

**NEW BRAUNFELS NATIONAL AIRPORT**

**KBAZ**

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# **AIRPORT RULES AND REGULATIONS**

## **2023 EDITION**



# NEW BRAUNFELS NATIONAL AIRPORT RULES AND REGULATIONS

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## Revisions

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# PART 1

## INTRODUCTION

# INTRODUCTION

## **SUBPART 1.1 PURPOSE OF RULES AND REGULATIONS**

Rules and regulations provided in this document and any amendments thereto (hereinafter referred to as "Regulations") are intended for the safe, orderly, and efficient operation of the Airport, and apply to all persons using the Airport for any reason.

## **SUBPART 1.2 RESPONSIBLE PARTY**

Any person accessing the Airport shall be responsible for their actions or inactions as well as the actions or inactions of any employee, contractor, guest, invitee, or other person under their supervision or who has accessed the Airport or Airport facilities at their direction or invitation.

## **SUBPART 1.3 MINIMUM OPERATING STANDARDS**

Prior to commencing and while conducting any commercial aeronautical activities at the Airport, all persons shall comply with all applicable requirements concerning such activities as are set forth in the New Braunfels National Airport Minimum Standards.

## **SUBPART 1.4 CONFLICTING LAWS, ORDINANCES, REGULATIONS, AND CONTRACTS**

- A. In any case where a provision of these regulations is found to conflict with any other provision of these regulations adopted hereunder or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the City of New Braunfels (the "City"), the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.
- B. In cases where two (2) or more provisions of these Regulations are in conflict, the most stringent or restrictive shall prevail.
- C. It is not intended by these regulations to repeal, abrogate, annul, or in any way impair or interfere with existing provisions of other laws, ordinances, codes, rules, or regulations except those specifically repealed by these Regulations, if any, or to excuse any person from performing obligations to the city under any lease or other written agreement with the City.

## **SUBPART 1.5 COMPLIANCE**

- A. No existing or future City contract, lease agreement, or other contractual arrangement, nor any payment or performance there under, shall excuse full and complete compliance with these Regulations.
- B. All persons on any part of the property comprising the Airport shall comply with these Regulations and other directives of the Airport Director or designee relative to the use or occupation of any part of the property comprising the Airport. Permission granted to any person by the Airport Director directly or indirectly, expressed, or implied, to enter upon or use the Airport or any part thereof is conditioned upon compliance with these Regulations. Entry upon or onto the Airport by any person shall be deemed to constitute an agreement by such person to comply with these Regulations.
- C. Compliance with these Regulations shall not excuse full and complete compliance with any obligations to the City under any existing or future city contract, lease, agreement, or other contractual arrangement.
- D. Compliance with these Regulations does not excuse failure to comply with any other law.
- E. These Regulations are not intended to amend, modify, or supersede any provision of Federal, State, or local law.
- F. These Regulations shall in no way supersede or abrogate regulations set forth by the Federal Aviation Administration (FAA) regarding the operations of a General Aviation Airport.

## **SUBPART 1.6 ENFORCEMENT**

- A. The Airport Director is empowered to interpret these Regulations and enforce these Regulations through Airport staff and the City of New Braunfels Police Department. All persons in the Airport shall respond to directives issued by Airport Operations personnel, under the direction of the Airport Director, relative to the enforcement of these Regulations. Violations of Rules and Regulations may result in a written Notice of Violation (NOV) issued by Airport Operations personnel, or a citation issued by the City of New Braunfels Police Department.
- B. The Airport Director or designee may remove or evict from the Airport premises

any person who knowingly, willfully, or recklessly violates any rule or regulation prescribed herein, or any rule or regulation in effect by the federal government or the State of Texas and may deny use of the Airport and its facilities to any such person if it is determined that such denial is in the public interest, notwithstanding any contractual arrangements.

- C. If any provision of these Regulations is held to be invalid, the remainder of these Regulations shall remain in full force and effect. Future amendments, additions, deletions or corrections to these Rules and Regulations will be incorporated into the document as required and as directed by the City.
- D. Any person who feels these Regulations have been unjustly applied or enforced shall comply with the directives of the Airport and City until such matter is resolved. Concerns regarding any enforcement practice shall be submitted in writing to the Airport Director within seven (7) days of the date of occurrence along with a description of the situation, the actions taken by Airport staff, and the desired resolution.

#### **SUBPART 1.7 VARIANCE**

- A. Any variance of the literal requirements of these Rules and Regulations may be granted by the Airport Director if the Airport Director determines that strict enforcement is impractical, results in unnecessary hardship, or is contrary to the safety of flight operations.
- B. When an emergency exists at the Airport, the Airport Director or designee is empowered to issue directives and take such action as necessary to protect people, property, and assets, and promote the safe operation of the Airport. Such directives and actions of the Airport Director or designee have the power of regulation as long as the emergency exists.
- C. The City reserves the right to revoke, cancel, or change any of the Regulations at any regular or special Council Meeting. All changes issued from time to time shall be considered as addenda to these Regulations. Future amendments, additions, deletions, or corrections to these Regulations will be incorporated as required and as directed by City.

#### **SUBPART 1.8 WAIVER OF LIABILITY**

- A. Any permission granted by the Airport Director to use the Airport and its facilities,

or to fly to, from, or over the same shall be at all times conditioned upon the assumption of full responsibility and risk associated therewith. It shall be a further condition thereof that each person, as consideration of the use of the Airport and its facilities, shall at all times indemnify the Airport, the City, the Airport Director, and all employees from and against any and all liability, responsibility, loss or damage, resulting to any such person or caused by or on his behalf, and incident to the manner in which the Airport is operated, constructed or maintained, or served from within or without, or used from without.

- B. The use of the Airport by any person for any purpose, or the paying of fees thereof for the taking off or landing aircraft therein shall be itself an acknowledgment that such person accepts such privileges on the conditions herein set forth.

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## **PART 2**

# **GENERAL USE OF AIRPORT**

## **GENERAL USE OF AIRPORT**

### **SUBPART 2.1 ABANDONMENT OF PROPERTY**

No person shall abandon any personal property at the Airport. If not claimed by the owner within thirty (30) days, such articles will be handled in accordance with applicable state and local law.

### **SUBPART 2.2 ACCIDENT REPORTING**

Accidents resulting in damage to property, injury requiring professional medical treatment, or interference with normal operations must be reported to Airport Operations as soon as possible after the occurrence.

### **SUBPART 2.3 ADVERTISEMENTS & PRINTED MATERIALS**

- A. Advertisements and other printed materials shall not be posted, distributed, displayed, or circulated at the Airport without the express written consent of the Airport Director, unless posted in areas specifically authorized by the Airport Director for advertisements.
- B. The authorization may include reasonable time, place, and manner constraints including without limitation the number of persons distributing the printed materials.

### **SUBPART 2.4 AIRCRAFT MAINTENANCE**

- A. Aircraft maintenance shall only be conducted in areas designated by the Airport Director and shall only be used for preventative aircraft maintenance and in accordance with the posted rules at each maintenance area.
- B. Major aircraft alterations and repairs are prohibited on the airport except in hangars, where it can be demonstrated that the area of alterations and repairs is equipped with oil/water interceptors into the sanitary sewer system, or other preventative measures are taken as approved by the Airport Director, and are conducted:
  - 1) By a person holding a valid aeronautical business permit for such activity; or

- 2) By the owner of the aircraft with an approved aircraft maintenance permit under the provisions provided in these regulations.

#### **SUBPART 2.5 ALCOHOL**

No person shall sell any intoxicating beverage upon any portion of the Airport except in facilities properly designated and licensed for on-site liquor dispensing.

#### **SUBPART 2.6 ALTERATION OF AIRPORT PROPERTY**

- A. No person shall make any alterations to any signs, buildings, aircraft parking and storage areas, leased areas or other airport property, nor erect any signs, buildings, or other structures without prior written permission of the Airport Director.
- B. Any construction on the airport must be approved in writing by the Airport Director.
- C. Such persons shall comply with all building codes and permit procedures of the City and shall deliver to the Airport Director as-built plans upon completion.

#### **SUBPART 2.7 ANIMALS**

- A. Animals other than those allowed under the Americans with Disabilities Act (ADA) or under Chapter 121 of the Texas Human Resources Code, assistance or law enforcement dogs, are not allowed within the Airport Operations Area unless being transferred or shipped, and/or under the control of their owner or handler by leash, harness, restraining strap, or cage. Leashes, harnesses, and straps shall not exceed six (6) feet.
- B. No person shall enter any public building with any animal, except animals required for assistance or when such animals are leashed or containerized for air shipment.
- C. Owners or handlers are responsible for the immediate removal and disposal of animal waste.
- D. No person shall feed or engage in any other act to encourage the congregation of birds or other animals on the Airport.

## **SUBPART 2.8 MISCELLANEOUS VEHICLES**

- A. Tenant use of golf carts, ATV/UTVs, etc. is permitted for aeronautical purposes within the Airport Operations Area. No such vehicle shall enter the non-movement area.
- B. The use of a bicycle/moped within the Airport Operations Area must have prior approval from the Airport Director or designee.
- C. The use of skateboards, scooters, rollerblades, or any other non-street legal vehicle is not permitted within the Airport Operations Area.

## **SUBPART 2.9 COMMERCIAL ACTIVITY**

Commercial activity of any kind requires the express written permission of the Airport Director through a specifically authorized lease, sublease, operating agreement, license, permit or written temporary permission and the payment of fees, as required.

## **SUBPART 2.10 COMMERCIAL PHOTOGRAPHY**

- A. No person shall take a still, motion, or sound picture on the Airport for commercial purposes without the permission of the Airport Director or designee and the payment of fees, as required including, without limitation:
  - 1) Professional photographers and motion picture cameramen photographing events on the Airport as representatives of bona fide news organizations.
  - 2) Professional photographers and motion picture cameramen photographing events at the Airport for non-profit exhibition, to stimulate interest in air commerce or travel, or for non-profit educational purposes.
  - 3) Professional photographers photographing scenes on the Airport for general artistic purposes.
  - 4) Aviation photographers photographing aircraft in public or designated areas.
- B. No person shall take a still, motion, or sound picture in any area exclusively leased to an Airport tenant without the permission of the tenant and coordination with the Airport Director's Office.

C. Any approved activity within the Airport Restricted Area shall have proper escort.

**SUBPART 2.11 DISORDERLY CONDUCT, INTOXICATING LIQUORS, ETC.**

No person shall:

- A. Commit any disorderly, obscene, or unlawful act or commit any nuisance on the airport.
- B. Become intoxicated on any portion of the airport.
- C. No intoxicated person shall enter upon or loiter on or about the airport and any of its facilities.

**SUBPART 2.12 FEES**

Fees, rates, and charges shall be established, scheduled, and published from time to time, by the Airport and where applicable, paid to the Airport by users of the Airport.

**SUBPART 2.13 FLYING CLUBS**

A. Private flying clubs shall not be required to meet the Airport's Minimum Standards for commercial aeronautical activities provided that such club meets the following criteria:

- 1) The private flying club's membership is not available to the general public.
- 2) No member of a private flying club shall receive compensation for services provided for such private flying club or its members.
- 3) Each private flying club member must have an ownership interest in the private flying club.
- 4) Private flying clubs' aircraft shall not be used by other than members (owners).
- 5) No entity shall use private flying club aircraft in exchange for compensation.
- 6) No member (owner) shall use private flying club aircraft for flight

instruction of nonmembers.

- B. Private flying clubs shall keep on file and available for review by the Airport Director, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.
- C. Private flying clubs shall keep current with the Airport Director:
  - 1) Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office.
  - 2) Roster of all officers, directors, and members including home and business addresses and phone numbers.
  - 3) Designee responsible for compliance with these Minimum Standards and other Regulatory Measures.
- D. Flying clubs not meeting the requirements of this section may only operate if approved to operate a commercial aeronautical activity at the Airport pursuant to these Rules and Regulations and the Airport's Minimum Standards.

#### **SUBPART 2.14 HUNTING**

Hunting on the Airport is prohibited, except for wildlife control measures undertaken to further aviation safety in accordance with the Airport's approved wildlife management plan.

#### **SUBPART 2.15 LOST AND FOUND ARTICLES**

- A. Lost and found articles shall be deposited with Airport Operations. Any person finding lost articles in public areas of the Airport shall immediately deposit them at the Airport Main Office.
- B. Articles unclaimed after thirty (30) calendar days may be turned over to the finder or otherwise disposed of in compliance with applicable law.

#### **SUBPART 2.16 MODEL AIRCRAFT, KITES, FIREWORKS, ETC.**

No person shall fly or release a model aircraft, rocket, kite, fireworks, balloon, parachute,

or similar aircraft or airborne object, within two (2) miles of the airport if such activity would create a hazard to aircraft operations, or as otherwise determined by Air Traffic Control or the Airport Director.

#### **SUBPART 2.17 OBSTRUCTION**

No person, except law enforcement officers, firefighting personnel, TSA, FAA, and the Airport personnel may intentionally obstruct, delay, physically disturb or interfere with the free movement of any other person on the public areas of the Airport, unless doing so in accordance with the Airport's security challenge procedures.

#### **SUBPART 2.18 OVERNIGHT CAMPING**

Overnight camping on the Airport is prohibited unless authorized by the Airport Director or designee.

#### **SUBPART 2.19 PRESERVATION OF PROPERTY**

- A. No person shall destroy or cause to be destroyed, injure, damage, deface, or disturb in any way, property of any nature located on the Airport. Any person causing or responsible for such injury, destruction, damage, or disturbance shall report such damage to Airport Operations and shall reimburse the Airport the full amount of repair or replacement of the property.
- B. No person shall take or use any aircraft, aircraft parts, instruments, or tools owned, controlled, or operated by any person while on the Airport or within its hangars, except with the written consent of the owner or operator thereof.

#### **SUBPART 2.20 PROPERTY DAMAGE, INJURIOUS, OR DETRIMENTAL ACTIVITIES**

- A. No person shall destroy, deface, injure, or disturb in any way Airport property or conduct at the Airport activities that are injurious, detrimental, or damaging to airport property or to activities and business of the Airport.
- B. Any person causing, or liable for any damage, shall be required to pay the City on demand the full cost of repairs.
- C. Any person failing to comply with this section shall be in violation of these Regulations and may be refused the use of any airport facility until the City has been fully reimbursed for damage done.

## **SUBPART 2.21 SELF-SERVICING**

- A. Persons are permitted to fuel, wash, repair, or otherwise service their own based aircraft provided there is no attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Regulations and all applicable laws.
- B. An aircraft owner may hire an individual to provide, under the direction and supervision of the aircraft owner, services only on the owner's-based aircraft. Such services may only be provided by a direct employee of the aircraft owner or a technical specialist.
- C. Aircraft owners shall notify the Airport Director at least one (1) hour in advance of the technical specialist performing maintenance services on any aircraft.

## **SUBPART 2.22 SIGNAGE**

Signage standards are established by the Airport in compliance with the City of New Braunfels Sign Code.

- A. No sign, advertisement or notice shall be displayed on the outside of any structure on the Airport or on Airport property unless authorized under the Airport Design Guidelines.
- B. Roadway and directional signage shall be in compliance with City of New Braunfels traffic control, and no roadway signage shall be displayed unless authorized by the Airport Director.

## **SUBPART 2.23 SMOKING**

No smoking shall be permitted:

- A. Within fifty (50) feet of an aircraft, fuel truck and/or fuel storage area.
- B. Where prohibited by the City.

## **SUBPART 2.24 SOLICITATION**

No person shall solicit funds or other items to the public on the Airport without the express written approval of the Airport Director.

## **SUBPART 2.25 STORAGE**

No person shall store or stock materials or equipment in such a manner as to be unsightly or constitute a hazard to personnel or property, as determined by the Airport Director.

## **SUBPART 2.26 STORAGE OF EQUIPMENT OR PROPERTY**

Storage of equipment or property not used for aviation or other approved operations or activity on the Airport is prohibited unless specifically provided for by lease or other contractual agreement. This includes recreational vehicles (boats, motor homes, personal watercraft, etc.) and other motor vehicles not specifically used for the authorized operation.

## **SUBPART 2.27 STORAGE, TRANSFER, AND CLEANUP CHARGES**

- A. The City may remove and impose storage, removal, and transfer charges upon any property unlawfully located at the Airport.
- B. The City may clean up any material unlawfully spilled, placed, or otherwise deposited at the airport and may charge the responsible person(s) for the cost of the cleanup, any required environmental remediation, and any expenses incurred by, or fines or damages imposed on, the City as a result thereof.

## **SUBPART 2.28 TAMPERING WITH AIRCRAFT**

No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments, or tools, without permission of the owner or specific direction of the Airport Director or designee.

## **SUBPART 2.29 WASTE CONTAINERS AND DISPOSAL**

- A. All airport tenants, users, or visitors shall dispose of all waste in the appropriate waste containers.
- B. Types of waste containers and the location of waste accumulation areas shall be designated by the Airport Director and no other containers or areas shall be used.
- C. Containers for recyclable materials shall be used in strict accordance with the rules posted for such use.

- D. Wastewater shall not be disposed of in storm water drainage or dirt/grass areas under any circumstances. Wastewater may be disposed of in sanitary sewer or sink drains unless the wastewater contains petroleum or hazardous materials or hazardous waste.
- E. No petroleum products, industrial waste matter, batteries, or other hazardous materials shall be dumped or otherwise disposed of except in accordance with Local, County, State and Federal law.
- F. Any hazardous waste shall be the responsibility of the originator under all applicable law.

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# PART 3

# AIRCRAFT OPERATIONS

## **AIRCRAFT OPERATIONS**

### **SUBPART 3.1 FLIGHT QUALIFICATIONS**

- A. Operators of aircraft entering or leaving the traffic pattern of the airport or using the movement area for the purpose of landing or taking off shall be holders of a valid, current pilot certificate with rating appropriate to the type of aircraft operated and conditions under which they are operating.
- B. Reciprocal certificates issued by foreign governments are acceptable if accepted by the Federal Aviation Administration.

### **SUBPART 3.2 ACCIDENTS AND DISABLED AIRCRAFT**

- A. Persons involved in aircraft accidents or incidents on the Airport shall make a full report thereof to the Air Traffic Control staff and Airport Operations as soon as practical. The pilot or operator involved in an accident-causing personal injury or property damage shall comply with any request by the City to make a written report concerning said accident.
- B. Access to aircraft accident and incident scenes shall be controlled by a designated Incident Commander. Persons are not authorized to enter an accident or incident scene without the permission of the Incident Commander.
- C. The pilot, aircraft owner, lessee, or operator is responsible for the prompt removal of the disabled aircraft or parts thereof as directed by the Airport Director, subject to accident investigation requirements. The Airport Director or designee is authorized to remove or relocate a disabled aircraft from any location on the Airport at the expense of the owner/operator.

### **SUBPART 3.3 AIRCRAFT/AIRPORT OPERATIONS DURING HOURS OF TOWER CLOSURE**

- A. After the published hours of the Air Traffic Control Tower (ATCT), all aircraft/vehicles operating within the Air Operations Area (AOA) must broadcast their intentions on the Common Traffic Advisory Frequency (CTAF) in accordance with suggested procedures published in the Airman's Information Manual (AIM), Federal Aviation Regulations (FAR), and FAA Advisory Circulars.
- B. All aircraft operators and pilots are bound these Regulations.

#### **SUBPART 3.4 AIRCRAFT HANGARS**

- A. Aircraft storage hangars shall only be used for storage and parking of aircraft, associated aircraft equipment, and supplies.
- B. Aircraft parked in hangars shall be parked in a manner so as to be completely contained in the aircraft parking space and not obstruct adjacent aircraft parking, storage areas, or taxi lanes, except for purposes of immediate and temporary staging and fueling of such aircraft.
- C. Use of aircraft storage hangars shall be subject to the following restrictions:
  - 1) Major aircraft alterations and repairs may be performed in hangars on based aircraft with prior written approval of the Airport Director unless otherwise approved by a lease with the City.
  - 2) Where no personnel exit is provided, the sliding hangar doors shall remain open thirty-six (36) inches while any person occupies the hangar.
  - 3) Oily rags, oil wastes, rags and other rubbish and trash may only be stored in containers with secondary containment and self-closing, tight-fitting lids as approved by the Airport Director.
- D. Aircraft hangars shall be subject to quarterly and periodic inspections by the Airport Director and Airport personnel to ensure compliance with all laws, ordinances, and these Regulations.

#### **SUBPART 3.5 AIRCRAFT T-HANGARS**

In addition to the provisions contained in Subpart 3.4, the following restrictions apply to T-hangars:

- A. Major aircraft alterations and repairs or preventive aircraft maintenance may be conducted on based aircraft at the based location only as approved in writing by the Airport Director.
- B. No painting of aircraft may be conducted within the confines of the t-hangars. Due to the shared community walls, paint overspray settles onto adjacent aircraft. There are no exceptions to this rule.

## **SUBPART 3.6 AIRCRAFT TIE-DOWNS**

- A. Aircraft tiedowns shall only be used for the following purposes:
  - 1) Storage and parking of the based aircraft listed on the lease agreement for that tiedown and parked in a manner so as to be completely contained within the aircraft parking space and not obstruct adjacent aircraft parking and storage areas or taxi lanes, except for purposes of immediate and temporary staging and fueling of such aircraft.
- B. Conducting preventive aircraft maintenance on the based aircraft at the based location in accordance with applicable regulations.
- C. Aircraft equipment and supplies contained in a storage device with prior written approval from the Airport Director.

## **SUBPART 3.7 AIRPORT CLOSURES AND RESTRICTIONS**

In the event that the Airport Director believes that the conditions of the Airport or any part thereof are unsafe for landings and take-offs, it shall be within their authority to close or restrict all or part of the Airport and issue a Notice to Airmen (NOTAM) indicating so.

## **SUBPART 3.8 BASED AIRCRAFT REGISTRATION**

The owner and/or operator of aircraft based on the Airport's ramp area shall execute a written agreement with the Airport stating, among other things, the based aircraft status, aircraft identification, and compliance with aircraft parking fees. Aircraft based at the Airport but within a tenant's leasehold shall be reported by the tenant quarterly or upon request by the Airport Director.

## **SUBPART 3.9 ENGINE RUN-UPS**

- A. Aircraft engine run-ups above ground idle shall only be conducted at the engine run- up areas adjacent to each runway end or within those areas designated by the Airport Director or designee.
- B. No aircraft engine shall be started or run unless a qualified, certificated pilot or mechanic is attending the aircraft controls.
- C. Aircraft engine run-ups shall not be conducted in such positions that the path of

the propeller wash or jet blast may endanger persons, structures, or property.

#### **SUBPART 3.10 FLIGHT DEMONSTRATIONS**

- A. Demonstrations, including test flights or ground demonstrations other than standard maintenance test flights, shall not be conducted on the Airport without the express written consent of the Airport Director.
- B. The Airport specifically reserves the right to temporarily restrict or control activities within aircraft operating areas and public areas of the Airport for purposes of aerial and ground demonstrations or for any other public purpose.

#### **SUBPART 3.11 FLY FRIENDLY PROCEDURES**

Aircraft operators shall, whenever possible, use procedures and flight patterns that help mitigate aircraft noise. The Airport supports the use of the National Business Aircraft Association (NBAA) and Aircraft Owners and Pilots Association (AOPA) noise abatement procedures. The Airport's published Fly Friendly procedures are described in Appendix B.

#### **SUBPART 3.12 GENERAL OPERATING RULES**

- A. No aircraft shall be operated on the Airport if such aircraft is constructed, equipped, or loaded as to endanger persons or property.
- B. No aircraft shall be operated on the Airport in a careless or negligent manner, in disregard of the rights and safety of others, without due caution, or at a speed or manner that is likely to endanger persons or property.
- C. No aircraft shall be operated on the Airport while the pilot, or other persons aboard controlling any part of the operation, is under the influence of intoxicating liquor or any narcotic drug.
- D. Taxiways, apron, or ramp areas shall not be used for take-offs and landings of any type aircraft without the appropriate clearance from the Air Traffic Control Tower, whenever the Tower is in operation. Aircraft operating during the hours the Tower is not operating shall comply with appropriate FAA regulations and Advisory Circulars.
- E. No aircraft engine shall be operated inside any aircraft hangar or within 25 feet of

any opening to a hangar or a building.

- F. All aircraft and ground operations shall be conducted in accordance with current Federal Aviation Administration rules and regulations. All persons operating an aircraft shall have all licenses, registrations, certificates, and other required documentation available on their person, or in the aircraft, in accordance with same.
- G. All aircraft which are being taxied, towed, or otherwise moved at the Airport shall have running lights on during the hours of darkness and during periods of reduced visibility.

#### **SUBPART 3.13 HELICOPTERS**

Helicopters shall not be operated with rotors turning unless there is a clear area of at least 25 feet in all directions from the outer tips of the rotor. Helicopter self-serve fueling with turning rotors is prohibited.

#### **SUBPART 3.14 INSTRUCTOR AND STUDENT RESPONSIBILITIES**

Flight instructors shall fully acquaint their students with these Regulations and shall be responsible for the conduct of the students under their direction during dual instruction. When a student is solo, it shall be the sole responsibility of the student to observe and abide by these rules.

#### **SUBPART 3.15 PARKING OF AIRCRAFT**

- A. Aircraft parking shall be restricted to approved parking areas designated by Airport Operations or completely within an exclusive leasehold area with the permission of the leasehold tenant.
- B. No aircraft shall be parked or staged within marked service roads, or fire lanes, or in a manner as to interfere with taxiing aircraft, or in a manner that blocks free movement of aircraft or emergency vehicles or hinders access to any building or structure.
- C. Aircraft parked or stored in unauthorized areas, or which present an operational or safety problem to any area of the Airport may be towed or relocated to other Airport areas at the discretion of the Airport Director or designee and at the operator's expense.

- 1) No person shall park an aircraft in a based aircraft parking and storage area without applying for and obtaining a lease; and
- 2) Any person who parks an aircraft in an aircraft parking and storage area shall remit to the city all applicable transient parking fees until such time as the person applies for and obtains a lease.

D. Derelict or non-flyable aircraft shall not be stored on the Airport's parking ramp or on property that has not been specifically leased or designated by the Airport Director for such purpose.

- 1) The prolonged storage of damaged/dismantled aircraft or aircraft that appear to be un-airworthy in tiedowns or other unscreened areas of the airport shall not exceed thirty (30) calendar days after written notification from the Airport Director. The aircraft owner is required to diligently correct such condition as soon as possible to prevent an unsightly airport appearance.

E. If any aircraft is parked in violation of this section or, in the determination of the Airport Director, presents an operational or safety concern in any area of the airport, the Airport Director may cause the aircraft, at the owner's/operator's expense, to be moved. The City shall not be liable for any damages resulting from the relocation of the aircraft.

F. Failure to apply for and obtain an approved lease, and until such time as the aircraft owner/operator applies for and obtains the approved lease and remits all fees and charges due the city. Under these circumstances, the aircraft owner shall be provided a meeting with the Airport Director as soon as reasonably practical, but in no event shall said meeting be delayed more than seventy-two (72) hours after the immobilization of the aircraft, except upon mutual agreement of the Airport Director and the aircraft owner.

G. If, in the determination of the Airport Director, the aircraft presents an operational safety concern in any area of the airport, or otherwise constitutes a danger to the health, safety, or welfare of any individual or the public in general, and until such time as the aircraft no longer presents such health, safety or welfare concerns. Under these circumstances, the aircraft owner shall be provided a meeting with the Airport Director as soon as reasonably practical, but in no event shall said meeting be delayed more than seventy-two (72) hours after the immobilization of the aircraft, except upon mutual agreement of the Airport Director and the aircraft

owner.

#### **SUBPART 3.16 AIRCRAFT PARKING FEES**

The Airport Director shall establish and maintain a schedule of fees to be charged for the parking of aircraft on the public-use transient apron and on other designated public parking areas.

- A. Parking of aircraft on the Terminal Apron is subject to posted fees. Fees can be paid during normal business hours. There will be no fee for the parking of military aircraft.
- B. Failure to pay the required parking fee may subject the owner or operator of the aircraft to civil or criminal sanctions or may result in the impoundment of the aircraft as hereinafter provided.
- C. If any aircraft is found parked in violation of this section, and the identity of the operator cannot be determined, the owner, or person in whose name such aircraft is registered, shall be held *prima facie* responsible for such violation.

#### **SUBPART 3.17 SPECIALIZED AERONAUTICAL ACTIVITIES**

Hot air balloon operations, ultra-light aircraft operations, and parachute drops mixing with commercial, military, and other jet activities that create a hazardous environment require prior written approval from the Airport Director.

#### **SUBPART 3.18 TAXIING OR TOWING OF AIRCRAFT**

- A. No person shall taxi an aircraft into or out of an enclosed hangar under its own power.
- B. All aircraft taxiing or under tow on any part of the ramp, apron, or taxiways shall proceed with aircraft position lights on at night and during periods of low visibility.
- C. When the Air Traffic Control Tower is in operation, aircraft shall not be taxied, towed, or otherwise moved on any part of the movement area until specifically cleared to do so.
- D. No aircraft shall be taxied, or engines operated at the Airport where the exhaust

or propeller blast may cause injury to persons or damage property. If it is impossible to taxi such aircraft in compliance with the above, then the engine must be shut off and the aircraft towed to the desired destination.

#### **SUBPART 3.19 WASHING AND MAINTENANCE**

- A. Washing and maintenance of aircraft or other Airport related equipment shall only be conducted in accordance with environmental regulations and at approved wash racks or other areas designated by the Airport Director, or within specific tenant areas where such activity is permitted under lease or agreement.
- B. Aircraft maintenance other than minor maintenance is prohibited on the ramp areas unless specifically authorized by Airport Operations.

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# PART 4

# VEHICLE OPERATIONS

## **VEHICLE OPERATIONS**

### **SUBPART 4.1 CITY OF NEW BRAUNFELS TRAFFIC ORDINANCES**

The City of New Braunfels Code of Ordinances shall apply to all public roadways on the Airport and are enforced by the City.

### **SUBPART 4.2 EMERGENCY RIGHT-OF-WAY**

Upon the approach of a police, ambulance, fire department, Airport or other emergency vehicle giving an audible or visual signal that it is on an emergency call, each person operating a non-emergency vehicle on any road on the Airport shall immediately drive the vehicle parallel with, and as near as possible to, the right hand edge of the road, clear of all intersections, and stay there until the emergency vehicle has stopped or passes, unless otherwise directed by an emergency service worker.

### **SUBPART 4.3 ENDANGERMENT**

No person shall operate a vehicle on the Airport that is constructed, equipped, or loaded in such a physical or mechanical condition as to endanger persons or property.

### **SUBPART 4.4 EQUIPMENT**

No person shall operate a vehicle on the Airport unless the vehicle is in sound mechanical condition with adequate safety equipment.

### **SUBPART 4.5 INSURANCE**

All motor vehicles operated on the Airport must have liability insurance consistent with the State of Texas motor vehicle insurance laws.

### **SUBPART 4.6 MOTOR VEHICLE ACCIDENT REPORTING**

Each operator of a motor vehicle involved in an accident on the Airport that results in damage to property or personal injury shall report it fully to Airport Operations as soon as possible after the accident. The report must include the name and address of the person reporting. Copies of reports taken by City of New Braunfels Police are acceptable for incidents that occur in the public areas of the Airport.

#### **SUBPART 4.7 MOVEMENT AREA OPERATIONS**

- A. All vehicles operating within the AOA must be equipped with two-way radio communications.
- B. Prior to entering the aircraft movement area all vehicles shall yield right-of-way to all taxiing aircraft and aircraft under tow.
- B. No person shall enter and operate a vehicle in the movement area unless prior permission has been obtained from Airport Operations and clearance has been received from the ATC, unless under the control of an authorized escort.
- C. No vehicle shall enter the movement area unless:
  - 1) equipped with an appropriately sized flashing or steady-burning yellow beacon, mounted on the uppermost part of the vehicle such that it is conspicuous from any direction including from the air; or
  - 2) equipped with an orange and white-checkered flag in lieu of the flashing beacon for daytime activities. The flag shall be mounted so that it is conspicuous from any direction; or
  - 3) vehicle headlights and emergency are operating for non-commercial vehicles accessing tenant hangars or escorted to/from parked aircraft.

#### **SUBPART 4.8 MOVING OF MOTOR VEHICLE**

- A. The Airport Director or designee has the authority to tow or otherwise move any motor vehicle on the Airport property for reasons of operational necessity, safety, security, abandonment, illegal or improper parking or police investigation.
- B. The Airport may charge a reasonable amount for the moving service and for the storage of the vehicle, if any. The vehicle may be subject to a lien for that charge.

#### **SUBPART 4.9 PARKING**

- A. The Airport Director or designee are authorized to reserve all or any part of public parking lots and other areas not under lease or permit for use as they may designate, and to indicate any restrictions by appropriate markings and/or signs.

- B. All areas designated for public parking are subject to City of New Braunfels Code of Ordinances and are intended for use by vehicles no longer than a full-size passenger automobile (19 feet in length maximum). Vehicles exceeding a length of 19 feet shall park in designated areas. No person shall park a vehicle in any private parking area without the express consent of the Airport.
- C. No person shall park or stand a motor vehicle on the Airport except in an area specifically designated for parking or standing.
- D. No vehicles shall be loaded or unloaded in parking areas other than those designated by the Airport for such activities (i.e., designated loading zones, loading areas, etc.). Unauthorized vehicles in designated loading areas may be subject to tow at the owner's sole cost and expense by the Airport.
- E. Vehicles parked in any authorized parking area shall park in such a manner as to comply with all posted and/or painted lines, signs, and rules.
- F. Tenant ramp vehicles and equipment shall be only parked within the tenant leasehold areas or in approved parking stalls. Outside storage of vehicles or equipment outside of the leasehold premises area is prohibited.
- G. No person shall park, stop, or leave standing any vehicle, whether occupied or not, on the Airport, except within designated parking spaces. Passenger vehicle parking areas shall only be used for parking vehicles no longer than a full-size passenger automobile, (which excludes commercial vehicles), only in the designated and entirely within the painted and striped parking stall lines, on an unreserved "first come, first serve" basis. No double parking is permitted.
- H. No person shall park or stand a motor vehicle on the Airport within 15 feet of a fire hydrant.
- I. Privately owned vehicles are not authorized to park within the Airport Restricted Area unless prior approval has been obtained from Airport Operations.
- J. Vehicles parked in the Airport parking lots that do not belong to passengers, Airport employees, or tenants utilizing the Airport, are subject to tow and storage at the owner's expense. Illegally parked vehicles are subject to current Airport Rates and Charges as published by the Airport.
- K. Tenant employees shall utilize designated parking locations identified in lease or

other agreement.

- L. Lessee and its invitees shall obey all signs and comply with all applicable federal, state, and local laws regarding motor vehicles.
- M. Every vehicle in the parking areas shall be locked whenever the vehicle is unattended. The Airport is not responsible for any damage to vehicles, injury to persons or loss of property, all of which risks are assumed by the party using the parking areas.
- N. The Airport reserves the right to refuse the use of any parking area to any person or entity that willfully refuses to comply with these applicable parking rules, Airport regulations, laws, and or agreements.
- O. Such parking use as is herein provided is intended merely as a license only, and no bailment is intended or shall be created hereby.
- P. The speed limit in parking areas is five (5) miles per hour.
- Q. The maintenance or washing of vehicles parked on the Airport is prohibited, except in designated wash areas.
- R. Parking is prohibited in common areas not designated for parking, areas not striped for parking, drive aisles, loading zones, cross hatched areas, illegal parking areas, in front of loading doors or ramps, and or any entrance or exit to or from the Airport unless authorized by the Airport Director or designee.
- S. In the event that any party fails to comply with the Parking Regulations hereinabove, the Airport shall cause the vehicle in violation to be towed off the premises at the owner's sole cost and expense, without any liability or cost to the Airport whatsoever.

#### **SUBPART 4.10 PERIMETER ROAD**

- A. The airport perimeter road shall only be used by authorized vehicles with appropriate signage as determined by the Airport Director, which include all airport administration vehicles, fuel trucks, governmental vehicles, and other vehicles with prior written approval from the Airport Director.
- B. No parking shall be permitted on the grass adjacent to the airport perimeter road.

## **SUBPART 4.11 REPAIR OF MOTOR VEHICLES**

Except for persons authorized by the Airport Director or Airport Operations Manager and for minor repairs necessary to move the vehicle from the Airport, no person shall repair a motor vehicle on a road or in a parking area of the Airport.

## **SUBPART 4.12 RESTRICTED AREA OPERATIONS**

- A. No person shall operate a motor vehicle within the AOA without express permission from the Airport Director or designee.
- B. No person shall operate a vehicle within the AOA unless their presence is specifically required for Airport business or services.
- C. The Airport Director or designee has the authority to deny, restrict, or cancel the privilege of any motor vehicle operator from operating within the AOA.
- D. No person shall operate a motor vehicle at a speed:
  - 1) Of more than 15 miles per hour on any aircraft apron or ramp.
  - 2) Of more than five (5) miles per hour around aircraft.
  - 3) That could endanger any aircraft, vehicle, or person.
- E. Airport and aircraft support vehicles and construction vehicles driving or operating within the AOA shall display the company name or logo in a size that is a minimum of four (4) inches high on each side of the vehicle. In addition, all construction vehicles and high-profile aircraft support vehicles (those whose tallest point is above six (6) feet shall also be equipped with an appropriately sized yellow, low intensity, flashing or steady burning beacon, or an orange and white-checkered flag.
- F. Except while in the process of servicing an aircraft or Airport facility, vehicle traffic on the ramp shall use marked service roadways where designated.
- G. Each person operating a motor vehicle on the Airport shall always maintain proper control of the vehicle.
- H. Each person operating a motor vehicle within the AOA shall yield the right of way

to aircraft, aircraft under tow, and pedestrians.

#### **SUBPART 4.13 SIGNS AND MARKINGS**

No person shall operate a vehicle on Airport roadways unless it is operated in strict compliance with all roadway signs, markings, and speed limits prescribed by the Airport Director.

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# **PART 5**

## **FUELING, FIRE, AND ENVIRONMENTAL SAFETY**

## **FUELING, FIRE, AND ENVIRONMENTAL SAFETY**

### **SUBPART 5.1 AIRCRAFT FUELING OPERATIONS**

- A. No person shall directly or indirectly sell fuel or offer the sale of fuel as part of operating a Fixed-Base Operator (FBO) or Specialized Aviation Service Operator (SASO).
- B. No person shall operate a fuel truck or fuel transfer vehicle within the AOA unless such person has passed an approved Airport training program, receives recurrent training, and complies with the provisions outlined in these Regulations and the Airport Minimum Standards.
- C. No person except authorized Airport employees shall fuel or defuel aircraft on the Airport property unless such person is the owner, operator, or employee of an aircraft owner or operator. Any person desiring to fuel its own aircraft (or to use its employee to fuel its own aircraft) must demonstrate to the reasonable satisfaction of the Airport Director that the applicant owns or has continuing operational control of the aircraft and that the person conducting fueling is the owner or an employee (not a contractor) of the owner.
- D. Self-fueling is permitted only on property leased by the aircraft owner for storage of its aircraft or at the designated airport self-serve facility. Fueling/defueling of aircraft at any other location is prohibited, unless approved in writing by the Airport Director.
- E. During the fueling of an aircraft, the dispensing apparatus and the aircraft must be bonded in accordance with City of New Braunfels Code, Uniform Fire Code Standards Subpart 24-1, NFPA 407 Regulations, and ATA 103 Standards.
- F. Fuel servicing equipment is prohibited from parking within 50 feet of a building and are prohibited from parking inside a building.
- G. No person shall fuel or defuel an aircraft on the Airport while:
  - 1) The aircraft is in a hangar or an enclosed space.
  - 2) The aircraft fuel system vents or fuel tank openings are within 25 feet to any terminal building, hangar, service building or enclosed passenger concourse

other than a loading walkway.

- 3) The aircraft vent or tank openings are within 50 feet of any ventilation air-intake to any boiler, heater, or incinerator room.
- 4) Passengers are in the aircraft.

H. No person shall start the engine of an aircraft on the Airport if there is any gasoline or other volatile flammable liquid on the ground underneath the aircraft.

I. Each person engaged in fueling or defueling on the Airport shall exercise care to prevent the overflow of fuel and must have readily accessible and adequate fire extinguishers.

J. No person shall smoke or use any material that is likely to cause a spark or be a source of ignition within 50 feet of an aircraft being fueled or defueled.

K. Each hose, funnel, or appurtenance used in fueling or defueling an aircraft on the Airport must be maintained in a safe, sound, and non-leaking condition and must be properly electrically bonded to prevent ignition of volatile liquids.

L. Fueling activities shall cease when a lightning discharge occurs within five (5) miles of the Airport.

## **SUBPART 5.2 AIRCRAFT FUEL STORAGE FACILITY REQUIREMENTS**

Aircraft self-fuel storage facilities by persons other than the Airport shall be permitted only if the facility is constructed and maintained in accordance with these regulations and the following:

- A. Aircraft fuel storage is permitted only for noncommercial, private use only by the aircraft owner, operator, or its employee. Under no circumstances may fuel storage be used for any commercial purpose or stored fuel be directly or indirectly sold.
- B. Aircraft fuel storage facilities for self-fueling must comply with the provisions of these Regulations and the Airport Minimum Standards.
- C. Aircraft fuel storage areas shall only be constructed after written approval of the Airport Director and after issuance of all applicable permits. Storage areas must

comply with all federal, state, and local laws.

- D. The fuel storage area shall not be approved and operated except in conjunction with aircraft storage that meets the requirements of these Regulations. In the event there is a requirement for separate aviation fuel types, there shall be a maximum of two (2) aircraft fuel storage areas on each building site.
- E. Total aircraft fuel storage of Jet A shall not exceed 1,000 gallons. Total aircraft fuel storage of 100LL Avgas shall not exceed 250 gallons.
- F. Fuel storage areas must be fenced, with gates and warning placards, prohibiting unauthorized access.

#### **SUBPART 5.3 INSPECTION OF FUEL FACILITIES, RECORDS, METER READINGS, AND REPORTING**

- A. The Airport shall have a right of access onto leaseholds at the Airport for the purpose of inspecting fuel facilities and equipment. Fuel storage and dispensing records shall be subject to inspection by the Airport upon reasonable notice. Such inspection may include, but not be limited to, taking meter readings, reviewing, and inspecting fuel storage records, fueling apparatus, training records, emergency equipment, and any and all material for safe fuel handling.
- B. Not later than the last day of each month, the operator of the fuel storage area shall submit to the Airport, in a form acceptable to the Airport Director, a monthly fuel inventory reconciliation report for the immediately preceding month. At a minimum, the report shall include:
  - 1) The type and amount of fuel dispensed from the fuel storage area, and the identity of, all aircraft, fixed wing, and helicopters so fueled.
  - 2) The type and amount of fuel received, spilled, leaked, de-fueled from aircraft or otherwise accounted for from the fuel storage area.
- C. At the time of submission of the monthly fuel inventory reconciliation report, each operator of a fuel storage area shall remit to the Airport, in a form acceptable to the Board, all applicable fees then due under the Airport Rates and Fees Schedule.
- D. The operator of the fuel storage area shall comply with, at the operator's expense; all the Airport, local, state, and federal regulations, including but not limited to

observed testing and submission of annual reports to the appropriate authorities and the Airport. The operator must provide a Spill Prevention Contingency and Control Plan (SPCC) to the Airport.

#### **SUBPART 5.4 SELF-FUELING OPERATIONS – AIRCRAFT**

- A. Individuals desiring to self-fuel their own aircraft shall receive instruction from the Airport and obtain a permit authorizing such operations unless using a self-service fuel island approved by the Airport Director.
- B. Self-fueling shall be conducted only in those areas designated by the Airport Director for such operations.
- C. Self-fueling shall be conducted in accordance with NFPA 30 and 407, Aircraft Fuel Storage and Servicing, latest adopted edition; applicable FAA Advisory Circulars, including AC 150/5230-4C, Aircraft Fuel Storage, Handling, and Dispensing on Airports, as may be amended; Air Transportation Association Standards for Jet Fuel Quality Control at Airports, as applicable and as may be amended; and any other policies or procedures promulgated by the Airport Director related to such operations.
- D. Co-ops (an organization formed by several aircraft owners for the purpose of self-fueling) are prohibited from engaging in self-fueling operations.
- E. No person shall engage in self-fueling activities unless a valid Non-Commercial Self-Service Fueling Permit authorizing such activity has been obtained from the Airport Director. Such persons shall herein be referred to as "Self-Fueling Operator."
- F. Prior to issuance and subsequently upon request by the Airport Director, a Self-Fueling Operator shall provide evidence of ownership or lease of any aircraft being operated under the full control of and fueled by Self-Fueling Operator.
- G. A Self-Fueling Operator shall report all fuel dispensed during each calendar month and submit a summary report along with appropriate fees and charges due to the City on or before the first day of the subsequent month.
- H. A Self-Fueling Operator shall during the term of the Permit and for three (3) years thereafter maintain records identifying the total number of aviation fuel gallons purchased from the City. Records and meters shall be available for audit to the

City. In the case of a discrepancy, a Self-Fueling Operator shall promptly pay, in cash, all additional rates, fees, and charges due to the City, plus annual interest on the unpaid balance at the lesser of 10% or maximum rate allowable by law from the date originally due.

- I. A Self-Fueling Operator shall arrange and demonstrate that satisfactory arrangements have been made for the storage of fuel after the fuel is dispensed from the City fuel farm.
- J. The Self-Fueling Operator must own or lease equipment to dispense Avgas or Jet-A fuel. This equipment must be in an approved dispensing apparatus.
- K. A Self-Fueling Operator shall be liable and indemnify the City for all leaks, spills, or other damage that may result from the handling and dispensing of fuel.
- L. The Self-Fueling Operator must provide for fuel spill response, including having spill containment and clean-up supplies and equipment readily available for use.
- M. Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. After the fuel leaves the City fuel farm, ensuring the quality of the fuel is the responsibility of the Self-Fueling Operator.
- N. The Self-Fueling Operator agrees for random audits of their fuel quality control records and procedures.
- O. A Self-Fueling Operator shall utilize a single fuel truck/tender/bowser for each type of fuel to be dispensed. Avgas refuelers shall have a maximum capacity of 100 gallons and Jet refuelers shall have a maximum capacity of 250 gallons. All fuel trucks shall be capable of bottom loading. Deviations from these standards must be approved by the Airport Director.
- P. All refueling equipment must be equipped with calibrated and operable metering devices and be fully compliant with: National Fire Protection Association (NFPA), the City's and the Airport's requirements, and other pertinent regulatory directives. Each fuel tender shall be equipped and maintained to comply at all the times with all applicable safety and fire prevention requirements or standards including without limitation, those prescribed by:
  - 1) State of Texas Fire Code and Local Fire District,

- 2) National Fire Protection Association (NFPA) Codes,
- 3) Applicable FAA Advisory Circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport," and
- 4) Any other applicable requirements of the City and the Airport.

Q. A Self-Fueling Operator shall not sell and/or dispense fuels to based or transient Aircraft that are not owned by or under the full control of the Self-Fueling Operator. Any such selling or dispensing shall be grounds for immediate revocation of the Permit by the City.

R. Violation of any of these provisions shall result in revocation of a Self-Fueling Operator's Permit for a period of one (1) year upon first violation, and permanent revocation upon a second violation.

S. A Self-Fueling Operator shall maintain appropriate minimum coverage and policy limits, which shall be set forth by the City in the Self-Fueling Operator's Permit.

#### **SUBPART 5.5 SELF-FUELING OPERATIONS – AUTOMOTIVE VEHICLES AND EQUIPMENT**

Automotive and equipment other than Refueling Service Vehicles and Tank Vehicles shall be refueled by authorized persons only at prescribed refueling stations and from dispensing systems that are approved by the Airport Director. "Motor gasoline" (MOGAS), as defined in ASTM Specification D 4814 or Federal Specification VV-G-1690C, is characterized as blended to form a fuel suitable for use in spark-ignition engines. Motor gasoline includes conventional gasoline; all types of oxygenated gasoline, including gasohol; and reformulated gasoline, but excludes aviation gasoline. Any person seeking to perform MOGAS self-fueling operations at the Airport shall comply with all applicable requirements concerning such activities as set forth in this policy and all Local, State, and Federal laws.

#### **SUBPART 5.6 PARKING OF AIRCRAFT FUEL SERVICE VEHICLES**

Aircraft fuel service vehicles shall not be parked inside any buildings, except for approved vehicle maintenance and repair facilities. Such vehicles may only be parked in areas authorized by the Airport Director or designee.

## **SUBPART 5.7 EXPLOSIVES & OTHER HAZARDOUS MATERIALS**

Explosives and other hazardous materials not acceptable for transportation under applicable federal regulations are not permitted on the Airport. Hazardous materials that pose a present or potential hazard to human health and safety or to the environment if released are also prohibited. Class 1 explosives, Class A poisons and radioactive materials as defined in the latest edition of the Emergency Response Guidebook are not permitted anywhere on the Airport, except as approved in writing by the Airport Director.

## **SUBPART 5.8 FIRE EQUIPMENT**

Fire extinguishers and Airport fire protection systems shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention. All tenants shall supply and maintain such adequate and readily accessible fire extinguishers within their leaseholds as may be required by the City of New Braunfels Fire Department.

## **SUBPART 5.9 Hazardous Material Spills**

- A. Fuel spills greater than 10 feet in any dimension, covering an area of over 50 square feet, greater than five (5) gallons, or continuous in nature shall be immediately reported to City of New Braunfels Fire Department and Airport Operations.
- B. Whenever a hazardous material spill or leak occurs, the owner of the material or equipment involved in such spill or leak shall take immediate steps necessary to ensure discovery, containment, and clean-up of such release and notify the New Braunfels Fire Department and/or Airport Operations of the occurrence. Charges may be assessed by the Airport Director for cleanup services including, but not limited to, reimbursement of labor, equipment, and materials.

## **SUBPART 5.10 Open Flames**

- A. No person shall start any open fire of any type on any part of the Airport without advance written permission from the Airport Director.
- B. No person shall operate a flame or spark-producing device on any part of the Airport except in areas within leased premises specifically designated for such use by the Airport Director.
  - 1) No permit shall be issued for operations within any aircraft hangar, any fuel storage area, or upon any components of the fuel distribution system unless

the work is required for the repair of such areas or hangars.

- 2) When such repair is required, permission shall first be obtained from the Airport Director or Operations Manager and be subject to safety conditions imposed.
- C. Every person observing any unattended or uncontrolled fire on Airport premises shall immediately report it to 9-1-1. No person shall make any regulation or order, written or verbal, which would require any person to take unnecessary delaying action prior to reporting such a fire.

#### **SUBPART 5.11 STORM WATER DISCHARGE**

All storm water discharge requirements, including applying for, paying for, and obtaining the required Texas Commission on Environmental Quality (TCEQ) Storm Water Permit are the responsibility of each tenant or authorized contractor that will cause, create, or develop an industrial discharge at any location on the New Braunfels National Airport property. All Tenants are responsible for determining their industrial status, filing the appropriate forms (i.e., Notice of Intent), and completing the applicable Subpart of their Lease documentation pertaining to Environmental Compliance. All Tenants are responsible for compliance with the Storm Water Control Measures as outlined in the Airport Storm Water Pollution Prevention Plan (SWPPP).

#### **SUBPART 5.12 Volatile Compounds**

- A. No person shall use a flammable volatile liquid having a flash point of less than 100 degrees Fahrenheit for cleaning purposes in a hangar or other building on the Airport unless it is approved by the Airport Director.
- B. No fuel, oil, grease, flammable liquids, or contaminants of any kind including detergents used to wash aircraft or other surfaces, shall be allowed to flow into any sewer system, storm drain, or open water area without a separator.
- C. No person, tenant, or company shall store any cylinders of compressed flammable gas inside any building except as may be permitted under applicable NFPA standards and the City of New Braunfels Fire Code.
- D. No person shall store lubricating oils or other flammable materials except in appropriate storage cabinets suited for such use.

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## PART 6

# LEASES & TENANT OPERATIONS

## **LEASES & TENANT OPERATIONS**

### **SUBPART 6.1 CONDITION OF TENANCY**

All Airport tenants must acknowledge through their lease or operating agreement that they will comply with these Regulations and the Airport Minimum Standards as a condition of tenancy or operation on the Airport.

### **SUBPART 6.2 DAMAGE**

Tenants and lessees, in addition to any terms that may be contained in their lease agreement, shall be fully responsible for all damages to buildings, equipment, real property, appurtenances, or other improvements in the ownership or custody of the Airport, caused in whole, or in part, by their employees, agents, customers, visitors, suppliers, or persons with whom they may do business.

### **SUBPART 6.3 DESIGN GUIDELINES**

All facilities developed on the Airport shall conform to the Airport Design Guidelines, Landscape Master Plan, and other pertinent standards, guidelines, or requirements.

### **SUBPART 6.4 EMPLOYEES**

Tenants (or non-tenant operators) are responsible for ensuring their employees are familiar with and comply with these Rules and Regulations, applicable minimum standards, and appropriate portions of their lease or other agreement with the Airport. Tenants are also responsible for ensuring their employees and contractors meet physical and mental standards necessary for the safe conduct of the employee's job tasks.

### **SUBPART 6.5 FIRE EQUIPMENT**

Tenants are responsible for supplying and maintaining any required fire equipment on a tenant's premises unless specifically excluded in their lease agreement.

### **SUBPART 6.6 FLOOR CARE**

Each person to whom space on or at the Airport is leased, assigned, or made available for use shall keep the space free and clear of oil, grease, or other foreign materials that could cause a fire hazard or otherwise unsafe condition, or damage to the flooring material.

## **SUBPART 6.7 FREE OF DEBRIS**

Tenants shall keep hangars, shops, offices, other buildings, and areas adjacent thereto free of waste material, rubbish, junk, landscaping litter and flammable material.

## **SUBPART 6.8 HANGAR STORAGE**

- A. Aircraft hangars shall be used for aeronautical purposes or be available for use for an aeronautical purpose. Aircraft hangars shall remain in compliance with FAA policy, specifically 81 FR 38906 (Policy on the Non-Aeronautical Use of Airport Hangars), and all occupancy shall be subject to and in compliance with the City of New Braunfels Building Code, City of New Braunfels Fire Code, and these Regulations at all times.
- B. The incidental storage of the aircraft owner's personal property related to the use, care, maintenance, and storage of an aircraft is permitted, provided that all non-aviation related items shall not obstruct any aircraft ingress and egress to the aircraft hangar or right of way thereto.
- C. Preventative maintenance of an aircraft by the aircraft owner or properly licensed mechanic is permitted, provided that such activity creates no hazard or nuisance to the hangar facility or to Airport property.
- D. Storage of aircraft parts, equipment, and supplies that relate to the aircraft owner's airworthy aircraft may be permitted, provided that such storage of materials creates no hazard or nuisance to the hangar facility or to Airport property.
- E. This Subpart applies regardless of whether the hangar occupant leases the hangar from the Airport or another third party, or the hangar occupant constructed the hangar at the occupant's own expense while holding a ground lease. When land designated for aeronautical use is made available for construction of hangars, the hangars built on the land are subject to the Airport's obligations to use aeronautical facilities for aeronautical use.
- F. The following activities or items shall be prohibited in an aircraft hangar:
  - 1) Any unauthorized storage of personal property belonging to a third party.
  - 2) The storage of any vehicle, boat, or recreational vehicle that is not associated

with the aircraft owner's immediate flight operation. In any case, no aircraft hangar may be used to store a vehicle, boat, or recreational vehicle beyond a period of 14 days.

- 3) No aircraft hangar shall be used for any residential purposes.
- 4) Storage of ammunition or explosives in any quantity is strictly prohibited.
- 5) No storage of any item is permitted outside the walls of an aircraft hangar.

#### **SUBPART 6.9 INSURANCE**

The Airport Director shall establish insurance requirements as a condition of operating on the Airport for all persons engaging in activities and business on the Airport, including in the Airport Minimum Standards and in written agreements. These requirements may vary among different types of service providers and may be periodically adjusted to ensure that the Airport, passengers, and the interests of the public are adequately protected. Continuous proof of proper insurance and business licensing shall be provided to the Airport as a condition of operating at or on the Airport.

#### **SUBPART 6.10 MARKING OF PAVED AREAS**

No surface painting or marking of any paved area on Airport property shall be permitted without written permission from the Airport Director or designee.

#### **SUBPART 6.11 PRESERVATION OF PROPERTY**

No person shall destroy, injure, deface, or disturb any building, sign, or other structure, tree, lawn, or other property on the Airport; nor alter, make additions to, or erect any building or sign or make any excavations on the Airport without the prior written approval of the Airport Director.

#### **SUBPART 6.12 REGULATION OF COMMERCIAL ACTIVITIES**

- A. No person shall occupy or rent space, carry on any business, commercial operations, or other form of revenue-producing activity on the Airport without first obtaining a written contract, lease agreement or permit authorizing such activity from the Airport Director.
- B. The Airport Minimum Standards shall be met and maintained at all times by any

individual, group of persons, business, or enterprise desiring to provide such commercial services or commodities at or on the Airport.

#### **SUBPART 6.13 STORAGE AND EQUIPMENT**

No person shall store or stack equipment or material on the Airport in a manner that is unsightly or constitutes a hazard to persons or property.

#### **SUBPART 6.14 STRUCTURAL AND DECORATIVE CHANGES**

Structural and decorative changes to any building, ramp, or other structure on the Airport require written approval of the Airport Director and must comply with the City's building codes, pass all inspections required by City code, and comply with Airport Design Guidelines.

#### **SUBPART 6.15 TRASH CONTAINERS**

- A. All tenants shall secure a trash container per City ordinance.
- B. Tenants shall place and maintain trash receptacles in the public areas of their premises, and other areas where necessary to promote and encourage the proper disposal of trash.
- C. All exterior trash receptacles on the Airport shall be sufficiently covered to prevent the inadvertent discharge of trash onto the Airport. The Airport encourages tenants to participate in recycling trash.

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## PART 7

# SECURITY REQUIREMENTS

## **SECURITY REQUIREMENTS**

### **SUBPART 7.1 AIRCRAFT SECURITY**

When the condition or mission of an aircraft requires security guards or police officers, the owner or operator of the aircraft must coordinate this requirement with Airport Operations. The owner or operator of the aircraft is responsible for obtaining and paying security service personnel.

### **SUBPART 7.2 TENANT SECURITY**

Tenants and tenant employees are responsible for safeguarding doors, gates, and other forms of passageways between the Aircraft Operations Area (AOA), their leasehold, and public areas. Tenants are responsible for safeguarding aircraft and other private property entrusted to their care within the AOA or other locations on their leased premises.

### **SUBPART 7.3 RESTRICTED AREAS**

- A. Only those persons specifically authorized by Airport Operations with proper personnel and vehicle identification are allowed access to the AOA.
- B. Pedestrians or motor vehicle operators observed in areas other than those designated for public use without authorization by the Airport Director will be considered trespassing and subject to arrest.

### **SUBPART 7.4 CHALLENGE**

All persons are encouraged to follow the AOPA Airport Watch protocols when suspicious activity is observed on the Airport.

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# PART 8

# SPECIAL EVENTS

## **SPECIAL EVENTS**

### **SUBPART 8.1 AUTHORIZATION**

Specialized events require, at minimum, a 30-day advance written notice, coordination, regulation, and authorization by the Airport Director prior to the public disclosure or advertisement of the event. The authorization will be in the form of a letter of authorization from the Airport Director to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of event. Certain activities shall require, as determined by the Airport Director, an executed lease, operating agreement, deposit or permit with the Airport. Any permit required by the City for the event must be obtained from the City prior to the event.

### **SUBPART 8.2 AVIATION ACTIVITIES**

- A. A special event that involves aerobatic maneuvers by aircraft must be coordinated in advance with Airport Operations and the local FAA Flight Standards District Office.
- B. Special events involving aerial activities that are not of a routine nature for the Airport will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event.

### **SUBPART 8.3 CLOSURES OR RESTRICTIONS**

All runway, taxiway, ramp area, landside, or public area closures or restrictions must be coordinated with Airport Operations and other users of the Airport well in advance of the event.

### **SUBPART 8.4 COORDINATION**

The event sponsor shall make arrangements for such things as auto towing, garbage pickup, and refuse cleanup for any and all persons attending or associated with the event. If the special event is expected to attract an attendance of 500 persons or more, the sponsor must coordinate road and highway impacts with the City of New Braunfels Police Department, County Sheriff's Office, and Texas Department of Public Safety and any other affected entity. In addition, the sponsor shall coordinate public safety impacts with City of New Braunfels Police and Fire and arrange any necessary protection (security, ambulance, fire protection, Aircraft Rescue and Fire Fighting support). Air traffic impacts

shall be coordinated and approved by the Air Traffic Control Tower Manager.

#### **SUBPART 8.5 DAMAGES**

Event sponsors shall pay for all direct expenses related to the special activity and compensate the Airport for damaged property. If the sponsor fails to adequately perform trash and litter clean-up of the Airport or repair damaged property in a timely fashion as determined by Airport Operations, the Airport may perform these functions and charge the sponsor accordingly.

#### **SUBPART 8.6 FEES**

The event sponsor shall provide a written disclosure all special event fees charged to the public to the Airport Director. In addition, when fees are charged, the sponsor shall pay fees to the Airport as specified by lease or operating agreement.

#### **SUBPART 8.7 INSURANCE**

The special event sponsor will be required to obtain liability insurance for the event in an amount determined by the Airport Director. The sponsor shall provide proof of insurance policy identifying the City as a "named insured" for the event.

#### **SUBPART 8.8 NORMAL INGRESS/EGRESS**

All special events must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger carrier flights, general aviation users of the Airport, air ambulance, or business activities normally conducted at or on the Airport.

#### **SUBPART 8.9 PLANS**

In addition to the required coordination elements, the sponsor shall prepare and present to the Airport Director written plans to handle adverse weather, dust, hazardous materials spills, emergency services, and public protection.

#### **SUBPART 8.10 SPECIAL EVENTS**

Special events include air shows, balloon festivals, air races, fly-ins, parachute team demonstrations, static displays for the public, aerobatic events, filming for television, movies, or commercials, and other events or activities not normally associated with the

daily operation of the Airport.

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## PART 9

# GROUND TRANSPORTATION

## **GROUND TRANSPORTATION**

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# APPENDICES

## APPENDIX A

### DEFINITIONS

**Abandon:** As applied to property left at the airport, means that it has been left on City property or the property of another without consent of the City for forty- eight (48) hours without the owner moving or claiming it. Such property shall be impounded by the New Braunfels Police Department.

**Accident:** a collision or other contact between any part of an aircraft or a vehicle, person, stationary object, or other thing which results in property damage, personal injury, or death; or an entry into or emerging from a moving aircraft or vehicle by a person which results in personal injury or death to such person or some other person or which results in property damage.

**Advisory Circular:** Federal Aviation Administration publications that outline and describe recommended standards and procedures for numerous aviation entities.

**Aeronautical Activity:** means any activity or service which involves, makes possible, or is required for the operation of aircraft, or contributes to, or is required for, the safety of such operations. "Aeronautical activities" include, but are not limited to, charter operations (under either Federal Aviation Regulation (FAR) Part 121 or 130), charter brokerage, aircraft hangar leasing, pilot training, aircraft rental and sight-seeing, aerial photography, crop dusting, fire suppression, aerial advertising and surveying, aircraft sales, leasing and servicing, aircraft management, whether or not conducted in conjunction with other included activities which have a direct relationship to the operation of aircraft, repair and maintenance of aircraft, sale of general aviation aircraft parts, and any other activities which because of their relationship to the operation of aircraft can appropriately be regarded as an "aeronautical activity."

**Aeronautical Business Permit:** means administrative approval issued by the New Braunfels National Airport to a person or company to conduct a commercial aeronautical activity and provide such services to based and transient aircraft only from facilities and locations where such services are authorized. Permits are required for the following activities: aircraft charter/management, aircraft leasing or rental, aircraft maintenance and repairs, aircraft sales, flight training, mobile aircraft maintenance and repair, mobile aircraft washing, on-airport catering, off-airport catering, on-airport rental car concession, and off-airport rental car concession services.

**Air Operations Area (AOA):** That area of the Airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. The AOA includes the active runways, taxiways, ramp, and turf areas. The AOA is considered part of the Airport Restricted Area and is off-limits to the general public.

**Air Traffic:** means aircraft in operation anywhere in the airspace and on that area of the airport normally used for the movement of aircraft.

**Air Traffic Control (ATC):** A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic on or in the vicinity of the Airport.

**Air Traffic Control Tower (ATCT):** The Airport air traffic control tower.

**Aircraft (also Airplane, Balloon, Blimp, Ultralight, Helicopter):** Any device or contrivance now known or hereafter invented that is used or intended to be used for flight in the air.

**Aircraft Maintenance:** The repair, adjustment, or inspection of an aircraft by a pilot, owner, or mechanic other than the routine cleaning, upkeep, and servicing of an aircraft in preparation for flight. Minor repairs are characterized as normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories. Major repairs are characterized as major alterations to the airframe, power plant, propeller and accessories as defined in FAR Part 43.

**Aircraft Operation:** An aircraft takeoff, landing, touch and go (two operations), low approach and/or missed approach.

**Aircraft Rescue and Fire Fighting (ARFF):** The personnel, equipment, and facilities on or off the Airport dedicated to dealing with aircraft accidents/incidents and all rescue and firefighting tasks, structural fires, and other firefighting emergency activities.

**Airport:** Shall mean and have reference to all the areas comprising the New Braunfels National Airport as now existing, or as the same may hereafter be expanded and developed, and shall include all of its buildings, facilities, and appurtenances.

**Airport Advisory Board:** Acts in an advisory capacity towards the general improvement of the Airport and the advancement of the City as an air transportation center.

**Airport Driver Endorsement:** The authority issued by Airport Operations authorizing motor vehicle operations within the Airport Restricted Area. An Airport Driver Endorsement shall mean an indication of completed airfield driver training, and so noted on an individual's Airport security identification badge.

**Airport Director:** The term "Airport Director" as herein used, shall include persons duly designated to represent the Airport and to act on behalf of the Airport

**Airport Minimum Standards:** A separate document adopted and formally approved by the Airport Authority and amended from time to time within which are detailed provisions outlining the minimum building size, performance, or other standards acceptable by the City for a business firm aspiring to do business at the Airport.

**Airport Operations:** Airport staff responsible for monitoring compliance with operations involving Airport airside and landside activities.

**Apron (also Ramp):** Those areas designated by the Airport, both public and private/leased, designated by the Airport Director for the parking or storage of aircraft. These areas are usually restricted areas and involve activities such as enplaning and deplaning passengers, servicing aircraft, and aircraft movements.

**Based Aircraft:** Any aircraft whose home base or permanent residency is identified as New Braunfels National Airport.

**Based Location:** the location on the Airport, which is listed as an aircraft's hangar, shade, or tie down location as registered with the Airport Director.

**City:** The City of New Braunfels.

**Commercial Aeronautical Activity:** the conduct of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. A commercial business activity that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aeronautical operations.

**Emergency Vehicles:** Vehicles that are painted, marked, lighted or escorted and used by the police (or security officers), fire department (ARFF), ambulance or other Airport

officials to carry out their daily duties or used in response to an emergency situation.

**Engine Run-up:** The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-ups are usually conducted at relatively high-power settings in order to determine the performance of an aircraft engine.

**Escort:** A person authorized by the Airport to accompany a contractor or other persons within the Airport Restricted Area(s) in accordance with all FAA safety and security regulations and Airport-specified responsibilities.

**FAA:** The Federal Aviation Administration.

**FAR:** The Federal Aviation Regulations as written, approved, and published by the FAA. Now known as Title 14 Code of Federal Regulations.

**Fueling or Fuel Handling:** The transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.

**Fuel Storage Area:** Any portion of the Airport designated temporarily or permanently by the City as an area in which gasoline or any other type of fuel may be stored or loaded.

**Fuel Farm:** An aviation fuel storage facility.

**Flight Standards:** FAA standards for promoting safe air transportation by certification and oversight of airmen, air operators, air agencies, and designees.

**General Aviation:** All categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121) and Department of Defense military aircraft.

**GPS Tracking/Reporting Application:** Any online-enabled application, software, website, or system that is offered or used by the authorized provider and that enables a potential passenger to arrange a ride with a Ground Transportation Provider driver and utilizes Global Positioning Satellite for tracking and reporting.

**Ground Transportation:** Modes of vehicle transportation to facilitate the movement of passengers and visitors to and from the airport.

**Ground Transportation Provider:** Any entity that provides Ground Transportation services for a fee.

**Hail-shed:** Any partially enclosed storage space for an aircraft

**Hangar:** Any fully enclosed storage space for an aircraft.

**Hazardous Material:** A substance or material in a quantity or form that may pose an unreasonable risk to health or safety, or property when stored, transported, or used in commerce as defined in applicable Federal, State, and local environmental laws.

**Incident Commander:** The individual responsible for directing and/or controlling resources during an Airport emergency.

**Landside:** the general public common use areas of the airport such as public roadways, parking lots and buildings which are not contained in the airside area.

**Lease:** A contract granting occupation or use of property during a certain period in exchange for a specified rent.

**Major Aircraft Alterations and Repair:** Major alterations and/or repairs of the parts or of the types listed in FAR Part 43x.A.a and 43x.A.b.

**Movement Area:** Those areas of the Airport under the control of the Air Traffic Control Tower including runways, taxiways, and helipads designated and made available for the landing, takeoff, and taxiing of aircraft that require a clearance from the Air Traffic Control Tower prior to entering. The designation of movement areas shall apply at all times, including hours when the airport traffic control tower is closed.

**Notice of Violation (NOV):** An NOV is a form issued by Airport Operations personnel for violations of any rules and regulations governing the Airport.

**Notice to Airmen (NOTAM):** Information issued by a representative of the Airport Director, FAA, the Air Traffic Control Tower, or other authorized official advising pilots of temporary changes to published information regarding Airport facilities, conditions, or other items that may affect safe flight.

**Operating Agreement:** A contract granting short-term occupation or use of Airport facilities (i.e., runways, taxiways) during a certain period in exchange for specified rent and/or fees. Operating agreements are used for, but not limited to, flight-testing and flight training operations.

**Owner of an Aircraft:** a person who holds legal title to an aircraft, or any person having

exclusive possession of an aircraft pursuant to a written lease for a minimum term of twelve (12) months.

**Park or Parking:** The standing of an aircraft or vehicle whether occupied or not.

**Permit:** A written authorization issued by the Airport Authority that allows specific activities or the temporary use or occupancy of certain areas or facilities at the Airport.

**Person:** Shall mean an individual, firm, general or limited partnership, corporation, company, limited liability partnership, trust, association, or any trustee, receiver, assignee, or similar representative thereof leasing, subleasing, making application for, or using any land or facility at the Airport.

**Preventive Aircraft Maintenance:** maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in FAR Part 43x.A.c, except that item 22, replacing prefabricated fuel lines, shall, for purposes of these regulations, be considered major aircraft repair.

**Public Area:** Areas normally used by the general public, including structures and devices such as roadways, sidewalks and terminal facilities that are maintained and kept at the airport for use by the general public.

**Ramp:** See *Apron*.

**Rates and Charges:** Airport fee structure approved by the Board for use of airport infrastructure, facilities, and equipment.

**Restricted Area(s):** Areas closed to access by the general public. These are limited access areas that the Airport Director, the FAA, TSA, or commercial aviation business owners have elected to restrict for purposes of security or safety. These areas include but are not limited to the Air Operations Area, Airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, fuel storage areas and hazardous materials storage areas.

**Secured Area:** That portion of the Airport where aircraft operators and foreign air carriers enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

**Soliciting:** The act of approaching a passenger, for which prior arrangement for transportation has not been established and offering ground transportation services.

**Sterile Area:** The portion of the Airport defined in the Airport Security Program that provides passengers access to boarding aircraft and to which the TSA through the screening of persons and property generally controls the access.

**Traffic Pattern:** The air traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from the airport.

**Taxilane (TL):** The portion of the aircraft parking area used for access between taxiways and aprons not under Air Traffic Control.

**Taxiway (TW):** a path for aircraft at an airport connecting runways with aprons, hangars, terminals, and other facilities.

**Technical Specialist:** A technical representative of an aircraft manufacturer, aircraft engine manufacturer, aircraft appliance manufacturer, or a non-destructive inspection specialist.

**TSA:** The Transportation Security Administration.

**Vehicle:** A device, except aircraft, in, upon, or by which any person or property is or may be propelled or moved, except a device moved by human power.

**Vehicle Parking Area:** any portion of the Airport designated and made available temporarily or permanently by the City for the parking of vehicles.

## APPENDIX B

### FLY FRIENDLY NOISE ABATEMENT PROCEDURES

Unless otherwise directed by the Tower, please comply with the following:

1. Runway 17 is preferred for 'No Wind' conditions.
2. Use best rate of climb, consistent with safety.
3. Air Traffic Pattern
  - a. Conventional GA light aircraft – 1700 MSL – normally Left traffic
  - b. Turbine aircraft – 2100 MSL – normally Left traffic
  - c. Helicopters – 1100 MSL – normally Right traffic
  - d. Overhead traffic pattern – 500' above pattern altitude.
4. Military aircraft terminate afterburner use when safe to do so.
5. Jets are requested to use NBAA Standard Noise Abatement Departure or comparable aircraft manufacturer procedures.
6. Propeller aircraft are requested to use AOPA Noise Awareness Steps.
7. Helicopter traffic: please avoid low overflights of residential areas.
8. Compliance with the Fly Friendly procedures is at the pilot's discretion.

**SAFETY ALWAYS COMES FIRST!**

