

# **Canandaigua Airport Rules and Regulations**

## **Canandaigua Airport (KIUA)**

Ontario County Industrial Development Agency  
(Airport Sponsor)

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## SECTION 1 - GENERAL

### 1.1 DEFINITIONS:

Aircraft - "Aircraft" shall mean any manned or unmanned vehicle or device used or designed for navigation of or flight in air.

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.

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.

Airport - Shall mean the Canandaigua Airport and includes all property and improvements within the boundary lines of any airport operated or controlled by the Ontario County Industrial Development Agency, except when otherwise specifically noted.

Airport Layout Plan (ALP) - A set of drawings that depicting the near, intermediate, and long-term facilities development plan for an airport.

Airport Authority - The Ontario County Industrial Development Agency and also referred to as the "Authority."

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

Apron - Defined areas on airport land intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling and parking.

Airworthy – Condition of an aircraft meeting its type design and is in a condition for safe operation.

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.

Common Traffic Advisory Frequency (CTAF) – A designated frequency for the purpose of carrying out airport advisory practices while operating to or from an airport without operating control tower.

FAA - The Federal Aviation Administration.

Fixed Base Operator - "Fixed Base Operator" or "FBO" shall be any person or entity entered into a written lease or agreement with the Airport Sponsor 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 repair station
- c. Flight training
- d. Demonstration and sale of aircraft
- e. Aircraft rental
- f. Charter-Air Taxi
- g. Fueling and servicing of aircraft

The term "Limited Fixed Base Operation" shall mean any person, persons, of 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.

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.

Pattern - The configuration or form of a flight path relative to airport runways, prescribed to be flown, as in making an approach to a landing.

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

#### Public Aircraft Facilities

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. Runways for the purpose of the landing and the taking-off of aircraft.
- b. Taxiway for the purpose of the ground movement of aircraft.
- c. Public space for the purpose of parking and storing aircraft: for the purpose of loading and unloading passengers, baggage and 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. Access to the Apron is for the primary purpose of loading and unloading passengers and their baggage, and the loading and unloading of mail and freight.
- e. Any other space, facilities or services provided by the Airport Authority for public use by aircraft operators at the Airport.

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

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

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 ground transportation; and an area provided for parking and positioning of aircraft in the vicinity of the terminal building for loading and unloading.

Tie Down – Specified area(s) for the purpose of parking and securing aircraft.

Unairworthy – Condition of an aircraft which does not meet its type design and is in not is a condition for safe operation.

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

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

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 Canandaigua Airport (IUA) or designated representative. These regulations are subject to change by the Airport Authority at any time based upon experience, need, and operating conditions. The Authority 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.
  - i. 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.
  - ii. 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, at the discretion of the Authority, 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 Manager 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 involving persons, aircraft, vehicles or structures, occurring on the Airport, shall make a full report to the Airport Manager as soon after the accident as possible, and in any event within 24 hours after such occurrence. Contact the Airport Manager at (585) 919-2772 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 to the Airport Manager. All buildings erected upon or facilities installed at the Airport shall be consistent with the Airport Layout Plan, conform to the Building Code requirements of the State of New York and the Town of Canandaigua and be approved by the Airport 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:

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

## SECTION 2 - VEHICLES

### 2.2 LICENSING AND REGULATIONS

- A. No person shall operate motorized vehicles of any kind on the Airport property without a valid Operator's License.
- B. No person shall operate any motor vehicle in the public Aircraft Facilities Area without first receiving permission from the Airport Management, other than those Authorized under 1.9.

### 2.2 RULES OF OPERATION

- A. No vehicles, other than those owned and operated by the by the Airport Authority, are authorized to operate on any runway or taxiways
- B. 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, and in no event in excess of 15 miles per hour in ramp, apron, aircraft parking, and hangar areas.
- C. Pedestrians and aircraft shall at all times have right of way over vehicular traffic.
- D. No persons operating a motor vehicle on the Airport shall fail to observe the direction of posted traffic signs or vehicle pavement markings.
- E. No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.
- F. 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.
- G. No vehicle shall be operated on the Airport if it is as constructed, equipped or loaded as to endanger persons or property.

### 2.3 RADIO EQUIPMENT

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

### 2.4 EMERGENCY

In the event of emergencies on the Airport, notification should be given to the Airport Manager (585) 919-2772 or dial 911

### 2.5 REPAIR OF MOTOR VEHICLES

- A. 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
- B. 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. Parking lots are intended for short-term automobile parking of airport tenants, employees, aircraft passengers and visitors.



- B. No person shall park a motor vehicle on the Airport other than in the areas specifically established for parking and in the manner prescribed by signs, painted lines or other means.
- C. No boats, trailers, recreational vehicles or any vehicle accessories may be parked on airport property without permission of the Airport Authority
- D. No person shall leave any vehicle parked on Airport property for longer than 24 hours without prior notification to the Airport Authority.
- E. No person shall abandon any motor vehicle on the Airport.
- F. 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 Canandaigua 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 by a certificated repairman.
- C. All aircraft and operators shall comply with all applicable Federal Regulations, including but not limited to:
  - a. Federal Aviation Regulations:
    - i. Part 61-Certification: Pilots & Flight Instructors
    - ii. Part 67-Medical Standards & Certification
    - iii. Part 91-General Operating & Flight Rules
    - iv. Part 93-Special Air Traffic Rules & Airport Traffic Patterns
    - v. Part 135-Air Taxi Operators & Commercial Operators
    - vi. Part 137-Agricultural Aircraft Operators
    - vii. Part 141-Pilot Schools
    - viii. Part 145-Repair Stations
  - b. National Transportation Safety Board Regulations:
    - i. 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 Canandaigua Airport Terminal Building will be open to aircraft crew and passengers for 24 each and every day, unless otherwise designated by the Airport Authority.

### 3.2 NOISE MINIMIZATION

Aircraft approaching and departing the Canandaigua Airport shall abide by the Airport's published noise abatement procedures whenever safe and practical.

### 3.3 BASED AIRCRAFT REGISTRATION

The owners of all aircraft based as tenants of the Airport shall register their aircraft with the Airport Authority or designated representative for purposes up updating National Based Aircraft Inventory.

### 3.4 PROHIBITING LANDINGS & TAKE-OFFS

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

### 3.5 PAYMENT

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

### 3.6 ACCIDENTS

- A. Persons involved in aircraft accidents occurring on the Airport causing personal injury or property damage shall make an immediate report thereof to the Airport Manager or designated representative. 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. If an accident results in closure of the runways, the Airport Authority or its representatives shall have the authority to remove aircraft from the landing areas and taxiways at the expense of the aircraft owner without liability to the Airport Authority, Airport Manager, 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 by aircraft operator/owner to the Rochester Flight Standards District Office (FDSO) in accordance with all FAA and NTSB regulations.

### 3.7 NON-AIRWORTHY AIRCRAFT

- A. No person shall park any non-airworthy and/or otherwise disabled aircraft and parts thereof on Airport property without express consent of Airport Authority or designated representative.
- B. Any aircraft damaged during an accident, other otherwise as deemed unairworthy by the FAA or NTSB, will be promptly removed from any Air Operations Areas. The owner/ operator is responsible for arranging for ultimate disposition of damaged aircraft with Airport Manager.
- C. If any person cannot 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 Manager, and employees for damage which may result in the course of or after such moving.

### 3.8 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 part, the use of the Airport for any purpose by an individual or group.

### 3.9 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 Notice to Airmen (NOTAM) closing the Airport or any part thereof.

### 3.10 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 authorized 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.

### 3.11 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.

### 3.12 PARKING OF AIRCRAFT

- A. No aircraft shall be parked in any area on the Airport other than designated Tie Down spots or that prescribed by the Airport Authority. Unattended aircraft shall not park on, or in the immediate proximity of any taxiway, taxilane or lead-in lane.
- B. Apron areas not designated as tie-down parking may be used for brief parking, passenger loading, fueling, aircraft repositioning... etc. Parking on public Apron areas shall not exceed 12 hours without approval of Airport Manager.
- C. No person shall install tie-down anchors at any point on the airport except as approved by the Airport Manager.
- D. No person shall park, store, or indefinitely leave an unairworthy aircraft, or aircraft in any state of disrepair, on the Airport, in view of the general public. Such aircraft may be parked or stored on leased premises, out of public view, or in hangars awaiting scheduled repairs.
- E. At the direction of the Airport Manager, the operator, owner, or pilot of any unapproved parked aircraft on the Airport shall move the aircraft to a designated parking area on the Airport. If the operator is unable to comply with the directions, the Airport Authority may tow the aircraft to such place, at the operator's expense and without liability to the Authority, Airport Management or employees for damage that may result from such moving.

### 3.13 DEMONSTRATION

No flight or ground demonstrations shall be conducted on, or in airspace above the Airport without the prior approval of the Airport Authority or designated representative.

### 3.14 FACILITY DAMAGE

Any person damaging any lighting, signs or other fixture by operation of an aircraft, or otherwise, shall report such damage to the Airport Manager immediately and may be responsible for any cost associated with repair or replace the damaged facility.

### 3.15 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
  - a. Privately owned aircraft will be operated non-commercially by owner or owners.
  - b. Private aircraft may be used by persons other than the owners provided that it is not rented or leased by the owner for profit.
  - c. 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.
  - d. Club aircraft must be owned and operated by a nonprofit partnership or nonprofit 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
    - 1. 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:

- a. For rental, hire or charter.
- b. Student instruction and its kindred occupations for profit or hire.
- c. Any aircraft used for commercial purposes and not otherwise covered in these regulations.

C. Air Taxi (Commuters)

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

3.16 OTHER

- A. No person shall start or run any engine in aircraft unless a competent operator 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 accepted 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.

3.17 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, landings and all movement of fixed-wing aircraft shall be confined to the runways of 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) Fixed-wing aircraft are expected to start their initial take-off from the runway end.
  - 3) 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.
  - 4) Aircraft are expected to follow standard air traffic procedures and announcing locations/intentions on the Airport's published CTAF.
  - 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. Medevac helicopters may deviate from the standard pattern to support landing and take-off from their location on the northeastern edge of the airport.
  - 7) Simulated engine-out procedures and practice (Multi-engine aircraft) within the traffic pattern and approach area are only permitted if intentions are announced on CTAF.

- 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 lanes.
  - 6) Fixed-wing aircraft landings and take-offs are not 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 Canandaigua Airport to be conducted under responsible auspices and control, violation of any of the following provisions shall be illegal:
  - 9) 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.

### 3.18 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 Manager's office, has submitted his certificate for inspection to the Airport Manager, and has filed with the Airport Manager 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.

## **SECTION 4 - FIRE SAFETY**

### **4.1 SMOKING**

No one shall smoke in any building, hangar, or public ramp area except in posted "Designated Smoking Areas" as identified by the Airport Manager.

### **4.2 OPEN FLAME**

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

### **4.3 FLAMABLE LIQUIDS**

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 STORAGE OF FLAMMABLES**

No person shall store material or equipment, use flammable 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.

### **4.5 FIRE EXTINGUISHER**

Tenants of all hangars and buildings shall provide approved fire extinguisher and equipment, and they shall be kept in operating condition and inspected annually by qualified personnel.

### **4.6 WASTE RECEPTICLES**

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 Manager, the area is not cleaned, cleaning will be arranged by the Airport Manager and billed to the tenant or person.

### **4.7 NFPA CRITERIA**

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 sell on Airport property without the written permission of the Airport Authority, and then only in the areas designated to meet all operational and safety procedures and requirements. All aviation fuels and lubricants shall be stored and dispensed in accordance with NFPA Fire code. 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. Lighting of an open flame shall be prohibited within 100 feet of any fueling operation
- E. Fueling operations shall cease when a lightning storm is within 5 miles of the airport
- F. 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.
- G. Adequate fire extinguishers shall be within ready reach of all persons engaged in fueling or defueling aircraft.
- H. Fueling hoses and equipment shall be maintained in safe, sound and non-leaking conditions, and shall be approved by National Board of Fire Underwriters in all respects and parts.
- I. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids.
- J. 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:
  - a. The Authority will negotiate a lease which will provide space for the self-fueling operation.
  - b. 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, New York Department of Transportation Division of Aviation, National Fire Protection Association, and the American Petroleum Institute, and the Environmental Protection Agency.
  - c. 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.
- 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. 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 DISPOSAL OF LIQUIDS

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

### 5.5 COMPRESSED GASSES

- A. All compressed gas cylinders (regardless of size) shall be secured to racks, walls, work benches, or hand trucks by a strong chain or strap, or secured by any other approved method capable of preventing the cylinder from falling or being knocked over.
- B. All cylinders shall be clearly labeled to identify the contents
- C. All cylinders shall be kept far enough away or shielded while in the work area in order to prevent contact with sparks, flame, or radiant heat
- D. All compress gas cylinders stored in hangars shall be reported to Airport Manager for the purposes of reporting to emergency response agencies in the event of fire

### 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 Manager.
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:**

1. 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 – AGRICULTURAL OPERATIONS**

[RESERVED]

**SECTION 8 – AIRCRAFT DEICING**

[RESERVED]

## **SECTION 9 - GENERAL REQUIREMENTS**

### **9.1 PRESERVATION OF PROPERTY**

No person shall destroy, injure, deface or disturb in any way buildings, signs, equipment, marker, or other structure, tree, landscaping, 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.

### **9.2 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.

### **9.3 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.
- a. Persons authorized by the Airport Authority or designated representative.
- b. Passengers, under appropriate supervision, entering the apron for the purpose of embarkation and debarkation.

### **9.4 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.

### **9.5 USE OF ROADS AND WALKS:**

- A. No person shall travel on the Airport other than the roads, walks or places designated 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.

### **9.6 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; service animals or other animals which are to be transported by air and are restrained by leash or properly confined.

### **9.7 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.

### **9.8 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.

9.9 OPEN FLAME OPERATIONS:

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

9.10 SMOKING:

No one shall smoke in any building, hangar, or public ramp area except in posted "Designated Smoking Areas" as identified by the Airport Manager.

9.11 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.

9.12 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.

9.13 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.

9.14 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.

9.15 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.

9.16 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.

9.19 METERING:

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

#### 9.20 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.

#### 9.21 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.

#### 9.22 USE OF LAW ENFORCEMENT AGENCIES:

In the event that occasions arise that are beyond the capability of the Airport Manager to deal with in any manner, the Ontario County Sheriff shall be called upon by the Airport Manager for assistance and action as may be necessary by the Manager or Airport Authority or designated representative. The Airport Authority expressly grants permission to the Ontario 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.

#### 9.23 RESTRICTIONS ON USE OF HANGARS:

- A. All persons leasing hangar space shall conform to the [FAA Policy on the Non-Aeronautical Use of Airport Hangars](#)
- B. Hangar space is to be used solely by the person leasing the hangar space for the 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 desk, work bench, storage cabinets and necessary 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 have non-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 utility services 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 Manager 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. No more than one (1) aircraft may be stored in the rented hangar space unless otherwise authorized by the Airport Manager.

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

9.23 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.