



ROCKY MOUNTAIN  
METROPOLITAN AIRPORT

# Rules and Regulations

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### 1. Introduction

#### 1.1 Purpose

- 1.1.1 These Rules and Regulations, and any amendments thereto, are designed to protect the public health, safety, interest, and general welfare on the Airport and to restrict (or prevent) any activity or action which would interfere with the safe, orderly, and efficient use of the Rocky Mountain Metropolitan Airport (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 County and/or Airport Director, 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;*
  - 1.2.1.2 *Full and complete compliance with these Rules and Regulations, all Primary Guiding Documents, and applicable Regulatory Measures;*
  - 1.2.1.3 *Each such Entity shall at all times release, hold harmless, and indemnify the County, Airport, and the BCC (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.*

#### 1.3 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, 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.

#### 1.5 Enforcement

- 1.5.1 The Airport Director 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 Director is authorized to make such rules and render such decisions as they deem proper.

## 2. General Rules and Regulations

### 2.1 Access Badge

- 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.
- 2.1.1.1 *Access badge applications must be picked up and returned to the Airport Administration Office.*
- 2.1.1.2 *Upon satisfactory completion of the application process, passing the AOA driver training program, and payment of the appropriate fees, applicants are issued one access badge and Vehicle permit.*
- 2.1.1.3 *An Authorizing Agent may authorize individuals having a need to receive an access badge via the Authorizing Agent Form.*
- 2.1.1.4 *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.*
- 2.1.1.4.1 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 fee. A list of current fees can be found on the current Rates and Charges page on the Airports website online.
- 2.1.1.5 *Access badges provide access through specific Airport security gates, as required, by holder of access badge.*
- 2.1.1.5.1 Access badge holder is responsible for ensuring that the gate is fully closed before proceeding. Failure may result in a security violation fee as authorized in these Rules and Regulations. Fee's may be found on the Current Rates & Charges document online.
- 2.1.1.6 *Each person issued an access badge is required to successfully complete an AOA test. Fill out and return the access badge and Vehicle Permit Application, watch the designated audio/visual presentation, and complete a written test.*
- 2.1.1.7 *There is a non-refundable administrative fee for the first access badge issued to each individual. Access badges issued in replacement of a lost, stolen, broken or missing access badge shall be replaced at the same fee, payable prior to a new access badge being issued.*
- 2.1.1.8 *Access Control badges, except Restricted Movement-Area badges, are valid until Revocation, at which point an individual will have to attend the AOA drivers training prior to receiving a new badge.*
- 2.1.1.8.1 Restricted Movement-Area badges are valid for one year from date of issue, and the badge holder must fill out applicable renewal application and successfully complete Restricted Movement Area recurrent training to renew badge.
- 2.1.1.9 *Improper use of the access badge or driving a Vehicle without a Vehicle permit may result in immediate revocation of the access badge or other penalties as authorized by these Rules and Regulations.*
- 2.1.1.9.1 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.
- 2.1.1.10 Lost, Stolen, or Missing Access Badges
- 2.1.1.10.1 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.

### 2.2 Commercial Activities

- 2.2.1 Entities desirous of engaging in Commercial Activities at the Airport must submit an application to the Airport.
- 2.2.2 Prior to engaging in a Commercial Activity, Entities must enter into an Agreement with

the Airport describing the terms and conditions of said Activity.

- 2.2.3 Entities engaging in Commercial Aeronautical Activities must adhere to the Minimum Standards and Requirements for Aeronautical Activities.

### **2.3 Restricted Activities**

- 2.3.1 Sky-diving and operation of ultralights, balloons, and gliders are restricted.

### **2.4 Self-Servicing**

- 2.4.1 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 *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 an Agreement with the Airport.*

### **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 notify Airport Operations immediately and provide all pertinent information as requested. No aircraft or vehicle shall be removed from the accident until proper permission is given.

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

- 2.6.1 Conduct of or participation in solicitation, picketing, parading, marching, patrolling, demonstrating, sit-downs, and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials on the Airport is prohibited without prior permission of the Airport Director.

### **2.7 Signage/Advertisements**

- 2.7.1 Written advertisements, signs, notices, circulars, and/or handbills may be posted or distributed only with the prior permission of the Airport Director.
- 2.7.1.1 *The posting or distributing of written advertisements, notices, circulars, and/or handbills on Aircraft or Vehicles is prohibited.*
- 2.7.2 Signage installed on the Airport must meet the specifications as required by the Jefferson County Building and Planning Department.

### **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 themself 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.
- 2.8.4 Injuring, disturbing, or harassing any person on the Airport is prohibited.
- 2.8.5 Reference Jefferson County Policy on smoking.
- 2.8.6 No person shall illegally use, possess, sell, or distribute controlled substances (i.e.,

drugs, narcotics, or alcohol) on the Airport.

- 2.8.7 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.
- 2.8.8 Loitering on the Airport or in any building on the Airport is prohibited.
- 2.8.9 No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport.
- 2.8.10 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 Director is prohibited.

### **2.9 Abandoned, Derelict, or Lost Property**

- 2.9.1 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.
  - 2.9.1.1 *Property unclaimed by their proper owner within 30 days may be legally disposed of by the Airport.*

### **2.10 Environmental Clean Up**

- 2.10.1 Should the Airport 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 Airport reserves the right to take action and/or employ those services that the Airport determines appropriate to control and/or clean up the site. The cost of such services shall be borne by the responsible party.

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

- 2.11.1 Access into a Restricted Area is limited to the following persons with an access badge:
  - 2.11.1.1 *Owner/operator of based aircraft*
  - 2.11.1.2 *A Commercial Operator, vendor, or contractor and their designated employees having a need to conduct business on the Airport*
  - 2.11.1.3 *Agencies required in support of an Emergency Plan*
  - 2.11.1.4 *FBO (Lessee): Each FBO has been authorized to permit access through the gate adjacent to its transient facility. This authorization is expressly intended to facilitate customer activity on the transient Apron within full view of the FBO. Any other access provided is limited to Vehicles escorted by an employee of the FBO.*
  - 2.11.1.5 *Corporate tenants, SASO, or Lessee: Each is authorized to use their badge to escort customers/vendors. The business is responsible for such parties that are allowed access under their supervision.*
  - 2.11.1.6 *Executive/T-Hangar/Port-A-Port Lessees: These Lessees are authorized to use their access badge to gain access to their Hangar via gates authorized by the Airport Director. Requests for other gates will be reviewed by the Airport Director on a case-by-case basis.*
- 2.11.2 Any person in a Restricted Area shall have appropriate or required approval for that area. On request, they must produce a proper access badge and valid identification when asked to do so by any Operations Agent or any other person with a proper access badge, or if unable must be under escort of an individual who is able to do so
- 2.11.3 Tampering with, interfering with, or disabling the lock, or closing mechanism or breaching any other securing device at the Airport is prohibited.

### **2.12 Use of Roadways and Walkways**

- 2.12.1 No person shall travel on the Airport other than on the roadways, walkways, or places provided for the particular class of traffic.

- 2.12.2 No person shall occupy the roadways or walkways in such a manner as to hinder or obstruct their proper use.

### 2.13 Animals

- 2.13.1 Domestic pets and animals, except for special assistance or law enforcement dogs, are not permitted on the Airport unless controlled and restrained by a leash or container.
- 2.13.2 Horseback riding on the Airport is restricted to operational need and will be considered on a case by case basis by the Airport Director.

### 2.14 Weapons and Explosives

- 2.14.1 Only duly authorized security personnel; Operations Agents; duly authorized post office or Airport employees; law enforcement personnel, concealed permit holders or members of the armed forces of the United States or the state of Colorado on official duty shall carry any weapons and/or explosives in the Airport Terminal or other public areas of the Airport.
  - 2.14.1.1 *Cased sporting guns carried for transshipment are accepted.*
- 2.14.2 Discharge of any weapon on the Airport is prohibited, except in the performance of official duties or in the lawful defense of life or property.
- 2.14.3 No person shall store, keep, handle, use, dispose of, or transport on the Airport any Class A or Class B 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) unreasonably endanger persons or Property.

### 2.15 Alcoholic Beverages

- 2.15.1 The sale, consumption, or possession of beer, wine, or other alcoholic beverages is prohibited in the Airport except as described herein.
- 2.15.2 Pursuant to C.R.S. § 44-3-901(1)(i)(VII), the Airport Director may authorize the sale, consumption, or possession of beer, wine, or other alcoholic beverages in any public areas of the Airport, which shall be limited to those areas of the Airport Terminal Building that are authorized by the Airport Director for such activities.
- 2.15.3 Any person or entity intending to sell, possess or consume beer, wine, or other alcoholic beverages ("Concessionaire") at the Airport shall first obtain written authorization from the Airport Director. The Airport Director may condition its authorization upon, among other things: (a) the execution of a lease or other agreement between the County and the Concessionaire in a form acceptable to the County; and (b) the Airport Director's approval of an alcohol management plan that includes, at minimum, the Concessionaire's hours of service of alcoholic beverages and the Concessionaire's proposed measures to prevent the overconsumption of alcoholic beverages, to prevent the purchase or consumption of alcoholic beverages by persons under twenty-one (21) years of age, to prevent the removal of alcoholic beverages from designated consumption areas, to prevent undue noise, disturbances, or disorder by patrons of the Concessionaire, and to maintain designated consumption areas in a clean and sanitary condition.
- 2.15.4 Concessionaires shall obtain all licenses and/or permits required by law to sell alcoholic beverages and shall comply with all applicable laws, rules, and regulations applicable to the sale of alcoholic beverages, as well as any rules, directives and restrictions established by the Airport Director, or his/her designee. If the Concessionaire fails to follow any such requirements, the County may prohibit the Concessionaire from the continued sale or possession of alcoholic beverages, in addition to exercising any contractual remedies it may have against the Concessionaire. In addition to any indemnification provisions and liability waivers contained in any lease or other



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agreement between a Concessionaire and the County, the Concessionaire expressly agrees to hold the County and the Airport harmless from, and assume any and all liabilities, costs, and expenses relating to or arising from, the sale, consumption, or possession of alcoholic beverages by the Concessionaire or its patrons.

- 2.15.5 Concessionaires shall maintain all necessary additional insurance coverage as determined by the County. The County shall have the right to verify, at any time, all coverage, information, or representations, and the Concessionaire and its insurance representatives shall promptly and fully cooperate in any such audit the County may elect to undertake including provision of copies of insurance policies upon request.

### 2.16 Use of Public Areas

- 2.16.1 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 Trash and Other Waste Containers

- 2.17.1 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.
- 2.17.1.1 *Airport provided receptacles are for airport generated trash only and are intended to eliminate FOD, and as such are not to be used for personal disposal of materials and debris without prior permission from Airport Director.*
- 2.17.2 The Airport Director shall designate areas to be used for garbage receptacles and no other areas shall be utilized.
- 2.17.2.1 *Such areas shall be kept clean and sanitary at all times.*
- 2.17.2.2 *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.*
- 2.17.2.3 *Garbage receptacles shall be equipped with securely fastened lids.*

### 2.18 Fire

- 2.18.1 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 Director to deviate from same.
- 2.18.2 Entities shall comply with all directives issued by the Airport Director regarding the removal of fire hazards, arrangement or modification of Vehicles or Equipment, or altering operating procedures considered unsafe from a fire prevention standpoint.
- 2.18.3 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.
- 2.18.4 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.
- 2.18.4.1 *Open flames of any kind are prohibited without the prior permission of the Airport Director. This excludes open flames utilized by Lessees and Operators in the performance of Aircraft Maintenance approved by Agreement.*

### 2.19 Hazardous Waste and Materials

- 2.19.1 No Entity shall store, keep, handle, use, dispense, discharge, or transport on 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 Director.
- 2.19.1.1 *Approved storage of Hazardous Waste on the Airport must be placed in suitable receptacles with self-closing covers that are properly secured.*

- 2.19.2 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 the Colorado Revised Statutes.
- 2.19.3 No fuels, oils, dopes, paints, solvents, acids, or any other Hazardous Waste shall be disposed of or dumped in drains, on Aprons, catch basins, ditches, or elsewhere on the Airport.
  - 2.19.3.1 *The Airport offers a Used Oil Collection Center at the Airport Maintenance and Operations building.***
  - 2.19.3.1.1 Oil will only be accepted during the hours of 8:00 AM to 3:30 PM (Monday through Friday) and 8:00 AM to 12:00 PM (Saturday). Users are prohibited from dropping off containers of oil after business hours. Violators will be prosecuted to the fullest extent of the law.
  - 2.19.3.1.2 Oil will only be accepted in proper storage containers (plastic or steel pails with lids) of 2 to 5 gallon.
  - 2.19.3.1.3 All oil will be examined and tested for hazards.
  - 2.19.3.1.4 All users of the facility will be required to sign the used oil log sheet.
  - 2.19.3.1.5 Upon testing approval oil will be accepted for recycling.
  - 2.19.3.1.6 The user will be responsible for the reuse of their container.
  - 2.19.3.1.7 The following liquids will be accepted: motor oil, hydraulic oil, gear lube, and grease.
  - 2.19.3.1.8 The following liquids will not be accepted: solvents/thinners, brake cleaners, household chemicals, transmission fluid, gasoline, carburetor cleaner, paint/varnishes, insecticides, antifreeze.
- 2.19.4 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.
  - 2.19.4.1 *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.***
- 2.19.5 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 Director, and shall not remain on the floor, wall stringers, or overhead storage areas of the hangars, offices, shops, or other buildings.
- 2.19.6 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 Director and Fire Marshal.
  - 2.19.6.1 *Secondary containment is required for the storage of gasoline, oils, solvents, and/or hazardous waste in drums or receptacles.***

### **2.20 Painting**

- 2.20.1 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 SWMP.

### **2.21 Flammable Solids and Liquids**

- 2.21.1 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 SWMP.
- 2.21.2 The use of flammable, volatile liquids having a flash point of less than 150 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.

- 2.21.3 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.

### 2.22 **Effluents, Pollutant, or Air Contaminant**

- 2.22.1 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, and copies must be presented to the Airport Director.
- 2.22.2 Hazardous Spills
- 2.22.2.1 *The state of Colorado requires an immediate notification of any hazardous spill in excess of 25 gallons.*
- 2.22.2.1.1 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.
- 2.22.2.2 *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.*
- 2.22.3 Aircraft Cleaning
- 2.22.3.1 See Aircraft Cleaning Section 3.8.
- 2.22.4 Deicing
- 2.22.4.1 See Aircraft Deicing Section 3.9.

### 2.23 **Emergency Conditions**

- 2.23.1 Emergency conditions at the Airport shall not mitigate or cancel these Rules and Regulations.
- 2.23.2 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 Director, and/or Operations Agents, and/or Incident Command.
- 2.23.3 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 Airport Director, Operations Agents, and/or Incident Command.
- 2.23.4 Emergency procedures for the Airport may be issued at the discretion of the Airport Director.
- 2.23.5 The Airport Director shall determine when normal operations may resume.

### 2.24 **Special Events**

- 2.24.1 Any Aeronautical or Non-Aeronautical event that may impact aircraft operations, security, or other public facilities must apply for approval 60 days in advance of the event. Special events must have permission from the Airport Director, and approval from FAA may be necessary. *Note: Non-Aeronautical events requiring FAA approval may take up to 120 days.* Special Event application can be obtained from Airport Administration offices. An Event Facilitation fee may apply and will be based on projected staff time required as determined by Airport Director or their designee. Fees may be found on the Current Rates & Charges document online.

### 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 ATC personnel.

#### 3.2 Airworthiness

- 3.2.1 Only Aircraft considered airworthy by the FAA or any foreign counterpart shall land or take off from the Airport.
- 3.2.2 Abandoning an Aircraft anywhere on the Airport is prohibited.
- 3.2.2.1 *The Airport Director, 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 based at the Airport (commercial or non-commercial) must be registered annually (by December 31<sup>st</sup>) with the Airport Director or an authorized FBO (unless otherwise provided by agreement). 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*
- 3.3.2 Lessees are responsible for the registration of all aircraft based on their Leased Premises.
- 3.3.3 Based Aircraft Operators must have a tiedown or hangar Agreement with either the Airport or an authorized FBO.

#### 3.4 Hours of Operation

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

#### 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 Director, 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 *Damage to Property includes damage to a runway, Taxiway, Apron, or navigational aid, light, or fixture.*
- 3.5.2 Once authorization (to remove the Aircraft) has been issued, the Aircraft Operator shall make immediate arrangements to have the Aircraft removed.
  - 3.5.2.1 *If immediate arrangements are not made, the Airport Director may have the Aircraft removed at the Aircraft Operator's risk and expense without liability for damage arising from or out of such removal.*

#### 3.6 Prohibiting Use of the Airport

- 3.6.1 The Airport Director 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, or to deny the use of the Airport to any person or group when the Airport Director 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.

### 3.7 Aircraft Maintenance

- 3.7.1 Aircraft Maintenance on the Airport is permitted only in areas designated by the Airport Director.
  - 3.7.1.1 *Only designated 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.*
  - 3.7.1.2 *Only preventive maintenance (as dictated by 14 CFR Part 43) may be performed on Aircraft located on Tiedowns and in T-Hangars.*
  - 3.7.1.3 *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 Marshal.*

### 3.8 Aircraft Cleaning

- 3.8.1 Aircraft cleaning shall be performed only in areas designated by the Airport Director and in compliance with the SWMP, a copy of which is available for inspection in the Airport Operation's office.
- 3.8.2 All Aircraft cleaning shall be done in accordance with posted rules, with biodegradable soap, and without the use of solvents or degreasers.
- 3.8.3 Aircraft, aircraft engines, and/or parts must be dry washed in areas not having an oil/water separator.

### 3.9 Aircraft Deicing

- 3.9.1 Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in designated areas as specified in the SWMP by the Airport Director and only with prior permission of the Airport Director.
- 3.9.2 Before granting permission for Aircraft deicing on the Airport, the Airport Director shall inspect the containment system and/or mechanism and approve the containment plan that will be used by the Operator or Lessees for Aircraft deicing.
- 3.9.3 Use of chemical substances for the purpose of removing snow and/or ice shall comply with all Regulatory Measures.

### 3.10 Aircraft Engine Operation

- 3.10.1 Only qualified persons shall start and/or operate an Aircraft engine at the Airport and/or taxi an Aircraft on the Airport.
  - 3.10.1.1 *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.*
- 3.10.2 Starting engines shall be prohibited until ground personnel have given proper clearance (if appropriate) and until all standard safety procedures have been followed.
- 3.10.3 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.
- 3.10.4 Starting an Aircraft engine when there is any flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.
- 3.10.5 Aircraft controls shall not be unattended while Aircraft engines are operating.
- 3.10.6 Propeller, engine, and exhaust noises shall be kept to a minimum.
- 3.10.7 Run-up of Aircraft engines shall be performed only in the areas designated for such purpose by the Airport Director.
  - 3.10.7.1 *Run-up of Aircraft engines is not allowed in non-movement areas except in designated areas or approved by the Airport Director.*
  - 3.10.7.2 *Aircraft may not be tied to any structure during Aircraft engine run-up.*

### 3.11 Aircraft Parking and Storage

- 3.11.1 Aircraft shall be parked only in those areas designated for such purpose by the Airport Director and shall not be positioned in such a manner so as to block a runway, Taxiway, Taxilane, or obstruct access to hangars, parked Aircraft, and/or parked Vehicles.
- 3.11.2 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, other than Transient Parking, without prior permission of the Airport Director.
  - 3.11.2.1 *Should a person use such areas for Aircraft parking or storage without first obtaining the prior permission (of the Airport Director), the Airport Director 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.*
  - 3.11.2.2 *Transient Parking is limited to four (4) hours maximum. Overnight parking is prohibited and subject to rates established by Airport Director.*
- 3.11.3 Aircraft Operators shall ensure parked and stored Aircraft are properly secured as set forth in FAA AC 20-35C.
  - 3.11.3.1 *Parked or stored rotorcraft shall have braking devices and/or rotor mooring blocks applied to the rotor blades.*
- 3.11.4 Upon request of the Airport Director, 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 Director. In the event the Aircraft Operator refuses, is unable, or unavailable, the Airport Director 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.

### **3.12 Aircraft Security**

- 3.12.1 If the kind, type, mission, or condition of an Aircraft makes it necessary for an Aircraft Operator to obtain, provide, and/or maintain security for an Aircraft, the Aircraft Operator shall be responsible for such security and may only provide (and/or arrange for) such security after obtaining the prior permission from the Airport Director.
- 3.12.2 Aircraft Operators shall not employ security measures as a means to hinder, delay, or prevent removal of Aircraft at the direction of the Airport Director.

### **3.13 Aircraft Operations**

- 3.13.1 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.
- 3.13.2 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.
- 3.13.3 Aircraft Operators shall comply with any order, signal, or directive of the Airport Director, Operations Agent or Air Traffic Control.
- 3.13.4 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 at the time of using such area.
  - 3.13.4.1 *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.*
- 3.13.5 Experimental flights or ground demonstrations shall not be conducted on the Airport without the prior permission of the Airport Director.
- 3.13.6 Simulated forced landings are forbidden within Class D airspace.
- 3.13.7 Airshows and aerobatic operations of Aircraft are not permitted within Class D airspace unless prior permission of the Airport Director and the ATC has been obtained.

- 3.13.8 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.

### **3.14 Taxiing Operations**

- 3.14.1 Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless the Airport Director or designated representative or ATC directs otherwise.

- 3.14.2 The following runway and taxiway weight limitations for single, dual, and dual tandem gear Aircraft shall not be exceeded without prior approval of the Airport Director.

#### *3.14.2.1 Runway 30R – 12L*

- 3.14.2.1.1 Single Gear – 55,000 lbs.

- 3.14.2.1.2 Dual Gear – 105,000 lbs.

- 3.14.2.1.3 Aircraft over 105,000 lbs. must receive advance approval of the Airport Director prior to use of the runway.

#### *3.14.2.2 Parallel taxiway for Runway 30R – 12L*

- 3.14.2.2.1 Single Gear – 55,000 lbs.

- 3.14.2.2.2 Dual Gear – 105,000 lbs.

- 3.14.2.2.3 Aircraft over 105,000 lbs. must receive advance approval of the Airport Director prior to use of the taxiway.

#### *3.14.2.3 Runway 30L – 12R*

- 3.14.2.3.1 Single Gear – 12,500 lbs.

#### *3.14.2.4 Runway 3 – 21*

- 3.14.2.4.1 Single Gear – 40,000 lbs.

- 3.14.2.4.2 Dual Gear – 45,000 lbs.

- 3.14.2.4.3 Dual Tandem Gear – 65,000 lbs.

#### *3.14.2.5 Parallel taxiway for Runway 3 – 21*

- 3.14.2.5.1 . Single Gear – 35,000 lbs.

- 3.14.2.5.2 Dual Gear – 45,000 lbs.

- 3.14.2.5.3 Dual Tandem Gear – 70,000 lbs.

- 3.14.3 The starting, positioning, or taxiing of any Aircraft shall be performed in such a manner so as to avoid generating (or directing) any propeller slipstream or jet blast that may endanger or result in injury to persons or damage to Property.

- 3.14.4 Aircraft engines shall not be started and Aircraft shall not be taxied into, out of, or within any structure on the Airport.

- 3.14.5 Aircraft shall not be taxied until the Aircraft Operator has ascertained (by visually inspecting the area) there is no danger of collision with any person or object in the area.

- 3.14.6 Taxiing Aircraft shall yield the right-of-way to any emergency Vehicle, unless directed by ATC.

- 3.14.7 Aircraft being taxied, towed, or otherwise moved at the Airport shall proceed with running lights and anti-collision lights illuminated during the time between official sunset and official sunrise.

- 3.14.8 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 Director.

- 3.14.9 Aircraft Operators shall not taxi an Aircraft on the Airport at a speed greater than is reasonable and prudent under the conditions.

#### *3.14.9.1 Aircraft taxiing speeds shall be reduced during periods of low visibility or inclement weather.*

### **3.15 Landing and Take-off Operations**

- 3.15.1 Take-offs will be made only from the ends of the runways, or from a designated intersection approved by ATC.
- 3.15.2 Fixed wing Aircraft taking off or landing at the Airport shall do so only from designated runways.
- 3.15.3 Landing Aircraft shall clear the runway as soon as practicable, taxiing ahead to the nearest turn off. No turns of 180 degrees shall be made on the runway unless approved by ATC.

### **3.16 Flight Instruction**

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

### **3.17 Noise Abatement Procedures**

- 3.17.1 The following procedures are recommended for arrivals and departures at the Airport. They are not intended to supersede the responsibility of the pilot for compliance with 14 CFR, ATC clearances and operating parameters of the Aircraft Operations Manual. All recommended procedures are at the pilot's discretion, consistent with safety.
  - 3.17.1.1 *Climb out at Best Angle (Vx). Climb as high as possible before leaving the Airport boundaries consistent with safety.*
  - 3.17.1.2 *Please fly high and tight patterns, not low approaches. Follow the VASI/PAPI. Maintain pattern altitude of 6,700 feet MSL for single engine aircraft and 7,200 feet MSL for multi engine aircraft.*
  - 3.17.1.3 *Please avoid flight over residential areas as practical. Follow major road corridors in and out of the Rocky Mountain Metro training area.*
  - 3.17.1.4 *Runway 30R is designated the primary runway.*
  - 3.17.1.5 *No engine maintenance run-ups between 10:00 PM and 6:00 AM, except in an emergency.*
- 3.17.2 Aircraft Operators shall use procedures that result in minimum noise to surrounding areas. This includes, but is not limited to, avoiding low altitude maneuvers. Optimum power settings and operating altitudes shall be maintained consistent with safety.
- 3.17.3 Flights over populated areas shall be avoided to the extent consistent with safety.

### **3.18 Rotorcraft Operations**

- 3.18.1 Rotorcraft shall park or operate only in the areas approved by the Airport Director.
- 3.18.2 Rotorcraft shall not be operated within 50 feet of any facility or Fuel storage facility.
- 3.18.3 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.
- 3.18.4 Rotorcraft Operators shall not perform any autorotation (except in the case of an emergency) within the Class D Airspace without clearance from ATC.

### **3.19 Traffic Patterns**

- 3.19.1 Aircraft shall conform to the traffic patterns promulgated jointly by the FAA and the Airport Director unless otherwise specifically authorized by ATC.
- 3.19.2 During hours of operation by ATC, published flight patterns will be in use, as follows:
  - 3.19.2.1 *Single engine Aircraft using the Airport shall maintain a flight pattern altitude of 6,700 feet MSL.*
  - 3.19.2.2 *Twin engine Aircraft using the Airport shall maintain a flight pattern altitude of 7,200 feet MSL.*
  - 3.19.2.3 *All pattern entries and departures shall be done in a manner so as to avoid flight over*

*populated and noise sensitive areas, when reasonable and prudent.*

- 3.19.3 During the hours when the Control Tower is closed, all Aircraft Operators shall use a standard left hand traffic pattern, or patterns depicted by the segmented circle as practical.

### **3.20 Limitations**

- 3.20.1 Aircraft operations on the Airport shall be limited to self powered Aircraft.
- 3.20.2 Aircraft Operators shall obtain the prior permission of the Airport Director before conducting any of the following activities at the Airport.
- 3.20.2.1 *Experimental Flights.*
- 3.20.2.2 *Use of Motorless Aircraft: The landing upon or towing from the Airport of gliders, sailplanes, and other certificated motorless Aircraft.*
- 3.20.2.3 *Use of Ultralight Vehicles: The landing upon or taking off from the Airport of ultralight vehicles.*
- 3.20.2.4 *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.*
- 3.20.2.5 *Banner or Glider Towing: The landing upon or taking off from the Airport of Aircraft that tow banners, gliders, or any other device.*
- 3.20.2.6 *Aircraft operating above 105,000 lbs.*
- 3.20.2.7 *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.*
- 3.20.2.8 *Radioactive Cargo: The landing upon or taking off from the Airport of Aircraft loaded with radioactive materials.*
- 3.20.2.8.1 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. Trained Hazmat and ARFF 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.

### **3.21 Fees and Charges**

- 3.21.1 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 Airport for such use unless the Operator is exempt from payment of certain fees or unless the Operator is entitled to use the Airport without making such payment as stipulated in an Agreement with the Airport.
- 3.21.1.1 *Aircraft exempt from Airport fees and charges 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 FAA Grant Assurances)*

## 4. Vehicle Rules and Regulations

### 4.1 Regulatory Measures

- 4.1.1 All motor vehicle operators on the Airport shall comply fully with the State of Colorado Motor Vehicle Laws, as amended, and with all Airport Regulations and instructions issued by representatives of the Airport or law enforcement personnel. All motor vehicles shall have current registration with State of Colorado DMV, or similar out-of-state DMV, and be operable in a road worthy condition.

### 4.2 Vehicle Permit

- 4.2.1 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 Director.
- 4.2.1.1 *All persons applying for a Vehicle permit will complete the access badge and Vehicle Permit Application and return it to the Airport. There is no limit to the number of Vehicle permits allowed.*
- 4.2.1.2 *All persons applying for a Vehicle permit pay a non-refundable administrative fee to the Airport at the time of purchase.*
- 4.2.1.3 *Vehicle permits shall be affixed to the lower passenger side corner of the Vehicle's front windshield.*
- 4.2.1.4 *The Vehicle permit is good until the expiration date of the AOA driver training at which time new permits need to be purchased.*
- 4.2.1.5 *No person may loan their Vehicle permit to any other person or knowingly permit the use thereof by another.*

### 4.3 Vehicle Operations

- 4.3.1 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.
- 4.3.2 Landside Speed Limits
- 4.3.2.1 *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 35 miles per hour.*
- 4.3.3 Airside Speed Limits
- 4.3.3.1 *Vehicles, except Emergency Vehicles responding to an emergency, shall not be operated on the AOA at speeds in excess of 15 miles per hour.*
- 4.3.4 Vehicle Operators shall yield the right of way to pedestrians, Emergency Vehicles (or Equipment), snowplows, and Aircraft.
- 4.3.5 Vehicle Operators shall comply with any order, signal, sign, or directive of the Airport Director or any Operations Agent.
- 4.3.6 Vehicle Operators shall not, after receiving a visual or audible signal from an Operations Agent, fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal, or interfere with or endanger the operation of an Operations Agent, increase the speed or extinguish the lights of the Vehicle, or attempt to flee from or elude an Operations Agent.
- 4.3.7 Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by an Operations Agent.



## VEHICLE RULES AND REGULATIONS

- 4.3.8 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.
  - 4.3.8.1 *Except for Vehicles that are exclusively used on the AOA, licensed Vehicles shall not utilize designated Vehicle Service Roadways.*
  - 4.3.8.2 *Service roads shall be used only by airport designated Vehicles including, but not limited to, Airport Vehicles, refueling Vehicles, and unlicensed Vehicles.*
- 4.3.9 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.
- 4.3.10 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 and/or use by ARFF personnel.
- 4.3.11 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.
  - 4.3.11.1 *Vehicles shall not overtake or pass in front of a moving Aircraft.*
  - 4.3.11.2 *Vehicles shall pass to the rear of taxiing Aircraft and come no closer than 100 feet to a taxiing Aircraft.*
  - 4.3.11.3 *Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked Aircraft.*
- 4.3.12 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.
- 4.3.13 Tugs and Trailers
  - 4.3.13.1 *Positive locking couplings are required for all towed Equipment on the AOA.*
  - 4.3.13.2 *Tugs and baggage carts shall be returned to designated storage areas immediately following unloading.*

### 4.4 Air Operations Area

- 4.4.1 Vehicles used exclusively on the AOA shall be painted and marked in a manner approved by the Airport Director and be equipped with an approved and fully operational amber or red (emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle in compliance with FAA Advisory Circular 150/5210-5D.
  - 4.4.1.1 *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*
  - 4.4.1.2 *Vehicle Operators using the AOA on an irregular basis must first obtain permission of the Airport Director before operating any Vehicle on the AOA and shall proceed directly to the Operator's final destination on the Airport.*
- 4.4.2 The Airport Director may restrict Vehicles and Pedestrians to a certain portion(s) or segment(s) of the AOA. Such restrictions shall prohibit Vehicle and Pedestrian operations outside designated area(s).
- 4.4.3 The recreational use of bicycles, ATVs, three wheelers, scooters, mini-bikes, go-carts, roller blades and/or skate boarding, is not permitted on the Airport.
- 4.4.4 Manually controlled gates that provide access to the AOA shall be kept closed and locked at all times except when actually in use.
- 4.4.5 When automatic 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.



## VEHICLE RULES AND REGULATIONS

- 4.4.5.1 *If the Vehicle Operator cannot prevent such access, the Vehicle Operator must immediately notify the Airport Director or the Operations Department.*
- 4.4.5.2 *Security Violation- It is considered a Security Violation if the Vehicle Operator fails to follow 4.4.5. any such violation shall result in penalty and possible revocation of Access badge privileges as granted under 2.1. First Security violation - Disable badge with warning and possible fee. Second Violation- Disable Access badge until Operator completes retraining and pays \$50 Badge Access Fee. Third Violation – Disable Access badge until Operator completes retraining and pays \$100 Security Violation Fee. Fourth Violation – Permanent revocation of Access Badge. List of current Violation fees can be found on the Rates and Charges page online.*

### 4.5 Movement Area

- 4.5.1 All Vehicles operating in the Movement Area on a regular basis shall be equipped with a beacon and a functioning two-way radio capable of communicating on the proper aeronautical frequencies (ranging from 108.00 to 136.00).
  - 4.5.1.1 *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.*
- 4.5.2 Vehicle Operators shall obtain a clearance from ATC personnel before proceeding beyond the movement non movement boundary.
  - 4.5.2.1 *Upon receiving clearance, Vehicle Operators shall ensure that no Aircraft is approaching before entering the Movement Area.*
  - 4.5.2.2 *Security Violations- It is considered a Security Violation if the Vehicle Operator fails to follow 4.4.5. Any such Security Violation shall result in penalty and possibly revocation of Access Badge privileges as granted under 2.1 and 2.11. A list of current violation fees can be found on the Rates and Charges page online.*
- 4.5.3 A Vehicle not normally operated on the Airport must be escorted at all times while in the Movement Area by a Vehicle having proper access and radio contact with ATC.
- 4.5.4 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.
  - 4.5.4.1 *Steady Green – Cleared to cross, proceed, or go*
  - 4.5.4.2 *Steady Red – Stop*
  - 4.5.4.3 *Flashing Red – Clear the runway/Taxiway*
  - 4.5.4.4 *Flashing White – Return to starting point on the Airport*
  - 4.5.4.5 *Alternating Red and Green – General warning, exercise extreme caution*

### 4.6 Vehicle Maintenance

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

### 4.7 Parking (or Stopping)

- 4.7.1 Vehicles shall be parked only in those areas designated for such purpose by the Airport Director.
- 4.7.2 Vehicles shall not be parked or stopped:
  - 4.7.2.1 *In such a manner so as to obstruct a parking lot lane, driveway, roadway, walkway, crosswalk, fire lane, runway, Taxiway, Taxilane, and/or obstruct access to hangars,*



## VEHICLE RULES AND REGULATIONS

*parked Aircraft, and/or parked Vehicles;*

- 4.7.2.2 *Within a bus stop, taxicab, or commercial vehicle zone (except for Vehicles authorized by the Airport to use such areas)*
- 4.7.2.3 *On the roadway side of any stopped or parked Vehicle (double parking);*
- 4.7.2.4 *Within 15 feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane;*
- 4.7.2.5 *On unpaved or grassed areas (unless specifically designated for parking); or*
- 4.7.2.6 *Vehicles shall not be parked in designated stalls within the Aircraft Operations Area (AOA) for more than 30 days without prior permission from Airport Director.*

4.7.2.7 *Other than in accordance with restrictions posted on authorized signs.*

- 4.7.3 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.
- 4.7.4 Parking in designated public parking areas is open to any person using the Airport.
  - 4.7.4.1 *Parking in public areas is limited to 24 hours with no overnight parking except those spaces identified as long-term parking.*
  - 4.7.4.2 *Long-Term Parking areas are pay per use with daily rates listed in the Airport Rates and Charges Sheet.*
- 4.7.5 All service Vehicles (including utility company, government owned, delivery, etc.) shall park in specially reserved and marked areas or areas designated by the Airport Director.
- 4.7.6 T-Hangar tenants shall park inside the hangar or in a designated parking lot.
  - 4.7.6.1 *When present, a T-Hangar tenant may park a Vehicle outside of the T-Hangar but only on a temporary basis.*
- 4.7.7 Trailers parked or stored on the airport must be aviation related. Authorized trailers on airport must be parked or stored on the trailer owners leased property or within a hanger where storage of same will not hinder the accommodation of the largest amount of Aircraft within the hangar.
  - 4.7.7.1 *Authorized trailers parked or stored on the Airport must be registered with the airport under the Vehicle Permit Program and display a current vehicle permit.*
- 4.7.8 Recreational vehicles and/or boats may not be parked outside overnight without prior approval from Airport Director or designee, or stored on the Airport except within hangars where storage of same will not hinder the accommodation of the largest amount of Aircraft within the hangar.

### 4.8 **Disabled, Abandoned, or Illegally Parked Vehicles**

- 4.8.1 Vehicles shall not be abandoned on the Airport.
- 4.8.2 The Airport Director may tow or otherwise remove 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.



## OPERATOR AND LESSEE RULES AND REGULATIONS

### 5. Operator and Lessee Rules and Regulations

#### 5.1 Security

- 5.1.1 It is the responsibility of all Operators and/or Lessees to see that all gate chains, doors, and other public safeguards are continually and conscientiously used in a manner so as to protect all persons. All access gates to the AOA through an Operator or Lessee's premises are their responsibility and shall remain closed when not attended.

#### 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 the Development Guidelines and must be approved in writing in advance by the Airport Director.

#### 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.

5.3.1.1 *Failure by Operator or Lessee to maintain the land or improvements under lease (or being occupied or used) within 5 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 free from the accumulation of oil, grease, flammable liquids, rags, or other waste materials.

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 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 with the requirements of Jefferson County, the state of Colorado, 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.*



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5.6.1.1.1 Aircraft parked in hangars shall be parked in a manner so as to be completely contained in the hangar and not 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 *Aircraft Maintenance, alterations, or repairs shall follow the terms and conditions stated in section 3.7 of these rules and regulations..*

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 permission is granted by the Airport Director.

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 *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 Chief.*

5.6.2.4 *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 Shades and Tiedowns

5.7.1 Aircraft shades and 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 or shade 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, obstructing any operation, or littering.

5.8.1.1 *Storage of materials or equipment shall not be permitted outside unless permitted by Airport Director.*

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 Director.*

### 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.*

### 5.10 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 Director).

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.*



## OPERATOR AND LESSEE RULES AND REGULATIONS

### 5.11 Right of Entry

- 5.11.1 The Airport Director shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all records, rooms, areas, and facilities on Airport property.
  - 5.11.1.1 *Port-a-port Lessees shall provide Airport with a key capable of gaining access to the port-a-port.*
- 5.11.2 Airport employees shall have the right of entry to Airport owned T-hangars or port-a-ports without advanced notification in the case of an emergency.



## 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; and all appropriate NFPA guidelines.

### 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.

### 6.3 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, within 12 consecutive calendar months.*
  - 6.3.2.3 *All records shall be subject to review of and/or inspection by the Airport Director or the Operations 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 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.
  - 6.4.3.1 *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. In the event that a spill should occur of any magnitude, the responsible party of such spill shall take appropriate action in the containment, clean up, and rehabilitation of such hazardous spill. In addition, all associated activities shall cease*
  - 6.4.3.2 *All fueling facilities are required to implement procedures in order to follow Federal, State of Colorado, and local laws and regulations and have annual training program related to handling, dispensing, and hazardous spill handling..*
  - 6.4.3.3 *In the event of a spill, Spill Prevention Plans shall be followed.*
- 6.4.4 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.
- 6.4.5 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.



## REFUELING, DEFUELING, AND FUEL STORAGE

- 6.4.6 When high capacity Aircraft are refueled, additional Refueling Vehicles shall not be parked or positioned within 100 feet of the Aircraft.
- 6.4.7 Aircraft fuel handling shall be conducted outdoors and at least 25 feet from any hangar or building and at least 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by the Fire Chief.
- 6.4.8 Pumps, either hand or power operated, shall be used when Aircraft are fueled from drums. Pouring or gravity flow shall not be permitted.
- 6.4.9 Vehicles shall be refueled only at refueling stations and from dispensing devices approved by the Airport Director.
- 6.4.10 Aircraft (or Vehicles) shall not be fueled or defueled while an engine is operating unless the Airport Director has granted prior permission.
- 6.4.11 Aircraft (or Vehicles) shall not be fueled or defueled if an electrical storm is in progress within the immediate vicinity of the Airport.
- 6.4.12 When Aircraft are being fueled or defueled, the Refueling Vehicle shall be bonded to the Aircraft.
- 6.4.13 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.
- 6.4.14 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.
  - 6.4.14.1 *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.*
- 6.4.15 No person shall operate any radio transmitter or receiver (or switch electrical appliances on or off in an Aircraft) during fueling or defueling unless said radio transmitter or receiver is designed for such environment.
- 6.4.16 Smoking is prohibited in or about any Aircraft, on any Apron, or within 100 feet of an Aircraft being fueled or defueled.
- 6.4.17 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.
- 6.4.18 The County assumes no liability or responsibility for violations of any applicable fueling requirements and procedures.
  - 6.4.18.1 *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.*
  - 6.4.18.2 *The Operator or Lessee shall reimburse the Airport for any fines, legal or court costs, incurred by the Airport for such violations.*

### 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 Director and the Operations Department) 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.*
- 6.5.2 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 or in a building that is approved by the Airport Director 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 Equipment

- 6.7.1 Only those fuel storage facilities and Refueling Vehicles (and Equipment) that are approved by the Airport Director shall be used for the storage and delivery of fuel.
- 6.7.2 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.
  - 6.7.2.1 *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 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.
- 6.7.4 Refueling Vehicles, Equipment, and fuel storage facilities shall be placarded, marked, and/or color-coded in accordance with NFPA Publication 407 and applicable FAA Advisory Circulars.
  - 6.7.4.1 *A copy of all applicable permits, registrations, certificates, and insurance documents shall be maintained in each Refueling Vehicle.*
- 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 (15 pounds or larger) or the types of fire extinguishers that are capable of extinguishing Category B and Category C fires shall be immediately available.*
  - 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 Operations Department at any time to determine compliance with these Rules and Regulations.

### 6.8 Fuel Storage Facilities

- 6.8.1 All security gates leading into fuel storage areas shall be kept closed and locked at all times except when attended.