



SILOAM SPRINGS MUNICIPAL AIRPORT RULES AND REGULATIONS



CITY OF
Siloam Springs

Adopted July 16, 2019

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Siloam Springs Municipal Airport Rules and Regulations

Introduction and Purpose

The City of Siloam Springs (City) has established the following Rules and Regulations for the Siloam Springs Municipal Airport (Airport) in Siloam Springs, Arkansas. The purpose of these Rules and Regulations is to ensure the safe, secure, and efficient operation of the Airport and a positive experience for all Airport users (e.g. pilots, tenants, passengers, and other people). Consequently, these Rules and Regulations apply to all persons on Airport property.

In addition to these Rules and Regulations, all persons on Airport property are required to comply with all applicable federal, state, and local laws and regulations.

It is intended that these Rules and Regulations should not conflict with any applicable federal, state, or local laws and regulations. However, if an instance occurs where these Rules and Regulations are found to conflict with any federal, state, and local laws and regulations, the more stringent law or regulation shall apply. Further, if any provision of these Rules and Regulations are found to be invalid, the remainder of these Airport Rules and Regulations shall remain in effect.

In addition to these Rules and Regulations, any persons involved in a business located on the Airport are subject to the Airport Minimum Standards for Commercial Operations and any and all Federal, State and local laws, codes and any other regulatory measures applicable to said business.

Compliance with these Rules and Regulations is a condition of all existing and future written agreements between the City and any person/business engaged at the Airport.

These Rules and Regulations may be supplemented by policies established by the City Administrator for implementation of these Rules and Regulations and amended by the City Board of Directors as needed from time to time.

The City shall have the authority to take such actions as may be necessary to safeguard persons and property at the airport, and to make and enforce such provisions, in addition to those provided herein, as shall be required in any emergency or abnormal condition or situation.

The privilege of using the Airport and its facilities shall be conditioned on the assumption by the user thereof of full responsibility and risk for such use, and the user thereof releases and agrees to hold the City and its officers and employees harmless, and to indemnify them from any liability of loss resulting from the use. User's responsibility hereunder shall be limited to claims or losses reasonably related to action, or failure to act, by user, its employees, agents, contractors or other persons or entities on user's behalf. Such responsibility shall not extend to claims or losses arising from acts of God, terrorism, insurrection or any unforeseeable activity by third-parties acting without user's knowledge or consent.

The City reserves the right to deny use of the Airport to any person who is judged by the City to be endangering the public's safety, health or welfare.

These Rules and Regulations for the Siloam Springs Municipal Airport located in Siloam Springs, Arkansas are hereby approved and adopted by the City of Siloam Springs Board of Directors on July 16, 2019. Ordinance number – 19-15.

Definitions

The following definitions have been established for these Rules and Regulations:

Airport Operations Area (AOA) or Airfield: The area inside the perimeter fence of the Airport. This area includes all runways, taxiways, and their associated safety areas. The airfield also includes all ramps/aprons and hangar areas.

Airport: Any facility or area of land or water intended to be used for the landing, maneuvering, and taking off of aircraft, and including all contiguous property thereto held or used for airport purposes, including all improvements and appurtenances thereon, regardless of the fact that they may be owned, controlled, leased, or occupied by persons or governmental agencies other than the City. Within these Rules and Regulations, unless otherwise specified, the term "Airport" shall refer to the Siloam Springs Municipal Airport.

Aircraft: A device used or intended to be used for flight in the air.

Aircraft Accident: An occurrence associated with an aircraft operation that takes place between the time any person boards the aircraft with the intention of flight and until such time as all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. All aspects of the exceptions to substantial damage (see "substantial damage") should be considered before making a final substantial damage determination that would classify the occurrence as an aircraft accident.

Aircraft Incident: An occurrence other than an aircraft accident associated with an aircraft operation that affects or could affect the safety of future operations.

Aircraft Maintenance: As defined in 14 CFR Part 1 aircraft maintenance is the inspection, overhaul, repair, preservation, and the replacement of parts but excludes preventive maintenance.

Aircraft Preventive Maintenance: Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.

City: The City of Siloam Springs, Arkansas.

Experimental Flights: The operation of any aircraft holding an experimental airworthiness certificate issued by the Federal Aviation Administration (FAA) or the appropriate foreign government.

Foreign Object Debris (FOD): Any object located in an inappropriate location that is capable of causing injury to personnel and/or damaging aircraft.

Persons: Any individual, business, partnership, corporation, government, or other entity.

Restricted Area: Any area the City designates as restricted under certain circumstances from time to time, either in writing or by means of maps or barriers, and in which persons without express permission to be there are not allowed.

Safety Area: A defined surface alongside of a runway, taxiway, or taxilane that has been prepared or is suitable for reducing the risk of damage to an aircraft in case of an unintentional departure from the paved surface.

Substantial Damage: Damage or failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft, and that would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one (1) engine fails or is damaged, bent fairings or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, or damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips are not considered substantial damage for purposes of these rules and regulations.

Sky Diving: The descent of a person to the surface from an aircraft in flight when he or she uses or intends to use a parachute during all or part of that descent.

Tenant: Any person or legal entity that operates a business or not-for-profit activity at the Airport under a lease, concession agreement, operating agreement, permit, right-of-entry, contract, use and lease agreement, purchase order, license, or other legal authority, including contractors, subcontractors, sublessees, and vendors.

Vehicle: Any conveyance, except aircraft, used on the ground to transport persons, cargo, and/or equipment.

General Rules of Activity and Conduct

Advertisements or Solicitations: Advertisements that are either printed or written or signs of any type shall not be displayed, distributed, or posted without the approval of the City. Additionally, verbal solicitation or advertising on Airport property is prohibited without the approval of the City. The City reserves the right to not allow any solicitation or advertising on Airport property that, at its discretion, the City deems to be inappropriate.

Development of New Facilities or Improvements/Modifications to Existing Facilities: No person may construct any new facility on the Airport or make any improvements/modifications to existing facilities without the review and approval of the City.

Business Activities on the Airport: No person may conduct any business activity at the Airport without first receiving approval to conduct said activity from the City. This includes but is not limited to the sale of fuel, sky diving services, aircraft maintenance services, sale of pilot's supplies, Part 141 flight instruction, aircraft rental, and the hangaring of aircraft. All business activities conducted at the Airport must also comply with the established Airport Minimum Standards for Commercial Operations.

Part 141 training is FAA Certified, which means that the school has taken the time and effort to have their program accredited by the FAA. This means that: The aircraft and the business location are FAA approved and inspected regularly.

Animal Control: Animals are permitted on the Airport provided they are restrained by a leash device or confined in a transport device allowing the animal to be under the full control of the owner. Service animals are permitted. Livestock are not permitted on the Airport unless prior written approval from the City has been obtained. Additionally, activities that could attract wildlife to the airport (e.g. active or passive feeding or watering of wildlife, intentionally providing shelter for wildlife, etc.) are prohibited.

Disorderly Conduct: No disorderly, indecent, obscene or nuisance acts or activities may be committed by any person on the Airport.

Gambling: No gambling device may be operated on the Airport. No acts of gambling shall take place on Airport property.

Intoxication: No person under the influence of alcohol or drugs shall operate any Aircraft or Vehicle of any kind at the airport. Additionally, per Municipal Code section 74-205, no person shall consume alcoholic beverages at any time on airport property.

Sanitation: All Tenants shall keep their area clean and orderly. No trash is to be left outside, unless in a specified trash receptacle. Electronics, batteries, tires, freon, fuel, oil, and other hazardous liquids or materials must be properly disposed of and shall not be disposed of in normal trash containers. Trash that could be considered a fire hazard shall be removed as not to become a fire hazard and shall not be disposed of in normal trash containers. Construction debris shall be removed by contractors as work is completed and worksites shall be kept clean and orderly to prevent FOD. No dumping is permitted on airport property.

Liability: The City does not assume responsibility or liability for loss, injury, or damage to persons or property, including but not limited to fire, vandalism, wind, flood, earthquake, or collision damage, nor does it assume any liability by reason of injury to person or property while using Airport facilities and equipment.

Damage to Property: Damage to any Airport property, surface, facility, or equipment should be immediately reported to the City.

Drones and Remote Controlled (RC) Aircraft: The use of drones or remote controlled aircraft are prohibited at the Airport without approval of the City. Any operation of drones or remote controlled aircraft must comply with all regulations and standards established by the FAA.

Open Flames and Smoking: All open flames and smoking are prohibited inside all buildings, hangars, or other enclosures on Airport property, and within 50 feet of any fuel facility or fueling operation.

Storage and Use of Flammable or Volatile Materials: All persons on airport property shall ensure any flammable or volatile materials needed for cleaning and maintenance purposes are properly used and stored in accordance with the manufacturer's requirements.

Non-Aeronautical Use of Airport Facilities: The non-aeronautical use of Airport facilities is prohibited except where allowed by FAA policies and with the written approval of the City.

Right of Inspection: The City has the right to inspect any facility or equipment located on Airport property upon reasonable notice.

Proper Use of Airport Facilities and Equipment: No portion of the Airport or any Airport facility or equipment shall be used in a manner other than intended or directed.

Requirement to Exercise Caution When on the Airfield: Aeronautical activity occurs at the airport on a regular basis. Any individual on the airfield should exercise extreme caution and maintain a safe distance from any aircraft with an engine in operation. Any persons under 16 years of age on the airfield must be supervised by an adult.

Escorting on the AOA: Any person other than City personnel, aircraft mechanics, pilots, tenants, or other persons on the AOA for businesses purposes, must be escorted or supervised by a person meeting the aforementioned description.

Sky Diving Activity Requirements: Any sky diving activity occurring at the Airport must comply with all federal (specifically 14 CFR Part 105 – Parachute Operations, 14 CFR Part 65, and all applicable FAA Advisory Circulars), state, and local laws, regulations, and standards, and all standards and best practices established by the United States Parachute Association (USPA) (specifically, the Basic Safety Requirements (BSR) set forth in the USPA Skydiver's Information Manual, current edition). Any person providing sky diving instruction must carry the appropriate certifications and licenses from the USPA to provide said instruction. All parachutes must be packed in accordance with the FAA's Parachute Rigger Handbook (FAA-H-8083-17, current edition) and, when appropriate, by an FAA certified parachute rigger certified under 14 CFR Part 65 Subpart F, Parachute Riggers. Any sky diving activity at the Airport must be approved by the City prior to the activity occurring. Sky divers are only permitted to parachute into established drop zones approved by the City and that conform to the drop zone requirements established by the USPA Skydiver's Information Manual. Additionally, all sky diving activities at the Airport must comply with all the requirements established in the Airport Minimum Standards for Commercial Operators.

Aircraft Maintenance Activities: All aircraft maintenance activities taking place at the Airport must be done so in compliance with all requirements established by the FAA and may only be completed inside approved hangars or other areas approved by the City on a case-by-case basis, such approval not to be unreasonably withheld, conditioned or delayed. Any person conducting aircraft maintenance outside of an approved hangar or area must cease the repair operation immediately if directed to do so by the City for just cause.

Obstruction: No person may obstruct, intentionally or unintentionally, the use of any portion of the Airport without receiving prior approval from the City.

Appearance Standards: All tenants at the Airport must maintain their leasehold property and keep it professional and orderly in appearance. Tenants are required to take action to maintain their leasehold property when directed to do so by the City.

Aircraft Operations

Proper Pilot Licenses: Any individual operating an aircraft at the Airport must hold a current and valid license to operate the aircraft as issued by the FAA or a similar foreign government authority.

Aircraft Airworthiness: All aircraft at the Airport must hold all federally required airworthiness credentials and have completed all federally required maintenance checks prior to being operated at the Airport. Any aircraft operating at the Airport registered to a foreign nation shall meet the equivalent airworthiness and maintenance standards for that nation.

Tampering or Interfering with Aircraft Operations: No person shall interfere or tamper with any aircraft, or put in motion the engine of such aircraft, or use any aircraft, aircraft part, instrument, or tool without permission of the owner. No person may release, throw, shoot, or propel any object in such a manner as to interfere with or endanger the safe operation of any aircraft taking off, landing, or operating on the airport.

Prohibition Against Using Lasers to Interfere with Aircraft Operations: No person may use a laser or any other lighted device intentionally or unintentionally to interfere with the operation of an aircraft.

Prohibition Against Dangerous or Negligent Operations of an Aircraft: No aircraft shall be operated in a dangerous or negligent manner that could potentially jeopardize the safety or security of life and property. This includes, but is not limited to, operating aircraft on non-paved areas, taking off or landing on any surface other than the runway, operating an aircraft in a manner outside of its operational limits, etc.

Authorized Parking Areas: Aircraft may only be parked in areas authorized for aircraft parking by the City. Authorized areas include paved surfaces not used for taxi, takeoff, and landing operations. Aircraft shall not park on an active taxiway, taxilane, or runway. Any aircraft that parks outside a designated area shall be relocated immediately when requested to relocate by the City. If the aircraft owner/operator fails to or refuses to relocate the aircraft in a timely manner, as determined by the City, the City may relocate the aircraft at the aircraft owners/operators expense. The City shall not be liable for any damage to the aircraft as a result of the relocation.

Securing Aircraft to Prevent Movement: All aircraft stored outside at the Airport must be properly secured using tire chocks or tie-downs to prevent movement of the aircraft.

Leaking Aircraft and Drip Pans: Drip pans or another suitable container shall be placed underneath any aircraft or equipment that is leaking any fluid (including but not limited to oil, gas, hydraulic fluid, etc.) until the leak can be repaired or for the duration of the time the aircraft or equipment is stationary on Airport property.

Sumped Fuel: The aircraft operator/owner shall be responsible to place sumped fuel in an approved container and dispose of such fuel appropriately.

Closing of the Airport: Authorized City personnel or a representative designated by the City, are the only persons authorized to close the airport to aircraft operations. Closure for emergencies can be conducted without prior notice.

NOTAMS: Notices to Airman (NOTAM) that effect the operation of the airport will be provided to the FAA via authorized City personnel or via a representative the City designates. It is the responsibility of all Airport users to check NOTAMS prior to flight.

Restrictive Operations: The City has the authority to restrict or suspend any aircraft operation on the airport when such action is deemed necessary in the interest of safety or to avoid risk of personal injury or property damage. In addition, the City may tow or otherwise direct the relocation of aircraft parked or stored in an unauthorized manner.

Non-operational Aircraft: Non-operational aircraft that are not actively being repaired shall not remain on the ramp without written approval of the City.

Disabled Aircraft or Aircraft Wreckage Removal: Disabled aircraft or aircraft wreckage on runways, taxiways, or ramps/aprons should be moved as soon as possible after receiving proper clearances from the FAA, NTSB, and City to be removed. If the aircraft owner/operator is unable to accomplish this in a timely manner, as solely determined by the City, the City reserves the right to remove the aircraft and charge all removal expenses to the aircraft owner/operator. The City will not be responsible for any damage caused to the aircraft as a result of the removal process. The aircraft owner shall have full responsibility to repair any damage caused to the Airport property as a result of the event.

Engine Run-up: Engine run-ups for testing and maintenance shall only be conducted on aircraft holding aprons or other locations approved by the City. Aircraft operators must exercise extreme caution when conducting engine run-ups in approved areas to ensure the jet or prop wash created by the engine run does not become a hazard to life or property. The repair/restoration costs for damage to Airport property as a result of an engine run-up shall be the responsibility of the aircraft owner/operator. No aircraft is allowed to operate an engine inside of a hangar.

Aircraft Operators: A qualified pilot or mechanic must be in the cockpit and at the controls of any aircraft when an engine is running.

Aircraft Taxing: Aircraft taxi speed shall not exceed 20 miles per hour on aprons and taxiways.

Aircraft Banner Towing Operations: Any aircraft banner towing operation must be approved by the City before the operation can commence.

Hand-Propping of Aircraft: Aircraft hand propping is not allowed unless no other means of starting an aircraft exists and all applicable Federal Aviation Regulations and guidance are followed. Aircraft operators are solely responsible for liability resulting from hand propping of an aircraft.

Prohibition Against the Removal of Leined Aircraft: No person shall move or remove any aircraft from the airport, or parts from such aircraft, when an official notice of lien has been posted upon such aircraft by the City.

Glider/Unpowered Aircraft Operations: No glider or unpowered aircraft shall be operated at the Airport without the approval of the City.

Operation of Experimental Aircraft, Ultralight Aircraft, and Lighter-Than-Air Aircraft: Any aircraft designated as an experimental aircraft, ultralight aircraft, or lighter-than air aircraft (e.g. hot air balloon) must be operated in accordance with all applicable federal regulations.

Crop Dusting Operations: All crop dusting operations at the Airport must be approved by the City prior to the operation.

Utilization of Aircraft Tie-Down Areas: Any person utilizing an aircraft tie-down location at the Airport to park an aircraft agrees to utilize the tie-down location in accordance with the following terms:

1. No more than one aircraft may be parked on a single tie-down space.
2. The aircraft owner/operator shall be responsible for properly securing the aircraft.
3. The City shall not be responsible for damage to the aircraft that occurs due to the elements or adverse weather.
4. Each tie-down space is designed to accommodate aircraft of a certain size. No aircraft may utilize a tie-down space for parking if the aircraft is larger than the size of aircraft the tie-down space was originally designed to accommodate.

Utilization of T-Hangars: Any person utilizing a T-hangar at the Airport agrees to utilize the T-hangar in accordance with the following terms:

1. No more than one aircraft may be parked on a single unit.
2. The aircraft owner/operator shall be responsible for the movement of the aircraft into and out of the hangar.
3. No aircraft maintenance shall be conducted in a T-Hangar unless approved by the City and the operator of the T-hangar facility (if different from the City). Preventive maintenance as defined under 14 CFR Part 1 is allowed in T-hangars.
4. No fueling of aircraft shall occur in a T-hangar.

Utilization of Community or Box Hangars: Any person utilizing a community or box hangar at the Airport agrees to utilize the hangar in accordance with the following terms:

1. The aircraft owner/operator shall be responsible for securing the aircraft in the hangar by chocking tires.
2. The aircraft owner/operator shall be responsible for the movement of the aircraft into and out of the hangar.
3. No maintenance on aircraft shall be conducted in a community or box hangar unless approved by the City and the operator of the hangar facility (if different from the City).
4. No fueling of aircraft shall occur in a community or box hangar.

Vehicle Operations

Licensure: All vehicles operated on Airport property must be licensed and registered as required by federal, state, and local regulations. Additionally, the vehicle must be covered with proper insurance coverages, as required by federal, state, or local regulations.

Vehicle Operations on Runways/Taxiways: Only City personnel or individual's granted permission by the City are authorized to operate a vehicle on the airport's runway and taxiway system. Individual's authorized to operate a vehicle on the airport runway or taxiways must carry a functioning two way VHF aircraft radio and stay with the vehicle at all times. Additionally, the individual operating the vehicle must meet any training and certification requirements that may be established by the City to perform the

operation. No vehicle may be parked on an active runway or taxiway unless the runway or taxiway has been closed with a NOTAM. All vehicles shall yield right of way to aircraft at all times.

Loading/Unloading of Vehicles on the Airfield: Persons may bring vehicles onto the ramp/apron in order to load/unload items from a vehicle to an aircraft (or visa-versa) and/or to traverse the ramp/apron when necessary to reach their aircraft or facility. Vehicles shall remain clear of aircraft at all times and yield to any moving aircraft. The vehicle should be removed from the ramp/apron and be parked in a manner to not interfere with aircraft operations.

Vehicle Speed Limits and Required Distances from Aircraft: Vehicles operating inside the Airport's perimeter fence must not exceed a speed of 15 miles per hour. Additionally, any person operating a vehicle inside the perimeter fence must maintain a minimum safe distance of 20 feet from any parked aircraft unless the vehicle is required to be closer to the aircraft for a loading/unloading operation. Individuals operating a vehicle inside the perimeter fence must maintain a minimum safe distance of at least 50 feet from any in motion or with an operating engine. Pedestrians and aircraft have the right-of-way on Airport property.

Parking and Storage: Vehicles may be parked in designated parking only. In the case of a tenant wanting to leave their vehicle in a hangar while the aircraft is in use, the vehicle shall be located fully inside of the hangar. During time of transition, vehicles parked outside of a hangar shall not impede other persons from accessing their hangars or disrupt the flow of aircraft traffic.

Abandoned/Damaged Vehicles: Vehicles shall not be stored on Airport property that are broken down, damaged or abandoned. This includes trailers, boats, RV's and other non-aviation equipment. Any such vehicle left for more than thirty (30) days will be towed at the owner's expense. The City shall not be liable for any damage to the vehicle as a result of the relocation process.

Glider Towing on Runways: Vehicles may not be utilized to tow gliders on or off a runway unless approved by the City.

Security

Access: Access to the airfield shall be limited to authorized City, tenant, pilot, passenger, and other persons actively participating in the operation of an aircraft at the Airport. All persons on the airfield must have a business related reason for being there.

Security Gates: Airport personal and tenants who access the airfield through a security gate shall ensure that the gate is closed and secured behind them prior to leaving the gate.

Watchful Eye: The City encourages all persons at the Airport to keep a watchful eye for any potential suspicious activity. Any person witnessing any suspicious activity should report such activity to the Police.

Securing of Aircraft and Facilities: All aircraft operators/owners and tenants are responsible for the security of their aircraft and/or facilities. It shall be the responsibility of these individuals to ensure that all aircraft or facilities are locked and, if appropriate, monitored to prevent unauthorized entry.

Fueling

Personal Fueling: The fueling of aircraft shall be completed by qualified Airport staff or by the aircraft owner/operator in compliance with the Airport's Private/Personal Self-Fueling Policy. Self-fueling operations are permitted and must comply with all applicable fire codes and standards established by the City, State, and Federal government.

Fuel Spill: Fuel spills shall be contained and reported to the City. A fuel spill kit shall be located adjacent to any fuel pump located on the airport in case of a spill and shall be used in accordance to the directions on the kit.

Fueling Requirements:

- All fueling operations at the Airport must comply with the provisions set forth in the current edition, and future updates to, the National Fire Protection Association (NFPA) 407 – Standard for Aircraft Fuel Servicing.
- Aircraft engines shall be off during fueling operations unless approved by the City. In instances where this operation is approved, the City may, at their discretion, establish policies and procedures to ensure the refueling operation is completed in a safe manner.
- Fueling/defueling of aircraft inside of a hangar is prohibited, unless required due to aircraft maintenance. The sumping of aircraft fuel tanks as part of normal pre-flight checks is not considered defueling
- Aircraft shall be bonded and/or grounded to the aircraft fueling vehicle or fuel farm providing fuel to the aircraft to cancel the electrical sparking potential prior to fuel flow.
- Aircraft shall be empty of people during fueling operations.
- Fueling/defueling operations shall not take place during lightning events.
- Persons shall familiarize themselves with the location of the fuel shutoff button and the locations of fire extinguishers prior to commencing any fueling operating.

Aircraft Accidents/Incidents

If someone witnesses an accident involving aircraft, notify emergency services by dialing 911 and then inform the City staff responsible for the Airport.

- The NTSB and FAA shall be notified as soon as possible of the accident.
- Security gates shall be opened as soon as possible as not to restrict the flow of emergency service vehicles.
- If the accident occurs on the active runway, the runway shall be promptly shut down by issuing a NOTAM.
- Aircraft shall not be moved until released from the scene by the controlling agency (e.g. FAA or NTSB).
- Incidents shall be reported in writing to the City within 24 hours of the occurrence.

- The aircraft owner/operator is responsible for the repair of damage caused to the Airport and its structures.

Fees

The City may establish fees for activities at the Airport to ensure the Airport's financial self-sufficiency. These fees include but are not limited to:

- Per Person Sky Diver Fee – \$2.00
- Fuel Prices – Variable
- After Hours Full Service Fueling Callout Fee – \$35
- Pilot Supplies – Variable
- Other Aircraft Services and Products – Variable

This list of fees is not exhaustive and may be amended from time to time and without prior notice. All fees shall be paid to Airport Staff.

This list does not include facility leases, ground leases, operating permits, or other contractual agreements that may be entered into between the City and another party for specific operations at the airport. Fees associated with contractual agreements are separate and in addition to the fees listed above.

Hangar Waiting List Procedure

The City shall maintain a hangar waiting list for persons interested in leasing a hangar from the City. The waiting list shall be maintained in a first-come first-served basis. To be added to the waiting list, a person must pay a deposit in the amount of \$50.00.

As hangars become available, persons on the waiting list will be contacted by the City and offered the opportunity to lease the available hangar.

The City shall move on to the next person on the waiting list if the first person on the waiting list:

- Declines the opportunity to lease the hangar;
- Fails to respond back to the City within 10 business days of the City contacting them regarding a hangar's availability; or
- Fails to sign a lease for the available hangar within 10 business days of receipt of the lease.

This process shall continue to additional persons on the waiting list until a person signs a lease for said hangar.

Any person who is offered the opportunity to lease a hangar but does not move forward with the lease for any of the reasons stated above but wishes to remain on the waiting list shall be moved to the bottom of the waiting list.

Enforcement and Penalties for Non-Compliance

Individuals, tenants, or other entities failing to comply with any of these Rules and Regulation shall be subject to penalties established by the City of increasing severity:

- 1st Offense – Written Notice
- 2nd Offense - \$100 Fine
- 3rd Offense - \$250 Fine and 6 Month Loss of Privilege

Offenses are tracked on a twenty-four (24) month rolling cycle starting from the date of the 1st offense. Any and all offenses against these Rules and Regulations will be considered cumulative during the 24 month rolling cycle.

In cases of severe violations of these Rules and Regulations, as determined at the sole discretion of the City, the City may suspend a person's/tenant's privilege to use the Airport or the utilization of a particular Airport facility to ensure the continued safe, secure, and efficient operation of the Airport.

Any individual wishing to appeal any penalty assessed for a violation of these Rules and Regulations must make a written appeal to the City Administrator of the City of Siloam Springs within 10 business days of the penalty being assessed. The City Administrator shall review the appeal within 15 business days of receiving the appeal. The decision made by the City Administrator regarding the appeal shall be considered final.