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Rules and Regulations

University of Oklahoma

*University of Oklahoma Max Westheimer Airport
(OUN)*

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TERMS AND DEFINITIONS

Aircraft Accident – Defined by the Convention on International Civil Aviation, Annex 13, as an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, in which a person is fatally or seriously injured, the aircraft sustains damage or structural failure or the aircraft is missing or is completely inaccessible.

Aircraft Incident – Defined by the Convention on International Civil Aviation, Annex 13, as an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Aircraft Movement Area – Runways, runway safety areas, taxiways, taxilane, 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 Airport Layout Plan. When in operation, the Airport Traffic Control Tower (ATCT) has direct and positive control of activities within the Aircraft Movement Area. The Aircraft Movement Area is considered a 'restricted area' requiring access authorization by the ATCT.

Airport Administrator – The University official designated as the Administrator of the University of Oklahoma-Max Westheimer Airport (OUN). For the purposes of these Rules and Regulations, the Airports Administrator shall include any other designated individual representing or acting on his/her behalf.

Airport Minimum Standards – Policies and guidelines adopted by the University that are applicable to a person or persons, partnership, company, trust or corporation providing and engaging in one or more commercial aeronautical activities at the Airport.

Airport Operations Area ("AOA") – A portion of the Airport designated and used for landing, taking off, or surface maneuvering of Aircraft. There are two areas of the AOA, the Aircraft Movement Area and the Non-Movement Area. These areas are shown on the Airport Layout Plan (ALP).

Assurance – Compliances a recipient of federal airport development assistance must follow as a condition for receiving a federal grant agreement.

Commercial Operator – Any person or persons, partnership, company, tenant, or corporation conducting a commercial activity at the Airport which relates to aviation in general and is intended to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. Such activities include, but are not limited to: Fixed Base Operations (FBO); charter operations, pilot training, aircraft rental, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air taxi operations, aircraft sales, service, sale of aviation fuel, repair and maintenance of aircraft and the sale of aircraft parts. Commercial Operators shall also include Specialized Aviation Service Operators (SASO) and Single Service Operators (SSO).

Individual – Any person or persons, tenant, company, corporation or Commercial Operator using the Airport for any purpose; see also 'Commercial Operator.

License – A written, contractual agreement, enforceable by law, by which the University permits a Commercial Operator to provide specific services or conduct certain activities at the Airport.



TERMS AND DEFINITIONS

Primary Management and Compliance Documents (or PMCDs) – A compendium of rules, regulations, standards, and policies that govern the development, operation, and management of the Airport, adopted by resolution of the University, as may be amended from time to time, including Rules and Regulations, General Aviation Leasing/Rents and Fees Policy, Insurance Requirements, and General Aviation Minimum Standards.

Rules and Regulations – A prescribed guide for conduct which provides guidance for all persons operating aircraft, spectators and/or visitors at the Airport established by the University and approved by the University's President. Rules and Regulations also allow the University to prohibit or limit any type of activity that would interfere with the orderly and safe operation of the Airport.

Sponsor – The University of Oklahoma. As the sponsor, the University is obligated by the federal government to comply with the Assurances contained in grant agreements or property conveyance instruments.

Through-the-Fence Operations – 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 University.

Title 14, Code of Federal Regulations (CFR), Part 43 – Title 14. Aeronautics and Space, Chapter I- Federal Aviation Administration, Department of Transportation, Subchapter C – Aircraft, Part 43 – *Maintenance, Preventive Maintenance, Rebuilding, and Alteration*; allows Individuals possessing a valid pilot certificate issued by the FAA to perform specific types of preventive maintenance on any aircraft owned or operated by the Individual



1. INTRODUCTION

1.1. Purpose and Authority

These Rules and Regulations (hereinafter the “Rules”) are intended to protect the health, safety and welfare of any person or persons, tenant, company, corporation or Commercial Operator (hereinafter the “Individual”) using the University of Oklahoma-Max Westheimer Airport (hereinafter the “Airport”) for any purpose. These Rules are also intended to allow the University of Oklahoma (hereinafter the “University”), as the owner and operator of the facility, to prohibit or limit any type of activity that would interfere with the orderly and safe operation of the Airport.

1.2. Governing Authority

The Airport is owned and operated by the University of Oklahoma (University), and governed by and through the Board of Regents of the University of Oklahoma (Board). The authority to: (a) lease Airport land and/or Improvements, (b) allow the occupancy and/or development of Airport land or Improvements, (c) grant the right to engage in any activity at the Airport, and (d) implement, supplement, amend, modify, approve, or adopt any Agreement, policy, standard, rule, regulation, or directive, including the Primary Management and Compliance Document (PMCDs), is expressly reserved to the University by and through the Board.

1.3. Applicability

Permission and/or access granted directly or indirectly, expressly or by implication, to any Individual to enter upon or use the Airport (including pilots and passengers; aircraft crewmembers; vehicle operators; the general public; spectators and sightseers; occupants of motor vehicles; officers, employees, customers, vendors, and suppliers of Commercial Operators; lessees and sublessee; entities doing business with the University, their contractors, subcontractors, and licensees; and officers, agents, employees, shareholders, family, servants or visitors of the University) shall assume full responsibility to comply with these Rules. Individuals shall also comply with all applicable federal, state, and local laws, codes, ordinances, and/or Code of Federal Regulations (CFRs), including the Airport’s Minimum Standards. Furthermore, these Rules shall not excuse and/or waive any obligation an Individual may have under any License with the University in existence on the date of the adoption of these Rules by the University’s President, or entered into thereafter.

1.4. Amendments

The University, in its sole and absolute discretion, reserves the right to amend and/or modify these Rules from time to time as deemed necessary. Notice of amendments to these Rules shall be provided to all Individuals in a timely manner and include identification of the policy and/or guideline to be amended, revised or excluded.

1.5. Indemnification

To the fullest extent permitted by Oklahoma law, Individuals shall indemnify, defend and hold harmless the University, its Regents, officers, agents, employees, shareholders, family, servants or visitors from and against all liability for damages, suits, claims, actions, losses and costs for personal injury or death or for property damage or loss to the extent arising out of, or resulting from, the Individual’s activity, acts or failures to act while upon Airport property, and shall pay all expenses in defending any claims against the University by reason of the Individual’s activity.



1.6. Interpretation and Enforcement

The Airport Administrator, acting under the authority of the University, shall be responsible for interpreting and enforcing these Rules. Decisions of the Airport Administrator may be appealed directly to the University's Executive Vice President of Operations, the Airport Administrator reserves the right to conduct periodic inspections and/or audits to ensure compliance with these Rules, as well as all applicable federal, state, and local laws, codes, ordinances, and/or FARs.

1.7. Severability

In the event that any of these adopted Rules are held invalid or unenforceable by a court of competent jurisdiction, or is determined to create the potential for violation of the Federal Aviation Administration's (FAA) Grant Assurances by the University, such holding or determination shall not invalidate or render unenforceable any other provision contained herein.

1.8. Variances

The University reserves the right to authorize variances from these Rules. The Airport Administrator, acting under the authority of the University, shall also be granted the authority to authorize variances from these Rules. Variances may include waiving or modifying certain guidelines and policies for good cause. Furthermore, the University reserves the right to waive or modify any portion of these Rules for the benefit of any local, state or federal government agency performing public service, e.g., fire firefighting, law enforcement or military operations.

1.9. Violations and Appeals

The Airport Administrator, acting under the authority of the University, may take appropriate administrative action such as removal, dismissal, exclusion or eviction of any Individual who violates these Rules or applicable local, state and federal laws or regulations. Any Commercial Operator that violates these Rules, laws or regulations will be notified of the violation, in writing, and given a reasonable time, not to exceed 30 days, to cease the violations and become compliant herewith. Failure to do so or if, in the Airport Administrator's judgment, the Commercial Operator creates or contributes to a situation that threatens to pose a danger or hazard to people, property and/or airport operations, the Airport Administrator shall have the right to take direct administrative action, including without limitation, suspension, revocation or termination of the Commercial Operator's License and shall notify the Commercial Operator, in writing, of any such action taken. A Commercial Operator may appeal the Airport Administrator's determination directly to the University's Executive Vice President of Operations, if made in writing within 10 business days of receipt of the notice of action taken.

1.10. Non-Discrimination

No person, in the use of the Airport's land and Improvements, shall discriminate against any person or class of persons by reason of race, color, religion, sex, national origin, age, or disability in providing any products or services or in the use of any of the Airport's land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

1.11. Airport Management

The Airport Administrator is responsible for the planning, development, operation, administration, management, maintenance, and security of the Airport and all University owned and operated land, Improvements, facilities, Vehicles, and equipment associated with the Airport. The Board has authorized the Airport Administrator to: (a) interpret, administer, and enforce Agreements and the PMCDs, (b) allow, where and when appropriate, temporary, short- term occupancy or use of Airport



land or Improvements, and (c) obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to the University. All inquiries regarding the PMCDs and/or compliance therewith shall be directed to the Airport Administrator.

During emergency situations, the Airport Administrator is empowered to issue such directives and to take such action that, within Airport Administrators discretion and judgment, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the public. Such directives and actions of the Airport Administrator shall have the force of a rule and regulation so long as the emergency situation exists.



2. GENERAL RULES AND REGULATIONS

2.1. *Abandoned Property*

Property including aircraft, vehicles, equipment, machinery, baggage or personal property shall not be abandoned at the Airport. Abandoned property found in public areas at the Airport shall be reported to the Airport Administrator. Abandoned property unclaimed by its owner or items for which ownership cannot be established will be handled and/or disposed of in accordance with applicable law.

2.2. *Accident Reporting*

Any Individual involved in any accident at the Airport involving personnel, motor vehicle, fueling or pedestrian activities, shall report the accident to the Airport Administrator as soon as practical. Individuals shall also be responsible for the notification of the accident to any federal, state or local agency in accordance with applicable law and/or regulations. Individuals shall also call emergency services and remain at scene if reasonable. Tampering with the accident scene and/or gaining unauthorized access to the Airport Operations Area ("AOA") is prohibited.

Accident and incident reporting involving aircraft are outlined in Section 3.1.

2.3. *Polls, Advertising and Signage*

Individuals shall not be permitted to post, distribute, or display signs, advertisement or handbills without the prior written approval of the University's Office of Administration and Finance. The University reserves the right to remove any signs or advertisements in violation thereof. Furthermore, Individuals shall not be permitted to conduct polls or surveys at the Airport without the prior written approval of the University.

2.4. *Airport Administration*

In the event of an emergency, the Airport Administrator shall be authorized to suspend and/or restrict any and all aircraft, motor vehicle or fueling operations at the Airport, in accordance with federal and state regulations, to protect the health, safety and welfare of the general public. Furthermore, should an unsafe condition at the Airport exist which potentially impacts the landing, takeoff and/or taxiing of aircraft, the Airport Administrator shall also be authorized to close the Airport, or any part thereof, until the condition is mitigated or corrected.

2.5. *Airport Minimum Standards*

Commercial Operators providing and/or engaging in one or more commercial activities at the Airport shall comply with the Airport's Minimum Standards. Furthermore, Commercial Operators shall be subject to all applicable federal, state, and local laws, codes, ordinances, and/or FARs pertaining to all such services and to the terms of its License to conduct business at the Airport.

2.6. *Animals*

Animals, except those required for disabled assistance or law enforcement, shall not be permitted within the Airport Operations Area or within the Airport's passenger terminal unless restrained by a leash, harness, restraining strap, portable kennel or other appropriate container. It shall also be the responsibility of the owner or handler to exercise control over the animal at all times including the clean-up and proper disposal of animal waste within any portion of the Airport property. The Individual shall indemnify, defend and hold the University harmless from and shall be liable for and responsible for any claims, costs, expenses and penalties that arise out of, or are caused in whole or in part, by the animal. Furthermore, the care and feeding of any species of local wildlife is not permitted on Airport property.



2.7. Through-the-fence Operations

No private individual, partnership, FBO, SASO, Service Provider, company, or corporation shall be permitted direct access to or from the Airport by their aircraft, their customers' aircraft, or a private vehicle from property adjacent to or in the immediate vicinity of the Airport without permission being issued by the Airport Administrator and approved by the University of Oklahoma. All Through-the-fence operations must also meet all applicable airport minimum standards. The following parts of the Rules and Regulations do not apply to a holder of a Through-the-Fence Access Permit: Section 2.21.

2.8. Damage to Airport Property

Individuals responsible for destroying, breaking or damaging Airport property and/or facilities including any runway, taxiway, taxilane, apron, signage, navigational aid, light, fixture or structure, by accident or intentionally, shall fully reimburse the University for any and all damage including the cost to repair and/or replace affected facilities. Individuals who fail to comply with this provision shall be in violation of these Rules and may be refused the use of and/or access to the Airport until the University has been fully reimbursed for damages.

2.9. Disorderly Conduct

Any Individual who commits any unlawful, disorderly or obscene act, causes any nuisance or is or becomes intoxicated while on Airport property shall be subject to appropriate administrative action, including without limitation, suspension, revocation or termination of a Commercial Operator's License or disbarment from access to Airport property and civil and/or criminal liability.

2.10. Explosives

No Individual, except for local law enforcement officers, federal law enforcement agents or members of the Armed Forces of the United States on official duty, shall handle, use, store, keep, or transport any explosives on Airport property. Furthermore, no individual shall handle, use, store, keep, or transport any fireworks on Airport property.

2.11. Firearms

Except to the extent otherwise permitted under Oklahoma law and/or University policy, no individual shall carry any firearms on Airport property. Unloaded and properly secured firearms may be stored inside a container to be shipped as cargo on an aircraft arriving at and/or departing the Airport.

2.12. Flying Clubs

Statement of Concept – A Flying Club SASO engages in the promotion of aviation, aircraft and airports for its club members including flight training to improve pilot skill and leisure flying. A Flying Club SASO shall not conduct for-hire flight activities, rental and/or any commercial activity with the club's aircraft.

Minimum Requirements – A Flying Club SASO shall meet the applicable requirements as set forth herein:

Facilities: A Flying Club SASO shall have available and maintain, at minimum, one (1) FAA-certified and airworthy aircraft necessary to accommodate the operational activities of the flying club. Furthermore, a Flying Club SASO shall be granted the right to service its own aircraft in accordance with Section 2.21.



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Insurance: A Flying Club SASO shall provide evidence of appropriate insurance coverage and policy minimums prior to flying club activities at the Airport as set forth below. Insurance coverage applicable to a Flying Club SASO includes the following:

- Aviation General Liability
- Aircraft Liability; and
- Automobile Liability.

Personnel: A Flying Club SASO's members shall conduct themselves in a manner consistent with standards set forth in Section D, paragraph 5, Personnel of the Minimum Standards. A Flying Club SASO shall make available appropriately FAA-certificated personnel with such ratings as are required to conduct flight instruction with the Club's members.

Documentation: A Flying Club SASO shall be a registered not-for-profit organization intended to provide aircraft for personal use and flight training to club members only and shall provide the University with the Club's Bylaws and Rules and articles of incorporation. Furthermore, a complete membership list of all members, past and present with names, investment share held by each member, date membership began, addresses, and contact information shall be submitted to the University by June 30th annually or as requested by the Airport Administrator. A Flying Club shall also provide documentation of the Club's income, expenses and proof of ownership of the Club's aircraft to the University upon request.

Furthermore, only Individuals who are members in good standing with the Flying Club shall be permitted to operate Club aircraft.

2.13. General Storage

Individuals shall not deposit, store, keep, or permit to be deposited, stored or kept, personal property such as trailers, campers, motor homes, boats or motor vehicles outside a hangar on Airport property. Furthermore, Aircraft in an unairworthy condition or disabled, disassembled, or partially assembled aircraft, parts, or other aircraft components shall not be parked, stored or left standing on the Airport for a period in excess of 30 days. If this period will be exceeded, prior written consent from the Airport Administrator will be required. The exception to this rule includes aircraft airframe and powerplant maintenance and repairs requiring less than 24 hours to complete. Aircraft maintenance and repairs requiring more than 24 hours to complete shall be conducted within an enclosed hangar.

2.14. General Maintenance

Individuals shall maintain all landscaping, lawn, grounds, greenbelts, pavement, lighting, and equipment on the leased premises in a first-class workmanlike manner. Trees and shrubbery located on the premises shall not limit the visibility for automobile and/or aircraft movement. Individuals shall also clean debris and trash from driveways, taxiways, taxilanes, aprons, lawn, grounds, greenbelts and sidewalks to maintain unobstructed access to the premises at all times for authorized personnel, Airport users and emergency vehicles. Furthermore, Individuals shall not permit any action on the premises that has an adverse effect on, or interferes with the proper function of, any drainage system, sanitary sewer system or any facility installed for the protection or operation of the Airport. The use of volatile or flammable solvents for cleaning floors is prohibited.



2.15. Hangar Facilities

Hangars shall be used to store airworthy aircraft. Individuals shall also be permitted to store personal property inside hangars along with the Individuals' aircraft. However, Individuals shall not be permitted or permit others to store property (e.g. motor vehicles and/or boats) inside hangars located on Airport property without the presence of an airworthy aircraft based within the hangar. Approved aircraft maintenance may only be performed on the Lessee's owned aircraft. Space heaters may be utilized in hangars so long as not left unattended while operating and all applicable fire prevention/safety measures are continually observed. Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids in accordance with applicable Legal Requirements.

2.16. Hangar Insurance

All lessees on the airport property shall obtain and maintain insurance coverage for liability. Amounts of coverage shall be set at appropriate levels by the Airport Administrator, or as otherwise established in a lease agreement. Current insurance requirements are located on the airport webpage, airport.ou.edu.

2.17. Law Enforcement

Law enforcement agencies, including the University of Oklahoma Police Department, as well as municipal, county, state and federal agencies having appropriate legal jurisdiction, shall be granted authority to enforce applicable state and federal laws at the Airport.

2.18. Lost Property

Lost property found in public areas at the Airport shall be reported to the Airport Administrator. Lost property unclaimed by its owner or items for which ownership cannot be established will be handled and/or disposed of in accordance with applicable law. This Rule shall not be construed to deny the right of Commercial Operators to maintain lost-and-found service for their customers and/or employees.

2.19. Photography and Recording Devices

The Airport Administrator reserves the right to prohibit any Individual from taking still, video or motion pictures and/or sound recordings at the Airport, if in the interest of public safety and/or national security.

2.20. Restricted Areas

Individuals, with the exception of authorized Commercial Operators and Airport tenants, shall not stand, walk, or loiter within and/or enter or gain access to the Airport Operations Area except as necessary for the lawful use of an aircraft, or to conduct a licensed commercial activity approved by the Airport Administrator and/or University. Individuals shall also not be permitted to enter any area closed to the general public without the consent of the Airport Administrator.

2.21. Self-Service

An Individual may perform self-service activities, e.g., maintain, repair, clean, store, secure and perform similar miscellaneous services on one's aircraft with resources which are provided by the Individual. Self-service activities shall comply with all applicable federal, state and local laws and regulations. Self-service activities shall also comply with the Airport's Minimum Standards. Furthermore, in accordance with Title 14, Code of Federal Regulations (CFR), Part 43, Individuals possessing a valid pilot certificate issued by the FAA shall be allowed to perform specific types of



preventive maintenance on any aircraft owned or operated by the Individual provided the activity is conducted in a safe manner. Engaging in fueling activities while an electrical storm is in progress within 5 miles of the Airport, and while passengers are on board without a ramp in place at the aircraft's door is prohibited.

2.22. Solicitation

Individuals shall not be permitted to solicit at the Airport for any reason. This Rule shall not apply to salespeople and/or representatives having business with Commercial Operators conducting authorized commercial activities at the Airport.

2.23. Special Events

Scheduling of special events including, but not limited to, flying, academic and/or non-aviation related events, shall be coordinated through and approved by the University's Office of Administration and Finance. Individuals interested in sponsoring any special event at the Airport shall submit a Facility Use Request to the Office of Administration and Finance and comply with all procedures governing the use of facilities for University and non-University purposes.

2.24. Waste Disposal

Individuals shall provide necessary arrangements for sanitation, handling and disposal of all refuse from the Airport in a timely manner to prevent overflowing. Trash and/or garbage receptacles located on the premises shall not be visible from any off-Airport public streets or roadways and shall be kept clean and sanitary at all times.

The burning of trash or garbage of any kind on the Airport is prohibited. Trash, garbage and/or other waste receptacles located at the Airport shall only be used for trash generated on Airport property. All exterior trash receptacles shall be equipped with securely fastened lids.

2.25. Painting

Doping, painting, or paint stripping shall only be performed in those facilities specifically approved for such activities and in accordance with the practices recommended by the National Fire Protection Agency ("NFPA") and in full compliance with the University's Stormwater Pollution Prevention Plan (SWPPP), Spill Prevention, Control and Countermeasure (SPCC) Plan, directives and applicable legal requirements.

2.26. Use of Roadways and Walkways

No person shall travel at the Airport other than on the roadways, walkways, or other areas provided or designated for a specific type or class of traffic and no person shall occupy the roadways or walkways in such a manner as to hinder or obstruct proper use.

2.27. Environmental Compliance

Individuals shall comply with all applicable environmental laws, procedures (including, but not limited to, the Storm Water Pollution Prevention Plan [SWPPP] and Spill Response Plan) and accepted environmental best management practices (BMP). Individuals shall not use or store hazardous materials on or at the Airport except as reasonably necessary in the course of the licensed activities at the Airport, and then only if such hazardous materials are properly labeled and contained. Copies of all applicable Safety Data Sheets (SDS) for all hazardous materials stored at the Airport shall be maintained on site, shall be current at all times, and up to date copies thereof provided to the



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University. Furthermore, the Operator shall not discharge, release, or dispose of any hazardous materials on the Airport, on local lands or within any local bodies of water.

Individuals shall immediately notify the University Fire Marshal's Office (405.325.2983) and Airport Administration of any fuel and/or hazardous material spills, releases or discharges at the Airport and promptly abate, remediate and remove any contamination. Reporting of spills, releases and/or discharges of hazardous materials by the Operator at the Airport is the sole responsibility of the Individual. The Individuals shall also provide the University with copies of all reports, complaints, claims, citations, demands, inquiries, or notices relating to the environmental condition of the Airport or any alleged material noncompliance with applicable environmental laws by the Operator at the Airport within 10 days after such documents are generated or received by the Individuals. The University shall, at any time, have the right to enter the Individuals premises to inspect, take samples for testing and otherwise investigate the premises for the presence of hazardous materials. Inspections normally will be coordinated with the Individuals and scheduled during regular business hours, if practical.

Should the Individual use, handle, treat or store hazardous materials at the Airport, the Individuals shall have an agreement with a waste transport or disposal company, approved by the Oklahoma Department of Environmental Quality (ODEQ), to identify and retain contractors to assist with spill response and to facilitate waste identification, transport, and disposal. Complete records of all disposal manifests, receipts and other documentation shall be retained by the Individuals and made available to the University for review upon request.

The Individuals shall indemnify, defend and hold the University harmless from and shall be liable for and responsible to pay all environmental claims, costs, expenses and penalties that arise out of, or are caused in whole or in part, from the Individuals use, handling, treatment, storage, disposal, discharge, or transportation of hazardous materials on or at the Airport; the violation of any environmental law by the Individuals; or the failure of the Individual to comply with this section. Should the University incur any costs or expenses (including attorney, consultant, and expert witness fees) arising from the Individuals use, handling, treatment, storage, discharge, disposal or transportation of hazardous materials on the Airport, the Individual shall reimburse the University for such costs upon demand and without delay.



3. AIRCRAFT RULES AND REGULATIONS

3.1. Accident and Incident Reporting

Individuals involved in an aircraft accident or incident on Airport property shall comply with all applicable provisions of National Transportation Safety Board (NTSB), 49 CFR Part 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo and Records*. A report shall be submitted to the University including any forms, reports or documentation provided to the NTSB, FAA or other agencies.

An aircraft involved in an accident and/or incident at the Airport shall not be disturbed and/or removed from the scene of the accident/incident until authorized by the NTSB, FAA or Airport Administrator. Once authorization to remove the involved aircraft has been given, the aircraft and its components shall be promptly removed from the Airport Operations Area without unreasonable delay. The Airport Administrator reserves the right to make arrangements, at the disabled aircraft owner's expense, to have any disabled aircraft removed that is not promptly removed or may interfere with or pose a safety hazard to airport operations without assuming liability for damage arising from or out of such removal.

3.2. Aircraft Maintenance

Aircraft airframe and powerplant maintenance, including specialized aviation repair services, shall comply with the applicable policies and guidelines set forth in Section 6.1, *Aircraft Airframe and Powerplant Maintenance and Repair SASO* of the Airport's Minimum Standards. Furthermore, Individuals shall also be permitted to perform specific types of preventive maintenance on a privately-owned aircraft in accordance with 14 CFR Part 43 within designated locations approved by the Airport Administrator. Aircraft maintenance and repairs requiring more than 24 hours to complete shall be conducted within an enclosed hangar. Hangars utilized for aircraft maintenance are specifically permitted by the type rating established by building and fire codes.

3.3. Aircraft Washing and Detailing

Commercial Operators providing aircraft washing and detailing services shall comply with the applicable policies and guidelines set forth in Section 6.7, *Other Commercial Flying Services SASO*, of the Airport's Minimum Standards. Furthermore, Individuals shall perform aircraft washing and detailing of aircraft at designated wash rack areas and/or other areas on the Airport identified and approved by the Airport Administrator. Dry washing of aircraft does not require University approval.

3.4. Aircraft Parking

Aircraft shall be parked and/or tied-down in areas identified and approved by the Airport Administrator and shall not be positioned to block a runway, taxiway, taxilane, or obstruct access to any hangar, building, aircraft or authorized motor vehicle. Individuals shall be responsible for properly securing parked and/or tied-down aircraft with ropes, chains, cables, rings or chocks to prevent damage or movement as set forth in the FAA Advisory Circular (AC) 20-35C. Individuals who refuse and/or neglect to pay fees or charges for aircraft storage, aircraft tie-down space and/or enclosed hangar storage owed to the University, shall be subject to having a lien placed on said aircraft until the University is paid in full. In the event that an aircraft owner or operator is unavailable, unable, or unwilling to move the aircraft after the University's request, the Airport Administrator may move the Aircraft at the risk, cost, and expense of the aircraft owner or operator without liability to the University.



3.5. *Airship Operations*

Transport airship (lighter-than-air) activity shall be conducted in accordance with applicable FAA regulations pertaining to transport airship operational requirements and require prior written approval from the Airport Administrator. Airships shall be parked and/or moored in areas identified and approved by the Airport Administrator. Furthermore, airships shall be accompanied by sufficient ground crew to assist with arrival and departure operations and to monitor the mooring at all times to ensure safety. At least one person shall monitor the safety of the mooring for the duration of the mooring.

3.6. *Airworthiness of Aircraft*

Aircraft based at the Airport shall be properly certificated by, and registered with, the FAA and shall remain in an airworthy condition. Aircraft not in an airworthy condition and/or improperly certificated and registered shall not be permitted to be based at the Airport for a period longer than 30 days and shall be removed by the aircraft owner or operator. Aircraft not in an airworthy condition stored at the Airport for a period longer than 30 days shall require the written approval of the Airport Administrator. Non-airworthy aircraft undergoing long-term major renovation or restoration must be stored in an approved hangar.

3.7. *Air Traffic Control*

Individuals shall comply at all times with instructions issued by the OUN Airport Traffic Control Tower (ATCT) relating to airport airspace, airport traffic patterns, arrival and departure procedures, calm wind runway use and helicopter operations.

3.8. *Careless or Reckless Operation*

An Individual shall not operate an aircraft in a careless or reckless manner so as to endanger the life or property of another. Starting, positioning, or taxiing of aircraft must be done in such a manner so as to avoid generating propeller or engine blast that may endanger persons or damage property. Landing, taxiing, parking or staging of aircraft to areas where the maximum weight bearing capacity is less than the maximum weight of the aircraft is prohibited.

3.9. *Engine Run-Up Operations*

Individuals shall not start engines whereas propeller wash and/or jet blast is directed at any building, person, aircraft, hangar, aircraft parking area or motor vehicle. Engine run-up operations shall also be conducted from 6:00 am to 10:00 pm, in appropriate locations within the Airport Operations Area and/or within areas identified and approved by the Airport Administrator. Furthermore, engine run-up operations shall not be conducted unless a certificated pilot and/or maintenance technician is at the controls of the aircraft. Engine run-ups and/or normal engine starts are prohibited from being performed within any hangar at the Airport.

3.10. *Flight Test Operations*

Flight test operations, including ground maneuvering demonstrations, by any type, class or category of aircraft, including experimental aircraft, are prohibited at the Airport without prior written approval from the Airport Administrator. This Rule shall not apply to aircraft maintenance flights performed by any Aircraft Airframe and Powerplant Maintenance and Repair and/or Specialized Aviation Repair Service SASOs located at the Airport.



Airborne radar equipment being operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or if low intensity (less than 50KW output) is within 100 feet of another aircraft, refueling vehicle or fuel storage facility is prohibited. Aircraft radio transmissions, if not for maintenance purposes shall not be conducted while the aircraft is inside of a hangar.

3.11. Prohibited Operations

Operations by powered and non-powered gliders, hot air balloons, ultralight aircraft, agricultural aircraft (crop dusting and aerial application), banner towing and parachute and/or skydiving aircraft are restricted at the Airport without prior written approval from the Airport Administrator. In accordance with Section 1.8, of these Rules, the Airport Administrator may grant permission to any Individual proposing the aforementioned activities if the Individual can demonstrate that the intended activity can be conducted at the Airport in a safe and efficient manner without interfering with aircraft and/or air traffic operations.

3.12. Taxiing Ground Maneuvers

Individuals shall taxi an aircraft at a speed that is reasonable and prudent given the operational conditions at the time. Aircraft shall be taxied and/or towed on paved surfaces including runways, taxiways, taxilanes and apron areas in a safe manner. Furthermore, an aircraft being taxied shall have the right-of-way over any motor vehicle operating in the Airport Operations Area. Aircraft are prohibited from being taxied out of, in to, or within, any hangar at the Airport.

3.13. Security

In the event the type, use, or condition of an aircraft requires security be obtained, provided, and/or maintained, the Aircraft Owner or Aircraft Operator shall be responsible for such security and may only provide (and/or arrange for) such security after notifying the University. Security measures shall not hinder, delay, or prevent relocation or removal of Aircraft at the direction of the University.

3.14. Rotorcraft Operations

Rotorcraft shall park or operate only in AOA areas, aircraft parking areas or areas designated by the University for rotorcraft operations. Rotorcraft shall not be operated within 50 feet of any structure or fuel storage facility. Rotorcraft shall not be operated within 100 feet of any area where light aircraft are parked or operating. Rotorcraft must be stopped during fueling operations.



4. MOTOR VEHICLE RULES AND REGULATIONS

4.1. General Requirements

Individuals shall abide by the following motor vehicle Rules including:

- A. Operating a motor vehicle in a careless, reckless, negligent or unsafe manner on Airport property is prohibited;
- B. Operating a motor vehicle, including other modes of motorized and/or mechanical transportation, under the influence of alcohol, narcotics, or any other substance which may render a person incapable of safely driving or operating a motor vehicle on Airport property is prohibited;
- C. Motor vehicles, including other modes of motorized and/or mechanical transportation, shall be operating in accordance with applicable local and state laws;
- D. Individuals operating a motor vehicle shall obey all traffic control devices including traffic signals, lights, signs, barriers and painted markings;
- E. Motor vehicles shall only be operated on designated roadways, driveways, auto parking area and/or paved surfaces including runways, taxiways, taxilanes and apron areas;
- F. Motor vehicles shall yield to any emergency vehicle responding to an emergency;
- G. Motor vehicles that are overloaded or carrying passengers and/or cargo beyond the vehicles capacity are prohibited;
- H. Individuals operating motor vehicles used to haul and/or transport construction materials and equipment, refuse, fuel, liquids or miscellaneous cargo shall be responsible for properly securing the vehicle's load; and
- I. Motor vehicles operated on Airport property shall be equipped with properly maintained and working brakes, headlights, tail lights, turn signals, brake lights, horns, tires, windshields, towing hitches and/or roof-mounted flashing lights as applicable.
- J. Tank vehicles, trucks, or semi-trailers used for transportation of flammable liquids, fueling, or defueling on the AOA must be approved by the University
- K. Vehicles shall not be operated in any hangar for a prolonged period of time unless the vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the hangar.

4.2. Licensing and Registration Requirements

Individuals shall possess a valid state vehicle operator's license of the class needed for the vehicle being operated. Individuals shall also possess and/or maintain evidence of the appropriate type and amount of automobile insurance as required by state and local law. Except for motor vehicles which are exclusively used on the AOA, motor vehicles operated at the Airport shall also adhere to appropriate state licensing and registration requirements.

4.3. Operation within the Airport Operations Area

Individuals shall abide by the following Rules pertaining to motor vehicles within the Airport Operations Area including:



MOTOR VEHICLE RULES AND REGULATIONS

- A. Motor Vehicles operating within the Airport Operations Area shall be conducted in accordance with FAA Advisory Circular (AC) 150/5210-20, *Ground Vehicle Operations on Airports*;
- B. Individuals operating motor vehicles within the Airport Operations Area shall receive training as prescribed within FAA AC 150/5210-20, Appendix A, *Ground Vehicle Access Program Training Curriculum*;
- C. Motor vehicles operated within the Aircraft Movement Area shall be painted, marked and equipped with flashing lights and bear appropriate identification designating the Individual and/or Commercial Operator by whom the vehicle is owned. Markings, paint, identification and lights shall be displayed in accordance with FAA AC 150/5210-5D, *Painting, Marking, and Lighting of Vehicles Used on an Airport*, as amended, and acceptable to the Airport Administrator;
- D. No vehicles except authorized University vehicles, Airport operations vehicles, FAA vehicles or emergency vehicles shall be permitted within the Airport Operations Area without the approval of the Airport Administrator;
- E. Motor vehicles operating within the Aircraft Movement Area shall be equipped with functioning two-way radios capable of communicating with ATCT. Motor vehicles not equipped with two-way radios may enter the Aircraft Movement Area provided that such vehicle is escorted at all times by an authorized escort vehicle having radio contact with the ATCT;
- F. The Airport Administrator reserves the right to prohibit motor vehicle operations within assigned portions of the Airport Operations Area;
- G. Motor vehicle operations shall be conducted in accordance with adopted speed limits set forth in Section 4.4, below, *Speed Limits*;
- H. Motor vehicle and/or aircraft towing operations within the Aircraft Movement Area shall be conducted in accordance with instructions and/or clearances issued by the ATCT;
- I. Individuals conducting motor vehicle operations within the Aircraft Movement Area shall announce their intentions via the Airport's Common Traffic Advisory Frequency (CTAF) when the ATCT is closed;
- J. Individuals operating motor vehicles within the Airport Operations Area shall observe and abide by all airfield lights, signs, barriers and painted markings;
- K. Motor vehicles and/or equipment shall not be parked within the Aircraft Movement Area without clearance issued by the ATCT and/or authorization from the Airport Administrator;
- L. Individuals operating motor vehicles within the Airport Operations Area shall yield the right-of-way to any aircraft by maintaining a safe distance ahead or behind the aircraft or by promptly exiting the runway, taxiway, taxilane or apron area; and
- M. Motor vehicles and/or heavy equipment associated with construction and/or maintenance operations within the Airport Operations Area shall abide by FAA AC 150/5370-2, *Operational Safety on Airports During Construction*, as amended.



- N. Vehicle operations within 50 feet of taxiing aircraft or closer than 20 feet of any wing or tail section of a parked or staged aircraft is prohibited.
- O. Vehicles hauling trash or loose material must be covered.

4.4. Speed Limits

Individuals shall operate a motor vehicle on Airport property in accordance with all posted speed limits. Furthermore, Individuals shall abide by the following speed limits within the Airport Operations Area unless otherwise instructed by the ATCT or having received prior written approval of the Airport Administrator including:

- A. Motor vehicles, except emergency vehicles responding to an emergency, shall not be operated within the Airport Operations Area at speeds in excess of 15 miles per hour or landside at speeds in excess of 25 miles per hour;
- B. Motor vehicles shall not be operated within 20 feet of a parked aircraft's wingtip or a helicopter's rotor mast or tail rotor at speeds in excess of five (5) miles per hour; and
- C. The Airport Administrator and/or the University reserves the right to establish and/or modify posted speed limits on Airport property from time to time as necessary.

4.5. Other Vehicles

Individuals shall not be permitted to operate motorhomes, dirt bikes, go-carts or all-terrain vehicles (ATV), tractors, or motorized utility vehicles for recreational purposes on Airport property. This section shall not apply to authorized vehicles operated by the University or Commercial Operators expressly used for tugging, marshaling, towing or refueling aircraft or performing airfield and/or airport maintenance. Alternative modes of transportation including mopeds, bicycles, mountain bikes or motorized scooters shall be permitted on Airport property in accordance with applicable state law.

4.6. Parking and Standing

Individuals shall abide by the following motor vehicle parking and standing Rules including:

- A. Motor vehicles shall be parked in areas specifically designated and marked for such purpose within areas approved by the Airport Administrator;
- B. Motor vehicles shall not be parked in a manner as to obstruct a fire hydrant, perimeter fence, access gate, parking lane, driveway, roadway, walkway, crosswalk, fire lane, runway, taxiway, taxilane, apron, or obstruct access to hangars, parked aircraft and/or parked vehicles;
- C. Individuals shall not double-park, park and/or stand within any designated fire lane, handicapped parking stall, passenger loading and unloading areas or within 15 feet of a fire hydrant or fire suppression water supply connection;
- D. Commercial Operators shall not park motor vehicles outside the Operator's leased premises; and
- E. The Airport Administrator reserves the right to have any motor vehicle towed and/or removed at the Individual owner's expense including those vehicles that are disabled, derelict, abandoned, illegally parked and/or interfere with Airport operations.



- F. Aircraft operators may park vehicles which are fully operational, completely functional and properly permitted by the University inside the hangar or outside the hangar (only in designated parking areas) while the based aircraft in the hangar is gone.

4.7. Vehicle Repair and Maintenance

Individuals shall not be permitted to dismantle, service, clean, repair or maintain privately owned motor vehicles at the Airport unless the repairs are considered minor (e.g. dead battery or flat tire). This section shall not apply to Commercial Operators' ability to clean, repair or maintain authorized motor vehicle within the Operator's leased premises or other areas on the Airport identified and approved by the Airport Administrator.

4.8. Security

Vehicle operators shall stop and ensure the gate that was used is fully closed before proceeding and shall also ensure that no unauthorized vehicles or persons gain access to the Airport while the gate is in operation. If the gate fails to close or the Vehicle Operator cannot prevent such access the Vehicle Operator shall immediately contact the Airport Administrator or University of Oklahoma Police Department.



5. FUELING AND FLAMMABLE LIQUIDS RULES AND REGULATIONS

5.1. **Best Practices**

Operational safety pertaining to fueling operations and/or storage of flammable liquids at the Airport shall comply with the following Rules including:

- A. FAA AC 150/5230-4B, *Aircraft Fuel Storage, Handling, Training and Dispensing on Airport*, as amended and Air Transportation Association ("ATA ")103;
- B. ASTM D1655 (jet fuel), ASTM D1910 (avgas) and ASTM D4814 (without ethanol)
- C. The National Fire Protection Agency (NFPA), Section 30, *Flammable and Combustible Liquids Code*, as amended;
- D. NFPA, Section 407, *Standards for Aircraft Fuel Servicing*, as amended;
- E. NFPA, Section 409, *Standard on Aircraft Hangars*, as amended;
- F. The International Fire Codes (IFC), as amended;
- G. The National Air Transport Association (NATA), Specification 103, *Standards for Jet Fuel Quality at Airports*, as amended;
- H. The American Petroleum Institute (API) Standards, as amended;
- I. All applicable codes, ordinances, statutes and regulations of the University and the State of Oklahoma;
- J. Commercial Operators shall maintain a Spill Prevention, Control and Countermeasure (SPCC) Plan to coordinate the clean-up of a fuel spill;
- K. Commercial Operators shall comply with the Airport's Storm Water Pollution Prevention Plan (SWPPP) and maintain a company Spill Response Plan; and
- L. Commercial Operators providing and/or engaging in fueling activities at the Airport shall comply with the Airport's Minimum Standards.

5.2. **Compressed Gases**

Cylinders or portable tanks containing oxygen and/or any compressed gas shall be properly stored in a fixed location or secured to a portable cart designed to fit cylinders and/or tanks being used. Cylinders or portable tanks shall also be equipped with approved and fully operational pressure relief devices and transportation safety caps. Furthermore, compressed gases and storage tanks shall be maintained in compliance with all applicable rules, regulations, recommendations and guidelines.

5.3. **Environmental Compliance**

Individuals and/or Commercial Operators who use, handle, treat or store fuel or hazardous materials at the Airport shall comply with all applicable environmental laws, procedures and accepted environmental best management practices (BMP). At no time shall fuel or hazardous materials be stored in close proximity to operating aircraft, vehicles or equipment. Individuals and/or Commercial Operators shall not use or store hazardous materials on Airport property except as reasonably necessary in the course of the Individual's and/or Commercial Operator's licensed activities at the Airport, and then only if such hazardous materials are properly labeled and contained with suitable secondary containment.



FUELING AND FLAMMABLE LIQUIDS RULES AND REGULATIONS

Copies of all applicable Safety Data Sheets (SDS) for all hazardous materials stored at the Airport shall be maintained on-site and copies provided to the University. Furthermore, the Commercial Operator shall not discharge, release, or dispose of any hazardous materials on the Airport, on local lands or within any local bodies of water. Individuals and/or Commercial Operators shall maintain up-to-date SPCC and Spill Response Plans.

Individuals and/or Commercial Operators shall be liable for and responsible to pay all environmental claims that arise out of, or are caused in whole or in part by them from, the spill, use, handling, treatment, storage, disposal, discharge, or transportation of hazardous materials or fuel on or at the Airport. Individuals and/or Commercial Operators shall be liable for the violation of any environmental law or failing to comply with these Rules. Should the University incur any costs or expenses (including attorney, consultant, and expert witness fees) arising from the Individuals and/or Commercial Operator's spill, use, handling, treatment, storage, discharge, disposal or transportation of hazardous materials or fuel at the Airport, the Individual and/or Commercial Operator shall reimburse the University for such costs upon demand and without delay.

5.4. Facility Maintenance

Fueling facilities including storage tanks, pumps, meters, hoses, nozzles, funnels, fire extinguishers and grounding devices shall be maintained in a first-class, workmanlike and safe manner and any damages to the facility caused by Individuals, Commercial Operators, suppliers or Airport users shall be promptly repaired. Commercial Operators shall also be responsible for periodic and on-demand maintenance of its fueling facilities, components and apparatus. Maintenance of fueling facilities shall be conducted in accordance with all applicable local, state and federal codes, standards, regulations and manufacturer recommendations.

5.5. Fire Prevention

Individuals shall abide by the following Rules pertaining to fire prevention including:

- A. Hand-held fire extinguishers shall be installed and maintained within the interior of all hangars, buildings, aircraft aprons, tie-down areas and fuel storage areas in accordance with applicable University, State of Oklahoma and Oklahoma State Fire Marshal Commission fire and safety codes;
- B. Individuals shall dispose of oily rags, waste, trash or garbage within appropriate receptacles with self-closing covers or lids;
- C. Individuals shall keep floors, shelves and other surfaces within hangars and/or structures free and clear of grease, oil and flammable materials and/or volatile chemicals; and
- D. Maintenance, repair, servicing and/or cleaning of aircraft, aircraft components and/or equipment shall be conducted in properly ventilated areas.



5.6. *Fuel and/or Flammable Liquid Spills*

Individuals and/or Commercial Operators shall immediately notify the City of Norman Fire Department, the University Fire Marshal's Office (405.325.2983) and Airport Administration of any fuel and/or hazardous material spills, releases or discharges at the Airport and shall have the responsibility to promptly abate, remediate and remove any contamination. In the event the University determines the responsible party is unavailable, unable or unwilling to take appropriate actions to mitigate the environmental incident in a timely manner, University may take action as necessary at the risk, cost, and expense of the responsible party without liability to the University. Reporting of spills, releases or discharges of fuel or hazardous materials at the Airport is the sole responsibility of the Individual and/or Commercial Operator. The Individual and/or Commercial Operator shall also provide the Airport Administrator with copies of all reports, complaints, claims, citations, demands, inquiries, or notices relating to the environmental condition at the Airport or any alleged material noncompliance with applicable environmental laws by the Individual and/or Commercial Operator at the Airport within 10 days after such documents are generated or received by the Individual and/or Commercial Operator. The Airport Administrator shall have the right to enter the Individual's and/or Operator's premises to inspect, take samples for testing and otherwise investigate the premises for the presence of hazardous materials at any time. Inspections shall be coordinated with the Individual and/or Commercial Operator and normally scheduled during regular business hours.

Individuals and/or Commercial Operator who use, handle, treat or store fuel or hazardous materials at the Airport shall have an agreement with a waste transport or disposal company to identify and retain contractors to assist with spill response and to facilitate waste identification, transport, and disposal. Waste transport and disposal companies and/or contractors shall be approved by the Oklahoma Department of Environmental Quality (ODEQ). Complete records of all disposal manifests, receipts and other documentation shall be retained by the Individual and/or Commercial Operator and made available to the Airport Administrator for review upon request.

Furthermore, Individuals shall abide by the following Rules pertaining to fuel spill prevention including:

- A. Spill control and clean up equipment including containment booms, absorbent pads, socks, pillows, disposable bags, goggles and rubber gloves shall be maintained on a Commercial Operator's premises;
- B. Fuel trucks shall be equipped with 'first responder' spill kits including container, pads, socks, disposable bags, goggles and rubber gloves; and
- C. Fuel storage areas shall be equipped with adequately stocked spill kits.

5.7. *Fuel Trucks*

Individuals shall abide by the following Rules pertaining to the parking and maintenance of fuel trucks including:

- A. Fuel trucks shall be parked and/or stored within designated fuel truck parking areas on the Commercial Operator's leased premises;
- B. Fuel truck parking areas shall consist of a concrete and gravel surface and include a spill containment berm capable of containing fuel spills;



FUELING AND FLAMMABLE LIQUIDS RULES AND REGULATIONS

- C. Fuel trucks shall be parked outdoors and, at minimum, 50 feet from any hangar, building or structure;
- D. Fuel trucks shall be parked in a manner that provides, at minimum, 10 feet of separation between each vehicle; and
- E. Fuel truck maintenance shall be conducted outdoors and/or within a structure approved by the Airport Administrator.
- F. Fuel trucks shall only use the entrance, exit and route designated by the University during the transportation and delivery of fuel.
- G. Fuel trucks may be inspected by the University at any time.
- H. Fuel trucks must be equipped with metering devices and must comply with NFPA codes, 14 CFR Part 139.321 *Handling/Storing of Hazardous Substances and Materials*, and applicable ACs.

5.8. General Requirements

Individuals shall abide by the following Rules pertaining to fueling and flammable liquids including:

- A. Fuel shall be handled, dispensed, transferred or stored with due caution and care so as not to endanger persons or property;
- B. Properly trained and qualified Individuals shall be present at all times while fuel is being handled, stored, transferred or dispensed within any aircraft or storage tank;
- C. While fuel is being handled, stored, transferred or dispensed, Individuals shall remain in direct view and control of operating mechanisms and/or hoses at all times;
- D. Individuals shall not block, disengage, bypass or deactivate deadman/emergency shut-off control devices while fuel is being transferred and/or dispensed;
- E. Fueling or defueling aircraft while one or more of its engines are operating is prohibited;
- F. Gravity transfer of fuel between containers, storage tanks or fuel trucks is prohibited;
- G. Fuel trucks shall be operated so that the vehicle has clear access/egress to and from the aircraft;
- H. Not more than one fuel truck shall be positioned to fuel either wing of an aircraft;
- I. Not more than two fuel trucks shall be positioned to fuel a single aircraft;
- J. Fuel trucks shall be grounded/bonded to the aircraft and/or fuel storage tank during fueling operations to reduce static electricity discharge;
- K. Aircraft shall not be fueled while passengers are on board unless the cabin door is in the open position and a member of the flight crew is present at or near the door;
- L. Fuel trucks and/or 18-wheel fuel tankers shall utilize a specified route approved by the Airport Administrator to dispense, transfer and/or deliver fuel;
- M. Operation of fuel trucks inside the Aircraft Movement Area is prohibited;



FUELING AND FLAMMABLE LIQUIDS RULES AND REGULATIONS

- N. 18-wheel fuel tankers shall only dispense and/or transfer fuel into storage tanks located within the Airport's fuel farm; and
- O. Fueling of motor vehicles on Airport property, including other vehicles identified in Section 4.5, *Other Vehicles*, shall not be permitted.

5.9. Proximity of Fueling Operations Relative to Activities, Equipment and Structures

The proximity of fueling operations to specific activities, equipment and/or structures at the Airport shall comply with the following Rules including:

- A. Fueling operations of any kind within any hangar, building or structure is prohibited;
- B. Fuel operations shall be conducted outdoors and, at minimum, 50 feet from any hangar, building or structure;
- C. Fueling operations, including fuel transfer to/from a fuel truck or storage tank, shall be conducted, at minimum, 50 feet from any drainage or sanitary sewer system, drain, ditch or catch basin;
- D. Fuel operations shall not be conducted within 50 feet of any ignition source or incendiary device and/or open flame source including cigarettes, cigars, matches, lighters, heaters, grills or welding/blowtorch devices; and
- E. Individuals shall not fuel, defuel or transfer fuel while using any radio transmitter or receiver, or cellular telephone, within 50 feet of an aircraft, fuel truck or storage tank during the duration of fueling operations.

5.10. Lubricating Oils

Storage of lubricating oils within any hangar at the Airport shall not exceed the amount reasonable to perform aircraft maintenance and/or equipment maintenance and operation. Lubricating oils shall also be stored within the original storage tank, container or reservoir, and shall be marked with the original manufacturers' labeling. Furthermore, storage of combustible liquids in any hangar in excess of five (5) gallons requires the prior written approval of the Airport Administrator. Lessees who store more than 55 gallons of lubricating oil or containers having a capacity of more than 55 gallons must submit a SPCC Plan to the University

5.11. Open Flames

Open flames from sources including, but not limited to, cigarette, cigar or utility lighters or matches; portable or wheeled gasoline or kerosene heaters; gas or charcoal grills; and/or welding, cutting or blowtorch devices, shall not be permitted within 50 feet of any aircraft, fuel truck or fuel storage facility within the Airport Operations Area. Furthermore, smoking shall not be permitted on Airport or University property.

5.12. Training of Personnel

Individuals involved in the handling of aviation fuel shall be adequately trained and certified to conduct fueling operations at the Airport. Commercial or Non-Commercial Self-Fueling Operators who conducts fueling operations shall require its line service and fueling personnel to attend initial training courses and periodic refresher training, as necessary. Permits, certifications, licenses and documentation of training line service and fueling personnel shall be provided to the Airport Administrator upon request and without delay. A Standard Operating Procedure should be developed



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and submitted to the University detailing items that training addresses and requiring records of all trainings be kept on file. Line service and fueling personnel shall be trained and/or certified, as applicable, including:

- A. Static electricity sources, hazards and precautions;
- B. Fire hazard properties of fuels;
- C. Fire extinguishing principles, practices, location and use;
- D. Locations of fire alarms and procedures;
- E. Aircraft engine types and fuel requirements;
- F. Aircraft recognition
- G. prevention of mixing fuel grades;
- H. Fuel contamination effects on aircraft engines and performance;
- I. Types and sources of fuel contamination;
- J. Quality control procedures including product delivery, clear/bright test, Millipore test, differential pressure checks, white bucket checks, settling time, water paste check and sump drain checks;
- K. Procedures for ordering fuel;
- L. Fueling truck procedures including operation, inspection, record keeping, loading, unloading and aircraft fueling, purpose and use of dead man controls/emergency shut-off controls and record keeping;
- M. Prevention of fuel spills;
- N. Procedures for spill cleanup;
- O. Location and use of spill cleanup kits; and
- P. Security and inventory control.