

**THE ANN ARBOR MUNICIPAL AIRPORT
RULES AND REGULATION**

Revised May 1996

Section 1 DEFINITIONS

- 1.11 **AIRPORT:** the Ann Arbor Municipal Airport and all properties owned or maintained in connection with its operation.
- 1.12 **AIRCRAFT:** any contrivance used or designed for navigation of, or flight in the air, including airframe, powerplant, propeller and appliances.
- 1.13 **USER:** any individual, tenant, visitor, firm, co-partnership, corporation, company, association, joint stock association, trustee, receiver, assignee, or other similar representative thereof.
- 1.14 **OWNER:** any individual, firm, partnership, corporation, or joint stock association named on, or holding the title registration to any aircraft.
- 1.15 **AGENT:** any individual, firm or corporation who acts for, or in place of an owner by written authority of the owner.
- 1.16 **PILOT:** any individual who is licensed to handle the controls of an aircraft.
- 1.17 **MANAGEMENT:** the City Administrator, Airport Manager, and their duly authorized agents.
- 1.18 **COMMERCIAL OPERATOR:** any user providing a service at the airport, other than for personal use, or that has been granted a commercial permit.
- 1.19 **RULES AND REGULATIONS:** this document. All Federal, State, and Local laws, rules, and regulations are incorporated herein by reference.
- 1.20 **HANGAR:** facility designed for storage of aircraft which 1) is not an FBO, or 2) is an entire building, or 3) is under multi-year lease.

Section 2 GENERAL

- 2.11 Airport users shall conduct themselves in a safe and reasonable manner and shall comply with all rules and regulations.
- 2.12 Only aircraft and aircraft-related parts and supplies shall be stored in a hangar.

- 2.13 **Non Smoking Policy:** All buildings at the airport are smoke-free. All tenants must comply with the City's Administrative Policy #305, which states that there is no smoking in any City-owned or leased building.
- 2.14 Management shall have the authority to establish, enforce, modify, waive, and interpret such rules governing the operations of aircraft, the airport and the conduct of the users at the airport as it deems necessary.

Section 3 **RESPONSIBILITY**

- 3.11 Users shall comply with requests by management to inspect and copy all license certificates and other documents required by law for the safe and efficient operation of aircraft and vehicles on airport property.
- 3.12 Users shall conduct themselves at all times in a reasonable and safe manner and shall immediately cease any and all activity which is deemed by management to be unsafe or to be in violation of the rules and regulations.
- 3.13 Permission granted by management to use the airport or to fly to, from, or over same, shall be at all times conditioned upon the assumption of full responsibility by every user exercising or taking advantage of such permission. Each user, as a consideration for using the airport, shall at all times release and hold harmless the City and its employees from all responsibility, liability, loss or damage resulting to such user or caused by or on its behalf and incidental to the manner in which the airport is operated, constructed, maintained, or serviced from within or used from without. Use of the airport, or the paying of any fee or charges, or the taking off or landing thereon, shall be in itself an acknowledgment that the user accepts such privileges on the conditions herein set forth.
- 3.14 The owner, pilot or agent, shall be responsible for the prompt disposal or removal of wrecked or damaged aircraft and parts. To avoid all interference with field operations, such removals or disposal are to be made in accordance with Federal and State regulations governing the same. If the owner, pilot or agent fails to remove or dispose of the wrecked or damaged aircraft, management may dispose of or remove such aircraft and parts at the owner's/pilot's/agent's risk and expense.
- 3.15 Management assumes no responsibility for any negligence, loss or damage to any private property on the airport, nor does management act as a sponsor of, or agent for, any user operating from the airport.

Section 4 OPERATIONAL RULES

- 4.11 Users shall not use the airport as a base or terminal for carrying on of any commercial-type activity, without first securing all necessary permits and approvals, and placing them on file with the Airport Manager. Examples of this type of activity may include, but are not limited to, sales of aircraft and accessories, flight training, charter and air taxi services, aircraft repair and maintenance, and agricultural and industrial flight services.
- 4.12 All users arriving or departing from the airport with aircraft which are not normally based at Ann Arbor shall register their aircraft at the airport terminal office.
- 4.13 No aircraft shall be parked or left unattended outside of a hangar, with the exception of the ramp area, without the permission of management. Aircraft left unattended or unhoused on the ramp shall be properly secured. Owners of such aircraft shall be held responsible for any damage from failure to comply with this rule.
- 4.14 No aircraft shall be started or operated without a pilot in attendance.
- 4.15 Blocks equipped with ropes and other suitable means of pulling them, shall be placed to secure the wheels before starting the engine of any aircraft, unless the aircraft is equipped with adequate brakes.
- 4.16 Under no circumstances shall the engine of an aircraft be started or run inside a hangar, nor shall the aircraft be taxied into or out of a hangar. No aircraft shall be started in the proximity of a hangar, which causes its propwash to enter any hangar.
- 4.17 Aircraft shall be warmed up only in the places designated for such purposes by management. At no time shall aircraft engines be warmed up in such a position that hangars, other buildings, or users, shall be in the path of the propwash.
- 4.18 Only routine maintenance and repairs to aircraft may be made in a hangar.
- 4.19 If volatile or flammable liquids are used for the purpose of cleaning aircraft or engine parts, all cleaning operations shall be carried on in the open air.
- 4.20 No lubricants, oils or other liquids shall be dumped on airport property. All lubricants, oils, cleaning solutions, fuels and other waste materials shall be properly disposed of, off airport property, and in compliance with all applicable laws and regulations.

- 4.21 No aircraft fuel or other combustible materials shall be stored on airport property except in the fuel tanks in the aircraft, without the written authorization of management.
- 4.22 Under no circumstances shall fuel be added to or removed from an aircraft while it is in a hangar or other enclosed area.
- 4.23 Appropriate continuous metallic contact shall be established before fueling of any aircraft, and maintained throughout the entire operation.
- 4.24 No construction work shall be performed without the written permission of management. Violators of this regulation may be required to restore the premises to its original condition at their own expense. Removal and disposal of any materials shall be at the expense of the violator.
- 4.25 Vehicles shall not be left unattended on airport property for more than 7 days without the written permission of management.
- 4.26 Vehicles shall not be stored for more than 24 hours without the written permission of management, with the exception of those vehicles used to commute to and from the airport which are parked in the aircraft hangar while the aircraft is in use.
- 4.27 All users shall notify the City, in writing, immediately of any change of address, ownership of aircraft, and aircraft information, including but not limited to make, model, serial and registration number.
- 4.28 Witnesses of, and participants in, aircraft accidents or incidents on or near the airport will report to the Airport Manager's office as soon as practical, leaving their names, addresses, and telephone number, and render such information and reports as may be required and necessary.