

**DRAFT**

Manual of Airport Rules and Regulations  
and  
Minimum Commercial Operator Standards  
for the  
Clinton-Sampson County Airport  
Clinton, North Carolina

October 21, 2008

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## DRAFT AIRPORT LEASES/AGREEMENTS

PROPERTY LEASE AND HANGAR ERECTION PERMIT

PROPERTY LEASE AND FUEL FACILITIES INSTALLATION PERMIT

TIE-DOWN SPACE LEASE AGREEMENT

HANGAR LEASE AGREEMENT

STANDARD COMMERCIAL OPERATOR LEASE AGREEMENT

MANAGEMENT AGREEMENT

"THROUGH THE FENCE" OPERATIONS AGREEMENT

## 1 - GENERAL

### 1.1 DEFINITIONS:

- A. Aircraft - "Aircraft" shall mean any contrivance now known or hereafter invented, used or designed for navigation of or flight in air.
- B. Air Operations Area - "Air Operations Area (AOA)" is defined as an area used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.
- C. Air Taxi (Commuter) - Aircraft operated by the holder of an Air Taxi (or Commuter) Operating Certificate which authorizes the carriage of passengers, mail or cargo for revenue in accordance with FAR Parts 135 and/or 121, on either a scheduled or unscheduled basis.
- D. Airport - Shall mean the Clinton-Sampson County Airport and includes all property and improvements within the boundary lines of any airport operated or controlled by the Clinton-Sampson County Airport Advisory Board, except when otherwise specifically noted.
- E. Airport Employees - "Airport Employees" shall mean the bonafide employees of the Clinton-Sampson County Airport Advisory Board, the City of Clinton, Sampson County and their officers, members, and employees.
- F. Airport Manager - The officer or representative of the Clinton-Sampson County Airport Advisory Board having immediate charge of the airport, and if not designated, will be the County or City Manager.
- G. Apron - A defined area, on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.
- H. Cargo (Air) - Any property carried on an aircraft other than mail, stores, and baggage.
- I. Commercial Operator - An individual or firm operating at the airport (whether or not on Airport property) and providing aviation services such as maintenance, fueling, storage, ground and flight instructions, rentals, or sales, or a person who, for compensation or hire, engages in the carriage by aircraft in air commerce of persons or property. Where it is doubtful that an operation is for "compensation or hire," the test applied is whether the carriage by air is merely incidental to the person's other business or is, in itself, an enterprise for profit.
- J. FAA - The Federal Aviation Administration.
- K. Fixed Base Operator - "Fixed Base Operator" shall be any person who shall have entered into a written lease or agreement with the Clinton-Sampson County Airport Advisory Board for the use of any building, shop or hangar, or for the site upon which such a building might be erected, and who, by further agreement,

guarantees to provide on the airport and serve the public with all of the following minimum facilities:

- a. Aircraft storage
- b. FAA approved domestic repair station
- c. Student training
- d. Demonstration and sale of aircraft
- e. Aircraft rental
- f. Charter-Air Taxi

The term "Limited Fixed Base Operator" shall mean any person who shall have entered into a written lease or agreement with the Clinton-Sampson County Airport Advisory Board to provide any one or a combination of services of an aviation nature defined for "Fixed Base Operator." All activities provided by a "Limited Fixed Base Operator" shall meet all established standards for that activity or combination of activities.

L. Instructor - "Instructor" means any individual giving for compensation, or offering to give for compensation, instruction in the operation, construction, repair or maintenance of aircraft, aircraft power plants and accessories, including the repair, packaging and maintenance of parachutes.

M. Pattern - The configuration or form of a flight path flown by an aircraft, or prescribed to be flown, as in making an approach to a landing. At the Clinton-Sampson County Airport the patterns are:

Arrivals	-	Runway - 6 Left Hand
		Runway-24 Left Hand
Departures	-	Runway - 6 Left Hand
		Runway-24 Left Hand

N. Person - Any individual, partnership, group, corporation or duly authorized representative thereof.

O. Public Airport Facilities

1. The phrase "Public Airport Facilities" as used in these regulations means the following facilities as they are from time to time provided and made available by the Clinton-Sampson County Airport Advisory Board for public use by aircraft operators:

- a. Public runways for the purpose of the landing and the taking-off of aircraft.
- b. Public taxiways for the purpose of the ground movement of aircraft.
- c. Public aircraft parking space for the purpose of parking and storing aircraft; for the purpose of loading and unloading passengers, baggage, freight, mail and other cargo upon and from aircraft; for

the purpose of performing operations incidental to the immediate preparation of aircraft for departure such as inspection, cleaning, and fueling; for the purpose of making minor and emergency repairs to aircraft; and for the purpose of parking mobile equipment actively used in connection with the foregoing.

- d. Any other space, facilities or services provided by the Clinton-Sampson County Airport Advisory Board for public use by aircraft operations at the airport.
  - e. Public access to the ramp for the primary purpose of loading and unloading passengers and their baggage, and the loading and unloading of mail and freight.
- P. Ramp - A defined area, on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking, or maintenance.
- Q. Refueling Trucks - "Refueling Trucks" shall mean any motor vehicle used for the transporting, handling or dispensing of aviation fuel, oils, and lubricants.
- R. Terminal Area - The area used or intended to be used for such facilities as terminal and cargo buildings, gates, hangars, shops, other service buildings, automobile parking, airport motels, restaurants, garages, and automobile service; and an area provided for parking and positioning of aircraft in the vicinity of the terminal building for loading and unloading.
- S. Vehicle - Every device in repose, or by which any person or property is or may be transported or drawn upon a roadway, including bicycles.

## **1.1.1:**

These definitions shall not supersede any definitions contained in contractual agreements with the Clinton-Sampson County Airport Advisory Board or its designated representative.

## **1.2 SCOPE:**

- A. All users of and persons on the Airport shall be governed by these regulations and the directions of the Clinton-Sampson County Airport Advisory Board or its designated representative. These regulations are subject to change by the Clinton-Sampson County Airport Advisory Board at any time based upon experience, need, and operating conditions.
- B. The use of the Airport or any of its facilities in any manner shall create an obligation on the part of the user thereof to obey all the regulations herein provided and adopted by the Clinton-Sampson County Airport Advisory Board.

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The privilege of using the Airport and its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof, and he shall release and hold harmless and indemnify the Clinton-Sampson County Airport Advisory Board, its officers and employees from any liability of loss resulting from such use, as well as claims of third persons to using the airport.

The privilege of using the airport shall be upon the further condition that any person, persons, corporations, copartnerships, or others desiring to use the same as a Commercial Operator, Fixed Base Operator or Limited Fixed Base Operator, shall furnish a policy of indemnity against personal injury and property damage in a reasonable sum as the Clinton-Sampson County Airport Advisory Board shall require, all said insurance to name the Clinton-Sampson County Airport Advisory Board, the City of Clinton, Sampson County and its officers, employees and personnel, co-named as insured, and the policy shall also contain a section stating that the Clinton-Sampson County Airport Advisory Board shall be informed, in writing, by the insurance carrier thirty (30) days prior to cancellation or change in the coverage in the required insurance.

- C. Any person violating any of the airport rules and regulations may be punished as provided by law or ordinance or, at the discretion of the Clinton-Sampson County Airport Advisory Board, may be deprived of the use of the airport facilities for such period of time as may be necessary.
- D. These regulations are not intended to amend, modify or supersede any provision of Federal, State, or local law, or any specific contractual agreement of the Clinton-Sampson County Airport Advisory Board with which they may conflict; provided, however, that these regulations shall, insofar as possible, be interpreted so that no such conflict shall exist.
- E. If any portion of these regulations shall be invalid or unenforceable, all other portions shall remain in effect and be construed to achieve the purposes hereof.
- F. Any proposed changes in these regulations shall be posted by the Clinton-Sampson County Airport Advisory Board in a public area at the Airport for a period of ten (10) days. During this period comments on the proposed changes may be submitted by the general public in writing to the Clinton-Sampson County Airport Advisory Board. The closing date for comments shall also be posted. After review of comments by the Clinton-Sampson County Airport Advisory Board and, revisions may be made and the final draft of the proposed changes will be published. Copies of the change will be posted at the airport and provided to all holders of a copy of the manual. Failure to comply with this section shall not invalidate any other of these regulations.
- G. No person shall engage in any business or commercial operation of any nature whatsoever on, or with access to the Airport except with the approval of the Clinton-Sampson County Airport Advisory Board or its designated representative, and under such terms and conditions, as may be prescribed including, but not limited to the City of Clinton and/or Sampson County business licenses and ordinances.

- H. The soliciting of business, fares, alms, or funds for any purpose on the Airport without the permission of the Clinton-Sampson County Airport Advisory Board or its designated representative is prohibited.
- I. No individual, business, partnership, or corporation shall construct or erect any building, sign or structure or modify any existing facility on airport property without specific permission and approval of the Clinton-Sampson County Airport Advisory Board.

### **1.3 PENALTIES:**

The Clinton-Sampson County Airport Advisory Board, or its designated representative may remove or eject from the airport premises any person who knowingly and willfully violates any regulation or instruction issued by the Clinton-Sampson County Airport Advisory Board or its designated representative, may deny the use of the Airport to such person if the Clinton-Sampson County Airport Advisory Board or its designated representative determines that such denial is necessary under the circumstances, and may take such other measures as may be permitted by law, to enforce Airport regulations and maintain the Clinton-Sampson County Airport Advisory Board's control of the Airport.

### **1.4 LOST ARTICLES:**

All lost articles shall be turned into the Airport Manager's office by the finders. Any such articles not claimed in sixty (60) days shall be disposed of as determined by the Clinton-Sampson County Airport Advisory Board or its designated representative.

### **1.5 LIABILITY:**

The Clinton-Sampson County Airport Advisory Board assumes no responsibility for loss, injury or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, strikes, or acts of God or of the public enemy, or does it assume any liability for injury to persons while on the Airport or while using the facilities of same, or for property damage.

### **1.6 ACCIDENT REPORTS:**

All persons involved in any accident involving personal injury, aircraft or automobile damage, occurring on the Airport, shall make a full report to the Airport Manager or the City's designated representative as soon after the accident as possible, and in any event within 24 hours after such occurrence. Contact Airport Manager at (910) 592-1962 (day) or (910) 214-1682 (night) with the report. See also section 3.5 for additional and Federal requirements.

## **1.7 GROUND TRANSPORTATION:**

No carrier for hire shall load or unload passengers at the Airport at any place other than that designated by the Clinton-Sampson County Airport Advisory Board or its designated representative.

## **1.8 BUILDING REQUIREMENTS & GROUND RENTAL:**

Any person desiring to erect or construct any building or related facility on the airport shall be required to submit plans and specifications for the same (4 copies of each) to the Clinton-Sampson County Airport Advisory Board for distribution and consideration. The plans shall also include a general layout, drawn to scale, showing the desired amount of ground actually required for the operation of such building or facility in addition to the portion of the property to be occupied by the building or facility proper. Doors on all buildings shall be self-contained. No projection for the suspension or carrying of doors shall be permitted beyond the building line as established by the Clinton-Sampson County Airport Advisory Board. All buildings erected upon or facilities installed at the airport shall conform to the requirements of the Clinton-Sampson County Airport Advisory Board, and the building codes of the State of North Carolina and the Clinton-Sampson County Airport Advisory Board, and be approved by the Clinton-Sampson County Airport Advisory Board. Prior to the commencement of any construction, all licenses and permits must be obtained.

When plans have been approved by the Clinton-Sampson County Airport Advisory Board, a lease may then be entered into at the rate prescribed by the Clinton-Sampson County Airport Advisory Board.

## **1.9 RESTRICTED AREA; GENERAL:**

All areas of the airport, except those areas open to the public, are restricted and no person shall enter upon the Air Operations Area, or any hangar except;

- (1) Persons assigned to duty therein;
- (2) Authorized representatives of the FAA and the North Carolina Division of Aviation;
- (3) Passengers under appropriate supervision, entering the Air Operations Area for the purpose of enplaning and deplaning;
- (4) Business representative in the conduct of their business with the tenants;
- (5) Aircraft Owners or Renters and/or their authorized representatives; and,
- (6) Authorized representatives/employees of the Clinton-Sampson County Airport Advisory Board.

## 2 - VEHICLES

### **2.1 LICENSING AND REGULATION:**

- A. No person shall operate motorized vehicles of any kind on the Airport without a valid Operator's License.
- B. No person shall operate any motor vehicle in the public Aircraft Facilities Area without having first registered same with, and having received permission from the Clinton-Sampson County Airport Advisory Board or its designated representative, other than those authorized under 1.9.

### **2.2 RULES OF OPERATION:**

- A. No person shall operate a motor vehicle of any kind on the Airport in a reckless or negligent manner or in excess of the speed limits prescribed by the Clinton-Sampson County Airport Advisory Board or its designated representative, and in no event in excess of 10 miles per hour in ramp, apron, aircraft parking, and hangar areas.
- B. Pedestrians and aircraft shall, at all times, have right-of-way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.
- C. No persons operating a motor vehicle on the Airport shall fail to give proper signals, or fail to observe the directions of posted traffic signs, if such signs are present.
- D. No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.
- E. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than that for which the vehicles were designed. No person shall ride on the running board, stand up in the body of moving vehicles or ride on the outside of the body of a vehicle, or with arms or legs protruding from the body of motor vehicles.
- F. No vehicle shall be operated on the Airport if it is so constructed, equipped or loaded as to endanger persons or property.
- G. No person shall operate any type of motor vehicle without exhausts protected by screens or baffles to prevent the escape of sparks or the propagation of flame.
- H. When parking adjacent to a runway, all vehicles must park parallel to the runway and at a distance equal to the hold lines outside of the runway lights, unless such runway is officially closed by the Clinton-Sampson County Airport Advisory Board or its designated representative, or Airport maintenance requirements dictate otherwise.

- I. Gasoline tenders(refueling trucks), if used, will at no time be blocked or so positioned as to prevent a rapid removal of such tender.

## **2.3 RADIO EQUIPMENT:**

- A. The installation of two-way radios does not permit the operation of vehicles on the Airport without prior permission from the Clinton-Sampson County Airport Advisory Board or designated representative.
- B. No person shall operate any radio equipment in any aircraft when such aircraft is being refueled, or when such aircraft is in a hangar except when radio maintenance is being performed on the aircraft.

## **2.4 EMERGENCY:**

In the event of emergencies on the Airport, 911 should be called and notification should be given to the Airport Manager (if practical).

## **2.5 REPAIR OF MOTOR VEHICLES:**

No person shall clean or make any repairs to motor vehicles anywhere on the Airport other than in designated shop areas, or as approved by the Clinton-Sampson County Airport Advisory Board, except those minor repairs necessary to remove such motor vehicles from the Airport; nor shall any person move, interfere, or tamper with any motor vehicle, or put in motion the engine, or take, or use any motor vehicle part, instrument, or tool thereof, without the permission of the Clinton-Sampson County Airport Advisory Board or satisfactory evidence of the right to do so duly presented to the Clinton-Sampson County Airport Advisory Board or its designated representative.

## **2.6 PARKING:**

- A. No person shall park a motor vehicle, for loading, unloading or any other purpose, on the Airport other than in the areas specifically established for parking and 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 an area requiring payment for parking thereon without paying the required parking fee; nor in a manner so as to obstruct roadways; nor in aircraft parking areas; nor on grass areas.
- B. The Clinton-Sampson County Airport Advisory Board or its designated representative shall have the authority to tow or otherwise move motor vehicles which are parked by their owners or operators on the Airport in violation of these regulations, at the operator's expense and without liability for damage which may result in the course of such moving.
- C. Lessees and passengers may park their vehicles in their respective hangars while the aircraft is in use. No vehicle may be left in hangars for a period in excess of 24 hours unless aircraft is in use.

## 3 - AIRCRAFT OPERATION

### **3.1 AERONAUTICAL ACTIVITIES:**

- A. All aeronautical activities at this Airport and aircraft departing from or arriving in the air space above this Airport shall be conducted in conformity with the current pertinent regulations and directives, and/or advisories of the Federal Aviation Administration to the extent applicable.
- B. No fixed wing or rotary wing aircraft shall be allowed to operate at the Clinton-Sampson County Airport unless said aircraft has a current FAA Airworthiness Certificate (unless operated as a public or governmental aircraft) and is operated by a licensed pilot or student pilot holding a valid medical certificate, except aircraft being taxied or ferried by a licensed A & E mechanic.
- C. All aircraft and operators shall comply with all applicable Federal Regulations, as may be amended, including but not limited to:

#### Federal Aviation Regulations:

- Part 61-Certification: Pilots & Flight Instructors
- Part 67-Medical Standards & Certification
- Part 91-General Operating & Flight Rules
- Part 93-Special Air Traffic Rules & Airport Traffic Patterns
- Part 135-Air Taxi Operators & Commercial Operators
- Part 137-Agricultural Aircraft Operators
- Part 141-Pilot Schools
- Part 145-Repair Stations

#### National Transportation Safety Board Regulations:

- Part 830-Rules Pertaining to the Notification & Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records.

- D. The Clinton-Sampson County Airport Terminal Building will be open for public use from 8:00 a.m. in the morning until 7:00 pm each and every day, unless otherwise designated by the Clinton-Sampson County Airport Advisory Board.

### **3.2 FIXED BASE REGISTRATION:**

The owners of all aircraft based on the Airport will register their aircraft with the Clinton-Sampson County Airport Advisory Board or designated representative prior to beginning operation. Any change in the ownership will require a change in registration.

### **3.3 PROHIBITING LANDINGS & TAKE-OFFS:**

The Airport Manager may prohibit aircraft landing and taking off at any time and under any circumstances when the Airport Manager deems such landings/take-offs likely to endanger persons or property, except for emergency landings. Further, the Airport

Manager may delay or restrict any flight or other operation at the airport to any aircraft when any of these rules and regulations are violated in any manner.

### **3.4 PAYMENT:**

Payment for use of Airport facilities, access, fuel flowage, storage, repairs, supplies, or other services rendered at the Airport shall be made before flight unless satisfactory credit arrangements have been made with the Clinton-Sampson County Airport Advisory Board or designated representative or the tenant directly responsible for furnishing the commodity or service rendered.

### **3.5 ACCIDENTS:**

- A. Persons involved in aircraft accidents occurring on the Airport causing personal injury or property damage shall make a full report thereof to the Clinton-Sampson County Airport Advisory Board or designated representative as soon after the accident as possible, which report shall include their name and address. In the event that he is unable to do so, the owner of the aircraft or his agent shall make such report. When a written report of an accident is required by Federal Aviation Regulations, and/or National Transportation Safety Board Regulations, a copy of such report shall be submitted to the Clinton-Sampson County Airport Advisory Board or its designated representative.
- B. In the event of an accident, the aircraft owner, through the Airport Manager, may, in compliance with FAR's and other governmental regulations, move damaged aircraft from the landing areas, ramps, aprons, or other areas at the expense of the aircraft owner and without liability to the Clinton-Sampson County Airport Advisory Board, designated representative or authorized employees or agents, for damage resulting from such moving.
- C. Airport property damaged or destroyed by an accident or otherwise shall be paid for by parties responsible.
- D. All aircraft accidents shall be reported to the FAA by in accordance with all FAA and NTSB regulations.

### **3.6 NON-AIRWORTHY AIRCRAFT:**

- A. All non-airworthy and/or otherwise disabled aircraft and parts thereof on the Airport shall be promptly removed from Airport Operations Areas by the aircraft owner.
- B. If any person refuses to move said aircraft or part thereof as directed by the Clinton-Sampson County Airport Advisory Board or its designated representative said aircraft or party may be removed by the Clinton-Sampson County Airport Advisory Board at the owner's or operator's expense, and without liability to the Clinton-Sampson County Airport Advisory Board, designated representative or authorized employees, agents, or contractors for damage which may result in the course of, or after such moving.

### **3.7 REFUSAL OF AIRPORT USE:**

The Clinton-Sampson County Airport Advisory Board or its designated representative may delay any flight or other operations at the Airport for any reason it believes justifiable. The Clinton-Sampson County Airport Advisory Board or its designated representative may also prohibit in all or in any part, the use of the Airport for any purpose by an individual or group.

### **3.8 CLOSING OF FIELD:**

In the event the Clinton-Sampson County Airport Advisory Board or its designated representative believes Airport conditions to be unsafe for landings or take-offs, it shall be within the Clinton-Sampson County Airport Advisory Board's authority to have issued a NOTAM closing the Airport or any part thereof.

### **3.9 REPAIRING OF AIRCRAFT:**

The performance of aircraft and engine repair and maintenance is considered to be a commercial operation regulated by the Clinton-Sampson County Airport Advisory Board except where such services or repairs are performed by the aircraft owner or his permanent employees. The Clinton-Sampson County Airport Advisory Board reserves the right to designate reasonable areas where such aircraft owners may perform services on their own aircraft. If such areas are designated, the Clinton-Sampson County Airport Advisory Board may prohibit the performance of such services in tie-down and/or hangar areas and prescribe rules for the use of such owner type aircraft maintenance areas.

### **3.10 ENGINE RUN-UP:**

- A. Aircraft shall not perform run-up or prolonged engine test operations in any area that would result in a hazard or nuisance to other aircraft, persons, or property.
- B. Such run-ups will be performed only in areas designated by the Clinton-Sampson County Airport Advisory Board or its authorized representative.

### **3.11 PARKING OF AIRCRAFT:**

- A. No person shall park aircraft in any area on the Airport other than that prescribed by the Clinton-Sampson County Airport Advisory Board or designated representative.
- B. At the direction of the Clinton-Sampson County Airport Advisory Board, or designated representative, the operator, owner, or pilot of any illegally parked aircraft on the airport shall move the aircraft to a legally designated parking area on the airport. If the operator refuses to comply with the directions, the Clinton-Sampson County Airport Advisory Board, or its designated representative, may tow the aircraft to such place, at the operator's expense and without liability to the

Clinton-Sampson County Airport Advisory Board, Airport Management or authorized employees, or agents for damage that may result from such moving.

### **3.12 DEMONSTRATION:**

No flight or ground demonstrations involving unusual or aerobatic maneuvers shall be conducted on or in the vicinity of the Airport without the express written approval of the Clinton-Sampson County Airport Advisory Board or its designated representative. All such activity shall entail indemnifying the Clinton-Sampson County Airport Advisory Board, its employees, or agents and shall name as co-insured the Clinton-Sampson County Airport Advisory Board, its employees or agents on required liability and property damage insurance as outlined in Section 10.1G.

### **3.13 LIGHTING FACILITY DAMAGE:**

Any person damaging any light or fixture by operation of an aircraft, or otherwise, shall report such damage to the Clinton-Sampson County Airport Advisory Board or its designated representative immediately and shall be fully responsible for any costs required to repair or replace the damaged facility.

### **3.14 CATEGORIES OF AIRCRAFT FOR OPERATIONS:**

Final determination as to proper category designation of any aircraft or operation shall rest with the Clinton-Sampson County Airport Advisory Board or its designated representative. Charges as shown in Section 8 shall be determined according to the following classifications:

#### A. Private

1. Privately owned aircraft will be operated non-commercially by owner or owners.
2. Private aircraft may be used by persons other than the owner provided that it is not rented or leased by the owner for a profit.
3. Company and corporation owned aircraft that are operated for the free transportation of their and other personnel and/or products are classified as private aircraft and subject to the definitions as listed under (2) above.
4. Club aircraft must be owned and operated by a non-profit partnership or non-profit North Carolina corporation, and each club member must be a bona fide owner of a part of the aircraft or a share, in the corporation. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, and replacement of its aircraft and will file and keep up to date with the Clinton-Sampson County Airport Advisory Board or its designated representative a list of membership. At any time the Clinton-Sampson County Airport Advisory Board or its designated representative has a reason to believe a club or club aircraft is being so operated that it falls under the "commercial"

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classification hereunder, it shall so notify such club, and if they fail to remedy conditions complained of, the Clinton-Sampson County Airport Advisory Board or its designated representative shall reclassify the aircraft. The Clinton-Sampson County Airport Advisory Board or its designated representative shall have authority to deny the use of a club classification to any group.

## B. Commercial Aircraft use:

1. For rental, hire or charter.
2. Student instruction and its kindred occupations for profit or hire.
3. Any aircraft used for commercial purposes and not otherwise covered in these regulations.

## C. Air Taxi (Commuters)

1. Contract: All Federally certified Air Taxis or Commuters holding a contract with the Clinton-Sampson County Airport Advisory Board for airport usage, whether scheduled or not.
2. Non-Contract: All Air Taxis or Commuters not covered in Section 3.14 (c) (1) above, whether scheduled or not.

## D. Public

1. All aircraft publicly owned/operated whether by Federal, State or Local governmental entity.

### **3.15 OTHER:**

- A. No person shall start or run any engine in aircraft unless a licensed person is in the aircraft attending the engine controls. Blocks shall always be placed in front of the wheels before starting the engine or engines unless the aircraft is provided with adequate parking brakes.
- B. No person or persons, except airmen, duly authorized personnel, passengers going to or from aircraft, or persons being personally conducted by airport attendants shall be permitted to enter the landing area proper, taxi space, or aprons. However, this does not give any person or persons so excepted the privilege of unrestricted use of the airport. These privileges are confined to the necessary use of these spaces in connection with flights, inspections, and routine duties.

### **3.16 LANDING AND TAKE-OFF:**

- A. In all cases, take-offs and landings over populated areas shall be kept at a minimum in the interest of public safety and convenience.

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- B. Prior authorization is required before air ships, dirigibles, motor less aircraft, or aircraft with a total gross weight in excess of 40,000 pounds dual wheel, or FAA Certified Air Carriers, land or take off at the Airport. (The Airport is NOT certificated under 14 CFR Part 139, and no ARFF protection is provided).
- C. All take-offs and landings shall be confined to the runways and all movement of aircraft shall be confined to the hard surface areas, except as specifically authorized by the Clinton-Sampson County Airport Advisory Board.
- D. Additional traffic rules are as follows:
  - 1. Landings and take-offs shall be made on the runway subject to the wind direction.
  - 2. Unless otherwise authorized by the Airport Manager, aircraft will start their initial take-off from the runway end.
  - 3. No landing or take-off shall be made except at a safe distance from buildings and other aircraft.
  - 4. 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.
  - 5. Rotary aircraft shall conform to the pattern described herein for light aircraft, and shall not be operated within 200 feet of any area where unsecured light aircraft are parked or operating.
  - 6. Unless an emergency situation exists, aircraft are expected to utilize prescribed traffic patterns.
  - 7. Simulated engine-out procedures and practice (Multi-engine aircraft) are forbidden within the traffic pattern and approach area, unless notice is given immediately prior to execution of such maneuver and continually during the maneuver by Radio.
  - 8. No turn shall be made after take-off until the departure runway end has been reached and the aircraft is within 300 feet of pattern altitude. Aircraft shall climb to the appropriate traffic pattern altitude as soon as possible.
- E. Taxi rules are as follows:
  - 1. No person shall taxi an aircraft until he has ascertained by visual inspection of the area that there will be no danger of collision with any person or object in the immediate area.
  - 2. Aircraft shall be taxied at a safe and reasonable speed with due respect for other aircraft, persons, or property.

3. Aircraft not equipped with brakes shall have an attendant at a wing when the aircraft is taxied near buildings or other aircraft.
4. Aircraft awaiting take-off shall stop at the taxiway or stub taxiway hold lines for the runway in use and in a position so as to have a direct view of aircraft approaching for landing, and shall ascertain that the way is clear prior to entering the active runway.
5. Aircraft taxiing shall conform to the designated taxi patterns.
6. Landings and take-offs will not be permitted on the taxiways.
7. Engine checks and run-ups prior to take-off will be performed behind the taxiway hold lines.
8. Except for public displays of aviation flight specifically authorized by the Clinton-Sampson County Airport Advisory Board to be conducted under responsible auspices and control, no person shall operate an aircraft in a careless or reckless manner so as to endanger the life or property of others by buzzing, diving or low altitude flying, or aerobatic maneuvers in the vicinity of the Airport.

### **3.17 FLIGHT INSTRUCTION:**

No person or firm shall engage in commercial flight instruction at the airport unless prior to giving such instruction he has registered and submitted for inspection, his current flight instructor's certificate with the Clinton-Sampson County Airport Advisory Board or its designated representative, and has filed with the City a certificate of insurance, said insurance to be for the protection of the Clinton-Sampson County Airport Advisory Board, the City of Clinton, Sampson County, its members, employees, instructor and student.

### **3.18 OUTSIDE SERVICES:**

No person or firm shall employ the services of a certificated airframe and power plant mechanic or authorized inspector or flight instructor at the Clinton-Sampson County Airport unless such mechanic, inspector or flight instructor is in the permanent employ of said person or firm, or is in the employ of a Fixed Base Operator holding a current operating agreement with the Clinton-Sampson County Airport Advisory Board, or as may be approved in Section 8.3.

## 4 - FIRE REGULATIONS

- 4.1 Smoking or lighting of an open flame is prohibited at places with posted signs, within 100 feet of any aircraft and within 100 feet of hangars, fuel trucks, or fuel loading stations, and tank farms.
- 4.2 No person shall start an open fire any place on the airport without permission of the Airport Manager.
- 4.3 No person shall use flammable volatile liquids having a flash point of less than 1100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose, unless such operations are conducted in open air, or in a room specifically set aside for that purpose, which room must be properly fire-proofed and equipped with adequate and readily accessible fire extinguishing apparatus.
- 4.4 No person shall store material or equipment, use inflammable liquids or gases, or allow their premises to become in such condition so as to violate, in any manner, the fire code in force in the area of the airport; provided, that such materials may be kept in an aircraft in the proper receptacles installed in the aircraft for such purpose, or in rooms or areas specifically approved for such storage by the Clinton-Sampson County Airport Advisory Board or its designated representative, or in Underwriter's approved safety cans.  
  
The storage of paint thinners, fuels or other such volatile materials in hangars is prohibited.
- 4.5 Tenants of all hangars and buildings shall provide approved fire extinguishers and equipment, and they shall be kept in operating condition and inspected at least every twelve months by trained personnel.
- 4.6 Lessees shall provide suitable metal receptacles with self-closing covers for the storage of waste, rags, and other rubbish. All used waste and rags or other rubbish shall be removed by the lessees at least once each week. Lessees may contract with other agencies or persons for removal of this material, subject to approval of the Clinton-Sampson County Airport Advisory Board or its designated representative. If, after warning by the City, the area is not cleaned, cleaning will be arranged by the Airport and billed to the tenant or person.
- 4.7 The procedures and precautions outlined in the criteria of the National Fire Protection Association, as may be amended, (NFPA Pamphlet #410D, Safeguarding Aircraft Cleaning, Painting and Paint Removal, and NFPA Pamphlet #410F, Aircraft Cabin Cleaning and Refurbishing Operations), shall be adhered to in all cleaning, painting and refurbishing operations using flammable fluids, including the storage of such fluids.

## 5 - FUELING OPERATIONS

### 5.1 FUELING AND DEFUELING OF AIRCRAFT:

- A. All aviation fuels and oils for sale on airport property will be dispensed only as authorized by the Clinton-Sampson County Airport Advisory Board. No other company group or individual will be allowed to transport, store, fuel or otherwise introduce petroleum products to the airport property without the express permission of the Clinton-Sampson County Airport Advisory Board, and then only in the areas designated by the Clinton-Sampson County Airport Advisory Board and which meet all operational and safety procedures and requirements.
- B. No MOGAS (automotive fuel) will be brought onto airport property for the purpose of transferring such fuels to any aircraft which is on airport property and not OWNED by the person dispensing of such fuel. All use of MOGAS will be in accordance with all applicable FAA and industry guidelines and regulations.
- C. No fuel storage and/or dispensing equipment shall be installed or used at the airport without the prior written approval of the Clinton-Sampson County Airport Advisory Board. All such equipment shall be kept in a safe and non-leaking condition. The use of any surface equipment such as skid tanks, or other such devices is expressly prohibited.
- D. No aircraft shall be fueled or defueled while the engine is running, or being warmed by applications of exterior heat, or while such aircraft is in a hangar or enclosed space.
- E. No aircraft shall be fueled or defueled within 50 feet of a hangar, or building.
- F. Smoking or lighting of an open flame shall be prohibited within 100 feet of any fueling operation.
- G. No person shall operate any radio transmitter or receiver, or switch electrical appliances off or on in an aircraft during its refueling or defueling.
- H. During refueling the aircraft and the fueling dispensing apparatus shall both be grounded to a point or points of zero electrical potential.
- I. No person shall use any material during fueling or defueling of aircraft which is likely to cause a spark or be a source of ignition.
- J. Adequate fire extinguishers shall be within ready reach of all persons engaged in fueling or defueling aircraft.
- K. Fueling hoses and equipment shall be maintained in a safe, sound and non-leaking condition and shall be approved by National Board of Fire Underwriters in all respects and parts.

- L. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids.
- M. No aircraft shall be fueled or defueled while passengers are on board the aircraft.
- N. Persons engaged in the fueling and draining of aircraft fuel shall exercise care to prevent overflow of fuel. Persons responsible will take proper measures to remove any volatile liquid when it is spilled.

## **5.2 SELF FUEL:**

- A. The Clinton-Sampson County Airport Advisory Board may enter into an agreement with any private or Commercial Operator providing a service to the public for the purpose of that operator fueling his own aircraft. The following applies to any activity where this privilege is extended:
  - 1. The Clinton-Sampson County Airport Advisory Board will negotiate a lease with the owners of the Operation which will provide space for the self fueling operations.
  - 2. All self fuel operations will be from facilities, on or off airport property, which meet all installation and safety criteria of the Federal Aviation Administration, North Carolina Division of Aviation, National Fire Protection Association, and the American Petroleum Institute.
  - 3. Prior to any executed agreement, the Clinton-Sampson County Airport Advisory Board will review all plans and specifications for such installations, and may take any action it may deem appropriate for determining whether or not such installation is in keeping with the spirit of these Rules and Regulations for the purpose of protecting the public's safety and welfare, and the Clinton-Sampson County Airport Advisory Board's obligation to ensure, to the extent reasonable, that such is protected. The Clinton-Sampson County Airport Advisory Board will issue a permit for the installation of such facilities once the plans and specifications are approved by the Clinton-Sampson County Airport Advisory Board.
- B. All installations approved by the Clinton-Sampson County Airport Advisory Board will be serviced, operated and tended **ONLY** by the owner of the operation or their direct employees and will be for the purpose of servicing only aircraft owned by that operation. No third parties will be allowed on the airfield for the purpose of dispensing fuel in any manner what-so-ever without the express written permission of the Clinton-Sampson County Airport Advisory Board.
- C. All fuel brought on to the Airport will be subject to a fuel flowage or permit fee to be negotiated with the Clinton-Sampson County Airport Advisory Board, and paid at the time the fuel is delivered to the facility.

- D. Any operator electing to self fuel their aircraft will carry appropriate liability and product insurance in amounts agreeable to the Clinton-Sampson County Airport Advisory Board and further will have the Clinton-Sampson County Airport Advisory Board, the City of Clinton, Sampson County, its members, officers and employees as named insured on any policies required by virtue of any agreements entered into by those provisions.
- E. A copy of any policy issued for this insurance will be filed with the Clinton-Sampson County Airport Advisory Board and will contain a provision to notify the Clinton-Sampson County Airport Advisory Board at least 30 days in advance of any cancellation.
- F. Upon the termination of any lease or permit under these provisions, the lessee or permittee will abide by the terms of such agreement immediately. If the installation is abandoned, the Clinton-Sampson County Airport Advisory Board will have the right, at its option, to either assume ownership of the improvements or have them removed at the lessees or permittees expense.

### **5.3 STORAGE IN APRON AREA:**

Gasoline, oil, and solvent drums or receptacles shall not be stored on apron and ramp areas, unless otherwise approved by the Clinton-Sampson County Airport Advisory Board. Any material of this type that is kept in subject areas will be kept enclosed and covered in a housing of a design and type that meets the approval of the Clinton-Sampson County Airport Advisory Board or its designated representative.

### **5.4 LIQUID DISPOSAL:**

No fuels, oil, dopes, paints, solvents or acids shall be disposed of or dumped in drains, basins or ditches or elsewhere on the Airport.

### **5.5 COMPRESSED GASES:**

No cylinder or flask of compressed flammable, corrosive or noxious gases shall be stored in hangars.

### **5.6 EXPLOSIVES AND OTHER DANGEROUS ARTICLES:**

No person shall store, keep, handle, use, dispense or transport at, in or upon the airport any Class A or Class B explosives (as defined in the Interstate Commerce Regulations for transportation of explosives and other dangerous articles), dynamite, nitroglycerin, black powder, fireworks, firearms and ammunition, blasting caps or other explosives, gasoline, alcohol, ether, liquid shellac, kerosene, turpentine, formaldehyde, or other flammable or combustible liquids, ammonium nitrate, sodium chlorate, wet hemp, powdered metallic magnesium, nitrocellulose film, peroxides, or other easily inflammable solids or other corrosive liquids, prussic acid, phosgene, arsenic, carbonic acid, potassium cyanide, tear gas, lewisite or any Class A poison (as defined in the Interstate Commerce Regulations for transportation of explosives and other dangerous articles), or any other poisonous substances, liquids or gases, any compressed gas, or

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any radioactive article, substance or material, at such time or place or in such manner or condition as to endanger unreasonably or as to be likely to endanger unreasonably persons or property, and which has not been approved by the Clinton-Sampson County Airport Advisory Board or its designated representative.

## 6 - HAZARDOUS CARGO

### 6.1 AIRCRAFT CARRYING OR SUSPECTED OF CARRYING EXPLOSIVES:

- A. Landing or taxiing aircraft:
  - 1. Persons having knowledge of an aircraft carrying or suspected of carrying explosive materials will so advise the Clinton-Sampson County Airport Advisory Board of its designated representative.
  - 2. Aircraft having passengers aboard will unload passengers on the outer extremities of the Airport Terminal ramp and then immediately be moved to the taxiway hold line adjacent to the Runway. (Only engines affecting unloading of passengers should be shut off to enable subsequent moving of aircraft with a minimum of delay).
- B. Inspection: Inspection of the aircraft and subsequent declaration of safety or contamination shall be the responsibility of the aircraft owner or his authorized agent, and shall be accomplished immediately after parking and evacuation.

## 7 - GENERAL REQUIREMENTS

### **7.1 PRESERVATION OF PROPERTY:**

No person shall destroy, injure, deface or disturb in any way any building, sign, equipment, marker, or other structure, tree, flower, 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 prior approval of the Clinton-Sampson County Airport Advisory Board; nor willfully abandon any personal property on the Airport.

### **7.2 INTERFERING OR TAMPERING WITH AIRCRAFT:**

No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, aircraft parts, instruments or tools, without permission of the owner or by specific direction of the Clinton-Sampson County Airport Advisory Board or its designated representative.

### **7.3 RESTRICTED AREAS:**

No person shall enter upon the field area, utilities and service rooms or areas, or other areas as may be designated restricted, except:

- A. Persons assigned to duty therein.
- B. Authorized members or employees of the Clinton-Sampson County Airport Advisory Board, or persons authorized by them.
- C. Passengers, under appropriate supervision, entering the apron for the purpose of embarkation and debarkation.

### **7.4 PASSENGER ACCESS AND AREAS:**

It shall be the sole responsibility of the Fixed Base Operators or others as may be designated by the Clinton-Sampson County Airport Advisory Board, as appropriate, to see that all gate chains, doors, and other public safeguards are continually and conscientiously used in a manner so to protect all persons.

### **7.5 USE OF ROADS AND WALKS:**

- A. No person shall travel on the Airport other than the roads, walks or places provided for the particular class of traffic.
- B. No person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

## **7.6 ANIMALS:**

No person shall enter the Terminal Building of the Airport with a dog or other animal (without the express permission of the Management) except; (1) seeing-eye dogs, or (2) dogs or other animals which are to be transported by air and are restrained by leash or properly confined.

## **7.7 SOLICITATION:**

No person shall solicit funds for any purpose, and no signs or advertisements may be posted at the airport without permission of the Clinton-Sampson County Airport Advisory Board. Any signs or solicitations for which permission is granted will fully comply with ordinances of the Clinton-Sampson County Airport Advisory Board for solicitations and signage.

## **7.8 USE OF SHOP AREAS:**

All shops, garages, equipment and facilities are expressly for the conduct of the owner's or lessee's business and operations. No persons other than employees of the Clinton-Sampson County Airport Advisory Board, or lessee shall make use of these facilities without individual and specific permission of the Clinton-Sampson County Airport Advisory Board or lessee.

## **7.9 OPEN FLAME OPERATIONS:**

No person shall conduct any open-flame operations in any hangar, or on the Airport unless specifically authorized by the Clinton-Sampson County Airport Advisory Board or its designated representative.

## **7.10 SMOKING:**

No person shall smoke on the Airport apron, in any hangar, service station area, gasoline storage area, or in any building, room, or place on the Airport except in specifically designated enclosed areas.

## **7.11 TRASH CONTAINERS:**

No person shall keep uncovered trash containers in any area. No vehicle used for hauling trash, dirt, or any other materials shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents thereof from blowing, dropping, sifting, leaking, or otherwise escaping therefrom. Areas to be used for trash, garbage or recycling containers shall be designated by the Clinton-Sampson County Airport Advisory Board or its designated representative and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

## **7.12 FLOOR CARE:**

All lessees on the Airport shall keep the floors of the hangars, hangar areas and Terminal apron and ramp areas, leased by them respectively, or used in their

operations, clean and clear of oil, grease and other materials or stains except as may be provided to the contrary in any specific leases or contracts.

## **7.13 STORAGE OF EQUIPMENT:**

No tenant or lessee on the Airport shall store or stack material or equipment in such manner as to constitute a hazard to personnel or property.

## **7.14 EQUIPMENT AND MISCELLANEOUS IN APRON AREA:**

All ramp equipment shall be parked and kept in a neat and orderly manner. No receptacles, chests, cases or housings shall remain on the apron or ramp except as specifically approved by the Clinton-Sampson County Airport Advisory Board.

## **7.15 MAINTENANCE:**

All tenants shall maintain their leased property in such condition of repair, cleanliness, and general maintenance as shall be acceptable to the Clinton-Sampson County Airport Advisory Board and in accordance with their individual lease agreements.

## **7.16 DAMAGES:**

Tenants, lessees, or other persons granted access to the airport shall be fully responsible for all damages to buildings, equipment, real property and appurtenances in the ownership or custody of the Clinton-Sampson County Airport Advisory Board, its tenants, or others caused by negligence, abuse, or carelessness on the part of their employees, agents, customers, visitors, suppliers, or persons with whom they may do business.

## **7.17 WASTE MATERIALS:**

Garbage, refuse and other waste material shall be placed in receptacles provided for such purpose.

## **7.18 METERING:**

Every tenant shall obtain from an appropriate source, a meter for the purpose of accurately measuring natural gas, water, sewer and electrical power used by that tenant, unless other specific agreements are made with the Clinton-Sampson County Airport Advisory Board.

## **7.19 PAYMENT OF CHARGES:**

- A. All bills are payable upon presentation unless otherwise noted thereto.
- B. All percentages or income charges are payable within ten days of the end of the period in which the income was received unless otherwise agreed in writing.

## **7.20 DEFAULT OF OBLIGATIONS:**

When any tenant, user, or other person(s) granted access to the airport is formally notified that he is in default of any written or implied obligation to the Clinton-Sampson County Airport Advisory Board, whether it be for breach of performance or service covenants or non-payment, he shall thereafter be billed for all losses of revenue, expenses incurred to re-establish performance or service, reasonable attorney fees and other costs, unless the tenant, user, or grantee files with the Clinton-Sampson County Airport Advisory Board or its designated representative within ten days of receipt of the formal notification a statement that corrective or preventive measures have been initiated and will diligently be carried to completion. If the promises contained in the statement are not fulfilled, the tenant, user, or grantee will be considered in absolute default and appropriate lawful steps for collection shall be taken by the Clinton-Sampson County Airport Advisory Board and access to the Airport may be denied.

## **7.21 USE OF LAW ENFORCEMENT AGENCIES:**

In the event that occasions arise that are beyond the capability of the Clinton-Sampson County Airport Advisory Board or its designated representative to deal with in any manner, the City of Clinton Police, and/or the Sampson County Sheriff shall be called upon for assistance and action as may be necessary. The Clinton-Sampson County Airport Advisory Board expressly grants permission to the City of Clinton police and Sampson County Sheriff's Department to enter the premises and to enforce the Rules and Regulations contained herein and as may be adopted by the Clinton-Sampson County Airport Advisory Board.

## **7.22 REFUSAL TO COMPLY:**

Any person or persons who shall refuse to comply with these applicable Rules and Regulations, after proper request to so do by the Clinton-Sampson County Airport Advisory Board or its designated representative, shall be requested to leave the Airport, and in the event of his or their failure to comply with a proper request to abide by the regulations of the Clinton-Sampson County Airport Advisory Board he or they shall be regarded as a trespasser(s).

## 8 - SCHEDULE OF CHARGES - AIRCRAFT

### **8.1 COMMERCIAL OPERATIONS:**

- A. No aircraft, aviation organization or person (including "through the fence" operations), shall engage in any commercial operation of any type at the Airport unless prior permission is obtained from, and assessed fees paid to the Clinton-Sampson County Airport Advisory Board. Such permission and fees, in lieu of a contract as provided for in 8.1 (B), shall be on an each and every time basis with the fee being as determined by the Clinton-Sampson County Airport Advisory Board or its designated representative and in addition to the landing fees then in effect under 8.1 (C).
- B. The Clinton-Sampson County Airport Advisory Board, at its discretion, may enter into separate contracts with any commercial operation [as defined in 1.1 and 3.14 (B) and (C)] on the Clinton-Sampson County Airport.
- C. By resolution, the Clinton-Sampson County Airport Advisory Board may adopt a fee schedule to be applied for landings by any commercial operation not having a contract with the Clinton-Sampson County Airport Advisory Board as provided above, which fee schedule shall be posted in a conspicuous place at the Airport Terminal Building, or at the office of the Airport Manager. Commercial operators shall pay a fee for each landing at the Airport in accordance with any such fee schedule then in effect.
- D. Landing fees for private or business (non-commercial) users may be established by the City from time to time.
- E. The Clinton-Sampson County Airport Advisory Board or its designated representative may detain any aircraft for nonpayment of any charges due.

### **8.2 GOVERNMENT (PUBLIC) AIRCRAFT:**

The following types of aircraft are not affected by these charges.

Aircraft owned by Federal, State, or Municipal Governments are exempt from both landing and parking fees. This shall not, however, obviate the payment of field use charges by the Military, if in effect.

### **8.3 SPECIAL SERVICES:**

- A. The Clinton-Sampson County Airport Advisory Board may grant written permission and negotiate a fee for a specific commercial operator, such as a specialized mechanic, to enter the airport for the purpose of repairing or maintaining an aircraft or equipment which is beyond the capability of any Fixed Base Operator or Limited Fixed Base Operator located on the airport. This privilege will be on a case-by-case basis and will require a separate agreement and fee for each activity.

- B. Any permission granted by the Clinton-Sampson County Airport Advisory Board under this clause will not be construed as allowing reoccurring entry to the premises for the purpose of providing services. The permission granted will be only for a specific purpose and specific period.
- C. Any activity receiving permission under this clause will comply with the Clinton-Sampson County Airport Advisory Board ordinances with respect to business licenses.

#### **8.4 EFFECTIVE DATES:**

- A. For all tenants, operators and users of the Clinton-Sampson County Airport, the effective date of Sections 1 through 11 will coincide with the date these regulations are adopted by the Clinton-Sampson County Airport Advisory Board.
- B. For any future tenants who enter into an agreement with the Clinton-Sampson County Airport Advisory Board after the effective date of these Rules and Regulations the effective date will coincide with the effective date of their agreement with the Clinton-Sampson County Airport Advisory Board.

## 9 - PROCEDURES FOR RECEIVING AND PROCESSING APPLICATIONS

- 9.1 Any applicant wishing to establish commercial operations on the airport shall be furnished a copy of the minimum standards, attached hereinafter as Section 10, and shall make application in writing to the Clinton-Sampson County Airport Advisory Board, setting forth in detail the following:
- A. The name and address of the applicant;
  - B. The proposed land use, facility and/or activity sought;
  - C. The names and the qualifications of the personnel to be involved in conducting such activity;
  - D. The financial responsibility and technical ability of the applicant and operator to carry out the activity sought;
  - E. The tools, equipment, services and inventory, if any, proposed to be furnished in connection with such activity;
  - F. The requested or proposed date for commencement of the activity and the term of conducting the same;
  - G. The estimated cost of any structure or facility to be furnished, the proposed specifications for same, and the means or method of financing such construction or acquisition of facilities.
- 9.2 Upon the filing of such an application with the Clinton-Sampson County Airport Advisory Board, it shall be considered at the next scheduled meeting. If no meeting is scheduled within forty-five (45) days from the filing of such application, a meeting shall be called for considering same and notice thereof given to the applicant.
- Upon consideration of the application, the Clinton-Sampson County Airport Advisory Board shall determine whether or not the applicant meets the standards and qualifications as herein established and whether or not such application should be granted in whole or in part.
- 9.3 Upon approval of any such application in principle, the Clinton-Sampson County Airport Advisory Board shall cause to be prepared a suitable lease or contract agreement setting forth the terms and conditions under which the commercial operation shall be conducted.
- 9.4 Any rejected application shall be returned to the applicant within ten (10) days of the rejection with a written explanation of the reasons for rejection.

- 9.5 The final agreement as drafted shall be subject to review and approval of the Clinton-Sampson County Airport Advisory Board, the Federal Aviation Administration and the North Carolina Division of Aviation.

## 10 - MINIMUM STANDARDS FOR COMMERCIAL OPERATIONS, FIXED BASE OPERATORS OR LIMITED FIXED BASE OPERATORS

### 10.1 GENERAL:

- A. The following minimum standards shall apply to all operations. However, all the activities listed may not be provided depending on the lease agreement executed between the Clinton-Sampson County Airport Advisory Board and the operator, and those excluded activities therefore will not apply.
- B. All operations at the airport shall be full-time, progressive business enterprises, with a manned office facility at the Airport during reasonable business hours. No commercial operator shall be allowed to operate on the airport without a fully executed lease agreement with the Clinton-Sampson County Airport Advisory Board. Any operation not defined in Section 1.1.L, or any operator whose principal place of business is located other than the Clinton-Sampson County Airport and who further has a valid contract with another airport sponsor may not be required to maintain facilities at the airport.
- C. Operators extended the privilege of providing self fueling services shall also be required to meet the minimum standards listed in Section 5.
- D. No persons or fixed base operators other than the operators qualifying under (C) will be permitted to dispense aviation petroleum products. All other operators may engage in such other aeronautical services as they may qualify themselves for in accordance with these regulations and their lease agreements.
- E. The Clinton-Sampson County Airport Advisory Board shall determine substantial conformance to the standards for all operators.
- F. All operators must show financial solvency and business ability to the satisfaction of the Clinton-Sampson County Airport Advisory Board.
- G. The minimum liability insurance which a fixed base operator shall carry including general liability, product liability, and premise liability, as appropriate is \_\_\_\_\_. Hangar keepers insurance carried by the operator will be decided on between the Clinton-Sampson County Airport Advisory Board and the operator but in no case will be less than \_\_\_\_\_. All policies required by virtue of this section will name as coinsured, the Clinton-Sampson County Airport Advisory Board, the City of Clinton, Sampson County, its officers, members, employees and contractors, and will contain a provision which will require the insurance carrier to notify the Clinton-Sampson County Airport Advisory Board at least thirty (30) days prior to any cancellation, or major change in coverage.
- H. All operators will be required to furnish the Clinton-Sampson County Airport Advisory Board a performance bond commensurate with any construction required under the minimum standards of service to be performed.

- I. All construction required herein shall be in accordance with design and construction standards and building codes and/or ordinances established by the State of North Carolina, the City of Clinton, Sampson County, and approved by the Clinton-Sampson County Airport Advisory Board, the North Carolina Division of Aviation, and the Federal Aviation Administration.
- J. Land available for commercial type operations is a valuable and limited commodity. It is the policy of the Clinton-Sampson County Airport Advisory Board that no land areas or building space in excess of present and foreseeable requirements will be leased to any operator. Additional areas will be made available to operators on the basis of need and availability.

## **10.2 FUEL AND OIL:**

All aeronautical activities engaged in self fueling of aircraft at the airport shall be subject to a fuel flowage fee, which shall be established by the Clinton-Sampson County Airport Advisory Board. Persons conducting such activities on the airport shall be required to provide:

- A. Hard surface ramp space accessible by taxiway with electric pumps and appropriate tank storage, or approved mobile fueler;
- B. In conducting refueling operations, every operator shall install and use adequate grounding facilities at fueling locations to eliminate the hazards of static electricity and shall provide approved types of fire extinguishers or other equipment commensurate with the hazard involved in refueling and servicing aircraft;
- C. Meet all other requirements as set forth in Section 5.

## **10.3 AIRCRAFT MAINTENANCE AND REPAIR:**

All persons operating aircraft engine and accessory maintenance facilities shall provide:

- A. Sufficient hangar space to house any aircraft upon which such service is being performed;
- B. Suitable storage space for aircraft awaiting maintenance or delivery after repair and maintenance have been completed;
- C. Adequate shop space to house the equipment and adequate equipment and machine tools, jacks, lifts and testing equipment to perform overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft;
- D. At least one FAA certified air frame and engine mechanic available during reasonable business hours;
- E. Facilities for washing and cleaning aircraft;

- F. Non-airworthy aircraft shall be screened from public view;
- G. Separately partitionable space with adequate exhaust fans and fire protection for spray painting if this type work is performed;
- H. Appropriate plans, permits, insurance (as may be required by Federal, State and Local laws) regarding the handling and removal of hazardous materials;
- I. Appropriate insurance as outlined in 10.1.G.

## **10.4 FLIGHT TRAINING:**

All persons conducting flight training activities for compensation shall provide:

- A. At least one full-time, properly certificated flight instructor for single-engine land airplanes;
- B. At least one dual equipped single engine land aircraft properly equipped and maintained for flight instruction and such additional types of aircraft as may be required to give flight instruction of the kind advertised;
- C. Adequate classroom space with proper rest room and seating facilities. A part of the required facilities, with the consent of the Clinton-Sampson County Airport Advisory Board, may be located off airport property;
- D. Adequate mock-ups, pictures, slides, film strips or other visual aids necessary to provide proper ground school instruction;
- E. Properly certificated instructor providing regularly scheduled ground school instructions sufficient to enable students to pass the FAA written examinations;
- F. Continuing ability to meet certification requirements of the FAA for the flight training proposed;
- G. Appropriate Insurance as outlined in 10.1.G.

## **10.5 CHARTER:**

Persons operating charter service shall provide:

- A. Passenger lounge, rest room and telephone facilities as appropriate;
- B. Adequate table, desk or counter for checking in passengers, handling ticketing or fare collection, handling of luggage;
- C. Shall have properly certificated suitable aircraft with properly certificated and qualified operating crew available for service when not otherwise engaged in such service. Such crew and aircraft shall be available upon call within one hour's notice;

D. Appropriate Insurance as outlined in 10.1.G.

## **10.6 AIRCRAFT RENTAL AND SALES:**

Persons conducting aircraft rental and sales activity shall provide:

- A. Suitable office space for consummating sales and/or rentals and the keeping of the proper records in connection thereof;
- B. Hangar or other storage space for at least one aircraft to be used for sales or rental;
- C. For rental, at least one airworthy aircraft suitably maintained and certificated;
- D. Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators for such service and repair;
- E. There shall be available, during reasonable business hours, a properly certificated pilot capable of demonstrating new aircraft for sale or for checking out rental aircraft;
- F. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of aircraft and models sold;
- G. Current up-to-date specifications and price lists for types and models of new aircraft sold;
- H. Proper check lists and operating manuals on all aircraft rented and adequate parts catalogues and service manuals on new aircraft sold;
- I. Appropriate Insurance as outlined in Section 10.1.G.

## **10.7 MISCELLANEOUS OPERATIONS:**

Miscellaneous operations such as radio and instrument repairs, aerial advertising, agricultural operations and other activities not hereinbefore provided for may be conducted by any person, firm or corporation that is duly licensed, equipped and certified by the appropriate agency and upon application to and approval of the Clinton-Sampson County Airport Advisory Board. Reasonable terms and conditions for the privilege of engaging in these various services will be established by the Clinton-Sampson County Airport Advisory Board commensurate with the nature and scope of the activities involved.

## **10.8 HANGAR SPACE:**

Hangar space, office and lounge space, aircraft parking area and other such required facilities will be considered with the more restrictive requirements where an operator offers multiple services such that facility requirements will be reasonable.

## **10.9 MINIMUM STANDARDS:**

### Hangars:

Storage Hangars ("T" Type) - minimum 1,100 square feet

Storage Hangars (Conventional) - minimum 1,600 square feet

Maintenance Hangars - minimum 3,600 square feet

### Office Space:

Sufficient to meet all National, State and Local building codes for the numbers of persons using and occupying the structure.

### Floors:

Concrete or asphalt capable of supporting design load for largest aircraft expected to use facility.

### Doors:

Self-contained and in accordance with National, State and Local building codes.

### Plans:

All plans must be approved by the Clinton-Sampson County Airport Advisory Board, the FAA, the North Carolina Division of Aviation prior to construction.

All buildings will be of metal, brick or masonry construction and fire-proofed in accordance with National, State and Local codes, and generally match the current architectural specifications of the City and or County.

## **10.10 AIRCRAFT PARKING APRONS:**

Aircraft parking aprons shall be constructed according to plans and specifications approved by the Clinton-Sampson County Airport Advisory Board. Areas of aircraft parking apron may be required for operators handling aviation petroleum products, and aircraft repair.

## **10.11 SERVICES:**

All services shall be provided on a fair, equal, and not unjustly discriminatory basis to all users of the airport. The prices charged for each unit of service shall be fair, reasonable, and not unjustly discriminatory; provided, that the operator may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar type price reductions to volume purchasers.

## **10.12 OPERATOR:**

The operator shall provide his services in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended. Accordingly, no person shall be denied equal services on the grounds of race, color, sex, or national origin.

## 11 - SPECIAL AIRPORT USES

- 11.1 The Clinton-Sampson County Airport Advisory Board obligates itself to operate the airport for the use and benefit of the public and to keep the airport open to the various types, kinds, and classes of aeronautical use for which the airport facility is designed and intended to serve.
- 11.2 The Clinton-Sampson County Airport Advisory Board has established these rules to be met by all users so as to provide for the safe and efficient use of the airport and to otherwise protect the safety of persons and property both on the ground and in the air.
- 11.3 It is understood that the landing area facilities constructed are primarily intended for the use of powered aircraft whose weights are not in excess of the published strengths of the paved surfaces concerned.
- 11.4 No operations involving parachuting and other unusual and special classes of activities will be permitted on the airport without the prior written approval of the Clinton-Sampson County Airport Advisory Board.
- 11.5 No operations involving unlicensed or unregistered aircraft will be permitted on the airport without prior approval of the Clinton-Sampson County Airport Advisory Board.
- 11.6 Persons seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the Clinton-Sampson County Airport Advisory Board that:
  - A. Suitable arrangements have been provided for the safe storage and containment of noxious chemical materials; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the airport.
  - B. The operator shall have available properly certificated aircraft suitably equipped for the agricultural operation undertaken.
  - C. No crop dusting operation shall be conducted on the principal public use apron or ramp of the airport. Adequate operational space shall be assigned by the Clinton-Sampson County Airport Advisory Board, if available.
  - D. That all operations will be in accordance with all appropriate Federal Aviation Regulations, and other Federal, State and Local Regulations concerning the handling of pesticides and other noxious substances.
- 11.7 Considering the obligation of the Clinton-Sampson County Airport Advisory Board to keep the airport open to the public for aeronautical purposes, the airport

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facilities will not be used for non-aviation events which conflict with its aeronautical use.

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11.8 All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**ADOPTED: CLINTON-SAMPSON COUNTY AIRPORT ADVISORY BOARD, NORTH CAROLINA**

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_