

EL DORADO
CAPTAIN WILBUR JACKSON THOMAS
MEMORIAL AIRPORT

**POLICY HANDBOOK
OF
RULES AND REGULATIONS**

Adopted by the Governing Body
At the
February 17, 1987
City Commission Meeting
Revised May 2, 2005

The purpose of this handbook is to provide and establish reasonable rules and regulations to insure uniformity of management and use of the facility and to inform the airport user of their responsibilities in the use of the airport and its facilities. They have been established with the assistance and concurrence of the Airport Advisory Board. Periodic review and revision will be accomplished in cooperation with that body.

Airport tenants are important to the successful operation, development and growth of the airport facility. Their business is appreciated and it is the intent of these rules and regulations to provide guidelines to assure a safe, desirable facility for their use.

The promotion and development of our airport to its full potential involves the cooperative effort of the administration and the airport user. Airport tenants are invited to communicate constructive suggestions to aid in the future growth and development of the airport.

Official copies of this Policy Handbook are on file at the airport facility and in the Office of the City Clerk. A copy shall be provided to each airport tenant.

City Manager
El Dorado
Captain Wilbur Jackson Thomas
Memorial Airport

- Article I - Authority and Application
- Article II - General Management Provisions
- Article III - General Airport Rules and Regulations
- Article IV - Motor Vehicle Traffic
- Article V - Operation of Aircraft
- Article VI - Fire Prevention
- Article VII - Facility Use, Rental and Charges

ARTICLE I. AUTHORITY AND APPLICATION

101. Authority: The rules and regulations set forth in this Policy Handbook are established pursuant to the City of El Dorado Municipal Code.

102. Application: Such rules and regulations shall be applicable to all persons, firms or corporations using the airport facility or coming upon its premises for any reason whatsoever.

ARTICLE II. EL DORADO/CAPTAIN WILBUR JACKSON THOMAS MEMORIAL AIRPORT – GENERAL MANAGEMENT PROVISIONS

201. Location, Name: El Dorado/Captain Wilbur Jackson Thomas Memorial Airport, established for the use of the general public and located on the following described property in Butler County, Kansas.

Legal property description.

Full legal description available from the City of El Dorado

202. Management and Control: The City Manager of El Dorado designates the management and control of said airport to the Public Works Director. The Public Works Director shall be referenced as the Airport Manager within the contents of the Rules and Regulations handbook. The City of El Dorado shall also contract services for the supervision of the daily operations at the airport. The contract service position shall be identified as the On-Site Airport Operator within the contents of the Rules and Regulations handbook. The On-Site Airport Operator works under the direction of the Airport Manager.

203. Jurisdiction of City: The City of El Dorado hereby extends all police powers and ordinances pertaining thereto and over said airport property and grounds to the same degree and with the same force as all other property within the corporate limits of the city.

204. Rules and Regulations: The City Manager, with the approval of the Governing Body, shall adopt and promulgate new rules and regulations for the government of said airport as deemed necessary. New rules and regulations shall be subject to and in accordance with the laws of the United States, the State of Kansas, and the rules and regulations of the Federal Aviation Administration (FAA) relative to aviation and allied subjects.

205. Airport Manager: Authority. The Airport Manager will provide the management and control of all activities on the airport grounds subject to the rules and regulations adopted and promulgated by the Governing Body of the City of El Dorado. It shall be his duty to enforce the provisions of this handbook and the provisions of all rules and regulations adopted and promulgated by the City Manager and City Commission.

206. Public Authority. The Airport Manager and On-Site Airport Operator shall at all times have authority to take such action as may be necessary in the handling, conduct, and management of the public in attendance at the airport.

ARTICLE III. GENERAL AIRPORT RULES AND REGULATIONS

301. Obligations of Users. The use of the airport or any of its facilities in any manner shall create the obligation and the implied consent of the user to obey all the rules and regulations provided herein.

302. Assumption of Risk. The privilege of using the airport and its facilities shall be conditional on the assumption of full responsibility and risk by the user thereof. The use of any of its facilities in any manner shall create an obligation on the part of the user thereof, and said user shall be governed by these rules and regulations, and all applicable City, State and Federal laws.

303. Use of Roads and Walks. No person shall travel on any portion of the airport except upon the roads, walks or places provided for the particular class of traffic; nor occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

304. Commodity Sales, Permit. No person shall engage in the sale or delivery of oil, gasoline or any other commodity including, but not by way of limitation, refreshments, candy, soda water, and the like, within the confines of the airport without permission of the Airport Manager. Such permission may be by verbal agreement or by a permit procedure. (Ref. City of El Dorado Municipal Code)

305. Permit Conditions. The permits provided for in Article 304, shall be conditioned and shall be effective only so long as the holder thereof shall comply with all rules and regulations provided by the Airport Manager for the use of said airport. (Ref. City of El Dorado Municipal Code)

306. Use of Airport and Facility. Unless otherwise provided by lease or agreement, no person shall use any area of the airport or any of its facilities, except areas open for use by the general public, without approval of the Airport Manager.

307. Authority for Repairs or Alterations. No person shall do any construction, alteration work, or repairs to any existing airport property or buildings without the prior written consent of the Airport Manager.

308. Advertisements. A billboard will be provided to post pertinent information of interest to local airport users. Any other form of advertising is prohibited without the approval of the Airport Manager.

309. Lost Articles. Any person finding lost articles at the airport shall turn them over to the On-Site Airport Operator. Unclaimed property shall be held for a period of three months and disposed of as directed by the City Manager.

310. Firearms. No person except authorized peace officers, or armored car, post office, customs, express and air carrier employees, or members of the armed forces of the United States authorized thereby, shall carry any concealed, or loaded, weapon or any explosives on the airport. Other exceptions may be made by the Airport Manager provided that the request for exception is made in advance, and is not contrary to Federal Aviation Administration rules and regulations, or federal or state laws.

311. Interference with Aircraft Operations. No person shall raise, release, or cause to be raised or released, any object or thing, including but not limited to balloons, kites, or rockets or model airplanes on or above the airport or within an established zoning area of the airport without the Airport Manager's approval.

ARTICLE IV. MOTOR VEHICULAR TRAFFIC

401. Generally. All motor vehicles, motor scooters, bicycles and other vehicular contrivances shall be operated on the airport in accordance with all applicable provisions of the State Motor Vehicle Traffic Laws in regard to equipment and operation of vehicles, together with all applicable ordinances and regulations of the City of El Dorado.

402. Parking Generally. No person, without the approval of the Airport Manager, shall park any vehicle on the apron area or any area other than those specifically set aside and designated for parking. No person shall abandon or park as storage any motor vehicle, boats, campers, motor homes, trailers, semi-trailers, farm machinery or other equipment on the airport.

403. Speed of Vehicles. No person shall operate any vehicle on the airport at a speed greater than is reasonable or prudent, having due regard for the surface, width and condition of the surface and roadway and the traffic thereon. In no event shall any vehicle be operated on the airport in excess of 15 MPH on any apron area or more than 25 MPH on any taxiway or runway.

404. Restricted Area. No vehicles of any kind whatsoever shall be driven, stopped or parked within any area reserved for aircraft, on any grass area, on any aircraft landing area, on any ramp, apron, taxiway, approach zone or runway without having first secured permission from the Airport Manager and/or On-Site Airport Operator.

405. Right-of-Way. Vehicular traffic, in restricted areas on the airport, shall at all times yield the right-of-way to moving aircraft.

406. Impounding Vehicles Becoming A Nuisance. Any vehicle left stopped or parked on the airport in violation of any of the provisions of these rules and regulations is hereby declared to be a public nuisance. The Airport Manager may cause such to be removed and impounded 24-hours after written notice is served upon the owner.

ARTICLE V. OPERATION OF AIRCRAFT

501 Authority to Close Airport. The Airport Manager may prohibit aircraft from landing and taking off at any time when and under any circumstances the Airport Manager and/or On-Site Airport Operator deems such landings and take-offs are likely to endanger persons, or property, except for emergency landings. The Airport Manager and/or On-Site Airport Operator, under said circumstances, shall notify all related agencies of the airport closure.

502 Federal Aviation Administration Rules and Regulations. No person shall operate any aircraft, land aircraft on, fly aircraft from or conduct any aircraft operations on or from the airport otherwise than in conformity with the then current Federal Aviation Administration Rules and Regulations.

503 Owner Registration. The registered owner (or authorized representative) of all aircraft permanently based at the airport will register their name and aircraft with the Airport Manager or his authorized representative.

504 Starting or Running of Aircraft Engines

A. No aircraft engine shall be started while the aircraft is hangared, or parked, where exhaust blast or slipstream may cause injury to persons or do damage to property.

B. No aircraft shall be started or run unless a properly qualified pilot or mechanic is attending the aircraft controls.

505 Landings and Take-Offs. Landing and taking off of aircraft shall be confined to the runways. Taxi strips shall be used for access to and from the numbered runways.

506 Negligent Operation. No aircraft shall be operated in a careless or negligent manner, or in a manner which endangers persons or property, or while the pilot is under the influence of alcohol or any controlled substance, or if such aircraft is so constructed, equipped or loaded as to endanger persons or property.

507 Taxiing or Moving Aircraft. No aircraft shall be started, allowed to run or taxied at the airport unless a pilot or mechanic, properly qualified to taxi that particular type of aircraft, shall be attending the controls. All aircraft, which are being taxied, towed or otherwise moved at the airport shall be under full control and shall move or be moved at a reasonable speed. Aircraft shall not be taxied out of or into hangars.

508 Accidents. The pilot of any aircraft involved in any accident causing personal injury or property damage on the airport shall make a prompt and full report of said accident to the On-Site Airport Operator.

509 Wrecked or Disabled Aircraft. The pilot, operator or owner thereof shall be responsible for the prompt disposal of aircraft wrecked or disabled on the airport as directed by the On-Site Airport Operator; in the event of his failure or inability to comply with such directions, such wrecked or disabled aircraft and part thereof may be removed.

by the Airport Manager at the owner's expense and without liability for damage which may result in the course of such removal or disposal of wrecked aircraft.

510 Aircraft Parking. No person shall park an aircraft or leave the same standing on a runway, taxiway, apron area, storage or operational area on the airport except at such places as may be prescribed or permitted by the Airport Manager and/or On-Site Airport Operator.

511. Movement of Aircraft. Upon direction from the Airport Manager, the operator of any aircraft, parked or stored on the airport, shall move said aircraft from the place where it is parked or stored to any other designated place. If the operator refuses to comply with such direction, the Airport Manager may tow said aircraft to such designated place at the operator's expense, and without liability for damage which may result in the course of such moving.

512 Aircraft Awaiting Take-Off. Aircraft awaiting take-off shall stop so that no portion of the aircraft shall be closer to the runway than the painted line or less than one hundred (100) feet from the edge of the runway.

513 Aircraft Maintenance. The cleaning, repair or maintenance of aircraft shall be accomplished only in areas approved for that purpose by the Airport Manager.

514 Helicopters. Helicopters shall not be taxied, towed or otherwise moved on the airport with rotors turning unless there is a clear area of at least 50 feet from outer tip of each rotor. No helicopters shall be operated within 200 feet of any areas on the airport where unsecured light aircraft are parked. No helicopters shall be taxied on the airport by any person other than a certified helicopter pilot.

ARTICLE VI. FIRE PROTECTION

601. Fire Safety. Every person using the airport or its facilities in any way shall use the utmost caution to prevent fires. Every business operating at the airport must provide at least one suitable fire extinguisher at their place of business. Every business shall comply with all applicable fire codes of the City of El Dorado.

602. Aircraft Fueling. No aircraft shall be fueled or drained while its engine is running, or while in a hangar or other enclosed space. No fueling of aircraft shall be carried out during an electrical storm, and there shall be no smoking or possible ignition source within 50 feet of an aircraft being fueled.

603. Prohibited Practices. Gravity flow fueling (pouring from cans, etc.) is prohibited. Funnels should not be used without proper bonding and grounding.

604. Storage Prohibitions. No cylinder or flask of flammable liquid or gas shall be kept or stored except at a place designated by the Airport Manager for that purpose.

605. Smoking Prohibited. No person shall smoke or ignite any match or cigarette lighter in any hangar or building.

ARTICLE VII. FACILITY USE; RENTAL AND CHARGES

701. Hangar Policy. The rental fee for hangar space shall be established by the Airport Advisory Board, with the approval of the City Manager. Hangars are rented on a monthly basis in accordance with a hangar rental agreement as shown in Appendix A. Hangars shall not be used for commercial or business purposes, except subject to other portions of these rules and regulations and approval from the Airport Manager.

702. Tie-Down & Temporary Storage. The Airport Advisory Board, with the approval of the City Manager shall establish the rental fee for tie-downs and temporary storage. Permanent tie-downs are rented on a monthly basis in accordance with a hangar rental agreement as shown in Appendix A. Permanent tie-downs are provided for operational aircraft. Appendix B identifies the storage fees for both temporary and permanent based aircraft. The Airport Manager may, at his discretion, adjust or waive storage fees for special activities or circumstances.

703. Hangar Customer Policy. It is the intention of the City to do everything possible to provide the best service for our permanently based aircraft owners. We wish to show our hangar tenants that we appreciate their business, and the airport needs their financial assistance through hangar rental. The following rules are intended only to help us more effectively and efficiently serve our airport customers, and to help make people aware of what the airport expects of them.

- A. Hangar tenants will be billed per rental agreement.
- B. The tenant has the responsibility of keeping debris and trash picked up and removed from the hangar. All trash and debris should be placed in appropriate containers. Disposal in City containers must comply with the City of El Dorado Municipal Code and/or the acceptable materials for disposal at the Butler County landfill.
- C. Crankcase heaters using electricity should not be used any longer than is necessary to assist a cold engine start. A special arrangement may be made and the customer or tenant may be assessed for any extra electrical consumption due to a heater or motor operating over an 8-hour period.
- D. Hangar tenants may not store aviation fuel or any flammable products in an unapproved container within the hangar, per the Uniform Fire Code. Hangar tenants may not store herbicide, fertilizer or pesticide chemicals of any kind within the hangars.

704. Right Reserved by the Airport Owners.

- A. Fuel. The City of El Dorado shall provide all fueling service to locally based and transit aircraft. The airport owners shall reserve the exclusive right of operation of the fueling service but may at its pleasure, assign the above rights for fueling to an airport-based business. Exception; fuel product may be brought onto the airport

for the personal use of the owners of aircraft based at the airport after issuance of a permit by the Airport Manager. The permit will be issued only after approval of location, storage and dispensing equipment and practices.

705 Hangar Rental Assignment. From time to time, the City will have hangar spaces available for existing and new tenants. There will be a hangar rental list for those individuals who desire a new hangar or hangar storage. The City encourages all individuals that are interested in hangar storage to sign up.

When new individual T-hangars or if an existing T-hangar becomes available, the following procedure is used to fill the vacancies:

- A. City Staff will contact the existing tenants in the individual T-hangars first, followed by multi-storage. These tenants will have the first opportunity to upgrade and move into a new T-hangar or relocate into an existing T-Hangar vacancy. This procedure is based on seniority.
- B. After contacting the existing tenants in step A above, City Staff will then refer to the hangar rental list for filling of any further vacancies. If after this process is completed and vacancies remain available, then the aircraft owners on tie downs will be notified.

When new or existing multi-storage space becomes available, the following procedure is used to fill the vacancies:

- C. If an existing T-Hangar tenant has requested in writing to be relocated to a multi-storage space, they will be notified first. If multiple requests are received to relocate, it will be based on the date of the written request. If relocated, the T-Hangar vacancy shall be filled by the procedures identified in steps A and B.
- D. If a multi-storage space is available, without a written request from an existing T-Hangar tenant, the space shall be filled in the order of the hangar rental list. If after this process is completed and vacancies remain available, then the aircraft owners on tie-downs will be notified.

APPENDIX A

CITY OF EL DORADO

HANGAR/TIE-DOWN RENTAL AGREEMENT

THIS AGREEMENT, made this ____ day of _____, _____, between THE CITY OF EL DORADO, KANSAS, being the owner of the CAPTAIN WILBUR JACKSON THOMAS MEMORIAL AIRPORT, hereinafter referred to as "OWNER,"

A _____
N _____
D _____

hereinafter referred to as "RENTER," and is as follows:

1. Renter hereby rents hangar space No. _____ for a (single, twin) aircraft at the CAPTAIN WILBUR JACKSON THOMAS MEMORIAL AIRPORT.
2. Renter shall pay the sum of \$ _____ per month as rent, payable in advance on the first day of each month, to Owner at the office of the Airport Manager. Such rental payments shall begin on _____. The tenancy pursuant to the terms of this lease shall be for a month basis with either party having the option to terminate this lease upon thirty (30) days written notice to the other party.
3. Failure of the Renter to pay the monthly rental due hereunder by the 10th of each month shall result in a breach of the Agreement and shall cause an immediate termination of this Agreement.
4. It is understood and agreed by Renter that the space rented by this Agreement is for the exclusive purpose of aircraft storage, any other storage must be approved by the Airport Manager. Renter further agrees not to operate any business enterprise from the hangar space or in any way conduct commercial activities in such space. No maintenance of any aircraft shall be performed in the hangar space rented by this Agreement unless prior approval is obtained from the Airport Manager and/or On-Site Airport Operator. There will be no subleasing of the hangars. Violation of any of the above provisions shall result in a breach of this Agreement and Owner may elect to require Renter to vacate the premises. The City reserves the right to enter such hangar(s) for the purpose of inspections and/or emergency conditions.
5. Renter agrees to save and hold the Owner at all times free and harmless from any damage occasioned by the use of the above premises by Renter, and its employees, agents and invitees; or from the use of the airport by such Renter, employees, agents, and invitees; or from damage arising out of, or connected with any violation or breach by the Renter, its agents, employees and invitees, of any of the rules or any regulation established by the Owner governing the use of the airport.

APPENDIX A

6. Renter shall keep hangar doors closed at all times, unless renter is utilizing the hangar for operational purposes and is present at the hangar site. Failure to adhere to this policy at which time the hangar door or other appurtenances are damaged, the cost of the repair(s) will be the sole responsibility of the renter.

7. Renter agrees to observe and obey reasonable rules and regulations with respect to use of the premises; provided, however, that such rules and regulations shall be consistent with safety and with rules, regulations, and orders of the Federal Aviation Administration with respect to aircraft operations at the airport; and provided further, that such rules and regulations shall not be inconsistent with the provisions of this Agreement or the procedures prescribed or approved from time to time by the Federal Aviation Administration with respect to the operation of Renter's aircraft at the airport.

8. In the event that the airport or any other premises herein rented are rendered untenable or unusable for any reason, Owner may cancel this Agreement and, in such event, shall provide a reasonable and proportionate abatement of the rental paid by Renter.

Signed and approved on the date first written above.

Renter

Address

City, State, Zip

Contact Number

Emergency Number

Aircraft stored:

Make _____

Model _____

N number _____

CITY OF EL DORADO
Owner

By: _____
Authorized Agent

By: _____