



Lawrence Regional Airport  
Lawrence, Kansas

Airport Rules and Regulations

Draft October 17, 2025

# RULES AND REGULATIONS

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## 1. COMMON DEFINITIONS AND ACRONYMS

The following definitions are applicable to these Rules and Regulations, the Minimum Standards and policies adopted for the Lawrence Regional Airport and by the City of Lawrence City Commission, hereinafter referred to as "City Commission", for the operation of the Lawrence Regional Airport "Airport". These definitions shall apply to these terms whenever used in these documents, unless expressly defined differently therein, whether or not the terms are capitalized.

- 1.1. Aeronautical Activity or Activities. Any activity or service that involves, makes possible, facilitates, is related to, assisting in, or is required for the operation of aircraft or another aeronautical activity or which contributes to or is required for the safety of such operations. The following activities, without limitation, which are commonly conducted on airports, are considered "Commercial Aeronautical Activities" within this definition: aircraft charter, pilot training, aircraft rental, sightseeing, aerial photography, aerial spraying and agricultural aviation services, air ambulance, aerial advertising, aerial surveying, air carrier operations (passenger and cargo), aircraft sales and service, sale of aviation fuel and oil, aircraft maintenance, sale of aircraft parts, and any other activities which, in the sole judgment of the City, because of their direct relationship to the operation of aircraft or the Airport, can be appropriately regarded as an aeronautical activity.
- 1.2. Aircraft. Means aeronautical devices including, but not limited to, powered aircraft, gliders, helicopters, parachutes, hanggliders, ultralights, drones, autonomous uncrewed aircraft (UAS) and balloons.
- 1.3. Air Operations Area (AOA) or Airside. A portion of the Airport designated and used for landing, taking off, or surface maneuvering of Aircraft. There are two areas of the AOA or Airside, the movement area and the non-movement area. These areas are shown on the Airport Layout Plan (ALP).
- 1.4. Aircraft and or Avionics Maintenance. Means the repair, adjustment, or inspection of aircraft and or avionics.
- 1.5. Aircraft and or Avionics Maintenance Major Repairs. Major Repairs means major alterations to the airframe, power plant, propeller, avionics, and accessories as defined in 14 CFR Part 43.
- 1.6. Aircraft and or Avionics Maintenance Minor Repairs. Minor Repairs means normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and or avionics and their accessories.
- 1.7. Airframe and Powerplant Mechanic (A&P Mechanic). A person who holds an aircraft mechanic certificate with both airframe and powerplant ratings, issued by the FAA under the provisions of 14 CFR Part 65.
- 1.8. Airport. The Lawrence Regional Airport, owned and operated by the City of Lawrence, including all portions thereof.
- 1.9. Airport Manager. The Airport Manager reports to the Director of Municipal Services and Operations and is responsible for the day-to-day operations of the airport.

- 1.10. Airport Layout Plan (ALP). The current FAA-approved drawings depicting the physical layout of the Airport and identifying the location and configuration of current and proposed runways, taxiways, taxi lane, buildings, roadways, utilities, nav aids, apron, airport operations areas, etc.
- 1.11. Airport Security Area. See Airport's Air Operations Area (AOA) diagram.
- 1.12. Air Terminal. The terminal building.
- 1.13. Apron. Those paved areas of the Airport within the AOA or Airside designated for the loading or unloading of passengers or cargo, servicing, or parking of aircraft.
- 1.14. Based Aircraft. Any aircraft utilizing the Airport as a base of operation (other than occasional transient purposes) with an assigned tie down or hangar space on the Airport, or on adjoining property which has direct taxiway access to the Airport.
- 1.15. Board. The Aviation Advisory Board appointed by the Lawrence City Commission pursuant to Ordinance No. 9984, adopted May 21, 2024.
- 1.16. Building. The main portion of each structure, all projections or extensions there-from and any additions or changes thereto, and shall include hangars, garages, outside platforms and docks, carports, canopies eaves and porches. Paving, ground cover, fences, signs and landscaping shall not be included in this definition.
- 1.17. City. The City of Lawrence, Kansas.
- 1.18. City Commission. The Lawrence Regional Airport is owned by City of Lawrence. The City of Lawrence is the Sponsor that operates the Lawrence Regional Airport with guidance from the Aviation Advisory Board that makes recommendations to the elected City Commission.
- 1.19. CFR. Code of Federal Regulations.
- 1.20. Commercial. That which involves or makes possible earnings, income, compensation (including exchange of service) and/or profit, whether or not such objectives are accomplished.
- 1.21. CTAF. Common Traffic Advisory Frequency
- 1.22. Courtesy Vehicle. Any vehicle used in commercial activity, other than a taxicab, to transport persons, baggage, goods, or any combination thereof, between the Airport and off-Airport businesses such as hotels, motels, or other attractions and the business establishment owning or operating such vehicle, the operation of which is generally performed as a service without direct costs to the passenger.
- 1.23. Certificate of Waiver (COW). Certificate of Waiver (COW) for UAS operations that deviate from certain provisions and limitations of 14 CFR Part 107 and or Part 108.
- 1.24. Department of Homeland Security (DHS). Department of Homeland Security (DHS) of the United States government.
- 1.25. Equipment. All machinery, supplies, tools, trade fixtures and apparatus necessary to the proper conduct of the activity being performed.
- 1.26. Environmental Laws. Any and all laws, rules, regulations, regulatory agency guidance and policies, ordinances, applicable court decisions, and airport guidance documents, directives, policies (whether enacted by any local, state or federal governmental authority, or by the Airport) now in effect or hereafter enacted that deal with the regulation or protection of the

environment (including the ambient air, ground water, surface water and land, including subsurface land and soil), or with the generation, handling, storage, disposal or use of chemicals or substances that could be detrimental to human health, the workplace, the public welfare, or the environment.

- 1.27. Extremely Hazardous Substances. Any substance or material designated by the United States Environmental Protection Agency as an "extremely hazardous substance" under either Section 302 (a)(2) of the Emergency Planning and Community Right-to-Know Act ("EPCRTKA") (42 U.S.C. § 11002(a)(2)) or any other Environmental Law.
- 1.28. FAA. Federal Aviation Administration of the United States government.
- 1.29. FAR Part 135 Aircraft Charter. Federal Aviation Regulations (FAR). An operator who undertakes directly by lease, or other arrangement, to engage in on-demand air transportation for hire or compensation on an unscheduled basis operation in accordance with or exceeding the requirements of FAR Part 135.
- 1.30. Fixed Base Operator (FBO). Means an operator that maintains facilities at the Airport for the purpose of engaging in the retail sale of aviation fuels, Aircraft airframe and engine repair, and such other services as are required by Minimum Standards or may be authorized under a lease or license.
- 1.31. Fire Code. The version of the Fire Code adopted by the City of Lawrence from time to time. Upon the effective date of these Rules, that was the Uniform Fire Code, 2018 Edition.
- 1.32. Flying Club. A non-profit operator organized for the primary purpose of providing its members with one or more aircraft for the members' personal use and enjoyment only.
- 1.33. Fuel Handling. The transporting, delivering, fueling, or draining of fuel or fuel waste products disposal.
- 1.34. Hazardous Materials. Means any hazardous or toxic substance, material or waste, which is or becomes regulated by the City of Lawrence and or Douglas County, the State of Kansas or the United States Government. The term "Hazardous Material" includes, without limitation, any material or substance that is: (1) defined as a "hazardous substance" under appropriate state law provisions; (2) petroleum; (3) asbestos (4) designated as "hazardous substance" pursuant to Section 311 of the Federal Water Pollution Control Act (33 USC Section 1321); (5) defined as "hazardous waste" pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act (42 USC Section 9601); or (7) defined as a "regulated substance" pursuant to Subchapter IX, Solid Waste Disposal Act (Regulation of Underground Storage Tanks) (42 USC Section 6991).
- 1.35. Improvements. All buildings, structures and facilities, including, but not limited to, pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any leased area by or with the concurrence of a lessee.
- 1.36. Landing. All flights landed at the Airport for revenue and non-revenue purposes, including, but not limited to, commercial, training, private, ferry and charter flights. The exception is for flights returning to the Airport after take-off due to an emergency.

- 1.37. Large Aircraft. An aircraft in excess of 12,500 pounds Maximum Certificated Takeoff Weight (MTOW).
- 1.38. Lease. A contractual agreement between the City and a person (see Common Definitions 1.44), granting the use of a defined ground area on the Airport for a term of years, and establishing conditions for its use.
- 1.39. License. A contractual agreement between the City and a person, granting a concession or otherwise authorizing the conduct of a commercial activity on the Airport, which is in writing and enforceable by law. A license may be a stand-alone document or may be combined with a lease into one document.
- 1.40. Master Plan. An assembly of appropriate documents and drawings covering the development of the Airport from a physical, economical, social, and political jurisdictional perspective and adopted by the City Commission, a copy of which is on file and available for inspection in the Airport office, and any amendments, modifications, revisions, or substitutions thereof. The ALP is a part of the Master Plan.
- 1.41. Movement Area. Runways, runway safety areas, taxiways, taxi lane, taxiway safety area and other areas of the Airport that aircraft use for taxiing/hover taxiing, air taxiing, takeoff and landing, exclusive of loading ramps and parking areas as shown on the ALP.
- 1.42. National Fire Protection Association (NFPA). All codes, standards, rules, and regulations contained in the Standards of the National Fire Protection Association, as may be amended from time to time, and are incorporated herein by reference
- 1.43. Non-Commercial. Not for the purpose of securing earnings, income, compensation (including exchange of service), and/or profit.
- 1.44. Non-Movement Area. Taxi lanes, aprons and other areas not defined as movement areas as shown on the ALP.
- 1.45. Operator. Means any person based on the Airport and providing one or more commercial aeronautical services at the Airport. All Fixed Based Operators (FBOs), Retail Self Service Fueling Operators (RSFOs), and Specialized Aviation Service Operators (SASOs), are defined as operators, per se. This may included approved operations from a t-hangar.
- 1.46. Person. Any individual, firm, sole proprietorship, corporation, company, limited liability entity, association, joint stock association, partnership, co-partnership, trust, estate, political body or other form of entity, and includes any trustees, receiver, assignee, or similar representative thereof.
- 1.47. Police. Means the City of Lawrence Police Department and the Douglas County Sheriff's Office and other State and Federal agencies that have law enforcement jurisdiction over the Airport.
- 1.48. Principals. For corporations, the directors, officers and stockholders holding more than 10% of the company stock. For partnerships, all general and limited partners. For limited liability entities, all managers and members holding more than a 10% interest. For other entities, all those having authority to act for the entity, or being a 10% or greater beneficiary or interest holder.
- 1.49. Ramp. A paved area suitable for aircraft parking and may or may not be considered part of the apron.

- 1.50. Repair Facility. A facility utilized for the maintenance, repair and overhaul of Aircraft to include airframe, power plant, propellers, radios, instruments and accessories. Such facility will be operated in accordance with pertinent FAA regulations.
- 1.51. Refueling Vehicle.
- 1.52. **Refueling Vehicle.** Any vehicle or equipment used for aviation fuel handling and aircraft refueling and defueling.
- 1.53. Regulatory Measures. Federal, state, county, local, airport laws, codes, statutes, ordinances, orders, policies, rules, and regulations, including, without limitation, those of the United States Department of Transportation (USDOT), United States Department of Homeland Security, Federal Aviation Administration (FAA), Transportation Security Administration (TSA), National Fire Protection Association (NFPA), Aircraft Rescue and Fire - fighting Standard Operating Guidelines, the Airport Certification Manual and Airport Security Plan, and these Rules; all as may be in existence, hereafter enacted, and amended from time to time.
- 1.54. Release. Any releasing, disposing, discharging, injecting, spilling, leaking, leaching, pumping, dumping, emitting, escaping, emptying, seeping, dispersal, migration, transporting, placing, and actions of similar nature, including without limitation, the moving of any material through, into or upon any land, soil, surface water, ground water, or air, or otherwise entering into the environment.
- 1.55. Restricted Area. Areas of the Airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
- 1.56. Retail Self Service Fueling Operator (RSFO). An operator that maintains facilities at the Airport for the purpose of engaging in the retail sale of self-service aviation fuels per the requirements of the Minimum Standards.
- 1.57. Run-up. Aircraft engine operation above normal idle speed, the purpose of which is engine maintenance or testing, but excluding engines operating for purposes of preparing for and taking off.
- 1.58. Lawrence Douglas County Fire Medical. The City of Lawrence and Douglas County, Kansas, joint provider of emergency fire and medical services.
- 1.59. Scheduled Air Carrier. Any operator who undertakes directly, or by other arrangements, to engage in air transportation for hire under FAR Parts 135, 121 or Part 135, Section 380, on a scheduled basis, over specific routes to provide scheduled passenger service. Conditions, requirements and standards for this type of commercial aeronautical activity shall be governed by the terms of an airport use agreement and are not subject to the requirements of the Minimum Standards.
- 1.60. Specialized Aviation Service Operator (SASO). Means an operator that provides any one of the services listed in Article Two of the Minimum Standards. The following are not included within this definition.
- 1.60.1. Employees of aircraft owners. The general criteria for employee status will be that the employer withholds income taxes, withholds and pays social security taxes and pays unemployment taxes on wages paid to the employee. Where this criterion is questioned, a Form SS-8 determination will be requested from the Internal Revenue Service.

- 1.60.2. Services authorized by a commercial aeronautical activity within its hangar facilities for aircraft owned or leased by its subleases. Such authorization will be provided in writing on a form provided by the Airport.
- 1.61. Sterile Area. That portion of the Airport that provides passengers access to boarding aircraft and to which access is controlled through the screening of persons and property in accordance with
- 1.62. Sublease. A lease granted by an Airport lessee to another entity of all or part of the property leased from the City, where on a sole or joint lease basis, for which, formal approval is required by the City for such lease arrangements.
- 1.63. Taxi lane. A portion of the airport apron designated for aircraft movement between a taxiway and an aircraft parking stand, hangar, and other apron areas.
- 1.64. Taxiway. A defined path, usually paved, over which aircraft can taxi from one part of an airport to another (excluding the runway) as shown on the ALP.
- 1.65. Terminal Area. The passenger terminal proper, aircraft ramps, baggage-handling facilities, vehicular parking spaces, including rental car areas, roadways, water, sanitary sewer, storm sewer, gas, electrical, cable TV and other areas and facilities the primary function of which is to serve the terminal and the operations of scheduled air carriers.
- 1.66. Tie-Down. The area, paved or unpaved, suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.
- 1.67. Through-the-Fence or Off-Airport Access. Operations that are conducted off the actual Airport property that have aeronautical access to any portion of the Airport's runway or taxiway system through a written agreement or permit with the City.
- 1.68. Toxic Chemicals. Any substance or material subject to Section 313 of EPCRTKA (42 U.S.C. §11002(a)(2)) or the Toxic Substances Control Act, 15 U.S.C. §2601 et seq., or any comparable Environmental Law.
- 1.69. Transient Aircraft. Aircraft using the airport other than based aircraft.
- 1.70. Transportation Security Administration (TSA). Transportation Security Administration.
- 1.71. Uncrewed Aircraft System (UAS). An uncrewed aircraft system (also referred to as a drone) that is operated without a human pilot onboard. Instead, the UAS is controlled by an operator on the ground.
- 1.72. Small Uncrewed Aircraft System (sUAS). Small uncrewed aircraft systems weighing less than 55 pounds.
- 1.73. Vehicle Service Road or Perimeter Roadway. A designated roadway for vehicles in a non-movement area as shown on the ALP.

## 2. INTRODUCTION.

### 2.1. Purpose.

These Rules and Regulations, and any amendments thereto (the “Rules”), are adopted by the City Commission and are part of the Lawrence Code of Ordinances. Chapter 2. They are designed to protect the public health, safety, interest, and general welfare at the Lawrence Regional Airport (the “Airport”) and to restrict or prevent any activity, which would interfere with the safe, orderly and efficient use of the Airport by passengers, operators, tenants, and other users. These Rules shall not excuse any entity from performing any obligation it may have under any lease, license or permit with the City, whether in existence on the date of the adoption of these Rules or entered into at any time thereafter.

### 2.2. Applicability, Compliance and Conditional Use of the Airport.

Any permission granted directly or indirectly, expressly or by implication, to any entity or individual to enter upon or use the Airport (including aircraft operators; vehicle operators; aircraft crewmembers and passengers; the general public; spectators and sightseers; occupants of private and commercial vehicles; officers, employees, customers, vendors, and suppliers of operators and lessees; entities doing business with the Airport, their contractors, subcontractors, and licensees; and all other entities) is conditioned upon assumption of responsibility to fully and completely comply with these Rules, as well as applicable provisions of the Airport Minimum Standards, Airport Operating Manual, Airport Security Operating Procedures and all applicable regulatory measures that may be promulgated by any governing body or agency having jurisdiction at the Airport.

### 3. ENFORCEMENT.

#### 3.1. Airport Manager's Authority to Remove or Evict from Airport

The Airport Manager may remove or evict from the Airport any person who violates any rule prescribed herein, or any applicable statute, rule or regulation of the federal government or the State of Kansas, or ordinance of the City of Lawrence, and may deny use of the Airport and its facilities to any such person if it is determined by the Airport Manager that such denial is in the public interest.

#### 3.2. Rules Violation

Pursuant to Lawrence Code of Ordinances, Sect.2-102, it shall be unlawful for any person to violate these Rules. Any person violating any of the rules and regulations shall be guilty of a misdemeanor and subject to prosecution and fine for violation of City ordinances, which contain provisions for enforcing these rules and regulations.

#### 3.3. Variance or Waiver.

The Airport Manager may vary from the provisions of these Rules at any time when circumstances may require in the interests of public safety. Any variance shall be in writing and shall not constitute a waiver or modification of any of the provisions herein for any purpose except as to the particular operator/user and the particular provision, which is the subject of the variance and only for so long as the circumstances warranting the variance exist.

#### 4. ADMINISTRATIVE REVIEW AND COURT PROCEEDINGS.

4.1. **Petition for Hearing.** Any person who is adversely affected by any determination made by the City, or on behalf of the City by the Airport Manager, to deny, suspend, terminate or revoke any license or permit to operate or conduct any commercial activity on the Airport, may petition the City Commission in writing for a hearing concerning such determination no later than thirty (30) days after having received written notification of the determination. Compliance with the provisions of this section shall be a jurisdictional prerequisite to any civil action brought by such person under the provisions of this section, and failure of compliance shall forever bar any such action.

4.2. **City Commission Hearing Determination Discretionary.** The City Commission may hold a hearing on the petition themselves or, in their sole discretion, may designate the City Manager to hold such hearing or hearings.

4.3. **Petition in Writing.** Any such petition shall be in writing, filed with City Commission, and the facts alleged shall be submitted under oath or affirmation. Unless the determination was made on the basis of public safety, the effectiveness of determination shall be stayed pending a final determination under paragraph 4.5.

4.4. **Inclusion of Additional Facts at Hearing.** Additional facts may be submitted under oath or affirmation at a hearing scheduled by the City Commission or the designated hearing officer. Notice of the proceedings shall be in accordance with rules and regulations issued by the City Commission and or hearing officer. The petitioner shall bear the burden of proof, and the standard of proof shall conform with that in civil, non-jury cases in state district court.

4.5. **Final Determination.** After hearing, or consideration of such additional submittals as they may permit or require, the City Commission or the hearing officer shall make a final determination. Such final determination shall be considered a final order of the Board and subject to judicial review pursuant to the Act for Judicial Review and Civil Enforcement of Agency Actions, K.S.A. 77-601 et seq. (KJRA).

## 5. GENERAL RULES AND REGULATIONS.

- 5.1. **Abandoned, Derelict or Lost Property.** Property including, without limitation, Aircraft, vehicles, equipment, machinery, baggage, or personal property shall not be abandoned on the Airport. Abandoned, derelict, or lost property found in public areas at the Airport shall be reported to the Airport Manager. Property unclaimed by its proper owner or items for which ownership cannot be established will be handled in accordance with applicable law. Nothing in this section shall be construed to deny the right of operators and other lessees to maintain "lost and found" service for property of their customers and/or employees.
- 5.2. **Accidents or Incidents.** In addition to other appropriate notifications and actions, accidents resulting in damage to property, injury requiring medical treatment, or interference with normal Airport operations shall be promptly reported to the Airport Manager, in addition to other appropriate notifications.
- 5.3. **Airport Liability.** The Airport and the City of Lawrence, Kansas, and their agents or employees shall not be liable for loss, damage or injury to persons or property arising out of any accident, incident or mishap of any nature whatsoever and/or from any cause whatsoever and/or from any cause whatsoever to any individual, aircraft, or property occurring on the Airport, or in the use of any of the Airport facilities.
- 5.4. **Airport Operations.** The Airport Manager, or his designee, may delay, restrict, or prohibit, in whole or in part, any operations at the Airport for any justifiable reason.
- 5.5. **Animals.** Domestic pets and animals, except certified service animals or those traveling a with an aircraft owner, operator and/or passenger, law enforcement dogs, are not permitted on the AOA or Airside of the Airport or in the Airport passenger terminal building, unless being transferred or shipped, and then only if controlled and restrained by a leash, harness, restraining strap, portable kennel, or other appropriate shipping container. Leashes, harnesses and straps shall not exceed six (6) feet. It shall be the responsibility of the owner or handler to always exercise control over the animal. Owners or handlers are responsible for the immediate removal and disposal of animal waste. No person, except those authorized in writing by the Airport Manager shall intentionally hunt, pursue, trap, catch, injure, or kill any bird or animal on the Airport. Feeding or otherwise encouraging the congregation of birds or animals on the Airport is prohibited.
- 5.6. **Buildings and Remodeling.** It shall be unlawful for any person, other than the Airport, to construct, reconstruct or remodel any building or other improvement on the Airport without first obtaining written permission from the City and applicable permits from the City of Lawrence. Any changes, alterations, or repairs made without proper approval, and any

damage resulting therefrom shall be paid for by the person responsible and in accordance with the direction of the City.

- 5.7. **Commercial Activities.** Commercial activity of any kind on the Airport requires the express written permission of the City through a specifically authorized lease, sublease, license, permit or written temporary permission, and upon such terms and conditions as they may prescribe, and the payment of any required fees. Unless otherwise provided in such document, any permission may not be assigned or transferred and shall be limited solely to the approved activity. Refer to the Minimum Standards.
- 5.8. **Compliance with Regulatory Measures.** All persons occupying or using, engaging in an aeronautical activity on, or developing Airport land or improvements shall comply, at the person's or entity's sole expense, with all applicable regulatory measures including, without limitation, the Lawrence Regional Airport Commercial Minimum Standards, these Rules, and those of the federal, state, and local government and any other agency having jurisdiction over the Airport.
- 5.9. **Damage to Airport Property.** All Airport property, real or personal, and/or facilities destroyed, broken, or damaged by accident or otherwise shall be paid for by the person responsible for the damage. Aircraft equipped with tail or landing skids or other devices, which will damage pavement or sod areas shall not be operated on the Airport without written permission from the City.
- 5.10. **Fire/Open Flames and Burn Permits.** Open flames of any kind are prohibited except (a) as provided in a burn permit; or (b) for open flames utilized by operators/lessees in the performance of approved aircraft maintenance. Burn permits may be issued in the discretion of the Lawrence Douglas County Fire Medical Department and only in compliance with applicable building and/or fire codes. Smoking and the use of any open-flame device is prohibited on any apron, or within fifty (50) feet of any aircraft, fuel truck, fueling facility, or other flammable storage facility. Any fires (regardless of the size of the fire or whether or not the fire has been extinguished) shall be reported immediately to 911. No welding/cutting activities shall be conducted on the Airport without an approved fire extinguisher and a person trained in its proper usage present for the duration of any welding/cutting activities. And in compliance with all FAA aircraft maintenance standards.
- 5.11. **General Conduct.** No person shall use or otherwise conduct themselves upon any portion of the Airport in any manner contrary to any posted or otherwise visually indicated directions applicable to that area.
- 5.11.1. Overnight camping or lodging on the Airport is prohibited., use of any facility on, or area of, the Airport for sleeping or other purposes in lieu of a hotel, motel, residence or other public accommodation is prohibited.
- 5.11.2. No person shall use, keep, or permit to be used or kept, any foul or noxious gas or substance at the Airport, or permit the Airport to be

occupied or used in a manner offensive or objectionable to other users for any reason.

#### 5.12. Hazardous Materials.

- 5.12.1. Approved hazardous material must be stored in suitable containers that are properly secured. Material Safety Data Sheets (MSDS) for all hazardous materials shall be maintained on site so as to be readily available to emergency responders in the event of an emergency and for review by Lawrence Douglas County Fire Medical.
- 5.12.2. No fuels, oils, dopes, paints, solvents, acids, or any other hazardous material shall be released in storm water conveyances, drains, catch basins, ditches, the AOA or elsewhere on the Airport. Tenants and operators who generate and dispose of "Special Waste" shall comply with the requirements of 40 CFR Sections 266 & 273.
- 5.12.3. Special waste includes widely generated wastes such as batteries, agricultural pesticides, mercury containing devices, hazardous mercury-containing lamps, and used oil. Used engine oil shall be disposed of only at approved waste oil stations or disposal points.
- 5.12.4. Secondary containment is required for the storage of gasoline, oils, solvents, or other hazardous waste in drums or receptacles. Aviation fuels or automotive gasoline in quantities greater than five (5) gallons shall not be stored at the Airport without the prior written permission of the Airport Manager. Any fuels must be stored in accordance with any applicable codes, regulations, and requirements for the storage of volatile fuels.
- 5.12.5. No hazardous substance or pollutant shall be disposed of on the Airport or into the air at the Airport during aircraft preflight inspection.

#### 5.13. Violations of Environmental Laws. No person shall cause or permit any hazardous material to be used, generated, manufactured, produced, stored, brought upon, or released, on, under or about any premises, or transported to and from the Airport, by itself, its agents, employees, contractors, invitees, sublessees or any third party in violation of any environmental law, provided that, in no circumstances shall any person or entity cause or permit any extremely hazardous substance or toxic chemical to be used, generated, manufactured, produced, stored, brought upon, or released, on, under or about the Airport, or transported to and from any premises. All persons or entities shall promptly notify the Airport of any action or condition that is contrary to any prohibition in the previous sentence.

##### 5.13.1.

#### 5.14. Hazardous Material Spills. Any person who experiences overflowing or spilling of oil, grease, fuel, alcohol, glycol or any other hazardous material anywhere on the Airport shall immediately call 911 and then call the Airport Manager. Persons involved in hazardous material incidents shall take action to prevent/minimize danger to personnel, property and the environment while awaiting arrival of the Lawrence

Douglas County Fire Medical personnel. At the discretion of the Lawrence Douglas County Fire Medical, the entity responsible for the spill may be required to clean and properly dispose of the material/substance which shall be performed in compliance with all applicable federal, state, and local regulations and guidelines. In addition, the entity may be required to provide Lawrence Douglas County Fire Medical with required documentation of proper disposal. Any costs incurred by the Airport or Lawrence Douglas County Fire Medical in such instances shall be reimbursable to the Airport and/or the Lawrence Douglas County Fire Medical by the person responsible for the spill. Anything in excess of State of Kansas or Federal reporting requirements must be reported.

- 5.15. **Licenses, Permits, Certifications and Ratings.** Operators shall obtain and comply with all necessary licenses, permits, certifications, or ratings required for the conduct of operator's activities at the Airport as required by the Airport Manager or any other duly authorized agency prior to engaging in any activity at the Airport. Upon request, operators shall provide copies of such licenses, permits, certifications, or ratings to the Airport within 5 business days. Operators shall keep in effect and post in a prominent place all necessary or required licenses, permits, certifications, or ratings. The Airport Manager will keep files on all tenants.
- 5.16. **Painting.** Doping processes, painting, or paint stripping shall be performed only in those facilities approved for such activities by the Airport Manager and in compliance with air quality regulations, the Fire Code, and the Airport's Storm Water Pollution Prevention Plan (SWPPP), and 14 CFR Part 43.
- 5.17. **Preservation of Property.** No person shall destroy or cause to be destroyed, injure damage, deface, or disturb, in any way, property of any nature located on the Airport. Any person causing or responsible for such injury, destruction, damage or disturbance to Airport-owned property shall report such damage to the Airport Manager and shall reimburse the Airport the full amount of repair and replacement of property. No Person shall take or use any aircraft, aircraft parts, instruments, tools owned, controlled, or operated by any person while on the Airport or within its hangars, except with the consent of the owner or operator thereof. No person shall prevent the lawful use and enjoyment of the Airport by others. Any activity which results in littering, environmental pollution or vandalism on the Airport is not permitted and violators are subject to arrest.
- 5.18. **Signage/Advertisements.** Written advertisements, signs, notices, circulars, and/or handbills may be posted or distributed only with the prior written permission of the Airport Manager. The Airport has the right to remove any such sign, placard, picture, advertisement, name or notice in any such manner as the Airport may designate. No signage may be installed on the Airport without the prior written approval of the Airport Manager.
- 5.19. **Solicitation, Picketing, and/or Demonstrations.** Airport users shall comply with any Airport policy regarding solicitation, demonstration, or the distribution of literature on the Airport.

- 5.20. **Sound Amplifying Devices.** Sound amplifying devices such as megaphones, public address systems, or any other device designed to amplify and broadcast the human voice over a distance, are prohibited on the Airport unless written approval from the Airport Manager is given prior to their installation and use.
- 5.21. **Special Events.** Special events on the Airport require written coordination, regulation and authorization of the Airport Manager prior to the public disclosure or advertisement of the event. Certain events may require an executed lease, operating agreement or permit from the Airport Manager.
- 5.22. **Through-the-Fence Activities.** All "Through-the-Fence" activities may be conducted only in accordance with written agreement with the City. No such "Through the Fence" activity shall be authorized except in strict accordance with the Airport's Minimum Standards.
- 5.23. **Trash and Other Waste Containers.** No person shall dispose of garbage, paper, refuse or other materials on the Airport except in receptacles provided for that purpose. The Airport Manager shall designate areas to be used for garbage receptacles, and no other areas shall be utilized. Tenants, operators and other users of the Airport shall not move or otherwise relocate Airport-placed trash and waste containers. Garbage, empty boxes, crates, rubbish, trash, papers, refuse, or litter of any kind shall not be placed, discharged, or deposited on the Airport, except in the receptacles provided specifically for that purpose. The burning of garbage, empty boxes, crates, rubbish, trash, papers, refuse, or litter of any kind on the Airport is prohibited. Trash and other waste containers at the Airport shall only be used for trash generated on Airport property. Trash and other waste container areas shall be kept clean and sanitary at all times. Tenants and operators shall ensure that their trash and waste containers are emptied with sufficient frequency to prevent overflowing, shall be cleaned with sufficient frequency to prevent the development of offensive odors, and are equipped with securely fastened lids which shall be closed and fastened at all times other than while the receptacles are being loaded or unloaded. All refuse and recycling service is under the City of Lawrence Solid Waste Division service area. No outside haulers are permitted by City Ordinance.
- 5.24. **Use of Roadways and Walkways.** No person shall travel on the Airport other than on the roadways, walkways, or other areas provided for the particular class of traffic or occupy roadways or walkways in such a manner as to hinder or obstruct their proper use. No person shall operate any type of vehicle on the roads or walks except as designated by the Airport Manager.
- 5.25. **Wildlife Hazard Reduction.** The Airport Manager, and his designee, are authorized to use FAA approved wildlife hazard reduction techniques including, but not limited to, discharge of firearms on Airport property. Use of lethal reduction techniques will comply with FAA guidelines, Kansas Department of Wildlife and Parks and Federal permit and tag requirements and will be accomplished by personnel who are trained in the use of firearms and who have an excellent knowledge of wildlife

identification. The proper gun and ammunition will be used for the situation. The location in which wildlife reduction techniques will be used should be examined for safety purposes. Firearms should be discharged in a safe manner away from people and property to avoid injury.

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## 6. SECURITY AND SAFETY.

Scheduled air carrier and public charter air carrier aircraft operators using the Airport are subject to the Airport Security Program (ASP), as may be amended from time to time. Persons in violation of TSA, FAA and/or Airport security rules, including those set forth herein and elsewhere, may be denied access to the Airport, may have access or driving privileges revoked, and/or may be fined or otherwise penalized in accordance with applicable regulatory measures. Operators who are required to provide controlled access to their facilities and/or aircraft for security reasons are responsible for ensuring that all personnel are trained on the appropriate procedures for authorizing non-employees and passengers access to their respective facilities and/or aircraft.

6.1. **Restricted or Secure Areas.** Restricted or secure areas on the Airport are those areas that are identified in the ASP as areas where no person is allowed access unless issued Airport identification that is recognized in the ASP.

- 6.1.1. No person shall enter any restricted or secure area except those persons directly engaging in work or an aviation activity that must be accomplished therein; and
- 6.1.2. Having prior authorization of the Airport Manager and or designee or under appropriate supervision or escort; or
- 6.1.3. Employed by or representing the FAA, TSA, DHS, or recognized in the ASP as being authorized to access to certain secured areas of the Airport.
- 6.1.4. No person shall cause any object to be located within eight (8) feet of the Airport perimeter fence, which may assist an unauthorized individual in accessing a secure area.
- 6.1.5. Any gate or fence condition that would allow unauthorized access to restricted or secure areas of the Airport must be reported immediately to the Airport Manager. Any attempts by any persons to gain unauthorized access to any such area, and any conditions that would adversely affect the safety or security of aircraft operations shall be reported immediately to Lawrence Douglas County Fire Medical and the Airport Manager.
- 6.1.6. Any person who violates security related regulatory measures may be denied future entry into a restricted or secure area.
- 6.1.7. All persons shall wear and visibly display their approved Airport identification recognized in the ASP on their outermost garment, waist or higher, while inside a secure area.
- 6.1.8. Airport identification holders must notify the Airport Manager of any entry or attempted entry to a secure area by any unauthorized person, or by any unauthorized means.
- 6.1.9. Any person with proper Airport identification as required by the ASP may bring a person without proper Airport identification into a secure area if the person has a valid reason for being inside the secure area and if the person is provided continuous escort by a person with proper Airport identification. A continuous escort requires that the

escorted person remains in close proximity to the Airport identification holder at all times while inside the secure area. The Airport identification holder shall bear full responsibility for the actions of the person being escorted.

6.2. **Sterile Area.** Any persons desiring to enter a sterile area are subject to security screening. (Reserved)

6.3. **Security Access.**

- 6.3.1. Security gates (pedestrian or vehicular) that provide access to the AOA shall be kept closed and locked at all times, except when actually in use. All access gates to the AOA through a tenant's leased premises are Operator's/lessee's responsibility and shall be monitored and secured in a manner that will prevent unauthorized access.
- 6.3.2. Vehicle operators shall stop their vehicle and allow the gate to fully close before proceeding, and shall also ensure that no other vehicles or persons gain access to the Airport while the gate is in the process of closing or not fully closed. If the vehicle operator cannot prevent such access, the vehicle operator shall immediately notify the Airport Manager and Lawrence Douglas County Fire Medical.
- 6.3.3. Tampering with, interfering with, or disabling the lock, or closing mechanism or breaching any other securing device at the Airport is prohibited.
- 6.3.4. Persons who have been provided either a code or a device for the purpose of obtaining access to the AOA shall not divulge, duplicate, release, lend or otherwise distribute the same to any other person.
- 6.3.5. Persons with authorized access to the AOA may escort an unauthorized vehicle directly to and from the immediate area around the aircraft hangar for the purpose of loading and unloading. The person with authorized access is responsible for insuring compliance with the Rules and Regulations.

## 7. AIRCRAFT RULES AND REGULATIONS.

### 7.1. Accidents or Incidents.

- 7.1.1. Aircraft operators involved in an incident or accident on the Airport resulting in injury or death to person or damage to property shall complete any necessary reports and forms and comply with all applicable provisions of National Transportation Safety Board (NTSB) Regulations Part 830. The Airport Manager should be immediately notified of any accidents or incidents. The aircraft operator is responsible for all damages to property, including, but not limited to, damage to a runway, taxiway, taxi lane, apron, signage, navigational aid, light or fixture.
- 7.1.2. An aircraft involved in an accident on the Airport may not be removed from the scene of the accident until authorized by the Airport Manager and or designee that is in coordination with FAA. Once authorization to remove the Aircraft has been issued, the aircraft operator shall be responsible for the safe and prompt removal of disabled aircraft and parts within a movement area to a non-movement area.
- 7.1.3. Subject to the requirements of 7.1.2 above, disabled aircraft shall be removed in coordination with the Airport Manager or designee.
- 7.2. **Aircraft Assembly.** Aircraft assembly constitutes maintenance and is permitted only in areas designated for that use, or in hangars approved for that activity by the Airport Manager.
- 7.3. **Aircraft Cleaning.** Aircraft cleaning shall be carried out only in areas designated for such use and in compliance with the Airport's Storm Water Pollution Prevention Plan (SWPPP), a copy of which is on file with the Airport Manager and is available for inspection upon request. All drainage must flow to an oil/water separator, or a collection system approved pursuant to the Airport's SWPPP.
  - 7.3.1. All aircraft cleaning shall be done with biodegradable soap, and without the use of solvents or degreasers.
  - 7.3.2. Cleaning practices using flammable or combustible materials are prohibited within any building or within fifty (50) feet of any building, aircraft, vehicle, fuel storage facility or fueling operation.
- 7.4. **Aircraft Maintenance and Repair.** Aircraft maintenance and repair is permitted only in areas designated by the Airport Manager.
  - 7.4.1. With exception of preventative maintenance (as defined in 14 CFR Part 43), maintenance and repair of general aviation aircraft shall be confined to designated areas within an FBO's or SASOs' leased premises.
  - 7.4.2. Preventive maintenance may be performed on aircraft located on tie downs and in individual hangars, only by the owners of such aircraft.
  - 7.4.3. Minor maintenance of air carrier aircraft (as defined by 14 CFR Part 43) may be performed in an area designated by the Airport Manager.
  - 7.4.4. Aircraft painting shall be performed only in hangars approved for that activity by the Airport Manager.

## 7.5. Aircraft Operations.

- 7.5.1. Operating an aircraft in a careless, negligent, or reckless manner; in disregard of the rights and safety of others; without due caution and care; or at a speed or in a manner which endangers, or is likely to endanger persons or property of any entity, is prohibited.
- 7.5.2. Aircraft operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by the Airport Manager.
- 7.5.3. Operating an aircraft constructed, modified, equipped, or loaded as to endanger, or be likely to endanger persons or the property of any person, is prohibited.
- 7.5.4. Special Flight Operations: Flight operations that require coordination of ground activities on or near the runways must be coordinated in advance with any services required, such as any FBO being used, any standby emergency vehicles etc. and with the airport manager.
- 7.5.5. The starting, positioning, or taxiing of any aircraft shall be done in such a manner so as to avoid generating or directing any propeller slipstream or engine thrust or rotor wash that may endanger or result in injury to persons or damage to property.
- 7.5.6. Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50 KW or greater output), is within three-hundred (300) feet or, if low intensity (less than 50 KW output), is within one-hundred (100) feet of another aircraft, an aircraft refueling operation, an aircraft refueling vehicle, or a fuel storage facility. No person shall operate radar equipment installed in an aircraft when such aircraft is in a hangar or parked in such a position and location so as to endanger personnel.
- 7.5.7. Aircraft engines shall not be started within, and aircraft shall not be taxied into, out of, or within, any structure on the Airport except for structures designed for engine run-ups, such as a hush house or a test stand.
- 7.5.8. Aircraft shall only be taxied or towed on hard-surfaced runways, taxiways, taxi lanes, and aprons. Exceptions can be granted by the Airport Manager for events.
- 7.5.9. Aircraft operators shall not taxi an aircraft at the Airport at a speed greater than is reasonable and prudent under the conditions with regard for actual and potential hazards and other aircraft so as not to endanger persons or property. Taxiing aircraft shall yield the right-of-way to any emergency vehicle.
- 7.5.10. The runway aircraft weight limitations for the Airport (FAA Gross Weight evaluation) set forth in the FAA Facility Directory shall not be exceeded without the prior approval of the Airport Manager. Aircraft operators shall not land, take off, taxi, or park an aircraft on any area that has been restricted to a maximum weight bearing capacity of less than the weight of the aircraft. It shall be the aircraft operator's responsibility to bear the expense of repair for any damage to the

Airport's runways, taxiways, or aprons caused by excessive aircraft weight loading.

## 7.6. Aircraft Parking and Storage.

- 7.6.1. No FBO or SASO authorized to provide aircraft storage to the public shall require procurement of fuel or other supplies or services from a specific source as a condition of aircraft storage.
- 7.6.2. Aircraft shall be parked only in those areas designated for such purpose and shall not be positioned in such a manner so as to block a runway, taxiway, taxi lane or fire hydrant, or obstruct access to hangars, parked aircraft, or parked vehicles.
- 7.6.3. Aircraft operators shall ensure parked and stored aircraft are properly secured as set forth in FAA AC 20-35C. Parked or stored helicopters shall have braking devices or rotor mooring blocks applied to the rotor blades. Moored lighter-than-air aircraft shall have at least one person monitoring the safety of the mooring at all times.
- 7.6.4. All air carrier aircraft loading and unloading at the passenger terminal must be parked on the apron, except by special permission granted by the Airport Manager.
- 7.6.5. Upon request of the Airport Manager, the operator of any aircraft parked or stored at the Airport shall move the aircraft to the location and/or position on the Airport identified by the Airport Manager. In the event the aircraft operator refuses, is unable or unavailable, the Airport Manager may move the aircraft to the area at the risk and expense of the aircraft operator without liability for damage that may arise from or out of such movement.

## 7.7. Tie-Down Rules and Regulations.

- 7.7.1. The Airport reserves the right to modify the conditions of aircraft tie-down procedures at any time.
- 7.7.2. The Airport may charge for airplane tie-down according to the Airport's rates and charges schedule.
- 7.7.3. The City will not be responsible for property loss, or damage, due to any condition, or injuries sustained by reason of customers use of tie-downs and Airport facilities.
- 7.7.4. The FBO or owner operator will provide tie-down ropes, chains, cables, rings, blocks, and space; however, it shall be the responsibility of the customer to insure that the aircraft is properly secured and all unattended aircraft shall be properly secured and tied down to prevent damage to property.

## 7.8. Airworthiness. No aircraft shall remain on the Airport in excess of 90 days unless such aircraft is registered by FAA, certificated and in airworthy condition without approval of the Airport Manager.

## 7.9. Engine Run-Ups. Aircraft shall not commence run-ups so that the engine blast is directed at persons, other aircraft, hangars, shops or other vehicles. Extended run-ups shall only be performed in designated areas so as to minimize impact to persons, other aircraft, and businesses.

- 7.10. **Preferred Calm Wind Runway.** Operators of aircraft based at the Airport shall become familiar with and, consistent with safe operating procedures for the aircraft, copies of which are available at the Airport Manager's administrative offices. The preferred calm wind runway is Runway 33.
- 7.11. **Landing and Take-Off Operations for Fixed Wing Aircraft.** Fixed wing aircraft taking off or landing at the Airport shall do so only from designated runways.
- 7.12. **Passengers and Cargo.** Passengers and cargo shall be enplaned/deplaned only in areas designated for such activities.
- 7.13. **Helicopter Operations.**
- 7.13.1. All helicopters at the Airport shall take off, land or taxi only from established and recognized parking pads, designated ramps or airport taxiways and runways. Helicopters shall park only in the areas designated for such operations.
  - 7.13.2. Helicopters shall not be operated within two hundred (200) feet of any area where light aircraft are parked or operating, and are prohibited from landing, taking off, or air taxiing between structures less than one-hundred and twenty (120) feet apart, unless such area is specifically established for helicopter operations.
  - 7.13.3. Helicopters shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least forty (40) feet in all directions from the outer tips of the rotors.
  - 7.13.4. Trailers or dollies shall be utilized to tow helicopters to parking pads for flights. Helicopter tow vehicles and trailers shall not be left at Airport public-use parking pads, and shall be stored at a location designated by the Airport Manager.
- 7.14. **Specialized Aeronautical Activities.**
- 7.14.1. Ultralight aircraft operations are prohibited at the Airport without prior written approval from the Airport Manager in accordance with paragraph 2.2 if the person proposing such activity demonstrates to the Airport Manager that ultralight aircraft operations may be conducted on the Airport in a safe manner without interference with other aeronautical activities.
  - 7.14.2. Hot air balloon operations, parachute drops, banner or glider towing, use of motorless aircraft, and the aeronautical transport of radioactive or hazardous materials are prohibited on the Airport without the prior written approval from the Airport Manager. Approval may be granted by the Airport Manager if the person proposing such activity demonstrates to the Airport Manager that such activities may be conducted on the Airport in a safe manner without interference with other aeronautical activities.
  - 7.14.3. Private, non-commercial UAS operations are prohibited at the Airport.
  - 7.14.4. **Uncrewed Aircraft Systems (UAS) Operations**

- 7.14.4.1. Recreational UAS operations are prohibited on Airport property and within the boundaries of the Airport.
  - 7.14.4.2. Commercial UAS operations are permitted only in compliance with all applicable FAA regulations, including 14 CFR Part 107 and any successor rules or amendments issued by the FAA. Operators must obtain FAA airspace authorization for operations within the Lawrence Class E airspace (via LAANC or FAA Drone Zone) and are responsible for ensuring their activities do not interfere with crewed aircraft operations, Airport activities, or the safety and security of persons or property.
  - 7.14.4.3. The Airport Manager retains the authority to restrict or suspend UAS operations that create a hazard, interfere with Airport operations, or are inconsistent with FAA regulations.
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## 8. MOTOR VEHICLE RULES AND REGULATIONS.

### 8.1. Air Operations Area (AOA).

- 8.1.1. As determined by the Airport Manager all vehicles operating on the AOA must carry an City issued gate card and/or AOA vehicle permit; shall always yield the right of way to Aircraft, emergency vehicles or equipment, and pedestrians; and shall not be operated in such a manner or within such proximity of an aircraft as to create a hazard or interfere with the safe operation of aircraft.
- 8.1.2. Prior to operating vehicles on the AOA, all vehicle operators shall complete the Airport Ground Vehicles/Runway Incursion Prevention Driving Program.
- 8.1.3. The Airport Manager may restrict vehicles to certain portions or segments of the AOA. Such restrictions shall prohibit vehicle operations outside designated areas.
- 8.1.4. The recreational use of all-terrain vehicles, three-wheelers, scooters, motorcycles, mini-bikes, go-carts, roller skates/blades, skate boarding, Heelys, or other wheeled shoes, and the recreational use of bicycles is not permitted.
- 8.1.5. Unless otherwise posted, vehicles, except emergency vehicles responding to an emergency, shall not be operated on the AOA at speeds in excess of fifteen (15) miles per hour.
- 8.1.6. Tugs and baggage carts shall be returned to designated storage areas immediately following unloading.

### 8.2. Movement Area.

- 8.2.1. No vehicles except Airport vehicles, FAA vehicles, or emergency vehicles are permitted within the movement area without the prior written approval of the Airport Manager.
- 8.2.2. Ground vehicle operations conducting maintenance, mowing, or other such operations on or near the runways as defined in Figure xxxx must be equipped with a radio capable of communication on the LWC CTAF. Continuous listening watch must be maintained at all times when in this area. If these vehicles are not so equipped they must be escorted by persons or vehicles so equipped. Such operations must be listed on the LWC NOTAMS when in effect.
- 8.2.3. FBO's granted a non-exclusive use license and permitted by written lease agreement to park and service aircraft within a general aviation Apron area, as that area is defined by the written lease agreement, are prohibited from traveling outside the general aviation apron area with follow-me vehicles. Operation of follow-me vehicles beyond a general aviation apron area, as defined by the lease agreement, will result in a suspension of the non-exclusive license for a minimum of seven (7) days.

**8.3. Operator Licensing and Permit.** Vehicle operators must have a valid state vehicle operator's license of the class needed for the vehicle being operated and evidence of insurance (as required by State law and the Airport) to operate a vehicle on the Airport. Evidence of valid title or current rental/lease agreement for the vehicle shall be kept in the vehicle and available for inspection.

**8.4. Parking and Standing.**

- 8.4.1. Vehicles shall be parked only in those areas designated for such purpose. Vehicles shall not be parked or stopped:
  - 8.4.1.1. In such a manner so as to obstruct a parking lot lane, driveway, roadway, walkway, crosswalk, fire lane, runway, taxiway, taxilane, or obstruct access to hangars, parked aircraft, or parked vehicles;
  - 8.4.1.2. In any space marked for parking in such a manner that the vehicle occupies more than one marked space;
  - 8.4.1.3. Within a bus stop, taxicab, or commercial vehicle zone (except for vehicles authorized by the Airport to use such areas);
  - 8.4.1.4. On the side of a roadway;
  - 8.4.1.5. On the roadway side of any stopped or parked vehicle (double parking);
  - 8.4.1.6. Within fifteen (15) feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane;
  - 8.4.1.7. Within eight (8) feet of either side of a security fence;
  - 8.4.1.8. Other than in accordance with restrictions posted on authorized signs;
  - 8.4.1.9. Tank trucks containing aviation fuel shall not be parked less than 50-feet from all buildings. Trucks containing aviation fuel are not permitted in any hangar at any time.
- 8.4.2. Service vehicles (including utility company, government owned, delivery, etc.) shall park in specially reserved and marked areas or areas designated for such purpose.
- 8.4.3. Automobiles, motorcycles, boats, jet skis, snowmobiles, dune buggies, race cars, recreational vehicles, trailers and other vehicles may not be parked or stored on Airport property for longer than 72 hours, unless (a) parked in the passenger terminal parking lot, with payment, if applicable, had been made in advance, or (b) written permission of the Airport Manager has been first obtained. Trailers and semi-trailers shall be disengaged from towing vehicle.
- 8.4.4. T-hangar tenants are expected to park their vehicle in the hangar while flying out or in approved parking for airport users.

**8.5. Vehicle Licensing and Equipment.**

- 8.5.1. Except for vehicles that are exclusively used on the AOA, all vehicles shall meet proper state licensing and registration requirements.

8.5.2. Vehicles shall not be operated on the Airport unless the vehicle is in sound mechanical order; has adequate lights, horn, and brakes; and permits clear visibility from the driver's position.

8.5.3. Vehicles operating or parking inside the security fence shall be registered with the Airport and carry the badge (also a gate card) issued by the Airport Manager. Applications for badges shall provide the name of the owner of the vehicle, a description of the vehicle, and evidence of insurance in the amounts established by the Airport Manager.

8.6. **Vehicle Maintenance.** Except for minor repairs that are necessary to remove such vehicle(s) from the Airport, and except as expressly provided otherwise in an agreement with the Airport Manager, private vehicles shall not be cleaned or maintained anywhere on the Airport. Vehicles operated by commercial operators/lessees shall be cleaned or maintained only in areas designated by the Airport Manager.

8.7. **Vehicle Operations.** The following shall apply to all vehicle operations on the Airport:

- 8.7.1. No vehicle shall be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; without due caution and care; or at a speed or in a manner which endangers or is likely to endanger persons or property.
- 8.7.2. No vehicles shall be constructed, equipped, loaded, or maintained (or any having attached thereto any object or equipment which drags, swings, or projects) so as to endanger or be likely to endanger, persons or property.
- 8.7.3. Vehicles shall not be operated in any hangar unless (1) the vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and (2) a vent system exists to prevent exhaust fumes from building up in the hangar.
- 8.7.4. Vehicle operators shall obey all posted speed limits. Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, use of the street or roadway, or so as not to endanger persons or property.
- 8.7.5. Vehicle operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings.
- 8.7.6. Vehicles that are overloaded or carrying more passengers or cargo than the amount that the vehicle is designed to carry are prohibited.
- 8.7.7. Vehicles used for hauling trash, dirt, or any loose material shall be operated in such a fashion as to prevent the contents of the vehicle from dropping, sifting, leaking, or otherwise escaping.
- 8.7.8. Except in case of emergency or operational necessity, no vehicle shall leave paved areas except in areas designated for parking by the Airport Manager.

- 8.7.9. Unit hangar tenants will enter the aircraft parking ramp through the most direct access gate and depart by the same route.
- 8.7.10. No portion of the Airport inside the security fence that separates the Airport property is open to the public without prior approval of the Airport Manager.
- 8.7.11. The following vehicles only are authorized to drive onto the Airport terminal building ramp, or other areas used for parking of aircraft, to pick up or discharge personnel arriving or departing by aircraft:
  - 8.7.11.1. Airport vehicles;
  - 8.7.11.2. Airline vehicles;
  - 8.7.11.3. FAA or other Federal agency vehicles;
  - 8.7.11.4. FBO vehicles;
  - 8.7.11.5. Military staff cars dispatched to meet military aircraft;
  - 8.7.11.6. Emergency response vehicles in official service;
  - 8.7.11.7. Law enforcement vehicles in official service;
  - 8.7.11.8. Vehicles with prior written approval by the Airport Manager.
- 8.8. **Agricultural Vehicles.** Agricultural lessees will be assigned access routes to their leased areas by the Airport Manager. Agricultural lessees will observe the following additional restrictions and procedures:
  - 8.8.1. No farm vehicle, truck or other equipment will be operated in the abandoned edges of runways or be used when the runway or taxiway is not in use unless prior approval has been obtained from the Airport Manager or designee.
  - 8.8.2. Farm equipment operators shall be alert to aircraft movements on runways and taxiways adjacent to their area of activity and shall be equipped with functioning VHF Radio capable of monitoring the LWC CTAF (Frequency 123.00)
  - 8.8.3. No land will be farmed, nor will farming operations be conducted, within the runway or taxiway areas as defined by FAA regulations and advisory circulars.
  - 8.8.4. Farm equipment operators will not move cement markers for buried communications and electrical cable, or survey markers. If accidentally disturbed, these markers will be replaced at their original location as accurately as possible.
  - 8.8.5. No vehicles with lugs will be operated on Airport pavement.

## 9. TENANT RULES AND REGULATIONS.

The following shall apply to all persons occupying property on the Airport, under a lease, sublease or otherwise:

### 9.1. Compressed Gases.

- 9.1.1. Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinders or tanks being secured.
- 9.1.2. Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed, and shall be maintained in compliance with all applicable rules and regulations.
- 9.1.3. Cylinders or tanks not in use shall have an approved transportation safety cap installed.
- 9.1.4. This does not prohibit items required by the FAA.

### 9.2. Fire Prevention.

- 9.2.1. Tenants shall be responsible for ensuring that good fire prevention practices/procedures are followed at all times.
- 9.2.2. Commercial tenant shall provide proper, adequate, inspected, certified and readily accessible fire extinguishers (that are approved by fire underwriters) for the particular hazard involved or associated with the activity being conducted. Fire extinguishers shall be maintained in accordance with the Fire Code.
  - 9.2.2.1. Logs and or tag showing the date of last inspection shall be attached to each unit or records acceptable by fire underwriters shall be kept showing the status of such equipment.
- 9.2.3. When either the Airport Manager, or his designee, or the Fire Inspector of Lawrence Douglas County Fire Medical has notified in writing any lessee, tenant, or other person on the Airport, to correct or eliminate any fire hazard for which such lessee, tenant, or other person is responsible, the person notified shall correct or eliminate such hazard in the manner and within the time prescribed in the written notification or request.

- 9.3. **Lubricating Oils.** Quantities of lubricating oils in hangars shall not exceed amounts necessary for maintenance purposes and operation of equipment. Storage of combustible liquids in hangars in excess of five (5) gallons requires prior approval from the Lawrence Douglas County Fire Medical.

- 9.4. **Storage of Materials and Equipment.** Tenants shall store, stack, box, or bag material (or equipment) in such manner as to preclude creating any hazard, obstructing any operation, or littering. Storage of materials or equipment is prohibited outside of hangars or other buildings, without approval of the Airport Manager.

- 9.5. **Telecommunications.** No person shall operate any communications equipment (wired or wireless) on the Airport in a manner that will cause interference to operations of the Airport. Upon any notification from the City, the FAA or the police or fire departments of any interference caused by operator's or lessee's operation, the person notified shall cease such communications operations, transmissions and uses on the Airport. Such person shall not resume communications operations until the Airport Manager has provided notice in writing.
- 9.6. **FAA Airport Activity Survey.** Commercial Tenants shall annually complete and submit a USDOT – Federal Aviation Administration Airport Activity Survey (FAA Form 1800-31) that documents air taxi/commercial passenger/charter or scheduled enplanements for each calendar year. Tenants shall provide a courtesy copy of the completed and submitted FAA Form 1800-31 to the Airport Manager.
- 9.7. **Annual Service Report.** Commercial tenants shall annually report on certificated air carrier aircraft that it services. The report shall detail the aircraft manufacturer, make and model and aircraft owner. This information will be used by the City to determine the City's eligibility for federal airport improvement program grants and will only be shared with the FAA.
- 9.8. **Based Aircraft Report.** Tenants shall annually report on all aircraft based at the Airport. The report shall detail the aircraft manufacturer, make, model, registration number, insurance information, and aircraft owner. This information will be requested annual by the Airport Manager to update the FAA.

## 10. AIRCRAFT FUEL STORAGE, HANDLING AND DISPENSING.

10.1. **Permit.** Fuels in quantities greater than five (5) gallons shall be stored and dispensed on the Airport only by persons having a permit with the Airport Manager authorizing the fueling operation and approving the fuel storage facilities, refueling vehicles, and related equipment. This includes any third-party, public use, self-serve fueling facilities.

### 10.2. Best Practices.

10.2.1. Operators shall conform to the standards set forth in FAA Advisory Circular 150/5230-4A, "Aircraft Fuel Storage, Handling and Dispensing on Airports," the "Fuel Handling Safety Guidance" issued by the FAA; NFPA 407; and the Fire Code, as they may be amended from time to time.

10.2.2. Operators owning and operating fuel tanks, refueling vehicles, and/or portable oil containers shall comply with the requirements of the Oil Pollution Prevention regulations (40 CFR 112) including provision of secondary containment for loading/unloading areas and refueling vehicle parking areas. Each operator shall comply with all provisions of the Airport Stormwater Pollution Prevention Plan (SWPPP). Operators who wish to provide their own SWPPP shall submit such plans to the City for review to verify that such plans are in conformance with the existing plans for the Airport.

10.2.3. Operators must provide their own Spill Prevention Contingency and Control Plan (SPCC) and file a copy with the Airport Manager.

10.2.4. Operators shall comply with all provisions of the [Airport Certification Manual \(ACM\)](#)

### 10.3. Equipment.

10.3.1. Refueling vehicles, fueling pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during fueling operations shall be maintained in a safe operating condition and in good working order and repair at all times.

10.3.2. Operators shall have on hand at all times sufficient spill control equipment including containment booms, socks, pillows, pads, etc. to control spills and Releases occurring on their leasehold. Cleanup of non-fuel spills and Releases is the responsibility of the operator. Operators shall store contaminated spill control equipment in containers in accordance with applicable sections of 40 CFR 262 and 49 CFR 172-173 until proper disposal can be effected. At a minimum;

10.3.2.1. Each refueling vehicle shall have a "first responder" spill kit; and

10.3.2.2. Each fuel storage facility shall maintain a spill kit with an appropriate supply of, but not limited to, spill socks, pillows, pads, wipes, disposable bags with ties, and USDOT

approved containers. All spill control items shall be rated for hydrocarbon use.

- 10.3.3. Operators may not install self-service fueling islands or similar facilities without the prior written approval of the Airport Manager.

#### 10.4. Fuel Flowage Fees.

- 10.4.1. A fuel flowage fee is payable to the City, as set forth in the Airport rates and charges schedule as amended from time to time, for all aviation fuel (including mogas) delivered to operators at the Airport, and to all Through-The-Fence permittees
- 10.4.2. Each operator shall pay the fuel flowage fee for all fuel per terms of its written agreement with the City.
- 10.4.3. Operators shall keep and maintain adequate books and records to establish and verify the accuracy of the fuel volumes reported to the City. The City's authorized representative shall have the right, to examine, cause to be examined, inspect or audit an operator's books and records for the purpose of verifying the accuracy of the fuel volumes reported by an operator.

#### 10.5. Fuel Storage Facilities.

- 10.5.1. Plans for fuel storage and installation shall be submitted to the Airport Manager for written approval prior to any installation. All facilities, equipment, and installation shall be in conformance with all local, state, and federal requirements.
- 10.5.2. The maintenance and operation of fuel storage facilities shall meet NFPA 30, NFPA 407, UL 2085 and FAA regulations and advisory circulars, and shall be approved by all agencies that regulate the maintenance and operation of fuel storage facilities. The installation of all tanks or facilities shall meet the requirements of the Fire Code.
- 10.5.3. Operator shall have a written Spill Prevention Control and Countermeasures Plan that meets regulatory measures for their fuel storage facilities. A copy of the Spill Prevention Control and Countermeasures Plan shall be filed with the Airport Manager.
- 10.5.4. All security gates leading into fuel storage areas shall be kept closed and locked at all times except when actually in use.

#### 10.6. Fueling Operations.

- 10.6.1. All fuel handled on the Airport shall be treated with due caution and care with regard to the rights and safety of others so as not to endanger or likely to endanger, persons or property.
- 10.6.2. Persons engaged in the fueling, defueling, and oil servicing of aircraft or vehicles, the filling of refueling vehicles or dispensing equipment, or the dumping or pumping or loading of aviation fuels or oils into or from fuel or oil storage facilities shall exercise care and extreme caution to prevent overflow of fuel or oils and/or spills.
  - 10.6.2.1. In the event that a spill should occur of any magnitude, associated activities shall cease immediately. The

responsible party of such spill shall take appropriate action to properly contain and clean up the spill, and applicable provisions of Section 3.13 of these Rules shall be followed.

- 10.6.3. A properly trained operator shall be present at all times while fuel delivery vehicles transfer fuel into or out of any fuel storage facility. All fueling shall be performed by qualified operators.
  - 10.6.3.1. The operator shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and equipment; and
  - 10.6.3.2. The operator shall not leave the discharge end of any hose or hoses unattended at any time while the transfer of fuel is in progress; and
- 10.6.4. The operator shall not block open, disengage, bypass, and/or deactivate the deadman control or mechanism at any time while fueling or transferring fuel. Hold-down devices are prohibited.
- 10.6.5. No fueling activity shall take place unless adequate fire extinguishing equipment and personnel trained in the use of such equipment are present.
- 10.6.6. Aircraft shall not be refueled or defueled with one or more of its engines operating or while the aircraft is located inside any structure.
- 10.6.7. Pouring or gravity transfer of fuel from containers is prohibited. Approved pumps, either hand or power operated, shall be used when aircraft are fueled from containers greater than five (5) gallons.
- 10.6.8. Refueling vehicles shall be positioned so that the vehicle has clear egress at all times.
- 10.6.9. Not more than one refueling vehicle shall be positioned to refuel each wing of an aircraft and not more than two refueling vehicles shall be positioned to service the same aircraft.
- 10.6.10. Aircraft or vehicles shall not be fueled or defueled if an electrical storm is in progress or within close proximity of the Airport.
- 10.6.11. When aircraft are being fueled or defueled, the refueling vehicle shall be bonded to the aircraft to equalize the electrical potential between the refueling vehicle and the aircraft.
- 10.6.12. All hoses, nozzles, spouts, funnels, and appurtenances used in fueling and defueling operations shall comply with NFPA 407 and shall be equipped with a bonding device to prevent ignition of volatile liquids.
- 10.6.13. Aircraft shall not be fueled or defueled while passengers are on board unless a passenger-loading ramp is in place at the aircraft cabin door, the door is in the open position, and an attendant is present at or near the door.
- 10.6.14. Only essential personnel engaged in fueling or defueling shall be permitted within 50-feet of fuel tanks or aircraft during such operations.
- 10.6.15. If an incapacitated medical patient is on board the aircraft during fueling operations, the Lawrence Douglas County Fire Medical personnel and equipment must be available at the scene.

- 10.6.16. For single point fueling, deadman controls or mechanism shall be utilized and shall remain in good working order at all times.
- 10.6.17. Refueling vehicles (including fuel tankers) shall use only the entrance, exit, and route designated by the Airport Manager during the transportation and delivery of fuel.
- 10.6.18. Refueling vehicles (including fuel tankers) are not permitted on runways, taxiways, and taxilanes without specific approval from the Airport Manager.
- 10.6.19. Truck to truck fuel transfers are prohibited with the exception of certain maintenance operations and remote fueling operations approved by the Airport Manager.
- 10.6.20. 18-wheeler tractor-trailers delivering fuel on the Airport may only deliver into approved storage tanks.

## 10.7. Location of Fueling Operations Relative to Other Activities, Equipment and Structures.

- 10.7.1. Aircraft fuel handling shall be conducted outdoors and with the refueling vehicle and aircraft being at least fifty (50) feet from any hangar, building, and any combustion and ventilation air-intake to any boiler, heater, or similar facility or as approved by the Lawrence Douglas County Fire Medical.
- 10.7.2. Unless a secondary containment is being used, aircraft fuel handling shall take place on an impervious surface and at least fifty (50) feet from any storm water conveyances, drains, catch basins, ditches.
- 10.7.3. No person shall operate any radio transmitter or receiver (or switch electrical appliances on or off in an aircraft) within fifty (50) feet of and for the duration of fueling or defueling activity unless said radio transmitter or receiver is designed for such environment.
- 10.7.4. During fueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within fifty (50) feet of such aircraft or vehicle.
- 10.7.5. Use of matches, lighters, or any other igniting or incendiary devices is prohibited on the AOA and within fifty (50) feet of any aircraft, refueling vehicle, fuel storage facility, or any aircraft being fueled or defueled.

## 10.8. Off-Premises Fueling. Fueling activities shall be limited to an operator's leased premises unless the operator's lease agreement or fueling permit expressly permits off-premises fueling, and operator's levels of insurance are sufficient to cover the increased liability associated with off-premises fueling. Off-premises fueling is permitted only in designated areas.

## 10.9. Storage of Refueling Vehicles/Use of Fuel Containers. Refueling vehicles shall be stored outside and not less than fifty (50) feet from a building or other structure, storm water conveyances, drains, catch basins, or ditches. Refueling vehicles shall be parked in a manner that provides a minimum of ten (10) feet of separation between

vehicles and any other vehicle or aircraft and a minimum of twenty (20) feet from a storm water inlet. Unless otherwise authorized by the Lawrence Douglas County Fire Medical, no more than five (5) gallons of fuel may be stored in UL approved fuel containers and all fuel containers shall be UL approved.

- 10.10. **Maintenance of Refueling Vehicles.** Maintenance and servicing of refueling vehicles shall be performed outdoors or in a building that is approved by the Airport Manager and Lawrence Douglas County Fire Medical specifically for this purpose.

Operators shall document and maintain vehicle maintenance and agency inspection records, which shall be made available to the Airport Manager upon request.

- 10.11. **Training.** All personnel engaged in fueling operations shall be trained in procedures for fueling and defueling, quality control, safety, fire prevention, use of fire extinguishers, responding to fuel and oil spills, handling flammable materials, and actions to be taken in an emergency caused by a fire or fuel spill (including environmental protection). All such personnel shall receive proper training or instruction immediately upon employment and not less than annually thereafter, and records of training and qualifications of each person engaged in fueling operations shall be maintained. Training shall be performed in accordance with 14 CFR Part 139 and the Airport Certification Manual. Training records shall be made available for review and/or inspection by the Airport Manager, Lawrence Douglas County Fire Medical, and/or the FAA at any reasonable time.

- 10.12. **Transient Fueling Operations.** Transient fueling operations (such as seasonal firefighting and military operations) shall be subject to the inspection and approval of the Airport Manager; pay applicable fuel flowage fees; fuel only in designated areas; and operate according to best management practices and procedures.