

**HABERSHAM COUNTY AIRPORT
RULES AND REGULATIONS**

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HABERSHAM COUNTY AIRPORT

RULES AND REGULATIONS

Section 1. Definitions.

- A. County shall mean Habersham County, Georgia, or its duly authorized agent, and/or the County Manager.
- B. BOCC shall mean Habersham County Board of Commissioners.
- C. Airport shall mean The Habersham County Airport.
- D. Person shall mean any individual, firm, partnership, co-partnership, corporation, company or association; including any trustee, receiver or similar representative thereof.
- E. FAA shall mean the Federal Aviation Administration.
- F. Public Airport Facilities shall mean all facilities and improvements now or hereafter connected with or appurtenant to the Airport, as are provided and made available for general use by aircraft, aircraft operators and passengers, Airport tenants in common, and other Airport users, which shall include, but not limited to; all necessary landing area appurtenances, approach areas, runways, taxiways, aprons, aircraft and automobile parking area, navigational aids, lighting facilities and fixtures as are now or may in the future be appurtenant to the Airport.
- G. Aircraft shall mean any aeroplane, airplane, gas bag, flying machine, ultralight, or any contrivance now known or hereafter invented, used or designated for navigation of or flight in the air, except a parachute or other contrivance used primarily as safety equipment.
- H. Commercial Operations/Activities shall mean any operation of an aircraft for compensation or hire, or any services performed incidental to the operation of any aircraft for which a fee is charged or compensation received including, but not limited to, the servicing, maintaining, and repairing of aircraft; the rental or charter of aircraft; the operation of flight or ground schools; the operation of aircraft for the application or distribution of chemicals or other substances; aerial photography and surveys; air shows or expositions; and the operation of aircraft for fishing. "Commercial Operations" also means the brokering or selling of any of these services but does not include any operations of aircraft as common carriers certificated (certified) by the federal government or the services incidental to certificated operations.
Note: Shared expense flights as defined in the Federal Aviation Regulations are not commercial operations as defined in parts 8800.3100 to 8800.4600.
- I. Commission shall mean the Habersham County Airport Commission.

Section 2. Use of Airport Restricted

The County shall regulate the activities of all persons or enterprises using the Airport as a base of operation, whether such operation is aeronautical or non-aeronautical in nature. No person shall use the Airport for any commercial activity unless specifically authorized in advance by written instrument approved and issued by the County. It is prohibited for any person or group of persons or organizations to use the Airport or any part thereof for any public or private show,

recreational activity, tour, demonstration or purpose other than the usual and ordinary business of the Airport, without prior approval of the County.

Section 3. Scope

All persons entering on any part of the property comprising the Airport shall be governed by the rules and regulations prescribed herein, in addition to other laws applicable thereto. The regulations are subject to amendment.

Section 4. Privilege of Using Airport

The privilege of using the Airport and its facilities shall be conditional upon the assumption of full responsibility and risk by the user thereof, and the user shall release and indemnify the Commission, the County, its officers and employees, from any liability for loss resulting from such use, as well as claims of third persons issuing therefrom. The privilege of using the Airport shall be upon further condition that any person desiring to use the same, shall observe and obey all valid laws, resolutions, orders, rules, and regulations promulgated and enforced by the County.

Section 5. Lease of Airport Property to Private Individuals, Companies or Corporation.

The County may lease property within the building area or other portions of the Airport for the private construction of hangars, building, aprons, taxiways and auto parking lots in accordance with the approved Airport Layout Plan. All leased property and all buildings or structures erected on the leased property will be utilized for aviation related activity. Storage of non-aviation equipment, such as automobiles, boats, farm equipment in a private hangar or conducting of non-aviation business in any structure must be incidental to the aviation activity. No lease will be written for a term in excess of twenty years. Any private structure or hangar not in use for aviation purposes, unless so authorized by the County, must be removed after written notice by the County. If not removed 30 days from written notice, such structures or hangar shall be deemed abandoned and possession will pass to the County. Leased land from which any building, hangar or structure is removed after due notice, will be cleaned and put back in its original condition. Leased property on the Airport may be subleased by the lessee only with written approval of the Airport/County. Lessee and sublessee shall review the rules and regulations of the Airport and sign a written statement acknowledging their understanding and acceptance of said rules and regulations.

Section 6. General Rules – Property Rights

All persons are deemed to have consented to the right of the County to take possession of any of their aircraft and related property for violation and enforcement of any of these rules and regulations.

Section 7. Sanctions for Violation of Rules and Regulations Including Suspension of Right to Use Airport

Any person who fails to leave the Airport or a specified area thereof after requested to do so by the County; or any person operating or handling an aircraft in violation of any of these rules; or any person refusing to comply with the rules after proper request to do so by the County or an authorized representative of the County, may be removed from the Airport immediately without further notice. The County Manager shall have the authority to suspend or permanently restrict the violator's use of the Airport. In the event the County Manager should seek to suspend or permanently restrict the alleged violator's use of the Airport, the County Manager shall notify the alleged violator in writing the basis for the alleged violation. No sooner than three days after the notice of the violation is mailed to the alleged violator, and no later than ten days after the notice is mailed to the alleged violator, the Commission shall hold a hearing to determine whether the violator has violated these rules and regulations, and if so, the appropriate sanction. The alleged violator shall have the right to confront and cross examine witnesses and present evidence. The alleged violator shall have the right to appeal the decision to the Habersham County Board of Commissioners. Any violation of this ordinance shall be a misdemeanor, punishable by fine in any sum not exceeding \$1,000.00. Rental cost for the reasonable maintenance and storage of the aircraft and attendant property thereto shall be recoverable on behalf of the Airport by the Airport/County.

Section 8. General Rules and Regulations

- 8.01 Safeguard of persons and property: The County or the Fixed Base Operator (FBO) shall at all times have authority to take such action as may be necessary to safeguard any person, aircraft, equipment or property at the Airport, including the enforcement of these Rules and Regulations.
- 8.02 Sanitation: No person shall dispose of garbage, papers, refuse or other materials at the Airport except in the receptacles provided for such purpose.
- 8.03 Liquid Disposal: No fuels, oils, dopes, paints, solvents or acids shall be disposed of or dumped in drains, on the ramp areas, catch basins, ditches, or elsewhere on the Airport, except in specifically designated areas.
- 8.04 Preservation of Property: No person shall destroy, injure, or disturb in any way any building, sign, equipment, marker or other structure, trees, flowers, lawn or other property at the Airport.

- 8.05 Use of Another's Property: No person shall use, interfere or tamper with any aircraft (including putting into motion the engine of such aircraft), or any aircraft part, equipment, accessory, instrument or tool of another, unless specifically authorized by the owner.
- 8.06 Lost Articles: All lost articles found at the Airport shall be turned into the Airport Fixed Base Operator. Any such articles not claimed in sixty (60) days will be disposed of in accordance with established County policy and State law.
- 8.07 Restricted Areas: No person shall enter upon any restricted area, including the airfield area, landing area, ramp, aircraft parking and storage areas, or any other areas of the Airport as may be designated "restricted", except:
- a. Persons assigned to duty therein.
 - b. Authorized representative of the FAA.
 - c. Persons authorized to do so by the County
 - d. Passengers, under appropriate supervision, entering the apron for the purpose of embarkation or debarkation.
 - e. Persons engaged, about to be engaged, or having been engaged in operation of any aircraft.
 - f. Persons authorized under contractual agreements with the County Airport for services to be performed at the Airport.
- 8.08 Use of Roads and Walks:
- a. No person shall operate a vehicle or walk upon Airport property except on designated roads, walkways, or places provided for the particular class of traffic.
 - b. No person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper use.
- 8.09 Surreptitious Activities: Any person observing suspicious, unauthorized, or criminal activities shall report such activities immediately to the Airport, the Habersham County Sheriff's Department, or other law enforcement agency or peace officer.
- 8.10 Loitering and Refusal to Comply: Any person or persons who shall refuse to comply with these rules and regulations, after proper request to do so by County or its authorized representative, including the FBO and the County Manager, shall be requested to leave the Airport; and, in the event of his or her refusal or failure to comply with such request shall be regarded as a trespasser, subject to forcible ejection and prosecution under the law. No person shall come upon the Airport property after such person has been suspended or denied access to the Airport.
- 8.11 Use of Shop Areas: All shops, garages, equipment, and facilities are for the conduct of the owner's or lessee's business and operations at the Airport. No person other than employees of the owner or lessee shall make use of these facilities or loiter around such premises without permission of the owner or lessee.
- 8.12 Smoking: Airport Smoking is prohibited except in designated smoking areas.

- 8.13 **Damage to Airport:**
Any person or entity causing damage of any kind to the Airport, whether through violation of any of these rules or through vandalism or any act of negligence, shall be liable to the County for all damages caused by the actions of said person or entity.
- 8.14 **Unauthorized Structures:** No structure may be erected at the Airport without prior written approval by the County.
- 8.15 **Unauthorized Signs:** No signs, equipment, portable buildings and/or trailers may be erected, moved in, or installed except as may be specifically authorized by the County.
- 8.16 **Lien for Charges, Possessory Right:** To enforce the payment of any charge made for lease of Airport property, hangar, or building rental, tie down fee, repairs, improvements, storage, or care of personal property, made or furnished by the County or its agents, the County shall have the right to place a lien upon such property, which shall be enforceable as provided by law. To enforce the payment of any such charge, the County may retain possession of such property until all reasonable, customary, and usual compensation shall have been paid in full.
- 8.17 **Agricultural Operations:** Agricultural spraying operations, if authorized, will be conducted in accordance with procedures approved by the County and only from designated areas at the Airport. Reckless flying, careless handling of chemicals, indifference toward policing the area, or intimidation of other aircraft users is prohibited. All chemical containers will be stored, handled, or disposed of in accordance with Federal and State environmental rules and regulations.
- 8.18 **Injury to a Person:** Any person going upon the grounds of the Airport, or using it for any purpose, shall do so at his own risk, to person and property, and shall hold Habersham County harmless for and on account of any injury or damage to person or property suffered thereby. Such person shall be bound by and obey the rules and regulations concerning and pertaining to the Airport.

Section 9. Motor Vehicle Operations

- 9.01 **Vehicular Traffic:**
- a. All vehicular traffic shall be confined to the roads, streets, avenues and alleys provided on the grounds for that purpose, and shall not be operated at a speed in excess of twenty (20) miles per hour. Vehicular traffic by hangar tenants/owners is allowed to hangar location for the purpose of loading/unloading. Vehicles may not be stored in hangars without prior written approval by the County, except storage of automobiles in connection with travel.
 - b. Vehicles used by the County, or other authorized personnel to check the landing area will have an approved yellow and black checkered flag attached to

the vehicle and contain a mobile or portable radio transceiver tuned to the Aeronautical Advisory (Unicom) Station frequency for the Airport.

c. No person shall operate a motor vehicle of any kind on the Airport in a reckless or negligent manner.

d. Pedestrians and aircraft shall at all times have right-of-way over vehicular traffic. All vehicles shall pass to the rear of taxing aircraft.

e. No unauthorized ground vehicles shall be permitted with the runway safety area (within 200 feet of the runway centerline).

9.02 Parking: No person shall park a motor vehicle for loading, unloading or any other purpose on the Airport, other than in the areas specifically established for automobile parking and in the manner prescribed by signs, lines or other means unless authorized by the Airport/County for specific purposes i.e., loading or unloading a body from and aircraft into a hearse, and an ill person from an ambulance to an aircraft, etc. No person shall park a motor vehicles in a manner so as to obstruct roadways, nor in aircraft parking areas or on taxiways. No person shall park a motor vehicle within fifty (50) feet of the fuel farm perimeter fence enclosing the fuel farm. Vehicles in violation of parking regulations will be towed away. Any incidental charges incurred in removing and storing of said vehicle will be charged to the owner. Tie-down lessees shall be allowed to park no more than two (2) vehicles within the tie-down space area while the aircraft is transient. Vehicle parking shall not impede aircraft traffic and/or access in the tie-down area.

Section 10. Aircraft Operations/Air and Ground

10.01 Federal Air Traffic Rules: The Federal Air Traffic rules and regulations promulgated by the Federal Aviation Administration for observance by aircraft operated anywhere in the United States and presently or hereafter effective, are hereby referred to, adopted and made a part hereof as though fully set forth and incorporated herein.

10.02 Licensed Pilots; Aircraft Registration:

a. Only persons holding a current Airman's License issued by the FAA shall operate aircraft upon or over the Airport without written permission; provided however, that this limitation shall not apply to students in training under properly licensed instructors.

b. With the exception of public aircraft of the federal government or of a State, territory or public subdivision thereof, or aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft – only properly registered aircraft shall be operated on or over the Airport without written permission.

c. The operation of ultralight aircrafts must be under guidelines of FAR part 103, and at times and places so designated by the Airport/County.

10.03 Aeronautical Advisory (Unicom) Station: All pilots are encouraged to call on the Aeronautical Advisory Station (Unicom frequency 122.70) to determine the active runway

and prevailing weather conditions, and to announce their position and intention for take-off and landing.

10.04 Landing and Take-Off Rules:

- a. All aircraft landing at the Airport shall use standard traffic pattern rules in accordance with the Airport/Facility Directory (AFD) and Federal Aviation Regulations (FAR) that apply.

10.05 Intoxicants and Narcotics Forbidden: No person under the influence of an intoxicant or narcotic shall operate or fly in any aircraft upon or over the Airport; provided however, that such inhibition shall not apply to a passenger when accompanied by a nurse or caretaker in an aircraft apart from the pilot.

10.06 Student Training and Practice Flying:

- a. Instructors in flying shall inform themselves and keep their students informed on all rules and regulations in effect at the Airport.
- b. Aircraft shall not be permitted to remain on the landing or take-off areas for the purpose of instructing students.

10.07 Parachute Jumping: No person shall make a parachute jump from an aircraft in the immediate vicinity of the Airport, except in case of actual emergency.

10.08 County to Close Field or Suspend/Restrict Operations: In the event the conditions of the Airport or any part of the Airport are unsafe for landing or takeoff, the County or the FBO shall have the authority to issue a NOTAM closing the entire Airport or any part thereof, or suspending or restricting operations thereupon.

10.09 Special Procedures: The County may, in the interest of safety, designate special procedures for the conduct of certain operation such as air shows, agricultural operations, etc.

10.10 Aircraft Accident Report/Removal of Wreckage:

- a. All persons involved in any aircraft accident on the Airport shall file such accident report(s) as required by the Federal Aviation Administration or National Transportation Safety Board rules and regulations.
- b. Every aircraft owner, his pilot and agents, shall be responsible for notifying FAA and for the prompt removal from operational areas of the Airport of disabled or wrecked aircraft and any parts thereof or other accident debris, when the same has been released by the FAA and/or National Transportation Safety Board upon completion of their accident investigation.

10.11 Unairworthy, Disabled or Damaged Aircraft:

- a. Unairworthy aircraft, wrecks, "junkers", or parts thereof shall not be parked or stored on the Airport unless awaiting scheduled repairs (or in the process of being repaired).

- b. All disabled aircraft and parts shall be moved to a designated area within ten (10) days of written notice from the County or the FBO.
- c. Sixty (60) days after being relocated to the designated area said aircraft may be disposed of or stored at the owner's expense and without liability for damage that may result in the course of, or after removal unless additional time is granted by the County.

10.12 Repairing of Aircrafts:

- a. No aircraft repair or overhaul shall be made or permitted on the Airport, other than by an aircraft mechanic properly licensed by the FAA and authorized by written agreement with the County for the conduct of such activity, except that nothing in these rules and regulations will operate to prevent any person, firm, or corporation from performing any services on its own aircraft with its own employees (including, but not limited to maintenance and repairs) that it may choose to perform.
- b. No person shall repair and aircraft engine, propeller or apparatus in any area of the Airport other than that specifically designated for such purpose, except that minor adjustments may be made while the aircraft is on a loading ramp preparatory to take-off, and such adjustment is necessary to prevent a delayed departure.

10.13 Parking of Aircraft:

- a. No person shall park aircraft in any area of the Airport other than those areas designated for such purpose.
- b. Aircraft will not be parked in such a manner as to hinder the normal movement of other aircraft and traffic.
- c. It is the responsibility of the pilot when leaving a parked aircraft unattended to see that it is properly secured. No aircraft shall be left unattended on the Airport unless it is adequately tied down (and/or wheels chocked) or is parked within a hangar.
- d. Aircraft shall not be parked on, or within 200 feet of any part of the landing or take-off area of the Airport; and all unhoused aircraft shall be parked in the areas designated by the County for that purpose.

10.14 Tie-down of Aircraft:

- a. The aircraft owner or his agent is responsible for the tie-down and security of his aircraft at all times and particularly during inclement weather.

10.15 Aircraft Storage: Hangars owned by the County may be rented by private individuals, companies or corporations on monthly basis for the storage of aircraft and ancillary aircraft equipment only, at such rates and under terms and conditions as established by the County and set forth in a lease agreement for such purpose.

Section 11. Rules for Aircraft Fueling Operations

11.01 Safety/Serviceing: In all matters related to aircraft fueling safety and servicing, the provisions of NFPA Manual 407 “Aircraft Fuel Serviceing”, together with American Petroleum Institute Quality Control Standards shall be used as the basis for all Airport fueling operations.

11.02 Authorized Operations:

- a. No fuel shall be placed in any aircraft by any person or company except by Airport vendors of aviation fuel under written agreement for this operations with the County, except that nothing in these rules and regulations will operate to prevent any person, firm, or corporation from performing any services on its own aircraft with its own employees in accordance with the “Minimum Standards for Habersham County Airport Fixed Base Operators and Tenants”.
- b. Fueling facilities must be located on leased property and fuel dispensed in accordance with aircraft fueling rules, regulations, and directives as established by the County in “Minimum Standards for Habersham County Airport Fixed Base Operators and Tenants”.
- c. Public sale of automobile gasoline for use in aircraft approved by the FAA will not be permitted on the Airport without written agreement for such operation with the County. In the absence of an approved vender, automobile gas may be privately fueled only from the aircraft-owner and in accordance with fueling procedures established by the County. No fueling shall be performed inside a hangar regardless of fuel or aircraft type.
- d. Fuel pumps and fuel trucks will clearly indicate in large print the type of aviation fuel dispensed, i.e. 100LL, 110-130 Octane, Jet-A, etc. A colored band or colored panel indicating type of fuel will be indicated on each fuel pump or fuel truck, blue – 100LL, green –110-130 octane, black – Jet-A.

11.03 Fueling and Defueling Aircraft:

- a. The pilots and passengers will exit the aircraft and the aircraft will be unoccupied during fueling operations.
- b. No aircraft shall be fueled or defueled while the engine is running or being warmed by applications of exterior heat, or while inside a hangar or other enclosed place.
- c. All aircraft will be positively grounded when being serviced with fuel. Aircraft being serviced by a fuel truck will be grounded to the fuel truck and the fuel truck will positively grounded. The grounding cable should not exceed 10,000 Ohms.
- d. Persons engaged in fueling and defueling aircraft shall exercise care to prevent overflow of fuel. Persons responsible shall take proper measure to remove volatile liquids spilled during transfer.
- e. All aircraft shall be fueled at the fuel pump or, if by truck, on the ramp clear of hangars.
- f. Aviation or auto fuels will not be stored with a hangar or other enclosed place.
- g. No person shall operate a radio transmitter or receiver or switch electrical appliances off or on in aircraft during fueling or defueling.
- h. At least 20B portable fire extinguishers shall be located within fifty (50) feet of the fueling pump on all trucks during fueling operations.

- i. The operation or use of cellular telephones within fifty (50) feet of any aircraft fueling or defueling operation is prohibited.
- j. Fuel dispensed into portable containers shall comply with the provisions of NFPA Manual 407 "Aircraft Fuel Servicing", together with American Petroleum Institute Quality Control Standards. Portable containers shall be properly grounded with a grounding cable during the loading/unloading and fueling process.

Section 12. Fire Protection Regulations

- a. Every person going upon or using the Airport or its facilities in any manner, shall exercise the greatest care and caution to avoid and prevent fire, which includes good housekeeping.
- b. Compressed inflammable gas shall not be kept or stored upon the Airport, except in such place as may be specifically designated for such purpose.
- c. No inflammable substance shall be used in cleaning motors or other parts of an aircraft inside a hangar or other building.
- d. No one shall smoke, ignite a match or lighter in any building, except in specifically permitted areas.
- e. Hangar entrances shall be kept clear at all times.
- f. The floors in all buildings shall be kept clean and free from oil. Volatile, flammable substances shall not be used for cleaning the floors.

Section 13. Running Aircraft Engines

If not equipped with adequate brakes, the engine shall not be started in an aircraft until and unless the wheels have been set with blocks attached to ropes or other suitable means for removing them.

- a. No engine shall be started or run unless a competent operator is at the controls of the aircraft; and no engine shall be started or run inside any building.
- b. No engine shall be started, run, or warmed up until and unless the aircraft is in such position that the propeller stream will clear all buildings and groups of people in the observation areas and path of the aircraft.
- c. Pilots are prohibited from loading and unloading aircraft with the engine running.
- d. No airplane will be left running without qualified personnel at the controls.

Section 14. Taxiing Aircraft

No person shall taxi an aircraft until he has ascertained there will be no danger of collision with any person or object in the immediate area.

- a. Aircraft will be taxied at a safe and prudent speed, and in such manner as to be at all times under the control of the pilot.
- b. Aircraft not equipped with adequate brakes will not be taxied near buildings or parked aircraft unless an attendant is at a wing of the aircraft to assist the pilot.

c. There shall be no taxiing of aircraft by engine power into or out of hangars.

Section 15. Conflict in Rules

If and where there is conflict in these rules and the Federal Aviation Rules (FAR's), National Transportation Safety Board (NTSB) or the State Fire Regulations, the latter shall prevail.

Section 16. Rules and Regulations to be Available to the Public

Copies of these Rules and Regulations will be available at all times in the FBO's office and copies will be furnished to the owners and operators of aircraft based on the Airport. A copy of these Rules and Regulations will also be available for review on the County website, www.habershamga.com.

Section 17. Severability

Should any provision contained herein be held to be unenforceable, the remaining provisions of these Rules and Regulations shall remain enforceable and in effect.