

**OWOSSO COMMUNITY
AIRPORT**



RULES AND REGULATIONS

2019

Airport Board Approved March 2019

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Section 1 – Definitions

Aircraft Accident: Aircraft accident is an occurrence associated with the operation of an aircraft that takes place between the times any person boards the aircraft with the intention of flight and all such persons have disembarked and in which any person suffers death or serious injury or in which the aircraft receives substantial damage.

Aircraft Operating Area (AOA): That portion of the airport designated for use by aircraft and includes all runways, taxiways, ramps, aprons, and any other area so delineated.

Airport: Owosso Community Airport, situated in Shiawassee County, its related land, facilities, appurtenances and improvements.

Shiawassee Airport Advisory Committee: A citizen’s advisory committee established By the Shiawassee Airport Board or its successor.

Airport Traffic Pattern: That airspace in the immediate vicinity of the airport where certain procedures and altitudes apply.

Airport Owner: Shiawassee Airport Board. Herein referred to as “The Board”.

Airport Manager: The manager of the airport as appointed by the Shiawassee Airport Board or its successor and empowered to exercise control over activities and operations at the airport.

Bureau: Michigan Department of Transportation, Bureau of Aeronautics.

Commercial Operation or Activity: Any revenue producing activity on the airport including the exchange, trading, buying, hiring or selling, of commodities, goods, services or property of any kind.

Commercial Operating Agreement: An agreement between the Board and an entity providing goods and/or services.

Board: The governing body comprised of representatives from Shiawassee County, Caledonia Township, Owosso Township, City of Owosso and City of Corunna.

Emergency Vehicle: Police or fire vehicles, ambulances and any vehicle conveying an airport official or employee in response to an emergency call.

Person: Any individual, firm, partnership, corporation, company, or association and includes any director, trustee, receiver, agent or similar representative.

Pilot: Any person who is responsible for the control of an aircraft.

Restricted Area: Any area so designated by the Airport Manager for the reason of Safety or Security.

Taxiways: An improved surface area used primarily by aircraft to proceed to and from ramp and runway areas.

Vehicle: Any device other than an aircraft in which any person or property may be transported.

Section 2 – General

A: Scope

All persons on any part of the airport shall be governed by these rules and regulations as well as any rules and regulations of the Federal Aviation Administration and the Michigan Aeronautics Commission. No part of these rules shall take precedence over safe operating procedures required or suggested by manufactures of aircraft and aviation related equipment, including (but not limited to) procedures and practices described in an individual aircraft's Pilot's Operating Handbook and supplements.

B: Violation of Regulations

The Airport Manager may cause to be removed or evicted from the airport any person who knowingly or willfully violates any rule or regulation prescribed herein, or any rule or regulation in effect by the Federal Aviation Administration, or the Michigan Aeronautics Commission, and may deny the use of the airport and its facilities to any such person.

C: Hearings for Alleged Violations

Where a violation of these rules and regulations may cause revocation of permits and/or privileges exercised by a person at the airport, such person shall receive written notification of such alleged violations from the Airport Manager, giving the time and place and such other details as shall adequately apprise such person of the alleged violation and the proposed action of the Airport Manager. A copy of this notification shall be sent to the Board Chairman. In the event the person receiving such notification desires to contest the alleged violation or the proposed action, they may submit a written appeal within ten (10) days of receipt of such notification to the Airport Manager.

D: Lost Articles

All lost articles shall be turned into the airport manager's office by the finder. Any article not claimed within sixty (60) days will be turned over to the proper law enforcement agency.

E: Liability

The Board assumes no responsibility for loss, injury or damage to persons or property by reason of fire, theft, vandalism, jet blast or turbulence, wind, flood, earthquake, faulty construction practice, design errors or omissions, or other causes.

F: Accident Reports

Any person involved in any accident or incident occurring on the premises of the airport which results in injury to any person or damage to property shall immediately notify the Airport Manager. This does not eliminate any obligation a person may have to report accidents or incidents to any other agency.

Section 3 – Leasing, Codes and Requirements

A: Procedure

- I. Any person proposing to lease airport land shall submit a written application to the Airport Manager who will forward the proposal to the Airport Board and the Airport Advisory Committee. Proposals should include the following.
 - a. Desired location
 - b. Purpose for which the land is to be used.
 - c. Type and size of any structures proposed to be constructed, including a preliminary sketch showing plot plan and land area required, proposed drives, ramps, taxiways or other improvements.
 - d. Available financing for new construction
 - e. Type of utilities and/or provisions for waste disposal, as required by law.
- II. The airport owner reserves the right to accept or reject applications based upon the proposal being consistent with the approved Airport Layout Plan.
- III. Any person desiring to lease hanger space shall make application to the Airport Manager, including the make, model, and registration number of the aircraft to be hangared.
- IV. Hangars must be used primarily for aviation related purposes. This provision does not prohibit a hangar occupant from using a portion of their hangar for the storage of non-business related personal possessions.
- V. Hangars are intended for the private use of the hangar owner and are not to be subleased or rented. An exception to this would be with written approval from the airport board when the subleasing or renting would in no way compete with the airport owned or operated rental units.
- VI.
 - a. All "NEW" Land Leases to be set at the current highest Land Lease rate and be prorated to start January 1st. and expire on December 31st on the last year of the Land Lease.
 - b. When a hanger building is sold there will NOT be a transfer of the existing Land Lease, a NEW Land Lease would then be required. "Ref. Item a".
 - c. When a Land Lease expires it would be replaced with a NEW Land Lease. "Ref. Item a."

B: Requirements

For new development, the lessee will be responsible for: site development, sanitary sewer, water, electrical power, telephone, surface water drainage, gas and disposal of solid waste and petroleum products. The lessee shall provide, at the lessee's expense, connecting taxiways or aprons from lessee's property to the nearest public taxiway. New or replaced utilities shall be underground.

C: Compliance with Fire Codes

- I. All facilities shall conform to applicable fire codes.
- II. Each secured hangar shall have a fire extinguisher of the type designated and approved by the Underwriters Lab – ABC Type.

Section 4 – Public, Lessee and Tenant Usage

A: Disorderly Conduct

- I. No person shall be or become intoxicated or be under the influence of any controlled substance (prescription medication excepted), or commit any disorderly, obscene, or indecent act, or an act of nuisance or engage in any form of illegal gambling on the airport
- II. The airport management shall, at all times, have authority to take action as may be necessary in the handling, conduct, and management or the public in attendance at the airport.
- III. No Person shall loiter on any part of the airport or in any building on the airport. In the event of their failure to comply with a proper request to leave the premises, such person shall be regarded as a trespasser.

B: Littering and Sanitation

No Person shall dispose of garbage, papers, refuse or other material on the airport except in the receptacles provided for that purpose. Restrooms shall be used in a clean and sanitary manner. Suitable refuse containers will be provided by the airport operator for the proper disposal of refuse generated at the airport.

C: Preservation of Property

No person shall destroy, injure, deface or disturb in any way any property on the airport.

D: Weapons and Explosives

No person except peace officers, duly authorized post office, airport and air carrier employees, members of the armed forces of the United States on official duty, or persons with current concealed weapon permits, shall carry any weapon or explosive material on the airport. Properly cased sporting guns and ammunition may be carried for transport.

E: Interfering or 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 pads, instruments or tools without permission of the owner or by specific direction of the Airport Manager, except in the case on an emergency.

F: Restricted Areas

No unauthorized person shall enter a restricted area.

G: Animals

Animals will not be permitted in any building or other areas of the airport without the approval of the Airport Manager, with the exception of leader dogs or animals properly confined or on a leash.

H: Open Burning

No person shall incinerate on the airport property without prior permission from the Airport Manager and without a burning permit from the proper authorities.

I: Smoking

No person shall smoke on the aprons, gasoline storage areas, or in any building, room or place on the airport where smoking is specifically prohibited or within 50 feet of any fueling or defueling operation.

J: Trash Containers and Haulers

Areas to be used for trash or garbage containers on any part of the airport shall be designated by the Airport Manager, and none shall be kept in any other area. Such areas shall be kept clean and sanitary at all times.

K: Spills

All operators and users shall be responsible for immediately cleaning up their spills of oil, gas, grease or other materials on the airport. The Airport Manager shall be notified immediately.

L: Liquid Disposal

No fuels, oils, dopes, paints, solvents or acids shall be disposed of or dumped on the airport in any manner other than in approved containers as identified by the Airport Manager. Petroleum waste or toxic substance shall not be entered into any drainage or sanitary system or be permitted to dissipate on airport property.

M: Maintenance

- I. All lessees shall keep their leased premises as clean as reasonably possible. All leased property shall be free from fire hazards as may be determined by the proper authorities.
- II. An adequate fire extinguisher shall be within ready reach of all persons engaged in maintenance.

N: Communications, Structural and Decorative Changes

- I. No lessee or tenant shall install any type of direct line or radio communications without prior permission of the Airport Manager, air/ground excepted.
- II. No lessee or tenant shall effect structural or decorative changes or additions of any type without prior permission of the Airport Manager. Such permission shall not unreasonably be withheld.

O: Damages

Lessees and tenants shall be fully responsible for all damage or injury to any real or personal property of the airport, including that leased or occupied by them, caused by the intentional or negligent acts or omissions of the lessee or tenant, their employees, agents, servants, suppliers, persons with whom they do business or their invitees.

P: Airport Security

- I. Each person shall observe all security requirements as approved by the Airport Board.
- II. Lessees and tenants shall be responsible for the immediate closure of any gates which have been previously secured by airport personnel.

Q: Signs

No signs shall be placed on airport property without prior permission and authorization from the Airport Manager.

R: Air Shows and Aerial Demonstrations

No air meets, aerial demonstrations, banner towing, or other special activities shall be held at the airport unless prior permission is obtained from the Airport Manager. No such permission shall be granted unless the applicant has provided the Airport Manager with a policy or a certificate of insurance in amounts deemed satisfactory by the airport operator. Parties will be responsible for obtaining necessary waivers from the FAA for such activities and notify airport management so that proper NOTAM's may be issued.

S: Storage/Parking

No storage of any kind will be allowed outside of tenant hangars except short term parking of currently licensed passenger vehicles owned by the tenant or the tenant's passengers.

T: Pedestrians

No person, unless authorized by the manager, shall traverse the runway or taxiway.

Section 5 – Business and Commercial Operations

A: Commercial Operating Agreement

No person shall engage in any business, commercial operation or activity, as defined herein, on airport property without a current commercial operating agreement, contract, lease or other written agreement with the Airport Manager.

B: Minimum Standards for Commercial Activities

No person shall engage in a commercial aviation activity on the airport without entering into a Commercial Operating Agreement as established by the Airport Board. The Airport Board reserves the right to establish and revise the minimum standards for various commercial aviation services as the need arises.

C: Non-Based Commercial Activities

A non-based commercial operator must register with the Airport Manager prior to starting work, provide a valid proof of insurance meeting the airport minimum requirement under the Commercial Operating Agreement and pay a Fifty Dollar (\$50) permit fee per occurrence. The commercial operator will also be held to the same Standards of Operating Procedures as described in the Commercial Operating Agreement and abide by the airports Rules and Regulations.

Note:

The proof of insurance requirement has been removed from the Commercial Operating Agreement by the Airport Board.

Section 6 – Airfield Operations

A: Aeronautical Activities

All aeronautical activities at the airport and all flying or aircraft departing from or arriving in the airspace above the airport shall be conducted in conformity with the current pertinent rules and regulations of the Federal Aviation Administration FAA), the Michigan Aeronautics Commission and the airport.

B: Aircraft Registration

- I. All persons leasing space for aircraft storage, parking or tiedown shall furnish a list of such aircraft and the ownership thereof with the Airport Manager's office and shall report any changes.
- II. No person shall operate from the airport any uncertificated or unregistered aircraft that does not fully meet the requirements of the FAA or Michigan Aeronautics Commission.

C: Closing the Field

In the event the Airport Manager believes the conditions of the airport or any part of the airport to be unsafe for landing or takeoff, it shall be within the authority of said Manager to initiate a NOTAM closing the entire airport or any part thereof.

D: Abandoned, Damaged or Disabled Aircraft

- I. An aircraft owner, his pilot, or authorized agent is responsible for the prompt disposal of a wrecked aircraft and its parts, to avoid interference with airport operations, unless specifically directed by the Airport Manager, Board, State Police, or appropriate federal agency to delay removal pending investigation.
- II. All damaged or disabled aircraft and parts on the airport shall be removed from public view by the owner or operator within 24 hours of completion of investigation and subsequent release by the appropriate authorities, except for commercial repair operations.
- III. If any owner or operator abandons or otherwise neglects or refuses to move an aircraft or parts as directed by the Airport Manager, the aircraft or parts may be removed by the Airport Manager at the owners expense and without liability for damage which may result in the course of or after such removal.

E: Aircraft Operations

- I. Aircraft run-up or other engine test operations at the airport shall not be performed in any area that would result in a hazard to other aircraft, persons or property.
- II. No person shall start or run any engine of an aircraft unless a competent person is in the aircraft attending the engine controls or the aircraft is properly secured. Checks or tiedown procedures shall always be used before starting the engine or engines, unless the aircraft is equipped with adequate brakes.
- III. Under no circumstances shall the engine of an aircraft be started or run inside a hangar, nor shall the aircraft be taxied into or out of a hangar.
- IV. No aircraft operator shall board or disembark passengers with the engine(s) running

F: Aircraft Parking

- I. The aircraft owner or operator must make suitable arrangements with the Airport Manager's office or his designee for payment of current parking or tiedown charges.
- II. No aircraft shall be parked except in designated areas prescribed by the Airport Manager.
- III. The airport shall not be responsible for any damage to, or theft from, any aircraft parked or tied down at the airport.

G: Airport Facility Damage

Any person, who damages any light, fixture or other airport facility by means of contact by aircraft, shall report such damage to the Airport Manager's office immediately and shall be fully responsible for any costs required to repair or replace the damaged light, fixture or facility.

H: GLIDER OPERATIONS

- I. The glider crew will have a copy of and follow the Rules and Regulations of the Owosso Community Airport.
- II. The glider crew will have a copy of the Owosso Community Airport Emergency Procedures available during glider operations.
- III. Glider operations will be conducted in a thoughtful and safe manner that will reduce the impact on other Airport users.
- III. One Glider will be allowed on the field at a time. A second glider will be allowed with preapproval from the Airport Manager and the Airport Manager is present during the glider operations.
- IV. There will be an appointed glider crew member at the terminal building to oversee the glider operations and be in control of the transportation to and from the flight line.
- V. Everyone involved with the glider operations on the airfield will remain behind the hold short line and away from the runway while aircraft are landing or moving on the runway.
- VI. Only the crew members required to prepare or launch the glider are allowed past the hold short line.
- VII. A radio operator will be at the glider staging area whose sole responsibility is radio communication during glider operations. The radio operator will be responsible to contact incoming and departing aircraft to ensure the safety of all and communicate that the glider will be moved behind the hold short line if requested.
- VIII. All vehicles used for operations on the airfield or ramp area must have proper roof mounted hazard lights and a radio tuned to the CTAF 123.0 frequency. Only two vehicles allowed on the airfield or ramp area and must remain behind the runway hold short line at all times. One vehicle will be staged near the glider launch area during glider operations for shelter and in case of an emergency. A second vehicle will be allowed to transport individuals from the terminal to the glider launch area.
- VIII. The tow plane shall be positioned behind the runway hold short line and shut down for safety until required to move into position to prepare for the next glider tow.

Section 7 – Air Traffic Procedures

The procedures set forth in this chapter shall apply in every case, except when an emergency condition exists or when otherwise directed by Federal Aviation Regulations (FAR's)

A: Traffic Rules

- I. Fixed wing aircraft shall take off or land only on runways except in an emergency or with prior permission.
- II. Helicopters shall take off or land in a manner that does not interfere with fixed wing traffic.
- III. Touch and go landings may be prohibited during snow removal operations.
- IV. Aircraft entering the traffic pattern shall exercise caution and courtesy so as not to cause aircraft already in the pattern to deviate from their course.
- V. Noise abatement procedures, as posted in the airport administration building, shall be adhered to whenever possible.
- VI. Aircraft landing or taking off shall conform to the attached air traffic patterns which are made a supplement to these rules.
- VII. Traffic pattern altitude shall be 1000 feet above the ground.
- VIII. Left turn traffic pattern on all runways.

Section 8 – Flammable Liquids and Fueling Operations

A: Fueling Operations

- I. During the fueling or defueling of any aircraft:
 - a. No smoking allowed within fifty (50) feet of any aircraft.
 - b. Radio transmitters, receivers or electrical appliances shall not be activated in an aircraft that is being fueled
 - c. No person shall use any material or equipment which is likely to cause a spark or ignition.
 - d. An adequate fire extinguisher shall be within ready reach of all persons engaged in fueling
 - e. Aircraft engines shall not be started, kept running or be warmed by applications of exterior heat during fueling operations.
 - f. Passengers shall not be onboard aircraft during fueling operations.
 - g. Care shall be exercised to prevent overflow of fuel. Any volatile liquid spilled during transfer shall be removed immediately. Engines of any aircraft shall not be started when there is volatile liquid on the ground under such aircraft. The Airport Manager shall be notified immediately of any fuel spillage and shall be responsible for inspection of proper clean-up by the parties responsible for such spillage.
- II. Aircraft shall not be fueled or defueled when the aircraft is in a hangar or enclosed space.
- III. Fueling hoses and equipment shall be maintained in a safe, sound, and non-leaking condition as required by the Federal Aviation Regulations (FAR's) and the State Fire Marshall.
- IV. Fueling hoses, funnels, and appurtenances shall be equipped with a grounding device to prevent ignition of volatile liquids. During any fueling process, the aircraft and the fueling apparatus shall be grounded to a point or points of zero electrical potential.
- V. All local, state, federal, and airport regulations governing the storage, handling and dispensing of fuels and flammable liquids will be adhered to.

Section 9 – Vehicles

A: Rules of Operation

- I. No person shall operate a vehicle of any kind in the Aircraft Operating Area (AOA) unless authorized to do so by the Airport Manager. Tenants and their invited guests are authorized to drive their vehicles to their hangar. Pilots and invited guests are authorized to drive their vehicles to their parked aircraft for the purpose of loading and unloading the aircraft.
- II. No person shall operate a vehicle in a reckless or negligent manner, or in excess of posted or designated speed limits, other than emergency vehicles.
- III. No person shall operate a vehicle under the influence of intoxicating liquor or narcotic drug.
- IV. No person shall operate a vehicle in such a manner or condition as to endanger persons or property.
- V. All vehicles operating on the airport between the hours of sunset and sunrise shall have fully operating headlights and taillights.
- VI. During times of emergency due to aircraft accidents, other mishaps, or natural disasters, no private vehicle, other than those operated by emergency personnel, unless specifically authorized by the Airport Manager, shall be allowed in the Aircraft Operating Area. The Airport Manager shall determine when normal operations may be returned.
- VII. Any person who operates a vehicle and damages any light, fixture, or other airport facility shall report such damage to the Airport Manager's office immediately and shall be fully responsible for any costs required to repair or replace the damaged light, fixture, or facility.

B: Vehicle Parking

- I. No person shall park a vehicle for loading, unloading or any other purpose on the airport other than in the areas specifically established for parking in the manner prescribed by signs, lines, or other means. No person shall abandon any motor vehicle on the airport. No person shall park a motor vehicle in a manner so as to obstruct or interfere with vehicular traffic, or aircraft movement, nor park in aircraft parking areas unless authorized otherwise.
- II. All employees of firms engaged in business at the airport shall park in the areas designated for employee parking only.
- III. The Airport Manager shall have the authority to cause to be towed or otherwise have moved motor vehicles that are parked by their owners or operators on the airport in violation of this section at the operator's expense and without liability for damage which may result in the course of such towing.
- IV. Tenants of tiedown areas may park their automobiles upon their tiedown spots, except as directed by the Airport Manager.
- V. Tenants may park their vehicles or those of their passengers inside their hangars or adjacent to their hangars, provided those vehicles parked outside do not obstruct the normal movement of the aircraft on taxiways and ramps.

Section 10 – Revisions

A: Revision of Rules and Regulations

- I. These rules are subject to modification by the Board
- II. Revisions may be proposed by any interested party.
- III. Proposed revisions shall be submitted to the Airport Manager and the Shiawassee Airport Advisory Committee for review.
- IV. Proposed revisions shall be submitted by the Shiawassee Airport Advisory Committee or the Airport Manager to the Board for review and revision.
- V. Following submission to the Board, proposed revisions will be posted in the airport administration building until the next scheduled Board Meeting to allow for suitable period of public discussion with airport users, tenants, and others who may have a legitimate interest in Owosso Community Airport activities.
- VI. The Board shall accept comments on the proposed modification to these rules prior to voting for final adoption or rejection. Rejected proposals may be modified and resubmitted for approval.