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# ***Oakland County Airports RULES & REGULATIONS***

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## SECTION ONE - ORGANIZATION

### 1. AUTHORITY

- 1.1. These Rules and Regulations are promulgated and adopted pursuant to Act 139 of 1973, MCL 45.551, et. seq. and the Aeronautics Code of the State of Michigan, Act 327 of 1945, MCL 259.1, et seq.
- 1.2. The following Airports are owned and operated by the County of Oakland, a Michigan Constitutional Corporation ("County"):
  - 1.2.1. **Oakland County International Airport (OCIA/"PTK")** – certified by FAA as a Class IV airport under 14 CFR Part 139; licensed by the State of Michigan as a Public-Use General Utility Airport; categorized by FAA as a "non-primary commercial service facility"
  - 1.2.2. **Oakland/Troy Airport (OTA/"VLL")** – licensed by the State of Michigan as a Public-Use General Utility Airport; categorized by FAA as a "regional reliever airport"
  - 1.2.3. **Oakland/Southwest Airport (OSA/"Y47")** – licensed by the State of Michigan as a Public-Use Basic Utility airport; categorized by FAA as a "local reliever airport"

2. **PURPOSE.** The purpose of these Rules and Regulations is to protect public health, safety, and welfare at the Airports and to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airports, including but not limited to the promotion and encouragement of the following: (1) delivery of high-quality Aeronautical Activities and facilities at the Airports; (2) safety and security; (3) economic health of aeronautical businesses located on Airport properties; (4) orderly development of Airport properties; and (5) the consistent establishment and enforcement of policy to avoid conflict of interest.

### 3. SCOPE

- 3.1. The Airports and all Persons on Airport property are governed by and must comply with these Rules and Regulations, the rules and regulations of the Michigan Aeronautics Commission, Federal Aviation Administration, Transportation Security Administration, and other applicable federal, state, and local laws, rules, regulations, codes, and ordinances.
- 3.2. These Rules and Regulations supersede all previously published and adopted Airport Rules and Regulations and are subject to change.
- 3.3. These Rules and Regulations are not intended to amend, modify, conflict with, or supersede any federal, state, county, city, or township laws, ordinances, rules, codes, regulations, or any contractual agreements of the Airport and shall be interpreted so there is no conflict. Should any part of these Rules and Regulations conflict with federal or state laws, rules, regulations, or ordinances, then such federal, state, or local authority shall take precedence. These Rules and Regulations shall in no way

supersede or abrogate regulations set forth in 14 CFR Part 139 (Certification and Operations of Land Airports). If any provision of these Rules and Regulations or the application thereof is held invalid, the remainder of the Rules and Regulations shall not be affected.

- 3.4. Violation of these Rules and Regulations shall subject the offender to penalties as provided herein.

**4. DEFINITIONS.** The following words and phrases used in these Rules and Regulations shall have the following meanings:

- 4.1. **Abandoned Property** – any personal property, including Aircraft, that is parked, stored, or let on Airport Property, including leased premises, for more than ninety (90) calendar days, without the express written permission of the Airport Manager.
- 4.2. **Accident** – a collision between an Aircraft, vehicle, person, stationary object, or other property that results in property damage, bodily injury, or death.
- 4.3. **Aeronautical Activity** - any activity or service that provides, offers, facilitates, is related to, assists with, or is required for the operation of Aircraft, or that contributes to or is required for the safety of such operations.
- 4.4. **Air Traffic Control Tower (ATCT)** - air traffic control facility located at OCIA and operated by the FAA, which controls activity on the Movement Areas of the Airport.
- 4.5. **Aircraft** – any contrivance used or designed for navigation of or flight in the air, as set forth in or hereinafter amended by the Aeronautics Code, MCL 259.2.
- 4.6. **Aircraft Operator** - a Person who uses, causes to be used, or authorizes use of an Aircraft, with or without the right of legal control (as owner, lessee or otherwise), for the purpose of air navigation, including the piloting of Aircraft, or on any part of the surface of the Airport.
- 4.7. **Aircraft Rescue and Firefighting (ARFF)** - fire protection and rescue for Aircraft emergencies as provided by the OCIA.
- 4.8. **Airport(s)** - the Oakland County International Airport, the Oakland/Troy Airport, the Oakland/Southwest Airport and all land, improvements, and appurtenances within the legal boundaries of the Airports as they now exist and as may hereinafter be extended, enlarged, or modified.
- 4.9. **Airport Administration** – an Oakland County employee, officer, or official whose job duties relate to the administrative support for Airport operations and is authorized to enforce these Rules and Regulations.
- 4.10. **Airport Certification Manual (ACM)** – a document required by the FAA detailing the OCIA's requirements contained in 14 CFR Part 139.
- 4.11. **Airport Committee (Committee)** - the Oakland County Airport Committee, established by the Oakland County Board of Commissioners via MR # 89043.
- 4.12. **Airport Manager** – a County employee that manages and supervises the Airports or other individual as the Airport Manager may, from time to time, designate to carry out such duties, under the direction of the County Executive or his/her designee.

- 4.13. **Airport Minimum Standards** - qualifications, standards, and criteria approved by the Airport Committee and enforced by the Airport Manager, as the minimum requirements that must be met as a condition for the right to engage in Aeronautical Activities and Commercial Activities at the Airports.
- 4.14. **Airport Operations** – an Oakland County employee, officer, or official whose job duties relate to the operation, maintenance, or servicing of the Airports and is authorized to enforce these Rules and Regulations.
- 4.15. **Airport Operations Area (AOA)** – restricted areas of the Airport, either fenced or posted, that: (1) provide access to locations where Aircraft are parked or operated or (2) are not open to the public, including but not limited to, the Aircraft ramps, aprons, taxiways, runways, unimproved land attributed to the taxiways and runways, safety clear areas, and areas delineated for the protection and security of the Airport.
- 4.16. **Airport Security Plan** – a plan developed by the Airport Manager to enhance and help ensure security of general aviation operations at the Airports, as required by law and the Michigan Aeronautics Commission.
- 4.17. **Commercial Activity** – any activity or service that provides or offers goods or services in return for financial remuneration, a promise of financial remuneration, or to accept or agree to accept financial remuneration for the provision of goods, services or entertainment.
- 4.18. **Contractor** - a Person who, as a separate legal entity, has an agreement to do specific work and retains control of the means and method of doing the work.
- 4.19. **Derelict Property** - any equipment, Aircraft, or Vehicle that is damaged/wrecked, not used on a regular basis for its intended purpose, and that is not reasonably required to be available for unscheduled use. Aircraft shall also be considered “Derelict Property” if the Aircraft is in a non-flyable, non-airworthy, wrecked, or damaged condition.
- 4.20. **Environmental Protection Agency (EPA)** - an agency of the federal government responsible for the implementation and enforcement of federal environmental laws and regulations.
- 4.21. **Escort** - to accompany or supervise an individual(s) who does not have unescorted access privileges to areas restricted for security purposes, as identified in the Airport Security Plan.
- 4.22. **Federal Aviation Administration (FAA)** - the division within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.
- 4.23. **Fixed Based Operator (FBO)** - a Person authorized and required, by permit with the County, to sell or provide products, services, and facilities to the public, as set forth by the Airport Minimum Standards.
- 4.24. **Ground Run-up Enclosure (GRE)** - an enclosure constructed on the Airport made available to reduce noise levels generated by Aircraft maintenance engine run-ups and to reduce noise impact on neighborhoods located in the near vicinity of OCIA.
- 4.25. **Hazardous Materials** - any hazardous or toxic substances, materials, or wastes,

- including, but not limited to, those substances, materials, and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR 172.101) or by the EPA as hazardous substances (40 CFR Part 302) and amendments thereto, or such substances, materials, and wastes, which are or become regulated under any applicable federal, state or local law including, without limitation, any material, waste or substance that is petroleum or petroleum distillate, asbestos, polychlorinated biphenyls, defined as a "hazardous waste" pursuant to the Resource Conservation and Recovery Act, 42 U.S.C. 6901, et seq. or defined as a "hazardous substance" pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601, et seq.
- 4.26. **Incident** - an occurrence or event that interrupts normal procedure or operations or precipitates an Accident.
- 4.27. **Motor Vehicle** - a vehicle which is self-propelled, including but not limited to, automobiles, trucks, buses, limousines, semi-tractors, snowmobiles, motorcycles, and mopeds.
- 4.28. **Movement Area** - runways, taxiways, and the associated safety areas at the Airports. Movement on these areas is controlled by the FAA/ATCT during periods when the ATCT is operational.
- 4.29. **Non-Movement Area** - service areas (roads, ramps, taxiways) related to movement of Aircraft and Vehicles under the jurisdiction of the Airport. The ATCT may provide information for these areas that is advisory only and does not imply control or responsibility of Non-Movement Areas.
- 4.30. **Permit** - an operating certificate or agreement, with the County, enabling a Person to conduct Commercial or Aeronautical Activities at the Airports.
- 4.31. **Person** - any individual, firm, partnership, corporation, company, association, entity, trustee, receiver, assignee, or similar representative thereof.
- 4.32. **Ramp (Apron)** - an area of the Airport within the AOA designated for the loading, unloading, servicing, or parking of Aircraft.
- 4.33. **Runway** - a surface reserved exclusively for the landing and take-off of Aircraft.
- 4.34. **Significant Materials** - any material which could degrade or impair water quality, including but not limited to: raw materials, fuels, solvents, detergents, and plastic pellets; finished materials such as metallic products; hazardous substances designated under Section 101 (14) of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (see 40 CFR 372.65); any chemical required to be reported pursuant to Section 313 of Emergency Planning and Community Right-to-Know Act (EPCRA); polluting materials as identified under the Part 5 Rules (Rules 324.2001 through 324.2009 of the Michigan Administrative Code); Hazardous Waste as defined in Part 111 of the Michigan Act; fertilizer; pesticides; and waste products, such as ashes, slag, and sludge, which have the potential to be released with storm water discharges.
- 4.35. **Smoking** - inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, weed, or plant, including electronic cigarettes and vaping devices.



- 4.36. **Storm Water Pollution Prevention Plan (SWPPP)** - a guide that provides pollution prevention planning guidance for facilities with a National Pollutant Discharge Elimination System (NPDES) storm water permit. The Airport has developed a SWPPP, which is an official document of the Airport, documenting processes and procedures to ensure that Significant Materials associated with activities at the Airport do not come into contact, or have minimized contact with storm water.
- 4.37. **Substantial Damage** - damage or structural failure that adversely affects the structural strength, performance, or flight characteristics of the Aircraft or Vehicle (as applicable) and that would normally require major repair or replacement of the affected component(s).
- 4.38. **Taxiway** - a surface used primarily by Aircraft to proceed to and from ramps and runways.
- 4.39. **Tenant** – a Person leasing/licensing space or real property from the County or leasing/licensing space from another Person who has legal authority to lease/license such space.
- 4.40. **Terminal Building** - the main airport terminal building at the Airport.
- 4.41. **Vehicle** - every device in, upon, or by which a Person or property is, or may be transported or drawn upon a roadway regardless of means of propulsion, except devices moved upon stationary rails or tracks.

## 5. POLICY AND ADMINISTRATION

- 5.1. **Policy.** Policymaking aspects of these Rules and Regulations reside with the County.
- 5.2. **Administration.** Administration of these Rules and Regulations shall be under the authority and control of the Airport Manager.

## 6. ENFORCEMENT/PENALTIES

- 6.1. **Airport Manager.** The Airport Manager is empowered to:
  - 6.1.1. Enforce these Rules and Regulations and take such action to enforce these Rules and Regulations, as is necessary;
  - 6.1.2. Demand and inspect certificates and licenses that are required to be in possession of an Aircraft Operator or required to be on display in an Aircraft;
  - 6.1.3. Inspect buildings, structures, equipment, and Vehicles to ensure compliance with these Rules and Regulations;
  - 6.1.4. Stop or delay operation of an Aircraft: (a) not properly licensed, (b) not operated in accordance with applicable federal, state, or local laws, regulations, rules, or these Rules and Regulations, or (c) operated in a manner the Airport Manager considers to be detrimental to public safety; and
  - 6.1.5. Close the Airport or any portion thereof, when the Airport Manager determines, in the interest of public safety, that the Airport is unsafe for Aeronautical Activity.

- 6.2. **Airport Operations and Airport Administration.** Airport Operations and Airport Administration is empowered, as a representative of the Airport Manager, to enforce these Rules and Regulations.
- 6.3. **Penalties.** Persons who violate these Rules and Regulations are subject to the following penalties:
- 6.3.1. **Removal/Trespass.** If: (1) a Person fails to leave the Airport or specified area thereof after request of the Airport Manager, in accordance with these Rules and Regulations, or after the request of an authorized public safety official or (2) a Person fails to comply with these Rules and Regulations after written notice from the Airport Manager, then a Person shall be deemed a trespasser and shall be subject to immediate removal from the Airport and/or denial of access to the Airports in accordance with state and federal law
- 6.3.2. **Fines.** Any Person that violates these Rules and Regulations or permits violations to occur on/in areas under its control shall be subject to fines according to the schedule of fines set forth in Exhibit B. Fines are due within fourteen (14) calendar days of receiving a written notice of Rule and Regulation violation (“date of issue”). Fines not remitted within fourteen (14) calendar days from the date of issue shall increase by a factor of two (2); fines not remitted within twenty-eight (28) calendar days of the date of issue shall increase by a factor of three (3). Fines not remitted within fifty-six (56) calendar days from the date of issue shall be charged two percent (2%) interest, which interest shall compound on the first calendar day of each subsequent month thereafter that the fine(s) are not entirely paid. Fines issued to Persons with a lease, agreement, or Permit with the County shall be regarded as additional rent or fees and shall be enforced in the same manner and to the same extent as nonpayment of rent and fees under the lease, agreement, or Permit. Fines imposed under these Rules and Regulations are independent of any fines, judgments, lawsuits, or penalties imposed by other leases, agreements, or Permits with the County. The imposition of fine(s) pursuant to this Subsection does not preclude the Airport from taking further action, in law or equity, against a Person who is in violation of the Rules and Regulations.

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## SECTION TWO - SECURITY

### 1. SECURITY COMPLIANCE

- 1.1. **Creation of Airport Security Plan.** The Airport Manager shall develop the Airport Security Plan for the Airports, as required by law and the Michigan Aeronautics Commission. All Persons shall comply with the Airport Security Plan.

- 1.2. **Creation of Individual Security Plans.** Each Person shall be responsible for the security of its leased premises, its employees, and for the creation of and compliance with its respective Airport Security Plan, which Plan shall be submitted to the Airport Manager within thirty (30) calendar days of the effective date of the lease and kept current.
- 1.3. **Fine Reimbursement.** Each Person shall be responsible for reimbursing the County any fines levied against the County as a result of its failure or its employee's or agent's failure to comply with the provisions of the Airport Security Plan.
- 1.4. **Security Requirements.** No Person shall or cause another Person to:
  - 1.4.1. Tamper, interfere with, compromise, modify, or attempt to circumvent any portion of the Airport Security Plan;
  - 1.4.2. Make a false record or report (or any portion thereof) that is kept, made, or used to show compliance with the Airport Security Plan;
  - 1.4.3. Reproduce or alter any access or identification medium issued by the County;
  - 1.4.4. Use or allow to be used any Airport-issued or Airport-approved access or identification medium by Persons to whom such medium is not issued;
  - 1.4.5. Open, leave open, unlock, leave unlocked, or leave unattended any perimeter security gate/door, as described in the Airport Security Plan, except when the gate/door is operated in compliance with the provisions of the Airport Security Plan; or
  - 1.4.6. Operate a Vehicle in violation of Airport Security Plan.

## **2. GATE ACCESS**

- 2.1. **Gate Cards.** Automatic gates require a gate access card for entry into secured areas of the Airport in accordance with the Airport Security Plan. Gate access cards are issued by Airport Administration to certain Persons executing a hangar rental/land lease agreement with the County and an Access Card Agreement.
- 2.2. **Lost or Stolen Cards.** Persons issued gate access cards must report lost or stolen cards immediately to Airport Administration for security purposes. Replacement fees will apply.

## **3. THREE STRIKES PROGRAM**

- 3.1. **Purpose and Scope.** Given the importance of Airport Security, different penalties are provided for violation of the Airport Security Plan. The purpose of the Three Strikes Program is to develop and ensure continued security awareness and compliance with the Airport Security Plan. The following violations are subject to the Three Strikes Program:
  - 3.1.1. Unauthorized presence in a restricted area;
  - 3.1.2. Failure to properly identify a Vehicle;

- 3.1.3. Failure to properly Escort a Person;
  - 3.1.4. Failure to secure an accesspoint;
  - 3.1.5. Piggybacking; and
  - 3.1.6. Failure to comply with any other provision of the Airport Security Plan or applicable TSA Security Directive.
- 3.2. **Time Period.** All violations set forth in Subsection 3.1 will be entered into a database and kept on file for a two (2) year period. After the two (2) year period, the violations will be removed from the database. The two (2) year period begins on the date the first violation is issued.
- 3.3. **Individual Violations.** The Three Strikes Program for individual violations shall be assessed as follows:
- 3.3.1. **1st Violation** shall result in a written notice, a copy of which shall be sent to the individual and the individual's employer, if applicable. The individual shall complete the Airport Security Training Program within fifteen (15) business days of the written notice. Failure to complete the security training program within the fifteen (15) day period will result in the suspension of the individual's access privileges at the Airport until such program is complete.
  - 3.3.2. **2nd Violation** shall result in a three (3) work day suspension of the individual's access privileges at the Airport from the date the violation is issued. The individual shall complete the Airport Security Training Program within fifteen (15) business days of the written notice. Failure to complete the security training program within the fifteen (15) day period will result in the suspension of the individual's access privileges at the Airport until such program is complete.
  - 3.3.3. **3rd Violation** shall result in termination of the individual's access privileges for the remainder of the two (2) year period.
- 3.4. **Organizational Violations.** The Three Strikes Program for organizational violations, which are not or cannot be attributable to an individual, shall be assessed to the organization responsible for the violation as follows:
- 3.4.1. **1st Violation** shall result in a warning notice.
  - 3.4.2. **2nd Violation** shall result in a fine in the amount set forth in Exhibit B and is payable according to Section One, Subsection 6 "Enforcement/Penalties".
  - 3.4.3. **3rd Violation** shall result in a fine twice the amount set forth in Exhibit B and is payable according to Section One, Subsection 6 "Enforcement/Penalties".

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## SECTION THREE – VEHICLE PARKING AND OPERATIONS

### 1. PARKING.

- 1.1. **Designated Parking Areas.** All Vehicles shall be parked within designated parking areas. T-hangar Tenants may parallel park in front of their T-hangar in a position that does not restrict Aircraft movement in the taxilane or impede with winter snow operations.
- 1.2. **No Double Parking.** No Vehicles shall be double parked.
- 1.3. **Airport Terminal Parking.** Vehicles cannot be parked in excess of three (3) business days in the Airport Terminal parking area, unless prior written approval is given by the Airport Manager.
- 1.4. **Parking Around Aircraft.** Vehicles cannot be parked near any Aircraft in a manner that prevents it or the other ground equipment from being readily driven or towed away from the Aircraft.
- 1.5. **Parking on AOA.** Vehicles or equipment cannot be parked or placed in a manner that restricts the safe and efficient movement of other motorized ground equipment or Aircraft on any portion of the AOA.
- 1.6. **Tow/Impound.** All Vehicles parked in violation of these Rules and Regulations are subject to tow or impound at the owner's expense.

### 2. VEHICLE OPERATING REQUIREMENTS

- 2.1. **Valid Driver's License.** Any individual operating a Motor Vehicle on Airport Property including Movement Area and Non-Movement Area must possess a valid Motor Vehicle driver's license.
- 2.2. **Suspension or Revocation of Driver's License.** If an individual's driver's license is suspended or revoked, the individual shall immediately inform Airport Administration and refrain from driving at the Airport, until the driver's license is reinstated by the applicable governmental entity.
- 2.3. **Vehicle Operation on AOA.** Individuals operating Vehicles on the AOA shall successfully complete an annual Airport Ground Operations training class to maintain currency of ground vehicle procedures and consequences of noncompliance. FBO's are responsible to maintain records of Ground Operations training for their employees, Tenants, and Contractors. Vehicles cannot be operated on the AOA during the hours between one (1) half hour before sunset and one (1) half hour after sunrise and during other times when visibility is less than three (3) miles, without headlights.
- 2.4. **Vehicle Operation on Movement Area.** Individuals shall not operate a Vehicle, other than an Aircraft, on the Movement Area of the Airport without using an approved beacon light and two-way radio communication with ATCT. Vehicles

accompanied by an approved escort vehicle and approved light and radio communication shall be exempt from application of this Subsection. Vehicles cannot be on the Movement Area without prior clearance from the ATCT or the Airport Manager, if the ATCT is closed.

- 2.5. **Vehicle Operation on Non-Movement Area.** Individuals may only operate Motor Vehicles such as passenger vehicles, SUV's, pickup trucks, motorcycles, small delivery trucks, or semi-tractor/trailers in Non-Movement Areas of the airport. Heavy construction vehicles may operate as needed with the prior approval of the Airport Manager. Vehicles must remain on paved surfaces at all times, unless parking in designated grassy areas for temporary parking on the Airport is required. Operation of snowmobiles, all-terrain vehicles, off-road vehicles designed for racing and the like, are strictly prohibited in both Movement and Non-Movement areas of the airport.
- 2.6. **Vehicle Operation.** Vehicles must have a properly functioning exhaust system, emergency brakes, headlights, taillights, and other required lights. Vehicles shall be free from leakage of engine fluids, excessive discharge of exhaust gasses, and excessive noise. Nonconforming Vehicles shall be ordered out of service until the necessary repairs are completed.
- 2.7. **Speed Limit.** Vehicles cannot be operated in excess of 25 mph on the ramp and 15 mph within 50 feet of an Aircraft or building.
- 2.8. **Vehicle Repairs.** Persons cannot clean or make repairs to Vehicles at the Airport, except for Vehicles owned and operated by a Tenant or as authorized by Permit/Agreement with the Airport.
- 2.9. **Chains or Studded Tires.** Studded tires or chains are not permitted on any paved Airport surface.
3. **ACCIDENTS/INCIDENTS.** Persons involved in Accidents or Incidents at the Airport that involve Substantial Damage or personal injury shall make a full written report thereof to Airport Administration as soon after the accident as possible and as otherwise required by law, but in no event later than three (3) business days after the Accident or Incident.
4. **COMMERCIAL GROUND TRANSPORTATION.** Car Rental Operators permitted by the Airport may park Motor Vehicles in areas designated for car rental parking at an FBO facility and shall conform to all regulations applicable to privately owned Motor Vehicles and Airport Rules and Regulations. Car Rental concession fees shall apply at rates published in the current Airport Rates and Charges on the County website.

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## SECTION FOUR – AIRPORT OPERATIONS

1. **AIRCRAFT OPERATION/SERVICE.** All Aircraft on Airport property shall be operated, serviced, repaired, and maintained in compliance with all applicable federal, state, and local laws, rules, regulations, ordinances, and these Rules and Regulations, including but not limited to Notice to Airmen (NOTAM) published by the FAA.

2. **AIRCRAFT TAXI.** No Aircraft shall be taxied into or out of a hangar. During taxi, the Aircraft Operator shall exercise caution with respect to the effects of propeller blast, jet blast, and rotor effect of the Aircraft.
3. **AIRCRAFT OPERATION IN HANGAR.** No Aircraft shall be operated or started inside any hangar or any portion thereof. Aircraft engines shall not be started when the airstream may throw loose debris.
4. **AIRCRAFT LIGHTING.** All Aircraft moving on the ramps, aprons, runways or taxiways shall display lighted position lights at night. All night takeoffs and landings shall be restricted to lighted runways only.
5. **AIRCRAFT LOADING.** No Person shall operate or permit to operate any Aircraft weighing more than the designated load bearing capacity of any pavement without permission from Airport Operations.
6. **HELICOPTER.** No Person shall operate a helicopter during take-off or landing from a direction other than parallel to the active runways and taxiways or other clear areas approved by ATCT. Air taxiing will not be authorized in close proximity to other Aircraft, Vehicles, buildings, or pedestrians. Hovering shall be practiced in approved helicopter training areas only.
7. **AIRCRAFT PARKING.** Aircraft shall not be parked in a manner that could disrupt or impede Airport operations. Requests for parking unscheduled Aircraft on non-leased areas must be made in advance by calling Airport Administration. Such requests shall be granted on a first come, first served basis. Parked Aircraft shall be positioned so as not to interfere with normal taxiway traffic or block access to a hangar. Parking Aircraft outside of hangars is not allowed unless the Aircraft is a minimum of twenty (20) feet from the taxiway edge.
8. **AIRCRAFT TIE DOWN.** No Person shall use chain or metal cable to tie down an Aircraft.
9. **TOWING OF AIRCRAFT.** The Airport Manager may authorize the towing or other movement of Aircraft parked in violation of these Rules and Regulations at the owner's or operator's expense. All Aircraft towing must be done with Aircraft running lights on or with a qualified marshal at each wing tip.
10. **DISABLED AIRCRAFT.** Upon request of the Airport Manager, an Aircraft Operator or owner shall promptly remove disabled Aircraft that are on Airport property; except that if the disabled Aircraft are in/on Movement or Non-Movement Areas, then the Aircraft Operator or owner shall immediately remove such Aircraft, without request of the Airport Manager. If the Aircraft are not removed pursuant to this Section, then they may be removed and disposed of by Airport Operations, without notice to the Aircraft Operator or owner and at the owner's or operator's expense.
11. **AOA ENTRANCE.** Persons may only enter the AOA, if access is necessary to perform official duties or if approved by the Airport Manager. Prior to any Person driving a Motor Vehicle in the AOA or any authorized mechanic taxiing an Aircraft in the AOA, Persons are required to successfully complete an Initial Ground Operations Training course and annual refresher courses, thereafter, as provided by a designee of the Airport Manager.

- 12. MOVEMENT AREA ENTRANCE.** Persons may only enter the Movement Area, if they are Aircraft Operators and have prior clearance from the ATCT or the Airport Manager, if the ATCT is closed.
- 13. NO SALT.** No Person shall use salt on the AOA.
- 14. BANNER TOWING.** Prior authorization from Airport Administration, via a banner towing Permit, shall be received before banner towing operations are allowed at the Airport. Persons conducting banner towing operations shall comply with the guidelines for banner towing published by the Airport.
- 15. SNOW AND ICE REMOVAL.** Any Person performing snow and ice removal operations at any Airport must attend the annual Airport Snow Operations meeting each October to discuss current snow clearing operations and deicing programs. No Person shall conduct any snow removal activity on the AOA without prior approval of the Airport Manager, with the exception of T-hangar tenants who are required to remove snow in front of their hangar doors and are not obligated to attend the annual Airport Snow Operations meeting. No Person may create an unsafe condition when creating snow piles/ridges.

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## **SECTION FIVE – AIRPORT BUSINESS AND COMMERCIAL OPERATIONS**

- 1. PERMIT REQUIREMENT.** Before engaging in any Commercial or Aeronautical Activity at or on the Airports, a Person shall obtain and execute a Permit with the County. The Airport Manager is authorized to create and execute Permits for Commercial or Aeronautical Activity on behalf of the County.
- 2. COMPLIANCE WITH LAW.** When providing and/or performing Commercial or Aeronautical Activities at Airports, Persons shall comply with all applicable federal, state, and local laws, rules, regulations, ordinances, these Rules and Regulations, and the Airport Minimum Standards.
- 3. SPECIAL ACTIVITIES/SPECIAL PERMIT.** Activities not covered by a Permit and activities that impact “Airport Operations and Security” shall require a special permit. “Impact Airport Operations and Security” means any of the following: (1) parking for the activity is required outside of the Person’s leasehold or licensed property; (2) barricades or other security measures are needed (as determined by the Airport Manager based on federal, state, or local laws, rules, regulations, or ordinances) to prevent individuals from entering or accessing the AOA; (3) the activity involves aerial demonstrations; (4) the activity will produce excessive noise; and/or (5) the activity requires special/specialty lighting. The special permit shall be requested from the Airport Manager at least seven (7) days before the activity begins. After receipt of the request for the special permit, the Airport Manager shall have forty-eight (48) hours to approve or deny the special permit. The Airport Manager is authorized to create and execute the special permits on behalf of the County consistent with the requirements contained in this Section and these Rules and Regulations. At a minimum,



the special permit shall require: (1) the Person obtaining the special permit to submit a written security plan for the activity in question, (2) the Person obtaining the special permit to reimburse the Airport/County for all actual costs incurred by the Airport/County related to the activity in question (advance deposit may be required in an amount commensurate with the County's additional costs and risks at the discretion of the Airport Manager), and (3) additional insurance including a covenant to hold harmless the County for any liability arising out of the special event, as may be required by the Oakland County Office of Risk Management.

4. **USE OF TERMINAL CONFERENCE ROOMS.** In order to use the Airport Terminal Building or conference rooms therein, Persons must execute an agreement with the County. The Airport Manager is authorized to create and execute such agreement. The Airport Terminal Building and conference rooms therein will be reserved and used on a first-come, first served basis.

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## SECTION SIX – ENVIRONMENTAL AND SAFETY

1. **NOISE CONTROL PROCEDURES.** To minimize the noise profile of an Aircraft, Aircraft Operators, whenever possible, shall use noise abatement best practices (published on the Airport website as the Fly Quiet Pilot Program), especially during night-time and early morning hours when Aircraft operations may be particularly disturbing.
2. **GROUND RUN-UP ENCLOSURE (GRE) AT OCIA.** The GRE was designed to reduce noise levels generated by Aircraft maintenance engine run-ups and to reduce noise impact on the neighborhoods located near OCIA. All commercial, general aviation and military turbojet aircraft with a wingspan up to 112 feet must perform all maintenance run-ups in excess of 50% EPR in the GRE, in accordance with the Airport's written GRE procedures (available on the Airport website). When use of the GRE is not possible due to closure for maintenance, repair work, or other conditions that may prevent a reliable test of engine performance, unsuppressed run-ups may be conducted only with the prior approval of the Airport Manager.
3. **GROUND RUN-UP PROCEDURES AT OTA/OSA.** No engine may be tested or left running unless the Aircraft controls are attended and a competent attendant is standing by on the ground. Engine tests shall be conducted during normal business hours, 8:30 a.m. to 5:00 p.m., or with prior approval of Airport Operations.
4. **FLAMMABLE AND EXPLOSIVE MATERIALS.** No Person shall keep, transport, handle, or store at, in, or upon the Airport any cargo, explosives, or other hazardous articles, which are barred from lading in, or for transportation by civil Aircraft in the United States under federal, state and local laws and regulations controlling the use or transportation of flammable and/or explosive materials.
5. **FUELING/DEFUELING OPERATIONS**
  - 5.1. **Normal Operations.** Persons shall comply with all guidelines established by

nationally recognized fire prevention standards and federal, state, and local authorities, including Spill Prevention, Control, and Countermeasures (SPCC) regulations and the National Fire Protection Association (NFPA) Standards.

- 5.2. **Prohibited Operations.** No Aircraft shall be fueled/defueled while inside any building or structure. No Aircraft shall be fueled/defueled while one or more of its engines are running or while combustion heaters (e.g. wing and tail surface heaters, integral cabin heaters) are operating, except as otherwise provided by NFPA standards.

- 5.3. **Fueling/Defueling Requirements.** All Persons involved in fueling/defueling operations shall abide by the following:

- 5.3.1. Fuel trucks shall not be parked within fifty (50) feet of any Aircraft, fuel storage facility, or building, unless they are engaged in a fueling/defueling operation. Fuel trucks, whether loaded or empty, shall never be operated or parked within a distance of ten (10) feet of another fuel truck and shall apply the parking brake or be chocked when stationary.
- 5.3.2. Prior to refueling/defueling, the Aircraft and the fuel dispensing apparatus shall each be bonded to a point or points of zero electrical potential.
- 5.3.3. The fuel operator shall monitor fueling/defueling operations at all times.
- 5.3.4. No fuel truck shall be backed within twenty (20) feet of an Aircraft, unless a Person is posted to assist or guide or cones are placed for guidance.
- 5.3.5. No Person shall engage in Aircraft fueling/defueling without adequate fire extinguishing equipment readily accessible at the point of fueling/defueling.
- 5.3.6. No Person shall start an Aircraft if there is any gasoline or other volatile fluid on the ground within the vicinity of the Aircraft.
- 5.3.7. No Person shall operate a radio transmitter, receiver, cell phone, or two-way pager while an Aircraft is being fueled/defueled.
- 5.3.8. Except for passengers, no Person other than Persons engaged in the fueling/defueling, servicing, and operation of an Aircraft shall be permitted within 50 feet of an Aircraft during fueling/defueling.
- 5.3.9. Fueling/defueling shall conform to the standards and regulations set forth in the Airport's SWPPP and shall conform to all required secondary containment rules and regulations.
- 5.3.10. Fueling/defueling shall not be conducted when lightning occurs in the immediate vicinity of the Airport.
- 5.3.11. Fuel operators shall not carry lighters, matches, or electronic cigarettes on their person while performing fuel servicing operations. Lighters, matches, or smoking/vaping materials shall not be permitted on or in fuel trucks or equipment related to fueling/defueling.
- 5.3.12. Aircraft and Motor Vehicles shall be fueled/defueled only at locations specified by Airport Operations.

- 5.3.13. A fuel operator shall not fuel/defuel an Aircraft unsupervised, unless they have completed an FAA approved training program regarding acceptable fueling/defueling procedures, fire extinguishing procedures, and procedures to summon ARFF. A fuel operator shall maintain a current roster of all active and trained personnel and such information shall be provided to Airport Operations at quarterly inspections.
- 5.3.14. Fuel spills, at any Airport, shall be immediately reported to ARFF at OCIA and any fuel spill over ten (10) feet in any direction or over fifty (50) sq. ft. in area, continues to flow, or is otherwise a hazard to Persons or property shall be immediately reported to the local fire department serving the Airport.
- 5.3.15. Handling and storage of fuel shall be conducted with care to prevent overflow of fuel, in accordance with the industry standards for Handling and Storage of Hazardous Substances and Materials Policies and Procedures.
  - 5.3.15.1. All spills greater than forty-nine (49) gallons and any spill that enters a storm sewer or designated waters of the State shall be immediately reported to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). All appropriate and necessary response actions to contain and collect spilled materials shall be taken. All reporting requirements per federal, state, and local requirements must be complied with.
  - 5.3.15.2. Each Class II and Class III fuel spill shall be investigated by the Fuel operator involved in the spill to determine whether standard operating procedures were properly carried out and what corrective measures are required. A copy of the investigation report must be sent to the Airport Manager.
- 5.3.16. A Fuel operator shall be responsible for the cleanup and disposal of any hazardous waste in accordance with the Airport's Handling and Storage of Hazardous Materials Policies and Procedures.
- 5.3.17. Maintenance and servicing of fuel trucks and carts shall be performed outdoors or in a building approved for that purpose.

## 6. SMOKING

- 6.1. **Smoking on Airport Property.** Smoking, striking matches, or other lighting devices are not permitted anywhere on the AOA, in any Vehicle, or in any hangars, shops, buildings, or other areas where flammable liquids are stored or used.
- 6.2. **County Smoking Policy.** Smoking is strictly prohibited in all County government facilities and at all County exterior entrances and exits and all Persons shall comply with the County Smoking Policy.

## 7. OPEN FLAME OPERATIONS.

No Person shall conduct any gas or open flame operations, including gas or charcoal grills, on the AOA or in any building, unless approved by the Airport Manager.

## **8. FIRE EXTINGUISHERS**

- 8.1. **General Requirements.** Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than firefighting or fire prevention. All such equipment shall be maintained in accordance with applicable federal, state, and local standards. Tags showing the date of the last inspection shall be attached to each unit.
- 8.2. **Fire Extinguishers in Fuel Trucks.** Fuel trucks designed for the transport and transfer of fuel shall carry on board at least two (2) 20 BC fire extinguishers, one located on each side of the truck. ABC multi-purpose dry chemical fire extinguishers shall not be placed on fuel trucks, ramps, aprons, or at Airport fuel facilities that are located within five hundred (500) feet of Aircraft operating areas.
- 8.3. **Fire Extinguishers in Hangars/Other Buildings.** Hangar Tenants shall provide and maintain (at their sole expense) handheld fire extinguishers for the interior of all exclusive lease areas in accordance with applicable safety codes and NFPA Standards. All hangar Tenants, Aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers.

**9. POWDER ACTIVATED TOOLS.** No Person shall use powder or explosive cartridge activated tools or fastening devices anywhere on the Airport without prior approval of the Airport Manager.

**10. HEATED HANGARS.** Aircraft hangars shall only be heated by systems or devices approved by the Underwriters Laboratories, Inc., as suitable for use in Aircraft hangars. Such systems or devices shall be installed in the manner prescribed by the Underwriters Laboratories, Inc. and in compliance with applicable federal, state, and local codes and these Rules and Regulations.

**11. AIRCRAFT REPAIRS.** Unless authorized by the Airport Manager, no Person other than the Aircraft's owner shall repair an Aircraft, Aircraft engine, propeller, or other Aircraft apparatus in any area of the Airport other than those areas specifically designed for such repairs, except that minor adjustments or repairs may be made while the Aircraft is at an Aircraft parking position. All Persons repairing or engaged in the business of repairing Aircraft, any part of an Aircraft, or equipment related to an Aircraft shall have an executed written Agreement or Permit, with the County, to conduct such actions.

**12. FIREARMS AND WEAPONS.** The carrying, transport, and discharge of firearms or weapons on Airport property or in facilities located therein shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.

## **13. FUEL STORAGE TANKS**

- 13.1. **Approvals for Fuel Storage Tanks.** No Person shall install, maintain, or permit to be installed or maintained fuel storage tanks on the Airport without the express written approval of the Airport Manager and the local Fire Marshal. All approved tanks must be installed and maintained in accordance with all federal, state and local laws, regulations, ordinances, and codes. All fuel storage tanks on the Airport must be registered with the appropriate governing body(s). A current copy of each fuel storage tank registration, copies of the Michigan Class A and Class B Underground Storage

Tank (UST) System Operators picture certifications, and copies of the proof of financial responsibility (insurance forms are acceptable) shall be provided to the Airport Manager.

- 13.2. **Operation of Fuel Dispensing Equipment.** No Person shall operate fuel dispensing equipment without receiving Class C Operator training. Pursuant to federal, state, and local regulations all users of UST fuel dispensing facilities must be trained by a Class A/B Operator prior to using these facilities and/or equipment in order to meet the Class C Operator training criteria.

## 14. ENVIRONMENTAL REGULATIONS

- 14.1. No Person shall cause or permit any Hazardous or Significant Materials, as defined in Section 1, Subsections 4.25 and 4.34, to be stored or used on or about the Airport, except in compliance with Environmental Laws as described below.
- 14.2. Persons shall at all times and in all respects comply with all federal, state, and local laws, ordinances, regulations, and orders relating to industrial hygiene, environmental protection, or the use, generation, manufacture, storage, disposal, or transportation of Hazardous and Significant Materials on, about, or from the Airport (collectively "Environmental Laws").
- 14.3. Persons shall, at their own expense, procure, maintain, and comply with all conditions of any permits, licenses, and other governmental and regulatory requirements or approvals required for their activities or use of the Airport.
- 14.4. No liquids or solids shall be placed or dumped into the Airport storm water drains or the sanitary sewer system.
- 14.5. Upon the expiration or termination of any lease/sublease, agreement, operating agreement, or Permit, Persons shall cause all Hazardous and Significant Materials to be removed from the Airport and transported and disposed of in accordance and compliance with all applicable Environmental Laws. Notwithstanding any other provision, Persons shall not take any remedial action in response to the presence of any Hazardous or Significant Materials in or about the Airport, nor enter into any settlement agreement, consent decree, or other compromise with respect to any claims relating to any Hazardous or Significant Materials in any way connected with the Airport without first notifying the Airport Manager and affording ample opportunity for the Airport Manager to appear, intervene, or otherwise appropriately assert and protect the County interest with respect thereto.
- 14.6. **Notices.** If at any time a Person shall become aware or shall have reasonable cause to believe that any Hazardous or Significant Material has come to be located or discharged on or about the Airport in violation of Environmental Laws, they shall, immediately, upon discovering such presence or suspected presence of the Hazardous or Significant Material, provide the Airport Manager with written notice. In addition, such Person shall immediately notify the Airport Manager in writing of (1) any enforcement, cleanup, removal, or other governmental or regulatory action instituted or threatened pursuant to any Environmental Laws, (2) any claim made or threatened against the Person or the premises relating to damage, contribution, cost recovery, compensation, loss, or injury resulting from or claimed to result from any Hazardous

- or Significant Materials, and (3) any reports made to any federal, state or local agency arising out of or in connection with any Hazardous or Significant Materials on or removed from the Airport, including any complaints, notices, warnings, or asserted violations in connection therewith. Such Person shall also supply to the Airport Manager as promptly as possible, and in any event within five (5) business days after the Person first receives or sends the same, copies of all claims, reports, complaints, notices, warnings, or asserted violations relating in any way to the Airport or the Person's use thereof. Such Person shall promptly deliver to the Airport Manager copies of hazardous waste manifests reflecting the legal and proper disposal of all Hazardous and Significant Materials removed from the Airport.
- 14.7. **Inspection.** The Airport Manager, at his/her sole discretion, shall have the right to enter and inspect any premises on the Airport, including a Person's business operations thereon, upon reasonable notice and in a manner so as not to unreasonably interfere with the conduct of such Person's business, to investigate the presence or potential presence of Hazardous or Significant Materials on the premises in violation of Environmental Laws. During such inspection, the Airport Manager shall have the right to visually inspect the premises and to take such soil, sludge or groundwater samples and conduct such tests as he/she may determine, in his/her sole discretion, to be necessary or advisable. The County shall pay for the costs of such investigations; provided, however, that if the results of such investigation indicate the presence of Hazardous or Significant Materials on or about the premises is in violation of Environmental Laws and such violation was caused by the Person, then such Person shall fully reimburse the County for such expenses within ten (10) days of receiving the Airport Manager's written request for reimbursement.
- 14.8. **NPDES Permit.** All Persons are on notice that the Airport holds a NPDES permit authorizing the discharge of storm water from the Airport. The NPDES Permit requires, in part, the implementation of best management practices regarding the use of anti-icing and deicing materials (collectively "Deicing Materials") and the collection of storm water containing Deicing Materials. The best management practices are described in the Airport SWPPP. Persons shall comply with the Airport NPDES Permit and the SWPPP, as applicable.
- 14.9. **Plans on File.** Persons having Fuel Permits/Agreements shall have and maintain a current copy of their SWPPP Plan and SPCC on file with Airport Administration. Persons shall keep current and adhere to their SWPPP and SPCC.
- 14.10. **Monitor and Control of Fuel Operations.** Persons having Fuel Permits/Agreements shall continuously monitor and control the loading, unloading, or transfer of fuel, glycol, or any other Hazardous or Significant Material on the Airport.
- 14.11. **Aircraft Washing.** Washing of Aircraft is prohibited on any ramp other than those areas specifically designated for Aircraft washing by Airport Operations. Washing must be done in an Aircraft hangar that has a drainage system that will prevent contaminants from entering the storm water system in compliance with the current NPDES permit, and best management practices.

- 14.12. **Deicing Activities.** Deicing activities shall only be conducted at locations approved by Airport Operations, with a current deicing plan submitted to and approved by the Airport Manager as part of the SWPPP. All deicing spills are to be properly contained, cleaned up, and disposed of. Large uncontrolled spills or any spills that reach an Airport storm drain shall be immediately reported to the Airport Manager. No Person shall conduct deicing operations until they have received training regarding spill response procedures according to the Person's plan, utilizing best management practices.
- 14.13. **Inspection of Equipment.** Persons shall inspect all new or used liquid storage or transport/delivery equipment for defects or damage (tanks, hoses, pipes, connections, fittings, nozzles, etc.), which may allow leaking of materials. Inspections shall occur immediately upon receiving each new or used piece of equipment. Persons shall be responsible for any equipment leaks and pay all fines issued as a result of equipment leak

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## SECTION SEVEN – GENERAL PROVISIONS

1. **LIMITED LIABILITY.** The County is not responsible for, nor assumes liability for any loss, injury, or damage to Persons or property on the Airport or using Airport facilities.

2. **CONSTRUCTION ACTIVITY**

- 2.1. **Construction Permit.** A Person shall: (1) apply and be approved for an Airport Construction Permit from the Airport Manager and (2) prepare and submit an FAA required Form 7460-1, if applicable, before commencement of any construction on Airport Property or commencement of any modifications, alterations, repairs, or demolition of buildings, structures, improvements, or land located at or on Airport property, including but not limited to installation or erection of a sign, post or pole, a change in color or design of existing Airport improvements, paving, or fuel tank installation.
- 2.2. **Compliance with Law.** All construction, modifications, alterations, repairs, or demolition on Airport Property shall comply with applicable federal, state, and local laws, rules, regulations, ordinances, codes, and these Rules and Regulations.
- 2.3. **Signs Requirements.** All signs and advertisements shall be posted, distributed, or displayed pursuant to the Airport Signs Standards, created and enforced by the Airport Manager, and applicable law.

3. **PERSONAL CONDUCT**

- 3.1. **Personal Acts.** No Person shall commit any disorderly, obscene, or indecent act or create any nuisance on the Airport as defined by state law.
- 3.2. **Sign Observance.** Persons shall observe and obey all posted signs, fences, doors, fences and barricades at the Airports.
- 3.3. **Use and Enjoyment.** No Person, singly or in association with others, shall prevent

any Person, lawfully entitled thereto, from the use and enjoyment of the Airport and its facilities or any part thereof or hinder or impede the orderly and normal operations of the Airport.

- 3.4. **Damage at/on Airport Property.** No Person shall destroy, injure, deface, or disturb any building, sign, equipment, marker, structure, or other real or personal property on the Airport. Any Person causing or being responsible for such actions shall immediately report such event to the Airport Manager.
- 3.5. **Aeronautical Activity Requirement.** The Airport shall only be used for Aeronautical Activity and other activities expressly authorized by the Airport Manager or Permit. Prior to engaging in such activity, a Permit or special permit must be obtained pursuant to Section 5
- 3.6. **Operation of Other Equipment.** No Person shall operate or release any model Aircraft, unmanned aircraft system, drone, flare, projectile, rocket, kite, balloon, banner, blimp, parachute, or other similar device at the Airport without the prior written approval of the Airport Manager.

#### 4. HOUSEKEEPING

- 4.1. **General Requirements.** All Persons occupying space at the Airport shall keep the space allotted to them free from rubbish or accumulation of any material and in a sanitary and neat condition. All floors shall be kept clean and free from fuel and oil. The use of volatile or flammable solvents for cleaning floors is prohibited. Metal receptacles with self-extinguishing covers shall be used for the storage of oily waste rags and similar material. Persons occupying space shall remove the contents of the receptacles daily. Drip pans shall be placed under leaks as necessary.
- 4.2. **Trash Containers.** All trash containers adjacent to sidewalks or roads in a public area of the Airport shall be kept covered.
- 4.3. **Disposal of Waste and Materials.** No Person shall dispose of any fill, building materials, receptacles, or discarded or waste materials on Airport property, except as approved in writing by the Airport Manager. No Person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars and matches, except in receptacles provided for such purpose.
- 4.4. **Storage.** Persons shall only store property or equipment normally used for flight operations or other aviation activities on Airport Property. Storage of property or equipment of a non-aviation nature, i.e. recreational vehicles, trailers, boats, etc., without the storage of an Aircraft in hangars or on Airport property must be approved by the Airport Manager in writing.
- 4.5. **Smoke, Dust, and Fumes.** No Person shall unreasonably cause any smoke, dust, fumes, gaseous matter, or other matter to be emitted into the atmosphere or carried by the atmosphere.
- 4.6. **Uncovered Vehicles.** No Person shall operate an uncovered Vehicle to haul trash, dirt, or any other material on the Airport without prior permission of Airport Operations.



- 4.7. **Foreign Objects.** No Person shall place objects or equipment in areas that could result in damage or injury to Aircraft or Persons at the Airport.

5. **ANIMALS**

- 5.1. **Hunting/Killing of Animals.** No Person shall hunt, trap, catch, injure, or kill any animal on the Airport, unless authorized by the Airport Manager and pursuant to law.
- 5.2. **Feeding Animals.** No Person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport.
- 5.3. **Animals in Airport Terminal Building.** Except for service animals, animals are only allowed in the Airport Terminal Building if they are on a leash, six (6) feet or shorter. While in the Airport Terminal Building, all animals, with the exception of service animals, shall remain on such leash.

6. **DERELICT/ABANDONED/DISABLED PROPERTY.**

- 6.1. **Abandoned Property.** No Person shall park, store, or leave Abandoned Property at the Airport, including any leased premises.
- 6.2. **Derelict Property.** No Person shall park or store Derelict Property at the Airport, including any leased Premises, except as expressly authorized by the Airport Manager.
- 6.3. **Repair of Derelict Aircraft.** Nothing contained herein shall prohibit an Aircraft owner or a repair facility operating on the Airport, pursuant to a Permit/Agreement, from having Derelict Aircraft on its premises while awaiting or undergoing bona fide repairs; however, such Derelict Aircraft may only be in a hangar and storage of such Derelict Aircraft anywhere else on the tenant's premises other than a hangar is prohibited without the prior authorization of the Airport Manager.
- 6.4. **Removal of Derelict and Abandoned Property.** Upon written request of the Airport Manager, the owner/operator of Derelict Property or Abandoned Property shall immediately remove such property. If Derelict Property or Abandoned Property is not removed within a reasonable time, not to exceed thirty (30) calendar days, then the Airport Manager may remove, store, dispose of, or sell such Derelict Property or Abandoned Property, without further notice to and at the sole expense of the owner.
- 6.5. **Abandoned Motor Vehicles.** Abandonment of Motor Vehicles at the Airport shall be addressed pursuant to state law.

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## **EXHIBIT A – RATES/CHARGES/FEES**

- 1. RATES AND CHARGES.** “Rates and Charges” will be adopted by the Airport Committee and published by the Airport Manager on the County Airport website.
- 2. LANDING AND PARKING FEES**
  - 2.1. Except as otherwise provided, a landing fee shall be charged for all transient Aircraft using the landing or parking facilities at the Airport. All weights are based on Maximum Gross Takeoff Weight as established by the FAA. The landing fee shall include parking on the Terminal ramp for a period up to six (6) hours. Parking fees may be accessed by Airport Administration after six (6) hours. The rates for the landing and parking fees will be set in the Airport’s “Rates and Charges” published annually on the County Airport Website. Landing fees may be collected by a third-party under contract with the County.
  - 2.2. Landing Fee Exemptions. The following Aircraft shall be exempt from a landing fee:
    - 2.2.1. Aircraft less than 12,500 pounds gross weight.
    - 2.2.2. Aircraft belonging to federal, state, local or foreign governments.
    - 2.2.3. Based Aircraft, which shall include Aircraft based at the Airports.
- 3. U.S. CUSTOMS AND BORDER PROTECTION SERVICE – OCIA.** OCIA offers U.S. Customs and Border Patrol services on a User-Fee basis. Services provided outside of regular hours will be assessed Overtime Charges.
- 4. AIRCRAFT TIE-DOWN AND T-HANGAR MONTHLY RATES** shall be published in the Airport Rates and Charges.
- 5. LAND LEASE RATES** shall be published in the Airport Rates and Charges.
- 6. CONFERENCE CENTER RENTAL RATES** shall be published in the Airport Rates and Charges.
- 7. PERMIT FEES,** car rental operator fees and fuel flowage fees shall be published in the Airport Rates and Charges on the County Airport website.

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## EXHIBIT B – FINES

<u>Violation</u> <u>Section</u>	<u>Violation</u>	<u>Penalty</u>
<b>Section 2</b>		
1.	Security Compliance	\$150
2.	Three Strikes Program – 2 <sup>nd</sup> Violation	\$250
2.	Three Strikes Program – 3 <sup>rd</sup> Violation	\$500
<b>Section 3</b>		
1.	Parking	\$150
2.	Vehicle Operating Requirements	\$250
<b>Section 4</b>	Airport Operations Area	\$250
<b>Section 5</b>	Airport Business and Commercial Operations	\$250
<b>Section 6</b>		
1.	Noise Control Procedures	\$250
2.	Ground Run-up Enclosure	\$250
4.	Flammable and Explosive Materials	\$250
5.	Fueling/Defueling Operations	\$250
6.	Smoking	\$250
7.	Open Flame Operations	\$150
8.	Fire Extinguishers	\$150
9.	Powder Activated Tools	\$250
10.	Heated Hangars	\$250
11.	Aircraft Repairs	\$150

12.	Firearms and Weapons	\$150
13.	Fuel Storage Tanks	\$250
14.	Environmental Regulations	\$250

#### **Section 7**

2.	Construction Activity	\$250
3.	Personal Conduct	\$150
4.	Housekeeping	\$250
5.	Animals	\$100
6.	Derelict/Abandoned/Disabled Property	\$250