THE UNIVERSITY OF OKLAHOMA

MAX WESTHEIMER AIRPORT

RULES AND REGULATIONS
The enclosed Rules and Regulations for the University of Oklahoma, Max Westheimer Airport are approved and effective this \[4^{th}\] day of December, 1995.

David L. Boren
President

Approved as to form and legality this \[4^{th}\] day of December, 1995.

Fred Gipson
Chief, Legal Counsel
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EXPLANATION OF CHANGES

RULES AND REGULATIONS
FOR
THE UNIVERSITY OF OKLAHOMA
MAX WESTHEIMER AIRPORT

1. Numerous editorial changes have been made throughout the publication for clarity without changing the meaning of particular section/s.

2. The term "Fire Marshal" has been defined in Section I, C.

3. Certain accident reporting requirements have been expanded in Section II, M.

4. Outmoded terms, e.g., control zone and air traffic area (ATA) has been replaced with current terminology, e.g., "Class D Airspace".

5. Section V., AUTOMOBILE REGULATIONS, has been entirely rewritten and is now entitled, Section V., MOTOR VEHICLE AND RELATED REGULATIONS.

6. Environmental compliance has been added to Section VI.

7. Section VII., FIRE REGULATIONS, has been entirely rewritten and is now entitled, Section VII., FIRE SAFETY REGULATIONS.

8. Section IX., ENFORCEMENT, has been expanded to include withdrawal of access privileges.
I. INTRODUCTION

A. THE FOLLOWING RULES AND REGULATIONS SHALL GOVERN ALL PERSONS USING MAX WESTHEIMER AIRPORT TO OPERATE AIRCRAFT, AS SPECTATORS, OR PRESENT ON THE AIRPORT FOR ANY PURPOSE.

B. TIME STANDARDS: All times referred to shall be based on the twenty-four hour clock. Local time will be used in all administrative matters while Coordinated Universal Time (UTC) will be used for all operational matters.

C. WORD USAGE: As used in this regulation, the following have the meaning shown:

1. "Shall" or an action verb in the imperative sense, means a procedure is mandatory.
2. "Should" means a procedure is recommended.
3. "May" or "need not" means a procedure is optional.
4. "Will" means futurity, not a requirement for application of a procedure.
5. Singular words include the plural.
6. Plural words include the singular.
7. "Aircraft" means the airframe, crew members or both.
8. "AMA" is the Airport Movement Area and means the runways, taxiways, and other areas of an airport/heliport which are utilized for taxiing/hover taxiing, air taxiing, takeoff and landing of aircraft, exclusive of loading ramps and parking areas. Specific approval for entry onto the AMA must be obtained from ATCT.

9. "ATCT" means the air traffic control tower at Max Westheimer Airport which is owned by the University of Oklahoma and operated by Midwest Air Traffic Control Services, Inc.

10. "AUA" means the Aeronautical Use Area as defined in para., II. M.

11. "Based Aircraft" means any aircraft regularly stored at the airport, either in a hangar or tied down.

12. "Class D Airspace" as defined by FAR's. Formerly included the Airport Traffic Area and Control Zone.

13. "Employee" means an individual performing services for a person for compensation in a bona-fide employment relationship so that the employer is responsible for such items as applicable FICA taxes, state workers' compensation benefits, issuance of a W-2 Form for purposes of Federal Income Tax Law, and does not include an
independent contractor.

14. "Fire Marshal" means University Fire Marshal

15. "Liability Insurance" means any policy of
insurance covering liability issued by a person
licensed to issue such insurance by the State of
Oklahoma.

II. GENERAL REGULATIONS

A. Max Westheimer Airport is operated by the
University of Oklahoma for the use and benefit of the public
under the authority granted under laws of the State of Oklahoma
and under the terms of the deed from the federal government and
subsequent sponsor’s assurance agreements with the federal
government.

B. The Airport shall be open for public use subject
to certain restrictions which may be necessary due to inclement
weather, in the interest of flying safety, the conditions of the
landing area, presentation of special events and like causes as
may be determined by the University of Oklahoma and subject to
such fees and charges as may be established without
discrimination for each class of user.

C. The use of the airport or any of its' facilities
in any manner shall create the obligation and the implied con-
sent of the user to obey all of the regulations provided herein.

D. The privilege of using the airport and any and all
of its facilities shall be conditioned on the assumption of full
responsibility and risk by the user thereof. All users agree to
release and hold harmless the Board of Regents of The University of Oklahoma, its representatives, agents, servants and employees from liability for and damage to their property contained in, on and/or over the premises resulting from any cause whatsoever, excepting only such injury or damage which results from the willful acts of the Board of Regents of the University of Oklahoma, its representatives, agents, servants, and employees. It is further agreed that as an express condition of this use, the University of Oklahoma shall be free from all liabilities and claims for damage, and from all suits therefrom, by reason of an injury to any person or to any property of any kind whatsoever, whether to the person or property of the user or the person or property of its agents or employees, or to third persons or to their property, from any cause whatsoever while any of said persons or property is in, upon or over said premises or any part thereof or for any such injury to any person or property aforesaid occasioned by a use of said premises or any activity carried on by the user in connection therewith, and the user hereby covenants and agrees that the user will indemnify and hold harmless the University of Oklahoma from all liabilities, charges, expenses (including counsel fees) and costs on account of or by any such injuries, liabilities, claims, suits, or losses however occurring, or by reason of damages growing out of the same. The exercise of the privilege of use shall constitute an acknowledgement that the University of Oklahoma maintain said airport in a governmental capacity.
E. The published Federal Aviation Regulations (FAR), the Minimum Standards and Requirements for the Conduct of Commercial Aeronautical Services and Activities at Max Westheimer Airport, Comprehensive Development Plan (CDP), and Airport Master Plan (AMP), together with its Protective Covenants, Conditions and Restrictions, all presently in effect, are hereby referred to, adopted and made a part of these regulations as fully in all respects as if particularly set forth herein.

F. No person, not properly certificated by the Federal Aviation Administration (FAA), and no aircraft not similarly certificated, shall operate on or over the airport provided, that this restriction shall not apply to public aircraft belonging to the government of the United States or to a state, territory, possession or any political subdivision, nor to any aircraft of a foreign country operated under permission of the federal government.

G. The airport shall not be used for commercial activities by any person, based aircraft or organization without a written contractual arrangement with the University of Oklahoma. Commercial activities include, but are not limited to,

1. Carrying passengers and/or cargo for hire.
2. Flight instruction
3. Aircraft rental
4. Sales of goods or services
5. Agricultural operations
6. Aircraft maintenance and repairs
7. Specialized repair services

H. Gliders, ultralight and balloon operations are prohibited except during special events as contracted with the University of Oklahoma or as otherwise authorized by the University of Oklahoma.

I. No aviation fuels, including Mogas, shall be brought onto the airport for use or for sale without the expressed permission of the University of Oklahoma. This permission to be granted in a written document providing for safety and environmental compliance in storage and handling and the payment of a flow fee. Fuel brought onto the airport without complying with the above may be subject to being assessed a fuel flow fee retroactive to an appropriate period considering the circumstances.

J. Any person, based aircraft or organization using the airport as a base for agricultural aerial application which involves the loading and storage of chemicals must receive a permit from the University of Oklahoma. This permit will specify the areas to be used, restrictions which will apply, and the payment of an operating fee. No permit will be granted for less than a 30 day period. In addition such person shall provide proof of license for such application and shall follow the rules and regulations of the USEPA, ODEQ and other regulatory agencies, as appropriate.

K. The Administrator and staff shall be the designated representatives of the University of Oklahoma to supervise the operation of the airport.
L. Every person authorized within the Westheimer AUA shall report any accident involving an aircraft which produces injury or property damage to the office of the Administrator as soon as possible, but in all cases within one hour of the occurrence. The operator of any aircraft involved in an injury or damage producing event shall personally report the occurrence verbally to the office of the Administrator unless rendered incapable of so-doing by injury. If the office of the Administrator is closed, notification shall be to FAA, OKC FSDO (405/951-4200). On weekends, if Westheimer ATCT is closed, notify OKC ATCT at (405/686-4700).

M. Access to that portion of the AUA, generally defined as west and south of the main ramp building restriction line and east of the western building restriction line between the runway environment and 24th Avenue NW, is prohibited unless herein defined or is controlled by lease agreement with tenants and/or Letters of agreement with others.

N. All spills of any substance or amount shall be cleaned up and reported to the Administrator.

III. OPERATING PRACTICES FOR FLYING CLUBS

A. All flying clubs shall submit to the office of the Airpark Administrator a copy of applicable governing documents including, but not limited to:

1. Constitution and bylaws of the club or any other documents to substantiate the club status.
2. Club regulations and/or operating manuals.
3. Articles of incorporation

All flying clubs shall have a continuing duty to immediately submit a copy of all changes in any governing document to the office of the Administrator.

B. All flying clubs shall submit to the office of the Administrator a copy of the membership roster listing members current names, addresses, phone numbers, and pilot ratings held. Revised membership rosters shall be submitted to the Administrator no less than semi-annually.

C. All flying clubs must be not-for-profit corporations, not-for-profit partnerships or not-for-profit joint ventures and be tax exempt under the provisions of the Internal Revenue Code.

D. Only member pilots in good standing shall be authorized to operate club aircraft.

E. No student pilot members shall operate a club aircraft unless such persons are under the direct supervision of a flight instructor. All student pilots shall be identified on the club membership roster.

F. Prior to operating club aircraft from the airport, a member shall:

1. Be familiar with the rules and regulations of the airport and signify that he or she has read and will abide by these rules.
2. Have a check-out in the type of aircraft to be flown by the member.
G. In addition to the owner of an aircraft operated by a flying club, a flying club shall be responsible for all debts incurred at the airport related to the storage, operation and maintenance of club aircraft resulting from requests by club members.

H. All flying clubs shall provide the office of the Administrator with the name of the officer or individual who shall be responsible for the receipt of all billings and the payment of all debts incurred at the airport by the flying club.

I. The airport may refuse to provide any service to a member of a flying club not listed on the membership roster filed with the Administrator. If any member of a flying club violates the rules and regulations the Administrator shall have the authority to take action against the club or member thereof.

IV. AIR TRAFFIC CONTROL RULES

A. All aircraft operating within Class D airspace shall comply with appropriate FAR’s. Aircraft operating to and from Max Westheimer Airport shall have the ability to have two-way communications with the ATCT during its hours of operation.

B. The local control frequency is 118.0 MHz and ground control is 121.6 MHz. All aircraft operating in Class D airspace or on the AMA must communicate with the control tower on the assigned frequency for the intended operation. Such communication is mandatory, except during times of inflight radio failure during which control of the specific aircraft will be accomplished from the ATCT by standard light gun signals.
C. Authority for the establishment of visual traffic patterns rest solely with the University of Oklahoma following coordination with the FAA. Authorized visual traffic patterns are published in the Airports/Facility Directory. All aircraft operating in Class D airspace and intending to use runways for landing, take-off, touch and go, low approach, etc., shall conform to the published rectangular traffic patterns unless otherwise directed by the ATCT.

D. Pattern entry shall be accomplished by a 45 degree entry to downwind leg unless otherwise authorized or directed by the ATCT.

E. The ATCT is responsible for designating the runway in use. Use of other runways may be authorized by the ATCT provided that such operations may be conducted without interfering with or endangering other aircraft.

F. 180 degree turns are prohibited on runways for other than single engine light aircraft.

V. MOTOR VEHICLE AND RELATED REGULATIONS

A. These regulations govern the operation and parking of motor and other vehicles on airport and adjacent research park property, if appropriate, and supplement Oklahoma Statutes, Norman Municipal Traffic Ordinances, and the Parking & Traffic Regulations of the University of Oklahoma, Norman Campus, which remain in force as applicable. The Administrator may withdraw or withhold motor vehicle access privileges from any individual determined to have operated a motor vehicle recklessly or carelessly or to have
flagrantly or habitually violated motor vehicle regulations applicable to the premises.

B. Two or three-wheeled vehicles of all types and all human-powered conveyances are prohibited on the ramp and AMA of the airport.

C. Private vehicles are prohibited from the ramp except as necessary to travel to and from specific aircraft for the purpose of delivering or picking up materials. Authorization for private vehicle access expires and this section of the regulations becomes void at such time as security fencing is installed and access is controlled through electro-mechanical systems.

D. The speed limit for motor vehicles within the AUA is fifteen (15) miles per hour.

E. Motor vehicles must at all times be under the complete control of their operator; reckless or careless operation is prohibited.

F. The ATCT is not responsible for separation between aircraft and motor vehicles and associated personnel on other than the AMA. Vehicle operators and associated personnel shall give way to aircraft during ground operations and rotorcraft during ground, hover and low altitude operations.

G. Motor vehicles may be parked on the airport and adjacent research park property only in areas specifically designated and marked for this purpose. Motor vehicles will be parked inside aircraft hangars, in accordance with T-hangar leases. Parking in travel lanes of roadways or on any turf or sod area is
strictly prohibited. Parking within fifteen feet (15') of any fire hydrant or fire protection water supply connection is prohibited. Time restrictions must be observed where posted.

H. The Administrator may order or cause to be removed from any area of the airport and adjacent research park property, at its owner's or operator's expense, any vehicle which is:

1. Disabled (meaning temporarily inoperable due to mechanical or other failure).
2. Derelict (meaning mechanically inoperable due to absence of an essential component).
3. Abandoned (as evidence by expired registration, safety inspection, or presence for extended period without apparent access or use).
4. Parked in violation of applicable provisions of the University of Oklahoma, Norman Campus, Parking & Traffic Regulations (parking permit restrictions do not apply on the airport).
5. Impeding or interfering with airport operations and/or safety.

Removal of vehicles will normally be accomplished by the University's wrecker service contractor at the direction of a University Police Officer; release of removed vehicles may be effected by contacting the University Department of Public Safety, (405/325-2864) which is open 24 hours, daily.

I. Vehicular access to the AUA not governed by these regulation shall be governed by separate lease agreement as in the
case of agricultural or oil/gas production tenants or by separate Letters of Agreement between the vehicle operator(s) and the University of Oklahoma, including issuance of a ramp permit.

J. Any vehicle carrying passengers for hire may be subject to special restrictions concerning parking and standing and solicitation of business.

VI. AIRCRAFT PARKING

A. All aircraft parked outdoors on the airport, whether temporarily or permanently, shall be parked only in assigned or designated parking areas. Aircraft not parked in the proper area will be moved to the proper area, at the aircraft owners expense, by or at the direction of the Administrator. The University specifically denies liability for loss or damage sustained as a result of movement of parked aircraft from an unauthorized parking area.

B. A schedule of fees has been established for the parking and hangaring of aircraft on the airport. These fees shall constitute a lien upon the aircraft and the University and/or operator, as appropriate, may hold such aircraft until the fees are paid or dispose of the aircraft as provided by law in the event the fees are not paid.

C. The registered owner of all aircraft permanently based on the airport and parked in the public aircraft parking area will register their full name and mailing address, telephone numbers, aircraft registration number and type of aircraft, with the appropriate fixed base operator (FBO). The FBO shall provide
such information to the office of the Administrator upon request.

D. No maintenance or repairs will be performed on aircraft parked outdoors on the airport except that necessary to move the aircraft to the designated maintenance area (see paragraph G of this section).

E. The operator of each aircraft permanently based and parked on the airport shall be responsible for properly securing the aircraft to protect it and other aircraft from wind damage.

F. Aircraft owners shall keep their aircraft locked at all times while parked or stored on the airport. The University’s Board of Regents, officers, employees or agents shall not be responsible for any loss or damage due to theft or vandalism of any aircraft, equipment or items left within any aircraft.

G. The Administrator has established, in accordance with FAR para 43.3 (h) and Appendix A thereto, an area where pilots/owners/operators may perform minor maintenance. This area is immediately adjacent to the northeast side of Building 210 and is outlined in yellow paint. Authorized minor maintenance activities (as defined by FAR para 43.3 may be performed only in the designated location.

Use of the designated area is limited to daylight hours, and the area must be vacated and cleared by sundown, daily. Scheduled users have precedence over all others; non-scheduled use is on a first-come, first-served basis. Use is limited to four hours at any one time. Use may be scheduled with the Office of the
Pilots/owners/operators are responsible for collecting in containers approved for this purpose and disposing in an approved manner of waste fuels, lubricants, solvents and other hazardous materials generated by/during maintenance. Approved disposal means in accordance with all environmental, fire & safety, and other applicable regulations.

H. Maintenance shall not be performed by commercial vendors who would be in violation of para II G., above, of the General Regulations section of the Rules and Regulations for Max Westheimer Airport. Aircraft mechanics who are employees of any person having an aircraft based at the airport may perform maintenance only on the aircraft owned and operated by that person and shall not perform similar services for any other person at the airport.

I. Owners of aircraft stored in hangars owned and operated by the University, who employ licensed and qualified mechanics for the express purpose of maintaining their specific aircraft shall maintain in force at all times, liability insurance as specified in the hangar lease to cover the total loss of, or damage to, the entire hangar structure in which their aircraft is normally stored, to include any or all aircraft, equipment, supplies or furnishings normally housed in that hangar, and death of, or injury to, any person or persons who may be in or near the hangar. Evidence of insurance, in the form of a certificate of insurance, shall be furnished to the office of the Administrator.
The certificate shall indicate that the policy contains a provision that the Administrator shall be notified in writing thirty days (30) in advance of any change or cancellation of the coverage provided.

It is the aircraft owner's responsibility to see that evidence of insurance coverage is furnished at each subsequent policy renewal of issuance or following a change of aircraft, addition of an aircraft, or any occurrence that affects the coverage involved.

The limits of coverage necessary for any given hangar may be adjusted periodically as the value of the aircraft stored in the hangar fluctuates or improvements or alterations to the hangar are made.

J. Spillage or leakage of any kind from a parked aircraft shall be properly cleaned up as soon as possible after discovery, and shall be reported in writing to the Office of the Administrator within twenty-four hours of occurrence. Such reports shall include, at a minimum, identification of the aircraft, name and mail contact information for the reporting party, a description of the approximate location where the spillage/leakage occurred, the material(s) involved and the approximate amount of material involved, and the action(s) taken to abate and clean up the spill. During periods when the Office of the Administrator is closed, spillage/leakage reports may be deposited with the Oklahoma University Department of Public Safety. Proper cleanup means in accordance with all environmental, fire & safety, and other
applicable regulations.

K. Failure to comply with the above provisions shall result in denial of further use of the facilities and/or an action to recover all damages proximately caused by failure to comply with the above provisions.

VII. **FIRE SAFETY REGULATIONS**

A. Every person using the airport or its facilities in any way shall use the utmost caution to prevent fires.

B. These regulations govern fire safety on airport premises only and supplement Oklahoma Statutes, codes and standards adopted by the Oklahoma State Fire Marshal Commission, and Regulations of the University of Oklahoma, Norman Campus, which remain in force as applicable. The University of Oklahoma has adopted NFPA 407 (Aircraft Fueling Service) and NFPA 409 (Aircraft Hangars) for this airport; applicable provisions of the current edition of each applies to all users. All airport premises are subject to inspection by the University Fire Marshal; proper notice will be given tenants prior to routine inspections. Tenants may contact the University Fire Marshal directly for information, assistance, or consultation at the University of Oklahoma Department of Public Safety, 405/325-2864.

C. **FUELING**

Fuel products dispensed at the airport into aircraft shall be delivered only by trained and authorized personnel from authorized vehicles or equipment. Fuel products shall not be dispensed into portable containers or into private vehicles. Fuel
shall not be stored in hangars other than in fuel tanks in aircraft.

Fueling shall be accomplished in a manner and with equipment which provide for the continuous proper grounding of static electricity throughout the operation.

Aircraft shall not be fueled or de-fueled with an engine in operation, nor while inside a hangar or other enclosed space. Aircraft engines shall not be started when there is any fuel or other flammable liquid on the fuselage, engine nacelle, or pavement beneath. Aircraft electrical equipment, including radio transmitters and receivers, shall not be operated during fueling or de-fueling operations. Aircraft radar equipment shall not be operated or ground-tested on a ramp or apron or any area where the directional beam of high intensity radar is within three hundred feet (300') or the low intensity beam (<forty KW output) is within one hundred feet (100') of any person, another aircraft, an aircraft refueling or de-fueling operation, an aircraft refueling service vehicle, or an aircraft fuel or flammable liquid storage facility.

D. STORAGE & HOUSEKEEPING

Hangar entrances shall be kept clear by all users at all times.

Accepted good housekeeping practices shall be observed by all persons at all times. Use of flammable solvents for cleaning motors, other parts of aircraft, or surfaces is strictly prohibited. Spray-painting is prohibited on all airport premises.
Floors shall be kept clean and free from oil at all times. Compressed gas cylinders shall at all times be properly secured. Storage of compressed gas cylinders is restricted to places and manner as prescribed by the University Fire Marshal. Combustible materials, including but not limited to boxes, crates, packing materials, and paper, should be limited to those quantities necessary for immediate operations; surplus and waste materials should be removed promptly and disposed of properly. All oil, paint, varnish, and other flammable and combustible liquid containers shall be removed as soon as emptied and disposed of properly.

Waste fuels, lubricants, and solvents must be collected and temporarily stored in containers approved for this purpose, and must be removed from the premises promptly and disposed of in accordance with applicable environmental and other regulations.

VIII. ADVERTISING

No person may post, distribute, or display a sign, advertisement, circular, or other written or printed matter on the airport or adjacent research park without the permission of the office of the Administrator.

IX. ENFORCEMENT

Enforcement of these rules and regulations will be accomplished by the appropriate agency. Violation of Air Traffic Rules will be filed with Federal Aviation Administration. All other rules will be enforced by the University of Oklahoma Department of Public Safety and by local and state law enforcement
agencies. Non-compliance may result in withdrawal of access or use privileges and/or criminal or civil prosecution, where applicable.

These regulations supersede the Rules and Regulations, Max Westheimer Airport, dated March 5, 1990, as amended.