

LEE GILMER MEMORIAL AIRPORT
GAINESVILLE, GEORGIA
RULES AND REGULATIONS

BE IT RESOLVED by the City Council of the City of Gainesville, located in the County of Hall and in the State of Georgia, that the rules and regulations governing LEE GILMER MEMORIAL AIRPORT as hereinafter more particularly set out, be and are hereby approved by the City Council of the City of Gainesville.

SECTION 1
DEFINITIONS

1.1 DEFINITIONS: Unless from the context a different meaning is apparent as used in these regulations, the terms hereinafter used shall be defined as follows:

"OWNER" shall mean the CITY OF GAINESVILLE GEORGIA.

"AIRPORT" shall mean the LEE GILMER MEMORIAL AIRPORT.

"AIRPORT MANAGER" shall mean the officer or representative of the city council having immediate charge of the airport.

"PERSON" shall mean an individual, partnership, firm, association or corporation.

"FAA" shall mean the Federal Aviation Administration.

"REFUELING" shall mean the placing of fuel into aircraft tanks for the purpose of operating the aircraft's main power plant.

"AVIATION DESIGNATED FUELS" shall mean those higher octane rated fuels and JP-3, JP-4, JET A and any other fuels designated as specifically refined for use in aircraft engines.

"OTHER THAN AVIATION DESIGNATED FUELS" shall mean fuels normally designated as automotive fuels, alcohol, natural gas, nuclear fuel, etc.

SECTION 2
AIRPORT ADMINISTRATION

2.1 AIRPORT MANAGER'S POWERS AND DUTIES: The Airport Manager shall, at all times have authority to take such action as may be necessary in the handling, conduct, and management of the public in attendance at the Airport and enforce these regulations. In any

contingencies not specifically covered by these rules and regulations, the **Airport Manager** shall be authorized to make such rules and orders and render such decisions as to him may seem proper.

SECTION 3

GENERAL REGULATIONS

3.1 OWNER'S POWERS AND RIGHTS: The **Owner** has the right to and does hereby regulate all commercial enterprises using the airport as a base of operation, whether such operation is aeronautical or non-aeronautical in nature. No commercial operation of any kind or type shall be conducted on the airport unless specifically authorized by the **Owner**.

3.2 FLYING CLUBS: A flying club is recognized as a plan for joint ownership of aircraft and the fair distribution of the cost of maintaining and operating such aircraft. Such operation is not considered to be commercial in nature when so operated. Neither is flight instruction by club members for other club members considered to be commercial in nature so long as there is no profit or for-hire motive involved in the operation. In all cases, the **Owner** will determine if the operation of a flying club or such organization is commercial. If determined to be commercial, the club shall conform to the requirements set forth herein for commercial fixed base operators.

3.3 ALL USERS OBLIGATIONS: The use of the Airport or any of its facilities in any manner shall create an obligation on the part of the user thereof to obey all the regulations herein provided and adopted by the **Owner**.

3.4 USE OF AIRPORT AS A CONDITIONAL PRIVILEGE: The privilege of using the airport and its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof, and he shall release and hold harmless and indemnify the **Owner**, its officers and employees from any liability or loss resulting from such use, as well as claims of third persons so using the Airport.

3.4A In the view of the Federal Aviation Administration that parachute jumping is an aeronautical use, requests from parachute jumping clubs, organizations or individuals to establish a drop zone within the boundaries of the airport shall be evaluated on the same basis as other aeronautical uses of the airport. However, the airport manager is not required to permit this

activity if, in his judgment, it creates a safety hazard to the normal operations of aircraft arriving and departing from the airport.

- (i) As directed by the FAA Act of 1958, Part 105 was written primarily to ensure protection of other users of the airspace system and the general public from sport parachuting activities. Therefore, in no manner may the Rules and Regulations of the Lee Gilmer Memorial Airport relieve any responsibility imposed by Federal Aviation Regulations or any other state or local laws.
- (ii) Application to operate jumping activities on the Lee Gilmer Memorial Airport will be made to the Airport Manager in the manner and form prescribed by the Airport Manager. It will contain at least the following:
 - (a) Name and current address of the individual who will be in charge of the jumping activity on the site.
 - (b) Time that jumping activities are to be carried out.
 - (c) A certified copy of the liability insurance policy indemnifying the owners in the amount specified in Paragraph 9.6 of these Rules and Regulations.
 - (d) Other requirements as may be specified by the Airport Manager.
- (iii) When jumping is approved by the Airport Manager, the following must be done:
 - (a) The jump zone must not be any closer than 500 feet to the active runway.
 - (b) The jump zone must be no less than 1800 feet in diameter to accommodate student jumpers.
 - (c) The jump master, appropriately certified by the USPA shall be in charge of, and responsible for, all jumping activities. His name and current address will be supplied to the Airport Manager prior to the beginning of any jumping activity.
 - (d) The jump master shall keep a written record of each jump to include:
 - (1) The jump aircraft number and insure its airworthiness,
 - (2) The name and current address and pilot certificate number of the PIC of the jump aircraft, and
 - (3) The name and address of the jumpers of each lift.

This list shall be turned in to the Airport Manager at the end of each day.

Failure to maintain this list shall be subject to a \$500.00 fine.

- (e) Two-way radio communication with the Lee Gilmer Memorial Airport must be established before the five-minute jump notice is given to ATC as required by FAR 105. Jumps onto the airport will be discontinued at the instruction of the Unicom Operator as aircraft taking off or landing at the airport shall have the right-of-way over parachuting except in an emergency. In the event that radio communication is lost prior to the jump, no jumpers may drop onto the airport. The pilot-in-command of the aircraft must announce "jumpers away" at the time the jumpers exit the aircraft.
- (f) Other requirements as may be specified by the airport manager.
- (iv) Jumpers as a club must show that the club is an official USPA affiliated club in good standing with the USPA and all jumpers must comply with the policies established by the USPA. It shall be the responsibility of the jump master to insure all rules are complied with.
- (v) Since Federal Aviation Regulations do not permit parachute jumping onto an airport without prior approval of the airport management (FAR 105.17), the airport owner shall be the final authority as to whether jumps may be made on the Lee Gilmer Memorial Airport.

3.5 INDEMNIFICATION: The privilege of using the Airport shall be upon the further condition that any person, persons, corporations, co-partnerships, or others desiring to use the same shall furnish a policy of indemnity against personal injury and property damage in such sum as the **Owner** shall require.

3.6 VIOLATIONS AND PENALTIES: Any **Person** violating any of the Airport rules and regulations may be deprived of the use of the Airport facilities for such period of time as determined by the **Owner**.

3.7 NO SOLICITING: No **Person** shall solicit funds for any purpose and no signs, advertisements, or circulars may be posted or distributed at the Airport without permission of the **Owner**.

3.8 LITTER AND PROPERTY DAMAGE: Garbage, refuse and other waste material shall be placed in receptacles provided for such purpose by the LESSEE, and no **Person** shall destroy, remove or disturb in any way buildings, signs, equipment, markers of other property on the Airport.

SECTION 4

MOTOR VEHICLE REGULATIONS

4.1 VEHICLES GENERAL RESTRICTIONS: Unless authorized by the **Airport Manager**, no highway or automotive vehicle shall be operated on the Airport except on roadways, parking areas, et cetera, that are specifically designated for such vehicles. Such vehicles shall be parked in the manner prescribed by the **Airport Manager** while on the Airport and as indicated by posted signs.

4.2 SPECIFIC RESTRICTIONS FOR RUNWAYS, ETC: No surface vehicles shall be permitted on the runways, taxiways, aprons, or ramps without the express permission of the **Airport Manager** unless the operation of such vehicle is in accordance with prior agreement to accomplish a necessary airport purpose, service, or inspection.

4.3 CUSTOMER PARKING: Flying Service customers and aircraft owners shall park in areas designated behind Flight Operations (Building 4) and the Hangar (Building 5).

4.4 TEMPORARY PARKING: The area immediately south of Flight Operations is designated a temporary parking zone with a two (2) hour time limit.

4.5 RAMPS: When aircraft are parked on the ramp or apron for the purpose of loading or unloading, no vehicle shall be driven between the aircraft and the loading gate or fence.

4.6 LANDING AREA STANDARDS: All vehicles operating within the landing area shall be painted a bright yellow or international orange, or display an international orange and white checkered flag of not less than three (3) feet square with one (1) foot squares.

4.7 REPORTING OF ALL ACCIDENTS: Every accident involving injury or property damage shall be reported to the **Airport Manager**.

4.8 PROPER OPERATIONS AND LIABILITY INSURANCE: No **Person** shall operate any vehicle in a careless manner or in disregard for the safety of others, or in excess of posted speed traffic signs. All **Persons** are required to carry liability insurance on all vehicles.

SECTION 5

AIRCRAFT OPERATIONS REGULATIONS

5.1 FAA RULES INCORPORATED BY REFERENCE: The FAA air traffic rules and regulations governing the operation of aircraft in effect as of this date, as well as all additions thereto, are made a part of these airport rules and regulations as fully as if set forth herein.

5.2 AIRCRAFT PARKING RESTRICTIONS: Aircraft shall not be parked or taxied between the gasoline pumps and the flight operations building (Building No 4).

5.3 ENGINE OPERATIONS RESTRICTIONS: Aircraft engines shall be started and run up only in the places designated for such purposes. At no time shall engines be run up when hangars, shops, airplanes, or any buildings or persons are in the path of the propeller stream and/or jet exhaust.

5.4 PARKING, STORAGE AND REPAIR AREAS RESTRICTED: No aircraft shall be parked, stored, or repaired at the Airport except in the areas designated for such use.

5.5 REMOVAL OF AIRCRAFT UPON PROPER DIRECTION: At the direction of the **Airport Manager**, the operator, owner, or pilot of any aircraft on the Airport shall move the aircraft from the place where it is parked or stored to any other place designated on the Airport. If the operator refuses to comply with the directions, the **Airport Manager** may have the aircraft towed to such place, at the operator's expense and without liability for damage that may result from such moving.

5.6 MOVEMENT OF AIRCRAFT AFTER ACCIDENT: In the event of an accident, the **Airport Manager**, may in compliance with FAA and other governmental regulations, move the damaged aircraft from the landing areas, ramps, aprons, or other areas at the expense of the **Owner** and without liability for damage resulting from such moving.

5.7 REPORTING OF ACCIDENTS: The pilot of an aircraft involved in an accident on or near the Airport causing personal injury or property damage shall report to the **Airport Manager**. In the event that he is unable to do so, the owner of the aircraft or his agent shall make such report.

5.8 PAYMENT FOR DAMAGE RESULTING FROM ACCIDENT: Airport property damaged or destroyed by an accident or otherwise shall be paid for by parties responsible.

5.9 POWERS TO DETAIN AIRCRAFT FOR NON PAYMENT: The **Airport Manager** shall have the authority to detain any aircraft for non-payment of any charges due.

5.10 INSPECTION PRIOR TO TAXING OF AIRCRAFT: No **Person** shall taxi an aircraft until he 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.

5.11 TAXIING OF AIRCRAFT: Aircraft shall be taxied at a safe and reasonable speed with due respect for other aircraft, **Persons**, or property.

5.12 TAKE-OFFS AND LANDINGS: All take-offs and landings shall be confined to the runways and all movements of aircraft shall be confined to the hard surface areas.

5.13 ACCESS TO AREAS RESTRICTED: No **Person** or **Persons**, except airmen, duly authorized personnel, passengers going to or from aircraft, or **Persons** being personally conducted by airport attendants shall be permitted to enter the landing area proper, taxi space, or aprons. However, this does not give any **Person** or **Persons** so excepted the privilege of unrestricted use of the airport. These privileges are confined to the necessary use of these spaces in connection with the flights, inspections, and routine duties.

SECTION 6

RULES FOR AIRCRAFT FUELING OPERATIONS

6.1 FUEL HANDLING AND RESTRICTIONS: No aircraft shall be fueled or drained while the aircraft engine is running or while the aircraft is in a hangar or an enclosed area.

6.2 PROPER GROUNDING DURING FUELING: During all fuel operations the aircraft shall be grounded by an approved method.

6.3 SMOKING RESTRICTED: Smoking or lighting of an open flame shall be prohibited within fifty (50) feet of any fueling operation.

6.4 MINIMUM DISTANCE FROM BUILDING AND HANGARS: Fueling operations shall be conducted and fuel trucks shall be parked at least fifty (50) feet from any hangar or building.

6.5 PRIOR APPROVAL OF ALL FUEL HANDLING EQUIPMENT: No fuel storage and dispensing equipment shall be installed and used at the airport without the prior written approval of the Owner.

SECTION 7

POLICY ON REFUELING OF AIRCRAFT WITH OTHER THAN AVIATION DESIGNATED FUELS

7.1 RESTRICTED TO REGISTERED OWNERS ONLY: OTHER THAN AVIATION DESIGNATED FUELS may be used for refueling only by the registered owner of the aircraft.

7.2 MINIMUM DISTANCE FROM BUILDING AND HANGARS: Aircraft being refueled must be located a minimum of fifty (50) feet from other aircraft.

7.3 DAYLIGHT HOURS ONLY: Aircraft may only be refueled during daylight hours.

7.4 OWNER ATTENDANCE DURING REFUELING: The registered owner of the aircraft must be in attendance during the refueling operations.

7.5 FUEL TRANSPORTATION STANDARDS: Fuel must be transported in containers approved by U. S. Fire & Underwriters Laboratories, Inc. (UL).

7.6 FUELING BY PUMPING ONLY: Fuel must be pumped into aircraft tanks, not poured, with spark proof pumps and hoses rated at least twenty-five (25) p.s.i..

7.7 PROPER GROUNDING STANDARDS: Containers, pumps, and aircraft must be properly grounded prior to and during refueling operations.

7.8 NO SMOKING STANDARDS: No smoking or open flames are allowed within fifty (50) feet of refueling operations.

7.9 FUEL CONTAINER STORAGE RESTRICTED: Containers referenced in 7.5 and 7.7 cannot be stored on airport property.

7.10 FIRE EXTINGUISHER REQUIRED: A minimum thirty (30) pound fire extinguisher approved by the U. S. Fire & Underwriters Laboratories, Inc. (UL) must be on hand and readily accessible during refueling operations.

SECTION 8
FIRE REGULATIONS

8.1 SMOKING AND OPEN FLAME RESTRICTED: Smoking or lighting of an open flame is prohibited at places with posted signs, within fifty (50) feet of any aircraft and within fifty (50) feet of hangars, fuel, trucks, or fuel loading stations, and tank farms.

8.2 OPEN FIRE RESTRICTED: No Person shall start an open fire any place on the Airport without permission of the Airport Manager.

8.3 INFLAMMABLE PRODUCTS AND RELATED EQUIPMENT RESTRICTED: No Person shall store material or equipment, use inflammable liquids or gases, or allow their premises to become in such condition so as to violate the fire code of the City of Gainesville in any manner.

8.4 FIRE PROTECTION EQUIPMENT AND TRAINING: Tenants of all hangars and buildings shall provide suitable fire extinguishers and equipment and they shall be kept in good condition as recommended by the Fire Chief and inspected at least every twelve (12) months by trained personnel.

8.5 HOUSEKEEPING STANDARDS: Tenants and Persons are required to keep their premises clean and clear of all rubbish, junk, debris, old aircraft and vehicles, and any other unsightly objects. If after warning by the Airport Manager the area is not cleaned, cleaning will be done by the Airport Manager and billed to the tenant or Person.

SECTION 9
REGULATIONS GOVERNING MINIMUM REQUIREMENTS
FOR ALL FIXED BASE OPERATIONS

9.1 FBO GENERAL STANDARD: All fixed based operations at Lee Gilmer Memorial Airport shall be full time progressive business enterprises with a manned office facility at the airport during all business hours.

9.2 PERFORMANCE BOND WITH CONSTRUCTION: Fixed Base Operators will be required to furnish the City Council a Performance Bond commensurate with the construction required under the minimum standards of services to be performed.

9.3 CONSTRUCTION MINIMUM STANDARDS: All construction required herein shall be in accordance with design and construction standards established by the City Council for the facility involved.

9.4 FBO OPERATING AGREEMENTS: The City Council shall determine substantial conformance to the standards for fixed base operators. No fixed base operator shall be allowed to operate on the airport without a fully executed lease agreement between the City of Gainesville and the fixed base operator.

9.5 FINANCIAL CAPABILITY: Fixed base operators must show financial solvency and business ability to the satisfaction of the City Council.

9.6 MINIMUM INSURANCE STANDARDS: The minimum liability insurance which a fixed base operator shall carry is as follows:

a) **Aircraft Liability:**

Bodily Injury: \$ 500,000 Each Person
 \$1,000,000 Each Accident
Property Damage: \$1,000,000 Each Accident

Companies which are in the business of flight instruction or aircraft rental shall have the following additional coverage:

b) **Student and Renter Pilot Coverage:**

Bodily Injury: \$ 500,000 Each Person
 \$1,000,000 Each Accident
Property Damage: \$1,000,000 Each Accident

9.7 FBO MINIMUM LEVEL OF SERVICES IN ORDER TO OFFER FUEL SERVICES AND HANGAR RENTALS: Fixed base operators providing for the sale of petroleum products and the rental of hangars must meet the minimum standards as shown herein, and provide all of the services and meet all of the requirements listed below in Section 9.9 through 9.11.

9.8 CONDITIONS WHEN FBO EXCLUDED FROM FUEL SERVICES AND HANGAR RENTALS: Fixed base operators providing services in Section 9.12 through 9.14 must meet the established standards for the given service but may not engage in sale of aviation petroleum projects or hangar rental without complying with Section 9.7 as shown above.

9.9 SALE OF AVIATION PETROLEUM PRODUCTS: To provide this service the fixed base operator must provide and maintain 1200 square feet of office, lounge, and restroom space which may be an adjunct to other structures and facilities as shown in Section 9.11.

9.10 AIR SERVICES: Ramp services shall be provided full-time during daylight hours, and by call at night, seven days a week by the fixed based operator.

9.11 AIRCRAFT MAINTENANCE AND REPAIRS: The fixed base operator shall provide and maintain a 3000 square foot hangar properly equipped, and shall provide the services of at least one full-time Federal Aviation Administration certified air frame and engine mechanic, and as many properly Federal Aviation Administration certified personnel as may be required to perform all various aircraft maintenance and repairs in accordance with all rules and regulations and directions of the Federal Aviation Administration and other governmental bodies having jurisdiction thereof.

9.12 AIRCRAFT SALES: The fixed base operator selling aircraft shall provide and maintain a minimum of 4000 square feet of hangar, showroom, and office space. This shall be a full-time progressive business operation providing sales facilities and sales personnel during normal daily business hours.

9.13 FLIGHT INSTRUCTION, CHARTER SERVICE, AIRCRAFT RENTAL: The fixed base operator may engage in flight instruction, charter service, and/or aircraft rental, any one or all of these services, provided that the fixed base operator shall provide a minimum of two aircraft at the airport, and the fixed base operator must make suitable arrangements for hangaring and/or parking of his aircraft at the airport. The fixed based operator must provide and maintain a full-time office at the airport and provide the necessary full-time office personnel. The fixed base operator must provide only properly certified instructors and pilots with ratings and qualifications as required by the Federal Aviation Administration in the performance of all operations outlined in this paragraph.

9.14 OTHER OPERATIONS AND COMMERCIAL AVIATION SERVICES: Miscellaneous operations such as radio and instrument repairs, aerial advertising, crop dusting and other aeronautical activities not hereinbefore provided for may be conducted by any person, firm or

corporation upon application to and approval by the City Council. Reasonable terms and conditions for the privilege of engaging in these various services will be established by the City Council commensurate with the nature and scope of the activities involved.

9.15 DEFINITION OF TERMS: The term fixed base operator and/or fixed base operations as used herein is hereby defined as any person, firm or corporation entering into any one or all of the above as described in Sections 9.1 through 9.4 and Sections 9.7 through 9.14.

9.16 HANGAR MINIMUM STANDARDS: Hangars shall contain a minimum of 8000 square feet of floor space in the hangar. Building shall be fire-proofed and of metal or masonry construction, properly designed doors both ends, stressed in accordance with the national building code, floor and ramps shall be concrete with a properly compacted subgrade of sufficient designed load strength to sustain all type of aircraft which is planned to have use of the facility. The City reserves the right to provide T-Hangars as a proprietary function and no FBO will be allowed to construct and/or maintain T-Hangars.

9.17 ADJACENT AREAS TO HANGARS MINIMUM STANDARDS: An area of 1200 square feet of office space, rest rooms and lounge, which may be an adjunct to other buildings, must also be fire-proofed and of metal or masonry construction.

9.18 FIRE LINES MINIMUM STANDARDS: Sufficient outside hose connections must be installed. Should a new building be constructed over 1000 feet from an existing fireplug, a new fire plug shall be provided.

9.19 PAVING MINIMUM STANDARDS: Paved areas for parking and access shall be provided, such paving shall meet standards of paving for this purpose.

SECTION 10

PENALTIES

10.1 GENERAL PENALTIES: All persons within the boundaries of Lee Gilmer Memorial Airport who violate the Rules and Regulations herein are subject to legal action by the City Council.