

GILLESPIE COUNTY AIRPORT

RULES AND REGULATIONS



8/14/2017

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An order providing rules and regulations for the efficient and safe operation of the Gillespie County Airport (hereafter referred to as the "Airport"); providing that no person may use the Airport for the carrying on of commercial activities, for instruction in aviation, for sale of any commodities, etc. unless approved in writing by the Gillespie County Commissioners Court or the Airport Manager; providing rules and regulations for use of the Airport; regulating air and ground traffic; regulating the use of aircraft; providing for fire regulations; regulating student training and practice flying; providing standards for the construction of buildings at the Airport; and providing penalties for violations; all as authorized by the "Municipal Airports Act," Tex. Civil Stat., Ann., Art. 46d-1 et seq.

Be it Ordered by the Commissioners Court of the County of Gillespie, Texas.

Section I. Scope

All persons on any part of the property comprising the airport shall be governed by the regulations prescribed herein and instructions of the Airport Manager. These regulations are subject to amendment.

Federal air traffic rules of the Federal Aviation Administration (FAA) for aircraft operated within the United States, as amended, are hereby referred to, adopted, and made a part hereof as though fully set forth and incorporated herein.

Section II. Airport Manager

The Commissioners Court shall appoint an airport manager to oversee the operation of the airport and its public facilities. The Airport Manager is hereby granted authority to implement these regulations and other guidelines that may be recommended by the Airport Advisory Board and approved by the Commissioners Court. The airport manager shall at all times have authority to take necessary and legal actions to safeguard any person, aircraft, equipment or property at the Airport.

Section III. General Regulations

1. Commercial Enterprise.

For purposes of this document, Commercial Enterprise shall mean any activity at the Airport which involves the exchange of goods or services for consideration. The Commissioners Court shall regulate all commercial enterprises using the Airport as a place of operation, whether such operation is aeronautical or non-aeronautical in nature, in order to obtain appropriate revenues for the privilege of use of the Airport and secure proof of financial responsibility in relation to any liability of the County of Gillespie which might arise from commercial operations. No commercial operation of any kind or type shall be conducted on the Airport unless specifically authorized by the Commissioners Court.

The County may lease property within the building area or other portions of the Airport for the construction of hangars, buildings, or other improvements, in accordance with the approved Airport Layout Plan. Aviation related use shall be given priority. Land within the airport boundary that is excess to existing aviation related needs may be leased for non-aviation purposes in accordance with applicable FAA guidelines.

Any privately owned structure or hangar not in use for aviation purposes for a period in excess of ninety (90) days or not available for lease or sublease for aviation purposes shall be removed after due notice to the owner in writing or the Commissioners Court will consider such structures or hangars abandoned and shall seek title to such structure or hangar. The provisions of this paragraph do not apply to structures within the 24-acre business site designated for non-aviation use.

Leased property at the Airport may be subleased by the Lessee only with written approval of the Commissioners Court. This provision is not intended to preclude the lease of hangar units in an aircraft storage building constructed specifically for that purpose. Approval by the Commissioners Court of the lease of property for the construction of an aircraft storage facility specifically implies approval for lease of units within the facility.

All construction at the airport must be authorized by the Commissioners Court. Standards for hangar and T-hangar construction are included as Appendix A of Minimum Operating Standards. Southern Standard Building Code will apply to other

structures erected at the airport. Structures existing at the airport at the date of this instrument are grandfathered from the above standards.

2. Privilege of Use.

The privilege of use of the airport and its facilities, whether for commercial or non-commercial purposes, shall be available on non-exclusive and non-discriminatory terms, by prior approval of the Airport Manager or the Commissioners Court, for activities which comply with these Rules and Regulations and the Minimum Operating Standards of the Airport, as elsewhere defined. The user shall assume all responsibilities and risks arising from such use, and user shall comply with all valid laws, resolutions, rules and regulations promulgated and enforced by the County or by any other authority having jurisdiction over the conduct and operation of the Airport.

Use of the Airport or any part thereof for any public or private show, recreational activity, tour, demonstration or any purpose other than the usual and ordinary business of the Airport, shall require the prior approval of the Airport Manager or Gillespie County Commissioners Court at least 30 days prior to the event. Minimum requirements shall include an acceptable form of proof of financial responsibility as well as release and indemnification of the County, its officers and employees or agents from any liabilities or loss resulting from such use, provision of suitable toilet facilities for public use, and provisions for parking and crowd control.

3. Rights to Inspection of Premises, Structures.

For the purpose of insuring compliance with these rules and regulations, the Airport Manager may enter, inspect, and examine at reasonable hours the premises, including buildings and other structures, of any tenant at the Airport.

4. Licensed Aircraft and Pilots.

Only properly registered aircraft and persons holding current airman certificates issued by the FAA and either a medical certificate issued by the FAA, or a BasicMed exam by a state licensed physician shall be authorized to operate aircraft upon the Airport except as provided in this order. This limitation shall not apply to students in training under licensed instructors nor to public aircraft of the Federal government or of a State, Territory, or political subdivision

thereof, or to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft. The Sport Pilot rule allows a pilot to fly light-sport aircraft without the need for an FAA medical certificate. However, a sport pilot must hold at least a current and valid U.S. driver's license in order to exercise this privilege. Ultralight vehicles and rotorcraft may operate at the Airport in accordance with applicable FAA regulations.

5. Registration.

Operators of aircraft storage hangars shall provide to the Airport Manager current data concerning hangar occupants. At a minimum, such data shall include the name of the aircraft owner, phone number of the aircraft owner, aircraft make and model and aircraft registration number.

Section IV. Vehicle Operations.

1. Vehicular traffic at the airport shall be confined to roads and avenues of passage provided for that purpose and shall be operated at speed not greater than that reasonable and prudent for the location and conditions.
2. Vehicles will not routinely be operated on aircraft parking ramps and aprons. The use of vehicles to transport passengers and luggage to aircraft on the parking apron is permitted. Non-official vehicles are prohibited from operation on the runway and taxiway without prior approval of the Airport Manager.
3. Official vehicles performing service and maintenance activities on the landing surface should be marked with a flashing beacon light on the vehicle roof or a checkered orange and white flag mounted conspicuously on the vehicle. Flashing vehicle hazard lights are an acceptable substitute. It is desirable that such official vehicles have a ground to air radio transceiver tuned to the local UNICOM frequency while operating on the landing surface.
4. A designated car park area is available at the Terminal Building for transient visitors only. Long term or semi-permanent parking shall be restricted to an area designated by the Airport Manager for that purpose.
5. The Airport Manager may cause any vehicle which is disabled, abandoned, or parked in violation of these rules, to be removed to the lot of a licensed tow truck company at the owner's

expense without liability for damage which may result in the course of such moving.

6. Aircraft owners may park vehicles in their rented hangar space during the absence of their aircraft, and avoid parking on aircraft ramp or apron.

Section V. Aircraft Fueling Operations.

1. Aircraft shall not be fueled while the engine is running (unless prior approval by the Airport Manager and only in extreme cases) or while in a storage hangar or other enclosed space. Aircraft may be defueled in an aircraft service hangar provided adequate grounding, ventilation and fire suppression equipment is available.

2. Prior to making any fueling connection to an aircraft, the fueling equipment (fuel pump, hydrant servicer, fuel truck) shall be bonded to the aircraft by use of a cable suitable for that purpose and approved by the County Fire Marshall. The bond shall be made prior to fueling and maintained until fueling is completed and fuel connections have been removed. If there is no plug receptacle or means of attaching a clip, the operator shall touch the filler cap with the nozzle spout before removing the cap so as to equalize the static electrical potential between the nozzle and the filler port. The nozzle spout shall be kept in contact with the filler neck until the fueling is completed. When a funnel is used in aircraft fueling, it shall be kept in contact with the filler neck as well as the fuel spout or the fuel supply container to avoid the possibility of a spark at the fill opening. Only metal funnels shall be used for fueling. Bonding and fueling connections shall be disconnected in the reverse order of connection after fueling is completed.

3. All aircraft shall be fueled clear of all hangars, other buildings, and aircraft by at least 25 feet.

4. Fueling trucks shall not be parked within any building or hangar or within 50 feet of any building, hangar or parked aircraft, unless servicing aircraft.

5. Aircraft fuel storage tanks for above ground use shall be constructed and installed, registered as required, monitored for leakage, operated, and maintained in accordance with Federal and State statutes, rules and regulations promulgated by the Environmental Protection Agency and the Texas Commission on Environmental Quality or any succeeding agency.

6. Aviation or auto fuels shall not be stored within a storage hangar or building except in small quantities (less than 5 gallons) and in approved containers manufactured and marked for such purposes. Operators of aviation service businesses may temporarily store aviation fuels in their hangar when it is necessary to defuel an aircraft.

7. Aircraft authorized by the FAA to use auto gas may be privately fueled by the owner in a location designated by the Airport Manager in accordance with all rules pertaining to aircraft fueling outlined above.

8. All aviation fuel storage tanks, aviation fuel pumps, hydrant fuel services, and aircraft fuel service vehicles operated at the airport shall have the type of aviation fuel dispensed printed in large block letters, including octane if aviation gasoline, and the fuel I.D. number, and "NO SMOKING" signs. This information shall be printed on all sides of the fueling tanks, pumps, etc. so the information is visible from any direction on the ground.

9. At least one 20 lb fire extinguisher shall be available at each stationary fuel pump when an aircraft is being refueled.

10. Aircraft fuel service trucks shall have a minimum of two 20 lb fire extinguishers located at the rear of and on each side of such truck.

11. Aircraft fuel service trucks shall have an "Emergency Cut-Off" valve which shall be clearly identified and painted red.

12. All aviation fuel nozzles shall have "dead man" controls which shall shut off the fuel flow when the hand control is released. Nozzles with mechanical hold open devices shall not be permitted for fueling aircraft.

13. The crew and passengers shall exit aircraft and aircraft shall be unoccupied during fueling operations.

14. In all matters related to aircraft fueling safety, the provisions of the National Fire Protection Association Manual 407, "Aircraft Fuel Servicing, 1990" or as revised, available from the National Fire Protection Association, 1 Batterymarch Park, P. O. Box 9101, Quincy, MA 02269-9101, shall prevail.

15. All tenants providing fueling operations must be in compliance with the Storm Water Pollution Prevention Plan.

Section VI. Aircraft Ground Operations.

1. Tiedown of Aircraft

All aircraft owners or their agents are responsible for the tiedown and security of their aircraft at all times, particularly during inclement weather.

Aircraft without functional parking brakes shall have their wheels chocked when parked on the ramp or apron.

Owners/operators of non-transient aircraft shall pay a tie down fee of \$60.00 per month for the occupancy of a tie down space. This fee is payable without demand beginning on the 30th day after the space is occupied and each successive month thereafter. Payment shall be in lawful currency of the United States made payable to the County of Gillespie, Texas by mail or delivery.

Non-transient aircraft shall be parked on the north aircraft parking apron. The parking of non-transient aircraft on the terminal building aircraft parking apron is not permitted.

2. Running Aircraft Engines

Aircraft not equipped with adequate brakes shall not be started until the wheels have been set with chocks attached to ropes or other suitable means of removing them.

No aircraft shall be started or left running without a qualified person at the controls.

No aircraft engine shall be started or run inside any building or hangar.

No engine shall be started, run up, or warmed up until and unless the aircraft is in such a position that the propeller stream or jet blast will clear all buildings, other aircraft, and groups of people.

3. Damage to Runway Lights

Any person damaging any runway or taxiway light or fixture by operation of an aircraft, or otherwise, shall immediately report such damage to the Airport Manager. Persons causing damage as a result of negligent operation of an aircraft or

willful acts shall be liable for replacement cost of the light(s) and/or fixture(s) and may be restricted from use of the airport as provided for in this order.

4. Taxiing Aircraft

Aircraft shall be taxied on the apron and parking ramp area at a speed not faster than a brisk walk.

Aircraft shall not be taxied by engine power into or out of a hangar or T-hangar.

5. Parking Aircraft

Aircraft shall not be parked in such a manner as to hinder the normal movement of other aircraft unless specifically authorized by the Airport Manager as an emergency measure.

6. Loading/Unloading Aircraft

Pilots are prohibited from loading or unloading aircraft with the engine(s) running.

Section VII. Takeoff and Landing Operations

1. Authority to Suspend Operations

The Airport Manager may suspend or restrict any or all operations whenever such action is deemed necessary in the interest of safety, provided operations under instrument meteorological conditions may be continued by properly instrument-rated pilots following appropriate flight rules.

2. Active Runway

If the winds are less than 5 knots or at a ninety (90) degree crosswind to Runway 14, use of Runway 14 is preferred.

3. UNICOM

All pilots with radio equipped aircraft shall call on the local UNICOM frequency 122.7 to announce their position and intentions for takeoff or landing.

4. Takeoffs on Apron or Taxiway

Takeoffs or landings shall not be made on the apron,

parking ramp, or taxiway by fixed-wing, rotary-wing, or ultralight aircraft except by special permission of the Airport Manager. Rotary-wing operations from Helipad are acceptable.

5. Takeoffs Allowed

Touch and go landings may be made at the discretion of the pilot. Pilots remaining in the pattern making touch-and-go landings shall broadcast on the UNICOM their pattern turns and their touch-and-go intentions after turning final. All aircraft shall clear for landing and takeoff traffic.

6. Traffic Pattern

Preferred traffic pattern altitude at the Airport is 800 feet above ground level (AGL), which is 2500 feet above mean sea level (MSL). Traffic pattern altitude shall be established prior to entering traffic.

Preferred traffic pattern entry is at mid-field with a 45 degree turn to the downwind leg. Straight-in approaches are discouraged.

Aircraft may depart traffic straight-out or with a 45 degree departure from the crosswind leg. Downwind departures are discouraged.

7. Student Training and Practice Flying

Flight instructors shall inform students of all rules and regulations in effect at the Airport.

8. Special Procedures

The Airport Manager may, in the interest of safety, designate special traffic procedures for certain operations, such as helicopters, air shows, agricultural operations, gliders, ultralights, etc. Any such change from standard procedures shall be published in the FAA's Airport/Facility Directory if of a permanent nature or the Airport Manager shall issue a NOTAM if such change is of a temporary nature.

Air shows shall not be conducted without prior permission of the Commissioners Court and shall be subject to FAA approval and supervision.

Parachute jumping onto the Airport property shall not be

permitted without the approval of the Commissioners Court.

9. Flying of Model Airplanes and Drones

Engine powered model airplanes and drones, cable or radio controlled, or model gliders shall not be permitted to operate, take off or be launched from, flown over, flown in the terminal area of, or land at the airport.

Section VIII. Fire Regulations

1. Smoking or open flames within fifty (50) feet of any fuel tank, fuel pump, fuel truck or aircraft is prohibited.

2. Compressed flammable gas shall not be kept or stored upon the Airport, except at such place as may be designated by the Airport Manager.

3. Smoking or open flames in aircraft storage or maintenance hangars is prohibited. The Airport Manager may designate smoking areas at the airport upon the recommendation of a lessee.

4. The floors in buildings shall be kept clean and free of oil. Volatile, flammable substances shall not be used for cleaning the floors.

5. No boxes, crates, cans, bottles, paper, tall grass, weeds, unusable airplane parts or wreckage, scrap wood or metal, discarded airplane or automobile tires, trash, or other litter shall be permitted to accumulate in or about a hangar, building, or other leased space. If such trash and litter are permitted to accumulate around rented or leased hangars/buildings, the Airport Manager shall notify the hangar/building owner, renter or lessee by registered letter to remove the offending litter. If within ten (10) working days after receipt of the letter the hangar/building owner, renter or lessee has not removed the trash and litter as directed, the Airport Manager may have the area cleaned and the cost for such cleaning shall be charged to the hangar/building owner, renter or lessee.

Section IX. Knowledge of Rules Implied

By publication and adoption of this order, all persons shall be deemed to have knowledge of its contents. However, the Airport Manager is directed to have copies of the order printed and posted where appropriate. Copies shall be available at all times in the Airport Manager's office, and copies shall be made available to all owners and operators of aircraft based at the airport.

The omission of specific reference to an act, event, operation or use of the airport or its facilities does not imply that they shall be without regulation. Airport users are expected to conduct themselves and their activities in a reasonable and prudent manner with an emphasis on safety.

Section X. Conflict of Rules and Regulations

If and where there are conflicts in the rules and regulations prescribed herein and the FAA's Federal Aviation Regulations, the latter shall prevail. If and where there exists a conflict between any of the rules or regulations prescribed herein and any other County rules applicable to the same area, the more stringent limitation or requirement shall govern and prevail.

Section XI. Penalty for Violation

The Airport Manager shall report violations or instances of non-compliance with these rules and regulations to the County Judge, who may deny use of the Airport for a period not exceeding fifteen (15) days for any person violating or refusing to comply with any of the rules or regulations prescribed herein pending a hearing by the Commissioners Court. Upon such a hearing, such person may be deprived of the further use of the Airport and its facilities for a period of time as may appear necessary for the protection of life and property.

SECTION XII. Amendment

These Rules and Regulations may be amended by regular action of the Gillespie County Commissioners Court. Recommended amendments shall be submitted in writing to the Airport Manager. The Airport Advisory Board shall evaluate and make recommendations on all suggested amendments prior to their submission to the Commissioners Court.

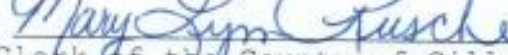
Section XIII. Severability

If any of the provisions of this order or the application thereof to any person or circumstances are held invalid, such invalidity shall not affect other provisions or applications of the order which can be given effect without the invalid provision or application, and to this end the provisions of this order are declared to be severable.

Read, passed, and adopted by a vote of the Commissioners Court of the County of Gillespie, Texas on the 14th day of August, 2017.



Mark Stroehner, Gillespie County Judge, Texas

Attest: 
County Clerk of the County of Gillespie

