

Southeast Iowa Regional Airport Authority



Airport Rules & Regulations

and

Minimum Standards for Commercial Activity

Southeast Iowa Regional Airport Authority

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SECTION 1 GENERAL INFORMATION

I.1 Purpose

These airport rules and regulations (AR&R) have been adopted by the Southeast Iowa Regional Airport Authority and approved through resolution of the Board of Trustees. The provisions of this document are intended for the safe, orderly, and efficient operation of the airport and to provide for the development and regulation of aeronautical related activities on the airport.

I.2 Scope

All users, customers and visitors of the airport shall be governed by these Airport Rules and Regulations (AR&R). The airport authority establishes these AR&R, which are consistent with those of federal and state agencies in order that those consistent with the safety and rights of others and the welfare of the public. Interpretation and administration of the terms of the AR&R shall be under the authority, responsibility and control of the airport manager. The establishments of these AR&R reside with the Board of Trustees of the Southeast Iowa Regional Airport Authority.

When an emergency exists at the airport, the airport management and/or operations is empowered to issue such directives and take such action as necessary to protect people, property and assets and promote the safe operation of the airport. Such directives and actions of the airport manager have the power of regulation if the emergency exists.

Should any part of these AR&R conflict with federal, state or local government law or ordinance, then such federal, state or local government authority takes precedence.

These AR&R shall in no way supersede or abrogate federal regulations set forth in the Code of Federal Regulations (title14): FARs Part 139, CERTIFICATION AND OPERATIONS OF AIRPORTS, nor TSR 1520 Airport Security. If any provision of these AR&R is held invalid, the remainder of the AR&R shall be valid. Future amendments, additions, deletions or corrections to these AR&R will be incorporated into the document as required and as directed by the airport authority.

I.3 Ownership and Operation

Southeast Iowa Regional Airport is owned and operated by the Southeast Iowa Regional Airport Authority which is created under the statutory rule of Iowa Code 330A. Southeast Iowa Regional Airport Authority is a public body created in 1996 by charter agreement of the member municipalities. The airport authority is empowered by the charter agreement and Chapter 330A Code of Iowa. It is the intent of the airport authority to operate and maintain a viable commercial

air service airport certificated under 14CFR part 139, to encourage economic growth and orderly

development of general aviation and to provide adequate commercial services and facilities for airport users.

The prudent and proper administration of a public airport requires that certain rules and regulations be adopted which preserves airport facilities and assures the airport is a safe, reasonable, well organized, controlled and attractive place to use and do business.

I.4 Compliances and Enforcement

All persons (employees, users, customers, visitors) are expected to comply with the provisions of these AR&R. The airport manager is hereby officially empowered by the Board of Trustees of the Southeast Iowa Regional Airport Authority and area local governments to enforce these AR&R and utilize the City of Burlington police and fire departments for assistance as required.

Compliance is based on a reasonable sense of cooperation by people using the airport. In some cases, people who are not complying with AR&R simply need an explanation, verbal reminder or written request explaining the policy and the need to comply with established AR&R. Compliance, in this sense, is the responsibility of the airport manager.

Enforcement is a more compelling action, one required when persons refuse to comply or obey AR&R. Penalties and fines for violations are described in Appendix VII.

I.5 General Conditions for Compliance

The following lists are examples of activities or events which are regulated by these AR&R. This is not intended to be a complete listing but perhaps the most common topics on interest.

ACCIDENTS resulting in damage to property or injury requiring professional medical treatment must be reported 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 required.

SERVICE ANIMALS (registered) 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 building, air freight facility or other restricted areas except when such animals are containerized for air shipment. Domestic dogs are permitted in other public areas of the airport when restrained by leash.

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. Refer to Minimum Standards for guidelines.

COMMERCIAL PHOTOGRAPHY of any kind on the AOA area requires the written authorization of the airport manager/director and payment of fees as required.

DAMAGE OR DESTRUCTION OF PROPERTY is prohibited and persons so involved will be fully liable to the airport authority.

DEMONSTRATIONS by the public or by any airport employees require written permission of the airport manager and will be conducted only in designated locations. Demonstrators who interfere with or impede the normal operation of the airport will be held liable and 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, engaged in public or private enterprise, when that employee has access to the Airport Operations Area (AOA).

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 in the lost and found in terminal/or airport manager/director's office and if not claimed by the owner within thirty (30) days, becomes the property of the airport authority to be sold, used or disposed of at the discretion of the airport authority.

RESTRICTED AREAS are established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the public is prohibited from the AOA unless escorted by an authorized airport employee. The public is also prohibited from all other areas of the airport posted as being restricted areas.

SIGNAGE standards are established by the airport authority. 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 or otherwise approved as part of a lease or contractual agreement.

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 not normally used for flight operations or other aviation activities is prohibited unless otherwise approved by Airport Authority based on a no-wait

list for aircraft storage. Storage of property or equipment of a non-aviation nature must be provided for by lease or other contractual agreement with the airport authority.

SECTION 2 AIRCRAFT OPERATIONS

The following rules and regulations pertain to the airport air operations area (AOA):

2.1 Aeronautical Activities Regulated by the Airport Authority

- 2.1.1 Closure of the airport
- 2.1.2 Restricted or prohibited flight activities.
- 2.1.3 NOTAMs issued by airport management personnel in addition to those issued by the FAA.
- 2.1.4 Fees charged for landing or parking of aircraft.
- 2.1.5 Written approval for air shows and other special events. This requirement is described in more detail in Appendix III.

2.2 Aircraft Accidents / Incidents on or Adjacent to the Airport (Reference AEP Plan)

- 2.2.1 Aircraft accidents/ incidents must be reported immediately to airport management staff.
- 2.2.2 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.
- 2.2.3 Access to aircraft accident/ incident scenes are controlled by the airport manager or by the designated person-in-command at the scene.

2.3 Taxiing, Towing or Removal of Aircraft from AOA

- 2.3.1 The airport manager is authorized to tow or otherwise direct the relocation of aircraft parked or stored in unauthorized areas.
- 2.3.2 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.

2.4 Aircraft Operations- Mandatory Compliance or Prohibited Activities

- 2.4.1 A qualified pilot or other qualified personnel under direct supervision of a pilot or mechanic employed by the FBO must be in the cockpit and at the controls of the aircraft when an aircraft engine is operating.
- 2.4.2 Aircraft repair/ maintenance will be performed only in designated areas unless approved by the airport manager.
- 2.4.3 Operating aircraft engines inside a hangar is prohibited.
- 2.4.4 Aircraft will be parked, services, loaded and unloaded at parking locations or passenger terminal gates designed and designated for each type of aircraft.
- 2.4.5 General aviation aircraft are prohibited from the commercial air carrier apron.
- 2.4.6 Derelict/ non-flyable aircraft must be parked in the designated non-flyable aircraft storage area or removed from the airport.
- 2.4.7 Any aircraft weighing more than runway, taxiway and apron load bearing capacity is prohibited. Exceptions to this rule must be coordinated with the airport manager.
- 2.4.8 Aircraft home-based at the airport require a written agreement with the airport authority or FBO so stating the home-based status, compliance with aircraft parking fees and specifically identifying the aircraft type and "N" number.
- 2.4.9 No propeller-driven aircraft operator shall load/unload any passenger(s) or cargo until all engines and propellers are completely shut down and are no longer moving.
- 2.4.10 Only registered aircraft may operate on the airport.
- 2.4.11 All parachute operations within five (5) miles of the airport must be coordinated with the airport manager.

SECTION 3 VEHICLE OPERATIONS

The following rules and regulations pertain to the operation of motor vehicles on the airport:

3.1 Vehicle Operations Regulated by the Airport Authority

- 3.1.1 All airport roadways have city “status”.
- 3.1.2 All motor vehicles on landside roadways and parking lots are governed by City of Burlington Traffic Ordinances.
- 3.1.3 Motor vehicle drivers must possess a current state motor vehicle operator’s license.
- 3.1.4 All motor vehicle drivers must attend an airport operator’s driving school in order to operate any type of vehicle on the AOA.
- 3.1.5 The airport manager has the authority to deny, restrict or cancel the right of any motor vehicle driver from operating on the AOA.
- 3.1.6 Businesses conducting any motor vehicle for hire activity on the airport must have a written agreement with the airport manager. This may include rental car agencies, taxicabs, buses, limousines, and lodging shuttles.
- 3.1.7 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.
- 3.1.8 The airport manager will establish minimum liability insurance limits for tenant business vehicles and other privately owned vehicles that are allowed to access the AOA.

3.2 Airport Operator’s Permit

- 3.2.1 Driver’s training is required to familiarize the motor vehicle operator with unique conditions of operating a vehicle on the airport and to review these AR&R.
- 3.2.2 Application for this privilege will be made directly with the airport manager’s administration office.

- 3.2.3 The applicant must complete the entire operator's driving course without interruption.
- 3.2.4 The airport manager may require repeat attendance if airport conditions change or if the motor vehicle operator needs further familiarization or instruction.

3.3 **Vehicle operations- Mandatory Compliance or Prohibited Activities**

- 3.3.1 Unless otherwise posted the speed limit on all airport roadways is 15 miles per hour (MPH).
- 3.3.2 Motor vehicle drivers will comply with airport security directives.
- 3.3.3 Aircraft and pedestrians have the right of way over motor vehicles.
- 3.3.4 Motor vehicle drivers will not operate vehicles on a runway, taxiway, or aircraft apron unless authorized by the airport manager.
- 3.3.5 Motor vehicle drivers may not park on runways, taxiways, taxilanes or aircraft parking ramps. Hangar tenants may park in their leased hangar or in other designated parking areas only.
- 3.3.6 Motor vehicle drivers/ owners/ agents shall not clean or repair a motor vehicle other than in designated vehicle maintenance and clean-up areas.
- 3.3.7 Privately owned motor vehicles will not be stored, serviced or repaired inside any airport authority-owned building unless authorized by the airport manager.
- 3.3.8 Motor vehicles will not be parked or maneuvered closer than twenty (20) feet from any aircraft. Specialized vehicles needed to service an aircraft are exempt from this rule.
- 3.3.9 Commercial operators, contractors, government or other official motor vehicles will be equipped with a working Unicom radio, a working rotating beacon or flag and be clearly marked with the name of the company/ agency when operating on the AOA.

SECTION 4 TENANT OPERATIONS

The following rules and regulations pertain to all tenant operations on the airport:

4.1 **Tenant operations regulated by the airport authority**

- 4.1.1 Tenants are prohibited from sublease or sublet, or assignment of lease, of any premises located on airport authority-owned real estate without approval of the airport authority. In no case shall tenants take unfair economic advantage of sub-tenants or the airport authority on airport authority-owned real estate.
 - 4.1.1.1 In the event of airport authority approves a tenant sublease or assignment, a copy of the terms and conditions of such shall be furnished to the airport authority.
- 4.1.2 Tenant 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 are placed in pedestrian traffic areas to accommodate and encourage the disposal of refuse.
- 4.1.3 Tenants are permitted to conduct on-airport preventive maintenance (as defined by federal aviation regulations) to their own aircraft, while that aircraft is on the airport. Other on-airport maintenance, which requires a trained and certificated A&P mechanic, shall not utilize the airport as a base or satellite base to conduct repair operations without approval by airport authority as an approved commercial operator. To become an airport authority approved commercial operator, refer to Minimum Standards for guidelines PART 3 Section (12).
- 4.1.4 Tenants are permitted to engage in amateur-building activities on the airport, only after providing written notice to the airport manager that the tenant will be building an aircraft within leased space.
- 4.1.5 Structural and decorative changes to any building, structure, ramp, or other airport property requires prior written approval of the airport manager and must comply with local building codes and inspections.

4.2 **Commercial Operations Regulated by the Airport Authority**

The following rules and regulations pertain to persons, groups or entities conducting commercial or business activity on the airport. These requirements are described in more detail in Appendix IV.

- 4.2.1 All commercial operators must pay an annual fee and be granted an annual license by the airport authority. The license identifies specific commercial activities approved for each airport business firm.
- 4.2.2 All tenant commercial operators occupying premises located on airport authority-owned real estate must be party to a fully executed lease or rental agreement with the airport authority.

4.3 **Commercial Operations – Mandatory Compliance or Prohibited Activities**

- 4.3.1 As a condition of receiving an annual license, all commercial operators must certify that they are in compliance with AR&R and Minimum Standards.
- 4.3.2 Tenant is responsible for training its employees on the contents of the AR&R document, airport Minimum Standards and applicable portions of the tenant lease agreement with the airport authority.
- 4.3.3 Tenant must ensure that all tenant employees meet physical and mental standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe and rational conduct in and around aircraft and all other areas of the AOA.
- 4.3.4 Tenant is responsible for its leases, exclusive-use, publicly accessible facilities and must ensure that all restrooms, floors, walls and ceilings in tenant's leased area will be maintained in clean, sanitary and well-lighted condition. All leased facilities shall comply with local building and fire code.
- 4.3.5 The airport manager and airport operations will have access to tenant areas to ensure compliance, annual inspections, maintenance, and suspicious activity including electrical spikes.

SECTION 5 SAFETY PROCEDURES

The following rules and regulations pertain to airport safety procedures:

5.1 Safety Procedures Regulate by the Airport Authority

- 5.1.1 The airport manager and staff have the right to inspect all tenant premises and to observe tenant activities as a condition to and method of preventing unsafe practices.
- 5.1.2 Smoking is permitted only in designated areas.
- 5.1.3 Airport Authority will provide fire extinguishers and be responsible for annual inspection for said fire extinguishers.
- 5.1.4 No flammable, corrosive or toxic liquids will be disposed of into or onto storm drains, sewer drains, toilet/shop/hangar drains, aprons, parking lots, roadways, catch basins, ditches or raw land.
- 5.1.5 Cylinders or compressed flammable gas will not be stored inside any buildings except as provided by NFPA standards and local codes.
- 5.1.6 Storage of 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.
- 5.1.7 Open fires of any type are prohibited on the airport unless approved by the airport manager.
- 5.1.8 All welding operations shall be conducted in areas designated by the airport manager.
- 5.1.9 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 purpose, approved in writing by the local fire Marshall and in a room fireproofed or otherwise fire protected according to code.
- 5.1.10 All fire extinguishing equipment must be inspected and tagged in accordance with NFPA standards and local codes.
- 5.1.11 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.
- 5.1.12 Hunting or fishing on airport property is prohibited.

5.2 **Fueling Operations**

- 5.2.1 All fueling operations must be approved, in advance, by the airport manager and conducted by trained personnel who demonstrate knowledge and familiarity with fire safety standards and procedures.
- 5.2.2 Commercial (resale) fueling operators must be inspected, licensed and approved by the airport manager. They must ensure their employees are properly trained and familiar with fire safety standards and procedures, airport fueling facilities, emergency procedures and these AR&R.
- 5.2.3 Fueling of aircraft and fueling servicing of all types of over-the-road motor vehicles must be performed in locations designated by the airport manager. No fuel shall be stored and no fixed dispensing equipment shall be permitted at the designated self-fueling area.
- 5.2.4 All applicable National Fire Protection Association (NFPA) standards concerning fueling activities are hereby incorporated as part of this AR&R document.
- 5.2.5 Except as approved by the airport manager, no Class A or Class B explosives, Class A poisons or radioactive material is permitted on the airport.
- 5.2.6 The provisions of fire code as adopted by the City of Burlington are hereby adopted by the airport authority and incorporated as part of the AR&R document.

5.3 **Self-fueling Operators Permit**

Fueling operations from containers of no more than five gallons are not generally addressed by NFPA or Uniform Fire Code. Therefore, the following guidelines and procedures are incorporated to promote safe fueling operations.

5.4 **Safety Procedures-Mandatory Compliance or Prohibited Activities**

- 5.4.1 Fuel storage areas will be fenced, with gates and warning placards, prohibiting public access.
- 5.4.2 Fueling an aircraft with one or more of the aircraft's engines running is prohibited.

- 5.4.3 Aircraft and fuel servicing equipment (trucks, carts, hydrants, nozzles) must be bonded to each other and grounded before fuel flow starts.
- 5.4.4 Open flames are not permitted within fifty (50) feet of any fuel service activity or fueling equipment.
- 5.4.5 Smoking is prohibited on all aircraft aprons, within fifty (50) feet of any aircraft, within fifty (50) feet of a fuel handling vehicle and at all other locations on the airport where specifically prohibited by signs.
- 5.4.6 Fuel service activity will cease when lightning discharges occur within the vicinity of the airport.
- 5.4.7 Fuel spills more than one gallon must be reported to the airport manager's office and the Burlington Fire Department for cleanup.
- 5.4.8 Electric switches and fixtures must be "explosion proof" when installed for use in the immediate vicinity of fuel vapors.
- 5.4.9 Fuel servicing vehicles shall not be parked or stored inside any building. During fuel servicing, two (2) dry chemical fire extinguishers (15 pounds or larger) or CO2 equivalent will be available for immediate use.
- 5.4.10 Flammable liquids shall be stored in UL or OSHA approved metal containers with a spring loaded, self-closing lid of no more than five (5) gallons. This applies to containers used for self-service fueling operations. Hangar tenants may store no more than one (1) such container in their hangar at any time.
- 5.4.11 Hangar tenants may store no more than two (2) cases of twelve (12) quarts of engine oil in their hangar unless approved by Airport manager.

SECTION 6 SECURITY REQUIREMENTS

The following rules and regulations pertain to airport security requirements.

6.1 Security Requirements Regulated by the Airport Authority

- 6.1.1 Restricted areas are established for safety and security reasons. Except for passenger enplaning or deplaning of aircraft and tenant use of leased space, the public is prohibited from the AOA unless escorted by an authorized airport, airline, TSA or FBO employee. Airline and FBO employees and the public are prohibited from all other areas of the airport posted as being RESTRICTED AREAS unless specifically authorized by the airport manager.
- 6.1.2 Aircraft requiring the presence of security guards or police officers must coordinate this requirement with the airport manager.
- 6.1.3 Only flight crews, passengers going to and from aircraft, aircraft service and maintenance technicians, FAA, ARFF and TSA security personnel, or others authorized by the airport manager, shall be permitted into the AOA.
- 6.1.4 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 arrest.
- 6.1.5 Burlington Police officers and other local law enforcement officers have the power and authority to enforce laws, ordinances, rules and regulations within the airport boundaries.

6.2 Security of Aircraft and AOA

- 6.2.1 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.
- 6.2.2 Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations on the airport tenant-leased areas of responsibility.
- 6.2.3 Tenants and tenant employees are responsible for safeguarding doors, gates and other forms of passageways between the AOA and the landside of the airport.

6.2.4 A breach in security caused by a tenant or tenant employee that results in an FAA or airport authority finding of negligence will be cause to review, fine, and possibly cancel or curtail tenant access to the AOA.

6.2.5 There will be no camping by any persons on airport property inside the secured airfield.

6.3 **Weapons**

6.3.1 No person will carry a weapon except encased sporting weapons carried for shipment in the terminal, FBO, and the Administration Office. Federal, State, local government and airport law enforcement officers are exempt from this rule.

APPENDIX I

DEFINITIONS

- AGL:** Above Ground Level at a specific location, usually expressed in feet or meters.
- Air Cargo:** An entity that provides transportation/ Carriage Services of property, operates under the appropriate FAR and operates aircraft in accordance with the weight limitations established in airport rules and regulations.
- Air Carrier:-also airline:** A business using the airport for transport of passengers or goods and operating the business under the terms and conditions of FAR part 121.
- Air Charter:** An entity providing on-demand non-scheduled passenger services and operates under the appropriate FAR with aircraft that provide no more than 30 passenger seats and are within weight limitations established in airport rules and regulations.
- Air Crew:** *See Flight Crew.*
- Aircraft:** - also *Airplane, Balloon, Ultra-light, Helicopter:* Any contrivance now known or hereafter invented and used for navigation and flight in air or space.
- Aircraft Emergency:** A problem or condition involving an aircraft in flight or on the ground that could endanger lives or property. An aircraft emergency can be declared by a pilot, air traffic control personnel or other employees responsible for the safe operation of aircraft on the airport.
- Aircraft Maintenance:** 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" mode. For safety and liability purposes, aircraft maintenance must be accomplished in designated areas only.
- Aircraft Movement Area:** The runways, taxiways, aprons and other aircraft maneuvering areas of the airport that are used for aircraft taxiing, hover taxiing, landings, takeoffs and temporary parking of aircraft. The Aircraft Movement Area is usually defined under formal agreement with the FAA air traffic control tower chief, airport manager, airlines and other major aviation users of the airport. It includes all areas under the direct and positive control of ground control or tower control in most cases; it includes all of the AOA.

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

Aircraft Operation: An aircraft takeoff or an aircraft landing.

Aircraft Operator: Any person who pilots, controls, owns or maintains an aircraft.

Aircraft Parking and Storage Areas: 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 that are used to secure light-weight aircraft during windy conditions.

Airfield -*see Air Operations Area:*

Air Operations Area *Also AOA:* Any area of the airport used for landing, take off or surface maneuvering of aircraft. The AOA is considered a restricted area and is off-limits to public.

Airport -*also Aerodrome:* All the land, improvements, facilities and developments within the boundaries of the Burlington Regional Airport.

Airport Authority: The official body of individuals appointed by Cities of Burlington and West Burlington and delegated the responsibility for policy, control, overall management and financial matters of the airport.

Airport Certification Manual: The FAA approved document containing the operating standards and procedures of the airport as prescribed in FAR part 139.

Airport Layout Plan-*also ALP:* 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 Manager -also *Airport Director, Director of Aviation/ Airports, Executive Director:* That person appointed by the airport authority as responsible for the day-to-day administration, operations, and maintenance of all airport authority-owned property, material assets, financial assets and employees.

Airport Movement Area: *see Aircraft Movement Area*

Airport Property: All real estate and other material assets owned by the airport authority.

Airport Rules and Regulations -also *AR&R:* A document adopted and formally approved by the airport authority within which are detailed provisions for the safe, orderly and efficient operation of the airport may be combined with the airport Minimum Standards document into a single, all-inclusive text.

Airport Terminal: *see Terminal.*

Airside: *see Air Operations Area.*

Air Traffic Control Tower -Also *ATCT, Control Tower.* Air traffic control tower as sanctioned and certified by the FAA for control, separation and movement of aircraft in the air or on the ground. ATCT's can be either staffed by FAA employees or by FAA-sanctioned contract civilian (private enterprise) employees.

AOA: *see Air Operations Area.*

Apron -also *ramp, tarmac.* Those areas of the airport, public and private/ leased, are designated by the airport manager for the parking or storage of aircraft. As a rule, these areas are usually restricted areas and involve activities such as enplaning and deplaning passengers, servicing aircraft, air cargo movements and the general aviation ramp.

ARFF: Aircraft Rescue and Fire Fighting includes the personnel, equipment and facilities on or off the airport dedicated to dealing with aircraft accidents/ incidents and all rescue and firefighting tasks, structural fires and other firefighting emergency activities.

ATC: Air Traffic Control, as established by the FAA, includes personnel, equipment, facilities and services provided by the FAA or by other private enterprise business firms under contract to the FAA or the airport authority.

Authority: *see Airport Authority*

Auto gas STC -also *Self-fueling Operation:* Supplemental Type Certificate "STC" which authorizes the use of automotive gasoline in a particular aircraft specified by make/model and serial number. The aircraft owner must possess an STC to utilize auto gas in the aircraft.

Aviation Operator or Aviation Service Operator: *see Commercial Aviation Business.*

Based Aircraft: Any aircraft whose “home base” or “Permanent residency” is identified with a specific airport.

Board: *see Airport Authority.*

Cargo Area or Cargo Ramp Area: That area of the airport designated for acceptance and processing of air cargo or air freight that includes the air cargo aircraft parking apron, air cargo processing and holding building, truck docks, truck staging areas and air cargo employee support facilities.

Commercial Agreement: The legal agreement between the airport authority and a Commercial Aviation Business that authorizes the commercial Aviation Service the right to conduct business on the airport and identifies the conditions rates and charges due the airport authority for that right. Lease and rental agreements are examples of commercial agreements.

Commercial Aviation Business: *-also Commercial Operation/Operator, Aviation Operator, Aviation Service Operator.* Any person or organization engaged in any business on the airport who is authorized and licensed to conduct such business by virtue of a contract or agreement with the airport authority. The business may be directly associated with aircraft and aviation activities or may be associated with non-aviation activities such as concessionaries. At some airports, this activity is further divided into aeronautical Commercial Business (which includes only direct aviation-related businesses) and Non-Aeronautical Commercial Business (which includes all businesses not engaged in an aviation-related activities service for profit). Non-Aeronautical Commercial Businesses would include concessionaries such as rental cars, taxis, restaurants, bars/ lounges, vending machine operators and retail stores.

Commission: *see Airport Authority*

Common Use Area: *see Public Use Area*

Concessionaire: *See Commercial Aviation Business.*

Courtesy Vehicle: 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: Vehicles that are painted, marked, lighted or escorted and used by the police (security officers), fire department (ARFF), ambulances or other airport officials in response to any emergency situation.

Engine Run-Up –also Run-Up: The operation of an aircraft engine at power settings more than 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: Areas designated by the airport manager that allow high power settings of an aircraft engine. These areas are usually in remote sections of the airport, adjacent to active runway takeoff locations, or otherwise protected by blast fences or noise abatement facilities.

EPA: U.S. Environmental Protection Agency.

Exclusive Area: 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 often reserved for FBO sites and fuel farm locations.

Exclusive Right: An exclusive privilege granted by the airport authority to a Commercial Aviation business for which that privilege is not granted any other business firm. As a rule, exclusive rights are usually not granted unless unusual circumstances exist.

FAA: U.S. Federal Aviation Administration

FAR: Federal Aviation Regulation as written approved as published by the FAA.

FBO: 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 licensed by the airport authority. 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: The senior person in charge of the on-airport ARFF activity or off-airport ARFF support activity.

Fire District: The local fire district within whose jurisdiction the airport is located and who may have primary or backup responsibility for on-airport rescue and firefighting activities.

Flight Crew: 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.

Fueling Agent: A business licensed and authorized 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 concessionaries.

Fuel Servicing Vehicle- Also Fuel Tanker Vehicle, Refueling, Truck/Vehicle: any motor vehicle used for transporting, handling or dispensing aviation fuel, oils and lubricants.

Fuel Storage Area- Also Fuel Farm: Those facilities where gasoline, Jet-A and other types of fuel are stored. These facilities must be designated in areas, inspected and approved by the airport manager and meeting minimum standards for the safe storage and handling of fuel.

Flying Club: Must be approved of by the airport manager.

General Aviation: 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.

Ground Transportation: 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 rentals, taxicabs, buses, trains, courtesy vehicles and lodging shuttle service.

Hangar: Any fully or partially enclosed storage space for an aircraft.

Hazardous Material: 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 of the Environmental Protection Agency.

IDOT: The Iowa Department of Transportation.

Instructor: 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.

Itinerant Aircraft- also Transient Aircraft: Any aircraft not “home based” at the 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: The public common use areas of the airport such as public roadways, public parking lots, non-restricted areas of the passenger terminal and the air cargo terminal and other public access non-restricted areas of commercial businesses 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.

Lease -*also Sublease, Sublet, and Assignment:* A contractual agreement between the airport authority and a person or entity granting occupancy or use of buildings or land on airport authority-owned real estate.

License -*also Permit:* An official written instrument granting a special privilege to conduct specific business activities on the airport. The license/contract is authorized and granted by the airport manager on an annual basis after the licensee satisfies all necessary conditions as established in the airport Minimum Standards document and pays the required annual license fee. Granting an airport license/contract is mandatory prior to conduction business on the airport.

Master Plan: The airport master plan 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 graph forms. It typically presents schedules of proposed development in the 0-5, 6-10 and 11-20 year time periods.

Minimum Standards: A document adopted and formally approved by the airport authority within which are detailed provisions outlining the minimum standards acceptable by the airport authority for business or firms aspiring to conduct business operations on the airport.

Movement Area: *see Aircraft Movement Area.*

NFPA: National Fire Protection Association

Notam: 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.*

Non-Scheduled Operation/ Operator: A business using the airport for the transport of passengers or goods under the terms and conditions of FAR part 135.

Parking Lot: *see Vehicle Parking Areas.*

Passenger: Enplaned or originating passengers are those persons boarding an aircraft for flight from the airport. Deplaned or destination passengers are those persons off-loaded or leaving an aircraft for surface transportation from the airport. Connecting or through passengers are both enplaning and deplaning at your airport within the same half of their trip. Usually without leaving the airport. The sum of all passengers is “processed” passengers, a critical statistic when determining airport capacity and facility needs.

Passenger Loading and Unloading Zone: An area of the passenger terminal where passengers and baggage are “picked up” or “dropped off” for purposes of departing the airport by surface transportation means or departing the airport by flight respectively. Passengers are on the landside of the passenger terminal.

Permit: *see License.*

Preventive Maintenance: The FARs list approximately two (2) dozen relatively uncomplicated repairs and procedures which are defined as preventive maintenance. FAA permits certificated pilots, excluding student and recreational pilots, to perform these repairs and procedures on any aircraft they own or operate and is not used for air carrier service. These operations are listed in 14CFR part 43, Appendix A.

Public Use Areas: Those areas normally used by the general public. These areas include concessionaire shops, restrooms, passenger terminals, lobbies, passenger concourses, hallways, passageways, and 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 designate certain areas as public use areas. They do not include the AOA, restricted areas and employee parking lots.

Ramp: *See Apron*

Restricted Areas: Areas closed to access by the general public. These are limited access areas that the airport authority, 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.

Runway: An area of the airport developed and improved for the purpose of accommodating the landing and takeoff of aircraft.

Security Identification Display Area (SIDA): That portion of the AOA where each person is required to continuously display, on an outermost garment, an airport-approved identification badge. Any person observed in the SIDA not displaying the

identification badge and not accompanied by an airport-approved escort must be promptly reported to a security office or other designated authority.

Security Officer: Any law enforcement officer and other persons authorized and empowered by the airport authority to enforce these AR&R, regulate motor vehicle traffic, control disturbances and perform other security and safety tasks.

Self-fueling Operation: *-also Auto gas STC:* Persons or corporate tenants who perform their own refueling operations into their owned aircraft, whether through mobile refuellers or small containers dispensed directly into the aircraft.

Service Operator or Tenant Operator: An entity which provides a commercial service regulated by the airport and subject to minimum standards. The following are not included within this definition:

- ✓ Employees of Aircraft Owners: The general criteria for employee status will be that the employer withholds income taxes, withholds and pays social security taxes and pays unemployment taxes on wages paid to the employee. Where the criteria are questioned, a form SS-8 determination will be requested from the Internal Revenue Service.
- ✓ Services Authorized by a Fixed Base Operator within its hangar facilities for aircraft owned or leased by its subleases. Such authorization will be provided in writing (on a form provided by the authority) and timely filed with the authority.

S.T.C.: *see Auto gas S.T.C*

Sublease: A lease or agreement granted by a lessee to another entity for all or part of the property leased by it from the airport authority.

Taxilane: An area of the airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the airport.

Taxiway: An area of the airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the airport.

Tenant: An entity having a written lease, rental agreement or other agreement with the airport manager or airport authority which grants that entity certain rights and privileges at the airport.

Terminal: *-also Terminal Building, Passenger Terminal, Cargo Terminal and General Aviation Terminal:* That central or primary facility or facilities in which airport passenger, air cargo and general aviation activities are accommodated, housed and processed. At smaller airports, passengers, air cargo and general aviation activities may be processed in a single terminal building. At larger airports, these

activities are processed at several terminal buildings, such as the passenger terminal, the cargo terminal and the general aviation terminal.

Tiedown Area: *see Aircraft Parking and Storage Area.*

Touch and Go Landing: – *also Stop and Go Landing, Transitional Landing:* 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: Uniform Fire Code.

Vehicle Parking Areas – *also Parking Lot:* 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. Most 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.

APPENDIX II

SPECIAL EVENTS

Activities Regulated by Airport Management

The following Special Events are included as examples and are not intended to be a complete listing.

* Air Shows	* War bird shows
* Static aircraft displays	* Fly-in meets
* Balloon festivals	* Fund raisers
* Air races	* Parachute team demonstrations
* Airplane rides	

These special events require written coordination, regulation and approval by the airport manager.

- A. All special events require written authorization by the airport manager in the initial planning stage. The authorization will be in the form of a letter of authorization from the process for a specific type of special event. The letter of authorization may be used as an introduction to other local government agencies, the FAA, potential event sponsors and local business leaders. The letter will recognize the special event sponsor as a legitimate representative of a proposed special event, that the type of special event is suitable and compatible with the policies of the airport authority and that the sponsor is authorized to pursue the planning process.

(Note – This letter of authorization by the airport manager is not a permit or license to proceed with the event. It is merely an authorization to pursue the feasibility and planning process for the special event. This step is necessary so that details of the planning will not get too far along before the airport authority is brought into the process.)

- B. All special events, whether an entrance fee applies or not, must be officially approved by the airport manager in the form of written approval of authority.

- C. All special events for which an admission fee is charged by the sponsor must be coordinated with the airport manager.

(Note – During this step, the airport manager and special event sponsor will agree on the terms and fee structure of the event and the percentage of gate or fixed fee to be paid to the airport authority. If concessionaries will be present an additional percentage fee may be required thus offsetting extra overhead costs and enhancing revenues.)

- D. The special event sponsor will be required to obtain liability insurance for the event. The insurance policy will identify the airport authority as a “named insured” for the event. Such as insurance binder will be delivered not less than 48 hours prior to the special event sponsor proceeding with any on-airport preparation or setup. Without the insurance binder the airport authority cannot and will not permit the event to take place.

Mandatory Compliance by Special Event Sponsor

- E. If the special event is expected to attract an attendance of 2,500 persons or more, the sponsor must coordinate road and highway impacts with local police, sheriff and /or highway patrol.
- F. The sponsor must prepare and present to the airport manager an “adverse weather” plan for the event.
- G. The sponsor must plan and pay for ambulance, auto towing, and garbage pick-up, refuse clean-up, structural fire and ARFF services as necessary or required by the airport manager.
- H. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger carrier flights, general aviation users of the airport, or other business activities normally conducted at the airport.
- I. Airport runways and/or landside “closure’ must be coordinated in advance with the airport manager and other users of the airport.
- J. Events that involve aerobatic maneuvers by aircraft must be coordinated with the airport manager and the Flight Standards District Office of the FAA. Any further coordination and reservation of airspace required by the FAA must be accomplished by the event sponsor.
- K. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property because of the special event will be billed for extra overhead expense and damages by the airport authority.

(Note – Special events involving aerial activities that are not of a routine nature for the airport will require the designation and approval of an “air boss” who is experienced in directing and controlling the aerial activities planned for the event. Air shows involving jet teams or other civilian aerobatic performers, military/ professional parachute teams, large hot air balloon festivals, air races and large war bird events require an “air boss.” The person designated as “air boss” must be approved by the airport manager. Less extravagant and limited attendance events such as regional “fly-ins” or small air shows can be safely conducted without an experienced “air boss.”)

APPENDIX III

MINIMUM STANDARDS FOR COMMERCIAL ACTIVITIES

The Southeast Iowa Regional Airport Authority regulates all commercial activity on the airport to encourage economic growth, orderly development of general aviation and to provide adequate commercial services and facilities for airport users. It shall also consider and support the economic health of its tenant operators.

Commercial Activities Regulated by Airport Management

The following Commercial Activities are included as examples and are not intended to be a complete listing.

- * Aerial Photography
- * Air Cargo
- * Air Carrier
- * Air Charter
- * Aircraft Rental
- * Aircraft Sales
- * Aircraft Support Services
- * Airframe and power plant Repair
- * Avionics Repair
- * Commercial Activity Support Service
- * Commercial Flying Club
- * Far Part 121 operation
- * Far Part 135, operation
- * Fixed Base Operator (Full-service FBO)
- * Flight Training
- * Flight Crew (contract pilot)
- * Ground School
- * Instrument Repair
- * Magneto Repairs
- * Maintenance (Aircraft)
- * Multiple Commercial Activities
- * Other Activities (Not Specifically listed)
- * Painting (aircraft)
- * Propeller Repair
- * Scheduled Air Carrier
- * Sightseeing/ nostalgic Tours
- * Simulator Training
- * Specialized Commercial Aeronautical Activities
- * FAA Written Examination Testing
- * Upholstery (Aircraft)
- * Washing (Aircraft)

Persons interested in operating any commercial activity on the airport must obtain a complete application package. The application package prescribes minimum standards for specific commercial aeronautical activities at Southeast Iowa Regional Airport and specifies certain clauses which will be included in lease/ concession agreements permitting the conduct of such activities.

The Minimum Standards may be revised as conditions require. Verify with the Airport Manager that you have a complete and current document.

A. Policy

A fair and reasonable opportunity, without discrimination, shall be accepted to all applicants to qualify and compete in a public bid process for available airport facilities and to furnish selected aeronautical services subject, however, to the standards and requirements set forth by the airport authority. Once all requirements have been satisfied, a written agreement shall be reached, and all fees paid by the tenant operator shall allow said operator the right and privilege to engage in and provide the service(s) selected. Granting such a right shall not be construed in any manner as affording the tenant operator an exclusive right. The Southeast Iowa Regional Airport Authority may grant rights and privileges to others for the same or similar services. The Authority reserves the right to designate specific areas on the airport in which specific services or any combination of services may or may not be conducted. Such a designation shall give consideration to the nature and extent of the operation, available land and planned improvements which are consistent with the orderly and safe operation of the airport.

B. General Requirements and Standards

The general requirements set forth in this section and in the specific activity requirements described in the complete application packet, constitute the minimum accepted requirements which the Southeast Iowa Regional Airport Authority will require in agreements authorizing commercial activities. Unless specifically limited, they do not preclude applicants from seeking greater operating authority. Selecting the appropriate minimum standards for a prospective operator will be based upon the nature of the initial business venture as described in the approved written application form. The application form is included in the complete application packet. The prospective operator may select one or a combination of several aeronautical services covered by these Minimum Standards. Where more than one activity is proposed, the minimum requirements will vary (dependent upon the nature of individual services in such combination) but will not necessarily be cumulative in all instances. If, later, a single service business expands to encompass new and additional types of services, then the minimum standards established for these additional services shall apply. Because of these variables, the applicable minimum standards on combined services will be discussed with the prospective operator when an application is submitted or during lease or other negotiations.

These general requirements cover the following categories for all applicants: 1) a written agreement with the Southeast Iowa Regional Airport Authority; 2) aircraft lease back, sublease, or other operating agreements; 3) fees; 4) general lease clause; 5) ground space facilities and accommodations; 6) insurance; 7) licenses and certifications; 8) motor vehicles used in operations; and 9) personnel.

I. Agreement with Authority

Prior to the commencement of an operation, the operator will be required to enter into a written agreement with the Southeast Iowa Regional Airport Authority. Such agreements will recite the terms and conditions under which the business will be operated on the Airport, including but not limited to, the term of the agreement, the rentals, fees, and charges, the rights and obligations of the respective parties. Neither the conditions therein contained nor those set forth in these Minimum Standards represent a complete recitation of the provisions to be included in the written agreement. Such provisions, however, will neither change nor modify the Minimum Standards nor be inconsistent therewith. Where the operator is a sublease of a Fixed Base Operator, the term of the agreement will be limited to the term of the sublease not to exceed ten years.

2. Aircraft Leaseback, Sublease, or Other Operating Agreements

All aircraft leases, leaseback, subleases or other aircraft operating agreements involving commercial activity between the aircraft owner/ operator and other operating at the airport shall conform to the standards stipulated in the specific activity requirements described in the complete application packet for the respective aeronautical activities being performed.

Where the agreement contemplates the responsibility or obligation to perform maintenance, other than preventive maintenance on the aircraft, the agreement must involve reasonable use of and payment for aircraft commensurate with its value and usage. A copy of all such agreements shall be provided to the Authority upon execution.

All aircraft lease, leaseback, subleases or other aircraft operating agreements involving commercial aircraft activity at or from the Airport shall include the following “*this agreement shall not violate the Minimum Standards for Commercial Activities as set by Southeast Iowa Regional Airport nor shall this instrument be used for the purpose of evading any of Southeast Iowa Regional Airport’s Rules and Regulations.*”

3. Fees

The operator shall pay the standard fees as specified by the Authority. Such fees are listed on the Specific Requirements for each commercial aeronautical activity category described in the complete application packet. These fees shall be specifically included in the Agreement executed with the Authority.

Any concession activity conducted on the leased premises shall similarly be subject to the standard rates and charges set by the Authority.

4. General Lease Clauses

In addition to other terms and conditions agreed by both parties and consistent with these minimum standards, all operating agreements for commercial activities shall include the following clauses.

- (1) **Non-discrimination** – Leased premises are to be operated for the use and benefit of the public. Operator agrees to furnish good, prompt and efficient service adequate to meet all demands for its service at the airport, to furnish services on a fair, equal and non-discriminatory basis, to charge fair, reasonable and non-discriminatory prices for each unit of sale or service, provided that the operator may be allowed to make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers. The operator will not discriminate against any person or class of person by reason of race, color, creed, or national origin in providing any services or in the use of its public facilities.
- (2) **Maintenance by Owner** – No right or privilege granted herein shall prevent any person(s), firm or corporation operating an aircraft on the airport from performing FAR approved maintenance services on its own aircraft with its own regular employees.
- (3) **Compliance with laws** – Operator shall always comply with airport rules and regulations and with all current federal, state and local laws, statues, ordinances, codes or other regulatory requirements or as may be amended in the future.

5. Ground Space, Facilities and Accommodations

The operator shall lease, sublease, and/or construct sufficient ground space, facilities, and accommodations for the proposed commercial activity. The Operator must provide copies of such leases or subleases to the Authority. Please refer to the specific activity requirements sections for more specific ground space and facilities requirements than those listed below:

- (1) ...a full ***description and drawing*** of the location of the ground space, facilities, and accommodations to be utilized solely for the operator's proposed commercial activity. Operator must identify the location of its aircraft parking and staging areas, customer lounges, vehicle parking areas, and restrooms.
- (2) ... The ***ground space*** shall include a paved walkway within the leased or subleased area to accommodate pedestrian access to the operator's office, and when appropriate, a paved aircraft apron with tie-down or hangar facilities within the leased area sufficient to accommodate the activities being performed. Ground space shall also include sufficient space for automobile parking.
- (3) ... The ***facilities and floor space allotments*** shall include office and customer lounge facilities. All facilities must be properly heated, ventilated, cooled and lighted.

- (4) ...**public accommodations** shall include telephones for customer use, restrooms, sufficient on-site customer auto parking spaces, and disabled access in accordance with any Federal, State and local regulations.

The operator shall maintain all pavement constructed by the operator. The maintenance of the interior of the building, utility costs, and snow and trash removal shall be the operator's responsibility. Grass mowing and landscape maintenance within the operator's leased premises shall be the operator's responsibility.

6. Insurance

The operator shall procure, maintain, and pay premiums during the term of the agreement, for insurance of the types and the minimum limits set forth in the specific requirements for the respective commercial aeronautical activity requirements described in the complete application packet. The insurance company writing the required policy or policies shall be licensed to do business in the State of Iowa.

When more than one aeronautical service is proposed, the minimum limits will vary (depending upon the nature of the individual services in such combination) but will not necessarily be cumulative in all instances. It would not be necessary for the operator to carry insurance policies providing the aggregate or combined total of the minimum requirements of each of the selected activities; however, the operator would be required to provide insurance on all applicable exposures.

All insurance which the operator is required by the Authority to carry and keep in force shall include Southeast Iowa Regional Airport Authority, its officers, and agents as additional insured. The operator shall furnish evidence of compliance with this requirement to the authority with proper certification that such insurance is in force and will furnish additional certification as evidence of changes in insurance not less than ten days prior to any such change, if, the change results in a reduction. In the event of cancellation of coverage, 30 days prior notification shall be conveyed to the Authority by the Underwriter.

The applicable insurance coverage shall be in force during the period of any construction of the operator's facilities and/or prior to the operator's entry upon the airport for them to conduct its business.

Disclosure Requirement – All operators conducting rental, sales, or flight training shall post a notice and incorporate within their rental agreements the coverage and limits provided to the student or renter by the operator, as well as a statement advising that additional coverage is available to such student/ renter through the purchase of an individual non-ownership liability policy. The Operator shall provide a copy of such notice to the Authority.

7. Licenses and Certifications

Operator shall comply with all Federal, State, County and/ or municipal laws and regulations concerning its proposed operation and provide copies of all pertinent permits, licenses, and certifications to the airport authority.

8. Motor Vehicles on Airport

The operator will control the transportation of pilots and passengers to and from the operator's office to the operator's apron tied-down areas. The operator performing this service with motor vehicles driving on the AOA shall do so only in accordance with the AR&R.

Any operator using service vehicles on the AOA in the support and conduct of its business shall procure and maintain motor vehicle liability insurance of not less than \$500,000 per occurrence of Combined Single Limit coverage for Bodily Injury and Property Damage.

9. Personnel

The operator shall employ and have on duty during operating hours trained personnel in such numbers as are required to meet the Minimum Standards and Specific Requirements set forth herein. The operator shall also provide a responsible person in the office to supervise the operations in the leased area and with authorization to represent and act for and on behalf of the operator during all business hours. Personnel are required to hold the appropriate Federal Aviation Administration Certificates and ratings as applicable.

APPENDIX IV.

SPECIALIZED AERONAUTICAL ACTIVITIES

Activities Regulated by Airport Management

The following specialized Aeronautical Activities are included as examples and are not intended to be a complete listing:

- * Hot air balloons
- * Parachute drops

These aeronautical activities require coordination and regulation through the office of the airport manager.

- A. The airport manager has the authority and responsibility to approve/disapprove requests for use of the airport facilities for hot air balloon launch and parachute drops when the parachute landing zone is on airport property.
- B. The airport manager will coordinate these activities with local government officials.

Mandatory Compliance by Owners/ Operators of Specialized Aeronautical Activity Equipment

- C. Prior to operating any type of equipment listed above, the owner/ operator of the specialized aeronautical equipment must obtain approval in writing from the airport manager.
- D. The owner/ operator of such specialized aeronautical equipment will be limited by the airport manager for launching, testing, high speed taxi or parachute landing to/from specific sites on the airport. Those sites might be runways, portions of runways, taxiways, clear zones, or other airport property. Specific site location may also be limited by designated time of day use.
- E. Proof of liability insurance in amount acceptable to the airport manager is required.

APPENDIX V

NIGHTTIME RESTRICTIONS AND NOISE ABATEMENT

Mandatory Compliance by Pilots

- A. Between the hours of 10 p.m. and 6 a.m., no aircraft engine test/run-ups will be performed except for run-ups required in preparation for aircraft takeoff.
- B. Engine run-ups are prohibited on the aircraft parking aprons adjacent to the airport passenger terminal and the airport administration building.
- C. Touch and go landing are prohibited on runway 36 between the hours of 10 p.m. and 6 a.m. unless arranged in advance with the Airport Manager.
- D. If weather conditions permit, the primary runway for noise abatement and nighttime operations is runway 18 or runway 30.
- E. In addition to complying with FAA regulations for minimum altitude over flights, all pilots will avoid over flight below 1,500 feet AGL of the residential section located one mile north and east of the airport.
- F. Local area training, nighttime departure and nighttime arrival procedures are available at all flight planning locations at the airport. These procedures are enforced between 10 p.m. and 6 a.m.
- G. Pilots are expected to use good judgment and flight procedures that result in minimum noise and avoidance of low altitude maneuvers while conducting flights in the airport traffic area. Optimum power settings and maximum altitudes shall be maintained consistent with safety.

APPENDIX VI.

VIOLATIONS, PENALTIES, AND FINES

Any person operating and handling aircraft on or in the vicinity of the airport shall comply with the rules of the Federal Aviation Administration, laws and codes of the State of Iowa, Des Moines County, and the City of Burlington, and shall be subject to any penalties provided therein.

A. Policy

In addition, any violation of these rules, regulations and the minimum standards of Southeast Iowa Regional Airport Authority shall result in a fine not less than one dollar (\$1.00) no more than five hundred dollars (\$500.00) for each offense together with the cost of administration, prosecution, and collection of such fine. Every day there exists a violation of these rules and regulations shall constitute a separate offense.

B. Procedure

When an activity in violation of these regulations and minimum standards is brought to the attention of the airport manager, the person(s) conducting the activity shall be notified in writing. However, if the airport manager determines that the activity is dangerous or unsafe, the person(s) conducting the activity will be directed to cease and desist such activity immediately. If the activity continues, the person(s) will be directed to vacate the airport, if the person(s) conducting the activity refused to leave, the airport manager, or his designate, may notify the City of Burlington Police Department and the Person(s) will be prosecuted to the full extent of the law.

C. Prohibited Use of Airport:

Persons violating rules or regulations may be deprived of use of the airport. Any person improperly operating or handling an aircraft; improperly operating a motor vehicle, equipment or apparatus; refusing to comply with these rules or regulations, or delinquent in payment of fees owed the airport authority may be refused access to the airport or leased space or be removed from the airport by authority of the airport manager. Such person(s) may be deprived of future use of the airport and its facilities for a length of time as determined by the airport authority.

D. Enforcement Authority:

The airport manager or other appointed employees of the Southeast Iowa Regional Airport Authority may, if so, designated by the airport manager, have the right and power to enforce any and all regulations contained therein. Any peace officer of the City of Burlington has the right to enforce the laws and ordinances of the City of Burlington or State of Iowa. These persons have the power to issue citations for such violations.

E. Appeal Process:

The Board of Trustees may hear and decide appeals from the person(s) so penalized in accordance with this section, provided the appeal meets the following guidelines: any complaint or appeal about the airport or any facet of the airport, its operation, its users, or its management can be filed through a properly documented notification to include (Issue, Location, Name, Address, Phone #, Email, Date of Occurrence and any Witness of Issue). Once received, the complaint or appeal will be reviewed by the airport manager and if a simple solution, that is acceptable to all parties, is apparent, the airport manager may take appropriate action. Otherwise, it will:

- a. ... be reviewed by a three (3) member review panel appointed by the Board of Trustees. The review panel shall consider the facts of the situation and make a recommendation to the Board of Trustees. The review panel shall be made up of one (1) representative from each of the following:
 - a) A private tenant of the airport
 - b) A commercial/corporate tenant of the airport
 - c) The airport manager
- b. The Board of Trustees shall consider the recommendation of the panel in making its decision. Such a decision shall be final.