

DRAFT

AIRPORT RULES & REGULATIONS

BERT MOONEY AIRPORT

BUTTE, MONTANA

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TABLE OF CONTENTS

	PAGE
SECTION I: INTRODUCTION	2
PURPOSE	
SCOPE	
BACKGROUND	
ADMINISTRATION AND AUTHORITY	
LAYOUT	
SECTION II: GENERAL INFORMATION REGARDING AIRPORT RULES & REGULATIONS	6
OWNERSHIP AND OPERATIONS	
EMERGENCY CONDITIONS	
COMPLIANCE AND ENFORCEMENT	
INSURANCE	
VIOLATIONS, PENALTIES, & FINES	
DEFINITIONS	
GENERAL CONDITIONS OF IMPORTANCE	
SECTION III: AIRCRAFT OPERATIONS	10
ACTIVITIES REGULATED BY AIRPORT MANAGER	
AIRCRAFT ACCIDENTS/INCIDENTS	
TAXIING, TOWING, OR REMOVAL OF AIRCRAFT	
MANDATORY COMPLIANCE ACTIVITIES	
NOISE ABATEMENT	
SECTION IV: VEHICLE OPERATIONS	13
ACTIVITIES REGULATED BY AIRPORT MANAGEMENT	
AIRPORT OPERATOR'S PERMIT	
MANDATORY COMPLIANCE ACTIVITIES	
SECTION V: TENANT OPERATIONS	15
ACTIVITIES REGULATED BY AIRPORT MANAGEMENT	
MANDATORY COMPLIANCE ACTIVITIES	
SECTION VI: SAFETY PROCEDURES	18
PROCEDURES REGULATED BY AIRPORT MANAGEMENT	
FUELING AND DEFUELING	
MANDATORY COMPLIANCE ACTIVITIES	
PERSONAL SAFETY	
SECTION VII: SECURITY REQUIREMENTS	21
REQUIREMENTS REGULATED BY AIRPORT MANAGEMENT	
SECURITY OF AIRCRAFT AND AOA	
WEAPONS	
APPENDIX NO. I DEFINITIONS	23
APPENDIX NO. II AIRPORT MAP/DRAWING	35

AIRPORT RULES AND REGULATIONS

BERT MOONEY AIRPORT, BUTTE, MONTANA

October, 1995

SECTION I INTRODUCTION

The Airport Manager and the Bert Mooney Airport Authority have established certain rules and regulations for all users of the Bert Mooney Airport at Butte, Montana, 59701, U.S.A.

The following Sections set forth the Airport Rules & Regulations (Rules & Regs) for all persons engaged in any activity at the Airport. The Bert Mooney Airport is referred to as the "Airport" throughout this document. These Airport Rules & Regs are not all-inclusive; therefore persons involved in any kind of business venture located at the Airport are also subject to Airport Minimum Standards and applicable Federal, State, and Local Government laws, codes, ordinances and other similar regulatory measures. It is the intent of this Rules & Regs document to address those activities somewhat unique to the Butte Mooney Airport. It is not the intent of this document to repeat, duplicate, or interpret Rules & Regs established by Federal, State, or Local governments.

Airport Rules & Regs should be of interest to all persons who base an aircraft at the Airport. They also apply to all business owners and employees on the Airport and may have an impact on patrons/customers of those business firms. Compliance with these Airport Rules & Regs is a condition of any written agreement between the Airport Manager and persons engaged in business activities at the Airport.

These Airport Rules & Regs may be supplemented and amended by the Bert Mooney Airport Authority from time to time as recommended by the Airport Manager.

These Airport Rules & Regulations for Butte Mooney Airport, Butte, Montana are hereby approved and adopted by the Butte-Silver Bow Council of Commissioners as Butte-Silver Bow Council Resolution No. _____ dated _____, 1995.

PURPOSE:

AIRPORT RULES AND REGULATIONS (Rules & Regs) assist in the accomplishment of the following:

1. establishing airport safety guidelines,
2. establishing the airport as a reasonable, well organized, controlled, and attractive place to do business,
3. establishing quality standards by which all users of the airport must comply,
4. establishing a management document used by airport management and the Airport Authority to ensure fair, legal, and equitable business standards and treatment of people,
5. establishing written and approved rules and regulations which will be administered by airport management for compliance by all tenants of the airport, and the general public.

SCOPE:

AIRPORT RULES AND REGULATIONS (Rules & Regs) apply to all employees and patrons of the Airport and are designed to accommodate the safe, orderly, and efficient operation of the Airport.

All users, customers, and visitors of the Airport shall be governed by these Rules and Regs.

Administration of the terms of the Rules & Regs shall be under the authority, responsibility, and control of the Airport Manager.

Policy making activities of these Rules & Regs reside with the Bert Mooney Airport Authority and the Airport Manager.

BACKGROUND:

The history of aviation in the Butte, Montana area dates back to 1910 when the valley was first visited by a "flying machine".

Some ten years later, in 1920, Butte experienced its first passenger service aircraft under the ownership of Inland Empire Aerial which operated six Curtiss aircraft with passenger seating capacity of one or two people.

In 1927 ground was broken for a new community airport on eighty acres just south of town. Lacking a name for the Airport, the Daily Miner Newspaper ran a contest resulting in names like "Mile High Airport", "Port O'Copper Airport", and "Pedlars Field". The name, "Butte Municipal Airport" was selected.

In 1928 Butte Municipal Airport commenced its first airmail

service.

In 1933 Northwest Airlines initiated passenger service to the Butte area. National Park Airways purchased Inland Empire Aerial and expanded service to include three daily round trip flights between Butte, Montana and Salt Lake City, Utah. Also during this time period Mr. John D. Ryan, Chairman of the Board for Anaconda Company, donated funds for the purchase of a four-hundred acre Airport site adjacent to the current Airport. He also donated funds for necessary improvements at the new location.

In 1935 Bert Mooney became famous when he flew the first air mail into Yellowstone National Park. Bert Mooney became a legend aviator in the Butte, Montana area. He was taught to fly by Jack Lynch, the man who taught Charles Lindberg to fly. Bert Mooney experienced a phenomenal aviation career as a pilot for Inland Empire Aerial, National Park Airways, and Western Airlines.

By 1937 the new Airport had gained the reputation of being an excellent facility which resulted in Western Airlines purchasing National Park Airways for rights to provide air service to Butte.

In 1960 Butte Municipal Airport was renamed Silver Bow County Airport.

In 1968 Western Airlines initiated jet service to Butte.

In 1970 Northwest Airlines began jet service to the area.

In 1972 the Airport name was changed from Silver Bow County Airport to Bert Mooney Airport.

In 1979 the Butte-Silver Bow Council of Commissioners established the original Bert Mooney Airport Authority. The five member Authority was authorized to oversee the operation of the Airport as provided for by the Montana Airport Authority Act.

In 1983 Northwest Airlines terminated air carrier service to the Airport after fifty years of service.

In 1988 Delta Airlines purchased Western Airlines resulting in another airline name change serving the Airport. Also in 1988 Skywest Airlines, a Regional Air Carrier, commenced passenger service to Bert Mooney Airport.

In July 1988 the Butte-Silver Bow Council of Commissioners removed some burdensome restrictions on the powers of the Bert Mooney Airport Authority thus allowing the Authority to act as a fully independent and autonomous body having total ownership, sponsorship, funding responsibility, and future development control of the Airport.

In 1991 Horizon Airlines, another Regional Carrier, initiated service into the Airport. Also the current passenger terminal building was completed at a cost of \$1.8 million.

In 1993 Delta Airlines terminated its jet service to the community; however Skywest Airlines negotiated an "interline" agreement with Delta thus continuing its passenger service to the community under the name, Delta Connection.

As of 1995 the Bert Mooney Airport supports two passenger air carriers, Skywest (Delta Connection) and Horizon Airlines. It provides employment for approximately one-hundred people. In addition to airline passenger and air cargo service, the Airport supports general aviation, aircraft tie-down and hangar facilities, aviation fuel, aircraft repair and overhaul, rental car, local hotel/motel, taxi, restaurant, gift shop, cocktail lounge, vending machine, and advertising businesses.

ADMINISTRATION AND AUTHORITY:

The Airport is managed on a day-to-day basis by an Airport Manager who is responsible for the administration, operations, and maintenance of all Bert Mooney Airport Authority property, material assets, financial assets, and employees.

The Airport Manager is an employee of the Bert Mooney Airport Authority and reports directly to the five commissioners who comprise the Airport Authority (owners and sponsors of the Airport). The Airport Authority periodically elects a Chief Executive from the membership of the Authority. The Chief Executive serves in a leadership position for the Authority and oversees the conduct of all Authority business meetings. The Airport Authority Commissioners are appointed to four year terms of office by the twelve member Butte-Silver Bow Council of Commissioners. Airport Authority Commissioners are not limited to one four-year term of appointment but may be reappointed to concurrent terms by the Council of Commissioners. The Airport Authority Commissioners are responsible for establishing overall policy and objectives for operation of the Airport.

The Airport Manager is responsible for hiring and supervision of Airport staff personnel who are also employees of the Airport Authority.

The Airport Manager has been provided the authority and responsibility to manage the application of these Rules & Regs. The Airport Manager has the right to deny access to the Airport any person who, in the Airport Manager's opinion, is dangerous, irresponsible, not suitable for the Airport environment, not in the public good, or appears to be a threat to the flying public.

The responsibility and authority for the construction, enlargement, improvement, maintenance, management, operation, and regulation of the Airport and its public assets are vested in the Airport Authority and the Airport Manager.

LAYOUT:

The seven "SECTIONS" of this Rules & Regs Document are as follows:

INTRODUCTION
GENERAL INFORMATION
AIRCRAFT OPERATIONS
VEHICLE OPERATIONS
TENANT OPERATIONS

SAFETY PROCEDURES
SECURITY REQUIREMENTS

Appendix No. I is a compilation of terms and definitions used in the Rules & Regs business.

Appendix No. II contains maps or drawings to assist in locating facilities and businesses on the Airport.

SECTION II

GENERAL INFORMATION REGARDING AIRPORT RULES & REGULATIONS

OWNERSHIP AND OPERATION:

The Airport is owned, sponsored, managed, and operated by the Bert Mooney Airport Authority. The Airport Authority is comprised of five commissioners who are appointed to four year terms of duty by the Butte-Silver Box Council of Commissioners.

EMERGENCY CONDITIONS:

When an emergency exists at the Airport, the Airport Manager is empowered to issue such directives and take such action as necessary to protect people, property, assets, and promote the safe operation of the Airport. Such directives and actions of the Airport Manager have the power of regulation as long as the emergency exists.

COMPLIANCE AND ENFORCEMENT:

All persons (employees, patrons, customers, visitors) are expected to comply with the provisions of these Rules & Regs. The Airport Manager is hereby officially empowered by the Airport Authority to enforce these Rules & Regs and utilize City and County departments, law enforcement agencies, local medical resources, and disaster preparedness groups for assistance.

Compliance, as used herein, is based upon a reasonable sense of cooperation by persons using the Airport. Almost all people who utilize the Airport willingly comply with Rules & Regs. On occasion a patron of the Airport may not be aware or does not understand the intent of a Rule or Reg and simply needs an explanation of the policy and a polite request to comply. Compliance, in this sense, is the responsibility of the Airport Manager and administrative support staff.

Enforcement, as used herein, is a more compelling action, one required when persons refuse to comply or obey Rules & Regs. Enforcement in this sense usually requires the assistance of a law enforcement officer. The Airport Manager has the authority to call upon Airport Authority, City, and/or County law enforcement resources when a situation involves belligerent, dangerous, violent people, and the safety of innocent people may be in jeopardy.

The safety of patrons and security of the Airport is protected and supported by the full powers of the Airport Authority, City and County Departments, State law and agencies, and Federal law enforcement. Persons involved in criminal

activities or civil crime will be retained, arrested if necessary, and prosecuted to the full extent of the law. Penalties range from removal from the Airport to civil or criminal fines and incarceration.

Should any part of these Rules & Regs conflict with a Federal, State, or Local Government law or ordinance, then such Federal, State, or Local Government authority takes precedence.

These Rules & Regs shall in no way supersede or abrogate regulations set forth in FAA FARs (Federal Aviation Administration Federal Aviation Regulations).

If any provision of these Rules & Regs is held invalid, the remainder of the Rules & Regs shall be valid.

INSURANCE:

Insurance requirements shall be discussed and finalized between a Tenant and the Airport Manager prior to signing a lease or other agreement and prior to issuing an annual business certificate to a Tenant. A business Tenant shall annually provide the Airport Manager a Certificate of Insurance from the Tenant's insurance agent which identifies the Bert Mooney Airport Authority as an additional named insured and certificate holder.

Certificates of Insurance shall be reviewed annually by the Airport Manager's risk management advisor. Insurance "shortfalls" shall be immediately corrected by the Tenant.

When a Tenant contracts with others to conduct business of any manner on the Tenant's Airport premises, the Tenant shall require the contracted entity to meet the insurance conditions as outlined in the Airport Minimum Standards document.

A Schedule of Minimum Insurance Requirements is contained in the Airport Minimum Standards document. The insurance schedule represents minimum coverage required by the Airport Manager. A Tenant may actually be required to purchase greater coverage to meet the scope of the Tenant's business activity and requirements of the Tenant's insurance agent and underwriters.

VIOLATIONS, PENALTIES, AND FINES:

Any violation of these Rules & Regs is a misdemeanor, and the penalty shall be as provided by the laws of the State of Montana.

Any person violating these Rules & Regs may be deprived use of the Airport. The Airport Manager has the authority to restrict a person from the Airport premises and to further deny use of the Airport by that person until such time as the conditions causing the restriction are resolved with the Airport Manager, Airport Authority, Local Government, or other responsible agency.

The Airport Manager; law enforcement officers of the Airport Authority, City Police, County Sheriff, State Police; or

employees of the Airport Manager's staff have the right and power to enforce compliance of these Rules & Regs. Law enforcement officers have the power to issue citations and make arrests if conditions warrant such action.

DEFINITIONS:

Airport Rules & Regs require a section dealing with definitions (See Appendix I). Definitions are one of the most important parts of the Rules & Regs document. When Rules & Regs are challenged for reasons of fairness or duplicity it is often the wording of a definition or the exclusion of a definition that determines the outcome.

In some cases the definition of terms in Appendix I goes beyond the basics of definition and actually gets into the use or function of the term as related to Airport business. These "expanded definitions" are intended to better explain how the Airport is managed and why these Rules & Regs are necessary.

GENERAL CONDITIONS OF IMPORTANCE:

ACCIDENTS resulting in damage to property or injury requiring professional medical treatment must be reported as soon as practical in person or by telephone to the Airport Manager's office.

ADVERTISING of any kind requires the written authorization of the Airport Manager and payment of fees as required.

ANIMALS required for assistance to blind, hearing-impaired, or security enforcement persons are permitted on the Airport. All other animals, domestic or exotic, are prohibited from the Airport Terminal/Administration Building or restricted areas except when such animals are containerized for air shipment. Domestic dogs are permitted in public areas of the Airport when restrained by leash and kept completely under control.

COMMERCIAL ACTIVITY of any kind, involving the tender of money or barter, requires the written authorization of the Airport Manager and payment of fees as required.

COMMERCIAL PHOTOGRAPHY of any kind requires the written authorization of the Airport Manager and payment of fees as required.

DAMAGE OR DESTRUCTION OF PROPERTY is prohibited, and persons so involved will be fully liable to the Bert Mooney Airport Authority.

DEMONSTRATIONS by the general public or by any persons employed by Airport business firms require written permission of the

Airport Manager. Demonstrations will be conducted only in designated locations. Demonstrators who interfere with or impede the normal operation of the Airport will be held liable, may be arrested, and then punished to the full extent of the law.

DISORDERLY CONDUCT OR OBSCENE ACTS will be punished to the full extent of the law.

EMPLOYEE BACKGROUND CHECKS will be conducted on each employee, public or private enterprise, when that employee has access to the Air Operations Area (AOA).

FLYING CLUBS are nonprofit entities organized for the purpose of providing members with aircraft for their personal use and enjoyment only. Flying Clubs at the Bert Mooney Airport are considered Airport business firms and shall comply with all conditions of these Airport Rules & Regs including insurance requirements. Flying Clubs shall also meet the standards of Section XIII of the Airport Minimum Standards document.

GAMBLING on the Airport is prohibited.

LITERATURE DISTRIBUTION requires the written authorization of the Airport Manager and payment of fees as required.

LOST OR MISLAID PROPERTY shall be deposited at the Airport Manager's office in the Airport Terminal/Administration Building and if not claimed by owner within thirty(30) days becomes property of the Airport Authority to be sold, used, or disposed of at the discretion of the Airport Manager.

RESTRICTED AREAS are established for safety and security reasons. Except for aircraft owners, pilots, and persons escorted by aircraft owners and pilots, the general public is prohibited from the Air Operations Area (AOA) unless escorted by an authorized Airport employee. The general public is also prohibited from all areas of the Airport posted as being Restricted Areas.

SIGNAGE standards are established by the Airport Manager. No sign or advertisement or notice shall be displayed on the outside or inside of any structure on the Airport unless authorized by the Airport Manager. Exceptions to this rule are made when signage is a part of a purchase, lease, or contractual agreement and meets local code.

SOLICITING FUNDS requires the written authorization of the Airport Manager and payment of fees as required. This activity is restricted to those areas specified and directed by the Airport Manager.

STORAGE OF PROPERTY OR EQUIPMENT on the Airport AOA (Air Operations Area) is normally reserved for and restricted to flight operations or other aviation activities. Storage of property or equipment of a non-aviation nature and necessary to the conduct of a business is acceptable on landside business sites but shall comply with local code and safety/health requirements.

SECTION III

AIRCRAFT OPERATIONS

THE FOLLOWING RULES AND REGULATIONS PERTAIN TO THE AIR OPERATIONS AREA (AOA) OF THE AIRPORT AND ARE REGULATED BY THE AIRPORT MANAGER:

- a. The Airport Manager is the only person authorized to close the airport to aircraft operations or to close the landside access roads to the Airport. When the Airport Manager is not available the Operations Director may perform these acts in behalf of the Airport Manager.
- b. The Airport Manager in consultation with aviation business owners will determine restricted or prohibited flight activities on the AOA.
- c. NOTAMs (Notice To Airmen) affecting the Airport may be issued by the Airport Manager or other designated airport management staff persons. NOTAMs are also issued by the FAA.
- d. The Airport Manager has the authority to establish rates and fees charged for landing or parking of aircraft, plus other fees related to customer use of AOA assets.
- e. The Airport Manager has the responsibility and authority to grant written approval for air shows or other special events at the Airport.
- f. The Airport Manager has the authority to restrict or suspend any aircraft operation on the Airport when such action is deemed necessary in the interest of safety or to avoid risk of personal injury or damage to property.
- g. The Airport Manager is authorized to tow or otherwise direct the relocation of aircraft parked or stored in unauthorized areas.

AIRCRAFT ACCIDENTS/INCIDENTS ON OR ADJACENT TO THE AIRPORT:

- a. Aircraft accidents/incidents must be reported immediately to an Airport management staff person.
- b. Disabled aircraft are the responsibility of the aircraft owner. However, the Airport Manager has the power, authority, and option to direct removal or relocation of a disabled aircraft from any location on the Airport.
- c. Access to aircraft accident/incident scenes are controlled by the Airport Manager or by the designated person-in-command at the scene.

TAXIING, TOWING, OR REMOVAL OF AIRCRAFT WITHIN THE AOA:

- a. Taxiing, towing, or removal of aircraft require clearance from the Air Traffic Control Tower. When the Control Tower is not manned, aircraft movements on the AOA require the aircraft operator to use proper common frequency radio advisories as well as standard separation distance and right-of-way procedures.
- b. Aircraft will not taxi into or out of any hangar under actual aircraft engine power. Aircraft will be towed or pushed by machines or by hand into and out of hangars.

AIRCRAFT OPERATIONS - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES:

- a. A qualified pilot or mechanic must be in the cockpit and at the controls of the aircraft when an aircraft engine is operating.
- b. Aircraft taxi speed on aprons, ramps, and aircraft parking areas shall not exceed 20 miles per hour.
- c. When the Air Traffic Control Tower is not manned, aircraft operators shall consider the primary runway as RW15-33.
- d. Aircraft repair/maintenance will be performed only in designated areas. Designated areas will be determined by the Airport Manager or the Commercial Business Operator having leasehold or ownership jurisdiction.
- e. Operating aircraft engines inside a hangar is prohibited. Aircraft building engine test cells are an exception to this rule.
- f. Aircraft will be parked, serviced, loaded, and unloaded at parking locations designed and designated by the Airport Manager or Commercial Business Operator for each type of aircraft.
- g. Derelict/non-flyable aircraft must be parked in an aircraft storage area as designated by the Airport Manager or removed from the Airport.
- h. Any aircraft weighing more than runway, taxiway, and apron load bearing capacity is prohibited.
- i. Aircraft home-based at the Airport require a written agreement with the Airport Manager or Commercial Business Operator which includes the name of the aircraft owner, home-based status at Bert Mooney Airport, parking fee agreement, and specific identity of the aircraft by aircraft type and "N" number.

(continued on next page)

- j. Operation of the following types of aircraft or aviation activities on the Airport require prior written approval by the Airport Manager:
1. Air festivals
 2. Air races
 3. Air shows
 4. Balloon festivals
 5. Experimental aircraft testing
 6. Fly-in meets
 7. Glider activities
 8. Gyro copters
 9. Home built aircraft testing
 10. Hot air balloon launches
 11. Model aircraft meets
 12. Parachute or parasail demonstrations or sky diving activities
 13. Para-planes (powered by internal combustion engine)
 14. Ultralights
 15. War bird shows

The Airport Manager will coordinate requests for these activities with the Air Traffic Control Tower supervisor.

Proof of liability insurance is required in an amount and under terms acceptable to the Airport Manager.

NOISE ABATEMENT:

- a. Voluntary noise abatement procedures are in effect at all times at the Airport. Aircraft operators are expected to use good judgement when operating aircraft over inhabited areas in the Airport Traffic Area.

SECTION IV VEHICLE OPERATIONS

THE FOLLOWING RULES AND REGULATIONS PERTAIN TO MOTOR VEHICLE OPERATIONS ON THE AIRPORT AND ARE REGULATED BY THE AIRPORT MANAGER:

- a. All Airport roadways have City "status".
- b. All motor vehicles on Airport public roadways and public parking lots are governed by State and City traffic ordinances.
- c. Prior to operating any type of vehicle on the AOA, each motor vehicle driver must complete AOA Ground Vehicle Operator's Orientation/Training and possess a Bert Mooney Airport Authority Security Control Card. These are issued through the Airport Manager's office located in the Airport Terminal/Administration Building.
- d. The Airport Manager has the authority to deny, restrict, or cancel the right of any motor vehicle driver from operating on the AOA.
- e. Businesses conducting any motor vehicle for hire activity on the Airport must have a written agreement with the Airport Manager. This includes rental car agencies, taxicabs, buses, limousines, and lodging shuttles.
- f. Vehicles for hire or rental cars shall be stored, maintained, and operated under terms and conditions as established by the Airport Manager.
- g. The Airport Manager will designate passenger loading and unloading areas in cooperation with businesses offering vehicles for hire and in compliance with FAA Security Directives.
- h. The Airport Manager and staff have the right to tow or otherwise move any motor vehicle for reasons of safety, security, abandonment, or police investigation.
- i. The Airport Manager will establish minimum liability insurance limits for tenant business vehicles and other privately owned vehicles which are allowed access to the AOA.
- j. Liability insurance limits for motor vehicles operating on unrestricted public Airport roadways will be consistent with Montana State motor vehicle insurance laws.

Bert Mooney Airport Authority SECURITY CONTROL CARD:

- a. Application for this Card and the Ground Vehicle Training will be obtained at the Airport Manager's office, Airport Terminal/Administration Building.
- b. Each applicant must possess a current Montana State or other State driver's license.

- c. The Security Control Card shall be in the possession of the driver when operating a vehicle on the AOA.

VEHICLE OPERATIONS - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES:

- a. Motor vehicle accidents resulting in damage to property or injury requiring professional medical treatment must be reported to the City Police Department per standard accident reporting procedures and must also be reported within 24 hours to the Airport Manager's office by telephone or in person.
- b. A motor vehicle incursion onto a runway or taxiway involves the unauthorized and/or dangerous encroachment by a motor vehicle thus placing aircraft operations in jeopardy. Motor vehicle incursions will not be tolerated at the Airport, and vehicle drivers will be penalized and fined to the full extent of the law.
- c. No motor vehicles are permitted on runways or taxiways except those operated by employees of the Airport Authority, the FAA, or other vehicles with proper flags or lights and authorization by the Airport Manager.
- d. Unless otherwise posted, the speed limit on all Airport roadways is twenty-five (25) miles per hour (MPH). The speed limit on all Airport apron or ramp areas is fifteen (15) miles per hour (MPH).
- e. A taxiing aircraft on apron or ramp areas always has the right of way over motor vehicles.
- f. Motor vehicle drivers will pass to the rear of taxiing aircraft.
- g. Motor vehicles will not be parked or maneuvered closer than ten (10) feet from any aircraft. Specialized vehicles needed to service an aircraft are exempted from this rule.
- h. Motor vehicle drivers will park in designated parking areas only.
- i. Motor vehicle drivers/owners/agents shall not clean or repair a motor vehicle other than in designated vehicle maintenance and clean-up areas.
- j. Privately owned motor vehicles will not be parked, serviced, or repaired inside any Airport Authority owned building, hangar, or structure unless authorized by the Airport Manager.

SECTION V
TENANT OPERATIONS

THE FOLLOWING TENANT OPERATIONS ARE REGULATED BY THE AIRPORT MANAGER:

- a. All tenant operators must obtain an annual business certificate from the Airport Manager. The term "tenant" in this case shall mean an entity having a written lease, rental agreement, or other agreement with the Airport Manager which grants that entity certain rights and privileges on the Airport. The business certificate shall be issued as part of a new tenant's initial lease, rental, or other written agreement with the Airport Manager. Follow-on annual business certificates will be issued in January of each year at a nominal fee. The certificate serves as accountability and risk management documentation of Airport tenants. The certificate will address the following:
1. Specific commercial business activities granted the tenant.
 2. Certification as to whether the business is "active" or "nonactive" at the Airport.
 3. Name, address, and telephone of current owner or owners of each on-Airport business. Significant change in ownership may be grounds for renegotiation of lease or rental agreement. A "significant change in ownership" is effected whenever a business ownership changes 20% or more.
 4. Proof of liability insurance in compliance with Airport Minimum Standards and identification of Bert Mooney Airport Authority as a named insured.
 5. Certification by each tenant as to an understanding of the Airport's current Rules & Regs, Minimum Standards, and Rates & Fees schedule.
- b. All tenant operators must be party to a current fully executed lease, rental agreement, or other formal written agreement with the Airport Manager.
- c. Rates, terms, and fees for lease, rent, or sale of Airport Authority owned assets shall be determined by the Airport Manager and coordinated with the Airport Authority.

TENANT OPERATIONS - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES:

- a. As a condition of receiving an annual business certificate, each tenant operator must certify to

compliance with the five prerequisites outlined in paragraph a. above.

b. Tenant operators shall comply with all applicable sections of FAR Part 139, Certification and Operations of Airports. This is the official certification document issued by the FAA to the Bert Mooney Airport Authority which certifies the Airport for use by scheduled air carriers. Parts of the FAR address safety, hazardous material, ground vehicles, and public protection. These are areas where tenant operators and tenant employees must comply with directives and immediately correct deficiencies identified by the Airport Manager's office. Failure by tenants to correct deficiencies may jeopardize the Airport's FAA Certification and Operation certificate.

c. The FOD (Foreign Object Damage) Program at the Airport is of special concern due to the mix of general aviation and air carrier aircraft using the Airport's runway, taxiway, and apron facilities. Motor vehicle traffic within the AOA contributes to the FOD risk. Ingestion of small pieces of metal, pavement, or trash by jet engines can result in catastrophic economic loss. Each tenant operator is required to train and continually emphasize the importance of FOD pick-up and clean-up by all employees, patrons, and visitors. Any tenant who fails to comply with the spirit and intent of this important program will be subject to penalties and fines.

d. Self-service fueling by individual aircraft owners is discouraged due to ground safety risks and liability. Airport users who practice self-fueling shall be required to meet the same fueling equipment standards as a Full Service FBO. See Minimum Standards document.

Airport users involved in self-fueling operations must complete a Self-Fueling Permit provided by the Airport Manager. The permit will be aboard each fueling truck/vehicle at all times.

e. Tenant operators are prohibited from sublease or sublet, or assignment of lease or rent, of any Airport Authority owned assets without prior written approval of the Airport Manager.

f. Tenant operators are responsible for training their employees on the contents of the most current Airport Rules & Regs, Airport Minimum Standards, and applicable portions of their Airport tenant lease or rental agreement.

g. Tenant operators must ensure that all tenant employees meet physical and mental standards necessary for the safe conduct of each employee's job task, especially as job tasks relate to safe and rational conduct in and

around aircraft and all areas of the AOA.

- h. Tenant operators shall keep hangars, shops, offices, other buildings, structures, and areas adjacent thereto free of waste material, rubbish, junk, landscaping litter, and flammable material. Sanitation, trash, and garbage receptacles shall be placed in people traffic areas to accommodate and encourage the disposal of refuse. Rest rooms will be maintained in clean and sanitary conditions. All floors, walls, and ceilings will be maintained in clean, sanitary, and well lighted condition.
- i. Structural and decorative changes by a tenant to any building, structure, ramp, or other Airport property requires prior written approval of the Airport Manager and must comply with FAA standards and City building codes and inspections.
- j. Tenant operators shall not create physical or electronic hazards to the Airport or air navigation systems.

SECTION VI SAFETY PROCEDURES

THE FOLLOWING SAFETY PROCEDURES ARE REGULATED BY THE AIRPORT MANAGER:

- a. Fuel vendors must have a current Airport business certificate plus documentation from the Fire Marshall showing current inspection and approval of vendor's fuel facility and equipment.
- b. Fueling of aircraft and fuel on-loading or down-loading of over-the-road fuel trucks/trailers must be performed in locations designated by the Airport Manager.
- c. All applicable National Fire Protection Association (NFPA) standards concerning fueling activities are hereby incorporated as part of these Rules & Regs.
- d. Smoking on the Airport is permitted only in areas designated and approved by the Airport Manager or Fire Marshall.
- e. Except as approved in writing by the Airport Manager no Class A or Class B explosives, Class A poisons, or radioactive material is permitted on the Airport.
- f. The Airport Manager and staff have the right to inspect all tenant premises and to observe tenant activities as a condition for and method of preventing unsafe practices.
- g. The provisions of fire code as adopted by the City of Butte, Montana are hereby adopted by the Airport Authority and incorporated as part of these Rules & Regs.

SAFETY PROCEDURES - FUELING AND DEFUELING:

- a. Fuel storage areas shall be fenced, with gates and warning placards prohibiting general public access.
- b. Fueling an aircraft with one or more of the aircraft's engines running is prohibited.
- c. No aircraft shall be fueled inside a hangar.
- d. Aircraft shall be positioned during fueling/defueling so that fuel tank openings or vents are at least twenty-five (25) feet from any permanent structure.
- e. Aircraft and fuel servicing equipment (trucks, carts, hydrants, nozzles) must be bonded to each other and grounded to zero electrical potential prior to commencing fuel flow.
- f. No person shall be permitted inside an aircraft being fueled except in the case of large aircraft where normal operating procedures involve occupancy of aircraft by flight crew and ground service technicians during fueling.
- g. Fuel service activity will cease when lightning

discharges occur within the vicinity of the Airport.

- h. Fuel spills in excess of one gallon must be reported to ARFF (Aircraft Rescue & Fire Fighting) for cleanup.
- i. Electric switches and fixtures must be "explosion proof" when installed for use in the immediate vicinity of fuel vapors.
- j. Fuel servicing vehicles are prohibited from being parked or stored inside a building.
- k. Over-the-road routes, airside and landside, for fuel service vehicles will be controlled and designated by the Airport Manager.
- l. During fuel servicing two (2) dry chemical fire extinguishers (fifteen pounds or larger) or CO2 equivalent will be available for immediate use.
- m. Open flames are not permitted within one hundred (100) feet of any fuel service activity or fueling equipment.

SAFETY PROCEDURES - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES:

- a. Smoking is prohibited on all aircraft aprons, also within one hundred (100) feet of any aircraft being fueled or defueled, also within one hundred (100) feet of a fuel handling vehicle, and at all other locations on the Airport where specifically prohibited by NO SMOKING signs.
- b. All tenants are responsible for supplying and maintaining fire extinguishers on tenant premises.
- c. No flammable, corrosive, or toxic liquids will be disposed of into storm drains, sewer drains, toilet/shop/hangar drains, aprons, parking lots, roadways, catch basins, ditches, or upon raw land.
- d. Cylinders of compressed flammable gas will not be stored inside any buildings except as provided by NFPA Standards and local codes.
- e. Storage of volatile flammable liquids, gases, signal flares or other similar items in any building or structure on the Airport is prohibited unless approved in writing by the Airport Manager.
- f. Painting of aircraft or other equipment, also paint striping and doping processes, shall be conducted in buildings certified by the Fire Marshall and in compliance with environmental codes.
- g. Open fires of any type are prohibited on the Airport unless approved by the Airport Manager.
- h. All welding operations shall be conducted in approved welding booths or approved aircraft maintenance areas according to local code.
- i. Storage of lubricating oils must be in code-approved locked storage cabinets.

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- j. Storage of a volatile compound having a flash point of less than 110 degrees fahrenheit is prohibited on the Airport unless use of the compound is required for aviation purposes, approved in writing by the Fire Marshall, and in a room fireproofed or otherwise fire protected according to code.
- k. All fire extinguishing equipment must be inspected and tagged in accordance with NFPA Standards and local codes.

PERSONAL SAFETY:

- a. No person shall intentionally obstruct, delay, physically disturb, or interfere with the free movement of any other person on the Airport. Law enforcement officers are exempt from this rule.
- b. Hunting on Airport property is prohibited.

SECTION VII

SECURITY REQUIREMENTS

THE FOLLOWING SECURITY REQUIREMENTS ARE REGULATED BY THE AIRPORT MANAGER:

- a. The threat of terrorist activity remains an item of intense analysis and investigation at the highest levels of U.S. government. The "security level" at Bert Mooney Airport and all other airports in the National System of Airports will be determined by national leaders and the FAA through coordination with national intelligence agencies. Certain "security levels" may cause delay and disruption of day-to-day Airport activities. However these "security levels" and procedures require the cooperation, support, and extra expense of all Airport patrons and business owners in order to deter the threat of terrorism.
- b. RESTRICTED AREAS are established for safety and security reasons. Except for passenger enplaning or deplaning of aircraft, the general public is prohibited from the AOA unless escorted by an authorized Airport employee. The general public is also prohibited from all other areas of the Airport posted as being RESTRICTED AREAS.
- c. Airport employees who work in the AOA are issued numbered Security Control Cards by the Airport Manager's office. Each Airport employee is required to have this Card on their person when in the AOA.
- d. Aircraft requiring security guards or policemen must coordinate this requirement with the Airport Manager
- e. Only flight crews, passengers going to and from aircraft, aircraft service and maintenance technicians, FAA, ARFF, and security personnel, or others authorized by the Airport Manager shall be permitted into the AOA.
- f. Pedestrians or motor vehicle operators observed in other than public use areas without authorization by the Airport Manager will be considered trespassing and subject to citation and/or arrest.
- g. Airport Authority, City of Butte, and Silver Bow County law enforcement officers have the power and authority to enforce laws, ordinances, rules, and regulations within the Airport boundaries.

SECURITY OF AIRCRAFT AND THE AOA:

- a. When the condition or mission of an aircraft requires security guards or police, the owner or operator of the aircraft is responsible for obtaining and paying security service personnel.

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- b. Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations on Airport tenant-leased areas of responsibility.
- c. Tenants and tenant employees are responsible to safeguard doors, gates, and other forms of passage ways between the AOA and the landside of the Airport.
- d. A breach in Airport security caused by a tenant or tenant employee which results in an Airport Manager, Fire Chief, City Police Department, or FAA finding of negligence will be cause to review, issue citation, and possibly cancel or curtail tenant access to the AOA.

WEAPONS:

- a. No person shall carry a weapon on the Airport except encased sporting weapons carried for shipment. Airport Authority, Federal, State, County, City, and military law enforcement officers are exempted from this rule.

APPENDIX NO. I

DEFINITIONS RELATED TO AIRPORT RULES & REGULATIONS

The business of operating an airport involves an almost never-ending list of terms. Some of the terms are unique in meaning to the airport management business; some of them are commonly used in the aviation business; and some take on special meaning when used in relation to airports and aircraft operations.

Some of the terms commonly used in the airport operations business are "generic" to the English language and every day usage. Examples are "accident", "advertising", "bus", "car", "driver", "emergency", "hotel/motel", "person", "search", "signs", "taxicab", "user", "visitor" and many others. For these day-to-day commonly used terms, an English language dictionary is the best source for definition. Most "generic" terms have been eliminated from this document. Only those terms having special meaning to aviation and airports are included.

The terms and definitions listed in this APPENDIX are considered very important to the airport management business. In some cases the definition of a term includes additional information beyond the "basic definition". This additional information provides insight as to how the term is used in day-to-day Airport work. Two examples of "expanded" definitions are MASTER PLAN and FBO. The idea here is that a the few extra words about some of the terms or jargon used in the airport environment helps one better understand the airport business.

DEFINITION OF TERMS:

AGL

shall mean Above Ground Level at a specific location usually expressed in feet or meters.

AIR CARRIER - ALSO AIRLINE

shall mean a business firm using the Airport for the transport of passengers or goods and operating the business under the terms and conditions of FAR Part 121.

AIR CREW: SEE FLIGHT CREW

AIRCRAFT - ALSO AIRPLANE, BALLOON, ULTRALIGHT, HELICOPTER

shall mean any contrivance now known or hereafter invented and used for navigation and flight in air or space.

AIRCRAFT EMERGENCY

shall mean a problem or condition involving an aircraft in flight or on the ground which could endanger lives or property. An aircraft emergency can be declared by a pilot, air traffic control personnel, or other personnel responsible for the safe operation of aircraft on the Airport.

AIRCRAFT MAINTENANCE

shall mean any work performed on an aircraft by a pilot, owner, or mechanic other than the routine cleaning, upkeep, and servicing of an aircraft in preparation for flight. Removal of engine cowling, replacement of parts, defueling of an aircraft, or temporary removal of parts normally used for safe flight are activities that place any aircraft in an "aircraft maintenance" status. For safety and liability purposes, aircraft maintenance must be accomplished in designated areas only.

AIRCRAFT MOVEMENT AREA

shall be the runways, taxiways, aprons, and other aircraft maneuvering areas of the Airport which are utilized for aircraft taxiing, hover taxiing, landings, takeoffs, and temporary parking of aircraft. The Aircraft Movement Area is defined under formal agreement with the FAA Air Traffic Control Tower Chief, Airport Manager, and other major aviation users of the Airport. It includes all areas under the direct and positive control of the Tower Control. It includes all of the AOA at Bert Mooney Airport.

AIRCRAFT NON-MOVEMENT AREA

shall be defined as those areas of the Airport where aircraft taxi, are towed, or pushed without radio contact with the air traffic control tower or with other aircraft. Aircraft Non-Movement Areas are usually confined to areas immediately adjacent to hangars, shops, terminal buildings, and other structures. Aircraft Non-Movement Areas are defined as part of the same formal agreement referenced above under Aircraft Movement Areas.

AIRCRAFT OPERATION

shall mean either an aircraft takeoff or an aircraft landing.

AIRCRAFT OPERATOR

shall be any person who pilots, controls, owns, or maintains an aircraft.

AIRCRAFT PARKING AND STORAGE AREAS

shall mean those hangar and apron locations of the Airport designated by the Airport Manager for the parking and storage of aircraft. These areas include "Tie-Down" aprons equipped with

rope or chain devices which are used to secure light-weight aircraft during windy conditions.

AIRFIELD: SEE AIR OPERATIONS AREA

AIR OPERATIONS AREA - ALSO AOA

shall mean any area of the Airport used for landing, takeoff, or surface maneuvering of aircraft. The AOA is considered a Restricted Area and is off-limits to the general public. All personnel conducting work tasks on the AOA shall carry a numbered Security Control Card on their person at all times. Security Control Cards are issued by the Airport Manager's office in the terminal/administration building. Persons failing to carry their Security Card are subject to arrest.

AIRPORT

shall mean the Bert Mooney Airport at Butte, Montana, and includes all of the land, improvements, facilities, and developments within the boundaries of the Airport.

AIRPORT AUTHORITY

shall mean the five commissioners appointed by the Butte-Silver Bow Council of Commissioners to oversee the policies, management, budget, and operation of the Bert Mooney Airport.

AIRPORT BUSINESS FIRM: SEE COMMERCIAL AVIATION BUSINESS

AIRPORT CERTIFICATION MANUAL

shall mean the official document containing the operating standards and procedures of the Airport as prescribed in FAR Part 139.

AIRPORT CHARGES

shall mean charges, rates, or fees for aircraft tie downs, aircraft landing, occupation of a hangar, and other uses of Airport property or Airport Authority assets, as established by the Airport Manager for the payment of expenses, maintenance, and development of the Airport.

AIRPORT LAYOUT PLAN - ALSO ALP

shall mean a graphic presentation, to scale, of existing and proposed airport facilities, their location on the Airport, and the pertinent clearance and dimensional information required to show conformance with applicable standards. A current ALP approved by the FAA is a prerequisite to FAA approval of Federal funding in support of any Airport capital improvement project.

AIRPORT MANAGEMENT

shall mean the various activities required of the Airport Manager and his/her staff in the administration and direction of Airport

Authority owned assets and other Airport Authority directed activities.

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AIRPORT MANAGER

shall mean that person appointed by the Bert Mooney Airport Authority as responsible for the day-to-day administration, operations, and maintenance of all Bert Mooney Airport Authority property, material assets, financial assets, and employees.

AIRPORT MINIMUM STANDARDS

shall mean a document prepared by the Airport Manager and approved by the Airport Authority within which detailed provisions outline the minimum standards acceptable for business firms aspiring to conduct business operations on the Airport.

AIRPORT PROPERTY

shall mean all real estate and other material assets owned by Bert Mooney Airport Authority.

AIRPORT RULES AND REGULATIONS - ALSO RULES & REGS

shall mean a document adopted and formally approved by the Airport Authority and the Butte-Silver Bow Council of Commissioners within which are detailed provisions for the safe, orderly, and efficient operation of the Airport.

AIRPORT TERMINAL/ADMINISTRATION BUILDING: SEE
TERMINAL/ADMINISTRATION BUILDING

AIRSIDE: SEE AIR OPERATIONS AREA

AIR TRAFFIC CONTROL TOWER - ALSO ATCT, CONTROL TOWER

shall mean Air Traffic Control Tower at Bert Mooney Airport as manned and certified by the FAA for the control, separation, and movement of aircraft in the air or on the ground within the Bert Mooney Airport control zone.

AOA: SEE AIR OPERATIONS AREA

APRON - ALSO RAMP, TARMAC

shall mean those areas of the Airport, both public and private/leased, designated by the Airport Manager for the parking or storage of aircraft. These areas are Restricted Areas and involve activities such aircraft parking, enplaning and deplaning passengers, servicing aircraft, and air cargo activities.

APU OR GPU

shall mean Auxiliary Power Unit as installed in an aircraft or Ground Power Unit as a portable wheeled unit of ground support equipment, both of which are used to provide temporary electrical power to an aircraft during periods of time when the aircraft's engine-driven electrical generator is not operating.

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ARFF

shall mean Aircraft Rescue and Fire Fighting. ARFF includes the personnel, equipment, and facilities on the Airport dedicated to aircraft accidents/incidents, all rescue and fire fighting tasks, building structural fires, and other fire fighting emergency activities.

ATC

shall mean Air Traffic Control as established by the FAA. ATC includes personnel, equipment, facilities, and services provided by the FAA.

AVIATION OPERATOR OR AVIATION SERVICE OPERATOR: SEE COMMERCIAL AVIATION BUSINESS

BAGGAGE

shall mean articles, effects, and other personal property checked for air transport or carried by a passenger for the wear, use, comfort, convenience, or business purposes of the air transportation trip. Included are items such as briefcases, garment bags, suitcases, golf clubs, skis, and pet kennels.

BASED AIRCRAFT

shall mean any aircraft whose "home base" or "permanent residency" is identified as Bert Mooney Airport.

CARGO AREA, CARGO RAMP AREA

shall mean an area of the Airport designated for acceptance and processing of air-cargo or air-freight and includes the air-cargo aircraft parking apron, air-cargo processing and holding buildings, truck docks, truck staging areas, and air-cargo employee support facilities.

CERTIFICATE - ALSO ANNUAL BUSINESS CERTIFICATE

shall mean an official written instrument granting a special privilege to conduct specific business activities on the Airport. The Certificate is authorized and granted by the Airport Manager on an annual basis after a business owner satisfies certain rules & regs, insurance, ownership, and minimum standard conditions. Granting of an Annual Business Certificate is mandatory prior to a business firm conducting business on the Airport.

COMMERCIAL AGREEMENT

shall be that legal agreement between the Airport Manager and a Commercial Aviation Business which authorizes the Commercial Aviation Business the right to conduct business on the Airport and identifies the conditions, rates, and charges due the Airport Manager for that right. Lease and rental agreements are examples of Commercial Agreements.

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COMMERCIAL AVIATION BUSINESS - ALSO AIRPORT BUSINESS FIRM, BUSINESS OPERATION/OPERATOR, AVIATION OPERATOR, INCLUDES FBOs shall mean any person or organization engaged in any business on the Airport and authorized to conduct such business by virtue of a contract or agreement with the Airport Manager. The business may be directly associated with aircraft and aeronautical activities or may be associated with non-aeronautical activities such as retailing, wholesaling, manufacturing, warehousing, and service industries.

COMMON USE AREA: SEE PUBLIC USE AREA

CONCESSIONAIRE: SEE COMMERCIAL AVIATION BUSINESS

COURTESY VEHICLE

shall mean any motor vehicle operated free of charge and used to transport people, baggage, or other goods from one location to another on the Airport or to/from locations off the Airport.

EMERGENCY VEHICLES

shall be vehicles which are painted, marked, lighted, or escorted and used by the sheriff (security officers), fire department (ARFF), ambulances, or other Airport officials in response to an emergency situation.

ENGINE RUN-UP - ALSO RUN-UP

shall mean the operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-up is usually associated with relatively high power settings needed to check-out the performance of an aircraft engine prior to takeoff.

ENGINE RUN-UP AREAS

shall be areas designated by the Airport Manager and confined to areas allowing high power settings of an aircraft engine. These areas are in remote sections of the Airport, adjacent to active runway takeoff locations, or otherwise protected by blast fences or noise abatement facilities.

EPA
shall mean the U.S. Federal Environmental Protection Agency.

EXCLUSIVE AREA
shall mean an area of the Airport designated by the Airport Manager as selected for and restricted to the sole control of one of the Airport's Commercial Aviation Businesses. For example, Exclusive Areas are the Butte Aviation FBO site, Corporate Air FBO site, private hangars, and the 15/90 Search & Rescue building.

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EXCLUSIVE RIGHT
shall mean an exclusive privilege granted by the Airport Manager to a Commercial Aviation Business for which that privilege is not granted any other business firm. As a rule Exclusive Rights are not granted unless unusual circumstances exist.

FAA
shall mean the U.S. Federal Aviation Administration.

FAR
shall mean Federal Aviation Regulation as written, approved, and published by the FAA.

FBO
shall mean Fixed Base Operator, which further means a Commercial Aviation Business engaged in the enterprise of supplying transient and home-based aircraft services as authorized and contracted with the Airport Manager. FBO services normally include aircraft fueling, flight training, aircraft sales, airframe and power plant repair and maintenance, hangaring, parking (tie-down), aircraft rental, and air-taxi/air-charter service.

FIRE CHIEF
shall mean the senior person in charge of the on-Airport ARFF activity or off-Airport ARFF support activity.

FLIGHT CREW
shall mean persons authorized to pilot, ground service, maintain, or provide in-flight aircraft services. Flight crews include but are not limited to pilots, flight examiners, flight instructors, crew chiefs, flight engineers, navigators, loadmasters, and medical technicians.

FLYING CLUB
shall mean a nonprofit entity organized for the purpose of providing members with aircraft for their personal use and

enjoyment only. Flying Clubs at the Bert Mooney Airport are considered Airport business firms and shall comply with all conditions of these Airport Rules & Regs including insurance requirements. Flying Clubs shall also meet the standards of Section XIII of the Airport Minimum Standards document.

FUELING AGENT

shall mean a business firm authorized by the Airport Manager to dispense fuel into aircraft or to accept delivery of fuel from a major oil company or a fuel wholesaler at the fuel tank storage facility or "fuel farm". At the fuel farm the fueling agent will further dispense fuel from the fuel storage tanks into fuel servicing vehicles usually associated with Airport FBOs or fuel concessionaire.

FUEL SERVICING VEHICLE - ALSO FUEL TANKER VEHICLE, REFUELING TRUCK/VEHICLE

shall mean any motor vehicle used for transporting, handling, or dispensing of aviation fuel, oils, and lubricants.

FUEL STORAGE AREA - ALSO FUEL FARM, BULK FUEL STORAGE

shall mean those facilities where gasoline, jet-A, and other types of fuel are stored. These facilities must be in areas designated, inspected, and approved by the Airport Manager and meeting minimum standards for the safe storage and handling of fuel.

GENERAL AVIATION

shall mean all categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121), and Department of Defense military aviation/aircraft.

GOVERNMENT AIRCRAFT

shall mean any aircraft owned by a U.S. Federal Government Agency (including the U.S. Department of Defense), State Government, or any Local Government entity.

GROUND POWER UNIT (GPU): SEE APU

GROUND TRANSPORTATION

shall mean the business of transporting passengers, material, baggage, or other goods, usually for a fee, either within the boundaries of the Airport or to/from the Airport and other locations outside the Airport boundaries. Ground transportation includes activities such as rental cars, taxicabs, buses, courtesy vehicles, and lodging shuttle service.

HANGAR

shall mean any fully or partially enclosed storage space for an aircraft.

HAZARDOUS MATERIAL

shall be defined as a substance or material in a quantity or form that may pose an unreasonable risk to health or safety, or property when stored, transported, or used in commerce as defined by the U.S. Department of Transportation or the Environmental Protection Agency.

INSTRUCTOR

shall mean any individual providing or offering to provide instruction in the operation (piloting) of an aircraft. Instructor also includes those individuals teaching the methods and procedures of aircraft systems or power plant repair, maintenance, and overhaul.

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ITINERANT AIRCRAFT - ALSO TRANSIENT AIRCRAFT

shall mean any aircraft not "home based" at the Bert Mooney Airport but transiting the Airport, obtaining fuel service or other service at the Airport, or on-loading or off-loading passengers or cargo. Itinerant aircraft are "home based" elsewhere but may park or hangar at the Airport for short periods of time.

LANDING AREA: SEE AIR OPERATIONS AREA

LANDSIDE

shall mean the general public common use areas of the Airport such as public roadways, public parking lots, non-restricted areas of the terminal/administration building, and other public access non-restricted areas of commercial business firms located on the Airport. As a rule "landside" includes all those areas of the Airport that are not defined as the AOA or otherwise fenced, posted, or controlled as Restricted Areas.

LOADING GATE

shall mean an area officially designated, marked, and controlled for on-loading and off-loading aircraft passengers or cargo. One form of loading gate involves the use of an enclosed passenger loading bridge which is mechanically controlled and "attaches" itself to the door of an aircraft thus allowing passenger movement between aircraft and terminal building without exposure to weather elements. Another form of loading gate consists of a doorway or gate through which passengers proceed to walk on the aircraft apron or tarmac to the aircraft where aircraft stairs or portable stairway devices assist in the convenience of passenger movement. For air cargo operations a loading gate shall mean an aircraft parking position on the apron where on-load and off-load of cargo is accomplished.

MASTER PLAN

shall mean the Airport Master Plan and includes the official concept of the ultimate development of the Airport. It presents the research and logic from which the Plan evolved and displays the Plan in written and graphic forms. It presents schedules of proposed development in the 0 - 5 year, 6 - 10 year, and 11 - 20 year time periods.

MAXIMUM LANDING WEIGHT

shall mean the maximum gross landing weight of a type of aircraft as certified by the FAA.

MOTOR VEHICLE

shall mean any surface transportation self-propelled or trailer-hitched vehicle used for the convenience of transporting people and/or goods or used for the service and maintenance of equipment or property on the Airport.

MOTOR VEHICLE PARKING AREAS - ALSO PARKING LOT

shall be those areas designated by the Airport Manager as vehicle parking areas for passengers, other customers, employees, and ground transportation staging areas (rental cars, taxicabs, buses, and shuttles). Some of these areas are also Restricted Areas. Some of these areas require payment of fees for the privilege to park a motor vehicle. Some motor vehicle parking areas are under the exclusive control and direction of private enterprise Commercial Aviation Businesses.

MOVEMENT AREA: SEE AIRCRAFT MOVEMENT AREA

NFPA

shall mean the National Fire Protection Association.

NOTAM

shall mean Notice To Airmen as issued by a representative of the FAA, the Airport Manager, or other authorized official.

NON-MOVEMENT AREA: SEE AIRCRAFT NON-MOVEMENT AREA

NONSCHEDULED OPERATION/OPERATOR

shall be a business firm using the Airport for the transport of passengers or goods under the terms and conditions of FAR Part 135.

PASSENGER

shall mean a person who enters the Airport with the intention of boarding an aircraft for transportation. Enplaned passengers are those persons boarding an aircraft for flight from the Airport.

Deplaned passengers are those persons off loaded or leaving an aircraft for surface transportation from the Airport. The sum of enplaned and deplaned passengers are "processed" passengers, a statistic used when determining Airport passenger capacity and facility needs.

PASSENGER LOADING AND UNLOADING ZONE

shall mean an area of the Terminal/Administration Building where passengers and baggage are "picked up" for purposes of departing the Airport by surface transportation means or where passengers are "dropped off" for purposes of departing the Airport by flight.

PILOT

shall be any person who controls an aircraft.

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PUBLIC USE AREAS

shall mean those areas normally used by the general public thus allowing free access to come and go at will. Those areas include concessionaire shops, public restrooms, terminal/administration building, public hallways, passage ways, public transportation waiting areas, viewing areas, roads, sidewalks, and public motor vehicle parking lots. They do not include areas leased by Commercial Aviation Businesses unless those businesses so designate certain areas as Public Use Areas. They do not include any areas of the AOA, Restricted Areas, nor Airport Employee motor vehicle parking lots.

RAMP: SEE APRON

RESTRICTED AREA

shall mean an area closed to access by the general public. This is a limited access areas which the Airport Manager, the FAA, or Commercial Aviation Business owners have elected to restrict for purposes of security or safety. These areas include but are not limited to the AOA, Airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, military facilities, fuel storage areas, and hazardous materials storage areas. Restricted areas also include handicapped parking, passenger and baggage unloading, taxi staging, and shuttle bus staging areas.

ROAD, ROADWAY, HIGHWAY

shall mean surface areas, paved and unpaved, and dedicated for the primary use of motor vehicle traffic. These roads may be in

public use areas or restricted areas. Unless otherwise marked the speed limit on all roads is 25 MPH. Painted roadways on aircraft parking ramps or aprons are included in this definition but are considered exclusively controlled as part of the AOA.

RUNWAY

shall mean an area of the Airport developed and improved for the purpose of accommodating the landing and takeoff of aircraft.

SECURITY OFFICER

shall be any law enforcement officer and other person authorized and empowered by the Airport Manager, Airport Authority, City Chief of Police, or County Sheriff, to enforce these Rules & Regs, regulate motor vehicle traffic, control disturbances, and perform other security and safety tasks.

TAXILANE

shall mean an area of the Airport developed and improved for the purpose of maneuvering aircraft between taxiways and aircraft parking positions.

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TAXIWAY

shall mean an area of the Airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between one part of the Airport to another part.

TENANT

shall mean a government or private enterprise entity having a written lease, rental agreement, or other agreement with the Airport Manager which grants that entity certain rights and privileges on the Airport.

TERMINAL/ADMINISTRATION BUILDING

shall mean building #1, which contains the offices of the Airport Manager, commercial airline departure and arrival facilities, also a central place for citizens of the community meet aircraft arrivals and coordinate aircraft departures.

TIEDOWN AREA: SEE AIRCRAFT PARKING AND STORAGE AREA

TOUCH AND GO LANDING - ALSO STOP AND GO LANDING, TRANSITIONAL LANDING

shall mean an aircraft landing on an Airport runway, slowing down or coming to a full stop on that runway, remaining on that runway, and then adding full power to the aircraft and proceeding to takeoff.

TRANSIENT AIRCRAFT: SEE ITINERANT AIRCRAFT

TRANSITIONAL LANDING: SEE TOUCH AND GO LANDING

UFC
shall mean Uniform Fire Code.

APPENDIX NO. II AIRPORT MAPS

Maps or drawings to be included in this Section will be determined by Mr. Rick Griffith, Airport Manager. Several ALP drawings were made available to NHK Consulting which could be modified by Morrison Maierle/CSSA Engineers to suit this purpose.

An Airport Rules & Regs document ought to contain Airport maps or drawings displaying runways, taxiways, apron areas, passenger terminal/administration building, cargo terminal area, hangar areas, fuel farm, ARFF facilities, security office, motor vehicle parking areas, primary roadways, the total perimeter fenced area of the Airport, and important landmarks/developments adjacent to the Airport.

It is often confusing to a new user, patron, or customer of the Airport to digest the multitude of conditions of Rules & Regs without the benefit of geographically visualizing locations of facilities via maps or drawings. In some cases a single one page map will suffice. In other cases "blow-ups" of congested areas of the Airport may be required.

END OF DOCUMENT