

Airport Rules & Regulations

Elizabeth City - Pasquotank County Airport Authority

Standard Manual of Airport Rules and Regulations

For the:

Elizabeth City Regional Airport - Elizabeth City, North Carolina

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SECTION 1 – DEFINITIONS

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

The Elizabeth City Regional Airport is a joint facility operated by the USCG Support Center and the Elizabeth City Pasquotank County Airport Authority.

1. Aircraft – “Aircraft” shall mean a manned machine or device, such as an airplane, helicopter, glider, or dirigible, which is capable of atmospheric and navigational flight.
2. Airport – Shall mean all property and improvements within the boundary lines of any airport operated or controlled by the Elizabeth City-Pasquotank County Airport Authority, except when otherwise noted.
3. Airport Authority – The Elizabeth City-Pasquotank Airport Authority here and after as the “Authority” and also referred to as the “Owner” of the municipal ramp.
4. Airport Managing Director– Means the chief executive officer for the Authority, who under administrative direction of the Authority, manages the operation, maintenance and development of the municipal Airport and performs other duties as assigned.
5. Airport Operations Area (AOA) – The area of the airport used for landing, takeoff, or surface maneuvering of aircraft, including the areas around hangars, navigation equipment, and communication facilities.
6. Apron or Ramp – The areas of the airport within the Airport Operations Area (AOA), equipped for loading, unloading, servicing, or parking of aircraft.
7. Authorized Area – A specific location, approved by the Authority, accessible only to specific authorized personnel.
8. Authorized Representative/Employee – An individual or individual(s) designated by the Airport Director.
9. Cargo – Any property carried onto an aircraft, other than mail and baggage.
10. Commercial -An individual who, for compensation or hire, engages in air commerce, the carriage by aircraft of persons or cargo, other than as an air carrier or foreign air carrier or under the authority given by an administrator. Where it is doubtful that an operation is for “compensation or hire,” the test is whether the carriage by air is merely incidental to the person’s other business or is, in itself, a major enterprise for profit.
11. FAA – Federal Aviation Administration
12. Fixed Based Operator – Any person who shall have entered into a written agreement with the Authority for the use of any business located on the airport that provides services such as hangar space, fuel, flight training, repair, and maintenance to airport users, or any person or firm hired directly by the Elizabeth City Pasquotank County Airport Authority to act as a FBO.
13. Flammable Liquids – Any liquid substance that is combustible and can burn or cause a flame.
14. Instructor – Any individual giving, or offering to give instruction in the operation, construction, repair or maintenance of aircraft.
15. Monument Sign- Monument signs are not attached to the building. They can include information on one or two sides, spanning between two posts, or suspended from one post that is set in paving or landscape areas. The monument sign is usually located on the edge of the property near a pedestrian corridor or vehicle access point.

16. Motor Vehicle – A self-propelled contrivance designed for the carriage of persons or things from point-to-point.
17. Non-Operating Aircraft – Any aircraft located on an airport which does not possess a current certificate of air worthiness issued by the Federal Aviation Administration, and is not actively being repaired to become an operating aircraft.
18. Person – Any individual, partnership, firm, corporation, company, or duty authorized representatives thereof.
19. Ramp – A particular area on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling and parking.
20. Regional Airport – Shall mean all aircraft movement areas which are accessible to civil aircraft under the existing Coast Guard Joint Use Agreement.
21. Restricted Area – Any area of the airport designated to prohibit or limit access to only those persons authorized by the Airport Director.
22. Refueling Trucks – Means any motor vehicle used for the transporting, handling, or dispensing of aviation fuel, oils, and lubricants.
23. Rules and Regulations – Shall mean these Rules and Regulations of the Authority, adopted by the Authority, and may be amended from time-to-time by the Authority.
24. Runway – A restricted area used for takeoffs and landings of an aircraft.
25. Sign- Any words, lettering, numerals, parts of letters, figures, phrases, sentences, emblems, devices, designs, or trade names or trademarks by which anything is known (including any any surface, fabric, or other material or structure designed to carry such devices such as are used to designate or attract attention to an individual firm, an association, a corporation, a profession, a business, or a commodity or product) which are exposed to public view and used to attract attention.
26. Taxiway – Portions of the Airport Operations Area (AOA) authorized by the Authority for the surface maneuvering of aircraft.
27. Through the Fence - Any activity or use of real property of an aeronautical or non- aeronautical nature that is located outside (or off) of airport property but has access to the airport's runway and/or taxiway system.
28. Temporary Sign-Any sign, handbill, or poster which is placed to advertise or announce a specific event, or which pertains to a particular event or occurrence, or which is not designed or intended to be placed permanently.
29. Vehicle – Any device by which any person or property is or may be transported or drawn upon a highway, including bicycles.

SECTION 2 – GENERAL INFORMATION

PURPOSE

This document describes the Rules and Regulations for all users of the Airport owned and operated by the Elizabeth City – Pasquotank County Airport Authority.

INTRODUCTION

Judicious and proper administration requires that rules and regulations that establish the minimum acceptable conduct for Airport users and employees are adopted. This requirement provides protection from irresponsible and/or unsafe operations.

APPLICABILITY

These Rules and Regulations apply to any person(s) or entity utilizing the Airport.

VIOLATIONS AND PROCEDURES

If the Airport Director concludes that any of these Rules and Regulations have been disregarded, and that he/she cannot resolve the matter satisfactorily by notice to and discussion with the offending party, then formal action shall be taken against the party by the Airport Director. These actions may include suspension of airport operations or revocation of the party's right to utilize the Airport. A person who has had their airport privileges suspended by the Airport Director may appeal that decision to the Airport Authority. A written notice must be filed with the Airport Authority within 30 days of the effective date of suspension.

GENERAL AUTHORIZATION

In any circumstances not specifically covered by these rules and regulations, the Airport Director shall be authorized to make reasonable decisions as can be deemed necessary and proper. All such actions may be subject to review by the Airport Authority. At all times, the Airport Director shall have the authority to take reasonable action as may be necessary, including use of local law enforcement, to enforce these rules and regulations and to efficiently manage the airport and its operations.

AIRPORT OPERATIONS (PUBLIC USE)

The Elizabeth City Regional Airport Terminal Building will normally be open for public use from 0800 until 2100 weekdays, 0800-1700 weekends and holidays (closed Christmas and New Years Day), unless otherwise designated by the Airport Authority.

EFFECTIVE DATE

These Rules and Regulations shall become effective on September 1, 2012.

SECTION 3 – GENERAL REGULATIONS

3.1 SCOPE

- A. All users of the Airport shall be governed by directions from the Control tower, these Rules and Regulations, and the directions of the Elizabeth City Pasquotank County Airport Authority (ECPCAA) or designated representative. These regulations are subject to change by the joint decision of the Coast Guard and the Airport Authority at any time, based on experience, need, and operating conditions.
- B. As a user of the airport and its facilities, each individual shall be obligated to obey all the regulations herein provided and adopted by the Authority.
- C. The privilege of using the airport shall be conditioned on the assumption that the user shall take on full responsibility and risk, and he shall release and hold harmless, and indemnify the Federal Government and Airport Authority, its officers, and employees from any liability of loss resulting from such use.
- D. The privilege of using the airport shall be upon the further condition that any person(s), corporations, co-partnership, or others desiring to use the same as Commercial Operator or Fixed Based Operator, shall produce a policy of indemnity against personal injury and property damage.
- E. Any person violating any of the airport Rules and Regulations may be punished at the discretion of the Airport Authority, or provided by law; deprivation of the use of the municipal airport facilities for a specific period of time may be necessary.
- F. These regulations are not intended to supersede, modify, or amend any provision of Federal, State, or Local Law; however, these regulations shall as possible, be interpreted so that no conflict arises.
- G. If any portions of these Rules and Regulations prove to be invalid or unenforceable, all other portions of this document shall remain in effect to achieve purposes hereof.
- H. Any proposed changes to these Rules and Regulations shall be dated and posted by the Airport Authority at the airport for a period of (30) days. Comments on the proposed changes may be submitted by the general public in writing to the Authority, during this time period. After review of all comments, revisions may be made and the final draft of the proposed changes will be published. Copies of the changes will be posted at the airport and provided to all holders a copy of the manual.
- I. No person shall engage in a business or commercial operation on the Airport, without the approval of the Airport Authority or designated representative.
- J. The soliciting of business, fares, or funds for any purpose on the airport without the permission of the Airport Authority or designated representative is prohibited.
- K. No individual, partnership, corporation, or business shall construct any building, sign, or structure, or modify any pre-existing facility without permission and approval of the Airport Authority.

3.2 Lost Articles

All lost articles should be turned in to the Airport Director by the finders. If the articles are not claimed within (60) days they shall be disposed of as determined by the Airport Director.

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3.3 Liability

The Airport Authority assumes no responsibility for loss, injury, or damage to any person(s) or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, lightning strikes, or acts of God, nor does it assume any liability for injury to person(s) while on the airport, or while using airport facilities.

3.4 Responsibility for Damages

Any person(s) causing damage to or destroying airport property of any kind, including buildings, fixtures, and facilities, shall be fully liable to the Airport Authority. Any and all damage shall be reported directly to the Airport Director.

3.5 Accident Report

All person(s) involved in any accident, whether personal, aircraft, or automotive, occurring on the Airport, shall make a full verbal report to the Airport Director as soon after the accident as possible, and in any event within 24 hours after it has occurred. Based on the verbal report, a written report may be required.

3.6 Ground Transportation

All carriers (Not defined) shall load and unload passengers in areas designated by the Airport Authority.

3.7 Building Requirements and Ground Rental

Any person desiring to construct any building or facility on the Airport shall be required to submit plans and specifications to the Airport Director. The plans shall consist of: a general layout, drawn to scale, showing the desired amount of ground required for the operation of the building or facility, in addition to the portion occupied by the building or facility. All buildings and facilities constructed upon the Airport shall conform to the Building Code requirements of the state of North Carolina and Pasquotank County and be approved by the Airport Authority. Prior to any construction, all licenses and permits must be obtained. Once plans have been approved, a lease may then be entered into at the rate set by the Airport Authority.

3.8 Restricted Areas and Air Operations Areas

All areas of the airport, except the terminal building are restricted and no person shall enter upon the Air Operations Area, or any hangar, except:

Person(s) assigned to duty therein;

1. Authorized representative of the FAA/Airport Authority;
2. Passengers under appropriate supervision, entering the Air Operations Area for the purpose of deplaning and enplaning;
3. Aircraft Owners or Renters and/or their authorized representatives; and
4. Business representatives in the conduct of their business with the tenants.

4.1 Compliance with Signs

All individuals shall observe and abide by all posted signs governing activities and/or demeanor of the respective individual while at the Airport.

4.2 Environment Pollution and Sanitation

While on Airport property, individuals shall limit activities in such a manner as not to cause littering or any other form of pollution.

- a. No person shall dispose of garbage, papers, or any other forms of trash including cigarettes, cigars, and matches, except in the receptacles provided.
- b. No person shall keep any uncovered trash containers in any area of the airport. Areas to be used for trash and garbage containers shall be designated by the Airport Authority. Such areas shall be kept clean and sanitary at all times.
- c. Any solid or liquid, which may be spilled at the Airport, shall immediately cleaned up, by the person responsible for such spillage, and reported immediately to the Airport Director or Operations Manager.

4.3 Animals

No person shall enter the Airport with any animal without the permission of the Management, except;

- a. Dogs or other animals which are to be transported by air within a suitable container properly equipped for air travel.
- b. Dogs or other animals which are restrained by leash, or properly confined and under the supervision of an adult.

Animals shall be allowed to the extent mandated by applicable law, including “service animals” pursuant to the Americans with Disabilities Act.

4.4 Firearms and Weapons

No person except those authorized by Federal Law and/or State Law, may carry or transport any firearm or weapon on the Airport except when, the firearm or weapon is properly confined for shipment or is part of a survival kit and is packed accordingly.

- a. For the purpose of this section a firearm shall mean: any weapon designed to expel a projectile by the action of an explosive other than a flare gun.
- b. For the purpose of this section a weapon shall mean: any dirk, slingshot, chemical weapons, electric weapon, or any other deadly weapon as defined by any Federal or State Law.
- c. No person shall discharge any firearm or weapon on the Airport premises.

4.5 Preservation of Property

No person shall destroy, injure, deface, or disturb any building, sign, equipment, marker, or other structure on the Airport; nor alter, make revisions to, or erect any building or sign on the Airport without prior approval of the Airport Authority. No person shall travel upon any part of the Airport other than the designated roads, walks, or other marked rights-of-way provided by the Airport for specific purpose.

4.6 Damages and Tampering with Aircraft

All person(s) shall be fully responsible for all damages to buildings, equipment, and real property in the ownership or custody of the Airport Authority, caused by abuse, carelessness, or negligence. No person shall interfere or tamper with any aircraft, or use any aircraft, aircraft parts, instruments or tools, without the permission from the owner or by specific direction of the Airport Authority.

4.7 Maintenance and Equipment in Apron Area

All tenants shall maintain their leased property in such condition or repair, cleanliness, and general maintenance as acceptable to the Airport Authority. All ramp equipment shall be parked and kept in a neat, orderly manner. No receptacles, cases, or housing shall remain on the apron or ramp area that does not fit in with architectural and cleanliness standards of the rest of the installation. Final approval of these items rests with the Airport Authority.

4.8 Alcoholic Beverages and Controlled Substances

1. No person under the influence of liquor or narcotic drugs shall operate any motor vehicle or aircraft of any type at the Airport.
2. The consumption of alcohol is not permitted in the AOA and is only permitted in the airport terminal building with the permission of the Authority.

4.9 Use of Law Enforcement Agencies

In the event a situation arises that is beyond the control of the Airport Management to deal with, the Pasquotank County Sheriff shall be called upon by the Airport Director or the Airport Authority. The Airport Authority grants permission to the Pasquotank County Sheriff's Department and Elizabeth City Police Department to enter the premises and enforce the Rules and Regulations adopted by the Airport Authority.

4.10 Unaccompanied Minors

Unaccompanied minors under the age of 16 are not permitted on airport property without permission of the Airport Director.

4.11 Through the Fence Operations: Through-the-fence operations may negatively impact the Airport's compliance with Federal Grant assurances. The Airport Owner is not obligated to make

the Airport available for the use and benefit of the public by operations from adjacent properties. Accordingly, through-the-fence operations or arrangements are not permitted.

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SECTION 5 - AERONAUTICAL

5.1 General Rules

a. Compliance with Orders

All aeronautical activities shall be conducted in compliance with the then current Federal Aviation Regulations, with these Rules and Regulations, and with the then Authority Minimum Standards.

b. Inattentive Operations Prohibited

1. No person shall operate any aircraft at the Airport in a careless manner or in disregard of the safety of others.
2. All individuals using the Airport shall be liable for any damage to property caused intentionally, accidentally, or by negligence on or over the Airport.

c. Disabled Aircraft

All aircraft owners shall be responsible for the prompt removal of all disabled aircraft and their parts at the Airport, when directed by the Airport Director.

d. Cleaning, Maintenance, and Repair of Aircraft.

The cleaning, painting, washing, and repairing of any aircraft, shall only be permitted in approved areas by the Airport Authority.

e. Certification of Aircraft and Licensing of Pilots

As required by the FAA, all aircraft operating at the Airport shall be required to display on board a valid Airworthiness Certificate issued by the FAA, and shall display on the exterior of the aircraft a valid registration number issued by the FAA or appropriate foreign government. All person(s) operating aircraft are required by the FAA to possess an appropriate certificate or license issued by the FAA. If requested by the Airport Director, the pilot or operator shall be required to show these documents.

5.2 Accidents and Incidents

The pilot of any aircraft involved in an accident on the Airport causing injury or damage to any property other than the aircraft, shall make a prompt and complete written report concerning the

accident or incident to the office of the Airport Director within (48) hours of the time that the accident or incident first occurred. All incidents shall be reported in accordance with all FAA and NTSB regulations. Airport property destroyed or damaged by an accident shall be paid for by the responsible parties.

5.3 Categories of Aircraft, Activities, Rules and Operations

Final determination as to proper designation of any aircraft shall rest with the Airport Authority. Charges as shown in Section 8 shall be determined according to the following classifications:

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A Private

1. Private aircraft may be used by person(s) other than the owner provided that it is not rented or leased by the owner for a profit.
 2. Company and corporation owned aircraft that are operated for the free transportation of their and other personnel and/or products are classified as private aircraft and subject to the restrictions as listed above.
- B. Commercial Aircraft Use:**
1. For rental, hire, or charter
 2. Student instruction and occupations for hire
 3. Any aircraft used for commercial services and not otherwise covered in these regulations.
- C. Air Taxi (Commuters)**
1. Contract:
All federally certified Air Taxis or Commuters holding a contract with the Airport Authority for Airport usage.
 2. Non-Contract:
All Air Taxis or Commuters not covered in this Section.
- D. Rotorcraft Operation Rules**
1. Rotorcraft not under the control of an Air Traffic Control Tower shall avoid fixed wing aircraft traffic patterns and altitudes to the maximum extent possible, with safety precautions.
 2. Rotorcraft shall not be operated within fifty (50) feet of any areas on the Airport where unsecured light aircraft are parked.

Aircraft Activities

1. No fixed wing or rotary wing aircraft shall be allowed to operate at the Elizabeth City Regional Airport unless the aircraft has a current Airworthiness Certificate and is operated by a licensed pilot or student pilot holding a valid medical certificate, except aircraft being taxied by a qualified mechanic for maintenance purposes or operated under a valid ferry permit.
2. The owners of all aircraft based on the Airport will register their aircraft with the Airport Authority.

3. All aircraft shall comply to with all applicable Federal Aviation Regulations, including but not limited to:

Federal Aviation Regulations

1. Part 61 – Certification: Pilots & Flight Instructors
2. Part 65 – Mechanics 65.71 thru 65.95
3. Part 67 – Medical Standards and Certifications
4. Part 91 – General Operating & Flight Rules
5. Part 93 – Specific Air Traffic Rules & Airport Traffic Patterns
6. Part 135 – Air Taxi Operators & Commercial
7. Part 137 – Agricultural Aircraft Operators
8. Part 141 – Pilot Schools
9. Part 43.3g – Aircraft Owner Repairs/Preventive Maintenance
10. Part 145 – Repair Stations

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National Transportation Safety Board Regulations:

1. Part 830 – Notification & Reporting of Aircraft Accidents

Airport Operations:

- a. The Airport Director may prohibit aircraft movement at any time, under any circumstances when the Airport Director deems necessary.

5.4 Taxi and Ground Rules

Aircraft Parking

- a. Aircraft may only be parked in designated spaces and in the manner prescribed by the Authority. If this rule is violated, the aircraft parked may be subject to removal by the direction of the Airport Authority.
- b. No aircraft shall be left unattended on the Airport unless it is in a hangar or securely locked or tied down.
- c. Any materials left in the aircraft are the sole responsibility of the aircraft owner/pilot. Theft or vandalism of any materials is not the responsibility of the Authority.

Non-Flyable Aircraft

- a. No person will be allowed to park an aircraft in non-flyable condition on Airport property, for period over (90) days, without permission from the Authority.
- b. If an aircraft is parked or stored in non-flyable condition on the Airport, violating this Section, the Authority shall notify the owner or operator by certified or registered mail, requiring the removal of the aircraft within (15) days of the receipt of notice.
- c. Aircraft not removed as required will be removed by the Authority at the owner's expense.

Other

- a. Engine Run-up – Aircraft shall not perform run-up or prolonged engine test operations on the General Aviation ramp, or in any area that would result in a hazard to other aircraft, person(s), or property. Run-ups are normally performed holding short of the active runway.
*Exceptions to this rule change are helicopter operations and approved maintenance operations.
- b. No person shall run any engine in any aircraft unless a competent person is in the aircraft attending the engine controls.

5.5 Use of T-Hangars and Storage Hangars

a. Airport sponsors that have accepted FAA grants or deeds of federal surplus property are obligated to use dedicated aviation facilities for aeronautical use. If hangars are not reserved for aeronautical use, federal airport grant funds could inadvertently subsidize non-aeronautical users, and aeronautical users could be denied access to needed airport facilities.

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Conditions in AIP grant assurances that can apply to hangar use include:

- preserving rights and powers (Grant Assurance 5);
- making the airport available for aviation use on certain terms (Grant Assurance 22);
- not granting exclusive rights (Grant Assurance 23);
- ensuring safe operations (Grant Assurance 19); and
- complying with the ALP (Airport Layout Plan) process and requirements (Grant Assurance 29).

b. To assure appropriate use of hangars, an airport sponsor should:

- manage the use of hangars through an airport leasing program that requires a written lease agreement or permit;
- monitor the use of hangars on the airport and take steps to prevent unapproved non-aeronautical use;
- ensure that the length of time on a waiting list of those in need of a hangar for aircraft storage is minimized; and
- in cases where temporary non-aeronautical use of a vacant hangar is permitted, ensure that non-aviation users pay a fair market rental for the use of the hangar, and that the hangar can be returned to aviation use when needed.

c. In accordance with FAA policy, the following uses of T-Hangars are permitted or prohibited.

Permitted uses include:

- storing active aircraft;
- sheltering aircraft for maintenance, repair, or refurbishment, but not indefinitely storing non-operational aircraft;
- constructing amateur-built or kit-built aircraft provided that activities are conducted safely;
- storing aircraft handling equipment, e.g., tow bar, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair or outfit aircraft; items related to ancillary or incidental uses that do not affect the hangars' primary use;
- storing materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to ancillary or incidental uses that do not affect the hangars' primary use;
- storing non-aeronautical items that do not interfere with the primary aeronautical purpose of the hangar, e.g., televisions and furniture; or
- parking a vehicle at the hangar while the aircraft usually stored in that hangar is flying, subject to local airport rules and regulations.

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Uses not permitted include:

- use as a residence;
- operation of a non-aeronautical business, e.g., limo service, car and motorcycle storage, storage of inventory, and non-aeronautical business office;
- activities that impede the movement of the aircraft in and out of the hangar or other aeronautical contents of the hangar;
- activities that displace the aeronautical contents of the hangar or impede access to aircraft or other aeronautical contents of the hangar;
- storage of household items that could be stored in commercial storage facilities;
- long-term storage of derelict aircraft and parts;
- storage of items or activities prohibited by local or state law;
- storage of fuel and other dangerous and Hazmat materials; or
- storage of inventory or equipment supporting a municipal agency function unrelated to the

d. Rules as set by the Airport Authority

- T-hangars and storage hangars shall not be used for any purpose that would interfere with the use of other buildings and structures in the neighborhood of the leased premises.
- T-hangars shall be used for storage of aircraft in accordance with the current lease. These hangars shall not be used for any other purpose without written permission from the Authority.
- No alterations may be made to the hangar structure without written approval by the Authority.
- No accelerants (*A fuel or oxidizer, often an ignitable liquid, used to initiate a fire or increase the rate of growth or spread of fire. (NFPA 921 3.3.2)*) will be stored in hangars.
- No paint spraying or spraying of any kind will be permitted within the hangar.

- Tenants who sell their aircraft may continue their hangar lease for 90 days following sale if they are actively searching for a replacement aircraft. Any extension beyond 90 days requires written permission from the Airport Director.

SECTION 6 – MOTOR VEHICLES

6.1 Rules of Operation

- a. No person will be allowed to operate a motor vehicle of any kind in a reckless manner or in excess of the speed limits prescribed by the Airport Authority, and in no event in excess of 10 miles per hour in ramp, apron, aircraft parking, and hangar areas.
- b. Pedestrians and aircraft will at all times have the right of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.
- c. All person(s) operating a motor vehicle on the Airport shall give proper signals, and observe the directions of posted traffic signs.
- d. No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.
- e. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than those for which the vehicles were designed.
- f. No vehicle shall be operated on the Airport if it is equipped or loaded as to endanger persons or property.

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6.2 LICENSING, REGULATION, AND SPEED LIMITS

Licensing and Regulation

1. No person shall operate motor vehicles of any kind on the Airport without a valid Operator's License.
2. All vehicles on the Airport must be properly registered with a current license plate and tag issued by a State Department of Motor Vehicles.
3. All motor vehicles will park in designated parking areas.
4. Parking in front of the terminal building will be limited to 15 minutes for loading/unloading only.
5. The installation of two-way radios does not permit the operation of vehicles on the Airport without prior permission from the Control Tower, or on the AOA by the Airport Director.
6. No person shall abandon any motor vehicle on the Airport. The Airport Authority has the authority to tow or otherwise move motor vehicles which are parked by their owners on the Airport in violation of the designated parking areas.

6.3 Accident Procedure and Emergency

The operator of any vehicle involved in an accident on the Airport which results in injury or death of any person(s), or property damage, shall immediately stop the vehicle at the scene of the accident in order to render necessary assistance. The operator shall immediately give notice of the accident to the Airport Director and the Pasquotank County Sheriff. The operator of each vehicle shall provide the name and address of owner and driver of the vehicle, as well as the operator's license, vehicle registration, and the name of the liability insurance carrier for the

vehicle, to any person injured, the driver of the vehicle damage, and to any police officer. In the event of an emergency on the Airport, notification should be given to the following:

1. The Control Tower (if in radio contact)
2. 911 Emergency Operator
3. The Airport Director - 252-335-5634

6.4 VEHICLE OPERATIONS ON AIR OPERATIONS AREA (AOA)

Permission

No motor vehicle shall be permitted on the Air Operations Area without specific permission granted by the Airport Director. All vehicles shall at all times yield right-of-way to aircraft.

Rules of Operations

- a. No motor vehicle shall be parked on any part of the AOA except authorized trucks and other vehicles necessary for the servicing and maintenance of aircraft and transportation of passengers on the Airport.
- b. No person shall park a vehicle so that it blocks or obstructs: fire hydrants, gates, emergency exits, and building entrances or exits.

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- c. Aircraft taxiing on any runway, taxiway, or apron area shall always have the right-of-way over any vehicular traffic.

6.5 Reserved and Public Parking

Public Parking

- a. Operators of motor vehicles using public parking facilities at the Airport shall abide by all regulatory signs and markings.
- b. No vehicle shall remain in the public parking facility for more than (30) consecutive days without the permission of the Authority.
- c. Reserved Parking

No person shall park any vehicle in any reserved parking area on the Airport without a valid permit issued by the Airport Authority permitting parking in such specified areas.

SECTION 7 – FIRE, SAFETY, AND HAZARDOUS CARGO

7.1 General

All persons using the Airport and its facilities shall exercise the utmost care and caution against fire and injury to persons and/or property.

7.2 Fueling Operations

- a. No aircraft shall be fueled or de-fueled while one or more of the engines are running, or the aircraft is then being warmed by external heat, or while such aircraft is in a hangar or enclosed space.
- b. No person shall start the engine of an aircraft if there is any gasoline or other volatile fluid on the ground or otherwise when starting the engine could ignite such fuel.
- c. All aviation fuels and oils for sale on Airport property shall be dispensed only by the Airport Authority. No fuel shall be stored by any persons without the permission of the Airport Authority while on Airport property.
- d. Aircraft being fueled shall be positioned no closer than (50) feet from any hangar or building. Fuel trucks whether loaded or empty shall never be in hangars, nor be parked less than (50) feet from any hangar or building.
- e. No fuel, grease, oil, or flammable liquids shall be allowed to flow in any Airport sanitary or storm drain system. Any person(s) involved in a spillage of fuel shall be held responsible for expeditious notification to the Airport Director and will be held responsible for immediate cleanup of the effected area. In the event of a fuel spillage, no vehicles shall be moved or operated in the vicinity of the spill until the spillage is removed.
- f. No person is permitted to fuel or de-fuel an aircraft while passengers are on board.
- g. No person shall park motorized ground equipment near any aircraft that prevents it or the aircraft from being driven or towed away in case of an emergency.

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- h. Prior to making an fueling connection to the Aircraft, the fueling equipment shall be physically bonded or grounded to the aircraft being fueled by use of a cable, thus providing a conductive path to equalize the electric potential between the fueling equipment and the aircraft.
- i. All hoses and funnels used in fueling and de-fueling operations shall be equipped with a bonding/grounding device to prevent ignition of volatile liquids.
- j. When a fire occurs in a fuel delivery device while servicing an aircraft, fueling shall be stopped immediately and all emergency valves shall be shut off. Then notify 911 and the Airport Director immediately.

7.3 Authority to Dispense Aviation Fuel

Only those individuals who have been authorized by the Airport Director may dispense fuel into any aircraft at any airport operated by the Authority. No person shall ever dispense or sell aviation fuel for automotive purposes.

7.4 Fuel Farm Installations and Fuel Transporting Vehicles

- a. All fuel farm installation shall conform to the appropriate National Fire Protection Association Standards, City/County Fire Codes, Federal, State, and local laws. There shall always be NO SMOKING within (100) feet of the fuel farm installation.
- b. Fuel installations shall always be kept-up and maintained removing all debris in order to prevent FOD.
- c. Fire extinguishers shall always be maintained in an accessible position, and in an operable condition with an un-expired certification date.
- d. No fuel or fuel-transporting vehicle shall be left unattended during loading or unloading of fuel at a fuel farm.

Fuel Transporting Vehicles

Each fuel transporting vehicle will be labeled on both sides and rear of the cargo tank with the word “FLAMMABLE,” “NO SMOKING,” and “FUEL TYPE.”

7.5 Smoking

Smoking or carrying lighted smoking materials or striking matches or other devices is only permitted in designated smoking areas.

7.6 Storage of Materials and Hazardous Materials

Storage of Materials

1. No person shall store any material or piece of equipment in such a manner that it becomes a hazard. Gasoline, jet fuel, lubricating oil, or any other flammable substance shall be stored in accordance with the applicable City and/or County Codes. Buildings shall be provided with fire-suppressant devices and first-aid equipment as required.
2. No person shall keep, transport, or store any lubricating oils on the Airport except in specified containers or receptacles.
3. All hazardous waste shall be disposed of in accordance with applicable regulations.

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Transport of Hazardous Materials

- a. No person shall handle, transport or store any cargo containing explosive materials without the permission of the Airport Authority.
- b. No person may accept any hazardous article (once again you change terms from one you start with) for shipment at the Airport unless the shipment is handled and stored in full compliance with the current provisions of the Federal Regulations.
- c. Any person transporting hazardous articles shall have designated personnel at the Airport authorized and responsible for receiving and handling such shipments.

7.7 Aprons, Buildings, and Equipment

All persons on the Airport shall keep all areas of the premises leased or used by them clean and free of oil, grease and other flammable material. The floors of hangars shall be kept clean, free from waste materials or other trash or rubbish. Any person operating or using any equipment on the Airport shall use extreme caution and care. Any person using a facility or building of the Airport shall exercise cleanliness and caution. No person shall use flammable substances for cleaning hangars or other buildings on the Airport.

7.8 Fire Extinguishers

Fire extinguishing equipment at the Airport shall be checked daily to avoid tampering. Fire extinguishers shall not be tampered with at any time, nor used for any purpose other than fire fighting or fire prevention. All equipment shall be maintained in accordance with current NFPA Standards. Tags showing the last inspection shall be attached to each unit. All tenants or lessees or any other occupants of hangars on the Airport shall supply and maintain an adequate number of readily accessible fire extinguishers.

7.9 Aircraft Suspected of Carrying Explosives

- a. Persons having knowledge of an aircraft carrying or suspected of carrying explosive materials will advise the Airport Director and Control Tower (if in radio contact). The Airport Director will notify the Control tower ASAP.
- b. All passengers will be escorted off the aircraft onto the outer extremities of the AOA. The aircraft will then be parked at a location specified by the Control Tower, until the aircraft is determined safe.

7.10 Inspection of Possible Hazardous Aircraft

Inspection of the aircraft and subsequent declaration of safety or contamination shall be the responsibility of the aircraft owner or his authorized agent, and shall be accomplished immediately after parking and evacuation.

SECTION 8 - CHARGES

8.1 Commercial Operations

- a. No aircraft organization or person shall engage in any commercial operation of any type at the Airport unless prior permission is obtained from, and assessed fees paid to the Airport Authority. Permission and fees are in effect for each and every visit with the fee being set by the Airport Authority.
- b. The Airport Authority may enter into separate contracts with any commercial operation on the Elizabeth City Regional Airport.
- c. The Airport Authority may adopt a fee schedule to be applied for ramp operations by any commercial operator not having a contract with the Airport Authority, such fee schedule shall be placed at the Airport Terminal Building and at the Office or at the office of the Airport Director. Commercial operators shall pay a ramp fee for each ramp operation at the Airport.
- d. Private or business (non-commercial) ramp fees shall be posted on the Airport's schedule of fees. At the discretion of the Airport Director fees are subject to change based on the weight of the aircraft.
- e. The Airport Authority may grant written permission for a specific commercial operator to enter the Airport for the purpose of repairing or maintaining an aircraft or equipment which is beyond the capability of any Fixed Based Operator located on the Airport. Capability of the A&P, IA as defined in FAR 65.71 thru 65.95. This privilege will be on a case-by-case basis and will require a separate agreement for each activity.
- f. Any permission granted by the Authority under this clause, will only be for a specific purpose and specific period.

8.2 Aircraft Servicing Fees

All charges owed to the Airport Authority for service performed, for Airport facilities used and for aircraft stored on a daily basis shall be paid before the aircraft is cleared from the Airport, unless credit arrangements have been made. The Airport Director may detain any aircraft for nonpayment of any charges due.

8.3 Ramp Fees

Landing fees for commercial aviation operations shall be payable to the Authority or its designated representatives immediately upon landing at the airport unless other arrangements have been made.

8.4 Aircraft Parking Fees

Aircraft parking on ramp areas shall be appropriately charged.

SECTION 9 – PROCEDURE FOR RECEIVING AND PROCESSING APPLICATIONS

9.1 Applicant

Any applicant wishing to establish commercial operations on the airport shall be furnished a copy of the minimum standards, attached, and shall make application in writing to the Airport Authority, setting forth in detail the following:

- a. The name and address of the applicant;
- b. The proposed land use, facility and/or activity sought
- c. The names and qualifications of the personnel to be involved in conducting such activity;
- d. The financial responsibility and technical ability of the applicant and operator to carry out the activity;
- e. The tools, equipment, services and inventory, if any, proposed to be furnished in connection with such activity;
- f. The requested or proposed date for commencement of the activity and the term of conducting the same;
- g. The estimated cost of any structure or facility to be furnished, the proposed specifications for same, and the means or method of financing such construction or acquisition or facilities.

9.2 General Information

- a. Upon the filing of any application with the Authority; it shall be immediately referred to the appropriate committee and considered at the next scheduled meeting. If no meeting is scheduled within (45) days from the filing of an application, a meeting shall be called for considering the

application and notice will be given to the applicant. Upon consideration of the application the Airport Authority shall determine whether or not the applicant meets the standards and qualifications established in the Rules and Regulations.

- b. Upon approval of the application, the Airport Authority shall prepare a suitable lease or contract agreement setting forth the terms and conditions under which the commercial operation shall be conducted, with the applicant.
- c. Any rejected application shall be returned to the applicant within (10) days of the rejection with a written explanation of the reason for rejection.

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SECTION 10 – SPECIAL AIRPORT USES

The Airport Authority obligates itself to operate the Municipal Airport for the use and benefit of the public and to keep the airport open to the various types of aeronautical use for which the facility is designed and intended to serve.

The Airport Authority established these rules to be met by all users so as to provide for the safe and efficient use of the airport and to otherwise protect the safety of person(s) and property both on the ground and in the air.

10.1 Landing Facilities

The landing area facilities that are constructed are primarily intended for the use of powered aircraft whose weights are not excess of the published strengths of the paved surfaces. Operations on these surfaces by aircraft slightly in excess of the published pavement strengths may be permitted on an infrequent basis. Permission must be obtained from the Commanding Officer, Coast Guard Air Station in Elizabeth City, NC for use of runways and taxiways by overweight aircraft and from the Airport Authority for use of the Municipal Ramp.

10.2 Operations of Non-powered Aircraft

No operations involving non-powered aircraft, including gliders, balloons, parachuting, and other special classes of activities, will be permitted on the Airport without the prior written approval of the Commanding Officer, Coast Guard Air Station in Elizabeth City, NC.

10.3 Crop Dusting

Any person seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the Airport Authority that:

- a. Suitable arrangements have been provided for the safe storage and containment of chemical materials; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the Airport.
- b. The operator shall have available, properly certified suitably equipped agricultural operation undertaken.
- c. No crop-dusting operations shall be conducted on the principal public use apron or ramp of the Airport.
- d. All operations will be in accordance with all appropriate Federal Aviation Regulation, and State and Local Regulations concerning the handling of pesticides and other substances.

10.4 General

- a. No operations involving unlicensed or unregistered aircraft will be permitted on the Airport without prior approval of the Authority.
- b. The Airport will not participate in non-aeronautical events that will conflict with its aeronautical use.

SECTION 11 - MISCELLANEOUS

All previous Rules and Regulations or parts of Rules and Regulations issued by the Authority in conflict herewith are repealed to the extent of such conflict.

If any section, subsection, paragraph, sentence, clause, phrase, or portion of these Rules and Regulations are for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

THE FOREGOING RULES AND REGULATIONS ARE ADOPTED BY THE ELIZABETH CITY – PASQUOTANK COUNTY AIRPORT AUTHORITY AT A REGULARLY SCHEDULED MEETING ON THE _20th DAY OF __JUNE 2012, AND BECOME EFFECTIVE IMMEDIATELY.

APPENDIX A

MINIMUM STANDARDS FOR COMMERCIAL OPERATIONS AND FIXED BASE OPERATORS

1.1 General

- A. The following minimum standards shall apply to all operations; however, all the activities listed may not be provided, depending on the lease agreement executed between the Airport Authority and the operator.
- B. No commercial operator shall be allowed to operate on the Airport without a lease agreement with the Authority. Any operator whose principal place of business is located other than the Elizabeth City Regional Airport and who further has a valid contract with another airport sponsor, may not be required to maintain facilities at the Airport.
- C. The Airport Authority shall determine all substantial conformances to the standards for all operators. Also, all operators must show financial solvency and business ability to the satisfaction of the Airport Authority.
- D. The minimum liability insurance that a fixed base operator shall carry including: general liability, product liability, and premise liability, is \$1,000,000. Hangar's keeper/property damage insurance will be decided between the Airport Authority and the operator, but in no case will be less than \$100,000. All policies required by this section will name as insured, the Airport Authority, its officers, members, and employees, and will contain a provision which will require the insurance carrier to notify the Authority at least (10) days in advance of cancellation, or change in coverage.
- E. All operators will be required to provide the Airport Authority a performance bond commensurate with any construction required under the minimum standards service to be performed.

- F. All construction shall be in accordance with design and construction standards established by the Airport Authority and approved by the North Carolina Division of Aviation and Federal Aviation Administration for the facility involved.
- G. All airport mechanics and inspectors shall carry a \$1,000,000.00 liability policy naming Elizabeth City Pasquotank Airport Authority as co-insured, have written authorization for each occurrence from the Airport Authority, and shall be charged a fee for each occurrence on the Airport.

1.2 Aircraft Maintenance and Repair

All person(s) operating aircraft, engine, or accessory maintenance facilities shall provide: Need to fix the indent to match that above. It also will save paper and make the reading easier.

- A. Hangar space to house any aircraft upon which such service is being performed.
- B. Suitable storage space for aircraft waiting for maintenance or delivery after repair and maintenance have been completed.
- C. Sufficient shop space to house equipment and adequate equipment and machine tools, jacks, lifts, and testing equipment to perform top overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft.
- D. At least one FAA certified air frame and engine mechanic available during reasonable hours.
- E. Separate space where adequate exhaust type work may be performed.
- F. Appropriate insurance
- G. Non-airworthy aircraft shall be screened from public view

1.2 Flight Training

All person(s) conducting flight training activity shall provide:

- A. At least one certified flight instructor for single engine and aircraft. At least one dual equipped single engine land aircraft properly equipped and maintained for flight instruction.
- B. Certified instructor providing ground school instruction sufficient enough to enable students to pass the written FAA examinations.

- C. Public liability and property damage insurance to protect the operator and the Airport Authority from legal liabilities and shall provide liability insurance of at least \$1,000,000 per passenger seat and property damage liability of at least \$1,000,000.

1.4 Aircraft Rental

All person(s) conducting aircraft rental activity shall provide:

- A. Hangar or parking for at least one aircraft to be used as a rental.
- B. At least one airworthy aircraft maintained and certified.
- C. Current up-to-date specifications and price lists for types and models of rental aircraft.
- D. Appropriate Insurance.

1.5 Miscellaneous Operations

Radio and instrument repairs, aerial advertising, and other activities may be conducted by any person, firm, or corporation, upon application and approval from the Airport Authority. Reasonable terms and conditions will be established by the Airport Authority.

1.6 Hangar Space

Facility requirements will be adequate and reasonable for the services offered to operators such as: hangar space, office and lounge areas and aircraft parking.

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1.7 Minimum Standards, New Construction

All new hangars shall:

- A. Contain a minimum of 900 square feet of floor space. Maintenance shops shall contain a minimum of 1400 square feet of floor space.
- B. Be of metal or masonry construction. The interior shall be constructed based on specific uses required, as long as it meets State and Local Codes. All new construction will meet State and Local Codes.

1.8 Aircraft Parking Aprons and Services

All new parking aprons and services provided shall:

- A. Be constructed accordingly to plans and specifications approved by the Airport Authority. Aircraft parking aprons may be required for operators handling aviation petroleum products and aircraft repair.
- B. Be provided on a fair, equal, and not unjustly discriminatory basis to all users of the airport. The prices charged for products on the Airport shall be fair and reasonable.

APPENDIX B
SIGN POLICY

1.1 General

- A. The following policy sets the rules and standards for the placement of non-Airport Authority signs on airport property.
- B. The Airport Authority retains the right to accept or refuse any application requesting the placement of any sign based on content, structure, and proposed location.
- C. Applications will be accepted from applicants with an active lease between themselves and the Airport Authority only.
- D. Signs will be limited to advertising business concerning airport business.

1.2 Locations Where Prohibited

- A. No sign of any description shall be installed, erected, or constructed in such a manner as to obstruct any egress point or any fire escape, or any window or door leading thereto, nor shall any sign be attached in any form, shape, or manner to a fire escape.
- B. Signs will only be installed in locations designated by the Authority, and must be in compliance with all federal, state, county, and local laws.

1.3 Name of Sign Owner to Appear On Sign

- A. Every sign shall be plainly marked with the name of the person or organization erecting and maintaining the sign.

1.4 Monument Signs

- A. No monument signs shall be at any point higher than 8 feet above the level of the ground, and the bottom part of the sign shall be at least two feet between the bottom of the sign and the ground. Every monument sign shall be constructed entirely of wood or partly of wood and metal. It shall be stoutly and firmly constructed and anchored in a secure and substantial manner.
- B. Signs shall not be illuminated.

1.5 Sign Placement

- A. Signs shall be placed at least 15 feet away from any public road or drive.
- B. Signs will be a minimum of 50 feet apart, as to provide a clear view of each sign.
- C. Signs (freestanding) will be placed at least 20 feet from any permanent structure.
- D. Signs must be placed a minimum of 7 feet from the edge of the ditch in order to allow ample room for mowing equipment to maneuver between sign and ditch.

1.6 Building Mounted Signs

No signs mounted on structure may protrude above the structures highest point.

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1.7 Sign Maintenance

- A. It is the responsibility of the sign maintainer to maintain the sign to a serviceable standard with a clean and professional appearance.
- B. In the event that airport management determines the sign to be out of standards, the maintainer will be notified in writing. The maintainer will have (10) working days to rectify the issue. If insufficient progress has been made by that time, the sign will be removed at the owner's expense and a new application must be filed in order to replace it.
- C. The airport will continue to maintain the grounds around the sign.

1.8 Removal

- A. It is the responsibility of the sign maintainer to remove the sign upon discontinuation of lease.

1.9 Temporary Signs

- A. Subject to the same approval criteria as monument signs.
- B. May be put in place two (2) weeks prior to event.
- C. Must be removed within three (3) working days after event.

2.0 Interior Signage

- A. Any signage on the interior of the terminal building shall be at the approval and discretion of the Managing Director.

**ELIZABETH CITY REGIONAL AIRPORT
APPLICATION FOR PLACEMENT OF SIGN ON AIRPORT PROPERTY**

DATE: _____

NAME: _____

ORGANIZATION: _____

LEASE DATE _____ LEASE EXPIRES: _____

PURPOSE OF SIGN:

DESCRIPTION OF SIGN (ATTACH PHOTOGRAPH IF AVAILABLE)

PROPOSED LOCATION

: _____

**DIRECTOR'S REVIEW AND
COMMENTS**

BOARD APPROVAL? Y N **DATE:** _____

Authority Approval Number (XX-CY) _____

APPENDIX C AIRPORT SECURITY MEASURES

AIRPORT AUTHORITY SECURITY MEASURES

Please contact the [Airport Director](#) for more information on the airport's security measures.

Elizabeth City/Pasquotank Regional Airport Rules and Regulations

Appendix D

Snow and Ice Plan

Contents:

1.1 General

1.2 Definitions

1.3 Plan

1.4 Priorities

1.5 Closed Airport

1.1 General. This region of Eastern North Carolina occasionally gets ice and snow. The events usually begin with rain and as the temperatures drop, the rain turns to ice and eventually snow falls on the ice. This makes surfaces slick and driving dangerous. It also usually halts flight operations.

The Elizabeth City Regional Airport is reliant upon the Coast Guard for providing navigable runways and taxiways. We do not have our own. Their response to

possible snow and ice hazards depends on operational tempo, possible off-site response to emergencies, expected duration of the event, and other Coast Guard related concerns. The civilian side, or general aviation part of the base is not their concern. The level of response to a snow event does not spill over to this side of the base.

Historically, this part of the country does not get a large amount of snow. In fact, USClimateData.com has no reading for annual snowfall here. Nevertheless, we do get frozen precipitation that occasionally closes the airport. This plan is intended to mitigate airport down time, while ensuring the safety of staff and the flying public.

1.2 Definitions: Unless otherwise specifically provided, or unless clearly required by the context, the words and phrases defined in this section should have the meaning indicated.

- A. Airport- The Elizabeth City-Pasquotank County Regional Airport
- B. Director-Managing Director of the Airport Authority or his designee
- C. Outside assistance- a contractor not regularly employed by the airport, paid to provide services related to snow and ice removal.

1.3 Plan. If the Coast Guard runway is open, and access is open through taxiway Golf, then the Airport should be open.

- A. The weather here at the airport is being constantly monitored. Rain, wind, snow, and ice greatly affect the ability of aircraft to land and take off. Most snow and ice events are predicted by the National Weather Service.
- B. 48 hours out from a potential snow event, the Managing Director will ensure that airport staff reviews plans and procedures to ensure safety and accountability of staff, tenants, and any potential transient personnel and aircraft.
- C. 24 hours out from potential snow event, the Managing Director will make contact with the Coast Guard Airfield Manager to determine the Coast Guard's intentions as to planned plowing or brushing and potential runway closures.
- D. Weather depending, the Director will make the call on whether or not to attempt to plow during the snow event.

E. The Director will make the call, based on concerns for public safety, whether or not to close the airport. The North Carolina Department of Transportation, Aviation Division will be notified upon closure.

F. The Director will make the call on when to start snow and ice removal.

G. In conjunction with the Operations Supervisor, the determination will be made as to the need for off airport assistance in the clearing of the snow and ice.

H. The Director will determine when it is appropriate to re-open the airport. Upon re-opening, the North Carolina Department of Transportation, Aviation Division will be notified.

1.4 Priorities. We have limited equipment to handle the events. We have a small tractor with a scoop. Our primary areas of concern are:

1. Ramp
2. Footpath to Terminal
3. Parking lot
4. Sidewalks
5. T-hangar access

1.5 Closed Airport. As a matter of public interest, for safety concerns, if the airport is declared closed, it is closed to the public for safety concerns. Having airport personnel working on snow removal activities at the airport does not mean the airport is open. Closings and openings will be posted on the website www.ecgairport.com, and on our facebook page.

1.6 Outside assistance. The Operations Supervisor will maintain a list of potential contractors that may be called upon to assist with snow and ice removal. This list will be checked annually, in the fall, to determine currency and validity, along with ensuring prices for time, labor, and equipment. The potential increase in financial need will be budgeted for under Grounds Maintenance.

Elizabeth City/Pasquotank Regional Airport Rules and Regulations

Appendix E

Hazardous Weather Plan

Contents:

1.1 General

1.2 Definitions

1.3 Plan

1.4 Priorities

Attachment A Egress Airports

1.1 General

- A. The geographic region in which the airport resides is prone to rapid weather changes. There have been microbursts, Noreasters, tornados, hail, and hurricanes, that have caused local damage.
- B. Aircraft are vulnerable to these conditions. It is the intent of this airport to make available the most protection for aircraft possible. The airport has hangars that it leases to the public. These hangars provide protection from the sun, wind, rain, and hail. There is a finite number of these hangars. All other aircraft are kept on the ramp in tie down spots. The tie down straps keep the aircraft from sustaining damage in normal to moderate winds. These spots offer no further protection from the elements.
- C. ******It is the responsibility of the aircraft owner to take care of their aircraft. The airport has no direct responsibility to make sure your aircraft is secure in hazardous weather conditions. ******
- D. In the event of an approaching hurricane, it is advised that aircraft owners relocate their aircraft to other locations. The airport is not responsible for finding alternate locations in which to relocate to.

1.2Definitions

- A. Hurricane Condition. The Airport gets regular updates on storm conditions from Coast Guard Base, Elizabeth City. Listed are the Hurricane Conditions communicated to the airport.

C.1. Condition 5

A seasonal condition that is automatically set by all Fifth District units from 01 June through 30 November each year, unless otherwise directed by the Fifth District Commander. Air Station Elizabeth City continues normal operations and conducts precautionary and preparatory measures during condition 5.

C.2. Condition 4

An ALERT condition where gale force winds of 34 kts or greater are possible within **72 hours**.

C.3. Condition 3

A HURRICANE WATCH condition where gale force winds of 34 kts or greater are possible within **48 hours**.

C.4. Condition 2

A HURRICANE WARNING condition where gale force winds of 34 kts or greater are possible within **24 hours**.

C.5. Condition 1

A HURRICANE DANGER condition where gale force winds of 34 kts or greater are possible within **12 hours**.

B. Hurricane Category.

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or month

1.3 Plan

A. Microbursts, thunderstorms, tornados, and hail give next to no warning. That being said, the Airport will make every effort to be weather conscience and will try to make sure that aircraft are tied down when storms approach. It is the responsibility of the aircraft owner to make sure their aircraft is properly secured.

B. Hurricanes generally give more warning. Proper measures will be taken by airport personnel to ensure the security of airport property and personnel.

C. Conditions-What the airport will do.

1. Under Hurricane Condition 5: The Coast Guard determines the Hurricane condition for the airfield, which includes the Airport. Under Condition 5, the airport will attempt to verify email addresses with all tenants. Information will be passed by internet, from the airport, for as long as it possible to do so safely. This plan will be reviewed, revised, and emailed to all tenants.
2. Under Condition 4, tenants will be notified of the change in condition by email. Airport personnel will ensure that any loose equipment or debris is secured or removed. Every effort will be made to secure aircraft with tiedowns. As before stated, it is the responsibility of the aircraft owner to secure, protect, or remove his or her aircraft.
3. Under condition 3, final checks are made to ensure security of the airport. Tenants will be notified of the change in condition. The oncoming system will be monitored for speed and strength. If the storm is a heavy rain producer, sandbags will be filled and staged in the event that the doors to the FBO come under threat of flood.
4. Under Condition 2, the tenants will be advised of the change. The airport will be in contact with the Coast Guard to determine when the airfield will be closed. . When the airfield is shut down, the airport will close. Any non-airport personnel will be required to vacate the airport. The Authority Board will be informed of airport closure. Airport staff will share evac plans with the Director. Final securing of airport will take place.
5. Under Condition 1, the airport will be closed. The tenants will be notified of change. The Director will be available at his file phone number, which is available on the website. Check weather.com or NOAA.gov for the latest hurricane conditions. The airport answering machine will contain information as to where to obtain hurricane information and contact information for the Managing Director and Airport Operations Manager.
6. Aftermath- After the storm has passed, airport staff will return to the airport to survey any and all damage. The airport will be reopened only after airport staff has determined the airport to be safe. Once that has been determined, an email will go out to all tenants declaring the airport safe for return.

7. The airport will make efforts to return airport to pre-storm condition, within limits of insurance and other financial considerations.

D. Egress

1. A list of potential egress airports is attached (Attachment A). The Elizabeth City Regional Airport has no opinion of one airport over another, not does it suggest one way or another when or if aircraft owners move their own aircraft. The list is only provided as data for options and possibilities.
2. Remember that a hurricane can be large and the impact may be felt over several states. Also remember that many people from the area may be considering moving their airplanes and the listed airports may fill up. Plan accordingly.
3. The list is not all inclusive. There are more airports available. These are just a few possibilities.

1.4 Priorities

1. The first priority in the execution of this plan is the safety and welfare of the personnel working for the Elizabeth City Regional Airport.
2. The second priority in the execution of this plan is the protection of Airport property.
3. Every effort, within reason, will be made to protect aircraft on airport property.

Attachment A

1. The following airports are inland and may provide better protection from the elements than leaving them here.

a. Pinehurst	196 miles away	(910) 692-3212	68 tie downs
b. Hickory	286 miles away	(828) 323-7408	40 tie downs
c. Greensboro	196 miles away	(336) 665-5600	6 tie downs
d. Statesville	262 miles away	(704) 873-1111	20 tie downs
e. Rock Hill SC	285 miles away	(803) 329-5560	30 tie downs
f. Anderson SC	381 miles away	(864) 260-4163	14 tie downs

