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100 – GENERAL

100.1 Definitions

- A. Aircraft – A device that is used or intended to be used for flight in the air. To include fixed winged, helicopters, gliders, etc.
- B. Airport – All property designated by the City of Augusta as the Augusta Municipal Airport including areas not used for aeronautical purposes and all the improvements and appurtenances contained thereon.
- C. Airport Manager/Director – The person appointed by the City of Augusta to manage and supervise the operation of the Augusta Municipal Airport.
- D. FOD-Foreign Object Debris
- E. Motorized Vehicle- a self-propelled wheeled vehicle that is approved for road, street, and/or highway use.
- F. Notam – Notices to Airmen. Issued by the FAA or its equivalent to inform pilots of new or changed aeronautical facilities, services, procedures, or hazards, temporary or permanent.
- G. Person – Any individual, firm, co-partnership, corporation, company, association, society or club and includes any trustee, receiver or similar representative thereof.
- H. Public Airport Facilities
 - 1. The phrase “Public Airport Facilities” means the following facilities as they are from time to time provided and made available by the City of Augusta for public use by all aircraft and their operators:
 - a. Public runways for the purpose of the landing and taking off of aircraft.
 - b. Public taxiways for the purpose of the ground movement of aircraft.
 - c. Public aircraft parking area for the purpose of temporarily parking and storing aircraft; for the purpose of loading and unloading passengers, baggage, freight, mail and other cargo upon and from aircraft; and for the purpose of performing operations incidental to the immediate arrival and departure of aircraft.
 - d. Any other area provided by the City of Augusta for public use by aircraft operations at the Airport.
 - 2. The phrase “Public Airport Facilities” shall also include public roads, streets, highways or such means of ingress and egress.

100.2 Lost Articles

All lost articles shall be turned into the Airport Manager’s office by the finders. Any such articles not claimed in thirty (30) days shall be considered unclaimed property and shall be disposed of as set forth in Chapter 7, Article 6 of the Augusta City Code.

100.3 Accident Reports

All persons involved in any accident or incident occurring on the Airport which injures any city employee or damages city property shall make a report to the Airport Manager within forty-eight (48) hours giving all pertinent information as requested by the Airport Manager or his/her designee.

200 – MOTOR VEHICLES

200.1 *Licensing and Registration*

- A. Persons operating motorized equipment of any kind on the Airport shall possess a valid license.
- B. All motorized vehicles on the airport must be properly registered with the Kansas Division of Motor Vehicles, or if from another state, from that state's motor vehicle agency.

200.2 *Rules of Operation*

- A. Unless required for use in the operation of a business on the airport, approved deliveries of goods to a business on the field, or for a construction project no person shall operate a motor vehicle of any kind in any aircraft movement area (runways or taxiways) on the Airport unless otherwise specifically approved by the Airport Manager. In the event of an emergency, responding vehicles shall be permitted in all movement areas, but the operators shall recognize that portions of the Airport may remain open during the resolution of an emergency, which may cause a hazard to the emergency vehicle.
- B. No person shall operate a motor vehicle of any kind on the Airport in a reckless or negligent manner. Speeds shall not exceed ten (10) miles per hour on ramp, apron, or aircraft parking and hangar areas unless responding to a bona fide emergency.
- C. Aircraft shall have the right-of-way over all other traffic on the runways, taxi strips, ramps and aircraft parking area.
- D. No persons shall operate a motor scooter, truck or other vehicle without the exhaust system protected by screens or baffles to prevent the escape of sparks or the propagation of flame on the Airport.
- E. All vehicles operating on the Airport between the hours of sunset and sunrise shall have fully operating headlights and taillights visible at least five hundred feet (500').
- F. No person shall park automotive equipment in any aircraft tie-down area for an extended or long term period without prior permission from the Airport Manager or designee. Parking of automotive equipment is permitted on a temporary basis for aircraft loading and unloading purposes.

200.3 *Radio Equipment*

- A. All vehicles operating on a regular basis in the landing and taxiing area shall be equipped with two-way radio and be in continuous communications with the Unicom frequency with the exception of the following types of equipment:
 - 1. Crash equipment while attending an accident.
 - 2. Refueling vehicles and towing tugs may cross for loading purpose only.
 - 3. Agricultural and maintenance equipment not engaged in working on the runway proper.

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- B. Any vehicle crossing any taxiway or runway and not equipped with a two-way radio and in direct contact with the Unicom frequency shall not operate within the aircraft movement areas until prior permission is received from the Airport Manager.

200.4 *Parking*

- A. No person shall park a motor vehicle in any area other than those areas specifically provided and established for parking unless approved by Airport Manager.
- B. No tenant of a t-hangar shall park his or her vehicle in any area other than the designated parking area, inside his or her respective hangar (except common hangar space), or temporarily directly adjacent to ones T-hangar, provided it does not interfere with taxiing aircraft and remains on all paved surfaces (to prevent FOD).
- C. No vehicles shall be parked adjacent to t-hangars, or in active taxilanes.
- E. Authority is granted by the Airport Manager to tow or otherwise move motor vehicles that are parked in violation of these regulations on Airport property and such movement of a vehicle shall be done at the operator's expense and without liability for damage attaching to the Airport Manager, City of Augusta or authorized representative.

200.5 *FOD*

Prevention of Foreign Object Debris (FOD). All vehicles operating on airport ramps and movement areas shall do their due diligence to limit FOD. Special efforts by the operators must be made to prevent tracking mud, dirt, and spillage of motor fluids on these areas. In the event a vehicle creates FOD it will be the operator's responsibility to clean up, or make arrangements for cleanup, of such areas.

300 – AIRCRAFT OPERATIONS

300.1 *Aeronautical Activities*

All aeronautical activities at this Airport and all flying of aircraft departing from or arriving in the air space above the Airport shall be conducted in conformity with the current pertinent provisions of the Federal Aviation Administration, Transportation Safety Administration and orders issued by the Airport Manager.

300.2 *Based Aircraft Registration*

The owners of all aircraft based on the Airport will register their aircraft with the Manager's office within forty-eight (48) hours of arrival.

300.3 *Refusal of Clearance*

The Airport Manager may intercede and delay or restrict any flight or other operations at the Airport of any aircraft with the intent to ensure safe operations at a public use airport. In addition the proper Federal Aviation Administration personnel will be notified of such an event.

300.4 *Closing of Field*

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In the event the Airport Manager, or his/her designee, believes the conditions of the Airport or any part of the Airport to be unsafe for landings or take-offs, it shall be within his/her sole discretion to issue a NOTAM and notify all available tenants of closing the entire Airport or any part thereof. This shall be filed with FAA Flight Service Station over the signature of the person authorizing such closing. The same procedure will be followed when the field is again usable.

300.5 *Disabled Aircraft*

- A. All aircraft unable to proceed under its own power on the Airport shall be promptly removed from public view by the owners as soon as possible unless otherwise instructed by the FAA, NTSB or Airport Personnel.
- B. If any person refuses to move a disabled aircraft as directed by the Airport Manager or authorized designee, said aircraft may be towed away at the owner or operator's expense and without liability for damage that may result in the course of or after such moving. The same shall apply to removal of wrecked or damaged aircraft and its parts.

300.6 *Parking of Aircraft*

No person shall park aircraft or leave the same standing on a runway, taxiway, apron area, storage or operational area on the airport except at such places as may be prescribed and permitted by the Airport Manger.

300.7 *Demonstration*

No aircraft shall be operated in other than normal flight altitudes, or in contrary to normal traffic pattern altitude without the express written approval of the Airport Manager.

300.8 *Lighting Facility Damage*

Any person damaging any light or fixtures by means of contact with aircraft or other vehicle shall report such damage to the Airport Manager's office immediately and shall be fully responsible for any costs required to repair or replace the damaged light or fixture.

300.9 *Ground Operations*

- A. It is recommended operators of an aircraft shall not taxi onto or across a runway or taxiway unless first announcing their intention to do so on the Airport approved Unicom frequency.
- B. Aircraft operators shall obey all pavement markings, signage and lighted signals when taxing in all areas where installed.
- C. No person shall run the engine or engines of any aircraft at any location on the Airport in such a manner as to cause damage to either aircraft or property or in such manner as to blow paper, dirt or other materials across taxiways or runways in such a manner as to endanger the safety of operations on the Airport.
- D. Aircraft shall not be started or taxied within any structure on the Airport
- E. All aircraft operations shall be in conformance with Federal Aviation Regulations and State of Kansas Regulations.

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300.10 *Landings and Take-offs*

- A. No aircraft shall taxi on the grass or use the grass areas for take-offs or landings, except in emergencies, unless specifically designated or approved by the Airport Manager.
- B. Helicopters shall not be taxied, towed or otherwise moved on the airport with rotors turning unless there is a clear area of at least 50 feet from outer tip of each rotor. This is to include aircraft that are fueling or in the process of parking. No helicopters shall be taxied on the airport by any person other than by a certified helicopter pilot, or those in training.

400 – FUELING AND FLAMMABLES

400.1 *Fueling Operations*

All fuels for aviation purposes will be dispensed on the Augusta Municipal Airport property in compliance with the Fire Code of the City of Augusta and Spill Prevention Control and Countermeasures requirements.

400.2 *Fueling and Defueling Aircraft*

- A. No aircraft shall be fueled or defueled while the engine is running or being warmed by applications of exterior heat or while such aircraft is in a hangar or enclosed space.
- B. No persons shall smoke within one hundred feet (100') of an aircraft being fueled or defueled. Along with observing all no smoking signs.
- C. During refueling, the aircraft and the fueling dispensing apparatus shall both be grounded to a point or points of zero electrical potential.
- D. No person shall use any material or equipment during fueling or defueling of aircraft that is likely to cause a spark or ignition.
- E. Adequate fire extinguishers shall be within ready reach of all persons engaged in fueling or defueling aircraft.
- F. No person shall start the engine of any aircraft when there is any fuel on the ground or under such aircraft.
- G. Persons engaged in the fueling and defueling of aircraft shall exercise care to prevent overflow of fuel.
- H. Refueling trucks shall be parked only in designated areas as approved by the Fire Code and Spill Prevention Control and Countermeasures (SPCC) requirements.

500 – PUBLIC AND TENANT USAGE

500.1 *Sanitation*

No person shall dispose of garbage, papers or refuse or other material on the Airport except in the receptacles provided for that purpose.

500.2 *Use of Roads and Walks*

- A. No person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper usage.

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500.3 *Animals*

No person shall enter the Terminal Building of the Airport with a dog or other animal except that Service dogs may be permitted in for appropriate purposes, and where animals are to be transported by air or restrained by leash or properly confined.

500.4 *Use of Shop Areas*

All shops, garages, equipment, and facilities are expressly for the conduct of the owner's or lessee's business and operations. No persons other than employees of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner or lessee.

500.5 *Conduct of Business or Commercial Activity*

- A. No person shall engage in any business or commercial activity of any nature whatsoever on Airport property without a written agreement with the City of Augusta.
- B. No soliciting of funds for any purpose on the Airport without a written agreement with the City of Augusta.
- C. No person shall establish a parachute drop zone on Airport property. However, skydiving shall be allowed on a case by case basis, with the approval of the Airport Manger for airport special events, under such terms and conditions as may be prescribed by the Airport Manager.

500.6 *Smoking*

No person shall smoke on the Airport apron, in any hangar or shop, service station area, gasoline storage area, or in any building, room or place on the Airport where smoking is specifically prohibited by signs and in accordance with city policy.

500.7 *Trash Containers*

No person shall keep uncovered trash containers in any area. No vehicle used for hauling trash, dirt or any other materials shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents thereof from dropping, sifting, leaking or otherwise escaping there from. Areas to be used for trash or garbage containers shall be designated by the Airport Manager and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

500.8 *Damages*

All visitors and grantees shall be fully responsible for all damages to buildings, equipment, real property and appurtenances owned or in the custody of the Augusta Municipal Airport caused by negligence, abuse or carelessness on the part of their employees, agents, customers, visitors, suppliers, or persons with whom they may do business.

500.9 *Use of Law Enforcement*

In the event that a criminal offense is committed or occasions arise that are beyond the capability of regular Airport employees to control, the Augusta Department of Public Safety shall be called for assistance.

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600 – PENALTIES FOR VIOLATORS

600.1 Any person who violates or aids or abets in the violations of the provisions of any of these rules and regulations shall be subject to any and all of the following penalties, administered at the discretion of the Airport Manager: 1) written warning(s); 2) denial of access to the Airport. Any individual penalized with denial of access will have a right to appeal the decision to the City Manager, during which time denial of access will remain in affect. Any person intruding on the Airport after having been penalized with denial of access due to a violation of these regulations will be reported to the Augusta Department of Public Safety as trespassing.