

RULES AND REGULATIONS OF THE JACKSONVILLE MUNICIPAL AIRPORT

I. GENERAL

1.1 DEFINITIONS:

- A. Aircraft -- Any machine or device for flying, including, but not limited to, airplanes, jets, dirigibles, balloons, helicopters, and ultralight vehicles.
- B. Airport -- All real property belonging to the Jacksonville Airport Authority, including areas not used for aeronautical purposes.
- C. Airport Traffic Area -- As defined in current Federal Aviation Regulation - Part 1.
- D. Airport Manager -- The Manager of the Jacksonville Municipal Airport as appointed by the Board of Commissioners of the Jacksonville Airport Authority.
- E. Board -- The Board of Commissioners of the Jacksonville Airport Authority.
- F. Person -- Any individual, firm, co-partnership, corporation, company, or association, including any trustee, receiver, or similar representative thereof.
- G. Public Aircraft Facilities -- The following facilities as they are from time to time provided and made available by the Board for public use by all aircraft and their operators:
 - 1. Public runways for the purpose of landing and taking-off of aircraft.
 - 2. Public taxiways for the purpose of ground movement of aircraft.
 - 3. Public aircraft parking space for the purpose of parking and storing aircraft, loading and unloading passengers, baggage, freight mail, and other cargo upon and from aircraft, performing operations incidental to the immediate arrival and departure of aircraft and servicing with fuel, and for parking mobile equipment actively used in connection with the foregoing.
 - 4. The area in the vicinity of the Terminal Building known as ramp or apron space (and any future additions thereto and improvements thereto) , which said space is provided for the purpose of loading and unloading passengers, baggage, and mail to or from aircraft for the purpose of performing operations incidental to the immediate preparation of aircraft for departure such as servicing with fuel and inspection, and for the purpose of parking mobile equipment actively used in connection with the foregoing.
 - 5. Any other space provided by the Jacksonville Airport Authority for public use by aircraft operators at the Airport.
- H. Ultralight Vehicle -- A single occupancy aircraft intended for sport or recreational use and operated pursuant to FAR 103.

1.2 SCOPE:

All persons on any part of the property comprising the Airport shall be governed by the Rules and Regulations prescribed herein and by instructions of the Airport Manager relative to the use or occupation of

any part of the property comprising the Airport. These Rules and Regulations are subject to amendment, as provided by statute.

1.3 PENALTIES:

- A. Any person who violates any Rule or Regulation prescribed herein shall, upon conviction thereof, be punished by a fine of not less than \$100 and not more than \$500. Each day any violation of any Rule or Regulation shall occur or continue shall constitute a separate offense.
- B. The Airport Manager or the Board may remove or evict from the Airport premises any person who knowingly or willfully violates any Rule or Regulation prescribed herein, or any Rule or Regulation in effect by the Federal Aviation Administration or the State of Illinois, and may deny the use of the Airport and its facilities to any such person if it is determined that such denial is in the public interest.

1.4 LOST ARTICLES:

All lost articles shall be turned in to the Airport Manager's office by the finders. Any such articles not claimed in sixty (60) days will be disposed of as determined by the Airport Manager.

1.5 LIABILITY:

The Jacksonville Airport Authority assumes no responsibility for loss, injury, or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, or collision damage; nor does it assume any liability for injury to persons while on the Airport or while using the facilities of same.

1.6 ACCIDENT REPORTS:

All persons involved in any accident involving personal injury or property damage occurring at the Airport shall make a report to the Airport Manager as soon as possible, giving all pertinent information as requested by the officer in charge.

1.7 VALIDITY:

Voiding of any particular Rule or Regulation contained herein shall not affect the validity of the remainder of these Airport Rules and Regulations.

II. AIRCRAFT OPERATION

2.1 AERONAUTICAL ACTIVITIES:

All aeronautical activities at this Airport, and all flying of aircraft departing from or arriving in the airspace above this Airport, shall be conducted in conformity with the current pertinent regulations of the Federal Aviation Administration, Civil Aeronautics Board, State of Illinois, and the Jacksonville Airport Authority.

2.2 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 landing or take-offs, it shall be within 1.4s authority to issue a NOTAM closing the entire

Airport or any part thereof. This shall be filed with the F.A.A. Flight Service Station. The same procedure will be followed when the field is again usable.

2.3 DISABLED AIRCRAFT:

- A. All disabled aircraft and parts thereof on the Airport shall be promptly removed from public view by the owners.
- B. If any person refuses to move disabled aircraft or part thereof as directed by the Airport Manager, said aircraft may be towed away or otherwise removed by the Airport Manager at the owner's or operator's expense, and without liability for damage which may result in the course of or after such moving. The same shall apply to removal of a wrecked or damaged automobile and its parts.

2.4 REPAIRING OF AIRCRAFT:

No person or firm shall repair an aircraft, aircraft engine, propeller, or other aeronautical equipment or apparatus, nor employ a certificated aircraft mechanic in any area of the Airport other than that specifically designated for such purposes by the Airport Manager; except that minor adjustments may be made while the aircraft is on a loading ramp preparatory to take-off, and when such adjustment is necessary to prevent a delayed departure.

2.5 ENGINE STARTING AND RUN-UP:

- A. Aircraft run-up or other engine test operations at the Airport shall not be performed in any area that would result in a hazard to persons, property, or other aircraft, and in no case closer to the Terminal Building than 500 feet, provided that such operations performed by maintenance personnel may be conducted adjacent to the windsock area located north of the Terminal Building and the Maintenance Building and at such other locations within 500 feet of the Terminal Building as the Airport Manager designates.
- B. No person shall start or run any engine in any aircraft unless a competent person is in the aircraft attending the engine controls. Blocks shall always be placed in front of the wheels before starting the engine or engines, unless the aircraft is provided with adequate parking brakes.
- C. No persons shall run the engine or engines of any aircraft at any location on the Airport in such manner as to cause damage to persons, property, or other aircraft, or in such a manner as to blow paper, dirt, or other materials across taxiways or runways, thereby endangering the safety of operations on the Airport.

2.6 AIRCRAFT PARKING:

- A. No person shall park aircraft in any area on the Airport other than that prescribed by the Airport Manager.
- B. At least three tie-down positions will be available at all times for parking of business aircraft while discharging or loading passengers and cargo, and parking will be allowed in this area.
- C. Users of "tie-down" spaces shall be solely responsible for securing users' airplane to tie downs and for the effectiveness of their tie-down procedures.

2.7 AIRPORT FACILITY DAMAGE:

Any person damaging any light, fixture, or other Airport property or facility by means of contact with aircraft shall report such damage to the Airport Manager's office immediately and shall be fully responsible for any costs required to repair or replace the damaged property or facility.

2.8 TAXIING:

- A. No aircraft shall be operated in a careless or reckless manner or taxied except at a safe and reasonable speed.
- B. Aircraft shall be taxied in accordance with prescribed taxiing patterns at all times.
- C. No airplane, ultralight vehicle shall be operated on the Airport unless it is equipped with a tailwheel or a nosewheel and wheel brakes, except with the permission of the Airport Manager. When any pilot of an airplane or ultralight vehicle that is not equipped with adequate brakes receives permission from the Airport Manager to taxi such airplane or ultralight vehicle, such pilot shall not taxi such airplane or ultralight vehicle near buildings or parked aircraft unless an attendant is at the wing to assist the pilot; PROVIDED, that an airplane with wings and tail higher than five feet from the ground that does not have adequate brakes shall not be taxied on the Airport, but shall be towed if it is necessary to move such an airplane.

2.9 LANDING AND TAKE-OFFS:

- A. Unless otherwise authorized or directed, pilots approaching to land an airplane must circle the Airport to the left, and pilots approaching to land in a helicopter must avoid the flow of fixed-wing traffic.
- B. Procedures to be used when landing:
 - 1. Pilots of all airplanes shall, unless otherwise required by the applicable distance from clouds criteria, enter the Airport traffic pattern at an altitude of at least 800 feet above the surface and maintain at least 800 feet until further descent is required for a safe landing.
 - 2. Pilots of ultralight vehicles shall enter the Airport traffic pattern at an altitude of 300 feet above the surface and shall maintain at least 300 feet until further descent is required for a safe landing.
- C. Procedures to be used when taking off:
 - 1. Pilots of turbine-powered or large airplanes shall, unless otherwise required by the departure procedure or the applicable distance from clouds criteria, climb to an altitude of 1,500 feet above the surface as rapidly as practicable.
 - 2. Pilots of all other airplanes shall, unless otherwise required by the departure procedure or the applicable distance from clouds criteria, climb to an altitude of 800 feet above the surface as rapidly as practicable.
 - 3. Pilots of ultralight vehicles shall climb to an altitude of 300 feet above the surface as rapidly as practicable.
- D. Fixed-wing aircraft shall take off or land on runways only; provided, however, that ultralight vehicles shall take off and land only on such area or areas of the Airport as the Board shall designate.
- E. Take-offs and landings over populated areas shall be kept to a minimum in the interest of public safety and convenience, and pilots using the Airport shall conform to any applicable noise abatement

procedures established by the Board.

F. Runway 13-31 is designated as the Calm Wind Runway when wind velocity is less than 6 knots and is the designated Instrument Runway.

G. The following Rules and Regulations apply to operation of ultralight vehicles at the Airport:

1. The Board shall from time to time designate an appropriate landing and take-off area for ultralight vehicles. Unless emergency circumstances exist, no ultralight vehicle shall take off or land on a place other than this designated area.
2. No person may operate an ultralight vehicle except between the hours of sunrise and sunset; provided, however, that an ultralight vehicle may be operated during the twilight period 30 minutes before sunrise and 30 minutes after sunset if the vehicle is equipped with an operating anti-collision light visible for at least 3 statute miles.
3. Each person operating an ultralight vehicle shall maintain vigilance to see and avoid other aircraft and shall yield the right of way to all other aircraft and shall maintain constant visual reference with the surface.
4. No person may operate an ultralight vehicle nearer than 300 feet from either runway 13-31 or runway 4-22, or within the approach of either runway 13-31 or runway 4-22.

H. The above procedures will apply in every case except when emergency conditions exist.

2.10 LANDING FEES:

The owner or operator of each aircraft used as a common carrier, or other transient aircraft carrying passengers or cargo for hire, that shall land at the Jacksonville Airport shall pay to the Jacksonville Airport Authority such landing fees as are established by Ordinance.

2.11 INSURANCE:

No person shall operate an aircraft at the Airport unless there is in force with respect to that aircraft a policy of insurance, which shall provide coverage, when operated by that person, with limits of \$100,000 for personal injury, \$300,000 per occurrence, and \$500,000 for property damage, caused by operation of said aircraft. A certificate evidencing such insurance shall be kept within or upon the aircraft at all times. Upon demand, the operator of any aircraft shall display said certificate to the Airport Manager.

III. FUELING AND INFLAMMABLES

3.1 CLEANING OF AIRCRAFT:

No person shall use inflammable volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose, unless such operations are conducted in open air, or in a room specifically set aside and approved for that purpose, which room must be properly fireproofed and equipped with adequate and readily accessible fire extinguishing apparatus.

3.2 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 an aircraft in the proper receptacles installed in the aircraft for such purpose, or in rooms or areas specifically approved for such storage by the Airport Manager, or in safety cans approved by the Underwriter's Laboratories, Inc.
- B. No person shall keep or store lubricating or waste oil in or about the hangars, except in sealed cans or in containers of a design and type that meets the approval of the Airport Manager.
- C. Lessees of hangar space or other areas of the Airport shall provide suitable metal receptacles with self-closing covers for the storage of waste, rags, and other rubbish. All used waste and rags or other rubbish shall be removed by the Lessee daily, or in regular scheduled pick-ups, but not later than once each week.
- D. Gasoline, oil, and solvent drums or receptacles shall not be stored on apron and ramp areas in excess of amounts actually needed as current stock. Any material of this type that is kept in subject areas shall be kept enclosed and covered in a housing of a design and type that meets the approval of the Airport Manager.

3.3 DOPING AND PAINTING:

- A. "Doping" processes shall be conducted only in properly designated fire-proofed and ventilated rooms or buildings in which all illuminations, wiring, heating, ventilation equipment, switches, outlets, and fixtures shall be explosion-proof, sparkproof, and vapor-proof, and all windows and doors shall open easily.
- B. Painting will not be permitted except in certificated repair shops and in approved areas.

3.4 AIRCRAFT FUEL AND LUBRICANT DISPENSING:

- A. Fueling of aircrafts will be done only from metered fueling dispensers, fixed or mobile, especially constructed for dispensing aviation fuel, and having all safety devices specified by Rules and Regulations of the Federal Aviation Administration, Illinois Department of Aeronautics or National Board of Fire Underwriters. Under no circumstances will fueling of aircraft from drums be permitted.
- B. No aircraft shall be fueled or defueled while the engine is running or being warmed by applications of exterior heat, or while such aircraft is in a hangar or enclosed space.
- C. No person shall smoke within 100 feet of an aircraft being fueled or defueled.
- D. No person shall operate any radio transmitter or receiver or switch electrical appliance off or on in an aircraft during fueling or defueling.
- E. During refueling, the aircraft and the fuel dispensing apparatus shall both be grounded to a point or points of zero electrical potential.
- F. No person shall use any material or equipment during fueling or defueling of aircraft which is likely to cause a spark or ignition.
- G. Adequate fire extinguishers shall be within ready reach of all persons engaged in fueling or defueling aircraft.

- H. No person shall start the engine of any aircraft when there is any gasoline on the ground under such aircraft.
- I. Fueling hoses and equipment shall be maintained in a safe, sound, and nonleaking condition and shall be approved by National Board of Fire Underwriters in all respects and parts.
- J. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids.
- K. No aircraft shall be fueled or defueled while passengers are on board the aircraft unless a passenger loading ramp is in place at the cabin door of the aircraft, the aircraft door is in open position, and a cabin attendant is present at or near the cabin door.
- L. Persons engaged in the fueling and draining of aircraft shall exercise care to prevent overflow of fuel. Persons responsible will take proper measures to remove volatile liquids when spilled during transfer.

IV. PUBLIC AND TENANT USAGE

4.1 DISORDERLY CONDUCT:

No person shall consume any alcoholic beverage at the Airport unless the serving of such beverage has been approved by the Board. No person shall be or become intoxicated or drunk; commit any disorderly, obscene or indecent act; commit any act of nuisance; or conduct or engage in any form of gambling at the Airport.

4.2 SANITATION:

No person shall dispose of garbage, papers, refuse, or other material on the Airport except in receptacles provided for that purpose; use a comfort station other than in a clean and sanitary manner; or expectorate on the floors, walls, or other surfaces of any Airport building.

4.3 PRESERVATION OF PROPERTY:

No person shall destroy, injure, deface, or disturb in any way any building, sign, equipment, marker, or other structure, or any trees, flowers, lawn or other property on the Airport. No person shall alter, make additions to, or erect any building or sign, make any excavations on the Airport, or willfully abandon any personal property on the Airport.

4.4 WEAPONS, EXPLOSIVES, AND INFLAMMABLE MATERIALS:

No person except peace officers, duly authorized Post Office, Airport, and Air Carrier employees, or members of the Armed Forces of the United States on official duty, shall carry any weapons, explosives, or inflammable material on the Airport except cased sporting guns carried for transshipment.

4.5 INTERFERING OR TAMPERING WITH AIRCRAFT:

No person shall interfere or tamper with any aircraft; put in motion the engine of such aircraft; or use any aircraft, aircraft parts, instruments, or tools, without permission of the owner or by specific direction of the Airport Manager.

4.6 RESTRICTED AREAS:

No person shall enter upon the field area, utilities and service rooms or areas, or other areas as may be designated as "restricted" except:

- A. Persons assigned to duty therein;
- B. Persons authorized by the Airport Manager;
- C. Passengers, under appropriate supervision, entering the apron for the purpose of embarkation or debarkation.

4.7 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. All fire exits and entrances shall be kept clear of motor vehicles at all times.

4.8 LOITERING:

No person shall loiter on any part of the Airport or in any building on the Airport.

4.9 USE OF SHOP AREAS:

All shops, garages, equipment, and facilities are expressly for the conduct of the owner's or lessee's business and operations. No persons other than employees of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner or lessee. This section applies to the areas under the sole control of the Jacksonville Airport Authority, as well as areas under the control of others.

4.10 OPEN FLAME OPERATIONS:

No person shall conduct any open flame operations in any hangar or on the Airport unless specifically authorized by the Airport Manager.

4.11 SMOKING:

No person shall smoke on the Airport apron; in any hangar or shop; in any service station area or gasoline storage areas; in any building, room or place on the Airport where smoking is specifically prohibited; or within 100 feet of any fueling or defueling operation.

4.12 TRASH CONTAINERS:

No person shall keep uncovered trash containers in any area. No vehicle used for hauling trash, dirt, or any other material shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents thereof from dropping, sifting, leaking, or otherwise escaping therefrom. Areas to be used for trash or garbage containers shall be designated by the Airport Manager, and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

4.13 SOLICITATION:

The soliciting of fares, alms, or funds for any purpose on the Airport without the permission of the Airport Manager is prohibited.

4.14 DAMAGES:

Tenants, lessees and any other persons on the Airport shall be fully responsible for all damages to buildings, equipment, real property and appurtenances in the ownership or custody of the Jacksonville Airport Authority caused by their negligence, abuse, or carelessness, or caused by the negligence, abuse or carelessness on the part of their employees, agents, customers, visitors, suppliers or persons with whom they may do business.

4.15 DEFAULT OF OBLIGATIONS:

- A. All billings are payable upon presentation, unless otherwise noted thereon.
- B. When any tenant, user or grantee is formally notified that he is held in default of any written or implied obligation to the Jacksonville Airport Authority, whether it be for breach of performance of service covenants or nonpayment, he will thereafter be billed for all losses of revenue, expenses incurred to re-establish performance or service, and other costs unless the tenant, user or grantee files with the Airport Manager within ten (10) days of receipt of the formal notification a statement that corrective or preventive measures have been initiated and will diligently be carried to completion. If the promises contained in the statement are not fulfilled, the tenant, user or grantee will be considered in absolute default and appropriate lawful steps will be taken by the Jacksonville Airport Authority.

4.16 USE OF AUTOMOBILES AND VEHICLES ON THE AIRPORT:

- A. Automobile usage and parking shall abide by the published Surface Vehicle Operations rules and Exhibit A of that document.

4.17 FLYING CLUBS:

- A. All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Rules and Regulations. However, they shall be exempt from regular Commercial Activity requirements upon satisfactory fulfillment of the conditions contained herein.
- B. Each club must be a nonprofit corporation or partnership. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual uses, operation, maintenance and replacement of its aircraft. The club will file and keep current with the Airport Manager a complete list of the club's membership. At any time, the Airport Manager has reason to believe a club aircraft is being so operated that it falls under the "commercial" classification, he shall so notify the club and if they fail to remedy these conditions, they shall be reclassified and must comply with the requirements for any other Commercial Activity.
- C. The club's aircraft will not be used by other than bonafide members for rental and may be used by no one for commercial operations. Student instruction can be given in club aircraft to club members.
- D. In the event that the club fails to comply with these conditions, the Airport Manager will notify the club in writing of such violations. If the club fails to correct the violations within fifteen (15) days

thereafter, the Airport Manager may recommend to the Board any action deemed advisable, including cancellation of lease.

V. OBLIGATIONS AND PRIVILEGES OF LESSEES RENTING SPACE IN HANGARS

5.1 PRIVILEGES:

- A. Lessee may store in hangar unit only aircraft owned by the lessee.
- B. Lessee may use the leased space to lubricate, wash, drain oil, and do minor maintenance such as can be accomplished by the owner, but not those operations requiring services of a certificated mechanic.
- C. Lessee may store lubricating oil in properly sealed container for lessee's own use but not for sale.
- D. Lessee may park an automobile in designated areas or inside the leased space when not occupied by aircraft or when lessee is on an extended trip.

5.2 OBLIGATIONS:

- A. To extinguish all lights and disconnect any electrical appliances when leaving hangar, except electrical heating or oil warming devices used under agreement with the Jacksonville Airport Authority.
- B. To close and secure doors when leaving the Airport.
- C. Not to leave any portion of the aircraft protruding from a hangar.
- D. Not to spray paint.
- E. To keep leased space in clean condition and free of all fire hazards.
- F. Not to store waste oil, gasoline, or other inflammable materials except those materials in the normal fuel system of the aircraft.
- G. To report promptly any malfunctioning of doors or hangar equipment owned by the Jacksonville Airport Authority to the Airport Manager.
- H. Not to build any additions or alter the T-hangars without receiving written permission from the Jacksonville Airport Authority.
- I. Not to carry on any commercial activities unless properly licensed and approved by the Jacksonville Airport Authority, and then only after obtaining written permission and proper license certificate.
- J. Not to sublet any portion of any leased space without first receiving written permission (stating name and address of sublessee and purpose for which it is to be subleased) from the Jacksonville Airport Authority.
- K. No commercial activities will be carried on in the leased space without prior authorization from the Board. All commercial activities shall be subject to the same fees and regulations as may be put into effect from time to time by the Jacksonville Airport Authority and imposed on other fixed base Operations of similar nature.

5.3 VIOLATIONS:

If any person violates the terms of Section 5.2, the Board may, at its option, and in addition to any other penalty provided in these Rules and regulations, declare the lease terminated and give the person thirty (30) days' written notice to vacate the leased premises.