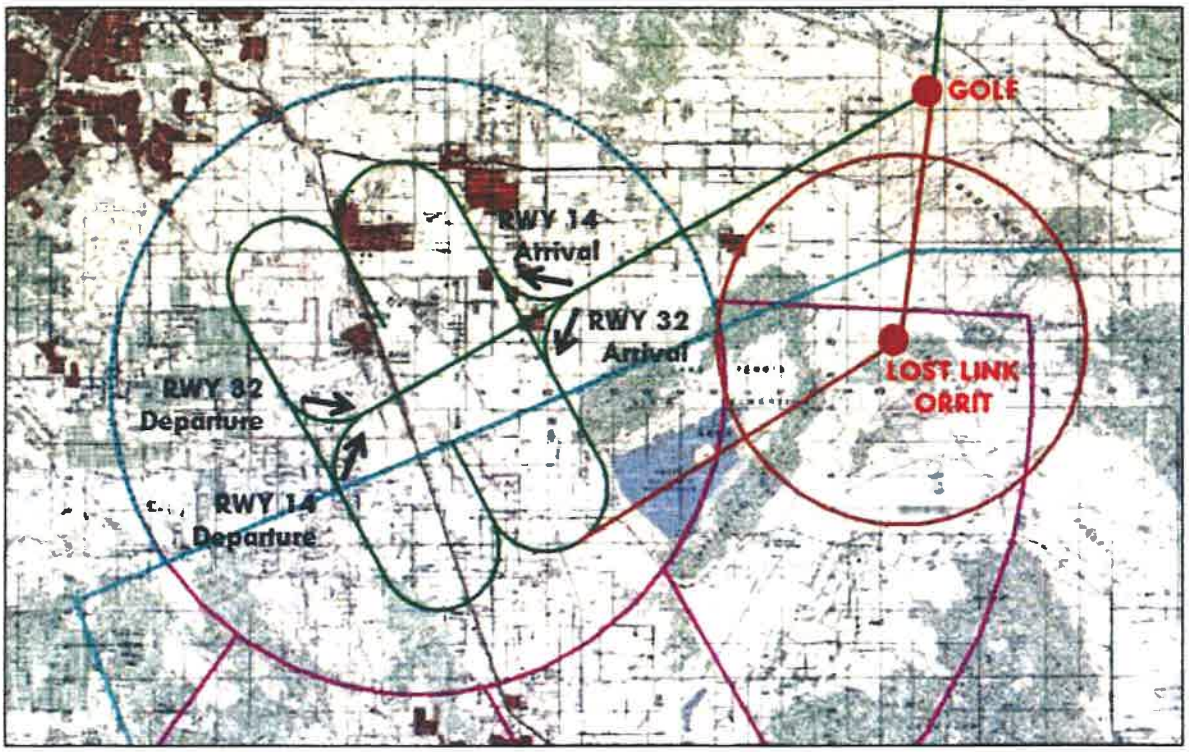
Figure 4.10. GRZLY Route (March Class C to R-2515).

4.19.1.4.5.1.1. Runway 14 (See **Figure 4.11**). RPA will fly runway heading until over the intersection of the extended runway centerline and the Ramona Expressway (N 33°50'40.23" W 117°14'06.62") and climb to 3,000 ft MSL.

Turn right heading 320° M while remaining within 2 NM of runway centerline and fly downwind to turn right and overfly mid-field (N 33°52'51.93" W 117°15'33.70") to a heading of 048° M. Cross mid-field at or above 3,500 ft MSL or as otherwise directed by Tower. Climb and maintain 8,500 ft MSL and fly direct to point Golf (N 33°57'39.00" W 117°05'29.40") then route detailed in **Table 4.3**. RPA and chase aircraft shall remain on Tower frequency until point Golf, then directed by Tower to contact SCT for remaining transit to R-2515 or as directed.

4.19.1.4.5.1.2. Runway 32 (See **Figure 4.11**). RPA will fly runway heading until over the intersection of the extended runway centerline and Alessandro Blvd (N 33°55'00.49" W 117°17'00.77") and climb to 3,000 ft MSL. Turn left heading 140° M while remaining within 2 NM of runway centerline and fly downwind to turn left and overfly mid-field (N 33°52'51.93" W 117°15'33.70") to a heading of 048° M. Cross mid-field at or above 3,500 ft MSL or as otherwise directed by Tower. Climb and maintain 8,500 ft MSL and fly direct to point Golf (N 33°57'39.00" W 117°05'29.40") then route detailed in **Table 4.3**. RPA and chase aircraft shall remain on Tower frequency until point Golf, then directed by Tower to contact SCT for remaining transit to R-2515 or as directed.

Figure 4.11. GRZLY Route (Class C Detail).



4.19.1.4.5.2. GRZLY VFR Arrival. Procedure will be flown using basic radar advisory service throughout entire transit through NAS airspace to March ARB with chase aircraft. RPA crew and chase aircraft crew shall follow and comply

with all ATC instructions on directed frequencies. RPAs shall fly a minimum airspeed of 110 KIAS and descend at a rate appropriate for the aircraft. RPAs shall fly the reverse route from R-2515 to March ARB detailed in **Table 4.3** at 9,500 ft MSL. RPA crew and chase aircraft crew shall initiate and maintain two-way radio contact with SCT at point Grizzly until point Golf or as directed by ATC. RPAs will proceed direct to March ARB from Golf per instructions from Tower and begin decent to 3,000 ft MSL to enter rectangular pattern. RPAs may request or ATC may direct holding or pattern entry via RIV Lost Link Orbit point 4,500 ft MSL or above. If RPAs approved to arrive via RIV Lost Link Orbit, entry to the rectangular pattern is via HIGH KEY at 4,000 ft MSL. Tower shall not authorize a GRZLY arrival or departure or any airborne pickup when a TAC EAST arrival or departure has been approved or in progress and an RPA is in the east rectangular pattern.

4.19.2. Recreational or Hobbyist Unmanned Aircraft Operations. (T-0)

4.19.2.1. Applicability. Unmanned aircraft operations within March Class C. Unmanned aircraft operations within hangars or offices are excluded.

4.19.2.2. Restrictions. Operators of recreational or hobbyist unmanned aircraft shall not operate within the installation boundary of March ARB without approval of the AOM.

4.19.2.3. Procedures. Operators of recreational or hobbyist unmanned aircraft shall notify AM at (951) 655-8427 IAW 14 CFR Part 101 guidance prior to initiating flight and when concluding flight within the March Class C airspace. AM shall notify Tower and ECC upon notification and conclusion. Tower shall revise the ATIS with an unmanned aircraft advisory and notify any aircraft under their control of unmanned aircraft operations. Tower shall remove the unmanned aircraft advisory from the ATIS upon notification that flight has been terminated.

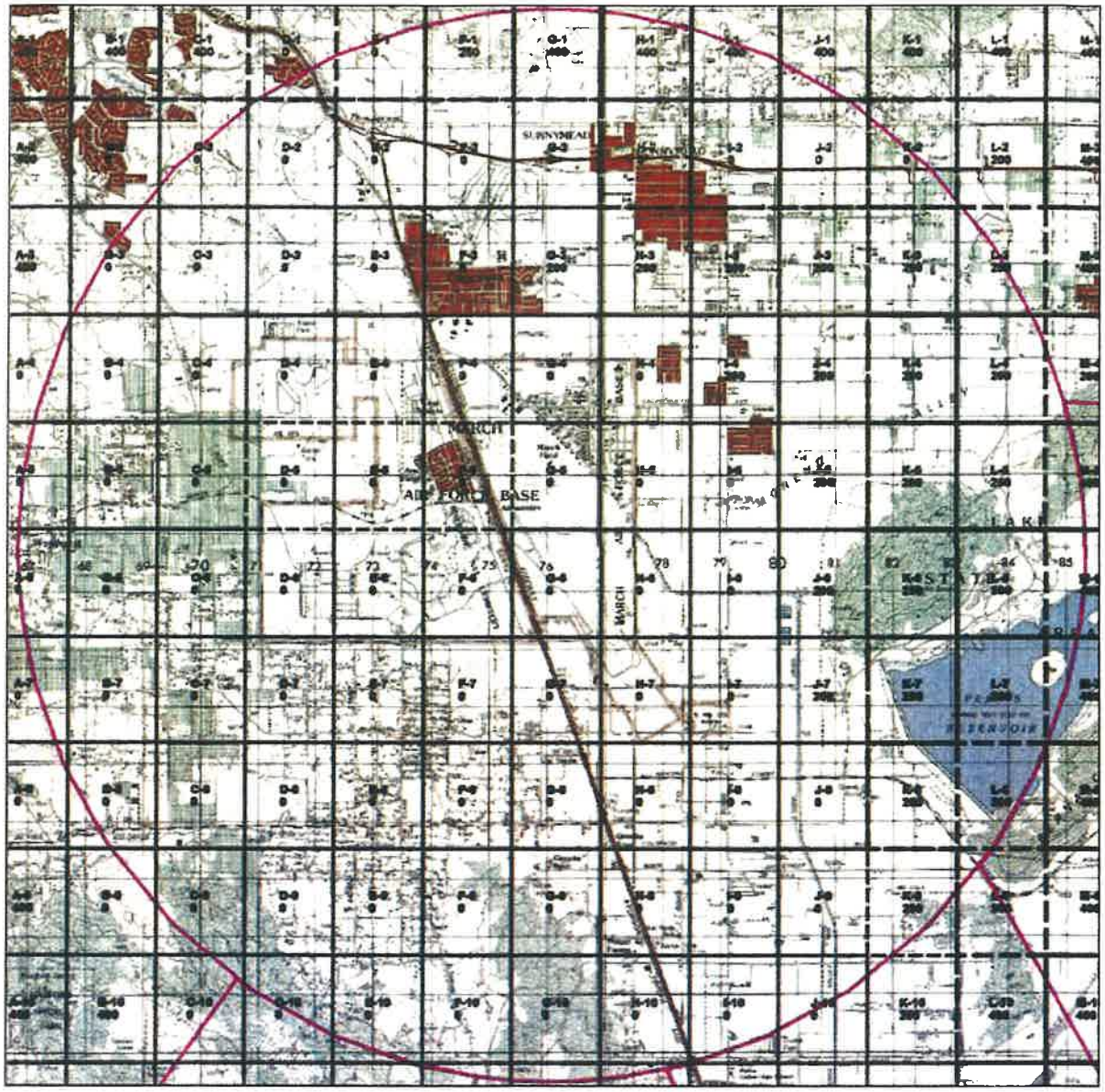
4.19.3. Commercial Unmanned Aircraft Operations. (T-0)

4.19.3.1. Applicability. Commercial operators intending to operate an Unmanned Aircraft within March Class C.

4.19.3.2. Restrictions. FAA COA directs restrictions.

4.19.3.3. Procedures. Operators shall submit a FAA COA request for all operations within March Class C surface area. FAA will review request to determine area of operation and/or altitude requires March ATC approval. If area of operation and/or altitude is below altitude (ft AGL) depicted in Figure 4.8., FAA will issue a COA for the operation. If area of operation and/or altitude is above altitude (ft AGL) depicted in Figure 4.8., FAA will coordinate with March ATC to obtain a feasibility assessment which may or may not lead to issuance of a COA and/or modification to the requested operation. If a COA is issued in either case, FAA will provide the operator and March ATC a copy. AM shall coordinate and submit a NOTAM at least 24 hours in advance of the operation. Tower shall amend the ATIS with a UAS advisory at least 15 minutes prior to operation and remove the advisory when concluded and no other UAS operations are in progress.

Figure 4.12. Small Unmanned Aircraft Commercial Operations Within March Class C.



4.19.4. Public Unmanned Aircraft Operations. Public unmanned aircraft operators shall follow operational procedures directed in their FAA COA. (T-0)

4.20. U.S. Customs and Border Protection (CBP) Riverside Air Unit (RAU) Operations.

4.20.1. Callsign Use. CBP RAU aircraft shall use OMAHAXX when law enforcement operational priority is required. CBP RAU aircraft shall use SIERRAXX for all other operations. (T-0)

4.20.2. Operations. CBP RAU using OMAHAXX callsigns may conduct operations regardless of quiet hours and regular airfield no NOTAM closure. (T-0)

4.20.3. VFR. CBP RAU should utilize THREE SISTERS, BOX SPRINGS, RIDGE CREST reporting points for entry and exit of March Class C or as directed inbound or bound from the south. (T-3)

4.21. Aero Club Operations.

4.21.1. Runway Use. Aero Club aircraft should use Runway 12/30 as the preferred runway for day VMC operations only. Runway 14/32 may be used for day and night VMC operations, when no higher priority traffic is operating on Runway 14/32 and Tower grants approval. Tower may direct use of Runway 12/30 for day VMC operations. Aero Club aircraft shall use Runway 14/32 for all IMC operations, day or night. (T-3)

4.21.2. VFR. Aero Club aircraft should utilize THREE SISTERS, BOX SPRINGS, or RIDGE CREST reporting points for entry and exit of March Class C or as directed inbound or bound from the south. (T-3)

4.21.3. IFR. Aero Club aircraft should notify Tower prior to departure when intending to conduct practice instrument approaches to Runway 32. No practice approaches to Runway 14 are permitted. (T-3)

Chapter 5

EMERGENCY PROCEDURES

5.1. Emergency Notification.

5.1.1. General Responsibilities. All personnel on the airfield have a collective responsibility to monitor operations and immediately report an aircraft incident, mishap or accident that constitutes an emergency situation. Aircraft emergencies or ground emergency on the airfield should be reported to Tower which will activate the Primary Crash Alarm System (PCAS)/Primary Crash Net (PCN) prompting AM to activate the Secondary Crash Net (SCN). If unable to report an emergency to Tower, personnel should contact AM. AM will relay to Tower and then activate the SCN. (T-3)

5.1.2. Primary Crash Net (PCN).

5.1.2.1. General. Tower is responsible for operation of the PCN, initiating the PCN for potential and actual emergencies, providing relevant updates on situations resulting in PCN activation, and providing termination of emergencies over the PCN. The PCN shall be a dedicated phone line with push-to-talk for all agencies on the PCN. Agencies on the PCN are approved by the AOM. (T-1)

5.1.2.2. Authorized Agencies on the PCN include: (T-3)

5.1.2.2.1. ECC.

5.1.2.2.2. AM.

5.1.2.3. Daily PCN Checks. Tower shall conduct a daily check of the PCN between 0700 and 0730L. Tower shall check all agencies are on the PCN and clarity of voice communications using the following verbiage, "*THIS IS A TEST OF THE PRIMARY CRASH NET, PLEASE RESPOND WITH CLARITY AND OPERATING INITIALS.*" Agencies shall respond with, "*LOUD AND CLEAR, (OPERATING INITIALS),*" or "*(SPECIFIC PROBLEM), (OPERATING INITIALS).*" Tower shall log the check in the facility AF Form 3616 and any discrepancies. If any issues with proper operation of the PCN are observed or reported, Tower shall log a work order with CS to restore the full functionality of the PCN and annotate the work order on AF Form 3616. (T-1)

5.1.2.4. PCN Backup Capability. Tower shall maintain a backup capability to contact all agencies on the PCN in the event of primary PCN failure. PCN backup procedures shall be checked monthly on the first duty day of the month immediately after the daily PCN check and annotated on AF Form 3616. (T-1)

5.1.3. Secondary Crash Net (SCN).

5.1.3.1. General. AM is responsible for operation of the SCN, initiating the SCN for potential and actual emergencies, providing relevant updates on situations resulting in SCN activation, and providing termination of emergencies over the SCN. The SCN shall be a dedicated phone line with push-to-talk capability for all agencies on the SCN. Agency requests for inclusion or removal from the SCN shall be coordinated through the AFM and are considered for approval or disapproval by the AOM as delegated by 452 OSS/CC. (T-1)

5.1.3.2. Agencies Available Continuously. Authorized agencies on the SCN available 24/7 include: (T-1)

5.1.3.2.1. CP.

5.1.3.2.2. ECC.

5.1.3.2.3. WX.

5.1.3.3. Agencies Available Intermittently. Authorized agencies on the SCN available during normal duty hours and UTA weekends include: (T-1)

5.1.3.3.1. Emergency Management (EM).

5.1.3.3.2. SEF.

5.1.3.3.3. MOC

5.1.3.3.4. PA

5.1.3.3.5. CE.

5.1.3.3.6. MIPAA.

5.1.3.4. Daily SCN Checks. AM shall conduct a daily check of the SCN at 0800L but no later than 0815L. AM shall check all agencies are on the SCN and clarity of voice communications using the following verbiage, "*THIS IS A TEST OF THE SECONDARY CRASH NET, PLEASE RESPOND WITH CLARITY AND OPERATING INITIALS.*" Agencies shall respond with, "*LOUD AND CLEAR, (OPERATING INITIALS),*" or "*(SPECIFIC PROBLEM), (OPERATING INITIALS).*" AM shall log the check in the facility AF Form 3616 and any discrepancies. If any issues with proper operation of the SCN are observed or reported, AM shall log a work order with CS to restore the full functionality of the SCN and annotate the work order on AF Form 3616. (T-1)

5.1.3.5. SCN Backup Capability. AM shall maintain a backup capability to contact all agencies on the SCN in the event of primary SCN failure. SCN backup procedures shall be checked monthly on the first duty day of the month immediately after the daily SCN check and annotated on AF Form 3616. (T-1)

5.1.4. PCN/SCN Notification During Airfield Closures. PCN/SCN shall be activated normally when the airfield is closed. The agencies listed in **5.1.3.3** are not available when the airfield is closed. (T-1)

5.1.5. Situations Requiring PCN/SCN Activation. (T-1)

5.1.5.1. Tower shall activate the PCN when:

5.1.5.1.1. An In-flight Emergency (IFE) is declared.

5.1.5.1.2. A Ground Emergency (GE) is declared.

5.1.5.1.3. An aircraft incident, mishap, or accident is observed or reported.

5.1.5.1.4. A pilot or crewmember associated with an aircraft in flight under Tower or RAPCON control that may be inbound for landing at March ARB reports an emergency or a 7700 transponder code is observed.

5.1.5.1.5. A pilot or crewmember associated with an aircraft in flight under Tower or RAPCON control that may be inbound for landing at March ARB reports interference with a crewmember in the operation of a aircraft in flight, disturbance on board, hijacking or a 7500 transponder code is observed.

5.1.5.1.6. An aircraft anywhere on the airfield starts engines and/or is moved without authorization, stolen, or hijacked.

5.1.5.1.7. An aircraft lands without Tower authorization.

5.1.5.1.8. A unplanned or unscheduled cable engagement occurs or is requested.

5.1.5.1.9. A pilot or crewmember reports hot brakes.

5.1.5.1.10. A pilot or crewmember reports hung ordnance or hot guns.

5.1.5.1.11. A pilot or crewmember reports a situation involving hydrazine EPU use, activation, leak, or suspected leak.

5.1.5.1.12. Bldg 395 requires evacuation.

5.1.5.1.13. A PCN activation is necessary to fully participate in operational exercises or inspections.

5.1.5.1.14. Air traffic controllers determine PCN activation is required based on the situation.

5.1.5.1.15. Directed by 452 AMW/CC/CV, 452 OG/CC/CD, AOM, ATM, AFM or AM.

5.1.5.2. AM shall activate the SCN when:

5.1.5.2.1. PCN is activated.

5.1.5.2.2. An aircraft incident, mishap, or accident is observed or reported.

5.1.5.2.3. A weather warning is issued.

5.1.5.2.4. Bldg 395 requires evacuation.

5.1.5.2.5. Force Protection Condition (FPCON) level changes.

5.1.5.2.6. Disaster Response Force (DRF) activation/recalls.

5.1.5.2.7. Emergency Operations Center (EOC) is activated or members are recalled.

5.1.5.2.8. A bomb threat or terrorist activity is reported.

5.1.5.2.9. A SCN activation is necessary to fully participate in operational exercises or inspections.

5.1.5.2.10. AMSL determine SCN activation is required based on the situation.

5.1.5.2.11. Directed by 452 AMW/CC/CV, 452 OG/CC/CD, AOM, ATM, AFM or Tower.

5.1.6. Information for PCN/SCN Activation. (T-0)

5.1.6.1. Tower Responsibilities.

5.1.6.1.1. Tower will immediately activate the PCN for any of the reasons listed in **5.1.5.1** declare an In-flight Emergency (IFE) or Ground Emergency (GE) and provide at a minimum:

5.1.6.1.1.1. Callsign.

5.1.6.1.1.2. Type aircraft.

5.1.6.1.1.3. Number of personnel on board.

5.1.6.1.1.4. Fuel remaining in hours or ETA.

5.1.6.1.1.5. Nature of emergency.

5.1.6.1.1.6. Pilot intentions.

5.1.6.1.1.7. Runway in use.

5.1.6.1.1.8. Current wind direction and velocity.

5.1.6.1.2. Tower should obtain and relay:

5.1.6.1.2.1. Hazardous cargo (type, classification, quantity).

5.1.6.1.2.2. Ammunition and/or explosives (HD & NEW).

5.1.6.1.2.3. Position or location.

5.1.6.1.2.4. Altitude, if applicable.

5.1.6.1.2.5. Tail number of aircraft.

5.1.6.1.2.6. Home station, last station, and destination.

5.1.6.1.2.7. Any other information germane for adequate emergency response.

5.1.6.1.3. Tower shall provide updates such as emergency aircraft arrival, additional information, or termination over the PCN. Termination of emergency PCN activation shall include emergency termination time and authority terminating emergency. Tower shall provide clarifying information on any emergency when by requested by any agency on the PCN.

5.1.6.2. AM Responsibilities.

5.1.6.2.1. AM will immediately activate the SCN when the PCN is activated or for any of the reasons listed in **5.1.5.2** and relay information verbatim.

5.1.6.2.2. AM should obtain information appropriate to activation of the SCN and any other information germane for adequate emergency response. AM shall notify Tower if SCN is activated and pass all information transmitted over the SCN.

5.1.6.2.3. AM shall provide updates, additional information, or termination over the SCN. Termination of SCN activation shall include termination time and authority terminating response requiring SCN activation. AM shall provide clarifying information on any emergency when requested by any agency on the PCN or SCN.

5.1.7. Notifying ATCALS Personnel Performing Work on ATCALS Facilities. Tower shall immediately contact ATCALS personnel performing work on any ATCALS facility in the CMA or a facility required for use by emergency aircraft. Tower should utilize the bail-out

alarm to alert ATCALS personnel to immediately exit the CMA. Tower shall direct ATCALS personnel to immediately exit the CMA and restore a facility to service, if possible. ATCALS personnel shall be responsive to Tower direction and immediately exit the CMA if bail-out alarm is activated. Tower shall confirm all ATCALS personnel have exited the CMA prior to an emergency aircraft landing. (T-3)

5.2. Emergency Response.

5.2.1. Vehicle Operations. FES and alert vehicles do not need to stop prior to entering the airfield when responding to a real world emergency or alert. Tower shall use their best judgement to stop movement or move away all aircraft in the path of responding FES and alert vehicles. Civil emergency response vehicles shall be escorted by FES, SFS or AM at all times while on the airfield. Authorized first responders include FES, AM, SFS, and civil emergency response vehicles. Follow-on authorized responders include SEF, Incident Commander (IC), 452 AMW/CC/CV, 452 GP/CC/CDs, Maintenance (MX), TA, and Emergency Management (EM) team. (T-3)

5.2.2. Emergency Procedures.

5.2.2.1. In-flight Emergencies (IFE).

5.2.2.1.1. Pilots of aircraft experiencing an emergency are expected to declare an emergency with ATC. Tower and RAPCON shall provide maximum assistance to the pilot in resolving an emergency situation safely. Tower shall activate the PCN per **5.1.5.1.** AM shall activate the SCN per **5.1.5.2.** (T-3)

5.2.2.1.2. Pilots should provide the minimum information to ATC: (T-3)

5.2.2.1.2.1. Callsign.

5.2.2.1.2.2. Type aircraft.

5.2.2.1.2.3. Number of personnel on board.

5.2.2.1.2.4. Fuel remaining in hours or ETA.

5.2.2.1.2.5. Nature of emergency.

5.2.2.1.2.6. Pilot intentions.

5.2.2.1.2.7. Position or location.

5.2.2.1.2.8. Altitude, if applicable.

5.2.2.1.3. Pilots should provide the following, if time and situation permits: (T-3)

5.2.2.1.3.1. Hazardous cargo (type, classification, quantity).

5.2.2.1.3.2. Ammunition and/or explosives (HD & NEW).

5.2.2.1.3.3. Tail number of aircraft.

5.2.2.1.3.4. Home station, last station, and destination.

5.2.2.1.3.5. Any other information germane for adequate emergency response.

5.2.2.2. Ground Emergencies (GE).

5.2.2.2.1. Pilots of aircraft not in flight, on the ground at March ARB, experiencing an emergency are expected to declare an emergency with Tower. Tower shall activate the PCN per **5.1.5.1**. AM shall activate the SCN per **5.1.5.2**. (T-3)

5.2.2.2.2. Pilots or any other personnel should provide available information listed **5.2.2.1.2** and **5.2.2.1.3** to Tower via any means possible. (T-3)

5.3. Personnel/Crash Locator Beacon Signal/Emergency Locator Transmitter (ELT) Response. Tower or RAPCON shall notify Los Angeles Air Route Traffic Control Center (ARTCC) and AM, of an ELT activation. AM shall notify CP and obtain confirmation through MOC, MIPAA, CBP RAU, Aero Club, Det 1, 144 FW that an ELT may be active on the airfield. MOC, MIPAA, CBP RAU, Aero Club, Det 1, 144 FW shall verify all aircraft within their maintenance purview do not have ELTs activated and report to AM on the status of the review. AM shall notify Tower or RAPCON with confirmation ELT is either on March ARB or signal is originating from off installation. Tower or RAPCON shall follow-up with Los Angeles ARTCC (ZLA) of ELT activation upon completion of AM audit and provide any other pertinent details since notification. (T-0)

5.4. Gate Runner. See Appendix 21 to Annex M of March ARB Integrated Defense Plan (IDP) 31-101 (FOUO), 4 February 2016. (T-3)

5.5. Unlawful Seizure of Aircraft. See Appendix 3 to Annex M of March ARB IDP 31-101 (FOUO), 4 February 2016. (T-0)

5.6. Aircraft Abandonment. March ARB has no designated aircraft abandonment area. Pilots should notify ATC if aircraft abandonment is necessary. Tower and RAPCON shall notify SCT of an impending or actual aircraft abandonment. (T-3)

5.7. Fuel Jettison. Pilots of aircraft requiring airborne fuel jettison shall notify ATC of intentions, altitude, and location. Tower or RAPCON shall notify SCT and/or ZLA of requirement and make arrangements to jettison fuel. Pilots should attempt to jettison fuel above FL180 or lower over unpopulated areas if an emergency situation dictates. Pilots shall file an AF Form 813, *Request for Environmental Analysis* with 452 MSG/CEV upon landing and detailed report with 452 OG/OGV. (T-1)

5.8. Hung Ordnance/Hot Armament/Hung Flares. Aircraft with hung ordnance, hot armament, and/or hung flares shall be directed by Tower to land on Runway 14/32 via a straight-in approach. Tower shall notify 452 CES/CED (Explosive Ordnance Disposal/EOD) during PCN activation. Tower will direct the aircraft to the primary arm/de-arm area on either Taxiway Alpha or Taxiway Foxtrot clear of the runway. Aircraft should be positioned to a heading parallel to Runway 14/32 orientation. Responding MX and FES personnel shall verify aircraft is safe and ordnance/armament is secure prior to terminating emergency. Tower shall suspend runway and affected taxiway operations until terminated and an airfield check is performed. (T-3)

5.9. External Stores Jettison.

5.9.1. Live Stores. March ARB has no live stores jettison areas. Pilots should attempt to land at March ARB with hung ordnance and follow procedures in **5.8**. (T-3)

5.9.2. Inert Stores. Pilots shall declare an emergency with Tower or RAPCON if inert stores are required to be jettisoned. Inert stores may be jettisoned 800 ft west of Runway 14/32

pavement edge between Taxiway B and Taxiway C. Pilots will be directed to overfly the jettison area on runway heading and jettison stores when approved by Tower. Pilots shall report all inert external stores jettison incidents to SEF. (T-3)

5.10. Dropped Objects.

5.10.1. Departed Aircraft. All agencies receiving a report of a dropped object from an aircraft departed March ARB shall notify AM. AM shall suspend runway operations, perform an airfield check for FOD, and notify MOC and 452 MXG/MXQ. AM shall prioritize runways and taxiways ahead of all other airfield areas. AM shall report findings to notified agencies and return the runway to service when FOD free. (T-3)

5.10.2. Arrived Aircraft. All agencies receiving a report of a dropped object from an aircraft arrived March ARB shall notify AM. AM shall suspend runway operations, perform an airfield check for FOD, and notify MOC, 452 MXG/MXQ, and previous airfield. AM shall prioritize runways and taxiways ahead of all other airfield areas. AM shall report findings to notified agencies and return the runway to service when FOD free. (T-3)

5.11. Landing Gear Malfunctions. Landing gear malfunctions shall be reported to Tower or RAPCON and an emergency declared by the pilot. Tower should solicit assistance of another aircraft to visually check that landing gear appears down. In the absence of another aircraft, Tower may utilize a restricted low approach at 1,700 ft MSL in VMC over Runway 12/30 to visually check that an aircraft's landing gear appears down. The pilot of the aircraft with the landing gear malfunction is the final authority that the landing gear is down and locked. If the aircraft has sufficient fuel, Tower may suggest a dry lake bed landing be attempted at Edwards AFB. AM shall suspend runway and taxiway operations after an aircraft with a landing gear malfunction lands and taxis to parking. AM shall not resume runway or taxiway operations until an airfield check is performed. (T-0)

5.12. Lost Communication.

5.12.1. Manned Aircraft.

5.12.1.1. VFR.

5.12.1.1.1. Light aircraft inbound to March ARB experiencing lost communications shall reset transponder to 7600, if able, and enter March Class C via THREE SISTERS, BOX SPRINGS or RIDGE CREST at 3,000 ft MSL. Light aircraft will normally enter the rectangular pattern mid-field for Runway 12/30 or Runway 14/32 and be vigilant for light gun signals from the Tower. If no light gun signal is indicated, aircraft shall not descend, continue on downwind, fly a normal base, final to upwind while rocking wings over the runway at 2,500 ft MSL. If no light gun signal is indicated after overflying the runway, aircraft shall visually scan the runway and proceed to landing being vigilant for other traffic on final and vehicles, personnel or equipment on the runway. Light aircraft experiencing lost communications while in March Class C or established in the pattern should be vigilant for light gun signals and proceed to a full stop landing. (T-3)

5.12.1.1.2. Heavy aircraft or fighter aircraft inbound to March ARB experiencing lost communications shall reset transponder to 7600, if able, and enter March Class C at 3,500 ft MSL via the extended centerline of Runway 14/32, as appropriate. Aircraft

shall proceed inbound for the initial and enter the overhead pattern. Pilot shall be vigilant for light gun signal indications from Tower. If no light gun signal indicated from Tower, pilot shall visually scan the runway and proceed to landing being vigilant for other traffic on final and vehicles, personnel or equipment on the runway. Heavy aircraft or fighter aircraft experiencing lost communications while in March Class C or established in the pattern should be vigilant for light gun signals and proceed to a full stop landing. (T-3)

5.12.1.2. IFR. All aircraft inbound to March ARB with lost communications shall reset transponder to 7600, if able, and continue until last clearance limit and hold or land as appropriate. Aircraft with transmit only or no communications capability should announce approach performing, as applicable, and continue inbound on that approach to landing. ATC will provide priority for landing and direct other aircraft to hold or continue as appropriate. Aircraft with receive only capability shall follow instructions issued by ATC and expect vectors for confirmation of receive capability then an appropriate approach clearance. (T-3)

5.12.2. Group 1-3 Unmanned Aircraft Systems. (T-3)

5.12.2.1. Lost Communications. Immediately contact AM or March ATC via any means available.

5.12.2.2. Lost Link. Immediately contact AM or March ATC via any means available.

5.12.3. Group 4-5 Unmanned Aircraft Systems. (T-0)

5.12.3.1. Lost Communications. Follow prescribed lost communications procedures detailed in most current approved FAA COA.

5.12.3.2. Lost Link. Transponder code should be preprogrammed to transmit 7400 prior to initiating flight. Follow prescribed lost link procedures detailed in most current approved FAA COA.

5.13. Emergency Divert.

5.13.1. Outbound. Pilots diverting to March ARB shall coordinate with Tower or RAPCON as appropriate. Tower or RAPCON shall provide maximum assistance to an aircraft diverting. (T-0)

5.13.2. Inbound. Pilots diverting to March ARB shall coordinate with Tower or RAPCON as appropriate. Tower or RAPCON shall provide maximum assistance to an aircraft diverting. Tower shall not deny landing to any aircraft that declares an emergency and elects to divert to March ARB. (T-0)

5.14. Unscheduled/No Flight Plan Aircraft Arrivals.

5.14.1. Civilian Aircraft. Aircraft landing without Tower approval shall be treated as hostile/hijacked. Follow procedures in Appendix 20 to Annex M of the March ARB IDP 31-101 (FOUO), 4 February 2016. (T-0)

5.14.2. Military Aircraft. Unscheduled military aircraft requesting arrival at March ARB without a flight plan or PPR shall be verified as a military aircraft prior to approving arrival. RAPCON or Tower shall obtain type aircraft, callsign, and home station and pass information to AM for verification with home station AM. AM shall obtain confirmation the

unscheduled military aircraft is valid and pass to RAPCON or Tower, as appropriate. AM shall notify all base agencies normally notified during PPR approval. RAPCON or Tower shall direct the aircraft to landing when confirmation is received from AM. Follow procedures in Appendix 20 to Annex M of the March ARB IDP 31-101 (FOUO), 4 February 2016. Services to the unscheduled military aircraft shall be provided on a best effort basis behind PPR approved missions. (T-0)

5.15. Hydrazine Procedures.

5.15.1. General. Pilots with a suspected or actual hydrazine EPU activation or leak shall notify ATC. Procedures below provide specific guidance in addition to HAZMAT Response Checklist, Appendix 1 to Annex A or March ARB Installation Emergency Management Plan (IEMP) 10-2, 28 January 2008. (T-3)

5.15.2. Runway 14. Tower shall direct an aircraft with suspected or actual hydrazine EPU activation or leak to taxi off the departure end of Runway 14 at Taxiway Alpha and remain on the run-up area adjacent to the taxiway. Tower shall suspend runway operations and not permit taxi of any other aircraft on Taxiway Alpha south of Taxiway Bravo nor permit personnel or vehicles to enter the area except first responders. AM shall notify MIPAA of aircraft arriving Runway 14 with a suspected or actual hydrazine EPU activation or leak. (T-3)

5.15.3. Runway 32. Tower shall direct an aircraft with suspected or actual hydrazine EPU activation or leak to taxi off the departure end of Runway 32 at Taxiway Foxtrot and remain on the run-up area south of and adjacent to the taxiway. Tower shall suspend runway operations and not permit taxi of any other aircraft on Taxiway Foxtrot west of Taxiway Alpha nor permit personnel or vehicles to enter the area except first responders. (T-3)

5.16. Hot Brakes. Aircraft with hot brakes should be held on Taxiway Alpha, Taxiway Bravo, Taxiway Charlie, Taxiway Delta, or Taxiway Foxtrot east of the VFR hold short line for Runway 14/32. Aircraft with hot brakes should be held on Taxiway Charlie or Taxiway Delta west of the hold short line for Runway 12/30. Tower shall suspend operations on the applicable runway and taxiway an aircraft with hot brakes is on until the GE is terminated and an airfield check is performed. (T-3)

5.17. Munitions Storage Area Procedures.

5.17.1. Munitions Maintenance Crews performing work in the MSA shall continuously monitor the CMA Net and immediately report any emergencies to Tower. Emergencies requiring immediate evacuation and potential explosion shall be reported by crews as soon as practical but no later than arrival at the initial rally point located on the airfield side of Bldg 1290, Base Fire Station. Munitions Maintenance Crews shall use the most direct route to the initial rally point via the munitions road to Taxiway Alpha. (T-3)

5.17.2. Tower shall declare a GE when Munitions Maintenance Crews report an emergency or evacuate due to fire, potential explosion or explosion at the MSA or any of the situations is observed. Tower shall not taxi any aircraft nor allow any vehicles or personnel on Taxiway Charlie or Taxiway Alpha and Bravo between the main apron and Runway 14/32, and suspend use of Runway 12/30. (T-3)

5.18. Explosive Detection Military Working Dog (K9) Team.

5.18.1. Military Aircraft. Military crews requiring explosives detection K-9 support should request it through PTD or ATC. Tower, RAPCON, or AM shall promptly relay a request for explosive detection K-9 support through ECC. (T-0)

5.18.2. Civil Aircraft. Civilian crews requiring explosives detection K-9 support should request it through PTD or ATC. First facility to receive request, Tower, RAPCON, or AM shall promptly relay a request for explosive detection K-9 support through to FAA Washington Operations Center, AEO-100, via telephone (DSN 851-3750 and Commercial 202-267-3333) providing the aircraft's identification and position or if the aircraft is on the ground to ECC and notify other facilities of request. Tower, RAPCON, or AM shall have AEO-100 standby while relaying information to the crew in the case of an airborne aircraft. After determining the crew's wishes to divert to airport provided, obtain the ETA and advise AEO-100. If March ARB provides an explosives detection K-9 team through ECC, ensure 452 OG/CC or designated representative concurs prior to advising the crew the service is available. (T-1)

5.19. MQ-9 Emergency Procedures. (T-0)

5.19.1. General. MQ-9s shall execute a straight-in approach to Runway 14/32 to the maximum extent possible when an emergency is declared. Runway 32 is the preferred landing runway with less than 5 knot tailwind. Diverts to other runways/airfields are limited to applicable, current approved COAs. Programmatic changes to lost link procedures can be dynamically changed by crew but not during a situation in which the aircraft has lost all data link connections. 163 OG Ops Sup coordinates emergency procedures for MQ-9 and relevant agencies including SOF. ATC will provide separation instructions to MQ-9 crews when other aircraft are experiencing an emergency.

5.19.2. Operations Below VMC. When airborne, MQ-9 crews shall immediately notify ATC when forecasted or observed weather is below VMC and precludes use of intended routes, departure or arrival. ATC shall perform the actions in **5.19.3.1**. MQ-9 crews shall:

5.19.2.1. Declare an emergency if not already declared by ATC.

5.19.2.2. Coordinate with chase aircraft crew, SOF, ATC and 163 OG to execute the appropriate lost link profile in **5.19.3.3.2**, **5.19.3.3.3**, or **5.19.3.3.4** to allow for weather to improve.

5.19.2.2.1. If weather does not improve to allow safe recovery in VMC with 60 minutes of fuel remaining, and flying and landing the MQ-9 is feasible in weather less than VMC, the MQ-9 crew and SOF shall obtain 163 OG and ATC approval to fly the GRZLY VFR arrival under IFR.

5.19.2.2.2. If approval is granted, MQ-9 crew shall fly the GRZLY VFR arrival under IFR, request to fly a published ASR procedure, if available, or a visual approach and land visually at RIV. If unable to fly a visual approach or land visually, MQ-9 crew shall execute lost link profile in 5.19.3.3.2. but remain in orbit until fuel is exhausted.

5.19.2.2.3. If approval is not granted, MQ-9 crew shall continue executing lost link profile in 5.19.3.3.4. until fuel exhaustion.

5.19.3. Lost Voice or Lost Link.

5.19.3.1. General. In situations of lost communications between MQ-9 crew and ATC, lost communication between MQ-9 crew and chase aircraft crew, or lost link, ATC shall perform the following actions, if applicable:

5.19.3.1.1. Declare an emergency for crew if not already declared.

5.19.3.1.2. Determine need to hold aircraft departures as situation dictates.

5.19.3.1.3. Recover other MQ-9s as appropriate.

5.19.3.1.4. Direct manned aircraft to routes, altitudes, or areas that assure applicable VFR or IFR separation is maintained with MQ-9 and do not conflict with lost link preplanned routes, associated altitudes, and areas.

5.19.3.2. Lost Voice Communications.

5.19.3.2.1. MQ-9 Crew and ATC or Chase aircraft Crew. If MQ-9 crew loses all two-way radio contact with ATC, ATC will perform actions in **5.19.3.1**, attempt to contact chase aircraft, if applicable, and notify SOF to have MQ-9 crew establish contact via co-located two-way radio at the GCS or via landline if ATC is first party to recognize loss of two-way radio voice contact. If MQ-9 crew is first party to recognize loss of two-way radio contact with ATC, crew will contact the appropriate ATC facility directly using co-located two-way radio at the GCS, if appropriate, or via landline and request ATC relay situation to chase aircraft crew, if applicable.

5.19.3.3. Lost Link.

5.19.3.3.1. MQ-9 crew shall immediately declare an emergency and notify appropriate ATC agencies listed in **Table 5.1** as soon as practical if lost link occurs (>10 seconds, continuous and sustained) during flight. Chase aircraft crew shall assist ATC and MQ-9 crew as necessary. MQ-9 crew shall initiate and continuously maintain two-way voice contact via radio or landline until emergency is resolved. MQ-9 crew shall provide the following information:

5.19.3.3.1.1. Aircraft Callsign.

5.19.3.3.1.2. Assigned Transponder Code and 7400.

5.19.3.3.1.3. Time of lost link.

5.19.3.3.1.4. Last known position.

5.19.3.3.1.5. Altitude.

5.19.3.3.1.6. The direction of flight.

5.19.3.3.1.7. Fuel remaining (hours and minutes).

5.19.3.3.1.8. Presumed lost link profile aircraft should be implementing. Continuously confirm status of execution of pre-programmed lost link procedure with ATC and chase aircraft crew or via downlink/return link, if available, until emergency is resolved and link is restored. During pattern operations, crew will confirm if SOF or observer has visual contact with aircraft.

Table 5.1. MQ-9 Lost Link Contacts.

Air Traffic Control Facility		Phone Number
March ARB (RIV)	Air Traffic Control Tower	(951) 655-3198
	Radar Approach Control	(951) 655-2355
SCT	Empire Area Supervisor	(858) 537-5914
	Operations Manager	(858) 537-5900
High Desert TRACON (Joshua)		(661) 277-2023
Los Angeles ARTCC 24 Hour Duty Office		(661) 265-8200
163 OG Ops Sup		(951) 488-8021
163 OG SOF		Reserved for Future Use
GCS 5128		(951) 655-3205
GCS 5054		(951) 655-6712

5.19.3.3.2. Lost Link in RIV Class C Airspace. If MQ-9 experiences Lost Link while in RIV Class C airspace:

5.19.3.3.2.1. While in the rectangular or SFO pattern, past V_1 or on final prior to touch down, MQ-9 will climb to 4,500' MSL while flying runway heading within 2 NM, and continue climbing while turning left (Runway 32) or turning right (Runway 14) to overfly mid-field (N 33°52'51.93" W 117°15'33.70"). MQ-9 will then proceed to Lost Link Orbit (See **Figure 5.1**) at 4500' MSL (RIV081/007.5NM, N 33°53.57' W 117°06.11') and remain in orbit until aircraft has 2 hours of fuel remaining or link is re-established. If link is not re-established with 2 hours of fuel remaining, MQ-9 will climb in the Lost Link Orbit to 8,500' MSL and proceed direct point Golf and remaining GRZLY route to R-2515, and execute procedures in **5.19.3.3.4**.

Figure 5.1. RIV Class C Lost Link Orbit.

5.19.3.3.3. Lost Link in Transit.

5.19.3.3.3.1. En Route to R-2515. If MQ-9 experiences Lost Link while en route to R-2515 past point Golf and outside of RIV Class C airspace, aircraft is pre-programmed to fly the remaining route in **4.19.1.4.5.1** to point Grizzly at 8.500' MSL and execute the lost link profile in **5.19.3.3.4**. If MQ-9 experiences Lost Link prior to point Golf and is within RIV Class C airspace, MQ-9 will execute pre-programmed lost link procedure in **5.19.3.3.2** until aircraft has 2 hours of fuel remaining or link is re-established.

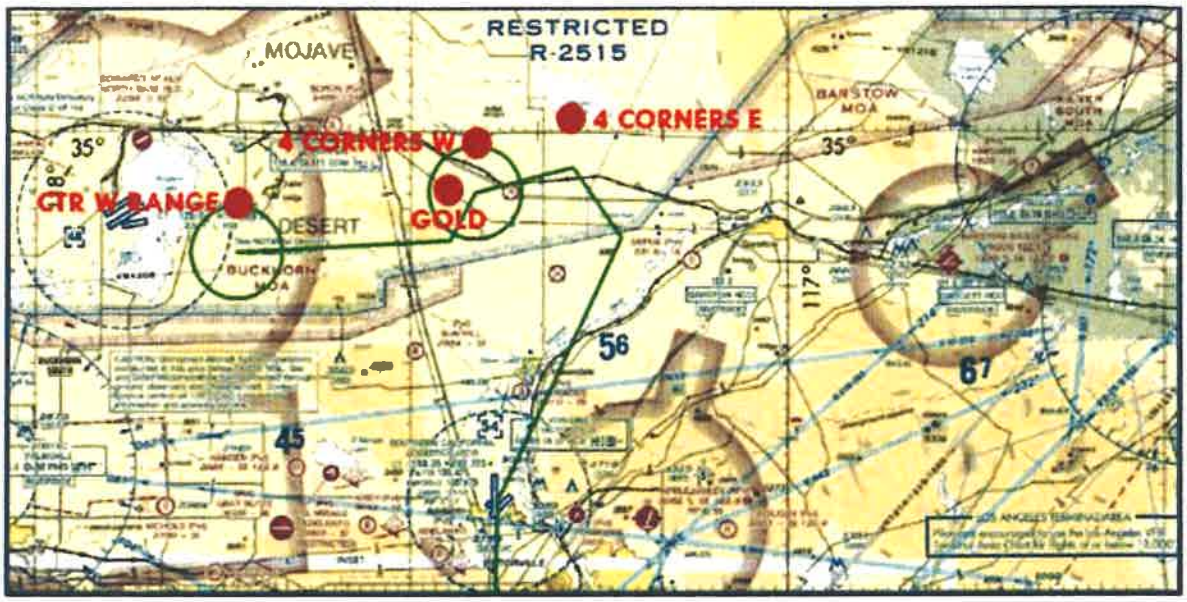
5.19.3.3.3.2. En Route to RIV. If MQ-9 experiences Lost Link while en route to RIV Class C airspace past point Grizzly and outside of R-2515, aircraft is pre-programmed to fly the remaining route in 4.19.1.4.5.1. to point Golf at 9,500' MSL, then remain in Lost Link Orbit (RIV081/007.5NM, N 33°53.57' W 117°06.11') for 90 minutes. If link is re-established while in Lost Link Orbit, MQ-9 crew will fly aircraft to RIV for landing. If link is not re-established after 90 minutes, MQ-9 is pre-programmed to execute the standard transit routing to R-2515 in **4.19.1.4.5.1** with a non-standard altitude of 9,500' MSL and lost link profile in **5.19.3.3.4** from point Grizzly.

5.19.3.3.4. Lost Link in R-2515. If MQ-9 experiences lost link within R-2515 or in lost link situations during en route transit (see **5.19.3.3.3.1** or **5.19.3.3.3.2**), MQ-9 will fly route in **Table 5.2** in sequence at 8,500' MSL, 9,500' MSL or last cleared altitude as applicable and hold within 3 NM of point 4 Corners W for 60 minutes (See **Figure 5.2**):

Table 5.2. MQ-9 R-2515 Lost Link Pre-Programmed Route.

NAME	FRD	COORDINATES	Remarks
4 Corners E	EDW078022	N34°57'41.49" W117°17'09.50"	
4 Corners W	EDW085016	N34°56'03.85" W117°24'55.06"	60min Hold, 3nm radius
Gold	EDW098015	N34°52'57.00" W117°26'53.00"	
Ctr W Range	EDW165007	N34°52'11.75" W117°44'01.42"	Ref R2508 LL Final Term Orbit
If the aircraft reaches the R-2508 LL Final Term Orbit, the Grey Butte Divert Option may be employed.			

Figure 5.2. MQ-9 R-2515 Lost Link Route, Orbit, and Termination.



5.19.3.3.4.1. If RPA link cannot be restored after holding at 4 Corners W, all potential viable recovery scenarios are exhausted, and 163 OG personnel determine MQ-9 cannot be safely recovered without undue danger to persons and/or property damage on the ground, the MQ-9 is programmed to fly via point Gold to the Flight Termination Point/Ctr W Range (N 34°52'11.75" W 117°44'01.42") and orbit within a 3 NM radius until fuel is exhausted (See **Figure 5.2**).

5.20. Continuity of ATC/AM Services.

5.20.1. Control Tower Wind Limits. Tower will be evacuated when the observed gust (three seconds or more) or sustained wind velocity is 74 kts (85 Miles per Hour (MPH)). (T-1)

5.20.2. Airfield Operations Complex Evacuation. Bldg 395 contains Tower, RAPCON, AM, WX, Crew Communications, Intel, and TA. Bldg 395 shall be evacuated if Tower evacuates for wind per 5.20.1., when there is a fire in the building, an earthquake renders occupancy unsafe, hazardous conditions exist, or when directed by 452 AMW/CC/CV or Crisis Action Team (CAT). Tower shall notify RAPCON, AM, SCT, ATM, and AOM of evacuation. AM shall notify AFM, MIPAA, WX, CP, ECC, ATOC, MOC, and TA prior to evacuation. If the first work section in Bldg 395 to initiate an evacuation is not Tower, that work section shall notify Tower to ensure an organized evacuation is executed. AM shall coordinate and submit a NOTAM closing the March Class C and airfield to all aircraft and contact information. RAPCON shall transfer control of all aircraft to SCT prior to returning airspace responsibility. Tower shall ensure all arrivals have landed and are parked, departures are permitted to depart if not in a parking spot and have elected to depart, aircraft in March Class C not arriving or departing March ARB are instructed to exit the airspace, and an appropriate ATIS message is broadcast. See **5.20.4**. (T-1)

5.20.3. Protection of the AN/GPN-30. Tower shall notify ATCALS MX when the forecasted or observed gust (three seconds or more) or sustained wind velocity is expected to reach 74 kts (85 MPH) or greater. Tower shall annotate notification to freewheel the antenna in the AF Form 3616 and notify RAPCON as appropriate. ATCALS MX shall freewheel the antenna upon notification. Tower shall notify ATCALS MX when observed sustained winds and forecasted winds are and will remain below 74 kts (85 MPH). Tower shall annotate notification to ATCALS MX in the AF Form 3616 and notify RAPCON as appropriate. ATCALS MX shall restore the antenna to normal operation. (T-1)

5.20.4. Alternate Facilities. March ARB has no alternate Tower or RAPCON facilities. AM shall evacuate and activate the alternate facility when directed or upon evacuation. See **5.20.2.** (T-3)

5.21. Airfield Operations Mishap Procedures. (T-1)

5.21.1. AM. AM shall do the following in the order listed:

5.21.1.1. Perform applicable actions listed in **5.1** & **5.2.** Do not release names of any individuals allegedly involved in an aircraft incident or accident to agencies outside of USAF channels. Refer all inquiries to PA.

5.21.1.2. Coordinate with Tower concerning facility and runway status.

5.21.1.3. Conduct a FOD check as required and/or applicable. Inspect aircraft taxi routes affected by the mishap as applicable.

5.21.1.4. Suspend/close operations to runways or taxiways as required.

5.21.1.5. Close the airfield, if required.

5.21.1.6. Print current NOTAMs. Coordinate and submit a flight safety or local NOTAM, as needed.

5.21.1.7. If the mishap occurred on or near the airfield, record the following in the AF Form 3616 effective at the time of the mishap:

5.21.1.8.1. Runway involved.

5.21.1.8.2. RSC.

5.21.1.8.3. ATCALS status.

5.21.1.8.4. Airfield lighting status.

5.21.1.8.5. BWC.

5.21.1.9. Notify TERPS, AOAM, AFM and AOM of the mishap.

5.21.1.10. Plot mishap location, cordon, entry control point, safe route, known hazards and other relevant information on crash grid maps.

5.21.1.11. Obtain mishap aircraft information as needed:

5.21.1.11.1. Aircraft call sign and tail number.

5.21.1.11.2. Departure base.

5.21.1.11.3. Home station or organization.

5.21.1.11.4. Name and rank of crew members.

5.21.1.11.5. Number of personnel on board.

5.21.1.12. Make and retain copies of and provide original to the AOM within 24 hours:

5.21.1.12.1. Signed AF Form 3616.

5.21.1.12.2. Flight Plan (Weight and Balance if applicable).

5.21.1.12.3. Passenger manifest (if applicable).

5.21.1.12.4. Local airfield advisory information.

5.21.1.12.5. Any other forms that pertain to the flight.

5.21.1.12.6. Mishap flight following log.

5.21.1.12.7. Airfield Inspection Checklist as applicable.

5.21.2. Tower. Tower shall do the following in the order listed:

5.21.2.1. Perform applicable actions listed in **5.1** & **5.2**. Do not release names of any individuals allegedly involved in an aircraft incident or accident to agencies outside of USAF channels. Refer all inquiries to PA.

5.21.2.2. Coordinate with RAPCON, SCT, and AM concerning facility and runway status.

5.21.2.3. Sterilize airspace over crash site if within March controlled airspace.

5.21.2.4. Initiate NOTAMs with AM, as required.

5.21.2.5. Notify the ATM and AOM of the mishap.

5.21.2.6. Request WX document an aircraft mishap (SPECIAL) weather observation.

5.21.2.7. Print the RIV METAR report in effect at the time of the mishap.

5.21.2.8. Notify ATCALS MX to check equipment performance if USAF ATCALS were involved.

5.21.2.9. The WS on duty shall coordinate with the ATM to provide position relief to controllers on duty at the time of the mishap. If the WS suspects a controller may have contributed to the mishap, that controller shall be relieved from position immediately.

5.21.2.10. Provide original signed AF Form 3616, completed AF Form 3626, and mishap flight progress strip to the AOM within 24 hours.

5.21.3. RAPCON. RAPCON shall do the following in the order listed:

5.21.3.1. Perform applicable actions listed in **5.1** & **5.2**. Do not release names of any individuals allegedly involved in an aircraft incident or accident to agencies outside of USAF channels. Refer all inquiries to PA.

5.21.3.2. Coordinate with Tower, SCT, and AM concerning facility and runway status.

5.21.3.3. Sterilize airspace over crash site if within March controlled airspace.

5.21.3.4. Initiate NOTAMs with AM, as required.

5.21.3.5. Notify the ATM and AOM of the mishap.

5.21.3.6. Request WX document an aircraft mishap local (SPECIAL) weather observation.

5.21.3.7. Print the RIV METAR report in effect at the time of the mishap.

5.21.3.8. Notify ATCALS MX to check equipment performance if USAF ATCALS were involved.

5.21.3.9. The WS on duty shall coordinate with the ATM to provide position relief to controllers on duty at the time of the mishap. If the WS suspects a controller may have contributed to the mishap, that controller shall be relieved from position immediately.

5.21.3.10. Provide original signed AF Form 3616, completed AF Form 3626, and mishap flight progress strip to the AOM within 24 hours.

5.21.4. AOAM. AOAM shall perform the following in the order listed:

5.21.4.1. Create a certified copy of automation system data and provide to AOM within 24 hours.

5.21.4.2. Create a certified copy of audio recordings and provide to AOM within 12 hours.

5.21.5. WX. WX shall perform the following:

5.21.5.1. Document an aircraft mishap (SPECIAL) weather observation.

5.21.5.2. Retain records on the RIV METAR report in effect at the time of the mishap.

5.21.5.3. The Weather Supervisor shall collect all records and provide them to the AOM within 24 hours.

5.21.6. TERPS. TERPS shall perform the following:

5.21.6.1. Preserve all files contained within the Instrument Approach Package and any other documentation associated with the incident instrument procedure in use at the time.

5.21.7. ATCALS MX. ATCALS MX shall perform the following:

5.21.7.1. Check equipment performance if USAF ATCALS were involved when notified by either Tower or RAPCON.

5.21.7.2. Record and document equipment performance and alignments. ATCALS MX shall not perform any adjustments during inspection.

5.21.7.3. Provide AOM results of inspection and recommendation.

5.21.8. AOM. The AOM shall perform the following:

5.21.8.1. Consult with ATM on relief of controllers suspected in/involved in mishap.

5.21.8.2. Determine need to remove ATCALS from service and coordinate and submit NOTAMs based on ATCALS MX recommendation.

5.21.8.3. Assess airfield and ATC capabilities and provide 452 OG/CC status.

5.21.8.4. Notify HQ AFRC/A3OA of factual details of mishap within 12 hours or within first hour of the next duty day following the mishap.

5.21.8.5. Collect and safeguard all documentation and data provided by facilities.

RUSSELL A. MUNCY, Brig Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AF Form 3616, *Daily Record of Facility Operation*

AF Form 3626, *Position Log*

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager

AC—Asphaltic Concrete

ACA—Aerospace Control Alert

AE—ammunition/explosive

AF—Air Force

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFM—Airfield Manager

AFRC—Air Force Reserve Command

AGE—Aerospace Ground Equipment

AGL—Above Ground Level

AHCP—Alternate Hazardous Cargo Pad

AICUZ—Air Installation Compatible Use Zone

Air Evac—Aeromedical Evacuation

AM—Airfield Management

AMC—Air Mobility Command

AMIS—Airfield Management Information System

AMP—Airfield Marking Panel

AMS—Automatic Meteorological Station

AMSL—Airfield Management Shift Lead

ANG—Air National Guard

AOAM—Airfield Operations Automation Manager

AOB—Airfield Operations Board

AOM—Airfield Operations Manager

AP—Area Planning

APHIS—Animal and Plant Health Inspection Service

APU—Auxiliary Power Unit

APV—Apple Valley Airport

AR—Air Refueling

ARB—Air Reserve Base

ARFF—Airport Rescue and Fire Fighting

ARINC—Aeronautical Radio, Inc.

ARTCC—Air Route Traffic Control Center

ASR—Airport Surveillance Radar

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATIS—Automatic Terminal Information Service

ATM—Air Traffic Manager

ATOC—Air Terminal Operations Center

ATREP—Air Traffic Representative

Ave—Avenue

BAM/AHAS—Bird Avoidance Model/Avian Hazard Advisory System

BASH—Bird/Wildlife Aircraft Strike Hazard

Blvd—Boulevard

BOS—Base Operating Support

BWC—Bird Watch Condition

C2—Command and Control

CA—California

CAT—Crisis Action Team

CBP—U.S. Customs and Border Protection

CBP RAU—U.S. Customs and Border Protection Riverside Air Unit

CE—Civil Engineers

CFR—Code of Federal Regulations

CIC—Controller-in-Charge

CMA—Controlled Movement Area

COA—Certificate of Authorization or Waiver

CONR—CONUS Region

CONUS—Continental United States

COR—Contracting Officer Representative

CP—Command Post

CS—Communications Squadron

DAAS—Department of Defense Advanced Automation System

DALR—Digital Audio Legal Recorder

DASR—Digital Airport Surveillance Radar

DD—Department of Defense

DME—Distance Measuring Equipment

DO—Operations Officer

DoD—Department of Defense

DRF—Disaster Response Force

DSN—Defense Switching Network

DST—Daylight Savings Time

DV—Distinguished Visitor

DZ—Drop Zone

ECC—Emergency Communication Center

ECD—Estimated Completion Date

ELT—Emergency Locator Transmitter

EM—Emergency Management

EOC—Emergency Operations Center

EOD—Explosive Ordnance Disposal

EPU—Emergency Power Unit

ERCC—Engine Running Crew Change

ETA—Estimated Time of Arrival

ETVS—Enhanced Terminal Voice Switch

EWO—Emergency War Order

FAA—Federal Aviation Administration

FBO—Fixed-Base Operator

FCF—Functional Check Flight

FDIO—Flight Data Input Output

FES—Fire Emergency Services

FL—Flight Level

FLIP—Flight Information Publication

FM—Frequency Modulation

FOD—Foreign Object Damage

FOUO—For Official Use Only

FPCON—Force Protection Condition

FR—Federal Register

FSS—Flight Service Station

ft—Feet

GA—General Aviation

GCS—Ground Control Station

GE—Ground Emergency

GS—Glideslope

HAZMAT—Hazardous Materials

HCP—Hazardous Cargo Pad

HD—Hazard Division

HDF—Homeland VOR

HF—High Frequency

HQ—Headquarters

IAP—International Airport or Instrument Approach Procedure

IAW—In Accordance With

IC—Incident Commander

IDP—Integrated Defense Plan

IEMP—Installation Emergency Management Plan

IFE—Inflight Emergency

IFR—Instrument Flight Rules

ILS—Instrument Landing System

IMC—Instrument Meteorological Conditions

JET—Joint Environmental Toolkit

JI—Joint Inspection

JLI—Julian VORTAC

JO—Joint Order

KIAS—Knots Indicated Airspeed

kN—kilonewtons

kts—Knots

L—Local Time or PST

lbf—force pounds

Lbs—pounds

LMR—Land Mobile Radio

LOA—Letter of Agreement

LOC—Localizer

LOP—Letter of Procedure

LZ—Landing Zone

M—Magnetic

MA—Movement Area

MACA—Mid-Air Collision Avoidance

MCE—Maximum Credible Event

Med Evac—Medical Evacuation

MEQ—Maximum Explosive Quantity

METAR—Aviation Routine Weather Report

MIPAA—March Inland Port Airport Authority

min—Minute

MITO—Minimum Interval Takeoff

MOC—Maintenance Operations Center

MOG—Maximum on Ground

MPH—Miles Per Hour

MSA—Munitions Storage Area

MSL—Mean Sea Level

MTR—Military Training Route

MX—Maintenance

N/A—Not Applicable

NAS—National Airspace System

NAVAID—Navigational Aid

NERCC—Non-Engine Running Crew Change

NEW—Net Explosive Weight

NEWQD—Net Explosive Weights for Quantity Distance

NLT—No Later Than

NM—Nautical Mile

NORAD—North America Air Defense

NOTAM—Notice to Airmen

NVD—Night Vision Device

OPR—Office of Primary Responsibility

ORE—Operational Readiness Exercise

ORI—Operational Readiness Inspection

PA—Public Affairs

PAOL—Pilot-Airfield Operations Liaison

PAPI—Precision Approach Path Indicator

PCAS—Primary Crash Alarm System

PCC—Portland Cement Concrete

PCN—Primary Crash Net

PDZ—Paradise VORTAC

PHCP—Primary Hazardous Cargo Pad

PIC—Pilot-in-Command

PL—Protection Level

PMI—Preventative Maintenance and Inspections

PMSV—Pilot-to-Metro Service

POW/MIA—Prisoner of War/Missing in Action

PPQ—Plant, Pest, Quarantine

PPR—Prior Permission Required

PST—Pacific Standard Time

PTD—Pilot-to-Dispatch

Qtr—Quarter

R—Radial

RAPCON—Radar Approach Control

RCR—Runway Condition Reading

Ref—Reference

RIV—March TACAN or March ARB

RPA—Remotely Piloted Aircraft

RSC—Runway Surface Condition

RSRS—Reduced Same Runway Separation

RVR—Runway Visual Range

Rx—Receive

SCA—Sensor Collection Appliance

SCN—Secondary Crash Net

SCT—Southern California TRACON

SE—Safety

SEF—Flight Safety

SEG—Ground Safety

SFO—Simulated Flame-Out

SFS—Security Forces

SII—Special Interest Item

SISFO—Straight-In Simulated Flame-Out

SM—Statute Miles

SoCal—Southern California TRACON

SOF—Supervisor of Flying

SPECI—Aviation Selected Special Weather Report

SPINS—Special Instructions

St—Street

STARS—Standard Terminal Automation Replacement System

SVFR—Special Visual Flight Rule

TA—Transient Alert

TACAN—Tactical Air Navigation

TBD—To Be Determined

TDY—Temporary Duty

TERPS—Terminal Instrument Procedures Specialist

TFR—Temporary Flight Restriction

TO—Technical Order

TRACON—Terminal Radar Approach Control

TRM—Thermal VORTAC

TSM—Training and Standardization Manager

Tx—Transmit

UAS—Unmanned Aircraft System

UAV—Unmanned Aerial Vehicle

UFC—Unified Facilities Criteria

UHF—Ultra High Frequency

USAF—United States Air Force

USDA—United States Department of Agriculture

USG—United States Government

UTA—Unit Training Assembly

VFR—Visual Flight Rules

VHF—Very High Frequency

VLZMP—Visual Landing Zone Marker Panel

VMC—Visual Metrological Conditions

VOR—VHF Omni-directional Range

WGS—World Geodetic Survey

WS—Watch Supervisor

WTC—Wing-Tip Clearance

WX—Weather Station

Z—Zulu or Universal Time Coordinated

ZLA—Los Angeles ARTCC