

Rules And Regulations

For the Use of Airport and Facilities



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Shelbyville Municipal Airport
City of Shelbyville, Tennessee

As Approved and Adopted By
The Shelbyville Municipal Airport Authority
May 5, 2016

Revised September 1, 2016

Purpose

The rules and regulations contained herein are established to serve as policy for the safe and efficient operation of the Shelbyville Municipal Airport in Shelbyville, TN. These policies are established by the Shelbyville Airport Authority for all persons engaged in any activity at or on the airport property.

The rules and regulations contained in this document (hereinafter referred to as the "Rules and Regulations") are intended to provide a structure for the management, governing and effective use of the Shelbyville Municipal Airport (hereinafter referred to as the "Airport") in a fair and efficient manner as to better maintain order and protect the safety of the public and tenants of the airport.

The Rules and Regulations will aid the management and operations in the following areas:

- Establish safety guidelines
- Establish the Airport as a reasonable, well managed environment to conduct business
- Establish standards for all users of the Airport
- Establish a facility that is open to the public that enforces fair, equal and not unjustly discriminatory rules and regulations for the safe and efficient operation of the Airport

The Shelbyville Municipal Airport Authority (hereinafter referred to as the "Authority") has the right to, and does hereby, regulate all commercial enterprises using the Airport as a base of operation, whether such operation is aeronautical or non-aeronautical in nature. No commercial operation of any kind or type shall be conducted on the Airport unless specifically authorized by the Authority. The use of the Airport or any of its facilities in any manner shall create an obligation on the part of the user to obey all the Rules & Regulations herein provided and adopted by the Authority. The Rules and Regulations are intended to be reasonable, non-arbitrary, and non-discriminatory.

These Rules and Regulations are not all inclusive and subordinate to the Airport Minimum Standards and applicable federal, state, or local government laws, ordinance, codes, or any other regulatory measures and shall in no way supersede or abrogate regulations set forth in the Federal Aviation Regulations. These Rules and Regulations may be supplemented and amended by the Authority as needed.

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1.0 GENERAL

1.1 GENERAL AUTHORITY

The Shelbyville Municipal Airport is owned and operated by the City of Shelbyville in Bedford County, Tennessee, and is provided guidance through the recommending body of the Shelbyville Municipal Airport Authority (the "Authority"). The Authority is duly established and appointed by the City Council of the City of Shelbyville, Tennessee in Bedford County and shall enforce these Rules and Regulations.

The Authority is vested with advising the City of Shelbyville on policy concerning the operation, administration, and control of the Airport. The City of Shelbyville has designated an Airport Director to act as the representative or agent in the execution of these Rules and Regulations. The Airport Director may also appoint a designated representative(s) to assist in the implementation of these Rules and Regulations.

The Airport will comply with all applicable federal laws, regulations, executive orders, policies, guidelines, grant assurances, and requirements as they relate to the application, acceptance, and use of federal funds for improvement projects at the Airport.

The Authority has developed these Rules and Regulations to ensure safe operations, preservation of facilities, and the protection of the public interest. These Rules and Regulations include:

- a. Establishing safe practices for storing and transporting fuel.
- b. Placing restrictions on the use of hangars for related aeronautical activities only.

- c. Placing restrictions on the use of solvents to protect sewage and storm water runoff draining facilities.
- d. Establishing weight limitations on vehicles and equipment to protect Airport roads and paving, including limits on delivery trucks, fuel trucks, and construction equipment.
- e. Setting time limits on the open storage of non-airworthy aircraft, wreckage, and unsightly major components.
- f. Maintaining minimum requirements for taxiing an aircraft, i.e., student pilot, rated pilot or Airframe and Power Plant (A & P) mechanic.
- g. Establishing guidelines for escorting passengers and controlling vehicular access.

1.2 DEFINITIONS

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

- 1.2.1 AIR OPERATIONS AREA OR "AOA" shall mean that the portion of the Airport that is contained within the perimeter security fence, and includes the runways, taxiways, aprons, grass and other areas subject to the regulations and restrictions of the Federal Aviation Administration (FAA) or the Transportation Security Administration (TSA).
- 1.2.2 AIRPORT shall mean the Shelbyville Municipal Airport, located at 2828 Hwy 231 N, Shelbyville, Tennessee.
- 1.2.3 AIRPORT DIRECTOR shall mean the chief executive and administrative officer of the Airport.
- 1.2.4 APRON OR RAMP shall mean those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.
- 1.2.5 AUTHORITY OR AIRPORT AUTHORITY shall mean the Shelbyville Municipal Airport Authority.
- 1.2.6 CITY shall mean the City of Shelbyville, Tennessee.

- 1.2.7 COMMERCIAL shall mean the exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue-producing activity on the Airport.
- 1.2.8 COMMERCIAL VEHICLE shall mean any vehicle other than a private, government or military vehicle.
- 1.2.9 ESCORT shall mean to accompany or monitor the activities of a person who does not have unescorted authority at the Airport.
- 1.2.10 FIXED BASE OPERATOR or "FBO" shall mean a commercial business granted the right by the Airport to operate on the Airport and provide aeronautical services such as fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, etc.
- 1.2.11 INSURANCE shall mean the signed proof of insurance meeting the requirements as laid out in the lease, rental agreement, or agreement to operate on the Airport as a commercial entity. All insurance required in the written agreements with the Airport to hangar their aircraft or operate a business will have the Airport named as "Additionally Insured."
- 1.2.12 MOTOR VEHICLE shall mean a self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point, except aircraft or devices moved exclusively upon stationary rails or tracks. This term does not include motorized wheelchairs.
- 1.2.13 PARK shall mean to place, put, leave, or let a motor vehicle or aircraft stand or stop in any location, whether the operator thereof leaves or remains in such motor vehicle or aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.
- 1.2.14 PERSON shall mean any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, committee, assignee or other representative or employee thereof.
- 1.2.15 PRIVATE VEHICLE shall mean a vehicle transporting persons or property, for which no charge is paid directly or indirectly by the passenger or by any other entity to the operator of the vehicle.

- 1.2.16 PUBLIC PARKING shall mean all parking areas provided for the public at the Airport.
- 1.2.17 RUN-UPS shall mean routine maintenance and safety checks and testing on aircraft before take-off.
- 1.2.18 SPECIAL AVIATION SERVICES or SASO shall mean a single-service provider or Special FBO that performs less than full services (i.e. flight school only, hangars only, maintenance only, etc.)
- 1.2.19 TENANT shall mean a person who has entered into a lease and/or an operating/rental agreement with the Authority for occupancy of, or operation on and from the Airport.

2.0 USE OF THE AIRPORT

2.1 APPLICABILITY OF RULES AND REGULATIONS

Any permission granted by the Authority or Airport Director, or his/her designated representative, directly or indirectly, expressly or by implication, to any person or persons to enter or use the Airport or any portion thereof (including aircraft operations, crew members, and passengers, spectators, sightseers, private and commercial vehicles, officers and employees or lessee and other persons occupying space on the Airport, lessees, and permittees, and all other indicated) is conditioned upon compliance with these Rules and Regulations; and entry upon or into the Airport by a person shall be deemed to constitute an agreement to comply with said Rules and Regulations.

2.2 PUBLIC USE

The landing area is open to aircraft, in accordance with the laws, rules and regulations governing the operation of aircraft and the conduct of aircraft as promulgated by the appropriate agencies of the federal government, the State of Tennessee, and the Authority.

2.3 COMMERCIAL USE

No person shall occupy or rent space without obtaining a written contract, permit, or other form of written authorization thereof from the Authority, which will be retained on file with the Airport.

2.4 SUPPLEMENTAL DOCUMENTS

The following documents contain policies and procedures issued by the Airport Director or his designated representative which are in addition to these Rules and Regulations and are known collectively as "Supplemental Documents". These documents are incorporated into these Rules and Regulations by reference.

1. Airport Emergency Plan
2. Airport Security Program
3. Minimum Standards

In the event of any discrepancy between these Rules and Regulations and any Supplemental Documents, leases, or agreements, the specific terms of the Supplemental Documents, leases, or agreements will prevail.

Distribution, disclosure, and availability of security-sensitive information contained in the Airport Security Program and other documents may be restricted to those persons with an operational need-to-know.

3.0 GENERAL RULES AND REGULATIONS

3.1 OPERATIONAL AREA OCCUPANCY

No person shall use or occupy the AOA for any purpose whatsoever except for matters pertaining to the servicing of tenants, concessionaires, activities associated with aircraft operations or governmental agencies, or matters connected with maintenance and operation of the Airport.

3.2 PARKING AND STORAGE

Unless otherwise provided in a lease or other agreement, no person shall use any area of the Airport for parking and storage of aircraft, motor vehicles or other property without obtaining permission of the Airport Director. If a person uses such area without first obtaining permission, then the Airport Director or his/her designated representative is authorized to order the aircraft, motor vehicle or other property removed or cause same to be removed and stored at the expense of the owner, without liability for damage thereto arising from or out of such removal or storage.

Motor vehicles may be parked in posted or otherwise designated parking areas.

3.3 MANAGEMENT OF THE PUBLIC

The Airport Director or his designated representative at all times has authority to direct and take such action as may be necessary in the handling, conduct, escorting, and management of the public in attendance at the Airport.

3.4 REMOVAL FROM AIRPORT PREMISES

The Airport Director or his designated representative may remove or eject from the Airport premises any person who knowingly, willfully, or continuously violates any provision of these Rules and Regulations, or any order of instruction issued by or under the authority of the City or the Authority.

In every case where practicable, the violator shall first be informed of the violation he/she has committed and shall be requested to leave the Airport premises peacefully. Upon the failure of the violator to explain or excuse the violation to the satisfaction of the Airport Director or his/her designated representative, or in the alternative to leave peaceably when the Airport Director or his/her designated representative deems this necessary, such direct action may be used by the Airport Director or designated representative as required to obtain compliance with the direction that the violator leave the Airport premises.

Any person who fails to leave the Airport or a specified area thereof, or any person who knowingly or willfully violates these Rules and Regulations or who refuse to comply therewith, after proper request to do so by an authorized representative of the Authority shall be subject to removal from and denial of access to the Airport for such period of time as may be specified by the Airport Director. Persons holding leases, permits or operating agreements with the Authority may also have their contract privileges terminated for such violations.

3.5 VIOLATIONS

Any person who shall violate provisions of these Rules and Regulations may, after a hearing before the Authority, be deprived of the use of the Airport for such reasonable period of time as may be determined by the Authority.

3.6 ADVERTISEMENTS

No person shall solicit, post, distribute, or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material upon Airport property without prior permission from the Airport Director.

3.7 COMMERCIAL PHOTOGRAPHY

No person shall take still, motion, video or other image recordings, or recordings of voices on the Airport for commercial purposes without written permission from and in a manner authorized by the Airport Director, provided however that

this regulation does not apply to bonafide coverage by the news media conducting their business in authorized areas and in accordance with the standard operating procedures and directives of the Authority.

4.0 OPERATING PROCEDURES, EMERGENCY PROCEDURES AND DIRECTIVES

Written operating procedures and directives issued by the Airport Director or his/her authorized representative from time to time shall be considered as addenda to and have the full force and effect as these Rules and Regulations.

4.1 EMERGENCY

When an emergency exists at the Airport, the Airport Director, his/her authorized representatives, or emergency response personnel (to include police, fire and medical emergency responders) shall be empowered to take that action which within his/her discretion and judgement is necessary or desirable to protect the health, welfare and safety of persons and property and to facilitate the operation of the Airport.

4.2 PUBLIC MANAGEMENT

The Airport Director or authorized representative shall at all times have authority to take such reasonable action as may be necessary for the proper handling the conduct and management of the public in attendance at the Airport, to include escorting into the AOA.

4.3 APPLICABLE LAWS

All applicable provisions of the statutes and regulations of the United States and the State of Tennessee, and all applicable ordinances of the City of Shelbyville, Tennessee now in existence or hereinafter promulgated, are hereby adopted by reference as part of the Rules and Regulations of the Airport.

5.0 GENERAL CONDUCT

5.1 COMPLIANCE WITH SIGNS

The public shall observe and obey all posted signs, fences, and barricades.

5.2 USE AND ENJOYMENT OF AIRPORT PREMISES

5.2.1 No person, either singly or in association with others, shall by their conduct, or by congregation with others, prevent any other person or persons lawfully entitled thereto from the use and enjoyment of the Airport and its facilities or any part thereof, or prevent any other person

or persons lawfully entitled thereto from moving from place to place, or through entrances, exits or passageways on the Airport.

- 5.2.2 It shall be unlawful for any person to remain in or on any public area, place, or facility at the Airport, in such a manner as to hinder or impede the orderly passage in or through or the normal or customary use of such area, place, or facility, by persons or vehicles entitled to such passage or use.

5.3 ENVIRONMENTAL POLLUTION AND SANITATION

To the maximum extent possible, each person while on Airport property shall conduct his/her activities thereon in such a manner as to not cause littering or any other form of environmental pollution.

- 5.3.1 No person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars, and matches, except in receptacles provided for such purpose.
- 5.3.2 No person shall dispose of any fill or building materials or any other discarded or waste material on Airport property except as approved in writing by the Authority, and no liquids shall be placed in storm drains or systems which result in water pollution.
- 5.3.3 No person shall use a toilet or lavatory facility at the Airport other than in a clean and sanitary manner. No person shall urinate or defecate anywhere on the Airport other than at a toilet or lavatory facility which is provided or authorized by the City and Authority.
- 5.3.4 No person shall cause any smoke, dust, fumes, gaseous matter, or any other matter to be emitted into the atmosphere or carried by the atmosphere except normal emissions from internal combustion engines or jet engines, or smoke from cigarettes, cigars, or pipes.
- 5.3.5 No person shall bring onto the Airport property any garbage, trash, or other forms of refuse for the sole purpose of discarding such material in Airport receptacles or on Airport property, when this material was not generated at the Airport from Airport-related activities (i.e. not placing garbage from home in Airport receptacles).
- 5.3.6 Trash from normal aviation related operations should be disposed of in approved containers as provided. Tenants will be responsible for paying all costs and making arrangements acceptable to the Authority for

properly disposing of all trash, debris, abandoned property and waste generated from tenant commercial operations and leased areas.

- 5.3.7 In the event the Authority determines that a tenant is not taking immediate and appropriate action to control, remove, and remediate any debris, waste, trash, abandoned property, spill or other release of materials generated by a tenant's activities, the Authority can take such action as it deems necessary to halt the generation and release of the material and initiate appropriate clean-up and remediation. The tenant will be fully liable for any cost incurred by the Authority for any clean-up, remediation, or environmental penalties.
- 5.3.8 Tenants must meet all standards established by the City and Authority for the use and storage of materials on Airport property. Tenants and users of the Airport are responsible for compliance with all state and federal regulations regarding the use and storage of materials on Airport property.

5.4 TOBACCO PRODUCT RESTRICTIONS

- 5.4.1 No person shall light or smoke any tobacco products such as cigarettes, cigars, pipes or otherwise, in any part of the terminal building or any Airport owned structure. The Airport has established policy to comply with the State of Tennessee "Non-Smoker Protection Act" set forth in Tennessee Code Annotated, Title 39, Chapter 17, and to strive to protect employees, tenant employees and users of the Airport from secondhand smoke.
- 5.4.2 Smoke from any outside area must not infiltrate into areas where smoking is prohibited; therefore, no smoking is allowed within twenty (20) feet of entry ways or within fifty (50) feet of fuel storage tanks or aircraft.
- 5.4.3 Compliance with this policy is mandatory for all employees, tenants, and users of Airport. Employees who violate this policy are subject to disciplinary action. Tenants in violation of this policy can be considered in violation of the terms of their lease. Civil penalties can be imposed by the State of Tennessee upon individuals and/or business who violate the "Non-Smoker Protection Act".
- 5.4.4 No person shall spit or expectorate, as a result of any form of smokeless tobacco such as snuff or chewing tobacco, into or upon any trash

receptacles, planters, water or drinking fountains, toilets, sinks, floors, sidewalks, roads, parking lots or other areas inside or adjacent to the Terminal Building.

5.5 ANIMALS

- 5.5.1 No person shall enter any part of the Airport premises with a domestic animal unless such animal is kept restrained by a leash or is confined in such manner as to be completely under control.
- 5.5.2 No person shall permit, either willfully or through failure to exercise due care or control, any animal to urinate or defecate upon the sidewalks of the Airport, or in the terminal building or any other Airport building used in common by the public.
- 5.5.3 A relief area has been designated for service animals and other pets that accompany passengers and visitors to the Airport. The area is located in the grass on the north side of the entrance road to the Terminal Building to the west of the parking lot. A receptacle and plastic bags are provided by dispenser for clean-up use.
- 5.5.4 No person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport.
- 5.5.5 No person shall permit any wild animal under their control or custody to enter upon Airport premises.
- 5.5.6 No person other than in the conduct of an official act shall hunt, pursue, trap, catch, injure or kill any animal on the Airport without the prior written permission of the Airport Director or his/her designee.

5.6 FIREARMS, WEAPONS, AND EXPLOSIVE DEVICES

- 5.6.1 No person shall discharge any firearm or weapon on Airport premises except in the performance of official duties requiring the discharge thereof.
- 5.6.2 The carrying of a firearm or weapon in any building or other location on Airport premises must be in conformity with all applicable governmental regulations.

- 5.6.3 No person shall bring or deliver any type of explosive or incendiary device, including fireworks, on or to the Airport without written permission from the Airport Director.

5.7 PRESERVATION OF PROPERTY

- 5.7.1 No person may destroy, injure, deface, or disturb any building, sign, equipment, or other structure, tree, flower, lawn, or other property on the Airport.
- 5.7.2 No person shall travel upon the Airport other than on roads, walks, or other rights-of-way provided for such specific purpose.
- 5.7.3 No person shall alter, add to, or erect any building on the Airport or make any excavation on the Airport without prior written approval of the Authority.
- 5.7.4 Any person causing or being responsible for such injury, destruction, damage or disturbance shall report such damage to the Airport Director and is liable for the full amount of the damage.
- 5.7.5 No person shall abandon any personal property on the Airport property. The owner of the abandoned personal property will be given written notice and 30 days to remove such property. After expiration of this period, the abandoned property will be disposed of in the manner described by applicable laws or statutes.

6.0 GENERAL MOTOR VEHICLE REGULATIONS

No vehicle shall be operated on the Airport in a careless or negligent manner or in disregard of the rights and safety of others, or without due caution or circumspection, or at a speed or in a manner which unreasonably endangers or is likely to unreasonably endanger persons or property, or while the driver thereof is under the influence of intoxicating liquor or impaired by any drug, or if such vehicle is so constructed, equipped, or loaded as to unreasonably endanger or be likely to unreasonably endanger persons or property. All vehicles shall be operated in compliance with the provisions of the Airport Security Program.

6.1 TENNESSEE MOTOR VEHICLE REGULATIONS

Unless otherwise provided herein, the Authority has adopted the Tennessee Motor Vehicle Regulations and has established additional regulations relating to traffic and traffic control.

6.2 TRAFFIC CONTROL

The Airport shall erect, or cause to be erected, all signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport. Failure to comply with the directions indicated on such signs, markers, or devices erected, or placed in accordance herewith, shall be a violation of these Rules and Regulations and of the applicable provisions of the laws and regulations of the City of Shelbyville and the State of Tennessee.

6.3 PEDESTRIAN TRAFFIC

The operator of any vehicle shall yield the right-of-way to pedestrians. The driver of a vehicle must exercise due care for the safety of any pedestrian upon a roadway.

6.4 UNSAFE VEHICLE

No person shall operate upon the Airport premises any motor vehicle which is in such unsafe condition as to endanger persons or property, or which has attached thereto, or loaded within, any object or equipment (including that which is being towed) which drags, swings, or projects so as to be hazardous to persons or property. All motor vehicles shall have functioning headlights and taillights and they shall be used during periods of low light and during night operations.

6.5 ROAD CLOSURE

The Airport Director or his/her authorized representative may close or restrict the use of all Airport roadways to vehicular traffic in the interest of public safety.

6.6 DISABLED VEHICLES

No motor vehicle shall be stored, parked, or repaired on Airport property, except in areas so designated by the Airport Director or his/her authorized representative, except for minor repairs necessary with respect to a temporarily disabled vehicle.

6.7 LICENSING

No motor vehicle shall be operated on the Airport unless the driver thereof is duly licensed to operate such vehicle on state or municipal highways of the state.

6.8 SPEED LIMITS

- 6.8.1 No person shall drive a motor vehicle on the Airport at a speed greater than what prudent under the conditions and having regard to the actual and potential hazards then existing.
- 6.8.2 No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.
- 6.8.3 No person shall drive a motor vehicle on the streets and other vehicular traffic areas on the Airport, including parking areas, in excess of the speed limits indicated on signs posted and maintained by the Airport. In areas in which signs are not posted, the speed limit shall be 15 miles per hour. The motor vehicle speed limit on the aircraft ramp is 15 miles per hour. Only official vehicles in emergency situations are exempt from posted speed limits.

6.9 VEHICLE OPERATIONS ON THE AIRFIELD

- 6.9.1 Before entering or crossing any runway, all motor vehicles shall broadcast on the CTAF/UNICOM for traffic advisory information and to announce their intentions. The vehicle driver will insure by personal observation that no aircraft is approaching his position before crossing the runway. All motor vehicles operating on the airport property between the hours of sunset and sunrise shall have fully operating headlights and taillights that are visible from at least five hundred (500) feet.
- 6.9.2. A motor vehicle may not cross the path of a taxiing aircraft.
- 6.9.3. All motor vehicles shall pass to the rear of a taxiing aircraft, on the field side of parked aircraft, and shall pass no nearer than twenty feet (20) horizontal distance from any part of the aircraft.
- 6.9.4. Upon challenge or inquiry, any person that exercises any type of control over a motor vehicle, or any part thereof, shall provide the Airport Manager or his designee satisfactory evidence of ownership or permission to exercise such control.
- 6.9.5. Only motor vehicles authorized by the Authority may enter upon and use the AOA perimeter roads on the Airport. All others are prohibited as indicated by signs posted by the Authority.

6.10 PUBLIC PARKING

- 6.10.1 Operators of motor vehicles using the public parking facilities at the Airport shall observe and comply with all traffic signs entering and departing said facilities.
- 6.10.2 Vehicles shall be parked in marked spaces only. No person shall park a motor vehicle in such a manner as to occupy more than one marked space.
- 6.10.3 No vehicle shall remain in any public parking facility on the Airport for more than thirty (30) consecutive days without the consent of the Airport Director. No person shall inhabit any vehicle (RV, mobile home, camper, etc.) that is parked on any Airport property.
- 6.10.4 The owner or operator of any motor vehicle which is improperly parked shall be subject to the issuance of a notice of violation by the Shelbyville Police Department, and will be subject to a fine as levied by the City of Shelbyville.

6.11 AUTHORITY TO REMOVE VEHICLES

The Authority, through the Airport Director or his/her authorized representative, shall have the authority to tow or otherwise remove or cause to be removed motor vehicles which are parked by the owners/operators on any roadway or right-of-way, or any other area on the Airport in violation of these Rules and Regulations. This includes any motor vehicle which is disabled, abandoned, or which creates an operational problem. The expense of such towing or other movement shall be borne by the owner or operator, and the City and the Authority shall have no liability for damage to the vehicle in the course of such movement.

7.0 AIRCRAFT REGULATIONS

7.1 LANDING FEES

No person operating an aircraft shall land at or take off from the Airport or use a ramp or aircraft parking and storage area for a flight except upon the payment of such fees and charges when required as may from time to time be established by the Authority, unless such person is entitled to use such area under lease or special contract.

7.2 FLYING CLUBS

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Rules and Regulations. However, they shall be exempt from regular FBO or SASO requirements upon satisfactory fulfillment of the conditions contained herein.

7.2.1. The club shall be a non-profit entity (i.e., corporation, association or partnership) organized for the purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned ratably by all of its members). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance, and replacement of its aircraft.

7.2.2. With its initial application, the flying club shall furnish the Authority a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; evidence of insurance, , with the Airport as an additional named insured; number and type of aircraft; evidence that aircraft are properly certificated; evidence that ownership is vested in the club; and the operating rules of the club. The flying club shall make annual certifications to the Authority that its insurance is in force, and the Authority may require proof of insurance at other times to confirm that adequate insurance is in force.

7.2.3. A flying club must abide by, and comply with, all federal, state and local laws, ordinances, regulations, Supplemental Documents, and these Rules and Regulations.

7.3 AIRCRAFT ACCIDENT REPORT

The pilot of an aircraft involved in an accident on or near the Airport causing personal injury must file a report and provide a copy to the Airport Director. In the event that the pilot is unable to make the notification, the aircraft owner or his agent shall make such notification.

7.4 STORAGE AND HANGAR AREAS

No aircraft shall be parked, stored, or repaired at the Airport except in the areas designated by the Airport Director for such use. Violation of this regulation may result in the offending aircraft being removed by order of the Airport Director and impounded until incurred towing and storage charges have been paid.

No aircraft shall be left unattended on the Airport unless properly secured or within a hangar. Owners of such aircraft shall be held responsible for any damage resulting from failure to comply with this rule.

7.5 PROPERTY DAMAGE

All parties responsible for the destruction or damage to Airport property, whether by accident or otherwise, shall be financially responsible for such damage and destruction; and, in appropriate cases, for such financial losses to the Airport as a result from such damage or destruction, whether by loss of use or otherwise.

7.6 PERSONS ON AIR OPERATIONS AREA

No person or persons, except airmen, duly authorized personnel, passengers going to or from aircraft, or persons being personally conducted by authorized Airport or tenant employees, shall be permitted to enter the AOA; however, this does not give any such person or persons the privilege of unrestricted use of the Airport. These privileges are confined to the necessary use of the spaces in connection with flights, inspection, and routine duties. Business conducted in this area shall be in compliance with any applicable rules herein prescribed.

7.7 OBSERVANCE OF GOVERNMENT RULES

No person shall operate an aircraft from or on the Airport except in conformity with the provisions of Federal Aviation Regulations, prescribed Air Traffic Rules, Rules and Regulations of the Tennessee Department of Transportation, Division of Aeronautics, or any rules as herein prescribed.

7.8 MANNER OF OPERATION

No aircraft shall be operated on the Airport in a careless manner or without due regard for the rights and safety of others or at the speed that is likely to endanger others. The operator thereof must not be under the influence of intoxicating liquor or impaired by any drug. Extreme caution and vigilance must be maintained at all times.

The air traffic rules as established by the Federal Aviation Administration and currently in effect, or as subsequently revised or amended, are hereby adopted by reference and made a part of these rules as fully as if the same and each and all of them were set forth herein.

7.9 AUTHORIZED AREAS

No aircraft shall land, take off, or taxi in area other than those authorized, and in no event shall an aircraft enter a grass or unpaved area unless so authorized.

7.10 AIRCRAFT MOVING

While under their own power, aircraft shall be moved only by qualified personnel with proper FAA certifications.

7.11 TAXIING

No person other than a pilot, properly endorsed student pilot, or mechanic certified by the Federal Aviation Administration shall taxi an aircraft on any part of the Airport. No person other than a certified pilot, properly endorsed student pilot, or mechanic will be at the controls or an aircraft while engines of said aircraft are being started or operated.

7.12 RUN-UPS

All run-ups will be made in such a manner that the blast is directed into a safe area that will not affect other aircraft, buildings, vehicles, signs, pavement, fences, or people.

7.13 DISABLED AIRCRAFT

The pilot, owner or operator of an aircraft shall be responsible for the prompt removal of an aircraft that is not airworthy, not registered, wrecked, disabled (and parts thereof), or otherwise abandoned on the Airport unless required or directed to delay such action pending an investigation of an accident. The Airport reserves the right to disable Emergency Location Transmitter signals emitting from aircraft when located and/or render the electrical and/or fuel systems safe.

The owner of non-airworthy aircraft parked in other than closed hangars, shall be responsible for the removal, if in the opinion of the Airport Authority, such aircraft creates an image detrimental to the Airport and aviation. Failure of the operator to comply with this rule will constitute authority for Airport Director to have the aircraft removed at the operator's expense and without liability for damage which may result in the course of such move.

7.14 HAZARDOUS AIRCRAFT OPERATIONS

The Airport Director or his designated representative may prohibit an aircraft from operating on the Airport if, in his/her opinion, such an operation would be hazardous to persons or property on the Airport.

7.15 SELF-MAINTENANCE

7.15.1 Any person basing an aircraft on the Airport may perform services including, but not limited to, maintenance and repair, on his/her own aircraft with his/her own employees, subject to FAA regulations. Aircraft

owners may be permitted to wash, repair, and otherwise take care of their own aircraft with their own personnel, equipment, and supplies.

An aircraft owner or operator, including but not limited to individuals, air taxis, corporate flight departments, charter operators, or flight schools may:

- a. Perform self-service operations, usually in accordance with 14 Code of Federal Regulations (CFR) Part 43.
- b. Use its own sources for parts and supplies.

7.15.2 Any person basing an aircraft on the Airport that chooses to contract with third-party persons who are not employees of that tenant to perform maintenance services may do so, however such tenant is required to verify that the third-party performing the services is properly licensed and insured.

7.15.3 The Authority may require an aircraft owner or operator to:

- a. Observe reasonable standards pertaining to self-service operations, including local fire safety and federal and/or state environmental requirements.
- b. Confine aircraft maintenance and fueling operations to appropriate locations using equipment appropriate for the job being done.
- c. Limit equipment, personnel, or practices that are unsafe, unsightly, or detrimental to the public welfare or that would affect the efficient use of airport facilities by others.

7.15.4 The Authority will not permit aircraft owners to introduce onto the Airport any equipment, personnel, or practices that would be unsafe, unsightly, or detrimental to the public welfare or that would affect the efficient use of Airport facilities by others.

Where an owner or operator does not have the equipment or personnel to meet the Authority's self-service requirements, the Authority may deny the owner or operator the opportunity to perform the specific self-service activity.

8.0 FIRE PREVENTION

8.1 SMOKING

No person shall smoke or carry lighted cigars, cigarettes, pipes, matches, or any open flame, to include grills, in or upon any area of the Airport within fifty (50) feet of hangars, fuel storage areas, fuel loading situations, fuel handling vehicles, aircraft being fueled or having fuel drained or in any other place where smoking is specifically prohibited by signs. Smoking in Airport facilities is prohibited as set forth in Section 5.4.

8.2 OPEN FLAMES

No person shall start an open fire at any place on the Airport without permission from the Airport Director or his or her designated representative. Welding in shop areas or areas designated by the Airport Director is permitted provided all safety precautions are observed and welding equipment is operated by experienced and qualified personnel.

8.3 GOOD HOUSEKEEPING

Good housekeeping will be required at all times by tenants and occupants of all buildings and hangars, both in their assigned areas and during aircraft maintenance operations. Areas surrounding fire extinguishers and sprinkler risers shall be kept clear at all times, and all premises shall be kept clean and clear of all rubbish, junk, debris, old aircraft and vehicles, and any other unsightly objects. If after warning by the Airport Director, the area is not cleaned, cleaning will be ordered by the Airport Director and the costs billed to the tenant or person.

8.4 FLAMMABLE MATERIAL

No person shall store flammable material or equipment, use flammable liquids or gases, or maintain his premises in such a condition as to violate the State of Tennessee codes or any rules herein contained. Flammable liquids having a flash point below 110 degrees Fahrenheit shall at all times be kept in and used from approved safety cans and stored in acceptable metal cabinets, in quantity not to exceed 25 gallons. Transfer of flammable liquids from original containers to safety cans shall be done outside of buildings in a safe location. Areas surrounding storage of flammable material shall be kept clear of all flammable and combustible material.

8.5 EXTINGUISHERS

Extinguishers will not be tampered with or used for any purpose other than firefighting or fire prevention. Extinguishers shall be inspected at least every 12

months by qualified personnel. Tags showing the date of the last such inspection shall be left attached to each unit.

8.6 FIRE CODE COMPLIANCE

Tenants and all persons occupying Airport facilities are required to comply with applicable State of Tennessee fire regulations.

8.7 PERIODIC INSPECTIONS

All premises on the Airport will be subject to periodic safety inspections. These inspections shall be made by the City's designated safety officer or committee and/or the Airport Director or his designated representative. Recommendations and infractions will be reported to the tenants or persons involved for corrective action.

9.0 STORAGE TANKS AND CONTAINERS

9.1 APPROVAL REQUIRED

No aboveground or underground storage tanks or storage containers shall be allowed inside or outside of hangars and airport buildings unless approved by the Airport Authority, the Tennessee Department of Environmental Quality (TDEC), and the Occupational Safety and Health Administration OSHA. Airport Tenants may keep up to five (5) approved containers of five (5) gallon capacity each for fuel storage, not to exceed a total of 25 gallons of capacity. The Authority reserves the right to establish standards for the type, use, and location for any storage tank or container proposed for use on the Airport. This right includes the ability to approve any tanks used for the transport of products on the Airport.

9.2 LEGAL COMPLIANCE

With respect to any aboveground storage tank owned or operated by tenant for the storage or distribution of any hazardous material, tenant will comply at all times during the term of the lease with all environmental laws and limit use thereof to the permitted business use under the lease. All certificates, licenses, permits, and/or registrations for installation and operation of such tank must be obtained prior the installation or use of said tank, to include compliance with reporting and payment of flowage fees to the Airport.

10.0 TENANT ACTIVITIES

10.1 AUTHORIZED CONSTRUCTION

No buildings, structures, tie downs, ramps, paving, taxi areas, or any other improvement or addition shall be placed or constructed on the Airport, or existing amenity altered or removed without prior approval of the Authority. In the event of any authorized construction, the Authority may, at its discretion, require an appropriate bond to guarantee the completion of the construction in accordance with its approval. The Authority shall consider conformance to the capital improvement plan for the Airport, FAA Form 7460 responses, and the Airport Master Plan prior to the approval or denial of any construction or development at the Airport.

10.2 AUTHORITY OBLIGATIONS

By placing these Rules and Regulations on the users of the airport the Authority commits to the following:

1. To provide a safe area for aeronautical activity.
2. To provide quality fuel hangar services to its patrons.
3. To provide a professional environment to conduct business.
4. To follow the standards and guidance provided by the FAA and the Tennessee Aeronautics Commission.
5. To Provide a facility that is open to the public that enforces fair, equal and not unjustly discriminatory rules and regulations for the safe and efficient operation of the airport

Nothing contained in these rules and regulations shall be construed as requiring the City of the Authority to maintain, repair, restore, or replace any structure, improvement, or facility which is substantially damaged or destroyed due to an Act of God or other condition or circumstance beyond the control of the Authority. The City and the Authority will not be held liable for damage to personal or private property of tenants or visitors that may result from an Act of God.

10.3 LIABILITY

The City, the Authority, its officers, representatives and employees, by publication of said Rules and Regulations, assume no responsibility for loss, injury or damage to persons or property by reason of fire, vandalism, wind, flood, earthquake, collision, strikes or Acts of God, nor does it assume liability for injury to persons while on Airport premises, or while using the facilities of same, or for property damage.

All persons shall conduct activities and render services upon the Airport property in a safe, responsible, and efficient manner and shall be solely liable for

having properly trained and instructed their agents and /or employees for such purposes.


10.4 SEVERABILITY

The provisions of these Rules and Regulations shall be severable, and if any of the provisions hereof shall be held to be unconstitutional or invalid, such determinations shall not affect the constitutionality or validity of any of the remaining provisions of this document. It is hereby declared as the Authority's intent that the Rules and Regulations would have been adopted had such unconstitutional or invalid provision or provisions not been included herein.


Originally adopted on May 5, 2016 by the Shelbyville Municipal Airport Authority.

Last revised September 1, 2016.

Shelbyville Municipal Airport Authority

By: 
Jim Henderson, Chairman

ATTEST:


Anna Mai, Shelbyville City Recorder

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