



Central Colorado Regional Airport
27960 County Road 319
Buena Vista, CO 81211
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Rules and Regulations

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SECTION 1 – DEFINITIONS

1.1 See Appendix A

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SECTION 2 – GENERAL PROVISIONS

2.01 Purpose

The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of the Operators, Lessees, Sublessees, Permittees, and users of the Central Colorado Regional Airport (CCRA) and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport.

2.02 Authority and Effectivity

These CCRA Rules and Regulations are promulgated under Colorado Revised Statutes (C.R.S.) (2024), 41-3-106 (h) which grants the power “...to regulate... consistent with the promotion of aeronautics and the furtherance of commerce and navigation by air”. As the airport sponsor, The Town of Buena Vista, via its Board of Trustees, retains the sole authority to adopt any policy, standard, rule, regulation or directive.

These Rules and Regulations supersede and cancel all previous rules and regulations of the Central Colorado Regional Airport.

Amendments, additions, deletions or corrections to these Rules and Regulations shall be initiated by the Buena Vista Board of Trustees as conditions warrant at a regularly scheduled board meeting.

These CCRA Rules and Regulations shall be in effect and remain in effect from the date of adoption by the Board of Trustees, until repealed by the Board of Trustees.

2.03 Airport Management

The Town of Buena Vista has authorized the Airport Manager to interpret, administer, and enforce agreements, rules and regulations and to obtain and receive copies of all licenses, permits, ratings, certifications, certificates of insurance and other documents.

During emergency situations, the Airport Manager is empowered to issue such directives and to take such actions that, within their discretion and judgment, are necessary or desirable to ensure the safety, security and efficiency of the Airport and the public. Such directives and actions of the Airport Manager shall have the force of a rule and regulation so long as the emergency exists.

2.04 Applicability

All operators, users and tenants entering or using the Central Colorado Regional Airport property shall be governed by these Rules and Regulations.

2.05 Enforcement

The Town Administrator or their designee is authorized by the Board of Trustees to enforce these Rules and Regulations. A violation of these Rules and Regulations may result in a verbal warning, written warning, fine, and/or revocation of access privileges, termination of lease or other agreements, denial of use of the CCRA and/or prosecution under applicable law.

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The Town Administrator or their designee, with or without the assistance of law enforcement, may remove from the Airport any person who violates any rule or regulation prescribed herein, or any applicable statute, rule or regulation of the federal government or the State of Colorado or the Town of Buena Vista, and may deny use of the Airport and Airport facilities to any such person if it is determined by the Town Administrator or his/her designee that such denial is in the public interest.

2.06 Fines or Penalties

Section 18-9-117, C.R.S., as amended, "Unlawful conduct on public property," makes it unlawful for any person to violate these Rules and Regulations. Section 18-9-117 (3) (a) makes violation of these Rules and Regulations a class 3 misdemeanor. Section 18-1.3-501, C.R.S. as amended, authorizes, upon conviction, a minimum sentence of a \$50.00 fine and a maximum sentence of six (6) months imprisonment or \$750.00 fine or both.

2.07 Public Notice

Consistent with Section 18-9-117 (2) notice of the promulgation of these Rules and Regulations and the possible penalty for violation is prominently posted at all public entrances to the Airport.

2.08 Non-Discrimination

No person, in the use of the Airport's land and Improvements, shall discriminate against any person or class of persons by reason of race, color, religion, sex, national origin, age, or disability in providing any products or services or in the use of any of the Airport's land and Improvements for the public, or in any manner prohibited by applicable Legal Requirements.

2.09 Severability

Voiding of any specific rule or regulation shall not affect the validity of the remainder of these Rules and Regulations. If any provision of these Rules and Regulations shall be held to be unlawful, invalid, or unenforceable by final judgement of any Agency or court of competent jurisdiction, the judgement shall not in any way affect the validity of any other provision of the Rules and Regulations.

2.10 Conflicting Legal Requirements and Agreements

If any provision of the Rules and Regulations is found to conflict with any other CCRA policy, standard, rule, regulation or directive, or any provision of an agreement, the provision that establishes the higher or stricter standard shall prevail.

2.11 Disputes

Any party aggrieved by a decision of the Airport Manager may appeal (in writing) such decision to the Airport Manager within 14 calendar days after such decision is issued. Any claim not timely submitted as specified will be waived.

The Airport Manager shall respond to such written claim within 30 calendar days of the receipt of the claim by either (a) making a written determination with respect to the claim, or (b) making a written request for additional information. If requested, the party shall provide all requested additional information within 14 calendar days of the date of the

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Airport Manager's request, or the claim is waived. Thereafter, the Airport Manager shall make a written determination with respect to the claim within 30 calendar days after receipt of the additional information. In either case, the Airport Manager's written determination shall be final and conclusive unless within 30 calendar days from the date of the Airport Manager's written determination, the party requests, in writing, an appeal to the Board of Trustees stating specifically all grounds of appeal.

2.12 Right to Self Service

An aircraft owner or the aircraft owner's employees may perform self-services (fueling, maintenance, or repair) on the aircraft owner's aircraft utilizing the aircraft owner's resources (self-service). An aircraft owner or the aircraft owner's employees are permitted to perform such services provided there is no attempt to perform such services for others for compensation and further provided that such right is conditional upon compliance with the CCRA Minimum Standards for Commercial Aeronautical Activities and all other applicable legal requirements.

If the right to self-service is not exercised, an aircraft owner is only permitted to have their aircraft fueled, maintained, repaired, or otherwise serviced at the airport by those operators authorized to engage in such commercial activities at the airport.

An operator may restrict the use of its exclusive leased premises for self-service activities. Co-op fueling is not self-service and is prohibited at the Airport.

2.13 Variance or Exemption

The Town of Buena Vista, via the Town Administrator, or designees, may approve variances or exemptions to these rules and regulations when special conditions or unique circumstances exist. Requests for variances or exemptions must be submitted in writing to the Airport Manager and must state the specific provision(s) for which the variance or exemption is being sought, describe the proposed variance or exemption, state the reason for the proposed variance or exemption, identify the anticipated impact on the Airport (and other operators, lessees, sub-lessees, airport users and the public), and identify the duration of the proposed variance or exception.

Prior to approval or denial of a variance or exception, the Airport Manager shall review all relevant information to include recommendations from the Airport Advisory Board. Any ruling must be reasonable, not unjustly discriminatory and consistent with prior decisions involving similar conditions or circumstances at the Airport (if any) and shall be provided in writing within 90 calendar days from receipt of the written request.

- Approval of a variance or exemption by the Airport Manager shall not serve to amend, modify, or alter these Rule and Regulations or any existing agreement.
- Requests for variance or exemption can be denied in accordance with Section 2.14 of these Rules and Regulations

2.14 Possible Grounds for Rejecting an Application

In this section, the term "activity" is inclusive of all commercial aeronautical activities, non-commercial aeronautical activities, and non-aeronautical activities.

The Town of Buena Vista may reject any proposal, request for variance or exemption, assignment, change in majority ownership, encumbrance, or application for any one or more of the following reasons (as determined by the Town Administrator or their designee).

- The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the Town. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.
- The Town or the FAA has determined that the contemplated activity and/or Improvements would create a safety or security risk at the Airport or constitute a Hazard, obstruction or danger to air navigation.
- The Town would be required to expend funds and/or supply labor and/or materials in connection with the proposed activities and/or Improvements that the Airport Manager is unwilling and/or unable to expend or supply.
- The financial plan associated with the proposed activities and/or Improvements is not realistic and attainable and/or will result in a financial operating loss or hardship for the entity.
- No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed activity of the entity at the time the proposal or application is submitted, nor is such availability contemplated within a reasonable period.
- The proposed activities and/or Improvements do not comply with the airport layout plan (ALP) currently in effect or anticipated to be in effect.
- The entity's occupancy, use, or development of Airport land and/or Improvements could be detrimental to the public, result in congestion of Aircraft, and/or negatively impact the safety and/or efficiency of the Airport, Operators, Lessees, Sublessees, or users of the Airport.
- The entity has intentionally or unintentionally misrepresented or omitted material fact in a proposal, in an application, and/or in supporting documentation.
- The entity has failed to make full disclosure in a proposal, in an application, and/or in supporting documentation.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has a record of violating the Legal Requirements of the Town, any other airport sponsor, the State of Colorado, the FAA, or any other Regulatory Measure applicable to the Airport and/or the entity's proposed activity.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has defaulted in the performance of any Agreement or Sublease at the Airport or at any other airport.

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- The entity does not exhibit adequate financial capability, capacity, or responsibility to undertake and sustain the proposed activity.
- The entity cannot obtain a bond or insurance in the type and amounts required by the Town for the proposed activity.
- The entity seeks terms and conditions which are inconsistent with the Minimum Standards for Commercial Aeronautical Activities and/or any request for qualifications and/or proposals (or any other document) issued by the Town.
- The entity's interests and/or the proposed activity or use is inconsistent with the mission, vision, values, goals, or objectives of the Airport; the best interest of the Town, or any Airport Sponsor Assurances.
- The entity has been party to vexatious or frivolous litigation, including, without limitation, administrative litigation, against the Town.

2.15 Rights and Privileges Reserved

In this section, the term "activity" is inclusive of all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities. In addition to the following rights and privileges, the Town of Buena Vista reserves the rights and privileges outlined under federal and/or state Airport Sponsor Assurances as such rights and privileges may be amended from time to time.

- This section reserved for future use

SECTION 3 – GENERAL RULES and REGULATIONS

3.01 Airport Access and Use

Access to or entry upon the Airport shall be made only at locations designated by the Airport Manager. Any person accessing or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to or use of the Airport, whether directly or indirectly, express or implied. All actions shall be in full and complete compliance with these Rules and Regulations and applicable airport policies.

Any person accessing or using the Airport shall defend, indemnify, save, protect, and hold harmless the Town of Buena Vista and its representatives, officers, officials, employees, agents, and volunteers from and against any and all actual or alleged claims, demands, damages, expenses, costs fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, environmental costs, and/or penalties (collectively referred to as costs), which may be imposed upon, claimed against or incurred or suffered by the Town, in whole or in part, directly or indirectly, arise from or are in any way connected with the person's activities at and use of the Airport.

3.02 Restricted Areas

The Airport Manager may designate restricted areas and establish access controls. When designated, restricted areas will be listed in Appendix B to these Rules and Regulations and access controls will be described in this section.

3.03 Airport Identification Requirements

The Airport Manager may establish identification requirements (e.g. badges) to authorize access. If implemented, rules pertaining to identification will be addressed in this section.

3.04 Security

Operators, Lessees, or Sublessees are responsible for the security of entity's Leased Premises and shall comply with the Airport Manager's security requirements and/or best practices. Security gates that provide access to the Air Operations Area (AOA) shall remain closed, locked, and secured except when in use. The Airport Manager may close or otherwise restrict Vehicle and/or pedestrian access to any area of the Airport when safety or security considerations dictate. Tampering with, interfering with, or disabling the lock or closing mechanism, or breaching any other security device is prohibited unless authorized by the Airport Manager. Persons who have been provided an access code or device for access to a controlled or restricted area shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized in writing by the Airport Manager.

3.05 Commercial Activities

Any entity desirous of engaging in a Commercial Aeronautical Activity (Applicant) shall apply as described in the Airport's Minimum Standards for Commercial Aeronautical Activities prior to engaging in the activity. Any entity engaging in Commercial Aeronautical Activities shall comply with the Minimum Standards. Any entity basing an Aircraft at the Airport shall not permit said Aircraft to be used for Commercial Aeronautical Activities unless expressly authorized by agreement and permits as described in the Minimum Standards.

Any entity desiring to engage in commercial photography or filming at the Airport shall obtain written permission from the Airport Manager prior to engaging in such activity.

3.06 Accident (Mishap) Response

Any person involved in or witnessing an accident resulting in any injury or death to a person(s) shall immediately call "911". Damage to property shall be immediately reported to the Airport Manager. If reasonably able to do so, such person shall remain at the scene to provide witness statements to the Airport Manager Law Enforcement Officers, Chaffee County Fire, and/or investigative personnel in accordance with the Airport's Mishap Response Plan or other applicable policy.

No person shall tamper with an accident scene or fail to comply with any directive issued by the Airport Manager, Law Enforcement Officers, Chaffee County Fire or any other agency having jurisdiction over the accident scene. Unauthorized entry to the AOA to gain access to an accident scene is prohibited.

3.07 First Amendment Activities

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

All authorized activities listed above shall be conducted (a) in a peaceful and orderly manner; (b) without physical harm, molestation, threat, or harassment of any person; (c) without obscenities, violence, breach of the peace, or other unlawful conduct; (d) without obstructing the use of the Airport by others; (e) without hindrance to or interference with the proper, safe, orderly, and efficient access to/from, and operation of the Airport and activities conducted there on; and (f) in strict conformance with any rules and regulations governing such activities on the Airport and the direction and conditions prescribed in writing by the Airport Manager. When approved by the Airport Manager, such activities shall be conducted in those areas identified by the Airport Manager.

3.08 Signage and Advertisements

Signage must be consistent with the Development Standards and applicable Legal Requirements. Signs, advertisements, notices, circulars, and/or handbills may not be posted, displayed, or distributed without the prior written permission of the Airport Manager. The posting of advertisements on Airport property shall conform with established policies. The Airport Manager reserves the right to remove or relocate any

such sign, advertisement, notice, circular, and/or handbill posted, displayed, or distributed.

All signs installed on the Airport or its perimeter shall meet the requirements of Buena Vista Municipal Sign Code and shall also be approved in writing by the Town when the installation is not otherwise addressed by the Airport's Development Standards.

3.09 Special Events

Any entity desiring to conduct a Special Event at the Airport shall coordinate with the Airport Manager prior to applying for a permit via Town of Buena Vista permitting processes. Event attendees shall remain clear of airport operations, aircraft, active taxiways, runways and other areas as designated by the Airport Manager.

3.10 Safety Management System

Operators, Lessees, or Sublessees engaged in any activity at the Airport, whether using or occupying Airport land and/or Improvements or otherwise, shall adhere to the practices recommended by the Federal Aviation Administration (FAA) and shall comply with all Safety Management Systems (SMS) regulations, or directives issued by the Airport Manager.

3.11 Skydive/Parachute Jumping

No person shall Skydive/Parachute jump onto the Airport without the prior written permission of the Airport Manager. Skydive/Parachute landings shall only occur at a drop zone approved and designated by the Airport Manager. Skydive/Parachute operations shall be conducted in conformance with AC 105-2E and the most current version of the Skydiver's Information Manual published by the United States Parachute Association (USPA).

3.12 Emergency Conditions

Emergency conditions shall not mitigate or cancel these Rules and Regulations. Permits issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been completely resolved and normal operations have resumed.

Emergency directives or procedures may be issued at the discretion of the Airport Manager who shall determine when normal operations may resume.

SECTION 4 – PERSONAL CONDUCT

4.01 Destroying, injuring, defacing, disturbing, removing or tampering with any man-made or natural Airport property is prohibited.

4.02 No person shall litter any area of the Airport and each Operator, User, and Tenant shall ensure that all trash and refuse is properly disposed of in the appropriate container.

4.04 No person shall commit any disorderly, indecent, lewd, or unlawful act or commit any nuisance on the Airport.

4.05 Consumption of intoxicating liquors at the Airport shall be controlled by the Town of Buena Vista Liquor Code.

4.06 Interference with safe operation of an aircraft landing at, taking off from, or operating on the Airport is prohibited.

4.07 All domestic pets must always be on a leash and under their owner's control or confined in an area designated by the Airport Manager.

4.08 Hunting and trapping are prohibited on the Airport, except for wildlife control authorized by the Town Administrator. When adopted, an approved Airport Wildlife Hazard Management Plan will constitute Town Administrator approval.

No person shall feed or perform any other act to encourage the congregation of animals on any portion of the Airport.

4.09 Discharge of any weapon, except in the performance of official duties or in the lawful defense of life or property, is prohibited on the Airport.

No person shall possess or ignite Class C explosives (e.g. fireworks, firecrackers, etc.) with exception of explosives that may be used by authorized personnel for purposes of wildlife management or during approved special events.

4.10 Persons entering the Airport are required to produce identification when asked to do so by the Airport staff or Operator on duty.

4.11 No person shall occupy a hangar as a residence.

4.12 Smoking or carrying lighted cigars, cigarettes, or pipes in any public use area of the Airport, except in areas specifically designated by the Airport Manager and posted as public smoking areas, is prohibited.

4.13 The Airport shall not be used to camp or stay overnight except in areas and activities approved in writing by the Airport Manager.

4.14 Leased Premises are expressly for the conduct of the Lessee's or Sublessee's activities. Unauthorized persons shall not make use of the Leased Premises without permission of the Lessee or Sublessee. Unauthorized uses of the Leased Premises must receive written consent of the Airport Manager.

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4.15 Abandoned or Lost Property

Property shall not be Abandoned at the Airport. Abandoned or lost Property found in Public Areas shall be reported or turned in to the Airport Manager.

Abandoned or Lost Property unclaimed by its proper owner within 30 calendar days shall become the property of the Town of Buena Vista. Disposition of Abandoned or Lost Property shall be done in accordance with Legal Requirements as applicable and as may be amended from time to time.

No provision in this Section shall be construed to deny the right of Lessees or Sublessees to maintain a lost and found service for Property found on Leased Premises.

4.16 Use of Roadways and Walkways

No person shall travel at the Airport other than on the roadways, walkways, or other areas provided or designated for a specific type or class of traffic and no person shall occupy the roadways or walkways in such a manner as to hinder or obstruct proper use.

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SECTION 5 – AIRCRAFT RULES and REGULATIONS

5.01 Legal Requirements

All aeronautical activities at the Airport shall conform to the current applicable provisions of FAA regulations and orders (14 CFR); applicable state and local law; rules and regulations issued by the Board of Trustees; and instructions and directives issued by the Town Administrator or his/her designee; in accordance with these Rules and Regulations.

5.02 Prohibiting Use of the Airport

The Town Administrator or his/her designee may deny use of the Airport to any person in violation of these Rules and Regulations or FAA regulations.

Authorized operational staff, designated by the Town Administrator and on duty at the Airport, shall prohibit aircraft operations when it is determined that conditions are such that continued operations would be unsafe and shall issue a NOTAM to close all or a portion of the Airport or to terminate or restrict activity on the Airport.

5.03 Operations

Operating an aircraft in a careless or negligent manner, or in disregard of the rights and safety of others, or without due caution, or at a speed or in a manner which does or is likely to endanger persons or property, is prohibited.

- Aircraft operators shall obey all pavement markings, signage and lighted signals.
- Aircraft shall not be started within any structure at the airport.
- Leaving any aircraft unattended with an engine running is prohibited.
- 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 Vehicle, or a fuel storage facility.
- Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an aircraft is inside a hangar
- The starting, positioning, or taxiing of Aircraft shall be done in such a manner to avoid generating propeller or engine blast which may endanger persons or damage property. It may be necessary to tow the Aircraft to a location or position at the Airport where the propeller or engine blast will not endanger persons or damage Property when the engines are started or operated.
- Except when authorized by the Airport Manager, aircraft shall not land, takeoff, taxi, park or be staged in any area that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the aircraft or on any closed runway or taxiway. It shall be the aircraft operator's responsibility to repair any damage caused by excessive weight operations.

5.04 Taxiing and Towing Operations

Aircraft shall not be taxied until the Aircraft Operator has determined (by visually inspecting the area) there shall be no danger of collision with any person or property.

Aircraft shall not be taxied into, out of, or within any structure.

Aircraft being taxied shall have a person at the controls of the Aircraft who shall monitor the Unicom frequency in use at the Airport if the Aircraft is equipped with a functional radio.

Taxiing Aircraft shall yield the right-of-way to emergency vehicles, equipment, or aircraft unless otherwise directed by written notice of the Airport Manager or NOTAM.

Aircraft shall not taxi at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual and potential hazards and other aircraft so as not to endanger persons or property.

Aircraft shall only be taxied or towed in areas normally used for operation of aircraft unless prior written approval has been provided by the Airport Manager.

5.05 Passengers and Cargo

Passengers and Cargo shall be enplaned/deplaned in a safe manner and as directed by authorized Airport staff on duty.

5.06 Helicopter Operations

No helicopter shall be operated within fifty (50) feet of any building and shall operate only from areas approved by Airport staff or Operator on duty.

Helicopters shall not be operated within 100 feet of any area where aircraft are parked or operating.

Helicopter rotors must be stopped during fueling operations (firefighting aircraft being self-fueled by qualified support crews are excepted from this requirement during firefighting operations).

5.07 Non-Airworthy Aircraft

Non-Airworthy aircraft shall be removed from the tie-down or ramp area within 10 days. Non-airworthy Aircraft may undergo long-term major renovation or restoration as long as the aircraft is stored in a hangar approved for such purpose.

- Abandoned aircraft are prohibited on the airport. Authorized Airport Staff on duty may remove abandoned aircraft at the sole expense and risk of the owner.
- Aircraft Owner or Aircraft Operator shall remove non-airworthy Aircraft from the airport within 90 days of becoming non-airworthy unless otherwise previously authorized in writing by the Airport Manager.

5.08 Aircraft Maintenance

- Aircraft maintenance is permitted on the airport only in designated areas.
- Aircraft maintenance within hangars shall be limited to that specifically permitted by the building type rating established in the International Building Code as adopted by the Town of Buena Vista and in compliance with the directives of the responsible fire authority (e.g. Chaffee County Fire).
- Aircraft painting shall be performed only in hangars approved for that activity.

- Cleaning of aircraft shall be performed in areas designated for that purpose, in the manner prescribed by authorized airport staff, and in compliance with the Storm Water Management Plan for the airport.

5.09 Aircraft Mishaps, Accidents or Incidents

The operator or owner of an aircraft involved in an accident/incident on the Airport resulting in injury to person or damage to property shall notify the Airport staff on duty immediately and comply with applicable provisions of airport plans and National Transportation Safety Board Regulations, Part 380. If no airport staff members are on duty, the operator or owner is responsible for calling the number posted at the terminal entrance to report the accident/incident. In the event of a life-threatening emergency when no Airport staff is on duty, the 911 emergency call center should be contacted for assistance.

- An aircraft involved in an accident on the Airport shall not be removed from the scene until authorized to do so by authorities in charge, (e.g. FAA Flight Standards District Office or National Transportation Safety Board)
- The owner or operator shall make arrangements to have the aircraft moved once authorization for removal of an aircraft has been issued by the investigating authority. If removal is not initiated immediately when authorized, airport staff on duty may have the aircraft removed at the owner's sole risk and expense as airport safety and operational needs dictate.

5.10 Disabled or Abandoned Aircraft

The Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of a disabled aircraft and any part thereof from a Movement Area to a designated Non-Movement Area, unless otherwise required or directed by the Airport Manager, FAA, National Transportation Safety Board (NTSB), or agency having jurisdiction. Abandoning an aircraft on the airport is prohibited. An aircraft shall be considered abandoned if the Aircraft Owner or Aircraft Operator:

(1) has not paid in full applicable rents or fees to the airport or or Specialized Aviation Service Operator (SASO) for a period greater than 90 calendar days and
(2) has not responded to written notification from the airport manager by certified or registered mail. In the event the airport manager determines the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling to remove a disabled or Abandoned Aircraft in a timely manner (at Aircraft Operator's risk, cost, and expense), the Aircraft may be impounded at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability to the Town.

- Once an Aircraft is impounded by airport staff, the Airport Manager shall charge impoundment fees as specified in the current Rents and Fees Schedule.
- The Aircraft Owner or Aircraft Operator may claim the aircraft by responding to the Airport Manager in writing, paying the impoundment fees in full, and promptly removing the aircraft from the airport
- If the Aircraft is not claimed by the Aircraft Owner or Aircraft Operator, the Airport Manager will dispose of Abandoned Aircraft in accordance with Legal Requirements.

- The Town shall retain, in the Airport Enterprise Fund, any surplus funds from the sale of an abandoned aircraft after expenses incurred have been paid.
- The Airport Manager may assess and recover from the Aircraft Owner or Aircraft Operator all applicable rents and fees, impoundment charges, and other related expenses including attorney fees incurred by the Town in connection to the enforcement of these provisions.

5.11 Based Aircraft Registration

Based Aircraft must be registered with the Airport. Registration will be in accordance with process established by the airport manager (e.g. documentation of ownership and proof of insurance)

5.12 Hours of Operation

The public use aeronautical areas (runways, taxiways, and supporting infrastructure) of the airport are available for use 24 hours per day, 7 days per week, unless closed by Notice to Airmen (NOTAM).

5.13 Voluntary Curfew

Reserved for future use

5.14 Deicing

Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in full compliance with the airport's Storm Water Management Plan and at location(s) specified and permitted by the Airport Manager.

5.15 Parking and Storage

Aircraft shall be parked in such a manner as to be completely contained within the parking or tiedown space and shall not be positioned in such a manner so as to block a runway, taxiway, taxi-lane, or obstruct access to hangars, parked or staged Aircraft, parked or staged vehicles, equipment, gates, snow removal operations or fuel storage facilities.

- Aircraft Operators shall ensure Aircraft are properly secured, as set forth in applicable FAA Advisory Circulars (AC) when parked and/or stored.
- Moored lighter-than-air Aircraft shall have at least one person monitoring the safety of the mooring for the duration of the mooring.
- Upon request of the Airport Manager for the purpose of safe, orderly, and efficient operation and use of the Airport, the Aircraft Owner or Aircraft Operator shall move the Aircraft to a location and/or position identified by the Airport Manager. In the event the Aircraft Owner or Aircraft Operator unavailable, unable, or unwilling, airport staff may move the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the Town.

5.16 Security

In the event the type, use, or condition of an Aircraft requires that security be obtained, provided, and/or maintained, the Aircraft Owner or Aircraft Operator shall be responsible for such security and may only provide (and/or arrange for) such security after notifying

the Airport Manager. Security measures shall not hinder, delay, or prevent relocation or removal of Aircraft at the direction of the Airport Manager.

5.17 Balloon Operations

Prior to entering the airport operations area all balloon operators shall report the intended flight with airport staff and be familiar with the airport. Use of a handheld transceiver radio monitoring the CTAF/Unicom frequency is encouraged. Balloons shall only be inflated and launched from approved areas of the Airport. During balloon inflation, care shall be taken to avoid blocking roadways, taxiways or interfering with airport operations. Landing balloons on runways is prohibited except in the event of an emergency.

5.18 Noise Abatement Procedures

Consistent with the Aircraft Operator's responsibility for complying with 14 CFR and the operating parameters of the Aircraft as set forth by the Aircraft manufacturer, Aircraft Operators are requested to use procedures which minimize the noise impact on surrounding areas.

5.19 Restricted Activities

Unless otherwise approved by Agreement, Aircraft Operators shall provide advance notification to the Airport Manager before engaging in any of the following activities and shall conduct these activities in accordance with the specific requirements stipulated by the Airport Manager.

- Use of Ultralight Vehicles – the landing or taking off of Ultralight Vehicles unless approved in writing by the Airport Manager.
- First flight or test flights after major airframe and/or powerplant modifications.
- Use of lighter-than-air Aircraft – the landing or taking off of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft which utilize gasses or hot air to provide lift.
- Banner towing – the landing or taking off of Aircraft which tow banners, or other devices.
- Powered parachute operations.
- Operation of model Aircraft
- Operators of unmanned aerial vehicles (UAV) or unmanned Aircraft system (UAS) Aircraft within five statute miles of the Airport shall comply with all applicable Legal Requirements. This may include, but is not necessarily limited to, notifying and obtaining written permission from the Airport Manager to fly UAV or UAS Aircraft within protected airspace.
- Operation of Aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and/or Taxiway(s).

5.20. Transportation of Hazardous Materials

Landing or taking off with flammable, explosive, or corrosive materials, except those which are carried aboard (and necessary) for the operation of the Aircraft or use by crewmembers or passengers. All shipments of Hazardous Material shall comply with regulations established in 49 CFR Parts 100-199 and Legal Requirements governing

such shipments. Hazmat and ARFF equipment and trained personnel will be required for this type of operation as a precautionary measure. Costs associated with trained hazmat personnel and related equipment shall be borne solely and completely by the Aircraft Operator.

5.21 Fees

Aircraft shall not land or takeoff unless the Aircraft Owner or Aircraft Operator has paid the fees which may be established and assessed by the Airport Master Rents and Fees Schedule unless exempt by written and publicly available agreement.

Aircraft that may be exempt from fees include aircraft owned and/or operated by the United States of America owned and/or operated by military forces of the United States of America, and operated by foreign military forces in support of allied military operations that do not utilize the airport significantly (as defined by the FAA) or law enforcement Aircraft and other entities approved by the Airport Manager.

Airport Staff may detain any aircraft over non-payment of scheduled fees.

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SECTION 6 – MOTOR VEHICLE RULES and REGULATIONS

6.01 Motor Vehicle Access Operations and Parking

All motor vehicle operators on the Airport shall comply fully with State of Colorado motor vehicle laws, these Rules and Regulations, and instructions issued by authorized Airport staff or Operator on duty, or by law enforcement.

Operators of motor vehicles in the Airport Operations Area (AOA) must secure permission beforehand from authorized Airport staff or Operator on duty. Motor vehicles operating in the AOA without permission shall be considered trespassers and subject to all applicable laws and regulations.

Tenants authorized to occupy a hangar at the Airport may request, at no additional charge, up to two annual permits to operate and park specific motor vehicles in the AOA. Such a permit shall be visibly displayed when the permitted motor vehicle is operated or parked in the AOA. Parking of permitted motor vehicles is restricted to designated parking areas. Permission to park a permitted motor vehicle in undesignated areas in the AOA shall be secured beforehand from authorized airport staff on duty. Access fees may apply for permits issued in excess of two per year.

Vehicles shall be parked only in designated areas unless otherwise approved in writing by the Airport Manager. No vehicles shall be left unattended on the Ramp area.

Vehicles shall not be parked or stopped so as to obstruct aircraft, vehicles, or pedestrians; within 15 feet of a fire hydrant or within a fire lane within 3 feet of either side of a security fence; or in violation with applicable signage and postings.

Vehicles, other than those loading and unloading Aircraft, shall not stop for any purpose other than in the areas specifically designated for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means.

Displaying Vehicles and/or equipment for sale, lease, or rent at the Airport is prohibited.

Aircraft Operators may park Vehicles which are fully operational, completely functional, and properly permitted by the Airport Manager inside the Hangar while the Based Aircraft in the Hangar is gone.

Vehicles may not be parked on aircraft tiedown areas.

Abandoning a Vehicle anywhere on the Airport, including on Leased Premises, is prohibited

Unless approved in writing by the Airport Manager, the parking or storage of boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all-terrain Vehicles, race cars, recreational vehicles, trailers, and other similar Vehicles in a Hangar or anywhere else on the Airport is prohibited.

The Airport Manager may boot, tow or otherwise remove any vehicle which is disabled or parked in violation of these Rules and Regulations or if the vehicle creates a safety or security hazard or interferes with airport operations.

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6.02 Commercial Motor Vehicle Operators

Commercial motor vehicle operators, ground transportation operators, and delivery service operators serving the Airport shall register with authorized airport staff on duty. Such operators of a motor vehicle may be issued a temporary or annual permit to operate a motor vehicle on the AOA. Access fees may apply.

Prior to providing Commercial vehicle transportation services, all Commercial Vehicle Operators (e.g., freight, taxi, limousines, charter party carrier/passenger stage carrier, and Courtesy Vehicle operators) providing Commercial ground transportation services must provide proof of proper licensing and insurance to the Airport Manager.

Commercial Operating Permit identification and access media (if issued) shall not be assigned or transferred without prior written approval of the Airport Manager.

6.03 Security Gate Access

Operators of a permitted motor vehicle on the AOA shall be provided appropriate access to the AOA through security gates. Such access may or may not include issuance, for up to one year at a time, of an electro-magnetic card that will operate security gates within parameters specifically authorized by the Airport Manager.

No Operator, User, or Tenant shall allow an unauthorized or unknown motor vehicle to access the AOA through a security gate or any other access point. Unauthorized motor vehicles on the AOA should be reported immediately to airport staff. If no airport staff personnel are on duty, unauthorized motor vehicles on the AOA should be reported to law enforcement.

6.04 Motor Vehicle Operation Safety

Motor vehicle operation on the AOA shall be conducted in a careful and prudent manner so as not to endanger the life, limb, or property of any person. All motor vehicle operators shall obey posted regulatory signs, instructions and directives of airport staff personnel.

6.05 Motor vehicles operations on aircraft movement areas

Motor vehicles are not permitted on the taxiway without the express permission of the Airport Manager. All authorized operation of a motor vehicle on the runways or taxiways must establish and maintain two-way radio communication with UNICOM/CTAF before entering a taxiway or runway. Radio equipped vehicles may escort vehicles without a radio.

Motor vehicle operations on the runway are strictly limited to operations conducted by Airport Staff (e.g. runway condition inspections) and emergency vehicles.

6.06 Speed limits

Except for authorized emergency motor vehicles, the maximum allowable speed on the AOA is 20 miles per hour.

6.07 Motor Vehicle Operations Near Aircraft

No motor vehicle shall operate in close proximity to an aircraft so as to create a hazard or interfere with the safe operation of the aircraft. When passing a taxiing aircraft, motor vehicles shall not proceed closer than 100 feet.

Vehicles shall not pass or park closer than 20 feet from any wing or tail section of a parked or staged Aircraft where practical.

When a motor vehicle operator must leave the vehicle parked near an aircraft the parking brake must be set and hazard lights illuminated. Chocks should also be placed to minimize chances of inadvertent vehicle movement.

A spotter must be present during reverse operation near an aircraft to assist in clearing the operator's blind spots and ensuring vehicle clearance from the aircraft and personnel.

Motor vehicles shall not park near aircraft or in common-use space other than temporarily in tie-down areas parallel to aircraft for active loading/unloading purposes.

6.08 Right of Way

Aircraft shall have the right of way at all times and in all locations. Motor vehicles must yield to aircraft taxiing or under tow on the ramp.

Motor vehicles shall give way to pedestrians, emergency equipment, and snow removal equipment at all times.

6.09 Abandoned or Unauthorized Vehicles

Abandoned vehicles are prohibited on the Airport and may be towed at the direction of the Airport Manager at the owner's sole risk and expense.

Unauthorized vehicles or vehicles in violation of these Rules and Regulations may be towed by direction of the Airport Manager or by law enforcement, at the owner's sole risk and expense.

6.10 Licensing and Permit

Except for Vehicles which are exclusively used on the AOA, all Vehicles shall meet the State of Colorado licensing and registration requirements. Vehicle Operators must have a valid Vehicle Operator's license and evidence of insurance as required by State law, including those vehicles operated exclusively on the AOA.

6.11 Air Operations Area/Ramp

Persons or entities desiring access to the AOA must receive authorization and a safety briefing from the Airport Manager or their designated representative.

Vehicular access to the AOA shall be limited to those with access media, who are engaged in an Aeronautical Activity, or those who have business dealings with the Airport or an Operator.

Vehicle Operators entering or exiting the AOA shall stop and allow the gate to fully close before proceeding. No tailgating. The Vehicle Operator shall ensure that no

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unauthorized Vehicles or persons gain access to the Airport while the gate is in operation. If the Vehicle Operator cannot prevent such access, the Vehicle Operator shall immediately contact airport staff and/or law enforcement.

Authorized pedestrians and wheelchairs may enter the AOA for Airport related business, but they shall not enter the Movement Area except during special events (e.g. open house) when crowd control protocols are in place.

Vehicle Operators unfamiliar with the Airport must be escorted by an authorized Vehicle Operator to avoid entering aircraft movement areas.

Use of motorhomes, mini-bikes, dirt bikes, all-terrain Vehicles, go-carts, roller blades, skateboards, unauthorized bicycles, or unicycles or other similar devices for recreational purposes are not permitted without the prior written permission from the Airport Manager.

6.12 Movement Area

No Vehicle shall enter the Movement Area (taxiways and runways) without prior coordination (including appropriate training and safety markings) and two-way radio communications on the Airport's CTAF/Unicom frequency or an Airport Staff escort.

Vehicles on the Movement Area shall be painted and/or properly marked in a manner approved by the Airport Manager. No person shall take or drive any Vehicle on the Movement Area unless permission has been granted in an agreement or obtained in writing, in advance, from the Airport Manager.

Vehicles used exclusively on the AOA shall be equipped with an approved and fully operational amber (or red for Emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle providing 360-degree view and in compliance with AC 150/5210-5B. The beacon shall be activated by the Vehicle Operator prior to entering the AOA and shall remain in operation while the Vehicle is in the AOA.

When construction-related Vehicles are required to enter or work within the Movement Area, such Vehicles will be marked with an approved orange and white checkered flag (for daytime operations) or an amber beacon (for nighttime operations). If the construction Vehicle is not equipped with a two-way radio capable of communicating on the proper aeronautical frequencies, the Vehicle shall be escorted at all times (while in the Movement Area) by authorized personnel having radio contact with CTAF/Unicom frequencies or have a flagman (with a two-way radio capable of communicating with CTAF/Unicom) stationed at the area(s) designated by the Airport Manager to give instructions to the Vehicle.

6.13 Accidents

A Vehicle Operator involved in an Accident resulting in any injury or death to a person(s) or damage to Property shall stop at the scene (or as close as possible to the scene without creating a safety hazard) and immediately call "911". The Vehicle Operator (and the Vehicle) must remain at the scene until Law Enforcement Officers take a full report.

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6.14 Cleaning and Maintenance

Unless otherwise approved in writing by the Airport Manager, vehicles shall not be cleaned and/or maintained on the Airport, except for minor repairs which are necessary to remove such Vehicles from the Airport.

6.15 Fees and Permits

A Vehicle Owner or Operator who parks a Vehicle overnight on the Airport shall pay overnight parking fees established in the Master Rents and Fees Schedule unless the Vehicle Owner or Operator is exempt from payment as may be stipulated in an Agreement with the Airport Manager.

A Vehicle Owner or Operator who desires to park a vehicle in excess of seven (7) consecutive

days at the Airport must procure a parking permit park in designated long-term parking lot and pay parking fees established by the Airport Manager. If issued, vehicles must prominently display a temporary tag, hang tag, or sticker to ensure the vehicle is not mistaken to have been abandoned.

5.11 Loss of Access Privileges

Unsafe or reckless vehicle conduct found to be in violation of these Rules and Regulations as determined by the Airport Manager are subject to suspension or revocation of privileges at the discretion of the Airport Manager.

**SECTION 7 –OPERATOR, LESSEE, and SUBLESSEE COMMERCIAL ACTIVITIES
RULES AND REGULATIONS**

7.01 Approval and Permitting of Commercial Activities

All Commercial Activities (aeronautical and otherwise) conducted on the Airport shall apply to and be approved by the Board of Trustees by means of a written agreement with the Airport Manager, as described in the CCRA Minimum Standards for Commercial Aeronautical Activities. All commercial activities shall be performed in accordance with the CCRA Minimum Standards for Commercial Aeronautical Activities and these Rules and Regulations.

7.02 Requirement for Airport Business License

The person or entity conducting Commercial Aeronautical Activities and/or Commercial Non-Aeronautical Activities on the Airport must secure and maintain an Airport Business License from the Town of Buena Vista. See the CCRA Minimum Standards for Commercial Aeronautical Activities for information on applying for an Airport Business License.

7.03 Security

All gates, chains, doors, fences, lighting, locks and all other safeguards which are part of the Leased Premises or have been installed by the Operator must be continually and conscientiously maintained by the Operator and kept in working conditions at all times.

Gates or doors which provide access to a Restricted Area through Leased Premises must remain closed, locked, and secured except when actually in use. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by the AIRPORT MANAGER.

Objects which could facilitate unauthorized access to a Restricted Area shall not be located within three feet of the Airport perimeter fence or any other distance which may facilitate unauthorized access.

7.04 Construction or Alteration of Improvements

Any construction or alteration of an Improvement shall be performed in compliance with the CCRA Development Standards.

7.05 Maintenance of Premises

Leased Premises (including all related and associated appurtenances, landscaping, Paved areas, installed equipment and utility services, oil/water separators, and security improvements) shall be:

- kept free from all fire, safety, and security hazards,
- maintained in a clean, neat, orderly, and fully operational condition consistent with best practices and equal or better in appearance and character to other similar improvements at the airport, normal wear and tear expected,
- maintained in a condition of repair and general maintenance in accordance with the agreement,

OPERATOR, LESEE, SUBLESSEE and COMMERCIAL ACTIVITIES

- kept free and clear of snow as much as practicable. Operators, Lessees, and Sublessees shall be fully responsible for and replace, or in the Airport Manager's sole discretion, reimburse the Town for all damage to facilities, equipment, property, related appurtenances, and all other Improvements at the Airport caused by Operator, Lessee, or Sublessee or its employees, agents, customers, visitors, suppliers or persons with whom they do business.
- Operators, Lessees, and Sublessees shall provide all necessary cleaning services for the Leased Premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, removal of spent oils or other fluids, cleaning of oil/water separators, and any related services necessary to maintain the Improvements in a good, clean, neat, orderly, and fully operational condition consistent with best practices, normal wear and tear expected. facilities (including Hangar floors) shall be kept clean and clear of the accumulation of fuel, oil, grease, flammable liquids, rags, trash, or other waste materials. The use of volatile or flammable solvents for cleaning floors is prohibited.
- Facades of all buildings and structures shall be kept in good repair, condition, and appearance at all times. Failure to properly maintain the Leased Premises (including failure to maintain the Leased Premises within the period stipulated in the Agreement or failure to maintain the Leased Premises within the timeframe stated in any written notice provided by the Airport Manager) may result in the Airport Manager conducting or contracting the maintenance at Operator's, Lessee's, or Sublessee's sole cost and expense without liability to the Town.

7.06 Fire Prevention

Operator, Lessees, and Sublessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed in accordance with Section 9 of these Rules and Regulations.

7.07 Aircraft Hangars

Use of Aircraft Hangars shall be subject to the following restrictions:

- Aircraft Hangars shall only be used by Lessee and Lessee's employees, agents, customers, visitors, suppliers or persons for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved in writing by the Airport Manager and Chaffee County Fire or as otherwise stipulated in an agreement. All items stored must belong to the Lessee authorized to use the hangar.
- With the exception of minor preventative Aircraft Maintenance, as defined in 14 CFR Part 43, no Aircraft Maintenance shall be performed in a Hangar without the prior written permission of the Airport Manager.
- The maintenance of Aircraft fuel systems in Aircraft Hangars is prohibited.
- Approved Aircraft Maintenance may only be performed on Lessee's owned Aircraft.
- Hangars may be used by Lessee to build homebuilt or experimental Aircraft or to restore antique Aircraft owned by Lessee upon prior written permission of the Airport Manager.

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- The pre-flight sumping of fuel systems may only be performed while the Aircraft is outside of the Hangar.
- Space heaters may be utilized in Hangars so long as not left unattended while operating and all applicable fire prevention/safety measures are continually observed.
- Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids in accordance with applicable Legal Requirements.
- Aircraft parked in Hangars shall be parked in a manner so as to be completely contained in the Hangar and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for temporary staging and/or Fuel Handling of such Aircraft.

7.08 Aircraft Tiedowns

Aircraft parked in a Tiedown space shall be parked in a manner so as to be completely contained in the Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for staging and/or Fuel Handling of such Aircraft.

If performed in full compliance with Legal Requirements, preventative Aircraft Maintenance, as defined in 14 CFR Part 43, may be performed in the tiedown space.

7.09 Storage of Materials and Equipment

Materials and equipment shall be stored in such manner as to preclude creating any hazard, obstructing any operation, or littering.

- Storage of materials or equipment, excluding Refueling Vehicles, shall not be permitted outdoors, unless approved in writing by the Airport Manager.
- Non-hazardous items can be stored in a fully enclosed and secured container on the Leased Premises as long as such storage fully complies with Legal Requirements.
- Unless expressly permitted in an existing Agreement or approved in writing by the Airport Manager, the Leased Premises shall not be used to store non-aviation merchandise, supplies, or equipment excluding those items utilized to fulfill the obligations of an Agreement.
- Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, Vehicles, or equipment without the prior written permission of the Airport Manager.

7.10. Right of Entry

The Airport Manager shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all Improvements whether the right of entry is provided for in any Agreement.

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OPERATOR, LESEE, SUBLESSEE and COMMERCIAL ACTIVITIES

- For Improvements owned by the Town, the Airport Manager shall be provided with a key capable of gaining access to the facilities, buildings, and improvements.
- For Improvements owned by the Lessee or Sublessee, airport staff shall provide advanced notification.
- The Airport Manager and Chaffee County fire shall have the right of entry to Improvements without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, acts of nature, or Hazardous Materials spill or leak, or for the protection of persons or property.

7.11. Non-Commercial Flying Club

A Non-Commercial Flying Club (Flying Club) is an entity that is legally formed as a non-profit entity, operates on a non-profit basis, and restricts membership from the public.

Note: This section does not apply to social flying clubs or groups who do not jointly own or operate Aircraft.

- Each Flying Club member (Member) must have an ownership interest in the Flying Club. The property rights of the Flying Club Owners shall be equal.
- Flying Club shall keep on file and available for review by the Airport Manager, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.
- The Flying Club shall file and keep the following current with the Airport Manager articles of incorporation, copies of bylaws, operating membership agreements, and the location and address of the club's registered office, roster of all officers and directors including home and business addresses and telephone numbers, and designee responsible for compliance with applicable Legal Requirements.
- Flying Clubs shall not conduct any Commercial Activity.
- If Flying Club is operated for Commercial purposes, Flying Club shall be required to meet the applicable Minimum Standards for a Commercial Activity.
- Members may conduct flight instruction relating to Aircraft checkout and/or currency (e.g., flight reviews, instrument proficiency checks, etc.) for other Members.
- The Flying Club may permit its Aircraft to be used for flight instruction as long as both the instructor and person receiving instruction are members of the Flying Club, or instruction is given by a Flight Training Operator and the person receiving the training is a member of the Flying Club.
- A flight instructor may receive Compensation for instruction or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both Compensation and waived or discounted dues or flight time concurrently.
- Flying Club Aircraft shall only be used by Members.
- If the Flying Club is performing Aircraft Maintenance on Aircraft owned by the Flying Club, maintenance area and hangar space must meet requirements specified in the CCRA Minimum Standards.

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- Except as otherwise provided, Non-Commercial Flying Club shall maintain, at a minimum, insurance coverage detailed below and in limits of insurance set forth in the CCRA Minimum Standards.

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SECTION 8 – CONSTRUCTION ON THE AIRPORT

8.01 Compliance with Regulations

Any construction or alteration on the Airport shall be performed in compliance with FAA, state, and local guidelines and regulations. Refer to the CCRA Development Standards document for additional information.

8.02 Compliance with Municipal Code

Hangar construction on the Airport shall comply with Buena Vista Municipal Hangar Development Code, including obtaining required permits.

8.03 Coordination

Every effort shall be made to coordinate construction logistics with airport staff on duty.

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SECTION 9 – FIRE SAFETY, STORAGE, AND DISPOSAL RULES AND REGULATIONS

9.01. Compliance with Regulations

All Operators, Users, and Tenants engaged in any activity at the Airport, whether occupying private, public, or Town-owned buildings or facilities, shall comply with provisions of all applicable local, state, and federal laws and regulations; adopted fire code and practices recommended by the National Fire Protection Agency (NFPA).

9.02 Compliance with Town Directives

All Operators, Users, and Tenants engaged in any activity at the Airport, whether occupying private, public, or Town-owned buildings or facilities, shall comply with directives issued by the Board of Trustees, through its Town Administrator or other authorized officials, regarding fire prevention, including but not limited to the removal of fire hazards, arrangement and modification of equipment, and altering of operating procedures which are unsafe, as determined by Chaffee County Fire and/or Fire Inspector.

9.03 Training Requirements

Employees (Town and Operator) conducting Fuel Handling must receive fire prevention training and instruction immediately upon employment and annually thereafter.

- Fire prevention training and instruction shall include the use of fire extinguishers, responding to Fuel and oil spills, handling flammable materials, and any other items deemed necessary and/or appropriate (for the Activity) by Chaffee County Fire and the training and instruction provided to each employee shall be documented and kept on file.

9.04 Fire Extinguishers

At all times, fire extinguishers shall be maintained in accordance with the practices recommended by the NFPA.

- Proper, appropriate, inspected, certified, and readily accessible fire extinguishers (which are approved NFPA) for the particular hazard involved or associated with the activity shall be provided by Operators, Lessees, or Sublessees.
- A tag showing the date of last inspection (and who performed the inspection) shall be attached to each unit and records, acceptable by fire underwriters, shall be kept, documenting the status of each unit.
- A responsible person shall be designated, and point-of-contact information shall be provided to Chaffee County Fire including the name of the primary and secondary contacts and daytime and after-hours telephone numbers for both individuals.

9.05 Use and Storage of Flammables

The use and storage of all flammables and hazardous liquids and materials shall be in compliance with federal, state, and local laws and ordinances, adopted fire code, and the Airport Storm Water Management Plan.

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9.06. Compressed Gases

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.

- Compressed gas cylinders or tanks must have approved, and fully operational pressure relief devices installed.
- Cylinders or tanks not in use shall have an approved transportation safety cap installed.
- Cylinders or tanks shall be stored and maintained in accordance with the practices recommended by the NFPA.

9.07. Lubricating Oils

Lubricating oils having a flash point at or above 150 degrees may be stored in Hangars provided the product is stored in the original container and the capacity of the container is less than 55 gallons and the original manufacturer's labeling or marking is on the container (or the product is stored in other suitable containers approved by the Airport Manager and Chaffee County Fire).

Storage of more than 55 gallons of lubricating oil or containers having a capacity of more than 55 gallons be used in compliance with Legal Requirements and consistent with the applicable Storm Water Management Plans.

Lubricating oils and hazardous liquids shall be disposed of in a manner compatible with the Airport Storm Water Management Plan, adopted fire code, and state, federal and local law.

9.08. Open flame operations

Open Flame Operations shall be conducted on the Airport only in designated areas and with the authorization of the Board of Trustees, directly or through its Town Administrator and Chaffee County Fire.

9.09. Placement of Storage Containers

The placement of any storage container, locker, structure or bin on the AOA shall comply with adopted fire code and be approved by the Board of Trustees, directly or through the Town Administrator, as to type, placement, size and color.

9.10. Disposal and Dumping

No fuels, oils, dopes, paints, solvents, acids or any other hazardous liquids shall be disposed of or dumped in drains, on ramp areas, catch basins or ditches or elsewhere on the Airport.

9.11. Storage of Waste Materials

The storage of waste materials and trash at the Airport is prohibited unless such are placed in suitable receptacles emptied regularly by Airport staff or Custodial Operator on duty.

9.12 Open Flames or Smoking

Open flames, smoking, matches, and lighters are prohibited within 50 feet of any aircraft and within 100 feet of any fuel storage area or any aircraft being fueled or de-fueled.

9.13 Hangar Floor Maintenance

Hangar floors shall be kept free from the accumulation of oil, grease, flammable liquids, rags or other waste materials.

Drip pans shall be placed under engines of stored aircraft and shall be maintained so as to prevent accumulations of liquid in the pans.

Spilled oil, grease, fuel, or similar material shall be immediately cleaned up and the Airport staff or Operator on duty shall be notified. Failure to clean the area shall result in the Airport staff or Operator on duty arranging cleanup at the expense of the responsible party.

9.14 Doping, Painting or Stripping

Doping processes, painting, or paint stripping shall be performed only in hangars approved for that activity and in compliance with adopted fire code and the Airport Storm Water Management Plan.

9.15. Disposal of Empty Containers

All empty oil, paint and varnish cans, bottles or other containers shall be disposed of in a timely manner and shall not remain on the floor, wall stringers, or overhead storage areas of the hangars or other buildings.

9.16 Heating Equipment

All heating equipment and fuel burning appliances installed on the Airport shall comply with the requirements of the Board of Trustees, adopted fire code, NFPA and Chaffee County Fire.

SECTION 10 – FUELING OPERATIONS

10.01. General Legal Requirements

Fueling of aircraft on the Airport shall be performed in a safe manner or as directed by Airport staff or Operator on duty.

All fueling operations on the Airport shall be in accordance with the directives of Chaffee County Fire, the Uniform Fire Code, applicable sections of Code of Federal Regulations (CFR) Part 139, Applicable FAA advisory circulars (AC) including AC 150/5230-4B "Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports", AC 00-34 "Aircraft Ground Handling and Servicing", and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport" and standards as they may be set forth from time to time by the Board of Trustees through the Town Administrator.

10.02. Fuel Quality Control

Fuel shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D1655 (Jet Fuel), ASTM D1910 (Avgas), or ASTM D4814 without ethanol. Ensuring the quality of the fuel is the sole responsibility of entity engaged in Fuel Handling.

10.02. Fueling Operations in Hangars

Fueling or de-fueling of any Motor Vehicle or Aircraft inside a hangar is prohibited at Central Colorado Regional Airport by NFPA 407-16-5.18C4.

10.03. Fire Extinguishing for Fueling Operations

Fueling or de-fueling operations shall be conducted with adequate fire extinguishers immediately available. All extinguishers shall be inspected and certified, as required by the law, and all personnel involved with fueling operations shall be properly trained on the use of fire extinguishers.

10.04. Aircraft Operation Near Spills

Starting an aircraft when there is flammable material on the ground in the immediate vicinity of the aircraft is prohibited.

10.05 Fueling Operations During Inclement Weather

No aircraft shall be fueled or de-fueled if an electrical storm is in progress.

10.06 Bonding Requirements

During fueling or de-fueling the aircraft and the dispensing apparatus shall be bonded in order to equalize voltage potential.

All hoses, funnels, and appurtenances used in fueling and de-fueling operations shall be equipped with a bonding device to prevent ignition of volatile liquids.

10.07. Fueling Operations with Passengers

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No aircraft shall be fueled or de-fueled while passengers are on-board unless a passenger loading ramp is in place at the cabin door, the door is in the open position, and an attendant is present at or near the door.

10.08 Training

No person shall engage in Fuel Handling until that person is properly trained.

- Training records documenting the qualifications of (and the training provided to) each person shall be maintained and kept on file.

- Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom).

- Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.

- Records shall be subject to review of and/or inspection by the AIRPORT MANAGER or other designated representative(s).

- Training shall be performed in accordance with 14 CFR Part 139.

10.09. Fuel Handling

Prior to engaging in Fuel Handling, entity shall provide the Airport Manager with a written Spill Prevention Containment and Control (SPCC) Plan that meets all applicable Legal Requirements. An updated copy of the SPCC Plan shall be filed with the Airport Manager at least 30 calendar days prior to any planned change in operations. A properly trained person shall be present and responsive while Fuel is being transferred into or out of any Fuel storage facility (from or into Refueling Vehicle).

- The person shall remain within the immediate vicinity, in close proximity to, and indirect view of all operating controls and Refueling Vehicles.

- The person shall not leave the discharge end of any hose(s) unattended at any time while the transfer of Fuel is in progress.

- The person shall not block open, disengage, or deactivate the deadman or any related controls while Fuel Handling.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the Aircraft Owner or Aircraft Operator immediately.

10.10. Fuel Spills

Persons engaged in the fueling of aircraft shall exercise care to prevent overflow of fuel and shall be responsible for the immediate cleanup if spillage should occur.

Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils.

Should a Fuel or oil spill occur at the Airport, the party responsible shall comply with Section 12.04 and 12.05 of these Rules and Regulations.

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10.11. Fuel Mishap Prevention

Refueling Vehicles shall be positioned so the Vehicle can be safely driven away in the event of spill or fire. Fuel Handling shall be conducted outdoors and at least 25 feet from any Hangar or building and 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by Chaffee County Fire.

Vehicles shall be refueled only at refueling stations approved by the Airport Manager and Chaffee County Fire.

In the absence of suitable ground support equipment, a turbine-powered auxiliary power unit mounted at the rear of the Aircraft or on the wing on the side opposite from the fueling point may be operated during Fuel Handling. A turbine-powered auxiliary power unit may be operated during Fuel Handling provided its design, installation, location, and combustion air source do not constitute a Fuel vapor ignition source.

No person shall operate any cellphone, radio transmitter or receiver, or switch the transmitter or receiver on or off during Fuel Handling unless said radio transmitter or receiver is designed specifically for such environment.

No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling.

During Fuel Handling, no person shall use any material or equipment which is likely to cause a spark or ignition within 50 feet.

Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities Fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.

Entities engaged in Fuel Handling shall fully reimburse the Town for any fines, legal or court costs, incurred by the Town for any such violation, error, omission, or negligence.

10.12. Rotorcraft Rapid (Hot) Refueling

CCRA does not provide Rotorcraft rapid refueling services. In the event Rotorcraft Fueling occurs while an onboard engine is operating, entity must comply with all Legal Requirements. Only turbine engine Rotorcraft fueled with Jet Fuel shall be permitted to be fueled while an onboard engine is operating. All sources of ignition must be located above the Fuel inlet port(s), vents or tank openings. An FAA licensed Rotorcraft pilot shall be at the Rotorcraft controls during the entire Fuel Handling process. If applicable, medical crew members shall be ready to remove the patient from the Rotorcraft to a safe area if needed.

Only designated personnel, properly trained in rapid refueling operations, shall operate the Refueling Vehicle in accordance with guidance provided by the applicable agency.

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10.13 Refueling Vehicles

Refueling Vehicles shall be equipped and maintained to comply with all applicable Legal Requirements as listed at the beginning of this section.

Refueling Vehicles shall be equipped with metering devices that meet all applicable Legal Requirements and shall be bottom loaded.

Only those Fuel storage facilities and Refueling Vehicles which are approved by the Airport Manager and Chaffee County Fire shall be used for Fuel Handling. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during Fuel Handling shall be maintained in a safe operating condition.

All hoses, funnels, and appurtenances used in Fuel Handling shall be equipped with a bonding device to prevent ignition of volatile liquids.

When Refueling Vehicles are found in a state of disrepair, malfunction, or their use constitutes an undue fire or safety hazard, or the operation of Refueling Vehicles would violate these Rules and Regulations, the entity shall immediately discontinue the use of such Refueling Vehicles until repairs, replacements, or changes are made to render the same safe for continued use.

Hoses or piping connections shall be secured and capable of holding under the pump's rated PSI discharge. Hoses or nozzles shall be FM or UL approved with self-closing valve and no hold-down or hold-open devices. All pumps shall be UL or FM approved.

All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII. Refueling Vehicles shall not be operated in reverse unless another person is present to safely monitor and direct the movement of the Refueling Vehicle.

Refueling Vehicles and Fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA Publication 407 and applicable FAA ACs.

A copy of all applicable permits, registrations, and certificates shall be maintained in each Refueling Vehicle.

10.14 Storage of Refueling Vehicles

Refueling Vehicles shall be stored outdoors at a distance of at least 50 feet from a building or at the distance approved by Chaffee County Fire unless the building is designed, constructed, and used exclusively, and approved by Chaffee County Fire specifically for this purpose. 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 and a minimum of 20 feet from a storm water inlet.

10.15 Maintenance of Refueling Vehicles

Maintenance of Refueling Vehicles shall be performed outdoors or in a building which is approved by Chaffee County Fire specifically for this purpose. Entities engaged in Fuel

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Handling shall document and maintain and keep on file Refueling Vehicle maintenance records. These records shall be made available to the Airport Manager upon request.

10.16. Fuel Storage Facilities

Entities shall be liable and shall defend, indemnify, save, protect, and hold harmless the Town for all leaks, spills, or other damage that may result from Fuel Handling. Fuel storage facilities shall be operated and maintained in accordance with practices recommended by the NFPA (Pamphlet No. 30 and NFPA 407) and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction. Fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices recommended by the NFPA (Pamphlet No. 30) and in full compliance with Legal Requirements. Plans for installation and operation of Fuel storage facilities shall be submitted to the Airport Manager and Chaffee County Fire and approval shall be received from the Airport Manager and Chaffee County Fire prior to installation and operation.

All security gates leading into Fuel storage facilities shall remain (be kept) closed, locked, and secured except when actually in use.

10.17 Self-Serve Fueling

Introduction – Entities using a self-serve fuel pump shall comply with all requirements identified in this Section.

Training – No person shall engage in Fuel Handling until that person is properly trained or possesses a valid and current pilot's license.

Fuel Handling – Aircraft shall not be engaged in Fuel Handling 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 area.

All Fuel Handling shall comply with rules and regulations previously listed in this section.

10.18. Non-Commercial Self-Fueling

Introduction – Non-Commercial Self-Fueling is defined as fueling of an Aircraft by the Aircraft Owner or the Owner's Employee(s) using the Aircraft Owner's Vehicles, Equipment, and resources.

Permit – No Aircraft Owner or Aircraft Operator shall engage in Self-Fueling unless a valid General Aviation Self-Fueling Permit authorizing such activity has been issued by the Airport Manager. The Self-Fueling Permit shall not reduce or limit Self-Fueling Permittee's obligations with respect to these Non-Commercial Self-Fueling which shall be included in the Self-Fueling Permit by reference. Self-Fueling Permittee shall provide evidence of Aircraft ownership, lease, or operation (full and exclusive control).

- If the Aircraft is being leased or operated by (and under the full and exclusive control of) and Fueled by Self-Fueling Permittee, Self-Fueling Permittee shall provide the Airport Manager with a copy of the lease or operating agreement.
- The Airport Manager will determine if the lease or operating agreement demonstrates that the Self-Fueling Permittee has the full and exclusive control of the Aircraft. Self-Fueling Permittee shall comply with State of Colorado regulations pertaining to aviation use fuel tax and Internal Revenue Service

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Publication 510 (Excise Taxes – Including Fuel Tax Credits and Refunds) when remitting payment in compliance with Publication 510. Self-Fueling Permittee shall maintain written records of compliance with all Legal Requirements (including tax or fee payments) for the use of Fuel utilized in Aircraft and provide records upon request by the Airport Manager.

Reporting – On or before the 10th day of the subsequent month, Self-Fueling Permittee shall:

(a) provide a summary report to the Airport Manager identifying the number of gallons of: (i) aviation Fuel purchased by Self-Fueling Permittee (by Fuel type), (ii) delivered to Self-Fueling Permittee's Fuel storage facility (by Fuel type), and (iii) dispensed to Self-Fueling Permittee's Aircraft at the Airport and (b) pay the appropriate fees due to the Town via the Airport Manager.

Records and meters shall be made available for review by the Airport Manager or their designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to Self-Fueling Permittee and the amount of Fuel delivered to Self-Fueling Permittee's Aircraft and/or dispensed by Self-Fueling Permittee at the Airport, the greater amount shall prevail and the Self-Fueling Permittee shall promptly pay all additional fees due the Town plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

Fueling Operations – Self-Fueling shall be conducted only in those areas designated by the Airport Manager as identified in the Self-Fueling Permit.

- Self-Fueling at any other location at the Airport is prohibited.
- Pouring or gravity transfer of Fuel and Fueling from containers having a capacity of more than 5 gallons is prohibited.

Fueling Equipment – Self-Fueling Permittee shall utilize a Refueling Vehicle for dispensing Fuel into Self-Fueling Permittee's Aircraft. Refueling Vehicle shall be solely owned, leased, and/or operated by (and under the full and exclusive control of) the Self-Fueling Permittee. Self-Fueling Permittee shall utilize a single Refueling Vehicle for each type of Fuel to be dispensed as follows:

Jet Fuel

Minimum capacity (gallons) 1,000

Maximum capacity (gallons) 3,000

Avgas

Minimum capacity (gallons) 500

Maximum capacity (gallons) 1,250

Self-Fueling Permittee's utilizing an FBO Fuel storage facility must park the Refueling Vehicle on the FBO's Leased Premises when not in use. Self-Fueling Permittee's utilizing off Airport Fuel storage must park the Refueling Vehicle off Airport when not in use.

Fuel Storage Facilities – Self-Fueling Permittee shall demonstrate that satisfactory arrangements have been made for the storage of Fuel through an authorized FBO at the Airport or off Airport.

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Limitations – Self-Fueling Permittee shall not sell and/or dispense Fuels to Aircraft that are not owned, leased, and/or operated by (and under the full and exclusive control of) Self-Fueling Permittee and identified to the Airport Manager. Any such selling or dispensing shall be grounds for revocation of the Permit by the Airport Manager as well as the collection of all applicable fines or other charges.

- Revocation upon first violation will be for a period of one year.
- Revocation upon a second violation shall be permanent.

10.19 Temporary Fuel Storage Facility

Introduction – The Airport Manager may permit entities to establish a temporary above ground Fuel storage facility to facilitate the Non-Commercial Self Fueling of firefighting Aircraft involved in fighting forest fires in the vicinity of the Airport. Any entity engaged in this activity shall also comply with these Rules and Regulations. More specifically, prior to engaging in Fuel Handling, entity shall provide the Airport Manager with a written SPCC Plan that meets all applicable Legal Requirements.

Permit – No Person or entity shall establish a temporary Fuel storage facility and engage in its operation unless a valid Permit authorizing such activity has been issued by the Airport Manager.

The location, access, and operation of the temporary Fuel storage facility must be approved by the Airport Manager and specified in a Permit issued by the Airport Manager.

Unless otherwise approved in writing by the Airport Manager, the temporary Fuel storage facility shall have the following capacity:

Temporary Fuel Storage Facility

Jet Fuel

Number of tanks 1

Maximum total capacity (gallons) 8,000

Avgas

Number of tanks 1

Maximum total capacity (gallons) 8,000

Fuel Tankers – Unless otherwise approved in writing by the Airport Manager, only one (1) Fuel tanker shall be allowed access to the Airport at any given time to refuel the temporary Fuel storage facility. Access to and from the facility shall be on routes approved by the Airport Manager. The Fuel tanker shall be immediately removed from the Airport once refueling of the Fuel storage facility is complete. The parking of Fuel tankers anywhere on the Airport is strictly prohibited unless prior written approval has been granted by the Airport Manager. The Fuel tanker shall not exceed a maximum capacity of 8,000 gallons.

SECTION 11 – SAFETY AND SECURITY RESPONSIBILITIES

11.01. Operations Safety

The Airport operates in such a manner to provide for the safety and security of persons and property on any aircraft against an act of criminal violence, aircraft piracy, the introduction of any deadly or dangerous weapon, explosive, or incendiary onto an aircraft; inadvertent wildlife access to the AOA or any other event that would be dangerous or hazardous to Airport operations.

11.02 Operator, User, or Tenant Responsibilities

No Operator, User, or Tenant may tamper or interfere with, compromise, modify, attempt to circumvent, or cause an Operator, User, or Tenant to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented by the Town or FAA.

No Operator, User, or Tenant may enter or be present within a restricted area, the AOA, or any building without complying with these Rules and Regulations, security systems, measures, or procedures applied to control access to and prevent inadvertent or unlawful access to the AOA.

No Operator, User, or Tenant shall use, allow to be used, or cause to be used, any Airport-issued or Airport-approved access medium or identification medium that authorizes the access, presence, or movement of persons or Motor Vehicles in secured areas or AOA in any other manner than that for which it was issued.

11.03 Runway Incursion Prevention

To minimize runway incursions, the runway and associated safety area is restricted to aircraft, airport maintenance operations.

11.04 Security Procedures

No Operator, User, or Tenant shall allow an unauthorized or unknown Motor Vehicle or person to follow them (piggyback) through a security gate onto the AOA. Unauthorized Motor Vehicles, Operators, Users, or persons should be reported immediately to Airport staff or Operator on duty or to law enforcement.

No Operator, User, or Tenant shall knowingly allow an unauthorized or unknown Motor Vehicle, Person, Operator, or User to access the AOA by any means.

SECTION 12 HAZARDOUS MATERIALS

12.01. Hazardous Materials Handling

No person shall store, keep, handle, use, dispense, discharge, or transport any Hazardous Materials or Hazardous Materials container in contravention of any Legal Requirements and proper permits must be obtained from the Agency having jurisdiction over such materials, copies must be maintained on file for review by the Airport Manager, and prior notification must be given to the Airport Manager.

If any Operator, Lessee, Sublessee, Permittee or other entity stores, uses, or dispenses any Hazardous Materials in such a way as to be subject to any of the requirements under the Emergency Planning and Community Right-to-Know Act (EPCRA), 42 U.S.C. § 11001, et seq., such entity shall be responsible for any reporting obligations under EPCRA. The Town will not be responsible for compliance with any EPCRA requirements, except to the extent the CCRA stores, uses, or transports Hazardous Materials.

If the storage of Hazardous Material is approved, such material must be placed in suitable containers designed specifically for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids which are properly secured.

12.02 Hazardous Materials Documentation

Safety Data Sheets (SDS) (previously known as Material Safety Data Sheets) for all Hazardous Materials shall be maintained on-site so as to be readily available to emergency responders in the event of an emergency and for review, at any time, by the Airport manager and the Chaffee County Fire.

Hazardous Materials shall not be stored in close proximity to operating Aircraft, Vehicles, equipment, or sources of heat nor be stored in excess of amounts needed as current inventory. All Hazardous Material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of which must meet the approval of the Chaffee County Fire.

- Secondary containment is required for Hazardous Materials being stored in tanks, drums, or other similar storage receptacles.
- Fuels or deicing fluids in containers greater than 55 gallons shall not be stored without providing prior notification (and a copy of an SPCC Plan) to the Airport Manager and the Chaffee County Fire.

12.03 Hazardous Material Disposal

Hazardous Materials and Hazardous Materials containers shall be disposed of in a manner consistent with the practices recommended by the NFPA and in full compliance with these Rules and Regulations, the Town Plans and Regulations, the Airport Manager's directives, and Legal Requirements.

- Used or spent engine oil shall be disposed of only at waste oil stations or approved disposal locations. No person shall bring used or spent engine oil onto the Airport.

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- No Hazardous Materials shall be disposed of on the ground or into the air during Aircraft preflight inspections. Any release of Hazardous Materials shall comply with this Section of these Rules and Regulations and Legal Requirements.

12.04. Environmental (Hazardous Materials) Clean Up

The party responsible for an environmental incident (to include the overflowing or spilling of Fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other Hazardous Material) is responsible for: the immediate mitigation and cleanup of the overflow or spill, proper disposal of the substance(s) and used cleanup materials, immediate notification of the Chaffee County Fire and the Airport Manager, and assumption of the risk and expense of cleanup and mitigation efforts.

In the event the Airport Manager determines the responsible party is unavailable, unable, or unwilling to take the appropriate action to mitigate the adverse environmental incident in a timely manner (at the responsible party's risk, cost, and expense), the Airport Manager may take action as necessary to control and/or clean up the site at the risk, cost, and expense of the responsible party, without liability to the Town.

12.05 Hazardous Material Overflow or Spills

In the event a Hazardous Material overflow or spill occurs, regardless of the amount of the overflow or spill, the responsible party shall take appropriate action to contain the overflow or spill, notify the Chaffee County Fire and other appropriate Agencies and clean up, mitigate, and remediate the site. The following procedures shall be followed in the event of a Hazardous Materials overflow or spill unless otherwise required under an approved SPCC Plan or instructed by the Airport Manager or Chaffee County Fire.

The use of deicing fluids is exempt when such use complies with Legal Requirements pertaining to the deicing of Aircraft and/or Paved surfaces (e.g., Runways, Taxiways, Taxilanes, or Ramp).

Minor Hazardous Materials Overflow or Spills – Overflows or spills of less than five gallons which do not compromise public safety. The responsible party shall:

- Stop the source of the spill immediately.
- Contain the spill with appropriate absorbent material(s).
- Block all stormwater drains in the immediate area to prevent the spill from flowing into the drain(s).
- Contact the Airport Manager.

Major Hazardous Materials Overflow or Spills – Overflows or spills in excess of five gallons (or which compromises public safety), but less than 25 gallons or any spill causing an immediate threat to public safety. In addition to following all of the procedures in the Minor Hazardous Materials Overflow or Spill response, the responsible party shall:

- Determine the threat to the immediate public and make any arrangements to secure the safety of the immediate public (e.g., evacuation).
- Assess the damage to land and/or ground water in conjunction with the Airport Manager.

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- Provide a written summary of the spill to the Airport Manager within 24 hours of the spill.

Serious Hazardous Materials Overflow or Spills – Overflows or spills in excess of 25 gallons which may pose a serious threat to the public safety. In addition to following all of the procedures in the Minor and Major Hazardous Materials Overflow or Spill response, the responsible party shall:

- Immediately contact Chaffee County Public Health
- Provide a detailed written summary of the spill to the Airport Manager within five business days of the spill which shall also identify the measures which the responsible party will take to eliminate the potential for such a spill in the future.

Entities with Fueling capability or responsibility for maintenance of Fuel systems shall have on hand sufficient: (a) containment booms to form a barrier around the spill and (b) sufficient absorbent material(s), booms, blankets, pads, pillows, and other clean-up materials available to pick up the spilled product and store it in a sealed container(s) until proper disposal can be made. Salvage drum(s) shall be approved by the Department of Transportation (DOT) (DOT-E-10102).

APPENDIX A: DEFINITIONS

As used in these Rules and Regulations, the following terms shall have the following meanings:

Abandoned Aircraft – Any aircraft that is in a condition that would render the airframe not airworthy and/or that remains on the Airport in excess of three (3) months without payment of the appropriate ramp fee.

Abandoned Vehicle – Any vehicle which has remained stationary on the Airport in excess of ninety (90) days and/or is in a condition that would render the vehicle not drivable, including but not limited to expired license plates, missing or flat tire, or broken window.

Access Apron – The area adjacent to the public use ramp that is used for access to aprons of hangars with aircraft doors perpendicular to the edge of the ramp.

Advisory Circular (“AC”) – FAA-issued advisory circulars that inform the aviation public in a systematic way of non-regulatory operating guidelines.

Air Cargo – An entity that provides the carriage of property, operating under the appropriate FAR.

Air Charter – An entity that provides on-demand, non-scheduled passenger services and operates under the appropriate FAR.

Aircraft – Any contrivance, now known or hereafter invented, used, or designed for navigation of, or flight in the air.

Aircraft Maintenance – The repair, adjustment or inspection of Aircraft. Major repairs include major alterations to the airframe, power plant, propeller and accessories as defined in Part 43 of FAA Regulations. Minor repairs include normal, routine inspection with attendant maintenance, repair, calibration, adjustment or repair of Aircraft and accessories.

Aircraft Movement Area (Movement Area) – Areas of the Airport that are used for taxiing, hover taxiing, takeoff and landing of Aircraft.

Air Operations Area (“AOA”) – The portion of the Airport for use by Aircraft and any adjacent areas that are not separated by security systems, measures, or procedures – i.e. Aircraft movement area, Aircraft parking areas, loading ramps and safety areas.

Aircraft Operator – Any person who is in actual physical control of an aircraft.

Airframe – The fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces (including rotors but excluding propellers and rotating airfoils of engines), and landing gear of an aircraft and their accessories and controls.

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Airport – All land within the legal boundaries of Central Colorado Regional Airport.

Airport Board – An advisory board appointed by the Board of Trustees to advise them in partnership with the Airport Manager regarding policy matters related to operation and development of the Airport; specific responsibilities and duties of the Airport Board are described in Buena Vista Municipal Code Article VIII, Sections 2.161-167.

Airport Layout Plan (“ALP”) – The currently approved, scaled dimensional layout of the entire Airport property, indicating current proposed usage for each identifiable segment as approved by the FAA and Board of Trustees.

Airport Manager – The person or entity authorized by the Board of Trustees to oversee strategic management and development of the Airport and supervise Airport Staff and/or an FBO assigned to oversee day-to-day operations at the Airport; if an Airport Manager position is not specifically authorized by the Board of Trustees, the Town Administrator shall perform the duties of Airport Manager.

Airport Staff – Person(s) employed to oversee day-to-day operations at the Airport, including the provision of authorized services to users, tenants, owners, and the general public and the enforcement of rules and regulations according to standard operating procedures.

Apron – The paved area between the public use ramp and the aircraft hangar door. This is normally used only by hangar occupants.

ARFF – Aircraft Rescue and Fire Fighting.

Board of Trustees – The entity with statutory responsibility for managing affairs of the Town, including operation, maintenance, and financial control of the Airport.

Commercial Aeronautical Activity(ies) – Any aeronautical activity that involves, makes possible or relates to the operation or operations support of aircraft, the purpose of such activity being to secure income, earnings, compensation or profit, whether or not such objective(s) is accomplished.

Commercial Non-Aeronautical Activity(ies) – Any activity not directly related to the operation of Aircraft, (e.g. restaurant, rental car, ground transportation or other concessions), the purpose of such activity being to secure income, earnings, compensation or profit, whether or not such objective(s) is accomplished.

Common Use Space – Space used jointly with other operators, users, and tenants. This space includes, but is not limited to, roadways, vehicle access corridors, taxi lanes, ramp access points, hangar fronts, terminal waiting areas and lounges, conference room (on a pre-scheduled fee-for-use basis), and public restrooms.

Derelict – Something voluntarily abandoned on the Airport.

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Entity – A firm, corporation, partnership, LLC, association, group, joint venture, governmental entity or any other entity whatsoever.

Escort – To accompany or monitor the activities of a person or entity who does not have unescorted access authority in the AOA.

FAA – Federal Aviation Administration of the United States Department of Transportation.

FAR – Federal Aviation Regulations as promulgated at Title 14 Code of Federal Regulations.

Chaffee County Fire – The fire authority with responsibility for fire protection in Buena Vista in general and at CCRA in particular.

Fire Inspector – An employee of Chaffee County Fire specifically qualified and assigned to conduct regular inspection of non-residential property, including all facilities at the Airport, for compliance with applicable fire code.

Fixed Base Operator (“FBO”) – Provides aviation services at the Airport; may or may not include an FBO specifically contracted by the Board of Trustees to be on duty to oversee day-to-day operation of the Central Colorado Regional Airport.

Improvements – All buildings, structures, facilities, and accommodations (including but not limited to pavement, fencing, signs, landscaping, walkways, vehicle parking areas, Aircraft ramps and aprons) constructed, installed or placed on, under or above Airport property. Plans and specifications for all improvements (made by Operators or Tenants) must be approved by the Board of Trustees in compliance with all applicable codes, including but not limited to Buena Vista Municipal Code for Hangar Development.

Ground Transportation – Motor vehicles including commercial, courtesy, and private; may include but not be limited to: automobiles, taxis, rental cars, limousines, buses, bicycles, etc.

Large Aircraft – Aircraft of more than 12,500 pounds maximum certified takeoff weight.

Lessee – A person(s) or entity holding a lease from the Board of Trustees for a lot within boundaries of the Airport or for sole occupancy of leasable space in the terminal building at the Airport.

Licensee – An entity that has entered into a Non-Commercial Aircraft Hangar License Agreement, Non-Commercial Shade Port License Agreement, or Non-Commercial Tiedown License Agreement with the CCRA.

Light Aircraft – Aircraft having a maximum takeoff weight of 12,500 pounds or less.

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Light Sport Aircraft – An Aircraft certificated by the FAA, which is restricted by maximum takeoff weight, maximum operating airspeeds, maximum seating capacity, engine and related controls type (if powered), and type of landing gear.

Limousine – A Vehicle, for hire, that is not configured with a taximeter. Transportation services using limousines are provided for unmetered predetermined rates.

Loitering – Remaining in an area for no obvious reason or not being able to give a satisfactory explanation of one's presence in an area.

Long Term Vehicle Parking – Any vehicle the Airport Staff or Operator on duty determines has an operational need to remain stationary on the Airport in excess of 90 days.

Lost Property – Property that has been involuntarily or unintentionally dropped or left without an intent to abandon it.

Market Rent – The rent that land or Improvements would command in the open market as indicated by rents asked and paid for at comparable land or improvements as of the date of determination.

Master Plan – An assembly of documents and drawings (which have been approved by the FAA and adopted by the CCRA) covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective. The Airport Layout Plan is part of the Master Plan.

Movement Areas – Runways, Taxiways, and other areas of the Airport that are used for taxiing, takeoff, and landing of Aircraft, exclusive of loading Ramps, Aircraft parking areas, and Taxilanes.

Minimum Standards – Qualifications established by the Board of Trustees as the minimum requirements to be met as a condition for the right to conduct Aeronautical Activity on the Airport.

Motor Vehicle – Any device which is capable of moving or being moved, from place to place upon wheels; does not include any device moved by muscular power or designed to move primarily through the air.

Motor Vehicle Operator – Any person who is in actual physical control of a motor vehicle.

National Fire Protection Association (or NFPA) – All codes and standards contained in the Standards of the National Fire Protection Association, as may be amended from time to time.

Non-Commercial – Not for the purpose of securing earnings, income, Compensation

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(including exchange or barter of goods and services), and/or profit.

Non-Commercial Flying Club – an entity that is legally formed as a non-profit entity with the State of Colorado that collectively owns and operates Aircraft and restricts membership from the general public.

Non-Movement Area – Those portions of the Airport where Aircraft taxi or are moved without radio contact with Unicom or other Aircraft.

Notice To Air Missions (or NOTAM) – Guidelines regarding aeronautical operations issued by a representative of the FAA, the Airport Manager, ATC, or other authorized Agency.

Non-Commercial Aeronautical Activity – An aeronautical operator that does not offer or provide commercial products, services, or facilities or engage in any commercial activities.

Object Free Area (OFA) - An area on the ground centered on a Runway, Taxiway, or Taxilane centerline provided to enhance the safety of Aircraft operations by having the area free of object, except for objects that need to be located in the Object Free Area for air navigation or Aircraft ground maneuvering purposes.

Obstacle Free Zone (OFZ) – A defined volume of airspace centered above the Runway centerline extending 200 feet beyond each end of the Runway.

Operator – An entity that has entered into an Agreement with the CCRA to engage in Commercial Aeronautical or Non-Aeronautical Activities at the Airport.

Owner – The registered legal Owner of an Aircraft according to FAA records or a Vehicle according to the applicable state Department of Motor Vehicle records.

Park – The standing of a vehicle or Aircraft, whether occupied or not, other than very briefly for the purpose of, and while actually engaged in, loading or unloading of property or passengers.

Participant – Persons paying a fee to an Operator and subsequently participating in Commercial Aeronautical Activity.

Paved – Covered with asphalt or concrete that forms a firm level surface.

Personnel – Any person who is an employee of an Operator who is contractually obligated to render services to users, tenants, or owners on the Airport.

Premises or Business Premises – The area under control of the Operator where permitted Activity (Non-Commercial and/or Commercial) is conducted, including ground space and improvements

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Permittee – An entity who has written permission from the TOWN to conduct an Activity at the Airport according to the parameters established by a permit.

Piston Aircraft – An Aircraft that utilizes a reciprocating engine for propulsion.

Primary Management and Compliance Documents (or PMCDs) – A compendium of rules, regulations, standards, and policies that govern the development, operation, and management of the Airport, adopted by resolution of the Board of Trustees, as may be amended from time to time, including Rules and Regulations, General Aviation Leasing/Rents and Fees Policy, Minimum Standards for Commercial Aeronautical Operations, and Development Standards.

Private Vehicle – Any Vehicle operated for transportation of persons or baggage for which no revenue is being derived either directly or indirectly.

Property – Any tangible or intangible possession that is owned by an entity or a person.

Public Area – Those areas normally used by the general public. Such areas include concessionaire shops, restrooms, terminal lobby, hallways, passageways, public transportation waiting areas, viewing areas, roadways, walkways, sidewalks, and Vehicle parking lots. Public areas do not include the areas owned and/or leased by Commercial businesses unless such businesses so designate certain areas as public use areas. Public Areas do not include the AOA or Restricted Areas.

Ramp – Those Paved areas of the Airport within the AOA designated by the TOWN for parking, loading, unloading, fueling, or servicing of Aircraft.

Readily Available – Conveniently located (in close proximity) and accessible, but not necessarily located on the Leased Premises.

Refueling Vehicle – Any Vehicle used for transporting, handling, or dispensing of Fuels and lubricants.

Legal Requirements – All applicable federal, state, county, and local laws, codes, ordinances, policies, and regulations.

Repair Station – A certificated Aircraft Maintenance facility approved by the FAA to perform specific maintenance functions. Repair Stations are certificated under 14 CFR Part 145.

Rent Study – A streamlined approach that is used to derive an opinion of market rent for airport properties that are being used for general aviation purposes without conducting an appraisal.

Rules and Regulations

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Restricted Area – Areas of the Airport, other than Public Areas, wherein entry or use thereof is restricted to authorized personnel (pursuant to applicable Legal Requirements) including, but not limited to the AOA, Runways, Taxiways, Taxilanes, and fire lanes, fuel storage, Airport maintenance facilities/shop, mechanical rooms, electrical vaults, computer server room, fire breaks and any other areas marked/posted as restricted with signage or placards.

Rules and Regulations – The rules and regulations set forth by the Airport for the safe, secure, orderly, and efficient use of the Airport, as may be amended from time to time.

Runup – Aircraft engine operation above normal idle power for purposes other than initiating or sustaining taxiing or takeoff.

Runway – An area of the Airport developed and improved for the purpose of accommodating the landing and takeoff of Aircraft.

Runway Safety Area (RSA) - A defined surface surrounding the Runway prepared or suitable for reducing the risk of damage to Aircraft in the event of an undershoot, overshoot or excursion from the Runway.

Safety Management System (or SMS) – The formal, top-down business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures (FAA Order VS 8000.367).

Sailplane – A sailplane or glider is a type of Aircraft used in the sport of gliding and designed for sustained flight.

Security Plan – A document developed by Operators to ensure the safety and security of people and property at the Airport.

Self-Fueling – The Non-Commercial Fueling of an Aircraft by the Aircraft Owner or the Owner's Employee(s) using the Aircraft Owner's Vehicles, Equipment, and resources.

Self-Service – The servicing of an Aircraft (i.e., maintaining, repairing, fueling, etc.) by the Aircraft Owner or the Aircraft Owner's Employees using the Aircraft Owner's Vehicles, Equipment, and resources.

Skydive/Parachute Jumping – Jumping from an Aircraft at a moderate or high altitude and deploying a parachute to create drag or lift for descent to the ground.

Special Event – Any event at the Airport whereby individuals have unescorted access to the AOA or any event that may or will require: the assistance of CCRA staff (outside the realm of typical duties); the closure of any portion of any roadway, walkway, Vehicle parking area, Ramp, Taxilane, Taxiway, or Runway; and/or the issuance of an airspace waiver or NOTAM.

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Specialized Aviation Service Operator (or SASO) – A Commercial Operator that provides any one or a combination of the following Activities: Aircraft Maintenance, avionics or instrument maintenance, Aircraft rental or Flight Training, Aircraft charter or Aircraft management, Aircraft sales, and other Commercial Aeronautical Activities.

Spill Prevention, Control, and Countermeasures Plan (or SPCC Plan) – A contingency plan defined by the EPA that covers procedures for spill prevention, control, and countermeasures, points of contact, the chain of command, and individual responsibilities.

Storm Water Pollution Prevention Plan (or SWPPP) – A plan that identifies the controls that have been put in place to minimize the impact of storm water discharges on the environment.

Student and Renter Liability – To include bodily injury, personal injury, and Property damage (excluding Aircraft hull) for students and renters of Aircraft.

Sublease – An agreement entered into by an entity with an Operator or Lessee that transfers rights or interests in the Operator's or Lessee's Leased Premises and for which, the Airport Manager has given proper consent.

Sublessee – An entity that has entered into a Sublease with an Operator or Lessee who is authorized (by the Airport Manager) to engage in Commercial Aeronautical Activities at the Airport.

Taxilane – The portion of the Ramp used for access between Taxiways and Ramps. Taxilanes are always outside the Movement Area and differentiated from a Taxiway by the required Object Free Area requirements stipulated by the FAA.

Taxiway – A defined path, usually Paved, over which Aircraft can taxi from one part of an airport to another (excluding the Runway). Additionally, a Taxiway is further differentiated from a Taxilane by the required Object Free Area requirements stipulated by the FAA.

Through-the-Fence – When an airport sponsor grants an entity ground access by an Aircraft across the Airport's property boundary to the Airport's airside infrastructure (commonly through-the-fence) and permission to engage in associated activities from property adjacent to the Airport.

Tiedown – An area Paved or unpaved suitable for parking and mooring of Aircraft wherein suitable anchoring points and related equipment are located.

Transient Aircraft – Any Aircraft utilizing the Airport for occasional or temporary purposes which is not stationed at the Airport.

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Turbojet Aircraft (or Turbofan Aircraft) – An Aircraft utilizing one or more gas-turbine engines and develops thrust from the exhaust of gases.

Turboprop Aircraft (or Turboshaft Aircraft) – An Aircraft utilizing a gas-turbine engine to drive a set of reduction gears, which, in turn, drives a propeller or rotor blades for propulsion.

Ultralight Vehicle – Any contrivance used or intended to be used for manned operation in the air by a single occupant; does not have any U.S. or foreign airworthiness certificate; and if unpowered, weighs less than 155 pounds; or if powered, weighs less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation; has a Fuel capacity not exceeding 5 U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power-off stall speed which does not exceed 24 knots calibrated airspeed.

Vehicle – Any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

Vehicle Operator – Any person who is in actual physical control of a Vehicle.

Weapons – Including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives.

APPENDIX B: ACRONYMS

A&P Mechanic Airframe and Powerplant Mechanic
AC Advisory Circular
ALP Airport Layout Plan
AOA Air Operations Area
CFR Code of Federal Regulations
DHS Department of Homeland Security
DOT Department of Transportation
EPA Environmental Protection Agency
EPCRA Emergency Planning and Community Right-to-Know Act
FAA Federal Aviation Administration
FAR Federal Aviation Regulation
FY Fiscal Year
FBO Fixed Base Operator
ME Multi-Engine Aircraft
NFPA National Fire Protection Association
NOTAM Notice to Airmen
SASO Specialized Aviation Service Operator
SE Single-Engine Aircraft
SMS Safety Management System
SPCC Plan Spill Prevention, Control, and Countermeasures Plan
SRM Safety Risk Management
SWMP Storm Water Management Plan
SWPPP Storm Water Pollution Prevention Plan
TSA Transportation Security Administration
USPA United States Parachute Association