



Grimes Field - 174

Urbana Municipal Airport

Rules and Regulations



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INTRODUCTION

Intent and Purpose:

These Rules and Regulations are intended to promote and facilitate the safe, proper, and efficient operation of Grimes Field (I74) for the enjoyment and benefit of the public and local community businesses.

Scope:

These Rules and Regulations, as enacted by the Director of Administration, apply to any Person entering Airport property at I74 and said entrance to and use of Airport property is subject to compliance with these Rules and Regulations. This document is intended to work in concert with applicable Federal Aviation Administration (“FAA”) regulations, laws, codes, ordinances, and regulations. In any case of conflict between these Rules and Regulations and such laws, codes, ordinances, or regulations, the more stringent or restrictive regulation for the promotion of public welfare and safety shall prevail.

Revision and Severability:

Each article of these Rules and Regulations may function separately of the others, so that if any part herein is held invalid or unenforceable, the others will remain in full force and effect. As such, any article or provision may be changed, revised, amended, or updated separately and independently of the others by the Director of Administration.

Implementation:

The Airport Manager shall have the power to take such action as necessary to administer these Rules and Regulations. Law and code enforcement officials shall have the authority to enforce applicable Rules and Regulations within their jurisdiction.



DEFINITIONS

Aircraft – A device that is used or intended to be used for flight in air.

Aircraft Movement Area (“AMA”) – The runways, taxiways, and other areas of an airport that Aircraft use for taxing, takeoff, and landing, exclusive of loading ramps and parking areas.

Aircraft Operator – The owner of an Aircraft or any person who has rented such Aircraft for the purpose of operation by oneself or their own agents, or any person who uses or authorizes the use of Aircraft for the purpose of air navigation or ground operation, with or without the right of legal control.

Airport Operator – The City of Urbana.

Air Operations Area (AOA) - Any area of the airport used or intended to be used for the landing, takeoff, or surface maneuvering of aircraft.

Based Aircraft – A Based Aircraft is one that is hangered, tied-down, or parked at the airport for more than six (6) months during any twelve (12) month period and has been approved by the Airport Operator. An Aircraft can only be considered based at I74 if it is not based at any other airport.

Equipment – all machinery, together with the necessary supplies, tools and apparatus necessary to conduct the aviation related activity being performed.

Exclusive Rights – means the power, privilege or other rights excluding or debarring another from enjoying or exercising a like power, privilege or rights. An exclusive right may be conferred either by express agreement, by imposition of unreasonable standards of requirements, or by any other means. Such a right conferred on one or more parties by excluding others from enjoying or exercising a similar right or rights would be an exclusive right.

The granting of an exclusive right to conduct a commercial aeronautical activity on an airport developed or improved with federal funds is expressly forbidden by law, except the noted expectations.

Flight School – An FAA approved training center for students to learn how to fly that operates under FAA Regulation Part 61 or Part 141.

Fuel Farm – Storage area for aviation fuels that is owned and operated by the owner and operator.

Full Service Operator, Full Service FBO – An entity which maintains facilities at the Airport for the purpose of engaging in sales of aviation fuels and Aircraft line services.



Flying Club - An association of two or more individuals duly organized as a non-profit corporation, partnership, or association under the laws of the State of Ohio or of another state and authorized to do business in Ohio, for the purpose of owning one or more Aircraft for use by its membership for pleasure flying or personal business use. Personal business use means occasional business trips made by members of the Flying Club. No commercial activities of any kind shall be conducted by a Flying Club.

Foreign Object Debris (FOD) – Any object found in an inappropriate location that as a result of being in that location, can damage property, equipment, Aircraft, or persons.

Grimes Field or I74 – Includes all property designated as Grimes Field as shown on the Master Plan filed in the office of the Airport Operator.

Improvements – means all buildings, structures and facilities including pavement, fencing, signs, and landscaping constructed, installed or placed on Airport property with concurrence of a lessee. Plans and specifications for all improvements must be approved, in writing, by the City for conformity with its building and construction standards.

License – means contractual agreement between the Airport and an entity granting a concession or otherwise authorizing the conduct of certain activities which is in writing and enforceable by law.

Mobile Refueler – Non-road licensed trucks containing fueling equipment used to transfer aviation fuels from the Fuel Farm to Aircraft.

Regulated Garbage – As defined under 7 CFR 330.400 and 9 CFR 94.5, includes all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal material, and other refuse or any character whatsoever that has been associated with any material. Regulated Garbage was generated on board, or removed from any means of conveyance during international movements, and includes food scraps, table refuse, galley refuse, food wrappers, or packaging materials and other waste material from stores, food preparations areas, passengers' or crews' quarters, dining rooms, or any other areas on means of conveyance. Regulated Garbage also includes meals and other foods that were available for consumption by passengers or crew on an Aircraft but were not consumed. Garbage that is commingled with Regulated Garbage becomes Regulated Garbage.

Repair Facility – A facility utilized for the repair of Aircraft, to include airframe, power plant, propellers, radios, instruments, and accessories. Such facility will be operated in accordance with pertinent Federal Aviation regulations.



Specialized Aviation Service Operations (“SASO”) – Also known as single-service provider or specialized FBO. These operations perform less than full FBO services or operate less than twenty-four (24) hours a day. These types of companies differ from a full service FBO in that they typically offer only a specialized aeronautical service such as Aircraft sales, flight training, Aircraft maintenance, avionics services, or sale of aviation fuels, or do not operate twenty-four hours a day.

Taxilane – The portion of the Aircraft parking area used for access between taxiways and Aircraft parking positions.

Taxiway – Any paved area of the Airport used by Aircraft to proceed to or from the runways.

Tenant – A person, company, or organization that enters into a valid lease agreement with the Airport Operator or a person, company, or organization that has a valid lease agreement with a tenant.

Municipality – Municipality of Urbana, Ohio.

Transient Aircraft – Any Aircraft landing at I74 which is not based at the Airport.

Vehicle – Automobiles, trucks, buses, motorcycles, mini bikes, mopeds, horse-drawn vehicles, bicycles, push carts, and any other device by which any person or personal property may be transported, carried, propelled, moved, or drawn upon land, except Aircraft. This may also include mobile equipment whether self-propelled or not, designated for use principally off public roads and attached to machinery or equipment.

Tie-Down – A designated Aircraft parking area with tie-down anchors.



ARTICLE I – AIRPORT AUTHORITY

1.1 Authority

The Rules and Regulations set forth herein are enforceable pursuant to the statutory and other authority granted to the federal, state, and local authorities to adopt and enforce regulations for the use and operation of the Airport. These Rules and Regulations are in addition to any obligations and requirements imposed in any lease, license agreement, or other agreement with the Airport Operator to which any person is a party.

For the safe and efficient operation of the Airport and the safety and convenience of the public, Airport Operator personnel are hereby vested with the authority to institute day-to-day operating procedures not inconsistent with these Rules and Regulations. In addition, the Airport Operator may impose temporary restrictions or requirements that are different from and more restrictive than these Rules and Regulations.

1.2 Airport Liability

The Airport Operator, the City of Urbana, and their agents and employees shall not be liable for loss, damage, or injury to persons or property arising from an accident, incident, or mishap of any nature whatsoever and/or from any cause whatsoever to any individual, entity, Aircraft, or property occurring on the Airport or in connection with the use of any Airport facilities.

1.3 Assumption of Risk

All persons shall assume the risk of use of the Airport. Each person shall at all times release, hold harmless, and indemnify the City of Urbana and/or its agents and employees from any and all responsibility, liability, or damages resulting to any person or property without incident to the manner in which the Airport is operated, constructed or maintained. The use of the Airport by any person for any purpose shall be in itself an acknowledgment that such persons accept the privileges on the conditions set forth.

1.4 Violations and Enforcement

The Airport Operator reserves the right to take any actions it deems necessary or appropriate in the event of any failure to pay fees or lease payments or in the case of violation of these Rules and Regulations or federal, state or local laws, regulation ordinances or rules, including, but not limited to, prohibiting or restricting the use of the



Airport and its facilities by the person committing any such violation and lease revocation or termination.

1.5 Subordination of Articles

All activities of the lessees on the Airport and users of the Airport shall be subject to the provisions of any existing or future agreement between the Airport Operator and/or the Municipality and federal, state and local governments, relative to the operation, maintenance or development of the Airport.



ARTICLE II - GENERAL

2.0 Air Traffic Rules

All applicable rules and regulations established under the authority of the FAA and the Ohio Department of Transportation shall be followed.

2.1 Disorderly Conduct

In order to ensure the safe and proper functioning of the Airport, no person shall, while on Airport property:

1. be or become drunk or visibly intoxicated
2. commit any act that is generally deemed as an obscene or indecent act
3. engage in any fighting, threatening, violent or disorderly behavior
4. make unreasonable noise
5. create a hazardous or dangerous condition.

2.2 Airport Aesthetics

All tenants, licensees, and Airport users shall keep the areas for which they are responsible, including aprons, hangars, Tie-Down spaces, etc., in an organized and clean manner as determined by the Airport Manager.

2.2.1 Refuse

No person shall place, discharge, or deposit, garbage or any refuse in the Airport, except in containers provided for such purpose or in containers or vehicles which the Airport Manager may require any person to provide.

2.2.2 Tenants of hangars shall provide suitable receptacles for the storage of oily wastes, rags, and other combustible/flammable waste. All such waste shall be stored and disposed of in accordance with all applicable local, state, and federal regulations. The Airport shall have no responsibility for the storage and removal of waste.

2.2.3 Recycling

All Airport tenants and licensees are mandated to recycle in accordance with City requirements. It is the tenant's responsibility to provide means and methods for their facility to meet City recycling requirements.



2.3 Preservation of Property

- A. No person shall alter, add to, or erect any building or sign, or make any excavations on Airport property without prior written authorization from the Airport Manager.
- B. No person shall block any hallway, corridor, or passageway so as to impede its normal and proper use.
- C. No person shall travel upon the Airport premises other than on the roads, sidewalks, or other rights-of-way designated for such purpose unless designated for an approved purpose by the Airport Manager.
- D. Airport tenants, users, vendors, contractors, subcontractors, and all other commercial operators on Airport property shall provide the City with a Certificate of Insurance demonstrating the required insurance limits of the City are in place. Without exception, all insurance certificates and the policies they represent shall list the City of Urbana as an Additional Insured.
- E. The City shall recover expenses incurred from any person causing injury or property damage of any kind. The liable party will be billed for charges to repair Airport property damage, including the cost of labor and any other related charges.

2.3.1 Storage of Property

- A. Storage of equipment, tools, supplies, and parts is not permitted outside of an Aircraft, except in hangar facilities or the Tie-Down areas as specified.
- B. No person shall store or stock material or equipment in such a manner as to constitute a fire hazard.
- C. No person shall keep, store, or discard any combustible/flammable liquids, gases, signal flares, lubricating oils, or other similar material in the hangars or in any other location on the Airport, except when properly installed in Aircraft or in rooms or areas specifically approved and suitable for such storage.

2.3.2 Leasehold Care



All tenants of the Airport shall keep floors of the hangars as well as their leasehold free and clear of oil, grease, rubbish, and other combustible/flammable materials.

2.3.3 Interfering or Tampering with Aircraft

- A. No person shall interfere or tamper with any Aircraft, put in motion the engine of such Aircraft, or use or remove any Aircraft, Aircraft parts, instruments, or tools without the written authorization of the owner and/or the Airport Manager.
- B. No person shall operate any Unmanned Aerial System (“UAS”) or “model aircraft” on Airport property without written authorization from the Airport Manager and the FAA.

2.4.4 Commercial Photography

No person shall take commercial videos or pictures of any sort at the Airport without the written authorization of the Airport Manager. Accredited news, newsreel, news helicopters, or television cameramen shall secure clearance for their activities from the Airport Manager to ensure compliance with applicable federal, state, or local regulations.

2.4.5 Animals

- A. No person shall enter any part of the Airport or terminal building with any domestic animal except where the animal is properly restrained by leash or properly confined for air travel, or where the animal is a registered service dog or a law enforcement service dog. It shall be the responsibility of any person entering the Airport with an animal to clean up and/or pay for the cleanup of any defecation or other damage caused by the animal.
- C. No person shall permit any wild animal under his/her control or custody to enter the Airport except where such animals are to be or have been transported by air and are properly confined for air travel.

2.4.6 Loitering

Due to concern for the general safety, security, and welfare of the traveling public, no person in or about the Airport who is unable to give a satisfactory explanation of his or her presence, shall be allowed to loiter in or about any area



or facility of the Airport. Satisfactory explanations for loitering, as determined in the reasonable discretion of the Airport Manager and/or law enforcement personnel, shall be supported by verifiable evidence that the person in question:

1. is working at the Airport and engaging in permitted commerce at the Airport;
2. is conducting an activity for which a permit has been issued under these Rules and Regulations.
3. is taking a flight.
4. is waiting for or escorting an individual engaged in the activities enumerated in this subsection.

2.4.7 Smoking

- A. Smoking is prohibited inside the AOA: Except as otherwise provided by these Rules & Regulations, no person shall engage in the act of smoking or possess a lit tobacco smoke-producing instrument, including but not limited to electronic and vaporless cigarettes.
- B. Designated smoking area: Appropriate officials of the City may, but are not required to, designate one or more enclosed areas at 174 as “Designated Smoking Areas” where persons may engage in the act of smoking without being subject to the prohibitions and penalties under these Rules & Regulations.

2.5 Conduct of Business or Other Activities

2.5.1 Commercial Use

No person shall use the Airport for any commercial or other purpose except as expressly granted by the Airport Manager, by these Rules and Regulations, and, if applicable, in any lease, license, agreement, or other written agreement with the Airport.

2.5.2 Fees

- A. Fee schedules shall be available upon request from the Airport Manager. They are also available publicly in the main terminal building, and on the Airport website.



- B. Based Aircraft, Federal and Military Aircraft, Ohio State and County Aircraft, Angel Flights, Maintenance Flights, and Test Flights are not required to pay landing or tie-down fees.

2.5.4 Prohibited Conduct

- A. No person shall carry any firearms, explosives, or flammable materials on the Airport without following local, state, and federal Laws.
 - 1. The Terminal Building and AOA are subject to Department of Homeland Security (DHS) regulations as they pertain to firearms, explosives, and incendiary devices.
 - 2. All aircraft passengers shall transport firearms and ammunition as required under Transportation Security Administration (TSA) regulations.
- B. Security responsibilities of employees and other persons. No person may:
 - 1. Tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or circumvent any security system, measure, or procedure implemented under this subchapter.
 - 2. Enter, or be present within, a secured area, AOA, without complying with the systems, measures, or procedures being applied to control access to, or the presence or movement in, such areas.
 - 3. Use, allow to be used, or cause to be used, any airport-issued or airport-approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in secured areas, AOA's, in any other manner than that for which the appropriate authority issued it under this subchapter.

2.5.5 Lost and Found

Any person finding lost articles at the Airport shall deposit them with the Airport Manager.

2.5.6 Wildlife Management



- A. No person shall feed, approach, disturb, frighten, hunt, trap, capture, wound, kill, or disturb the habitat of any wild bird, mammal, reptile, fish, amphibian, or invertebrate anywhere within the Airport without prior permission of the Airport Manager.
- B. No person shall attract rodents or other wildlife by leaving food or debris on any open and exposed area. It is the responsibility of the tenant or tie-down licensee to maintain its leasehold in a manner that does not promote wildlife hazards.
- C. This prohibition shall not apply to action taken by the Airport Manager and their designated agents or government officials and their employees or agents, within the scope of their authorized duties, to protect public health and safety.
- D. The Airport will take immediate measures to identify and mitigate wildlife hazards whenever they are detected or whenever Airport management has been advised that hazardous conditions exist. After contacting emergency services, any person involved in or aware of any accident or incident involving wildlife must notify the Airport Manager immediately.

2.5.7 Signs

In reference to Urbana Sign Code 1137.03(41), Airport Tenants, concessionaires, and licensees shall not post or display any notices or advertisements, signs, symbols, placards or other written media, or visual displays (“signs”) on Airport property, including in the Terminal and AOA, except as may be provided under the terms of the Tenant’s agreement, including obtaining the Airport Manager’s written consent. Political or collective bargaining signs, events, and meetings must have prior approval.

2.5.8 Damage to Airport Lights and Fixtures

Any person(s) damaging any airport light or fixture by operation of an Aircraft or otherwise shall immediately report such damage to the Airport Manager. Tenants or Licensees shall be responsible for notifying the Airport Manager if a hired contractor or other agent has damaged any Airport lights or fixtures. The person(s) causing the damage will be liable for the repair or replacement of the lights or fixtures.



ARTICLE III – CONSTRUCTION

3.0 Construction Compliance

All tenants will conduct all construction activities in conformance with FAA Advisory Circular 150/5370-2G, the current version of Operational Safety on Airports During Construction Activities, as well as in conformance with the following paragraphs in this Article III, and any other directives given by the Airport Manager. All tenants must have an approved FAA Form 7460 Notice of Proposed Construction or Alteration prior to beginning construction. Tenants must receive prior approval from the Airport Manager authorizing the commencement of work.

3.1 Access Roads

3.1.1 Conditions of Access Roads

The Tenant is responsible for the condition of all Airport entrance roads during construction and hauling activities for which they are responsible. The access roads should remain in good condition and free of construction debris. The Tenant shall be responsible for the cleaning or repair of any effected roads.

3.1.2 Blocking Access Roads

An Airport access road shall never be blocked unless it has been coordinated with the Airport Manager.

3.2 Emergency Access

Any construction activity shall not block access to any emergency vehicles, Construction activities shall not interfere with any rescue or emergency operation.

3.3 Barricades and Markings

The tenant will furnish, erect, and maintain markings and associated lighting of open trenches, excavations, temporary stockpiles, and parked construction equipment. All construction taking place near the Air Operations Area (“AOA”) must be properly barricaded in conformance with FAA Advisory Circular 150/5370-2G. Under no circumstances will the Airport provide barricades, cones, or other marking materials.

3.4 Construction Site Security

All construction sites must be fully enclosed with proper fencing material. Gates must be installed at any entrance to the construction sites, and must be closed and secured when the construction site is not attended. Gates and fences must be erected in such a



way as to prohibit unauthorized access to the AOA. All personnel must be observant and alert at all times for unfamiliar individuals, suspicious persons or suspicious activities. All personnel must report unfamiliar individuals to the site foremen, supervisor, or manager and the Airport Manager.

If there is suspicion that someone is about to commit a crime or other illegal act, contact 911 immediately for dispatch of the City of Urbana Police. Provide them with as much information as possible about the individual, circumstance, location, vehicle or Aircraft identification, etc. Pass this information on to the Airport Manager.

Police/Fire/Medical Emergency	(911)
Non-Emergency Police	(937) 652-4350
Non-Emergency Fire	(936) 652-4374
Airport Manger (Day)	(937) 652-4319
Airport Manager (Cell)	(740) 995-9919

3.5 Cranes

The tenants planning to use cranes or other tall equipment must erect them per 14 CFR 77.13(5) (i). The process for acquiring an approved form can take upwards of ninety (90) days. All tenants must notify the Airport Manager within 24 hours of any cranes or other tall equipment that will be erected.

3.6 Deliveries

The Airport Manager will not accept the delivery of goods or other products for any tenant or contractor unless prior arrangements have been made. The tenant must make individual arrangements for the final delivery of all goods. At no time may any section of Airport road be blocked by trucks or other equipment, including vehicles involved with the delivery of equipment.

3.7 FOD



The Tenant must prohibit trash and construction debris from leaving the construction area. All necessary precautions should be made to prevent FOD from encroaching into the AOA. All trash should be kept in proper containers as to not attract wildlife.

3.8 Tenant Improvement Process

Prior to beginning any planning for improvements or alterations by the tenant, the tenant must contact the Airport Manager. The Airport Manager and tenant shall discuss the nature and scope of the desired alteration to determine if the alteration or improvement is minor in nature and therefore, could be processed, reviewed, and approved via an expedited process, i.e., an informal process such as reviewing sketches and providing email approval. However, the Airport Manager must provide written approval in some form, i.e., letter or email, before any alterations can begin. If the alteration is determined not to be minor in nature, then departments including but not limited to Engineering, Zoning and Compliance, Fire, and Administration shall be involved in a formal approval process.

Any improvements or alterations of the leased space by the tenant become the property of the City at the end of the lease.

3.9 Utilities

The tenant will be responsible for the location of, and protection of, all utility lines. These lines will include, but not limited to, telephone, natural gas, water, sewage, electricity, fiber optic, and airfield lighting. Any breakage to these lines will be repaired at the tenant's expense.

3.10 Vehicles

Vehicle operators must possess a valid State Driver's License at all times while operating a vehicle on Airport property. Vehicle operators must immediately advise the Airport Manager if their Driver's License becomes revoked, suspended, or expired.

Vehicle operators must have a valid, properly coded I74 Gate Card at all times, and/or be under the constant escort of Lessee while in the AOA.

The Airport Manager reserves the right to withdraw permission for any individual to operate a Motor Vehicle on the AOA if such action is deemed necessary to maintain safety and order.

The tenant will identify each motorized vehicle or piece of equipment in conformance with FAA Advisory Circular 150/5370-2G, current edition.



All construction vehicles operating inside the AOA shall be properly marked with either flags or amber beacons. Amber beacons must be used during the period between sunset and sunrise or in IFR conditions. At no time may any vehicle block any emergency access road.

Any Motor Vehicle operator whose Vehicle becomes disabled or becomes out of service on the AOA must:

1. Turn on the Vehicle's warning lights; and
2. Immediately notify the Airport Manager.

All Vehicles, whether in marked traffic lanes or not, shall yield to taxiing Aircraft, push-backs, or aircraft under tow.

In potential conflict situations between approaching/overtaking aircraft support vehicles, the right-of-way shall be determined by the following priority list:

1. Aircraft
2. Emergency vehicles;
3. Fuel trucks;
4. Passenger buses;
5. Baggage/Cargo Trains
6. All other aircraft service equipment.

No Person operating a Motor Vehicle shall circumvent the above-mentioned procedure. When in doubt, vehicle operator should always yield the right-of-way.

During periods of reduced visibility, vehicle access to the movement area may be reduced as determined by the Airport Manager.



ARTICLE IV – VEHICLE OPERATIONS

4.1 Parking

Vehicles should not be parked on the Airport except in designated parking areas.

No Person shall abandon a vehicle on Airport property without the expressed consent of the Airport Manager.

4.2 Authorization to Remove Vehicles

The City may remove from any area of the Airport any vehicle which is disabled, abandoned, or parked in violation of Article 3.1, or which represents an operational problem. Such removal shall be at the owner's or operator's expense and the City shall not be liable for any damage which may result in the course of such removal.

4.3 Speed Limits

4.3.1 Airport Road

No vehicle shall be operated in excess of 15 miles per hour.

4.3.2 Aprons and Ramps

No vehicle shall be operated in excess of 10 miles per hour.

4.3.3 Runways and Taxiways

No vehicle shall be operated in excess of 25 miles per hour unless the situation otherwise necessitates.

4.4 Vehicle Accidents

Persons involved in an accident on Airport property that results in injury to a person, or damage to an Aircraft, property or another vehicle shall:

1. Immediately stop and remain at the scene of the accident, unless it is unsafe to do so.
2. Render reasonable assistance, if capable, to any person injured in the accident.
3. Report the accident to 911, and the Airport Manager.



4.5 Courtesy Car

- 4.5.1** Use of the airport's courtesy car is limited to visiting aircraft operators with written or verbal permission from the Airport Manager and a valid driver's license.
- 4.5.2** Any individual or group may utilize the courtesy car with advanced notice and written or verbal permission from the Airport Manager.
- 4.5.3** Courtesy car availability is never guaranteed and can be restricted by the Airport Manager at any time.
- 4.5.4** Any individuals utilizing the courtesy car are expected to treat the vehicle with proper care and attention. This includes returning the gas tank at the same or higher level as when it was first taken, ensuring the tires are adequately inflated, and maintaining the cleanliness of the vehicle's interior and exterior.



ARTICLE V – AIRCRAFT OPERATIONS

5.1 Operations of Aircraft

No Aircraft shall be operated on, or in the vicinity of the Airport in a reckless or careless manner, or without due regard for the rights and safety of others.

5.2 Starting or Running of Aircraft Engines

No Aircraft engine shall be started or run unless a licensed pilot or licensed ground personnel operator is attending the controls. Engine run-ups are not permitted on apron areas unless no other aircraft or individuals are on the apron, or prior permission was granted by the Airport Manager.

5.3 Taxiing and Movement of Aircraft

All Aircraft shall be taxied at a safe and reasonable speed under full control with the due regard for the safety of other Aircraft, persons, and property.

No Aircraft shall be taxied into or out of hangars under its own power under any circumstance.

Aircraft awaiting take-off shall stop at the hold short line from the runway in use and in such a position as to have direct view of Aircraft on a landing approach.

All Aircraft shall taxi on paved, or designated grass surfaces only and no Aircraft shall pass another Aircraft on a taxiway.

5.4 Disabled Aircraft

The PIC of any Aircraft that becomes disabled on or near the Runways or Taxiways shall be responsible for the prompt removal of such Aircraft and associated parts as directed by the Airport Manager. In the event such Aircraft or associated parts are not disposed of, the City has the authority to remove the Aircraft and parts immediately. Such removal shall be at the Aircraft operator's expense, and the City shall not be liable for any damage that may result in the course of removal.

5.5 Collision Avoidance

All take-offs and landings shall be made at a safe distance from the other Aircraft and from all buildings, parking areas and other obstructions. During take-off, landings or while taxiing, the pilot shall make sure that there is no danger of collision with other Aircraft, people or other objects which would endanger the Aircraft or its occupants.



5.6 Passengers Enplaning and Deplaning

All loading or unloading of passengers and/or cargo to and from Aircraft shall be performed on ramps, aprons, or designated grass areas.

5.7 Rotary Wing Aircraft

Helicopters shall have braking devices and/or rotor mooring tie-downs applied to the rotor blades when not in use for extended periods.

5.8 Drones

According to FAA guidance, as of April 25, 2024, no drone may be operated within 5 miles of an airport at an altitude greater than 400' above ground level without prior approval from the Airport Manager and the FAA as necessary.

5.9 Aircraft Brakes

No Aircraft shall land, take off, or taxi at the Airport unless it is equipped with properly functioning brakes that are consistent with the safe operation of the Aircraft.

5.10 Aircraft Radios

It is the Airport's recommendation that all aircraft are to be furnished with, and utilize a two-way radio while conducting aviation-related maneuvers on Airport property.

5.11 Parachute Operations

No parachute landings shall be made at the Airport without written permission of the Airport Manager, except in the event of an emergency.

5.12 Motorless Aircraft

No motorless Aircraft may land or take off at the Airport without written permission of the Airport Manager, except in the event of an emergency.

5.13 Aircraft Maintenance

Aircraft storage, parking, and repair are restricted to areas that have been explicitly designated for these activities by the Airport. Routine maintenance of aircraft may be conducted on aprons and parking areas, provided that it does not pose a hazard to other aircraft or individuals. It is imperative that all aircraft be kept in the designated areas and that safety protocols are followed at all times when aircraft maintenance is being performed.



5.14 Securing Aircraft

All Aircraft owners and operators are responsible for securing Aircraft in a manner necessary to avoid damage to other Aircraft or property at the Airport in the event of wind or other severe weather, and shall be responsible for any damage or loss resulting from the failure to comply with this rule. In no event shall the City be liable for any damage resulting to or from an Aircraft that has not been properly secured.

5.15 Emergency Operations

During an Aircraft emergency, all Aircraft shall clear active runways and shall hold their positions. During an Aircraft emergency, the Airport should be considered closed until re-opened by the Airport Manager.

5.16 Airport to Move Aircraft

Upon request of the Airport Manager, the operator of any Aircraft parked or stored at the Airport shall move such Aircraft from the place where it is parked to any place designated by the Airport Manager. Upon the Aircraft operator's refusal to comply with such direction, the Airport Manager has the authority to order such Aircraft to be towed at the Aircraft operator's expense. The City shall not be liable for any damage which may result in the course of such towing or otherwise.



ARTICLE VI – AIRPORT SECURITY

6.1 Airport Security Plan

All persons inside the AOA are subject to the Airport Security Plan. This program contains Sensitive Security Information (SSI) and is distributed on a controlled basis. For information concerning the Airport Security Plan, contact the Airport Manager at (937) 652-4319.

6.1.1 The General Aviation Hotline and Aircraft Owners and Pilots Association

Centralized reporting system for GA pilots, airport operators, and maintenance technicians to report suspicious activity.

GA Hotline 1-866-427-3287

GA Airport Security Core Principles:

1. Pilots know their passengers
2. Aircraft should be locked when not in use
3. Hangars and airport facilities should be secured
4. Airport and FBO personnel should be trained in spotting suspicious activity
5. Agricultural Aircraft take additional measures to secure chemicals

6.2 Non-Compliance

Any person not in compliance with the Airport Security Plan may be denied entry to the AOA or have their access privileges revoked.

Refusal to comply with Airport Security Plan may result in the violator being escorted off the AOA and trespassed.

6.3 Unauthorized Access

All tenants, licensees, and others authorized to utilize space and facilities at the Airport shall see that all gate chains, fences, doors, and other public safeguards on their respective property or leasehold or licensed area are used in a manner to protect the public and to prevent unauthorized entry or inadvertent access. If the hangar is accessible from the public area, all hangar doors must remain closed, caged, or screened to prevent unauthorized people from walking through the hangar.



6.4 Airport Gate Cards

- 6.4.1** Tenants/employees/contractors wishing to obtain an Airport Gate Card must have an active lease on Airport property, be an employee of the City, or be a contractor or employee acting on behalf of a tenant.
- 6.4.2** Tenants receive one free gate card for each name on the lease. Tenants may pay (\$20) for any additional cards they may need for their employee or contractor.
- 6.4.3** Tenants are fully responsible for the condition and return of their gate card(s) upon termination of their lease, termination of an employee, or completion of construction. If gate cards are not returned within a timely manner, additional fees may be incurred based on the Airport Manager's discretion or the fee structure set in any associated lease.
- 6.4.4** Tenants shall maintain written records of any contractors or employees who are in possession of an active Airport Gate Card.
- 6.4.5** Gate Card holders shall immediately report any lost, stolen, or destroyed badge to the Airport Manager. Should a lost badge be located after a new badge has been issued, the originally issued badge should be returned to the Airport.
- 6.4.6** Cardholders are NOT authorized to reissue a card to a different individual or maintain the card for further issue. The card remains the property of the City of Urbana at all times, and must be surrendered upon termination or the request of the Airport Manager.
- 6.4.7** Should an individual become convicted of a felony, the person shall notify the Airport Manager to determine whether any cards, keys or other access media assigned to their use by the Airport should be relinquished. This notification and return of media shall take place within 48 hours of the conviction.
- 6.4.8** Gate Cards are only intended for use by lessees or employees/contractors actively engaged in their official job duties.
- 6.4.9** Gate Card holders are required to adhere to all security requirements promulgated by the City, FAA, or the Transportation Security Administration ("TSA") at all times.



6.5 Gate Card Violations and Enforcement

Violations of Gate Card procedures will result in one or more of the following actions taken by the City:

1. Written complaint to the employer with request for company action. (If applicable)
2. Suspension or revocation of the Gate Card and expulsion from all restricted areas.
3. The violator may be charged with criminal trespass.

Any questions or comments regarding the above procedures should be directed to the Airport Manager.

6.6 Restricted Areas

No person shall enter any restricted area except as may be permitted by these Rules and Regulations. Restricted areas include the air operations area, the utility and service areas, areas leased to tenants, and other areas specifically designated by appropriate signs or deemed restricted by the Airport Manager.



ARTICLE VII – FIRE AND SAFETY

7.1 Fire Safety

The purpose of this Article is to set forth the rules and regulations regarding fire and safety to ensure that all persons using the Airport shall exercise the utmost care to guard against fire and injury to persons or property.

7.2 Adoption of Fire Prevention and Safety Codes

Ohio Fire Code (“OFC”) as may hereinafter be amended, is hereby adopted as the Fire Prevention Code of the City of Urbana, for the control of building, structures and premises as herein provided. Further, each and all of the regulations, provisions, conditions and terms of the OFC, as well as the most recently amended version of the International Fire Code published by the International Code Council, the NFPA Fire Prevention Code, are hereby referred to, adopted and made a part hereof as if fully set out in this Article and shall supersede this Article in any case of conflict. Additional information regarding the Municipal Fire Code is available in Chapters 141 and 1501 of the Codified Ordinance.

7.3 Authority at Fires and Other Emergencies

The Fire Chief of the City of Urbana (“Fire Chief”), or duly authorized representative(s), as may be in charge at the scene of a fire or other emergency involving the protection of life and property, is empowered to (i) direct such operation as may be necessary to extinguish or control any suspected or reported situations; and (ii) take any other actions necessary in the reasonable performance of their duties. Said official or duly authorized representative(s) may prohibit any person, vehicle or object from approaching the scene and may remove or cause to be removed from the scene any person, vehicle or object which may impede or interfere with the operations of the fire department. Said official or duly authorized representative(s) may remove or cause to be removed any person, vehicle, or object from hazardous areas. All persons ordered to leave a hazardous area shall do so immediately and shall not re-enter the area until authorized to do so by said duly authorized official or duly authorized representative(s).



ARTICLE VIII: I74 CITY EMPLOYEE, TENANT, AND CONTRACTOR FIRE POLICY AND HAZARDOUS MATERIAL

8.1 Purpose

The purpose of this document is to provide procedures and guidelines for General Safety and Emergency Situations for all City Employees as well as Tenants and Contractors.

8.2 Application

8.2.1 This plan applies to all Tenants and Employees doing regular business at the Airport. Nobody is exempt from the guidelines set forth in this document.

8.2.2 It shall be the duty of the City's Fire Department to enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention, and fire spread control.

8.2.3 The City Fire Chief or his/her duly authorized representative(s) shall periodically inspect all buildings, structures, and premises to ensure compliance with all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire spread control.

8.4 Fire Prevention

8.4.1 Smoking is not permitted on Airport property outside of designated smoking areas.

8.4.2 No person on Airport property shall conduct open flame, welding, or spark-generating operations without approval of the Airport Manager.

8.4.3 Fire extinguisher equipment at the Airport shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention. All such equipment shall be regularly inspected to ensure that it conforms to the National Fire Protection Association's Regulations and the City Fire Prevention Policies. Tags showing the date of the last such inspection shall be left attached to each inspected unit.

8.4.4 Fully charged and currently inspected fire extinguishers, of the type recommended by the National Fire Protection Association for specific materials, are required at all locations on the Airport where flammable materials are present or handled.



- 8.4.5** Airport fire protection systems, alarms, and equipment shall not be tampered with at any time.
- 8.4.6** When using cooking equipment or heating appliances, employees shall comply with manufacturers' safety recommendations. No cooking equipment or heating appliances shall be operated on Airport property without prior approval from the Fire Department.
- 8.4.7** Only one power strip shall be plugged into a receptacle at any time. Power strips shall be protected with a GFCI. A power strip shall never be plugged into another power strip.
- 8.4.8** No vehicles shall be left idling inside any building or within 15 feet of any building air intake.
- 8.4.9** Nothing shall be placed so as to block access to any electrical/mechanical rooms and panels.

8.5 Hazardous Materials

- 8.5.1** Class A Explosives and all other explosives not acceptable for transportation under applicable Federal Regulations are not permitted in, on, upon, or around the Airport.
- 8.5.2** Flammable and Hazardous Materials shall be stored in compliance with corresponding Safety Data Sheets (SDS) from the Manufacturer of the chemical. No person shall stock or store material and/or equipment in a manner that could create a hazard. In the case of spilling fuel, oil, grease, or other environmentally hazardous material, it is the responsibility of the owner or operator of the equipment, causing the incident to remove and clean up the material immediately. The airport Manager shall be notified of all spills regardless of size. If the product spilled impacts a waterway, drain, or exceeds one (1) gallon the incident must be reported by calling 9-1-1.
- 8.5.3** All applicable laws and regulations governing explosives which are acceptable for transportation must be strictly observed. Materials subject to federal, state and/or local regulations governing Hazardous Materials must be handled in strict compliance with these rules and regulations, and any other rules or regulations that the Airport Manager might impose. Any waiver of a rule or regulation, or any part thereof, by the FAA, or by any other competent authority, shall not



constitute, or be construed to constitute a waiver of that rule or regulation by the Airport Manager, or implied permission by the Airport Manager.

8.5.4 Permission for the movement of radioactive materials may only be given when such materials are packaged, marked, labeled, and limited as required by appropriate federal, state, and local laws and regulations; and where such movement does not create any hazard to life or property at the Airport. The City Fire Department shall be able to provide information relative to the hazards of any material, subject to this Section, to the Airport Manager.

8.5.5 The City retains the right to limit or exclude any types, quantity, or use of hazardous materials at the Airport.

8.5.6 No Tenant, shipper, individual, or other entity shall use flammable, combustible or toxic vaporizing liquids to clean aircraft, automotive parts, or floors of buildings on the Airport. Any cleaning of aircraft, automotive parts, or floors of buildings on the Airport will be done in a manner approved by the Fire Chief.

8.6 Fueling Operations

All aircraft refueling operations should follow guidelines as set forth by ATA-103.

8.7 Severe Weather

All fueling on Airport property must cease while lightning is in the vicinity of the Airport



ARTICLE IX - ENVIRONMENTAL, SAFETY, AND HEALTH STANDARDS

9.1 Aircraft Cleaning

No person shall use flammable or volatile liquids or substances in the cleaning of Aircraft, Aircraft engines, propellers, and appliances or accessories unless such cleaning operations are conducted in an area specifically set aside for that purpose. Such areas designated for Aircraft cleaning purposes shall be properly ventilated, fireproofed, and equipped with adequate and readily accessible fire extinguishing apparatus. “Danger – No Smoking” signs shall be posted in such areas. All Aircraft cleaning activities must comply with any current or future Airport Storm Water Pollution Preventative Plan.

The Airport Manager reserves the right to inspect any and all cleaning materials used by any person. The Airport Manager reserves the right to prohibit any person from using any material that it deems hazardous to persons, property or environment. Without limitation, the use of cleaning materials which contain hazardous substances or phosphates is extremely prohibited.

No fuel, oil, grease, flammable liquids, or contaminants of any kind, including detergents used to wash Aircraft, or any other vehicles or surfaces, shall be allowed to flow into or be placed in any storm drain, sewer system, or open water areas, in or on the Airport, without a separator, or unless connected to an industrial waste system, or as otherwise approved by the Airport Manager.

9.2 Maintenance

All maintenance and other operations conducted in the any hangar or building on the Airport must conform with requirements of fire and other insurance policies in effect.

9.2.1 Approved Preventative Maintenance Activities in the Tie-Down Area

Aircraft operators may engage in only the preventative maintenance activities within Tie-Down space in the Apron area that are permitted under Part 43.17 of the Federal Aviation regulations. Notwithstanding the forgoing, the Airport Operator may elect to prohibit specific preventative maintenance activities described herein if the Airport Manager determines that such activity or activities are prohibited under or are inconsistent with any of the Airport’s permits.

9.2.2 Doping



Flammable “Doping” processes shall be conducted only in designated and properly designed, fireproofed, and ventilated rooms or buildings in which all illumination, wiring, heating, ventilation equipment, switches, outlets, and fixtures, etc., shall be spark-proof.

9.2.3 Painting

Tenants must comply with all Federal, State, and Local regulations regarding painting an aircraft inside a hangar.

9.2.4 Environmental Protection

If any person performs any maintenance or repair on the Aircraft which involves fuel, lubricants, chemicals, or other foreign substances, a means to prevent the substance from coming into contact with Airport pavement or grounds needs to be utilized, and all such substances shall be disposed of properly. When sumping fuel, a container approved for holding fuel which catches all fuel shall be used, and in no event will fuel be permitted to spill or leak onto any surface.

The tenant or licensee shall be fully and exclusively responsible for the proper and lawful handling and disposal all waste generated by maintenance activities.

All fuel spills should be promptly reported by calling 911.

9.3 Fire Equipment

All fire protection equipment shall be inspected in conformity with the National Fire Protection Association regulations. Tags showing the date of the last inspection shall be left attached to each unit.

9.4 Fire Hazards

All hangar doors, fire hydrants and pits, hose boxes, and all firefighting apparatus and other appurtenances shall be kept clear of obstruction at all times.

When the Airport Manager has, in writing, notified or requested any person on the Airport to correct or eliminate any fire hazard for which such person is responsible, such person shall correct or eliminate such hazard in the manner and within the terms prescribed in the written notification or request. If such person contends they are not responsible for such fire hazard, they shall notify the Airport Manager in writing.



ARTICLE X - FUELING OPERATIONS

10.1 Aircraft Fueling and Defueling

10.1.1 Prohibited While Fueling or Defueling

No Aircraft shall be fueled while the engine or engines are running or while such Aircraft is in a hangar or enclosed space or under conditions which the Airport Manager deems to be unsafe.

No Aircraft should be defueled while the engine or engines or under conditions which the Airport Manager deems to be unsafe.

No person should operate any radio transmitter or receiver, or switch electrical appliances on or off in any Aircraft or vehicle during fueling, draining of fuel, and while operating at the Fuel Farm unless such device is certified as a "Device for Hazardous Locations."

No person shall use any materials during fueling or draining of fuel from Aircraft that are likely to cause a static discharge.

No person shall start the engine of any Aircraft or vehicle when there is fuel on the ground under or in close proximity to such Aircraft or vehicle.

10.1.2 Overflow Prevention

Persons engaged in fueling and draining of Aircraft shall exercise extreme care to prevent overflow of fuel.

10.2 Mobile Refuelers

10.2.1 General

No visible leaks should be observed from any part of the mobile refueler.

All tenant mobile fuelers are subject to quarterly inspections by the City.

10.2.2 Spill Response Kit

All mobile refuelers are required to have a spill response kit on board that includes at least the following:

2 Booms (3"x 12')	1 pair of chemical-resistant overgloves
1 pair goggles and/or safety glasses	1 box chemical-resistant gloves
1 PPE set of coveralls and over boots	4, 1-liter pillows



Non-sparkling shovel	PVC drain cover
Non-sparkling broom	10, 18" x 18" pads
2 Booms (3" x 4')	5 lbs. loose sorbent

10.2.3 Fire Extinguisher

Each mobile refueler must have two fire extinguishers mounted to each side of the vehicle with rating of at least 20-BC.

10.2.4 Marking and Labels

Each mobile fueler shall have a sign on each side of the vehicle and on the rear of the vehicle to identify the product within the mobile refueler. The sign shall have letters at least three inches high and shall be of a color contrasting sharply with the sign background for visibility. The words "flammable" and the name of the product carried, such as "JET-A" shall appear on the sign.

Capacity labels and/or meters should be provided for all refuelers.

A "No Smoking" sign shall be posted prominently in the cab of each mobile refueler.

Emergency fuel shutoff controls shall be placarded "Emergency Fuel Shutoff" in the letters at least two inches high and shall be a color that contrasts with the placard background for visibility. The method of operation of the emergency fuel shutoff control shall be indicated by an arrow or the word "push" or "pull", as appropriate.

10.2.5 Maintenance of Equipment

Fueling hoses and draining equipment shall be maintained in a safe, sound, and non-leaking condition at all times.

10.2.6 Grounding Devices

All hoses, funnels, and appurtenances used in fueling and draining operations shall be equipped with a grounding device to prevent ignition of combustible/flammable liquids.

10.3 Mobile Refueler Operators

10.3.1 Training and Identification

All mobile refueler operators must be trained in Hazardous Materials Awareness, Level 1, and Hazardous Materials Operations, Level 2.



All mobile refueler operators must be familiarized with the fuel farm by Airport Personnel before being allowed to access the fuel farm.

10.3.2 Fuel Farm Operators

The Deadman control must be held at all times by the mobile refueler operator. All sources of ignition must be extinguished prior to entering the fuel farm.

Drip pans must be placed under the pump hose fitting by the truck operator prior to refueling operations.

Mobile refuelers must be bonded prior to connecting any fueling hose or vapor recovery hose.

Mobile refueler operators must wear safety glasses/goggles and chemical resistant gloves while at the fuel farm.

Unless intrinsically safe, all cell phones and radios must be turned off.

Mobile refueler operators may not sit in the mobile refueler during refueling operations.

Mobile refueler operators must monitor the fueling operations from outside the truck and be alert for leaks and spills.

10.4 Fuel Spills

All fueling operations shall be conducted in compliance with all applicable rules, regulations and agreements governing such activities, and in a manner to prevent fuel spillage.

Any party who has a fuel spill shall be responsible for the containment, clean-up, and remediation (if required) of that spill. Remediation should be conducted in accordance with all applicable local, state, and federal regulations.

10.4.1 Small Fuel Spills

A small fuel spill is identified as having any of the following conditions:

1. Less than 5 gallons
2. Less than 10 feet in any direction
3. Smaller than 50 square feet And all of the following conditions:
 1. The source can be shut off.
 2. It does not present a hazard to any persons or property.



3. The spill is containable.

10.4.2 Major Fuel Spill

A major fuel spill is identified as any of the following:

1. Greater than 5 gallons
2. More than 10 feet in any direction
3. Greater than 50 square feet
4. The source cannot be shut off
5. It presents or becomes a hazard to any persons and property
6. The spill is not containable

10.4.3 Fuel Spill Notification

In the event of a fuel spill the party responsible should immediately notify their supervisor (If applicable).

In the event of a major fuel spill the party should immediately notify 911. They should provide the dispatcher with the following information:

1. The location of the spill
2. The type of fuel spilled
3. How much fuel was spilled
4. If there is an ignition source present
5. If the spill is a hazard to persons or property

The party responsible must also make the proper notifications to the Airport Manager, regulatory agencies/authorities in a manner consistent with all applicable rules and regulations, including, but not necessarily limited to 40 CFR Part 110, Discharge of Oil regulations, 40 CFR Part 112, Oil Pollution Prevention regulation. Without limiting the scope of the foregoing, all fuel prevention and control required by NFPA 407, Aircraft Fuel Servicing 1996, current edition, shall be observed.



ARTICLE XI – WINTER OPERATIONS

11.1 Aircraft Deicing

All Aircraft deicing operations must comply with the Airport' Stormwater Pollution Prevention Plan when such a plan is formalized. Aircraft deicing is only allowed in designated areas designated by the Airport Manager.

11.2 Pavement Deicing

11.2.1 Airside Chemicals

Only chemicals approved by the FAA Advisory Circular 150/5200-30D current edition may be used. At present, these include the following:

1. Potassium Acetate
2. Sodium Acetate
3. Heated Sand

11.2.2 Landside Chemicals

Only the following chemicals and substances are approved for pavement deicing landside:

1. Sodium Chloride (Rock Salt)
2. Calcium Chloride
3. Sand

11.3 Plowing

11.3.1 Tenants shall be responsible for plowing in around their leaseholds at their own expense in a timely manner, or otherwise designated by a specific lease agreement.

11.3.2 Tenants shall not pile snow so as to obstruct Aircraft passage on taxiways, taxilanes, or runways.

11.3.3 Tenants shall not plow snow onto plowed taxiways, taxilanes, runways, roads, or aprons.

11.3.4 Tenants shall provide proof of insurance for contractors involved in their own snow removal operations.



11.3.5 Snow must remain on the tenant leasehold, and may not cross roads or other tenants' leaseholds.



ARTICLE XII – RULES ENFORCEMENT AND PENALTIES

12.1 Definitions

A **Notice of Violation (NOV)** is prepared and submitted by City personnel including duly authorized representatives of the City at or around the time of any incident which is believed to constitute a violation of these Rules and Regulations. The electronic form shall set forth, at a minimum, the name of the violator, tenant or contractor, date and time of the violation, location of the violation, and the nature of the alleged violation. Corrective and/or disciplinary action may be taken against the violator or employer; and the NOV will be sent to the violator’s employer and kept on file.

Restriction is the fixed-term restriction of gate card privileges.

Revocation is the permanent removal of gate card privileges.

Meet with Airport Manager – will require the tenant to meet with the Airport Manager on the violation committed, to review and determine a course of corrective action, or penalty.

Repetitive Offenses are those committed within a rolling twenty-four-month period.

Towing, Booting, or Lock Out May occur as a result of a violation committed. In the event that this were to happen then fees will have to be paid to cover the cost of the towing and storage, the removal of the boot, or the changing of the lock.

12.2 Notices of Violation

The City will conduct inspections and enforce violations of these Rules and Regulations. All tenants, contractors, and gate card holders will be subject to a Notice of Violation (“NOV”) when reasonable grounds exist to believe that the Rules and Regulations or a permit have been violated, either by commission or omission.

NOV’s will be monitored and issued by the Airport Manager, and other agencies as authorized by the Airport Manager or their designee.

All NOV’s will be entered into a computer database by the Airport Manager. After a NOV is issued, the database will be checked to determine any other accumulated violations against the offender.

Depending upon the results of the computer search and degree of violation, the City may take corrective actions to enforce these Rules and Regulations, including denial of lease renewal or termination of lease.



The City deems all employees to be acting on behalf of their employer and that the employer will be liable for the actions of its employees, including, but not limited to, any restrictions associated with its employees.

All employees are responsible for reporting serious offenses immediately to their direct report and/or the Urbana Police Department.

12.3 Enforcement/Penalties

NOV's may serve as a warning (verbal and/or written) or carry a penalty such as training, suspension of gate card, revocation of gate card, summons for a meeting with Airport Manager, towing, booting or a lock out.

- A. Violations of any of the Rules and Regulations herein relating to motor vehicle traffic shall be tried and punished in the same manner as if it had been committed on the public roadways. Responsibility for enforcement of these violations will be the City of Urbana and all of its related departments.
- B. Violations of unauthorized or unintended use of any Airport space or property may result in the tenant or contractor being billed for such use of Airport space and property which is not in the lessee's contract.
- C. Violations that occur in the AOA will be referenced in the Ground Vehicle Operations Manual when formalized.
- D. Individuals cited for violations related to environmental practices and procedures may be fined in accordance with local, state, and federal laws.
- E. Individuals cited for safety or security-related Violations may result in mandatory training, suspension or revocation of gate card(s), and or fines by city, state or federal agencies.
- F. In the event of towing, booting, or lock out, the tenant will be held responsible for all fees associated with the towing (includes the towing, impoundment, storage and other fees), booting (the placement of the boot, removal of the boot, and other fees), and lock out (the changing of the locks, any other device used to lock out the respective area, and other fees). The City or any party contracted to perform the towing, booting, or lock out is not responsible for any damage caused to the tenant's operations or property.
- G. Any violations of this document may result in the refusal to renew or the revocation of a lease.



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- H. The Airport Manager or their designated representative is authorized to enforce these Rules and Regulations as required to assure the convenience and safety of the traveling public and others using the Airport. In addition to these Rules and Regulations, the Airport Manager is empowered to issue other guidelines to ensure the safety and well-being of Airport users or as otherwise determined to be in the best interest of the City. The Airport Manager may prohibit use of the Airport or any part thereof by any person in violation of these Rules and Regulations. The Airport Manager may use any legal remedy or recourse to aid the enforcement of the provisions contained in these Rules and Regulations.