



AUBURN UNIVERSITY  
REGIONAL AIRPORT

2150 Mike Hubbard Boulevard  
Auburn, Alabama 36830  
(334) 844-4606

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# Rules and Regulations

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Auburn University

*Auburn University Regional Airport*

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February 1, 2013

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**1. GENERAL RULES AND REGULATIONS****1.1. Purpose**

- 1.1.1. The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of the Operators, Lessees, Sublessees, and users of the Auburn University Regional Airport (Airport) and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport.

**1.2. General Aviation General Provisions**

- 1.2.1. These Rules and Regulations incorporate, by reference, the General Provisions.

**1.3. Enforcement**

- 1.3.1. Any entity who violates, omits, neglects, or refuses to comply with these Rules and Regulations or any lawful order issued pursuant thereto may be cited, removed from the Airport, denied use of the Airport, and/or prevented from engaging in Activities at the Airport and shall be subject to all legal, equitable, statutory, and common law rights and remedies available to the Auburn University (University) including, but not limited to, actions for declaratory relief, injunctive relief, specific performance, damages, etc.

**1.4. Access To, Entry Upon, or Use of the Airport**

- 1.4.1. Access to or entry upon the Airport shall be made only at locations designated by the Airport Director.
- 1.4.2. Any permission granted directly or indirectly, expressed or implied, to any person to enter upon or use the Airport is conditioned upon:
- 1.4.2.1. full and complete assumption of responsibility by any person taking advantage of such permission;
- 1.4.2.2. full and complete compliance with these Rules and Regulations and Regulatory Measures;
- 1.4.3. The arrival, departure, or movement of an Aircraft at the Airport shall constitute an agreement by the Aircraft Owner, the Aircraft Operator, Aircraft crew members, and Aircraft passengers to fully comply with these Rules and Regulations and Regulatory Measures;
- 1.4.4. Any person accessing, entering upon, or using the Airport shall defend, indemnify, save, protect, and hold harmless the University, its Board of Trustees, officers, faculty, employees, and their representatives, officials, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, administrative proceedings, arbitration, or costs arising from or related to the person's activities at the Airport.
- 1.4.5. Any person accessing, entering upon, or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to, entering upon, or use of the Airport, whether directly or indirectly, express or implied.

**1.5. Security**

- 1.5.1. Persons at the Airport shall fully comply with the Airport Security Program established by the University.
- 1.5.2. Security gates that provide access to the AOA shall remain (be kept) closed, locked, and secured except when actually in use.
  - 1.5.2.1. Vehicle Operators shall stop the Vehicle and allow the gate to fully close before proceeding. The Vehicle Operator shall also ensure that no other Vehicles or persons gain access to the Airport while the gate is in the process of opening or closing. If the Vehicle Operator cannot prevent such access, the Vehicle Operator shall immediately call "911".
- 1.5.3. Tampering with, interfering with, or disabling the lock or closing mechanism, or breaching any other security device at the Airport is prohibited unless authorized by the Airport Director.
- 1.5.4. Persons who have been provided a code or device for the purpose of obtaining access to the Airport shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized by the Airport Director.

**1.6. Commercial Aeronautical Activities**

- 1.6.1. Any entity desirous of engaging in a Commercial Aeronautical Activity at the Airport (Applicant) shall complete all relevant and applicable sections of the General Aviation Operator and Lessee Application (Application) and submit the Application to the University and obtain a General Aviation Operator Permit from the University prior to engaging in the desired Activity at the Airport.
  - 1.6.1.1. The Permit process is described in the General Aviation Minimum Standards (Minimum Standards).
  - 1.6.1.2. Any entity engaging in Commercial Aeronautical Activities at the Airport must fully comply with the Minimum Standards.
- 1.6.2. Any entity basing or otherwise maintaining an Aircraft at the Airport shall not permit said Aircraft to be used for a Commercial Aeronautical Activity unless such Commercial Aeronautical Activity is expressly authorized by Agreement.
  - 1.6.2.1. Notwithstanding the foregoing, such Aircraft may be used by the Aircraft Owner for the purpose of training or otherwise maintaining or increasing the flying proficiency of the Aircraft Owner or members of the Aircraft Owner's immediate family.
- 1.6.3. Any entity desirous of engaging in Commercial photography or filming at the Airport shall obtain a General Aviation Operator Permit prior to engaging in such activity.

**1.7. Accidents**

- 1.7.1. Any person involved in or witnessing an Accident at the Airport resulting in any injury or death to a person(s) or damage to Property shall immediately call "911". Such person shall remain at the scene and respond to the inquiries of (and provide the information request by) the University, Police Department, Fire Department, and/or investigative personnel.
  - 1.7.1.1. No person shall tamper with an Accident scene or fail to comply with any directive issued by the University, the Police Department, the Fire Department, or any other Agency having jurisdiction over the Accident scene.
  - 1.7.1.2. Unauthorized entry to the AOA to gain access to an Accident scene is prohibited.

**1.8. Solicitation, Picketing, and Demonstrations**

- 1.8.1. Conduct of or participation in solicitation, picketing, demonstrating, parading, marching, patrolling, sit-ins, sit-downs, or other related activities and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials at the Airport is prohibited without prior written permission of the University.
  - 1.8.1.1. When approved by the University, such activities shall only be conducted in those areas identified and pursuant to such restrictions as are imposed by the University.

**1.9. Signage and Advertisements**

- 1.9.1. Signage must be consistent with the Design Guidelines.
- 1.9.2. Advertisements, notices, circulars, and/or handbills may not be posted, displayed, or distributed in Public Areas (with the exception of the bulletin board in the University Fixed Base Operator) without the prior written permission of the Airport Director and then, only after paying all applicable rents, fees, and/or charges imposed by the University.
  - 1.9.2.1. The posting, display, or distribution of signs, advertisements, notices, circulars, and/or handbills on Aircraft, Vehicles, or equipment is prohibited.
  - 1.9.2.2. The University has the right to remove or relocate any such sign, advertisement, notice, circular, handbill, or other related posting or display.

**1.10. General Conduct**

- 1.10.1. No person shall make, possess, use, offer for sale, pass, or deliver any forged or falsely altered pass, permit, identification card, sign, and/or other authorization purporting to be issued by or on behalf of the University.
- 1.10.2. No person shall use or otherwise conduct themselves in any area of the Airport in any manner contrary to the directions posted in or for that area.
- 1.10.3. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property at the Airport is prohibited.
  - 1.10.3.1. Any and all Property at the Airport damaged or destroyed shall be replaced (or replacement shall be paid for) by the person(s) responsible for such damage or destruction.
- 1.10.4. Injuring, disturbing, or harassing any person at the Airport is prohibited.
  - 1.10.4.1. Any person who causes any injury or death to a person(s) at the Airport shall be liable for such injuries.
- 1.10.5. Smoking or carrying lighted cigars, cigarettes, or pipes in any public use area of the Airport, except in areas specifically designated by the University and posted as public smoking areas, is prohibited.
- 1.10.6. No person shall be intoxicated; commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act constituting a nuisance (including the use of abusive or threatening language) at the Airport.
  - 1.10.6.1. The University reserves the right to exclude or expel any person, who, in the judgment of a Law Enforcement Officer, is intoxicated or under the influence of drugs or alcohol.
- 1.10.7. Loitering at the Airport is prohibited.
- 1.10.8. Starting, moving, using, or interfering with the safe operation of any Aircraft, Vehicle, or equipment without the permission of the Aircraft, Vehicle, or equipment owner or by specific direction of the Airport Director is prohibited.
- 1.10.9. No person shall engage in activities that are, as determined by the University, disruptive to the Operators, Lessees, Sublessees, or users of the Airport and/or that create a hazard or risk of injury or death to a person(s) or damage to Property.
- 1.10.10. The Airport shall not be used:
  - 1.10.10.1. to store non-aviation merchandise, supplies, or equipment,
  - 1.10.10.2. to wash clothes,
  - 1.10.10.3. to camp or stay overnight, or
  - 1.10.10.4. for any improper, objectionable, or immoral purposes as determined by the University.
- 1.10.11. Operator's, Lessee's, or Sublessee's Leased Premises are expressly for the conduct of the Operator's, Lessee's, or Sublessee's Activities. No person other than employees and customers of the Lessee or Sublessee shall make use of the Leased Premises or loiter on such premises without permission of the Lessee or Sublessee.

**1.11. Abandoned, Derelict, or Lost Property**

- 1.11.1. Property shall not be Abandoned at the Airport.
- 1.11.2. Abandoned, derelict, or lost Property found in Public Areas at the Airport including, without limitation, Aircraft, Vehicles, equipment, machinery, baggage, or parts thereof shall be reported or turned in to the Airport Director.
  - 1.11.2.1. Property unclaimed by its proper owner within 30 calendar days shall become the property of the University to be sold, used, given to the Police Department or disposed of at the discretion of the University.
  - 1.11.2.2. Property to which the owner or finder is not entitled to lawful possession shall be forfeited to the University to be sold, used, given to the Police Department or disposed of at the discretion of the University.
  - 1.11.2.3. No provision in this section shall be construed to deny the right of Operators, Lessees, or Sublessees to maintain a "Lost and Found" service for Property of customers, visitors, invitees, or employees.

**1.12. Use of Roadways and Walkways**

- 1.12.1. No person shall travel at the Airport other than on the roadways, walkways, or other areas provided or designated for a specific type or class of traffic.
- 1.12.2. No person shall occupy the roadways or walkways at the Airport in such a manner as to hinder or obstruct their proper use.

**1.13. Animals**

- 1.13.1. No person shall bring animals, birds, reptiles, or insects, except for special assistance animals or animals used for law enforcement purposes on the Airport, unless destined for air transport and restrained by a leash, container, or crate.
  - 1.13.1.1. Domestic pets may be at the Airport only if kept inside Operator's, Lessee's, or Sublessee's facilities, Aircraft, or Vehicles.
- 1.13.2. No person, except those authorized by the Airport Director, shall intentionally hunt, pursue, trap, catch, injure, or kill any animal, bird, or fish at the Airport.

**1.14. Weapons and Explosives**

- 1.14.1. Weapons (including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives may only be carried (possessed) and/or handled at the Airport in accordance with applicable Regulatory Measures.
- 1.14.2. Discharge of any weapon at the Airport is prohibited, except in the performance of official duties, the lawful defense of persons or Property, or by authorized personnel for purposes of wildlife management.





1.14.3. No person shall store, keep, handle, use, dispose of, or transport at the Airport any Class A or Class B explosives or Class A poison (as defined in the Interstate Commerce Commission Regulation for transportation of explosives and other dangerous articles) or any other poisonous substance or material (solid, liquid, or gas) at such time or place or in such manner or condition that may unreasonably endanger persons or Property or would be likely to do so.

1.14.3.1. Signage consistent with NFPA requirements must be posted on facilities storing these items. Additionally, vehicles transporting these items must have proper DOT placards.

1.14.4. No person shall possess or ignite Class C explosives (e.g., fireworks, firecrackers, etc.) at the Airport with exception of explosives that may be used by authorized personnel for purposes of wildlife management.

**1.15. Alcoholic Beverages**

1.15.1. Liquors may only be consumed in accordance with applicable Regulatory Measures. Such consumption shall take place only in locations and at the times approved in writing by the Airport Director.

**1.16. Use of Public Areas**

1.16.1. Marking or defacing the floors, walls, windows, ceilings, or any other surface at the Airport is prohibited.

1.16.2. Use of the Public Area in any facility or in any area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other accommodations is prohibited unless authorized by the Airport Director.

**1.17. Trash Receptacles**

1.17.1. Trash (which includes, but is not limited to, rubbish, garbage, refuse, discarded paper, boxes, crates, and litter of any kind) shall not be placed, discharged, or deposited at the Airport except in trash receptacles.

1.17.2. No areas other than described above at the Airport shall be utilized for the deposit of trash.

1.17.2.1. Such areas shall be kept clean and sanitary.

1.17.2.2. Trash receptacles shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of offensive odors.

1.17.2.3. Exterior trash receptacles shall be equipped with securely fastened lids.

1.17.3. Trash shall not be brought to the Airport.

1.17.4. The burning of trash at the Airport is prohibited.

**1.18. Fire and Flammable Materials**

1.18.1. Operators, Lessees, or Sublessees engaged in any activity at the Airport, whether using or occupying Airport land and/or Improvements or otherwise, shall adhere to the practices required by the National Fire Protection Association (NFPA) and shall fully comply with all fire codes, regulations, or directives issued by the Fire Department and/or the University, and applicable Regulatory Measures.

- 1.18.2. Entities using the Airport or the land and/or Improvements located at the Airport shall exercise the utmost care to guard against fire and injury or death to a person(s) or damage to Property.
- 1.18.3. In no event shall smoking, carrying lighted cigars, cigarettes, pipes, or carrying matches or lighters occur within 50 feet of any Aircraft, Refueling Vehicle, or Fuel storage facility.
- 1.18.4. Open flames (i.e., candles, fixtures, or fires) are prohibited at the Airport without the prior written permission of the Airport Director and the Fire Department.
  - 1.18.4.1. This excludes open flames utilized by Operators, Lessees, or Sublessees in the performance of Aircraft Maintenance.
- 1.18.5. Any uncontrolled fires (regardless of the size of the fire or whether or not the fire has been extinguished) shall be reported immediately to "911".
- 1.18.6. No person shall tamper with any fire extinguisher or related equipment at the Airport or use the same for any purpose other than fire prevention or fire fighting.
  - 1.18.6.1. Such equipment shall be operated and maintained in accordance with the practices required by the NFPA, in compliance with all fire codes, regulations, and directives issued by the Fire Department and/or University, and may be inspected by the Fire Department and/or University at any time.
    - 1.18.6.1.1. A tag showing the date of the last inspection (and who performed the inspection) shall be attached to each unit and records, acceptable to insurance underwriters, shall be kept documenting the status of each unit.
- 1.18.7. No person shall block or modify any self-closing fire door at the Airport or do anything which would interfere or prevent its closing in the event of a fire.
- 1.18.8. Flammable materials shall only be used or stored in accordance with the practices required by the NFPA and in full compliance with the codes, regulations, and directives issued by the Fire Department and/or the University, the Airport's Storm Water Pollution and Prevention Plan (SWPPP), the Airport's Spill, Prevention, Control, and Countermeasures (SPCC) plan, and Regulatory Measures.
- 1.18.9. The use of flammable, volatile liquids having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically approved for the purpose for which the liquid is being used. The room must be properly fireproofed and equipped with appropriate and readily accessible fire-extinguishing apparatus.
  - 1.18.9.1. The practices required by NFPA Pamphlet No. 30 (Flammable and Combustible Liquids Code) and NFPA Pamphlet No. 410 (Aircraft Maintenance) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

**1.19. Hazardous Materials**

- 1.19.1. No person shall store, keep, handle, use, dispense, discharge, or transport at the Airport any Hazardous Materials in contravention of any Regulatory Measure. Proper permits must be obtained from the Agency having jurisdiction, copies must be maintained on file for review by the University, and prior notification must be given to the Airport Director.
  - 1.19.1.1. At least 24 hours advanced notice shall be given to the Airport Director to permit full investigation and clearance for any operation requiring a waiver of this provision. Permission may be given to movements of Hazardous Materials only when such materials are properly packed, marked, labeled, and limited as required by Regulatory Measures and only if such materials will not create a hazard to persons or Property at the Airport.
  - 1.19.1.2. If the storage of Hazardous Material at the Airport is approved, such material must be placed in suitable receptacles designed specifically for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids that are properly secured.
    - 1.19.1.2.1. Material Safety Data Sheets (MSDS) for all Hazardous Materials shall be maintained on-site so as to be Readily Available to emergency responders in the event of an emergency and for review, at any time, by the University and the Fire Department.
  - 1.19.1.3. No person shall use, keep, or permit to be used or kept, any foul or noxious substance or material at the Airport.
- 1.19.2. Hazardous Materials (including used or spent Fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, and any other hazardous liquids or fluids) shall be disposed of in a manner consistent with the practices required by the NFPA and in full compliance with these Rules and Regulations, the Airport's SWPPP, the Airport's SPCC plan, the University's directives, and Regulatory Measures.
  - 1.19.2.1. Hazardous Materials shall not be disposed of or dumped in drains, on Aprons, in catch basins, in ditches, or elsewhere at the Airport.
  - 1.19.2.2. Used or spent engine oil shall be disposed of only at waste oil stations or approved disposal points.
- 1.19.3. All empty cans, jars, bottles, and other containers for Hazardous Materials shall be removed from the Airport in a timely manner, as determined by the University, and shall not remain on the floor, wall stringers, or overhead storage areas of Hangars, offices, shops, or other buildings.
- 1.19.4. Hazardous Materials shall not be stored in close proximity to operating Aircraft, Vehicles, equipment, or sources of heat nor be in excess of amounts needed as current inventory. All Hazardous Material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of which must meet the approval of the University and the Fire Department.

- 1.19.4.1. Secondary containment is required to be greater than or equal to 110% of the largest containers capacity for the storage of Hazardous Materials being stored in tanks, drums, or other similar storage receptacles.
- 1.19.4.2. Fuels or deicing fluids in containers greater than 55 gallons shall not be stored at the Airport without providing prior notification from and a copy of an SPCC plan to the Airport Director and the Fire Department.
- 1.19.5. No Hazardous Materials shall be disposed of on the ground or into the air at the Airport during Aircraft preflight inspections.
- 1.19.6. Any person who experiences a release of Hazardous Materials shall fully comply with Section 1.20 of these Rules and Regulations and applicable Regulatory Measures.

**1.20. Environmental (Hazardous Materials) Clean Up**

- 1.20.1. The party responsible for an environmental incident (to include the overflowing or spilling of Fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other Hazardous Material anywhere at the Airport) is responsible for: (a) the immediate mitigation and cleanup of the overflow or spill, (b) proper disposal of the substance(s) and used cleanup materials, and (c) immediate notification of the Airport Director, the Fire Department (in the event of an emergency), and Alabama Department of Environmental Management (if required by law).
  - 1.20.1.1. Responsible party shall maintain adequate spill response equipment for the hazards associated with the operation. This equipment shall be maintained to ensure function and utility in the event of a release.
  - 1.20.1.2. In the event that the University determines that the responsible party is unavailable or unable (or if the responsible party, after being notified by the University, refuses or fails) to take the appropriate action to mitigate the adverse environmental incident in a timely manner (at the responsibly party's risk, cost, and expense), the University may take action and/or employ those services that the University determines are required to control and/or clean up the site at the risk, cost, and expense of the responsible party, without liability to the University.

**1.20.2. Hazardous Materials Overflow or Spills**

1.20.2.1. In the event a Hazardous Materials overflow or spill occurs, regardless of the amount of the overflow or spill, the responsible party shall take appropriate action to contain the overflow or spill, notify the Airport Director, the Fire Department (in the event of an emergency), and Alabama Department of Environmental Management (if required by law) and clean up, mitigate, and remediate the site. The following procedures shall be followed in the event of a Hazardous Materials overflow or spill unless otherwise required under an approved SPCC plan or instructed by the University or the Fire Department.

1.20.2.1.1. Hazardous Materials spills that require reporting (as outlined in the following sections) include Fuels, oils, alcohol, glycol, and all similar chemicals or substances that could be considered hazardous. The use of deicing fluids in excess of the quantities identified in this section are exempt when such use complies with Regulatory Measures pertaining to the deicing of Aircraft and/or Paved surfaces (e.g., Runways, Taxiways, Taxilanes, Apron areas).

1.20.2.2. Minor Hazardous Materials Overflow or Spills – In the event of overflows or spills of less than five gallons which do not compromise public safety. the responsible party shall:

1.20.2.2.1. Stop the source of the spill immediately.

1.20.2.2.2. Contain the spill with appropriate absorbent material(s).

1.20.2.2.3. Block all stormwater drains in the immediate area to prevent the spill from flowing into the drain(s).

1.20.2.2.4. Follow procedures outlined in Section 1.20.2.1.

1.20.2.2.5. Make a written record of all the details of the spill.

1.20.2.3. Major Hazardous Materials Overflow or Spills – In the event of overflows or spills in excess of five gallons (or which compromises public safety), but less than 25 gallons or any spill causing an immediate threat to public safety, the responsible party shall:

1.20.2.3.1. Follow procedures outlined in Section 1.20.2.1 through 1.20.2.2.

1.20.2.3.2. Determine the threat to the immediate public and make any arrangements to secure the safety of the immediate public (e.g., evacuation).

1.20.2.3.3. Assess the damage to land and/or ground water in conjunction with the University.

1.20.2.3.4. Provide to the University within five business days of the spill a written summary of the spill.

- 1.20.2.4. Serious Hazardous Materials Overflow or Spills – In the event of overflows or spills in of 25 gallons or more which may pose a serious threat to the public safety, the responsible party shall:
  - 1.20.2.4.1. Follow procedures outlined in Section 1.20.2.1 through 1.20.2.3.
  - 1.20.2.4.2. Provide to the University within five business days of the spill a written summary of the spill which shall also identify the measures which the responsible party will take to eliminate the potential for such a spill in the future.
- 1.20.3. Operators, Lessees, Sublessees, or Airport users with Fueling capability or responsibility for maintenance of Fuel systems shall have on hand sufficient:
  - (a) containment booms to form a barrier around the spill and (b) sufficient absorbent material(s), booms, blankets, pads, pillows, and other clean-up materials available to pick up the spilled product and store it in a sealed container(s) until proper disposal can be made. Salvage drum(s) shall be approved by the Department of Transportation (DOT) (DOT-E-10102).

### **1.21. Painting**

- 1.21.1. Doping processes, painting, or paint stripping shall only be performed in those facilities specifically approved for such activities and then only in accordance with the practices required by the NFPA 410 (Aircraft Maintenance) and in full compliance with the Airport's SWPPP, the Airport's SPCC plan, the University's directives, and Regulatory Measures.

### **1.22. Emergency Conditions**

- 1.22.1. The University, in its sole discretion, shall determine if and when an emergency condition exists.
- 1.22.2. Emergency conditions at the Airport shall not mitigate or cancel these Rules and Regulations.
- 1.22.3. The University reserves the right to temporarily restrict or suspend permitted operations in the event of emergencies.
- 1.22.4. Emergency directives or procedures may be issued at the discretion of the University.
- 1.22.5. The University shall determine when normal operations may resume.

### **1.23. Special Events**

- 1.23.1. Special events shall not be held unless written approval has been obtained from the Airport Director and any other Agency having jurisdiction and all applicable fees and/or charges have been paid to the University and/or other Agencies, as required.
- 1.23.2. Written authorization shall specify the area(s) of the Airport authorized for such special event(s) or use, the dates and duration of such event(s) or use, and any other terms and conditions deemed necessary.

## 2. AIRCRAFT RULES AND REGULATIONS

### 2.1. *Regulatory Measures*

2.1.1. Aeronautical Activities at the Airport shall conform to 14 CFR, other applicable Regulatory Measures, these Rules and Regulations, the instructions of the University, or the directives of the Airport Director.

### 2.2. *Non-Airworthy, Disabled or Abandoned Aircraft*

2.2.1. Only Aircraft considered airworthy by the Federal Aviation Administration (FAA) shall use the Airport for Aircraft parking, staging, or storage.

2.2.2. Aircraft may undergo major renovation or restoration at the Airport as long as the Aircraft is stored in a Hangar approved for such Aircraft Maintenance.

2.2.3. Aircraft that are non-airworthy shall be promptly removed from the Airport by the Aircraft Owner or Aircraft Operator unless otherwise authorized in writing by the Airport Director.

2.2.3.1. In the event the University determines that Aircraft Owner or Aircraft Operator is unavailable or unable (or if Aircraft Owner or Aircraft Operator, after being notified by the University, refuses or fails) to remove the non-airworthy Aircraft in a timely manner (at Aircraft Operator's cost and expense), the Aircraft may be removed by the University at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability to the University for damage arising from, out of, or related to, such removal.

2.2.4. Aircraft Owners or Aircraft Operators shall be responsible for the safe and prompt removal of disabled Aircraft and any part thereof from a Movement Area to a designated Non-Movement Area, unless otherwise required or directed by the University, FAA, National Transportation Safety Board (NTSB), or Agency having jurisdiction.

2.2.4.1. In the event the University determines that Aircraft Owner or Aircraft Operator is unavailable or unable (or if Aircraft Owner or Aircraft Operator, after being notified by the University, refuses or fails) to remove the disabled or non-airworthy Aircraft in a timely manner (at Aircraft Operator's cost and expense), the Aircraft may be removed by the University at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability to the University for damage arising from, out of, or related to, such removal.

2.2.5. Abandoning an Aircraft anywhere at the Airport is prohibited.

2.2.5.1. The University may, at the risk, cost, and expense of the Aircraft Owner, remove Abandoned Aircraft without liability for damage arising from or out of such removal.

**2.3. Based Aircraft Registration**

- 2.3.1. Based Aircraft at the Airport must be registered with the University or through the Fixed Based Operator (FBO) or Specialized Aviation Service Operator (SASO) where the Aircraft is based.
- 2.3.2. Registration information shall include the following:
  - 2.3.2.1. Aircraft make, model, registration number, and maximum gross landing weight.
  - 2.3.2.2. Aircraft Owner's and Aircraft Operator's (if different) name, address, and phone number
    - 2.3.2.2.1. If more than one person or entity owns and/or operates the Aircraft, the name, address, and phone number of all Owners and Operators shall be provided.
  - 2.3.2.3. A Certificate of Insurance confirming that insurance coverage is current in the minimum acceptable levels established by the University.
- 2.3.3. Based Aircraft Operators must have a Tiedown or Hangar Agreement with either the Airport or an authorized FBO or SASO.

**2.4. Hours of Operation**

- 2.4.1. The Airport is available for use 24 hours per day, 7 days per week, unless closed by Notice To Airmen (NOTAM).

**2.5. Accidents**

- 2.5.1. Aircraft Operators involved in an Aircraft Accident at the Airport shall make a full and complete report of the Aircraft Accident to the University and appropriate Agencies in a timely manner, complete any additional required forms and/or reports, and comply with NTSB Regulations Part 830.
  - 2.5.1.1. The report to University shall include copies of any forms, reports, and/or documentation provided to the NTSB, FAA, NFPA, or other Agencies having jurisdiction.
- 2.5.2. Aircraft involved in an Aircraft Accident at the Airport may not be removed from the scene of the Aircraft Accident until authorized by the University who shall receive authorization from the FAA, NTSB, or other Agencies having jurisdiction, as applicable.
- 2.5.3. Once authorization to remove the Aircraft has been issued, the Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of the Aircraft and any parts thereof from a Movement Area to a designated Non-Movement Area in accordance with Sections 2.2.4.1 of these Rules and Regulations.



**2.6. Prohibiting Use of the Airport**

2.6.1. The Airport Director shall have the right at any time and under any circumstance to close the Airport or any portion thereof to air traffic, to prohibit Aircraft arrivals, departures, or movement at the Airport, to delay or restrict any flight or other Aircraft operation, or to deny the use of the Airport to any person(s) when such actions are considered to be necessary and desirable in the interest of safety or security or when it is determined that the operation of an Aircraft would likely endanger persons or Property.

2.6.1.1. The Airport Director or the FAA may issue or cancel a NOTAM to close or open the Airport (or any portion thereof) or to restrict or terminate any activity at the Airport.

2.6.1.2. Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, cost, loss of revenue, or damage that may be incurred by any Operator, Lessee, Sublessee, Airport user, or any other entity.

**2.7. Maintenance**

2.7.1. Aircraft Maintenance may only be performed within Hangars and shall be limited solely to that specifically permitted by the type rating established by Building and Fire Codes, and then, only in compliance with Regulatory Measures and the instructions of the University, the directives of the Airport Director, and the orders of the Fire Department.

2.7.2. Aircraft painting or paint stripping shall be performed only in facilities specifically approved for these activities by an Agency having jurisdiction.

**2.8. Cleaning**

2.8.1. Aircraft cleaning shall only be performed in full and complete compliance with the Airport's SWPPP.

2.8.2. All residual fluids (cleaning byproducts) must flow to an oil/water separator.

2.8.3. It is recommended that all Aircraft cleaning be accomplished with biodegradable soap and without the use of solvents. When non-biodegradable soap and solvents are used for Aircraft cleaning, these substances shall be disposed of in accordance with Regulatory Measures.

2.8.4. Aircraft, Aircraft engines, and/or parts may be dry washed in areas not having an oil/water separator.

**2.9. Engine Operation**

2.9.1. Engine Runups are prohibited in Non-Movement Areas.

2.9.2. Aircraft engines shall not be started within any structure at the Airport.

2.9.3. Any person operating an Aircraft engine in an area that is accessible to the public shall alert and take precautions to protect the public from potential hazards resulting from such operations.

2.9.4. Starting an Aircraft engine when there is flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.

2.9.5. Aircraft controls shall be attended while Aircraft engines are operating.

2.9.6. Propeller, engine, and exhaust noises shall be kept to a minimum.

**2.10. Parking and Storage**

- 2.10.1. Aircraft shall be parked in such a manner as to be completely contained within the parking or Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxiway, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, equipment, gates, or Fuel storage facilities.
- 2.10.2. Unless otherwise provided in an Agreement, no person shall use any area of the Airport for the parking, staging, and storage of Aircraft, without prior written permission of the Airport Director.
  - 2.10.2.1. In the event a person uses any area of the Airport for Aircraft parking, staging, or storage without first obtaining the prior written permission of the Airport Director, the University may remove and store the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability for damage that may arise from such removal or storage.
- 2.10.3. Aircraft Operators shall ensure Aircraft are properly secured, as set forth in Advisory Circular (AC) 20-35C, when parked and/or stored at the Airport.
  - 2.10.3.1. Moored lighter-than-air Aircraft shall have at least one person monitoring the safety of the mooring.
- 2.10.4. Upon request of the University, the Aircraft Owner or Aircraft Operator of any Aircraft parked, staged, or stored at the Airport shall move the Aircraft to the location and/or position at the Airport identified by the University. In the event the Aircraft Owner or Aircraft Operator refuses, is unable, or unavailable, the University may move the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability for damage that may arise from such movement.

**2.11. Security**

- 2.11.1. In the event the type, use, or condition of an Aircraft requires that security be obtained, provided, and/or maintained for the Aircraft, the Aircraft Owner, Aircraft Operator, Lessee, or Sublessee shall be responsible for such security and may only provide (and/or arrange for) such security after notifying the University.
- 2.11.2. Security measures shall not be employed as a means to hinder, delay, or prevent relocation or removal of Aircraft at the direction of the Airport Director.
- 2.11.3. No person shall interfere or tamper with any parked, staged, or stored Aircraft in contradiction to these Rules and Regulations without the Aircraft Owner's or Aircraft Operator's permission.

**2.12. Operations**

- 2.12.1. Operating an Aircraft in a careless, negligent, or reckless manner; in disregard of the rights, safety, or security of others; without due caution and circumspection; or at a speed or in a manner which endangers or is likely to endanger persons or Property is prohibited.
- 2.12.2. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by the Airport Director.
- 2.12.3. Operating an Aircraft constructed, modified, equipped, or loaded so as to endanger or be likely to endanger persons or Property is prohibited.
- 2.12.4. Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or if low intensity (less than 50 KW output), is within 100 feet of another Aircraft, an Aircraft Refueling Vehicle, a Fuel storage facility, or any fueling services, or other operation in which flammable liquids, vapors, or mist could be present.
- 2.12.5. Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an Aircraft is inside a Hangar.
- 2.12.6. The starting, positioning, or taxiing of Aircraft shall be done in such a manner so as to avoid generating or directing any propeller slipstream or engine blast that may endanger persons or damage Property.
  - 2.12.6.1. To avoid this situation, it may be necessary to tow the Aircraft to a location or position at the Airport where the propeller slipstream or engine blast will not endanger persons or damage Property when the engines are started or operated.
- 2.12.7. Aircraft shall not land, take off, taxi, park, or be staged (or stored) in any area of the Airport that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the Aircraft.
  - 2.12.7.1. It shall be the Aircraft Operator's responsibility to pay for the repair of any damage to the Airport's Runways, Taxiways, Taxilanes, or Aprons caused by excessive Aircraft weight loading and/or other operations.

**2.13. Taxiing and Towing Operations**

- 2.13.1. Aircraft shall not be taxied until the Aircraft Operator has ascertained (by visually inspecting the area) that there shall be no danger of collision with any person, structure, object, or Property in the area.
- 2.13.2. Aircraft shall not be taxied into, out of, or within any structure at the Airport.
- 2.13.3. Aircraft being taxied at the Airport shall proceed with running lights and anti-collision lights illuminated during the time between official sunset and official sunrise.
- 2.13.4. Taxiing Aircraft shall yield the right-of-way to Emergency Vehicles, equipment, or Aircraft.

2.13.5. Aircraft Operators shall not taxi an Aircraft at the Airport at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual and potential hazards and other Aircraft so as not to endanger persons or Property at the Airport.

2.13.5.1. Aircraft taxiing speeds shall be reduced during periods of inclement weather including, but not limited to, periods when visibility is reduced.

2.13.6. Aircraft Operators shall not text or operate non-aviation applications on mobile electronic devices while taxiing or being towed.

2.13.7. Aircraft shall only be taxied or towed in areas normally used for operation of Aircraft unless prior written approval has been provided by the Airport Director.

#### **2.14. Rotorcraft Operations**

2.14.1. Rotorcraft shall park or operate only in Movement Areas and Aircraft parking areas.

2.14.2. Rotorcraft shall not be operated within 50 feet of any building or Fuel storage facility.

2.14.3. Rotorcraft shall not be operated within 100 feet of any area where Light Aircraft are parked or operating.

#### **2.15. Noise Abatement Procedures**

2.15.1. Consistent with the Aircraft Operator's responsibility for fully complying with 14 CFR, the instructions of ATC personnel, and the operating parameters of the Aircraft as set forth by the Aircraft manufacturer, Aircraft Operators shall use procedures that minimize the noise impact on surrounding areas. This includes, but is not limited to, avoiding low altitude maneuvers, maintaining optimum power settings and operating altitudes, and avoiding flights over populated areas.

#### **2.16. Restricted Activities**

2.16.1. Aircraft Operators shall provide advance notification to the Airport Director before engaging in any of the following activities at the Airport and shall conduct these activities in accordance with the specific requirements stipulated by the University:

2.16.1.1. Use of motorless Aircraft: The landing upon or towing from the Airport of gliders and other certificated motorless Aircraft.

2.16.1.2. Use of Ultralight Vehicles: The landing upon or taking off from the Airport of Ultralight Vehicles.

2.16.1.3. First or test flights of experimental aircraft including ground demonstrations.

2.16.1.4. Use of lighter-than-air Aircraft: The landing upon or taking off from the Airport of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft that utilize gasses or hot air to provide lift.

2.16.1.5. Banner or glider towing: The landing upon or taking off from the Airport of Aircraft that tow banners, gliders, or other devices.

- 2.16.1.6. Sky diving, parachuting, or powered parachute operations.
- 2.16.1.7. Operation of Aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and/or Taxiway(s).
- 2.16.1.8. Use of an Aircraft with an ejection seat.
- 2.16.1.9. Transportation of Hazardous Materials: Landing or taking off with flammable, explosive, or corrosive materials, except that which is carried aboard (and necessary) for the operation of the Aircraft or use by crewmembers or passengers.
  - 2.16.1.9.1. All shipments of Hazardous Material shall comply with regulations established in 49 CFR Parts 100-199 and Regulatory Measures governing such shipments.
  - 2.16.1.9.2. Hazmat and ARFF equipment and trained personnel will be required for this type of operation as a precautionary measure. Costs associated with trained hazmat personnel and related equipment shall be borne solely and completely by the Aircraft Operator.

### **2.17. Fees and/or Charges**

- 2.17.1. Aircraft shall not take off from the Airport unless the Aircraft Owner or Operator has paid the fees and/or charges that may be established and assessed from time to time by the University unless the Aircraft Owner or Operator is exempt from payment of certain fees and/or charges as may be stipulated in an Agreement.
  - 2.17.1.1. Aircraft that may be exempt from Airport fees and/or charges include Aircraft owned and/or operated by the United States of America, owned and/or operated by military forces of the United States of America, and operated by foreign military forces in support of allied military operations that do not utilize the Airport significantly (as defined by the FAA).
- 2.17.2. The University shall have the authority to detain any Aircraft for non-payment of any fees and/or charges which are property due to the University.

### **3. VEHICLE RULES AND REGULATIONS**

#### **3.1. *Regulatory Measures***

- 3.1.1. All Vehicle Operators at the Airport shall fully comply with the Alabama Vehicle Code (as may be amended from time to time), these Rules and Regulations, instructions provided by the University, directives issued by the Airport Director, and the orders of the Police Department.
- 3.1.2. Enforcement of traffic Regulatory Measures shall be the responsibility of the Agency having jurisdiction.

#### **3.2. *Licensing and Permit***

- 3.2.1. Except for Vehicles that are exclusively used on the AOA, all Vehicles shall meet the State of Alabama licensing and registration requirements.
- 3.2.2. Vehicle Operators at the Airport must have a valid Vehicle Operator's license and evidence of insurance as required by state law.
- 3.2.3. Unescorted Vehicle Operators on the AOA are required to complete a Vehicle Operators training program (class) and shall possess an approved Airport Identification Badge.
- 3.2.4. Prior to operating Vehicles on the AOA, Vehicle Operators shall complete and submit an AOA Vehicle Permit request form to the University.
- 3.2.5. Prior to obtaining AOA Vehicle Permits for employees of Operators, Lessees, or Sublessees, an Authorization Signature Letter listing at least one person who is authorized to request AOA Vehicle Permits shall be completed and submitted to the Airport Director.
- 3.2.6. Vehicles on the AOA are required to have an approved AOA Vehicle Permit displayed on the Vehicle.
- 3.2.7. Vehicles operating or parking on the AOA, with the exception of Emergency Vehicles, must be registered with the University and display a current AOA Vehicle Permit, unless otherwise authorized by the University.

#### **3.3. *Equipment***

- 3.3.1. Vehicles shall not be operated at the Airport unless the Vehicle is in sound mechanical order, has adequate lights, horn, and brakes, and permits clear (unobstructed) visibility from the driver's position.
- 3.3.2. Trailers and semi-trailers are not permitted at the Airport unless equipped with lights (or reflectors) on all sides and proper brakes/braking system.
  - 3.3.2.1. Trailers and semi-trailers shall not be disengaged from Vehicles.

#### **3.4. *Operations***

- 3.4.1. Vehicles are not allowed to be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or Property at the Airport.
- 3.4.2. Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) so as to endanger or be likely to endanger, persons or Property, is prohibited at the Airport.

- 3.4.3. No tank Vehicle, truck, or semi-trailer used for the transportation of flammable liquids or Fueling or defueling of Aircraft shall be operated at the Airport unless approved by the Airport Director.
- 3.4.4. Vehicles shall not be operated in any Hangar at the Airport for a prolonged period of time unless the Vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the Hangar.
- 3.4.5. Airside and Landside Speed Limits
  - 3.4.5.1. Safe Speed – Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions that exist and/or without regard for actual and potential hazards, traffic, use of the street or roadway and/or in a manner that endangers persons or Property at the Airport.
  - 3.4.5.2. Minimum Speed – Vehicles shall not be operated at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with Regulatory Measures.
  - 3.4.5.3. Maximum Speed – Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not be operated at the Airport in excess of the posted speed limits or in excess of any speed stipulated in these Rules and Regulations.
    - 3.4.5.3.1. In areas where signs, markers, or devices are not used or posted, the speed limit shall be 25 miles per hour (landside) and 15 miles per hour (airside).
- 3.4.6. Vehicle Operators shall not, after receiving a visual or audible signal from the Airport Director or a Law Enforcement Officer fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal, or interfere with or endanger persons or Property.
- 3.4.7. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by the Airport Director or a Law Enforcement Officer.
- 3.4.8. Vehicles that are overloaded or carrying more passengers or cargo than the Vehicle is designed to carry are prohibited at the Airport.
- 3.4.9. Persons shall not ride on the running board, in the beds of pickup trucks, ride on the outside of a Vehicle, or allow arms or legs to protrude from a Vehicle with the exception of Emergency Vehicles that are designed specifically for such operations.
- 3.4.10. Vehicle Operators shall yield the right of way to Aircraft, Emergency Vehicles or equipment, and pedestrians.
- 3.4.11. Vehicles shall not be operated in such a manner or within such proximity of an Aircraft as to create a hazard or interfere with the safe and secure operation of the Aircraft.

- 3.4.11.1. Vehicles shall not overtake or pass in front of a moving Aircraft.
- 3.4.11.2. Vehicles shall come no closer than 50 feet to a taxiing Aircraft and shall pass to the rear of taxiing Aircraft.
- 3.4.11.3. Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked or staged Aircraft where practical.
- 3.4.12. Vehicles used for hauling trash, dirt, or any loose material(s) shall be operated in such a fashion as to prevent the contents of the Vehicle from dropping, shifting, leaking, or otherwise escaping. At a minimum, such loads shall be covered.
- 3.4.13. Tugs (Towing Vehicles and Related Equipment)
  - 3.4.13.1. Positive locking couplings are required for all towing Vehicles and related equipment.
  - 3.4.13.2. Aircraft towing Vehicles and related equipment shall be returned to designated parking or staging areas immediately following unloading.

### **3.5. Air Operations Area**

- 3.5.1. Vehicles used exclusively on the AOA shall be painted and/or properly marked in a manner approved by the Airport Director.
- 3.5.2. Vehicles used exclusively on the AOA shall be equipped with an approved and fully operational amber or red (Emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle providing 360 degree view and in compliance with AC 150/5210-5B.
  - 3.5.2.1. The beacon shall be activated by the Vehicle Operator prior to entering the AOA and shall remain in operation while the Vehicle is on the AOA.
- 3.5.3. Vehicle Operators shall not text or utilize applications on mobile electronic devices while driving on the AOA.
- 3.5.4. Vehicle Operators using the AOA on an irregular basis must be escorted by an authorized Vehicle Operator or obtain permission from the Airport Director and shall proceed directly to the Vehicle Operator's destination on the Airport without entering the Movement Area.
- 3.5.5. The University may restrict Vehicles to a certain area(s) of the AOA. Such restrictions may prohibit Vehicle operations outside the designated area(s).
- 3.5.6. Use of motorhomes, mini-bikes, dirt bikes, all terrain Vehicles, go-carts, roller blades, skate boards, bicycles, or unicycles for recreational purposes are not permitted at the Airport without the prior written permission from the Airport Director.

### **3.6. Movement Area**

- 3.6.1. No person shall take or drive any Vehicle on the Movement Area unless permission has been granted in an Agreement or obtained in writing, in advance, from the University.



- 3.6.2. All Vehicles operating in the Movement Area on a regular basis shall be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies (including 123.00 MHz and ranging from 108.00 MHz to 136.00 MHz).
- 3.6.3. When construction-related Vehicles are required to enter or work within the Movement Area, such Vehicles will be marked with an approved orange and white checkered flag (for daytime operations) or an amber beacon (for nighttime operations).
  - 3.6.3.1. If the construction Vehicle is not equipped with a two way radio capable of communicating on the proper aeronautical frequencies, the Vehicle shall be escorted at all times (while in the Movement Area) by an Airport authorized Vehicle and authorized personnel or have a properly trained flagman (with a two way radio capable of communicating on the proper aeronautical frequencies) stationed at the area(s) designated by the Airport Director to give instructions to the Vehicle.

### **3.7. Accidents**

- 3.7.1. A Vehicle Operator involved in an Accident at the Airport resulting in any injury or death to a person(s) or damage to Property shall stop the Vehicle at the scene (or as close as possible to the scene without unnecessarily obstructing traffic or creating a safety hazard) and immediately call "911".
- 3.7.2. The Vehicle Operator (and the Vehicle) must remain at the scene until the Police Department and/or the Fire Department take a full report.
- 3.7.3. A copy of any report shall be submitted to the University.

### **3.8. Cleaning and Maintenance**

- 3.8.1. Vehicles shall not be cleaned and/or maintained anywhere at the Airport, except for minor repairs that are necessary to remove such Vehicles from the Airport.
- 3.8.2. Vehicles operated by Operators, Lessees, or Sublessees shall be cleaned and/or maintained only in areas (and in such a manner that is) fully compliant with the Airport's SWPPP.

### **3.9. Parking or Stopping**

- 3.9.1. Vehicles shall be parked only in those areas specifically designated for such purpose.
- 3.9.2. Vehicles shall not be parked or stopped:
  - 3.9.2.1. in such a manner so as to obstruct a parking area lane, driveway, roadway, walkway, crosswalk, fire lane, Runway, Taxiway, Taxilane, and/or obstruct access to Hangars, parked or staged Aircraft, and/or parked or staged Vehicles;
  - 3.9.2.2. on the left side of a road;
  - 3.9.2.3. on the roadway side of any stopped or parked Vehicle (double parking);
  - 3.9.2.4. within 15 feet of a fire hydrant or within a fire lane or restricting access to or from a fire lane;

- 3.9.2.5. within 3 feet of either side of a security fence;
- 3.9.2.6. on unpaved or grassed areas (unless specifically designated for Vehicle parking)
- 3.9.2.7. other than in accordance with restrictions posted on authorized signs.
- 3.9.3. Vehicles, other than those loading and unloading Aircraft, shall not stop for loading, unloading, or any other purpose at the Airport other than in the areas specifically designated for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means.
- 3.9.4. Displaying Vehicles and/or equipment for sale, lease, or rent at the Airport is prohibited unless authorized in writing by the Airport Director.
- 3.9.5. Parking in designated public parking areas is open to any person using the Airport.
- 3.9.6. All service Vehicles or equipment (including utility companies, delivery companies, government, etc.) shall park in specially reserved and marked areas or other areas designated by the Airport Director.
- 3.9.7. Aircraft Operators may park Vehicles that are fully operational, completely functional and properly permitted by the University inside the Hangar while the Based Aircraft in the Hangar is gone.
- 3.9.8. Aircraft Operators may park Vehicles that are fully operational and properly permitted by the University outside of the Hangar while the Based Aircraft in the Hangar is gone, but only in designated parking areas.
  - 3.9.8.1. Vehicles parked outside of a Hangar more than 30 calendar days shall be considered abandoned and the University may take whatever action is deemed appropriate to remove and/or dispose of the Vehicle. Such action shall be at the Vehicle Operator's risk, cost, and expense and without any liability to the University for damage that may result from such removal and/or disposal.
- 3.9.9. Boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all terrain Vehicles, race cars, recreational Vehicles, trailers, etc. may not be parked or stored in a Hangar or anywhere else on the Airport.
- 3.9.10. Vehicles shall not be Abandoned at the Airport.
- 3.9.11. The University may tow or otherwise remove from the Airport any Vehicle that is disabled, Abandoned, or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety or security hazard or interferes with Airport operations) at the Vehicle Operator's risk, cost, and expense and without liability for damage that may result from such removal.

### **3.10. Fees and/or Charges**

- 3.10.1. Vehicles shall not be parked in any public parking area of the Airport unless the Vehicle Operator pays the fees and/or charges that may be established and assessed from time to time by the University unless the Vehicle Operator is exempt from payment as may be stipulated in an Agreement with the University.

#### **4. OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

##### **4.1. Security**

- 4.1.1. It shall be the responsibility of Operators, Lessees, and Sublessees to ensure that all gates, chains, doors, and locks and all other safeguards are continually and conscientiously maintained (kept in good condition) and used in a manner so as to protect all persons and Property.
- 4.1.2. For gates or doors that provide access to a Restricted Area through an Operator's, Lessee's, or Sublessee's Leased Premises, it is the responsibility of Operator, Lessee, or Sublessee to ensure that such gates and doors remain (be kept) closed, locked, and secured except when actually in use and to ensure that all gates and doors and locking/securing mechanisms, and other safeguards are continually and conscientiously maintained (kept in good condition) and used in a manner so as to protect all persons and Property.
- 4.1.3. Operator, Lessee, or Sublessee is required to keep an active log of keys, access cards, and other media issued (and to whom issued) that allows access to the Leased Premises. The log shall be made available to the Airport Director upon request. Any lost or stolen keys, access cards, or other media shall be reported to the Airport Director immediately.
- 4.1.4. Operator, Lessee, or Sublessee must comply with all applicable reporting requirements as established by the University, FAA, DHS, TSA, and any other Agency having jurisdiction.
- 4.1.5. No person shall cause any object to be located within three feet of the Airport perimeter fence or any other distance that could facilitate unauthorized access to a Restricted Area.

##### **4.2. Construction or Alteration of Improvements**

- 4.2.1. Any construction or alteration of an Improvement located at the Airport shall be performed in compliance with the Development Guidelines.

##### **4.3. Maintenance of Premises**

- 4.3.1. Operators, Lessees, and Sublessees are required to keep Leased Premises free from all fire, safety, and security hazards and maintain the same in a condition of repair, cleanliness, and general maintenance in accordance with the Primary Guiding Documents and/or Agreement.
  - 4.3.1.1. Failure by Operator, Lessee, or Sublessee to properly maintain the Leased Premises (including failure to maintain the Leased Premises within the period stipulated in the Primary Guiding Document and/or Agreement or failure to maintain the Leased Premises within the timeframe stated in any written notice provided by the University) may result in the University conducting or contracting the maintenance at Operator's, Lessee's, or Sublessee's cost and expense without liability for damage arising from or out of such action.

- 4.3.2. Operators, Lessees, and Sublessees shall be fully responsible for all damage to facilities, equipment, Property, related appurtenances, and all other Improvements at the Airport caused by Operator, Lessee, or Sublessee or its employees, agents, customers, visitors, suppliers or persons with whom they do business.
- 4.3.3. Facilities (including Hangar floors) shall be kept clean and clear of the accumulation of Fuel, oil, grease, flammable liquids, rags, trash, or other waste materials.
  - 4.3.3.1. The use of volatile or flammable solvents for cleaning floors is prohibited.

#### **4.4. Fire Prevention**

- 4.4.1. Operator, Lessees, and Sublessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed.
- 4.4.2. Operators, Lessees, and Sublessees that have employees conducting Fueling or Fuel transfer operations must ensure that all employees receive fire prevention training and instruction by the Fire Department immediately upon employment and that Employees receive such fire prevention training and instruction annually thereafter.
  - 4.4.2.1. Fire prevention training and instruction shall include the use of fire extinguishers, responding to Fuel and oil spills, handling flammable materials, and any other items deemed necessary and/or appropriate (for the Activity) by the Fire Department and the training and instruction provided to each employee shall be documented and kept on file by Operator, Lessee, or Sublessee.
  - 4.4.2.2. Training records shall be submitted to the University for review upon request by the University.
- 4.4.3. Operators, Lessees, and Sublessees shall provide proper, appropriate, inspected, certified, and readily accessible fire extinguishers (that are approved by fire underwriters) for the particular hazard involved or associated with the activity.
  - 4.4.3.1. Fire extinguishers shall be maintained in accordance with the practices required by the NFPA.
  - 4.4.3.2. A tag showing the date of last inspection (and who performed the inspection) shall be attached to each unit and records, acceptable by fire underwriters, shall be kept documenting the status of each unit.
- 4.4.4. Operators, Lessees, and Sublessees shall designate a responsible person and provide point-of-contact information to the Airport Director and Fire Department including the name of the primary and secondary contacts and day time and after hours telephone numbers for both individuals.

**4.5. Heating Equipment**

- 4.5.1. All heating equipment and Fuel burning appliances installed or used at the Airport shall comply with the requirements (as applicable) of the University, the State of Alabama, the NFPA, and the Fire Department and all plans shall be reviewed by University Fire Safety personnel prior to installation.

**4.6. Aircraft Hangars**

- 4.6.1. Aircraft Hangars shall only be used for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved by the University and the Fire Department or as otherwise stipulated in an Agreement.
- 4.6.2. Aircraft parked in Hangars shall be parked in a manner so as to be completely contained in the Hangar and shall not be positioned in such a manner so as to block a Taxilane or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities.
- 4.6.3. Use of Aircraft Hangars shall be subject to the following restrictions:
- 4.6.3.1. Unless permission is granted by Agreement, no Aircraft Maintenance, alterations, or repairs shall be performed in a Hangar without the prior written permission of the University.
- 4.6.3.2. All approved Aircraft Maintenance shall be performed in full compliance with Regulatory Measures.
- 4.6.3.3. Space heaters may be utilized in compliance with the University's *Use of Portable Space Heaters Policy*.
- 4.6.3.4. Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids as approved by the Fire Department.

**4.7. Aircraft Tiedowns**

- 4.7.1. Aircraft parked in Tiedown space shall be parked in a manner so as to be completely contained in the Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for temporary staging and/or Fueling of such Aircraft.
- 4.7.1.1. If performed in full compliance with Regulatory Measures, preventative Aircraft Maintenance, as defined in 14 CFR Part 43, may be performed on the Aircraft listed in the Agreement for the Tiedown space.

**4.8. Storage of Materials and Equipment**

- 4.8.1. Operators, Lessees, and Sublessees shall store materials and equipment in such manner as to preclude creating any hazard, obstructing any operation, or littering.
- 4.8.1.1. Storage of materials or equipment shall not be permitted outdoors.

4.8.1.2. Operators, Lessees, and Sublessees can store non-hazardous items in a fully-enclosed and secured container on the Leased Premises as long as such storage fully complies with Regulatory Measures.

4.8.2. Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, Vehicles, or equipment without the prior written permission of the University.

#### **4.9. Compressed Gases**

4.9.1. Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.

4.9.1.1. Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.

4.9.1.2. Cylinders or tanks not in use shall have an approved transportation safety cap installed.

4.9.1.3. Cylinders or tanks shall be stored and maintained in accordance with the practices required by the Compressed Gas Associations, NFPA, and in full compliance with Regulatory Measures.

#### **4.10. Lubricating Oils**

4.10.1. Lubricating oils having a flash point at or above 150 degrees may be stored in Hangars provided that the product is stored in the original container and the capacity of the container is less than 55 gallons and the original manufacturer's labeling is on the container (or the product is stored in other suitable containers approved by the University and the Fire Department).

4.10.2. Storage of 55 gallons or more of lubricating oil or containers having a capacity of 55 gallons or more require that a SPCC plan be provided to the University. Such containers may only be stored in compliance with Regulatory Measures and consistent with the Airport's SWPPP plan.

#### **4.11. Right of Entry**

4.11.1. The University shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all facilities, buildings, and Improvements at the Airport whether or not the right of entry is provided for in any Agreement or other approval.

4.11.1.1. For Improvements owned by Operators, Lessees, or Sublessees, the University shall provide advance notification.

4.11.1.2. For facilities, buildings, and Improvements owned by the University, Operators, Lessees, or Sublessees shall provide the University with a key capable of gaining access to the facilities, buildings, and Improvements.

4.11.2. The University and the Fire Department shall have the right of entry to facilities, buildings, and Improvements at the Airport without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, acts of nature, or Hazardous Materials spill or leak, or for the protection of persons or Property.



## **5. REFUELING, DEFUELING, AND FUEL STORAGE**

### **5.1. *Regulatory Measures***

5.1.1. Refueling, defueling, and Fuel storage at the Airport shall conform to the current applicable provisions of 14 CFR; NFPA requirements; AC 150/5230-4; the Airport's SWPPP and SPCC plan; Regulatory Measures established by the Environmental Protection Agency, Alabama Environmental Protection Agency, State Water Resources Control Board, and any other Agency having jurisdiction.

### **5.2. *Agreement***

5.2.1. Fuels shall only be dispensed at the Airport by FBOs and Non-Commercial Self-Fueling Permittees.

### **5.3. *Training***

5.3.1. No person shall Fuel or defuel an Aircraft until that person is properly qualified and trained in the safe operation of the equipment and fuel to be utilized, the operation of emergency controls, and the procedures to be followed in an emergency.

5.3.2. Training records documenting the qualifications of (and the training provided to) each person shall be maintained and kept on file.

5.3.2.1. Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom).

5.3.2.1.1. Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.

5.3.2.2. Records shall be subject to review of and/or inspection by the University or other designated representative(s).

### **5.4. *Refueling, Defueling, and Fuel Storage Operations***

5.4.1. A properly qualified and trained person shall be present and responsive while Fuel is being transferred into or out of any Fuel storage facility (from or into Fueling Vehicles and equipment).

5.4.1.1. The person shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls, Vehicles, and equipment.

5.4.1.2. The person shall not leave the discharge end of any hose(s) unattended at any time while the transfer of Fuel is in progress.

5.4.1.3. The person shall not block open, disengage, or deactivate the deadman or any related controls while Fueling or transferring Fuel.

5.4.2. Aircraft shall not be Fueled or defueled in an area where Aircraft engines are operating, Aircraft or engines are being warmed by application of heat, or while the Aircraft is located in a congested area.

5.4.3. Self-Fueling shall be conducted only in those areas designated by the Airport Director as identified in the General Aviation Self-Fueling Permit.

5.4.3.1. Self-Fueling at any other location at the Airport is prohibited.



- 5.4.4. All Fuel handled at the Airport shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property.
- 5.4.5. Persons engaged in the Fueling, defueling, and oil servicing of Aircraft or Vehicles, the filling of Refueling Vehicles or dispensing equipment, or the dumping or pumping or loading of Fuels or oils into or from Fuel or oil storage facilities shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils.
  - 5.4.5.1. Should a Fuel or oil spill occur at the Airport, the party responsible shall fully comply with Section 1.20 of these Rules and Regulations.
- 5.4.6. Refueling Vehicles shall be positioned so that the Vehicle can be directly driven away from the loading or refueling position in the event of spill or fire.
- 5.4.7. Fuel handling shall be conducted outdoors and at least 50 feet from any Hangar or building and any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by the University and the Fire Department.
- 5.4.8. Pouring or gravity transfer of Fuel and Fueling from containers having a capacity of more than 5 gallons is prohibited.
- 5.4.9. Vehicles shall be refueled only at refueling stations and from dispensing devices approved by the Airport Director and the Fire Department.
  - 5.4.9.1. In an emergency resulting from the failure of an onboard auxiliary power unit on an Aircraft and in the absence of suitable ground support equipment, a turbine-powered auxiliary power unit mounted at the rear of the Aircraft or on the wing on the side opposite from the Fueling point may be operated during Fueling provided that the operation follows written procedures approved by the Fire Department.
  - 5.4.9.2. Such a turbine-powered auxiliary power unit may be operated during Fueling provided its design, installation, location, and combustion air source do not constitute a Fuel vapor ignition source.
    - 5.4.9.2.1. In both cases (Section 5.4.9.1. and Section 5.4.9.2.), the Fueling shall be conducted in accordance with the procedures stipulated in the Aircraft Operator's Manual.
- 5.4.10. Aircraft or Vehicles shall not be Fueled or defueled if an electrical storm is in progress in the immediate vicinity of the Airport.
- 5.4.11. When Aircraft are being Fueled or defueled, the Refueling Vehicle shall be bonded to the Aircraft to equalize the voltage potential between the Refueling Vehicle and the Aircraft.
  - 5.4.11.1. All hoses, nozzles, spouts, funnels, and appurtenances used in Fueling and defueling operations shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.





- 5.4.12. Refueling Vehicle Operators shall not operate the Vehicle in reverse anywhere at the Airport unless another qualified and trained person is present to safely monitor and direct the movement of the Vehicle.
- 5.4.13. Aircraft shall not be Fueled or defueled while passengers are on board unless a passenger-loading ramp is in place at the Aircraft's cabin door, the door is in the open position, and a qualified attendant is present at the door.
  - 5.4.13.1. If an incapacitated patient is on board the Aircraft during Fueling operations, Fire Department personnel and fire fighting/rescue equipment must be available at the scene.
- 5.4.14. No person shall operate any radio transmitter or receiver or switch it on or off during Fueling or defueling unless said radio transmitter or receiver is designed specifically for such environment.
- 5.4.15. No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fueling or defueling.
- 5.4.16. Over-wing Fueling shall only be performed by qualified persons.
- 5.4.17. Hold down or hold open devices on Aircraft Fueling nozzles are prohibited.
- 5.4.18. For single point Fueling, deadman controls or mechanisms shall be utilized and shall remain in safe operating condition and good working order.
  - 5.4.18.1. No person shall deactivate or bypass a deadman control or mechanism at any time.
- 5.4.19. During Fueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within 50 feet of such Aircraft or Vehicle.
  - 5.4.19.1. Smoking, matches, lighters, and open flames (e.g., candles, fixtures, fires, exposed flame heaters, gasoline or kerosene heaters, heat producing welding, or cutting devices and blow torches or flare pots) are prohibited within 100 feet of any Aircraft, Refueling Vehicle, Fuel storage facility, or any Aircraft being Fueled or defueled.
- 5.4.20. Refueling Vehicles (including Fuel tankers) shall only use the entrance, exit, and route designated by the Airport Director during the transportation and delivery of Fuel.
- 5.4.21. The University assumes no liability or responsibility for any violation of any Aircraft, Vehicle, or equipment Fueling or refueling requirement or procedure, any error, omission, negligence, or any violation of any Regulatory Measure relating to Fueling or refueling activities.
  - 5.4.21.1. The Operator, Lessee, or Sublessee shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the Operator's, Lessee's, or Sublessee's Fuel storage facilities, equipment, operations, and training.
  - 5.4.21.2. The Operator, Lessee, or Sublessee shall reimburse the University for any fines, legal or court costs, incurred by the University for any such violation, error, omission, or negligence.



**5.5. Storage of Refueling Vehicles**

- 5.5.1. Refueling Vehicles shall be stored outdoors and not less than 50 feet from a building or at the distance approved by the Fire Department unless the building is designed, constructed, and used exclusively, and approved by the Fire Department specifically for this purpose.
- 5.5.2. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Vehicles and any other Vehicle or Aircraft and a minimum of 20 feet from a storm water inlet.

**5.6. Maintenance of Refueling Vehicles and Equipment**

- 5.6.1. Maintenance and servicing of Refueling Vehicles and equipment shall be performed outdoors or in a building that is approved by the Fire Department specifically for this purpose.
- 5.6.2. Operators, Lessees, and Sublessees shall document and maintain and keep on file Vehicle and equipment maintenance records. These records shall be made available to the University upon request.

**5.7. Refueling Vehicles and Equipment**

- 5.7.1. Only those Fuel storage facilities, Refueling Vehicles, and equipment that are approved by the University and the Fire Department shall be used for the storage and delivery of Fuel.
- 5.7.2. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during Fueling operations shall be maintained in a safe operating condition and in good working order and repair.
  - 5.7.2.1. When said Refueling Vehicle(s) or Equipment is found in a state of disrepair, malfunction, or its use constitutes an undue fire or safety hazard, or the operation of said Refueling Vehicle(s) or Equipment would violate any Regulatory Measure, the Operator, Lessee, or Sublessee shall immediately discontinue the use of such Vehicles and/or Equipment until repairs, replacements, or changes are made to render the same safe for continued use.
    - 5.7.2.1.1. Hoses or piping connections shall be secured and capable of holding under the pump's rated PSI discharge.
    - 5.7.2.1.2. Hoses or nozzles shall be FM or UL approved with self-closing valve and no hold-down or hold-open devices.
    - 5.7.2.1.3. All pumps shall be UL or FM approved.
    - 5.7.2.1.4. All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII.
- 5.7.3. If any malfunction or irregularity is detected on or within the Aircraft being Fueled or defueled, Fueling or defueling shall cease immediately and the malfunction or irregularity shall be brought to the attention of the Aircraft Operator immediately.
- 5.7.4. Refueling Vehicles, equipment, and Fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA Publication 407 and applicable FAA ACs.



- 5.7.4.1. A copy of all applicable permits, registrations, certificates, and insurance documents shall be maintained in each Refueling Vehicle.
- 5.7.5. Appropriate and proper fire extinguishers shall be immediately available during all Fueling and defueling operations.
  - 5.7.5.1. At least two carbon dioxide (or approved dry chemical) fire extinguishers (20 pounds or larger) or the types of fire extinguishers that are capable of extinguishing Category B and Category C fires shall be immediately available, with one fire extinguisher mounted on each side of the Refueling Vehicle.
  - 5.7.5.2. All extinguishers shall be inspected and certified, as required by law, and all personnel involved with Fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.
- 5.7.6. Appropriate and proper absorbent material(s) and Fuel spill containment capable of damming/diking a Fuel spill shall be immediately available or as defined in the Operator's, Lessee's, or Sublessee's approved SPCC plan.
  - 5.7.6.1. Each Refueling Vehicle shall have a minimum 15-gallon Fuel spill kit.
- 5.7.7. All hoses, funnels, and appurtenances used in Fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile liquids.
- 5.7.8. Refueling Vehicles and equipment and Vehicles utilized to deliver Fuel to the Fuel storage facility shall be subject to inspection by the University at any time to determine compliance with these Rules and Regulations and Regulatory Measures.

### **5.8. Fuel Storage Facilities**

- 5.8.1. Fuel storage facilities shall be operated and maintained in accordance with the practices required by the NFPA (Pamphlet No. 30 and NFPA 407) and in full compliance with Regulatory Measures and shall be approved by all Agencies having jurisdiction. Fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices required by the NFPA (Pamphlet No. 30) and in full compliance with Regulatory Measures.
- 5.8.2. Plans for installation and operation of Fuel storage facilities shall be submitted to the University and the Fire Department and approval shall be received from the University and the Fire Department prior to installation and operation.
- 5.8.3. All security gates leading into Fuel storage areas shall remain (be kept) closed, locked, and secured except when actually in use.