



**LA CROSSE REGIONAL AIRPORT  
LA CROSSE, WISCONSIN**

**RULES AND REGULATIONS**

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## SECTION 1 INTRODUCTION

### 1.1 Purpose and Scope

The purpose of these Rules and Regulations, initially adopted by the City of La Crosse, Wisconsin Common Council (hereafter, the “City”), is to protect the public health, safety, interest, and general welfare of the La Crosse Regional Airport (hereafter, the “Airport”). These Rules and Regulations are intended to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airport by its operators, tenants, passengers, and users.

These Rules and Regulations are subordinate to applicable Federal, State, and local rules and regulations and shall in no way supersede or abrogate regulations set forth in the Federal Aviation Administration’s 14 Code of Federal Regulations (CFR) Part 139, *Certification of Airports*, or the Transportation Security Administration’s 49 (CFR) Parts 1540 and 1542, *Airport Security*.

The following documents contain policies and procedures issued by the City or its designated representative and are in addition to these Rules and Regulations. These documents are incorporated into these Rules and Regulations by reference. Documents are available for public download at [www.lseairport.com](http://www.lseairport.com).

- Airport Certification Manual\*
- Airport Security Program\*
- Airport Layout Plan
- Minimum Standards for Commercial Aeronautical Service Providers
- Airport Use Permits
  - Aerial Applicator Permit
  - Airport Fuel System Use Permit
  - Airport Equipment Use Permit
  - General Use Permit
  - Flying Club Permit
  - Independent Flight Instructor Permit
  - Off-Airport Rental Car Operator Permit
  - Self-Fueling Permit
  - Special Activity Permit
- Schedule of Fees
- Scheduled Airline Operating Agreement \*
- Pedestrian & Vehicle Operator’s Training Manual
- Terminal Signage and Appearance Standards Guide
- Off-Airport Rental Car Operators – Board Resolution
- Insurance Requirements

\* *Denotes documents which are not available on the Airport website*

Applications to conduct activities on the Airport and associated Permits as referenced herein may be obtained from the Airport Director.



Distribution, disclosure and availability of sensitive security information contained in the Airport Security Program and other documents may be appropriately restricted to those personnel with an operational need to know.

These Rules and Regulations may be supplemented, amended, or modified from time to time and in such manner by the Aviation Board and to such extent as the City determines to be appropriate. The City may also issue special rules, regulations, notices, memorandum, or directives when necessary.

## **1.2 Applicability**

These Rules and Regulations apply to all users and tenants of the Airport. Any entry upon or use of the Airport with or without expressed permission is conditioned upon compliance with these Rules and Regulations. Entry upon the Airport by any person shall be deemed to constitute an agreement by such person to comply with these Rules and Regulations.

## **1.3 Authority**

These Rules and Regulations are adopted under the authority of the City. The City specifically grants the Airport Director the authority to operate, manage, maintain, and secure the Airport and to take such actions as may be necessary to enforce these Rules and Regulations as specified by the City Municipal Code of Ordinances.

## **1.4 Variance or Waiver**

The Airport Director may grant relief from the literal requirements of these Rules and Regulations when strict enforcement would result in practical difficulty or unnecessary hardship. Any such relief may be subject to reasonable conditions necessary to maintain safety of flight operations, fulfill the intent of the Rules and Regulations, and to protect the public interest.

## **1.5 Severability**

Should any paragraph or provision of these Rules and Regulations be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of any other Rule or Regulation hereunder.

## **1.6 Enforcement**

The City and Airport Director reserve the right to take any actions they deem necessary or appropriate in the event of any violation of these Rules and Regulations, including, but not limited to, prohibiting or restricting the use of Airport and its facilities by the person committing such violation. For any contingencies not specifically covered by these Rules and Regulations, the Airport Director is authorized to make such rules and render such decisions as may seem proper. Penalties are summarized on the Airport Schedule of Fees document.

## **SECTION 2 DEFINITIONS**

For purposes of these Rules and Regulations, the following definitions shall apply:

Aeronautical Activities/Services: means any activity or service conducted at the Airport that involves, makes possible or is required for the operation of aircraft, or that contributes to or is required for the safety of such operations. The following services/activities commonly conducted on airports as Aeronautical Activities within this definition: charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising, air ambulance services, surveying, air-carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities that, because of their direct relationship to the operation of an aircraft, can appropriately be regarded as an “Aeronautical Activity.”

Air Operations Area (AOA): means all Airport areas where aircraft can operate, either under their own power or while being towed. The AOA includes runways, taxiways, and apron areas.

Aircraft: means a device which is used or intended to be used for flight in air. Examples of aircraft include, but not limited to: airplane, sailplane, glider, rotorcraft (helicopter, gyrocopter, or auto gyro), unmanned aerial vehicles, balloon, and blimp.

Aircraft Operator: means any person or entity who uses, causes to be used, or authorizes to be used an aircraft with or without the right of legal control as owner, lessee or otherwise for the purpose of air navigation including piloting aircraft or the operation of aircraft on any part of the surface of the Airport.

Airport: means La Crosse Regional Airport and all of the area, buildings, facilities, and improvements within the exterior boundaries of such airport as it now exists, or as it may hereafter be extended or enlarged.

Airport Director: means the individual employed and authorized by the City to be the chief administrative officer of the Airport, or the person authorized by the Airport Director to act for or on behalf of the Airport Director with respect to any particular matter.

Airport Operations: means the Airport Director’s primary point of contact for operations of both airside, landside and in the terminal building.

Aviation Board: means the Board established by the Code of Ordinances of the City of La Crosse which is responsible for the operation of all Airport facilities for the City.

City: means the City of La Crosse, Wisconsin, owner and operator of the Airport acting by or through the Common Council or any duly authorized employee, agent or instrumentality of the City of La Crosse, Wisconsin.

City Code: means the Code of the City of La Crosse, as adopted by the Common Council.

Code of Federal Regulations (CFR): means the codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the Federal government of the United States.

Commercial Aeronautical Activity: means an Aeronautical Activity for commercial purposes as defined in the Airport Minimum Standards.

Common Council: means the legislative body that governs the City of La Crosse, Wisconsin.

FAA: means Federal Aviation Administration.

Federal Contract Tower (FCT): means the air traffic control system and/or tower at the Airport.

Fixed Base Operator (FBO): means any individual, firm or corporation duly licensed and authorized by written Agreement with the City to operate, under strict compliance with such Agreement, and in strict accordance with the *Airport's Minimum Standards for Commercial Aeronautical Service Providers*, as may be amended from time to time.

Fuel Flowage Fee: means a fee paid to the City for each gallon of fuel distributed on the Airport.

General Aviation: means all phases of aviation other than military aviation and scheduled or non-scheduled air carrier operations.

Hazardous Material: means any substance or material which has been determined to be capable of posing risk or injury to health, safety or property, including petroleum products, and including all of those materials and substances designated as hazardous or toxic, presently or in the future, by Federal, State, local government agencies.

Law Enforcement Officer (LEO): means any law enforcement officer assigned duty at the Airport, or any other state, Federal, City or local law enforcement officer temporarily assigned duty at the Airport.

Lease: means a contract between the City and any Person wherein the City grants the use or occupancy of Airport property and certain leasehold interests for a specified period of time in exchange for a specified rent.

Lessee: means any Person obtaining a Lease from the City to occupy space and hold certain leasehold interests at the Airport.

Minimum Standards: means the *Airport Minimum Standards for Commercial Aeronautical Service Providers at the La Crosse Regional Airport* as adopted by the City, and amended from time to time.

NEPA: means National Environmental Protection Agency.

NFPA: means National Fire Protection Association.

NTSB: means National Transportation Safety Board.

Off-Airport Rental Car Operator: means those rental car operators who do not have an agreement, lease or permit with the Airport for on-site rental car counters and/or ready return parking spaces

Person: means and includes any individual, corporation, partnership, association, company, business, trust, joint venture or other legal entity.

Rules and Regulations: means the policies, procedures, and regulations established and amended from time to time by the City, to govern the safe, orderly, and efficient use of the Airport.

Shall: the word shall is always mandatory and not merely directory.

Security Identification Display Area (SIDA): means the portion of an airport, specified in the Airport Security Program, in which security measures specified in this program are carried out. This includes areas of the Part 121 Air Carrier operations and Air Cargo operations which requires identification media and strict measures to maintain security. The SIDA is a defined portion of the Secured Area.

Secured Area: Secured Area means any portion of an airport, specified in the airport security program, in which certain security measures specified in part 1542 are carried out. This area is generally where aircraft operators and foreign air carriers that have an approved security program, pursuant to Parts 1544 or 1546 of the Code of Federal Regulations, enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

State: means the State of Wisconsin.

Sterile Area: means that area of the Airport which provides access for boarding Part 121 Air Carrier aircraft and to which the access is controlled such as an access control system or the screening of persons and property.

Sublease: means a written agreement, approved by the City, stating the terms and conditions under which a third party leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

Tenant: means a leaseholder of land or premises within the boundaries of the Airport or Airport property and any of the leaseholders authorized sublessees.

TSA: means Transportation Security Administration.

Unmanned Aerial Vehicle (UAV): means an unmanned aerial vehicle piloted by remote control or onboard computer, commonly referred to as a Drone or UAS.

Ultralight: means a lightweight, low speed, short range aircraft subject to minimal regulation by 14 CFR Part 103.

Vehicle: means any motorized and non-motorized conveyance, except aircraft.

## **SECTION 3 GENERAL RULES AND REGULATIONS**

### **3.1 Abandonment of Property**

No person shall abandon any personal property on the Airport. Any abandoned property will be handled in accordance with State and local statutes.

### **3.2 Alcoholic Beverages**

No person may consume alcoholic beverages in any area of the Airport terminal building other than those areas and times designated by the Airport for the sale and/or consumption of alcohol.

### **3.3 Animals**

- A. Excluding Americans with Disabilities Act (ADA) and law enforcement requirements, no person shall enter any public airport building with any animal unless such animal is being transferred or shipped. No animals (excluding ADA requirements and law enforcement) are allowed within the AOA unless being transferred or shipped under the control of their owner by leash, harness, restraining straps, or cage. Leashes, harnesses, and straps shall not exceed twelve (12) feet. Owners are to use the designated Pet Relief Area north of the terminal or as designated by the Airport Director. Owners are responsible for the immediate removal and proper disposal of animal waste.
- B. No person shall permit any wild animal under his control or custody to enter the Airport.
- C. No person other than in conduct of an official act shall hunt, pursue, trap, catch, injure or kill any animal on the Airport.
- D. No person shall feed or perform any other act to encourage the congregation of birds or other animals on the Airport.

No person shall ride any animal on Airport property without prior authorization of the Airport Director.

### **3.4 Commercial Activity**

No person, organization, partnership, corporation firm, entity, or like organization shall occupy or rent space, nor conduct any business, commercial activity or enterprise, or other form of revenue producing activity on the Airport without first obtaining a written lease, Permit or written agreement and authorization from the Airport Director, unless specifically acknowledged and waived by the Airport Director. Commercial aeronautical activities are governed by the Airport Minimum Standards.

### **3.5 Commercial Photography**

No person except representatives of the media during official assignments shall take still, motion, or sound pictures for commercial purposes on the Airport without permission of the Airport Director. This rule is not intended to preclude an aircraft owner from photographing their aircraft for the purpose of sale.

### **3.6 Emergency Plan**

The Airport Emergency Plan is a portion of the Airport Certification Manual required for Airport Certification by FAA and will govern airport emergency operations.

### **3.7 Fees and Space Rental**

It is the policy of the City to establish rates and charges at periodic intervals whereby the Airport will remain a self-sufficient entity. To accomplish the objective, the City shall use a City Cost Recovery Rate. The term "City Cost Recovery Rate" is defined as the development of rates and charges designed to recover from each user its proportionate share of the cost of providing, maintaining, operating and administering the facilities it uses. To this extent, the City has developed landing fees and space rental rates between the estimated City Cost Recovery Rate and the currently existing rate. Adjustments in such rates shall be made periodically as determined by the Aviation Board. A current copy of the Airport's Schedule of Fees is available from the Airport Director.

### **3.8 Firearms and Weapons**

- A. No person, except those authorized by Federal, State, and local laws, may carry a firearm, weapon or destructive device inside the Airport terminal or the sterile or secured areas of the Airport terminal (SIDA), provided that no person will be prohibited from carrying any legal firearm or weapon into the passenger terminal when such firearm or weapon is encased for shipment for the purpose of checking such firearm or weapon as baggage to be lawfully transported on an aircraft. Concealed weapons are not permitted on the Airport unless a Concealed Carry Permit has been issued to that person by an authorized agency. At no times shall a concealed weapon be permitted within the SIDA other than by duly authorized Federal, State, and or local law enforcement personnel. The carrying of firearms on the airport by watchmen and guards shall be approved in writing by the Airport Director.
- B. For the purpose of this section, a firearm means any weapon or device, including a starter gun, flare gun or the like, which will, or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any matching gun.
- C. For the purpose of this section, a weapon means any dirk, metallic knuckles, slingshot, billy club, tear-gas gun, chemical gun or device, or any other device the principal function of which is to inflict bodily harm or severe discomfort.
- D. No person shall discharge any firearm, weapon or destructive device on the Airport except in the performance of official duties requiring discharge thereof.

- E. No person shall furnish, give, sell or trade any firearm, weapon, or destructive device on the Airport.

### **3.9 General Conduct**

- A. No person shall make, possess, use offer for sale, pass, and/or deliver any forged or falsely altered pass, permit, identification card, sign, and/or other authorization purporting to be issued by or on behalf of the Airport.
- B. No Person shall use or otherwise conduct himself upon any portion of the Airport in any manner contrary to the posted or otherwise visually indicated directions applicable to that area.
- C. No person shall in any manner deface or injure any building, tree, shrub, plant or other property or trespass through shrubbery borders or other plantations or upon premises under the control of the Aviation Board. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property on the Airport is prohibited.
- D. No person shall illegally use, possess, sell, or distribute controlled substances (i.e., drugs, narcotics, or alcohol) on the Airport.
- E. No person shall be intoxicated; commit any disorderly, obscene, lewd, indecent, or unlawful act; commit any act of nuisance (including the use of abusive or threatening language); or act in such a manner as to disturb the peace while on the Airport.
- F. Loitering or loafing in the Airport terminal or in any public building on the Airport is prohibited.
- G. No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport except entities duly authorized by the Airport.
- H. No person(s) singly or in association with others shall by his/her conduct, or by congregating with others, prevent any other person or persons lawfully entitled thereto from other person or persons lawfully entitled thereto moving from place to place, or through entrances, exits or passageways on the Airport.
- I. It shall be unlawful for any person to remain in or on any public area, place or facility at the Airport, in such a manner as to hinder or impede the orderly passage in or through or the normal or customary use of such area, place or facility, by persons or vehicles entitled to such passage or use.
- J. No person shall operate any two-, three- or four-wheeled motor vehicle or other conveyance upon any part of the Airport except on Airport Road. Nothing herein contained shall be construed to prevent vehicles of governmental agencies from operating on runways or in and about the airport grounds, provided permission for such operation is obtained from the Airport Director.
- K. No person shall operate or launch a UAV on or from any part of the Airport property without the permission of the Airport Director.

### **3.10 Hunting and Trespassing**

There shall be no hunting on the Airport unless authorized in writing by the Airport Director. No person shall go upon the lands described as being all or that portion of the Airport situated to the runway side of any boundary road and enclosed by fences, unless written permission is first obtained from the Airport Director. Groups or organizations who have made application to the Airport Director and secured written permission from said Director and who furnish liability insurance holding the City harmless from any liability arising out of their activities while using the facilities of the airport, such insurance being in such amounts as are approved by the Aviation Board, may use the facilities of the airport for such group activities.

### **3.11 Insurance Requirements**

- A. All Persons shall provide proof of insurance in a form acceptable to the Airport Director prior to entering into a lease, agreement, permit, or other form of agreement with the City to operate on the Airport. Airport insurance requirements are available from the Airport Director or at [www.lseairport.com](http://www.lseairport.com)
- B. All Persons shall ensure the proper insurance endorsements are added to their insurance policies prior to commencement of activities.
- C. A certificate evidencing insurance required and listing the City of La Crosse as additional insured shall be filed with City prior to the commencement of activities by Persons upon the Airport, and such certificate shall provide that such Insurance Coverage will not be canceled or reduced without at least thirty (30) days prior written notice to City. At least ten (10) days prior to the expiration of any such policy, a certificate showing that such Insurance Coverage has been renewed shall be filed with City. If such Insurance Coverage is canceled or reduced, Person shall within fifteen (15) days after receipt of written notice from City of such cancellation or reduction in coverage, file with City a certificate showing that the required insurance has been reinstated or provided through another insurance company or companies.
- D. Insurance coverage provided by the Airport represents the minimum coverage approved and required by the City. A Person may be required to purchase greater coverage to meet the scope of the Person's business activity and requirements of the Person's insurance agent and underwriters. The Person shall immediately correct any insurance "shortfalls" which may be amended from time-to-time. Insurance requirements are stipulated in the individual agreements, leases, contracts, and permits, and as such may be revised from time-to-time.
- E. When a Person who has obtained prior authorization from the Airport Director to sublease its business on the Person's Airport leasehold, the Person shall require the contracted entity to comply with all applicable Person's lease provisions, applicable laws, rules, regulations, and directives, etc. as well as obtaining and maintaining the same insurance conditions as outlined in the Person's agreement with the Airport.

### **3.12 Liability**

The City assumes no responsibility for loss, injury, or damage to persons or property by reason of fire, theft, vandalism, wind, and earthquake or other acts of God, collisions, or strikes; nor



does it assume any liability for injury to persons or property while on the Airport. Additionally, any person, as a condition for the use of the Airport or any of the facilities thereof, shall release, hold harmless and indemnify the City, the Airport Director and all other officers and employees of the City and Airport, from any and all responsibility, liability, loss or damage resulting to it or them, or caused by or on his behalf and incident to the manner in which the Airport or its facilities shall be used. Notwithstanding the foregoing, airport users shall not be required to indemnify the City for damage occasioned by the sole negligence or willful misconduct of the City, Airport, or their employees or representatives. Nothing in these Rules and Regulations shall be construed as City waiving its statutory limitation and/or immunities as set forth in the applicable Wisconsin Statutes or other applicable law.

### **3.13 Lost and Found Property**

Any person finding lost or abandoned items or articles in the public areas of the Airport shall contact the Airport Administrative Offices and deposit or leave said articles/property therein or therewith. Nothing in this paragraph shall be construed to deny any right of scheduled air carriers or other Airport tenants to maintain lost and found services for property of their patrons, invitees or employees. No person shall willfully abandon any personal property on the Airport. Any luggage or other articles left unattended or deemed to be suspicious may be removed by authorized personnel and may be damaged or destroyed in the process.

### **3.14 Passengers**

Passengers shall be enplaned/deplaned in areas approved by the Airport Director. The Scheduled Airline Operating Agreement shall govern the location and manner in which airlines enplane/deplane passengers. The Airport Security Program shall govern Airport security requirements for all passengers.

### **3.15 Preservation of Property**

No person shall destroy, injure, damage, deface, disturb or tamper with any building, vehicle, sign, equipment, landscaping, fixture or any other structure or property on the Airport. No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools, without permission of the owner/operator. Any property destroyed, injured, damaged or defaced by the negligence or willful conduct of any person shall be paid for in full by the person(s) responsible for such destruction, injury or damage.

### **3.16 Signage and Advertisements**

No person shall post, distribute, or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material without prior written permission from the Airport Director. All permanent signs for the Air Carrier Terminal Building and associated landside area shall conform to the requirements of the Airport's Terminal Signage and Appearance Standards Guide maintained by the Airport Director. This rule is not intended to preclude the posting, distribution, or display of signs, advertisements, and other forms of printed or written material inside privately owned hangars.

### **3.17 Smoking**

Smoking is permitted in only those areas designated by the Airport Director. No person shall smoke or carry lighted cigars, cigarettes, pipes, matches, or any open naked flames in or upon any area of the Airport within fifty (50) feet of hangars, fuel storage areas, fuel loading situations, fuel handling vehicles, aircraft being fueled or having fuel drained or in any other place where smoking is specifically prohibited by signs. Smoking in Airport facilities is prohibited. Smoking outside the terminal building is prohibited except in designated locations.

### **3.18 Sound Amplifying Devices**

Sound amplifying public address devices are prohibited on the Airport except when approved by the Airport Director. Only those types of public address systems that are commonly employed to announce the arrival and departure of scheduled Aircraft shall be permitted for carrying announcements and/or airport radio broadcasts in the Airport's Terminal public address system for the solicitation of business. The public address system shall only be used in accordance with individual Operator or Lessee Agreements.

### **3.19 Storage of Equipment or Property**

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

### **3.20 Trash**

Garbage, trash, papers, refuse, or other material shall not be placed, discharged, or deposited on the Airport except in receptacles provided specifically for that purpose. Trash and other waste containers at the Airport shall not be utilized for the disposal of household trash. The Airport Director shall designate areas that shall be used for garbage receptacles and no other areas shall be utilized. Such areas shall be kept clean and sanitary at all times. Dumping of trash and waste on Airport property is strictly prohibited.

### **3.21 Use of Public Areas**

No person shall use a restroom or other facilities other than in a clean and sanitary manner. Spitting on, marking, or defacing the floors, walls, or other surfaces of the Airport is prohibited. Use of the public area of any building or area of the Airport for sleeping or other purposes in lieu of hotel, motel, or other public accommodation is prohibited.

### **3.22 Use of Airport Equipment**

Use of Airport Equipment including jet bridges, mobile ramps and fuel systems shall be restricted to People with the proper training and certification as issued by the City.

## **SECTION 4 AIRCRAFT OPERATIONS**

### **4.1 Compliance with Rules and Regulations**

No person shall navigate, land, fly, service, move, maintain or repair any Aircraft or conduct any aviation activity, upon, within or from the Airport other than in conformity with these Rules and Regulations and all applicable Federal, State, and local laws, and regulations.

### **4.2 License Requirements**

Only Aircraft and airmen certified by the Federal Aviation Administration shall operate on or from the Airport. This restriction shall not apply to Aircraft owned or operated by the Federal Government or the Aircraft licensed by Foreign Governments having a reciprocal agreement with the United States covering the operation of the Aircraft in the United States.

### **4.3 Control of the Airfield**

The Airport Director shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other Aircraft operation, to refuse takeoff permission to Aircraft, and to deny the use of the Airport or any portion thereof to any specified class of Aircraft or to any individual group, when the Airport Director considers any such action necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Airport Director determines the condition of the Airport or any part thereof to be unsafe for taxiing, landings or takeoffs, the Airport Director shall issue, or cause to be issued, a Notice to Airmen (NOTAM) closing the Airport or any part thereof.

### **4.4 Disabled Aircraft**

- A. Any owner, lessee, operator or other person having the control, or the right of control, of any disabled Aircraft on the Airport shall be responsible for the prompt removal from the movement area and disposal thereof, and any and all parts thereof, subject, however, to any requirements of or direction by the NTSB, the FAA, or the Airport Director that such removal or disposal be delayed pending an investigation of an accident.
- B. Any owner, lessee, operator or other person having control, or the right of control, of any Aircraft does by use of the Airport, agree, and consent, notwithstanding any provision in any lease, agreement, permit or other instrument to the contrary, that the Airport Director may take any and all necessary action to effect the prompt removal or disposal of disabled Aircraft that obstruct any part of the Airport utilized for Aircraft operations.
- C. Any costs incurred by or on behalf of the City for any removal or disposal of any Aircraft shall be paid to the City by the owner/operator. Any claim for compensation against the

City, and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled Aircraft, or any part thereof, by reason of any such removal or disposal is waived.

- D. The owner, lessee, operator or other person having control, or the right of control, of disabled Aircraft shall indemnify, hold harmless and defend the City, and all of their officers, agents and employees, against any and all liability for injury to or the death of any person, or for any injury to any property arising out of such removal for disposal of said Aircraft.

#### **4.5 Instructor and Student Responsibilities**

Instructors shall fully acquaint their students with these Rules and Regulations and shall be responsible for the conduct of the students under their direction during dual instruction. When a student is operating an Aircraft independent of an instructor, it shall be the student's sole responsibility to observe and abide by these Rules and Regulations.

#### **4.6 Starting or Running of Aircraft Engines**

No person shall start or run an aircraft engine unless a qualified, certified pilot or mechanic is attending the aircraft controls and only in the locations designated for such purposes by the Airport Director. No Aircraft engine shall be started without appropriate fire extinguisher equipment readily available. Aircraft engines shall not be operated in such position that person, structures or property may be endangered by the path of the Aircraft propeller slip-stream, jet blast or rotor-wash.

#### **4.7 Aircraft Parking and Storage**

Aircraft shall be parked only in those areas designated for such purpose by the Airport Director and shall not be positioned in such a manner so as to block a runway, taxiway, taxilane, or obstruct access to hangars, parked Aircraft, and/or parked vehicles or emergency vehicles. Unless otherwise provided in an Agreement with the Airport or authorized FBO, no person shall use any area of the Airport for the parking and storage of Aircraft, other than transient parking, without prior written permission of the Airport Director and in no event shall said storage be for a period greater than thirty days. Should a person use such areas for Aircraft parking or storage without first obtaining the prior written permission of the Airport Director, the Airport Director may remove and store the Aircraft at the expense of the Aircraft Operator without liability for damage that may arise from or out of such removal or storage.

#### **4.8 Abandonment; Derelict Aircraft**

No person shall park or store any aircraft in non-flyable condition on Airport property, including leased premises, for a period over ninety (90) days, without a written permit from the Airport Director. Non-flyable aircraft may be stored in a hangar with other flyable aircraft.

No person shall store or retain aircraft parts or components being held as inventory anywhere on the Airport, other than in an enclosed, authorized facility, or in a manner approved by the

Airport Director, in writing. Owners are permitted to store any parts necessary for their aircraft in their personal hangar, so long as it does not become a hazard or housekeeping problem. Whenever any aircraft is parked, stored or left in non-flyable condition on the Airport in violation of the provisions of this section, the Airport Director shall so notify the owner or operator thereof by certified mail, requiring removal of said aircraft within fifteen (15) days of receipt of such notice if the owner or operator is unknown, cannot be found or certified mail is returned, the Airport Director shall conspicuously post and affix such notice to the said aircraft, requiring removal of said aircraft within fifteen (15) days from date of posting. Upon the failure of the owner or operator of said aircraft to remove the aircraft within the period provided, the Airport Director shall remove the aircraft from the Airport. All costs incurred by the City in the removal of any aircraft as set forth herein shall be recoverable against the owner or operator thereof.

#### **4.9 Securing Aircraft**

No person shall leave an Aircraft unattended on any area of the Airport, including leased premises, unless properly secured. Securing of Aircraft shall be the sole responsibility of the owner and/or operator of the Aircraft.

#### **4.10 Taxiing into or out of Hangars**

Aircraft engines shall not be operated in any hangar. No Aircraft shall be taxied into or out of a hangar under its own power.

#### **4.11 Aircraft Maintenance**

- A. Any aircraft owner may perform Federal Aviation Regulation (FAR) Part 43 authorized operator maintenance on his/her owned aircraft provided such maintenance or service is performed by the aircraft owner or his/her employee.
- B. Any owner or approved employee who performs such maintenance shall do so; within the confines of an individual private Hangar; in a joint-use hangar, provided such activity does not pose a fire or safety hazard and does not impede the ingress/egress of other hangared aircraft, or on the aircraft owners leased apron area except in individual tie down spaces. Any aircraft owner utilizing an employee to perform aircraft maintenance shall be required to provide the Airport Director evidence of employment in a form acceptable to the Airport Director. Social Security records, payroll records, corporate identification, etc. shall be deemed acceptable evidence of employment. Maintenance other than FAR Part 43 authorized owner maintenance performed on the aircraft by the aircraft owner or his/her employee will be at the location on the Airport approved by the Airport Director. Use of the tiedown areas for maintenance shall be prohibited unless otherwise approved by the Airport Director.
- C. An aircraft owner shall not contract with a second party, such as an aircraft maintenance company or contractor, to perform "scheduled" maintenance on his/her aircraft at the Airport unless said company or contractor is a Maintenance FBO leasing space on the Airport and authorized by the City to provide aeronautical services to the public. "Unscheduled" aircraft maintenance by a non-based maintenance company or contractor is permitted provided the aircraft owner notifies the Airport Director of this activity in

advance and the company or contractor presents to the Airport Director proof of proper FAA license and certificates to perform aircraft maintenance, proof of public liability insurance, and the Airport Director can identify a satisfactory area on the Airport where the “unscheduled” maintenance service can be performed. City notification shall consist of the aircraft owner contacting the Airport Director and providing written documentation supporting the above requirements. “Unscheduled” maintenance is limited to the following:

1. Warranted maintenance work that requires repair or additional attention by the warranting company.
  2. A malfunction that prevents the aircraft from being taken to another airport for maintenance.
  3. Maintenance work requiring a specialty service which is not being provided by the existing FBO operating on the Airport.
- D. All aircraft maintenance shall be conducted in a location designated by the Airport Director strictly in accordance with the Airport Rules and Regulations; all Federal, state, and local fire and safety regulations; all Federal, state and local rules and regulations, air worthiness directives, and other applicable rules and regulations.

#### **4.12 Aircraft Deicing**

Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in a location designated by the Airport Director. Use of chemical substances for the purpose of removing snow and/or ice shall comply with all U.S. Environmental Protection Agency regulations.

#### **4.13 Access to Operations Area**

Only the Airport Director may grant unescorted access to the AOA. Granting of access does not give any person or persons the privilege of unrestricted use of the space within the airfield boundary fence. Access privileges are confined to the times and areas required for the purpose access is granted.

#### **4.14 Self-Servicing of Aircraft**

Aircraft Operators are permitted to fuel, wash, repair, or otherwise service their own based Aircraft (utilizing their own equipment), provided there is not an attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Rules and Regulations and all other applicable regulatory measures.

An Aircraft Operator may hire an individual as an employee to provide, under the direction and supervision of the Aircraft Operator, services on the Aircraft Operator’s Aircraft. Such services may only be provided by an employee of the Aircraft Operator utilizing the equipment of the Aircraft Operator.

#### **4.15 Careless or Negligent Aircraft Operation**

No person shall operate an aircraft on a public aircraft parking and storage area, public landing area, taxiway, or public apron in a careless or negligent manner or in disregard of the rights and safety of others. No Aircraft shall be taxied or towed on any area, other than areas normally used for the operation of Aircraft, without the express prior written approval of the Airport Director.

#### **4.16 Rotorcraft Operations**

Except in emergencies, no landing or take-off of rotorcraft shall be made except on designated Airport runways, taxiways, or apron, without express written permission from the Airport Director. Rotorcraft shall not be operated within 50 feet of any building or within 100 feet of any area where light Aircraft are parked or operating.

#### **4.17 Aerial Spraying, Crop Dusting and Fire-Suppression Operations**

No person shall conduct aerial spraying or crop dusting operations from any part of the Airport without proper permitting from the Airport Director to conduct such operation. The Airport Director will assign a specific area, if available, from which to conduct the operation. The permittee shall demonstrate that the storage and handling of toxic chemicals, the methods for washing aircraft and their chemical tanks, and the procedures established for recovering, storing and disposing of the contaminated wash water shall be in accordance with Federal, State and local laws and regulations. Additionally all facilities and procedures shall be inspected and approved by the City Fire Department. Spillage of such materials on Airport grounds or pavement shall be reported immediately to the Airport's Operations Division, and the operator shall be fully liable for the removal of said materials and/or the restoration of grounds or pavements damaged by the spillage. The handling of materials shall further be governed by the provisions of Section 7, as applicable, of these Rules and Regulations.

#### **4.18 Aircraft Accident and Incident Reporting**

Operators of Aircraft involved in accidents or incidents requiring notification of the FAA, NTSB or insurance company and occurring on the Airport shall notify the Airport Operations as soon as practical, and make a full written report of the accident or incident to the Airport Director within twenty-four (24) hours. The report shall include names and addresses of those involved and all details of the accident and the Aircraft involved. When a written report of an accident or incident is required by the FAA, a copy of such report shall be submitted to the Airport Director at the same time. At no time shall wreckage be moved prior to the proper notifications being made and authorization to move the wreckage obtained from the Airport Director or NTSB.

#### **4.19 Flying Clubs**

- A. A flying club is not a commercial aeronautical activity serving the public but is an organization for the purpose of providing its members with one or more aircraft for their personal use and enjoyment. The club is considered as an individual aircraft owner. Since flying clubs are not commercial aeronautical activities serving the public they shall

be exempt from the Airport Minimum Standards upon satisfactory fulfillment of the conditions contained herein.

- B. The club shall be an entity (corporation, association, or partnership) that is not-for-profit and is organized for the express purpose of providing its members with one or more aircraft for their personal use and enjoyment only. Each member shall be a bona fide owner of the aircraft or stockholder in the corporation. The aircraft access rights of all the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). 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 including avionics/aircraft upgrades as well as acquisitions, and engine reserves.
- C. Flying clubs may not offer or conduct commercial aeronautical activities including, but not limited to, charter, air taxi, or rental or aircraft operations. They may not conduct aircraft flight instruction, except for regular members, and provided that such instruction is offered by another member of the club owning the aircraft and in compliance with FAA Order 5190.6B or by a flight instructor as set forth in the Airport Minimum Standards. Member-to-member flight instruction is limited to forty (40) hours on a monthly basis. Only members of the flying club may operate the aircraft. Any qualified mechanic who is a registered member and part owner of the Aircraft owned and operated by the flying club, shall not be restricted from doing maintenance work on aircraft owned by the club, and the club may compensate the mechanic in accordance with FAA Order 5190.6B
- D. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.
- E. The flying club, with its permit request, shall furnish the Airport Director a copy of its charter and by-laws/articles of association, partnership agreement or other documentation supporting its existence, its roster or list of members including names, address, and telephone numbers of officers or Airport Directors, the number and type of aircraft, evidence that aircraft are properly certified, evidence that ownership is vested in the club, and the operating rules of the club. This information shall be updated on an annual basis by the club and/or within ten (10) days of any substantial change. Any and all records of the club shall be available for review at any reasonable time by the City or its authorized agent in the event a formal written complaint is filed against the club.
- F. The flying club shall comply with all applicable Federal statutes and all regulations including, but not limited to, those promulgated by the FAA and TSA.
- G. The flying club shall comply with all applicable state and local statutes, rules and regulations including, but not limited to, those relating to tax, fire, building, and safety matters.
- H. The flying club shall comply with all applicable local, state, and Federal environmental statutes and regulations including, but not limited to, requirements for the disposal of waste oil and other potentially hazardous substances and for the refueling of all aircraft when authorized.



- I. The flying club shall submit with its application proof that adequate public liability and property damage insurance from legal liabilities resulting from this activity. Proof of insurance shall be updated annually by the Club.
- J. The flying club shall agree to indemnify and hold harmless and assume the defense of the City, its agents, employees, and officials from and against any and all liabilities, damages, expense, causes or action, suits, claims or judgments; and pay all attorneys' fees, court costs and other costs incurred in defending such claims, as may accrue against, be charged to, be recovered from or sought to be recovered from the City, its agents, employees or officials by reason of or on account of damage to the property of, injury to, or death of any person arising from the negligence or acts of omission of the flying club at the Airport.
- K. In order to be recognized as a flying club by the City, the club shall certify in writing that it will comply at all times with the Airport Rules and Regulations established by the City for flying clubs.

A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at the Airport.

#### **4.20 Specialized Aeronautical Activities**

Operation of ultralight aircraft into the airport traffic area and their landing, parking, and take-off, require prior coordination and shall comply with 14 CFR Part 103. The Airport Director has the authority to approve/disapprove requests for use of airport facilities for hot air balloon launches, model aircraft launches, kite flights, air shows/special events, fly-ins, and Unmanned Aerial Vehicles (UAVs), and parachute drops when the parachute landing zone is on the Airport property. The Airport Director will coordinate these activities with the FAA and Federal Contract Tower Manager when appropriate. Operation of these specialized aeronautical activities shall require proof of liability insurance in the amount and form required by ordinance or as approved by the City's Airport Director.

#### **4.21 Landing Fees**

Aircraft shall not land or take off from the Airport unless the Aircraft Operator has paid the fees and charges that may be assessed from time to time by the City for such uses, unless the Aircraft Operator is exempt from payment of certain fees or unless the Aircraft Operator is entitled to use the Airport without making such payment as stipulated in an agreement with the City. A current copy of the Airport's Schedule of Fees is available from the Airport Director.

#### **4.22 Based Aircraft Registration**

Aircraft based at the Airport (commercial or non-commercial) shall be registered with the Airport Director or an authorized FBO. Registration information shall be updated annually with the Airport Director and shall include the following: Aircraft make and Model Registration Number, Gross Takeoff Operating Weight, and Aircraft Owner Name, Address, and Phone Number. Based Aircraft Operators shall have a Tiedown or hangar agreement with either the Airport or an authorized FBO.

#### **4.23 Commercial Charters**

Aircraft conducting commercial charter operations at the Airport without a signatory Airline Operators Agreement are subject to all operating rules and regulations outlined in the current signatory Airline Operators agreement in addition to all insurance requirements and fees provided for within this document and the current Airport Schedule of Fees.

### **SECTION 5 VEHICLE OPERATIONS**

#### **5.1 General**

- A. The operation of motor vehicles on the Airport shall occur in accordance with these Rules and Regulations, City Code, and all other applicable State and City requirements relating to the operation of motor vehicles on streets and public highways. No person may operate a motor vehicle on the Airport unless they hold a valid motor vehicle operator's license for the type of vehicle they are operating.
- B. All vehicles operated on Airport roadways shall at all times comply with any lawful order, signals or direction by authorized personnel. When traffic is controlled by signs or by mechanical or electrical signals, such signs or signals shall be obeyed unless directed otherwise by authorized personnel.
- C. The Airport Director is authorized to place and maintain such traffic signs, signals, pavement markings, and other traffic control devices upon Airport roadways, parking facilities and other Airport property as required to indicate and carry out the provisions of these Rules and Regulations to guide and control traffic.
- D. Vehicles on Airport roadways shall be operated in compliance with the roadway speed limits prescribed by the City as indicated by posted traffic signs.
- E. No person shall clean or make any repairs to motor vehicles anywhere on the Airport other than in designated shop areas for that purpose, or as provided for in lease agreements with tenants. Minor repairs necessary to remove inoperable motor vehicles will be permitted if done within a reasonable period of time according to the circumstances, otherwise the Airport Director may order such vehicle towed from the premises at the owner's expense and liability.
- F. Vehicles found to be blocking or obstructing Airport operations, in violation of posted signs, and/or in violation of the Airport Security Program will, at the discretion of the Airport Director, be removed at the owner's expense and liability.
- G. In all cases, Aircraft Rescue and Fire Fighting vehicles have the right-of-way.

#### **5.2 Authorization to Move Vehicles**

The Airport Director has the discretion to remove, or cause to be removed at the owner's expense from any secured area, any roadway or right-of-way, or any other area on the Airport

any vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates a safety, security, or operations problem. The City shall not be liable for damage to any vehicle or loss of personal property which might result from the act of removal.

### **5.3 Pedestrians**

Pedestrians in marked crosswalks shall have the right-of-way at all times over vehicular traffic.

### **5.4 Tenant and Employee Parking**

All tenants, permit holders, employees of companies, organizations or agencies having tenancy on the Airport shall park only in designated parking areas.

### **5.5 Motorcycles and Bicycles**

Every person riding a motorcycle or bicycle upon a public access Airport roadway shall be granted all rights and shall be subject to all duties made applicable to the driver of a vehicle, except as to rules and regulations which by their nature can have no application; such cycles are strictly prohibited from operating or parking on lawns or sidewalks.

### **5.6 Vehicle and Driver Regulations on the AOA**

- A. The Airport Certification Manual, Airport Security Program, and the Airport's Pedestrian and Vehicle Training Manual shall govern the manner in which vehicles may be driven on the AOA.
- B. Any person with a need to operate a ground vehicle in the Air Operations Area (AOA) shall obtain a valid state driver's license from any state of the United States and successfully complete the Airport Driver's Training Program.
- C. Only persons that have completed the Airport Driver's Training process and hold a current LSE SIDA badge have access to work in or pass through the Airport Secured Area located on the air carrier ramp. If Operator does not possess a LSE SIDA badge they shall be escorted by approved Airport staff.
- D. No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than 25 miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
- E. No motor vehicle shall be permitted on the movement area unless specific permission has been granted by the Airport Director.
- F. Motor vehicle owners shall have the minimum required liability insurance coverage to operate on the AOA. The vehicle owner shall be required to furnish the City verification from the insurance carrier that the vehicle is insured when being operated on an AOA.

- G. Any person causing a violation of the Airport Security Program adopted pursuant to 49 CFR 1542, and/or 14 CFR Part 139, for which TSA or FAA fines the City, shall reimburse the City the amount of the civil penalty.
- H. Except where otherwise controlled by the City, all vehicles operating on Movement Areas and safety areas shall be equipped with a two-way radio allowing communications on ground control frequency (121.8) and, (Tower/CTAF) Common Traffic Advisory Frequency (118.45). Vehicles are required to be in continuous communication with the FCT except under escort by a Vehicle so authorized and equipped. Vehicles operating in the Non-Movement Area only are not required to have radio communication capability. The installation of two-way radios shall not be construed as license to operate a vehicle on the AOA
- I. No person shall drive a motor vehicle or other equipment between an aircraft and the passenger gate, when passengers are boarding or debarking from the aircraft or the aircraft is maneuvering.
- J. Aircraft taxiing on any runway, taxiway, or AOA shall have the right-of-way over vehicular traffic.
- K. All persons operating ground vehicles on the AOA are required to participate in an FAA approved initial and recurrent training courses for the operation of ground vehicles on the Airport as provided by the City in accordance with 14 CFR Part 139. All persons operating ground vehicles are required to sign a statement to be kept on file by the City that they are familiar with the rules and regulations, including the consequence of non-commercial with safety procedures for ground vehicles, and that they agree to abide by such rules and regulations.
- L. Any person in violation of any of the procedures for the safe and orderly access to, and operation of a vehicle on the AOA shall be subject to disciplinary actions, including removal from the Airport or termination of any lease or use agreement as may be deemed appropriate by the Airport Director. Each authorized vehicle shall display an approved tag in the vehicle that enters the movement area. Authorized tag will be issued upon completion of the FAA approved training course.

## **5.7 Commercial Vehicle Operator Procedures**

All individuals, partnerships and corporations operating commercial vehicles (limousines, taxicabs, or buses) on the Airport for the purpose of transporting person or passengers for hire shall do so in accordance with these Rules and Regulations, La Crosse City Code, and all other applicable State and City laws. Specifically, public vehicles for hire, including taxicabs and limousine operators, are subject to the provisions of the La Crosse Code of Ordinances Article and the insurance requirements of these Rules and Regulations.

Off-Airport Rental Car Operators shall receive a permit to operate on Airport property from the Airport Director and are subject to the Off-Airport Privilege Fee as adopted by the Aviation Board on July 15, 2013, and as may be amended. Off-Airport Rental Car Operators shall maintain insurance coverages as required in their permit.

## **5.8 Airport Parking**

- A. No person shall stop, park or leave any vehicle along the terminal curbside at the airport except while in the immediate process of passenger pick up or drop off.
- B. No person shall park a vehicle at the Airport other than in a designated parking area.
- C. Individuals with parking permits issued by the Airport shall park only in compliance with the issued parking permits.
- D. Where parking is allowed at the Airport, a person shall park a vehicle only within a dedicated parking space.
- E. No person shall park at the Airport in violation of a parking limitation, parking restriction, or other parking regulation sign posted for the parking area.
- F. In addition to the above provisions, all other provisions of the City Code shall continue to apply to the Airport.

## **SECTION 6 FUELING**

### **6.1 Authorization**

Only authorized personnel trained in the safe operation of the equipment being used and in the required procedures shall fuel aircraft. Refueling, defueling, and fuel storage on the Airport, including associated equipment, shall conform to all applicable Federal, State and local laws, and regulations. Fuels shall only be stored and dispensed on the Airport by those entities having written authorization from the Airport Director. All dispensed aviation fuel shall be subject to a fuel flowage and/or storage fee as set forth in the Airport's Schedule of Fees.

### **6.2 Compliance**

Refueling, defueling, and fuel storage on the Airport, including associated equipment, shall conform to all applicable Federal, State and local laws, ordinances, rules, and regulations including, but not limited to the following:

- A. Applicable provisions of 14 CFR Part 139
- B. Applicable provisions of 40 CFR Part 112
- C. Applicable NFPA guidelines including, but not limited to, the latest version of NEPA 407, *Standard for Aircraft Fueling Servicing*
- D. Applicable provisions of Air Transport Association (ATA) Specification 103 – *Jet Fuel Quality at Airports*
- E. FAA Advisory Circular 150/5230-4, *Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports* (current edition)

- F. Environmental Protection Agency regulations
- G. Wisconsin Department of Environmental Quality regulations
- H. City of La Crosse Fire Department
- I. Wisconsin State Fire Marshall

These provisions shall also apply to self-fueling of aircraft.

### **6.3 Fueling Operations**

- A. No Aircraft shall be fueled or defueled while one or more of its engines are running, except when accomplished under procedures approved by the FAA and consistent with proper safety procedures.
- B. Starting an Aircraft when there is any flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.
- C. All fueling operations shall be conducted at least fifty (50) feet from any hangar or building, and fueling trucks shall be pointed away from fueled Aircraft and have a clear route of egress in the case of emergency.
- D. Trained personnel shall be present during the entire fueling operation of any air carrier aircraft in accordance with 14 CFR Part 139.
- E. No aircraft shall be fueled or defueled while inside any building, hangar, or enclosed space.
- F. No air carrier aircraft shall be fueled or defueled while passengers are on board, unless a passenger loading bridge ramp, or portable stairs, is in place at the open and manned cabin door. Only persons authorized by the air carrier Airport Operations, in pursuit of official duties, shall be permitted in the immediate vicinity of an aircraft while the aircraft is being fueled or drained of fuel.
- G. No person shall engage in an Aircraft fueling or fuel draining operation without proper fire extinguishing equipment readily accessible at the point of fueling or fuel draining operation. Fuel service personnel shall be trained in the use of appropriate fire extinguishing equipment.
- H. No person shall start any engine of an aircraft if there is any flammable or combustible liquid or other volatile fluid on the ground within fifty (50) feet of the Aircraft. Smoking or lighting of an open flame or any source of ignition is prohibited within fifty (50) feet of any fueling operation.
- I. All fueling and fuel draining operations shall be suspended during lightning disturbances within a five (5) mile vicinity of the Airport unless a corporate policy providing appropriate and approved safeguards is in place.

- J. Fuelers shall provide for the adequate handling and disposal of all trash, waste, petroleum products, and other hazardous materials, including but not limited, used oil, solvents, and other waste in accordance with Federal, State, and local laws.
- K. Motor vehicles and other equipment shall be fueled on the Airport only from approved locations and dispensing devices.
- L. Fuelers shall provide pumps for dispensing aviation fuels from a fixed location or dispensing truck. These pumps shall be equipped with metering devices that meet all safety standards of the aviation fueling industry and the FAA. The metering devices shall be inspected, checked, and certified by appropriate State and local agencies.
- M. No fuel vehicle designed for, or that is employed in the transportation of fuel, shall be operated on a taxiway or runway at any time without prior permission from the Airport Director to operate that vehicle at that place and time.
- N. Only those fueling vehicles that are actively engaged in fueling air carriers are permitted to temporarily park on the terminal ramp. Fueling vehicles are authorized to park on the terminal ramp no earlier than one hour prior to the scheduled aircraft arrival time and shall be removed from the terminal ramp immediately following its departure. The number of fueling vehicles permitted to park in designated areas on the terminal ramp shall be determined by the Airport Director.
- O. All fueling vehicles shall be identified by the type of fuel and fuel octane when applicable, in addition to any other marking or placards required by Federal, State, or local law.
- P. All hoses, funnels and appurtenances used in fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile gases or liquids. During fueling and defueling, the Aircraft and the dispensing apparatus shall both be bonded.
- Q. Fueling and defueling operations shall be conducted with adequate fire extinguishers that are immediately available. All extinguishers shall be inspected and certified as required by law and all personnel involved with fueling operations shall be properly trained in the use of fire extinguishers.

#### **6.4 Fuel Spill Prevention and Procedures**

- A. Persons engaged in the fueling of Aircraft shall exercise care to prevent overflow or release of fuel and shall be responsible to promptly report any fuel spill and to immediately clean up any spillage. All costs associated with the spill shall be the responsibility of the person causing the spill.
- B. Each fueling operator is responsible for keeping supplies including approved absorbent material, and a vacuum or other mechanical device in close proximity to possible spill areas. The operator is also responsible for training anyone involved in fueling to mitigate a spill.
- C. The handling and removal of fuel contaminated material is under the direction of the Airport and will be in accordance with all applicable Federal, State and local regulations.

- D. In the event of a fuel spill, regardless of the amount spilled, the operator shall immediately stop fueling, take steps for containment for the spill and notify the Airport Director. The fueling may not continue until the Airport Director or Airport Operations has determined that is safe to do so.
- E. Primary responsibility for the prevention of fuel spills rests with the airline, refueling operator, FBO or other entity that caused the spill. They are also responsible for the clean-up of fuel spills including the proper disposal of any contaminated material used in the process.
- F. Disposal of pre-flight testing fuel shall be disposed of in compliance with all Federal, State and local regulations and in containers designated for this purpose. It is the responsibility of the airline or entity performing pre-flight fuel testing to provide such containers and train personnel in their use.
- G. Violations will be issued for failure to comply with fueling rules and regulations including the removal of individual's Airport issued ID badges.

## **6.5 Training**

All personnel engaged in fueling shall be trained in accordance with Federal regulations and the Airport's ACM. Records of training and qualifications of those persons engaged in fueling operations shall be maintained as required by Federal regulation. Training records shall be available for review by the Airport Director or Airport Operations.

## **6.6 Self-Fueling**

Self-fueling is permitted on the Airport in designated areas. No person may conduct self-fueling on the Airport without complying with all applicable City codes and regulations and executing a Self-Fueling permit with the Airport Director. Fuel flowage fees and insurance requirements apply to this activity.

## **6.7 Fuel Storage Tanks**

No person shall install, maintain, or permit to be installed a fuel storage tank without a written agreement from the Airport Director. All approved tanks shall be installed and maintained in accordance with all Federal, State and local laws, regulations. All fuel storage tanks on the Airport shall be registered with the appropriate governing bodies.

# **SECTION 7 FIRE SAFETY AND ENVIRONMENTAL HAZARDS**

## **7.1 Applicability and Compliance**



All persons, companies, and agencies engaged in any activity at the Airport, whether occupying Airport owned buildings or otherwise, shall comply with all applicable Federal, State, and local fire regulations and applicable lease terms.

## **7.2 Flammable Solids and Liquids**

The use and storage of all flammable materials (solid and liquids) shall be in compliance with the Wisconsin Statutes and Annotations, the Uniform Fire Code, and the Airport's Storm Water Pollution Prevention Plan and other Rules and Regulations included herein.

## **7.3 Fire Extinguisher and Equipment**

- A. The tenant of any hangar or building on the Airport shall be responsible for the furnishing and maintain of adequate first aid and fire equipment meeting the minimum requirements of applicable local, State or Federal regulations. All extinguishers and other such equipment shall be inspected annually as required by State and City.
- B. All tenants or lessees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Fueling vehicles designed for the transport and transfer of fuel shall carry on board at least two (2) 20# B, C fire extinguishers, on located on each side of the vehicle. Extinguishers shall conform to applicable NEPA Standards.
- C. Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than fire fighting or fire prevention. All such equipment shall be maintained in accordance with the standards of the NEPA. Tags showing the date of the last inspection shall be attached to each unit, or records acceptable to Fire Underwriters shall be kept showing the status of such equipment.
- D. All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.

## **7.4 Open Flames**

- A. No person shall initiate or maintain any open fire of any type, including barbequing charcoals, wood fires, propane gas grills and natural gas grills, etc., on any part of the AOA without permission from the Airport Director. Additionally, no open fire shall be allowed on Airport property as such fire would normally require a City permit unless prior permission from the Airport Director has been obtained.
- B. Every person observing any unattended or uncontrolled fire on Airport premises shall immediately report it directly to 911 and Airport Operations. No person shall make any regulation or order, written or verbal, which would require any person to take any unnecessary delaying action prior to reporting such fire.

## **7.5 Use of Flammable Materials**

No person shall smoke, use matches, lighters, or other means of kindling fire in any hangar, shop, room or building on the Airport. Smoking shall be restricted except in designated smoking areas.

### **7.6 Discharge of Combustible Liquids**

No tenant, shipper, individual or other entity shall permit or cause to be permitted the discharge of flammable or combustible liquids or any waste liquid containing crude petroleum or its products into or upon any street, highway, drainage canal or ditch, storm drain, flood control channel, lake, waterway, or the ground on the Airport.

### **7.7 Heating Equipment**

All heating equipment and fuel burning appliances installed on the Airport shall be listed by an appropriate testing agency for its intended use and shall comply with the requirements of the Uniform Mechanical Code and the applicable standards of the National Fire Protection Association.

### **7.8 Storage of Materials**

- A. No person shall keep or store material or equipment in such manner as to constitute a fire hazard or be in violation of applicable NEPA codes, standards and recommended practices, City, standard operating procedures, or operational directives of the City.
- B. Gasoline, kerosene, ethyl, jet fuel, ether lubricating oil, or other flammable gases or liquids, including those used in connection with the process of "doping" shall be stored in accordance with the applicable codes, standards, and recommended practices of NEPA. Buildings shall be provided with suitable fire appliances first aid equipment.
- C. No person shall keep, transport, or store lubricating oils on the Airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage in compliance with the applicable codes, standards and recommended practices of NEPA, FAA regulations, and the City.

### **7.9 Spill Cleanup Procedures**

- A. The immediate cleanup and removal of materials used to clean up spilled or dripped fuel, oil, grease or other material is the responsibility of the aircraft operator or the tenant causing the spill. The operator will be responsible for all costs, including any Airport expenditures.
- B. Each loading/unloading station and each fueler shall have a supply of absorbent cleaning materials on hand to sufficiently clean fuel spills less than six (6) feet in any dimension.
- C. Any spill or dripped fuel, oil, grease or other material which is flammable or detrimental to the pavement shall be cleaned immediately.

- D. Spilled fuel, oil, grease or other material shall not be washed or flushed or allowed to flow into any storm drain system.
- E. Materials utilized to clean up spilled fuel, oil, grease or other material shall not be disposed of in any container used for disposal of other non-contaminated trash, garbage, etc. Materials used to clean up fuel, oil, grease or other material shall be disposed of by approved methods in accordance with all Federal, State, and local, laws.

#### **7.10 Prohibited Wastewater Discharge**

- A. No person shall cause the discharge of any polluted water into the storm sewers or into watercourses that traverse the Airport. Persons who allow contaminants to enter the storm water system, either intentionally or unintentionally shall be liable for the cleanup of such spill and any fines levied.
- B. No user shall increase the use of processed water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with pollutant specific limitations developed by the City.

#### **7.11 Duty to Notify**

Primary responsibility for prevention and cleanup of spills rests with the individual airline, FBO, Person or other entity causing the spill. Persons involved with any hazardous material or chemical spill, regardless of the size or amount, shall immediately notify Airport Operations. Notifications should include the type of material spilled, amount, time, location, if contained, and any other pertinent information available. Additionally, if any claim, demand, action or notice is made against the person regarding the person's failure or alleged failure to comply with any environmental laws, the person shall immediately notify the Airport Director and within twenty-four (24) hours submit a written report to the Airport Director, and shall provide copies of any written claims, demands, actions or notices so made.

#### **7.12 Motorized Ground Equipment around Aircraft**

No person shall park motorized ground equipment near any aircraft in such a manner so as to prevent it or the other ground equipment from being readily driven or towed away from the aircraft in case of an emergency.

#### **7.13 Operating Motor Vehicles in Hangars**

No person shall operate a motor vehicle in any hangar while occupied by aircraft unless its exhaust is protected by screens or baffles, as recommended by the NEPA.

#### **7.14 Aircraft Electrical and Electrical Systems**

- A. Radio transmitters and similar equipment in aircraft shall not be tested or operated within a hangar with dynamotors running unless all parts of the antenna system are at least

one (1) foot removed from any other object. No aircraft shall be placed, at any time, so that any fabric-covered surface is within one (1) foot of an antenna system.

- B. No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within (3000 feet of an aircraft fueling operation, aircraft fueling truck or flammable liquid storage facility, unless an approved shielding device is used during the radar operation.

### **7.15 Electrical Equipment and Lighting System**

- A. Vapor or explosion-proof electrical equipment and lighting systems shall be used exclusively within hangars or maintenance shelters. No portable lamp assembly shall be used without a proper protective guard or shield over such lamp assemblies to prevent breakage.
- B. All power operated equipment or electrical devices shall be shut off when not in actual use.
- C. The aircraft electrical system shall be de energized on any aircraft upon which work is being done on the electrical system, within any hangar or structure, by disconnecting the battery or power source.

### **7.16 Use of Cleaning Fluids**

Cleaning of aircraft parts and other equipment should preferably be done with non-flammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100 degrees Fahrenheit shall be used and special precautions shall be taken to eliminate ignition sources in compliance with recommendations of the NFPA. Disposal of any cleaning fluids shall be in accordance with Federal, State and local guidelines.

### **7.17 Aprons, Buildings and Equipment**

- A. All persons on the Airport shall keep all areas of their leased premises, or areas used by them, clean and free of oil, grease, and other flammable material. The floors of hangars and other buildings shall be kept clean and continuously kept free of rags, waste materials or other trash or rubbish. Approved metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed regularly by person occupying space; drip pans shall be placed under engines and kept clean at all times; and clothes lockers shall be constructed of metal or fire-resistant material. Only approved boxes, crates, paints or varnish cans, bottles or containers shall be stored in or about a hangar or other buildings on the Airport. Solvents in drums shall have approved containment.
- B. No person shall use flammable substances for cleaning hangars or other buildings on the Airport.

- C. All drums containing any hazardous material including but not limited to oils, cleaning fluids, antifreeze, transmission fluid, etc. shall have secondary containment system in case of any spill or lose of material.

### **7.18 Containers**

- A. No tenant, lessee, or agent thereof doing business on the Airport, may keep uncovered trash containers adjacent to sidewalks or roads in a public area of the Airport.
- B. No person shall operate an uncovered vehicle to haul trash, dirt, or any other material on the Airport without prior permission of the Airport Director.
- C. No person shall spill dirt or any other materials from a vehicle operated on the Airport.

### **7.19 Repairing Aircraft**

- A. No person shall repair an aircraft or aircraft engine, propeller, or other aircraft apparatus in any area of the Airport other than those areas specifically designed for such repairs, except that minor adjustments or repairs may be made while the aircraft is at an aircraft parking position prepared for departure.
- B. Aircraft repairs in storage areas of hangars shall be limited to inspections and replacements of parts and repairs incident thereto, provided such repairs do not involve appliances using open flames or heated parts.
- C. The starting or operating of aircraft engines inside any hangar is prohibited. This shall not be construed as prohibiting the use of tractors with NFPA approved exhaust systems when moving planes within any hangar.

### **7.20 Doping, Spray-Painting and Paint Stripping**

- A. The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangars is prohibited. The process of doping will be carried out as set forth in NEPA Standards and City Code.
- B. For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with NFPA Standards and City Code.

### **7.21 Power Activated Tools**

No person shall use explosive cartridge-activated tools or fastening devices anywhere on the Airport without prior written authorization of the Airport Director.

## **SECTION 8 AIRPORT SECURITY**

## **8.1 Airport Security Program**

All persons using the Airport are subject to the Airport Security Program pursuant to Transportation Security Administration Regulation (TSAR) Part 1542.

## **8.2 Air Carriers**

Air carrier tenants required to have a Transportation Security Administration approved Aircraft Operator Standard Security Program (AOSSP) shall maintain a current copy at the Airport.

## **8.3 Challenge**

All persons who are provided access to the Secure Area shall reasonably challenge any person not displaying proper identification media while in the Secure Area. Any person challenged to display an approved Airport identification media shall do so immediately upon request. Challengers are not expected to place themselves or others in a dangerous situation and shall not approach when they feel making a verbal challenge would do so, but rather the challenger is obligated to notify Airport Operations in such instances.

## **8.4 Doors and Vehicle Gates**

- A. At no time shall any Secured Area access gate be left open and unattended in a manner that would allow unauthorized access.
- B. Security doors leading into the Secured Area shall have the appropriate signage and be kept locked as required by the Airport Security Program.
- C. Automated vehicle gates are for vehicle access only. No pedestrians shall use an automated vehicle gate for pedestrian access.
- D. Tenants shall be responsible for doors and gates located in their leased areas. Tenant security doors leading into the Secured Area shall be keyed to the Airport master keying system.
- E. Transient pilots are authorized to access pedestrian gates utilizing the airport access codes provided on the secure side and are not required to be under active escort of badged personnel.

## **8.5 Employee Access Investigation**

Employee access investigations in accordance with TSAR Part 1542 and the Airport Security Program shall be conducted by employers for each employee. Certification of completion of the access investigation is required prior to issuance of any access materials.

## **8.6 Escorting**

Any person with an Airport issued or approved identification badge may bring a non-badged person, including transient pilots and passengers, into the Airport Secured Areas and provide continuous escort if the non-badged person has a valid reason for being inside the Airport Secured Area. A continuous escort requires that the escorted person remain in close proximity to the Airport identification badge holder at all times while inside the Airport Secured Area. The Airport identification badge holder shall bear full responsibility for the actions of the person being escorted.

### **8.7 General Aviation Aircraft**

General Aviation aircraft are prohibited from entering the air carrier terminal ramp areas of the Airport unless otherwise coordinated in advance with Airport Operations and the Federal Contract Tower.

### **8.8 Identification Media and Access Cards**

- A. Identification media and access cards issued by the Airport are property of the Airport and shall be surrendered upon the request of Airport Operations personnel.
- B. No person shall loan or provide Airport identification media or access cards to anyone other than to whom the media was issued.
- C. Airport-issued or approved SIDA identification media shall be properly displayed on the outermost garment, above the waist, all times within the Airport Secured Area.
- D. Airport-issued or approved AOA identification media shall be on the Persons possession at all times but need not be displayed.
- E. Airport-issued or approved identification media shall not be mutilated or altered from its original form in any way, nor shall any such media be reproduced or copied in such a manner as to degrade the security of the identification system.
- F. Lost Airport-issued identification media shall be reported to Airport Operations immediately, failure to report lost identification media will result in suspension of access privileges.

### **8.9 Airport Secured Areas**

Only those persons specifically authorized by Airport Operations with proper personnel and vehicle identification are allowed access to the Airport Secured Area, AOA or Security identification Display Area (SIDA) unless otherwise proved for under the Airport Security Program.

Pedestrians or motor vehicle operators that are observed in areas other than those designated for public use without authorization by the Airport Director will be considered trespassing and subject to arrest.

### **8.10 Security Fence Line**

A minimum clear area of five (5) feet should be maintained between the security fence line and any object that may be used to conceal persons along the fence line or that would aid any individual in gaining access to the Airport Secured Area unless specifically approved by the Airport Director.

### **8.11 Security Screening**

All persons desiring to enter a sterile area are subject to security screening by TSA.

### **8.12 Tailgating/Piggy-Backing**

No person or vehicle shall enter the Airport Secured Area through an access gate that was opened for an authorized person or vehicle unless under the direct escort and control of an authorized person. All person and vehicles using any airfield access gate shall ensure the gate is secured behind them prior to leaving the area to prevent unauthorized access.

### **8.13 Tenant Security**

Tenants and tenant employees are responsible for safeguarding doors, gates, and other forms of passageways between Airport Secured Areas and public areas. Tenants are responsible for safeguarding aircraft and other private property entrusted to their care within the Airport Secured Area or other locations on their leased premises.

### **8.14 Violation of Security Regulations**

Violation of security regulations may result in the immediate revocation of security privileges and future entry into the Airport Secured Area may be denied. Any fines levied against the Airport for security violations will be charged to the offending individual and tenant. Fines may be levied to security violators and their employers per current Airport policy.

## **SECTION 9 PENALTIES**

### **9.1 Removal of Persons**

Any person or persons who fail to leave the Airport or specified area thereof, or any person or persons who knowingly or willfully violate these rules and regulations or who refuse to comply therewith, after proper request to do so by an authorized representative of the City shall be subject to removal from and denial of access to the Airport for such period of time as may be specified by the Airport Director. Person holding leases, permits or operating agreements with the City may also have their contract privileges terminated for such violations. Furthermore, such person shall be regarded as a trespasser upon Airport property and subject to civil and/or criminal charges for violations to other Federal, State, or local laws and regulations.