

# ***ARTICLE III – AIRPORT RULES AND REGULATIONS***

## **Article IIIA General Rules And Regulations For Use Of Airport**

### **Section 3A.01. Purpose of Rules and Regulations.**

Airport Rules and Regulations provided in this document and any amendments thereto, adopted pursuant to the Airport Code, are intended for the safe, orderly and efficient operation of the Airport, and apply to all Persons using the Airport for any reason.

### **Section 3A.02. Conflicting Laws, Ordinances, Regulations and Contracts.**

- (a) In any case where a provision of these Regulations is found to be in conflict with any other of its provisions, or to be in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the City, County, or state the provision which establishes the higher standard for the promotion and protection of the health and safety of the public shall prevail.
- (b) In cases where two or more provisions of Airport Rules and Regulations are in conflict, the most stringent or restrictive shall prevail.
- (c) It is not intended by these regulations to repeal, abrogate, annul, or in any way impair or interfere with existing or future provisions of other laws, ordinances, codes, rules or regulations except those specifically repealed by this Code, or to excuse any Person from performing obligations to the City or County under any existing or future Lease or other contract, and compliance with these regulations does not excuse failure to comply with any other law.

### **Section 3A.03. Responsible party.**

Any Person accessing the Airport shall be responsible for his actions and all actions of any Person to whom he provide access, whether directly or indirectly.

### **Section 3A.04. Minimum Operating Standards.**

Prior to commencing any Aeronautical or Commercial Activities at the Airport, all Persons shall comply with all applicable requirements concerning such activities as are set forth in this Code.

### **Section 3A.05. Closing of Airport.**

In the event that the conditions of the Airport are unsafe for Aircraft Operations, it shall be within the Airport Manager's authority to close the entire Airport or any part thereof for the time required to correct the unsafe conditions.

### **Section 3A.06. Enforcement.**

In the event that any Person violates these regulations, The Airport Board may call upon City or County law enforcement officers to impound property and/or impose fines as provided for under the Airport Code or other applicable laws. The Airport Board may also deny use of the Airport to any Person violating these regulations.

### **Section 3A.07. Appeals.**

- (a) An applicant may appeal any adverse action or decision of the Airport Manager by providing written notice to the Airport Manager of intent to appeal such within ten (10) calendar days of said action or decision.
- (b) If the tenth day falls on a weekend or holiday, the notice of appeal shall be considered effective if it is delivered to the Airport Manager before 5:00 o'clock p.m. on the first regular business day following the expiration of the ten (10) days specified herein.
- (c) The Airport Board shall hear and decide all appeals from Airport Manager decisions. Upon receipt of written notice of intent to appeal, the Airport Manager shall schedule a hearing on the appeal, which hearing shall be held no later than 10 days after notice of appeal is received by the Airport Manager.
- (d) The appellant shall be notified in writing of the date, time and place of the scheduled review by the Airport Board, and shall be advised of his right to appear and participate in the appeal hearing.
- (e) When required in the interests of fairness, the presiding officer of the Airport Board may grant a continuance of the hearing, but all hearings shall be heard not later than forty-five (45) days after the date that the notice of appeal was filed.
- (f) The appellant may be represented by counsel at the hearing and the Airport Manager may be represented by the Contractor's attorneys. Both the appellant and the Airport Manager shall have the right to present evidence through testimony or exhibits and to cross-examine witnesses. The Airport Board shall preside over the proceedings and shall determine the order and manner of proof.

The Airport Board members may question the witnesses. The hearing shall be informal and the rules of evidence shall not apply.

- (f) If the appellant fails to attend the hearing, the appeal shall be deemed to have been waived, and the Airport Manager's decision shall become final.
- (g) The Airport Board may announce its decision orally at the conclusion of the hearing, but in any event shall render its decision in writing within ten (10) calendar days after the conclusion of the appeal hearing, unless all parties stipulate that additional time is required in order for the Airport Board to render a fair decision. The Airport Board's decision shall be based on a preponderance of the evidence found, and its decision shall be final.
- (h) When a denial of use is the subject of an appeal under this Section, the denial of use shall not be effective unless it is sustained by the Airport Board. The denial of use shall be effective immediately when the ruling is made by the Airport Board at the time of the hearing, or upon mailing of the written notice of ruling as provided in this section, when the ruling is made at a time after the hearing is concluded

#### **Section 3A.08. Aircraft Parking.**

- (a) No Person shall park any Aircraft at the Airport except within an Aircraft Parking or Storage area.
- (b) No Person shall park an Aircraft in an Aircraft Parking and Storage area without first having obtained an Aircraft Storage permit if such a permitting process is then in effect.
- (c) Any Person who parks an Aircraft in a transient Aircraft Parking and Storage area shall remit to the Airport Manager or FBO any applicable transient parking fees, as approved by the Airport Board.
- (d) Any Aircraft parked in violation of this section that presents an operational or safety concern in any area of the Airport, shall be moved on order of the Airport Manager, the Owner's expense. The City/County shall not be liable for any damages that may result from the relocation of the Aircraft.

#### **Section 3A.09. Aircraft Hangars.**

- (a) Aircraft storage Hangars shall only be used for the following purposes:
  - 1. Storage and parking of Aircraft and associated Aircraft equipment and supplies as approved by the Airport Manager. Aircraft parked in

Hangars and Patio Hangars shall be parked in a manner so as to be completely contained in their designated space and not obstruct adjacent Aircraft Parking and Storage areas or Taxi-lanes, except for purposes of immediate and temporary staging and fueling of such Aircraft; and

2. Parking of non-Aircraft vehicles that display a valid Airport vehicle permit, should such a permitting process then be in effect.
- (b) Use of Aircraft Hangars (including Patio Hangars) shall be subject to the following restrictions:
1. No Major Aircraft Alterations and Repairs shall be performed in Hangars except by properly licensed Persons.
  2. Where no Personnel exit is provided, the sliding Hangar doors shall remain open as required by any applicable Fire Code(s) then in effect, and
  3. Oily rags, oil wastes, rags and other rubbish and trash may only be stored in containers with self-closing, tight-fitting lids as approved by the Airport Manager.
- (c) Aircraft Hangars shall be subject to inspections by the Airport Manager and City Fire Department to ensure compliance with all laws, ordinances and this Code.
- (d) Requirement for Aircraft Hangar Construction: In no event shall the Airport Manager authorize construction or erection of a structure unless aircraft hangar is constructed of permanent metal and/or masonry construction, has a concrete slab floor, conforms to planning and zoning requirements and, as a minimum, meets applicable building, fire and other codes or standards applicable in the City and/or on the Airport. Any aircraft hangar constructed, including specifications and color, shall be approved by the Airport Manager.

### **Section 3A.10. Aircraft T-Hangars.**

In addition to other provisions regarding Hangars contained herein, the following restrictions apply to T-Hangars:

- (a) Major Aircraft Alterations and Repairs or Preventive Aircraft Maintenance shall not be conducted in or from any Hangar for any Aircraft not listed on the permit or lease for that Hangar without prior written approval from the Airport Manager.

- (b) Oxygen or any combustible compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s). Compressed gas cylinders or tanks must have pressure relief devices installed and properly maintained. Cylinders or tanks not in use shall have a transportation safety cap installed; and
- (c) Except for trickle chargers, batteries shall only be charged while the Owner, Operator or Tenant is in attendance. Aircraft batteries when installed in an Aircraft shall not be connected to a charger when the Aircraft is located inside or partially inside a Hangar.

**Section 3A.11. Aircraft Patio-Hangars and Tie-Downs.**

- (a) Aircraft Patio Hangars and Tie-Downs shall only be used for the following purposes:
  - 1. Storage and parking of the Aircraft listed on the Aircraft Storage Permit, if any, for that Patio-Hangar or Tie-Down permittee. Aircraft will be parked in a manner so as to be completely contained within the Aircraft parking space and not obstructing adjacent Aircraft Parking and Storage areas or Taxi Lanes, except for purposes of immediate and temporary staging and fueling of such Aircraft; and
  - 2. Conducting Preventive Aircraft Maintenance on the Aircraft listed on the Aircraft Storage Permit, if any, for that Patio-Hangar or Tie-Down and in accordance with applicable regulations.
- (b) Use of color-coded Tie-Downs, if any, shall be subject to the following restrictions:
  - 1. Tie-Downs painted white are reserved tie-downs and shall not be used without the user first receiving an approved Aircraft Storage Permit; and
  - 2. Tie-Downs painted yellow are Transient Aircraft Tie-Downs for the purposes of short-term or overnight parking. No Person shall park an Aircraft in a Transient Aircraft Tie-Down for a period greater than fourteen (14) consecutive calendar days unless identified by an FBO as a Transient Aircraft client. If any Aircraft is parked in violation of this section, or, in the determination of the Airport Manager, presents an operational or safety concern in any area of the Airport, the Airport Manager may cause said Aircraft to be delivered into the care of an FBO at the Airport at the Owner's/Operator's expense and without liability for damage which may result in the course of such moving.

**Section 3A.12. Aircraft Maintenance Areas.**

Aircraft maintenance areas as designated by the Airport Board, shall only be used for Preventive Aircraft Maintenance and in accordance with the posted rules at each maintenance area. Major Aircraft Alterations and Repairs shall only be conducted in designated Aircraft maintenance areas.

**Section 3A.13. Wash Racks.**

Wash racks shall be used for purposes of washing and polishing Aircraft, and any other purpose approved by the Airport Manager. Washing/cleaning materials and run-off shall be used and disposed of in compliance with all applicable federal, state, county and local laws and regulations.

**Section 3A.14. Airside Roads.**

Airside roads shall only be used by authorized Vehicles, which include all Airport administration vehicles, FBO fuel trucks, and other Vehicles with prior written approval from the Airport Manager.

**Section 3A.15. Passenger Loading.**

No Person shall enplane or deplane an Aircraft operated for the purpose of Commercial Activity that has a seating capacity greater than eight (8) passengers except at designated Gate Positions, or in other areas determined by the Airport Manager.

**Section 3A.16. Terminal Gate Positions.**

Terminal gate positions, if any, shall only be used for the parking of Aircraft for periods up to two (2) hours, unless otherwise authorized in writing by the Airport Manager. Additionally, no Person shall repair any Aircraft while it is parked at a terminal gate position, except when repairs are needed to relocate the Aircraft.

**Section 3A.17. Smoking Areas.**

No Smoking shall be permitted within fifty (50) feet of an Aircraft, fuel truck or fuel storage area, or any other location where smoking is prohibited by law, or any other location designated by the Airport Manager as a no-smoking area.

**Section 3A.18. Restricted Areas.**

- (a) No Person shall enter the Airside area, except as necessary for the lawful use of an Aircraft thereon, or to conduct a permitted business activity, without prior consent of the Airport Manager.

- (b) No Person shall enter any area posted as being closed to the public, except with the consent of the Airport Manager.
- (c) No Person shall enter into, remain in, or place any object in, or remove any object from any Hangar, Patio-Hangar or other Building at the Airport without prior consent of either the Airport Manager, or the Person with the legal right of possession of such Hangar or Building.

**Section 3A.19. Access Codes/Devices.**

Persons who have been provided either a code or device for the purpose of obtaining access to the Airport shall not divulge, duplicate, or otherwise distribute the same to any other Person, unless otherwise approved in writing by the Airport Manager

**Section 3A.20. Self-services.**

- (a) Persons are permitted to fuel, wash, repair, paint, or otherwise service their own Based Aircraft, provided there is no attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Regulations and all applicable laws.
- (b) An Aircraft owner may hire an individual or a Technical Specialist to provide, under his direction and supervision, services only on the owner's Based Aircraft.
- (c) Aircraft owners shall notify the Airport Manager at least one (1) hour in advance of any Technical Specialist performing maintenance services on any Aircraft.

**Section 3A.21. Major Aircraft Alterations and Repair.**

Major Aircraft Alterations and Repairs are prohibited on the Airport except:

- (a) By a Person holding a valid Airport Business Permit, if any, for such activity;  
or
- (b) By the owner of the Aircraft in compliance with these regulations.

**Section 3A.22. Maintenance of Premises.**

All Persons having possession, control or use of any portion(s) of the Airport shall at all times maintain such premises in clean, serviceable, safe and operable condition and repair. No Person shall store or stock materials or equipment in such a manner as to be

unsightly or constitute a hazard to Personnel or property, as determined by the Airport Manager.

**Section 3A.23. Waste Containers and Disposal.**

All Persons using the Airport shall dispose of all waste in appropriate waste containers. All waste disposal shall be in accordance with direction by the Airport Manager and all applicable laws and regulations.

**Section 3A.24. Storage, Transfer and Cleanup Charges.**

The Airport Manager may call upon City or County law enforcement officers or other government officials to remove and impose storage, removal and transfer charges upon any property unlawfully located at the Airport. The Contractor may clean up any material unlawfully spilled, placed or otherwise deposited at the Airport and may assess the cost of the cleanup and any and all related expenses against the responsible Person.

**Section 3A.25. Model Aircraft, Kites, Fireworks, etc.**

Per FAA criteria, no Person shall fly, release or use a model Aircraft, rocket, kite, fireworks, laser, balloon, parachute, etc., within five (5) miles of the Airport if such activity would create a hazard to Aircraft Operations, or as otherwise determined to be hazardous by the Airport Manager or Airport Traffic Control Tower should one be active.

**Section 3A.26. Commercial Photography.**

No Person shall take still, motion or sound pictures, including digital images of, or at, the Airport for commercial purposes without first receiving written approval from the Airport Manager, and paying any applicable fees.

**Section 3A.27. Advertisements.**

No Person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the Airport without permission from the Airport Manager.

**Section 3A.28. Animals.**

No Person shall enter the Airport with a dog or other animal unless the animal is, and remains restrained by a leash or properly confined as determined by the Airport Manager.

**Section 3A.29. Disorderly Conduct, Intoxicating Liquors, etc.**

(a) No Person shall:

1. Commit any disorderly, obscene, or unlawful act, or any nuisance on the Airport: or
2. Drink any alcoholic beverage upon any portion of the Airport open to the public except in such facilities as may be lawfully established for alcoholic beverage dispensing, or other place as shall be properly designated for alcoholic beverage dispensing by the Airport Manager for the purpose of a special event.

(b) No unauthorized Person shall enter upon or loiter on or about the Airport.

### **Section 3A.30. Property Damage, Injurious or Detrimental Activities.**

No Person shall destroy, deface, injure or disturb in any way Airport property or conduct at the Airport activities that are injurious, detrimental or damaging to Airport property or to activities and business of the Airport. Any Person causing, or liable for, any damage shall be required to pay on demand the full cost of repairs.

### **Section 3A.31. Alteration of Airport Property.**

No Person shall make alterations to any signs, Buildings, Aircraft Parking and Storage areas, Leased Areas or other Airport property, nor erect any signs, Buildings or other structures without prior written permission of the Airport Manager. Such Persons shall comply with all building codes and permit procedures of the Airport and shall deliver to the Airport Manager as-built plans upon completion.

### **Section 3A.32. Lost articles.**

Lost articles found in public areas of the Airport shall be turned in to the Airport Manager's Office or to an FBO staff member. Unclaimed articles will be disposed of as Abandoned Property according to law.

### **Section 3A.33. Abandoned Property.**

No Person shall abandon any property on Airport property or in any Building on the Airport.

### **Section 3A.34. Flying Clubs.**

A Flying Club ("Club") shall meet the following standards:

- (a) At the time of applying for a lease, license, permit or agreement with or from the Airport Board to operate at the Airport, the Club shall furnish the Airport Manager with a copy of its documents of organization; the Club's list of

members, including names of officers and managers; evidence of required insurance; a description of all Aircraft used; evidence that such Aircraft are properly certificated; evidence of Ownership of such Aircraft; and any operating rules of the Club;

- (b) All Aircraft used by the Club shall be owned by the Club or leased exclusively by written agreement to the Club, and all Ownership or lease rights to such Aircraft must be vested on a pro-rata basis in all of the Club's members. The property rights of the Club members shall be equal, and no part of any revenues received by the Club shall inure to the direct benefit of any member (e.g., by salary or bonus). The Club shall not derive greater revenue from the use of its Aircraft than the amount necessary for the operation, maintenance and replacement of its Aircraft and facilities;
- (c) The Club's Aircraft shall not be used by any Person other than the Club's members and shall not be used by any Person for hire, charter or air taxi. Flight instruction may be given in Club Aircraft; and
- (d) The Club shall pay fees as prescribed by Lease, license, permit or agreement, and any applicable fees identified on the Airport rates and fees schedule.

**Section 3A.35. Living Quarters.**

No Person may make any temporary or permanent living quarters on Airport property.

**Section 3A.36. Through-the-Fence Policy.**

No Person shall be permitted direct ground access to or from the Airport by his Aircraft or his Vehicle from property adjacent to the Airport.

**Article IIIB – Aircraft Rules**

**Section 3B.1. Landing and Takeoff of Aircraft.**

- (a) Except in an emergency, all fixed wing Aircraft landings and takeoffs shall be made on a Runway.
- (b) Landing Aircraft shall clear the Runway as soon as practical, consistent with safety, taxiing ahead to the nearest turn-off.
- (c) No Aircraft may take-off or land on a closed Runway.

**Section 3B.2. Aircraft Wingspan Restrictions.**

Aircraft with wingspans exceeding the wingspan for designated areas shall not occupy a Hangar, Patio-hangar or Tie-down, or operate in such areas of the Airport .

### **Section 3B.3. Traffic Patterns and Noise Abatement Procedures.**

- (a) Left traffic patterns shall be utilized for all landings and take-offs for all Runways.
- (b) Runway 12 is the preferred Runway when winds are less than five (5) knots.
- (c) Arrivals and departures to and from the Airport shall avoid flight over populated, residential, or noise sensitive areas whenever possible, consistent with safety. Aircraft operators are expected to follow appropriate noise abatement procedures.
- (d) Formation takeoffs are prohibited, except with permission of the Airport Manager for special events.

### **Section 3B.4. Traffic Pattern Altitudes.**

Traffic pattern altitudes above ground level (AGL) for Aircraft Operations at the Airport are as follows:

- (a) Helicopters, five hundred (500) feet (AGL).
- (b) Propeller (piston), one thousand (1,000) feet (AGL).
- (c) Turbine-powered, one thousand five hundred (1,500) feet (AGL).

### **Section 3B.5. Disabled Aircraft.**

Aircraft owners and operators shall be responsible for the prompt removal of disabled Aircraft and parts thereof, unless required or directed by the Airport Manager or the FAA or the NTSB to delay such action pending an investigation of an Accident. In the event of failure to promptly remove such disabled Aircraft, the Airport Manager may cause the Aircraft to be removed and bill the owners thereof for all charges incurred in the removal. The City/County shall not be responsible for damage to disabled Aircraft removed by the owner, the operator, or other Persons.

### **Section 3B.6. Ultra-light Aircraft.**

No ultralight Aircraft may land or take off at the Airport without prior written permission of the Airport Manager and having complied with all sections of FAR Part 103.

### **Section 3B.7. Running of Aircraft Engines.**

Aircraft engines shall only be run at idle when on the ground, except as may be necessary for safe taxiing operations, taking off, landing, preflight testing, and maintenance testing. At no time shall Aircraft engines be operated while the Aircraft is in a Hangar or Patio-Hangar. All Aircraft preflight engine run-ups shall be conducted in the appropriate run-up areas.

### **Section 3B.8. Exhaust and Propeller Blast.**

No Aircraft engine shall be started or Aircraft taxied where the exhaust or propeller blast may cause injury to Persons, or do damage to property, or spread debris.

### **Section 3B.9. Taxiing of Aircraft.**

No Person shall taxi an Aircraft without first taking all necessary precautions to prevent a collision with other Aircraft, Persons or objects. Aircraft shall not be taxied into or out of any Hangar, Patio-hangar, or other covered area. No Person shall taxi an Aircraft except on areas designated for taxiing. If it is impossible to taxi Aircraft in compliance with this section, then the engine must be shut off and the Aircraft towed.

### **Section 3B.10. Common Air Traffic Advisory Frequency.**

Aircraft operators shall utilize the common air traffic advisory frequency, 122.7 MHz; to broadcast their intentions as provided in the Aeronautical Information Manual (AIM) Chapter 4.

### **Section 3B.11. Accident Reports.**

Any Persons involved in an Aircraft Accident occurring on the Airport, shall make a full report thereof to the Airport Manager as soon after the Accident as practical, but in no event later than the time required for reporting the accident to the FAA, NTSB, or to any other governmental agency, or within forty-eight (48) hours of the accident, whichever is sooner. The report shall include the names and addresses of the Persons involved, and a description of the Accident and its cause. A copy of an accident report required by any federal or state law, regulation, or agency, shall also be submitted to the Airport Manager.

### **Section 3B.12. Interfering or Tampering with Aircraft Prohibited.**

No Person shall interfere or tamper with any Aircraft, or use any Aircraft, Aircraft parts, instruments or tools without permission of the Owner, or under the specific direction of the Airport Manager in an emergency.

## **Article IIIC – Vehicles, Pedestrians, Etc.**

### **Section 3C.1. General requirements.**

No Person shall operate a Vehicle on the Airport except in accordance with the following rules, and all federal, state and local law:

- (a) All Vehicles shall yield right of way to Aircraft in motion and emergency Vehicles;
- (b) No Vehicle shall approach closer than one hundred (100) feet to any Aircraft whose engines are running, excluding ground service and emergency Vehicles; and
- (c) All Vehicles, upon entering or exiting an Airport access gate, shall wait for the gate to completely close behind them before proceeding to their destination so as to not allow the entry of an unauthorized Vehicle.
- (d) No Vehicle shall be operated on the Runways or Taxiways unless so authorized by the Airport Manager.
- (e) Any Vehicle authorized to operate on the Airport Runways or Taxiways shall display a rotating or steady beacon that complies with FAA Advisory Circular 150/5210-5B.
- (f) All Vehicles that are authorized to operate on Taxiways or the Runways must be equipped with a two-way aviation radio, and must receive a clearance from, and remain in continuous communications with, the Airport Traffic Control Tower (ATCT) should one be active. Regardless whether an ATCT is active, any Vehicle authorized to access the Taxiways or Runways is required to monitor 122.7, the common air traffic frequency for the Airport, and have the ability to communicate with Aircraft via a two-way aviation radio.

### **Section 3C.2. Licensing, Registration and Insuring of Vehicles.**

- (a) No Person shall operate a vehicle of any kind on the Airport without proper registration and a valid state operator's license.
- (b) All vehicles shall maintain the appropriate type and amount of vehicle liability insurance required by state law.

### **Section 3C.3. Control of Vehicles.**

No Person shall operate or park a Vehicle at the Airport in a manner prohibited by signs, pavement markings or other posted signals, or in violation of these Regulations.

### **Section 3C.4. Speed Limits.**

All Vehicles shall be operated in compliance with any posted speed limits at the Airport. The maximum speed limit for all Vehicles in the Airside area, with the exception of authorized municipal vehicles in the performance their official duties, is fifteen (15) miles per hour, unless posted otherwise.

### **Section 3C.5. Authority to Remove Vehicles.**

The Airport Manager may cause to be removed from any area of the Airport any Vehicle which is disabled, abandoned, parked in violation of these regulations, or which presents an operational problem to any area of the Airport, at the operator's expense and without liability for damage which may result in the course of such movement.

### **Section 3C.6. Scooters, Bicycles, and Miscellaneous Vehicles.**

No Person shall use at the Airport any Vehicle not licensed or otherwise permitted by state law for operation on a public street or highway. This section does not pertain to City/County Vehicles or Vehicles used solely for tugging, marshaling, or refueling Aircraft. On a case-by-case basis, and with the prior written approval of the Airport Manager, other modes of transportation may be used on the Airport.

### **Section 3C.7. Motor homes, Boats and Recreational Vehicles.**

Motor homes, boats, and recreational Vehicles shall not be stored anywhere on the Airport unless in accordance with an approved lease, or with the consent of the Airport Board.

### **Section 3C.8. Parking Restrictions.**

- (a) No Person shall park or leave any Vehicle standing, whether occupied or not, except within a designated parking area.
- (b) Aircraft owners and operators may park their Vehicle in covered Aircraft Storage and Parking space designated for their Aircraft, provided that the Vehicle is parked in a manner so as to be completely contained in the Aircraft Parking or Storage Space and not obstruct adjacent areas or Taxi Lanes.

- (c) All parked vehicles must display a valid Airport Vehicle Permit if parked in a designated restricted parking area.

**Section 3C.9. Pedestrians in the Airside Area.**

No Person shall walk, stand, or loiter in the Airside area where such activity may be an operational or safety concern.

**Section 3C.10. Vehicle Repair.**

No Person shall clean or make any repairs to Vehicles anywhere on the Airport, other than in designated shop areas, except those minor repairs necessary to remove such Vehicles from the Airport.

**Article IIID -- Fueling, Flammable Fluids, and Safety**

**Section 3D.1. Fuel Safety.**

All transportation, storage and other handling of Aircraft and Vehicle fuel shall comply with: the International Fire Code, 2000 Edition as published by the International Code Council, Inc. and as amended by the City Council for the City of Kerrville; FAA Advisory Circular 150/5230-4, as amended; all requirements of these Regulations; and all other applicable law or regulations.

**Section 3D.2. Unauthorized Fuel Possession and Storage.**

Except as expressly permitted by these Regulations, no Person shall possess fuel at the Airport.

**Section 3D.3. Storage of Aircraft Fuel Trucks, Trailers and other Aircraft Refueling Devices.**

- (a) Aircraft refueling Vehicles, other moveable Aircraft fuel containers and refueling devices shall be stored outside and not less than one hundred (100) feet from a Building, or such other distance as shall be approved by Airport Manager and City Fire Department.
- (b) Aircraft refueling Vehicles shall be parked in a manner, which provides a minimum of ten (10) feet of separation between said Vehicle and any other Vehicle or Aircraft refueling device.

- (c) No Aircraft refueling Vehicle, Aircraft fuel container, or other Aircraft refueling device, empty or otherwise, shall be brought into, kept or stored within any Building at the Airport unless the Building is used exclusively for that purpose.

**Section 3D.4. Aircraft Fueling Locations.**

All Aircraft fueling shall be performed outdoors. Aircraft being fueled shall be positioned so that Aircraft fuel system vents or fuel tank openings are not closer than twenty-five (25) feet from any Building, Patio-Hangar or Hangar unless otherwise approved by the Airport Manager and City Fire Department.

**Section 3D.5. Fueling Requirements.**

An FBO or self-fueling Operator shall not engage in Fueling Operations at the Airport without having first been issued a Fueling Operations Permit by the Airport Manager.

**Section 3D.6. Applications; issuance and renewal:**

- (a) An application for the issuance or renewal of a Fueling Operations Permit shall be on file with the Airport Manager on an application form provided for that purpose, which must be signed by the applicant;
- (b) When an application has been filed with the Airport Manager, he shall make an inspection of such applicant's site, equipment and fuel for the proposed Fueling Operations in order to ensure compliance with all applicable laws, ordinances or regulations;
- (c) The Airport Manager shall issue or renew a Fueling Operations Permit within 30 days of receipt of an application unless one or more of the following is found to be true:
  - 1. The applicant has failed to provide required information or has provided false information in his application;
  - 2. The applicant's proposed Fueling Operations will violate an applicable law, ordinance or regulation;
  - 3. The applicant has had Fueling Operations Permit revoked or suspended within the two years preceding the date of the application; or
  - 4. The applicant has failed to meet the minimum requirements of this division; and

- (d) A permittee shall display a Fueling Operations Permit issued by the Airport Manager in a conspicuous place on the permittee's premises at all times.

**Section 3D.7. Maintenance of Fuel Servicing Vehicles.**

Maintenance and servicing of Aircraft fuel servicing vehicles shall be performed outdoors or in a Building approved for that purpose.

**Section 3D.8. Open flame.**

There shall be no open flames in the Airside area, within fifty (50) feet of any Aircraft, fuel truck, and/or fuel storage area, or where specifically prohibited. The category of open flames and lighted open-flame devices shall include, but shall not be limited to, the following:

- (a) Exposed flame heaters, liquid, solid or gaseous devices, including portable and wheeled gasoline or kerosene heaters and gas or charcoal grills;
- (b) Heat-producing, welding, or cutting devices and blowtorches; and
- (c) Flare pots or other open-flame lights.

**Section 3D.9. Removal of Gas, Oil, Grease, etc.**

In the event of spillage or dripping of gasoline, oil, grease or any other material which may be unsightly or detrimental to the Airport, the same shall be removed immediately and the affected area shall be restored to its condition prior to the spillage or dripping. The responsibility for such removal and restoration shall be assumed by the Operator or Owner of the equipment causing the same, or by the tenant or concessionaire responsible for the spillage or dripping. In the event of failure by the responsible Person to remove the material and restore the affected area, the Airport Manager may arrange for removal and restoration may charge the responsible Person for all resulting costs.

**Section 3D.10. Fire Extinguishers.**

- (a) All Airport tenants, lessees, licensees and permittees shall supply and maintain such adequate and readily accessible fire extinguishers as may be required by applicable fire codes and regulations. Each fire extinguisher shall carry a suitable tag showing the date of most recent inspection.
- (b) At least two (2) fire extinguishers, each having a rating of at least 20-BC, shall be available for use in connection with Aircraft Fuel Handling Operations.

### **Section 3D.11. Underground Tanks.**

There shall be no underground fuel storage tanks at the Airport.

### **Section 3D.12. Moveable Fuel Storage Tanks.**

Unless otherwise approved by the Airport Manager moveable fuel storage tanks are prohibited at the airport except for:

- (a) Fuel trucks constructed, operated and maintained in all respects as required by law;
- (b) Permanent fuel tanks in an operable Aircraft;
- (c) Tanks not exceeding one-gallon capacity/county used solely for sampling and testing fuel, engines and fuel handling apparatus; and
- (d) Tanks lawfully transporting fuel for immediate dispensing into a fuel storage tank permitted by these Regulations. Such vehicles shall access the Airport at a point approved by the Airport Manager and remain under escort by a representative of the company receiving the fuel.

### **Section 3D.13. Self-fueling.**

Except as may be prohibited by other provisions of these Regulations and any other applicable law, Owners of Aircraft based at the Airport who desire to self-fuel their Aircraft, shall apply for and receive a self-fueling permit from the Airport Manager. The preceding sentence does not apply to the use of a self-service fuel facility provided by an FBO.

### **Section 3D.14. Vehicle fuel.**

No Person shall possess vehicle fuel on the Airport except:

- (a) Within the permanently installed fuel tank of a Vehicle for use only by that Vehicle; or
- (b) Within above ground storage tanks with a capacity of not more than two thousand (2,000) gallons, lawfully installed and maintained in accordance with all applicable Federal Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) rules and regulations, and all applicable fire codes.