



# **Rules and Regulations**

***Adopted by the Town of Addison City Council***

December 14, 2010



# **ADDISON AIRPORT RULES AND REGULATIONS**

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## **DEFINITIONS**

The following words and phrases, whenever used in these rules and regulations, shall be construed as defined in this article unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases. All definitions contained in 49 U.S.C. §40101 *et seq.* (previously known as the Federal Aviation Act of 1958, hereinafter cited as "FAA Act") and all amendments thereto shall be considered as included herein; and all definitions shall be interpreted on the basis and intention of the FAA Act and amendments thereto unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases.

***Abandoned property or vehicles*** shall hold the equivalent definition as defined by the Texas State Law. No person shall abandon any property on Airport property or in any building on the Airport without prior permission from the Airport Director.

***Abandoned aircraft*** shall be defined under the same terms as are stated under the current regulations published by the Federal Aviation Administration.

***Aeronautical activity*** means any activity or service which involves, makes possible, or is required for the operation of aircraft, or contributes to, or is required for, the safety of such operations. "Aeronautical activities" include, but are not limited to, charter operations (under either Federal Aviation Regulation (FAR) Part 121 or 135), charter brokerage, aircraft hangar leasing, pilot training, aircraft rental and sight-seeing, aerial photography, crop dusting, fire suppression, aerial advertising and surveying, aircraft sales, leasing and servicing, aircraft management, aircraft washing, and sale of aviation petroleum products, whether or not conducted in conjunction with other included activities which have a direct relationship to the operation of aircraft, repair and maintenance of aircraft, sale of general aviation aircraft parts, and any other activities which because of their relationship to the operation of aircraft can appropriately be regarded as an "aeronautical activity."

***Aircraft parking and storage areas*** means those hangar and apron locations of the Airport designated by the Airport Director for the parking and storage of aircraft, and such areas of the Airport designated for aircraft maintenance, and self-fueling.

***Airport*** means in this document the physical boundaries of Addison Airport.

***Airport Director*** in this document shall pertain to the person designated and given authority as the Director of Addison Airport or any designee.

***Airport Fence*** meaning that fence, gate, building, structure or some other form of barrier used to distinguish the Airport's property boundary limits or to serve as a physical barrier restricting the general public from having direct access to the Airport Operating Area. The Airport Fence may be owned and/or maintained by the Town of Addison, a ground tenant or off-Airport property owner.

***Air Operations Area (AOA)*** means the portion of the Airport, paved and unpaved, specifically reserved for the use of the actual operators of licensed aircraft, the aircraft crews, passengers of the aircraft, employees of the Town, Airport management and of the Airport operators, and such other persons as may be authorized to enter thereon by reason of their official duties in connection with the maintenance, inspection and operation of the aircraft and Airport. Generally the Air Operating Area ("AOA") is that portion of the Airport which lies inside the Airport Fence giving direct access to any aircraft and its movement area.

***Common Areas*** means that portion of Airport property not bound by exclusive-use agreements including, but not limited to, all Common Areas, improvements, equipment and services which may now exist or may hereafter be provided by Airport Management

for the accommodation and convenience of Airport customers and tenants, including landing and take-off facilities, means of ingress and egress to Leased Premises, other Airport installations and all other reasonable services which may be provided without charge from time to time by Airport Management. All such Common Areas shall be at all times under the exclusive control and management of Airport Management and may be rearranged, modified, changed or terminated at Airport Management's sole discretion.

**Force Majeure** is an Act of God, strike, lockout, shortage of material or labor, restriction by any governmental authority, civil riot, flood or any other cause not within the control of Landlord.

**Fuel handling** means the transportation, delivery, fueling, and draining of fuel or fuel waste products, and the fueling of aircraft.

**Ground Vehicle Training Program** shall mean the current training class or course offered (by whatever name) by the Airport Director to provide awareness and teach how a person shall access the Airport safely and correctly. Completion of this course or class is required for any person desiring unescorted access to AOA Common Facilities.

**Hazardous Materials** include, but are not limited to, asbestos in any form, urea formaldehyde foam insulation, any other chemical, material, air pollutant, toxic pollutant, waste or substance which is regulated as toxic or hazardous or exposure to which is prohibited, limited or regulated by the Resource Conservation Recovery Act, the Hazardous Materials Transportation Act, the Toxic Substances Control Act, the Clean Air Act and /or Clean Water Act or any other federal, state, county, regional, local or other governmental authority's laws, rules, orders, standard, policies or regulations.

**Major aircraft alterations and repair** means major alterations and/or repairs of the parts or of the types listed in FAR Part 43x.A.a and 43x.A.b.

**Minimum Standards** means the minimum standards set by the Airport Management for permitted commercial aeronautical activities at the Airport.

**Movement Area** means the area of the Common Area of the AOA which is used for take off, landing, taxiing and maneuvering of aircraft and requires prior permission from the Addison Air Traffic Control Tower to enter and access.

**Non-Movement Area** means the area of the Common Area of the AOA which is used for provide a path for taxiing and maneuvering of aircraft to a taxiway and does not require prior permission from the Addison Air Traffic Control Tower to enter and access.

**Permitted Use of Premises** is clearly defined in Exclusive-use Agreements. Any other use outside the stated permitted use is strictly prohibited without the prior written consent of Airport Management

**Premises (Leased Premises, Demised Premises)** means that portion of Airport property that is not Common Area, and is subject to a binding exclusive-use agreement with Airport Management

**Preventative aircraft maintenance** means maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in the most current FAR Part 43x.A.c.

**Public entry point** means any gate (vehicle or pedestrian) that is managed and operated by Addison Airport that gives access to any Common Area of the Airport.

**Runway incursion** as defined by the FAA, will mean, any occurrence in the Airport runway environment involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in a loss of required separation with an aircraft taking off, intending to take off, landing, or intending to land.

**Service Provider** is any person, operator or business on the Airport that offers a public service to other aeronautical users for a fee and has met the requirements of the *Minimum Standards*.

**Shared Easement** means the non-exclusive use of a portion of the Common Area of the Airport for the purpose of providing pedestrian and motor vehicular (excluding aircraft) ingress and egress by specified person(s).

**Special Event** is defined as any event or activity at the Airport or at a business or location at the Airport that is outside the normal operation of that facility.

**Surface incident** as defined by the FAA, will mean those incidents where a vehicle, pedestrian or an aircraft, operated by a pilot or maintenance technician, enters a runway safety area or taxiway without a clearance but another aircraft was not present.

**Taxilane** means any Common Area of the AOA, or any other area, used for access between taxiways and aircraft parking and storage areas. A taxilane shall be designated as part of the non-movement area.

**Taxiway** means a defined path established for the taxiing of aircraft from an aircraft parking and storage area or a taxilane to a runway. A taxiway shall be designated as part of the movement area.

**Town of Addison** shall be defined in this document as any employee, or elected official of the Town of Addison.

## **SECTION 1 GENERAL USE OF AIRPORT**

### ***Section 1-1. Purpose of Rules and Regulations.***

Rules and regulations provided in this document and any other amendments, adopted pursuant to Article 14 of the Addison Code of Ordinances or other documents referenced here, are intended for the safe, orderly and efficient operation of the Airport, and apply to all persons using the Airport for any reason.

### ***Section 1-2. Conflicting Laws, Ordinances, Regulations and Contracts.***

In any case where a provision of the *Rules and Regulations* is found to be in conflict with any other provision of these regulations or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the Town of Addison, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.

### ***Section 1-3. Penalty for Violations.***

The Airport Director may deny use of the Airport or issue a warning for any person violating or refusing to comply with any of the *Rules and Regulations* or any supporting document referenced in the *Rules and Regulations* through the *Notice of Violation* (NOV) procedure. Some violations may also be considered misdemeanors and be subject to monetary fines in accordance with Chapter 14, Article III, Division 1 of the Town of Addison Code of Ordinances.

### ***Section 1-4. Minimum Standards.***

Prior to commencing any commercial aeronautical activity at the Airport, all persons shall comply with all applicable requirements concerning such activities as are set forth in the Addison Airport *Minimum Standards* and the *Rules and Regulations*.

### ***Section 1-5. Accessing the Airport.***

Only persons and vehicles given prior authorization through terms of a lease, agreement or permit with the Airport may access the Airport and only under all other conditions of this document. No person shall gain unauthorized access to the Airport by any means. Unauthorized access will be construed as trespassing.

### ***Section 1-6. Responsible Party.***

Any person being given access to the Airport, whether by means of a lease, agreement or permit with the Airport, shall be responsible for any person or vehicle that has gained access, authorized or unauthorized, through conditions, means or physical access that the lease, agreement or permit gives. The aforementioned are responsible for access gained through the privileges granted in any lease, agreement or permit.

### ***Section 1-7. Closing of the Airport.***

In the event the Airport Director believes the conditions of the Airport are unsafe for landing or takeoffs or for means of construction or repair, it shall be within the Airport Director's authority to close the entire Airport or portions of the Airport at any given time.

### ***Section 1-8. Smoking Areas.***

Smoking is prohibited:

- (a) Within fifty (50) feet of an aircraft, fuel truck and/or fuel storage area;
- (b) Within two hundred (200) feet of the bulk fuel storage facility.



**Section 1-9. Self-services.**

- (a) Persons are permitted to fuel, wash, repair, or otherwise service their own based aircraft, provided there is no attempt to perform such services for others for compensation without satisfying the requirements of the *Minimum Standards* and provided that such right is conditioned upon compliance with these regulations and all applicable laws.
- (b) An aircraft owner may hire an individual to provide, under the direction and supervision of the aircraft owner, services only on the owner's based aircraft as long as that person hired has satisfied the requirements of the *Minimum Standards* and provided that such right is conditioned upon compliance with these regulations and all applicable laws. Such services may also be provided by a direct employee of the aircraft owner.

**Section 1-10. Aircraft Washing and Polishing.**

Washing of aircraft must be done without the use of soaps, solvents or degreasers unless those previously listed are biodegradable. Runoff shall be contained as to not enter any storm drain, collected and properly disposed of in a manner acceptable to the Airport Director, in accordance with all federal, state, county and local law. Aircraft washing shall follow all guidelines as expressed in the Airport's *Storm Water Pollution Prevention Plan*. Aircraft may be washed inside a hangar if the hangar is equipped with a drain that drains to the sanitary sewer and as long as the washing of that aircraft in the hangar does not cause flooding to an adjacent hangar.

**Section 1-11. Waste Containers, Trash and Disposal.**

All Airport tenants, users, or visitors shall be responsible for the disposal of their own waste and trash and in the appropriate waste containers. No petroleum products, industrial waste matter or other hazardous materials shall be dumped or otherwise disposed of except in accordance with local, county, state and federal law. Any hazardous material, industrial waste, or petroleum products shall be the responsibility of the originator under all applicable laws.

**Section 1-12. Painting of Aircraft.**

Any person wishing to conduct any painting of aircraft or parts of an aircraft at the Airport shall comply with all applicable environmental regulations and Town of Addison Fire Department regulations. The Town of Addison Fire Department limits the size of the object being painted to nine (9) square feet. The Airport Director shall have the right to terminate any painting operations that interfere with the operation or disrupt normal operations of any other tenant or operator.

**Section 1-13. Storm Water Pollution Prevention and Training.**

The Airport is subject to federal storm water regulations, 40 C.F.R. Part 122 for "vehicle maintenance shops" (including vehicle rehabilitation, mechanical repairs, painting, fueling and lubrication), equipment cleaning operations and/or deicing operations that occur at the Airport as defined in these regulations and, if applicable, state storm water regulations. Each Service Provider shall become familiar with these storm water regulations if it conducts or operates "vehicle maintenance" (including vehicle rehabilitation, mechanical repairs, painting, fueling and lubrication), equipment cleaning operations and/or deicing activities as defined in the federal storm water regulations; and is advised that there are significant penalties for submitting false information, including fines and imprisonment for known violations. Training, provided by the Airport Director, is required for Service Providers before performing any of the above mentioned operations.

**Section 1-14. Access Codes/Devices.**

Access codes and devices, used for accessing any public entry point, shall only be utilized by persons authorized to access those gates. Successful completion of the *Ground Vehicle Driving Program* is required before being given any access code or device. Persons, who have been provided either a code or device for the purpose of obtaining access to the Airport through a public entry point, shall not duplicate, or otherwise distribute the same to any other person, unless otherwise approved in writing by the Airport Director. Violation of this regulation may result in the loss of access privileges. It is not a violation of this section to provide the access code to the employees of the person to whom the access code has been given and who have successfully completed the *Ground Vehicle Driving Program* as required.

**Section 1-15. Model Aircraft, Kites, Balloons, etc.**

No person shall fly or release a model aircraft, rocket, kite, balloon, parachute, etc, on the Airport unless prior permission is granted through the Airport Director.

**Section 1-16. Signs and Advertisements.**

No person shall post or display signs of any kind in or on a fence or gate owned and maintained by the Airport. No person shall post or display signs of any kind on the exterior of an Airport owned or managed building or hangar without prior written permission from the Airport Director. All outdoor signs, posted or displayed, must meet the requirements set forth by the Town of Addison ordinances. No person shall distribute advertisements, circulars, printed or written matter to any person, business or property on the Airport.

**Section 1-17. Animals.**

No person shall enter the Airport with a dog or other animal unless the animal is restrained by a leash no longer than six feet in length or properly confined as determined by the Airport Director. No person in charge of a dog or other animal shall permit the animal to wander unrestrained on any portion of the Airport. All pet waste must be collected and disposed of appropriately.

**Section 1-18. Feeding of Wild Animals.**

No person may intentionally feed a wild or stray animal or bird at the Airport either inside the fence or outside.

**Section 1-19. Maintenance and Cleanliness of Premises.**

All persons using the Airport shall maintain their premises, inside and outside the AOA, in a condition of repair, cleanliness and general maintenance. All persons having possession, control or use of any portions 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 Director. The definition of cleanliness is at the discretion of the Airport Director, but shall be equal to a community standard and shall not create a nuisance to the community.

**Section 1-20. Storage, Transfer and Cleanup Charges.**

The Town of Addison or Airport Director may remove and impose storage, removal and transfer charges upon any property abandoned or unlawfully located at the Airport. The Town of Addison or Airport Director may clean up any material unlawfully spilled, placed or otherwise deposited at the Airport and may charge the responsible person(s) for the cost of the cleanup, and for any required environmental remediation, and any expenses

incurred by, or fines or damages imposed on, the Town of Addison or Airport as a result of the clean up. Abandoned or unlawful property located on the Airport refers to property stored in any manner contrary to the rules presented in this document and anywhere on Airport, whether inside the AOA fence or outside.

***Section 1-21. Property Damage, Injurious or Detrimental Activities.***

No person shall destroy, deface, injure or disturb in any way Airport property or conduct activities at the Airport that is 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 the Town of Addison the full cost of repairs. Any person failing to comply with this section shall be in violation of these regulations and may be refused the use of any Airport facility until the Town of Addison has been fully reimbursed for damage done.

***Section 1-22. Alteration of Airport Property.***

No person shall make any alterations to any signs, buildings, aircraft parking and storage areas, leased areas or other Airport property, nor erect any signs, buildings or other structures, that would normally require a building permit, without prior written permission of the Airport Director and without first obtaining the proper permits. Interior work which would not require a building permit such as painting or the installation of carpet does not need to be approved by the Airport Director. Such persons shall comply with all building codes and permit procedures of the Town of Addison and shall deliver to the Airport Director as-built plans upon completion.

***Section 1-23. Responsibility for Property under Care, Custody and Control.***

Property, including, but not limited to, aircraft, airframes, and parts of aircraft, that is under the care, custody and control of a person shall not be abandoned, neglected or relocated without consent from another person to take care, custody and control of said property.

***Section 1-24. Aircraft Accidents and Other Emergencies on the Airport.***

Persons should remain clear and away from all Airport emergencies unless authorized by law or otherwise requested or with consent of the Airport Director.

***Section 1-25. Through-the-Fence Operations.***

No private individual, partnership, FBO, Service Provider, company, or corporation shall be permitted direct access to or from the Airport by their aircraft, their customers' aircraft, or a private vehicle from property adjacent to or in the immediate vicinity of the Airport without a valid access permit being issued by the Airport Director and approved by the Town of Addison.

***Section 1-26. Applicable Requirements of the Rules and Regulations for Through-the-Fence Operators.***

Through-the-Fence operations are governed by Chapter 14 of the Town of Addison Code of Ordinances

The following parts of the *Rules and Regulations* do not apply to a holder of a Through-the-Fence Access Permit:

*Section 1-9. Self-services.*

*Section 1-10. Aircraft Washing and Polishing.*

*Section 1-11. Waste Containers, Trash and Disposal.*

*Section 1-12. Painting of Aircraft.*

*Section 1-13. Storm Water Pollution Prevention and Training.*

**Section 1-27. Airport Fence and Gate Management - Responsibility of Owners and Operators.**

At all times it is the responsibility of any tenant, through-the-fence access permit holder or Service Provider authorized to conduct commercial operations at the Airport to properly maintain and manage all fences and pedestrian/vehicular gates on their property restricting direct access to the Airport Operating Area (unless the Town of Addison or the Airport Director have otherwise accepted responsibility for maintaining and managing such fence or gate).

- (a) All gates leading to or from the Airport Operating Area (AOA) must be posted at all times as follows with the following information with letters at least 3 inches high and on a contrasting background as to make the information visible:

<p>This is Gate # _____</p> <p>POSTED: It is unlawful to trespass beyond this point without valid authority - TOA Ordinance Article III. Div 1, Section 14-63.</p> <p>In the event of emergency or if this gate is found unsecured contact _____ (name) at _____. (phone).</p>
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- (b) All pedestrian and vehicles access gates shall be controlled at all times using automated controlled-access devices, gate operators, closers with automatic locks or other such reliable devices, or any other means of affirmative control acceptable to the Airport Director, that serves to continually safeguard the Airport from unauthorized access on to the Airport Operating Area.
- (c) The Airport Director or any other authority responsible for the operation and safety of the Airport is hereby authorized to take appropriate action to ensure the Airport is safeguarded at all times, including the temporary override of gates, closers and locks of damaged or otherwise found inoperable gates and/or doors, or the placement of blockades or other types of barriers of fencing material as needed should the gate or fence be found unsecured or the Airport safety is at risk of being breach or, the privilege of access onto the Airport Operating Area (AOA) is, in the sole discretion of the Airport Director, being abused. Such safeguards, when taken, shall be clearly posted and not removed by the tenant, off-Airport property owner, business operator or any other person until expressly authorized by the Airport Director.

## **SECTION 2 AIRCRAFT RULES**

### ***Section 2-1. Applicability of this Section.***

The following *Rules and Regulations* apply to all aircraft, whether being operated or moved by a pilot, mechanic, or line service employee while at the Airport.

### ***Section 2-2. General Operating Rules for Aircraft.***

All aircraft should be operated under and comply with all applicable Federal Aviation Regulations.

### ***Section 2-3. Aircraft Parking.***

- (a) No person shall park, leave parked, or allow to remain stationary any aircraft at the Airport except within the designated aircraft parking and storage area assigned to them and outside of any common area. No part of any aircraft should be parked on or hang over the extent of their designated aircraft parking and storage area.
- (b) If any aircraft is parked in violation of this section or, in the determination of the Airport Director, presents an operational or safety concern in any area of the Airport or interferes with the ability of the Airport to maintain the premises or any part of the Airport, the Airport Director may have the aircraft, at the owner's/operator's expense, moved. The Town of Addison or the Airport shall not be liable for any damages which may result from the relocation of the aircraft.
- (c) The owner of the offending aircraft shall be solely responsible for any damages which may result from the relocation of their aircraft and any Service Provider that assists the Airport in the moving of the aircraft will not be liable for any damage unless such damage is the result of gross negligence.

### ***Section 2-4. Removal of Disabled Aircraft.***

The owner and/or pilot of any disabled aircraft on the Airport shall have the responsibility to remove the aircraft from any Common Area at their own expense and in a reasonable timeframe unless required or directed by the Airport Director, 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 Director may cause the aircraft to be removed and bill the owners thereof for all charges incurred in the removal of same. The Town of Addison or the Airport shall not be responsible for damage to the disabled aircraft when removed by the Town of Addison or persons acting on behalf of the Town of Addison.

If the aircraft is subject to an investigation, no portion of the cargo or baggage may be removed until the aircraft is released by the FAA or NTSB.

### ***Section 2-5. Aircraft Engine Operation.***

Aircraft engines shall only be operated at idle except as may be necessary for safe taxiing operations, take off, landing, preflight testing, and maintenance testing. At no time shall any aircraft engine be operated while the aircraft is in a hangar or covered tie-down space. This includes the action of taxiing an aircraft into or out of a hangar.

### ***Section 2-6. Aircraft Engine Run-ups.***

All aircraft maintenance engine run-ups shall be conducted between the hours of 6:00 a.m. and 10:00 p.m. at the run up areas located at the north and south ends of Taxiway Alpha or as advised by the Addison control tower. Under certain circumstances, run-ups may be permitted at other locations as authorized by the Airport Director on a case by case basis.

***Section 2-7. Exhaust and Propeller Blast.***

No aircraft engine shall be started or aircraft taxied where the exhaust or propeller blast may cause injury to persons, do damage to property or spread debris on the Airport.

***Section 2-8. Aircraft Noise Abatement Procedures.***

When departing from the Airport, all aircraft should follow NBAA standards unless otherwise directed by ATC.

***Section 2-9. Common Traffic Advisory Frequency.***

During hours when the Addison air traffic control tower is not in operation, any aircraft (being operated by a pilot or mechanic), vehicle or pedestrian operating within the movement area of the Airport shall utilize the common air traffic advisory frequency (CTAF), 126.0 MHz, and are required to broadcast their intentions as advised in the Aeronautical Information Manual (AIM).

***Section 2-10. Aircraft Accident Reports.***

All Airport property damage must be reported. Any persons involved in an aircraft accident in which Town of Addison property is damaged or which occurs on the movement area and for which a report is required by a regulatory agency, shall contact the Airport Director as soon as practical but no later than forty-eight (48) hours of the accident and if requested, make a full written report of the accident to the Airport Director. The report shall include, at a minimum, the names and addresses of the persons involved, a description of the accident and its cause as well as the property, if any, that was damaged.

***Section 2-11. Reporting of Incursions and Surface Incidents Caused by a Pilot Deviation.***

If a pilot or mechanic operating an aircraft for maintenance purposes causes an incursion, as defined by the FAA and this document, that pilot or mechanic shall contact the Airport Director to make a full report listing the reason and cause of the incursion and any other information requested.

***Section 2-12. Helicopter Operations.***

All helicopters, whether based or transient, shall not operate closer to any building, hangar, or aircraft within the Final Approach and Takeoff Area (FATO) as described for that helicopter in the current version of FAA Advisory Circular 150/5390-2, plus an additional 25 feet. Helicopters shall not, as much as possible, fly over or hover over persons, vehicles, other aircraft (parked or not), or buildings within the Airport.

## **SECTION 3 VEHICLES AND PEDESTRIANS.**

### ***Section 3-1. Applicability of this Section.***

This section applies to any person or vehicle accessing the Common Area of the AOA.

### ***Section 3-2. Vehicle Operations.***

The privilege of operating a vehicle in any Common Area of the AOA is at the sole discretion of the Airport Director and can be revoked at any time. The means of granting that privilege is through the successful completion of the applicable Addison Airport *Ground Vehicle Driving Program* offered by the Airport and by no other means. Penalties for violations of rules described in the *Ground Vehicle Driving Program* will be assessed in accordance with Chapter 14, Article III, Division 1 of the Town of Addison Code of Ordinances and Section 1-3 of these Rules and Regulations.

### ***Section 3-3. Reporting of Incursions or Surface Incidents Caused by a Vehicle or Pedestrian.***

Any pedestrian or person operating a vehicle who causes an incursion or surface incident, as defined by the FAA and this document, shall contact the Airport Director within forty-eight (48) hours and if requested, shall make a full report listing the reason and cause of the incursion or incident and any other information requested.

### ***Section 3-4. Parking Restrictions.***

- (a) No person shall park or leave any vehicle standing, whether occupied or not, except within a designated vehicle parking area. There are no designated parking areas in any unpaved, grass or turf areas within the common area.
- (b) Aircraft owners shall only park their vehicle in the aircraft storage and parking space designated for their aircraft unless other parking is provided.
- (c) Vehicles parked in an aircraft parking and storage area shall be parked in a manner so as to be completely contained in the aircraft parking or storage space and not obstruct adjacent aircraft parking and storage areas, or taxiways unless for the purposes of immediate and temporary loading, unloading, or staging of an aircraft.
- (d) Exceptions may be made for certain special events.

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

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

### ***Section 3-6. Bicycles or Other Non-Motorized Cycles.***

The operator of any bicycle or other non-motorized cycle shall follow all requirements set forth for vehicle operations on the Airport, including but not limited to the requirement of successfully completing the *Ground Vehicle Driving Program*.

### ***Section 3-7. Scooters and Miscellaneous Vehicles.***

No person shall use at the Airport any go-cart, scooter, skateboard, rollerblade, all terrain vehicle, motorized ice chest, motorized bar stool, or any other non-street legal moped, motorcycle or any other vehicle not licensed or otherwise permitted by state law for operation on a public street or highway. This section does not apply to vehicles used solely for tugging, marshalling, or refueling of aircraft. The requirement for successfully

completing the *Ground Vehicle Training Program* applies to the use or operation of any vehicle within the Common Areas of the AOA.

***Section 3-8. Motor Homes, Boats and Recreational Vehicles.***

Motor homes, boats, and recreational vehicles shall not be stored anywhere on the Airport (inside the fence or outside) without the consent of the Airport Director.

***Section 3-9. Vehicle Repair.***

No person shall clean or make any repairs to vehicles anywhere on the Airport except those minor repairs necessary to remove such vehicles from the Airport. This provision does not apply to ground support equipment or vehicles used in the sole operation of a Service Provider's operation, and are owned or leased by the Service Provider.

Service Providers shall not conduct any form of repairs on any vehicle, whether for payment or not, that is not associated with that Service Provider's normal daily operation or is not consistent with the permitted use of the property.

***Section 3-10. Pedestrians in the Common Area of the AOA.***

Pedestrians shall at no time be authorized to be present in any part of the Common Area of the AOA unless they have successfully completed the *Ground Vehicle Driving Program* or are under proper escort by a person who has successfully completed the *Ground Vehicle Driving Program*. Penalties for violations of rules and regulations will be assessed in accordance with Chapter 14, Article III, Division 1 of the Town of Addison Code of Ordinances and Section 1-3 of these Rules and Regulations.



## **SECTION 4 HANGARS OWNED AND/OR OPERATED BY THE AIRPORT**

### ***Section 4-1. Applicability of this Section.***

This section shall be applicable to any hangar, T-hangar, patio hangar, or tie-down owned and/or operated by the Airport.

### ***Section 4-2. Commercial or Conventional Hangars other than T-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 permitted in the tenant's lease agreement. Aircraft parked in or at hangars shall be parked in a manner so as to be wholly within the leased premises and not obstruct adjacent aircraft parking and storage areas or taxilanes, except for purposes of immediate and temporary staging and fueling of such aircraft.
  2. Parking of vehicles while the operator's aircraft is in operation.
- (b) Use of aircraft storage hangars shall be subject to the following restrictions:
1. No preventative maintenance nor major aircraft alterations and repairs shall be performed in hangars except by the owner of the aircraft, unless otherwise approved by a lease with the Town of Addison.
  2. 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 Director or Town of Addison fire department.
  3. 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 maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.
  4. Batteries shall only be charged while the owner, Service Provider or tenant is in attendance. Aircraft batteries shall not be connected to a charger when installed in an aircraft located inside or partially inside a hangar.
  5. All flammable and/or combustible fluids shall be properly stored in approved containers and fire proof cabinets.
- (c) Any construction that involves moving walls or changing the structure of the building must be approved in writing by the Airport Director.
- (d) Aircraft hangars shall be subject to annual and periodic inspections at the sole discretion of the Airport Director and Town of Addison fire department or any regulatory authority to ensure compliance with all laws, ordinances and these regulations.

### ***Section 4-3. Aircraft T-hangars.***

- (a) Aircraft T-hangars shall only be used for the following purposes:
1. Storage and parking of aircraft and associated aircraft equipment and supplies as specified in the tenant's lease agreement. Aircraft parked in hangars shall be parked in a manner so as to be wholly within their leased premises and not obstruct adjacent aircraft parking and storage areas or taxilanes, except for purposes of immediate and temporary staging and fueling of such aircraft.
  2. Parking of vehicles while the operator's aircraft is in operation.
- (b) Use of aircraft T-hangars shall be subject to the following restrictions:
1. No preventative maintenance nor major aircraft alterations and repairs shall be performed in hangars except by the owner of the aircraft unless otherwise approved by a lease with the Town of Addison.

2. Maintenance shall not be performed with such tools or equipment as would disrupt or interrupt service of utilities by using those tools or equipment due to the power required.
  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 Director or Town of Addison fire department.
  4. 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 maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.
  5. Batteries shall only be charged while the owner, Service Provider or tenant is in attendance. Aircraft batteries shall not be connected to a charger when installed in an aircraft located inside or partially inside a hangar.
  6. All flammable and/or combustible material shall properly stored in appropriate containers. The storage of such material shall be limited to a total of 5 gallons.
- (c) No commercial maintenance activities shall be conducted by Lessee in the T-hangar. This does not preclude the Lessee from inviting certified maintenance personnel to perform maintenance work in the T-hangar. Any such work must be performed within the confines of the lease site and not interfere with the operation of adjacent leaseholders. Any certified maintenance personnel conducting work for compensation on the aircraft of the Lessee shall comply with the *Minimum Standards*.
- (d) Any construction that involves moving walls or changing the structure of the building must be approved in writing by the Airport Director.
- (e) Aircraft T-hangars shall be subject to annual and periodic inspections at the sole discretion of the Airport Director and Town of Addison fire department or any regulatory authority to ensure compliance with all laws, ordinances and these regulations.

#### **Section 4-4. Aircraft Patio Hangars and Tie-downs.**

Aircraft patio hangars and tie-downs shall only be used for the following purposes:

- (a) Storage and parking of the aircraft listed on the aircraft storage agreement for that patio hangar or tie-down and parked in a manner so as to be wholly within their leased premises and not obstruct adjacent aircraft parking and storage areas or taxilanes, except for purposes of immediate and temporary staging and fueling of such aircraft.
- (b) Conducting preventative aircraft maintenance on the aircraft listed on the aircraft storage permit for that patio hangar or tie down and in accordance with applicable regulations as long as all maintenance activities can be contained within the space leased or rented.
- (c) All flammable and/or combustible material shall be properly stored in appropriate containers. The storage of such material shall be limited to a total of 5 gallons.
- (d) Any construction that involves moving walls or changing the structure of the building must be approved in writing by the Airport Director.

## **SECTION 5 FUELING, FLAMMABLE FLUIDS, AND SAFETY**

### ***Section 5-1. Fuel Safety.***

All transportation, storage and other handling of aircraft and vehicle fuel within the Airport shall comply with the Uniform Fire Code, as amended, the National Fire Protection Association (NFPA) codes and standards, particularly, but not limited to NFPA 407 and 409, as amended, FAA Advisory Circular 150/5230-4 or current version, as amended, all requirements of these regulations, and all other applicable law.

### ***Section 5-2. Unauthorized Fuel Possession and Storage.***

Except as expressly permitted by these regulations, no person shall possess fuel of any kind at the Airport.

### ***Section 5-3. 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 fifty (50) feet from a building or such other distance as shall be approved by Airport Director and Town of Addison fire department.
- (b) Aircraft refueling vehicles shall be parked in a manner which provides a minimum of ten (10) feet of separation between said vehicles 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. This section does not apply to vehicle fuel cans with a capacity of not more than five (5) gallons, provided no more than one such can may be located within a single vehicle, and not more than two such cans in any hangar.
- (d) Aircraft fuel trucks shall only dispense fuel into an aircraft unless prior permission is granted by the Airport Director.

### ***Section 5-4. Aircraft Fueling Locations.***

All aircraft fueling shall be performed outdoors. All parts of any aircraft shall not be under or in any hangar, T-hangar or patio hangar during any fueling operation.

### ***Section 5-5. 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 by the Town of Addison fire department. Aircraft refueling vehicle, aircraft fuel container, or other aircraft refueling device shall be kept to the standards listed in NFPA 407.

### ***Section 5-6. Removal of Gas, Oil, Grease, etc.***

All spills are required to be reported immediately to the Airport Director.

In the event of spillage of gasoline, oil, grease or any material which may be unsightly or detrimental to the Airport, the same shall be removed immediately. The responsibility for the immediate removal of such gasoline, oil, grease or other material shall be assumed by the Service Provider or owner of the equipment causing the spill or by the tenant or concessionaire responsible for the spill.

In the event of any spill that the Service Provider, owner, tenant or concessionaire fails to properly restore the area to its original safe and environmentally sound status, the Town of Addison may clean up any material unlawfully spilled, placed or otherwise

deposited at the Airport and may charge the responsible person(s) for the cost of the cleanup, any required environmental remediation, and any expenses incurred by, or fines or damages imposed on, the Town of Addison as a result thereof. Such an event may constitute grounds for denying access to the Airport.

***Section 5-7. Fire Extinguishers.***

All tenants, lessees, licensees, and sub-lessees shall supply and maintain such adequate and readily accessible fire extinguishers as may be required by the Town of Addison fire department or recommended in NFPA 407. Each fire extinguisher shall carry a suitable tag showing the date of most recent inspection.

***Section 5-8. Moveable Fuel Storage Tanks.***

Unless otherwise approved by the Airport Director, 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) Fuel tanks in an operable aircraft.
- (c) Tanks not exceeding a one-gallon capacity used solely for sampling and testing fuel, engines and fuel handling apparatus.
- (d) Tanks lawfully transporting fuel for immediate dispensing into a fuel storage tank permitted by the Town of Addison. Such vehicles shall access the Airport at a point approved by the Airport Director and remain under escort by a representative of the company receiving the fuel.
- (e) Two (2) fuel tanks with a maximum capacity of five (5) gallons each stored in a hangar or T-hangar.

***Section 5-9. Self-Fueling.***

Except as may be prohibited by other provisions of these regulations and any other applicable law, owners of an aircraft based at the Airport who desires to self-fuel their aircraft, shall apply for a self-fueling permit from the Airport Director. The preceding sentence does not apply to the use of a self-service fuel facility provided by a Service Provider.

***Section 5-10. Vehicle Fuel.***

No person shall possess vehicle fuel on the Airport except:

- (a) Within the Airport bulk fuel storage area, also known as the Fuel Farm;
- (b) Within the permanently installed fuel tank of a vehicle for use only by that vehicle;
- (c) Within a moveable container designed for storage of vehicle fuel and having a capacity of not more than five (5) gallons. No more than one moveable container containing vehicle fuel shall be located in a single vehicle. No more than two such containers shall be located in any hangar.

## **SECTION 6 SPECIAL EVENTS**

### ***Section 6-1. Applicability of this Section.***

This section applies to any person who has a ground lease, Through-the-Fence Permit or rental agreement with the Airport that wishes to conduct an activity that is outside the normal daily operations or the permitted use of that facility.

### ***Section 6-2. Special Events Permit.***

All Special Events at the Airport shall be required to apply for and obtain a permit from the Airport Director or as adopted by the Town of Addison. All parts of the *Rules and Regulations* apply to Special Events unless prior written permission is granted.

### ***Section 6-3. Requirements for a Special Events Permit.***

A Special Events Permit is required if:

- (a) The general public will be invited.
- (b) Alcohol is served.
- (c) Parking is predicted to exceed the current parking allotted for facility and other arrangements must be made, *i.e.*, borrowing parking.
- (d) The general public will have access to the AOA.
- (e) An admission, fee, payment, or donation is requested.
- (f) Any time there is a charge for food, drinks, services, or attendance.

### ***Section 6-4. Notice of Airport Special Events to Affected Parties.***

The Airport will give proper notice of any Airport or Town of Addison sponsored Special Events that might impact the operation of air traffic or the operations of any part of the Airport.

### ***Section 6-5. Responsibility at Special Events.***

The actions and consequences of all guests invited by the lease holder, tenant, or other authorized party at a Special Event is the responsibility of the lease holder, tenant, or other authorized party as is stated in *Section 1-5 Responsible party*.

## **SECTION 7 NOTICE OF VIOLATION**

### ***Section 7-1. Applicability.***

This policy shall be applicable to any person accessing the Airport for any reason.

### ***Section 7-2. Purpose.***

The purpose of a Notice of Violation (NOV) is to inform a person, business, or permit holder that there has been a violation of the *Rules and Regulations* or any supporting document and to prescribe a means of correction. A NOV is issued when a violation is observed or discovered.

### ***Section 7-3. Procedure.***

- (a) The NOV will be given in the form of a letter. The letter will be sent to the offending party detailing the violation, the means of correction and the compliance date. A copy will be kept on file for the three (3) years. At the end of the three (3) years, the violation will be removed from the file.
- (b) A NOV may be issued for any violation of any part of the *Rules and Regulations* or any supporting document referenced in the *Rules and Regulations*. Failure to correct a noted violation shall result in an additional NOV.
- (c) If at anytime a person, business or permit holder accumulates more than five (5) such NOVs in their file, that person, business, or permit holder shall be required to attend a formal meeting with the Airport Director to discuss the means of correction.
- (d) If a serious violation occurs in which there was gross negligence for safety, that person, business, or permit holder may have certain privileges taken away immediately as may be appropriate to the seriousness of the offense.
- (e) If the violation of a part of the *Ground Vehicle Driving Program*, the offending person shall be required to attend the *Ground Vehicle Driving Program* and may have driving privileges suspended for the appropriate time specified in the *Ground Vehicle Driving Program*.
- (f) Continued failure to correct a violation may result in the Airport's decision to exercise all available rights and legal remedies.
- (g) Copies of any NOV issued shall be sent to the Addison Police Department.