

CROSSVILLE MEMORIAL AIRPORT (KCSV)



RULES AND PROCEDURES MANUAL

Date: Draft 2

The Rules and Procedures contained herein are established to serve as policy for the safe and efficient operation of the Crossville Memorial Airport located in Crossville, Tennessee. The Airport is owned by the City of Crossville which has established and shall enforce these Rules and Procedures. Should any part of these rules conflict with federal, state, or local government law or ordinance, then such federal, state, or local government authority takes precedence. These rules shall in no way supersede or abrogate regulations set forth in applicable FAA Federal Aviation Regulations or the Tennessee Department of Transportation.

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SECTION 1. DEFINITIONS

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms in these Rules and Procedures shall have the following definitions:

AIR OPERATIONS AREA (AOA): Any area of the Airport used or intended to be used for landing, takeoff, or the surface maneuvering of aircraft.

AIRCRAFT: Any contrivance now known or hereafter designed, invented, or used for powered or non-powered flight in the air. For the purpose of this definition, parachutes and ultra-light vehicles are not included.

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AUTHORIZED AREA: A specified location, approved by the City of Crossville and/or Airport Manager, as accessible to specifically authorized person(s).

AIRPORT MANAGER: Such person or persons as designated by the City of Crossville to the position of Airport Manager.

COMMERCIAL ACTIVITY: The exchange, trading, buying, hiring or selling of commodities, goods, services, or tangible or intangible property of any kind, or any revenue producing activity on the Airport.

COMMERCIAL AVIATION OPERATIONS: All operations of aircraft for commercial purposes.

COMMERCIAL VEHICLE: Any vehicle other than a private vehicle.

FIRE DEPARTMENT: The fire department having jurisdiction over the Airport.

FLAMMABLE LIQUIDS: A liquid or agent which when in contact with another property or properties may ignite causing a flame.

GROSS WEIGHT: The maximum allowable gross landing weight of aircraft as determined by the Federal Aviation Administration, or other governmental agency having jurisdiction.

HELICOPTER: A rotorcraft that, for its horizontal motion, depends principally on its engine driven rotors.

LAW ENFORCEMENT AGENCY: A law enforcement agency having jurisdiction over the Airport.

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LEASED AIRCRAFT: Any aircraft now owned, but under the control of any individual, or organization, through a valid and legal lease agreement with the aircraft owner.

MOTOR VEHICLE: A self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point, except aircraft or devices moved exclusively upon stationary rails or tracks.

NFPA: National Fire Protection Association.

NON-COMMERCIAL ACTIVITY: Activities undertaken not for profit but for philanthropic, religious, charitable, benevolent, humane, public interest, or similar purpose.

OBSTRUCTION TO AIRCRAFT PUBLIC NUISANCE: Any structure or surface that may interfere with safe operation of aircraft in the Airport area.

OPERATOR: Person(s) directly controlling or maneuvering equipment, vehicles or aircraft.

OPERATOR, AIRCRAFT: Any person(s) engaged in the use, or movement of an aircraft.

OPERATOR, AVIATION: Any person(s) or organization engaged in business of an aviation nature under authority of a lease or permit for Crossville Memorial Airport.

OPERATOR, COMMERCIAL: Any person(s) who, for compensation, provides goods and services to others on or from the Airport.

OPERATOR, FIXED BASE: Those aviation operators who furnish and engage in aeronautical services and activities for the public, including line service, sale of aircraft, part and supplies, maintenance and repair of airframes and engines, aircraft charter and rental, and flight instruction from a fixed location.

OPERATOR, NONCOMMERCIAL: A person or organization that offers or provides good or services without compensation.

OWNER: Person(s) possessing a legal or implied right to property.

PARACHUTE OPERATION: The performance of all activity for the purpose of, or in support of, a parachute jump or parachute drop. This parachute operation can involve, but is not limited to, the following persons: parachutist, parachutist in command and passenger in tandem parachute operations, drop zone or owner or operator, jump master, and certified parachute rigger, or pilot; or as otherwise defined by Federal Aviation Regulations Part 105.

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PARK: To put or leave or let a motor vehicle or aircraft stand or stop in any location whether the operator thereof leaves or remains in such vehicle or aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

PERSON: Any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, committee, assignee or other representative or employee thereof.

PRIVATE VEHICLE: A vehicle transporting persons or property for which no charge is paid directly or indirectly by the passenger or by any other entity.

PUBLIC AREAS: A specified location maintained for community use.

PUBLIC PARKING FACILITIES: All parking facilities provided for the public at the Airport.

RAMP: Those areas of the Airport within the AOA designated for the loading, unloading, servicing or parking of aircraft.

RESTRICTED AREA: Any area of the Airport designated to prohibit entry or to limit entry or access to specific authorized persons.

ROTORCRAFT: A heavier-than-air aircraft that depends principally for its support in flight on the lift generated by one or more rotors.

RUNWAY: A restricted area used solely for take-off and landing of aircraft.

STANDARD OPERATING PROCEDURE (SOP): The specific written documents detailing the approved method of operations directed by the Airport Manager.

SOLICITATION OR TO SOLICIT: To repetitively or continuously, directly or indirectly, actively or passively, openly or subtly, ask orally, in writing, or otherwise, (or endeavor to obtain by asking), request, implore, plead for, importune, seek or try to obtain.

TAXIWAY OR TAXILANE: A restricted area designated for ground maneuvering of aircraft by its own power.

THROUGH-THE-FENCE-OPERATION: An activity that is related to the use of the Airport but is developed or located off Airport property beyond the sponsor's control.

TRANSIENT AIRCRAFT: An aircraft not using the Airport as its permanent base of operations.

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ULTRALIGHT VEHICLES: A vehicle that is used or intended to be used for manned operation in the air by a single occupant; is used or intended to be used for recreation or sport purposes only; does not have any U.S or foreign airworthiness certificate; and if un-powered, weighs less than 155 pounds; or if powered: weight less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation; has a fuel capacity not exceeding five U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power off stall speed which does not exceed 24 knots calibrated air speed, or otherwise defined by Federal Aviation Regulations Part 103.

UNICOM FREQUENCY: The common UNICOM Frequency assigned to the Crossville Memorial Airport of 122.7.

VEHICLE: A device in, upon, or by which a person or property may be propelled, moved, or drawn, including a device moved by human or animal power, except aircraft or devices moved exclusively upon stationary rails or tracks.

SECTION 2. GENERAL RULES AND PROCEDURES

2.1 APPLICABLE RULES AND PROCEDURES

- A. The landing area is open to aircraft, in accordance with the Rules and Procedures governing the operation of aircraft and the conduct of aircraft as promulgated by the appropriate agencies of the United States Government, the State of Tennessee and the City of Crossville.
- B. All applicable provisions of Federal Aviation Regulations, the laws of the State of Tennessee and ordinances of the City of Crossville now in existence or hereafter promulgated are hereby adopted by reference as part of the Rules and Procedures of the Crossville Memorial Airport.

2.2 COMPLIANCE WITH RULES AND PROCEDURES

- A. All premises on the Airport will be subject to periodic safety inspections conducted Federal and State entities, the City Fire Department, and/or the Airport Manager. Recommendations and infractions will be reported to the tenants or persons involved for corrective action. The City of Crossville will also be notified.
- B. The City of Crossville and/or Airport Manager have authority to take such actions necessary to safeguard the public in attendance at the Airport, as well as all facilities under his/her control.

2.3 LIABILITY

- A. The City of Crossville assumes no responsibility for loss, injury, or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, strikes, or act of God nor does it assume liability for injury to persons while on the Airport.
- B. The aircraft owner, pilot, agent, or his or her duly authorized representative agrees to release or discharge the City of Crossville, the Crossville Memorial Airport, its board, its Officers, and its employees of and from liability for any damage, including attorney's fees which may be suffered by any aircraft and its equipment, and for personal injury or death, or any other liability, claim or demand, claim, liabilities, and causes of action of every kind, character, and nature, and from all cost and fees (including attorney's fees)
- C. All persons using the Airport shall be held liable for any property damage caused by carelessness or negligence on or over the Airport, and any aircraft being operated, so as to cause such property damage, may be retained in the custody of the Airport and the Airport may have a lien on said aircraft until all charges for damages are paid. Any person(s) liable for such damage agrees to indemnify fully and to save and hold harmless the City of Crossville, the Crossville Memorial Airport, its committee, its officers, and its employees from claim, liabilities, and causes of action of every kind, character, and nature, and from all cost and fees (including attorney's fees) connected therewith, and from the expenses of the investigation thereof.

2.4 COMMERCIAL ACTIVITIES

No person(s) shall occupy or rent space and no person(s) shall conduct any business, commercial enterprise or activity, or other form of revenue producing activity on the Airport property without first obtaining a written contract, lease, permit, or other form of written

authorization from the City of Crossville.

2.5 THROUGH-THE-FENCE OPERATIONS

Crossville Memorial Airport will not enter into any agreement which grants access to the public landing area by aircraft stored and/or serviced on adjacent property.

2.6 ADVERTISING AND DISPLAY

With the exception of posting on designated bulletin boards and during approved events, no person, for personal or commercial purpose, shall post, distribute, or display signs, advertisements, circulars, pictures, sketches, on the Airport.

2.7 SOLICITATION

No person(s) shall solicit for any purpose on the Airport without the approval of the City of Crossville.

2.8 OBSTRUCTION OF AIRPORT USE AND OPERATION

No person(s) shall obstruct, impair, or unreasonably interfere with the safe, orderly and efficient use of the Airport by any other person, vehicle, or aircraft.

2.9 RESTRICTED AREAS AND AIR OPERATIONS AREAS

- A. Except as otherwise provided herein, no person(s) may, without permission from the Airport Manager, enter the Air Operations Area (AOA) except:
 - 1. Persons assigned to the duty thereon.
 - 2. Passengers enplaning or deplaning an Aircraft.
 - 3. Persons engaging or having been engaged in the operation of Aircraft.
- B. The security of all vehicle and pedestrian gates, doors, fences, walls and barricades which lead from a tenant, lessee, or contractor exclusive use area to or from the Air Operations Area, or any other Restricted Area, shall be the responsibility of the tenant, lease, or contractor abutting the Air Operations Area.

2.10 INSURANCE CERTIFICATES

- A. A valid certificate of insurance, with an AA rating or better shall be required of all tenants holding a valid lease, sublease, contract, or permit on the Airport executed with the City of Crossville.
- B. A valid certificate of insurance shall also be deposited at the office of the City of Crossville by any contractor, subcontractor, or construction company functioning on Airport property. Amounts of liability are to be determined by the Crossville Memorial Airport.

2.11 DAMAGE INSPECTION

At the earliest opportunity, a damage inspection of any Airport facilities involved in an accident or incident shall be made by the Manager and the aircraft or vehicle involved Owner or Operator to determine the extent of damages to the field, facilities, or if a claim against the Owner or Operator of the aircraft or vehicle is necessary.

2.12 RESPONSIBILITY FOR DAMAGES

Any person(s) causing damage to, or destroying, public property of any kind, including buildings, fixtures, or appurtenances, whether through violation of these Rules and Procedures, or through any act or omission, shall be fully liable to the City of Crossville. Any such damage shall be reported immediately to the City of Crossville and/or Airport Manager.

2.13 ACCIDENT REPORTS

Any person(s) involved in an accident, whether personal, aircraft, or automotive, occurring on the Airport property, shall make a full report to the City of Crossville immediately. The report shall include, but not be limited to, the names and addresses of all principals and witnesses, if known, and a statement of the facts, and shall also supply the names of all insurance policies that are then and there in effect.

2.14 NON-AVIATION STORAGE OF EQUIPMENT

Unless specified by lease or contractual agreement, no area of the Airport, including buildings, whether privately or publicly owned, shall be used for non-aeronautical storage purposes. The City of Crossville has the authority to order property removal or to remove and store it at the expense of the owner or consignee, without assuming responsibility or liability.

SECTION 3. PERSONAL CONDUCT

3.1 COMPLIANCE WITH SIGNS

The public shall observe and obey all posted signs, fences, and barricades prohibiting entry upon the Airport Operations Area (AOA) or Restricted Areas or governing the activities and demeanor of the public while at the Airport.

3.2 USE AND ENJOYMENT OF AIRPORT PREMISES

- A. No person(s) singularly or in association with others shall be his, her, or their conduct or by congregation with others prevent any other person or persons lawfully entitled thereto from the use and enjoyment of the Airport and its facilities.
- B. It shall be unlawful for any person(s) to remain in or on any public area, place or facility at the Airport, in such a manner as to hinder or impede the orderly passage in or through, or the normal or customary use of such area, place or facility by persons or vehicles entitled to such passage or use.
- C. No person(s) shall walk or drive across the landing areas of the Airport without permission from the Airport Manager.

3.3 ENVIRONMENTAL POLLUTION & SANITATION

To the maximum extent possible, each person(s) while on the Airport property shall conduct his/her activities thereon in such a manner as not to cause littering or any other form of environmental pollution.

- A. No person(s) shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars and matches except in receptacles provided for such purpose.
- B. No person(s) shall dispose of any fill or building materials, furniture or any other

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discarded or waste materials on Airport property except as approved in writing by the City of Crossville. No liquids shall be placed in storm drains or the sanitary sewer system at the Airport that may damage such drains or system or will result in environmental pollution passing through such drain or system.

- C. Any solid or liquid material spilled at the Airport shall immediately be cleaned up by the person(s) responsible. Hazmat spills must be reported to the Airport Manager. In no case shall any refuse be burned at the Airport except as specifically authorized by the Fire Chief for the City of Crossville.
- D. No person(s) shall unnecessarily or unreasonably or in violation of law, cause any smoke, dust, fumes, gaseous matter or particulates to be emitted into the atmosphere or be carried by the atmosphere.
- E. Any person(s) discarding chemicals, paints, oils, or any products must adhere to all applicable state, local, county, and federal regulations for disposal of such products.

3.4 DOMESTIC ANIMALS

- A. No person(s) shall enter any part of the Airport with a domestic animal, unless such animal is restrained by a leash or is confined to be completely under control. Permission to enter the area shall be obtained from the Airport Manager.
- B. No person(s) other than in conduct of an official act shall hunt, pursue, trap, catch, injure, or kill any animal on the Airport.

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- C. No person(s) shall feed or perform any other act to encourage the congregation of birds or other animals on the Airport.
- D. No person(s) shall ride horseback on the Airport without authorization from the Airport Manager.

3.5 FIREARMS AND WEAPONS

No person(s) shall discharge any firearm or weapon on the Airport except in the performance of official duties requiring the discharge thereof.

3.6 PRESERVATION OF PROPERTY

No person(s) may destroy, injure, deface, or disturb any building, sign, equipment, marker, or other structure, tree, flower, lawn or other property on the Airport.

- A. No person(s) shall travel upon the Airport other than on roads, walks, or other rights-of-way provided for such specific purpose.
- B. No person(s) shall alter, add to, or erect any building or sign on the Airport or make any excavation on the Airport without prior written approval of the City of Crossville.
- C. Any person(s) causing or being responsible for injury, destruction, damage, or disturbance at the Airport shall immediately report such incident to the Airport Manager.

3.7 LOST AND FOUND AND ABANDONED PROPERTY

- A. No person(s) shall willfully abandon any personal property on the Airport.
- B. Any property, which has been determined by the City of Crossville to be abandoned, will be removed, stored, and/or disposed of at the Owner's expense and in accordance with appropriate Tennessee Statutes.

3.8 ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

- A. No person(s) under the influence of alcoholic beverages or drugs shall operate any motor vehicle or aircraft on the Airport.
- B. No person, other than under competent medical supervision, shall consume any controlled substance on any part of the Airport.

3.9 DISORDERLY CONDUCT

- A. No person(s) shall commit any disorderly, obscene, or indecent act, or commit any nuisance within the Airport premises.
- B. No person(s) shall throw, shoot, or propel any object in such a manner as to interfere with or endanger the safe operation of any aircraft taking off from, or landing at, or operating on the Airport or any vehicle operating on the Airport.
- C. No person(s) shall use profane or abusive language within any building, room, or area of the Airport designated for use by the public.
- D. No person(s) shall knowingly or willfully make any false statement or report to the City of Crossville or the Crossville Memorial Airport Manager.
- E. All person(s) shall conduct themselves in a professional and courteous manner.

SECTION 4. FIRE AND SAFETY

4.1 GENERAL

- A. All persons using the Airport or the facilities of the Airport shall exercise the utmost care to guard against fire and injury to persons or property.
- B. Tenants and all persons occupying Airport buildings are required to comply with any and all regulations contained in the Fire Code of the City of Crossville as they may apply.
- C. All applicable Federal, City, State and NFPA codes and standards now in existence or hereafter promulgated are hereby adopted by reference as part of the Rules and Procedures of the Crossville Memorial Airport. In the event of conflict, NFPA codes and/or Federal Aviation Regulations shall prevail.

4.2 FUELING OPERATIONS

- A. Fuel servicing shall not be performed while the aircraft engine is operating or being warmed by external heat or within the confines of any building. Combustion heaters on aircraft (e.g., wing & tail surface heaters, integral cabin heaters) shall not be operated during fueling operations.
- B. No person(s) shall start the engine of an aircraft on the Airport if there is any gasoline or other volatile fluid on the ground within the vicinity of the Aircraft.
- C. No person(s) shall engage in aircraft fueling or de-fueling operations without proper and adequate fire extinguishing equipment readily accessible and operational at the point of fueling
- D. Aircraft being fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than 50 feet from any terminal building, hangar, service building or enclosed passenger concourse other than a loading walkway.
- E. No fuel, grease, oil, dopes, paints, solvents, acid, flammable liquids, or contaminants of any kind shall be allowed to flow into or be placed in any Airport sanitary or storm drain system.
- F. Any persons, including the Owner or Operators of Aircraft, causing overflowing or spilling of fuel, oil grease, or other contaminants anywhere on the Airport, shall be responsible for expeditious notifications to the City of Crossville of said spillage and will be held responsible for immediate cleanup of the affected area. When fuel spills occur, fueling shall stop immediately. In the event of spillage, fuel delivery devices and other vehicles shall not be moved or operated in the vicinity of the spill until the spillage is removed. A fire guard shall be promptly posted.

4.3 FIRE EXTINGUISHERS

Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than Fire Fighting or fire prevention. All such equipment shall be maintained in accordance with NFPA Standards. Tags showing the date of the last inspection shall be attached to each unit showing the equipment status.

4.4 SMOKING

Crossville Memorial Airport is a non-smoking facility. Use of any tobacco products to include smokeless tobacco, electronic cigarettes or vapor product is prohibited except in designated areas.

4.5 MOTORIZED GROUND EQUIPMENT AROUND AIRCRAFT

No person(s) shall park motorized ground equipment near any aircraft in such manner so as to prevent the aircraft or other ground equipment from being readily driven or towed away from the aircraft in case of an emergency.

4.6 ELECTRICAL EQUIPMENT AND LIGHTING SYSTEM

- A. Vapor or explosion-proof electrical equipment and lighting systems shall be used exclusively within hangars or maintenance shelters when required under NFPA Standards. No portable lamp assembly shall be used without a proper protective guard or shield over such lamp assemblies to prevent breakage.
- B. All interior hangar lighting, power operated equipment and electrical devices shall be turned off when not in use.
- C. Extension cords are for temporary use only. They are not to be used as a long-term power solution and must be disconnected from all power sources when not in use.
- D. Any inoperable electrical outlets or switches must be reported to the Airport Manager immediately.

4.7 RAMPS, BUILDINGS, AND EQUIPMENT

- A. All persons on the Airport shall keep all areas of the premises leased or used by them clean and free of oil, grease and other flammable material. The floors of hangars and other buildings shall be kept clean and continuously kept free of rags, waste materials or other trash or rubbish. Approved metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar materials.
- B. No person(s) shall use flammable substances for cleaning hangars or other buildings on the Airport. Cleaning agents shall meet all Federal, State and Local codes, regulations, and permit requirements.

4.8 STORAGE OF MATERIALS

- A. No person(s) shall keep or store material or equipment in such manner as to constitute a fire hazard or be in violation of applicable Federal, State, City, and NFPA code.
- B. Gasoline, kerosene, ethyl, jet fuel, ether, lubricating oil, or other flammable gases or liquids, shall be stored in accordance with the applicable City and NFPA Codes.
- C. No person(s) shall keep, transport, or store lubricating oils on the Airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage is compliance with the applicable City codes, and FAA regulations.

4.9 HAZARDOUS MATERIALS

- A. Tenants shall at all times, at their own cost and expense, comply with all environmental laws relating to the use, analysis, management, handling, generation, storage, sale,

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disposal, and transportation of Hazardous Materials.

- B. No person(s) shall without prior permission from the City of Crossville and/or Airport Manager, keep, transport, handle, or store at, in or upon the Airport any cargo of explosives or other hazardous articles which is barred from loading in, or for transportation by civil aircraft in the United States under the current provisions of Regulations promulgated by the Department of Transportation, the Federal Aviation Administration, or by any other competent authority. Compliance with said regulations shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle or store such explosives or other dangerous articles at, in or upon the Airport.
- C. No person(s) may offer, and no person(s) may knowingly accept any hazardous article for shipment at the Airport unless the shipment is handled and stored in full compliance with the current provisions of the Federal Aviation Regulations.
- D. Any person(s) engaged in transportation of hazardous articles shall have designated personnel at the Airport authorized and responsible for receiving and handling such shipments in compliance with the prescribed regulations.
- E. Any person(s) engaged in the transportation of hazardous articles shall provide storage facilities which prevent unauthorized access, prevent exposure to persons, and protect property on the Airport.

4.10 DOPING, SPRAY PAINTING, AND PAINT STRIPPING

- A. The use of dope (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangar is prohibited.
- B. Paint spraying and paint stripping within any hangar is prohibited.

SECTION 5. AERONAUTICAL RULES

5.1 GENERAL RULES

- A. No person(s) shall operate aircraft at the Airport in a careless manner or in disregard of the rights and safety of others.
- B. The Airport Manager and City of Crossville shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight of other aircraft operation, to direct refusal of takeoff permission to Aircraft, and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group, when he or she considers any such action to be necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Manager or his or her authorized representative believes the condition of the Airport to be unsafe for landings or takeoffs, it shall be within his or her authority to issue, or cause to be issued, and NOTAM (Notice to Airmen) closing the Airport or any portion thereof when deemed applicable.

5.2 CERTIFICATION OF AIRCRAFT AND PILOTS

All aircraft operating at the Airport shall possess a valid Airworthiness Certificate issue by the FAA or appropriate foreign government and shall display on the exterior of the aircraft a valid registration number issued by the FAA or appropriate foreign government. All persons operating aircraft on the Airport shall possess an appropriate pilot certificate issued by the FAA or appropriate foreign government.

5.3 AIRCRAFT ACCIDENTS OR INCIDENTS

The pilot or operator of any aircraft involved in an accident or incident on the Airport causing personal injury or property damage shall, in addition to all other reports required by other agencies, make prompt and complete report concerning said accident or incident to the City of Crossville within 48 hours of the time the accident or incident occurred. When a written report of any accident or incident is required by Federal Aviation Regulations or the National Transportation Safety Board, a copy of such report may be submitted to the Manager in lieu of the report required above. In either instance, the report shall be filed to the Manager within 48 hours of the time the accident or incident occurred.

5.4 TAMPERING WITH AIRCRAFT

No person(s) shall interfere or tamper with any Aircraft, or put in motion such Aircraft, or use or remove any aircraft, aircraft parts, instruments, or tools without positive evidence of permission of the Owner thereof.

5.5 CLEANING AND PAINTING OF AIRCRAFT

No person(s) shall paint, or wash any Aircraft, other than in areas approved by the Airport Manager.

5.6 STARTING AND RUNNING AIRCRAFT ENGINES

- A. No aircraft engine shall be run at the Airport unless a pilot or certified A&P (Airframe and Power Plant) mechanic qualified to run the engine of that particular type of aircraft is at the controls.
- B. No person(s) may run an engine of an aircraft parked on the Airport in a manner that could cause injury to person(s) or damage to any other property or endanger the safety of operation on the Airport.
- C. No aircraft will be run-up or started up while under the roofline of a hangar, whether said hangar door is open or closed.
- D. Hand-propping is not permitted unless there is no other means of starting the aircraft. Pilot will be solely responsible for liability resulting from this type of action.

5.7 AIRCRAFT TAXING

- A. No person(s) shall taxi an aircraft on the Airport until he or she has ascertained that there will be no danger of collision with any person(s) or objects.
- B. All aircraft shall be taxied at a safe and reasonable speed and a safe and reasonable distance from any person(s) or objects.
- C. All aircraft operating on the Airport shall be equipped with wheel brakes in proper working order.
- D. Where taxing aircraft are converging, the aircraft involved shall pass each other bearing to the right.
- E. No aircraft shall be taxied into or out of any hangar under its own power.
No aircraft shall be taxied on any unauthorized movement areas of the Airport.

5.8 GENERAL TAKE OFFS AND LANDINGS

- A. Except for a Rotorcraft, which may operate from a helipad or other approved locations, no person(s) shall cause an aircraft to land or takeoff at the Airport except on an approved runway.
- B. No person(s) shall cause an aircraft to takeoff or land on or from an unserviceable runway, or on or from any Ramp area or Taxiway.
- C. No landing or takeoff shall be made from any sodded areas except in case of an emergency. No approved unpaved movement areas exist on the Crossville Memorial Airport.
- D. Individuals landing an aircraft at the Airport must vacate the runway as soon as safely possible to ensure availability for other aircraft.

5.9 ROTORCRAFT OPERATIONS

In addition to all other Rules and Procedures contained herein, the following Rules and Procedures shall apply to rotorcraft:

- A. Rotorcraft aircraft shall follow traffic patterns published by the FAA, or as otherwise directed by the Airport Manager.
- B. Rotorcraft shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least 50 feet in all directions from the outer tips of the rotors.
- C. Rotorcraft aircraft shall not be operated with 200 feet of any areas on the Airport where unsecured light aircraft are parked.

- D. Rotorcraft shall not, during landing and takeoff, pass over any Airport building, structure, or auto parking.

5.10 AIRPORT OPERATIONAL RESTRICTIONS

A. BALLOON OPERATIONS

- 1. Balloon operations must have approval from the Airport Manager prior to operating at the Airport.
- 2. Compliance with all relevant Federal and State regulations is required.

B. GLIDER OPERATIONS

- 1. Glider operations must have approval from the Airport Manager prior to operating at the Airport.
- 2. Compliance with all relevant Federal and State regulations is required.

C. ULTRA-LIGHT & LIGHT SPORT VEHICLES

Ultra-light operations must meet or exceed all requirements contained in Federal Aviation Regulations Part 103.

D. KITES, MODELS, BALLOONS

No kites, model airplanes, tethered unmanned balloons, drones, unmanned aerial vehicles or other objects constituting a hazard to aircraft operations shall be flown on or within the vicinity of the Airport without coordination with the Airport Manager.

E. BANNER TOWING OPERATIONS

Banner Towing Operations must be approved by the Airport Manager.

5.11 AIRCRAFT PARKING

- A. No aircraft shall be parked, stored, or repaired at the Airport except in designated areas. Violation may result in the offending aircraft being removed and/or impounded until towing and storage charges have been paid. No aircraft shall be left unattended on the Airport unless adequately secured.
- B. Articles left in aircraft are the sole responsibility of the aircraft owner/pilot. Theft and vandalism of said articles are not the responsibility of the City of Crossville or the Crossville Memorial Airport.

5.12 DERELICT AIRCRAFT

No person(s) shall park or store any aircraft in non-flyable condition on the Airport property, including leased premises, for a period more than (90) ninety days, without written permission from the Airport Manager.

5.13 DISABLED AIRCRAFT

The pilot or operator of an aircraft shall be responsible for the prompt removal of an aircraft wrecked, disabled, or otherwise abandoned on the Airport. Failure of the operator to comply with this rule will constitute authority for the City of Crossville to have the aircraft removed at the operator's expense and without liability for damage which may result in the course of such removal. The Airport Manager may disable ELT transmitters emitting signals from aircraft located on Airport property.

5.14 AIRCRAFT HANGARS

- A. Aircraft hangars shall not be used for any other purpose than aircraft storage. Any storage of aircraft must be done in a manner not to constitute a nuisance or interfere in any way with the use and occupancy of other buildings and structures in the vicinity of the leased premises.
- B. No aircraft or aircraft component shall be suspended or lifted utilizing the building or any component of the building.
- C. No alterations will be made to the hangar structure without written approval by the City of Crossville.
- D. Any alterations are subject to removal by the City of Crossville at tenant's expense.
- E. No flammable materials or refuse will be stored or allowed to accumulate in hangars.
- F. Aircraft are not to be washed with running water in hangars when such washing will cause drainage into or through another hangar.
- G. No paint spraying or paint stripping is permitted in hangars.
- H. No tools, equipment, or material will be used in the hangars that could constitute a fire hazard.
- I. Smoking in hangars is prohibited.
- J. Tenants will exercise reasonable care to keep oil, grease, etc. off the floor.
- K. No sign(s) will be erected or painted on the exterior of hangars.
- L. No aircraft or vehicle is to be parked in such a manner as to block access to adjoining hangar spaces, or to cause inconvenience to other tenants or taxiing aircraft.
- M. The premises are not the private use of tenant and shall not be sublet for profit or used for any commercial purpose, including, but not by way of limitation, the sale of products or services of any kind, whether or not such sales are transacted for profit.

SECTION 6. MOTOR VEHICLES

6.1 GENERAL TRAFFIC REGULATIONS

- A. The City of Crossville and/or Airport Manager is authorized to close or restrict the use of any or all Airport roadways to vehicular traffic in the interest of public safety.
- B. Motor vehicles may not be stored in aircraft hangars. Transient parking is permitted for short durations.
- C. Except for City vehicles assigned to the airport, no motor vehicle shall be parked in the Terminal parking lot for more than 24 hours without approval of the Airport Manager.
- D. The City of Crossville or its designated representative shall have the authority to tow or otherwise move motor vehicles parked in violation of these Rules and Procedures. The expense of such towing or other movement shall be borne by the owner or operator. The City of Crossville shall have no liability for damage to any vehicle during such movement.

6.2 VEHICLE RULES OF OPERATIONS WITHIN AIR OPERATIONS AREA

- A. No person(s) shall operate a vehicle or motorized equipment on the Airport without a valid operator's license.
- B. No person(s) shall operate any motor vehicle in the Air Operations Area without permission from the Airport Manager.
- C. No person(s) shall operate a motor vehicle of any kind on the Airport in a reckless manner. Speed limits shall not exceed 15 mph on ramp, in aircraft parking or hangar areas.
- D. Pedestrians and aircraft have right-of-way over vehicular traffic.
- E. All vehicles shall pass no nearer than 20 feet horizontal distance of a parked aircraft.
- F. No persons operating a motor vehicle on the Airport shall fail to give proper signals, or fail to observe the directions of posted signs.
- G. No person(s) under the influence of intoxicating liquor, narcotic or dangerous drugs shall operate a motor vehicle or aircraft on the Airport.
- H. No person(s) shall ride on the running board, standing up in the body of moving vehicles, or with arms or legs protruding from the body of motor vehicles other than crash, fire and rescue vehicles designed for standing personnel.
- I. No person(s) shall abandon any motor vehicle on the Airport. No person(s) shall park a motor vehicle in a manner that obstructs roadways, nor in a manner which could interfere with, or create a hazard for aircraft operations.

6.3 PROCEDURE IN CASE OF MOTOR VEHICLE ACCIDENT

- A. The driver of any vehicle involved in an accident on the Airport which results in property damage, injury or death shall immediately stop such vehicle at the scene of the accident and render reasonable assistance. The driver shall immediately notify applicable law enforcement and the Airport Manager.
- B. The driver of each vehicle involved shall furnish the name and address of the Owner and the driver of the vehicle, the operator's license and vehicle registration and the name of the liability insurance carrier for the vehicle, to any person(s) injured, the

driver or occupant of the damaged vehicle and to any police officer.

SECTION 7. PENALTIES

7.1 CEASE AND DESIST ORDERS

The City of Crossville and/or Airport Manager or his/her authorized representative may order any person(s) to cease and desist any activities or conduct which is in violation of or in noncompliance with these Airport Rules and Procedures.

7.2 REMOVAL FROM AND DENIAL OF ACCESS TO AIRPORT

- A. The City of Crossville or his/her authorized representative may order any person(s) who knowingly fails to comply with a cease-and-desist order removed from or denied access to the Airport. An order of removal from or denial of access to the Airport shall be issued by the City of Crossville and written orders may be hand delivered or sent by certified mail to the person's last known address.
- B. Such order shall set forth the reasons for and dates on which removal or denial of access shall begin and end.

7.3 REMOVAL OF PROPERTY

- A. Law Enforcement may remove or cause to be removed from a restricted or reserved areas, any roadway or right-of-way, or any other unauthorized area or structure at the Airport, any property which is disabled, abandoned or which creates an operations problem, nuisance, security or safety hazard or which otherwise is placed in an illegal, improper, or unauthorized manner. Any such property may be removed or caused to be removed by Law Enforcement to an official impound area or such other area designated by the City of Crossville.
- B. Any property impounded by Law Enforcement on behalf of the Airport shall be released to the Owner or Operator thereof, upon proper identification of the property, provided that the person(s) claiming it pays any towing, removal, or storage charges along with any additional accrued fees. The City of Crossville shall not be liable for any damage, which may be caused to the property or loss or diminutions of value, which may be caused by the act of removal. The owner shall sign a release and holdharmless agreement upon the release of the vehicle to him/her.