

# Wakulla County Airport Rules and Regulations

## AIRPORT RULES AND REGULATIONS

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## Wakulla County Airport RULES AND REGULATIONS

### INTRODUCTION

#### TITLE:

This document shall be known as the Wakulla County Airport Rules and Regulations.

#### PURPOSE:

These regulations shall define and set forth the scope and area of responsibility pertaining to the safe and efficient operation of the Wakulla County Airport.

#### BOCC:

The Wakulla County Board of Commissioners, as owner of the Airport, is directed by Federal and State law to provide for the safe and efficient operation of the facility as a public Airport, and to provide for the health, safety, and welfare of the flying public. These regulations are adopted under various provisions of State, Federal, and local laws.

#### DEFINITIONS:

Specific terms, as used in these Regulations, unless associated text otherwise requires, shall have the following meanings:

"AIRPORT" means the Wakulla County Airport and all of the area, buildings, facilities and improvements within the exterior boundaries of airport property as it now exists or as it may hereafter be extended or enlarged.

"AIRPORT MANAGER" means that person designated by the Wakulla County Administrator, as the person charged with the responsibility for the daily operations of the Airport, and is one of the persons charged with the enforcement of the County Airport Rules and Regulations and Airport Minimum Standards.

"AIRPORT MINIMUM STANDARDS" means the Wakulla County Airport Minimum Standards for Aeronautical Services, as adopted and amended from time to time.

"AGL" refers to actual altitude above average elevation of terrain or "above ground level."

"BASED AIRCRAFT" means any aircraft habitually parked or stored on the airport, whether in a hangar or without. This also includes any aircraft or similar vehicle transported on to the airport and assembled and flown from the airport.

"County" Board of County Commissioners.

"BOCC" means the Wakulla County Board of County Commissioners, who, as governing body of the County which owns the Airport, is final in all matters of policy.

"DIRECTOR" means the Director of the County Department designated by the BOCC from time to time, under which the Airport operates.

"ENGINE RUN" is defined as a low power running of an aircraft engine for the purpose of leak checks or similar inspections not requiring high power settings or creating propeller blast or dust.

"ENGINE RUN-UP" refers to the operation of an aircraft engine at high power settings for test or check purposes. Such operations would include propeller blast and its associated effects.

"FAA" means Federal Aviation Administration or duly designated representative thereof.

"FAR" means Federal Air Regulations or any associated Federal Statute pertaining to aircraft operation.

"Fixed Base Operator" (FBO) means any individual or business authorized to provide Aeronautical Services pursuant to Section 8 of these Rules and Regulations and the Airport Minimum Standards.

"MSL" means actual altitude above sea level as indicated by a properly calibrated altimeter or "Mean Sea Level."

"PERSON(S)" includes: a natural person, joint venture, joint stock company, partnership, association, corporation, City, County, District, the State and the United States, to the extent authorized to provide aeronautical services by law.

"RULES AND REGULATIONS" or "Rules" or "Regulations" as used herein refers to and mean the Wakulla County Airport Rules and Regulations as amended from time to time.

"SECURITY OFFICER" means any sworn peace officer, City Police, County Sheriff, or similar law enforcement personnel that may be on the Airport in the line of assigned duty.

## SECTION 1 - GENERAL

### 1.10 - Public Use

The Airport shall be open for public use at all hours of the day, subject to regulations, restrictions due to weather, the conditions of the landing area, or the presentation of special events and like causes, as may be determined by the Airport Manager or governing regulation or statute.

### 1.20 - Common-Use Areas

All runways, taxiways, and associated turn-offs, and aprons, together with associated lighting,

marking and navigational fixtures shall be considered as Common-Use areas of the Airport. Such Common-Use areas shall be maintained as being available for use by all persons flying or operating aircraft on the Airport. Certain areas of the main ramp, including parking areas and helipads shall also be designated as Common-Use area. No person shall utilize any Common-Use area for other than its intended purpose, without the prior consent or authorization of the Airport Manager. Common-Use areas are subject to change without prior notice.

#### 1.30 - Special Events

Special events such as air shows, air races, fly-ins, or other similar gatherings requiring the general use of the Airport, or involving more than 10 aircraft or 30 persons, gathering together for a specific purpose, other than normal or routine Airport traffic, shall apply for an "Airport Special Events Permit". Such event shall be held only upon the issuance of such a permit by the County and at such times, in such areas and upon such terms and conditions as shall be specified in the permit and directed by the Airport Manager.

#### 1.40 - Airport Manager

The responsibilities of the airport manager are outlined in the Airport Manager position description. Decisions of the Airport Manager are subject to review as provided for by County policies and regulations.

#### 1.50 - Acceptance of Rules

The use of the Airport or any of its facilities in any manner by a person shall constitute an acceptance by that person of these regulations, or any rules adopted and intended to implement these regulations, and shall create an obligation on the part of that person to abide by and obey said regulations. Flight instructors shall have the duty to fully acquaint their students with these rules and regulations and shall be responsible for the conduct of students under their direction. This requirement does not preclude provisions for special use agreements contained elsewhere in this code.

#### 1.60 - Availability of Rules

All persons licensed or permitted to do business on or conduct operations of any kind on the Airport shall maintain a current copy of these regulations, in his office or place of business and make it available to all persons upon request.

#### 1.70 - Enforcement & Penalties

All applicable provisions of the Florida Vehicle Code shall be in full force and effect on the streets and public-use areas of the Airport. All persons shall be subject thereto. Enforcement shall be accomplished by the County Sheriff's Office as well as all other agencies charged with such responsibility.

All applicable provisions of Florida Aviation Code Section 330.29 - Regulation Of Aircraft, Pilots, And Airports - Administration and enforcement; rules; requirements for airport sites and airports shall be in force on the Airport. Those persons charged with the enforcement of said provisions as reflected in that Code shall be authorized and empowered to enforce said provision on the Airport.

All applicable provisions of Federal Air Regulations (FAR) and the associated enforcement and penalties shall be in full force and effect on the Airport and within the Airport Traffic Pattern. The provisions of State and Federal regulations, as referred to herein, shall supersede the provisions of these Rules and Regulations. In the case of a conflict, the State and Federal regulations shall prevail. Only in the case of conflict shall the specific provision of these regulations be superseded. All other provisions shall remain in full force and effect and be enforced as specified herein. Any person violating these Rules and Regulations, the Federal and State regulations specified, the traffic laws of the State of Florida, or the traffic regulations of the County of Wakulla in connection with vehicular traffic on the Airport shall be subject to prosecution in the appropriate court for such violation. In addition to any remedies or penalties otherwise provided by State or local law or Federal Aviation Regulations, any person violating these Rules and Regulations and/or Airport Minimum Standards, or operating or handling any aircraft in violation of these Rules and Regulations, or failing to comply with these regulations, may be promptly removed or ejected from the Airport by or under the

BOCC or the Airport Manager. If necessary to maintain the safety of the public, such person may be temporarily detained or deprived of further use of the Airport and its facilities. The Airport Manager may, in his sole discretion, issue a warning to the offending party to cease and discontinue such unsafe activities or operations. If the activity persists, the Airport Manager shall issue a written Notice of Violation to the offending party. The Notice shall specify the nature of the violation and the length of time, or duration of denial of facility use, if any, as may be deemed necessary to safeguard the Airport, its operations and the public use thereof and the County's interest therein. The notice shall also include procedures for requesting a hearing pursuant to Section 1.8, below, and provide an opportunity for an affected party or person to show cause, if any, why he or she should not be denied further use of the Airport and its facilities.

#### 1.80 – Hearing and Appeal

(a) A person served by the Airport Manager with a Notice of Violation, herein referred to as “Appellant(s)”, may request a hearing before the Director within ten (10) calendar days after being served with the Notice of Violation. The request shall be in writing, shall state the basis thereof, and shall be filed with the Director prior to the expiration of the tenth day from the date of service of the “Notice of Violation”.

(b) Unless otherwise agreed to by the parties, the hearing shall be held within 45 days of the filing of the request. At the hearing, the Appellant may present evidence or argument as to whether the Appellant is operating in violation of these Rules and Regulations or the Airport Minimum Standards, or was inappropriately denied use of the Airport. Within five (5) working days after the close of the hearing, the Director shall render a decision in writing and shall serve such written decision on the Appellant.

#### 1.90 - Judicial Relief and Attorney's Fees

The County may enforce these Rules and Regulations and orders issued under these Rules and Regulations by injunction or other legal process in the courts of the State of Florida. In the event the County is required to bring legal action to enforce these Rules and Regulations and orders issued under these Rules and Regulations, the defendant(s) and/or responding party shall pay any attorney's fees, court costs, or other costs incurred by the County in bringing such action.

#### 1.92 – Cumulative Remedies

All remedies and procedures set forth herein for the enforcement of these Rules and Regulations and Airport Minimum Standards are cumulative and may be pursued alternatively or consecutively. All procedures and enforcement mechanisms in other documents and leases are expressly reserved.

#### 1.94 – Severance Clause

If any section, subsection, sentence, clause, or phrase of these Rules and Regulations, for any reason, is held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of Florida, such decision shall not affect the validity of the remaining portions of these Rules and Regulations. The BOCC declares that it would have passed this code and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of Florida.

#### 1.96 – Amendments

The BOCC reserves the right to amend or modify these Rules and Regulations from time to time.

## SECTION 2 - GROUND RULES

#### 2.10 - General

This section provides the guidelines under which all aircraft are parked or stored on the Airport. The BOCC in directing such usage, and the responsibility of the aircraft owner or operator is also addressed.

#### 2.20 - Aircraft Storage

All aircraft that are parked or stored on the Wakulla county Airport are subject to the provisions and requirements of this section. All parking spaces and any aircraft parked or stored in any manner shall be approved by the Airport Manager or subject to his review.

#### 2.21 - Public Areas

At the discretion of the BOCC, certain areas may be designated as Common-Use Areas as specified in section 1.20 of this code. The parking and space assignments and general usage of these Common-Use Areas shall be made by or under the direction of the Airport Manager.

#### 2.22 - Lease Areas

Certain areas adjacent to Airport Common-Use areas may be leased out or placed under the control of various FBO's. Parking use and space assignment on these leased areas shall be determined by the associated FBO, in accordance with County lease and use permit conditions, and Airport Manager approval.

#### 2.25 - Aircraft Registration

All aircraft based on the Airport shall be registered in the County Administrators office on the prescribed registration form. The aircraft registered owner or responsible representative shall assure that the information on the registration form is maintained current at all times and shall immediately notify the Airport Manager when the aircraft is no longer based on the Airport.

#### 2.27 - Lessee Registration

Each Airport tenant, hangar owner, or FBO who provides care, custody, or control of an aircraft for another shall maintain an adequate record of such aircraft at all times and provide such information to the Airport Manager and BOCC upon request. This does not supersede the registration requirement of the aircraft owner as specified in paragraph 2.25.

#### 2.28 - Aircraft Tie-Downs

All aircraft less than 5,000 lbs. gross take-off weight when parked on the Airport shall be secured at all times by approved anchors and tie-downs. This shall be the responsibility of the aircraft operator. An approved anchor is one which can sustain a minimum of 500 pounds per square inch of lifting force applied normal to the surface of the ground.

#### 2.29 – Aircraft Liability Insurance

Each aircraft that is based at the Airport shall maintain aircraft liability insurance for bodily injury and property damage in accordance with limits established in the Airport Minimum Standards. The aircraft owner shall provide written documentation (Certificate of Insurance) of said coverage to the County and update the information annually.

#### 2.30 - Disabled Aircraft

No person shall park, store, or leave un-airworthy aircraft, or aircraft or parts 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. The Airport Manager may designate an appropriate storage area for such aircraft upon request.

#### 2.40 - Aircraft Removal

Aircraft owners, operators, or their agents shall be responsible for the prompt removal of any aircraft, disabled or otherwise, which has been parked or stored in an unauthorized manner or area. In the event an aircraft owner or operator fails to remove an aircraft within a reasonable period of time, the Airport Manager may take whatever action necessary to make the area safe for other aircraft

without liability for the expense of such action or for any damages which may be caused to the subject aircraft. The Airport Manager shall determine what constitutes a reasonable period of time for aircraft removal.

#### 2.45 - County Removal

The Airport Manager may tow away, remove, and store at owner's expense and without liability for damage, any aircraft or parts thereof that are found to be in violation in the sections above.

#### 2.50 - Owner Responsibility

Any action taken or any cost incurred against an aircraft shall be the responsibility of the registered owner. Charges for aircraft removal, towing, storage, and peripheral services shall be paid by the owner. No claim or liability may be placed against the County for any such action.

#### 2.55 - Fee, Liens, Impounds

No person shall remove any aircraft from the Airport without first having made payment or satisfactory credit arrangement for applicable charges for parking, storage, landing fees, or services rendered by the Airport. The Airport Manager shall have the power to impound any aircraft for delinquent charges due.

#### 2.60 - Outside Repair

No maintenance of aircraft shall be performed in open tie-down areas on the main ramp or in view of the general public. Said maintenance would include any disassembly of aircraft or removal of any component parts to include wheels, cowling, control surfaces, etc. Upon request, the Airport Manager may designate an area suitable for such maintenance away from the ramp area and outside of general public view, or allow such emergency repairs, at his discretion.

#### 2.70 - Engine Run-up

Aircraft engines shall be warmed up and run up only in areas designated for such purposes by the Airport Manager. No aircraft engine shall be run or run up unless the aircraft is placed in such a position that the propeller, rotor, or jet blast clears all hangars, shops, other buildings, persons, other aircraft or vehicles in the area, and the flight path of landing aircraft.

#### 2.80 – Propeller, Rotor & Jet Blast

Any debris or damage caused by propeller, rotor, or jet blast is the responsibility of the pilot or owner of the aircraft and said person(s) shall be liable for any repair of damages or clean-up charges.

#### 2.90 - Pedestrian Traffic

No pedestrian traffic shall be allowed in close proximity to any aircraft whose engine(s) are operating or in preparation to be operated. All pedestrian traffic shall remain clear of aircraft operating areas except for the purpose of loading or unloading from a particular aircraft. This provision shall not apply during special events or at other times when proper provision for pedestrian safety has been made and authorized by the Airport Manager.

#### 2.92 - Passenger Boarding

All passengers boarding or exiting an aircraft shall proceed between the aircraft and their designated departure area via the most direct route. The aircraft flight crew shall take proper precautions to assure that all passengers remain clear of their aircraft (propeller, wings, tail, etc.) as well as any other aircraft in the immediate area.

#### 2.93 - Aircraft Areas

No pedestrian traffic shall be allowed within 200 feet of the edge of any taxiway or runway unless specifically authorized and escorted by designated Airport personnel. This provision is exclusive of the ramp area where aircraft loading and unloading may be taking place.

#### 2.95 - Bicycle Traffic

No bicycle traffic shall be allowed on any area of the Airport except specifically designated County

streets or bike paths. Bicycles or other type cycles shall not be allowed on any aircraft operating area, taxiway or runway.

#### 2.97 - Animals

No person shall bring or allow any animal onto the Airport for any purpose unless that animal is properly restrained or controlled. No animal shall be allowed to run loose in any aircraft operating area or in the open fields adjacent to runways or taxiways. Animal control regulations of the County shall be enforced in all areas of the Airport.

#### 2.98- Security

It is the responsibility of every tenant and user of the airport to maintain applicable security at all times. All gates are to be closed and locked after entering and exiting airport property. Tenants will also have the authority to challenge any person entering airport property. Any person not perceived as authorized to enter the airport will be held for questioning and possibly detained until the proper authorities arrive.

### SECTION 3 - AIRPORT TRAFFIC PATTERN

#### 3.10 - General

This section provides for the safe and efficient operation of air traffic within the Airport Traffic Pattern. Aircraft arrival and departure routes are prescribed, as well as other operations procedures and limitations.

#### 3.20 - Communications

All aircraft operating within the Airport Traffic Pattern or within the immediate Airport area, if able, shall monitor the published UNICOM/Common Traffic Advisory Frequency (CTAF-122.9 MHz) to determine pertinent Airport conditions, traffic activity, and runway in use. All aircraft, if able, shall also broadcast their position and intentions in accordance with the recommendations provided in Part I of the Aeronautical Information Manual.

#### 3.30 - Pattern Procedure (Subject to iALP completion)

All light aircraft (General Aviation) shall fly the traffic pattern at an altitude of 800' AGL or 811' MSL. All turns made in landing approaches to all runways shall be made to the left (Standard left-hand traffic – See FAR 91.127[a]). Aircraft may enter the traffic pattern from any leg of the pattern, traffic permitting. If a conflict is observed, the right-of-way rules of FAR 91.113[g] shall prevail. In all cases, the offending aircraft shall yield the right-of-way as appropriate and overfly the pattern to re-enter the Downwind leg of the pattern. Other aircraft utilizing the airport shall operate in their respective patterns as prescribed in Section 3.70, 3.75 for helicopters, Section 9.20 for ultra lights, etc.

#### 3.35 - Departure Procedure (Subject to iALP completion)

All departing aircraft shall maintain runway heading at least until reaching 500' altitude above ground level (AGL) and 500' horizontally beyond the departure end of the runway. A 45° left turn may then be initiated and climb out continued to an altitude of at least 1000' above the traffic pattern for aircraft departing the pattern. A 90° turn and continued climb to re-enter the Downwind leg of the pattern may be initiated for aircraft remaining in the traffic pattern or departing the pattern from the Downwind leg.

#### 3.40 - Runway Clearance

All designated runways shall be used for the expressed purpose of landing and takeoff of aircraft only. No run-ups or pre-takeoff checks shall be accomplished on the runway. Aircraft shall perform such checks clear of the runway area. After determining that said runway is clear of conflicting traffic, each aircraft shall taxi onto the runway and immediately depart in accordance with prescribed procedures. Landing aircraft shall, likewise, at the completion of the landing roll-out, expedite their exit from the runway at the next available taxiway and continue to a point outside the runway area prior to stopping or parking. This provision does not apply to touch-and-go landing operations.

#### 3.45 – Non-Standard Operations

Aircraft desiring to utilize other runways or procedures shall first determine that such operation

does not conflict with traffic in the established pattern, and then announce such intentions on the CTAF.

### 3.50 - Emergency Deviations

All airplanes shall land and take off on runways only. All other areas (taxiways, aprons, etc.) of the Airport are to be used only for their specified purpose. Pilots may deviate from this requirement only in an emergency.

### 3.52 - Landing Practice

Training flights conducted within the traffic pattern may deviate from the established traffic pattern and active runway for training purposes only. Said deviations shall be conducted only after appropriate radio transmissions have been made to other aircraft in the pattern and then only if other traffic flow permits such deviation without undue or unsafe conflict with the normal traffic flow.

### 3.60 - Aircraft Speed

All aircraft operating within or in close proximity to the Airport traffic pattern shall maintain a speed of not more than 180 mph (156 knots) IAS. Deviations from this requirement shall be allowed as provided in FAR Part 91.117[d] when specific aircraft operation requirements dictate. The Airport Manager may also authorize deviations from this regulation if requested for special events or other operations conducted at the Airport with appropriate FAA waivers issued.

### 3.65 - Careless and Reckless Operation

No person shall operate an aircraft on the ground or in the Airport Traffic Pattern in any manner which is determined to be careless and reckless or in such a way which appears to endanger or create a hazard to other persons in the immediate area of the operation either in the air or on the ground. The safety of any such operation in question shall be determined by the Airport Manager, who shall immediately take appropriate action to terminate such activity, as necessary.

### 3.70 - Helicopter Operation

Helicopter traffic shall arrive and depart from the designated heliport only and shall remain clear of the fixed wing traffic pattern in use at all times. Arrival and departure paths shall be made straight-in or straight-out in relation to the designated landing area. Helicopter traffic shall not overfly buildings on or adjacent to the Airport, except as specified in the FAR. Practice areas for helicopters within the traffic pattern shall be established by the Airport Manager in accordance with appropriate regulation and other existing operations on the Airport.

### 3.75 - Runway Crossing

Helicopter traffic arriving or departing to the east may cross over the center portion of the runways at altitudes of less than 500' AGL, traffic permitting. In the event of conflicting fixed-wing traffic, the crossing helicopter shall yield to traffic using the runway.

### 3.80 - Exceptions, Limitations

For Military-type heavy helicopters, or helicopters whose operating specifications require runway use, then the fixed-wing pattern shall be followed. Helicopter practice areas, operating areas and pattern, and special-use areas shall be designated by the Airport Manager.

### 3.86 - Formation Flight

No aircraft shall operate in formation flight or engage in any maneuver which deviates from the established traffic pattern except in an emergency or if such maneuver is previously reviewed and authorized by the Airport Manager. All aircraft shall maintain a minimum of 3000' separation during landing or take-off roll on the runway. The pilot of any aircraft, upon determining that his separation relative to an aircraft ahead on the runway is less than the required distance shall immediately take evasive action by initiating go-around or abort procedures, as necessary, to remain clear of that aircraft.

## SECTION 4 - VEHICLE TRAFFIC

### 4.10 - General



The traffic laws of Wakulla County shall apply to the streets, roads, and parking areas on the Airport. Except for fire fighting equipment, ambulances and other emergency vehicles, no person shall take or drive any vehicle on the Airport, other than on established streets, roads and automobile parking facilities unless permission has been first obtained from the Airport Manager or his designated representative.

#### 4.20 - Vehicle Speed

Maximum speed limit on any Airport street or taxiway for any vehicle or aircraft is 15 mph.

#### 4.30 - Vehicles in Aircraft Areas

No vehicles shall be operated on or near any aircraft operating area or near any aircraft which itself is in operation. In this section, operating area means any runway, taxiway, and designated common-use area, or the main ramp - whether leased or not - between taxiways.

#### 4.35 - Exceptions

The following are exceptions to section 4.30.

1. Any aircraft owner or guest in the private hangar area, on private leased premises.
2. Any authorized vehicle displaying proper amber flashing beacon;
3. An authorized fuel truck;
4. An authorized vehicle responding to an Airport emergency;
5. Any vehicle which is properly escorted by Airport Management.

#### 4.38 - Aircraft Operations Areas

Any vehicle operating in an aircraft area after the hour of sunset and before the hour of sunrise shall be subject to a stop for identification by an authorized County Sheriff's Officer, Airport Security Officer, or Airport Manager to determine the subject's authorization to access the aircraft area.

#### 4.40 - Runway Areas

Any vehicle which has been authorized to operate within 500' of any runway shall display an operating amber flashing beacon or be escorted by such and continuously monitor CTAF while in the runway area.

#### 4.50 - Vehicle Parking

All vehicles shall be parked in designated parking areas. Vehicles on leased areas shall be subject to the terms and conditions of the County lease and Municipal Code. Vehicles parked in public areas shall also be subject to applicable Municipal Code and Airport Regulations

#### 4.55 - Long-Term Parking

All vehicles parked on the Airport for a period exceeding 10 days per calendar month shall be registered with the airport manager and shall be subject to monthly parking fees as established herein. All vehicles shall be properly licensed at all times. Any vehicle not meeting the requirements of this section shall be considered abandoned and removed in accordance with current County Ordinance.

## SECTION 5 - EMERGENCY

#### 5.10 - General

This section provides for the BOCC and designated responsibilities of individuals and agencies in the event of an Airport emergency, threat to Airport security, or other departure from normal airport operations. Such emergencies would include fires of any type, aircraft emergencies or accident, incidents of personal injury, or Airport security breach requiring Law Enforcement intervention.

#### 5.20 - Notification

It shall be the responsibility of any person or Airport tenant who observes or has knowledge, of any type of Airport Emergency which has not, to their knowledge, been reported, to initiate a report as

specified. Said report shall be accomplished by dialing 9-1-1 from any Airport telephone or otherwise contacting the County Sheriff/Fire Department. The person shall then give the dispatcher any and all information which he has available.

#### 5.25 - Response Activation

Upon receipt of notification of an Airport emergency, the Sheriff/Fire dispatcher will follow current dispatch procedures to respond appropriate personnel. Activation of the Airport siren serves as notification to all Airport tenants of an impending emergency situation.

#### 5.31 - Right-Of-Way

All persons not responding to or involved with an Airport emergency shall yield the right-of-way to emergency service personnel.

#### 5.32 - Emergency Vehicle Right-Of-Way

Emergency service vehicles displaying proper red lights and other required markings shall have the right-of-way on all taxiways. When responding to an aircraft incident, all aircraft and other vehicles shall yield to responding equipment.

#### 5.33 - Speed Waiver

The Airport speed limit requirements are waived for all emergency vehicles and authorized personnel responding to an Airport emergency.

#### 5.40 - Authorized Personnel

Only those persons designated by the Fire Department, Sheriff's Office or Emergency Medical Services shall respond to an Airport emergency. All other persons, including aircraft owners, operators, and interested parties shall remain clear of the area until the designated Incident Commander has determined that the accident scene is stabilized and safe for entry by Airport personnel. The Airport Manager shall then designate only those essential persons authorized to enter the accident scene.

#### 5.50 - Incident Command

Immediately at the occurrence of any Airport emergency, the affected area shall come under the full control of the County's Department of Emergency Services and their designated Incident Commander. He shall control all access to and from the site, as well as all suppression, stabilization, and rescue efforts.

#### 5.55 - Airport Personnel

It shall be the duty of the Airport Manager to coordinate or curtail any and all Airport operations which may be in conflict with or endangered by an emergency situation.

#### 5.60 - Aircraft Accident

Aircraft accident scenes, as defined by FAR, fall within the jurisdiction of the FAA, NTSB and their associated investigating bodies. All persons on or near a crash scene shall preserve any and all aircraft pieces, parts, papers, and other pertinent data and document their positions and content as additional aid to the appropriate investigating authority. Only those persons authorized by the Incident Commander or the Airport Manager shall be allowed on the accident scene or within 2000 feet thereof.

#### 5.65 - Automatic Closure

Any runway, taxiway, or other operating area of the Airport which becomes the scene of an aircraft accident shall immediately be considered closed and unusable until determined otherwise by the Airport Manager. The Airport Manager shall provide for proper notification of closures by means of visual markings and the issuance of NOTAMS, as necessary, and the coordination of local air traffic so long as the closure remains in effect.

#### 5.70 - Removal of Aircraft

No aircraft or parts thereof shall be removed from an accident scene until such removal has been authorized by the appropriate FAA or NTSB representative. Airport Management may assist in securing

proper removal, however, it shall be the ultimate responsibility of the aircraft owner to acquire the proper authorizations for removal, as specified by Federal regulation.

#### 5.73 - Scene Preservation

In the event an accident scene must be preserved for a prolonged period of time, the Airport Manager shall provide for adequate scene protection as may be required. The charges for any such protection shall be borne by the aircraft owner.

#### 5.80 - Owner Responsibility

Any aircraft involved in an accident or incident on the Airport shall be the responsibility of the registered owner for its prompt and proper removal from the accident site. Said removal shall be accomplished only after proper authorization has been received as specified in 5.70. The owner may engage local services at his option.

#### 5.85 - County Responsibility

In the case where an owner is unable to remove a disabled aircraft from an Airport operating area, the Airport Manager may at his discretion remove, or authorize the removal of said aircraft to an appropriate storage area. The charges for such removal shall be borne by the aircraft owner.

#### 5.88 - County Indemnity

In the event Airport Management removes said aircraft or parts thereof from an accident site in order to facilitate Airport operations, no person shall hold Airport personnel liable or responsible for any additional damage which may be caused as a result of such removal. Said removal shall be done only after proper authorization has been obtained from the FAA, and only if it is determined to be necessary to facilitate Airport operation, or to protect the safety of the general public and users of the Airport.

#### 5.90 - Aircraft Storage

Any aircraft involved in an accident or incident which is rendered disabled or un-airworthy shall be parked or stored in an area designated by the Airport Manager. Said aircraft shall not be stored in plain view of the public or in an area which creates either undue interest or an attractive nuisance for Airport operations.

#### 5.97 - Owner Responsibility

The registered owner of any aircraft which requires special handling, parking or storage as a result of an accident shall be responsible for any and all charges incurred as a result of such storage.

### SECTION 6 - AIRPORT SAFETY

#### 6.10 - General

This section identifies the general responsibilities of aircraft owners, operators, tenants, and general users of the Airport to promote safety within the various Airport operations and activities.

#### 6.20 - Propeller

All persons shall observe the utmost care and consideration around aircraft propellers, operating or not. No person shall walk or drive within close proximity of an operating propeller unless he is sure that he is in full view of the pilot of the aircraft. No person shall walk or drive beneath the arc of a helicopter rotor unless directed by the helicopter pilot or crew. No person shall walk or drive around an operating tail rotor of a helicopter at any time.

#### 6.27 - Hand Prop

No person shall attempt to start an aircraft by hand (hand prop) without first assuring that a competent and qualified operator is at the controls of the aircraft, or that the aircraft is securely tied down and chocked.

#### 6.30 - Movement Around Aircraft

No movement by either vehicle or pedestrian traffic shall be allowed around or in close proximity

to any aircraft whose engine(s) are running, preparing to be started, or which aircraft is preparing to or is taxiing within any of the operating areas of the Airport.

#### 6.40 - Fueling

No aircraft shall be fueled or defueled while its engine is running, or while in a hangar or other enclosed area. Fueling shall be done in accordance with all County regulations, including the Uniform Fire Code, and fuel supplier procedures. The equipment used shall provide adequate connections for grounding of static electricity, and shall be maintained at all times, as well as all other safety provisions. All fueling of aircraft and handling of aircraft fuels on the Airport shall be done in accordance with the provisions of this section, Section 8.30 of this code, and applicable County, State, and Federal regulations and guidelines.

#### 6.41 - Independent Fueling

No fuel shall be dispensed into aircraft from drums, small containers or similar independent fueling systems unless authorized by the Airport Manager. Permission may be obtained on an individual basis. All dispensing equipment shall conform to the County Fire Code, appropriate County regulation, and be approved by the County Fire Marshall.

#### 6.42 - Independent Fueling Equipment

Independent fueling equipment shall, at all times, be maintained in good repair and be certified and rated for the dispensing of aviation fuels. All units must be equipped with bonding and grounding cables and clamps, as required. No "hold-open" devices shall be installed, or otherwise utilized on the equipment. A minimum of one (1) fire extinguisher with a rating of 20 BC, or greater, shall be available during any fueling operation.

#### 6.43 – Commercial Fuel Sales

All fuel sold or otherwise dispensed commercially shall be governed by the provisions of these Rules and Regulations, the Airport Minimum Standards, Article 24 of the Uniform Fire Code and applicable sections of Part 139 of Federal Air Regulations.

#### 6.44 - Fueling Location

No aircraft shall be fueled inside any hangar or other building on the Airport. No aircraft shall be fueled in an area which creates a hazard to other surrounding aircraft, persons, property, or activities.

#### 6.50 - Aircraft Cleaning

No washing or cleaning of aircraft or vehicles is allowed except in designated areas. The run-off or draining from such washing is to be contained and disposed of in a manner acceptable to the County. The cleaning of engines or other parts of aircraft shall not be carried on in any hangar, except with nonflammable substance. If flammable liquids shall be utilized for this purpose, the operation shall be carried on in the open air and in accordance with all applicable fire and environmental regulations.

#### 6.60 - Floor Cleaning

All hangar and shop floors shall be kept clean and free from oil, gas and other flammable substances. No volatile flammable solvents shall be used for cleaning floors. No rag soiled with flammable substance shall be kept or stored in any building on the Airport in such a manner as to create any fire hazard.

#### 6.70 - Open Flame

No person shall smoke or ignite any matches, flares, lighters or other objects which produce an open flame anywhere within a hangar, shop, building or structure in which any aircraft is or may be stored, or in which any gas, oil or flammable substance is stored or within 50 feet of any aircraft or fueling facility or operation.

#### 6.80 - Disposal

The handling and disposal of all materials which are classed as "hazardous" by current EPA and Health Department regulations shall be accomplished through strict adherence and compliance with the

provisions of those regulations. This includes all unusable or contaminated fuel and used oil of any type.

#### 6.90 - General Care

All persons using the Airport area or facilities in any way shall, at all times, exercise the utmost care to guard against fire and injury to persons or property on the Airport. Proper practices of general industrial and fire safety shall be adhered to. Any observed activity that appears to compromise safety in any way, as determined by the Airport Manager or current applicable regulations, shall be terminated immediately.

## SECTION 7 - AIRCRAFT HANGARS

#### 7.10 - General

This section refers to the general occupancy of private aircraft storage hangars on the Airport. Distinction is made between such private hangars and larger FBO's or commercial aircraft maintenance facilities. This section applies only to private aircraft storage hangars that are rented/leased from the County, an FBO, or other lessee. The occupancy of commercial maintenance or FBO hangars is addressed elsewhere in these Regulations and the Airport Minimum Standards.

#### 7.20 - Aircraft Storage

No person shall park or store any aircraft or associated equipment in any hangar on the Airport except by permission of the Airport Manager and in compliance with the provisions of this section.

#### 7.25 - Additional Use

Individual aircraft hangars are allowed on the Airport for the primary purpose of aircraft storage and the normal maintenance, repair, and service activities associated with said aircraft by or under the direction of the aircraft owner. Any additional uses within said hangars shall be authorized in writing by the County and comply with all applicable Local, State & Federal Regulations as well as Airport Minimum Standards.

#### 7.30 - Incidental Storage

The primary use for each private aircraft storage hangar shall be the storage of aircraft. At least one aircraft shall be stored in the hangar for there to be incidental storage related thereto. Storage of personal items, in addition to aircraft support equipment storage, shall conform to all local fire and safety codes and the provisions of these regulations.

#### 7.32 - Vehicle Storage

Vehicles belonging to the hangar tenant or aircraft owner and guests may be stored in the hangar while the aircraft is away, or for other short durations of time. The storage of any motor vehicle within a hangar shall conform to applicable fire and safety codes.

#### 7.33 – Taxilane

The area in front of each hangar shared jointly by aircraft and vehicles accessing the hangars is labeled "Taxilane". Aircraft have the right of way on taxilanes over vehicles. Vehicles authorized on taxilanes are operated by pilots, aircraft owners and invited guests, only. The general public is not allowed on taxilanes. Regularly scheduled commercial service or routine delivery vehicles are not allowed on taxilanes.

#### 7.35 - Outside Parking

No vehicle shall be parked or left unattended on a taxilane, in any aircraft operating area, or in a manner which limits aircraft operation. Vehicles may be stopped in such areas for short periods of time so long as the owner is readily available to move the vehicle should the needs of aircraft traffic so dictate.

#### 7.40 – Aircraft Maintenance

Maintenance in private aircraft storage hangars shall be limited to routine service and inspection of owner's personal aircraft. Said maintenance may include minor repair, required lubrication and engine

oil change, and component replacement by aircraft owner or authorized mechanic. All other maintenance activities shall be done in accordance with applicable fire and safety codes and Airport Minimum Standards.

#### 7.42 - Disassembled Aircraft

Aircraft in any state of disrepair or assembly may be stored in the hangar while awaiting repairs. Long-term storage of such aircraft shall be subject to these Rules and Regulations, including the Fire and Safety provisions contained herein.

#### 7.45 - Engine Run

No aircraft engine shall be run while inside any hangar. Aircraft shall be moved from the hangar to a safe position as provided in Section 2.70 for run-up, or at least outside of the hangar for low-power engine runs.

#### 7.50 - Business Activities

No person shall conduct any type of business activity or service from individual aircraft storage hangars unless such activity is appropriately licensed by the County and conducted in accordance with the Airport Minimum Standards.

#### 7.60 - Additional Occupancy

No residential occupancy or use shall be allowed in an aircraft storage hangar or elsewhere on the Airport unless specifically authorized by County.

#### 7.70 – Liability Insurance

Each hangar owner shall provide evidence of Airport Liability insurance, maintained on the hangar premises, in the amount prescribed in the Airport Minimum Standards. A current Certificate of Insurance shall be filed with the County annually.

#### 7.80 - Hangar Inspection

All hangars on the Airport shall be subject to inspection by County as may be necessary to determine compliance with County Code and Airport Regulations.

#### 7.82 - Inspection Access

County representatives shall make reasonable attempt to contact hangar tenant, however, tenant's inability or unwillingness to provide access to his hangar shall not preclude County's responsibility to inspect said premises.

#### 7.90 - Fire & Safety

All occupants of aircraft hangars shall comply with this section, as well as all principles of fire safety. All persons shall exercise the utmost care to guard against any threat of fire or injury to persons and property on the Airport. All occupancies shall comply with applicable provisions of County Regulations.

#### 7.91 – Fire Extinguisher

Each hangar shall maintain (annual recharge) at least one (1) fire extinguisher in the hangar with a minimum rating of 2A 10 BC.

#### 7.92 – Electrical

Any electrical appliance operated in the hangar drawing more than 15 amperes of electrical current shall be connected by means of hard-wiring to the hangar electrical service, in accordance with applicable State Uniform Building and Electrical Code standards.

#### 7.93 – Flammables

No flammable liquid or other hazardous material shall be stored in individual hangars in containers of greater than 5 U.S. gallons in capacity. Accumulated storage of such materials shall not exceed a total

of 25 U.S. gallons in any one hangar.

## SECTION 8 – FIXED BASE OPERATORS

### 8.10 - General

This section applies to any person or entity that provides Aeronautical support services to the flying public at or from the Airport.

### 8.20 - Classification

(a) A Fixed Base Operator (FBO) is an entity that conducts or provides one or more aeronautical services on the Airport, in accordance with these regulations and the requirements outlined in the Airport Minimum Standards. An FBO is defined in one of 3 categories: Full Service FBO, Limited Service FBO, and Single Service FBO.

(b) An Itinerant Service Provider is an individual or entity that provides a single aeronautical service from mobile facilities in a person's own hangar or aircraft.

(c) Complementary Aeronautical Support Services are defined as those activities which augment the aviation operation, and are available to the general public, including: ground transportation (taxis, car rental, limousines); restaurants, barber shops; auto parking lots; recreational facilities and any other commodities, services or accommodations.

### 8.24 – Licenses and Permits

No person shall provide aeronautical services to the public on the Airport without first obtaining the required permits, licenses and clearances, as specified herein, and in the Airport Minimum Standards, including, but not limited to:

- (a) County Business License, issued by the County Business Office
- (b) \*\* Use Permit or Land Use review, issued by the County Planning Department
- (c) \*\* Health and Safety review, issued by the County Building Official and Fire Marshall
- (d) Airport Operating Permit, issued by the Director
- (e) \*\* County Airport Property Lease, approved by the BOCC.

\*\* May not apply to Itinerant Service Providers

### 8.30 – Application

Each person must apply for the required permits and approvals according to the following:

#### 8.31 – Full Service FBO Application

Each person proposing to qualify and operate as a Full Service FBO must:

- (a) Secure a valid Property Lease with the County for the proposed site;
- (b) Submit a Business Plan, as outlined in the Airport Minimum Standards;
- (c) Obtain a County Business License.

#### 8.32 – Limited Service FBO Application

Each person proposing to qualify and operate as a Limited Service FBO must provide, according to definition and requirements in the Airport Minimum Standards, whichever of the following.

- (a) A valid property lease, if required;
- (b) A copy of a proposed sub-lease agreement, if applicable;
- (c) Application for an Airport Operating Permit, according to Section 10.40 of this chapter.
- (d) Application for a County Business License.

#### 8.33 – Single Service FBO Application

Each person proposing to operate as a Single Service FBO must submit:

- (a) Written application for a property lease, if required;
- (b) A copy of the proposed sub-lease agreement, if applicable;
- (c) Application for an Airport Operating Permit, according to Section 10.40 of this chapter.

(d) Application for a County Business License.

#### 8.34 – Itinerant Service Provider Application

Each person proposing to provide Itinerant Services must submit:

- (a) Application for County Business License;
- (b) Application for an Airport Operating Permit, according to Section 10.40 of this chapter.
- (c) Evidence of adequate Liability insurance coverage;
- (d) Evidence of certification/qualifications required in the Airport Minimum Standards.

#### 8.40 – Pricing of Aeronautical Services

(a) All Fixed Base Operators (FBO) shall furnish its accommodations and/or services on a fair, equal and not unjustly discriminatory basis to all users thereof and it shall charge fair, reasonable and not unjustly discriminatory prices for each unit of service; provided that an FBO is allowed to make reasonable and nondiscriminatory discounts, rebates or other similar type of price reductions to volume purchasers.

(b) All fees must be conspicuously posted or otherwise noted so that customers are duly informed prior to a charge being levied.

(c) Non-compliance with the provisions of 8.4(a) (b), above, shall be cause for termination of an Airport Operating Permit.

#### 8.50 - Public Relations

In dealing with the Public, each FBO shall be considered a representative of the Airport and the County, so far as public relations and courtesy are concerned. All personnel shall deal with the Public in a polite, efficient and courteous manner, and attempt to reflect a proper image of the Airport and the County in general. Violations of this provision may be considered a violation of Airport Regulations and a default of the lease agreement, if applicable.

#### 8.51 - Leased Area Parking

On all lease sites, including areas designated as main ramp, the FBO or lessee shall have the right to assign parking as specified in section 2.22. Lessee may charge fees at their discretion after proper notice is provided as specified in Section 8.40, above, on those sites under lease. All aircraft parking shall remain subject to the approval of the Airport Manager. Such approval shall not be unreasonably withheld, however, the Airport Manager must assure that Public health, safety and welfare are maintained.

#### 8.52 - Common-Area Parking

On all areas designated by the County as Common-Use areas, parking and tie-down fees shall be charged in accordance with the most recent Airport Fee Schedule adopted by the BOCC, in conformance with Section 8.40, above.

#### 8.53 - Fee Collection

At the discretion of the County, franchised collection agreements may be entered into with private individuals or businesses on the Airport. Said agreements would exist for short terms only and would be governed by the conditions contained therein. Nothing contained in a fee collection agreement shall be construed to grant any rights except for fee collection and accounting on the subject areas.

#### 8.60 - County Representation

No employee or representative of any FBO or lessee shall be authorized or assumed to be authorized to act as an agent for or in behalf of the County in matters of Airport operation or policy.

#### 8.61 - Designated Authority

The Airport Manager or his authorized designee is duly charged by the County to provide for the proper and safe operation of the Airport and administer the provisions of the Airport Rules and Regulations and statutes referenced therein.

#### 8.70 – Location of FBO Operations



Only authorized Fixed Base Operators shall be allowed to conduct business operations on Airport property designated for such operations in the Airport Layout Plan, as amended from time to time.

#### 8.80 – Violations

Whenever the Airport Manager or Director has determined that an FBO is providing services in violation of these Rules and Regulations or the Airport Minimum Standards, a Notice of Violation shall be issued to that person which shall specify the nature of the violation, the intent to terminate the Operating Permit if the violation is not corrected, and the procedures for requesting a hearing pursuant to Section 1.80 of these Rules and Regulations.

### SECTION 9 - SPECIAL USES

#### 9.10 - General

This section provides for the monitoring and regulation of special-use operations on the Airport. Specific uses are addressed and appropriate operations procedures are identified. Some procedures may deviate from criteria established elsewhere in this code; however these provisions shall prevail for the specified operation.

#### 9.20 – ULTRALIGHT VEHICLES –

##### 9.21 – Introduction/Applicability

(a) This section applies to Ultralight Vehicles, as defined in FAR Part 103.1, including weight, flight speeds, fuel capacities, and required equipment and limitations. Only those aircraft meeting the prescribed design criteria may be operated under the provisions contained herein.

(b) This section applies to the pilot, or operator of an ultralight vehicle, as identified and defined in FAR Part 103.7, and other relevant parts, as applicable.

(c) This section incorporates all applicable portions of Federal Air Regulations, Advisory Circulars, and similar guidelines, specifically, applicable portions of FAR Parts 61, 91, & 103; and AC 90-66A, 103-6 and 103-7; by reference, as though they were fully written and included herein.

(d) The requirements of this section shall not apply to transient ultralight vehicles.

(e) This section shall not apply to aircraft and /or pilots that are registered with the FAA and possess a valid pilot's certificate and aircraft airworthiness certificate, as provided for in those applicable parts of Federal Air Regulation.

##### 9.22 – Registration

(a) All ultralight vehicles based on the Airport shall be registered in the Airport Office on the prescribed form, as required in Section 2.25 of these Regulations.

(b) All ultralight vehicles which operate from the airport shall be registered with a national organization, recognized by the FAA, such as the Experimental Aircraft Association (EAA), the United States Ultralight Association (USUA) or similar.

(c) All operators (pilots) of ultralight vehicles must possess valid pilot ratings issued by the national organization, appropriate for their operation.

(d) Proof of all required registration and rating information must be presented to the Airport Manager for approval and copies thereof must remain on file in the County Administrator's Office.

(e) Any changes in aircraft ownership or registration or rating information must be provided to the County Administrator's Office within 10 days.

(f) Insurance is required for all ultralight operations on the Airport. The ultralight vehicle operator/owner shall indemnify, defend, and hold harmless the County, its officers, officials, employees, and volunteers from any and all loss, damage and liability for damages, including attorney's fees and other costs of defense incurred by the County, whether for damages to or loss of property, or injury to or death of their officers, agents, and employees or third parties, which shall in any way arise out of or be connected with ultralight operations. To this end, the ultralight operator/owner shall secure and maintain, during the term of this agreement certain insurance for each ultralight that shall protect the County in such manner and amounts as set forth hereinafter as follows:

(i.) The carrier must have a Best's rating of A-VII or better.

(ii.) The policy limit shall be \$100,000 per person per occurrence for bodily injury and \$250,000 property damage per occurrence, and \$1,000,000 combined per occurrence, consistent with availability of coverage.

(iii.) The policy shall be endorsed to name the County as an "additional insured". Said endorsement shall be executed by a representative authorized to issue same.

(iv.) The insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, agents or volunteers shall be excess of the ultralight operator/owner's insurance and shall not contribute with it.

(v.) The endorsement shall specifically state that the insurance coverage provided under this policy shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

(vi.) Renewal endorsements shall be provided to the County annually, thirty (30) days prior to the anniversary date of each agreement.

#### 9.22 – Waivers and Exemptions

(a) As provided in FAR Part 103.1(a), an Ultralight Vehicle is used or intended to be used for manned operation in the air by a single occupant.

(b) Except as specified in an appropriate waiver or exemption letter, no person may operate an ultralight with more than one occupant.

(c) Any operation under a waiver or exemption letter must be done so in strict compliance to all provisions contained therein.

(d) Each waiver or exemption letter required under this part shall be presented to the Airport Manager for review and a copy of same shall be maintained on file in the Airport Office.

(e) Insurance coverage required in paragraph 9.21(f), above, shall specify and provide coverage for the appropriate exempted operation identified in the exemption letter.

(f) Flight Instruction/Training is a commercial activity and shall be conducted only in full compliance with the requirements in the Airport's Minimum Standards for Aeronautical Activities, and other applicable provisions of Airport Regulations and FAR's.

#### 9.23 – Agreement

(a) Each person who operates an ultralight vehicle on the Airport under the provisions of this regulation shall

first complete a verbal orientation and briefing on all applicable requirements and operations procedures with the Airport Manager.

(b) Each person who operates an ultralight vehicle on the Airport under the provisions of this regulation shall agree, in writing, to comply with and abide by all provisions contained herein and all regulations, advisory circulars, exemptions, ordinances, and other documents that are hereto attached or otherwise incorporated. Failure to comply may result in the revocation of the person's privilege to operate an ultralight vehicle at the Airport.

#### 9.24 – Airport Access

(a) Access and use of designated Common-Use areas of the Airport, as identified in Section 1.20 of

these regulations is granted to authorize ultralight vehicle users operating under the provisions of this section.

(b) Operation on these Common-Use areas is restricted to only those sections of taxiway necessary to access the runway and other pertinent airport facilities, and the portion of the runway area to be used by the ultralight vehicle.

(c) Access to the airside of the Airport is granted through security gates and other airport security provisions by the route approved by the Airport Manager.

(d) Only the ultralight vehicle and its pilot are allowed beyond the apron and hangar area.

(e) Family, spectators, and private vehicles (cars) are not allowed on runways, taxiways, or their adjacent safety areas. All must remain in designated spectator areas, except by authorization of the Airport Manager.

#### 9.25 – Operations

(a) FAR Part 103.15 states that no person shall operate an ultralight vehicle over any congested area or open-air assembly of people.

(b) FAR Part 103.11(a) states that no person may operate an ultralight vehicle except between the hours of sunrise and sunset.

(c) FAR Part 103.23 identifies the flight visibility and cloud clearance requirements for operation of an ultralight at the airport.

(d) FAR Part 103.17 requires ATC authorization prior to each ultralight vehicle operation at the Airport. The appropriate ATC authority for Wakulla County is Jacksonville Center.

(e) At any time the prevailing wind at the airport exceeds the limitations of the ultralight vehicle, then those operations shall cease.

(e) No ultralight vehicle shall operate within one (1) mile of the Airport EXCEPT for the purpose of take-off or landing.

#### 9.27 – Other Regulations

Except as provided within this section, all other applicable provisions of this Airport code shall apply to and remain in effect for all operations of ultralight vehicles on the Airport or within the Airport Traffic Pattern.

#### 9.40 – PARACHUTES RADIO-CONTROLLED AIRCRAFT, AND CROP DUSTING

##### 9.41 - County Authorization

No person shall conduct parachute operations on or about the Airport without first obtaining an Operating Permit from the Airport Manager, in accordance with the Airport Minimum Standards and these Rules and Regulations.

##### 9.42 - Drop Zone

No person shall jump into the Airport except into an established drop zone or target area as established by the Airport Manager.

##### 9.43 - Operation Notifications

No person shall operate an aircraft carrying jumpers or allow said jumpers to exit their aircraft without first assuring that all necessary notifications, as required by FARs, are complied with. Said notification shall include at least, but may not be limited to, the prior filing of a Notice to Airman (NOTAM) with the appropriate Flight Service Station, the in-flight coordinating with the appropriate Air Route Traffic Control Center, and the required advisories on the Airport Common Traffic Advisory Frequency (CTAF), 122.9 mhz.

##### 9.44 - Jump Pilot

No person shall act as pilot of a jump aircraft or allow jumpers to exit his aircraft over the Airport without first having completed a briefing and coordination with the Airport Manager.

##### 9.45 - Ground Observer

No person shall conduct a parachute operation of any kind without first assuring that a qualified

ground observer is in place. Said observer shall assure that all aircraft are adequately informed of the parachute jump by announcing to the Airport traffic on the CTAF (122.9 mhz), and identifying the location of the descending jumpers to affected traffic.

#### 9.46 - Cloud Cover

No person, acting as pilot-in-command of a jump aircraft, shall operate said aircraft so as to climb above a published cloud cover (ceiling), as defined by FAR's (broken or overcast ceiling), and/or allow skydivers to exit said aircraft over the Airport above the cloud cover so that jumpers will fall through or in close proximity to clouds on their descent to the Airport, below.

#### 9.47 – Commercial Skydiving

No person shall operate a commercial skydiving business on the Airport unless that person has complied with all requirements, as applicable, contained in the Airport Minimum Standards

#### 9.50 - RADIO CONTROLLED AIRCRAFT

All radio-controlled aircraft operating on or about the Airport shall do so only under the requirements and provisions of this section.

#### 9.51 - Operation Times

All radio-controlled operations shall be conducted only on such days and times as specified and authorized by the Airport Manager.

#### 9.52 - Operating Area

All radio-controlled operations shall be conducted in the specified area as directed by the Airport Manager. Flights shall not exceed 400' AGL or extend closer than 500' to any Runway.

#### 9.53 - Right-of-Way

All radio-controlled operations shall yield the right-of-way to all other types of aircraft which may be operating on or near the Airport. Radio controlled aircraft, upon observing other aircraft in the immediate vicinity shall immediately vacate the area so as to not create any hazard or conflict with other aircraft types. Radio-controlled operations may continue upon assurance that conflict with other aircraft no longer exists.

#### 9.54 - Ground Observer

All pilots of radio-controlled (RC) aircraft shall provide a qualified observer to be present during their operation. It shall be the duty of the observer to watch for additional air traffic which may be in conflict with the RC operation and may go unnoticed by the RC pilot, himself. The observer shall identify such traffic to the RC pilot so as to avoid any unnecessary hazards or conflict.

#### 9.55 - Vehicle Parking

All vehicles shall be parked in designated parking areas only. No vehicle shall enter into, park on or near, or drive upon any active taxiway or runway without specific authorization by the Airport Manager. Vehicles shall access the parking area only through the designated gate, and then remain clear of all aircraft operating areas unless authorized otherwise.

#### 9.56 - Weather Requirements

No person shall operate a radio-controlled aircraft within the Airport area unless the reported weather is at least a ceiling of 1000' AGL and a horizontal visibility of 5 statute miles. Pilots of RC aircraft will verify this by calling FSS at 1-800-WXBrief

#### 9.57- Registration and Insurance

No person shall operate a radio-controlled aircraft within the Airport area unless that person is registered with a national organization such as Academy of Model Aeronautics (AMA), or equivalent and provides evidence of liability insurance covering the operation in an amount of not less than \$1 mil and names the County as additional insured.

#### 9.60 - AERIAL APPLICATION OPERATIONS - AGRICULTURE

No person shall conduct aerial application (crop dusting) activities on the Airport unless that person has been issued appropriate licenses and permits and the subject operation has been coordinated with and approved by the Airport Manager in writing.

#### 9.61 - Ground Access

Applicator ground support equipment shall access the Airport and establish support operations only as designated by the Airport Manager. No vehicle shall operate on any runway or taxiway unless specifically authorized to do so.

#### 9.62 - Traffic Pattern

Agriculture applicators (crop dusters) are exempt from flying the established traffic pattern when in performance of their routine operation, as indicated in FAR's. The arrival and departure path from the airport shall be approved by the Airport Manager, and shall be conducted concurrent with the established pattern only as traffic permits. Crop dusters shall at all times yield the right-of-way to regular Airport traffic, as may be necessary during their operation.

#### 9.63 - User Fees

All operators shall be subject to the current published daily Commercial Operators' Fees, as adopted. Operators conducting business on the Airport under an established lease with the City shall operate in accordance with the fee structure contained within the lease and shall be exempt from any additional charges contained herein.

### SECTION 10 - OPERATING PERMITS

#### \$10.10 - General

No person shall offer Aeronautical Services or conduct other business activity on the Airport without first obtaining the required licenses and permits, as outlined in Section 8.20 of these Rules and Regulations, the Airport Minimum Standards, and the County Municipal Code.

#### 10.15 - Non-Compliance

Failure to comply with any of the provisions of this section shall be considered a violation of Airport Rules and Regulations and, in addition to any other penalties, shall constitute a public nuisance and grounds for termination of the offending operation and removal from the Airport of all involved. Those persons found to be in violation of any of the provisions of these regulations may be cited and dealt with as provided for elsewhere herein.

#### 10.20 - Business License

No person may conduct any business on the Airport or provide services or receive compensation for such without first acquiring a current Wakulla County Occupational License. Said license shall be applied for and maintained in accordance with current Regulations of Wakulla County.

#### 10.30 - Use Permit

No Aeronautical Services may be established on the Airport without first obtaining the review of the County Planning/Development Department. Land uses shall comply with requirements of the County's Zoning Code and Municipal Code, including applicable provisions calling for use permits and/or development plans. In all instances, new land uses shall obtain Occupational licenses and comply with applicable codes and standards.

#### 10.40 - AIRPORT OPERATING PERMIT

No person shall provide any Aeronautical Services on the Airport without first obtaining an Airport Operating Permit. Said permit shall be issued by the Director, after receiving comment from the Airport Manager, as required.

#### 10.41 – Application

Each person proposing to apply for an Airport Operating Permit shall submit application to the

City, in writing, via the Airport Manager, substantially as outlined in the Airport Minimum Standards requirements for such application.

#### 10.42 - Evaluation

Applications for an Airport Operating Permit shall be evaluated as provided in these Airport Rules and Regulations and the Airport Minimum Standards on the basis of compatibility with other and neighboring uses and activities on the Airport. Applications shall also be reviewed to determine consistency with established Airport policies, goals and regulations. The requirements of this section may be met in the form of a County Airport Property Lease, if issued or required, for the development of adequate facilities to conduct the proposed business.

#### 10.43 - Fees

The applicant shall pay operating fees, as established in the adopted Airport Fee Schedule, and the County Code.

#### 10.44 - Liability Exposure

No application shall be approved which unduly creates additional hazard or liability exposure to the Public, the Airport, or the County.

#### 10.45 - Liability Insurance

Each applicant for an Airport Operating Permit shall provide and continue to maintain adequate liability insurance in a form and by an underwriter acceptable to the County, to those minimum limits as specified by the County. Each policy covering operations on the Airport shall name "The County of Wakulla" as additional primary insured without offset to the County's own liability insurance."

#### 10.46 - Flight Training

In addition to compliance with adopted Airport Minimum Standards, each applicant for an Airport Operating Permit who proposes to conduct flight training on the Airport shall provide to the City a syllabus outlining the procedures and content of the proposed flight training program. Such outline shall include areas of operation, proposed methods of informing students of local operating procedures (traffic pattern) and limitations, and safety and emergency considerations. Segments of the proposed training program that are already included in existing Federal and/or State Aviation Regulations may be included in the syllabus by reference only. The required flight training program shall be reviewed with the applicant by the Airport Manager and approved in writing, prior to the commencement of any training operations on the Airport.

#### 10.47 - Public Protection

Each applicant for an Airport Operating Permit who proposes to conduct members of the Public on the Airport operating areas, and on or near aircraft, shall provide, to the satisfaction of the Airport Manager, a written procedure that provides for the safe and efficient handling of the Public in these areas and which does not create undue hazard to the Public or those aircraft operating within the proposed areas.

#### 10.48 - Renewal

Each Airport Operating Permit shall be valid for a period of one year from its date of issue. Renewal may be made by the County without formal application request by applicant. The Airport Manager shall, however, review each operating Permit at the time of renewal to assure full compliance with Airport Regulations, the terms of the permit, and any change in the scope of operation which would dictate a modification to the permit, itself. Said permit shall be modified as necessary at the time of its renewal.

#### 10.50 - SPECIAL EVENTS PERMIT

No person or organization shall hold or cause to be held any special event or gathering at the Airport, utilizing Airport facilities, involving the assembly of more than 10 aircraft and/or 30 people, outside of normal prescribed Airport operations, without first obtaining an Airport Special Events Permit. Said permit shall define the conditions and areas under which the event may take place and the provisions and

responsibilities of the organizing party. The event shall take place only so long as the conditions of the permit are met. Any violation or deviation from said provisions shall render the permit null and void and constitute grounds for termination of the event. It shall be the responsibility of the Airport Manager to assure that all terms and conditions of the permit are met and the public health, safety, and welfare with respects to the specific operation are maintained.

#### 10.51 - Application

An applicant for an Airport Special Event Permit shall submit an application to the Airport Manager on a form approved by the County. Such application shall include the name and address of the sponsoring organization, those principal persons involved, the scope and extent of the proposed event, and the number of persons and/or aircraft anticipated to attend.

#### 10.52 - Evaluation

Applications for an Airport Special Event Permit shall be evaluated on the basis of relative merit, compatibility with Airport operations, anticipated benefit to the Airport, the Public, the County, and the conformity with allowed uses on County and Airport property.

#### 10.53 - Fees

The fees charged for an Airport Special Event Permit shall be in accordance with those fees specified in the current Airport Users Fee Schedule. The fees charged shall also reflect any additional Airport Staff time or services which may be required for the event.

#### 10.54 - Liability Exposure

No application for an Airport Special Event Permit shall be approved which unduly creates addition hazard or liability exposure to the Public, the Airport, or the County.

#### 10.55 - Liability Insurance

Each applicant for an Airport Special Event Permit shall provide adequate liability insurance in a form and by an underwriter acceptable to the County, to those minimum limits as specified by the County. Such insurance shall remain in effect during that period of time of the event as specified in the Special Event Permit. Each policy covering a special event on the Airport shall name Wakulla County as additional primary insured without offset to the County's own liability insurance."

#### 10.56 - Alcoholic Beverages

No alcoholic beverage shall be served on Airport premises, in conjunction with any special event allowed under the provisions of this section. Deviations from this provision require special permission of the County and a permit issued by the Florida State Alcoholic Beverage Control Department. The appropriate Alcohol Permit request shall be completed and adequate event insurance shall be secured.

#### 10.57 - FAA Waiver

Each applicant for an Airport Special Event Permit who requires a waiver from the FAA for proposed operations during the event shall make application to the FAA separate and apart from the Airport Special Event Permit process. The event sponsor shall be listed as applicant for the FAA waiver. The provisions and requirements of said waiver shall be reviewed and approved by the Airport Manager prior to the event.

#### 10.58 - Crowd Control/Operations

Each applicant for an Airport Special Event Permit who proposes to involve more than thirty (30) persons outside of normal Airport Operations for said event shall submit a Crowd Control/Operations Plan to the Airport Manager for review and approval. Such plan shall include but not be limited to provisions for the follow as pertains to the proposed event.

- (A) Vehicle Parking
- (B) Transient (Spectator) Aircraft Parking
- (C) Participant Aircraft Parking
- (D) Static Display Area

- (E) Pit Area
- (F) Crowd Line
- (G) Spectator Area
- (H) Participant Aircraft Pattern & Limitations
- (I) Concession Areas
- (J) Public Accommodations (Restrooms, First Aid, etc.)
- (K) Tactical Communications
- (L) Additional Aircraft Communications
- (M) Ground Handling of Aircraft and Vehicles
- (N) Personnel Training and Coordination
- (O) Public Address and Communication

The Airport Manager may waive, approve, or require additional information or provision for any of the elements above, based upon the scope of the proposed event.

#### 10.59 - Time Limitation

All Licenses, permits, waivers, and certificates required herein shall be applied for, a minimum of 60 days prior to the proposed event. Said documents shall be completed and submitted for final review and approval by the County via the Airport Manager no less than 30 days prior to the date of the proposed event. In cases where the required permit requires additional time to process, then the applicant shall submit application with enough time to provide for completion 30 days prior to the event.

## SECTION 12 - AIRPORT FEE SCHEDULE

### 12.10 - GENERAL

All aircraft operating on the Airport are subject to user fees for Airport facilities as prescribed herein.

### 12.12 - Parking

All aircraft parked on the Airport at any time shall be subject to Section 2.20 et seq. of this Chapter. Aircraft parked on those non-leased areas of the Airport that have been designated as Common-Use area, for the purpose of public tie-down, shall be subject to the following tie-down fees.

#### A. Transient Aircraft

Single Engine .....	\$0.00 per night
Twin Engine.....	\$0.00 per night

#### B. Based Aircraft

Single Engine .....	\$35.00 per month
Twin Engine.....	\$35.00 per month

The nightly tie-down fee shall apply to all aircraft parked in applicable spaces at 7:00 a.m. each day, who have not been on the Airport for less than 8 hours, and who have not registered and paid the monthly Based Aircraft Fee. The Based Aircraft Fee applies to any aircraft that has registered, and paid said fee, in advance, to the County or its designated agent.

### 12.14 - Commercial Operation

Any commercial operator using the Airport on a regular basis for commercial purposes not addressed under a valid lease agreement with the County shall be subject to the following fees.

Per Landing Per Day.....	\$5.00 up to \$20.00
Per month.....	\$35.00

### 12.16 - Fire Equipment Standby

Any aircraft operation, by virtue of its approved Operations Specifications that requires fire



equipment standby during normal operations, shall pay a Fire Department call-out fee commensurate with the actual cost of services rendered. This shall be in addition to any required landing fee. This fee shall not apply to emergency responses by Fire Personnel.

#### 12.20 - Airline/Air Taxi Operations

Unless specified under a separate agreement, each aircraft operated for hire by an airline or air taxi operator shall be subject to landing fees in accordance with Paragraph 12.14 of this section.

#### 12.25 - Enplanement/Terminal Use

Any aircraft boarding more than 20 passengers per flight at the Airport shall be subject to an enplanement or terminal boarding fee, whichever is less.

Enplanement Fee-..... \$1.00 per passenger

Terminal Use/Boarding Fee- ..... \$25.00 per flight

No charge shall be levied for passenger deplanement.

#### 12.28 - Special Events/Activities

Any special use, event, or activity conducted on the Airport which requires additional Airport Staff time, review, or Airport equipment or which involves more than 10 aircraft operating on the Airport shall be subject to review by the County. Those events which create liability or expense exceeding reasonable benefit to the Airport and the Community shall be charged back to the event as an Airport Special Events Fee.

#### 12.30 - Vehicles

All vehicles parked in Public areas per this code for a period of time exceeding 10 days in each calendar month shall pay as follows a long-term parking fee.

Long-Term Parking Fee

A. Passenger Cars-..... \$25.00/month

B. Trucks or larger vehicles- ..... \$30.00/month

#### 12.35 - Airport Operating Permit Fees

Each holder of an Airport Operating Permit shall be subject to appropriate fees according to his activity and impact level on Airport Operations.

Number of Operations Operating Fee

(monthly estimation)	(monthly)	(Annual)
0 - 100	\$5.00	\$50.00
100 - 500	\$25.00	\$300.00
500+	\$250.00	\$3,000.00

Applicable areas of Aviation activity refer to flight activity which impact Airport Operations (Flight Instruction, Aircraft Rental, Air-Taxi/Charter, Associated Flight Activities). Non-operations activities (Aircraft Maintenance, Fuel Sales, Car Rental etc.) shall pay only the minimum annual fee.

#### 12.38 - Fuel Flowage

Each gallon of fuel dispensed into any aircraft on the Airport is subject to a flowage fee, payable to the County. Fuel Flowage Fee \$.05 / gallon

#### 12.40 - Collection

Unless specifically addressed within a separate franchised collection agreement between the County and a specified individual, all fees specified herein are due to the County and shall be collected by a duly authorized agent of the County. No commissions or collection fees shall be paid by the County to others for collection of the above fees unless specified under a separate agreement, not contained herein.

#### 12.42 - Waiver of Fees

The County Administrator shall be authorized to waive any of the above fees for special events, activities, or operations that may be of benefit to the Airport or the Community. Any such action may be subject to review by the County BOCC, at their discretion.

## 12.45 – Airport Access Fees

All Property with direct access to the Wakulla County Airport is subject to Access fees, as follows:

<b>Residential access per</b>	<b>Month</b>	<b>Year</b>
Per buildable lot or home site	\$10.00	\$120.00
Per non commercial hangar	\$10.00	\$120.00
Per commercial hangar	\$20.00	\$240.00