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1. Introduction

1.1. Purpose

- 1.1.1. These Rules and Regulations, and any amendments thereto, are designed to protect the public health, safety, security, interest, and welfare on the Airport and to restrict (or prevent) any activity or action which would interfere with the safe, orderly, and efficient use of the Hagerstown Regional Airport by its Operators, Lessees, consumers, and users.

1.2. Applicability and Conditional Use of Airport

- 1.2.1. Any permission granted directly or indirectly, expressly or by implication, to any entity to enter upon or use the Airport (including Aircraft Operators; Vehicle Operators; Aircraft crewmembers and passengers; spectators and sightseers; occupants of private and commercial Vehicles; officers, employees, and customers of Operators and Lessees; entities doing business with the County and/or Airport Manager, its contractors, subcontractors, and licensees; and all other entities whatsoever) is conditioned upon:
 - 1.2.1.1. Assumption of responsibility therefore by every entity exercising or taking advantage of such permission;
 - 1.2.1.2. Full and complete compliance with these Rules and Regulations, all Primary Guiding Documents, Airport Security regulations and applicable Regulatory Measures;
 - 1.2.1.3. Each such entity at all times releasing, holding harmless and indemnifying the County (individually and collectively), representatives, officers, officials, employees, agents, and volunteers from any and all responsibility, liability, loss or damage that may result to any entity, be caused by or on his/her behalf and/or incident to the manner in which the Airport is operated, constructed, maintained, served, or used.

1.3. Responsible Party

- 1.3.1. Any person accessing and/or using the Airport shall be responsible for their actions and all actions of any person to whom they provide and/or facilitate access, whether directly or indirectly.

1.4. Civil Rights

- 1.4.1. No person shall in the use of the Airport discriminate or permit discrimination against any other person or group of persons on the grounds of race, color, creed, sex, or national origin.

1.5. Enforcement

- 1.5.1. The Airport Manager has the authority to take such action as may be necessary to enforce these Rules and Regulations.
- 1.5.2. In any contingencies not specifically covered by these Rules and Regulations, the Airport Manager is authorized to make such rules and render such decisions as may seem proper.

2. General Rules and Regulations

2.1. Airport Identification Badges/Access Card

- 2.1.1. Operators, Lessees, and contractors (including all employees) on or performing work at the Airport and requiring a need for unescorted access within the AOA/Secure Area require an Airport Identification Badge/Access Card in accordance with § 2.11.1.
 - 2.1.1.1. Airport Identification Badges/Access Card shall not be issued to any person until a need for unescorted access within the AOA/Secure Area has been determined by the Airport Manager and then only after the person has been cleared by a fingerprint based criminal history records check as per CFR 1542.209.
 - 2.1.1.2. To obtain an Airport Identification Badge/Access Card, each person must attend the Security Training Class and (if required) Ground Vehicle Operations Training provided by the Airport.
 - 2.1.1.3. All persons shall wear their badge on the outer garment at all times while in the AOA/Secure Area.

2.2. Commercial Activities

- 2.2.1. Entities desirous of engaging in Commercial Activities at the Airport must submit an application to the County in such form as the County may require.
 - 2.2.1.1. Application process is described in the Airport's Lease/Rates and Charges Policy, which can be obtained from the Airport Manager.
- 2.2.2. Prior to engaging in a Commercial Activity, entities must enter into an Agreement with the County describing the terms and conditions of said Activity.
- 2.2.3. Entities engaging in Commercial Aeronautical Activities must adhere to the latest revision of the Minimum Standards and Requirements for Aeronautical Activities.
 - 2.2.3.1. A copy of the latest revision of the Minimum Standards and Requirements for Aeronautical Activities can be obtained from the Airport Manager.
- 2.2.4. Entities basing or otherwise maintaining an Aircraft at the Airport shall not permit said Aircraft to be used for a Commercial Activity unless such Commercial Activity is expressly authorized by Agreement with the County.
 - 2.2.4.1. Notwithstanding the foregoing, such Aircraft may be used by the Aircraft owner and other persons at the owners discretion provided the training is not part of a commercial operation or the instruction is offered for a fee. The Airport reserves the right to verify that the aircraft is not being used to conduct training for compensation.
 - 2.2.4.2. No entity, however, shall permit an Aircraft based or maintained at the Airport to be used for commercial flight instruction without the written permission of the Airport Manager.

2.3. Self-Servicing

- 2.3.1. Aircraft Operators are permitted to fuel, wash, repair, or otherwise service their own based Aircraft (utilizing their own Equipment), provided there is no attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Rules and Regulations and all other applicable Regulatory Measures.
- 2.3.2. An Aircraft Operator may hire an individual (as an Employee) to provide, under the direction and supervision of the Aircraft Operator, services on the Aircraft Operator's own Aircraft. Such services may only be provided by an Employee of the Aircraft Operator utilizing the Equipment of the Aircraft Operator.
 - 2.3.2.1. Aircraft Operators are permitted to have their Aircraft fueled, washed, repaired, or painted by those Operators and Lessees authorized to provide such service pursuant to an Agreement with the County.
 - 2.3.2.2. The Airport Manager may designate a place on the Airport where certain types of self-maintenance and self-service may be performed, and may restrict it from occurring in other places on the Airport.

2.4. Accidents or Incidents

- 2.4.1. Any person involved in or witnessing an Aircraft or Vehicle accident on the Airport resulting in any injury (or death) to person or damage to Property shall try to remain at the scene (if possible) and if able shall notify the Airport Manager, Operations Manager or Fire Chief immediately and provide all pertinent information as requested. If the person involved in or witnessing an accident must leave the scene to make the required notifications, that person must, if able, return to the accident scene to provide any information requested by first responders, Airport Management or any duly authorized State Federal or local agency.

2.5. Solicitation, Picketing, and/or Demonstrations

- 2.5.1. Conduct of or participation in solicitation, picketing, parading, marching, patrolling, demonstrating, sit-downs, and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials on the Airport is prohibited without prior written permission of the Airport Manager.
- 2.5.1.1. Those acts approved by the Airport Manager must be conducted only in those areas identified by the Airport Manager.

2.6. Signage/Advertisements

- 2.6.1. Written advertisements, signs, notices, circulars, and/or handbills may be posted or distributed only with the prior permission of the Airport Manager.
- 2.6.1.1. The posting or distributing of written advertisements, notices, circulars, and/or handbills on Aircraft or Vehicles is prohibited.
- 2.6.1.2. Notices from state, federal, county agencies or the Airport Manager are exempt.
- 2.6.2. Signage installed on the Airport must meet the specifications as listed in the Signage portion of the Development Guidelines and must be approved in writing by the County.

2.7. General Conduct

- 2.7.1. No person shall make, possess, use, offer for sale, pass, and/or deliver any forged or falsely altered pass, permit, identification, card, sign, and/or other authorization purporting to be issued by or on behalf of the County.
- 2.7.2. No person shall use or otherwise conduct themselves upon any portion of the Airport in any manner contrary to the posted or otherwise visually indicated directions applicable to that area.
- 2.7.3. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property on the Airport is prohibited.
- 2.7.3.1. Any person who causes damage to Property on the Airport shall be liable for such damage.
- 2.7.4. Injuring, disturbing, or harassing any person on the Airport is prohibited.
- 2.7.4.1. Any person who causes injury to any person on the Airport shall be liable for such injuries.
- 2.7.5. Smoking or carrying lighted cigars, cigarettes, or pipes in any public building on the Airport is prohibited. Smoking is allowed outside only and not within 50' of any aircraft or fuel source.
- 2.7.6. No person shall illegally: use, possess, sell, or distribute Controlled Substances on the Airport.
- 2.7.7. No person shall be intoxicated, commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance (including the use of abusive or threatening language) on the Airport.
- 2.7.8. Loitering on the Airport or in any building on the Airport is prohibited.

- 2.7.9. No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport except entities duly authorized by the County to offer games approved by the state of Maryland and under an Agreement with the County.
- 2.7.10. Moving, tampering, starting, using, or interfering with the safe operation of any Aircraft or Vehicle or any Aircraft or Vehicle part, instrument, or tool without permission of the Aircraft or Vehicle Operator or by specific direction of the Airport Manager is prohibited.
 - 2.7.10.1. If requested by the Airport Manager, Fire Chief or Operations Manager, satisfactory evidence of the right to do so shall be presented.

2.8. Operator and Lessee Facilities

- 2.8.1. Operator and Lessee facilities are expressly for the conduct of the Operator's or Lessee's business and operations. Only those employees, vendors, customers and guests who have the permission of the Operator or Lessee shall make use of such facilities.

2.9. Abandoned, Derelict, or Lost Property

- 2.9.1. Property shall not be abandoned on the Airport.
- 2.9.2. Abandoned, derelict, or lost Property found at the Airport including, without limitation, Aircraft, Vehicles, Equipment, machinery, baggage, or parts thereof should be reported to the Airport Manager's office.
 - 2.9.2.1. Property unclaimed by its proper owner within 90 days may be legally disposed of or sold at auction (the proceeds of which will belong to the County). Notice of auction (sale), specifying the Property to be sold, date and place of sale, shall be published in at least one (1) publication published in the County at least 10 days and not more than 15 days before auction (sale) of Property.
 - 2.9.2.2. Property to which the owner or finder is not entitled to lawful possession shall be forfeited to the Airport for disposal in accordance with the provisions of federal, state, and/or local laws.
 - 2.9.2.3. Nothing in § 2.9.2 shall be construed to deny the right of Operators and Lessees to maintain "Lost and Found" service for Property of their patrons, invitees, and/or employees.
 - 2.9.2.4. Property found at the Airport shall be handled in accordance with the Transportation Security Administration (TSA) - approved Airport Security Program.

2.10. Environmental Clean Up

- 2.10.1. Should the County determine that during the course of an environmental incident the Responsible Party is not capable of, has not, or refuses to take the appropriate action in a timely manner to mitigate the adverse environmental incident (in the sole and absolute determination of the County), then the County reserves the right to take action and/or employ those services that the County determines appropriate to control and/or clean up the site. The cost of such actions or services shall be borne by the Responsible Party.

2.11. Restricted Areas (including the AOA/Secure Area)

- 2.11.1. No person shall enter any Restricted Area except those persons:
 - 2.11.1.1. Assigned to duty therein with a proper Airport Identification Badge/Access Card;
 - 2.11.1.2. With prior authorization of the Airport Manager or Operations Manager;
 - 2.11.1.3. Under appropriate supervision (or escort).
- 2.11.2. Any person in a Restricted Area must produce a proper Airport Identification Badge/Access Card when asked to do so by any other person with a proper Airport Identification Badge/Access Card or duly authorized Law Enforcement Officer.
- 2.11.3. Tampering with, interfering with, or disabling the lock, or closing mechanism or breaching any other securing device at the Airport is prohibited.

- 2.11.4. Persons who have been provided either a code or device for the purpose of obtaining access to a Restricted Area shall only use Airport-issued codes/devices and shall not divulge, duplicate, or otherwise distribute the same to any other person unless the Airport Manager provides prior written permission.

2.12. Use of Roadways and Walkways

- 2.12.1. No person shall travel on the Airport other than on the roadways, walkways, or places provided for the particular class of traffic.
- 2.12.2. No person shall occupy the roadways or walkways in such a manner as to hinder or obstruct their proper use.
- 2.12.3. Walkways along roadways (and other portions of such roadway, when designated for that purpose) may be used by pedestrians as a means of ingress and egress to, from, and between various portions of the Airport.

2.13. Animals

- 2.13.1. Domestic pets and animals, except for guide dogs for the blind or law enforcement dogs, are not permitted on the Airport unless destined for air transport or restrained by a leash or container.
- 2.13.2. No person, except those authorized by the Airport Manager, shall hunt, pursue, trap, catch, injure, or kill any bird or animal on the Airport.

2.14. Weapons and Explosives

- 2.14.1. No person shall carry a firearm on the Airport, except individuals with a concealed weapon permit or if the weapon is unloaded and secured in a locked "hard case".
- 2.14.2. No explosive device will be carried on the Airport unless the explosive device is in a secured container that is clearly marked to identify the contents.
- 2.14.3. No firearm or explosive device shall be carried in any "carry on" luggage into the Airport Passenger Terminal.
- 2.14.4. If a firearm is carried in luggage, it must be checked in at the proper ticket counter (declared), unloaded and if possible, broken down and secured in a locked "hard case" container and transported as checked baggage.
- 2.14.5. No person shall carry any tear gas, mace, or similar material on his or her person or in hand baggage into the Airport Passenger Terminal.
- 2.14.6. Discharge of any weapon on the Airport is prohibited, except in the performance of official duties or in the lawful defense of life or property.
- 2.14.7. No person other than duly authorized Airport employees, security personnel; law enforcement officers; or members of the armed forces of the United States or the state of Maryland on official duty shall carry any weapons and/or explosives on the Airport, except individuals with a concealed weapon permit or if the weapon is unloaded and secured in a locked "hard case".
- 2.14.8. No person shall store, keep, handle, use, dispose of, or transport on the Airport any Class A or Class B explosives or Class A poison (as defined in the Interstate Commerce Board Regulation for transportation of explosives and other dangerous articles), any other poisonous substances (solid, liquid, or gas), compressed gas, and/or radioactive article, substance, or material at such time or place or in such manner or condition that may (or may be likely) unreasonably endanger persons or Property.

2.15. Alcoholic Beverages

- 2.15.1. Consumption or possession of intoxicating liquors is prohibited except in places approved for on-premises liquor consumption or at such times and locations as specifically approved by the Airport Manager.

2.16. Use of Public Areas

- 2.16.1. No person shall use a restroom other than in a clean and sanitary manner.
- 2.16.2. Spitting, marking, or defacing the floors, walls, or other surfaces of the Airport is prohibited.
- 2.16.3. Use of the public area of any building or area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited.

2.17. Trash and Other Waste Containers

- 2.17.1. Garbage, waste, trash, papers, refuse, or other material shall not be thrown, dumped, placed, discharged, or deposited on the Airport except in the receptacles provided specifically for that purpose.
 - 2.17.1.1. The burning of garbage, trash, papers, refuse, or other material on the Airport is prohibited. With the prior written permission of the Airport Manager, Aircraft Rescue and Fire Fighting (ARFF) personnel may engage in training exercises that require controlled burning.
 - 2.17.1.2. Trash and other waste containers at the Airport shall not be utilized for the disposal of trash generated off of Airport property.
- 2.17.2. The Airport Manager shall designate areas that shall be used for garbage receptacles and no other areas shall be utilized.
 - 2.17.2.1. Such areas shall be kept clean and sanitary at all times.
 - 2.17.2.2. Garbage receptacles shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of obnoxious odors or attraction of wildlife that would pose a hazard to aircraft operations.
 - 2.17.2.3. Garbage receptacles shall be equipped with securely fastened lids.
- 2.17.3. No boxes, crates, rubbish, paper, and/or litter of any kind shall be permitted to be stored in, near, or around hangars.

2.18. Sound Amplifying Devices

- 2.18.1. Sound amplifying devices shall be prohibited on the Airport except when approved by the Airport Manager.
- 2.18.2. Only those types of public address systems that are commonly employed to announce the arrival and departure of scheduled Aircraft shall be permitted for carrying announcements in the Airport Passenger Terminal except for those authorized by the Airport Manager for Special Events or other approved occasions and activities.
 - 2.18.2.1. No person shall use or cause to be used the Airport Public Address System for the solicitation of business. The public address system shall only be used in accordance with individual Operator or Lessee Agreements.

2.19. Fire

- 2.19.1. Entities engaged in any activity at the Airport, whether occupying County owned buildings or otherwise, shall comply with all applicable Regulatory Measures and all fire code and practices recommended by the NFPA and with all Airport Fire Regulations that may be issued by the County, unless otherwise directed or authorized in writing by the County to deviate from same.
- 2.19.2. Entities shall comply with all directives issued by the Airport Manager regarding the removal of fire hazards, arrangement or modification of vehicles or Equipment, or altering operating procedures considered unsafe from a fire prevention standpoint.
- 2.19.3. Entities using the Airport or the facilities located at the Airport shall exercise the utmost care to guard against fire and injury to persons or Property.
- 2.19.4. Open flames of any kind are prohibited without the prior written permission of the Airport Manager.

- 2.19.5. Smoking, matches, lighters, or any open flames are prohibited within 50 feet of any Aircraft, refueling Vehicle, fuel storage facility or any Aircraft being fueled or de-fueled.

2.20. Hazardous Waste and Materials

- 2.20.1. No entity shall store, keep, handle, use, dispense, or transport on the Airport any Hazardous Material without the prior written permission of the Airport Manager.
 - 2.20.1.1. Approved storage of Hazardous Waste on the Airport must be placed in suitable receptacles with self-closing covers that are properly secured.
- 2.20.2. Lubricating oils and hazardous liquids shall be disposed of in a manner compatible with these Rules and Regulations, the Airport Storm Water Management Plan, the Uniform Fire Code, and applicable Regulatory Measures.
- 2.20.3. No fuels, oils, dopes, paints, solvents, acids, or any Hazardous Waste shall be disposed of or dumped in drains, on Aprons, catch basins, ditches, or elsewhere on the Airport or adjacent to the Airport.
 - 2.20.3.1. Used engine oil only shall be disposed of at a designated Airport waste disposal point as prescribed by the Airport Manager.
- 2.20.4. Any person who experiences overflowing or spilling of oil, grease, fuel, and/or similar material or substance anywhere on the Airport is responsible for the immediate cleanup of the spill, proper disposal of the substance, and notification of the Airport Manager.
 - 2.20.4.1. Failure to clean the area and properly dispose of the substance may result in the County providing cleanup and disposal at the expense of the responsible party.
- 2.20.5. All empty oil, paint, and varnish cans, bottles, or other containers shall be removed from the Airport in a timely manner and shall not remain on the floor, wall stringers, or overhead storage areas of the hangars, offices, shops, or other buildings.
- 2.20.6. Gasoline, oil, and solvent - or other flammable liquid containers shall not be stored within Aircraft and/or Vehicle operating areas nor be in excess of amounts actually needed as Current Stock. Any material of this type shall be kept enclosed and covered in a clearly marked and labeled housing of a design and type that meets the approval of the Airport Manager, Airport Fire Chief and Fire Marshal. These flammable liquid containers may also require approved forms of Secondary Containment

2.21. Painting

- 2.21.1. Doping processes, painting, or paint stripping shall be performed only in those facilities approved for such activities and in compliance with the Uniform Fire Code and the Airport's Storm Water Management Plan.

2.22. Flammable Solids and Liquids

- 2.22.1. The use and storage of all flammable materials (solid and liquids) shall be in compliance with the latest version of NFPA 407, the Uniform Fire Code, the Airport's Storm Water Management Plan, FAA Advisory Circular 150/5230-4A and applicable local, State and Federal Regulatory Measures.
- 2.22.2. The use of flammable, volatile liquids having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically set aside and approved for the purpose for which the liquid is being used. The room must be properly fireproofed and equipped with adequate and readily accessible fire-extinguishing Equipment.
 - 2.22.2.1. The procedures and precautions outlined in the criteria of the latest version of NFPA Pamphlet No. 30 (Flammable and Combustible Liquids Code), NFPA Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and NFPA Pamphlet No. 410F (Aircraft Cabin Cleaning and

Refurbishing Operations) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

2.23. Effluents, Pollutant, or Air Contaminant

- 2.23.1. No person shall discharge any substance in or upon the Airport in contravention of any Regulatory Measures. Proper permits must be obtained from the appropriate Agency, copies must be presented to the Airport Manager, and prior written permission must be obtained from the Airport Manager for such discharge.
- 2.23.2. Spills
 - 2.23.2.1. Any hazardous material or pollutant spill on a paved surface of the Airport which covers a surface area whose diameter is three (3) feet or greater or any amount spilled on any unpaved surface area of the Airport, must be reported to the Operations Manager, Fire Chief, and to the Airport Manager.
- 2.23.3. Spill Containment
 - 2.23.3.1. When fuel or oil spills occur, servicing shall immediately cease, and all available (non-water type) fire extinguishers shall be brought to the scene.
 - 2.23.3.2. Operators with fueling capability shall have on hand at all times sufficient containment booms to form a 3-inch high barrier around the spill if the circumference of the containment circle is 16 feet. Additionally, Operators shall have sufficient cleanup absorbents, pillows, pads, etc. to pick up a minimum of 10 gallons of the product and to store the same (saturated booms, blankets, etc.) in a sealed container(s) until proper disposal can be effected. The salvage drum(s) shall be approved by the latest version of DOT (DOT-E-10102) Individuals who self-fuel with other than approved fuel farms must have sufficient spill supplies to reasonably contain and clean-up any fuel spilled during their self-fueling activities.
- 2.23.4. Aircraft Preflight Inspection
 - 2.23.4.1. No hazardous substance or pollutant shall be disposed of on the Airport or into the air (at the Airport) during Aircraft preflight inspection. Fuel taken from Aircraft tanks to check for water may not be spilled onto the ground.
- 2.23.5. Aircraft Cleaning
 - 2.23.5.1. See Aircraft Cleaning § 3.10.
- 2.23.6. Deicing
 - 2.23.6.1. See Aircraft Deicing § 3.11.

2.24. Emergency Conditions

- 2.24.1. Emergency conditions at the Airport shall not mitigate or cancel these Rules and Regulations, except to the degree and for the period specifically authorized by the Airport Manager. During such conditions, the Operator of any Aircraft or Vehicle shall make certain that the Aircraft or Vehicle is not moved in any direction unless specifically cleared by ATC, Airport Manager, Operations Manager, Airport Fire Chief and/or Incident Command.
- 2.24.2. Individuals shall not interfere with emergency response personnel (i.e., law enforcement, fire, etc.) responding to an emergency.
- 2.24.3. Permits issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been alleviated and normal operations have resumed.
- 2.24.4. The Airport Manager shall determine when normal operations may resume.

2.25. Special Events

- 2.25.1. Special events shall not be held unless written approval is first obtained from the County.
 - 2.25.1.1. Written authorization shall specify the areas of the Airport authorized for such special use, dates, and such other terms and conditions as the County may require.

- 2.25.1.2. Any costs and expenses caused by or resulting from authorized Special Events will be the sole responsibility of the organizer(s) and will not be assumed or shared by the Airport or County.

3. Aircraft Rules and Regulations

3.1. Regulatory Measures

- 3.1.1. Activities at the Airport shall conform to the current applicable provisions of 14 CFR; applicable Regulatory Measures; these Rules and Regulations; and orders (written or verbal instructions) of ATC personnel.

3.2. Airworthiness

- 3.2.1. Disabled, derelict, or damaged Aircraft in obvious need of repairs shall not be permitted on the Apron areas.
- 3.2.1.1. Upon receiving notification (demand) from the Airport Manager, the Aircraft Operator shall remove the Aircraft at Aircraft Operator's expense.
- 3.2.1.2. Should an Aircraft Operator fail to remove any Aircraft after notification (demand) from the Airport Manager, such Aircraft may be removed by the Airport Manager at the risk and expense of the Aircraft Operator without liability for damage arising from or out of such removal.
- 3.2.1.3. Operators engaged in major aircraft maintenance shall be allowed to keep disabled, derelict, or damaged Aircraft on their Leased Premises temporarily (i.e., less than 90 days or longer with permission from the Airport Manager).
- 3.2.2. Abandoning Aircraft anywhere on the Airport is prohibited.
- 3.2.2.1. Such Aircraft may be removed by the Airport Manager at the risk and expense of the Aircraft Operator without liability for damage arising from or out of such removal.

3.3. Based Aircraft Registration

- 3.3.1. Aircraft based at the Airport (commercial or non-commercial) must be registered with the Airport Manager or an authorized FBO. Registration information must include the following:
- 3.3.1.1. Aircraft Make and Model
- 3.3.1.2. Aircraft Registration Number
- 3.3.1.3. Aircraft Gross Takeoff Operating Weight
- 3.3.1.4. Aircraft Owner Name, Address, and Phone Number
- 3.3.1.5. Maryland Aviation Administration MAA 210 (Proof of Insurance) Form
- 3.3.1.6. Certificate of insurance with required coverage limits and endorsements
- 3.3.2. Based Aircraft Operators must have a tie-down or hangar Agreement with either the County or an authorized FBO.

3.4. Hours of Operation

- 3.4.1. The Airport is available for use 24 hours per day.

3.5. Accidents or Incidents

- 3.5.1. Aircraft Operators involved in an accident on the Airport resulting in any injury (or death) to persons or damage to Property shall make a full and prompt report of the accident to the Airport Manager or Operations Manager, complete any necessary reports and/or forms, and comply with all applicable provisions of the latest revision of National Transportation Safety Board Regulations Part 830
- 3.5.1.1. Damage to Property includes damage to a runway, Taxiway, Apron, or navigational aid, light, fixture hangar or any other building or equipment.
- 3.5.1.2. County reserves the right to require financial restitution as a result of damage caused by negligence.
- 3.5.2. An Aircraft involved in an accident on the Airport may not be removed from the scene of the accident until authorized by the Airport Manager who shall receive authorization (to remove the Aircraft) from the Flight Standards District Office or National Transportation Safety Board, when applicable.
- 3.5.3. Once authorization (to remove the Aircraft) has been issued, the Aircraft Operator shall make immediate arrangements to have the Aircraft removed.
- 3.5.3.1. If removal is not initiated within a reasonable amount of time, the Airport Manager may have the Aircraft removed at the Aircraft Operator's risk and expense without liability for damage arising from or out of such removal.

3.6. Disabled Aircraft

- 3.6.1. Aircraft Operators shall be responsible for the prompt removal of disabled Aircraft and parts thereof, unless required or directed by the Airport Manager, the FAA, or the National Transportation Safety Board to delay such action pending an investigation of an accident.
 - 3.6.1.1. In the event of Aircraft Operator's failure to promptly remove such disabled Aircraft, the Airport Manager may cause the Aircraft to be removed at the Aircraft Operator's risk and expense without liability for damage arising from or out of such removal.

3.7. Prohibiting Use of the Airport

- 3.7.1. The Airport Manager shall have the right at any time to close the Airport or any portion thereof to air traffic to prohibit Aircraft landing and/or taking off at any time and under any circumstances, to delay or restrict any flight or other Aircraft operation, or to deny the use of the Airport to any person or group when the Airport Manager considers such actions to be necessary in the interest of safety or when the latest version of the Rules and Regulations herein set forth are being violated.
- 3.7.2. The Airport Manager may prohibit Aircraft operations (except for emergency landings) when it is determined that conditions are unsafe or the Aircraft operation would likely endanger persons or Property.
 - 3.7.2.1. The Airport Manager or designee may issue a Notice to Airmen (NOTAM) to close or open the Airport (or any portion thereof) or to terminate or restrict any activity on or at the Airport.
 - 3.7.2.2. Only the Airport Manager or designee may cancel a NOTAM.

3.8. Passengers and Cargo

- 3.8.1. Passengers and cargo shall be enplaned/deplaned only in areas designated by the Airport Manager.
 - 3.8.1.1. Air Carrier – Airport Terminal Building
 - 3.8.1.2. Transient General Aviation – FBO
 - 3.8.1.3. Based General Aviation – FBO or in front of Aircraft Operator's hangar.
- 3.8.2. At the request of any Aircraft Operator, the Airport Manager may have any person who creates a nuisance or threatens to harm persons, Property, or Aircraft removed from said Aircraft.

3.9. Aircraft Maintenance

- 3.9.1. Aircraft Operators may perform maintenance on their Aircraft provided such maintenance is performed by the Aircraft Operator or their employee (to the extent they are authorized by the FAA) and the maintenance is in conformance with applicable Regulatory Measures.
 - 3.9.1.1. Any Aircraft Operator utilizing an employee to perform Aircraft maintenance may be required to provide the County evidence of employment in a form acceptable to the County (i.e., social security records, corporate identification, etc.) Employee status will be determined with reference to the then current IRS requirements.
- 3.9.2. Aircraft Maintenance on the Airport is permitted only in areas designated by the Airport Manager.
 - 3.9.2.1. Designated areas shall only be used for preventive maintenance (as defined by FAR 43) and in accordance with the posted rules at each maintenance area.
 - 3.9.2.2. Major alterations and repairs of Aircraft shall only be conducted in designated areas with prior written permission of the Airport Manager.
 - 3.9.2.3. Only preventive maintenance (as dictated by the latest revision of FAR 43) may be performed on Aircraft located on Tie-downs.
 - 3.9.2.4. Aircraft Maintenance within hangars shall be limited to that specifically permitted by the type rating established in the Uniform Building Code and in compliance with the directives of the State Fire Marshal.

- 3.9.3. Aircraft painting shall be performed only in hangars approved for that activity.

3.10. Aircraft Cleaning

- 3.10.1. Aircraft cleaning shall be performed only in areas and in the manner prescribed by the Airport Manager and in compliance with the Airport's Storm Water Management Plan, a copy of which is available for inspection in the Airport Manager's office.
- 3.10.1.1. Aircraft cleaning may only be performed on Operator Leased Premises and/or at the north end of T-Hangar 1, unless posted otherwise.
- 3.10.2. All Aircraft cleaning shall be done in accordance with posted rules, with biodegradable soap, and without the use of solvents or degreasers.

3.11. Aircraft Deicing

- 3.11.1. Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished at a location(s) specified by the Airport Manager and only with prior written permission of the Airport Manager.
- 3.11.1.1. Aircraft deicing can only be performed in areas designated by the Airport Manager.
- 3.11.1.2. A monthly report identifying the quantity of deicing fluids used must be submitted to the Airport Fire Chief by an entity performing Aircraft deicing.
- 3.11.1.3.
- 3.11.2. Use of chemical substances for the purpose of removing snow and/or ice shall comply with all appropriate State, Federal and local Regulatory Measures.

3.12. Aircraft Engine Operation

- 3.12.1. Only qualified persons shall start and/or operate an Aircraft engine at the Airport and/or taxi an Aircraft on the Airport.
- 3.12.1.1. Qualified persons include a pilot, an airframe and power plant mechanic, or a qualified technician licensed by the FAA and qualified to start or operate the engine(s) and/or taxi that particular class and type of Aircraft.
- 3.12.2. Starting engines shall be prohibited until ground personnel have given proper clearance (if appropriate) and until all standard safety procedures have been followed.
- 3.12.3. Starting an Aircraft engine when there is any flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.
- 3.12.4. Aircraft engines that are operating shall not be left unattended.
- 3.12.5. Propeller, engine, and exhaust noises shall be kept to a minimum.
- 3.12.6. Run-up of Aircraft engines shall be performed only in areas designated for such purpose by the Airport Manager and/or the Air Traffic Control Tower operator.
- 3.12.6.1. Run-up of Aircraft engines is allowed on the west end of Taxiway F and the east end of Taxiway A.
- 3.12.6.2. Run-up of Aircraft engines is specifically not allowed in non-movement areas.

3.13. Aircraft Equipment

- 3.13.1. Aircraft (other than rotorcraft) operated on the Airport must be equipped with a tail wheel or nose wheel and wheel brakes unless the Airport Manager grants the Operator prior written permission to operate the Aircraft on the Airport.
- 3.13.2. Aircraft Operators shall not land, taxi, or take off without the ability to communicate by radio or light signal.

3.14. Aircraft Parking and Storage

- 3.14.1. Aircraft shall be parked only in those areas designated for such purpose by the Airport Manager and shall not be positioned in such a manner so as to block a runway, Taxiway, Taxilane, or obstruct access to hangars, parked Aircraft, and/or parked Vehicles.
- 3.14.1.1. A specific Tie-down space shall be assigned each Aircraft when space is rented on a monthly basis (as managed by the FBO).

- 3.14.1.2. The West Apron is designated for itinerant Tie-downs (as managed by the designated FBO).
- 3.14.2. Unless otherwise provided in an Agreement with the County or authorized FBO, no person shall use any area of the Airport for the parking and storage of Aircraft, other than Transient Parking, without prior written permission of the Airport Manager.
 - 3.14.2.1. Should a person use such areas for Aircraft parking or storage without first obtaining the prior written permission (of the Airport Manager), the Airport Manager may remove and store the Aircraft at the expense of the Aircraft Operator without liability for damage that may arise from or out of such removal or storage.
- 3.14.3. Aircraft Operators shall ensure parked and stored Aircraft are properly secured as set forth in the latest version of FAA AC 20-35C.
 - 3.14.3.1. Parked or stored rotorcraft shall have braking devices and/or rotor mooring blocks applied to the rotor blades.
 - 3.14.3.2. Moored lighter-than-air Aircraft shall have at least one person monitoring the safety of the mooring at all times.
- 3.14.4. Upon request of the Airport Manager, the Operator of any Aircraft parked or stored at the Airport shall move the Aircraft to the location and/or position on the Airport identified by the Airport Manager. In the event the Aircraft Operator refuses, is unable, or unavailable, the Airport Manager may move the Aircraft to the area at the risk and expense of the Aircraft Operator without liability for damage that may arise from or out of such movement.

3.15. Aircraft Security

- 3.15.1. If the kind, type, mission, or condition of an Aircraft makes it necessary for an Aircraft Operator to obtain, provide, and/or maintain security for an Aircraft, the Aircraft Operator shall be responsible for such security and may only provide (and/or arrange for) such security after obtaining the prior written permission from the Airport Manager and Operations Manager.
- 3.15.2. Aircraft Operators shall not employ security measures as a means to hinder, delay, or prevent removal of Aircraft at the direction of the Airport Manager.

3.16. Aircraft Operations

- 3.16.1. Operating an Aircraft on the Airport while under the influence of alcohol or controlled substances is illegal and strictly forbidden.
- 3.16.2. Aircraft shall conform to the traffic patterns promulgated jointly by the FAA and the Airport Manager unless otherwise specifically authorized by ATC.
 - 3.16.2.1. The traffic pattern altitude is 1,700 feet MSL for small Aircraft; 2,200 feet MSL for large Aircraft (to include turboprop and turbojet).
- 3.16.3. Operating an Aircraft in a careless, negligent, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger persons or Property of any entity is prohibited.
- 3.16.4. Operating an Aircraft constructed, modified, equipped, or loaded as to endanger, or be likely to endanger persons or the Property of any entity is prohibited.
- 3.16.5. Aircraft Operators, while on the Airport, shall comply with any order, signal, or directive of the Airport Manager.
- 3.16.6. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless the Airport Manager or designated representative or ATC directs otherwise.
- 3.16.7. Aircraft Operators shall not land, take off, taxi, or park an Aircraft on any area that has been restricted to a maximum weight bearing capacity of less than the weight of the Aircraft at the time of using such area.

- 3.16.8. The starting, positioning, or taxiing of any Aircraft shall be done in such a manner so as to avoid generating (or directing) any propeller slipstream or jet blast that may endanger or result in injury to persons or damage to Property.
 - 3.16.8.1. To avoid this situation, it may be necessary to tow the Aircraft to a location and/or position on the Airport where the propeller slipstream or jet blast shall not endanger or cause injury to persons or damage to Property when the engines are started and/or operated
- 3.16.9. Aircraft engines shall not be started and/or Aircraft shall not be taxied into, out of, or within any structure on the Airport.
- 3.16.10. Aircraft shall not be taxied until the Aircraft Operator has ascertained (by visually inspecting the area) that there shall be no danger of collision with any person or object in the area.
- 3.16.11. Taxiing Aircraft shall yield the right-of-way to any emergency vehicle that is in the process of responding to an airfield incident.
- 3.16.12. Aircraft being taxied, towed, or otherwise moved at the Airport shall proceed with running lights and anti-collision lights illuminated during the time between official sunset and official sunrise.
- 3.16.13. Aircraft Operators shall not taxi an Aircraft on the Airport at a speed greater than is reasonable and prudent under the conditions with regard for actual and potential hazards and other Aircraft so as not to endanger persons or Property.
 - 3.16.13.1. Taxiing aircraft, shall at all times, maintain a safe taxiing speed based on airfield conditions, traffic and instructions from ATCT.
- 3.16.14. Fixed wing Aircraft taking off or landing at the Airport shall do so only from designated runways.
 - 3.16.14.1. Taxiing aircraft, shall at all times, maintain a safe taxi speed based on airfield conditions, traffic and instructions from ATCT.
- 3.16.15. Experimental flights or demonstrations of commercial proto-type aircraft shall not be conducted without prior written permission of the Airport Manager. Simulated Forced Landings (SFL) will be discontinued prior to descending below 500' AGL, unless initiated with the intent to land at the Airport. SFL's must be requested each time prior to execution. Since the Airport has an operational control tower, prior permission must be obtained from the Airport's Air Traffic Control Tower before conducting any "unusual maneuver".
- 3.16.16. Airshows and aerobatic operations of Aircraft are not permitted at the Airport unless prior written permission of the Airport Manager and the ATC has been obtained.
- 3.16.17. Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or, if low intensity (less than 50 KW output), is within 100 feet of another Aircraft, an Aircraft refueling operation, an Aircraft refueling Vehicle, a fuel storage facility, or ground personnel outside the Aircraft.

3.17. Noise Abatement Procedures

- 3.17.1. Aircraft Operators shall familiarize themselves and follow published noise abatement procedures (if any).
- 3.17.2. Aircraft Operators shall use procedures that shall result in minimum noise to surrounding areas. This includes, but is not limited to, avoiding low altitude maneuvers. Optimum power settings and operating altitudes shall be maintained consistent with safety.
- 3.17.3. Flights over populated areas should be avoided if possible to minimize noise impacts on residential areas.

3.18. Rotorcraft Operations

- 3.18.1. Rotorcraft shall park (and/or operate) in areas approved by the Airport Manager.

- 3.18.2. Rotorcraft shall not be operated within 50 feet of any building.
- 3.18.3. Rotorcraft shall normally not operate within 100 feet of any area where light Aircraft are parked or operating.
- 3.18.4. Simulated Forced Landings (SFL) will be discontinued prior to descending below 500' AGL, unless initiated with the intent to land at the Airport. SFL's must be requested each time prior to execution. Since the Airport has an operational control tower, prior permission must be obtained from the Airport's Air Traffic Control Tower before conducting any "unusual maneuver".

3.19. Limitations

- 3.19.1. Aircraft Operators shall obtain the prior written permission of the Airport Manager before conducting any of the following activities at the Airport.
 - 3.19.1.1. Experimental flights or demonstrations of commercial proto-type aircraft.
 - 3.19.1.2. Use of Motorless Aircraft: The landing upon or towing from the Airport of gliders, sailplanes, and other certificated motorless Aircraft.
 - 3.19.1.3. Use of Lighter-than-Air Aircraft: The landing upon or taking off from the Airport of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft that utilize gasses or hot air to provide lift.
 - 3.19.1.4. Banner or Glider Towing: The landing upon or taking off from the Airport of Aircraft that tow banners, gliders, or any other device.
 - 3.19.1.5. Hazardous Cargo: The landing upon or taking off from the Airport of Aircraft cargo loaded with flammable, explosive, or corrosive material. Although hazardous materials, fuel, oil, lubricants, hydraulic fluid, or breathing oxygen carried aboard for Aircraft, crewmember, or passenger use are exempt.
 - 3.19.1.6. Radioactive Cargo: The landing upon or taking off from the Airport of Aircraft loaded with radioactive materials.
 - 3.19.1.7. Transporting passengers for the purpose of skydiving at the Airport.

3.20. Fees and Charges

- 3.20.1. Aircraft shall not land or take off from the Airport unless the Aircraft Operator has paid the fees and/or charges that may be assessed from time to time by the County for such use unless the Operator is exempt from payment of certain fees or unless the Operator is entitled to use the Airport without making such payment as stipulated in an Agreement with the County.
 - 3.20.1.1. Aircraft exempt from Airport fees and charges include Aircraft owned and/or operated by the United States of America, military forces of the United States of America, and the Aircraft operated by foreign military forces in support of allied military operations.

4. Vehicle Rules and Regulations

4.1. Regulatory Measures

- 4.1.1. All Vehicle Operators on the Airport shall comply fully with the traffic laws of the state of Maryland, as may be amended from time to time, and instructions issued by Airport Manager or Operations Manager.
- 4.1.2. Jurisdiction shall lie as in all other traffic offenses within Washington County, Maryland and the state of Maryland.

4.2. Operator Licensing

- 4.2.1. All Vehicle Operators (on both movement and non-movement areas) must have a valid state Vehicle Operator's license and evidence of insurance (as required by state law) to operate a Vehicle on the Airport.

4.3. Vehicle Licensing and Equipment

- 4.3.1. Except for Vehicles that are exclusively used on the AOA/Secure Area or Movement Areas, all Vehicles shall meet the state of Maryland licensing, registration, insurance and inspection requirements.
- 4.3.2. Individuals operating Vehicles on the Airport, except for Emergency Vehicles, must be registered with the County under the Vehicle Operator Registration Program and display a current Vehicle ID Tag or Visitor Parking Permit, unless otherwise authorized by the Airport Manager.
 - 4.3.2.1. Vehicle ID Tags and Visitor Parking Permits may be obtained from the Airport Administrative Office.
 - 4.3.2.2. ID Tags are to be displayed from the rearview mirror of the Vehicle. If the Vehicle does not have a rearview mirror, the ID Tag should be displayed in the lower left hand corner of the Vehicle's windshield.
 - 4.3.2.3. ID Tags are issued to the Vehicle Operator. They may be displayed in any Vehicle operated by individual registered with the County.
 - 4.3.2.4. Registered Vehicle Operators may issue a Visitor Parking Permit to any visitors that they may invite to the Airport. The permit is to be filled out by Registered Vehicle Operator and displayed by visitor in the lower left hand corner of the Vehicle's windshield.
 - 4.3.2.4.1. Visitors may only park in the areas designated as short term parking on the permit.
 - 4.3.2.5. There are no fees associated with the Vehicle Operator Registration Program.
- 4.3.3. Vehicles shall not be operated on the Airport unless the Vehicle is in sound mechanical order; has adequate lights, horn, and brakes; and has a clear vision from the driver's position.
- 4.3.4. Vehicles shall not be operated in any hangar on the Airport unless the Vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame, except that aircraft operators may park their vehicles in their hangar while operating their aircraft.
- 4.3.5. Trailers and semi-trailers are not permitted on the Airport unless they are equipped with lights (or reflectorized devices on all sides) and proper brakes/braking system or secured so that, when disengaged from the towing Vehicle, neither Aircraft propeller slipstream nor engine blast nor wind shall cause them to become free rolling.

4.4. Vehicle Operations

- 4.4.1. Vehicle operations conducted in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner that endangers, or are likely to endanger, persons or Property are prohibited on the Airport.
- 4.4.2. Vehicles constructed, equipped, loaded, or maintained (or which have attached thereto any object or Equipment which drags, swings, or projects) so as to

- endanger, or be likely to endanger, persons or Property are prohibited on the Airport.
- 4.4.3. Landside Speed Limits
- 4.4.3.1. Safe Speed – Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions and shall be operated with regard for actual and potential hazards, traffic, use of the street or roadway, and so as not to endanger persons or Property.
- 4.4.3.2. Minimum Speed – Vehicles shall not be operated at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.
- 4.4.3.3. Maximum Speed – Vehicles, except Emergency Vehicles responding to an emergency, shall not be operated on the Airport in excess of the posted speed limits or in excess of any speed stipulated in the latest version of the Rules and Regulations. In airside areas where signs, markers, or devices are not used or posted, the speed limit shall be 15 miles per hour. Landside speed limits are as posted.
- 4.4.4. Airside Speed Limits
- 4.4.4.1. Vehicles shall not be operated on the AOA/Secure Area or Movement Areas at speeds in excess of 15 miles per hour. Emergency or Airport Operations Vehicle may operate a speeds required to accomplish their immediate mission.
- 4.4.5. Vehicles operating on the Tie-down or transient Apron shall be parked clear of taxilanes and parked Aircraft. Once the delivery of persons, cargo, or equipment is complete, the Vehicle shall be removed from the Apron to designated parking.
- 4.4.6. Vehicle Operators shall yield the right of way to pedestrians, Emergency Vehicles (or Equipment), snowplows, and Aircraft.
- 4.4.7. Vehicle Operators shall comply with any order, signal, or directive of the Airport Manager or designee.
- 4.4.8. Vehicle Operators shall not, after receiving a visual or audible signal from the Airport Manager, Fire Chief or Operations Manager, fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal or interfere with or endanger the operation of the Airport Manager, Fire Chief or Operations Manager, increase the speed or extinguish the lights of the Vehicle, or attempt to flee from or elude the Airport Manager, Fire Chief or Operations Manager.
- 4.4.9. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by the Airport Manager or designee.
- 4.4.10. Airport roadways may be used for Vehicle operations as a means of ingress and egress to and from the roadways serving the Airport and between Airport various land areas on the Airport abutting Airport roadways.
- 4.4.11. Vehicle Operators shall utilize designated Vehicle service roadways, where available.
- 4.4.12. Vehicles that are overloaded or carrying more passengers or cargo than the amount that the Vehicle is designed to carry are prohibited on the Airport.
- 4.4.13. Persons shall not ride on the running board, in the beds of pickup trucks, ride on the outside of a Vehicle, or allow arms or legs to protrude from a Vehicle with exception of emergency or maintenance Vehicles that are designed specifically for such operations and/or use by ARFF or maintenance personnel.
- 4.4.14. Vehicles shall not be operated in such a manner or within such proximity of an Aircraft so as to create a hazard or interfere with the safe operation of the Aircraft.
- 4.4.14.1. Vehicles shall not overtake or pass in front of a moving Aircraft.
- 4.4.14.2. Vehicles shall pass to the rear of taxiing Aircraft and come no closer than 50 feet to a taxiing Aircraft.

- 4.4.14.3. Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked Aircraft.
- 4.4.15. Vehicles used for hauling trash, dirt, or any loose material shall be operated in such a fashion as to prevent the contents of the Vehicle from dropping, sifting, leaking, or otherwise escaping including, at a minimum, covering Vehicle's load.
- 4.4.16. Tugs and Trailers
 - 4.4.16.1. Vehicles towing a train of baggage or cargo carts in excess of six carts are prohibited unless specifically authorized in writing by the Airport Manager.
 - 4.4.16.2. Positive locking couplings shall be required for all towed Equipment on the AOA.
 - 4.4.16.3. Tugs and baggage carts shall be returned to designated storage areas immediately following unloading.
- 4.4.17. Motor homes, mini-bikes, go-carts, roller-blading, ATVs, skate boarding, and the recreational use of bicycles is not permitted in the Airport.
 - 4.4.17.1.

4.5. AOA/Secure Area

- 4.5.1. Vehicles used on a regular basis on the AOA/Secure Area shall be painted and marked in a manner approved by the Airport Manager and be equipped with an approved and fully operational amber or red (emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle in compliance with the latest version of FAA Advisory Circular 150/5210-5B
 - 4.5.1.1. The beacon shall be activated by the Vehicle Operator prior to entering the AOA and shall remain in operation while the Vehicle is on the AOA
 - 4.5.1.2. Vehicle Operators using the AOA on an irregular basis must first obtain written permission of the Airport Manager before operating any Vehicle on the AOA and shall proceed directly to the Operator's final destination on the Airport with the Vehicle's parking lights flashing at all times while the Vehicle is moving.
- 4.5.2. The Airport Manager may restrict Vehicles to a certain portion(s) or segment(s) of the AOA. Such restrictions shall prohibit Vehicle operations outside designated area(s).
- 4.5.3. Coded security gates are for the use of Airport Operators, Lessees, their employees, and their guests and invitees only.
 - 4.5.3.1. Manual coded security gates that provide access to the AOA shall be kept closed and locked at all times except when actually in use.
 - 4.5.3.2. When automatic coded security gates are used, Vehicle Operators must stop their Vehicle and allow the gate to fully close before proceeding. The Vehicle Operator must also ensure that no other Vehicles or persons gain access to the Airport while the gate is in the process of closing and/or not fully closed. If the Vehicle Operator cannot prevent such access, the Vehicle Operator must immediately notify the Airport Manager, Fire Chief or Operations Manager.

4.6. Movement Area

- 4.6.1. Access to the movement areas at the Airport is limited to only those Vehicles that are necessary for airport operations with the exception of firefighting equipment, ambulance, and emergency Vehicles.
- 4.6.2. The operator of any Vehicle operating in movement areas must have completed the Airport Operations Driver Training Class and must attend annual recurrent training to retain these driving privileges.
- 4.6.3. Vehicles operating in the Movement Area on a regular basis shall be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies.
 - 4.6.3.1. Before proceeding closer than 250 feet from the edge of any runway or 100 feet from the edge of any Taxiway, Vehicle Operators shall obtain a clearance from ATC personnel on 120.8 MHz (during ATC operational hours) or announce intentions on the Common Traffic Advisory Frequency – 120.3 MHz (after ATC

- operational hours). At no time will a vehicle be driven onto a Movement Area without Air Traffic Control Clearance or self-announced intentions.
- 4.6.3.2. Upon receiving clearance or announcing intentions, Vehicle Operators shall ensure by visual observation (and confirmation) that no Aircraft is approaching before entering the Movement Area.
 - 4.6.3.3. A vehicle that is not operated on the Airport on a regular basis may enter the Movement Area after obtaining permission of the Airport Manager, provided that such Vehicle is escorted at all times (while in the Movement Area) by a Vehicle having radio contact with ATC personnel.
 - 4.6.3.4. In the event a Vehicle in the Movement Area experiences radio failure, the Vehicle must vacate the area utilizing perimeter roadways or other non-controlled routes. If exit via non-controlled route is not possible, the Vehicle Operator shall indicate radio failure by facing the Vehicle towards the control tower and flashing the Vehicle's headlights. Thereafter, the Vehicle Operator shall operate the Vehicle based upon (in accordance with) the standard colored light signal directions given by ATC to clear the airfield until radio repairs can be completed.
- 4.6.4. Vehicle Operators operating in the Movement Area must be conversant with standard colored light signals, regardless of whether or not the Vehicle is radio equipped.
- 4.6.4.1. Steady Green – Cleared to cross, proceed, or go
 - 4.6.4.2. Steady Red – Stop
 - 4.6.4.3. Flashing Red – Clear the runway/Taxiway
 - 4.6.4.4. Flashing White – Return to starting point on the Airport
 - 4.6.4.5. Alternating Red and Green – General warning, exercise extreme caution

4.7. Accidents or Incidents

- 4.7.1. A Vehicle Operator involved in an accident on the Airport resulting in any injury (or death) to persons or damage to Property shall stop the Vehicle at the scene, if possible, (or as close as possible to the scene without unnecessarily obstructing traffic or creating a safety hazard) and notify the Airport Manager, Fire Chief or Operations Manager immediately.
- 4.7.2. The Vehicle Operator (and the Vehicle) must remain at the scene, if possible, until the Airport Manager, Operations Manager or Fire Chief takes a full report.

4.8. Commercial Ground Transportation

- 4.8.1. See § 9.

4.9. Parking (or Stopping)

- 4.9.1. Vehicles shall be parked only in those areas designated for such purpose by the Airport Manager.
- 4.9.2. Vehicles shall not be parked or stopped as follows:
 - 4.9.2.1. In such a manner so as to obstruct a parking lot lane, driveway, roadway, walkway, crosswalk, fire lane, runway, Taxiway, Taxilane, and/or obstruct access to hangars, parked Aircraft, and/or parked Vehicles;
 - 4.9.2.2. Within a bus stop, taxicab, or commercial vehicle zone (except for Vehicles authorized by the Airport to use such areas)
 - 4.9.2.3. On the Vehicle Operator's left side of a road;
 - 4.9.2.4. On the roadway side of any stopped or parked Vehicle (double parking);
 - 4.9.2.5. Within 15 feet of a fire hydrant or within a fire lane or restricting access to or from the fire lane;
 - 4.9.2.6. On unpaved or grassed areas (unless specifically designated for parking); or
 - 4.9.2.7. In areas with restrictions posted on authorized signs;
 - 4.9.2.8. In front of the Airport Passenger Terminal, except to discharge or pick-up passengers and baggage. At NO time will any vehicle be left unattended in front of the Passenger Terminal without written permission of the Airport Manager.
- 4.9.3. Vehicles, other than those loading and unloading Aircraft, shall not stop for loading, unloading, or any other purpose on the Airport other than in the areas

- specifically established for loading, unloading, and/or parking and only in the manner prescribed by signs, lines, or other means.
- 4.9.4. Parking in designated public parking areas is open to any authorized person using the Airport.
 - 4.9.5. Employees of Operators, Lessees, sub-lessees or Washington County who work in the Airport Passenger Terminal shall park Private Vehicles in the Terminal parking lot as designated by the Airport Manager.
 - 4.9.5.1. Employee parking areas are the far south rows of the Terminal Parking lot.
 - 4.9.5.2. Vehicles parked in a County employee parking lot must have a valid parking permit (mirror tag) attached to the vehicle on the front windshield mirror or placed on the lower left corner of the vehicle dashboard. In either situation, the tag must be placed so that it is clearly visible by persons outside of the vehicle. The permit must be displayed in a manner that allows an unobstructed view of the information on the face of the permit
 - 4.9.5.3. County employees leaving their Vehicles overnight must park in available stalls located at the west end of the County employees lot.
 - 4.9.5.4. Permits - may be obtained from the Airport Manager.
 - 4.9.6. All service Vehicles (including utility company, government owned, delivery, etc.) shall park in areas designated by the Airport Manager.
 - 4.9.6.1 Service Vehicles may temporarily park at the West entrance of the Airport Terminal in accordance with Security Regulations.
 - 4.9.7. Taxicab, Limousine, or Courtesy Vehicles shall not cruise at the Airport.
 - 4.9.8. While flying, T-Hangar tenants may park inside the hangar or in a designated parking lot.
 - 4.9.8.1. When present, a T-Hangar tenant may park a Vehicle outside of the T-Hangar but only on a temporary basis.
 - 4.9.9. Boats, recreational vehicles, trailers, etc. may not be parked or stored on the Airport.

4.10. Disabled, Abandoned, or Illegally Parked Vehicles

- 4.10.1. Vehicles may not be abandoned on the Airport.
- 4.10.2. The Airport Manager may tow or otherwise remove from the Airport any Vehicle that is disabled, abandoned, and/or parked in violation of the latest version of the Rules and Regulations (or if the Vehicle creates a safety or security hazard or interferes with Airport operations) at the Vehicle Operator's risk and expense and without liability for damage that may result from such removal.

5. Operator and Lessee Rules and Regulations

5.1. Security

- 5.1.1. All Operators and associated Employees must receive initial and recurrent airport security and, if necessary, Pedestrian and Ground Vehicles operations training from the Airport Security Coordinator before accessing the AOA/Secure Area or Movement Areas.
- 5.1.2. It shall be the responsibility of all Operators and/or Lessees (including air carriers) to see that all door locks, access keypads, gate chains and padlocks, and other public safeguards are continually and conscientiously used in a manner so as to protect all persons. All access gates and portals to the AOA/Secure Area or Airport Movement Areas through an Operator or Lessee's premises are the responsibility of the Operator or Lessee and shall remain closed when not in use. All Operators and Lessees have the responsibility to challenge and or report to Airport Management or Law Enforcement officials, unknown personnel on the airfield. T-hangar Lessees, their guests and invitees are responsible to use the t-hangar gate in a continual and conscientious manner so as to protect all persons. If, as a result of Transportation Security Administration or Federal Aviation Administration findings, a breach of security is determined at the location of one of these gates or portals controlled by an operator or Lessee and a fine or civil penalty is imposed against the County, the operator or Lessee responsible for the gate or portal shall reimburse the County for the amount of the fine or penalty.

5.2. Construction or Alteration of Improvements

- 5.2.1. Any construction or alteration of an improvement located on the Airport shall be performed in compliance with the Development Guidelines and must be approved in advance by the County.

5.3. Maintenance of Premises

- 5.3.1. All Operators and Lessees are required to keep the land and/or improvements under lease (or being occupied or used) free from all fire hazards and maintain the same in a condition of repair, cleanliness, and general maintenance that is agreeable to the Airport Manager and in accordance with the Operator's or Lessee's Agreement with the County.
- 5.3.2. All Operators and Lessees shall be fully responsible for all damage to buildings, Equipment, real property, related appurtenances, and all other improvements in the ownership, care, custody, or control of the Airport caused by the negligence, abuse, or carelessness of the Operator or Lessee or by the employees, agents, customers, visitors, suppliers or any other persons accessing the Airport based on an association with the said Operator or Lessee.
- 5.3.3. Facilities (including hangar floors) shall be kept free from the accumulation of oil, grease, flammable liquids, rags, or other waste materials.
 - 5.3.3.1. The use of volatile or flammable solvents for cleaning floors is prohibited.

5.4. Fire Prevention

- 5.4.1. All operators and Lessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed at all times.
- 5.4.2. Operators or Tenants engaged in Commercial Aircraft Operations must ensure that all employees receive fire prevention training and/or instruction immediately upon employment and those employees receive such fire prevention training and/or instruction annually thereafter.
 - 5.4.2.1. Fire prevention training and/or instruction shall include the use of fire extinguishers, responding to fuel and oil spills, handling flammable materials, and any other items deemed necessary and/or appropriate (for the activity) by the Airport Manager and shall be documented by the Operator or Lessee.

- 5.4.3. All operators and Lessees shall provide proper, adequate, inspected, certified, and readily accessible fire extinguishers (that are approved by fire underwriters) for the particular hazard involved (or associated with the activity).
 - 5.4.3.1. Fire extinguishers shall be maintained in accordance with the National Fire Code.
 - 5.4.3.2. Logs showing the date of last inspection shall be attached to each unit or records acceptable by fire underwriters shall be kept showing the status of such Equipment.
 - 5.4.3.3. Fire extinguishers utilized in an Aircraft operating area must be rated 80 BC.

5.5. Heating Equipment

- 5.5.1. All heating Equipment and fuel burning appliances installed or used on the Airport shall comply with the most current requirements of the County, the state of Maryland, NFPA, the Uniform Fire Code, National Board of Fire Underwriters, and the Fire Marshall

5.6. Aircraft Hangars

- 5.6.1. Aircraft hangars shall only be used for the following purposes:
 - 5.6.1.1. Storage and parking of Aircraft and associated Aircraft Equipment and supplies.
 - 5.6.1.1.1. Aircraft parked in hangars shall be parked in a manner so as to be completely contained in the hangar and not obstruct adjacent Aircraft parking and/or storage areas, Taxiways, or Taxilanes except for temporary staging and/or fueling of such Aircraft.
 - 5.6.1.2. Parking of Vehicles that display a valid Airport Vehicle Permit and only when the T-hangar tenant is flying the aircraft housed in that hangar.
- 5.6.2. Use of Aircraft hangars shall be subject to the following restrictions:
 - 5.6.2.1. Unless permission is granted by Agreement with the County, no major Aircraft Maintenance, alterations, or repairs shall be performed in a hangar without the prior written permission of the Airport Manager.
 - 5.6.2.1.1. In addition to the provision contained in § 5.6.2.1., no preventive Aircraft Maintenance shall be conducted in or from any T-Hangar for any Aircraft not listed on the Agreement (for the hangar) unless written permission is granted by the Airport Manager.
 - 5.6.2.2. For hangars not having a personnel exit door, sliding doors shall remain open 36 inches anytime a person is in the hangar.
 - 5.6.2.3. Oily rags, waste oil, or other materials soiled with petroleum based products may only be stored in containers with self-closing, tight-fitting lids as approved by the Airport Manager and the Fire Marshall.
 - 5.6.2.4. Aircraft batteries shall not be connected to a charger when installed in an Aircraft that is located inside (or partially inside) a hangar.
 - 5.6.2.5. Gasoline storage shall be limited to no more than five gallons in an approved steel container.

5.7. Aircraft Tie-downs

- 5.7.1. Aircraft Tie-downs shall only be used for the following purposes:
 - 5.7.1.1. Storage and parking of authorized Aircraft parked in a manner so as to be completely contained within the space and not obstruct adjacent Aircraft parking and/or storage areas, Taxiways, or Taxilanes except for temporary staging and/or fueling of such Aircraft.
 - 5.7.1.2. Performing preventive Aircraft Maintenance on authorized Aircraft in accordance with applicable regulations.

5.8. Storage of Materials and Equipment

- 5.8.1. Operators and/or Lessees shall store, stack, box, or bag material or Equipment in such manner as to preclude creating any hazard or obstructing any operation.

5.9. Compressed Gases

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

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

5.9.2. Cylinders, flasks, or tanks not in use shall have an approved transportation safety cap installed.

5.10. Lubricating Oils

5.10.1. A total of 60 gallons (commercial operators) and 10 gallons (non-commercial operators) of lubricating oils having a flash point at or above 140 degrees may be stored in hangars provided that the product is stored in the original container and has the original manufacturer's labeling (or that the product is stored in other suitable containers approved by the Airport Manager).

6. Parachute Landing Operations

Parachute operations are allowed under certain conditions, please see airport manager.

7. Aerial Advertising Operations

Aerial Advertising Operations are allowed under certain conditions, please see airport manager.

8. Refueling, Defueling, and Fuel Storage

8.1. Regulatory Measures

8.1.1. Refueling, defueling, and fuel storage on the Airport, including associated Equipment, shall conform to all applicable Regulatory Measures including, but not limited to, the following. These provisions also apply to self-fueling:

- 8.1.1.1. Applicable provisions of 14 CFR,
- 8.1.1.2. Applicable NFPA guidelines including, but not limited to, the latest version of NFPA 407 (Standard for Aircraft Fuel Servicing,)
- 8.1.1.3. The latest version of FAA Advisory Circular 150/5230-4A
- 8.1.1.4. Environmental Protection Agency,
- 8.1.1.5. Maryland Department of the Environment, and
- 8.1.1.6. Maryland State Fire Marshall

8.2. Permit

8.2.1. Fuels shall only be dispensed on the Airport by those entities having an Agreement with the County granting such permission or by those entities holding a Fueling Permit issued by the County. (FBO Self-Serve customers excepted).

8.3. Training

8.3.1. No person shall fuel or defuel an Aircraft in any commercial operation until that person is properly trained, qualified, and certified (FBO Self-Serve customers excepted). All Airport tenants are strongly urged to attend training for fueling and de-fueling operations if they wish to engage in such activities. Free training will be provided by airport staff each spring and fall to train, qualify and certify tenants in fueling and defueling of aircraft and operation of fire extinguishers.

8.3.2. Training shall be performed in accordance with 14 CFR Part 139.

8.3.3. Training records documenting the training provided to (and qualifications of) each person shall be maintained.

8.3.3.1. Records shall indicate initial training and all recurrent training provided.

8.3.3.2. Recurrent training shall be provided on a regularly scheduled basis, but not less than every twenty-four months.

8.3.3.3. All records shall be subject to review of and/or inspection by the Airport Manager, Fire Chief or FAA.

8.4. Refueling, Defueling, and Fuel Storage Operations

8.4.1. A trained, qualified, and certified operator shall be present (and responsive) at all times while fuel delivery Vehicles transfer fuel into or out of any fuel storage facility.

8.4.1.1. Aviation fuels shall be delivered directly to the fuel storage facilities on the Airport.

8.4.1.2. The operator shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Equipment.

8.4.1.3. The operator shall not leave the discharge end of any hose or hoses unattended at any time while the transfer of fuel is in progress.

8.4.1.4. The operator shall not block open, disengage, and/or deactivate the dead man while fueling and/or transferring fuel.

8.4.1.5. The operator shall wear appropriate clothing. Clothing shall be made of other than silk, polyesters, nylon with wool, or other static generating fabrics. Shoes shall not generate sparks on pavement.

8.4.2. Aircraft shall not be refueled or defueled in an area where Aircraft engines are operating (except fueling by the FBO on the West Apron), Aircraft (or engines) are being warmed by application of heat, or while the Aircraft is located in a congested or enclosed space.

8.4.3. All fuel handled on the Airport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, persons or Property.

- 8.4.4. Persons engaged in the fueling, defueling, and oil servicing of Aircraft (or Vehicles), the filling of Refueling Vehicles or dispensing Equipment, or the pumping or loading of aviation fuels (or oils) into or from fuel (or oil) storage facilities shall exercise care and extreme caution to prevent overflow of fuel (or oils) and/or spills.
 - 8.4.4.1. When a spill occurs, associated activities shall cease and the spill shall immediately be removed or absorbed (as appropriate) with suitable material.
 - 8.4.4.2. In the event of a spill, § 2.24.2 and 2.24.3 of these Rules and Regulations shall also be followed.
- 8.4.5. Refueling Vehicles shall be positioned so that the Vehicle can be directly driven away from the loading or fueling position in the event of fire or spill.
- 8.4.6. Not more than one Refueling Vehicle shall be positioned to refuel each wing of an Aircraft and not more than two Refueling Vehicles shall be positioned to service the same Aircraft.
- 8.4.7. When high fuel capacity Aircraft are refueled, additional Refueling Vehicles shall not be parked or positioned within 100 feet of the Aircraft.
- 8.4.8. Aircraft fuel handling shall be conducted outdoors and at least 25 feet from any hangar or building and at least 50 feet of any combustion and ventilation air-intake to any boiler, heater, or incinerator room.
- 8.4.9. 8.4.8.1 Configuration of certain T-hangars may not allow the required spacing. In this case the fueler shall ensure that the aircraft is pulled clear of the hangar door and all openings into the building are closed prior to fueling.
- 8.4.10. All self-fuelers, not using approved fuel farms, must use steel fuel cans and a bonding cable.
- 8.4.11. Vehicles shall be refueled only at refueling stations and from dispensing devices approved by the Airport Manager.
- 8.4.12. Aircraft (or Vehicles) shall not be fueled or defueled while an engine is operating unless the Airport Manager has granted prior written permission.
- 8.4.13. Aircraft (or Vehicles) shall not be fueled or defueled if an electrical storm is in progress within the immediate vicinity of the Airport.
- 8.4.14. Before opening any aircraft or refueling Vehicle fuel tank or commencing any fueling operation, the Refueling Vehicle shall be bonded to the Aircraft thus providing a conductive path to equalize the potential between the Refueling Vehicle and the Aircraft.
- 8.4.15. Refueling Vehicle Operators shall not operate the Vehicle in reverse anywhere on the Airport unless another person is present and capable of monitoring and directing the movement Vehicle.
- 8.4.16. Aircraft shall not be fueled or defueled while passengers are on board unless a passenger-loading ramp is in place at the Aircraft cabin door, the door is in the open position, and an attendant is present at or near the door.
 - 8.4.16.1. If an incapacitated patient is on board the Aircraft during fueling operations, fire department personnel and fire fighting/rescue Equipment must be available at the scene.
- 8.4.17. No person shall operate any radio transmitter or receiver (or switch electrical appliances on or off in an Aircraft) during fueling or defueling unless said radio transmitter or receiver is designed for such environment.
- 8.4.18. Smoking is prohibited in or about any Aircraft or on any Apron.
- 8.4.19. During fueling operations, no person shall use any material or Equipment that is likely to cause a spark or ignition within 50 feet of such Aircraft or Vehicle.
 - 8.4.19.1. Matches or cigarette lighters are not to be carried in such a manner that they could become an ignition source if operated, bumped, hit, or dropped.

- 8.4.20. Refueling Vehicles (including fuel tankers) shall use only the entrance, exit, and route designated by the Airport Manager during the transportation and delivery of fuel to and from the Airport.
- 8.4.21. The County assumes no liability or responsibility for violations of any applicable fueling requirements and procedures.
 - 8.4.21.1. The Operator or Lessee shall be solely responsible for any violation incident to or in connection with the Operator's or Lessee's fueling storage facilities, Equipment, operations, and training.
 - 8.4.21.2. Authorized Operator or Lessee shall be solely responsible for any violation incident to or in connection with the use of the County's fueling storage facilities, Equipment, operations, and training.
 - 8.4.21.3. The Operator or Lessee shall reimburse the County for any fines, legal or court costs, incurred by the County for such violations.

8.5. Storage of Refueling Vehicles

- 8.5.1. Refueling Vehicles shall be stored outside and not less than 50 feet from a building (or at the distance approved by the Airport Manager, Operations Manager or Airport Fire Chief).
- 8.5.2. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Vehicles and any other Vehicle or Aircraft.
- 8.5.3. No Refueling Vehicle shall be brought into, kept, or stored within any building on the Airport unless the building is designed, constructed, and used exclusively for that purpose.
 - 8.5.3.1. This section does not apply to approved fuel storage containers with a capacity of not more than five gallons, provided that no more than one of these containers is located within a single vehicle and not more than two of these containers are located in any hangar.
 - 8.5.3.2. 8.5.4 Parking facilities for refueling vehicles shall satisfy requirements imposed by the U.S. EPA.

8.6. Maintenance of Refueling Vehicles

- 8.6.1. Maintenance and servicing of Refueling Vehicles shall be performed outdoors or in a building that is approved by the Airport Manager specifically for this purpose.

8.7. Equipment

- 8.7.1. Refueling Vehicles and stations shall be marked with letters at least three (3) inches high on all sides to show flammability and display standard/hazardous material placards.
- 8.7.2. A "NO SMOKING" sign will be posted in the cab of refueling Vehicles and at refueling stations.
- 8.7.3. Only those fuel storage facilities and Refueling Vehicles (and Equipment) that are approved by the Airport Manager shall be used for the storage and delivery of fuel.
- 8.7.4. Refueling Vehicles, fueling pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during fueling operations shall be periodically inspected and maintained in a safe operating condition and in good working order and repair at all times.
 - 8.7.4.1. When said Refueling Vehicle(s) or Equipment is found in a state of disrepair, malfunction, the use constitutes an undue fire or safety hazard, or is in violation of any Regulatory Measures, the Operator shall discontinue the use of such Vehicles and/or Equipment until repairs, replacements, or changes are made to render the same safe for continued use.
 - 8.7.4.2. A detachable Refueling Vehicle storage tank shall be supported by and attached to, or be a part of, the Vehicle upon which it is carried.
- 8.7.5. Any malfunction or irregularity detected on or within the aircraft being refueled or defueled shall be brought to the attention of the Aircraft Operator immediately.

- 8.7.6. Refueling Vehicles, Equipment, and fuel storage facilities shall be placarded, marked, and/or color-coded in accordance with the latest version of NFPA Publication 407 and applicable FAA Advisory Circulars
- 8.7.7. Any malfunction or irregularity detected on or within the Aircraft being refueled or defueled shall be brought to the attention of the Aircraft Operator immediately.
 - 8.7.7.1.
- 8.7.8. Adequate and proper fire extinguishers that shall be immediately available during all fueling and de-fueling operations.
 - 8.7.8.1. At least 2 carbon dioxide (or approved dry chemical) fire extinguishers (80 BC) or the types of fire extinguishers that are capable of extinguishing Category B and Category C fires shall be immediately available.
 - 8.7.8.1.1. Refueling Vehicles shall have fire extinguishers accessible from either side of the Vehicle.
 - 8.7.8.2. All extinguishers shall be inspected and certified as required by law and all personnel involved with fueling or defueling operations shall be properly trained on the use of fire extinguishers.
- 8.7.9. Refueling Vehicles and stations shall be equipped with a system capable of overriding all other controls and stopping all fuel flow with one physical movement. Emergency fuel cutoffs should be boldly identified.
- 8.7.10. Refueling Vehicles shall be equipped with a tank bottom outflow cutoff valve that will block fuel flow in the event of piping rupture of valve failure.
- 8.7.11. Refueling Vehicles fuel storage tanks shall be equipped with gasketed dome covers, which contain an emergency vapor pressure relief valve and are adequate to prevent fuel spillage during Vehicle movement.
- 8.7.12. Electrical equipment, switches, and wiring in refueling Vehicles and stations shall be explosion proof and be reasonably protected from heat, abrasion, or impact that could be an ignition source.
- 8.7.13. Fuel system piping on refueling Vehicles and stations will be reasonably protected from impact and stress, which could cause fuel spillage.
- 8.7.14. All fuel nozzles on refueling Vehicles and stations will be controlled by a dead man flow cutoff device.
- 8.7.15. Refueling Vehicles shall be equipped with a spark arrestor and leak-free exhaust system terminating in a standard baffled muffler. The exhaust system shall contain no feature that would allow fuel or concentrated fumes to contact system in case of an overfill or piping rupture.
- 8.7.16. Adequate and proper absorbent and fuel spill containment capable of daming/diking a fuel spill shall be carried on Refueling Vehicles at all times.
- 8.7.17. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile liquids.
- 8.7.18. Refueling Vehicles and Vehicles utilized to deliver fuel to the fuel storage facility shall be subject to inspection by the Airport at any time to determine compliance with these Rules and Regulations.

8.8. Fuel Storage Facilities

- 8.8.1. The maintenance and operation of fuel storage facilities must meet the requirements of the latest version of NFPA 30, NFPA 407, and FAA regulations and shall be approved by all Agencies who regulate the maintenance and operation of fuel storage facilities. Further the installation of all tanks and/or facilities must meet the requirements of the latest version of Uniform Fire Code, Article 24

- 8.8.2. Any portable fuel containers of more than 50 gallons must be approved by all applicable Agencies who regulate the storage of fuel and may be used for a period of no more than 90 days and shall be for a specific location (or site) only.
- 8.8.3. Plans for fuel storage and installation shall be submitted to the County for approval prior to any installation.
- 8.8.4. All security gates leading into fuel storage areas shall be kept closed and locked at all times except when actually in use.
- 8.8.5. Fuel storage facilities shall be free of materials, equipment, functions, and activities that could be ignition sources or contribute to the spread of fire.
- 8.8.6. Fuel storage facilities shall be equipped with a minimum of two (2) accessible fire extinguishers each with a minimum rating of 80BC.

9. Commercial Ground Transportation Services

9.1. Vehicle and Operator Licensing

- 9.1.1. All entities engaging in and/or providing commercial ground transportation services at the Airport must apply for and receive a permit from the County.
- 9.1.2. Taxicab, Limousine, and Courtesy Vehicle Operators shall (at the expense of the Operator) obtain from all federal, state, and/or local Agencies having jurisdiction, all licenses, permits, consents, approvals, and authorizations, if any, that may be necessary for the provision of commercial ground transportation services at the Airport.
 - 9.1.2.1. Such documentation shall be produced for examination by the Airport Manager or designee

9.2. Parking (Stopping)

- 9.2.1. After discharging passengers at the Airport, each Taxicab, Limousine, or Courtesy Vehicle shall immediately leave the Airport by the most direct route.
- 9.2.2. No Vehicle Operator shall stop or park his Vehicle in such a manner as to interfere with vehicular or pedestrian traffic at any location on the Airport.

9.3. Vehicle Operator Conduct and Appearance

- 9.3.1. The Vehicle Operator shall remain in the Vehicle or in the immediate vicinity (immediately adjacent to the Vehicle) at all times while on the Airport.
- 9.3.2. At all times, while at the Airport, Vehicle Operators shall not solicit, persuade or urge any person (by words, gestures, or other form of communication) to use or hire any ground transportation service provider.
- 9.3.3. Placing, throwing, or dropping of waste, refuse, or rubbish upon the grounds or roadways of the Airport is prohibited.
- 9.3.4. Taxicab, Limousine, or Courtesy Vehicle Operators shall maintain a professional look and appearance (at all times) while conducting business at the Airport (clean shirt, pants, skirt, shoes, and socks).
 - 9.3.4.1. Lack of personal hygiene shall not be tolerated.
- 9.3.5. Taxicab, Limousine, or Courtesy Vehicle Operators shall conduct themselves in a courteous and professional manner and treat members of the traveling public with the utmost respect at all times.
 - 9.3.5.1. No Vehicle Operator shall annoy nor obstruct the movement of any person or Vehicle.
 - 9.3.5.2. Offensive, abusive, or obscene language or actions shall not be tolerated.

9.4. Passenger Loading and Unloading

- 9.4.1. Taxicabs or Limousines may not refuse a passenger fare.
- 9.4.2. Taxicab, Limousine, or Courtesy Vehicle Operators shall not use the facilities of the Airport as a “transfer point” for purposes of diverting passengers to begin their air travel from another airport.
- 9.4.3. Nothing in the latest revision of these Rules and Regulations shall be construed as preventing a passenger from boarding the Taxicab or Limousine of his or her choice.

9.5. Vehicle Equipment and Condition

- 9.5.1. All Vehicles operated, as a Taxicab, Limousine, or Courtesy Vehicle shall be kept in good operating condition and appearance.
 - 9.5.1.1. Each Vehicle operated at the Airport shall be subject to inspection by the Airport at any time to determine compliance with the latest version of these Rules and Regulations
 - 9.5.1.1.1. Failure to pass any portion of the inspection may result in the Vehicle being prohibited from picking up and/or dropping off passengers at the Airport until the discrepancies have been corrected to the satisfaction of the County.

- 9.5.1.2. The Airport reserves the right to order removal from service any Vehicle that is deemed unsafe or unkempt in appearance.

9.6. Vehicle Maintenance

- 9.6.1. Vehicles shall not be repaired or have mechanical or auto body work performed on them while at the Airport except when necessary to conduct temporary or emergency repairs to facilitate the removal of a malfunctioning Vehicle from the Airport to a place where normal or more permanent repairs can be made.

9.7. Vehicle Operation

- 9.7.1. Taxicab, Limousine, or Courtesy Vehicles shall not cruise the Airport.

9.8. Fees and Charges

- 9.8.1. From time to time the County may establish schedules of tariffs or charges for the use of the Airport by Taxicabs, Limousines, or Courtesy Vehicles.
- 9.8.2. Nothing in the latest version of these Rules and Regulations shall be construed as granting any Taxicab, Limousine, or Courtesy Vehicle Operator the right to operate at the Airport without obtaining authorization from the County and without paying the tariffs or charges that may be established by the County from time to time.

9.9. Penalties

- 9.9.1. The penalties for Ground transportation service Vehicle Operator who violates the latest version of these Rules and Regulations may be levied by the Airport Manager or County for the following:
 - 9.9.1.1. Unsafe Vehicle
 - 9.9.1.1.1 Suspension of Airport operating privileges pending compliance.
 - 9.9.1.2. Minor Violation (including, but not limited to, picking up fares in unauthorized areas, Vehicle Operator not remaining in or adjacent to his Vehicle, and loitering in Terminal)
 - 9.9.1.2.1. First Offense - Warning
 - 9.9.1.2.2 - Second Offence – 7 Day Suspension of Airport operating privileges.
 - 9.9.1.2.3. – Third Offence – 30 Day Suspension of Airport operating privileges.
 - 9.9.1.2.4 – Fourth Offence – 60 Day Suspension of Airport operating privileges.
 - 9.9.1.2.5. – Fifth Offence – 90 Day Suspension of Airport operating privileges.
 - 9.9.1.2.5. – Sixth Offence – Revocation of Airport operating privileges.
 - 9.9.1.3. Major Violation (including, but not limited to, attempt to induce another to commit an illegal act or violation of Rules and Regulations (or latest revision), conduct which discredits the County)
 - 9.9.1.3.1. First Offense – 7 Day Suspension
 - 9.9.1.3.1. First Offence – 7 Day Suspension of Airport operating privileges.
 - 9.9.1.3.2. Second Offence – 30 Day Suspension of Airport operating privileges.
 - 9.9.1.3.3. Third Offence – Revocation of Airport operating privileges.
 - 9.9.1.4. Failure to obey lawful order of the Airport Manager, Airport Fire Chief or Operations Manager, offensive language or actions, or conduct that is discourteous or unprofessional
 - 9.9.1.4.1. First Offence - Warning
 - 9.9.1.4.2. Second Offence – 7 Day Suspension of Airport operating privileges.
 - 9.9.1.4.3. Third Offence – Revocation of Airport operating privileges.
 - 9.9.1.5. Reckless driving, arrest on Airport for any criminal violation, and driving under the influence or alcohol and/or drugs
 - 9.9.1.5.1. First Offence – Revocation of Airport operating privileges.
 - 9.9.1.6. Any combination of offenses in excess of three may result in permanent revocation of right to operate on the Airport.