

# **Craven County Regional Airport Authority**

## **STANDARD MANUAL OF AIRPORT RULES AND REGULATIONS**

**FOR THE**

**CRAVEN COUNTY  
REGIONAL AIRPORT**

**NEW BERN, NORTH CAROLINA**

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CONTENTS

SECTION 1 - GENERAL.....	1
1.1 DEFINITIONS.....	1
1.2 SCOPE.....	4
1.3 PENALTIES .....	6
1.4 LOST ARTICLES.....	6
1.5 LIABILITY.....	6
1.6 ACCIDENT REPORTS.....	6
1.7 GROUND TRANSPORTATION.....	6
1.8 BUILDING REQUIREMENTS & GROUND RENTAL.....	7
1.9 RESTRICTED AREA: GENERAL.....	7
SECTION 2 - VEHICLES.....	8
2.1 LICENSING AND REGULATION.....	8
2.2 RULES OF OPERATION.....	8
2.3 RADIO EQUIPMENT.....	9
2.4 EMERGENCY.....	9
2.5 REPAIR OF MOTOR VEHICLES.....	9
2.6 PARKING.....	9
SECTION 3 - AIRCRAFT OPERATION.....	11
3.1 AERONAUTICAL ACTIVITIES.....	11
3.2 FIXED BASE REGISTRATION.....	12
3.3 PROHIBITING LANDINGS & TAKE-OFFS.....	12
3.4 PAYMENT.....	12
3.5 ACCIDENTS.....	12
3.6 NON-AIRWORTHY AIRCRAFT.....	13
3.7 REFUSAL OF AIRPORT USE.....	13
3.8 CLOSING OF FIELD.....	13
3.9 REPAIRING OF AIRCRAFT.....	13
3.10 ENGINE RUN-UP.....	14
3.11 PARKING OF AIRCRAFT.....	14
3.12 DEMONSTRATION.....	14
3.13 LIGHTING FACILITY DAMAGE.....	14
3.14 CATEGORIES OF AIRCRAFT.....	14
3.15 OTHER.....	16
3.16 LANDING AND TAKE-OFF.....	16
3.17 FLIGHT INSTRUCTION.....	18
3.18 OUTSIDE SERVICES.....	18
SECTION 4 - FIRE REGULATIONS.....	19

CONTENTS, CONTINUED

SECTION 5 - FUELING OPERATIONS.....	21
5.1 FUELING AND DE-FUELING OF AIRCRAFT.....	21
5.2 SELF FUEL.....	22
5.3 STORAGE IN APRON AREA.....	23
5.4 LIQUID DISPOSAL.....	23
5.5 COMPRESSED GASES.....	24
5.6 EXPLOSIVES AND OTHER DANGEROUS ARTICLES.....	24
SECTION 6 - HAZARDOUS CARGO.....	25
6.1 AIRCRAFT CARRYING OR SUSPECTED OF CARRYING EXPLOSIVES.....	25
SECTION 7 - GENERAL REQUIREMENTS.....	26
7.1 PRESERVATION OF PROPERTY.....	26
7.2 INTERFERING OR TAMPERING WITH AIRCRAFT.....	26
7.3 RESTRICTED AREAS.....	26
7.4 PASSENGER ACCESS AND AREAS.....	26
7.5 USE OF ROADS AND WALKS.....	27
7.6 ANIMALS.....	27
7.7 SOLICITATION.....	27
7.8 USE OF SHOP AREAS.....	27
7.9 OPEN FLAME OPERATIONS.....	27
7.10 SMOKING.....	27
7.11 TRASH CONTAINERS.....	28
7.12 FLOOR CARE.....	28
7.13 STORAGE OF EQUIPMENT.....	28
7.14 EQUIPMENT AND MISCELLANEOUS IN APRON AREA.....	28
7.15 MAINTENANCE.....	29
7.16 DAMAGES.....	29
7.17 WASTE MATERIALS.....	29
7.18 METERING.....	29
7.19 PAYMENT OF CHARGES.....	30
7.20 DEFAULT OF OBLIGATIONS.....	30
7.21 USE OF LAW ENFORCEMENT AGENCIES.....	30
7.22 RESTRICTIONS ON USE OF HANGARS.....	30
7.23 ENVIRONMENTAL CONSIDERATIONS.....	32
SECTION 8 - SCHEDULE OF CHARGES - AIRCRAFT.....	33
8.1 COMMERCIAL OPERATIONS.....	33
8.2 GOVERNMENT (PUBLIC) AIRCRAFT.....	33
8.3 SPECIAL SERVICES.....	33
8.4 EFFECTIVE DATES.....	35

CONTENTS, CONTINUED

SECTION 9 - PROCEDURES FOR RECEIVING AND PROCESSING APPLICATIONS.....	35
SECTION 10-MINIMUM STANDARDS FOR COMMERCIAL OPERATIONS, FIXED BASE OPERATORS OR LIMITED FIXED BASE OPERATORS.....	37
10.1 GENERAL.....	37
10.3 MINIMUM STANDARDS.....	40
10.6 AIRCRAFT RENTAL AND SALES.....	44
10.7 AIRCRAFT MAINTENANCE AND REPAIR.....	46
10.8 FLIGHT TRAINING.....	46
10.9 FUEL AND OIL.....	47
10.11 COMMUTER, CHARTER, AND AIR TAXI SERVICE.....	49
10.12 HANGAR SPACE.....	50
SECTION 11 - SPECIAL AIRPORT USERS.....	55

SECTION 1 - GENERAL

1.1 DEFINITIONS:

A. Aircraft - "Aircraft" shall mean any contrivance now known or hereafter invented, used or designed for navigation of or **flight in air.**

B. Air Operations Area - "Air Operations Area (AOA)" is defined as an area used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.

C. Air Taxi (Commuter) - Aircraft operated by the holder of an Air Taxi (or Commuter) Operating Certificate which authorized the carriage of passengers, mail or cargo for revenue in accordance with FAR Parts 139, 135 and 121, on either a scheduled or unscheduled basis.

D. Airport - Shall mean the Craven County Regional Airport and includes all property and improvements within the boundary lines of any airport operated or controlled by the Craven County Airport Authority, except when otherwise specifically noted.

E. Airport Authority - The Craven County Airport Authority and also referred to as the "Authority".

F. Airport Employees - "Airport Employees" shall mean the bona-fide employees of the Authority.

G. Airport Director - The officer or representative of the Airport Authority having immediate charge of the Airport.

H. Apron - A defined area, on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

I. Cargo (Air) - Any property carried on an aircraft other than mail, stores, and baggage.

J. Commercial Operator - An individual or firm operating at the Airport and providing aircraft services such as maintenance, storage, ground and flight instructions, rentals, sales, or a person who, for compensation or hire, engages in the carriage by aircraft in air commerce of persons or property. Where it is doubtful that an operation is for "compensation or hire," the test applied is whether the carriage by air is merely

incidental to the person's other business or is, in itself, an enterprise for profit.

K. FAA - The Federal Aviation Administration.

L. Fixed Base Operator - "Fixed Base Operator" shall be any person who shall have entered into a written lease or agreement with the Authority for the use of any building, shop or hangar, or for the site upon which such a building might be erected, and who, by further agreement, guarantees to provide on the Airport and serve the public with all the following minimum facilities:

- a. Aircraft storage
- b. FAA approved domestic repair station
- c. Student training
- d. Demonstration and sale of aircraft
- e. Aircraft rental
- f. Charter-Air Taxi
- g. Fueling and servicing of aircraft
- h. Commercial airline refueling
- i. Commercial airline maintenance
- j. Commercial airline ground handling

The term "Limited Fixed Base Operation" shall mean any person, persons, or firm who shall have entered into a written lease or agreement with the authority to provide at least three (3) of the services of an aviation nature defined in the first paragraph of Section 1.1 - (L) for "Fixed Base Operation". All activities provided by a "Limited Fixed Base Operation" shall meet all established standards for that activity or combination of activities.

M. Instructor - "Instructor" means any individual giving, or offering to give, instruction in the operation, construction, repair or maintenance of aircraft, aircraft power plants and accessories, including the repair, packaging and maintenance of parachutes.

N. Pattern - The configuration or form of a flight path flown by an aircraft, or prescribed to be flown, as in making an approach to a landing.

O. Person - Any individual, partnership, group or duly authorized representatives thereof.

P. Public Aircraft Facilities

1. The phrase "Public Aircraft Facilities" as used in this regulation means the following facilities as they are from time to time provided and made available by the Airport Authority for public use by aircraft operators:
  - a. Public runways for the purpose of the landing and the taking-off of aircraft.
  - b. Public taxiway for the purpose of the ground movement of aircraft.
  - c. Public aircraft parking space for the purpose of parking and storing aircraft: for the purpose of loading and unloading passengers, baggage, freight, mail and other cargo upon and from aircraft; for the purpose of performing operations incidental to the immediate preparation of aircraft for departure such as inspection, cleaning, and other supplies; for the purpose of making minor and emergency repairs to aircraft; and the purpose of parking mobil equipment actively used in connection with the foregoing.
  - d. Any other space, facilities or services provided by the Airport Authority for public use by aircraft operators at the Airport.
  - e. Public access to the ramp is for the primary purpose of loading and unloading passengers and their baggage, and the loading and unloading of mail and freight.

Q. Ramp - A defined area, on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking, or maintenance.

R. Refueling Trucks - "Refueling Trucks" shall mean any vehicle used for the transporting, handling or dispensing of aviation fuels, oils, and lubricants.

S. Terminal Area - The area used or intended to be used for such facilities as terminal and cargo buildings, gates, hangars, shops, other service buildings, automobile parking, Airport motels, restaurants, garages, and automobile service; and an area provided for parking and positioning of aircraft in the vicinity of the terminal building for loading and unloading.

T. Ultra-light Vehicle - For the purposes of this document, an ultra-light vehicle is a vehicle defined by FAR Part 103.

U. Vehicle - Every device in repose, or by which any person or property is or may be transported or drawn upon a highway, including bicycles.

1.1.1:

These definitions shall not supersede any definitions contained in contractual agreements with the Airport Authority or designated representative.

1.2 SCOPE:

A. All users of and persons on the Airport shall be governed by these regulations and the directions of the Craven County Airport Authority (CCAA) or designated representative. These regulations are subject to change by the Airport Authority at any time based upon experience, need, and operating conditions.

The CCAA may issue a certificate of waiver authorizing operations in deviation of these rules.

B. 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 Authority.

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 user shall release and hold harmless and indemnify the Authority, its officers and employees from any liability of loss resulting from such use, as well as claims of third persons to using the Airport.

The privilege of using the Airport shall be upon the further condition that any person, persons, corporations, co-

partnership, or others desiring to use the same as a Commercial Operator, Fixed Base Operator, or Limited Fixed Base Operator, shall furnish an insurance policy of indemnity against personal injury and property damage in a reasonable sum as the Authority shall require, all said insurance to name the Airport Authority and their officers, employees and personnel, as co-insured and the insurance policy shall also contain a section stating that the Authority shall be informed, in writing, by the insurance carrier ten (10) days prior to cancellation of the required insurance.

C. Any person violating any of the Airport Rules and Regulations may be punished as provided by law or ordinance or, at the discretion of the Authority, may be deprived of the use of the Airport facilities for such period of time as may be necessary to be effective.

D. These regulations are not intended to amend, modify or supersede any provision of Federal, State, or local law, or any specific contractual agreement of the Airport Authority with which they may conflict; provided, however, that these regulations shall, insofar as possible, be interpreted so that no such conflict shall exist.

E. If any portion of these regulations shall be invalid or unenforceable, all other portions shall remain in effect and be construed to achieve the purposes thereof.

F. Any proposed changes in these regulations shall be posted by the Authority in a public area at the Airport for a period of ten (10) days. During this period comments on the proposed changes may be submitted by the general public in writing to the Authority. The closing date for comments shall be posted. After review of comments by the Authority, revisions may be made and the final draft of the proposed changes will be printed for public distribution. Copies of the change will be posted at the Airport and provided to holders of a copy of the manual upon request. Failure to comply with this section shall not invalidate any other of these regulations.

G. No person shall engage in any business or commercial operation of any nature whatsoever on the Airport except with the approval of the Airport Authority or designated representative, and under such conditions as may be prescribed.

H. The soliciting of business, fare, alms, or funds for any purpose on the Airport without the permission of the Airport Authority or designated representative is prohibited.

I. No individual, business, partnership, or corporation shall construct or erect any building, sign or structure or modify any existing facility without specific permission and approval of the Airport Authority.

### 1.3 PENALTIES:

The Airport Authority or designated representative may remove or eject from the Airport premises any person who knowingly and willfully violates any regulation or instruction issued by the Airport Authority or designated representative, may deny the use of the Airport to such person if the Airport Authority or its designated representative determines that such denial is necessary under the circumstances, and may take such other measures as may be permitted by law, to enforce Airport regulations and maintain the Airport Authority control of the Airport.

### 1.4 LOST ARTICLES:

All lost articles shall be turned into the Airport Director's office by the finders. Any such articles not claimed in sixty (60) days shall be disposed of as determined by the Airport Authority or designated representative.

### 1.5 LIABILITY:

The Airport Authority assumes no responsibility for loss, injury or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, strikes, or acts of God or of the public enemy, nor does it assume any liability for facilities of same, or for property damage.

### 1.6 ACCIDENT REPORTS:

All persons involved in any accident, personal, aircraft or automotive, occurring on the Airport, shall make a full report to the Airport Director or designated representative as soon after the accident as possible, and in any event within 24 hours after such occurrence. Contact the Airport Director at (919) 638-8591 (Airport) with the report. See also section 3.5 for additional and Federal requirements.

1.7 GROUND TRANSPORTATION:

No carrier for hire shall load or unload passengers at the Airport at any place other than that designated by the Airport Authority or designated representative.

1.8 BUILDING REQUIREMENTS & GROUND RENTAL:

Any person desiring to erect or construct any building or related facility on the Airport shall be required to submit plans and specifications for the same (4 copies of each) to the Airport Director. The Plans shall also include a general layout, drawn to scale, showing the desired amount of ground actually required for the operation of such building or facility in addition to the portion occupied by the building or facility proper. Doors on all buildings shall be self-contained. No projection for the suspension or carrying of doors shall be permitted beyond the building line as established by the Authority. All buildings erected upon or facilities installed at the Airport shall conform to the Building Code requirements of the State of North Carolina and the County of Craven and be approved by the Airport Authority. Prior to the commencement of any construction, all applicable licenses and permits required by law shall be obtained.

When plans have been approved by the Airport Authority a lease may then be entered into at the rate prescribed by the Authority.

1.9 RESTRICTED AREA; GENERAL:

All areas of the Airport, except those open to the public, are restricted and no person shall enter upon the Air Operations Area, or any hangar, except:

- (1) Persons assigned to duty therein;
- (2) Authorized representatives of the FAA;
- (3) Passengers under appropriate supervision, entering the Air Operations Area for the purpose of enplaning and deplaning;
- (4) Business representatives in the conduct of their business with the tenants; and
- (5) Aircraft Owners or Renters and/or their authorized representatives.

## SECTION 2 - VEHICLES

### 2.1 LICENSING AND REGULATIONS:

A. No person shall operate motorized vehicles of any kind on the Airport without a valid Operator's License.

B. No person shall operate any motor vehicle in the public Aircraft Facilities Area without having first registered same with, and having received permission from the Airport Management, other than those Authorized under 1.9.

### 2.2 RULES OF OPERATION:

A. No person shall operate a motor vehicle of any kind on the Airport in a reckless or negligent manner or in excess of the speed limits prescribed by the Airport Authority or designated representative, and in no event in excess of 10 miles per hour in ramp, apron, aircraft parking, and hangar areas.

B. Pedestrians and aircraft shall at all times have right of way over vehicular traffic. All vehicles except "Follow Me" vehicles, shall pass to the rear of taxiing aircraft.

C. No persons operating a motor vehicle on the Airport shall fail to give proper signals, or fail to observe the direction of posted traffic signs.

D. No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.

E. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than that for which the vehicles were designed. No person shall ride on the running board, stand up in the body of moving vehicles or ride on the outside of the body of a vehicle, or with arms or legs protruding from the body of motor vehicles.

F. No vehicle shall be operated on the Airport if it is so constructed, equipped or loaded as to endanger persons or property.

G. No person shall operate any type of motor vehicle without exhausts protected by screens or baffles to prevent the escape of sparks or the propagation of flame.

2.3 RADIO EQUIPMENT:

A. The installation of two-way radios does not permit the operation of vehicles on the Airport without prior permission from the Airport Director or designated representative.

B. No person shall operate any radio equipment in any aircraft when such aircraft is being refueled, or when such aircraft is in a hangar except when radio maintenance is being performed on the aircraft.

2.4 EMERGENCY:

In the event of emergencies on the Airport, notification should be given to the Airport Director (638-8591), (if practical) and to:

Township Seven Fire Department	911
Craven County Sheriff Department	911

2.5 REPAIR OF MOTOR VEHICLES:

No person shall clean or make any repairs to motor vehicles anywhere on the Airport other than in designated shop areas, or as approved by the Authority, except those minor repairs necessary to remove such motor vehicles from the Airport; nor shall any person move, interfere, or tamper with any motor vehicle, or put in motion the engine, or take, or use any motor vehicle part, instrument, or tool thereof, without the permission of the Authority or satisfactory evidence of the right to do so duly presented to the Airport Authority or designated representative.

2.6 PARKING:

A. No person shall park a motor vehicle, for loading, unloading or any other purpose, on the Airport other than in the areas specifically established for parking and in the manner prescribed by signs, lines or other means. No person shall abandon any motor vehicle on the Airport. No person shall park a motor vehicle in an area requiring payment for parking thereon without paying the required parking fee; nor in a manner so as to

obstruct roadways; nor in aircraft parking areas; nor on grass areas.

PARKING, CONTINUED

B. The Airport Authority or designated representative shall have the authority to tow or otherwise move motor vehicles which are parked by their owners or operators on the Airport in violation of these regulations, at the operator's expense and without liability for damage which may result in the course of such moving.

SECTION 3 - AIRCRAFT OPERATION

3.1 AERONAUTICAL ACTIVITIES:

A. All aeronautical activities at this Airport and all flying of aircraft departing from or arriving in the air space above this Airport shall be conducted in conformity with the current pertinent regulations and directives, and/or advisories of the Federal Aviation Administration to the extent applicable, with orders issued by the Airport Authority or designated representative.

B. No fixed wing or rotary wing aircraft shall be allowed to operate at the Craven County Regional Airport unless said aircraft has a current FAA Airworthiness Certificate and is operated by a licensed pilot or student pilot holding a valid medical certificate, except aircraft being taxied or ferried by a licensed A & E mechanic.

C. All aircraft and operators shall comply with all applicable Federal Regulations, including but not limited to:

Federal Aviation Regulations:

Part 61-Certification: Pilots & Flight Instructors

Part 67-Medical Standards & Certification

Part 91-General Operating & Flight Rules

Part 93-Special Air Traffic Rules & Airport Traffic Patterns

Part 135-Air Taxi Operators & Commercial Operators

Part 137-Agricultural Aircraft Operators

Part 139-Certification and Operations: Land Airports Serving Certain Air Carriers

Part 141-Pilot Schools

Part 145-Repair Stations

National Transportation Safety Board Regulations:

Part 830-Rules Pertaining to the Notification &

Reporting of Aircraft Accidents or Incidents and

Overdue Aircraft, and Preservation of Aircraft Wreckage,  
Mail, Cargo, and Records.

D. The Craven County Regional Airport Terminal Building will be open for public use from 5:30 o'clock in the morning until 30 minutes after scheduled arrival of last air carrier flight each and every day, unless otherwise designated by the Airport Authority.

### 3.2 FIXED BASE REGISTRATION:

The owners of all aircraft based on the Airport will register their aircraft with the Airport Authority or designated representative prior to beginning operation. Any change in the ownership will require a change in registration.

### 3.3 PROHIBITING LANDINGS & TAKE-OFFS:

The Airport Director may prohibit aircraft landing and taking off at any time and under any circumstances when the Airport Director deems such landing or take-offs likely to endanger persons or property, except for emergency landings. Further, the Airport Director may delay or restrict any flight or other operation at the Airport to any aircraft when any of these rules and regulations are violated in any manner.

### 3.4 PAYMENT:

Payment for use of Airport facilities, storage, repairs, supplies, or other services rendered at the Airport shall be made before flight unless satisfactory credit arrangements have been made with the Airport Director or designated representative or the tenant directly responsible for furnishing the commodity or service rendered.

### 3.5 ACCIDENTS:

A. Persons involved in aircraft accidents occurring on the Airport causing personal injury or property damage shall make a full report thereof to the Airport Director or designated representative as soon after the accident as possible, which report shall include their name and addresses. In the event that he is unable to do so, the owner of the aircraft or his agent shall make such report. When a written report of an accident is required by the Federal Aviation Regulations, and/or National Transportation Safety Board Regulations, a copy of such report shall be submitted to the Airport Authority or designated representative.

B. In the event of an accident, the aircraft owner, through the Airport Director, may, in compliance with Federal Aviation Regulations and other governmental regulations, move

damaged aircraft from the landing areas, ramps, aprons, or other areas at the expense of the aircraft owner and without liability to the Airport Authority, Airport Director, and employees, for damage resulting from such moving.

C. Airport property damaged or destroyed by an accident or otherwise shall be paid for by parties responsible.

D. All aircraft accidents shall be reported to the FAA by telephone in Raleigh, N.C. (919-840-5510), and in accordance with all FAA and NTSB regulations.

### 3.6 NON-AIRWORTHY AIRCRAFT:

A. All non-airworthy and/or otherwise disabled aircraft and parts thereof on the Airport shall be promptly removed from Air operations areas by the aircraft owner.

B. If any person refuses to move said aircraft or part thereof as directed by the Airport Authority said aircraft or part may be removed by the Airport Authority at the owner's/operator's expense, and without liability to the Airport Authority, Airport Director, and employees for damage which may result in the course of or after such moving.

### 3.7 REFUSAL OF AIRPORT USE:

The Airport Authority or designated representative may delay any flight or other operations at the Airport for any reason it believes justifiable. The Airport Authority or designated representative may also prohibit in all or in any part the use of the Airport for any purpose by an individual or group.

### 3.8 CLOSING OF FIELD:

In the event the Airport Authority or designated representative believes Airport conditions to be unsafe for landings or take-offs, it shall be within the Authority's authority to have issued a NOTAM closing the Airport or any part thereof.

### 3.9 REPAIRING OF AIRCRAFT:

The performance of aircraft and engine repair and maintenance is considered to be a commercial operation regulated by the Authority except where such services or repairs are performed by the aircraft owner or his permanent employees. The Airport Authority reserves the right to designate reasonable areas where

such aircraft owners may perform services on their own aircraft. If such areas are designated, the Airport Authority may prohibit the performance of such services in tie-down areas and prescribe rules for the use of such owner type aircraft maintenance areas.

### 3.10 ENGINE RUN-UP:

Aircraft shall not perform run-up or prolonged engine test operations in any areas that would result in a hazard or nuisance to other aircraft, persons, or property.

### 3.11 PARKING OF AIRCRAFT:

A. No person shall park aircraft in any area on the Airport other than that prescribed by the Airport Authority or designated representative. No unattended aircraft shall be parked on, or in the immediate proximity of any taxiway, taxilane or lead-in lane for more than 2 hours. Brief parking for passenger loading, fueling, etc. shall not be considered a violation. No person shall install tie-down anchors at any point on the airport except as specified in the master plan of the airport and as authorized by recorded lease approved by the Airport Authority.

B. At the direction of the Airport Director, the operator, owner, or pilot of any illegally parked aircraft on the Airport shall move the aircraft to a legally designated parking area on the Airport. If the operator refuses to comply with the directions, the Authority, through the Airport Director, may tow the aircraft to such place, at the operator's expense and without liability to the Airport Authority, Airport Management or employees for damage that may result from such moving. Repeat offenders will be fined \$50.00 per event.

### 3.12 DEMONSTRATION:

No experimental flight or ground demonstrations shall be conducted on the Airport without the prior written approval of the Airport Authority or designated representative.

### 3.13 LIGHTING FACILITY DAMAGE:

Any person damaging any light or fixture by operation of an aircraft, or otherwise, shall report such damage to the Airport Director immediately and shall be fully responsible for any cost required to repair or replace the damaged facility.

### 3.14 CATEGORIES OF AIRCRAFT:

Final determination as to proper category designation of any aircraft shall rest with the Airport Authority or designated representative. Charges as shown in Section 8 shall be determined according to the following classifications:

#### A. Private

1. Privately owned aircraft will be operated non-commercially by owner or owners.
2. Private aircraft may be used by persons other than the owners provided that it is not rented or leased by the owner for a profit.
3. Company and corporation owned aircraft that are operated for the free transportation of their and other personnel and/or products are classified as private aircraft and subject to the restrictions as listed under (2) above.
4. Club aircraft must be owned and operated by a nonprofit partnership or nonprofit North Carolina corporation, and each club member must be a bona fide owner of an equal part of the aircraft or a share in the corporation. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, and replacement of its aircraft and will file and keep up to date with the Airport Authority or designated representative a list of membership. At any time the Airport Authority or designated representative has a reason to believe a club or club aircraft is being so operated that it falls under the "commercial" classification hereunder, it shall so notify such club, and if they fail to remedy conditions complained of, the Airport Authority or designated representative shall reclassify the aircraft or order specific conditions remedied. The Airport Authority or designated representative shall have authority to deny the use of a club classification to any group.

#### B. Commercial Aircraft Use:

1. For rental, hire or charter.
2. Student instruction and its kindred occupations for profit or hire.
3. Any aircraft used for commercial purposes and not otherwise covered in these regulations.

C. Air Taxi (Commuters)

1. Contract:  
All Federally certified Air Taxis or Commuters holding a contract with the Airport Authority for Airport usage.
2. Non-Contract:  
All Air Taxis or Commuters not covered in Section 3.14 (C) (1) above.

3.15 OTHER:

A. No person shall start or run any engine in 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.

B. No person or persons, except airmen, duly authorized personnel, passengers going to or from aircraft, or persons being personally conducted by the 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 flights, inspections, and routine duties.

3.16 LANDING AND TAKE-OFFS:

A. In all cases, take-offs and landings over populated areas shall be kept at a minimum in the interest of public safety and convenience.

B. Prior authorization is required before air ships, dirigibles, motor-less aircraft, or aircraft with a total gross weight in excess of 60,000 pounds single wheel, FAA Certified, NDN Scheduled Air Carriers, land or take off at the Airport.

C. All take-offs and landings shall be confined to the runways and all movement of aircraft shall be confined to the hard surface areas, except as specifically authorized by the Airport Authority.

D. Additional traffic rules are as follows:

1. Landings and take-offs shall be made on the runway subject to the wind direction.
2. Aircraft are expected to start their initial take-off from the runway end.
3. No landing or take-off shall be made except at a safe distance from buildings and other aircraft.
4. Aircraft entering the traffic pattern shall exercise caution and courtesy so as not to cause aircraft already in the pattern to deviate from their course.
5. Rotary wing aircraft shall conform to the pattern described herein for light aircraft, and shall not be operated within 200 feet of any area where unsecured light aircraft are parked or operating.
6. Unless an emergency situation exists, aircraft are expected to utilize standard traffic patterns.
7. Simulated engine-out procedures and practice (Multi-engine aircraft) are forbidden within the traffic pattern and approach area, unless notice is given by Radio.
8. No turn shall be made after take-off until the departure runway end has been reached and you are within 300 feet of pattern altitude. Aircraft shall climb to the appropriate traffic pattern altitude as soon as possible.

E. Taxi rules are as follows:

1. 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.

2. Aircraft shall be taxied at a safe and reasonable speed with due respect for other aircraft, persons, or property.
3. Aircraft not equipped with brakes shall have an attendant at a wing when the aircraft is taxied near buildings or other aircraft.
4. Aircraft awaiting take-off shall stop at the taxiway or stub taxiway hold lines for the runway in use and in a position so as to have a direct view of aircraft approaching for landing, and shall ascertain that the way is clear prior to entering the active runway.
5. Aircraft taxiing shall conform to the designated taxi patterns.
6. Landings and take-offs will not be permitted on the taxiway.
7. Engine checks and run-ups prior to take-off will be performed behind the taxiway hold lines.
8. Except for public displays of aviation flights specifically authorized by the Craven County Airport Authority to be conducted under responsible auspices and control, violation of any of the following provisions shall be illegal:
  - a. No person shall operate an aircraft in a careless or reckless manner so as to endanger the life or property of others by buzzing, diving or low altitude flying in the vicinity of the Airport.

### 3.17 FLIGHT INSTRUCTION:

No person or firm shall engage in commercial flight instruction at the Airport unless prior to giving such instruction he has registered his current flight instructor's certificate with the Airport Director's office, has submitted his certificate for

inspection to the Airport Director, and has filed with the Airport Director a certificate of insurance, for instructor and student. All policies required by virtue of this section will name as co-insured the Airport Authority, its officers, members and employees, and shall contain a provision requiring the insurance carrier to give the Authority at least 10 days notice prior to any cancellation or change in coverage.

### 3.18 OUTSIDE SERVICES:

No person or firm shall employ the services of a certified airframe and power plant mechanic or authorized inspector or flight instructor at the Craven County Regional Airport unless such mechanic, inspector or flight instructor is in the permanent employ of said person or firm, or is in the employ of a Fixed Base Operator holding a current operating agreement with the Airport Authority, or as may be approved in Section 8.3.

## SECTION 4 - FIRE REGULATIONS

4.1 Smoking or lighting of an open flame is prohibited at places with posted signs or within 100 feet of any aircraft and within 100 feet of hangars, fuel trucks, or fuel loading stations, or tank farms.

4.3 No person shall start an open fire any place on the Airport without permission of the Airport Director.

4.3 No person shall use flammable volatile liquids having a flash point of less than 1100 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 for that purpose, which room must be properly fire-proof and equipped with adequate and readily accessible fire extinguishing apparatus.

4.4 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, in any manner, the fire code in force in the areas of the Airport; provided, 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 Authority or designated representative. All inflammable materials must be store in Underwriter's approved safety cans.

The storage of paint thinners, fuels or other such volatile materials in hangars is prohibited.

4.5 Tenants of all hangars and buildings shall provide approved fire extinguisher and equipment, and they shall be kept in operating condition and inspected at least every twelve (12) months by trained personnel.

4.6 Lessees 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 lessees at least once each week. Lessees may contract with other agencies or persons for removal of this material, subject to approval of the Airport Authority or

designated representative. If, after warning by the Airport Director, the area is not cleaned, cleaning will be arranged by the Airport Director and billed to the tenant or person.

4.7 The procedures and precautions outlined in the criteria of the National Fire Protection Association (NFPA Pamphlet #410D, Safeguarding Aircraft Cleaning, Painting and Paint Removal, and NFPA Pamphlet #410F, Aircraft Cabin Cleaning and Refurbishing Operations), shall be adhered to in all cleaning, painting and refurbishing operations using flammable fluids, including the storage of such fluids.

## SECTION 5 - FUELING OPERATIONS

### 5.1 FUELING AND DEFUELING OF AIRCRAFT

A. All aviation fuels and oils for sale on Airport property will be dispensed only by duly authorized Fixed Base Operators. No other company, group, or individual will be allowed to transport, store, fuel or otherwise introduce petroleum products to the Airport property without the written permission of the Airport Authority, and then only in the areas designated by the Airport Authority and which meet all operational and safety procedures and requirements. All aviation fuels and lubricants shall be stored and dispensed in accordance with NFPA (National Fire Protection Association) Bulletins 407 and 30 along with Volume V of the N.C. Fire code. All fuel facilities shall be inspected by the Craven County Fire Marshall, a certificate of compliance issued, and a copy presented to the Airport Director. All fuel storage facilities must meet containment and disposal requirements of the EPA.

B. No fuel storage and/or dispensing equipment shall be installed or used at the Airport without the prior written approval of the Authority. All such equipment shall be kept in a safe and non-leaking condition. The use of any surface equipment other than approved fuel trucks is expressly prohibited.

C. 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.

D. No aircraft shall be fueled or defueled within 50 feet of a hangar, or building.

E. Smoking or lighting of an open flame shall be prohibited within 100 feet of any fueling operation.

F. No person shall operate any radio transmitter or receiver, or switch electrical appliance off or on in an aircraft during its fueling or defueling.

G. No person shall use any material during fueling or defueling of aircraft which is likely to cause a spark or be a source of ignition.

H. Adequate fire extinguishers shall be within ready reach of all persons engaged in fueling or defueling aircraft.

I. Fueling hoses and equipment shall be maintained in a safe, sound and non-leaking conditions 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. Persons engaged in the fueling and draining of aircraft fuel shall exercise care to prevent overflow of fuel. Persons responsible will take proper measures to remove any volatile liquid when it is spilled.

## 5.2 SELF FUEL:

A. The Airport Authority may enter into an agreement with any person for the purpose of that operator fueling his own aircraft. The following applies to any activity where this privilege might be extended:

1. The Authority will negotiate a lease which will provide space for the self fueling operation.
2. All self fuel operations will be from tank facilities on Airport property or approved fuel trucks which meet all installation and safety criteria of the Federal Aviation Administration, N.C. Department of Transportation Division of Aviation, National Fire Protection Association, and the American Petroleum Institute, and the Environmental Protection Agency.
3. Prior to any executed agreement, the Airport Authority will review all plans and specifications for such installations, and may take any action it may deem appropriate for determining whether or not such installation is in keeping with the spirit of these Rules and Regulations for the purpose of protecting the public's safety and welfare, and the Authority's obligation to ensure, to the extent reasonable, that such is protected {FAR Part 139.51 (b)}. The Authority will issue a permit for the installation of such facilities once the plans and specifications are approved by the Authority.

B. All installations approved by the Authority will be serviced, operated and tended ONLY by the owner or their direct employees and will be for the purpose of servicing only aircraft owned by that individual. No third parties will be allowed on the airfield for the purpose of dispensing fuel in any manner whatsoever without the written permission of the Airport Authority.

C. All fuel brought on to the Airport will be subject to a fuel flowage fee to be negotiated with the Airport Authority, and paid at the time the fuel is brought onto the Airport.

D. Any person electing to self fuel their aircraft and with the permission of the Airport Authority will carry appropriate liability and product insurance in amounts agreeable to the Airport Authority and further will have the Airport Authority, its members, officers and employees as named insured on any policies required by virtue of any agreements entered into by those provisions.

E. A copy of any policy issued for this insurance will be filed with the Airport Authority and will contain a provision to notify the Authority at least 10 days in advance of any cancellation.

F. Upon the termination of any lease under these provisions, the lessee will abide by the terms of such lease immediately. If the installation is abandoned the Authority will have the right, at its option, to either assume ownership of the improvements or have them removed at the lessees expense.

### 5.3 STORAGE IN APRON AREA:

Gasoline, oil, and solvent drums or receptacles shall not be stored on apron and ramp areas, unless otherwise approved by the Airport Authority. Any material of this type that is kept in subject areas will be kept enclosed and covered in a housing of a design and type that meets the approval of the Airport Authority or designated representative.

### 5.4 LIQUID DISPOSAL:

No fuels oil, dopes, paints, solvents or acids shall be disposed of or dumped in drains, basins or ditches or elsewhere on the Airport.

#### 5.5 COMPRESSED GASES:

No cylinder or flask of compressed, flammable or noxious gases shall be stored in hangars.

#### 5.6 EXPLOSIVES AND OTHER DANGEROUS ARTICLES:

No person shall store, keep, handle, use, dispense or transport at, in or upon the Airport any Class A or Class B explosives (as defined in the Interstate Commerce Commission Regulations for transportation of explosives and other dangerous articles), dynamite, nitroglycerine, black powder, fireworks, firearms and ammunition, blasting caps or other explosives, gasoline, alcohol, ether, liquid shellac, kerosene, turpentine, formaldehyde, or other combustible liquids, ammonium nitrate, sodium chlorate, wet hemp, powdered metallic magnesium, nitrocellulose film, peroxides, or other easily inflammable solids or other corrosive liquids, prussic acid, phosgene, arsenic, carbonic acid, potassium cyanide, tear gas, lewisite or any Class A poison (as defined in the Interstate Commerce Commission Regulations for transportation of explosives and other dangerous articles), or any other poisonous substances, liquids or gases, any compressed gas, or any radioactive article, substance or material, at such time or place or in such manner or condition as to endanger unreasonably or as to be likely to endanger unreasonably persons or property, and which has not been approved by the Airport Authority or designated representative.

SECTION 6 - HAZARDOUS CARGO

6.1 AIRCRAFT CARRYING OR SUSPECTED OF CARRYING EXPLOSIVES:

A. Landing or taxiing aircraft:

1. Persons having knowledge of an aircraft carrying or suspected of carrying explosive materials will so advise the Airport Director.
2. Aircraft having passengers aboard will unload passengers on the outer extremities of the Airport Terminal ramp and then immediately be moved to the taxiway hold line adjacent to the Runway. (Only engines affecting unloading of passengers should be shut off to enable subsequent moving of aircraft with a minimum of delay).

B. Inspection:

Inspection of the aircraft and subsequent declaration of safety or contamination shall be the responsibility of the aircraft owner or his authorized agent, and shall be accomplished immediately after parking and evacuation.

## SECTION 7 - GENERAL REQUIREMENTS

### 7.1 PRESERVATION OF PROPERTY:

No person shall destroy, injure, deface or disturb in any way building, sign, equipment, marker, or other structure, tree, flower, lawn or other property on the Airport; nor alter, make additions to, or erect, any building or sign or make any excavations on the Airport without prior approval of the Airport Authority; nor willfully abandon any personal property on the Airport.

### 7.2 INTERFERING OR TAMPERING WITH AIRCRAFT:

No person shall interfere or tamper with any aircraft or 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 Authority or designated representative.

### 7.3 RESTRICTED AREAS:

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

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

### 7.4 PASSENGER ACCESS AND AREA:

It shall be the sole responsibility of the Airport Authority and Tenants to see that all gate chains, doors, and other public safeguards are continually and conscientiously used in a manner so to protect all persons.

7.5 USE OF ROADS AND WALKS:

A. No person shall travel on the Airport other than 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.

7.6 ANIMALS

No person shall enter the Terminal Building of the Airport with a dog or other animal (without the express permission of the Management) except; (1) seeing-eye dogs, or (2) dogs or other animals which are to be transported by air and are restrained by leash or properly confined.

7.7 SOLICITATION:

No person shall solicit funds for any purpose, and no signs or advertisements may be posted at the Airport without permission of the Authority.

7.8 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 Authority or lessee shall make use of these facilities without individual and specific permission of the Authority or lessee.

7.9 OPEN FLAME OPERATIONS:

No person shall conduct any open-flame operations in any hangar or on the Airport unless specifically authorized by the Airport Authority or designated representative.

7.10 SMOKING:

No person shall smoke on the Airport apron, in any hangar, service station area, gasoline storage area, or in any building, room, or place on the Airport where smoking is specifically

SMOKING, CONTINUED

prohibited, or within 100 feet of any fueling or defueling operation.

7.11 TRASH CONTAINERS:

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

7.12 FLOOR CARE:

All lessees on the Airport shall keep the floors of the hangars, hangar areas and Terminal apron and ramp areas, leased by them respectively, or used in their operations, clean and clear of oil, grease and other materials or stains except as may be provided to the contrary in any specific leases or contracts.

7.13 STORAGE OF EQUIPMENT:

No tenant or lessee on the Airport shall store or stack material or equipment in such manner as to constitute a hazard to personnel or property.

7.14 EQUIPMENT AND MISCELLANEOUS IN APRON AREA:

All ramp equipment shall be parked and kept in neat and orderly manner. No receptacles, chests, cases or housing shall remain on the apron or ramp area that do not fit in with the general architectural and cleanliness standards of the rest of the installation. Final approval of these items rests with the Airport Authority or designated representative.

7.15 MAINTENANCE:

All tenants shall maintain their leased property in such condition or repair, cleanliness, and general maintenance as shall be acceptable to the Airport Authority and in accordance with their individual lease agreements.

7.16 DAMAGES:

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

7.17 WASTE MATERIALS:

Garbage, refuse and other waste material shall be placed in receptacles provided for such purpose and no person shall destroy, remove or disturb in any way buildings, signs, equipment, markers, or other property on the Airport.

7.18 METERING:

Every tenant shall provide a meter for the purpose of accurately measuring gas, water, and electrical power used by that tenant, unless other specific agreements are made with the Airport Authority.

7.19 PAYMENT OF CHARGES:

A. All bills are payable upon presentation unless otherwise noted thereon.

B. All percentages or income charges are payable within ten days of the end of the period in which the income was received unless otherwise agreed in writing.

#### 7.20 DEFAULT OF OBLIGATIONS:

When any tenant, user, or grantee is formally notified that he is in default of any written or implied obligation to the Airport Authority, whether it be for breach of performance or service covenants or non-payment, he shall thereafter be billed for all losses of revenue, expenses incurred to re-establish performance or service, reasonable attorney fees and other costs, unless the tenant, user, or grantee files with the Airport Authority or designated representative within ten 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 shall be taken by the Airport Authority.

#### 7.21 USE OF LAW ENFORCEMENT AGENCIES:

In the event that occasions arise that are beyond the capability of the Airport Director to deal with in any manner, the Craven County Sheriff shall be called upon by the Airport Director for assistance and action as may be necessary by the Director or Airport Authority or designated representative. The Airport Authority expressly grants permission to the Craven County Sheriff's Department to enter the premises and to enforce the Rules and Regulations contained herein and as may be adopted by the Airport Authority.

#### 7.22 RESTRICTIONS ON USE OF HANGARS:

A. Persons leasing hangar space from the Airport shall take good care of the hangar and return the same at the expiration of the term of the lease in as good condition as received, ordinary wear, tear and natural decay excepted.

B. Hangar space is to be used solely as storage space for aircraft owned or leased by the person leasing the hangar space, and for no other purpose. Unless previous written consent is given by the Airport Authority, leased hangar space shall not be used for any commercial purpose, including, the sale of products or services of any kind, whether or not such sales are transacted for a profit.

C. Hangar space lessees shall be allowed to perform preventive maintenance on their aircraft, registered for that hangar, of the kind and to the extent permitted by applicable Federal Aviation Administration regulations governing "Preventive Maintenance." In this regard, each hangar space lessee shall be allowed to have a small desk, work bench, and necessary small hand tools on the premises.

D. Hangar space lessees shall use the hangar in accordance with Federal, State and local laws and regulations, including, but not limited to, those pertaining to fire and safety, as well as the Rules and Regulations of the Airport Authority.

E. Hangar space lessees shall not have exclusive use of any Airport ramp, apron or taxiway areas. All such exterior areas are common use areas available to all other lessees on the Airport. No aircraft shall be parked or positioned in such exterior areas so as to block, limit or restrict the use of the ramps, aprons or taxiway by other Airport tenants or users.

F. Hangar space lessees may add electrical service to the leased premises using a separate meter as long as all installations are in accordance with applicable codes. Plans and specifications must be submitted to the Airport Director for approval prior to any such installation.

G. Storage of aircraft parts and accessories for aircraft registered for the hangar will be permitted.

H. Storage of operable personal automobile while a registered aircraft is in use will be permitted.

I. Installation of a power (if electrical service is added) or hand winch to assist with hangaring of aircraft is permissible.

J. No more than one (1) aircraft may be stored in the rented hangar space unless otherwise authorized by the Airport Director.

K. No storage of flammable fluids of any kind (other than that being stored in the Aircraft's tanks) shall be allowed in any hangar.

L. Hangar space lessees shall not be permitted to perform repair service on automobiles or automotive equipment of any kind in or near any hangar.

M. No storage of any material or object not directly related to the registered aircraft shall be allowed without prior written consent of the Airport Director. This prohibits the storage of, among other things, furniture, inoperative and unregistered aircraft, utility trailers, and all other objects foreign to the purpose intended.

N. No painting operations of any kinds shall be allowed in or near any hangar without prior written consent of the Airport Director.

O. Installation of and/or use of space heaters and engine heaters, or other devices that could be potentially hazardous, is prohibited in or near any hangar, unless specifically authorized in writing by the Airport Director.

P. Washing aircraft, however performed, will not be permitted in or near any hangar, without the written permission of the Airport Director.

Q. Installation of furniture or appliances that are not required under permitted uses specified above shall be prohibited. This prohibits sleeping couches, cots, beds, hot plates, stoves or other cooking devices, unless specifically authorized by the Airport Director.

#### 7.23 ENVIRONMENTAL CONSIDERATIONS:

All construction, storage, or other enterprise which may be proposed or entered into in accordance with the requirements and guidelines of this manual will comply fully with all rules and regulations of National, State and/or local environmental agencies.

SECTION 8 - SCHEDULE OF CHARGES - AIRCRAFT

8.1 COMMERCIAL OPERATIONS:

A. No aircraft, aviation organization or person shall engage in any commercial operation of any type at the Airport unless prior permission is obtained from, and assessed fees paid to, the Airport Authority. Such permission and fees, in lieu of a contract as provided for in 8.1 (B), shall be on an each and every time basis with the fee being as determined by the Airport Authority or designated representative and in addition to the landing fees then in effect under 8.1 (C).

B. The Airport Authority at its discretion may enter into separate contracts with any commercial operation {as defined in 1.1 and 3.14 (B) and (C)} on the Craven County Regional Airport.

C. By resolution, the Airport Authority may adopt a fee schedule to be applied for landings by any commercial operations not having a contract with the Airport Authority as provided above, which fee schedule shall be posted in a conspicuous place at the Airport or at the office of the Airport Director. Commercial operators shall pay a fee for each landing at the Airport in accordance with any such fee schedule then in effect.

D. Landing fees for private or business (noncommercial) aircraft are not in effect at the present time.

E. The Airport Director may detain any aircraft for nonpayment of any charges due.

8.2 GOVERNMENT (PUBLIC) AIRCRAFT:

The following types of aircraft are not affected by these charges: Aircraft owned by Federal, State, or Municipal Governments are exempt from both landing and parking fees. This shall not, however, obviate the payment of field use charges by the Military, if in effect.

8.3 SPECIAL SERVICES:

The Airport Authority authorizes the Airport Director to allow mechanics not based on the field to repair or perform

maintenance functions on aircraft at the Craven County Regional Airport subject to the following requirements:

A. The aircraft owner or agent for the owner and the proposed mechanic must apply in writing to the Airport Director stating:

- (1) The serial number of the aircraft to be repaired or serviced.
- (2) The date proposed for work to begin, and the estimated length of time required.
- (3) A description of the repair or maintenance to be performed.

B. The proposed mechanic must furnish proof of coverage for liability insurance in accordance with the minimum standards established for commercial operations under Section 10.1 of the Standard Manual of Airport Rules and Regulations.

C. It is the personal preference and opinion of the aircraft owner or agent that the proposed repair or maintenance can best be performed by the mechanic designated on the application form.

D. Authority to enter the field and perform repair or maintenance functions must be in writing, signed, and dated by the Airport Director, and state the purpose and period for which it is issued. Verbal approval by the Airport Director or an officer of the Airport Authority is authorized, under unusual circumstances, providing the required liability insurance is in effect.

E. The mechanic to whom the permission is issued shall pay an Airport Support and Application Fee of \$25.00 for each written permission granted, and shall comply with all special terms, conditions or limitations stated in writing by the Airport Director.

#### 8.4 EFFECTIVE DATES:

For all tenants, operators and user of the Craven County Regional Airport, the effective date of Sections 1 through 11 will coincide with the date these regulations are adopted by the

Authority. The effective date of Section 10 for existing tenants will be the adoption date as recorded on the cover sheet.

#### SECTION 9 - PROCEDURES FOR RECEIVING AND PROCESSING APPLICATIONS

9.1 Any applicant wishing to establish commercial operations on the Airport shall be furnished a copy of the minimum standards, attached hereinafter as Section 10, and shall make application in writing to the Authority, setting forth in detail the following:

- A. The name and address of the applicant;
- B. The proposed land use, facility and/or activity sought;
- C. The names and the qualifications of the personnel to be involved in conducting such activity;
- D. The financial responsibility and technical ability of the applicant and operator to carry out the activity sought;
- E. The tools, equipment, services and inventory, if any, proposed to be furnished in connection with such activity;
- F. The requested or proposed date for commencement of the activity and the term of conducting the same;
- G. The estimated cost of any structure or facility to be furnished, the proposed specifications for same, and the means or method of financing such construction or acquisition of facilities.

9.2 Upon the filing of such an application with the Authority, it shall be immediately referred to the appropriate committee and considered at the next scheduled meeting. If no meeting is scheduled within forty-five (45) days from the filing of such application, a meeting shall be called for considering same and notice thereof given to the applicant.

Upon consideration of the application, the Authority shall determine whether or not the applicant meets the standards and qualifications as herein established and whether or not such application should be granted in whole or in part.

9.3 Upon approval of such application in principle, the Authority shall cause to be prepared a suitable lease or contract agreement setting forth the terms and conditions under which the commercial operation shall be conducted.

9.4 The final agreement as drafted shall be subject to review and approval of the North Carolina Department of Transportation, Division of Aviation, and the Federal Aviation Administration.

Section 10 - Minimum Standard Requirements for Airport  
Aeronautical Services

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**Section 1- Preamble and Policy**

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The Craven County Regional Airport Authority being the Owner and in a position of responsibility for the administration of the Craven County Regional Airport does hereby establish the following Policy for the Minimum Standards:

The Minimum Standards are intended to be the threshold entry requirements for those wishing to provide aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the Craven County Regional Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport and to promote fair competition at Craven County Regional Airport. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established aeronautical activity and the Craven County Regional Airport patrons.

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**Section 2 - Definitions**

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Aeronautical Activity - means any activity conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage.

Aeronautical Service means any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease from the airport owner to provide such service.

Airport means the Craven County Regional Airport, and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or Exhibit A or as it may hereinafter be extended, enlarged or modified.

FAA means the Federal Aviation Administration.

FAR means Federal Aviation Regulation.

FBO means any aviation business or Fixed Base Operator duly licensed and authorized by written agreement with the airport owner to provide aeronautical activities at the airport under strict compliance with such agreement and pursuant to these regulations and standards.

Flying Club means a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques. See the Airport Rules and Regulations for requirements.

Fuel: As defined in an operator's lease agreement.

Fueling Operations means the dispensing of aviation fuel into aircraft.

Fuel Vendor means an entity engaged in selling or dispensing aviation fuel to aircraft other than that owned or leased by the entity.

Fueling Operations Permit means a permit issued by the airport manager to a person or entity who dispenses aviation fuel at

Craven County Regional Airport (see Airport Rules and Regulations for requirements and procedure). There are two types: (1) Fuel Vendor's Permit; and (2) Self-fueling Permit.

Landside means all buildings and surfaces on the airport used by surface vehicular and pedestrian traffic.

Large Aircraft is an aircraft of more than 12,500 pounds maximum certified takeoff weight or turboprop and turbojet aircraft.

Lease (pertaining to the lease of aircraft by an aeronautical activity) means a long-term written agreement established on a minimum basis of six (6) months wherein the lessee shall have full control over the scheduling and use of aircraft and the aircraft is insured as required by these Minimum Standards for the use of the aircraft by Lessee. (Also referred to as aircraft lease-back.)

Manager means the Airport Manager or his/her designee.

Minimum Standards means the standards which are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

NFPA means the National Fire Protection Association.

NOTAM means a Notice to Airmen published by the FAA.

Owner - means the Craven County Regional Airport Authority, airport sponsor, or group providing anyone or a combination of aeronautical services to or for aviation users at the Airport.

Person means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.

Ramp Privilege means the driving of a vehicle upon an aircraft parking ramp on the airside of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or

necessity. See Airport Rules and Regulations for requirements and procedure.

Self-fueling operator means a person who dispenses aviation fuel to aircraft owned by such person, or leased from others and operated by such person. See Airport Rules and Regulations for requirements and procedure.

Small Aircraft is an aircraft of 12,500 pounds or less maximum certified take-off weight.

UNICOM means a non-governmental communication facility which provides airport advisory information.

**Section 3 - Minimum Standards for All FBO's**

The following shall apply to all prospective aeronautical

service providers wishing to become FBO's at the Craven County Regional Airport:

1. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Airport authority.
3. Any prospective FBO seeking to conduct aeronautical activity at the airport should demonstrate that they have adequate resources to realize the business objectives agreed to by the Craven County Regional Airport Authority and the applicant.

4. The prospective FBO shall lease from the Owner an area of not less than 30,000 square feet of ground space to provide for outside display and storage of aircraft and on which shall be erected a building to provide or is an existing building that provides at least 10,000 square feet of floor space for aircraft storage and at least 2,000 square feet of floor space for office, customer lounge and rest rooms, which shall be properly heated and lighted, and shall provide public telephone facilities for customer use. The FBO shall also provide, on the leased area, paved parking for the FBO's customers and employees.
  
5. The prospective FBO shall have his premises open and services available not less than 8 hours per day, 5 days a week, and shall make provision for someone to be in attendance in the office at all times during the required operating hours.
  
6. All prospective FBO's shall demonstrate to the Craven County Regional Airport Authority's satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. An FBO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to Craven County Regional Airport Authority. Such policies shall not be for less than the amounts listed at **APPENDIX 1**; however, in all cases, amounts of policies must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Craven County Regional Airport Authority.

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**Section 4 - Application and Qualifications**

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Demonstration of intent to conduct a business operation at the Airport shall be by application to the Craven County Regional Airport

Authority. The written application shall contain at the minimum:

1. The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See a business plan outline at **APPENDIX 2** .)
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. The current financial statement prepared or certified by a Certified Public Accountant.
4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
5. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
6. An agreement to provide a bond or suitable guarantee of adequate funds to the Craven County Regional Airport Authority to be used to defray any expenses and fees normally paid by the Lessee between the estimated time the Lessee may default and a new lease is executed and another Lessee takes over.
7. A written authorization for the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.

8. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate Review Procedures and the Craven County Regional Airport Authority requirements.
9. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
10. Such other information as the Craven County Regional Airport Authority may require.

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**Section 5 - Action on Application**

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All applications will be reviewed and acted upon by the Craven County Regional Airport Authority within 90 days from the receipt of the application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to Craven County Regional Airport Authority.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. The proposed operation, Airport development or construction

does not comply with the approved Airport Layout Plan.

6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing fixed base operator area, or will result in depriving, without the proper economic study, an existing fixed base operator of portions of its leased area in which it is operating.
7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other Airport.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Craven County Regional Airport Authority or any lease or other agreement at any other airport.
10. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible in the judgment of the Craven County Regional Airport Authority to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO lease.
11. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.

12. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the FBO operation applied for.

#### Statement of Concept

### **Section 6 - Aircraft Sales**

1. **New Aircraft Sales:** An aircraft sales FBO engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.
2. **Used Aircraft Sales:** Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases these FBO's also provides such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

#### Minimum Standards

1. The FBO shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The FBO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The FBO who is engaged in the business of selling new aircraft shall have available a representative example of the product.

2. The FBO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner. The FBO shall also maintain, during all business hours, a responsible person in charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the FBO, and provide check ride pilots for aircraft sold.

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## **Section 7 - Aircraft Airframe, Engine and Accessory Maintenance and Repair**

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### Statement of Concept

An aircraft airframe, engine and accessory maintenance and repair FBO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to and may include business jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

### Minimum Standards

1. The FBO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
2. The FBO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant or an aircraft inspector rating.

Statement of Concept

**Section 8 - Flight Training**

A flight training FBO engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

Minimum Standards

1. The FBO shall have available for use in flight training, either owned or under written lease to FBO, properly certified aircraft, one of which must be a four-place aircraft, and one of which must be equipped for and capable of use in instrument flight instruction.
2. The FBO shall have on a full-time basis at least one flight instructor who has been properly certified by the FAA to provide the type of training offered.

Statement of  
Concept

**Section 9 - Aircraft Fuels and Oil Service**

An aircraft fuels and oil service FBO provides aviation fuels, lubricants and other services supporting itinerant aircraft operations and operations of aircraft based on the airport.

Minimum Standards

Except as otherwise provided in any agreement between the FBO and the Authority, an FBO conducting aviation fuel and oil sales or service to the public on the Airport shall be required to provide the following services and equipment:

1. Appropriate grades of aviation fuel.
  - a. 100LL

b. Jet A

2. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
3. Fuel dispensing equipment, meeting all applicable Federal, State, and Authority requirements for each type of fuel dispensed.
4. Proper equipment for aircraft towing, inflating aircraft tires, washing aircraft windscreens, and recharging aircraft batteries.
5. The safe storage and handling of fuel in conformance with all Federal, State, County requirements and fire codes pertaining to safe storage and handling of fuel.
6. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
7. Permanent restroom facilities for personnel and customers.
8. Auto parking for customers and employees.
9. A flight planning area with appropriate seating, work areas, communication facilities, directories and all items necessary for complete flight planning separate from other public areas.
10. A pilot lounge and waiting area for transition of air passengers to ground transportation and vice versa.

11. Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
12. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
13. Unless provided by the airport owner, the FBO shall have a fixed fuel storage system which shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have at least 12,000 gallons of storage for each type of fuel the FBO is required to provide. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable.

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## **Section 10 - Avionics, Instruments or Propeller Repair Station**

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### Statement of Concept

An avionics, instrument, or propeller repair station FBO engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The FBO shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install.

### Minimum Standards

The FBO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this

category in an efficient manner but never less than one person who is an FAA rated radio, instrument or propeller repairman.

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**Section 11 - Aircraft Charter and Air Taxi**

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Statement of  
Concept

An unscheduled, or scheduled air charter or air taxi FBO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under Code of Federal Regulations CFR 14 Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. The FBO shall provide, either owned or under written lease type, class, size and number of aircraft intended to be used by the FBO, not less than one single-engine four-place aircraft and one multi-engine aircraft, both of which must meet the requirements of the air taxi commercial FBO certificate held by the FBO. The multi-engine aircraft shall be certified for instrument operations.
2. The FBO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by FBO.

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**Section 12 - Aircraft Storage**

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Statement of Concept

hangars or multiple T-hangars.

An aircraft storage FBO engages in the rental of conventional

Minimum Standards

1. The conventional hangar FBO shall have his facilities

available for the tenant's aircraft removal and storage on a continuous basis.

2. The FBO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.

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**Section 13 - Flying Clubs**

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See requirements for Flying Clubs in Airport Rules and Regulations.

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**Section 14 - Environmental**

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environmental requirements.

Any FBO, person, party, firm or corporation operating on this airport must comply with all federal, state and local

## APPENDIX 1

### Minimum Insurance Policy Limits

<u>Type of Insurance</u>	<u>Minimum Limits</u>	<u>When Needed</u>
- Workman's Compensation	Statutory	Statutory
- Aircraft Liability	Risk Analysis	Owned or leased aircraft
- Non-owned Aircraft Liability non-owned aircraft (such as dual to owner, flights, pilot service, sales demonstrations)	Risk Analysis	Flying maintenance test & ferry
- Airport Premises Liability premises are owned or leased by tenant.	Risk Analysis	Airport
- Products & Completed Ops. repair or service, fuel and oil sales, repair, aircraft parts sales, and manufacturing.	Risk Analysis	Aircraft sales, avionics
- Builders Risk projects.	Risk Analysis	Construction
- Contractual Liability	Risk Analysis	Hold harmless and indemnity agreement is included in

## APPENDIX 1

<u>Type of Insurance</u>	<u>Minimum Limits</u>	<u>When Needed</u>
- Hangar Keepers Liability	Risk Analysis	Non-owned aircraft are in the care, custody or control of the tenant while on the ground.
- Property Insurance for	Replacement value	Covers physical damage of lease hold premises damage to premises leased from the airport.
- Automobile Liability	Statutory minimum	Owned and non-owned licensed vehicles are driven on the airport premises.
- Chemical Liability	Usually statutory	Aerial applicators and fire bombers.
- Environmental	Risk Analysis	(Investigate state and federal limits and financial assistance.)

## APPENDIX 2

### Minimum Requirements for a Business Plan

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1. All services that will be offered.
2. Amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners and financial backers.
8. Short resume of the manager of the business (if different from "g" above) including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained.
11. Evidence of the projections for the first year and the succeeding 4 years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.

## SECTION 11 - SPECIAL AIRPORT USES

11.1 The Authority obligates itself to operate the Airport for the use and benefit of the public and to keep the Airport open to the various types, kinds, and classes or aeronautical use for which the Airport facility is designed and intended to serve.

11.2 The Authority has established these rules to be met by all users so as to provide for the safe and efficient use of the Airport and to otherwise protect the safety of persons and property both on the ground and in the air.

11.3 It is understood that the landing area facilities constructed are primarily intended for the use of powered aircraft whose weights are not in excess of the published strengths of the paved surfaces concerned. Operations on these surfaces by aircraft slightly in excess of the published pavement strengths may be permitted on an infrequent basis with the permission of the Authority.

11.4 No operations involving non-powered aircraft, including gliders, balloons, parachuting and other unusual and special classes of activities, will be permitted on the Airport without the prior written approval of the Authority or Airport Director.

11.5 No operations involving unlicensed or unregistered aircraft will be permitted on the Airport without prior approval of the Authority.

11.6 Persons seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the Authority that:

A. Suitable arrangements have been provided for the safe storage and containment of noxious chemical materials; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the Airport.

B. The operator shall have available properly certified aircraft suitably equipped for the agricultural operation undertaken.

C. No crop dusting operation shall be conducted on the principal public use apron or ramp of the Airport. Adequate operations space shall be assigned by Authority.

D. That all operations will be in accordance with all appropriate Federal Aviation Regulations, and State and Local Regulations concerning the handling of pesticides and other noxious substances.

E. Insurance requirements shall be the same as required for commercial operators.

11.7 Considering the Authority's obligation to keep the Airport open to the public for aeronautical purposes, the Airport facilities will not be used for non-aviation events which conflict with its aeronautical use.

11.8 All ordinances or parts of ordinances in conflict herewith are hereby repealed.