

SPRINGFIELD-ROBERTSON COUNTY JOINT AIRPORT BOARD



SPRINGFIELD, TENNESSEE

RULES AND REGULATIONS AT SPRINGFIELD-ROBERTSON COUNTY AIRPORT (M91)

**Adopted by the Airport Board
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CHAPTER I - STATEMENTS OF POLICIES

SECTION 1 - GENERAL PROVISIONS

A. INTENT. These Springfield-Robertson County Airport rules and regulations hereinafter simply referred to as "rules and regulations," are adopted to establish the necessary administrative, operational and safety principles, protocols, rules, regulations and standards for the management, governance, and use of the Springfield-Robertson County Airport. The planned, controlled, and professionally engineered growth of the Airport, through FAA and state Airport Improvement Program Grants, is identified as a primary objective to promote economic development and industry expansion in Robertson County. Collectively, this supplementary growth will result in additional employment opportunities and provide a superior Airport facility for the aviation community. A key purpose of this controlled growth, and these rules and regulations is to increase and enhance the Airport's ability to serve as an integral gateway to our local communities, Metro Nashville and the State Air Transportation System Plan. These rules and regulations apply to everyone using the Airport and must be observed.

B. Title VI of the Civil Rights Act of 1964 makes it illegal for people to be discriminated against on the basis of their race, color or national origin in all programs, benefits, grants and services provided by the Springfield-Robertson County Joint Airport which receive federal assistance. It is the policy of the Springfield-Robertson County Joint Airport to ensure that all management staff, contractors and service beneficiaries are aware of the provisions of Title VI and the responsibilities associated with Title VI of the Civil Rights Act of 1964.

Additionally, it is the policy of the Springfield-Robertson County Joint Airport to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The Springfield-Robertson County Joint Airport prohibits any such discrimination or harassment as well as retaliation against anyone who objects to, reports, or participates in reports of such instances of discrimination and harassment. The Springfield-Robertson County Joint Airport complies with Title VI of the Civil Rights Act of 1964.

If you feel that you have received disparate treatment based on race, color or national origin or any other classification protected by federal and/or state law, you are encouraged to file a complaint with the Springfield-Robertson County Joint Airport Title VI Coordinator. To file such a complaint, you should do the following:

1. You must file a written complaint within one hundred eighty (180) days of the alleged discrimination.
2. Include your name, address and telephone number.
3. The complaint should contain the name and address of the agency, institution, or department you believe discriminated against you.
4. How, why and when you believe you were discriminated against. Include as much specific detailed information as possible about the alleged acts of discrimination and any other relevant information.

5. The names of any persons the Springfield-Robertson County Joint Airport could contact, with first-hand knowledge of your allegation.
6. Please sign your complaint and submit in writing to:
Airport Manager
Address: 4432 Airport Rd, Springfield TN 37127
Phone: (615) 985-4432
E-mail: airportmanager@srcaairport.com

SECTION 2 - DEFINITIONS

The following words, acronyms and terms shall have the meaning indicated below, unless the context in which one is used clearly requires otherwise.

AC – Advisory Circular, a message issued by the FAA.

ADO - Airports District Office (or field office) of the FAA.

AGL - Above Ground Level, an altitude expressed in feet measured.

AIM - Aeronautical Information Manual, a publication containing basic flight information and air traffic control procedures designed primarily for use as a pilot's instructional manual in the National Airspace System of the United States.

Aeronautical Activities - Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. Aeronautical activities include, but are not limited to: air taxi and charter operations, pilot training, aircraft rental, aircraft hangar leasing, sightseeing, aerial photography, crop dusting, aerial advertising and surveying, sale of aviation petroleum products, repair or maintenance of aircraft, sale of aircraft parts, and any other activities which directly relate to the operation of aircraft. In contrast, examples which are not "Aeronautical Activities" include: ground transportation (taxis, car rentals, limousine service, etc.), restaurants, in-flight food catering, and auto parking lots.

Agency - Any federal, state, or local government entity, unit, agency, organization, authority, or body.

Agreement - A written contract executed by the Authority and an entity granting a concession, transferring rights or an interest in land, improvements, or otherwise authorizing the conduct of certain activities.

Air Charter- The commercial aeronautical activity of providing air transportation of persons or property for hire on a charter basis as defined and regulated by the FAA.

Aircraft - Includes, but is not limited to airplanes, airships, helicopters, gliders, gyrocopters, ground effect machines, sailplanes, amphibians, ultra-lights, and seaplanes.

Aircraft Fuel - All flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal

combustion, jet, or turbine engine which includes any substance (solid, liquid or gaseous) used to operate any engine of an aircraft.

Aircraft Line Service – Operations which provide the necessary equipment supplies and trained personnel for Aircraft apron assistance, towing, parking, and tiedowns within the leased premises.

Aircraft Management Operation - A commercial operator engaged in the business of providing aircraft flight dispatch, flight crews, or aircraft maintenance coordination on behalf of an aircraft owner.

Aircraft Owner - An entity holding legal title to an aircraft, or an entity having exclusive legal possession of an aircraft.

Aircraft Parking and Storage Areas - Those hangars and apron locations of the Airport designated by the Airport Board for the parking and storage of aircraft.

Aircraft Rental - The commercial activity of renting or leasing aircraft to the public for compensation.

Aircraft Sales - The commercial activity of the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

Airframe and Power Plant Maintenance - The commercial activity of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43, as now or hereafter amended. This category of service also includes the sale of aircraft parts and accessories.

Airframe and Power Plant Mechanic (A&P) - An entity that holds an aircraft mechanic certificate for both airframe and power plant ratings issued by the FAA under the provisions of 14 CFR Part 35, as now or hereafter amended.

Airport – Refers to the Springfield Robertson County Airport (M91) and all of the real property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or as it may hereafter be extended, enlarged or modified.

Airport Manager - The designated person appointed by the Springfield-Robertson County Airport Joint Board, hereinafter referred to as "Airport Manager" to manage the Airport or his/her designee.

Airside - Any area of the Airport where aeronautical activities are conducted.

Apron - Those paved areas of the Airport within the movement area designated by the Airport Board for the loading and unloading of passengers, servicing, or parking aircraft.

Airport Board - The Springfield-Robertson County Joint Airport Board (the term Airport Board is often used in governing documents). The Airport Board includes the Airport Board's elected and non-elected officials, officers, agents, personnel, successors or assigned person to direct, control and denote power to manage.

Airport Security - refers to the techniques and methods used in an attempt to protect passengers, staff, aircraft, and airport property from accidental/malicious harm, crime, terrorism, and other threats.

Avionics Sales and Maintenance - The commercial activity of providing for the repair and service or installation of aircraft radios, instruments, and accessories. Such operations may include the sale of new or used aircraft radios, instruments, or accessories.

Based Aircraft - An Aircraft which the Aircraft owner physically locates at the Airport for a period greater than thirty (30) days, with an approved signed lease for a tie-down or hangar and whenever absent from Airport, is intended to be returned to the Airport for long-term storage.

CASP - Commercial Aeronautical Service Provider is an operator who is permitted to provide commercial aeronautical services. *See Springfield-Robertson County Airport Minimum Standards, Chapter III.*

Certificate of Insurance - A written document provided by and executed by an insurance company or its authorized representative, evidencing the insurance coverages and limits of an Operator.

CFR - means the Code of Federal Regulations, as may be amended from time to time.

Commercial Activity - Any activity (including aeronautical activities) conducted at or on the Airport by any entity in which:

(1) The exchange, buying, or selling of commodities, goods, services, or property of any kind at the Airport, or

(2) Engaging in any activity (including aeronautical activities) on the Airport for the purpose of securing revenue, earnings, income, or compensation, whether or not such revenue, earnings, income, or compensation are ultimately exchanged, obtained, or transferred, or the offering or exchange of any product, service, or facility on the Airport as a part of other revenue, earnings, income, or compensation producing activities on or off the Airport, or

(3) Commercial activities include, but are not limited to, air charter, airframe and power plant maintenance, Aircraft rental, Flight Instruction, avionics sales and maintenance, fueling, and Commercial Aircraft ground handling.

Commercial Operator - Any entity engaging in commercial aeronautical activities.

Common Traffic Advisory Frequency –CTAF, Radio frequency used by non-towered airports.

City/County – Refers to Springfield-Robertson County, Tennessee and/or its representatives.

FAA - Federal Aviation Administration.

FAR - Federal Aviation Regulations.

Fixed Based Operator (FBO) - A commercial operator that is authorized to engage in the sale of products, services, and facilities to aircraft operators and others and provides at a minimum the following services: aircraft fueling to include jet fuel, avgas, aircraft propellants, and aircraft lubricants; aircraft line services, passenger, crew, and aircraft ground services, support and amenities and may include airframe, avionics and power plant maintenance; aircraft hangar rentals and tiedowns; along with air charter service and flight instruction.

Flight Training - The commercial aeronautical activity of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilot licenses and ratings. Flight training includes any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

Flying Club - An organization established to promote flying for pleasure, restoration and preservation of historic aircraft, development of skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

Fueling - The transportation, delivering, dispensing, storage, or draining of fuel or fuel waste products.

Full-service CASP - A Commercial Aeronautical Service Provider, also commonly known as a Fixed Base Operator (FBO), which is duly licensed and authorized by written agreement with the Airport Board to operate at the Airport under strict compliance with such agreement, and pursuant to these rules and regulations and the Airport's minimum standards.

Hazardous Material - Refers to, and includes without limitation, all substances whose use, handling, treatment, storage, disposal, discharge, or transportation is governed, controlled, restricted, or regulated by laws propagated by federal, state, or local enactments.

Heavy Twin - A multi-engine aircraft with a gross weight exceeding 12,500 pounds.

IFR - Instrument Flight Rules of the FAA which govern the procedures for conducting instrument flight.

Improvements - Without limitation, all buildings, structures, and facilities including pavement, concrete, fencing, signs, lighting, and landscaping, which are constructed, installed, or placed on, under, or above any land on the Airport.

Individual Users - Includes individual pilots, aircraft owners, tie-down and T-hangar renters; transient users, and other individual users of the Airport.

Landside - All buildings and surfaces used by surface vehicular and pedestrian traffic on the Airport.

Lease - The written contract between the Airport Board and a commercial operator (CASP) or other entity specifying the terms and conditions under which the operator may occupy and operate from certain Airport facilities or property.

Leased Premises - The defined land and improvements that is the subject of a lease.

Lessee - An entity or person that has entered into a lease with the Airport Board to occupy, use, or develop land or improvements or to engage in aeronautical activities or related uses.

Light Sport Aircraft - An aircraft intended for recreation per 14 CFR Part 1.1 and also commonly known as ultralights, microlights, advanced ultralights, powered parachutes, weight shift control, lighter than air, amateur-built aircraft, and standard category aircraft.

Light Twin - A multi-engine aircraft with a gross weight of less than 12,500 pounds.

MSL - Mean Sea Level, is an altitude expressed in feet measured from sea level.

Minimum Standards - The standards which are established by the Airport Board as the minimum requirements to be met as a condition for the right to use and/or conduct an aeronautical activity on the airport.

NFPA - National Fire Protection Association.

NOTAM - Notice to Airmen, a message published by the FAA to pilots.

Permit - An administrative written approval issued by the Airport Board to conduct a commercial aeronautical activity at or on the Airport; and/or to provide authorized services to based and transient aircraft at or on the Airport from facilities and locations where such services are authorized. Permits may be issued for any aviation-related activity including non-commercial operations.

Personnel - Any individual employed by an entity whereby said entity collects and pays all associated taxes (e.g., social security and Medicare) on behalf of an individual and includes any individuals under contract as temporary workers with an employment service.

Proprietary Aeronautical Activity - An activity as prescribed by FAA Advisory Circular 150/5190-6 (Exclusive Rights at Federally Operated Airports), in which the Airport Board may engage while denying others the right to engage in the same activity.

Rules – A set of guidelines, statements or principles that govern the conduct or behavior person(s).

Regulations - Refer to the directives or statute maintained by an authority, enforced by law.

Self-Fueling - The fueling of an aircraft by the aircraft owner or the aircraft owner's personnel.

State – Refers to the Tennessee State Department of Transportation.

Sublease - A written agreement, consented to and approved by the Airport Board, stating the terms and conditions under which a third-party private or commercial operator leases space from an entity currently holding a lease from the Airport Board.

Taxiway - A designated path established for the movement of aircraft to the runway.

Taxi Lane – A defined path established for the movement of aircraft around the ramp area.

Tiedown - An area paved or unpaved, suitable for parking and mooring of aircraft wherein suitable anchor points are located.

UNICOM - A non-governmental communication facility which may provide airport information at certain airports. Locations and frequencies are shown on aeronautical charts and publications.

SECTION 3 - NON-COMMERCIAL PERMITS

A. **REQUIREMENT.** The Airport Board requires all Airport-based and public users of the Airport to obtain a permit or registration to engage in the following non-commercial activities:

(1) Aircraft Storage Registration and Service Request (Appendix A) – This registration will be used to identify all Airport-based aircraft and their owners and provide an avenue for accurate contact information in the event of an emergency and based aircraft minor service requests. All aircraft based on the airport longer than 30 days will be required to apply for the Aircraft Storage Registration. A registration is not required for transient aircraft or aircraft not based on the field under repair. All aircraft determined to be based aircraft (staying at the airport for 30 days or more) as described within this paragraph will rent from the Airport Board's tie-down or hangar space unless alternative storage is approved by the Airport Board. Aircraft determined to be transient aircraft may rent from the Airport Board.

(2) Aircraft Self-fueling (Appendix B) – This permit will be issued to based aircraft owners who use auto gas to power their aircraft. Permit holders shall conform to the best practices for refueling found in NFPA 407 and FAA Advisory Circular 150/5230-4B, as amended.

(3) Temporary Activity or Special Event (Appendix C) – This permit will be issued to all users wishing to conduct special events, fly-ins, aircraft displays and minor construction activities on the field. No activity shall be conducted by any person based at the Airport without said person being in possession of a valid permit. Issuance of a permit does not entitle the holder to possess, occupy or exclusively use any portion of the Airport, grant any exclusive right to conduct any activity, or authorize any conduct prohibited by these rules and regulations and Airport Minimum Standards.

B. **PERMIT APPLICATIONS.** Except as specifically stated otherwise in this chapter, a request for a permit is subject to approval by the Airport Board and/or Airport Manager as indicated in the Airport Minimum Standards. Each application for a permit shall be accompanied by the following:

(1) A permit application

(2) Proof of Insurance

(3) Any additional information the Airport Board and/or Airport Manager may request

C. **PERMIT DISPLAY.** Aircraft Storage and Self-fueling permit holders shall conspicuously display the permit in their hangar. Temporary Activity or Special Event permit holders shall maintain physical possession of the permit for the duration of the permitted activity.

D. **PERMIT FEES.** The Airport Board reserves the right to charge an administrative fee for the issuance of Non-commercial permits.

E. **DURATION OF PERMIT.** The permit shall remain in effect for its full term so long as the permittee complies with all conditions and covenants and applicable Airport rules, regulations and minimum standards.

F. NONWAIVER OF DEFAULTS. The waiver by the Airport Board and/or Airport Manager of any breach by the permittee of any term, covenant, or condition of any permit shall not operate as a waiver of any subsequent breach of the same or any other term, covenant, or condition of the permit. No term, covenant, or condition thereof can be waived except by the written consent of the Airport Board, and or Airport Manager forbearance or indulgence by the Airport Board, in any regard whatsoever, shall not constitute a waiver of the term, covenant, or condition to be performed by permittee, and until complete performance by permittee of the term, covenant, or condition, the Airport Board shall be entitled to invoke any remedy available to it hereunder or by law, despite such forbearance or indulgence.

G. GENERAL CONDITIONS FOR ALL PERMITS. The Airport Board is neither a joint venture with, nor a partner or associate of the permittee with respect to any matter provided for in the permit. Nothing herein contained shall be construed to create any such relationship between the parties or to subject the Airport Board to any obligation of the permittee whatsoever. The permit is a license and not a lease.

SECTION 4 - AIRPORT MANAGER

The Springfield-Robertson County Joint Airport Board may employ an Airport Manager to execute the board's mission and oversee the day-to-day operations of the airport. The Airport Manager shall have the authority to enforce these and other pertinent rules and regulations as permitted by law.

SECTION 5 - RULES AND REGULATIONS

All aeronautical activities at the Airport, all operations and flying of aircraft at the Airport, and all commercial business and other activities at the Airport shall be conducted in conformity with these rules and regulations and the Airport minimum standards, and all pertinent statutes, ordinances, laws, rules, regulations, orders, codes and rulings of federal, state, city and municipal authorities and their respective agencies, departments, authorities, including the Federal Aviation Administration, Tennessee Department of Aeronautics, Transportation Security Administration, Department of Homeland Security and the State of Tennessee, and the NFPA, which are made a part of these rules, regulations and standards by this reference. In the event of any conflict between these rules, regulations and standards and/or any statute, ordinance, law, rule, regulation, order, codes or ruling of any governmental entity cited in this section and exercising the same or similar jurisdiction, the latter shall prevail.

SECTION 6 - SPECIAL EVENTS

No special event, including but not limited to air shows, air races, fly-ins, skydiving or the event requiring the general use of the Airport, other than normal or routine Airport traffic, shall be held unless a permit for the event has been granted by the Airport Board. Said permit shall specify the areas of the Airport authorized for such special use, dates and such other terms and conditions as the Airport Board may require and permit definition.

SECTION 7 - PUBLIC USE

The Airport shall be open for public use 24 hours per day, year-around, subject to restrictions due to weather, the conditions of the Airport Operations Area, and special events as may be determined by the Airport Board. The Airport is provided by the Airport Board for the use, benefit and enjoyment of the public.

SECTION 8 - COMMON USE AREAS

Common use areas include all taxiways for the movement and operation to and from runways for the purpose of take-off and landing; airport lighting; all apparatus or equipment for the dissemination of weather information by radio or other electronic communication; and or any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and taking-off of aircraft. All parallel and connector taxiways are designated common use areas. All taxi lanes on the apron/ramp north and south, through leased and/or non-leased areas are considered common use areas. These areas are available for use, by all persons operating aircraft on the airport and shall be kept clear and available for all aircraft or approved vehicle/equipment traffic movement. No aircraft or vehicle/equipment shall be left unattended that would reasonably impede or obstruct such movement of aircraft on the ramp at any time.

SECTION 9 – AIRPORT SECURITY

- (1) Airport Operations Area (AOA) - Any area of the airport used or intended to be used for landing, take-off, or surface maneuvering of aircraft within the airport security perimeter fence to include associated hangars, navigational, communication facilities, all runways, taxiways, taxi lanes and ramp areas.
- (2) Runway Safety Area (RSA) - Area of the airport surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.
- (3) Taxiway Safety Area (TSA) - Area of the airport surface alongside the taxiway prepared or suitable for reducing the risk of damage to an airplane unintentionally departing the taxiway.
- (4) Restricted Access Area (RAA) – Designated area within the AOA in which access is strictly limited to authorized pedestrians and vehicles only.
- (5) Airport Perimeter Area (APA) - All areas within the airport security perimeter fence to include the AOA, RSA, TSA, RAA and when applicable, any temporary restricted area(s).
- (6) Restricted Area – All areas of the airport except those designated as a Public Area.
- (7) Common Use Areas (CUA) – Areas within the airport security perimeter fence available for unrestricted use by ***all persons*** flying or operating aircraft on the airport to include all runways, taxiways, taxi lanes and apron/ramps.

(8) Public Area(s) – Designated area(s) of the airport under are the exclusive control and supervision of Springfield-Robertson County Joint Airport Board in which members of the general public have general access in accordance with these Rules and Regulations and as applicable, the Minimum Standards.

A. AIRPORT SECURITY & RESTRICTIONS. Tennessee Airport License holders are responsible for controlling access to the Airport Operations Area (AOA) for safety and security to all pedestrians and vehicles at all times. All persons shall obey all airport procedures, policies, rules and regulations for insuring compliance with the Springfield-Robertson County Airport, Local Municipality, State Authorities, FAA and TSA

(1) Non-Commercial Tenants. Long term tie-down tenants and north and south hangar tenants are allowed unfettered access to their aircraft via the north and south vehicle access gates using their assigned gate entry key card by airport management.

(2) Commercial Tenants. Commercial Business Tenants and/or Commercial Operators are allowed unfettered access to both north and south vehicle access gates using their assigned gate entry key card by airport management.

(3) All Tenants, both individual and commercial operators who lease space and/or property on the airport and provide access therein, are responsible for their employees, staff, agents, guests, pets, deliveries, guest workers and contactors at all times while at the airport, and when present are subject to these Rules and Regulations and as applicable, and the Minimum Standards.

(4) Contractors. All contractors performing work within the Airport Perimeter Area require permission by the airport management prior to entering this area.

B. RESTRICTED AREA ENTRY. No person(s) and/or vehicle(s) to include all-terrain vehicles (ATV/UTV) and golf carts will enter the AOA, RSA, TSA, RAA as identified in Exhibit C at any time. By exception, only those person(s) and/or vehicle(s) granted permission by airport management may enter one of these areas. Requests for permission to enter are time and date limited. They must be received no less than one-hour prior to desired time/date of entry to allow adequate vetting and deconfliction. If/When such permission is granted the person(s) entering must have and use necessary communication equipment and when applicable, their vehicle(s) must have operable safety features and identification markings.

C. RESTRICTED ACCESS AREA ENTRY. The Restricted Access Area as identified in Exhibit B is subject to high aircraft congestion during times of high flight activity. Because this area of the airport contains multiple direct runway access points, the self-serve fuel farm, limited ramp space for transition aircraft, and multiple facilities this RAA is off-limits to unauthorized persons and vehicle traffic. Any person requesting access within this area will need to contact airport management for permission.

Commercial business tenants and/or operators requesting permission for RAA entry are also required to contact airport management for permitting. Management will authorize and administer one permit no more than two vehicles to any airport-based business tenant or operator. Non-based operators, venders or contractors will be issued for a specific time period.

Authorized (permitted) vehicles must have proper registration and insurance, and its driver/operator must have on their person a valid driver's license. The Airport Manager or his/her representative maintains the right to request proof of such qualifications at any time while on premise and in use.

D. UNAUTHORIZED ACCESS. No person(s) shall seek entry to or exit from except through designated entrances and exits. Any unauthorized solicitation by airport tenant(s), employee(s), operator(s), contactor(s) or vendor(s) to obtain access may result in suspension or termination on the airport. Unauthorized entry of the airport's restricted areas or other airport-held property to include but not limited to its structures, buildings and storage facilities is considered trespassing or illegal entry with intent to enter without consent or permission. Failures by individuals, tenants and/or operators to abide by these Rules and Regulations can be grounds for dismissal and may be punishable by law.

E. Airport Gate Card Access Security. Airport access is strictly maintained, regulated, and enforced through the SRCA Security Responsibility Agreement in compliance with FAA and TSA requirements and these Rules and Regulations.

SECTION 10 - VEHICULAR TRAFFIC AND PARKING

A. CONSTRAINTS. The traffic laws of the State of Tennessee shall apply to the streets, roads and vehicular parking areas at the Airport, unless otherwise provided for by law. All traffic, informational, and warning signs shall be obeyed. Except for fire-fighting equipment, ambulance and emergency vehicles, no person shall take or drive any vehicle on the Airport, other than on established streets, roads, and vehicular parking facilities, unless permission has been first obtained from the Airport Manager or Airport Board in his/her absence. This permission is not required for personal vehicles operated onto long term tie-down ramp areas, to and from hangar areas by hangar renters. No unauthorized motor vehicles are permitted in a designated restricted access area (RAA) or Airport Operations Area (AOA) without permit or permission from Airport management. The pilot in command of said aircraft, or his authorized representative must receive permission to operate the vehicle onto the transient loading or unloading areas by an authorized Airport employee. Operators of unauthorized vehicles shall be subject to criminal penalties and vehicles towed, if necessary, at the owner's expense. In addition to the foregoing, the following rules apply to vehicles operated on the Airport.

(1) No person shall operate a motor vehicle on Airport property in a reckless or negligent manner. Except for fire, emergency, or law enforcement vehicles, no person shall operate a motor vehicle on the Airport in excess of 15 MPH. All vehicles must keep 50-feet away of any refueling operation or refueling vehicle at all times. Aircraft have right-of-way on all airport hard surfaces ie. Runway, Taxiway, Taxi Lane and Ramps/Aprons with exception to declared emergencies.

(2) Pedestrians and aircraft shall have the right of way at all times. When vehicles are operating on the AOA, they shall pass to the rear, speed less than 15 MPH and at least 75 feet clear of taxiing aircraft and maintain a distance that will prevent damage and/or injury from prop-wash or jet blast. Access to aircraft hangars and airport businesses shall be from their respective location. Any damage to the ramp incurred by a privately owned vehicle will be at the responsibility of the owner.

(3) When parking on the long-term or transient tie-down area vehicles shall be parked clear of taxi lanes and parked aircraft so as not to endanger, damage, or interfere with such aircraft during loading and unloading. After loading and unloading of vehicles take place, vehicles must be parked in designated

parking areas. No person(s) shall park or store vehicles such as equipment, boats, trailers, campers ect on the airport without the prior approval from the Airport Management.

(4) The operator of any vehicle must have a valid driver's license, vehicle insurance and be qualified to drive the vehicle being operated. The Airport Manager or his/her representative maintains the right to request proof of such qualifications at anytime while operator uses the Airport.

SECTION 11 - ADVERTISING AND SIGNS

No signs or other advertisement shall be placed or constructed upon the Airport, or any building, or structure, or improvement without first submitting request in writing to include a full description, drawing and location to the Airport Board for approval. The Airport Board may refuse permission for such signs if it determines that such signs are undesirable, unnecessary, or may create a safety hazard.

SECTION 12 - ACCEPTANCE OF RULES BY USE

The use of the Airport shall constitute an acceptance by the user of these rules and regulations and Airport minimum standards and shall create an obligation on the part of the user to observe and obey the same.

SECTION 13 - REGULATIONS AND STANDARDS MADE AVAILABLE

All persons permitted to do business on the Airport shall keep a current copy of the rules and regulations and minimum standards in their office or place of business and shall make the copy available to all persons; employees, customers, participants and the like.

SECTION 14 – CONDUCT/SOLICITATION AND PEDESTRIANS

No person(s) may engage in any lewd, offensive, or unethical behavior or acts of aggression, harassment or intimidation that would cause concern, discriminate, harm, or impair an individual(s) safety, health or be construed as incompatible with the best interest of the public or the airport. Such acts will not be tolerated or allowed. All complaints will be reviewed by the Airport Manager and subject to removal from the airport premise.

No operator or person(s) shall solicit on behalf of the Springfield-Robertson County Airport for any purpose on the airport without the approval of the SRCJAB or Airport Manager. Solicitation is strictly prohibited directly to employees and SRCJAB Members for personal favors and/or gain, which may be reasonably inferred as influencing the airport employee or board member's official airport duties that may influence the official voting body. All official airport business requiring a SRCJAB decision must be presented in writing to the Airport Manager for review.

All pedestrians at the Airport shall remain behind the fenced operations areas unless arriving or departing in an aircraft or with the knowledge and consent of the Airport Board's representatives or the Airport Manager and/or his/her representatives.

CHAPTER II - AIRCRAFT OPERATION AND AIRPORT TRAFFIC SECTION 1 - GENERAL

A. **COMPLIANCE.** Every person operating an aircraft shall comply with and operate such aircraft in conformity with procedures required by the FAR or recommended in the AIM, and these rules and regulations, the minimum standards and all pertinent statutes, ordinances, laws, rules, regulations, orders, and ruling of the FAA, State and other appropriate governmental agencies. Each person operating an aircraft is responsible for the safety of his/her operation and the safety of others exposed to such operation.

B. **PERMITS.** Due to the density of traffic at the Springfield-Robertson County Airport, all aeronautical activities other than the activities specifically described and allowed herein, shall be submitted to the Airport Board in writing for permitting prior to engaging in such aeronautical activity. The written request should thoroughly describe the activity, the operations, and all provisions for ensuring the safety of such operations. The required aeronautical activity shall not be conducted until properly coordinated and permitted in writing by the Airport Board and until all other prerequisites to conducting such activity have been satisfied.

C. **COMMUNICATION.** All pilots of aircraft having radio equipment permitting two-way communications should contact the Airport CTAF/UNICOM to obtain airport advisory information and announce their intentions when they are within ten (10) miles of the Airport.

D. **TRAFFIC PATTERN.** Each person operating aircraft at the Airport (M91) shall comply with the following operating standards. Pattern Altitude 1,706ft MSL, left-hand traffic pattern for runway 04/22 only, complying with FAA procedures as described in the AIM. Midfield entry crossing altitude recommended 500 feet above pattern altitude. VFR straight-in approaches are strongly discouraged unless aircraft operational requirements dictate otherwise or on IFR approach. Departing all runways climb straight ahead to 500 feet before making turn. Refer to Exhibit A.

E. **GUIDES.** All aircraft shall follow the appropriate taxiway and runway guidance marking and lighting when operating on the Airport.

F. **SAFETY.** Safety is paramount for each person operating aircraft at the Airport. Aircraft shall not be operated carelessly or negligently or in disregard of the rights or safety of others. Violation(s) of unsafe operating practices in accordance with these rules and regulations and minimum standards shall be reported to the Airport Board and/or Airport Manager.

G. **TEMPORARY CLOSURE.** If the Airport Manager, or in his absence the designated representative, believes the conditions at the Airport are unsafe for takeoffs or landings, it shall be within his/her authority to issue a NOTAM to close the Airport, or any portion thereof, for a reasonable time so the unsafe condition may abate or be corrected.

H. WRECKAGE. In the event that any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the Airport Manager shall be immediately notified by the aircraft's pilot in command or a CASP if the pilot in command is unable to give notice. Subject to governmental investigation and inspection of the wrecked or damaged aircraft, the owner or pilot of the aircraft or the owner's agent or legal representative shall take immediate action to move the aircraft from all landing areas, taxiways, ramps, tie-down areas and other traffic areas, and move it to a place designated by the Airport Manager. No such aircraft shall be permitted to remain exposed to view on the Airport for more than 24 hours. If the owner of the aircraft fails for any reason to remove the wrecked or damaged aircraft from the Airport as may be required by the Airport Manager or to remove it from the AOA as herein indicated, the CASP to perform this function may cause the removal and storage or disposal of such wrecked or damaged aircraft at the sole expense of the aircraft owner.

I. PAYMENT OF FEES. Every aircraft owner, operator or lessee shall pay when due all charges for services received or premises, equipment, or goods leased or purchased.

J. TEST FLIGHTS. Prior to testing, any aircraft under the category of experimental limited or restricted not certified shall comply in full to the satisfaction of Airport Board by:

(1) Notifying the Airport Board and/or Airport Manager in writing of its desire to test flight;

(2) Executing a hold harmless agreement holding the Airport Board, Officer's and appointed agents harmless from any liability arising out of the test; and

(3) Providing to the Airport Board a certificate of insurance for an amount of liability insurance appropriate to the flight test or tests being conducted.

SECTION 2 - PARKED AIRCRAFT

A. RESTRICTIONS. No person shall park, store, tie down or leave any aircraft on any area of the Airport other than that designated by the Airport Manager or by a CASP subject to approval of the Airport Management.

B. SECURING. The pilot or owner of an aircraft shall properly secure the aircraft while it is parked or stored. Aircraft pilots or owners are solely responsible for parking and tying down their aircraft, including any special security measures required by weather conditions or other conditions at the Airport. Aircraft pilots or owners shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the Airport in the event of wind or other severe weather. Owners of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner or the pilot of such aircraft to comply with this rule.

C. TIE-DOWNS. Separate areas shall be designated by the Airport Manager for any CASP or transient aircraft and itinerant tie-downs. No person shall use any aircraft anchoring or tie-down facilities when such facilities are already in actual use, rented or designated by the Airport Manager for use by another person. Based aircraft (those staying at the Airport 30 days or more) will acquire tie-down or hangar space from the Airport Manager unless alternative storage is approved by the Airport Manager.

Transient aircraft may acquire space from either the Airport Management or a CASP approved to provide transient storage.

D. MAINTENANCE. Repairs to aircraft or engines shall be made in the areas designated for this purpose by the Airport Board, and not on any part of the landing area, taxiways, ramps or fueling service areas.

E. START-UPS. No aircraft engine shall be started on an aircraft unless a competent operator is in control of the aircraft.

F. RUN-UPS. No aircraft engine shall be run-up unless the aircraft is in such a position that the propeller or turning engine blast clears all hangars, shops, other buildings, persons, or other aircraft, automobiles, or vehicles in the area, and the flight path of landing aircraft. No engine runups are allowed within 200 feet of the main terminal or self-serve fueling area.

G. REFUSE DISPOSAL. Airport hangar tenants are required to use the Robertson County Solid Waste Disposal Centers for large Trash items. The Airport provides one four (4) yard disposal for terminal and hangar tenants' trash. All Airport CASPs are required to provide their own disposal containers. All flammable, chemical or harmful substances are strictly prohibited from disposal into these containers. Any violation is subject to Airport removal.

SECTION 3 – HANGAR USE

A. FAA POLICY. All tenants shall be familiar with the Standard for Aeronautical Use of Hangars, listed in FAA 14 CFR, Chapter 1.

(1) Aeronautical uses for hangars include:

- a. Storage of active aircraft.
- b. Final assembly of aircraft under construction.
- c. Non-commercial construction of amateur-built or kit-built aircraft.
- d. Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft.
- e. Storage of aircraft handling equipment, e.g., tow bars workbenches, and tools used in the servicing, maintenance, repair or outfitting of aircraft.

(2) Non-aeronautical items shall not be stored in hangars if they:

- a. Impede the movement of the aircraft in and out of the hangar.
- b. Displace the aeronautical contents of the hangar. (A vehicle parked at the hangar while the aircraft is in use will not be considered to displace the aircraft).

- c. Impede access to aircraft or other aeronautical contents of the hangar.
- d. Are used for the conduct of a non-aeronautical business or municipal agency function from the hangar.
- e. Are stored in violation of airport rules and regulations, lease provisions, building codes or local ordinances.

B. EXTENSION REQUEST. The time limit an inoperable aircraft may be stored in a hangar is for 18 months. Kit aircraft or project aircraft is granted a two (2) year deadline. Tenant(s) may request a one-time one (1) year extension in writing to the Airport Board/Airport Manager. Operational aircraft is defined as being fully constructed and in certified airworthy condition. In extenuating circumstances, the tenant may choose to appeal this restriction in accordance with Chapter IV-Section 2-Paragraph D of this document.

C. HANGAR TRANSFER. The hangar lease does not represent or constitute an estate in land or an interest in real property, therefore tenant shall not sub-lease or assign or transfer any interest of the said lease. No modification, waiver or amendment of the Hangar Lease Agreement or of any of its conditions or provisions shall be binding upon the Airport Board/Manager or Tenant unless in writing signed by the Airport Authority.

SECTION 4 - TAXIING

A. SPEED. All aircraft shall taxi safely at the lowest reasonable speed on all areas of the airport.

B. POSITION. Aircraft awaiting take-off shall stop off the runway in use and in a position so as to have a direct view of aircraft approaching for a landing and shall give full right-of-way to such approaching aircraft.

C. VISUAL. No person shall taxi an aircraft until he has ascertained by visual inspection of the area that there will be no danger of collision with any person or object.

D. RIGHT-OF-WAY. Aircraft on the taxiway must stop before entering the runway and allow aircraft which are exiting the runway in use to clear the runway. Aircraft clearing the runway after landing have the right-of-way over aircraft on the taxiway preparing to enter the runway.

E. BACK TAXI. Back-taxiing on any runway shall be done only if it can be done safely and only when associated taxiways are closed and when no other taxiing route is available.

SECTION 5 - TRAFFIC RULES

A. **PRE-CHECKS**. All pre-take-off checks should be completed before taxiing to take-off position on the runway.

B. **TAKE-OFF**. All aircraft taking off shall proceed straight ahead to an altitude of at least 500 feet AGL and, after ascertaining there is no danger of collision with other aircraft, shall then follow normal practice as outlined in the AIM.

C. **RUNWAY DIRECTION**. Landing traffic pattern calm wind runway Direction at M91 (variable < 3kts) is runway 22.

D. **PATTERN WORK**. All aircraft intending to remain in the traffic pattern shall climb to the pattern altitude of 1,000 feet AGL (1,706 feet MSL) for singles and light twins, and 1,500 feet AGL (2,206 feet MSL) for heavy twins following procedures as described in the AIM. Aircraft having flight characteristics which make the above procedure impossible shall be flown at approach altitudes for that type of aircraft and shall conform to the pattern as nearly as possible as described in this section.

E. **HELICOPTERS**. The helicopter pattern is 700 feet AGL (1,406 feet MSL) right-handed, opposite normal fixed wing operations, and closer to the airport. Helicopters will make all approaches to runway centerline. Helicopters in a hover/air taxi is considered in flight, may hover/air taxi over hard or soft surfaces remaining clear of any hazards and obstacles. Helicopters will exercise extreme caution to avoid rotor down-wash in the vicinity of all parked aircraft while hover/air taxiing to the final landing destination on the airport operations apron/ramp area. At no time shall helicopter park in close proximity that potentially incur damage to a fixed wing aircraft. For safety concerns and building/hangar proximity, helicopter hover/air taxiing is not permitted at any time directly between or adjacent any standing structures or hangars without written approval or prior notice from the Airport Management with exception for emergencies. Helicopter refueling will be conducted via fuel truck during operational hours, after hour self-serve refueling available at the fuel farm. No hot fueling allowed, must shut engines down unless approved by Airport Manager for emergencies. Military hot fueling operations is exempt but must have prior approval from airport management. (See EXHIBIT A)

HELICOPTER FLIGHT SCHOOL TRAINING. With approval from the Airport Manager, helicopter flight school(s) may park at, depart from, and arrive via fixed or mobile helipads established solely for the use of the flight school. Such helipads may be specifically designated by the Airport Manager to establish departure and arrival procedures for the purpose of safety and establishing designated airport training areas.

F. **IFR APPROACHES**. All IFR approaches in VFR weather conditions should be conducted in accordance with the applicable FARs and recommended procedures in the AIM.

G. **URNS**. Turns in the fixed wing pattern shall be to the left traffic as described in the AIM.

H. **RESTRICTIONS**. No aircraft, ultralight or otherwise, other than helicopters, may take off from or land on any taxiway, ramp or aircraft parking area within the airport's control, except in an emergency.

I. TURF OPS. Light Sport Aircraft turf operations will be from an area designated for that purpose. turf operations will be at the pilot/operators own risk and in accordance with FAA Advisory Circular AC No. 90-66B and these Airport rules and regulations.

SECTION 6 - LANDINGS

A. APPROACH. Aircraft entering the traffic pattern shall do so as described in the AIM or additional procedures noted herein or Airport Facility Directory (AFD).

B. MOVE OFF. All aircraft shall turn off the runway as soon as reasonably possible after landing and taxi only on designated taxiways.

SECTION 7 - ULTRALIGHT VEHICLES, POWERED PARACHUTE AND PARAGLIDERS

A. ULTRALIGHT & LIGHT SPORT. It is strongly recommended that pilots of Ultralight and Light Sport vehicles arriving, departing or operating in vicinity of the airport be equipped with two-way radios capable of maintaining communications with other aircraft by monitoring and reporting on the CTAF/Airport UNICOM frequency (123.00 MHz). Additionally,

- (1) Operators shall land and takeoff only in designated areas.
- (2) Operators shall yield the right-of-way to fixed and rotary wing aircraft.
- (3) Traffic shall avoid low altitude flight over hangars and residential areas.

B. POWERED PARAGLIDER AND POWERED PARACHUTE

- (1) Staging.

a. Tricycle and carts may be unloaded, assembled, and a preliminary preflight performed on the ramp then taxied to the takeoff area.

b. Trailers and vehicles are not to be left on in the AOA and must be parked in the automotive parking areas.

c. Backpack paragliders may be transported to the take-off area by motor vehicle. The motor vehicle must proceed directly from the gate to the take-off area with headlights on and emergency flashers in operation, at a speed no greater than 15 MPH, maintaining a safe separation from parked aircraft and yielding right-of-way to any and all taxiing aircraft. Once the backpack equipment is unloaded the motor vehicle is to proceed directly to the auto parking area. Maximum allowable transition time will be 15 minutes. At no time shall the motor vehicle enter the runway safety area (150 feet from the center line of the runway), or cross over the hold short marking on the taxiways leading to the runway.

(2) Operations

a. Powered parachutes and powered paragliders shall not use the runway.

b. Runway over flight shall be at midfield and at the same pattern altitude designated for ultralight aircraft by FAA AC 90-66B.

c. Entry/Exit into or from the traffic pattern shall be conducted in accordance with FAA Advisory Circular AC 90-66B, Appendix B.

B. Pilots / Operators shall obey all applicable FARs under Part 103 and Part 91 when operating in and out of the Airport. This includes familiarization of the AIM (AC-103-7) and FAR 103.11 restricting flight to the hours between sunrise and sunset.

SECTION 8 - FIRE PREVENTION AND AIRCRAFT SELF-FUELING.

The purpose of this section is to provide fire prevention and self-fueling regulations and standards for persons who service or fuel their own aircraft. Persons who intend to use flammable or volatile liquids on the Airport and/or fuel their own aircraft shall do so in accordance with the requirements of the National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing, and the FAA Advisory Circular 150/5230 (as amended). FAA Advisory Circulars shall prevail in the event of a conflict.

A. FLAMMABLE OR VOLATILE LIQUIDS. No person shall use flammable or volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose. The procedures and precautions outlined in the criteria of NFPA 410-D (Safeguarding Aircraft Cleaning, Painting, and Paint Removal) and NFPA 410-F (Aircraft Cabin Cleaning and Refurbishing Operations) are hereby incorporated by reference and made a part of this chapter as if fully set out herein, and shall be adhered to in all cleaning, painting, and refurbishing operations using flammable and volatile fluids, including the storage of such fluids. No rags soiled with flammable substances shall be kept or stored in any building on the Airport with the exception of Airport Board-approved aircraft maintenance facilities, but only if kept or stored in a manner acceptable to the City or County Fire Marshalls.

B. CLEANING AND LIQUID DISPOSAL. No person shall clean any engines or other parts of an aircraft in any hangar with flammable substances. Fuels, oils, dopes, paints, solvents, acids, and any other hazardous waste shall not be disposed of or dumped into drains, on the aprons, catch basins, ditches or elsewhere on the Airport. Such liquids other than aviation fuels and oils shall be disposed of at an approved waste disposal point off Airport property. Aircraft fuel and oil may be disposed upon approval from Airport Manager located at the airport's approved disposal location. Disposal Fees will be accessed depending on the frequency and amount.

C. CLEANING FLOORS. Floors shall be kept clean and free of oil. The use of volatile or flammable solvents for cleaning floors is prohibited.

D. DRIP PANS. If required by aircraft design, drip pans shall be placed under engines and kept clean.

E. FUELING OPERATIONS. No fixed-wing aircraft shall be fueled while its engine is running, or while in a hangar or other enclosed place. Connections for grounding/bonding of electricity to the aircraft shall be conducted during fueling operations at all times. Persons may only self-fuel aircraft owned by them provided such operation is conducted in accordance with NFPA 407 and these rules and regulations. Self-fueling shall be conducted only in those areas designated by the Airport Board or the Airport Manager. A Self-Fueling permit is required and must be approved by airport management. No aircraft shall be left in position as to obstruct other aircraft from the self-serve fuel pumps after fuel has been dispensed.

(1) No smoking of any kind at any time allowed is permitted within 50 feet of a fueling operation, fuel farms, fuel dispensing equipment or vicinity of parked aircraft.

(2) Small quantities up to five gallons of fuel may be stored in appropriate containers for use in powering auxiliary equipment. Bulk aviation fuel storage is not permitted within any hangar or building on airport property.

F. FUEL STORAGE. Except as noted in E(2) above, no fuels shall be stored on Airport property other than in the bulk fuel storage and distribution systems (Fuel Farm) owned and maintained by the Airport Board.

G. FUEL SERVICING VEHICLES. A person operating on the Airport electing to, with the written permission of the Airport Manager, use fuel servicing vehicles (hereinafter referred to as "refuelers") for the purpose of personally dispensing fuel into their own aircraft, must meet the following rules:

(1) The person must lease or own the approved refueler.

(2) Refuelers and their systems must be maintained and operated in accordance with the Environmental Protection Agency (EPA), all Federal, State, and local codes covering fuel dispensing on Airports, and NFPA 407. The applicable sections of FAA Advisory Circular 150/5230-4B (with revisions) will also be followed.

(3) Refuelers shall not be stored or parked on Airport property. Refuelers shall be parked or positioned on Airport property only when actually dispensing fuel to the owner's aircraft. Once fuel dispensing is complete, refuelers shall be immediately removed from Airport property. Full-service CASPs, permitted by written agreement with the Airport Board shall be exempt from this requirement.

(4) Refuelers shall use only the entrance, exit, and route designated by the Airport Manager during the transportation of fuel onto and off the Airport.

(5) Refueler operators shall purchase and maintain in force insurance that will, in the opinion of the Airport Manager, protect the refueling operator and the Airport Board from claims which may arise out of or result from the fueling services performed, whether such services are performed by airport employees, or by anyone for whose acts may be liable. The insurance coverage shall be such as to fully protect, in the opinion of the Airport Manager, the Airport Board and the general public from any and all claims for injury or damage or both resulting or arising from any actions or omissions on the part of the refueler operator, its officers or employees. The refueler operator shall furnish the Airport Board with a Certificate of Insurance naming the Airport Board as an additional insured for all coverage in

addition to updated Certificates of Insurance reflecting any and all changes to the refueler operator's insurance coverage including, but not limited to, changes in coverage terms, coverage limits, insured risks, agents or insurers. Should any of the coverage be canceled, the issuing company or its agent will mail a thirty (30) day written notice of such cancellation to the Airport Board.

(6) Refueler operators shall be accountable for any damages, fuel spills, or environmental contamination resulting from its negligent operations, or equipment malfunction. All such damages shall be paid for by the refueler operator. Adequate environmental insurance or proof of financial ability to clean up a major spill must be provided to the Airport Board prior to bringing fuel servicing vehicle onto Airport property and conducting refueling activity. Refueler operators shall be fully responsible for the protection of all persons, including members of the public, employees of other contractors or subcontractors, and all public and private property which is affected by work performed by or on behalf of the refueler operator.

(7) An annual fee will be paid to the Airport Board to obtain a permit to conduct volume self-fueling operations at the Airport. Volume self-fueling shall be defined as self-fueling of more than one owner aircraft, or aircraft larger than single, reciprocating engine type. A per trip fee shall also be paid by volume self-fueling operators to the Airport Board in the amount \$10.00 for each round-trip fueling operation conducted on Airport property. Fees shall be determined by the Airport Board on an annual basis.

(8) Each refueler shall be conspicuously marked in letters of contrasting color, with the word "flammable" on both sides and rear of the cargo tank, and with the wording "emergency shutoff" and other appropriate operating instructions required in letters at least two inches high. Each refueler will also be conspicuously marked on both sides and rear with the type and grade fuel it contains in appropriate color schemes.

(9) A refueler cargo tank shall be supported by and attach to, or be part of, the vehicle upon which it is carried.

(10) Refueling with non-public refuelers shall be conducted only in those areas designated in writing by the Airport Board or the Airport Manager.

(11) Aviation fuel will be dispensed to aircraft only; no person may fill an unauthorized container other than an approved Type II metal container will be permitted. At no time will aviation fuel be sold or dispensed to persons wanting aviation fuel for their non-aviation vehicle. In accordance with 40 CFR 80.22 Controls and Prohibitions (b), "After December 31, 1995, no person shall sell, offer for sale, supply, offer for supply, dispense, transport, or introduce into commerce for use as fuel in any motor vehicle (as defined in Section 216(2) of the Clean Air Act, 42 U.S.C. 7550(2)), any gasoline which is produced with the use of lead additives or which contains more than 0.05 gram of lead per gallon.

H CONTRACTS PROHIBITED. An aircraft owner shall not contract with or permit a second party, such as a fuel service company, fuel contractor, commercial operator or CASP, to refuel his/her aircraft. Refueling by such a second party is considered a commercial aeronautical activity, is strictly enforced.

I. FUEL FLOWAGE FEE. Aircraft owners who choose to self-fuel, with fuel that is not otherwise available from the Airport Board, shall pay a fuel flowage fee equal to rates charged to all other entities by the Airport Board. All other self-fuelers shall pay a fuel flowage fee to the Airport Board. A fuel flow

report, invoice, or receipt with the appropriate remittance shall be provided to the Airport Manager monthly for the fuel dispensed on the Airport during the previous month. These fees shall be set and adjusted annually and provided in writing to all self-refuelers.

CHAPTER III - ADDITIONAL POLICIES

SECTION 1 – AIRPORT PUBLIC MEETING POLICY

A. **PROCESS**. Local airport meetings may be held by the Airport Manager. For meeting date and time, schedule will be published on the airport website. These meetings are held to discuss airport operations, aviation safety, current and future construction projects ect. Airport members, tenants and public person(s) are welcome to attend to voice their concerns, questions or complaints regarding the airport.

(1) Conduct for those person(s) attending are asked to be courteous, respectful and civil manner at all times while voicing their concerns, questions or complaints at the Airport Manager or Airport Board member.

SECTION 2 - ELECTRICITY USAGE POLICY

A. **T-HANGARS**. Each T-Hangar on Airport property, whether rented or installed ground-lease, which is supplied electricity furnished by the Airport Board shall have the following electrical devices under the basic fee arrangement according to the agreed lease. The cost of electric service is included in the monthly rental fee provided there is no equipment being used on a permanent basis which would sustain a large electrical draw. Constant use of air conditioners, room heaters, air compressors, etc. would result in an additional fee being applied to a lessor's monthly rental fee.

B. **ADDED CHARGE**. Lessees of hangars with more than 30-amp capacity and/or require a continuous duty load shall be charged an additional \$25.00 per month.

C. **CONSERVATION**. Tenants are respectfully asked to help the Airport Board hold down costs by turning off lights when hangars are not in use and unplugging equipment such as air compressors, heaters, etc. which may run on an automated control.

D. HEATING AND COOLING (HVAC) STANDARDS FOR AIRPORT OWNED FACILITIES.

(1) The Airport Board will establish HVAC use and policies for all Airport Board-owned facilities and buildings to include the terminal/arrival and departure building(s), hangars, office spaces and maintenance areas at the Airport to ensure proper care of these properties and that conditions exist which are correct for the designated use of a particular facility. These minimums will be detailed within the Airport Minimum Standards.

(2) Because of limited electrical service to some facilities the Airport Board does not authorize installation of HVAC in facilities particular including T-Hangars, Port-a-Port units and/or storage areas

without prior approval by the Airport Manager as representative of the Airport Board. If approved, all costs including but not limited to installation, electrical service upgrade to include installation of individual metered service, maintenance, monthly electrical costs and the cost of its removal upon termination of occupancy will be the sole responsibility of the tenant/lessee.

SECTION 3 - COURTESY CAR USE POLICY

A. **GENERAL.** Use of the vehicle will be on a first come, first served basis and absent any prior arrangement, limited to 2-hour periods, allowing for trips into Springfield and surrounding Airport vicinity for meals, purchases of personal items, etc. All usage for greater than 2 hours or outside the local area requires Airport Manager approval. Reservations are not accepted (exception see Overnight). By accepting use of the courtesy car, users shall accept and agree to the following terms and conditions. For Courtesy Car Agreement, visit <https://www.srcairport.com/airport-publications>.

B. USERS.

The following items constitute the **Springfield-Robertson County Airport's Courtesy Car Usage Policy**.

1) Users.

- a) Be a fly-in visitor to the Springfield-Robertson County Airport (M91).
- b) Be over 21 years of age.
- c) Hold a valid driver's license from any U.S. state or territory.
- d) Agree to follow all applicable Federal, State, and Local traffic laws of the State the car is driven.
- e) Have a current and verifiable auto insurance policy.
- f) Accept responsibility for any damages and possible claims and/or actions incurred from use
- g) Be in possession of a phone for which user can be contacted during the usage period.
- h) Provide requested information items on this form and annotate mileage as indicated.
- i) Indicate understanding and agreement to comply with this *Usage Policy* by signing form.
- j) Use of tobacco products, to include vapor-producing devices strictly prohibited.

2) Limitations.

- a) Only individuals who have completed and signed this *Usage Policy* form may drive the car.
- b) Use of the car is first-come-first-served. Reservations aren't accepted. (*Exception see Overnight*)
- c) The car is intended for use in the local area of Springfield for a time period up to two (2) hours.
- d) All usage for greater than 2 hours or beyond the local area requires Airport Manager approval.

3) Overnight. Fly-in visitors wanting overnight use of the courtesy car must request its reservation at least 24 hours in advance of arrival. At time of booking, the user will be alerted to all car use rules.

- a) Reservation requests are only accepted via phone during normal airport business hours.
- b) Reservations are limited to one-night only between the hours of 5:00 pm and 8:00 am.
- c) Users must be remaining overnight in the Springfield-Robertson County area.
- d) Users may stay with family, friends or in a hotel. The location need only to be per item 3c.

- e) Users must provide the name and address of their overnight stay location on the form.

4) Costs.

- a) There is no fee for use of the courtesy car. It is provided for user convenience.
- b) Replacement of fuel from local use and/or monetary donations for refueling is appreciated.
- c) If used outside the local area (ie. Nashville), replacement of fuel used is required.
- d) Users shall place fuel receipt(s) or monetary donations in the envelop provided.

SECTION 4 - QUESTIONS FOR THE AIRPORT BOARD POLICY

A. INQUIRIES. All inquiries of any member of the Airport Board, the Airport Board as a whole, or the Airport Manager shall be made in writing and submitted either via hand-delivery, email (airportboard@srcairport.com) or mail to the Airport's Administration Office at 4432 Airport Road, Springfield, TN 37172.

B. BOARD MEMBERS. A list of the Airport Board members' names shall be posted within the confines of the Airport's terminal building.

SECTION 5 – COMPLAINTS POLICY

A. FILING. All complaints by any person or entity (other than a member of the Airport Board) against a CASP or individual(s) for any violation of these rules and regulations, the Airport's minimum standards or the terms of a CASP agreement must be submitted in writing and filed with the Airport Manager for inquiry and review. Complaints involving the Airport Manager should be directed to the attention of the Chairman of the Airport Board.

B. DETAIL. All complaints shall be dated and signed by the person making the complaint and shall specify details and facts such as dates, times, witnesses, etc. Complainants shall attach any and all supporting documentation if applicable.

SECTION 6 - SMOKING POLICY

A. STRICTLY PROHIBITED. Smoking is strictly prohibited in any of the following specific areas:

- (1) Inside any building or hangar
- (2) Within 50 feet of any aircraft.
- (3) Within 50 feet of any fueling device, equipment or flammable containers (ie. trucks, fuel pumps, underground storage tanks, vent pipes, etc.).

B. TERMINAL SMOKING AREA. There is only one (1) outdoor designated smoking area. It is located near the Airport terminal building's north end entrance. Signage is posted designating this area for smoking.

C. ENFORCEMENT. All CASPs and their employees, hangar renters, tie down renters, the Airport Manager and his/her staff, and the Airport Board are responsible for enforcing this policy as it regards to their customers, friends, guests, and other visitors while on Airport property.

D. NON-COMPLIANCE. Non-compliance shall be reported to the Airport Manager. The Airport Board reserves the right to bar repeat offenders from the premises and warn violators they could be charged with criminal trespassing if they continue to violate this policy.

SECTION 7 - NON-COMMERCIAL SAILPLANE OPERATIONS POLICY

A. PURPOSE. The purpose of this section is to establish standard ground operating and safety procedures for the operation of glider aircraft at the Airport. Persons who operate sailplane aircraft shall comply with all items contained in this section.

B. COMMUNICATIONS. An onboard radio capable of transmitting and receiving local UNICOM is required due to density of traffic. Notification to personnel operating the UNICOM base station of the presence of glider operations for the purpose of pilot advisory information is also recommended.

C. STANDARD OPERATING PROCEDURES. Operator shall submit written standard operating procedures to be reviewed by the Airport Manager, Airport Board, and the FAA Flight Standards District Office prior to operating at the Airport.

D. GROUND OPERATIONS - PERSONNEL AND EQUIPMENT. Operator shall not exceed a specified number of motor vehicles (1) and personnel (3) to assist the glider and tow plane pilots while on the runways and taxiways without written approval from the Airport Manager. Said motor vehicle and personnel shall be pulled back from, remain clear of, the runway safety area (250 feet from centerline), and not obstruct any aircraft taxiway when not required for glider operations. Motor vehicle must be equipped with yellow rotating lights and aircraft radio while in use in the AOA. No more than (2) glider passengers will be present in the staging areas at one time. Said passengers will be escorted to and from the staging area, from the terminal building by a member of the operating personnel referenced above and remain outside the 250 feet safety area except while actually acting as a passenger in the glider.

E. GROUND OPERATIONS: GLIDER STAGING AND RECOVERY. During the staging of the sailplane for departure from taxiway, the sailplane will be positioned no closer than 200 feet from the runway centerline. The tow plane will remain behind the yellow hold short lines (250 feet from runway centerline) until the sailplane has taken the active runway. Upon returning to the Airport, the tow plane should be removed from the active runway and taxiways as not to impede the flow of other aircraft traffic when not required for glider operations. The sailplane must also be removed from the active runway and parallel taxiway as soon as possible. When necessary, the sailplane and tow plane will be repositioned into the grass areas outside the 250 feet safety area, adjacent to taxiways to yield to taxing aircraft.

F. REGISTRATION AND WAIVER OF LIABILITY. Due to the introduction of personnel onto an active runway, and into the runway safety areas, all personnel required for operation of the glider, or acting as a passenger in the glider shall be required to register with the Airport Board and sign application liability waiver forms approved by the Airport Board's attorney.

SECTION 8 - MAINTENANCE/ADJUSTMENT/MODIFICATION OF HANGAR DOORS POLICY

A. INSPECTION. Hangars equipped with either hydraulic, bi-fold lifting or manual hangar doors operated via electro-mechanical systems or large commercial sliding, shall be inspected and serviced on an annual basis, and then only by airport management or qualified personnel who are certified by the manufacturer.

(1) The cost of the annual inspection service call will be pro-rated among the hangar tenant so equipped. One-twelfth of the pro-rated amount will be added to the monthly lease as a preventative maintenance fee for ensuring the safety of persons and property, cost covered by 4% yearly increase.

(2) In the event that inspection reveals unauthorized adjustment of, or tampering with the controls, the hangar lessor will be billed for the cost of the service call for that hangar.

B. FAILURES. In the event of problems with a door of either type, the Airport Manager must be notified. This includes mechanical failures, and/or perceived problems with the speed of operation. When reporting failure etc. the lessee shall provide as much detail of the failure condition and associated circumstances as possible.

SECTION 9 - PASS THROUGH COSTS POLICY

The Airport Board may pass through for payment by lessee taxes, fees, other governmental charges, and certain increases in cost incurred by the Airport Board due to (a) changes in local, state, or federal rules, ordinances or regulations, (b) changes in taxes, fees or other governmental charges (other than income or property taxes), and/or (c) changes in costs due to a Force Majeure event. Any pass-through cost increases shall retain the original margin percentage as originally priced and be retroactive no more than 90 days, with notice to the lessee prior to the request for payment.

CHAPTER IV - VIOLATIONS AND ENFORCEMENT

SECTION 1 – VIOLATIONS

A. VIOLATIONS

(1) It shall be a violation for any person to cause, facilitate, aid or abet any non-compliance of any provision of these rules and regulations promulgated hereunder, or to fail to perform any act or duty required by these rules or regulations promulgated hereunder.

(2) When two (2) or more persons have liability to the Airport Board or are responsible for a violation, their responsibility shall be joint and several.

B. NON-EXCLUSIVE. Violations of these rules and regulations or Airport minimum standards, are additive to any other violation enumerated within these rules and regulations or standards and in no way limit the penalties, actions or abatement procedures which may be taken by the Airport Board.

C. EACH DAY SEPARATE VIOLATION. Each day following notice of any violation or any provision of these rules and regulations or Airport minimum standards or the failure to perform any act or duty required by such shall constitute a separate offense.

D. INSPECTIONS.

(1) The Airport Manager shall enforce the provisions of these rules and regulations and the Airport minimum standards and is hereby authorized and directed to make inspections in the normal course of job duties or in response to a complaint that an alleged violation of the provisions of these rules and regulations or Airport minimum standards may exist, or when there is a reason to believe that a violation of these rules and regulations or Airport minimum standards has been or is being committed.

(2) The Airport Manager or his/her representative may enter onto any property, or into any building or premises at all reasonable times to inspect or to perform the duties imposed upon the Airport Manager by these rules and regulations and Airport minimum standards, provided that if such property, building or premises is occupied, the Airport Manager shall present credentials to the occupant and request entry. If such property, building or premises is unoccupied, the Airport Manager shall first make a reasonable effort to locate the owner or other person having charge or control of the property, building or premises and request entry. If entry is refused, the Airport Manager has recourse to every remedy provided by law to secure entry.

(3) No person shall interfere with, prevent, or attempt to interfere with or prevent the Airport Manager from airport operations to include investigating an alleged violation of these rules and regulations or Airport minimum standards, or from abating a violation of these rules and regulations or Airport minimum standards.

E. FALSE INFORMATION. No person shall knowingly make a false or fraudulent statement, knowingly misrepresent a fact, or mislead an individual employed by the Airport Board or other person

contracted for by the Airport Board, when that individual is investigating or abating a violation of these rules and regulations or Airport minimum standards.

F. SERVICE OF NOTICES.

(1) Any notice required to be given for any purposes under these rules and regulations or Airport minimum standards shall be given by the Airport Manager or designee by mailing the notice by certified mail, return receipt requested; by email, with scanned document copy; or by facsimile transmission.

(2) Notice is deemed effective on the date it is hand-delivered, deposited in the United States mail, emailed, or faxed.

(3) Nothing herein shall preclude the Airport Manager or Airport Board from giving additional oral or written notice at its discretion. If the Airport Manager or Airport Board does elect to give any additional notice in any instance, it shall not thereby become obligated to give such additional notice thereafter in the same or other situation.

SECTION 2 - DENIAL OF USE

A. DENIAL GROUNDS.

(1) The Airport Manager may deny access to, and deny the use and privileges of, the Airport or any of its facilities to any person:

a. Who violates these rules and regulations or Airport minimum standards or any rules or regulations promulgated hereunder;

b. Whose action would place the Airport in violation of 49 U.S.C. § 47XXX, 14 CFR, Part 1., or the FAA Grants and Assurances (see 14 CFR Part 152); or

c. Who violates any future conditions which the Airport Board may impose by appropriate process or any federal statute or regulations hereafter enacted.

(2) The person to whom the aircraft is registered is responsible for the acts of all persons including, but not limited to, all agents, employees and pilots to whom control, operation or any authority to use said aircraft is granted. The involvement of said aircraft in any act or omission that violates any of the above enumerated laws, statutes, ordinances, rules, regulations, minimum operating standards or other conditions may result in one or more enforcement actions by the Airport Board.

(3) The Airport Manager may deny access for up to five (5) years. After the denial period ends, a person may request access, but the Airport Manager may continue to deny access if denial is in the best interests of the Airport. A denial may be appealed to the Airport Board as set forth in Chapter IV, Section. 2, Paragraphs D and E of this document.

(4) Notwithstanding the provisions of (a), (b), and (c) of this section, the Airport Manager may summarily deny Airport access, effective immediately, pending the hearing specified in item Chapter IV, Section 2, Paragraph C, to any person for whom probable cause exists to believe the person

committed an act or omission relating to dangerous refueling procedures, aircraft or vehicle operations, lack of insurance, unauthorized access, theft of or damage to property, assault and battery or such other act or omission as may constitute a danger to the health, safety, or welfare of any individual or the public in general, whether such violation is due to intentional, knowingly, reckless or negligent conduct or a combination thereof is an offense and may result in a consequence.

(5) Penalties of Violations

The following consequences will be enforced when Airport Management has determined that a violation of Federal Regulations and/or Airport Policy and Procedures has occurred. The Airport Manager has the authority to deviate from this policy on a case by case basis depending on the severity of the violation.

a. First Violation - Documented warning and remedial instruction related to the violation and review of the airport's rules, regulations, and minimum standards.

b. Second Violation - Suspension of airport access and use privileges for a set period of time up to ninety (90) days. Documented remedial instruction related to the violation and review of the airport's rules, regulations, and minimum standards.

c. Third Violation - Airport access and use privileges permanently revoked. Violation committed by person(s) may request a denial hearing.

B. DENIAL PROCEDURE

(1) Upon probable cause to believe that a person has committed acts constituting grounds for denial of access, the Airport Manager shall provide the affected party with notice of an order to show cause why access should not be denied. The notice shall give at least seventy-two (72) hours' notice of the hearing date and list the grounds for the possible denial of access.

(2) Persons subject to subsection Chapter IV, Section 2, Paragraph A(4), shall be provided a hearing as soon as reasonably practical but in no event shall said hearing be delayed more than seventy-two (72) hours after the effective time of the denial of access, except upon mutual agreement of the Airport Manager and the affected party.

C. DENIAL HEARING Except for the summary denial of access under subsection Chapter IV, Section 2, Paragraph A(4), access to, and the use and privileges of, the Airport or any of its facilities shall be denied at the date and time of the hearing if the affected party fails to appear to contest the denial. The affected party shall have the right to present evidence and cross-examine any witnesses. The hearing shall be informal, and the rules of evidence shall not apply. The Airport Manager may rule on the denial of use at the close of the evidence and argument, but, in any case, shall enter a ruling within ten (10) calendar days after the completion of the hearing. The Airport Manager shall notify the affected party in accordance with Chapter IV, Section 1, Paragraph F. Pending any appeal to the Airport Board, the Airport Manager's denial of access shall be effective immediately if the ruling is made by the Airport Manager at the time of the hearing, or upon notice of the ruling when the ruling is made after the hearing.

D. AIRPORT BOARD APPEAL

(1) A person may appeal the denial of use to the Airport Board by filing a written notice of appeal with the Airport Manager not later than ten (10) calendar days after the Airport Manager has taken the action to be appealed from. The right to appeal is waived if the notice of appeal is not timely filed. Except as provided under Chapter IV, Section 2, Paragraph A(4), the timely filing of an appeal shall stay enforcement of the denial of access until the appeal is finally determined by the Airport Board.

(2) This chapter contains all the appellate relief to which an aggrieved party is entitled through Airport Board procedures. The exhaustion of appellate remedies at the Airport Board level does not preclude an aggrieved party from seeking any other remedies provided by law.

E. APPEAL PROCEDURE

(1) Upon receipt of a written notice of appeal, the Airport Board shall set an appeal hearing within ten (10) calendar days and shall give notice of the hearing as provided in this chapter.

(2) When required in the interest of fairness, the Airport Board may grant continuances of the hearing, but all hearings on denial of access shall be heard not later than thirty (30) calendar days from the date on which the notice of appeal was filed.

(3) Except for the summary denial of access under subsection as stated in item Chapter IV, Section 2, Paragraph A(4), access to, and the use and privileges of, the Airport or any of its facilities shall be denied at the date and time of the hearing unless the affected party or the party's counsel appears to contest the denial.

(4) An appellant may be represented by counsel at the hearing and the Airport Board may be represented by the Airport Board Attorney. Formal rules of evidence shall not apply. Both the appellant and the Airport Board shall have the right to present evidence through testimony or exhibits and to cross-examine witnesses. The Airport Board shall preside over the proceedings and shall determine the order and manner of proof.

(5) At the conclusion of the hearing, the Airport Board shall rule on the appeal and notify the appellant of the ruling in accordance with Chapter IV, Section 1, Paragraph F, within ten (10) calendar days after the hearing, unless all parties stipulate that additional time is required to render a decision. The Airport Board's decision shall be supported by a preponderance of evidence. The decision of the Airport Board is final.

(6) Except for the summary denial of access under subsection IV.2.A(4), the denial of access shall be effective immediately if the ruling is made by the Airport Board at the time of the hearing, or upon notice of the ruling when the ruling is made after the hearing.

F. SETTLEMENT AGREEMENTS

(1) After the Airport Manager denies access to, and the use and privileges of, the Airport or any of its facilities, and before the Airport Manager enters a ruling, the Airport Manager and affected person may enter into a settlement agreement to allow access.

(2) After the affected person appeals the denial of access to the Airport Board, and before the Airport Board enters a ruling, the Airport Board and the affected person may enter into a settlement agreement to allow access.

SECTION 3 - PERMIT REVOCATION

A. REVOCATION GROUNDS The Airport Manager may revoke any permit issued pursuant to these rules and regulations and Airport minimum standards, upon the happening of any of the following events:

(1) A violation of the terms of such permit of any provision of these rules and regulations and Airport minimum standards, or any rules, or regulations promulgated pursuant to such.

(2) Falsification of any application or other information provided to the Airport Board under these rules and regulations and Airport minimum standards.

(3) Any action which would place the Airport in violation of 49 U.S.C. § 47XXX., 14 CFR. Part 1., or the FAA Grants and Assurances (see 14 CFR Part 152).

(4) A violation of any future rules, regulations, minimum standards or other conditions which the authority may impose by appropriate process or any federal statute or regulation hereafter enacted.

B. REVOCATION PROCEDURE Upon probable cause to believe that the permittee has committed acts constituting grounds for revocation as provided in Chapter IV Section 3, Paragraph A, the Airport Manager shall provide the affected party with notice of an order to show cause why the permit should not be revoked. The notice shall give at least seventy-two (72) hours' notice of the hearing date and list the grounds for the possible revocation. The affected party shall have the right to present evidence and cross-examine any witnesses. The hearing shall be informal, and the rules of evidence shall not apply. Except for the summary suspension under Chapter IV, Section 3, Paragraph C(3) below, the license or permit revocation is effective at the date and time of the hearing if the affected party fails to appear to contest the revocation.

C. REVOCATION HEARING.

(1) The Airport Manager may rule at the close of the evidence and argument but shall enter a ruling within ten (10) calendar days of the completion of the hearing. Upon the decision of revocation, the aggrieved party shall forthwith surrender the subject permit.

(2) After a revocation, any person responsible for the commission of the acts constituting the ground for the revocation shall be ineligible to reapply for a like permit within an appropriate period of time as determined by the Airport Manager. A partnership, corporation, company, or association which has as a partner, officer, stockholder or member ineligible for re-application as provided by this subsection shall itself be ineligible for a like period.

(3) Notwithstanding the provisions of (2) in this section, the Airport Manager may summarily suspend, effective immediately, pending a revocation hearing, the permit of any person for whom probable cause exists to believe he/she committed an act relating to dangerous refueling, dangerous aircraft or vehicle operation, lack of insurance, theft of or damage to property, assault and battery or such other act or omission as may constitute danger or threat to the health, safety or welfare of any person or the public in general. The affected party shall be provided a hearing as soon as reasonably practical but in no event shall said hearing be delayed more than seventy-two (72) hours after the effective time of the summary suspension, except upon mutual agreement of the Airport Manager and the affected party.

D. APPEAL.

(1) An aggrieved party may appeal the denial of a permit renewal or revocation to the Airport Appeals Board by filing a written notice of appeal with the Airport Manager not later than ten (10) calendar days after the Airport Manager has taken the action to be appealed from. The right to appeal is waived if the notice of appeal is not timely filed. Except as provided under Chapter IV, Section 3, Paragraph C(3) above, the timely filing of an appeal shall stay enforcement of the revocation until the appeal is finally determined by the Airport Board.

(2) This division contains all the appellate relief to which an aggrieved party is entitled through Airport Board procedures. The exhaustion of appellate remedies at the Airport Board level does not preclude an aggrieved party from seeking any other remedies provided by law.

E. APPEAL PROCEDURE.

(1) Upon receipt of a written notice of appeal, the Airport Board shall set an appeal hearing within thirty (30) calendar days and shall give notice of the hearing as provided in this division.

(2) When required in the interest of fairness, the Airport Board may grant continuances of the hearing, but all hearings on permit revocations and suspensions shall be heard not later than thirty (30) calendar days from the date on which the notice of appeal was filed.

(3) An appellant may be represented by counsel at the hearing and the Airport Board may be represented by the Airport Board Attorney. Formal rules of evidence shall not apply. Both the appellant and the Airport Board shall have the right to present evidence through testimony or exhibits and to cross-examine witnesses. The Airport Board shall preside over the proceedings and shall determine the order and manner of proof. Except for the summary suspension under Chapter IV, Section 3, Paragraph C(3), the permit revocation is effective at the date and time of the hearing unless the affected party or the party's counsel appears to contest the revocation.

(4) At the conclusion of the hearing, the Airport Board shall rule on the appeal and notify the appellant of the ruling in accordance with Chapter IV, Section 1, Paragraph F, within ten (10) calendar days after the hearing, unless all parties stipulate that additional time is required to render a decision. The Airport Board's decision shall be supported by a preponderance of evidence. The decision of the Airport Board is final.

(5) Except for summary suspension under Chapter IV, Section 3, Paragraph C(3), the revocation shall be effective immediately if the ruling is made by the Airport Board at the time of the hearing, or upon notice of the ruling when the ruling is made after the hearing.

(6) The permittee shall surrender all revoked licenses and permits to the Airport Board at such time as the revocation becomes effective.

F. SETTLEMENT AGREEMENTS.

(1) After the Airport Manager revokes or suspends a permit, and before the Airport Manager enters a ruling, the Airport Manager and affected person may enter into a settlement agreement regarding the permit.

(2) After the affected person appeals the revocation to the Airport Board, and before the Airport Appeals Board enters a ruling, the Airport Board and the affected person may enter into a settlement agreement regarding the license or permit.

SECTION 4 - EMERGENCY

A) **EMERGENCY ABATEMENT.** If a situation presents an imminent danger or threat to the health, safety or welfare of any person or the public in general, the Airport Board/Manager may issue a notice to abate directing the responsible person(s) to take such immediate action as is appropriate to abate the emergency. In addition, the Airport Board/ Manager may act to abate the emergency. In the event the Airport Board/Manager is unable to contact the responsible person, such inability, in no way affects the Airport Board's right to abate the emergency. The responsible person shall be granted a review before the Airport Appeals Board on the matter upon that person's request, as soon as practicable, but such appeal shall in no case stay the abatement of such emergency.

B. **EMERGENCY OPERATIONS.** The Airport Manager serves as the Emergency Coordinator for all airport related incident and accident on the airport. Airport Manager assumes incident command responsibility for all response and recovery operations, as appropriate to ensure minimum loss of life and property. Establishes, promulgate, coordinates, maintains, and implements the Airport Emergency Plan (AEP). (SEE SRC AIRPORT EMERGENCY PLAN) Contacts 911 and provides appropriate alerts and notifications to first responders. Coordinates the closing of the airport when necessary and initiate the dissemination of relevant incident/accident information to the FAA Operations Center (404-305-5180) and other appropriate Federal and State agencies.

SECTION 5 – PET POLICY

Tennessee Leash Law requires dogs to be on a leash, confined or under the control of their owner at all times. All person(s) entering Airport property with pet(s), are solely responsible for the actions of the pet and assume full risk of any injuries, damage, or loss caused in connection with the pet while on airport property. You must leash your pet immediately if aggressive behavior is observed. No pets known to be aggressive toward other pets or people may enter airport property. Pets must be removed from airport property at the first sign of aggression.

Designated pet relief area location is posted next to the South parking lot. For location of designated pet relief areas, contact airport personnel. You must pick up and dispose of any waste generated by

your pet(s) and fill all holes dug by your animal(s). Failure to comply will forfeit your ability to bring pet(s) onto airport property.

APPENDIX A – Aircraft Storage Registration

**Springfield-Robertson County Airport
AIRCRAFT STORAGE REGISTRATION
and SERVICE REQUEST**

(Required for storage of aircraft)

For: Registration or Request

- | | | |
|---|---|----------------------------------|
| <input type="checkbox"/> Tiedown | <input type="checkbox"/> T-Hangar | <input type="checkbox"/> Fueling |
| <input type="checkbox"/> Corporate Hangar | <input type="checkbox"/> Aircraft Service | <input type="checkbox"/> Other |

Applicant (Business Name): _____

Authorized Representative, title: _____

Email Address: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Billing Phone: _____ Billing E-mail _____

Aircraft Make/Model: _____ Assigned Space: _____

Registration No. N- _____ Aircraft Wingspan: _____

Aircraft Make/Model: _____ Assigned Space: _____

Registration No. N- _____ Aircraft Wingspan: _____

The Applicant hereby requests the above action(s), and in consideration of this request being granted, agrees to the following:

2. PERMIT LIMITATIONS: This registration may not be assigned or transferred, and only aircraft owned, leased or rented by the Applicant and listed above shall occupy the assigned space(s). If, for whatever reason, the aircraft listed above is no longer based in the assigned space, the Applicant will be required to vacate the space, or acquire another aircraft within ninety (90) days. Periodic inspections will be conducted to ensure that the assigned space is only occupied by the aircraft listed above.

3. INFORMATION CHANGES: The Applicant shall notify Airport administration, in writing within fifteen (15) days, of any change to the information provided.
4. RELEASE OF LIABILITY: The Airport Board assumes no liability for damage or loss to personal property, aircraft or hangar while providing requested service by the tenant at the Springfield-Robertson County Airport. Services include: Entering hangar to provide fuel dispensing at hangar, aircraft engine pre-heat, battery charging, removing aircraft from hangar.
5. INDEMNIFICATION: The Applicant and invitees shall indemnify and hold harmless the Airport Board and its agents, officers, representatives, and employees.
6. LANDLORD RIGHTS: The Airport Board may exercise its rights as landlord by canceling this registration and removing the aircraft or other personal property in the storage space when rent for any month has not been paid by the end of said month. The undersigned shall be responsible for all charges incurred by the Airport Board in the exercise of its rights.
7. COMPLIANCE WITH THE LAW, RULES AND REGULATIONS AND MINIMUM STANDARDS: The Applicant shall comply with all applicable laws, ordinances, rules and regulations and minimum standards.

The undersigned Applicant (representative) certifies he/she is authorized to sign for self (the business) and acknowledges receipt of a copy of this permit.

Applicant Signature _____ Date: _____

Applicant's Name Printed Legibly: _____

Staff Use Only

Application, permits and insurance reviewed by: _____

Airport Manager's Comments/Stipulations: _____

Approved by Airport Manager or Designee: _____

APPENDIX B – Self-Fueling Permit

Springfield-Robertson County Airport

SELF-FUELING PERMIT

(BULK AVIATION FUEL & AUTO GAS)

(Required for self-fueling on the airport)

PERMIT FOR REGISTRATION NUMBER N-_____

Application for:

☐ Airport Self-Fueling ☐ Transportable Tank

Applicant (Business Name): _____

Authorized Representative, title: _____

Email Address: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Billing Phone: _____ Billing Email: _____

Aircraft Storage Location/Hangar Address: _____

The Applicant requests approval to conduct self-fueling of based aircraft on the airport and agrees to the following:

1. FEE PAYMENT: The Airport Board reserves the right to charge for permits issued to self-fueling permit holders. Fuel flowage fees are required on every gallon dispensed into aircraft and those fees shall be equal to any other fuel flowage fees charged on the airfield.
2. PERMIT LIMITATIONS: This permit may not be assigned or transferred. A holder of self-fueling permit shall not dispense or permit the dispensing of aircraft fuels into any other aircraft. This permit shall remain in effect unless otherwise suspended or revoked.

3. INFORMATION CHANGES: The Applicant shall notify the Airport Manager, in writing within fifteen (15) days, of any change to the information provided.

4. COMPETENCY: The Applicant certifies personnel engaged in self-fueling are properly trained in aircraft fueling, fuel handling and associated safety procedures, and will conform to the best practices for such operations. Examples of safe fuel handling practices may be found in the National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing, and the FAA Advisory Circular 150/5230 (as amended).

5. REPORTING: The Applicant shall provide monthly fuel inventory reconciliation reports listing the type and amount of fuel dispensed to all aircraft, including helicopters, fuel received, spilled or otherwise accounted for.

6. INDEMNIFICATION: The Applicant shall indemnify the Airport Board and its agents, officers, representatives, and employees. Applicant shall grant the Airport Board's representative access to fueling areas and all fuel records at reasonable times for purposes of determining compliance with the law.

7. COMPLIANCE WITH THE LAW, RULES AND REGULATIONS AND MINIMUM STANDARDS: The Applicant shall comply with all applicable laws, ordinances, rules and regulations and minimum standards.

The undersigned Applicant (representative) certifies he/she is authorized to sign for self (the business) and acknowledges receipt of a copy of this permit.

Applicant Signature _____ Date: _____

Applicant's Name Printed Legibly: _____

Staff Use Only

Indicate applicable documents to be given to Applicant: _____

FAA Advisory Circular 150/5230 as amended

Best practices demonstration review, application, permits and insurance reviewed by: _____

Airport Manager's Comments/Stipulations:

Approved by Airport Manager or Designee: _____

APPENDIX C – Temporary Activity Permit

Springfield Robertson County Airport TEMPORARY ACTIVITY PERMIT

(Required for all special activities on the airport and adjacent to airport taxi lanes.)

Application for:

☐ Commercial Photography Permit

☐ Aircraft Static Display

☐ Construction Permit

☐ Special Event Permit

Describe in detail the proposed activity and location (include # of persons and vehicles, if necessary): _____

Add additional sheets if necessary to fully describe proposed event

Date of event: _____ End date (if more than one day): _____

Start time of event: _____ End time of event: _____

Authorized Representative & Title: _____

Email Address: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Billing Phone: _____ Billing Email: _____

The Applicant hereby requests the above action(s), and in consideration of this request being granted, agrees to the following:

1. FEE PAYMENT: The Applicant agrees to pay escort and all other required fees on time. The escort rate is \$45.00 per hour, with a minimum escort time of one hour. (May be waived at the discretion of the Airport Board)
2. PERMIT LIMITATIONS: This permit may not be assigned or transferred.
3. INFORMATION CHANGES: The Applicant shall notify Airport administration, in writing, of any change to the information provided.
4. RELEASE OF LIABILITY: The Airport Board assumes no liability for damage or loss to personal property while applicant operates at Airport.
5. INDEMNIFICATION: The Applicant and invitees shall indemnify and hold harmless Airport Board and its agents, officers, representatives, and employees.
6. COMPLIANCE WITH THE LAW, RULES AND REGULATIONS AND MINIMUM STANDARDS: The Applicant shall comply with all applicable laws, ordinances, rules and regulations and minimum standards.

Please check the box for each item attached and submitted with the application:

☐ Certificate(s) of Insurance

☐ Security/Safety Plan

The undersigned Applicant (representative) certifies he/she is authorized to sign for self (the business) and acknowledges receipt of a copy of this permit.

Applicant Signature _____ Date: _____

Applicant's Name Printed Legibly: _____

Staff Use Only

Application, permits and insurance reviewed by: _____

Airport Manager's Comments/Stipulations: _____

Approved by Airport Manager or Designee: _____

EXHIBIT A - Left Traffic Pattern RWY 04/22

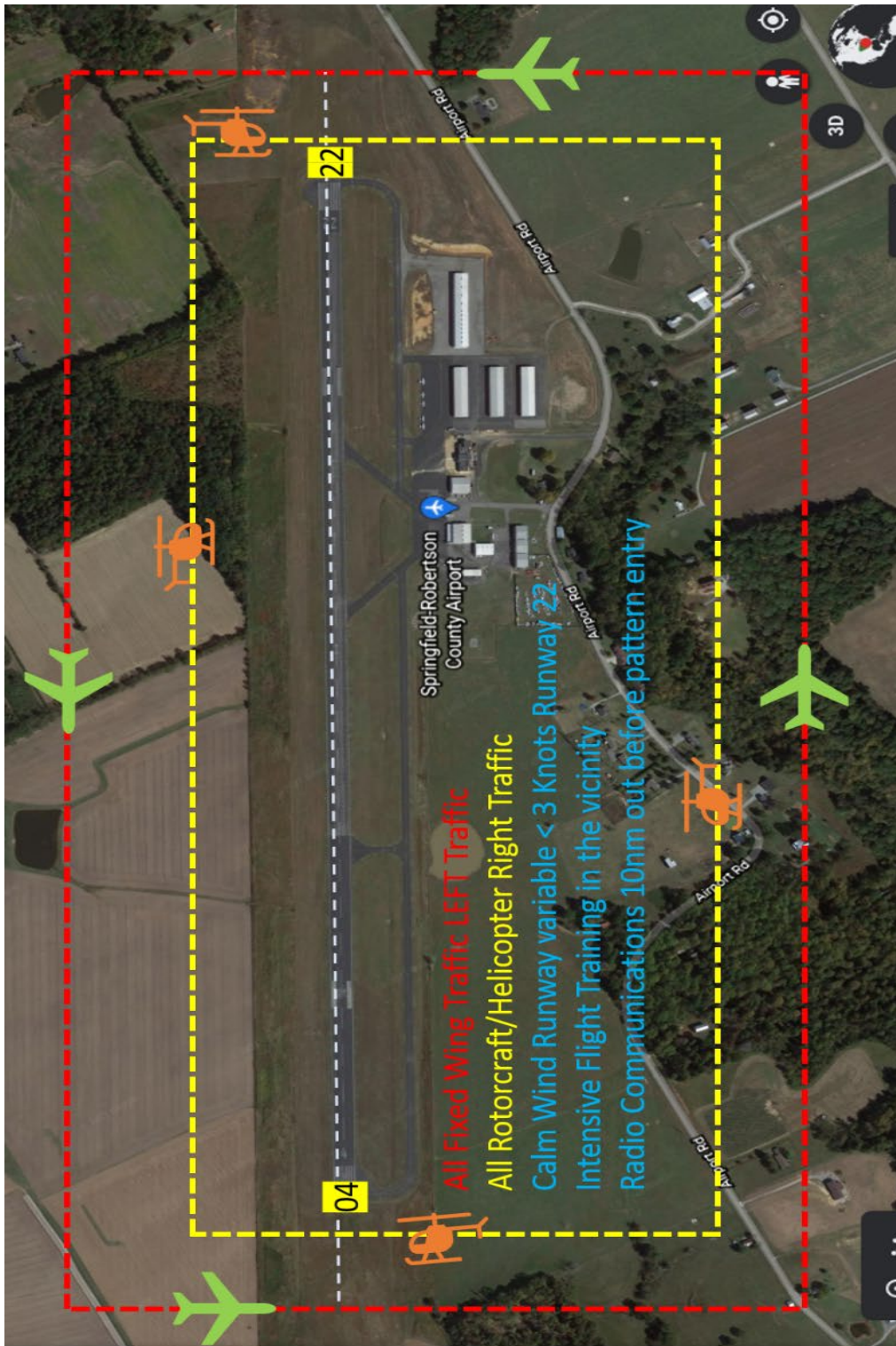


EXHIBIT B – Restricted Access Area



EXHIBIT C – M91 Airport Security Map

