

ATHENS/ BEN EPPS AIRPORT

AIRPORT RULES AND REGULATIONS



Adopted by the Clarke County Airport Authority

Date: June 21, 2011

Index

	<u>Page</u>
1. Definitions	7
1.0 Airport	7
1.1 Person	7
1.2 Airport Corporation	7
1.3 Minimum Standards	7
1.4 Aeronautical Activity	7
1.5 Paragraph Headings	7
2. General Rules and Regulations	7
2.0 Authority	7
2.1 Operations	7
2.2 Additions	8
2.3 Aircraft	8
2.4 Air Traffic Rules	8
2.5 Conduct of Business	8
2.6 Roads, Walks, Ramps, Aprons, Taxiways, and Runways	8
2.7 Admissions to Buildings	8
2.8 Records	8
2.9 Construction, Alterations, Etc.	8
2.10 Dogs	8
2.11 Lost Articles	9

AHN Rules and Regulations

3.	Motor Vehicles and Mobile Equipment	9
3.0	Safety	9
3.1	Landing Areas	9
3.2	Right-of-Way	9
3.3	Speed, etc.	9
3.4	Accidents	9
3.5	Parking	9
3.6	Intoxication	9
3.7	Repairs to Automobiles	9
4.	Rules of Conduct	9
4.0	Disorderly Conduct	9
4.1	Property Damage	9
4.2	Firearms, Explosives, and Flammable Materials	9
4.3	Sanitation	10
5.	Fire Hazards	10
5.0	Smoking	10
5.1	Cleaning Aircraft	10
5.2	Open Flame Operations	10
5.3	Storage of Flammable Materials	10
5.4	Lubricating Oils	10
5.5	Cleaning Fluids	10
5.6	Doping and Painting	10

AHN Rules and Regulations

5.7	Fire Equipment	11
5.8	Obstructions	11
5.9	Elimination of Fire Hazards	11
6.	Aircraft Operations	11
6.0	Airport Property	11
6.1	Business or Commercial Activity	11
6.2	FAA Air Traffic Rules	11
6.3	Operations of Aircraft	11
6.4	Security of Unattended Aircraft	11
6.5	Waste and Refuse	11
6.6	Intoxicants, Drugs, etc.	11
6.7	Disabled Aircraft	12
6.8	Full Control of Aircraft Required	12
6.9	Taxiing Into or Out of Hangars	12
6.10	Starting, Running, and Warming of Engines	12
6.11	Proper Consent and Authority Required	12
6.12	Accident Reports	12
6.13	Damage to Airport Property	12
6.14	Glider Operations	12
7.	Air Traffic Regulations	12
7.0	Traffic Pattern	12
7.1	Holding	12
7.2	Takeoff and Landing	12

7.3	Aerobatics	13
7.4	Safety	13
8.	Aircraft Fueling and Defueling	13
8.0	Prohibited While Running Engine	13
8.1	Smoking Prohibited	13
8.2	Operating Electrical Switches Prohibited	13
8.3	Grounding of Electrical Potential Required	13
8.4	Attendant Required When Passenger in Cabin	13
8.5	Static Spark Material Prohibited	13
8.6	Adequate Fire Extinguishers	13
8.7	Prohibited When Gasoline on Ground	13
8.8	Maintenance of Equipment	13
8.9	At Least 50 Feet from Building	13
8.10	Electrical Storms	13
8.11	NFPA 407 and ATA 103	14
		13
9.	Obligations of Tenants	14
9.0	Commercial Activities	14
9.1	Assigning of Hangars	14
9.2	Energy Conservation in Hangars	14
9.3	Aircraft Washing Prohibited	14
9.4	Good Housekeeping	14
10.	Police and Security	14

AHN Rules and Regulations

11.	Fire and Explosions	14
12.	Medical	14
12.0	Sickness	15
12.1	Accidents	15
12.2	Ambulance Service	15
13.	Airport Liability	15
14.	Indemnification	15
15.	Penalties	15

Rules and Regulations
Athens-Ben Epps Airport (AHN)
Athens, Georgia

1. Definitions

1.0 Airport- All lands within the legal boundaries and under the control of the Athens - Clarke County Unified Government.

1.1 Person- Any individual, firm, partnership, corporation, flying club, joint stock association, or body politic, and includes any trustee, receiver, assignee or similar representative.

1.2 Authority- The Clarke County Airport Authority.

1.3 Minimum Standards- The qualifications established herein, as amended from time to time by the Authority, upon recommendation of the Airport Manager, setting forth the minimum requirements to be met as a condition for the right to conduct any aeronautical activity on the Airport.

1.4 Aeronautical Activity- Shall mean any activity conducted for profit which involves, makes possible, or is required for, the safety of such operations and shall include, but not by way of limitation, all activities commonly conducted on Airports, such as charter operations, pilot training, aircraft rental and sightseeing, aerial advertising and surveying, air carrier operations, aircraft sales and service, sale of aviation petroleum products, whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sale of aircraft, parts, sale and equipment and any other activity which, because of its direct relationship to the operation of aircraft, can be regarded as an aeronautical activity.

1.5 Paragraph Headings- The paragraph headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision or article of these regulations.

2. General Rules and Regulations

2.0 Authority- The Clarke County Airport Authority shall at all times have authority to take such actions as may be necessary to safeguard the public in attendance at the Airport.

2.1 Operations- The Authority may suspend or restrict any or all operations without regard to weather conditions whenever such action is considered necessary in the interest of public safety.

2.2 Additions- The Authority shall make such rules and regulations in addition to those herein provided, as shall be required in any emergency.

2.3 Aircraft- No person shall navigate any aircraft over, land upon, or fly the same from, or service, maintain, or repair any aircraft on the Airport, or conduct any operations on or from the Airport otherwise in conformity with the requirements herein contained and those regulations established by the FAA.

2.4 Air Traffic Rules- The air traffic rules as established by the FAA are hereby adopted by reference and made a part hereof as though they were fully contained herein.

2.5 Conduct of Business

A. Commercial Use- No person shall use the Airport as a base or terminal for the carrying on of commercial aviation, or the carrying of passengers, freight, or mail, or for student flying, communications, or other commercial purpose of transportation without first obtaining approval from the Authority.

B. Concessions- No person shall engage in the sale of refreshments or any other commodity, gasoline, oil, etc., or of service, or solicit funds from the public or display signs, advertisements, hand-bills, circulars, printed or written matter at the airport except with the written approval of the Authority and in the manner prescribed by the Airport Manager and upon payment of the rates and charges specifically agreed upon by and between the Authority and such person for such use.

2.6 Roads, walks, ramps, aprons, taxiways and runways- No person except employees of the Airport shall enter rented/leased hangars, transformer vault, or any storage room in the hangar except in cases of emergency. This shall include any other airport buildings or structures not leased or used in common with the general public.

2.8 Records- Every company or organization operating at the Airport shall maintain an up-to-date file containing the name, address, telephone number, and occupation for all employees, pilots, and owners of aircraft based on its premises. This information shall be available to the Authority on request.

2.9 Construction, Alterations, Etc.- No person shall do any construction, alteration work, or electrical wiring in or to any existing hangar or building on the airport without obtaining written permission from the Authority .

2.10 Dogs or other Animals - Dogs or other animals brought upon the Airport premises must be restrained by a leash or confined in such a manner as to be under control at all times.

2.11 Lost Articles- Any person finding lost articles shall turn them into the Airport Manager's office.

3. Motor Vehicles and Mobile Equipment

3.0 Safety- No person shall operate any motor equipment on the Airport except in a safe and reasonable manner and in conformity with directional and instructional signs. Anyone operating on the AOA must successfully attend and pass the airport's Ground Vehicle Operations Class.

3.1 Landing Areas- No person may drive a vehicle along any runway unless specifically authorized by airport management and ATC.

3.2 Right-of-way- All aircraft shall have the right-of-way over vehicular traffic.

3.3 Speed, etc.- All motor vehicles operating on the AOA shall not exceed 15 m.p.h..

3.4 Accident- All accidents and witnesses thereto in which a motor vehicle or mobile equipment is involved shall be reported promptly to the Airport Manager.

3.5 Parking- Vehicles and equipment shall not be parked on the Airport other than in authorized parking areas.

3.6 Intoxication- No person under the influence of liquor or narcotic drugs shall operate a motor vehicle or mobile equipment on the Airport.

3.7 Repairs to automobiles- No person shall be permitted to make repairs to an automobile on the airport, except emergency repairs necessary to get the automobile to a garage or otherwise off the airport. Washing of automobiles shall not be permitted under any conditions. This does not include Airport Maintenance vehicles and equipment.

4. Rules of Conduct

4.0 Disorderly Conduct- No person shall commit any disorderly, obscene, or indecent act or commit any nuisance on the Airport.

4.1 Property Damage- Tenants shall be responsible for all damage to the Airport caused by the intentional or negligent acts of the lessee, its employees, agents, suppliers, or its invitees.

4.2 Firearms, explosives, and flammable materials- No person except law enforcement officers, duly authorized, Airport and air carrier employees or members of the armed forces of the United States on official duty shall carry any firearms, explosive, or flammable material on the Airport without written permission of the Authority .

4.3 Sanitation

A. No person shall deposit garbage, papers, refuse or other materials on the Airport except in the receptacles provided for that purpose.

B. Only garbage generated at the airport shall be placed in the airport trash dumpsters and receptacles.

5. Fire Hazards

5.0 Smoking- No person shall smoke within the fenced area of the airport or less than 50 feet from any aircraft or storage area for inflammable materials.

5.1 Cleaning Aircraft- No person shall use flammable volatile liquids in the cleaning of aircraft, aircraft engines, propellers, and appliances or accessories unless such cleaning operations are conducted in open air, or in a room specifically set aside for that purpose, which room shall be properly ventilated, fire-proofed, and equipped with adequate and accessible fire extinguishing apparatus. "Danger - no smoking" signs are to be posted at such areas, observing a minimum distance of 50 feet.

5.2 Open Flame Operations- No person shall conduct any open flame operations in any hangar or parts thereof or any place on the airport unless specifically authorized by the Authority.

5.3 Storage of flammable materials- No person shall keep, store, or discard any flammable liquids, gases, signal flares, or other similar materials in the hangars or in any other building on the airport, provided however, that such materials may be kept in aircraft in the proper receptacles installed in the aircraft for such purposes or in rooms or areas specifically approved for such storage by the Airport Manager.

5.4 Lubricating Oils- No person will keep or store lubricating oils in or about the hangars; provided that such materials may be kept in aircraft or in proper receptacles installed in the hangar for such purposes or in containers provided with suitable draw-off devices. Drip pans may be used provided residual oil isn't allowed to accumulate.

5.5 Cleaning fluids- No person shall use volatile flammable substances for cleaning floors in the hangar or in other buildings on the Airport.

5.6 Doping and Painting- Doping and painting processes shall be conducted only in designated and properly designed fireproof and ventilated rooms or buildings in which all illumination, wiring, heating, ventilation equipment, switches, outlets and fixtures shall be spark proof. No person shall enter or work in such area unless such person wears spark proof shoes/clothes. Paint shops shall meet all local, state and federal regulations for such facility.

5.7 Fire Equipment- No person shall remove or cause to be removed from its holder, container, reel, or bracket any equipment used in fire prevention except in case of an emergency or fire.

5.8 Obstructions- All fire doors, hangar doors, sprinkler risers, fire boxes, fire hydrants, and all fire fighting apparatus shall be kept clear of obstructions at all times.

5.9 Elimination of Fire Hazards- When the Authority has in writing notified or requested any lessee, tenant, or other person on the airport to correct or eliminate any fire hazard for which such lessee, tenant, or other person is responsible, such lessee, tenant, or other person shall correct or eliminate such hazard in the manner and within the time prescribed in the written notification received by him.

6. Aircraft Operations

6.0 Airport Property- All persons having entered upon the airport property shall be governed by the rules and regulations herein prescribed, and by instructions of the Authority relative to the use or occupation of any part of the Airport property.

6.1 Business or Commercial Activity- No person shall engage in any business or commercial activity of any nature whatsoever on the airport except in conformance with the requirements of the Airport Commercial Minimum Standards and authorized by the Authority.

6.2 FAA Air Traffic Rules- The air traffic rules established by the FAA and currently in effect, or as subsequently amended, are hereby adopted by reference and made of part of these rules as fully as if the same and each and all of them were set forth herein.

6.3 Operations of Aircraft- No person shall navigate any aircraft, or conduct any aircraft, or conduct any aircraft operations on or from the Airport otherwise than in conformity with FAA rules and regulations.

6.4 Security of unattended aircraft- No aircraft shall be left unattended on the airport unless properly secured or within a hangar. All based aircraft shall be in tie down or in a hangar. Owners of such aircraft shall be held responsible for any damage resulting from failure to comply with this rule.

6.5 Waste and Refuse- No person shall deposit, dump, cast, throw, or leave any waste, garbage, papers, or other materials from any aircraft, upon the taxiways, operational ramps, or grounds of the Airport.

6.6 Intoxicants, Drugs, Etc.- No pilot or other members of the crew of any aircraft in operation on the airport shall be under the influence of intoxicating liquor or drugs, nor shall any person obviously under the influence of intoxicating liquor or drugs be permitted to board any aircraft except a medical patient under proper care or in case of an emergency.

6.7 Disabled Aircraft- Aircraft owners, their agents, or pilot shall be responsible for the prompt disposal of disabled aircraft and parts thereof on the Airport unless required or directed to delay such action pending an investigation of an accident.

6.8 Full control of Aircraft required- Following a landing or prior to takeoff and while taxiing, the pilot shall assure himself that there is no danger of collision with other aircraft taking off, landing, or taxiing. All aircraft shall be taxied under full control at reasonable speeds.

6.9 Taxiing into or out of hangars- Aircraft shall not be taxied into or out of hangars under any circumstances.

6.10 Starting, Running, and Warming of Engines- No aircraft engine shall be started or run unless a competent operator shall be attending the controls. Under no circumstances is any aircraft engine(s) started or run inside of any hangar or building on the Airport property.

6.11 Proper Consent and Authority Required- No person shall take or use any aircraft, aircraft parts, instruments, or tools thereof owned, or operated by any other person while such aircraft, aircraft parts, instruments, or tools on the airport or within the written consent of the owner or operator thereof, or satisfactory evidence of the right to do so duly presented to the attendant in charge.

6.12 Accident Reports- Witnesses of and participants in any accident on or within the airport shall make a full report thereof to the Airport Manager as soon after the accident as possible, together with their names and addresses.

6.13 Damage to Airport Property- Any and all airport property destroyed, injured, or damaged by accident or otherwise shall be paid for by the party or parties responsible for such destruction, injury, or damage thereto.

6.14 Glider Operations- No unpowered glider or lighter than air operations shall take place from the airport except in cases of emergency or upon the prior written approval of the Airport Manager.

7. Air Traffic Regulations

7.0 Traffic Pattern- Traffic patterns for the airport shall be standard left-hand traffic on all runways.

7.1 Holding- All pilots shall park their aircraft behind the hold short lines to check engines and shall park in such a position that ensures a full view of traffic.

7.2 Takeoff and Landings- All fixed wing takeoffs and landings shall be confined to the runways and all movements of aircraft shall be confined to the hard surface areas. On a case by case basis exceptions may be made by the Authority for occasions such as UGA game days.

7.3 Aerobatics- No aircraft shall be flown within the airport boundaries in maneuvers other than those required in normal operations involving takeoffs and landings.

7.4 Safety- Pilots operating aircraft to and from the airport shall at all times do so in such a manner as to insure the maximum safety to all property and the general public. In the event the Authority has reason to believe that aircraft have been operated in a manner that is not deemed in the best interest of the general public, then the Authority shall exercise its rights as prescribed in Section 15 hereof.

8. Aircraft Fueling and Defueling

Note: All refueling will meet the standards outlined in NFPA 407 and ATA 103.

8.0 Prohibited While Running Engine- No aircraft shall be fueled or drained or fuel while the engines are running, or while such aircraft is in a hangar or enclosed space.

8.1 Smoking Prohibited- No smoking shall be permitted within 50 feet of the aircraft fuel tank while the aircraft is being fueled or being drained of fuel.

8.2 Operating Electrical Switches Prohibited- Operation of electrical switches is prohibited while the aircraft is being fueled or being drained of fuel.

8.3 Grounding of Electrical Potential Required- During fueling, the fuel dispensing apparatus shall be bonded to the aircraft.

8.4 Attendant Required When Passenger in Cabin- No passenger(s) shall be permitted in any aircraft during fueling or draining of fuel unless an attendant is present at or near the cabin door.

8.5 Static Spark Material Prohibited - No person shall use any materials during fueling or draining of fuel that may cause static discharge.

8.6 Adequate Fire Extinguishers- Adequate fire extinguishers shall be within ready reach of personnel engaged in fueling and draining operations.

8.7 Prohibited When Fuel on Ground- No person shall start the engine of any aircraft when there is fuel on the ground under such aircraft.

8.8 Maintenance of Equipment- Fueling hoses and draining equipment shall be maintained in a safe, sound, and non-leaking condition at all times.

8.9 At Least 50 Feet from Buildings- The fueling and draining of aircraft shall be conducted at least 50 feet from any hangar or other building.

8.10 Electrical Storms- No aircraft shall be fueled or drained of fuel when an electrical storm is within the vicinity of the airport. This is at the discretion of the fueller.

8.11 NFPA 407 and ATA 103 – National Fire protection Agency 407 and Airline Transport Association 103 are hereby adopted as part of these regulations.

9. Obligations of Tenants

9.0 Commercial Activities- Tenants shall not carry on any commercial activities unless properly licensed and approved by the Authority and then only after obtaining written permission and proper license certification from applicable local, state, or federal agencies.

9.1 Assigning of Hangars- No persons may assign or sublet their hangars to others. Persons assigning or subletting leased facilities will be in violation of herein of rights and privileges accordingly.

9.2 Energy Conservation in Hangars- No person shall intentionally alter existing wiring, outlets, light fixtures, or switches without written permission from the Airport Manager. Lessees shall exercise reasonable and prudent judgment to conserve energy consumption at all times.

9.3 Aircraft Washing Prohibited- No person shall wash aircraft in hangars, T-hangars, buildings or structures on the airport.

9.4 Good Housekeeping- All lessees on the airport shall keep the floors of the hangars, leased by them respectively, free and clear of oil, grease, garbage, and other flammable materials.

10. Police and Security

All police and security matters will be handled by the Athens Clarke County Police Department (ACC-PD). All disturbances will be reported through the emergency 911 telephone network.

11. Fire and Explosions

All fires and explosions on the airport will be reported via the Emergency 911 telephone network to the Athens Clarke County Fire Department (ACC-FD).

12. Medical

This section concerns personal sickness or accidents not involving aircraft that occur on the airport.

12.0 Sickness- Anyone having or witnessing someone having personal sickness shall contact local EMS via the Emergency 911 telephone network.

12.1 Accidents- All personal or automobile accidents on the airport will be reported via the emergency 911 telephone network to the ACC-PD.

12.2 Ambulance Service- Ambulance expenses incurred by individuals other than airport employees injured in the line of duty will be paid for by the individual or agency concerned. In case where airline personnel call for ambulance service for their passengers arriving on aircraft, the ACC-PD should be notified via the emergency 911 telephone network immediately.

13. Airport Liability

Athens-Clarke County Unified Government or its agents or employees shall not be liable for loss, damage, or injury to persons or property arising from accidents, incidents, or mishaps of any nature whatsoever to any individual, aircraft, or property occurring on the airport or in the use of any of the Airport facilities.

14. Indemnification

The permission granted by the Authority to use the said airport and its facilities shall be at all times conditioned upon the assumption of full responsibility thereof by every person exercising or taking advantage of such permission. It shall be further conditioned thereof that each person as a consideration for the use of said airport and its facilities shall at all times release, hold harmless, and indemnify Athens-Clarke County and and/or its agents and employees from any and all responsibility, liability, loss or damage resulting to any such person or caused by or on his behalf and incident to the manner in which the airport is operated, constructed, maintained, or served from within or without. The use of said airport by any person for any purpose or the paying of any fees therefore or the operation of aircraft thereon shall be in itself an acknowledgment that such persons accept such privileges on the conditions herein set forth. All airline operators, pilots, commercial operators or other persons shall use the Athens-Ben Epps Airport at their own risk; and in case of failure of field lights or any other Airport owned equipment, the Authority will not assume the responsibility.

15. Penalties

Any person operating or handling any aircraft, operating any vehicle, equipment or apparatus or using the airport or any of its facilities in violation to any of these rules and regulations contained herein or refusing to comply therewith may be promptly removed from the airport by or under the authority of the Authority or turned over to State, County, or City Courts having proper

jurisdiction and such person may be deprived of and refused the further use of the Airport and its facilities for such length of time as may be required to insure the safeguarding of the same and the public and its interests therein.