

1.	Introduction .....	1
1.1.	<i>Purpose</i> .....	1
1.2.	<i>Applicability and Conditional Use of Airport</i> .....	1
1.3.	<i>Responsible Party</i> .....	1
1.4.	<i>Civil Rights</i> .....	1
1.5.	<i>Enforcement</i> .....	1
2.	General Rules And Regulations .....	3
2.1.	<i>Entry Upon or Use of Airport</i> .....	3
2.2.	<i>Security</i> .....	3
2.3.	<i>Commercial Activities</i> .....	4
2.4.	<i>Self-Servicing</i> .....	4
2.5.	<i>Accidents or Incidents</i> .....	4
2.6.	<i>Solicitation, Picketing, and/or Demonstrations</i> .....	5
2.7.	<i>Signage/Advertisements</i> .....	5
2.8.	<i>General Conduct</i> .....	5
2.9.	<i>Operator and Lessee Facilities</i> .....	6
2.10.	<i>Abandoned, Derelict, or Lost Property</i> .....	6
2.11.	<i>Environmental Clean Up</i> .....	6
2.12.	<i>Restricted Areas (including the movement and non-movement areas)</i> .....	6
2.13.	<i>Use of Roadways and Walkways</i> .....	7
2.14.	<i>Animals</i> .....	7
2.15.	<i>Weapons and Explosives</i> .....	7
2.16.	<i>Alcoholic Beverages</i> .....	8
2.17.	<i>Use of Public Areas</i> .....	8
2.18.	<i>Trash and Other Waste Containers</i> .....	8
2.19.	<i>Sound Amplifying Devices</i> .....	8
2.20.	<i>Fire</i> .....	9
2.21.	<i>Hazardous Waste and Materials</i> .....	9
2.22.	<i>Painting</i> .....	10
2.23.	<i>Flammable Solids and Liquids</i> .....	10
2.24.	<i>Effluents, Pollutant, or Air Contaminant</i> .....	11
2.25.	<i>Emergency Conditions</i> .....	12
2.26.	<i>Special Events</i> .....	12
3.	Aircraft Rules and Regulations .....	14
3.1.	<i>Regulatory Measures</i> .....	14
3.2.	<i>Airworthiness</i> .....	14
3.3.	<i>Based Aircraft Registration</i> .....	14
3.4.	<i>Hours of Operation</i> .....	14
3.5.	<i>Accidents or Incidents</i> .....	15
3.6.	<i>Prohibiting Use of the Airport</i> .....	15
3.7.	<i>Passengers and Cargo</i> .....	15
3.8.	<i>Aircraft Maintenance</i> .....	15
3.9.	<i>Aircraft Cleaning</i> .....	16
3.10.	<i>Aircraft Deicing</i> .....	16
3.11.	<i>Aircraft Engine Operation</i> .....	16
3.12.	<i>Aircraft Equipment</i> .....	17
3.13.	<i>Aircraft Parking and Storage</i> .....	17
3.14.	<i>Aircraft Security</i> .....	17
3.15.	<i>Aircraft Operations</i> .....	18

3.16. Taxiing Operations .....	18
3.17. Landing and Takeoff Operations.....	19
3.18. Flight Instruction.....	19
3.19. Noise Abatement Procedures.....	19
3.20. Rotorcraft Operations.....	19
3.21. Traffic Patterns.....	19
3.22. Limitations.....	20
3.23. Fees and Charges .....	20
4. Vehicle Rules and Regulations .....	22
4.1. Regulatory Measures.....	22
4.2. Operator Licensing.....	22
4.3. Vehicle Permit .....	22
4.4. Vehicle Licensing and Equipment .....	22
4.5. Vehicle Operations .....	23
4.6. Air Operations Area.....	24
4.7. Movement Area .....	24
4.8. Accidents or Incidents .....	25
4.9. Vehicle Maintenance.....	25
4.10. Parking (or Stopping).....	26
4.11. Disabled, Abandoned, or Illegally Parked Vehicles .....	26
5. Operator and Lessee Rules and Regulations .....	27
5.1. Security.....	27
5.2. Construction or Alteration of Improvements.....	27
5.3. Maintenance of Premises.....	27
5.4. Fire Prevention.....	27
5.5. Heating Equipment.....	28
5.6. Aircraft Hangars.....	28
5.7. Aircraft Tiedowns.....	28
5.8. Storage of Materials and Equipment .....	28
5.9. Compressed Gases .....	29
5.10. Lubricating Oils.....	29
6. Refueling, Defueling, and Fuel Storage.....	30
6.1. Regulatory Measures.....	30
6.2. Permit.....	30
6.3. Training.....	30
6.4. Refueling, Defueling, and Fuel Storage Operations .....	30
6.5. Storage of Refueling Vehicles.....	33
6.6. Maintenance of Refueling Vehicles.....	33
6.7. Refueling Vehicles and Equipment.....	33
6.8. Fuel Storage Facilities.....	34

**1. INTRODUCTION****1.1. Purpose**

- 1.1.1. The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of the Operators, Lessees, consumers, and users of the Chicago Executive Airport (Airport) and it's surrounding communities and to restrict or prevent any activity or action which would interfere with the safe, orderly and efficient use of the Airport by its Operators, Lessees, consumers, and users.

**1.2. Applicability and Conditional Use of Airport**

- 1.2.1. Any permission granted directly or indirectly, expressly or by implication, to any entity to enter upon or use the Airport (including Aircraft Operators; Vehicle Operators; Aircraft crewmembers and passengers; spectators and sightseers; occupants of private and commercial Vehicles; officers, employees, and customers of Operators and Lessees; entities doing business with the Board, its contractors, subcontractors, and licensees; and all other entities whatsoever) is conditioned upon:
- 1.2.1.1. Assumption of responsibility by every entity exercising or taking advantage of such permission and
- 1.2.1.2. Full and complete compliance with these Rules and Regulations, all Primary Guiding Documents, and applicable Regulatory Measures.
- 1.2.2. Each such entity shall at all times release, hold harmless, and indemnify the Municipalities, the Board, the Airport, and the Airport Manager (individually and collectively), representatives, officers, officials, employees, agents, and volunteers from any and all responsibility, liability, loss or damage that may result to any entity, be caused by or on their behalf and/or incident to the manner in which the Airport is operated, constructed, maintained, served, or used.
- 1.2.3. It shall be unlawful for any person to do or commit any act forbidden herein or to fail to perform any act required by these Rules and Regulations or to fail to pay any fees, charges, and/or fines established and/or payable.

**1.3. Responsible Party**

- 1.3.1. Any person accessing or using the Airport shall be responsible for their actions and all actions of any person to whom they provide or facilitate access, whether directly or indirectly.

**1.4. Civil Rights**

- 1.4.1. No person shall, in the use of the Airport or any of the Improvements located thereon, discriminate or permit discrimination against any other person or group of persons on the basis of race, color, religion, sex, age, disability, or national origin or in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation and Title VI of the Civil Rights Act of 1964.
- 1.4.2. In the event of noncompliance with Section 1.4.1, the Board shall take such action as an Agency may direct to enforce such compliance.

**1.5. Enforcement**

- 1.5.1. The Airport Manager has the authority to take such action as may be necessary to enforce these Rules and Regulations.
- 1.5.2. In any contingencies not specifically covered by these Rules and Regulations, the Airport Manager is authorized to make such rules and render such decisions as may seem proper.
- 1.5.3. The Fire Departments are authorized to enforce all fire and hazardous materials related Regulatory Measures.

- 1.5.4. The Police Departments are authorized to enforce all Regulatory Measures within their jurisdiction. In addition, these Rules and Regulations declare that the duties of the Municipalities' Police Departments on or in connection with the Airport include processing complaints filed with them by the Airport Manager.
- 1.5.5. Any violation of these Rules and Regulations shall be enforced according to Section 1.18 of the General Provisions and Definitions.

**2. GENERAL RULES AND REGULATIONS****2.1. Entry Upon or Use of Airport**

- 2.1.1. Entry upon the Airport shall be made only at locations designated by the Airport Manager.
- 2.1.2. Nothing herein contained shall be construed to limit the use of any area of the Airport by employees of the Airport, approved Airport contractors, or to prevent any Police Department personnel, or Fire Department personnel from acting in their official capacity.
- 2.1.3. The Municipalities or Board shall not be responsible for loss, injury, or damage to persons or Property by reason of fire, theft, vandalism, wind, flood, earthquake, collision damage, or other acts of God, nor shall they be liable for injury to persons while on the Airport.

**2.2. Security****2.2.1. Access Badges**

- 2.2.1.1. Operators, Lessees, and contractors (including all employees) on or performing work at the Airport and who require Vehicle access/entry into the movement and non-movement areas of the Airport require an access badge.
  - 2.2.1.1.1. As an alternative, these individuals may be escorted in accordance with Section 4.7.
- 2.2.1.2. Each access badge shall stipulate whether badge holder has access to either the non-movement or both the movement and non-movement areas.
  - 2.2.1.2.1. Access badge applications must be picked up and returned to the Airport Administration Office.
  - 2.2.1.2.2. Upon satisfactory completion of the application process and payment of the appropriate fees, applicants are issued one access badge and Vehicle permit.
  - 2.2.1.2.3. An Authorizing Agent may authorize individuals having a need to receive an access badge via the Authorizing Agent Form.
  - 2.2.1.2.4. It is the responsibility of Operators, Lessees, contractors, and Authorizing Agents to notify the Airport to remove individuals who do not need access and/or are no longer employees or affiliated with the Operator, Lessee, contractor, or Authorizing Agent.
  - 2.2.1.2.5. If the individual does not return the access badge to the Airport, the Operator, Lessee, contractor, or Authorizing Agent has ten days to recover the missing access badge from the individual. If the access badge is not returned within ten days, the Operator, Lessee, contractor, or Authorizing Agent is subject to a \$50.00 fine.
- 2.2.1.3. Access badges provide access through specific Airport security gates, as required, by holder of access badge.
- 2.2.1.4. Access badge holder is responsible for ensuring that the gate is fully closed and locked at all times, except when in use, before proceeding. Failure may result in a fine as authorized in these Rules and Regulations.
- 2.2.1.5. There is a non-refundable administrative fee for the first access badge issued to each individual. Access badges issued in replacement of a lost or missing access badge shall be charged a fee, payable prior to a new access badge being issued.
- 2.2.1.6. Renewal
  - 2.2.1.6.1. Access badges are valid for two (2) years, as identified on access badge.
  - 2.2.1.6.2. The access badge holder is responsible for renewing their access badge. The access badge is automatically deactivated if it is not renewed by the expiration date.

- 2.2.1.7. Revocation
  - 2.2.1.7.1. Improper use of the access badge may result in immediate revocation of the access badge or other penalties as authorized by these Rules and Regulations.
  - 2.2.1.7.2. No person may loan their access badge to any other person or knowingly permit the use thereof by another. Loaning an access badge may result in penalties or revocation.
- 2.2.1.8. Lost, Stolen, or Missing Access Badges
  - 2.2.1.8.1. Each access badge holder shall notify the Airport immediately upon becoming aware of a lost, stolen, or missing access badge and must fill out a change form prior to being issued a new access badge. Access badges reported as stolen require a police report to waive the lost, stolen, or missing access badge fee.
- 2.2.1.9. Agreement Termination
  - 2.2.1.9.1. Access badges become invalid and must be returned upon termination of any Agreement or Permit.

### **2.3. Commercial Activities**

- 2.3.1. Prior to engaging in a Commercial Aeronautical Activity, entities must obtain a Commercial Operating Permit (Permit) from the Board describing the terms and conditions of said Activity.
  - 2.3.1.1. The Permit process description is provided in the Airport's General Aviation Minimum Standards. A copy of the General Aviation Minimum Standards can be obtained from the Airport Manager.
- 2.3.2. Entities engaging in Commercial Aeronautical Activities must adhere to the General Aviation Minimum Standards.
- 2.3.3. Entities basing or otherwise maintaining an Aircraft at the Airport shall not permit said Aircraft to be used for a Commercial Aeronautical Activity unless such Activity is expressly authorized by Permit with the Board.
  - 2.3.3.1. Notwithstanding the foregoing, such Aircraft may be used by the Aircraft owner for the purpose of training or otherwise maintaining or increasing the flying proficiency of the Aircraft owner or members of that person's immediate family.

### **2.4. Self-Servicing**

- 2.4.1. In accordance with the Airport's Storm Water Pollution Prevention Plan (SWPPP), Aircraft Operators are permitted to fuel, wash, repair, or otherwise service their own based Aircraft (utilizing their own Equipment), provided there is no attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Rules and Regulations and all other applicable Regulatory Measures.
- 2.4.2. An Aircraft Operator may hire an individual (as an Employee) to provide, under the direction and supervision of the Aircraft Operator, services on the Aircraft Operator's Aircraft.
  - 2.4.2.1. Such services may only be provided by a direct Employee of the Aircraft Operator utilizing the Vehicles and Equipment owned by the Aircraft Operator
  - 2.4.2.2. Otherwise, Aircraft Operators are only permitted to have their Aircraft fueled, washed, repaired, or painted by those Operators and Lessees authorized to provide such service pursuant to a Permit with the Board.

### **2.5. Accidents or Incidents**

- 2.5.1. Any person involved in or witnessing an Aircraft or Vehicle accident on the Airport resulting in any injury (or death) to person or damage to Property shall remain at the scene and call "911" and the Airport Manager (847-537-2580) immediately and provide all pertinent information as requested.

- 2.5.1.1. No person shall tamper with an incident/accident scene or fail to comply with any directive issued by the Airport Manager, the Police Departments, the Fire Department, or any other Agency having jurisdiction over the incident/accident scene.
- 2.5.1.2. Unauthorized entry into Movement Areas to access an incident/accident scene is prohibited.

## **2.6. Solicitation, Picketing, and/or Demonstrations**

- 2.6.1. Conduct of or participation in solicitation (funds, free rides, etc.), picketing, parading, marching, patrolling, demonstrating, sit-downs, and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials on the AOA is prohibited without prior written permission in the form of a Permit from the Airport Manager.
  - 2.6.1.1. Permittee shall pay the appropriate fee as identified in the Airport's rates and fees schedule, available at the Airport Manager's office.
  - 2.6.1.2. Those acts approved by the Airport Manager shall be conducted only in those areas identified by the Airport Manager and not within 25 feet from the entrance to a public building and not in any manner that blocks the entrance or interferes with or impedes the path of the public.

## **2.7. Signage/Advertisements**

- 2.7.1. Written advertisements, signs, notices, circulars, and/or handbills may be posted, distributed, or displayed in locations approved by the Airport Manager and only with the prior written permission of the Airport Manager.
  - 2.7.1.1. The posting, distributing, or displaying of written advertisements, notices, circulars, and/or handbills on Aircraft or Vehicles is prohibited.
  - 2.7.1.2. Airport has the right to remove any such sign, placard, picture, advertisement, name or notice in any such manner as Airport Manager may designate.
- 2.7.2. Signage installed on the Airport must meet the specifications as listed in Development Guidelines established by the Municipalities.

## **2.8. General Conduct**

- 2.8.1. No person shall make, possess, use, offer for sale, pass, and/or deliver any forged or falsely altered pass, permit, identification, card, sign, and/or other authorization purporting to be issued by or on behalf of the Airport.
- 2.8.2. No person shall use or otherwise conduct himself upon any portion of the Airport in any manner contrary to the posted or otherwise visually indicated directions applicable to that area.
- 2.8.3. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property on the Airport is prohibited. Any person who causes damage to Property on the Airport shall be liable for such damage.
- 2.8.4. Injuring, disturbing, or harassing any person on the Airport is prohibited. Any person who causes injury to any person on the Airport shall be liable for such injuries.
- 2.8.5. Smoking or carrying lighted cigars, cigarettes, or pipes inside the Airport's perimeter fence, except in areas specifically designated by the Airport Manager and posted as public smoking areas, is prohibited.
- 2.8.6. No person shall be intoxicated; commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance (including the use of abusive or threatening language) on the Airport.
- 2.8.7. Loitering or loafing on the Airport or in any building on the Airport is prohibited.

- 2.8.8. Moving, tampering, starting, using, or interfering with the safe operation of any Aircraft or Vehicle or any Aircraft or Vehicle part, instrument, or tool without permission of the Aircraft or Vehicle Operator or by specific direction of the Airport Manager is prohibited.
  - 2.8.8.1. Satisfactory evidence of the right to do so shall be presented if requested by the Airport Manager or a Law Enforcement Officer.
- 2.8.9. The Airport shall not be used for storing non-aviation merchandise, supplies or equipment, or for any improper, objectionable or immoral purposes.

## **2.9. Operator and Lessee Facilities**

- 2.9.1. Operator and Lessee facilities are expressly for the conduct of the Operator's or Lessee's business and operations. No person other than employees and customers of the Operator or Lessee shall make use of such facilities on such premises without permission of the Operator or Lessee.

## **2.10. Abandoned, Derelict, or Lost Property**

- 2.10.1. Property shall not be Abandoned on the Airport.
- 2.10.2. Abandoned, derelict, or lost Property found in public areas at the Airport including, without limitation, Aircraft, Vehicles, Equipment, machinery, baggage, or parts thereof should be reported (and/or turned in) to the Airport Manager.
  - 2.10.2.1. Property unclaimed by their proper owner within 90 days may be legally disposed of or turned over to the finder.
    - 2.10.2.1.1. Disposal charges may be levied on property owner at the discretion of the Airport Manager.
  - 2.10.2.2. Property to which the owner or finder is not entitled to lawful possession shall be forfeited to the Police Departments for disposal in accordance with the provisions of applicable Regulatory Measures.
  - 2.10.2.3. Nothing in Section 2.10.2 shall be construed to deny the right of Operators and Lessees to maintain "Lost and Found" service for Property of their patrons, invitees, and/or employees.

## **2.11. Environmental Clean Up**

- 2.11.1. Should the Airport Manager determine that during the course of an environmental incident the responsible party is not capable of, has not, or refuses to take the appropriate action in a timely manner to mitigate the adverse environmental incident (in the sole discretion of the Airport), then the Board, with the consent of the Municipalities, reserves the right to take action and/or employ those services that the Board determines appropriate to control and/or clean up the site. The cost of such services shall be borne by the responsible party.

## **2.12. Restricted Areas (including the movement and non-movement areas)**

- 2.12.1. Access into a Restricted Area is limited to the following persons with an access badge:
  - 2.12.1.1. Authorized employees of the Airport
  - 2.12.1.2. Owner/operator of based Aircraft
  - 2.12.1.3. A Commercial Operator, vendor, or contractor and their designated employees having a need to conduct business on the Airport
  - 2.12.1.4. Agencies required in support of an Emergency Plan
  - 2.12.1.5. Lessee: Access provided is limited to Vehicles registered on the Vehicle Registration List. In addition, Lessee is authorized to use their badge to escort vendors and contractors. The Lessee is responsible for such parties that are allowed access under Lessee's supervision.
  - 2.12.1.6. With prior authorization of the Airport Manager
  - 2.12.1.7. Under appropriate supervision (or escort)



- 2.12.2. Any person in a Restricted Area must produce a proper access badge and valid identification when asked to do so by any Law Enforcement Officer or person with a proper access badge.
- 2.12.3. Tampering with, interfering with, or disabling the lock, or closing mechanism or breaching any other securing device at the Airport is prohibited.
- 2.12.4. Persons who have been provided a device or access codes for the purpose of obtaining access to a Restricted Area shall only use Airport-issued devices and shall not duplicate or otherwise distribute or disseminate the same to any other person unless the Airport Manager provides prior written permission.
- 2.12.5. The following areas of the Airport shall be used only for the purpose hereinafter set forth:
  - 2.12.5.1. Public Aircraft Parking Areas may be used for the purpose of parking and storing Aircraft, for the purpose of servicing Aircraft with fuel and lubricants and other supplies for use thereon, and for the purpose of making minor or emergency repairs to Aircraft.
    - 2.12.5.1.1. Fueling and minor and emergency repairs are not permitted on unpaved areas.
  - 2.12.5.2. Public Apron Areas may be used for the purpose of loading and unloading passengers, baggage, cargo, mail and supplies to or from Aircraft; for the purpose of servicing Aircraft with fuel and lubricants, for the purpose of performing the operations commonly known as "ramp service", for the purpose of performing routine inspection, minor maintenance and other services upon or in connection with Aircraft incidental to performing "ramp service" and for the purpose of parking mobile equipment regularly used in connection with such operations.
  - 2.12.5.3. Operational Area may be used for the purpose of landing and takeoff of Aircraft and for the purpose of the ground movement of Aircraft to, from and between Aprons, Aircraft parking areas, and other portions of the Airport.

### **2.13. Use of Roadways and Walkways**

- 2.13.1. No person shall travel on the Airport other than on the roadways, walkways, or places provided for the particular class of traffic.
- 2.13.2. No person shall occupy the roadways or walkways in such a manner as to hinder or obstruct their proper use.

### **2.14. Animals**

- 2.14.1. Domestic pets and animals, except for special assistance (i.e., "canine companion: or "seeing-eye" dog) or law enforcement dogs, are not permitted on the Airport unless controlled and restrained by a leash or container.
- 2.14.2. Horses, except those utilized for law enforcement or intended to be transported, are not permitted on the Airport.

### **2.15. Weapons and Explosives**

- 2.15.1. Only duly authorized security personnel; duly authorized post office or Airport employees; law enforcement personnel, or members of the armed forces of the United States or the state of Illinois on official duty shall carry any weapons and/or explosives on public areas of the Airport.
  - 2.15.1.1. Firearms transported in Vehicles and Aircraft that are broken down in a non-functioning state, stored in a container for the purposes of shipping for legal recreational uses, and not immediately accessible, are excepted. The owner of said firearms must comply with all Regulatory Measures and will transport said firearms in a safe manner.

- 2.15.2. No person shall store, keep, handle, use, dispose of, or transport at, in, or upon the Airport any Class A, Class B, or Class C explosives or Class A poison (as defined in the Interstate Commerce Commission Regulation for transportation of explosives and other dangerous articles), any other poisonous substances (solid, liquid, or gas), compressed gas, and/or radioactive article, substance, or material at such time or place or in such manner or condition that may (or may be likely to) unreasonably endanger persons or Property.
- 2.15.2.1. This excludes Class C explosives:
- 2.15.2.1.1. used by the Airport Manager or other authorized personnel for wildlife management (or control) purposes, and
  - 2.15.2.1.2. transported in small quantities and for personnel use off the Airport.

## **2.16. Alcoholic Beverages**

- 2.16.1. Consumption or possession of intoxicating liquors is prohibited on the AOA except inside Aircraft by Aircraft passengers preparing for departure or immediately upon arrival or at such times and locations as specifically approved by the Airport Manager.

## **2.17. Use of Public Areas**

- 2.17.1. No person shall use a restroom other than in a clean and sanitary manner or expectorate on the floors, walls, or other surfaces of the Airport.
- 2.17.2. Spitting, marking, or defacing the floors, walls, or other surfaces of the Airport is prohibited.
- 2.17.3. Use of the public area of any facility or area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited.
- 2.17.4. The Airport Manager reserves the right to exclude or expel any person who, in the judgment of the Airport Manager is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do any act in violation of any of these rules and regulations.

## **2.18. Trash and Other Waste Containers**

- 2.18.1. Garbage, empty boxes, crates, rubbish, trash, papers, refuse, and/or litter of any kind shall not be placed, discharged, or deposited on the Airport except in the receptacles provided specifically for that purpose.
- 2.18.1.1. The burning of garbage, empty boxes, crates, rubbish, trash, papers, refuse, and/or litter of any kind on the Airport is prohibited. With the prior written permission of the Airport Manager, Fire Department personnel may engage in training exercises that require controlled burning.
  - 2.18.1.2. Trash and other waste containers at the Airport shall not be utilized for the disposal of personal trash unless privately owned.
- 2.18.2. The Airport Manager shall designate areas to be used for garbage receptacles and no other areas shall be utilized.
- 2.18.2.1. Such areas shall be kept clean and sanitary at all times.
  - 2.18.2.2. Garbage receptacles shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of offensive odors.
  - 2.18.2.3. Garbage receptacles shall be equipped with securely fastened lids.

## **2.19. Sound Amplifying Devices**

- 2.19.1. Sound amplifying devices are prohibited on the Airport except when approved by the Airport Manager.

**2.20. Fire**

- 2.20.1. Entities engaged in any activity at the Airport, whether occupying Airport owned facilities or otherwise, shall comply with all applicable Regulatory Measures and all fire code and practices recommended by the NFPA, unless otherwise directed or authorized in writing by the Airport Manager to deviate from same.
- 2.20.2. Entities shall comply with all directives issued by the Airport Manager regarding the removal of fire hazards, arrangement or modification of Vehicles or Equipment, or altering operating procedures considered unsafe from a fire prevention standpoint.
- 2.20.3. Entities using the Airport or the facilities located at the Airport shall exercise the utmost care to guard against fire and injury to persons or Property.
- 2.20.4. Open flames of any kind are prohibited without the prior written permission of the Airport Manager and the Fire Department having jurisdiction.
- 2.20.5. The use of space heaters in public buildings is prohibited without the prior permission of the Airport Manager and Fire Department having jurisdiction.
- 2.20.6. Smoking, matches, lighters, or any open flames are prohibited within 50 feet of any Aircraft, refueling Vehicle, fuel storage facility or any Aircraft being fueled or defueled.
  - 2.20.6.1. Open flames of any kind are prohibited without the prior written permission of the Airport Manager. This excludes open flames utilized by Lessees and Operators in the performance of Aircraft Maintenance approved by Agreement.
- 2.20.7. Any hostile fires (regardless of the size of the fire or whether or not the fire has been extinguished) shall be reported immediately to the Fire Department (via "911") and the Airport Manager.
- 2.20.8. No person shall tamper with any fire extinguisher equipment at the Airport or use the same for any purpose other than fire fighting or fire prevention. All such equipment shall be in conformity with the NFPA and may be inspected by the Airport Manager at any time. Tags showing the date of the last such inspection shall be left attached to each unit.
- 2.20.9. No person shall block or modify any self-closing fire door at the Airport or do anything which would interfere or prevent its closing in the event of fire.

**2.21. Hazardous Waste and Materials**

- 2.21.1. No entity shall store, keep, handle, use, dispense, discharge, or transport at, in, or upon the Airport any Hazardous Material in contravention of any Regulatory Measure. Proper permits must be obtained from the appropriate Agency, copies must be presented to the Airport Manager, and prior written permission must be obtained from the Airport Manager.
  - 2.21.1.1. Advance notice of at least 24 hours shall be given to the Airport Manager to permit full investigation and clearance for any operation requiring a waiver of this rule. Permission may be given to movements of Hazardous Waste and Materials only when such materials are packed, marked, labeled and limited as required by Federal Regulations applying to transportation of Hazardous Waste and Materials and do not create any hazard to life or property at the Airport.
  - 2.21.1.2. Approved storage of Hazardous Waste on the Airport must be placed in suitable receptacles with self-closing covers that are properly secured.
  - 2.21.1.3. Material Safety Data Sheets (MSDS) for all Hazardous Materials shall be maintained on site so as to be readily available to emergency responders in the event of an emergency and for review by the Airport Manager and the Fire Department (ARFF personnel).

- 2.21.1.4. No entity shall use, keep, or permit to be used or kept, any foul or noxious gas or substance at the Airport, or permit or suffer the Airport to be occupied or used in a manner offensive or objectionable to the Airport Manager or other users by reason of noise, odors, and/or vibrations, or interfere in any way with other occupants or those having business therein.
- 2.21.2. Lubricating oils and hazardous liquids shall be disposed of in a manner compatible with these Rules and Regulations, the Storm Water Management Plan (the "SWMP"), the Uniform Fire Code, and all other applicable Regulatory Measure.
- 2.21.3. All petroleum products, dopes, paints, solvents, acids, or any other Hazardous Waste shall be disposed of off the Airport and in compliance with all applicable Regulatory Measures and shall not be dumped in drains, on Aprons, catch basins, ditches, or elsewhere on the Airport.
  - 2.21.3.1. Used engine oil shall be disposed of only at approved waste oil stations or disposal points.
- 2.21.4. Any person who experiences overflowing or spilling of oil, grease, fuel, and/or similar material or substance anywhere on the Airport is responsible for the immediate cleanup of the spill, proper disposal of the substance, and notification of the Airport Manager in accordance with the Airport's SWMP and SPCC plan.
  - 2.21.4.1. Failure to clean the area and properly dispose of the substance may result in the Airport providing cleanup and disposal at the expense of the responsible party.
- 2.21.5. All empty oil, paint, and varnish cans, bottles, or other containers shall be removed from the Airport in a timely manner, in the sole discretion of the Airport Manager, and shall not remain on the floor, wall stringers, or overhead storage areas of the hangars, offices, shops, or other buildings.
- 2.21.6. Gasoline, oil, and solvent drums or receptacles shall not be stored within Aircraft and/or Vehicle operating areas nor be in excess of amounts actually needed as current stock. Any material of this type shall be kept enclosed and covered in a clearly marked and labeled housing of a design and type that meets the approval of the Airport Manager and Fire Department.
  - 2.21.6.1. Secondary containment is required for the storage of gasoline, oils, solvents, and/or hazardous waste in drums or receptacles.
  - 2.21.6.2. Aviation fuels, automotive gasolines, or deicing fluids in quantities greater than five gallons shall not be stored at the Airport without the prior written permission of the Fire Department and the Airport Manager.

## **2.22. Painting**

- 2.22.1. Doping processes, painting, or paint stripping shall be performed only in those facilities approved for such activities and in compliance with the Uniform Fire Code and the Airport's SWMP.

## **2.23. Flammable Solids and Liquids**

- 2.23.1. The use and storage of all flammable materials (solid and liquids) shall be in compliance with Regulatory Measures including the Uniform Fire Code and the Airport's SWMP.
- 2.23.2. The use of flammable, volatile liquids having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically set aside and approved for the purpose for which the liquid is being used. The room must be properly fireproofed and equipped with adequate and readily accessible fire-extinguishing apparatus.

- 2.23.2.1. The procedures and precautions outlined in the criteria of NFPA Pamphlet No. 30 (Flammable and Combustible Liquids Code), NFPA Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and NFPA Pamphlet No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

## **2.24. Effluents, Pollutant, or Air Contaminant**

- 2.24.1. No person shall discharge any substance in or upon the Airport in contravention of any Regulatory Measure. Proper permits must be obtained from the appropriate Agency, copies must be presented to the Airport Manager, and prior written permission must be obtained from the Airport Manager for such discharge.
- 2.24.2. Hazardous Spills
- 2.24.2.1. Hazardous spills that require reporting include, but are not limited to, jet fuel, gasoline, fuel oil, hydraulic oil, motor oil, turbine oil, alcohol, glycol, and all similar chemicals that could be considered hazardous.
- 2.24.2.2. In the event a hazardous spill occurs of any magnitude, the responsible party of such spill shall take appropriate action in the containment, clean up, and rehabilitation of such hazardous spill. The following procedures shall be implemented in managing a hazardous spill.
- 2.24.2.3. Minor Spills – Spills of less than 5 gallons and that are not compromising the safety of the public.
- 2.24.2.3.1. Determine the threat to the immediate public.
- 2.24.2.3.2. Contain the spill with an absorbent.
- 2.24.2.3.3. Block all stormwater drains that could be impacted by such a spill.
- 2.24.2.3.4. Apply the proper absorbent from strategically placed spill kits. All liquids and or absorbents shall be disposed of or reused per applicable Regulatory Measures.
- 2.24.2.3.5. Make record of the spill at your facility.
- 2.24.2.3.6. Contact the Illinois Department of Health should the spill impact the ground waters and or the surface waters, no matter how small the quantity.
- 2.24.2.4. Major Spills – Spills in excess of 5 gallons but less than 25 gallons or any spill causing an immediate threat to the safety of the public.
- 2.24.2.4.1. Determine the threat to the immediate public.
- 2.24.2.4.2. Block all stormwater drains from potential contamination.
- 2.24.2.4.3. Contain the spill with an absorbent.
- 2.24.2.4.4. Contact the Airport Manager **immediately** (847-537-2580). Airport personnel will determine when to call Fire Department.
- 2.24.2.4.5. Determine the nature of the spill.
- 2.24.2.4.6. Apply absorbents to the spill until all residual liquid has been processed. All liquids and absorbent shall be disposed of properly per applicable Regulatory Measures.
- 2.24.2.4.7. Assess the damage to the land and/or water with Airport personnel.
- 2.24.2.4.8. Contact the Illinois Department of Health should the spill impact the ground waters and or the surface waters no matter how small the quantity.
- 2.24.2.4.9. Record all aspects of the spill in your files.
- 2.24.2.4.10. A written detailed report containing all pertinent information of such spill shall be completed by the responsible party and delivered to the Airport Manager within 5 working days.
- 2.24.2.5. Serious Spills – Spills in excess of 25 gallons and which may pose a serious threat to the safety of the public.
- 2.24.2.5.1. Evaluate the threat to the public and make any arrangements to secure the safety of the immediate public (i.e., evacuation).
- 2.24.2.5.2. Contain the spill should safety permit.
- 2.24.2.5.3. Block all drains that pose an immediate threat from the spill.

- 2.24.2.5.4. Apply absorbents to such a spill until all residual liquid is processed. All liquids and absorbent shall be disposed of properly per applicable Regulatory Measures.
- 2.24.2.5.5. Contact the Fire Department and the Airport Manager **immediately**.
- 2.24.2.5.6. Airport personnel shall assess the damage to the land and/or the waters.
- 2.24.2.5.7. Airport personnel shall inspect the drainage outfall for downstream contamination.
- 2.24.2.5.8. Record all aspects of the spill in your record.
- 2.24.2.5.9. Contact the Illinois Department of Health and the Environmental Protection Agency immediately.
- 2.24.2.5.10. Provide a written summary of the spill and the measures that will be taken to eliminate such a spill in the future to the Airport within 5 working days.
- 2.24.2.6. Operators with fueling capability or responsibility for maintenance of fuel systems shall have on hand at all times sufficient containment booms to form a barrier around the spill. Additionally, Operators shall have sufficient cleanup absorbents, pillows, pads, etc. to pick up the product and to store the same (saturated booms, blankets, etc.) in a sealed container(s) until proper disposal can be effected. The salvage drum(s) shall be approved by the DOT (DOT-E-10102).
- 2.24.3. Aircraft Preflight Inspection
  - 2.24.3.1. No hazardous substance or pollutant shall be disposed of on the Airport or into the air (at/on the Airport) during Aircraft preflight inspection.
- 2.24.4. Aircraft Cleaning
  - 2.24.4.1. See Aircraft Cleaning Section 3.9.
- 2.24.5. Aircraft Deicing
  - 2.24.5.1. See Aircraft Deicing Section 3.10.

## **2.25. Emergency Conditions**

- 2.25.1. Emergency conditions at the Airport shall not mitigate or cancel these Rules and Regulations.
- 2.25.2. During such conditions, the Operator of any Aircraft or Vehicle shall make certain that the Aircraft or Vehicle is not moved in any direction unless specifically cleared by the ATC, Airport Manager, and/or Law Enforcement Officers.
- 2.25.3. No person shall enter upon the landing areas, Aprons, or taxiways of the Airport for the purpose of attending, observing, or assisting at the scene of an accident except persons requested or permitted to do so by the ATC, the Airport Manager, or Law Enforcement Officers.
- 2.25.4. Permits issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been alleviated and normal operations have resumed.
- 2.25.5. Emergency procedures for the Airport may be issued at the discretion of the Airport Manager.
- 2.25.6. The Airport Manager shall determine when normal operations may resume.

## **2.26. Special Events**

- 2.26.1. Special events planned and/or anticipated at the Airport must obtain written authorization from the Airport Manager and any other Agency having jurisdiction over the event.
  - 2.26.1.1. Written authorization shall be an approved Special Events Application, available at the Airport Manager's office.
  - 2.26.1.2. The special events application process is outlined in the Special Events Application.

- 2.26.2. Special events shall include, but are not limited to:
- 2.26.2.1. Any social gathering (private, non-private, and/or charity) of non-employees within a building and/or structure located at the Airport (ex. charity auctions, trade shows, etc.).
  - 2.26.2.2. Any distribution and/or dispensing of alcoholic beverages (free or for sale) within any building and/or structure located at the Airport.
  - 2.26.2.3. Any use of a building and/or structure located at the Airport that is contrary to its intended primary purpose (ex. use of a hangar for social gatherings, etc.).
  - 2.26.2.4. Any event or gathering (private, non-private, and/or charity) within the fenced confines of the Airport (ex. static Aircraft display, car show, etc.).
  - 2.26.2.5. Any display (visual, static, or audible) that may directly or indirectly present a problem, hazard, or nuisance to the operations at the Airport and/or the immediately surrounding community (ex. fireworks, musical band, advertising blow-up displays, etc.).

### **3. AIRCRAFT RULES AND REGULATIONS**

#### **3.1. Regulatory Measures**

- 3.1.1. Activities at the Airport (including the controlled airspace of the Airport) shall conform to the current applicable provisions of 14 CFR; applicable Regulatory Measures; these Rules and Regulations; and orders (written or verbal instructions) of the Airport Manager and ATC personnel.

#### **3.2. Airworthiness**

- 3.2.1. Only Aircraft considered airworthy by the FAA or any foreign counterpart or holds a ferry permit from such Agency shall land or takeoff from the Airport and/or use any area of the Airport for Aircraft parking or storage.
- 3.2.1.1. Aircraft Operator shall promptly remove Aircraft that are not airworthy unless written permission is granted by the Airport Manager.
- 3.2.1.1.1. Written permission may be granted by the Airport Manager to store Aircraft undergoing major renovation or restoration as long as the Aircraft is stored in a hangar.
- 3.2.1.1.2. If Airport owned hangars, t-hangars, or tiedown occupancy is 100%, non-airworthy Aircraft may be kept at the Airport (with written permission of the Airport Manager) for no more than 6 months.
- 3.2.1.1.3. Should an Aircraft Operator fail to remove an Aircraft (at Aircraft Operator's expense) that is not airworthy after notification by the Airport Manager, the Aircraft may be removed by the Airport Manager at the risk and expense of the Aircraft Operator without liability for damage arising from or out of such removal.
- 3.2.2. Abandoning an Aircraft anywhere on the Airport is prohibited.
- 3.2.2.1. The Airport Manager, at the risk and expense of the Aircraft Operator, may remove such Aircraft without liability for damage arising from or out of such removal.

#### **3.3. Based Aircraft Registration**

- 3.3.1. Aircraft (commercial or non-commercial) based at the Airport must be registered with the Airport Manager. Registration information must include the following:
- 3.3.1.1. Aircraft Make and Model
- 3.3.1.2. Aircraft Registration Number
- 3.3.1.3. Aircraft Gross Takeoff Operating Weight
- 3.3.1.4. Aircraft Owner Name, Address, and Phone Number
- 3.3.1.4.1. If more than one person or a group of people own the Aircraft, the name, address, and phone number of all owners shall be provided to the Airport Manager. Lessees are responsible for the registration of all aircraft based on their Leased Premises.
- 3.3.1.5. Proof of Liability Insurance (at the minimum acceptable levels established by the Municipalities or Board)
- 3.3.2. Commercial Operators shall register all Aircraft (owned or non-owned) based on their Leased Premises when such Aircraft arrives on the Airport.
- 3.3.3. Aircraft registration with the Airport Manager shall be updated within 30 days of any change in ownership or contact information.
- 3.3.4. Based Aircraft Operators must have a tiedown or hangar Agreement with either the Airport or an authorized FBO or SASO.

#### **3.4. Hours of Operation**

- 3.4.1. The Airport is available for use 24 hours per day, 7 days per week, unless closed by NOTAM.



**3.5. Accidents or Incidents**

- 3.5.1. Aircraft Operators involved in an accident on the Airport resulting in any injury (or death) to person or damage to Property shall make a full and prompt report of the accident to the Airport Manager and appropriate Agencies, complete any necessary reports and/or forms, and comply with all applicable provisions of National Transportation Safety Board Regulations Part 830.
  - 3.5.1.1. Report to Airport Manager shall include copies of any reports or documentation provided to the NTSB, FAA, or appropriate Agency.
  - 3.5.1.2. Damage to Property includes damage to a runway, Taxiway, Apron, or navigational aid, light, or fixture.
- 3.5.2. An Aircraft or associated Aircraft parts involved in an accident on the Airport may not be disturbed, moved, or removed from the scene of the accident until authorized by the Airport Manager who shall receive authorization (to remove the Aircraft) from the FAA and/or National Transportation Safety Board, when applicable.
- 3.5.3. Once authorization (to remove the Aircraft) has been issued, the Aircraft Operator shall be responsible for the safe and prompt removal of disabled Aircraft and parts within a movement area to a non-movement area.
  - 3.5.3.1. If immediate arrangements are not made (so that the Airport can return to full operational status without unreasonable delay), the Airport Manager may have the Aircraft removed at the Aircraft Operator's risk and expense (including but not limited to labor, equipment, and subcontractors) without liability for damage or loss arising from or out of such removal.

**3.6. Prohibiting Use of the Airport**

- 3.6.1. The Airport Manager shall have the right at any time to close the Airport or any portion thereof to air traffic to prohibit Aircraft landing and/or taking off at any time and under any circumstances, to delay or restrict any flight or other Aircraft operation (except for emergency landings), or to deny the use of the Airport to any person or group when the Airport Manager considers such actions to be necessary and desirable in the interest of safety or when the Rules and Regulations herein set forth are being violated.
  - 3.6.1.1. The Airport Manager may issue a Notice to Airmen (NOTAM) to close or open the Airport (or any portion thereof) or to terminate or restrict any activity on or at the Airport.
  - 3.6.1.2. Only the Airport Manager may cancel a NOTAM.
  - 3.6.1.3. Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, loss of revenue, or damage incurred by any Operator, Lessee, or any other entity.

**3.7. Passengers and Cargo**

- 3.7.1. At the request of any Aircraft Operator, the Airport Manager may have any person who creates a nuisance or threatens any person or Property or Aircraft removed from said Aircraft or the Airport if deemed necessary.

**3.8. Aircraft Maintenance**

- 3.8.1. Aircraft Maintenance on the Airport is permitted only in paved areas designated by the Airport Manager.
  - 3.8.1.1. Only designated paved areas shall be used for preventive maintenance (as defined by 14 CFR Part 43) and in accordance with the posted rules at each maintenance area.
  - 3.8.1.2. Major alterations and repairs of Aircraft shall only be conducted in designated paved areas with prior written permission of the Airport Manager.
  - 3.8.1.3. Only preventive maintenance (as dictated by 14 CFR Part 43) may be performed on Aircraft located on Paved Tiedowns and in T-Hangars.

- 3.8.1.4. Aircraft Maintenance within hangars shall be limited to that specifically permitted by the type rating established in the Uniform Building Code and in compliance with the directives of the Fire Department.
- 3.8.2. Aircraft painting shall be performed only in hangars approved for that activity by an Agency having jurisdiction.
- 3.8.3. Aircraft fuel dump valves shall be tested only with permission of the Airport Manager.
- 3.9. Aircraft Cleaning**
  - 3.9.1. Aircraft cleaning shall be performed only in areas designated by the Airport Manager and in compliance with the SWMP, a copy of which is available for inspection in the Airport Manager's office.
  - 3.9.2. All drainage must flow to an oil/water separator.
  - 3.9.3. All Aircraft cleaning shall be done in accordance with posted rules, with biodegradable soap, and without the use of solvents or degreasers.
  - 3.9.4. Aircraft, aircraft engines, and/or parts may be dry washed in areas not having an oil/water separator.
- 3.10. Aircraft Deicing**
  - 3.10.1. Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in accordance with the Airport's SWMP and in designated areas as specified by the Airport Manager with prior written permission of the Airport Manager.
  - 3.10.2. Use of chemical substances for the purpose of removing snow and/or ice shall comply with all Regulatory Measures.
  - 3.10.3. Deicing fluids shall be transported, stored, and disposed of in accordance with the Airport's SWMP and the requirements established by the Airport Manager.
- 3.11. Aircraft Engine Operation**
  - 3.11.1. Only qualified persons shall start and/or operate an Aircraft engine at the Airport and/or taxi an Aircraft on the Airport.
    - 3.11.1.1. Qualified persons include a pilot, an airframe and powerplant mechanic, or a qualified technician licensed by the FAA and qualified to start or operate the engine(s) and/or taxi that particular class and type of Aircraft.
  - 3.11.2. Starting engines shall be prohibited until ground personnel have given proper clearance (if appropriate) and until all standard safety procedures have been followed.
  - 3.11.3. Any person operating an Aircraft engine in an area that is accessible to the public shall take precautions to alert and protect the public from hazards incident to such operations.
    - 3.11.3.1. Before starting Aircraft engine, Aircraft Operator shall set Aircraft brakes on and turn on rotating beacon or strobe lights.
  - 3.11.4. Starting an Aircraft engine when there is any flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.
  - 3.11.5. Aircraft controls shall not be unattended while Aircraft engines are operating.
  - 3.11.6. Propeller, engine, and exhaust noises shall be kept to a minimum.
  - 3.11.7. Runup of Aircraft engines shall be performed only in the areas designated for such purpose by the Airport Manager.
    - 3.11.7.1. Aircraft engine runups shall be coordinated with ATC.
    - 3.11.7.2. When Aircraft engines are runup, Aircraft shall be properly positioned so that aircraft exhaust and noise flows into the Airport and not at the end of a Runway.

- 3.11.7.3. Runup of Aircraft engines is not allowed in non-movement areas except when approved by the Airport Manager, on a case by case basis.
- 3.11.7.4. Aircraft may not be tied to any structure during Aircraft engine runup.
- 3.11.7.5. High speed or full power aircraft engine runups (including maintenance run-ups) shall be performed in designated run-up areas or in other areas designated specifically for this purpose by the Airport Manager.
  - 3.11.7.5.1. No full power aircraft engine runups between 10:00 pm and 7:00 am.

### **3.12. Aircraft Equipment**

- 3.12.1. Aircraft (other than rotorcraft) operated on the Airport must be equipped with a tail wheel or nose wheel and wheel brakes unless the Airport Manager grants the Operator prior written permission to operate the Aircraft on the Airport.
- 3.12.2. Aircraft Operators shall not land, taxi, or take off without the ability to communicate by two way radio with ATC, except in the case of an emergency or with permission from ATC.

### **3.13. Aircraft Parking and Storage**

- 3.13.1. Aircraft shall be parked only in those areas designated for such purpose by the Airport Manager and shall not be positioned in such a manner so as to block a runway, Taxiway, Taxilane, or obstruct access to hangars, parked Aircraft, parked Vehicles, gates, or fuel storage facilities.
- 3.13.2. Unless otherwise provided in an Agreement with the Airport or authorized FBO, no person shall use any area of the Airport for the parking and storage of Aircraft, without prior written permission of the Airport Manager.
  - 3.13.2.1. Transient parking shall be handled by an authorized FBO, unless prior written permission is received from the Airport Manager.
  - 3.13.2.2. Should a person use such areas for Aircraft parking or storage without first obtaining the prior written permission (of the Airport Manager), the Airport Manager may remove and store the Aircraft at the expense of the Aircraft Operator without liability for damage that may arise from or out of such removal or storage.
- 3.13.3. Aircraft Operators shall ensure parked and stored Aircraft are properly secured as set forth in FAA AC 20-35C.
  - 3.13.3.1. Parked or stored rotorcraft shall have braking devices and/or rotor mooring blocks applied to the rotor blades.
  - 3.13.3.2. Moored lighter-than-air Aircraft shall have at least one person monitoring the safety of the mooring at all times.
- 3.13.4. Upon request of the Airport Manager, the Operator of any Aircraft parked or stored at the Airport shall move the Aircraft to the location and/or position on the Airport identified by the Airport Manager. In the event the Aircraft Operator refuses, is unable, or unavailable, the Airport Manager may move the Aircraft to the area at the risk and expense of the Aircraft Operator without liability for damage that may arise from or out of such movement.

### **3.14. Aircraft Security**

- 3.14.1. If the kind, type, mission, or condition of an Aircraft makes it necessary for an Aircraft owner/operator or Operator/Lessee to obtain, provide, and/or maintain security for an Aircraft, the Aircraft owner/operator or Operator/Lessee shall be responsible for such security and may only provide (and/or arrange for) such security after obtaining the prior written permission from the Airport Manager and the Police Departments.
- 3.14.2. Aircraft owners/operators or Operators/Lessees shall not employ security measures as a means to hinder, delay, or prevent removal of Aircraft at the direction of the Airport Manager.

- 3.14.3. No person shall interfere or tamper with any parked or stored Aircraft at the Airport or start the engine of such Aircraft without the Aircraft owner's/operator's permission.

### **3.15. Aircraft Operations**

- 3.15.1. All Aircraft shall be operated in accordance with 14 CFR Part 91 and the appropriate 14 CFR based upon the type and use of the Aircraft.
- 3.15.1.1. Operating an Aircraft in a careless, negligent, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger persons or Property of any entity is prohibited.
- 3.15.1.2. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by ATC or the Airport Manager.
- 3.15.2. Operating an Aircraft constructed, modified, equipped, or loaded as to endanger, or be likely to endanger persons or the Property of any entity is prohibited.
- 3.15.3. Aircraft Operators shall comply with any order, signal, or directive of ATC or the Airport Manager, by whatever means communicated.
- 3.15.4. Aircraft Operators shall not land, take off, taxi, or park an Aircraft on any area that has been restricted to a maximum weight bearing capacity of less than the weight of the Aircraft.
- 3.15.4.1. Aircraft with a certificated maximum gross takeoff weight in excess of 98,000 pounds shall not land or takeoff at the Airport without permission from the Airport Manager.
- 3.15.4.2. Aircraft with a certificated maximum gross takeoff weight of 98,000 pounds or less shall not land or takeoff unless such takeoff or landing is in compliance with the manufacturer's Aircraft performance standards for determining if operation can be accomplished within the maximum length of runway available.
- 3.15.4.3. It shall be the Aircraft Operator's responsibility to repair any damage to the Airport's runways, taxiways, or Aprons caused by excessive Aircraft weight loading.
- 3.15.5. The starting, positioning, or taxiing of any Aircraft shall be done in such a manner so as to avoid generating (or directing) any propeller slipstream or engine blast that may endanger or result in injury to persons or damage to Property.
- 3.15.5.1. To avoid this situation, it may be necessary to tow the Aircraft to a location or position on the Airport where the propeller slipstream or engine blast shall not endanger or cause injury to persons or damage to Property when the engines are started or operated
- 3.15.6. Airborne radar Equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or, if low intensity (less than 50 KW output), is within 100 feet of another Aircraft, an Aircraft refueling operation, an Aircraft refueling Vehicle, or a fuel storage facility.
- 3.15.7. Operation of Aircraft radio Equipment while the Aircraft is in a hangar, other than when radio Equipment maintenance is being performed on the Aircraft is prohibited.
- 3.15.8. Aircraft engines shall not be started and Aircraft shall not be taxied into, out of, or within any structure on the Airport.

### **3.16. Taxiing Operations**

- 3.16.1. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless the Airport Manager or ATC directs otherwise.
- 3.16.2. Aircraft shall not be taxied until the Aircraft Operator has ascertained (by visually inspecting the area) that there shall be no danger of collision with any person or Property in the area.

- 3.16.3. Aircraft being taxied, towed, or otherwise moved at the Airport shall proceed with running lights and anti-collision lights illuminated during the time between one half hour before official sunset and one half hour after official sunrise.
- 3.16.4. Aircraft being taxied shall have a person at the controls of the Aircraft who shall monitor the radio transmitting frequency in use by ATC. In the event the Aircraft is not equipped with a radio or the radio is inoperative, the Aircraft shall be moved only when accompanied by an escort Vehicle, equipped with an operating radio and an operating yellow rotating beacon (with 30,000 or more candela) or when, by prior coordination, directions are transmitted by ATC through the use of a light gun.
- 3.16.5. Taxiing Aircraft shall yield the right-of-way to any emergency vehicle.
- 3.16.6. Aircraft Operators shall not taxi an Aircraft at the Airport at a speed greater than is reasonable and prudent under the conditions with regard for actual and potential hazards and other Aircraft so as not to endanger persons or Property.
  - 3.16.6.1. Aircraft taxiing speeds shall be reduced during periods of low visibility or inclement weather
- 3.16.7. Aircraft shall only be taxied or towed in areas normally used for operation of Aircraft, unless express prior written approval has been received by the Airport Manager.

### **3.17. Landing and Takeoff Operations**

- 3.17.1. Takeoffs will be made only from the ends of the runways, or from a designated intersection approved by ATC.
- 3.17.2. Fixed wing Aircraft taking off or landing at the Airport shall do so only from designated runways.
- 3.17.3. Landing Aircraft shall clear the runway as soon as practicable, taxiing ahead to the nearest turn off. No turns of 180 degrees or greater shall be made on the runway unless approved by ATC.
- 3.17.4. During an emergency, Aircraft shall not enter on a runway from a Taxiway and, if on a runway, will clear the runway unless otherwise directed by ATC.

### **3.18. Flight Instruction**

- 3.18.1. All entities giving flight instruction shall be held responsible to the Airport for the conduct of all students during the course of instruction.

### **3.19. Noise Abatement Procedures**

- 3.19.1. The pilots of all Aircraft landing or taking off at the Airport shall comply with the noise abatement procedures established by the Board.

### **3.20. Rotorcraft Operations**

- 3.20.1. Rotorcraft shall park or operate only in the areas approved by the Airport Manager.
- 3.20.2. Rotorcraft shall not be operated within 50 feet of any facility or Fuel storage facility.
- 3.20.3. Rotorcraft shall not be operated within 200 feet of any area where light Aircraft are parked or operating, unless such area is specifically established for rotorcraft operations.

### **3.21. Traffic Patterns**

- 3.21.1. Aircraft shall conform to the traffic patterns promulgated jointly by the FAA and the Airport Manager unless otherwise specifically authorized by ATC.

- 3.21.2. During the hours when the ATC is closed, all Aircraft Operators shall utilize the ATC frequency (119.9 MHz) and adhere to the following procedures:
- 3.21.2.1. Arriving Aircraft shall:
- 3.21.2.1.1. announce Aircraft position and intentions prior to entering the downwind leg of the traffic pattern for the active runway at the Airport and
  - 3.21.2.1.2. announce Aircraft position when turning onto final approach to the active runway at the Airport.
- 3.21.2.2. Departing Aircraft shall:
- 3.21.2.2.1. announce Aircraft position and intentions to taxi, and direction of taxiing,
  - 3.21.2.2.2. announce Aircraft position just prior to taking the active runway, and
  - 3.21.2.2.3. upon departure, announce its position and intended direction of flight.

### **3.22. Limitations**

- 3.22.1. Aircraft operations on the Airport shall be limited to self powered Aircraft.
- 3.22.2. Aircraft Operators shall obtain the prior written permission of the Airport Manager, except in an emergency, before conducting any of the following activities at the Airport.
- 3.22.2.1. Experimental Flights
- 3.22.2.2. Use of Motorless Aircraft: The landing upon or towing from the Airport of gliders, sailplanes, and other certificated motorless Aircraft.
- 3.22.2.3. Use of Ultralight Vehicles: The landing upon or taking off from the Airport of ultralight vehicles.
- 3.22.2.4. Use of Lighter-than-Air Aircraft: The landing upon or taking off from the Airport of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft that utilize gasses or hot air to provide lift.
- 3.22.2.5. Banner or Glider Towing: The landing upon or taking off from the Airport of Aircraft that tow banners, gliders, or any other device.
- 3.22.2.6. Aircraft with a certificated maximum gross takeoff weight in excess of 98,000 pounds.
- 3.22.2.7. Transportation of Hazardous Cargo: Landing or taking off with flammable, explosive, or corrosive materials, except that which is carried aboard for the operation of the Aircraft or use by crewmembers or passengers.
- 3.22.2.8. Transportation of Radioactive Cargo: The landing upon or taking off from the Airport of Aircraft loaded with radioactive materials.
- 3.22.2.8.1. All shipments of radioactive cargo or other hazardous material shall comply with regulations established in 49 CFR Parts 100-199, and all other Regulatory Measures governing such shipments.
  - 3.22.2.8.2. Trained Hazmat and Fire Department equipment and personnel will be required for this type of operation as a standby precautionary measure. Costs associated with Trained Hazmat equipment and personnel shall be borne by the Aircraft Operator.

### **3.23. Fees and Charges**

- 3.23.1. Aircraft shall not land or take off from the Airport unless the Aircraft Operator has paid the fees and/or charges that may be assessed from time to time by the Board for such use unless the Aircraft Operator is exempt from payment of certain fees or unless the Aircraft Operator is entitled to use the Airport without making such payment as stipulated in an Agreement with the Board.
- 3.23.1.1. Aircraft exempt from Airport fees and charges (excluding fuel flowage fees) include Aircraft owned and/or operated by the United States of America, military forces of the United States of America, and the Aircraft operated by foreign military forces in support of allied military operations that do not utilize the Airport significantly (as defined in the Airport Assurances).

- 3.23.2. All fees and/or charges incurred from the use of the Airport shall be payable in cash unless credit arrangements satisfactory to the Airport Manager have been made in advance or the Airport Manager approves payment by check.
- 3.23.3. The Airport Manager shall have the authority to detain any Aircraft for non-payment of any fees and/or charges relating to said Aircraft which are properly due to the Board.

**4. VEHICLE RULES AND REGULATIONS****4.1. Regulatory Measures**

- 4.1.1. All Vehicle Operators on the Airport shall comply fully with the Illinois revised Statutes Title 625 ILCS (as may be amended from time to time), Rules and Regulations, and instructions issued by the Airport Manager.
- 4.1.2. Jurisdiction shall be as in all other traffic offenses within appropriate jurisdiction.

**4.2. Operator Licensing**

- 4.2.1. Vehicle Operators must have a valid state Vehicle Operator's license and evidence of insurance (as required by state law) to operate a Vehicle on the AOA.
- 4.2.2. Vehicle Operators on the AOA are required to attend an AOA Vehicle Operators Class (same as access badge) and pass an AOA driving test.

**4.3. Vehicle Permit**

- 4.3.1. Vehicles operating or parking on the AOA, except for Emergency Vehicles, must be registered with the Airport under the Vehicle Permit Program and display a current Vehicle permit, unless otherwise authorized by the Airport Manager.
  - 4.3.1.1. Only Vehicles necessary for Commercial Aeronautical Activity or government activities will be issued permits for drive access within the Airport Operational Area.
  - 4.3.1.2. The types of Vehicles for which permits may be issued and fees charged is as follows:
    - 4.3.1.2.1. CLASS I Refuelers
    - 4.3.1.2.2. CLASS II All other motorized, self-propelled equipment
  - 4.3.1.3. All persons applying for a Vehicle permit will complete the access badge and Vehicle permit Application and return it to the Airport. Vehicle permits associated with based aircraft are allotted one Vehicle permit per verified Aircraft owner.
  - 4.3.1.4. All persons applying for a Vehicle permit pay a non-refundable administrative fee to the Airport at the time of purchase. Airport's schedule of rents and fees is available at the Airport Manager's office.
  - 4.3.1.5. Vehicle permits shall be permanently affixed to the lower left hand corner of the Vehicle's front windshield.
  - 4.3.1.6. No person may loan their Vehicle permit to any other person or knowingly permit the use thereof by another.

**4.4. Vehicle Licensing and Equipment**

- 4.4.1. Except for Vehicles that are exclusively used on the AOA, all Vehicles shall meet proper state licensing, registration, insurance, and inspection requirements. A copy of Vehicle registration and certificate of insurance will be attached to the Access Badge/Vehicle Permit application.
- 4.4.2. Vehicles shall not be operated on the Airport unless the Vehicle is in sound mechanical order; has adequate lights, horn, and brakes; and permits clear visibility from the driver's position.
- 4.4.3. Vehicles shall not be operated on the AOA of the Airport unless and until a permit is obtained from the Airport Manager for said Vehicle.
- 4.4.4. Since the presence at the Airport of a tank Vehicle, truck, or semi-trailer used for the transportation of flammable liquids or fueling and defueling of Aircraft could endanger persons or Property, no tank Vehicle, truck, or semi-trailer shall be operated at the Airport unless approved by the Airport Manager.
- 4.4.5. Trailers and semi-trailers are not permitted on the Airport unless equipped with lights (or reflectorized devices on all sides) and proper brakes/braking system.
  - 4.4.5.1. Trailers and semi-trailers shall not be disengaged from towing Vehicle.



**4.5. Vehicle Operations**

- 4.5.1. Vehicle operations on the Airport in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or Property is prohibited.
- 4.5.2. Vehicles constructed, equipped, loaded, or maintained (or has attached thereto any object or Equipment which drags, swings, or projects) so as to endanger, or be likely to endanger, persons or Property, is prohibited on the Airport.
- 4.5.3. Vehicles shall not be operated in any hangar at the Airport unless the Vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the Hangar.
- 4.5.4. Landside Speed Limits
  - 4.5.4.1. Safe Speed – Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, use of the street or roadway, or so as not to endanger persons or Property.
  - 4.5.4.2. Minimum Speed – Vehicles shall not be operated at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.
  - 4.5.4.3. Maximum Speed – Vehicles, except Emergency Vehicles responding to an emergency, shall not be operated on the Airport in excess of the posted speed limits or in excess of any speed stipulated in these Rules and Regulations. In areas where signs, markers, or devices are not used or posted, the speed limit shall be 25 miles per hour.
- 4.5.5. Airside Speed Limits
  - 4.5.5.1. Vehicles, except Emergency Vehicles responding to an emergency, shall not be operated on the AOA at speeds in excess of 15 miles per hour.
    - 4.5.5.1.1. Vehicles provided clearance by ATC to operate on a Runway or Taxiway shall not be operated at a speed greater than is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, or so as not to endanger persons or Property.
  - 4.5.5.2. Notwithstanding any other provisions of this section, no Vehicle shall be operated at speeds in excess of 5 miles per hour within 50 feet of an Aircraft or building.
- 4.5.6. Vehicle Operators shall not, after receiving a lawful order, visual or audible signal, or direction from the Airport Manager or a Law Enforcement Officer, fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal or direction, or interfere with or endanger the operation of a Law Enforcement Officer or the Airport Manager, increase the speed or extinguish the lights of the Vehicle, or attempt to flee from or elude a Law Enforcement Officer or the Airport Manager.
- 4.5.7. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by a Law Enforcement Officer.
- 4.5.8. Airport roadways may be used for Vehicle operations as a means of ingress and egress to and from the roadways serving the Airport and between various land areas on the Airport abutting Airport roadways.
  - 4.5.8.1. The airside perimeter road shall be used only by Airport designated Vehicles including, but not limited to, Airport Vehicles, refueling Vehicles, and permitted Vehicles.
- 4.5.9. Vehicles that are overloaded or carrying more passengers or cargo than the amount that the Vehicle is designed to carry are prohibited on the Airport.

- 4.5.10. Persons shall not ride on the running board, in the beds of pickup trucks, ride on the outside of a Vehicle, or allow arms or legs to protrude from a Vehicle with exception of Emergency Vehicles that are designed specifically for such operations.
- 4.5.11. Vehicle Operators shall yield the right of way to Aircraft, Emergency Vehicles (or Equipment), snowplows, and pedestrians.
- 4.5.12. Vehicles shall not be operated in such a manner or within such proximity of an Aircraft as to create a hazard or interfere with the safe operation of the Aircraft.
  - 4.5.12.1. Vehicles shall not overtake or pass in front of a moving Aircraft.
  - 4.5.12.2. Vehicles shall pass to the rear of taxiing Aircraft and come no closer than 100 feet to a taxiing Aircraft.
  - 4.5.12.3. Vehicles shall not pass closer than 15 feet from any wing or tail section of a parked Aircraft.
- 4.5.13. Vehicles used for hauling trash, dirt, or any loose material shall be operated in such a fashion as to prevent the contents of the Vehicle from dropping, sifting, leaking, or otherwise escaping including, at a minimum, covering Vehicles load.
- 4.5.14. Positive locking couplings are required for all towed Equipment on the AOA.

#### **4.6. Air Operations Area**

- 4.6.1. Vehicles used exclusively on the AOA shall be painted and marked (with appropriate reflective tape) in a manner approved by the Airport Manager and be equipped with an approved and fully operational amber or red (emergency Vehicles only) rotating, flashing, or steady beacon (with 30,000 or greater candela) on the roof or uppermost point of the Vehicle providing 360 degree view and in compliance with FAA Advisory Circular 150/5210-5B.
  - 4.6.1.1. The beacon shall be activated by the Vehicle Operator prior to entering the AOA and shall remain in operation while the Vehicle is on the AOA
  - 4.6.1.2. Vehicle Operators using the AOA on a non-exclusive basis must first obtain written permission of the Airport Manager before operating any Vehicle on the AOA and shall proceed directly to the Operator's final destination on the Airport with the Vehicle's parking lights flashing at all times while the Vehicle is moving.
- 4.6.2. The Airport Manager may restrict Vehicles to a certain portion(s) or segment(s) of the AOA. Such restrictions shall prohibit Vehicle operations outside designated area(s).
- 4.6.3. Use of ATVs, three wheelers, scooters, mini-bikes, go-carts, roller blading, skate boarding, and the recreational use of bicycles is not permitted on the Airport unless written permission from the Airport Manager is received.
- 4.6.4. Manually controlled vehicle gates that provide access to the AOA shall be kept closed and locked at all times except when actually in use.
- 4.6.5. When automatic vehicle gates are used, Vehicle Operators must stop the Vehicle and allow the gate to fully close before proceeding. The Vehicle Operator must also ensure that no other Vehicles or persons gain access to the Airport while the gate is in the process of closing and/or not fully closed.
  - 4.6.5.1. If the Vehicle Operator cannot prevent such access, the Vehicle Operator must immediately notify the Airport Manager or the Operations Department.

#### **4.7. Movement Area**

- 4.7.1. No Vehicle shall operate on the Movement Area without obtaining clearance from ATC personnel. Upon receiving clearance, Vehicle Operators shall ensure that no Aircraft is approaching before entering the Movement Area.
  - 4.7.1.1. Vehicles operating on the Movement Area must first obtain permission from the Airport Manager.

- 4.7.2. All Vehicles operating in the Movement Area on a regular basis shall be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies (ranging from 118.00 MHz to 137.00 MHz).
- 4.7.2.1. In the event a Vehicle in the Movement Area experiences radio failure, the Vehicle must vacate the area utilizing perimeter roadways or other non-controlled routes. If exit via non-controlled route is not possible, the Vehicle Operator shall indicate radio failure by facing the Vehicle towards the control tower and flashing the Vehicle's headlights. Thereafter, the Vehicle Operator shall operate the Vehicle based upon (in accordance with) the standard colored light signal directions given by ATC.
- 4.7.3. After obtaining permission of the Airport Manager, a Vehicle that is not operated on the Airport on a regular basis may enter the Movement Area provided that such Vehicle is escorted at all times (while in the Movement Area) by an authorized Airport vehicle having radio contact with ATC.
- 4.7.3.1. When construction-related Vehicles are required to enter or work within the Movement Area, such Vehicles will be marked with an approved orange and white checkered flag (for daytime operations) or an amber beacon (for nighttime operations).
- 4.7.3.2. If the construction Vehicle is not equipped with a two way radio capable of communicating on the proper aeronautical frequencies, the Vehicle shall be escorted at all times (while in the Movement Area) by an Airport authorized vehicle having radio contact with ATC or have a flagman (with a two way radio capable of communicating on the proper aeronautical frequencies) stationed at the area(s) designated by the Airport Manager to give instructions to the Vehicle.
- 4.7.4. Vehicle Operators operating in the Movement Area must be conversant with standard colored light signals, regardless of whether or not the Vehicle is radio equipped.
- 4.7.4.1. Steady Green – Cleared to cross, proceed, or go
- 4.7.4.2. Steady Red – Stop
- 4.7.4.3. Flashing Red – Clear the runway/Taxiway
- 4.7.4.4. Flashing White – Return to starting point on the Airport
- 4.7.4.5. Alternating Red and Green – General warning, exercise extreme caution

#### **4.8. Accidents or Incidents**

- 4.8.1. A Vehicle Operator involved in an accident on the Airport resulting in any injury (or death) to person or damage to Property shall stop the Vehicle at the scene (or as close as possible to the scene without unnecessarily obstructing traffic or creating a safety hazard) and notify 911 and the Airport Manager immediately.
- 4.8.2. The Vehicle Operator shall give his name, address, and Vehicle Operator's license and registration number to the person injured, the Property owner, witness and/or Law Enforcement Officer.
- 4.8.3. The Vehicle Operator (and the Vehicle) must remain at the scene until the Airport Manager or Law Enforcement Officer takes a full report.

#### **4.9. Vehicle Maintenance**

- 4.9.1. Private Vehicles shall not be cleaned (except in designated areas approved by the Airport Manager) and/or maintained anywhere on the Airport, except for minor repairs that are necessary to remove such Vehicle(s) from the Airport.
- 4.9.2. Vehicles operated by Commercial Operators or Lessees shall be cleaned and/or maintained in areas designated by the Airport Manager.

**4.10. Parking (or Stopping)**

- 4.10.1. Vehicles shall be parked only in those areas designated for such purpose by the Airport Manager.
  - 4.10.1.1. Vehicles owned and operated by Aircraft Operators leasing a Tiedown in Area 2 and 3 may park Vehicle in Aircraft's Tiedown area except during high security or at the discretion of the Airport Manager.
- 4.10.2. Vehicles shall not be parked or stopped:
  - 4.10.2.1. In such a manner so as to obstruct a parking lot lane, driveway, roadway, Airport access gate, walkway, crosswalk, fire lane, runway, Taxiway, Taxilane, and/or obstruct access to hangars, parked Aircraft, and/or parked Vehicles;
  - 4.10.2.2. On the left side of a road (i.e., facing oncoming traffic);
  - 4.10.2.3. On the roadway side of any stopped or parked Vehicle (double parking);
  - 4.10.2.4. Within 25 feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane;
  - 4.10.2.5. Within 3 feet of either side of a security fence;
  - 4.10.2.6. On unpaved or grassed areas (unless specifically designated for parking); or
  - 4.10.2.7. Other than in accordance with restrictions posted on authorized signs.
- 4.10.3. Vehicles, other than those loading and unloading Aircraft, shall not stop for loading, unloading, or any other purpose on the Airport other than in the areas specifically established for loading, unloading, and/or parking and only in the manner prescribed by signs, lines, or other means.
- 4.10.4. All service Vehicles (including utility company, government owned, delivery, etc.) shall park in specially reserved and marked areas or areas designated by the Airport Manager.
- 4.10.5. Displaying Vehicles/Equipment for sale at the Airport is prohibited.
- 4.10.6. Existing (upon the adoption of these Rules and Regulations) T-Hangar tenants may park fully operational/functional Vehicles outside of the T-Hangar but only on a temporary (14 days or less) basis. A Vehicle parked more than 14 days may be towed at the Vehicle owner's risk and expense and without any liability to the Municipalities or Board for damage that may result, unless otherwise permitted by the Airport Manager.
  - 4.10.6.1. Vehicles shall be parked parallel to the T-Hangar.
  - 4.10.6.2. Only one Vehicle is permitted to be parked outside a T-Hangar.
- 4.10.7. Boats, jet skis, snowmobiles, dune buggies, race cars, recreational vehicles, trailers, etc. may not be permanently parked or stored on the AOA.
  - 4.10.7.1. Access to privately owned hangars must be accomplished through a private gate directly to Leased Premises and not through a public gate with access to non-movement or movement areas.

**4.11. Disabled, Abandoned, or Illegally Parked Vehicles**

- 4.11.1. Vehicles shall not be Abandoned on the Airport.
- 4.11.2. The Airport Manager may tow, remove, or cause to be removed from the Airport any Vehicle that is disabled, Abandoned, and/or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety hazard or interferes with Airport operations) at the Vehicle Operator's risk and expense and without liability for damage that may result from such removal.

**5. OPERATOR AND LESSEE RULES AND REGULATIONS****5.1. Security**

- 5.1.1. For gates or doors that provide access to the AOA through an Operator/Lessee's Leased Premises, it is the responsibility of all Operators/Lessees to ensure that such gates and doors remained closed, locked, and secured when not in use and to ensure that all gates and doors and locking/securing mechanisms, and other public safeguards are continually and conscientiously used in a manner so as to protect all persons.
- 5.1.2. No person shall cause any object to be located within three feet of the Airport perimeter fence, which may assist an unauthorized individual in accessing the AOA.

**5.2. Construction or Alteration of Improvements**

- 5.2.1. Any construction or alteration of an improvement located on the Airport shall be performed in compliance with Development Guidelines as may be established by the Municipalities and must be approved in writing in advance by the Airport Manager.

**5.3. Maintenance of Premises**

- 5.3.1. All Operators and Lessees are required to keep the land and/or Improvements under lease (or being occupied or used) free from all fire hazards and maintain the same in a condition of repair, cleanliness, and general maintenance in a manner agreeable to the Airport Manager and in accordance with the Operators or Lessees Agreement.
  - 5.3.1.1. Failure by Operator or Lessee to maintain the land or Improvements under lease (or being occupied or used) within five days of written notice from Airport may result in the Airport conducting or contracting the maintenance at Operator's or Lessee's expense or such longer period as may be allowed in Operator's or Lessee's Agreement.
- 5.3.2. All Operators and Lessees shall be fully responsible for all damage to facilities, Equipment, real property, related appurtenances, and all other Improvements in the ownership, care, custody, or control of the Airport caused the Operator or Lessee or by their employees, agents, customers, visitors, suppliers or persons with whom they do business.
- 5.3.3. Facilities (including hangar floors) shall be kept clean and clear of the accumulation of oil, grease, flammable liquids, rags, or other waste materials except as may be provided to the contrary in any specific Agreement with the Board.
  - 5.3.3.1. The use of volatile or flammable solvents for cleaning floors is prohibited.

**5.4. Fire Prevention**

- 5.4.1. Operators and Lessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed at all times.
  - 5.4.1.1. Operators and Lessees that have employees conducting fueling or fuel transfer operation (fuel storage facility to refueling vehicle) must ensure that all employees receive proper fire prevention, use of fire extinguishers, responding to fuel and oil spills, and handling flammable materials training or instruction immediately upon employment and that employees receive such training or instruction annually thereafter and shall document such training.
- 5.4.2. Operators and Lessees shall provide proper, adequate, inspected, certified, and readily accessible fire extinguishers (that are approved by fire underwriters) for the particular hazard involved (or associated with the activity).
  - 5.4.2.1. Fire extinguishers shall be maintained in accordance with the National Fire Code.
  - 5.4.2.2. Logs showing the date of last inspection shall be attached to each unit or records acceptable by fire underwriters shall be kept showing the status of such Equipment.

**5.5. Heating Equipment**

- 5.5.1. All heating Equipment and fuel burning appliances installed or used on the Airport shall comply (for its intended use) with the requirements of Board, the state of Illinois, the Uniform Fire Code, National Board of Fire Underwriters, and the Fire Chief.

**5.6. Aircraft Hangars**

- 5.6.1. Aircraft hangars shall only be used for the following purposes:
- 5.6.1.1. Storage and parking of Aircraft and associated Aircraft Equipment and supplies as approved by the Airport Manager and the Fire Department.
    - 5.6.1.1.1. Aircraft parked in hangars shall be parked in a manner so as not to obstruct adjacent Aircraft parking and/or storage areas, Taxiways, or Taxilanes except for temporary staging and/or fueling of such Aircraft.
  - 5.6.1.2. Parking of Vehicles that display a valid Airport Vehicle permit.
- 5.6.2. Use of Aircraft hangars shall be subject to the following restrictions:
- 5.6.2.1. No Aircraft Maintenance, alterations, or repairs shall be performed in a hangar without the prior written permission of the Airport Manager.
    - 5.6.2.1.1. In addition to the provision contained in Section 5.7.1.2, no preventive Aircraft Maintenance shall be conducted in or from any T-Hangar for any Aircraft not listed on the Agreement (for the hangar) unless written permission is granted by the Airport Manager.
  - 5.6.2.2. For hangars not having a personnel exit door, sliding doors shall remain open 36 inches anytime a person is in the hangar.
  - 5.6.2.3. Space heaters shall never be located inside Aircraft and left unattended. Space heaters may be utilized in hangars so long as the heater has a clear radius of 10 feet from Aircraft (or any other object) and fire prevention/safety measures are observed.
  - 5.6.2.4. Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids as approved by the Fire Department.
  - 5.6.2.5. Aircraft batteries shall not be connected to a charger when installed in an Aircraft that is located inside (or partially inside) a hangar.

**5.7. Aircraft Tiedowns**

- 5.7.1. Aircraft Tiedowns shall only be used for the following purposes:
- 5.7.1.1. Storage and parking of the Aircraft listed on the Agreement for that tiedown or shade and parked in a manner so as to be completely contained within the space and not obstruct adjacent Aircraft parking and/or storage areas, Taxiways, or Taxilanes except for temporary staging and/or fueling of such Aircraft.
  - 5.7.1.2. Performing preventive Aircraft Maintenance on the Aircraft listed on the Agreement for that tiedown and in accordance with applicable regulations.

**5.8. Storage of Materials and Equipment**

- 5.8.1. Operators and/or Lessees shall store, stack, box, or bag material (or Equipment) in such manner as to preclude creating any hazard to persons or Property, obstructing any operation, or littering.
- 5.8.1.1. Storage of materials or equipment shall not be permitted outside.
  - 5.8.1.2. Lessees of the Airport can store non-hazardous items in a covered and fenced area on their Leased Premises with prior written authorization from the Airport Manager.
- 5.8.2. Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, Vehicles, or Equipment without the prior written permission of the Airport Manager.

- 5.8.3. Unless otherwise provided in an Agreement with the Board, or with permission from the Airport Manager, no person shall use any area of the Airport of storage of cargo or other Property. In the event of a violation of this provision, the Airport Manager shall have the authority to order the cargo or other Property removed, or to cause the same to be removed and stored at the expense of the owner or consignee thereof, without liability for damage thereto arising from or out of such removal or storage on the part of the Board, the Airport Manager or their agents or employees.

### **5.9. Compressed Gases**

- 5.9.1. Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.
- 5.9.1.1. Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.
- 5.9.1.2. Cylinders or tanks not in use shall have an approved transportation safety cap installed.
- 5.9.1.3. Cylinders or tanks shall be maintained in compliance with all applicable rules and regulations.

### **5.10. Lubricating Oils**

- 5.10.1. A total of 60 gallons of lubricating oils having a flash point at or above 150 degrees may be stored in hangars provided that the product is stored in the original container and has the original manufacturer's labeling (or that the product is stored in other suitable containers approved by the Airport Manager and the Fire Department).
- 5.10.1.1. Larger quantities may be stored in accordance with applicable Regulatory Measures.
- 5.10.1.2. T-hangars shall not contain oil quantities in excess of two times the oil storage capacity of the engine of the Aircraft stored therein.

**6. REFUELING, DEFUELING, AND FUEL STORAGE****6.1. Regulatory Measures**

- 6.1.1. Refueling, defueling, and fuel storage on the Airport shall conform to the current applicable provision of 14 CFR; applicable Regulatory Measures; all appropriate NFPA guidelines; FAA Advisory Circular 150/5230-4 (including updates or amendments); applicable provisions of the Airport's SWMP and SPCC applicable provisions of the Regulatory Measures established by the Environmental Protection Agency and the Illinois Department of the Environment relating to these activities.

**6.2. Permit**

- 6.2.1. Fuels shall only be dispensed on the Airport by those entities having an Agreement with the Airport granting such permission.
- 6.2.2. Each entity dispensing fuel on the Airport shall pay the fees and/or charges associated with said activity and provide a system of metering the Fuel and the reporting of same.

**6.3. Training**

- 6.3.1. No person shall fuel or defuel an Aircraft until that person is properly trained.
- 6.3.2. Training records documenting the training provided to (and qualifications of) each person shall be maintained.
- 6.3.2.1. Records shall indicate initial training and all recurrent training provided.
- 6.3.2.2. Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
- 6.3.2.3. All records shall be subject to review of and/or inspection by the Airport Manager or Fire Department.

**6.4. Refueling, Defueling, and Fuel Storage Operations**

- 6.4.1. A properly trained operator shall be present (and responsive) at all times while fuel delivery Vehicles transfer fuel into or out of any fuel storage facility.
- 6.4.1.1. The operator shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Equipment.
- 6.4.1.2. The operator shall not leave the discharge end of any hose or hoses unattended at any time while the transfer of fuel is in progress.
- 6.4.1.3. The operator shall not block open, disengage, and/or deactivate the deadman while fueling and/or transferring fuel.
- 6.4.2. Aircraft shall not be refueled or defueled in an area where Aircraft engines are operating, Aircraft (or engines) are being warmed by application of heat, or while the Aircraft is located in a congested space or hangar.
- 6.4.3. Self-fueling shall be conducted only in those areas designated by the Airport Manager (as identified in the Fueling Permit).
- 6.4.3.1. Self-fueling at any other location at the Airport is prohibited.
- 6.4.4. Pouring or gravity transfer of fuel from containers larger than 5 gallons is prohibited.
- 6.4.4.1. All containers shall be approved.
- 6.4.5. All fuel handled on the Airport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, persons or Property.
- 6.4.5.1. Fueling of Aircraft and Vehicles is only allowed on paved surfaces.



- 6.4.6. Persons engaged in the fueling, defueling, and oil servicing of Aircraft (or Vehicles), the filling of Refueling Vehicles or dispensing Equipment, or the dumping or pumping or loading of aviation fuels (or oils) into or from fuel (or oil) storage facilities shall exercise care and extreme caution to prevent overflow of fuel (or oils) and/or spills.
- 6.4.6.1. In the event that a spill should occur of any magnitude associated activities shall cease immediately. The responsible party of such spill shall take appropriate action in the containment, clean up, and rehabilitation of such hazardous spill.
- 6.4.6.2. The state of Illinois requires that all fueling facilities implement the procedures outlined in Section 2.24.2 and have a yearly training program related to hazardous spill handling.
- 6.4.6.3. In the event of a spill, Section 2.24.2 and 2.24.3 of these Rules and Regulations shall also be followed.
- 6.4.7. Refueling Vehicles shall be positioned so that the Vehicle can be directly driven away from the loading or fueling position in the event of fire or spill.
- 6.4.8. Not more than one Refueling Vehicle shall be positioned to refuel each wing of an Aircraft and not more than two Refueling Vehicles shall be positioned to service the same Aircraft.
- 6.4.9. When high capacity Aircraft are refueled, additional Refueling Vehicles shall not be parked or positioned within 100 feet of the Aircraft.
- 6.4.10. Aircraft fuel handling shall be conducted outdoors and at least 25 feet from any hangar or building, and 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by the Fire Department.
- 6.4.11. Pumps, either hand or power operated, shall be used when Aircraft are fueled from drums. Pouring or gravity flow shall not be permitted.
- 6.4.12. Vehicles shall be refueled only at refueling stations and from dispensing devices, to include mobile equipment designed for the delivery of automotive fuel, approved by the Airport Manager.
- 6.4.12.1. At no time shall Vehicles or Equipment be fueled by aviation Refueling Vehicles.
- 6.4.13. Aircraft (or Vehicles) shall not be fueled or defueled while an engine is operating unless the Airport Manager and the Fire Department has granted prior written permission.
- 6.4.13.1. In an emergency resulting from the failure of an onboard auxiliary power unit on a jet aircraft and in the absence of suitable ground support equipment, a jet engine mounted at the rear of the aircraft or on the wing on the side opposite from the fueling point may be operated during fueling to provide power as long as the operation follows the safety procedures published by the operator.
- 6.4.13.2. A turbine-powered auxiliary power unit installed aboard an aircraft may be operated during fueling provided its design, installation, location, and combustion air source do not constitute a fuel vapor ignition source.
- 6.4.13.2.1. In both cases (6.4.13.1. and 6.4.13.2), the fueling shall conform to the procedures contained in the operator's manual for the Aircraft.
- 6.4.14. Aircraft (or Vehicles) shall not be fueled or defueled if an electrical storm is in progress within the immediate vicinity of the Airport.
- 6.4.15. When Aircraft are being fueled or defueled, the Refueling Vehicle shall be bonded to the Aircraft to equalize the voltage potential between the Refueling Vehicle and the Aircraft.
- 6.4.15.1. All hoses, nozzles, spouts, funnels, and appurtenances used in fueling and defueling operations shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

- 6.4.16. Refueling Vehicle Operators shall not operate the Vehicle in reverse anywhere on the Airport unless another person is present and capable of monitoring and directing the movement of the Vehicle.
- 6.4.17. Aircraft shall not be fueled or defueled while passengers are on board unless a passenger-loading ramp is in place at the Aircraft cabin door, the door is in the open position, and an attendant is present at or near the door.
- 6.4.17.1. If an incapacitated patient is on board the Aircraft during fueling operations, fire department personnel and fire fighting/rescue Equipment must be available at the scene.
- 6.4.18. No person shall operate any radio transmitter or receiver (or switch electrical appliances on or off in an Aircraft) in or around the Aircraft during fueling or defueling unless said radio transmitter or receiver is designed for such environment.
- 6.4.19. Over-wing fueling shall be performed by qualified operators.
- 6.4.20. Hold-down devices are prohibited.
- 6.4.21. For single point fueling, deadman controls or mechanism shall be utilized and shall remain in good working order at all times.
- 6.4.21.1. No person shall deactivate or bypass a deadman control or mechanism at any time.
- 6.4.22. During fueling operations, no person shall use any material or Equipment that is likely to cause a spark or ignition within 50 feet of such Aircraft or Vehicle. However, Equipment performing Aircraft servicing functions may be positioned no closer than within a 10 feet radius of aircraft fuel system vent openings.
- 6.4.23. Smoking, matches, lighters, or any open flames are prohibited on the AOA and within 100 feet of any Aircraft, refueling Vehicle, fuel storage facility, or any Aircraft being fueled or defueled
- 6.4.24. Refueling Vehicles (including fuel tankers) shall use only the entrance, exit, and route designated by the Airport Manager during the transportation and delivery of fuel.
- 6.4.25. The Municipalities or Board assume no liability or responsibility for violations of any applicable fueling requirements and procedures.
- 6.4.25.1. The Operator or Lessee shall be solely responsible for any violation incident to or in connection with the Operator's or Lessee's fueling storage facilities, Equipment, operations, and training.
- 6.4.25.2. The Operator or Lessee shall reimburse the Airport for any fines, legal or court costs, incurred by the Airport for such violations.
- 6.4.26. All Refueling Vehicles shall have an operable yellow rotating beacon. The beacon shall be in operation at all times while the Refueling Vehicle is in use during the period one half hour before official sunset and one half hour after official sunrise at any time when moving on any Operational Area of the Airport.
- 6.4.27. The product resulting from defueling of Aircraft shall be placed in fifty-five gallon steel drums or other special tanks or containers approved for this purpose by the Airport Manager. Before reuse, such fuel shall be checked for identification, be refiltered and in compliance with supplier's quality standards. Other disposition of said fuel shall be in accordance with procedures approved by the Airport Manager in compliance with all applicable Regulatory Measures.

**6.5. Storage of Refueling Vehicles**

- 6.5.1. Refueling Vehicles shall be stored outside and not less than 50 feet from a building (or at the distance approved by the Airport Manager) unless building is designed, constructed, and used exclusively for that purpose.
  - 6.5.1.1. This section does not apply to fuel cans with a capacity of not more than five gallons, provided that no more than one can is located within a single vehicle and not more than two cans are located in any hangar.
    - 6.5.1.1.1. All hand-held portable containers shall be an approved type pursuant to UFC Sec. 79.104 and legibly marked. Capacity shall conform to UFC Table No. 79.104.
- 6.5.2. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Vehicles and any other Vehicle or Aircraft or within 20 feet of a storm water inlet.

**6.6. Maintenance of Refueling Vehicles**

- 6.6.1. Maintenance and servicing of Refueling Vehicles shall be performed outdoors (on paved areas) or in a building that is approved by the Airport Manager and Fire Department specifically for this purpose.
- 6.6.2. Operator or Lessees shall document and maintain Vehicle maintenance and Agency inspection records. These records shall be made available to the Airport upon request.

**6.7. Refueling Vehicles and Equipment**

- 6.7.1. Refueling Vehicles and Equipment shall be designed, constructed, equipped, placarded, marked, and/or color coded in accordance with NFPA standards (including NFPA 407) and applicable FAA Advisory Circulars.
  - 6.7.1.1. A copy of all applicable permits, registrations, certificates, and insurance documents shall be maintained in each Refueling Vehicle.
- 6.7.2. Only those fuel storage facilities and Refueling Vehicles (and Equipment) that are approved by the Airport Manager shall be used for the storage and delivery of fuel.
  - 6.7.2.1. Refueling Vehicles shall only be loaded from fuel storage facilities and not from fuel delivery vehicles.
- 6.7.3. Refueling Vehicles, fueling pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during fueling operations shall be maintained in a safe operating condition and in good working order and repair at all times.
  - 6.7.3.1. When said Refueling Vehicle(s) or Equipment is found in a state of disrepair, malfunction, the use constitutes an undue fire or safety hazard, or is in violation of any Regulatory Measure, the Operator shall discontinue the use of such Vehicles and/or Equipment until repairs, replacements, or changes are made to render the same safe for continued use.
    - 6.7.3.1.1. Hoses and/or piping connections shall be secured and capable of holding under pump's rated PSI discharge.
    - 6.7.3.1.2. Hoses and/or nozzles shall be FM or UL approved with self-closing valve and no "hold-open devices".
    - 6.7.3.1.3. All pumps shall be UL or FM approved.
    - 6.7.3.1.4. All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII.
- 6.7.4. Any malfunction or irregularity detected on or within the Aircraft being refueled or defueled shall be brought to the attention of the Aircraft Operator immediately.

- 6.7.5. Adequate and proper fire extinguishers shall be immediately available during all fueling and defueling operations.
  - 6.7.5.1. At least 2 carbon dioxide (or approved dry chemical) fire extinguishers (20 pounds or larger) or the types of fire extinguishers that are capable of extinguishing Category B and Category C fires shall be available and accessible for immediate use.
  - 6.7.5.2. All extinguishers shall be inspected and certified as required by law and all personnel involved with fueling or defueling operations shall be properly trained on the use of fire extinguishers.
- 6.7.6. Adequate and proper absorbent and fuel spill containment capable of damming/diking a fuel spill shall be immediately available at all times.
  - 6.7.6.1. Each Refueling Vehicle shall have a minimum 15-gallon spill kit.
  - 6.7.6.2. Each fuel storage facility shall have a minimum 55-gallon spill kit.
- 6.7.7. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile liquids.
- 6.7.8. Refueling Vehicles and Vehicles utilized to deliver fuel to the fuel storage facility shall be subject to inspection by the Airport Manager at any time to determine compliance with these Rules and Regulations.

#### **6.8. Fuel Storage Facilities**

- 6.8.1. Fuel storage facilities shall be designed, constructed, equipped, placarded, marked, and/or color coded in accordance with NFPA standards (including NFPA 30 and 407), Uniform Fire Code (including Article 24), and applicable FAA Advisory Circulars, and shall be approved by all Agencies who regulate the construction, maintenance and operation of fuel storage facilities.
  - 6.8.1.1. A copy of all applicable permits, registrations, certificates, and insurance documents shall be maintained in each Refueling Vehicle.
- 6.8.2. Any portable containers of more than 50 gallons shall be approved by all Agencies who regulate the storage of fuel and may be used for a period of no more than 90 days and shall be for a specific location (or site) only.
- 6.8.3. Plans for fuel storage and installation shall be submitted to the Board for approval prior to any installation.
- 6.8.4. All security gates leading into fuel storage areas shall be kept closed and locked at all times except when actually in use.