

Grand Forks International Airport

Rules and Regulations

August 1, 1995

GRAND FORKS REGIONAL AIRPORT AUTHORITY
RULES AND REGULATIONS
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SUMMARY OF CHANGED MATERIAL

11/1/98 Added subparagraph 10.10 *Consolidated Fuel Farm*
1/6/02 Added section 11 *Flying Clubs*; renumbered subsequent section

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Rules and Regulations

Grand Forks International Airport

SECTION 1 - AUTHORITY

1.01 Airport Authority

The Grand Forks Regional Airport Authority (hereinafter "Authority") is an incorporated political subdivision of the State of North Dakota. The Authority was established in accordance with Chapter 2-06 of the North Dakota Century Code. The Authority owns and operates the Grand Forks International Airport (hereinafter "Airport").

1.02 Board of Commissioners

The Authority is governed by a Board of Commissioners (Authority Board) consisting of five (5) members, three (3) of whom are appointed by the City of Grand Forks, and two (2) who are appointed by the County of Grand Forks. The Authority office is located at 2787 Airport Drive, Grand Forks, North Dakota, 58203.

1.03 Executive Director

The daily operations of the Authority and the Airport are under the direction and control of the Executive Director of the Authority, who is appointed by the Board. The Executive Director shall, at all times, have the authority to take such action to protect and safeguard all persons and property and to control operations or any other activity at the Airport as may be necessary. Whenever these Rules and Regulations require permit or allow for action to be taken by the Authority, such action shall be taken by and through the Executive Director of the Authority or his designated representative.

1.04 Establishment of Rules and Regulations

These Rules and Regulations are established and enforced in accordance with Chapter 2-06-12 of the North Dakota Century Code and Chapter 20 of the Grand Forks City Code. When a specific rule or regulation is in implementation of an ordinance of the City of Grand Forks, the ordinance is cited to indicate that a violation of the rule or regulation may also be a violation of the ordinance.

SECTION 2 - PURPOSE AND SCOPE OF RULES AND REGULATIONS

2.01 Purpose

In order to fulfill the obligations imposed by Federal, state, and local governments on owners and operators of public airports, the Authority has adopted the following Rules and Regulations to promote the safe use and operation of the Grand Forks International Airport ("the Airport") and the development of Airport facilities and services to meet the needs of the regional community.

2.02 Scope

The following Rules and Regulations shall govern the use, operations and maintenance of the Airport and the operation of Aircraft flying within the vicinity of the Airport, other than such conduct or activity specifically regulated or controlled by Federal or State statutes or regulations. The following Rules and Regulations are believed to be in conformity with all applicable Federal and State statutes, regulations and directives, and City ordinances. However, in the event of any conflict with these Rules and Regulations, such statutes, regulations, directives and ordinances shall control and supersede.

2.03 Conflicts

In the event of any conflict between these Rules and Regulations and the provisions of a written lease or other written agreement between the Authority and other parties, the provisions of the written lease or the written agreement shall control.

2.04 Effective Date

These Rules and Regulations, as amended from time to time, shall be effective as of the first day of the month following adoption by the Authority Board unless otherwise specified in the Authority Board's adopting resolution. These Rules and Regulations shall supersede all Rules and Regulations, if any, previously in effect.

2.05 Amendments

The Authority may amend or change these Rules and Regulations at any time without notice in order to comply with law. Minor technical changes may also be made to any provision hereof, without notice, for clarification purposes but not for the purpose of changing the meaning. Further, the Authority may add to, repeal or amend any of these Rules and Regulations in accordance with the Authority's "Procedure for Adoption of Rules and Regulations."

2.06 Notice to Public

The complete text of all Rules and Regulations adopted by the Authority shall be maintained at the principal offices of the Authority, and shall be available during business hours for inspection and copying by any member of the public at their cost. Public notice of the existence of these Rules and Regulations and of the right to inspection shall be in accordance with the Authority's "Procedure for Adoption of Rules and Regulations."

2.07 Distribution

Copies of these Rules and Regulations may, from time to time, be provided to those persons using the facilities of the Airport on a daily or frequent basis as an air carrier, fixed base operator, lessee, franchisee or common surface carrier, or other commercial operator authorized to conduct business on the Airport. Distributions shall be accomplished pursuant to the provisions of written lease/use agreements with the Authority or by U.S. Mail.

SECTION 3 - DEFINITIONS

3.01 Aircraft

A device that is used or intended to be used for flight in the air. For the purpose of this document, whenever a Vehicle is attached to an Aircraft for the purpose of moving the Aircraft, the two shall be considered as one Aircraft.

3.02 Aircraft Movement Area

All Runways and Taxiways as located on the Airport.

3.03 Airport

Airport shall mean the entire real property owned, leased or under the control of the Grand Forks Regional Airport Authority, whether or not such property is contiguous to the principal portion of the Airport, together with the Airport Traffic Area lying over such real property, situated in the County of Grand Forks, North Dakota.

3.04 Air Operations Areas (AOA)

The Air Operations Areas shall be all areas of the Airport within the perimeter fencing exclusively reserved for the operation, placement, movement and storage of aircraft and all areas adjacent thereto as defined by FAA regulations and/or the Executive Director.

3.05 Airport Operations

The division within the Airport organizational structure responsible for monitoring and controlling daily airport activities and functions.

3.06 Intentionally Omitted.

3.07 Commercial Activities

Commercial Activity is defined as any activity conducted at or from the Airport for the purpose of securing earnings, income, compensation, or profit, whether or not such objective is actually accomplished.

3.08 General Aviation

General Aviation shall mean all business, private, recreational, educational, and agricultural aeronautical activities but shall specifically exclude commercial cargo and scheduled passenger air carrier service performed pursuant to Federal Aviation Regulations.

3.09 Intentionally omitted.

3.10 Minimum Standards

Minimum Standards of conducting commercial activities on the airport established by the Authority under separate document.

3.11 Parking

The stopping of a Vehicle or Aircraft, whether accompanied or unaccompanied by the operator thereof, and whether engine is on or off, or transmission is in "neutral" or "park".

3.12 Person

Person shall mean an individual and, when appropriate, any firm, partnership, corporation, limited liability company, association, or other type of entity.

3.13 Ramp / Apron Areas

Portions of the Air Operations Area designated and made available, temporarily or permanently, by the Authority for the loading and unloading of passengers or cargo on and off Aircraft, and the storage of Aircraft.

3.14 Runway

A defined rectangular area designated for landing and takeoff of Aircraft.

3.15 Stopping

Any halting, even momentarily, of a Vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or traffic control sign or signal.

3.16 Taxiway

A surface designed to provide Aircraft access between the Runways and other areas of the Airport, including the General Aviation and Terminal Apron areas.

3.17 Terminal

Terminal shall mean the building designed as the passenger terminal building at the Airport.

3.18 Vehicle

Every device in, upon, or by which any Person or property is or may be transported or drawn upon land, excepting devices used exclusively upon stationary rails or tracks, or wheel chairs.

3.19 Other Terms

All definitions included in FAA regulations or directives, if applicable to operations conducted at Grand Forks International Airport, shall be included herein by reference.

SECTION 4 - GENERAL RULES AND REGULATIONS

4.01 Closed or Restricted Areas (Ordinance 20-0115)

No Person shall enter any area of the Airport posted as "closed" or "restricted" or "no trespassing" nor shall any person pass beyond the perimeter fence protecting the Air Operations area, except:

- a. Authority employees or agents assigned to duty therein.
- b. Persons so authorized by the Authority.
- c. Passengers under appropriate supervision entering the Apron Areas only for the purpose of entry to or exit from parked Aircraft.

4.02 Solicitation of Funds (Ordinance 20-0110 (2)).

No Person shall solicit funds for any purpose, or offer any merchandise or services for sale, on the Airport without the prior written permission of the Authority or, with respect to leasehold interests, the leaseholder of exclusively leased areas of the Airport.

4.03 Signs, Advertisements, Circulation of Printed Matter (Ordinance 20-0110.(2)).

No Person shall post, distribute or display signs, advertisements, circulars, printed or written material at the Airport except with the prior written approval of the Authority and in such manner as may be prescribed. Interior portions of exclusively leased areas of the Airport are excluded from this section.

4.04 Travel Areas (Ordinance 20-0111)

Other than emergency or Authority service vehicles, no Person shall:

- a. Traverse on Airport property other than on roads, walks or places provided for the particular class of traffic.
- b. Use the roads or walks in such manner as to hinder or obstruct their proper use.

4.05 Animals and Birds (Ordinance 20-0112)

Terminal Areas:

- a. No Person shall enter the Airport's passenger terminal building or apron areas with a dog, cat or any other animal, bird or other living creature, except a "seeing eye or ear" dog, or other service animal, restrained by leash or harness, unless such animal is confined to a Vehicle or shipping container.
- b. No person shall enter the Airport's Air operations Area with any dog, cat, other animal unless such animal is at least restrained by a leash, harness or other means of actual physical control.

- c. The foregoing restrictions do not apply to search dogs used by and under the control of law enforcement personnel in the performance of their duties.

4.06 Personal Property

- a. No Person shall abandon any personal property on the Airport. Property so abandoned shall be disposed of in the manner prescribed by state statutes or city ordinances.
- b. Any Person finding any lost article may refer the article to the Airport Operations Center. Lost articles found in exclusively leased areas of the Airport are to be turned into the leaseholder.
- c. Persons using the Airport do so at their own risk. In the absence of negligence, the Authority shall not be responsible for any loss, damage, theft or destruction of personal property.

4.07 Disorderly or Indecent Conduct (Ordinance 9-0201)

No Person shall commit any loud, disorderly, obscene, indecent or unlawful act or commit any public nuisance upon the Airport.

4.08 Prohibition Against Gambling

No gambling shall be conducted and no gambling device shall be operated at the Airport unless such activity is approved by the Authority in writing and performed in accordance with Article 3 of the Grand Forks City Code.

4.09 Disposal of Trash (Ordinance 20-0113)

No Person shall dispose of trash, garbage, paper, junk, debris or other refuse or materials except in containers and at locations designated for that purpose.

4.10 Destruction of Property (Ordinance 9-0211)

No Person shall destroy, vandalize, injure, or disturb in any way any room, building, sign, equipment, pavement, marker or other structure, tree, flower, lawn or other public property on the Airport.

4.11 Transportation of Firearms, Ammunition or Explosive Materials

No Person, except duly sworn peace officers in the performance of their duties, or members of the Armed Forces of the United States on official business, shall bring, carry or transport onto the Airport any firearms, ammunition or explosive materials without the written permission of the Authority, except:

- a. Air carrier passengers may carry sporting arms to the baggage check-in area if cased, unloaded (without ammunition) and in compliance with all air carrier regulations.

b. General Aviation aircraft operators may bring sporting arms into the General Aviation portions of the Air Operations Area if cased and unloaded (without ammunition) for the purpose of placing the arms in their aircraft prior to flight departure.

c. Air Cargo Operators may bring arms, explosives, and other hazardous materials on to the Airport for shipment in accordance with applicable Federal Transportation Regulations.

4.12 Damage to Persons or Property

The Authority is not an insurer of the safety of persons or property at the Airport, and the Authority assumes no liability or responsibility for loss, injury or damage to persons or property on or at the Airport by reason of fire, theft, vandalism, collision, or acts of third-parties beyond the control of the Authority and its employees.

4.13 General Insurance Requirements

Persons engaged in Commercial Activities, or basing an aircraft, at the Airport will be required to obtain and continuously maintain insurance coverage that is determined by the Authority to cover the risks associated with the commercial activity, or airport use, that is being undertaken. As a general rule, the insurance requirements will follow the types of coverage and the limits of coverage set forth in the Authority's Airport Insurance Requirements or in airport use / rental / lease agreements with the Authority. Except in unusual cases, a commercial operator, or airport user, can expect that the Authority will require that it be named as an additional insured" or a "named additional insured" on a commercial operator's or airport user's insurance policy. A certificate of insurance will be required from the insurer showing the types of insurance and the limits of coverage afforded under the insurance policies issued to the commercial operator which certificate must also show that the insurance is non-cancelable except upon 30-days prior written notice to the Authority.

4.14 Fire and Extended Coverage Insurance

Persons leasing Airport property shall procure and keep in force insurance covering the full replacement value of the improvements located upon leased premises including coverage against loss and damage by fire, natural disasters, and aircraft.

4.15 Environmental Protection

Persons using Airport property, and facilities located on Airport property, shall ensure that their activities are in strict conformance with Federal, State, and local environmental protection regulations. Persons authorized to store and use flammable, hazardous, or other environmentally incompatible chemicals or substances as a part of their Airport activities shall furnish insurance or other security against environmental impairment risks as required by the Authority, or State or Federal Government. Liability for fines, restitution and/or cleanup shall rest solely with the Tenant, Lessee, Operator or other user of Airport facilities.

4.16 Prohibitions on Smoking

Smoking shall be prohibited:

- a. In any place where smoking is specifically prohibited by signs.
- b. In the Air Operation Area of the Airport.
- c. Within twenty-five (25) feet of any fuel tender not in motion.
- d. Within fifty (50) feet of any fueling operation in progress.
- e. Any area where prohibited by OSHA, Federal, State, or any other agency with jurisdiction over the Airport.
- f. In all Authority owned or operated buildings except in designated smoking areas, if any. Smoking inside buildings exclusively leased from the Authority shall be controlled by the leaseholder.

4.17 Lease or Permit Required (Ordinance 20-0110)

No Person may engage in Commercial Activity on or from the Airport, including the transportation of people, cargo, mail or freight by Aircraft or Vehicle, without a written lease or use agreement, or permit from the Authority. Such lease, use agreement or permit shall set forth the terms, rentals, and other fees, and insurance requirements for the commercial activity.

4.18 Legal Non-Conforming Use

Intentionally omitted.

SECTION 5 - MOTOR VEHICLE REGULATIONS

A. General

5.01 State and Local Law, Federal Regulations

Motor vehicles shall be operated on the Airport in strict compliance with the motor vehicles law of the State of North Dakota and ordinances of the City of Grand Forks and applicable Federal Regulations.

B. Specific Regulations Covering Operation of Vehicles at the Airport.

5.02 Vehicle Parking (Ordinance 20-0119 & 20-0122)

- a. Vehicles shall not be Parked at the Airport in any manner or in any location prohibited by traffic signs, markings or other means of indicating that parking is prohibited.
- b. Parking vehicles (unattended) in areas used for taxiing, landing, takeoff, and parking of Aircraft is prohibited.

- c. Vehicles clearly identified and marked as belonging to operators of any Commercial Activity authorized to do business at the Airport pursuant to written agreement may be Parked (unattended) adjacent to their business facilities as long as such parking does not interfere with aircraft or aviation related operations.

5.03 Requirement for Driver's License (Ordinance 8-0202)

No Person shall operate any Vehicle or other mechanized equipment anywhere upon the Airport unless in possession of a valid driver's license or other vehicle operating permit issued by the States of North Dakota or other state that enables a person to legally operate a motor vehicle. Operation of snow removal or lawn care equipment on exclusively leased property is excluded.

5.04 Driving under the Influence (Ordinance 8-0205 / FAR Part 91.17)

No Person shall operate any Vehicle, Aircraft, or other mechanized equipment upon the Airport while under the influence of alcohol, narcotics or other drugs.

5.05 Loading and Unloading Zones (Ordinance 20-0119)

No Vehicle shall load or unload at any place other than that specified or designated by the Authority or the leaseholder of exclusively leased areas of the Airport.

5.06 Speeding (Ordinance 20-0117)

Motor Vehicles shall be operated on established streets, roadways and driveways at the Airport in a careful and safe manner and in strict compliance with speed limits posted on traffic signs.

5.07 Accident Reports (Ordinance 20-0118)

All accidents and names of witnesses thereto, in which a Motor Vehicle or Mobile Equipment is involved, shall be reported by the driver or drivers involved promptly to the City of Grand Forks Police Department and the Authority.

C. Air Operations Area Access (FAR Part 107/139):

5.08 Access Authorization for Individuals

Persons having a demonstrated operational need to access portions of the Air Operation Area of the Airport may request authorization for this purpose. Such authorization will be issued by the Authority, upon determination of need with access specifically restricted to authorized areas. Authorization shall be in the form of a nontransferable access card that will remain valid until turned in by the operator or revoked by the Authority.

5.09 Vehicle Access Authorization

To insure compliance with FAR Parts 107 & 139, only Vehicles registered with Airport Operations or vehicles of tenants engaged in aviation activities that are clearly marked with tenant's name or logo shall be allowed to operate in the Air Operations Area of the Airport.

Persons desiring to operate unescorted vehicles or equipment in the air operations area shall receive airside driver's training before authorization to operate vehicles is approved. Approved training may be obtained through Airport Operations or as a part of a commercial operator's or leaseholder's employee training program.

Vehicles eligible to operate in the Air Operations Area shall include, but not be limited to, automobiles, trucks, ambulances, hearses, buses and construction equipment. Use of bicycles, motorcycles, motor scooters, snowmobiles, and other similar vehicles is prohibited. Automatic gate users must stop after passing through such gates and wait until the gate closes before leaving the area. This is to preclude unauthorized follow-through in accordance with FAR Part 107 Airport Security.

5.10 Access to Air Operations Area from Lease Sites

Where access to the Air Operations Area can be obtained through gates, or doors of buildings, located on a leasehold site at the Airport, the leaseholder (operator) is responsible for controlling AOA access. The leaseholder shall establish procedures, subject to the approval of the Authority, that will insure compliance with access control provisions in Federal Safety and Security Regulations and the Authority's Airport Security Plan. As a minimum, those procedures shall limit AOA access through leasehold areas to those persons having a demonstrated operational need. Leaseholders are responsible for verifying that such a need exists and that the access permission being granted is consistent with the Leaseholder's business on the airport.

5.11 Authorized Areas

Operation of authorized Vehicles in the Air Operations Area, and the persons operating those vehicles, are restricted to the areas designated at the time Apron Access Application is approved by Airport Operations.

5.12 Two-Way Radio Requirements

Vehicles authorized to use the Aircraft Movement Area, must be equipped with a functioning two-way radio capable of communication with the Air Traffic Control Tower on the currently active Ground Control frequency or be escorted by a vehicle so equipped unless another method of communication is approved by the Executive Director and the Control Tower.

5.13 Vehicle Requirements for Beacon

Vehicles authorized to operate in the Aircraft Movement Area shall be equipped with a functioning flashing or rotating amber beacon, rated at not less than 500,000 CP, mounted upon the highest part of the Vehicle. This beacon must be in operation at any time the Vehicle is in the Aircraft Movement Area of the Airport.

5.14 Vehicle Flag Use

Vehicles requesting daylight operation only may substitute a three foot square flag consisting of nine squares of alternate aviation orange and white for the beacon required in Section 5.11.

5.15 Vehicle and Aircraft Control by Control Tower

No Vehicle shall cross or operate in the Aircraft Movement Area of the Airport without specific approval for each trip from the Air Traffic Control Tower. During hours that the Tower is closed, Vehicles desiring to cross or operate in the Aircraft Movement Area must obtain authorization to do so from the Airport Operation Center.

5.16 Vehicle Speed

No vehicle, except emergency vehicles, shall exceed fifteen (15) miles per hour on any Apron area.

5.17 Liability for Damage, Destruction, Injury, and Death

Person or agencies receiving authorization to operate in any of the Air Operations Areas of the Airport shall be solely responsible for damage or destruction of Airport property or the property of others and for injury or death to persons resulting from their actions. Access card holders shall also be solely responsible for injury to any accompanying person(s) in the Air Operations Areas, resulting from their actions.

Persons or organizations accepting authorized access to the Airport's Air Operation Areas, and signing the application, agree that they understand and will abide by these Rules and Regulations. Those same persons and agencies agree to hold the Grand Forks Regional Airport Authority, its commissioners, and employees harmless in the event of damage to or destruction of personnel property; personal injury; or injury to accompanying persons, while operating in the Air Operations Area of the Grand Forks International Airport.

SECTION 6 - AIRCRAFT OPERATIONS

A. General

6.01 General Conduct

All aeronautical activities at the Grand Forks International Airport and all Aircraft arriving at or departing from the Airport, or in the airspace constituting the Airport Traffic Area, shall be conducted in conformity with the current provisions of the Federal Aviation Regulations as issued by the Federal Aviation Administration and the laws of the State of North Dakota.

6.02 Suspension or Restriction of Aircraft Operations

The Authority may close (shut-down) the runways at the Airport and suspend the use thereof for reasons of safety, repair maintenance, expansion or such other reasons as determined by the Authority.

6.03 Unlicensed Aircraft - Parking, Tie-down or Storage

All Aircraft Parked, tied down, or stored on the Airport shall have a valid Federal or experimental registration (license) unless exempt from registration by law. Failure to display such registration upon request shall be grounds for immediate eviction from the Airport.

B. Taxiing and Flight Rules:

In addition to the following, all aircraft movement activities shall be controlled and conducted in accordance with FAR Part 91 Subparts A and B and instructions in the Airman's Information Manual.

6.04 Registration of Aircraft

All Aircraft hangared, Parked, or remaining on the Airport shall be registered with the Authority at its Operations Center giving owner(s) name(s), address(es), phone numbers (permanent and local), Aircraft type, aircraft registration number, and location of Aircraft at the Airport. The owner and/or operator of any Aircraft remaining on the Airport for more than thirty (30) consecutive days, shall be required to present evidence of comprehensive general liability insurance coverage affecting the operation of said Aircraft in accordance with Section 4.13.

6.05 Permits for Air Shows

No air shows, air meets, fly-ins, aerial demonstrations, aerobatics, static displays or other special activities shall be held at or over the Airport without prior written permission of the Authority, FAA Flight Standards and Air Traffic Control. No such permission shall be granted unless and until the applicant shall have secured insurance protection in an amount specified by the Authority and with the Authority named as "additional insured", or as "named additional insured" as determined by the Authority based on an analysis of the risks involved in the proposed activity. Such insurance and application shall be presented at least 30 days in advance of the date of the event. The time period covered by the insurance shall be such that coverage is extended for the time required for setting up for the event and for the take-down/cleanup activities. The Authority reserves the right to refuse such permission at its sole discretion.

6.06 Aircraft Taxi Control

During hours of Tower operation, pilots will taxi their Aircraft into the Aircraft Movement Area of the Airport only after they have received clearance from the Airport Control Tower.

During hours that the Airport Control Tower is closed, the taxiing of an aircraft into or in the Movement Area shall only be done after the pilot of the aircraft has a determined that such movement can be accomplished without endangering other aircraft, vehicles, or persons.

6.07 Aircraft Taxi Speeds

Aircraft shall be taxied on Aprons and T-hangar Taxiways at a speed equal to a brisk walk.. Taxiing will be done with due regard for other Aircraft, Vehicles, persons and property.

6.08 Aircraft Taxi Procedure

No Aircraft shall taxi in such a manner so as to cause its wing or tail section to overhang any fixed field installation such as fences, buildings, hangars or mobile equipment such as fuel tenders, carts, automobiles or other Aircraft.

6.09 Takeoff and Landing

Takeoffs and landings shall be made only on the Airport's designated Runways. The FAA Air Traffic Control Tower may use the Airport's Taxiways for routine aircraft operations with the prior approval of the Executive Director or his designee and the issuance of the appropriate Notice To Airmen (NOTAMS). The grass areas of the Airport are not designed to accommodate the landing or take off of fixed wing aircraft and there use for this purpose is prohibited. Helicopters may land in the grass areas of the airport, at their own risk, with the permission of the Air Traffic Control Tower. The pilot in command of an aircraft having declared an emergency may use any portion of the airfield to accomplish the aircraft landing solely at his/her own risk.

6.10 Runway Use Procedures:

a. During Hours of FAA Control Tower Closure

To insure a maximum level of safety, each person conducting aircraft operations to or from the airport, during hours of Control Tower closure, shall conduct their activities in accordance with the procedures in FAR Part 91.127, and the Airman's Information Manual.

b. During Hours of Control Tower Operation:

During the hours that the FAA Control Tower is open and providing air traffic services, all aircraft landings and takeoffs will be in accordance with FAR Part 91.129, the Airman's Information Manual and Air Traffic Control directions.

C. Aeronautical Ground Rules

6.11 Restrictions on Aircraft Start-up

A qualified pilot or mechanic shall be at the controls of all Aircraft whenever the engine is operated. Under no circumstances shall an Aircraft engine be started or allowed to run with no one at the controls.

6.12 Restriction on Engine Run-up

All maintenance run-ups and new engine break-ins are to be performed in areas designated by the Authority with the exhaust or engine blast directed away from buildings and other aircraft. Requests to add or relocate designated run-up areas are to be submitted to the Executive Director's office for approval prior to initiating activities.

6.13 Disposition of Aircraft Parts

The Aircraft owner, at such owner's sole cost, shall promptly remove and dispose of any wrecked aircraft or aircraft parts from the Airport. Storage of salvage aircraft is permitted only inside buildings located on exclusively leased areas of the Airport. In the event it is necessary for the Authority to remove such Aircraft or Aircraft parts for the good of the Airport, such removal shall be at the owner's expense. The Airport Authority, Board, its officers employees and agents shall not be liable for any damage which may result in the course of such removal.

6.14 Unattended Aircraft

No Aircraft shall be left unattended on the Airport unless tied down, chocked, or otherwise appropriately secured or hangared. Owner's of Aircraft not so secured shall be responsible for any and all damage resulting from failure to comply with this provision.

D. Aircraft Maintenance

6.15 General

All Aircraft maintenance, commercial or by owner, including maintenance of engines and components, shall be performed, and all registered aircraft maintained, in accordance with FAR Part 91 Subpart E. All maintenance on the airport shall be performed by Persons having all required certificates, permits, and authorization from the Authority to perform such service on Airport property. Aircraft maintenance shall be performed only in areas or buildings designated for such purpose by the Authority in accordance with a lease or operating agreement between the Authority and the Operator. All Aircraft maintenance activities shall be conducted in accordance with uniform building and fire codes. The storage of non-airworthy aircraft for parts salvage is prohibited unless such storage is inside building(s) on exclusively leased areas of the Airport.

6.16 Aircraft Self-Fueling and De-Icing

All self-fueling of Aircraft shall be in accordance the airport's Fire Safety/Fuel Handling Standards and Minimum Standards of operation. De-icing of Aircraft shall be performed in accordance with State and Federal environmental regulations, and airport operating procedures, and only in areas designated for such purpose by the Authority.

SECTION 7 - TIE DOWNS AREAS

7.01 Tie-Down Responsibility

Each pilot is responsible for securing his/her own Aircraft. While Authority, or FBO, employees may assist the pilot upon request, the method used to tie-down an Aircraft and the duty of inspection to make sure that the Aircraft is properly tied-down, and meets the standards of the pilot, is the responsibility of the Pilot.

7.02 Supplying of Ropes

Pilots are expected to supply their own Aircraft tie-down ropes. In cases where tie-down ropes are provided by the Authority, or FBO, it is the duty of the pilot to inspect the tie-down ropes and to determine whether the ropes are adequate under the circumstances, and to reject ropes that, in the pilot's judgment, are inadequate.

7.03 Defects

Aircraft owners and pilots shall immediately notify Airport Operations personnel upon discovery of any problem or defect associated with tie-down space that could affect the safety or security of their Aircraft.

SECTION 8 - GANG/SPACE HANGARS (Authority Owned Large Hangar Storage)

8.01 Hangar Space Use

Gang/space hangar storage shall be used solely for the storage of Aircraft that are maintained in full compliance with Federal Aviation Regulations. All Persons desiring to have the Authority store their Aircraft in the Airport's gang/space hangars shall have a written rental agreement with the Authority. Only registered Aircraft belonging to the renter of record shall be stored in Authority hangars. . A waiver of the full compliance and airworthiness provisions of this paragraph, not to exceed 90 days in duration, may be granted by the Executive Director when special conditions exist.

8.02 In/Out Service

Renters shall advise the FBO whenever in/out service is required. In/out service shall only be performed by FBO personnel.

8.03 Location in Hangar

Airport Operations and/or FBO personnel shall determine the location for parking of Aircraft in hangars.

8.04 Storage Only

Only Aircraft registered with the Authority are to be stored in the space hangars. No non-Aircraft items, non-airworthy aircraft or vehicles shall be stored or parked in Authority owned hangars.

8.05 Entry

No one is allowed to enter the space hangars except with the permission of Airport Operations or FBO management personnel.

8.06 Prohibition Against Commercial/Industrial Activity.

Users may not conduct any commercial or industrial activity in Authority owned hangars, nor permit the use of Authority owned hangars by others for non-approved uses.

8.07 Maintenance in Authority Gang/Space Hangars.

Owners of Aircraft being stored in Authority owned gang/space hangars are prohibited from performing maintenance on their aircraft in the hangars. Owners of Aircraft stored in this manner may perform only minor Aircraft maintenance in designated ramp areas with the approval of Airport Operations.. Aircraft maintenance in this area is limited to maintenance that would be normally performed by an Aircraft owner without the benefit or assistance of an Aircraft mechanic. Persons conducting authorized maintenance shall be responsible for insuring that their aircraft maintenance activities do not obstruct or create a hazard for other aircraft or Airport users. The Aircraft owner/operator shall insure that appropriate clean up of Apron areas is accomplished before leaving the maintenance area including, but not limited to, the picking up or replacement of parts and clean up of any fluid spills or debris.

In the event the services of a mechanic are required, the aircraft shall be relocated to an authorized maintenance facility on the airport.

SECTION 9 - T-HANGARS

9.01 Use of T-hangar Buildings

T-hangar buildings, Authority or privately owned, are to be used exclusively for the storage of Aircraft that are maintained in full compliance with Federal Aviation Regulations. Persons desiring to use the Airport's T-hangar facility shall have a written rental agreement with the Authority. Only airworthy Aircraft registered with the Airport and belonging to the T-hangar renter, may be stored in Authority owned T-hangars. A waiver of the full compliance and airworthiness provisions of this paragraph, not to exceed 90 days in duration, may be granted by the Executive Director when special conditions exist.

9.02 Storage in Hangars

Only Aircraft registered with the Authority and items immediately incidental to the Aircraft's operation are to be stored in T-hangars.

To minimize conflicts with aircraft, T-Hangar renters are expected to park their personal vehicles in the parking lot adjacent to the T-Hangar area. If necessary, renters may park one (1) personal vehicle in the T-hangar when flying registered Aircraft. Further, if necessary, a second vehicle belonging to a guest of the renter, may be parked in the renters T-Hangar if the guest is accompanying the renter on the trip. Finally, the renter, again if necessary, may park his/her vehicle in the T-Hangar with the registered aircraft when the renter is using commercial airline services. In all cases, however, personal vehicles entering the Air Operations Area (which includes the T-Hangar area) must be registered in accordance with Section 5 of these Rules and Regulations prior to being given access.

9.03 Commercial/Industrial Activity Prohibited

Commercial or industrial activity in or from T-hangars is prohibited.

9.04 T-Hangars Use/Storage/Disposal of Hazardous Materials

No flammable, hazardous, or explosive materials shall be used or stored in Aircraft storage T-hangars or gang/space hangars at any time unless contained within the fuel tanks or engine of the Aircraft. Renters of Airport T-Hangars may store no more than twelve (12) quarts (single engine aircraft) or twenty four (24) quarts (twin engine aircraft) of aviation motor oil in their assigned space. Used oil may not be stored and shall be immediately removed from Airport property after maintenance is performed.

9.05 Maintenance in Authority T-Hangars.

Persons authorized to rent Authority owned T-Hangars may perform only minor Aircraft maintenance as would be normally performed by an Aircraft owner without the benefit or assistance of an Aircraft mechanic. Maintenance processes involving the use of flammable or hazardous liquids, paint, doping compounds, or other finishing materials are prohibited except for the changing of engine oil. In the event the services of an Aircraft mechanic is required, the Aircraft must be relocated to an authorized maintenance facility on the airport..

The Executive Director may authorize the T-Hangar renter, who is an FAA certified aircraft mechanic, to perform major maintenance on his/her privately owned aircraft. Prior to granting written permission, the Executive Director must insure that the maintenance work, and the process used to perform the work, will not endanger other aircraft in the T-Hangar building and inform the renter of any other conditions or restrictions that may be involved in the authorization to proceed. Each maintenance activity situation must be approved on a case by case basis. Each maintenance work authorization shall have a duration of not to exceed 90 days.

SECTION 10 - FIRE PREVENTION/HAZARDOUS MATERIALS

10.01 General Conduct

All Persons using the Airport shall exercise the utmost care to guard against fire or injury to persons or property. Any Person who has knowledge of a fire or other property or life threatening situation shall immediately notify Airport Operations personnel and/or the appropriate emergency assistance providers.

10.02 Compliance with Fire Prevention Signs

All Persons shall observe and comply with the "No Smoking," "Fire Lane" and all other fire prevention signs.

10.03 Storage of Waste or Debris

No rubbish, paper or other waste or debris shall be permitted to be stored in or near any structure, hangar or Vehicle, except in approved metal receptacles, fitted with airtight covers. Storage of oily waste, rags, and other flammable materials is not permitted at anytime on the Airport. Such items shall be promptly disposed of in the place and manner required by applicable environmental regulations.

10.04 Storage of Flammable Liquids

The storage of gasoline, kerosene, ether, liquid oxygen or other volatile liquids in authorized commercial maintenance facilities is limited in quantity to no more than the quantities permitted by building and fire codes. Storage is subject to the written permission of the Authority after demonstrating that storage and proposed use is a necessary part of the maintenance services provided. Storage is also subject to complete compliance with the requirements and recommendations of the Uniform Building and Fire Codes.

The handling, dispensing and storage of aviation and automobile fuels shall be conducted in strict compliance with the Authority's Minimum Standards.

10.05 Removal of Flammable Containers

Empty oil, paint and varnish cans and bottles or other containers shall immediately be removed from the Airport and shall not be allowed to remain on floors, shelves, wall stringers or other locations in or near any structure.

10.06 Care of Hangar Floors

Floors of all hangars shall be kept free of oil and other flammable residue at all times. The use of volatile flammables for cleaning is strictly prohibited.

10.07 Use and Disposal of Hazardous Materials

All hazardous materials, including but not limited to, flammable and/or toxic substances shall be used, stored, and disposed of, in accordance with these Rules and Regulations and all applicable local, State and Federal rules, regulations and laws and at the sole risk of the user. The user of any hazardous substance shall be fully and personally liable for any violation of such rule, regulation, or law along with the cost of any clean-up or damage that may result from such use.

10.08 Aircraft Fueling/Starting Engines

Aircraft must be removed completely from the hangar prior to fueling, de-fueling, or starting the engine. Aircraft-fueling is permitted only in accordance with the Authority's Fire Safety / Fuel Handling Manual.

10.09 Aircraft Maintenance Activities

Use of open flames or highly heated parts is not permitted in designated Aircraft maintenance facilities until all other Aircraft and all flammable/explosive materials have been removed from the hangar and adequate fire extinguishing equipment is readily available. Cleaning of engine parts or Aircraft parts shall be done with non-flammable liquids or in designated open air areas.

10.10 Consolidated Fuel Farm

Vehicle engines/motors must be turned off prior to beginning fueling operations. Ancillary equipment capable of producing sparks or static electricity must also be turned off prior to fueling.

Fuel shall not be dispensed into unapproved containers.

Fuel spills exceeding 18" in any dimension must be reported to Airport Operations (795-6984) for cleanup. The telephone located at the fuel farm can be used for this purpose.

Transport and mobile fuel truck drivers and personnel overseeing fuel transfer operations must adhere to the appropriate onloading and offloading checklists published in the airport's *Consolidated Fuel Procedures* manual.

SECTION 11 - FLYING CLUBS

11.01 Defined:

A flying club shall be defined as a nonprofit entity (corporation, association, or partnership) organized for the express purpose of providing its members with an aircraft or aircraft for their personal use and enjoyment only. A flying club desiring to base its aircraft and operate on the Grand Forks International Airport must comply with the following provisions.

11.02 Membership:

If a flying club owns the aircraft it uses, a person shall be deemed an "active member" if he or she is currently paying dues. If a flying club leases aircraft, a person shall be deemed an "active member" if he or she is currently making base lease payments. Only active members may operate club aircraft or receive flight instruction in club aircraft.

11.03 Ownership of Aircraft/Property Rights:

A. Ownership, including exclusive lease, of aircraft must be vested in the name of the flying club, or aircraft must be owned ratably by its members. The property rights of the members of the club shall be equal.

B. Aircraft may be leased by a flying club under the following conditions:

1. The lease must be exclusive and for a term of at least one year. The lease may contain default and termination provisions for the aircraft being destroyed or made unflyable or similar circumstance.
2. The lease must specify a "base lease" payment. The base lease amount represents the value of maintaining custody and control of the aircraft for the lease period irrespective of the hours it is flown. The club and lessor are free to negotiate the base lease payment, however, in no case shall the base lease payment be less than 5% of the "blue book" value, times the number years in the term of the lease.
3. The lease may provide for an additional amount based on hourly use of the aircraft or as otherwise agreed to between the lessor and the flying club.

11.04 Special Requirements when Aircraft are Leased under 11.03 B:

All active members are required to make equal payment toward base leases.

Prior to the start date of each aircraft lease, and again prior to the anniversary date of multi-year leases, the club shall calculate and declare an annual base lease contribution due from each active member, calculated by dividing the annual base lease amount by the number of active members. This contribution is due and payable to the club in equal monthly installments. Each time during the annual lease period that an active member is added to membership or an active member leaves the club the monthly installment due from each active member shall be recalculated such that total annual payments shall equal the base lease amount. These installment payments may only be used to pay the base lease. An active member who becomes inactive or leaves a flying club shall pay in full the remaining monthly base lease installments associated with any aircraft leases or that member may not become active again for two years or until the unpaid installments are paid.

No miscellaneous or excess funds from any source may be applied to the base lease unless those funds derive from activities of equal participation or equal contribution by all active members.

11.05 Generation of Revenues:

- A. A club may assess its members dues. A club may bill the direct and indirect expenses of aircraft operation, such as fuel, oil, insurance, hangar rent, and aircraft maintenance to active members at actual cost or on an hour-based formula. These revenues cannot contribute to base lease payment.
- B. No part of the net earnings of a club will inure to the benefit of any member in any form (salaries, bonuses, etc.).
- C. If aircraft are owned by a club or ratably by its members, the club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, and replacement of its aircraft. If aircraft are leased, the club may not derive greater revenue from the use of aircraft than the amount necessary for the operation and maintenance of aircraft.
- D. A flying club may establish a savings account to accumulate funds for eventual purchase of aircraft.

11.06 Non-Commercial Operation:

- A. A flying club shall not permit its aircraft to be used for commercial activity except as indicated in paragraph C. below.
- B. A flying club active member who is a qualified instructor may provide aircraft flight instruction in club aircraft to another active member of that flying club. A flying club instructor's compensation may only be in the form of credits against dues or flight time. Credits may not be made to base lease payments.
- C. A flying club at its sole discretion may allow active members to receive flight instruction in club aircraft from commercial service providers authorized to provide flight instruction to the general public. The active member may pay the commercial service provider for this instruction.

- D. An active member of a flying club may perform preventive maintenance on club aircraft. The club may provide credits against the maintainer's dues or flight time, but not against base lease payment.
- E. A qualified aircraft mechanic, who is an active member of a flying club, may perform maintenance requiring certification on that club's aircraft. The club may provide credits against the maintainer's dues or flight time, but not against base lease payment.
- F. Flying clubs are prohibited from selling aviation-related items at the airport to any firm or person other than to club members. Revenue from the sale of these items may not contribute to base lease payments. A club may sell or exchange its capital equipment.

11.07 Club Information:

A flying club shall provide airport management with:

a copy of its charter and by-laws, articles of association, partnership agreement, or other documentation supporting its existence (submitted when revised);

a roster or list of members by category, including names of officers and directors, (revised and submitted semi-annually);

number and type of aircraft; evidence that aircraft are properly certificated; evidence that ownership is vested in the club or evidence that payments against the base lease were made equally by all active members; copies of aircraft leases, if any (submitted when revised); and

operating rules of the club (submitted when revised).

The books and other records of the club shall be available for review at any reasonable time by airport management or management's authorized agent. The club must maintain its books and records in sufficient detail such that its compliance with these rules and regulations can be verified.

11.08 Conditions for Termination

A flying Club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at all airports controlled by this airport management. A public hearing shall be held for the purpose of considering such termination. Written notice of the public hearing shall be given to the flying club at least fifteen (15) days before the date of the hearing. The flying club shall have the right to appear at the hearing and present evidence on its own behalf.

SECTION 12 - ENFORCEMENT

12.01 Enforcement Responsibility

The Executive Director, his designee or designees, is responsible for the enforcement of the foregoing Rules and Regulations.

12.02 Enforcement Procedure

Any Person violating these Rules and Regulations is subject to being charged with a violation of a City Ordinance under the Grand Forks City Code or with a violation of these Rules and Regulations as provided for in the Grand Forks City Code.

Enforcement may also be achieved by revoking a privilege previously granted when the privilege is abused.

12.03 Liability for Fines

Any Person whose act, or failure to act, results in a fine or penalty being assessed against the Airport or Authority by any federal, state, or local governmental agency having jurisdiction including security, safety, and environmental, aeronautical or health, shall be fully liable for the payment or reimbursement of such fine or penalty in addition to the costs associated with the restitution, repair, or clean-up of conditions resulting from such violations including attorney fees.

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