

TULLAHOMA MUNICIPAL AIRPORT



RULES AND REGULATIONS & MINIMUM STANDARDS FOR COMMERCIAL OPERATORS

12 October 2010

Tullahoma Municipal Airport Authority
P.O. Box 1584
Tullahoma, TN 37388

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AIRPORT INFORMATION

Location – Northwest corner of Tullahoma, TN

Latitude – 35° 22' 53"

Longitude – 86° 14' 28"

Elevation – 1,082 feet

Runway 18 / 36 – 4,200 x 100 feet
(Rwy 36 threshold relocated 800ft to north on 10/13/2010)

Runway 6 / 24 – 5,500 x 100 feet
(Rwy 24 threshold displaced 500 feet to southwest)

Runway 9 / 27 Turf – 2,732 x 100 feet

The Tullahoma Municipal Airport Authority meets on the 2nd Tuesday of each month at 5:00pm in the Terminal Building.

Airport Manager / Executive Director – Jon Glass

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SCOPE

These Rules and Regulations and directions of the Tullahoma Airport Authority shall govern all users of and persons on Airport Property. These Rules and Regulations are subject to change by the governing body of the Tullahoma Airport Authority at any time. These Regulations are not intended to amend, modify or supersede Federal, State or Local laws.

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

The Tullahoma Airport Authority will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, grant assurances and requirements as they relate to the application, acceptance and use of Federal funds for improvement projects at the Tullahoma Regional Airport.

LIABILITY

The City of Tullahoma, Tullahoma Municipal Airport Authority, its officers and employees by publication of said Rules and Regulations, assumes no responsibility for loss, injury or damage to persons or property by reason of fire, vandalism, wind, flood, earthquake, collision, strikes or Acts of God, nor does it assume liability for injury to persons while on Airport, or while using the facilities of same, or for property damage.

All persons shall conduct activities and render services upon the Airport property in a safe, responsible and efficient manner and shall be solely liable for having properly trained and instructed their agents and /or employees for such purposes.

SECTION 1

GENERAL RULES AND REGULATIONS

Abandonment of Property – No person shall abandon any personal property on the Airport property. The owner of the abandoned personal property will be given written notice and 30 days to remove such property. After expiration of this period, the abandoned property will be disposed of in the manner described by applicable municipal laws or statutes. Refer to TAA Policy 04, Abandoned Aircraft.

Airport Facility Damage – Any person damaging any light fixture, security lock, mechanism, door or gate, pavement or turf surface on Airport property, by malicious intent, or by operation of a vehicle or aircraft, shall be fully responsible for any costs required to repair or replace the damaged facility.

Commercial Activity – No person shall utilize any portion of the Airport property or any structure thereon for any commercial activities except under terms of a lease, contract or permit executed with the Tullahoma Airport Authority.

No person or corporation operating any facility on the Airport shall discriminate or permit discrimination against any person or group of persons in any manner prohibited by Part 15 of the Federal Aviation Regulations and under Title VI of the Civil Rights Act of 1964, or any other applicable Federal, State or Local regulation or law.

Construction by Airport Tenants – All phases of construction and alterations must meet Federal, State, Local and Tullahoma Airport Authority requirements. All construction or alterations must be approved through the Airport Authority in accordance with the tenant's lease agreement.

Disorderly Conduct – No person shall be or become intoxicated or drunk, commit any disorderly, obscene, or indecent act, or commit any act of nuisance, nor conduct, or engage in any form of gambling, or violate and Federal, State or Local laws on Airport property.

Firearms – Discharge of firearms and hunting on the Airport property is prohibited unless the Airport Manager and the Tullahoma Police Department have given permission. Refer to City of Tullahoma Ordinance 11-502 for additional information.

General Housekeeping – All persons occupying space on the Airport property shall keep the space leased to them free of rubbish and accumulation of any such material. No person shall dispose of garbage, papers, or refuse, or other materials on the Airport except in the receptacles provided for that purpose.

Insurance – Insurance requirements will apply to all hangar owners and commercial operators using City property. Requirements are specified in lease agreements.

Public Use – The Airport shall be open for public use 24 hours per day, 365 days per year, subject to restrictions due to weather, the conditions of Airfield, and special events, as may be determined by the Airport Authority. The Airport is provided by the Authority for the use, benefit and enjoyment of the public.

Residence – Any human occupancy of any hangar or other such building located on the Airport shall not be used as a primary residence, but shall only be used as a temporary, overnight or sporadic lodging and said occupancy shall further comply with any and all pertinent governmental rules and regulations, including but not limited to the zoning ordinances of the City of Tullahoma Tennessee.

Signage by Airport Tenants – Any tenant planning a sign installation shall obtain permission from the Airport Manager.

Storage of Property and Equipment – Unless otherwise provided in a lease or other agreement, no person shall use any area of the Airport for storage of property without the permission of the Airport Manager.

Special Events – No special event, including but not limited to air shows, air races and fly-ins or other event requiring the general use of the Airport, other than normal or routine Airport traffic, shall be held unless formal written approval for the event has been granted by the Airport Authority. Said approval shall specify the areas of the Airport

authorized for such special use, dates and such other terms and conditions as the Authority may require.

Trespassers – Any person or persons who shall refuse to comply with these Rules and Regulations, after proper request to do so by the Airport Manager, shall be requested to leave the Airport property and in the event of his or their failure to comply with a proper request to abide by the Rules and Regulations of the Airport Authority shall be regarded as a trespasser.

FIRE HAZARDS

Smoking – No person shall smoke on the aircraft ramp, and in no case at a distance less than fifty (50) feet from any aircraft or storage area for fuel and oil.

Refueling Aircraft – It is required that all aircraft be grounded in an approved manner during all refueling operations.

Fire Equipment – No person shall remove or cause to be removed from its holder, container, reel or bracket any equipment or device used in fire prevention except in case of emergency or fire.

Elimination of Fire Hazards – All fire-fighting apparatus shall be kept clear of obstruction at all times. When the Airport Manager has notified any lessee, tenant or other person at the Airport to correct or eliminate any fire hazard on the Airport for which he is responsible, such lessee, tenant or other person shall correct or eliminate such hazard in the manner and within the time prescribed in the notification received by him.

SECTION 2

AIRCRAFT OPERATIONS

FAA Air Traffic Rules – The air traffic rules as established by the Federal Aviation Administration and currently in effect, or as subsequently revised or amended, are hereby adopted by reference and made a part of these rules as fully as if the same and each and all of them were set forth herein.

Securing of Unattended Aircraft – No aircraft shall be left unattended on the Airport unless properly secured or within a hangar. Owners of such aircraft shall be held responsible for any damage resulting from failure to comply with this rule.

Aircraft Storage – Aircraft shall be stored or parked in spaces designated for that purpose by the Airport Manager.

Ground Engine Run-Up (no intent for flight) – No person shall start or run any engine on an aircraft unless a competent person is in the aircraft attending the engine controls. Chocks shall always be placed in front of the aircraft wheels before starting the engine unless the aircraft is provided with adequate parking brakes.

Control of Aircraft – All aircraft shall be taxied under full control at reasonable speeds. Following a landing or prior to take off as well as taxiing, the pilot shall assure himself that there is no danger of collision with other aircraft.

Taxi Patterns – Aircraft shall taxi to and from runways on approved taxiways. Aircraft will clear the runway as soon as practical after landing.

Hold Lines – Aircraft awaiting takeoff shall stop short of the painted holding lines and in a position so as to have a direct view of aircraft approaching for landing.

Traffic Pattern – Traffic patterns for the Airport shall meet all FAA standards.

Safety – Pilots operating aircraft in the vicinity of, and on the Tullahoma Regional Airport shall at all times do so in a manner that will insure maximum safety to other aircraft, property and persons.

Damage to Airport Property – Any and all Airport property destroyed, injured and damaged by accident or otherwise shall be paid for by party or parties responsible for such destruction, injury or damage thereto.

Disabled Aircraft – Aircraft owners, their agent or pilot shall be responsible for the prompt disposal of disabled aircraft and parts thereof on the Airport unless required or directed to delay such action pending an investigation of an accident. The owner of non-airworthy aircraft parked in other than closed hangars, shall be responsible for the removal of same within ninety (90) days of notification, if in the opinion of the Airport Authority, such aircraft creates an image detrimental to the Airport and aviation. Refer to TAA Policy 04, Abandoned Aircraft.

Spillage – In the event of a spillage or dripping of petroleum products or any material on Airport property, which may cause a hazardous condition detrimental to the ground or pavement surface or an unsightly condition, the same shall be removed immediately. The operator of the equipment shall assume the responsibility for removal of such spillage or dripping.

VEHICLE OPERATIONS

- No person shall operate any motor vehicle on the Airport except in safe and reasonable manner.
- No person excluding Airport Authority, FBO, Airfield maintenance or FAA personnel shall operate a motor vehicle on an active runway without the permission of the Airport Manager
- No person shall park a motor vehicle in a runway Object Free Area (OFA) nor in a manner so as to obstruct runways, taxiways, aircraft parking areas or in / on grass areas. The OFA extends outwards 250ft from the both sides of the runway centerline and parallels the centerline for the length of the runway and extends 300ft beyond the threshold of the runway into the overrun.
- No person shall abandon any motor vehicle on Airport property.
- The Airport Manager shall have the authority to tow or move vehicles that are parked by their owners or operators on the Airport property in violation of the regulations of

the Airport Authority at the owners expense and without liability for damage, which may result in the course of such moving.

- All accidents in which a motor vehicle is involved on Airport property shall be reported promptly to the Airport Manager.
- The following speed limits apply to motor vehicles operating on the Airport property:
Aircraft parking, ramp and hangar areas – 15mph
Airfield and perimeter areas – 30mph

SECTION 3

MINIMUM STANDARDS FOR COMMERCIAL OPERATORS

All persons engaging in a commercial activity at the Airport are subject to regulation by the Tullahoma Municipal Airport Authority. Any persons engaging in a commercial activity at the Airport must meet certain standards and have applied for and received written approval from the Airport Authority prior to engaging in the commercial activity. An “Operator” is a person approved by the Airport Authority to engage in a commercial activity at the Airport. These standards include:

1. The Operator will not receive exclusive rights to conduct a commercial activity at the Airport.
2. The Operator will not discriminate on a basis prohibited by applicable Federal, State or Local law or regulation.
3. The Operator has or can furnish suitable indemnity insurance or bond to protect and hold the City of Tullahoma and Airport Authority harmless from any liability in connection with the conduct of the activity proposed.
4. The Operator has sufficient management experience and available personnel to conduct the service proposed.
5. The Operator will be able to perform activities safely and in compliance with applicable safety regulations.
6. The Operator has provided evidence of ability to meet financial obligations.
7. The Operator has provided evidence of required City and County business permits.

APPLICATION PROCEDURES

Any person desiring to conduct a commercial activity on the Airport must apply in writing and provide detailed information as to:

1. The name and address of the applicant.
2. Its acceptance of these standards.
3. Description of the commercial activity for which permission is sought.
4. Description of the space or facilities sought to be leased to conduct the activity.
5. The names and the qualifications of the personnel to be involved in conducting such activity.
6. The Financial responsibility of the applicant and Operator to carry out the activities sought.
7. The requested or purpose date for commencement of the activity and the term of conducting the same.
8. Other data which the Airport Authority may require for certain types of operations or from particular applicants.

REVIEW OF APPLICATIONS

Applications to conduct a commercial activity on the Airport will be submitted to the Airport Manager for review as to accuracy and completeness. Upon completion of an application, the Airport Manager shall submit the application with a recommendation on the application and the reasons therefore to the Airport Authority. The application will then be placed on the agenda at the next scheduled meeting of the Airport Authority for consideration.

FEES

The Airport Authority may charge an Operator of a commercial activity for permission to conduct a commercial activity based on a commercial activity fee or charge, fuel flow fee, or based on a combination of such fee or charge and a rental fee for leased space, facilities and or equipment. The fee shall not apply retroactively to an existing lease but would be applicable at time of renewal or extension of any leasehold term. Rates and Fees charged to the Fixed Base Operator (FBO) are specified in the FBO contract.

The following charges apply to ground lease rates for hangars constructed on the Airport:

No water & sewer provided – 12 cents per square foot / per year of hangar space plus \$5.00 per month for each airplane in the hangar. If a CPI inflation increase has been previously applied to this area, then the higher of either 12 cents or the CPI adjusted price shall apply.

Water & sewer provided – 24 cents per square foot / per year of hangar space plus \$5.00 per month for each airplane in the hangar. If a CPI inflation increase has been previously applied to this area, then the higher of either 24 cents or the CPI adjusted price shall apply.

All new lease agreements signed after January 1, 2005 will include an increase or decrease in ground lease rates as determined by the United States Department of Labor, Bureau of Statistics Consumer Price Index (CPI). Such Index to be used shall be the one for all items for the United States city average (CPI-U) as determined and published by the United States Department of Labor, Bureau of Labor Statistics, based on "All Items" calculation method.

PERMISSIBLE COMMERCIAL OPERATIONS

Commercial operations subject to these standards require specific TAA approval and include, but are not limited to:

1. General Fixed Base Operator – All Operators conducting the commercial activity of a Fixed Base Operator shall be only those individuals, corporations or firms which are

authorized to engage in and furnish a full range of aeronautical activities and services which shall include, as a minimum, the following:

- Sale and dispensation of aviation gasoline fuels and oils.
- Hangar storage space for a minimum of 20 aircraft and tie-down spaces.
- Adequate and efficient ramp service.
- Capability to perform FAA approved major/minor aircraft, engine and accessory maintenance and to furnish necessary tools and equipment.
- Basic and advanced flight training.

2. Aircraft Maintenance and Repair – All Operators conducting the commercial activity of repair and maintenance services for general aviation aircraft shall perform such services with qualified FAA certificated mechanics. All Operators of repair and maintenance services must lease hangar space at the Airport for the storage of their equipment, supplies and parts and for conducting their business operations. Hangar space leased by the Operator must be used for performing all maintenance and repair services offered, except when outdoor engine running or testing is required.

3. Flight Training Services – Pilot training conducted under the authority of the Federal Aviation Agency Regulations.

4. Aircraft Rental Services – Aircraft rental services conducted under the authority of the Federal Aviation Agency Regulations.

5. Air Taxi and Charter Services – All Operators conducting the commercial activity of passenger taxi and charter service shall hold a valid and current FAA Air Taxi Commercial Operator Certificate in accordance with the requirements of Part 135. All aircraft shall be owned by or leased to the Operator by written agreement and must comply with the requirements of the Air Taxi Commercial Operator Certificate held. All pilots must be certificated with appropriate ratings to conduct the air taxi services offered with each aircraft. The Operator must lease adequate space at the Airport for office space and facilities to handle passengers, fares and telephone inquiries, in addition to any other office locations.

6. Radio and Instrument Services – All Operators providing the commercial activity of radio and instrument repair services must have personnel qualified by holding necessary FAA Mechanic and Federal Communications Commission licenses to perform the various radio and instrument repair services so offered. The operation of a radio and instrument repair services requires the lease of office and shop repair area that meets applicable FAA requirements. The operator must have sufficient equipment, supplies and parts to perform installations, calibrations and services in accordance with FAA, FCC and manufacturers requirements and recommendations.

7. Skydiving Services – All Operators providing the commercial activity of skydiving must have qualified personnel performing the services so offered. The Operator shall abide by FAR Part 105 guidelines pertaining to parachute jumping.

8. Crop Dusting and Spraying – All Operators conducting the commercial activity of Crop Dusting and Spraying shall make arrangements to provide for the safe storage and containment of noxious chemical materials. All Operators shall have available

properly certified aircraft equipped for the agricultural operation undertaken. The Operator shall make suitable arrangements for servicing the aircraft with adequate safeguards against spillage on runways and taxiways or pollution or disbursement of chemicals by wind to other operation areas on the Airport.

9. Aerial Photography or Survey

10. Banner Towing and Advertising

11. Aviation Maintenance Technical Training

12. Aircraft Washing, Cleaning, Painting or Refurbishment

LEASE OR CONTRACT

Upon approval of any such application as submitted or modified, the Airport Authority shall prepare a suitable lease or contract agreement setting forth the terms and conditions under which the commercial operation shall be conducted. In every instance the lease or contract shall be conditional upon the following:

1. No person shall operate or conduct a commercial operation on the Airport without a valid and current lease agreement.
2. Initial and continued compliance with these Minimum Standards for each authorized commercial operation. The lease shall refer to and incorporate these Standards by reference. Failure to comply after notification shall constitute grounds for termination or cancellation of the lease.
3. Any structure or facility to be constructed or placed upon said Airport shall conform to all safety regulations of the State of Tennessee, and shall conform with the requirements of the current building codes, permitting and fire regulations of the City of Tullahoma.
4. The Airport Authority shall have the right to review and approve the plans and specifications of all buildings and improvements proposed by such persons including all engineering and architectural drawings and specifications prior to the person submitting documents for the Local government planning and review process.
5. The Airport Authority shall reserve the right to modify or alter these Standards from time to time however any increase or expansion in the Standards shall not apply retroactively to an existing lease but would be applicable at time of renewal or extension of any leasehold term. The Airport Authority shall also have the right to develop additional Standards arising from any new proposed activity not covered in this document and to prevent said activity from beginning operations until new Standards can be adopted. Such development of new Standards shall be accomplished in a timely manner.