

**LAKE IN THE HILLS AIRPORT
AIRPORT RULES AND REGULATIONS**

VILLAGE OF LAKE IN THE HILLS



September, 2010

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CHAPTER ONE

INTRODUCTION and DEFINITIONS

The Lake in the Hills Airport is owned by the Village of Lake in the Hills and operated as a public airport for the use and convenience of transient and local tenant Aircraft as well as business and commercial tenants. The Lake in the Hills Airport is operated so as to:

- promote the health, safety and welfare of the users of Lake in the Hills Airport,
- assure that a high level of quality and service is maintained by any Person offering or desiring to offer aeronautical services at the Airport,
- provide a basis for determining that all users are treated in a fair and nondiscriminatory manner, and
- publish and make known the minimum requirements and rules and regulations that must be satisfied by anyone desiring to utilize the Airport.

1.1. DEFINITIONS

- A. Aeronautical Activity - Any activity that involves, makes possible or is required for the operation of Aircraft or that contributes to or is required for the safety of such operations.
- B. Aircraft - Any device used or designed to carry humans in flight as specified by the Illinois Department of Transportation (IDOT) rules, including but not limited to, all devices required to be licensed by the Federal Aviation Administration (FAA) on the effective date of the amendatory Act of 1995.
- C. Aircraft Operator - Any Person responsible for or in control of any Aircraft on, or in the vicinity of the Airport for any purpose whatsoever.
- D. Airport - Airport shall mean all land owned by the Village of Lake in the Hills and designated by the Village for use as a navigational facility known as Lake in the Hills Airport, the facilities and boundaries of which may be modified from time to time.
- E. Airport Manager - The Village employee (or the employee's supervisor) who is responsible for the general management of the Airport.
- F. Airport Hazard - Any structure or any object of natural growth, located on or in the vicinity of the Airport, or any use of land near the Airport, which is hazardous to the use of the Airport for the landing and take-off of aircraft.
- G. Airport Layout Plan - An interim or adopted plan of the Airport showing the layout of existing and proposed Airport facilities, as approved by the Federal Aviation Administration and the Illinois Department of Transportation, Division of Aeronautics, which may be modified from time to time.

- H. Airport Operation Hazard Zone - The territory outside the Airport premises as defined by chapter 26 of the Lake in the Hills Municipal Code, Airport Hazard Zoning Regulation.
- I. Airport Owner - The Village of Lake in the Hills.
- J. Applicant - Any Person desiring to render or engage in Aeronautical Activity at the Airport, and who has applied for permission to do so.
- K. Business - All operations of any kind for which a charge is made. Storage of Aircraft by the owners or lessees of such Aircraft shall not be deemed a Business unless the owner or lessee engages in use of the Aircraft which in any way results in payments to the owner or lessee of fees or other charges in connection with the use.
- L. Commercial Activity - Any and all activity, including Commercial Aviation Activity, conducted at or from the Airport by any Person in which any product is sold or exchanged or any service is provided for users of the Airport and its facilities for monetary gain or exchange of goods or services.
- M. Commercial Aviation Activity – Any and all activity, including that not engaged in for profit, conducted at or from the Airport by any Person in furtherance of commercial aviation, including, but not limited to, the operation of a Fixed Based Operation, maintenance, repair, or servicing of Aircraft or the component parts of Aircraft, Aircraft sales, Aircraft parts or equipment sales, the provision of scheduled or non-scheduled air carrier passenger, charter flights, freight, express package, courier or mail service, student flight instruction, communications, aerial photography and mapping, or any other commercial flight operation.
- N. Commercial Operator Agreement – A written instrument under which the Village grants to a Person or entity authority to engage in Commercial Activity at the Airport.
- O. Commercial Operator - Any Person engaged in Commercial Activity at the Airport pursuant to a Commercial Operator Agreement.
- P. Doing Business at the Airport - All business activity conducted by any Person in whole or in part on the Airport premises, where services or products are offered to the general public or to two or more persons at the Airport.
- Q. Emergency Vehicle - Any Vehicle of any governmental police or fire departments, or any ambulance.
- R. Fixed Base Operation (FBO) - An operation conducted at the Airport by a Person authorized to engage in one or more Commercial Aviation or Aeronautical Activities.

- S. Fixed Base Operator - Operator of a FBO.
- T. Fuel Delivery - The delivery of Petroleum Products by third party vendors on the premises of the Airport.
- U. Fuel Storage Area - Those portions of the Airport designated temporarily or permanently as areas in which gasoline, jet fuel, or any other type of fuel may be stored.
- V. Jet Aircraft - Aircraft which are not propeller driven and which accomplish motion entirely as a direct reaction of the thrust of any engine.
- W. Lease - A written agreement with the Village (as Landlord) and a Person or entity (as Tenant) for the rental, use or occupancy of space at the Airport or its facilities.
- X. Motor Vehicle(s) - A self-propelled motorized Vehicle, including automobile, truck, bus, motorcycle, tractor, re-fueler, and any other device(s) that is (are) self-propelled.
- Y. NOTAM - Notice to Airmen published by the FAA.
- Z. Operational Area or Airport Operational Area (AOA) - Areas of the Airport, including runways and taxiways, and other areas adjacent to the Airport runways and taxiways, which are designated to be used or intended to be used for Aeronautical Activity, including the landing, takeoff, run-up, or surface maneuvering of Aircraft, and has not been leased to any Person for exclusive use.
- AA. Person - An individual, firm partnership, corporation, association, company or other entity (including any assignee, receiver, trustee or similar representative thereof), or the United States of America or any foreign government or any state or political subdivision thereof.
- BB. Public Aircraft Parking Area - Those portions of the Airport designated and made available temporarily or permanently to the public for the parking or storage of Aircraft.
- CC. Public Apron Area - Those portions of the Airport designated and made available to the public for the loading or unloading of passengers and/or cargo on and from Aircraft.
- DD. Public Aircraft Facilities - The following facilities as they are from time to time provided and made available for public use by all Aircraft and their operators.
- EE. Public runways for the purpose of the landing and taking-off of Aircraft.
- FF. Public taxiways for the purpose of the ground movement of Aircraft.

- GG. Public Aircraft parking areas for the purposes of. a) temporarily parking and storing Aircraft; b) loading and unloading passengers, baggage, freight mail, or other cargo upon and from Aircraft, and c) performing operations incidental to the immediate arrival and departure of Aircraft.
- HH. Tenant - A person or entity having a written lease, storage agreement, or commercial operating agreement with the Village for the use or occupancy of any portion of the Airport, or their subleases.
- II. Unicom – A non-governmental communication facility which provides Airport Advisory Information.
- JJ. Vehicle – Every device, in, upon or by which any person or property is or may be transported or drawn upon a highway.
- KK. Village - The Village of Lake in the Hills, Illinois, a municipal corporation, and persons authorized by the Village to take any actions described in these regulations.

CHAPTER TWO

GENERAL PROVISIONS

2.1. SCOPE

All Persons shall be governed by these Rules and Regulations while on or occupying any area comprising the Airport, and shall comply with the orders and instructions of the Airport Manager, as they are promulgated from time to time, relative to the use and occupancy of the Airport premises and Airport facilities.

2.2. GENERAL AIRPORT OPERATION

- A. The Airport is owned by the Village and operated by the Airport Manager and persons under his/her supervision. The Village sets all general Airport policy; the Airport Manager implements the general Airport policies set by the Village. These Rules and Regulations shall apply to all users of the Airport. In addition, all commercial operators shall also be required to comply with the provisions of the Lake in the Hills Airport Minimum Standards.
- B. The Village of Lake in the Hills has a disaster plan published and in place if an event should occur at the Lake in the Hills Municipal Airport requiring its implementation. Once implemented, this plan supersedes and controls all activities at the Airport until the event is considered concluded.
- C. The Village assumes no liability for aircraft using the facilities of the Airport; nor do these parties assume any liability for injury to persons while on the Airport or while using the facilities of same.

2.3. VIOLATIONS OF RULES AND REGULATIONS

- A. The Airport Manager shall investigate all alleged violations of the Rules and Regulations, or the terms of any lease, agreement, or Commercial Operator Agreement. The Airport Manager will provide written notice to the violator and will give the violator such time as may be reasonable under the circumstances to cure any violation in accordance with the provisions of the Rules and Regulations, or any applicable agreement. If the violator fails to comply with the notice of violation, the Village may pursue any penalty or remedy available to the Village at law or in equity.
- B. Any Person who knowingly or willfully violates the Rules and Regulations, lease, any applicable agreement, or any rule or regulation then in effect by the Federal Aviation Administration ("FAA") or the Illinois Department of Transportation, Division of Aeronautics, or any orders or instructions of the Airport Manager or Village may be removed, evicted, or denied further use of the Airport.
- C. The Village may waive or modify, from time to time, any provision contained in the Rules and Regulations.

- D. Nothing in this section shall operate as a prohibition to the Village acting in an expedient manner to address immediate safety issues involving imminent injury to persons or property.

2.4. PENALTIES FOR VIOLATIONS OF RULES AND REGULATIONS, MINIMUM STANDARDS AND APPLICABLE AGREEMENTS

- A. The violation of, or failure to comply with, any provision of the Rules and Regulations, or of any other Village rule or regulation shall constitute an offense against the Village. Any Person who violates, or aids, or abets in a violation of any of these Rules and Regulations or other Village rule or regulation shall, upon conviction, be subject to a fine, of not less than \$75.00 nor more than \$750.00 for each such offense. Each calendar day upon which any such violation occurs or continues shall constitute a separate offense.
- B. The penalties provided in this paragraph shall be deemed to be cumulative and not a substitution of any other specific penalties as may be otherwise provided for herein or in any other ordinance rule or regulation of the Village as now or as may be hereafter enacted or adopted, or amended or modified.

2.5. NO PRIVATE RIGHT OF ACTION

Nothing in these Rules and Regulations shall be deemed to have created any private right of action nor enforcement obligation.

2.6. STATE AND FEDERAL LAW

State and Federal law prohibits the granting of exclusive rights to conduct Aeronautical Activity at public airports. All Aeronautical Activities at the Airport shall be conducted in a fair and equitable manner. Fair competition at the Airport shall be promoted while safeguarding the public interest. These Rules and Regulations shall be applied objectively and uniformly. The Village may, however, limit Commercial Activity if there are compelling reasons to do so, as defined in the FAA Compliance Handbook, Order 5100.6A and its successors, even if an applicant has complied with these Rules and Regulations. Any legal action brought in regards to these Rules and Regulations shall be brought in accordance with Illinois law.

2.7. ALLOCATION OF AIRPORT SPACE

The Airport Manager shall have the authority to identify and control which areas of the Airport will be used for Aeronautical Activity available to the public generally and Aeronautical Activity available only to specific Person(s).

2.8. OTHER LAWS

If any provision herein conflicts with any other Federal or State law, statute, rule or regulation, the more restrictive provision shall control, unless State or Federal law provides otherwise.

2.9. AIRPORT MANAGER - CONFLICT OF INTEREST

The Airport Manager and members of his/her immediate family are specifically prohibited from being employed by or engaging, directly or indirectly, in whole or in part, in any Commercial Aviation Activity at the Airport.

CHAPTER THREE

AIRPORT LEASES AND STORAGE AGREEMENTS

3.1. AIRPORT LEASES AND STORAGE AGREEMENTS REQUIRED

No Person shall store any Aircraft at the Airport except pursuant to a written Lease, license and/or Storage Agreement approved by the Village.

3.2. ERECTION OF STRUCTURES AND CONSTRUCTION OF IMPROVEMENTS

- A. Tenant may make improvements on its leased premises, subject to the following conditions precedent:
- B. Tenant shall submit a building permit application prior to the proposed start of construction which shall include: all plans and specifications for the proposed improvement, plans for controlling any environmental hazards, and all required permits including, but not limited to, code review and FAA and State airspace review. The Village may request additional information.
- C. The Village will notify the Tenant of the Village's decision within 60 days of the submission of all necessary documentation.
- D. The Tenant shall be responsible for all costs (including permit and inspection fees) of constructing any improvements, including, but not limited to, auto parking, ramps and taxiway access, any necessary permits, utilities and site work.

3.3. STORAGE OF REGULATED CHEMICALS

No person shall store any EPA regulated chemical or substance in violation of EPA standards. Tenants whose activities at the Airport involve or produce contaminants and/or toxic waste shall provide the Airport Manager with a plan which meets all local, state and federal regulations for the storage, containment and disposal of contaminants and toxic waste. Submittal of plan does not relieve tenant of his or her liability or responsibilities.

CHAPTER FOUR

VEHICLES

4.1. RULES OF OPERATION

- A. No Person shall operate a Vehicle at a speed in excess of 10 miles per hour at the Airport, except for emergency vehicles during emergency situations. No person may operate a vehicle in a reckless or dangerous manner.
- B. All Persons operating Vehicles on the Airport shall obey all posted traffic signs or signals on Airport property.
- C. No Person shall operate a Vehicle in any hangar on Airport property unless the Vehicle is equipped with exhausts protected by screens or mufflers to prevent the escape of sparks or the propagation of flame.
- D. All Persons operating Vehicles on Airport property shall yield the right of way to pedestrians and Aircraft at all times and in all areas. All pedestrians, vehicles and Aircraft shall yield the right of way to emergency vehicles responding to an emergency situation.
- E. All Persons operating Vehicles shall pass to the rear of Aircraft on which the engine(s) is running when at all possible and practical.
- F. No vehicle, other than emergency vehicles, shall be operated on the runway, or parallel taxiway without prior approval of the Airport Manager.

4.2. VEHICLE REPAIR

No Person shall make any repairs to Vehicles anywhere on the Airport, with the exception that minor repairs may be made to facilitate the movement of a Vehicle.

4.3. PARKING

- A. No Persons shall stop, stand or park a Vehicle on any taxiway or runway. No Person shall park a Vehicle on unpaved surfaces without prior approval from the Airport Manager.
- B. In areas designated or posted for vehicle parking, no Person shall stop, stand or park a Vehicle in any manner other than in the position designated by marked lines or by posted signs.
- C. No Person shall stop, stand or park any Vehicle in any area posted by official signs prohibiting parking.
- D. No Persons shall stop, stand or park a Vehicle which may restrict the safe movement of an aircraft.

- E. The airport manager may designate areas as "Temporary No Parking Areas" (e.g., where stopping, standing and parking is temporarily prohibited because of a hazard, to accommodate construction, or to allow for snow removal).
- F. Emergency and Fire Access Lanes and Areas. The following areas are designated as emergency and fire access lanes and shall be kept open at all time to ensure unimpeded movement of fire, or emergency or Airport maintenance equipment. Except at the direction of a police or fire official, or the Airport Manager, no Person shall stop, stand or park a Vehicle or Aircraft in the following Airport areas:
 - 1) All signed fire lanes adjacent to buildings or structures and main drive aisles within parking lots.
 - 2) All taxiway areas.
- G. Parking Restriction Classifications. All Persons occupying, using or at the Airport shall comply with the following parking restriction classifications:
 - 1) Reserved Parking: those areas designated as reserved for parking by Village and State personnel and employees, for federal government employees and for special licensees of the Village.
 - 2) Handicap Parking: those areas which are designated as exclusively reserved for use by handicapped Persons. No Person shall stop, stand or park a Vehicle in a handicap parking area, unless it bears license plates identifying the operator thereof as handicapped or as a qualified operator for a handicapped Person when the disabled Person is present. Appropriate signs, devices, marks and lines shall be installed in each area where parking is prohibited or restricted.
- H. Impoundment and Removal of Vehicles
 - 1) Authorized police personnel or the Airport Manager are hereby authorized to remove, or cause to be removed, any Vehicle from any location on the Airport premises to an impoundment area or other place of safety, or to any other location designated by the Village, under any of the following circumstances:
 - a). When any Vehicle is left unattended in a restricted parking area or emergency or fire access lanes or areas on the Airport;
 - b). When any disabled Vehicle parked or stopped on the Airport constitutes an obstruction to traffic and the Person or Persons in charge of the Vehicle are unable or unwilling to provide for its custody or removal;
 - c). When any Vehicle is left illegally parked so as to constitute a hazard or obstruction to the normal movement of traffic;
 - d). When any Vehicle is parked in the same location in the Airport parking lot or any other location on the Airport premises for more than 30 days without being moved, it may be presumed abandoned and may be removed at the direction of the Airport Manager or Village. Any Vehicle to be removed shall be removed in accordance with all applicable statutes; or

- e). When any Vehicle is parked in a location on the Airport where its presence impairs the performance of required snow removal or necessary repairs or maintenance.
- 2) Whenever the Airport Manager removes or causes to be removed a Vehicle as authorized herein and knows or is able to ascertain the Vehicle owner's name and address, the Airport Manager shall notify the owner in writing of the fact and grounds for such removal, and the place to which such Vehicle has been removed.
- 3) Whenever the Airport Manager removes or causes to be removed a Vehicle under this section and does not know and is not able to ascertain the name of the owner, or for any other reason is unable to give notice to the owner as provided above, and if the Vehicle is not reclaimed by the owner within a period of three days, the police officer or Airport Manager shall immediately send or cause to be sent a written report by mail to the appropriate agency or department of the State of Illinois whose duty it is to register motor Vehicles, and shall file a copy of such notice with the proprietor of any public garage in which the Vehicle may be stored. Such notice shall include a description of the Vehicle, the date, time, and place from which the Vehicle was removed, the reason for such removal, and the impoundment area where the Vehicle is stored.
- 4) The owner of any Vehicle removed under this Section shall be required to pay all expenses incurred by the Village in removal, towing, and storage of the Vehicle prior to being entitled to recover such Vehicle.

- I. Any Person in violation of the foregoing parking regulations and restrictions shall be subject to the penalties, fines, and to the remedies afforded the Village as is set forth in the Village's Municipal Code.

4.4. GROUND TRANSPORTATION

Vehicles owned or operated by any ground transportation service for hire and used to transport, load or unload passengers shall not be operated by any Person within the Airport Operating Area without an escort from an airport tenant or employee of an authorized airport Commercial Service provider, or written authorization from the Airport Manager.

SECTION FIVE

AIRCRAFT AND AIRCRAFT OPERATIONS

5.1. AERONAUTICAL ACTIVITIES

All aeronautical activities at this Airport and all flying of aircraft departing from or arriving in the air space above the Airport shall be conducted in conformity with the current pertinent provisions of the Federal Aviation Administration, Transportation Safety Administration and orders issued by the Airport Manager.

5.2. AIRCRAFT REGISTRATION

All aircraft owners shall submit at the Airport Manager's request, a completed aircraft registration form for each Aircraft owned and based at the Airport.

5.3. REGISTRATION, LICENSING, AND INSURANCE REQUIREMENTS

- A. No Person shall operate any Aircraft from the Airport that is not registered and certified in accordance with all applicable federal, state and local laws, rules and ordinances. All privately owned /operated aircraft based at the Airport shall have Aircraft Liability Insurance with the minimum limits: \$1,000,000 combined Single limit, \$100,000 per passenger Bodily Injury. All policies shall list the Village of Lake in the Hills as an additional insured. A copy of the policy must be issued to the Village.

- B. Commercial Activity Insurance requirements are specified in the Lake in the Hills Airport Minimum Standards.

5.4. REFUSAL OF CLEARANCE

The Airport Manager may delay or restrict any flight or other operations at the Airport of any aircraft for any reason in his/her sole discretion.

5.5. WARMING UP

Aircraft at the Lake in the Hills Airport shall not perform warm-up, engine run-ups or engine test operations in any area that would result in a hazard to other aircraft, persons or property.

5.6. PAYMENT

Failure to pay required fees for the use of Airport facilities, or other charges levied in connection with the operation of the Airport shall be deemed a violation of the Rules and Regulations.

5.7. CLOSING OF FIELD

In the event the Airport Manager believes the conditions of the Airport or any part of the Airport to be unsafe for landings or take-off, the Airport Manager or his designee may issue a NOTAM closing the entire Airport or any part thereof, in accordance with federal and state statutes, laws, rules and regulations. Aircraft owners/operators or commercial operators shall not be entitled to any compensation, rebate, or reduction of any fees or rents paid to the Village due to such closure.

5.8. IMPOUNDMENT AND REMOVAL OF DISABLED OR DAMAGED AIRCRAFT

The Airport Manager may immediately move or remove, without notice to the owner or Operator, any disabled or damaged Aircraft or parts thereof, any aircraft parked so as to cause a hazard on airport property or any aircraft left unattended in an operational area or other area besides a public aircraft parking area, at the owner's or Operator's expense, without liability for damage (except damage caused by gross negligence) which may result in the course of removal or subsequent to such removal if such disabled or damaged Aircraft constitutes a hazard to Persons or property.

If in the discretion of the Airport Manager, a disabled or damaged Aircraft constitutes a nuisance but is not a hazard; the Airport Manager shall put notice of intention to remove such Aircraft or parts thereof in plain view on such Aircraft or parts thereof. If the owner or operator of the Aircraft or parts fails within 48 hours after such posting to remove such Aircraft or parts thereof to a suitable location as may be determined by the Airport Manager, may move or remove such Aircraft or parts thereof to a location determined by the Airport Manager.

5.9. REPAIRING OF AIRCRAFT

- A. No Person shall repair an Aircraft, or any part(s) thereof, in any area of the Airport other than those specifically designated for such purpose by contract or agreement or by written consent of the Airport Manager provided, however, the following may be done:
- 1). Minor adjustments while the Aircraft is on a ramp preparatory to take-off when such adjustment is necessary to prevent a delayed departure; and
 - 2). "Preventative maintenance" as described in FAA Regulation Part 43, Appendix A, as is now or as may be hereafter enacted, substituted, amended or modified.
 - 3). An aircraft owner requiring specialized repairs/maintenance may employ a certified specialist for such repair/maintenance activity to their own aircraft in a privately-owned hangar provided the certified specialist is registered with the Village and is properly certificated to perform the required work.
 - 4). Aircraft owners of antique, home built or experimental aircraft may make such repairs and perform maintenance on their own aircraft not in violation of Federal Aviation Regulations.

5.10. PARKING OF AIRCRAFT

No Person shall park an unattended Aircraft in any emergency or fire access lane or area, or in any other area on the Airport other than that prescribed by the Airport Manager. The priority for parking in authorized areas and hangars shall be: (1) lessees of airport property, (2) itinerant aircraft, and (3) other storage uses. Parking of aircraft with the engine running without a pilot at the controls is prohibited.

5.11. DEMONSTRATION

No experimental flight by non-FAA certified Aircraft, or ground demonstrations, shall be conducted on the Airport by any Person without the written consent of the Airport Manager.

5.12. RADIO CONTACT

All Persons operating Aircraft or authorized ground vehicles on the Airport are encouraged to be equipped with a two-way radio and be in continuous communication on the Unicom frequency (123.05 MHz).

5.13. TAXIING RULES

- A. No Person shall taxi an Aircraft until such Person has ascertained by visual inspection of the area that there will be no danger of collision with any Person or object in the immediate area.
- B. No Person shall taxi an Aircraft at a speed that is not reasonable and safe.
- C. No Person shall start or run any engine in an Aircraft unless a licensed pilot or qualified A & P mechanic is aboard the Aircraft attending the engine controls. No Person shall start the engine(s) of any Aircraft unless such Aircraft is equipped with adequate brakes or chocks have been placed in front of the wheels of such Aircraft.
- D. No Person shall run the engine or engines of any Aircraft at any location on the Airport in such manner as to cause damage to other Aircraft or property or in such manner as to constitute a hazard to Persons or property.
- E. All Aircraft shall yield the right of way to emergency vehicles responding to an emergency situation.

5.14. LANDINGS AND TAKEOFFS

- A. When operating fixed wing Aircraft, a pilot shall takeoff and land on runways only.
- B. Pilots shall utilize procedures that will result in minimum noise to surrounding residential areas. This includes, but is not limited to, avoiding low altitude maneuvers. Appropriate power settings and maximum altitudes shall be

maintained by pilots when consistent with safety. Flights over populated areas shall be avoided by a pilot to the extent consistent with safety.

- C. No Person shall land or takeoff any Aircraft in the Airport Operation Hazard Zone, except under the following circumstances:
 - 1). Emergency landings; or
 - 2). Landing and take off of helicopters for emergency medical, humanitarian, military or governmental purposes.
- D. Pilots of helicopters shall use extreme caution when operating near any area where light Aircraft are parked or operating.
- E. No hot air balloons, air ships or dirigibles may land or take-off at the Airport without prior written authorization from the Airport Manager to do so.
- F. Skydiving activities, other than loading, are not permitted at the airport without prior written authorization from the Airport Manager to do so.

5.15. PARKING AND STORAGE OF UNAIRWORTHY AIRCRAFT

- a. No Person shall park or store, nor allow any other Person to park or store, any un-airworthy Aircraft on any portion of the Airport at any time, except the parking of such Aircraft shall be allowed:
 - i. solely for the purpose of obtaining repair parts, but only for a period not to exceed 30 days, or
 - ii. in a hangar.
- b. Extensions of time may be obtained from the Airport Manager.

5.16. PROHIBITED AIRCRAFT

No Person shall operate, maintain, park, store, or take off or land the following Aircraft on or from the Airport:

- A. a single wheel Aircraft in excess of 12,500 pounds, or
- B. a dual wheeled Aircraft in excess of 38,000 pounds.

5.17. HELICOPTER OPERATIONS

- A. Helicopters shall not interfere with the operation of fixed wing Aircraft.
- B. Helicopters shall not hover or practice auto rotation or similar operations on or over the active runway except in the event of an emergency.
- C. Helicopter training within one nautical mile of the Airport, other than for arrival or departure from the Airport, shall not be conducted when weather conditions are less than 800 feet AGL or less than two miles visibility.

- D. Helicopters shall monitor 123.05 MHz and maintain two-way radio communication at all times during operation in the vicinity of the Airport.
- E. Standard radio call-outs shall be made for each segment of air and ground operations.
- F. Operators may make written request of the Airport Manager for special operations. Such operations may be undertaken upon written approval from the Airport Manager.

5.18. FLYING CLUBS

- A. A Flying Club shall be a nonprofit entity organized for the express and sole purpose of providing its members with Aircraft for their personal use and enjoyment. All Aircraft shall be owned by the Flying Club (or ratably by all of its members). The property rights of the members of the Flying Club shall be equal and no part of the net earnings of the Flying Club shall inure to the benefit of any member in any form. A Flying Club may not derive greater revenue from the use of its Aircraft than the amount necessary for the operation, maintenance and replacement of the Aircraft.
- B. A Flying Club and its members are prohibited from conducting Commercial Activities, except that a Flying Club may sell or exchange its capital equipment.
- C. A Flying Club shall adhere to the following requirements:
 - 1). A Flying Club shall not offer or conduct charter, air taxi, or rental Aircraft operations.
 - 2). A Flying Club shall not conduct Aircraft flight instruction, except for regular members.
 - 3). A Flying Club shall not operate Aircraft other than Flying Club Aircraft, except where a flying Club Aircraft is being repaired or replaced, but in no event for a period in excess of ninety days without written approval from the Airport Manager.
 - 4). No Flying Club shall permit its Aircraft to be utilized for giving flight instruction to any Person, other than members of the Flying Club owning the Aircraft.
- D. A qualified mechanic who is a registered member and part owner of an Aircraft owned and operated by a Flying Club is not restricted from doing maintenance work on Aircraft owned by the Flying Club, provided that the Flying Club does not become obligated to compensate for such maintenance work. Such a mechanic may be compensated by credit against payment of dues or flight time. Maintenance shall be performed in approved facilities.
- E. A Flying Club shall submit to the Airport Manager the following:
 - 1). A current copy of the Flying Club's charter and bylaws, articles of association, partnership agreement or other documentation evidencing its existence;

- 2). A current Flying Club roster or membership list, including names of officers and directors, to be revised on an annual basis;
 - 3). An executed hold harmless clause in favor of the Village, Airport Manager and their respective officers and employees in a format approved by the Airport Manager;
 - 4). Number and type of Aircraft, evidence that such Aircraft are properly certified and evidence of the Flying Club's ownership of all Flying Club Aircraft, and
 - 5). The Flying Club's operating rules.
- F. A Flying Club shall provide and maintain all insurance applicable to Commercial Operators operating owned or non-owned Aircraft at the Airport.
- G. A Flying Club shall comply with all applicable provisions of these Rules and Regulations.

CHAPTER SIX

STORAGE, FUELING OPERATIONS AND WASTE DISPOSAL

6.1. STORAGE

- A. No Person shall keep or store any inflammable liquids, gases, signal flares or other similar material in the hangars or in any building on the Airport, except that such materials may be kept in the following areas:
 - 1) in an Aircraft, in the proper receptacles installed in the Aircraft for such purpose,
 - 2) in OSFM-approved containers or "UL" (Underwriter's Laboratories)-listed containers in areas approved by the Airport Manager for such storage, or
 - 3) in other areas that meet all applicable codes and are approved for such storage by the Airport Manager.
- B. No Person shall keep or store containers of lubricating or waste oils in or about the hangars, unless such material is kept in containers specifically designated for oil storage in accordance with all applicable codes, statutes, laws, ordinances, rules and regulations.

6.2. FUELING OPERATIONS

- A. No Person shall conduct fueling and de-fueling operations, except for self fueling in accordance with FAA guidelines, unless authorized to do so by the Airport Manager.
- B. All fueling and de-fueling operations shall be in full compliance with all applicable federal, state and local statutes, laws, ordinances, rules and regulations.
- C. In addition to complying with the foregoing provisions, all Persons engaging in Aircraft fueling and de-fueling operations shall comply with the following minimum requirements:
 - 1) No Person shall fuel or de-fuel an Aircraft while the engine is being warmed by applications of exterior heat, or while such Aircraft is in a closed space.
 - 2) No Person shall smoke within 100 feet of an Aircraft being fueled or de-fueled.
 - 3) No Person shall operate any radio transmitter or receiver, or switch electrical appliances on or off in an Aircraft during fueling or de-fueling.
 - 4) During fueling, the Aircraft and the fueling dispensing apparatus shall be grounded to a point or points of zero electrical potential.
 - 5) All hoses, funnels and appurtenances used in fueling and de-fueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids.
 - 6) Adequate fire extinguishers ("OSFM" or "UL" approved), shall be available to Persons engaged in fueling or de-fueling of Aircraft.
 - 7) Fueling hoses and equipment shall be maintained in a safe, sound and non-

leaking condition and shall be approved by the National Board of Fire Underwriters.

- 8) No Person shall use any material during fueling or de-fueling of Aircraft which is likely to cause a spark or be a source of ignition.
- 9) No Person shall fuel or de-fuel an Aircraft while passengers are on board such Aircraft unless the aircraft door is in open position and an attendant is present at or near the cabin door and, if normally required for ingress and egress to the cabin, a passenger loading ramp is in place.
- 10) Persons engaged in the fueling and de-fueling of Aircraft shall exercise care to prevent overflow of fuel, and shall take proper measures to remove volatile liquids when they are spilled during transfer.
- 11) In the event of fuel spillage, the Airport Manager shall be immediately notified. Hazardous spills that require reporting include, but are not limited to, aviation fuel, gasoline, fuel oil, hydraulic oil, motor oil, turbine oil, alcohol, glycol, and all similar chemicals that could be hazardous. The Person responsible for the spillage shall clean the spilled material and dispose of such material in compliance with all applicable federal, state and local environmental statutes, laws, ordinances, rules and regulations and to the satisfaction of the Airport Manager.
- 12) No Person shall stop, stand or park a refueling truck on Airport ramp areas or in areas not specifically designated for such parking.

- D. The Airport Manager or fueling contractor has authority to deny the sale of fuel to any Person for use in an Aircraft which the Airport Manager or fueling contractor has determined is in unsafe condition, or where the pilot of the Aircraft is incapacitated (under the influence of alcohol or drugs).

6.3. WASTE DISPOSAL

No fuels, oils, dopes, paints, solvents, acids or other waste shall be disposed, discarded or dumped by any Person in drains, basins, or ditches or elsewhere on Airport property except in accordance with all applicable federal, state and local environmental statutes, laws, ordinances, rules and regulations.

CHAPTER SEVEN

PUBLIC AND TENANT USAGE

7.1. SANITATION

No Person shall:

- A. Dispose of garbage, papers, refuse or other materials on the Airport, except in the receptacles provided for that purpose.
- B. Use a restroom other than in a clean and sanitary manner.
- C. Expectorate on the floors, walls, or other surfaces of any Airport building.

7.2. PRESERVATION OF PROPERTY

No Person shall, without permission of the Village or Airport Manager:

- A. Destroy, injure, deface, or disturb in any way any building, sign, equipment, marker, landscaping or other improvement or property on the Airport;
- B. Alter, erect, excavate at any building, sign or property on the Airport;
- C. Intentionally abandon any personal property on the Airport.

7.3. EXTERIOR SIGNS

All exterior signs shall conform to the applicable Village sign ordinance.

7.4. RESTRICTED AREAS

No Person shall enter upon the Airport Operational Area, or other areas as may be designated as "restricted," except for the following Persons:

- A. Persons assigned to duty in such areas by Persons authorized to do so;
- B. Persons authorized by the Airport Manager;
- C. Passengers, under appropriate supervision, entering the apron for the purpose of embarkation and debarkation; or
- D. FAA or Illinois Department of Transportation inspectors and Police or Fire personnel.

7.5. USE OF ROADS AND WALKS

- A. No Person shall travel on the Airport other than on the roads, walks, or places provided for the particular class of traffic.
- B. No Person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper use.
- C. Pedestrians shall yield the right of way to all Aircraft.

7.6. RESTRICTED USES, LOITERING AND TRESPASSERS

- A. The normal business hours for the Airport office shall be posted at the Airport office. Access to Airport-owned buildings other than during normal business hours is limited to authorized Persons.
- B. Restricted uses for all or part of an Airport Building shall be posted on or near the building. The Airport Manager may remove any Person found to be using a portion of an Airport building designated “restricted”.
- C. No Person shall loiter on any part of the Airport or in any building on the Airport. No Person shall come upon or use the Airport after such Person has been denied the use of the Airport by the Airport Manager, except while traveling through as a passenger on an interstate bus or taxicab or while enplaning or deplaning as a passenger on an Aircraft authorized to operate on the Airport.
- D. Consumption or possession of open alcoholic beverages is prohibited on the AOA except inside Aircraft unless specifically approved by the Airport Manager.
- E. Commercial photography or videography is prohibited without the written permission of the Airport Manager. Commercial photography or videography is prohibited within the AOA or any other Restricted Area without proper escort from the Village.
- F. Any Person who fails to comply with this section shall be regarded as a trespasser.

7.7. SPECIAL EVENTS

Special events planned and/or anticipated at the Airport must obtain written authorization from the Airport Manager. Special events shall include, but are not limited to:

- A. Any social gathering (private, non-private, and/or charity) of non-employees within an area, building and/or structure located at the airport.
- B. Any distribution and/or dispensating of alcoholic beverages (free or for sale) within an area, building and/or structure located at the airport.

- C. Any use of an area, building and/or structure that is outside of its intended primary purpose.
- D. Any event or gathering within the AOA.
- E. Any display that may directly or indirectly present a problem, hazard, or nuisance to the operations at the Airport and/or the immediately surrounding community.

7.8. SOLICITATION OF FUNDS

No organization shall solicit funds at the Airport until the organization has registered with and obtained approval from the Village. Approved solicitations shall be conducted only in those areas of the Airport specifically authorized by the Airport Manager for that purpose. A list of areas specifically authorized for the solicitation of funds shall be maintained by the Airport Manager, and made available to the public upon request. Authorized solicitation areas are subject to change at the Airport Manager's discretion.

7.9. SMOKING

No Person shall smoke in any area, place or building on the Airport where smoking is specifically prohibited or within 100 feet of any refueling or de-fueling operation or gasoline storage area.

7.10. TRASH CONTAINERS AND TRASH HAULING

- A. No Person shall keep uncovered trash in any open Airport area. Trash and garbage containers in open areas shall be kept only in areas specifically designated in writing by the Airport Manager for such use. Such areas shall be kept clean and sanitary at all times.
- B. All Tenants are responsible for keeping their areas clean and neat at all times.
- C. Trash or garbage containers shall be used only for waste generated on Airport property.
- D. No Vehicle used for hauling any waste or recyclables shall be operated by any Person on the Airport, unless such Vehicle is constructed to prevent its contents from dropping, sifting, leaking, or otherwise escaping there from.

7.11. STORAGE OF MATERIALS AND EQUIPMENT

Aircraft and Aircraft-related materials or equipment may be stored in hangars in accordance with these Rules and Regulations and approved leases. Only those Aircraft-related materials or equipment which are directly related to a Tenant's Aircraft are permitted to be stored at the Airport.

7.12. EQUIPMENT AND MISCELLANEOUS IN APRON AREA

A Tenant's ramp equipment shall be parked and kept in a neat and orderly manner, satisfactory to the Airport Manager. No receptacles, chests, cases or housings shall remain on the apron or ramp area that the Airport Manager determines are inconsistent with the general architectural, safety, and cleanliness standards of the rest of the installation.

7.13. MAINTENANCE

A Tenant shall maintain its leased property in a neat and presentable condition as to repair, cleanliness, and general maintenance and in accordance with its Lease, Storage Agreement, Commercial Operator Agreement or other written agreement with the Village. A Tenant shall not allow the Airport premises subject to such agreements to be or become a nuisance. A Tenant shall keep the hangars, hangar floors, terminal aprons and ramp areas leased by them or used in their operations, clean and clear of oil, grease and other materials and in good repair.

7.14. FIRE EQUIPMENT

A Tenant shall maintain adequate and readily accessible fire extinguishers in accordance with rules approved by the National Board of Fire Underwriters for the particular hazard involved. Such devices shall conform to all applicable federal, state and local fire codes.

7.15. STRUCTURAL AND DECORATIVE CHANGES

A Tenant shall not effect structural or decorative changes or additions of any type without prior written approval of the Airport Manager or the Village. Any changes shall conform to all applicable building and safety codes.

7.16. DAMAGES

A Tenant shall be fully responsible for and promptly pay for all damages to Airport buildings, equipment, real property, and appurtenances owned or in the custody of the Village or Airport Manager in any way caused by such Tenant, or its employees, agents, invitees, licensees, customers, visitors, suppliers, or Person with whom they may do business.

7.17. IMPOUNDMENT OF AIRCRAFT FOR CAUSE

Authorized police personnel or the Airport Manager may impound any Aircraft where the Aircraft is obstructing traffic, where the Operator or Tenant has failed to pay Airport fees, lease fees or has violated any provision of these Rules and Regulations or approved lease. The procedures for such impoundment shall be the same as those applicable to Vehicles, shall pay the charges incurred in removal, towing and storage of the Aircraft prior to being entitled to recover such Aircraft.

7.18. USE OF DESIGNATED TIE DOWN AREAS AND HANGARS

- A. Designated tie down areas and hangars shall be used only for the storage of Aircraft and Aircraft-related materials and equipment which are directly related to the specific Aircraft stored therein and which is owned or leased by the Tenant. No fuel shall be stored in a designated tie-down areas and hangars, unless such fuel is in such Aircraft's regular fuel system. A Tenant may allow up to two motor Vehicles to be parked temporarily in such hangars during the time period such stored Aircraft left the Airport in flight and until such Aircraft returns to the Airport.
- B. Nothing contained in any Lease or Storage Agreement shall authorize a Tenant to conduct any Commercial Activity at the Airport without a Commercial Operating Agreement.
- C. Any aircraft may be relocated to another space or area of the Airport if the Airport Manager determines such relocation is necessary to the operation of the Airport, including but not limited to relocation necessitated by ice or snow removal, Airport repair, or for other safety reasons.

7.19. RIGHT OF ENTRY RESERVED

- A. The Village and/or Airport Manager may enter any and all Airport premises subject to a Lease, Storage Agreement, Commercial Operator Agreement or other written agreement with the Village for the purpose of making ordinary inspections at reasonable times. Such inspections, where practicable, shall take place in the Tenant's or Operator's presence. Nothing herein shall be construed to limit or diminish right of entry of the Village or the Airport Manager at anytime in an emergency.
- B. No abatement of any payments by the Tenant shall be claimed by or allowed to the Tenant by reason of the exercise by the Village or the Airport Manager of any of the rights set forth herein or in any provision of a Lease, Storage Agreement, Commercial Operator Agreement or other written agreement with the Village.

7.20. SUSPICIOUS ACTIVITY

Any person involved in witnessing suspicious activity at the Airport shall report Activity to the Police ("911"). Suspicious activity may include, but is not limited to:

- A. Persons or pilots who appear to be under the control of others.
- B. Persons who appear to be accessing a Vehicle, Aircraft or facility by force.
- C. Persons misusing aviation lingo or unfamiliar with aviation procedures.
- D. Loiters
- E. Out of the ordinary videotaping or photography of Aircraft or facilities

- F. Aircraft with unusual or obviously unauthorized modifications
- G. Dangerous cargo, explosives or weapons being loaded onto an aircraft.

7.21. ACCESS BY ADJACENT PROPERTY OWNERS

Access to Airport runways and taxiways by Aircraft from adjoining property is permitted, provided that the adjoining property owner has entered into and maintains a License Agreement with the Village. The form of the license agreement shall be developed by the Village Attorney and approved by the Village Board.