

SUGGESTED GUIDE FOR AIRPORT
RULES AND REGULATIONS

The _____
of _____,
hereby adopts and approves the following rules and regulations for the
operation and use of _____ Airport located at
_____.

SECTION 1

1. Unless from the context a different meaning is apparent as used in these regulations, the terms hereinafter used shall be defined as follows:

"Owner" shall mean the _____

"Airport" shall mean the _____ Airport.

"Airport Manager" shall mean the officer or representative of the commission having immediate charge of the airport.

"Person" shall mean an individual, partnership, firm, association or corporation.

"FAA" shall mean the Federal Aviation Administration.

SECTION 2

2. The airport manager shall, at all times, have authority to take such reasonable action as may be necessary to enforce these regulations and to efficiently manage the airport and its operations. In any contingencies not specifically covered by these rules and regulations, the airport manager shall be authorized to make such reasonable rules, orders, and decisions as may be necessary and proper.

SECTION 3

3.a. The owner has the right to and does hereby regulate all commercial enterprises using the airport as a basis of operation, whether such operation is aeronautical or nonaeronautical in nature. No commercial operation of any kind or type shall be conducted on the airport unless specifically authorized by the owner.

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3.b. A flying club is recognized as a plan for the joint ownership of aircraft and the fair distribution of the cost of maintaining and operating such aircraft. Such operation is not considered to be commercial in nature when so operated. Neither is flight instruction by club members for other club members considered to be commercial in nature so long as there is no profit or for-hire motive involved in the operation. In all cases, the owner will determine if the operation of a flying club or other such organization is commercial. If determined to be commercial, the club shall conform to the requirements set forth herein for commercial fixed base operators.

3.c. The use of the airport or any of its facilities in any manner shall create an obligation on the part of the user thereof to obey all the regulations herein provided and adopted by the owner.

The privilege of using the airport and its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof, and he shall release and hold harmless and indemnify the owner, its officers and employees from any liability of loss resulting from such use, as well as claims of third persons to using the airport.

The privilege of using the airport shall be upon the further condition that any person, persons, corporations, copartnership or others desiring to use the same, shall furnish a policy of indemnity against personal injury and property damage in a reasonable sum as the owner shall require.

3.d. Any person violating any of the airport rules and regulations may be punished as provided by law or ordinance or, at the discretion of the owner, may be deprived of the use of the airport facilities for such period of time as may be necessary to be effective.

3.e. No person shall solicit funds for any purpose, and no signs or advertisements may be posted at the airport without permission of the owner.

3.f. Garbage, refuse and other waste material shall be placed in receptacles provided for such purpose and no person shall destroy, remove or disturb in any way buildings, signs, equipment, markers, or other property on the airport.

SECTION 4

MOTOR VEHICLE REGULATIONS

- 4.a. Unless authorized by the airport manager, no highway or automotive vehicle shall be operated on the airport except on roadways, parking areas, et cetera, that are specifically designated for such vehicles. Such vehicles shall be parked in the manner prescribed by the airport manager while on the airport and as indicated by posed signs.
- 4.b. No surface vehicles shall be permitted on the runways, taxiways, aprons, or ramps without the express permission of the airport manager unless the operation of such vehicle is in accordance with prior agreement to accomplish a necessary airport purpose, service, or inspection.
- 4.c. No surface vehicle shall be driven between the loading gate or fence and an aircraft parked and in the process of loading or unloading.
- 4.d. No person shall operate any vehicle in a careless or negligent manner or in disregard for the safety of others, or in excess of posted speed limits. All aircraft have right-of-way over all surface vehicles.
- 4.e. All vehicles operating within the landing area shall be painted a bright yellow or international orange, or display an international orange and white checkered flag of not less than three feet square, with one-foot squares.
- 4.f. Every accident involving injury or property damage shall be reported to the airport manager.

SECTION 5

AIRCRAFT OPERATIONS REGULATIONS

- 5.a. The FAA air traffic rules and regulations governing the operation of aircraft in effect as of this date, as well as all additions thereto, are made a part of these airport rules and regulations as fully as if set forth herein.
- 5.b. Aircraft shall not be parked or taxied between the gasoline pumps and the flight operations area.

5.c. Aircraft engines shall be started and run up only in the places designated for such purposes. At no time shall engines be run up when hangars, shops, airplanes, or any buildings or persons are in the path of the propeller stream and/or jet exhaust.

5.d. No aircraft shall be parked or stored at the airport except in the areas designated for such use.

5.e. The performance of aircraft and engine repair and maintenance is considered to be an aeronautical service regulated by the owner except where such services or repairs are performed by the aircraft owner or his employees. The airport owner reserves the right to designate reasonable areas where such aircraft owners may perform services on their own aircraft. If such areas are designated, the owner may prohibit the performance of such services in tie-down areas and prescribe rules for the use of such owner type aircraft maintenance areas.

5.f. At the direction of the airport manager, the operator, owner, or pilot of any illegally parked aircraft on the airport shall move the aircraft to a legally designated parking area on the airport. If the operator refuses to comply with the directions, the owner, through the airport manager, may tow the aircraft to such place, at the operator's expense and without liability for damage that may result from such moving.

5.g. In the event of an accident, the owner, through the airport manager, may, in compliance with FAA and other governmental regulations, move damaged aircraft from the landing areas, ramps, aprons, or other areas at the expense of the owner and without liability for damage resulting from such moving.

5.h. The pilot of an aircraft involved in an accident on or near the airport causing personal injury or property damage, shall report to the airport manager. In the event that he is unable to do so, the owner of the aircraft or his agent shall make such report.

5.i. Airport property damaged or destroyed by an accident or otherwise shall be paid for by parties responsible.

5.j. The airport manager shall have the authority to detain any aircraft for nonpayment of any charges due.

5.k. No person shall taxi an aircraft until he has ascertained by visual inspection of the area that there will be no danger of collision with any person or object in the immediate area.

5.l. Aircraft shall be taxied at a safe and reasonable speed with due respect for other aircraft, persons, or property.

5.m. All takeoffs and landings shall be confined to the runways and all movement of aircraft shall be confined to the hard surface areas.

5.n. No person or persons, except airmen, duly authorized personnel, passengers going to or from aircraft, or persons being personally conducted by airport attendants shall be permitted to enter the landing area proper, taxi space, or aprons. However, this does not give any person or persons so excepted the privilege of unrestricted use of the airport. These privileges are confined to the necessary use of these spaces in connection with the flights, inspections, and routine duties.

SECTION 6

RULES FOR AIRCRAFT FUELING OPERATIONS

6.a. No aircraft shall be fueled or drained while the aircraft engine is running or while the aircraft is in a hangar or an enclosed area.

6.b. During all fuel operations, the aircraft shall be grounded by an approved method.

6.c. Smoking or lighting of an open flame shall be prohibited within fifty feet of any fueling operation.

6.d. Fueling operations shall be conducted and fuel trucks shall be parked at least fifty feet from any hangar or building.

6.e. No fuel storage and dispensing equipment shall be installed and used at the airport without the prior written approval of the owner. All such equipment shall be of a modern design and shall be kept in a safe and non-leaking condition. The use of skid tanks and other such devices is prohibited.

SECTION 7

FIRE REGULATIONS

7.a. Smoking or lighting of an open flame is prohibited at places with posted signs, within fifty feet of any aircraft and within fifty feet of hangars, fuel trucks, or fuel loading stations, and tank farms.

7.b. No person shall start an open fire any place on the airport without permission of the airport manager.

7.c. No person shall store material or equipment, use inflammable liquids or gases, or allow their premises to become in such condition so as to violate, in any manner, the fire code in force in the area of the airport. The storage of paint thinners, fuels or other such volatile materials in hangars is prohibited.

7.d. Tenants of all hangars and buildings shall provide suitable fire extinguishers and equipment, and they shall be kept in good condition as recommended by the fire chief and inspected at least every twelve months by trained personnel.

7.e. Tenants and persons are required to keep their premises clean and clear of all rubbish, junk, debris, old aircraft and vehicles, and unsightly objects. If, after warning by the airport manager, the area is not cleaned, cleaning will be done by the airport manager and billed to the tenant or person.

SECTION 8

REGULATIONS GOVERNING MINIMUM REQUIREMENTS

FOR ALL FIXED BASE OPERATIONS

8.a. All fixed base operations at the airport shall be full-time, progressive business enterprises, with manned office facility at the airport during all business hours. No fixed base operator shall be allowed to operate on the airport without a fully executed lease agreement with the owner.

8.b. Fixed base operators providing sale of aviation petroleum products shall also be required to meet the minimum standards and offer the services listed in sections _____.

Such operators may, at their option, engage in other aeronautical activities by qualifying to meet the associated minimum standards for the aeronautical services involved.

8.c. No persons or fixed base operators other than the operators qualifying under section 8.b. will be permitted to sell aviation petroleum products. All other fixed base operators may engage in such other aeronautical services as they may qualify themselves for in accordance with these regulations and their lease agreements.

8.d. The owner shall determine substantial conformance to the standards for fixed base operators.

8.e. Fixed base operators must show financial solvency and business ability to the satisfaction of the owner.

8.f. The minimum liability insurance which a fixed base operator shall carry is \$100,000 to \$300,000 for bodily injury and \$50,000 for property damage.

8.g. Fixed base operators will be required to furnish the owner a performance bond commensurate with the construction required under the minimum standards of service to be performed.

8.h. All construction required herein shall be in accordance with design and construction standards established by the owner for the facility involved.

8.i. Land available for commercial aeronautical activities is a valuable and limited commodity. It is the policy of the owner that no land areas or building space in excess of present and foreseeable requirements will be leased to any fixed base operator. Additional areas will be made available to operators on the basis of need and availability.

8.j. Fuel and Oil Sales. Persons conducting aviation fuel and oil sales on the airport shall be required to provide:

(1). Hard surface ramp space accessible by taxiway with electric pumps and tank storage having a capacity equal to the minimum tank truck load deliverable for 80/87 and 100/130 grade aviation fuel and, if public demand requires, also provide standard jet fuel.

(2). Properly trained line personnel on duty at least eight hours of every calendar day, seven days a week, and on call by readily accessible telephone at other hours during the day or night.

(3). Proper equipment for repairing and inflating aircraft tires, servicing oleo struts, changing engine oil, washing aircraft and aircraft windows and windshields, and for recharging or energizing discharged aircraft batteries and starters.

(4). Conveniently located (air conditioned) lounge or waiting rooms for passengers, and airplane crews of itinerant aircraft, together with sanitary rest rooms and public telephones.

(5). Adequate towing equipment and parking and tie-down area to safely and efficiently move aircraft and store them in all reasonably expected weather conditions.

(6). Adequate inventory of at least two brands of generally accepted grades of aviation engine oil and lubricants.

In conducting refueling operations, every operator shall install and use adequate grounding facilities at fueling locations to eliminate the hazards of static electricity and shall provide approved types of fire extinguishers or other equipment commensurate with the hazard involved in refueling and servicing aircraft.

8.k. Aircraft Maintenance and Repair. All persons operating aircraft engine and accessory maintenance facilities shall provide:

(1) Sufficient hangar space to house any aircraft upon which such service is being performed.

(2) Suitable storage space for aircraft awaiting maintenance or delivery after repair and maintenance have been completed.

(3) Adequate shop space to house the equipment and adequate equipment and machine tools, jacks, lifts and testing equipment to perform top overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft.

(4) At least one FAA certified air frame and engine mechanic available during eight hours of the day, five days per week.

- (5) Facilities for washing and cleaning aircraft.
- (6) Nonairworthy aircraft shall be screened from public view.
- (7) Separately partitionable space with adequate exhaust fans and fire protection for spray painting if this type work is performed.

8.1. Flight Training. All persons conducting flight training activities shall provide:

- (1) At least one full-time (eight hours per day six days per week) properly certificated flight instructor for single engine land airplanes.
- (2) At least one dual equipped single engine land aircraft properly equipped and maintained for flight instruction and such additional types of aircraft as may be required to give flight instruction of the kind advertised.
- (3) Adequate classroom space for at least _____ students with proper rest room and seating facilities. A part of the required facilities, with the consent of the owner, may be located off airport property.
- (4) Adequate mock-ups, pictures, slides, film strips or other visual aids necessary to provide proper ground school instruction.
- (5) Properly certificated ground school instructor providing regularly scheduled ground school instructions sufficient to enable students to pass the FAA written examinations for private pilot and commercial ratings.
- (6) Continuing ability to meet certification requirements of the FAA for the flight training proposed.
- (7) Adequate public liability and property damage insurance sufficient to protect the operator and the _____ from legal liabilities involved.

8.m. Aircraft Charter and Taxi Service. Persons operating aircraft charter and taxi service shall provide:

- (1) Passenger lounge, rest room and telephone facilities as required of an operator for fuel and oil sales.
- (2) Adequate table, desk or counter for checking in passengers, handling ticketing or fare collection, handling of luggage.

(3) Shall have properly certificated suitable aircraft with properly certificated and qualified operating crew available for service when not otherwise engaged in such service. Such crew and aircraft shall be available upon call within one hour's notice.

(4) Shall provide passenger liability insurance of at least _____ per passenger seat and property damage liability of at least _____.

8.n. Aircraft Rental and Sales. Persons conducting aircraft rental and sales activity shall provide:

(1) Suitable office space for consummating sales and/or rentals and the keeping of the proper records in connection thereof.

(2) Hangar storage space for at least one aircraft to be used for sales or rental.

(3) For rental, at least one airworthy aircraft suitably maintained and certificated.

(4) Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators on the airport for such service and repair.

(5) There shall be available, at least during eight hours of the working day, a properly certificated pilot capable of demonstrating new aircraft for sale or for checking out rental aircraft.

(6) The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of aircraft and models sold.

(7) Current up-to-date specifications and price lists for types and models of new aircraft sold.

(8) Proper check lists and operating manuals on all aircraft rented and adequate parts catalogue and service manual on new aircraft sold.

8.o. Crop Dusting and Spraying. Persons seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the _____ that:

(1) Suitable arrangements have been provided for the safe storage and containment of noxious chemical materials; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the airport.

(2) The operator shall have available properly certificated aircraft suitably equipped for the agricultural operation undertaken.

(3) No crop dusting operation shall be conducted on the principal public use apron or ramp of the airport. Adequate operational space shall be assigned by owner.

8.p. Miscellaneous operations such as radio and instrument repairs, aerial advertising, aircraft tie down, and other aeronautical activities not hereinbefore provided for may be conducted by any person, firm or corporation upon application to and approval of the owner. Reasonable terms and conditions for the privilege of engaging in these various services will be established by the owner commensurate with the nature and scope of the activities involved.

8.q. Hangar space, office and lounge space, aircraft parking area and other such required facilities will be coterminous or concurrent requirements where an operator offers multiple services to the extent that such facility requirements will be reasonable.

8.r. Minimum standards for hangars, shops or other buildings to be constructed on the airport. Hangars shall contain a minimum of _____ square feet of floor space. Maintenance shops shall contain a minimum of _____ square feet of floor space. These buildings shall be fireproofed and of metal or masonry construction, properly designed doors at both ends, stressed in accordance with the national building code, floor of properly constructed concrete or asphalt or sufficient designed load strength to sustain all types of aircraft using the facility.

An area of _____ square feet of office space, rest rooms, and lounge which may be an adjunct to other buildings, must also be fireproofed and of steel or masonry construction.

8.s. Aircraft parking aprons shall be constructed according to plans and specifications approved by the owner. Areas of aircraft parking apron may be required for operators selling aviation petroleum products, ramp services and aircraft repair.

8.t. All services shall be provided on a fair, equal, and not unjustly discriminatory basis to all users of the airport. The prices charged for each unit of service shall be fair, reasonable, and not unjustly discriminatory; provided, that the operator may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar type price reductions to volume purchasers.

8.u. The operator shall provide his services in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (P.L. 88-352). Accordingly, no person shall be denied equal services on the ground of race, color, or national origin.

8.v. [Suggestion to airport owner as to airport user fees. The airport owner may want to consider an airport user's fee plan whereby all fuel flowage fees are established and changed from time to time by resolution or ordinance of the owner. The benefits of the plan are several. All users, whether commercial, corporate, or otherwise, who store fuel for sale or personal use would be subject to the same fuel flowage fee. Airport leases would include the proper enabling clauses making such users subject to this fuel flowage fee as it may be established or changed from time to time. By using this device, airport leases and user charges can be made to be uniform, fair, and responsive to periodic budgetary processes. If the owner desires to use this device, a rule similar to the following could be inserted: All persons or firms engaged in the sale of fuel at the airport or who otherwise stores fuel for their own use, shall be subject to the same fuel flowage fee, which shall be established and changed from time to time by the owner.]

SECTION 9
PROCEDURES FOR RECEIVING
AND PROCESSING APPLICATIONS
FOR COMMERCIAL OPERATIONS

9.a. Any applicant wishing to establish an aeronautical activity on the airport shall be furnished a copy of these minimum standards, as amended, and shall make application in writing to the owner, setting forth in detail the following:

- (1) The name and address of the applicant;
- (2) The proposed land use, facility and/or activity sought;
- (3) The names and the qualifications of the personnel to be involved in conducting such activity;
- (4) The financial responsibility and technical ability of the applicant and operator to carry out the activity sought;
- (5) The tools, equipment, services and inventory, if any, proposed to be furnished in connection with such activity;
- (6) The requested or proposed date for commencement of the activity and the term of conducting the same;
- (7) The estimated cost of any structure or facility to be furnished, the proposed specifications for same, and the means or method of financing such construction or acquisition of facilities.

9.b. Upon the filing of such an application with the owner, it shall be immediately referred to the appropriate committee and considered at the next scheduled meeting. If no meeting is scheduled within thirty (30) days from the filing of such application, a meeting shall be called for considering same and notice thereof given to the applicant.

Upon consideration of the application, the owner shall determine whether or not the applicant meets the standards and qualifications as herein established and whether or not such application should be granted in whole or in part.

9.c. Upon approval of any such application in principle, the owner shall cause to be prepared a suitable lease or contract agreement setting forth the terms and conditions under which the fixed base operation shall be conducted.

9.d. Any rejected application shall be returned to the applicant within ten (10) days of the rejection with a written explanation of the reasons for rejection.

SECTION 10

SPECIAL AIRPORT USES

10.a. The owner obligates itself to operate the airport for the use and benefit of the public and to keep the airport open to the various types, kinds, and classes of aeronautical use for which the airport facility is designed and intended to serve.

10.b. The owner has established these rules to be met by all users so as to provide for the safe and efficient use of the airport and to otherwise protect the safety of persons and property both on the ground and in the air.

10.c. It is understood that the landing area facilities constructed are primarily intended for the use of powered aircraft whose weights are not in excess of the published strengths of the paved surfaces concerned. Operations on these surfaces of aircraft slightly in excess of the published pavement strengths may be permitted on an infrequent basis with the permission of the owner.

10.d. No operations involving nonpowered aircraft, including gliders, balloons, parachuting and other unusual and special classes of aeronautical activities, will be permitted on the airport without the prior written approval of the owner.

10.e. Considering the owner's obligation to keep the airport open to the public for aeronautical purposes, the airport facilities will not be used for nonaviation events which would conflict with its aeronautical use.

10.f. All ordinances or parts of ordinances in conflict herewith are repealed.

ADOPTED BY OWNER _____