

AIRPORT RULES AND REGULATIONS



Policy Number 97-03

**St. Augustine - St. Johns County Airport
St. Augustine, Florida**

St. Augustine - St. Johns County Airport Authority

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SECTION I

Airport Rules & Regulations

1. Purpose

These Airport Rules and Regulations (AR&R) have been adopted by the St. Augustine - St. Johns County Airport Authority and approved through Resolution by the Airport Authority Board.

The provisions of this document are intended for the safe, orderly and efficient operation of the Airport.

2. Scope

The Airport is owned and operated by the St. Augustine - St. Johns County Airport Authority. The Airport Authority is organized as a "Special District" as provided by a specific Legislative Act of the State of Florida. It is the intention of the Airport Authority that all users, customers and visitors of the Airport shall be governed by these Airport Rules and Regulations (AR&R). Administration of the terms of the AR&R shall be under the authority, responsibility and control of the Executive Director. Policy making activities of these AR&R reside with the St. Augustine - St. Johns County Airport Authority.

When an emergency exists at the Airport, the Executive Director is empowered to issue such additional directives and take such action as necessary to protect people, property and assets and promote the safe operation of the airport.

Such directives and actions of the Executive Director have the power of regulation as long as the Executive Director determines the emergency condition to exist or until ratified or rescinded by the Airport Authority.

Should any part of these AR&R conflict with federal, state or local government law or ordinance, then such federal, state or local government authority shall take precedence.

These AR&R shall in no way supersede or abrogate regulations set forth in FAA FAR (Federal Aviation Regulation), Part 139, "*Certification and Operation of Airports*", nor FAA FAR Part 107, "*Airport Security*". If any provision of these AR&R is held invalid, the remainder of the AR &R shall be valid. Future amendments, additions, deletions or corrections to these AR&R will be incorporated into the document as required and as directed by the Airport Authority.

These Rules And Regulations are not intended to override or negate any specific provision of a lease or operating agreement.

The application, or interpretation of these rules & regulations resulting in an enforcement action may, at the request of the affected party, be appealed to the Airport Authority Board. Provided that such appeal shall be made in writing to the Executive Director not later than sixty (60) days following enforcement; and, providing that the actions of the Executive Director shall remain in full force pending any such appeal.

3. Definitions

See *APPENDIX "A"*

4. Compliance and Enforcement

All persons (employees, users, customers, visitors) are expected to comply with the provisions of these AR&R. The Executive Director is hereby officially empowered by the Airport Authority to enforce these AR&R and utilize the (Airport Staff, Sheriff, City Police, etc.) for assistance.

5. General Conditions for Compliance

1. **Accidents** resulting in damage to property or injury requiring professional medical treatment must be reported in person or by telephone to the Airport Authority Office.
2. **Advertising** of any kind, utilizing the property interests of the airport, structures or buildings placed thereon requires the written authorization of the Executive Director and payment of fees as required, unless specifically covered by language contained in a valid lease agreement with the Airport Authority.
3. **Animals** required for assistance to blind, hearing-impaired or security enforcement persons are permitted on the Airport. All other animals, domestic or exotic, are prohibited from the Airport Terminal Building, Apron Area or other restricted areas except when such animals are containerized for air shipment. Domestic dogs are permitted in other public areas of the airport when restrained by leash and kept completely under control; such owners shall also be completely responsible for clean-up of excrement and any damage or personal injury resulting from the presence of the animal on the airport.
4. **Commercial Activity** of any kind, involving the tender of money or barter, requires the written authorization of the Executive Director, payment of fees as required and compliance with applicable Airport Minimum Operating Standards.

- .5 **Commercial Photography** of any kind requires the written authorization of the Executive Director and payment of fees as required.
- .6 **Damage or Destruction of Property** is prohibited and persons so involved will be fully liable to the Airport Authority.
- .7 **Demonstrations** by the general public or by any airport employees require written permission of the Executive Director and will be conducted only in designated locations. Demonstrators who interfere with or impede the normal operation of the Airport will be held liable and may be arrested and then punished to the full extent of the law.
- .8 **Disorderly Conduct or Obscene Acts** will be punished to the full extent of the law.
- .9 **Background Checks** may be conducted on each employee, engaged in public or private enterprise, when that employee has access to the Airport Operations Area (AOA).
- .10 **Gambling** on the Airport is prohibited.
- .11 **Literature Distribution** requires the written authorization of the Executive Director and payment of fees as required.
- .12 **Lost or Mislaid Property** shall be deposited at the Airport Authority Office and if not claimed by the owner within thirty (30) days, becomes the property of the Airport Authority to be sold, used or disposed of at the discretion of the Airport Authority.
- .13 **Restricted Areas** are established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from the AOA unless escorted by an authorized airport employee or aircraft owner/operator. The general public is also prohibited from all other areas of the airport posted as being restricted areas.
- .14 **Signage** standards are established by the Airport Authority. No sign or advertisement or notice shall be displayed on the outside or inside of any structure on the airport unless authorized by the Executive Director or otherwise approved as part of a lease or contractual agreement.
- .15 **Soliciting Funds** requires the written authorization of the Executive Director and payment of fees as required. This activity is restricted to those areas specified and directed by the Executive Director.

- .16 **Storage of Property or Equipment** not normally used for flight operations or other aviation activities is prohibited. Storage of property or equipment of a non-aviation nature must be provided for by lease or other contractual agreement with the Airport Authority.

SECTION II

Aircraft Operations

The following Rules and Regulations pertain to the Airport Air Operations Area (AOA):

1.0 Aeronautical Activities Regulated by Airport Management

- .1 Closure of the Airport.
- .2 Restricted or prohibited flight activities.
- .3 NOTAM's issued by Airport Management personnel in addition to those issued by the FAA.
- .4 Written approval for air shows, aerobatics box use, and other special events or activities requiring a waiver from the FAA.
- .5 Any activity involving the AOA and outside of a tenant's designated leasehold.

2.0 Aircraft Accidents/Incidents on or Adjacent to the Airport

- .1 Aircraft accidents/incidents must be reported immediately to Airport Authority.
- .2 Disabled aircraft are the responsibility of the aircraft owner. However, the Executive Director has the power, authority and option to direct removal or relocation of a disabled aircraft from any location on the Airport.
- .3 Access to aircraft accident/incident scenes are controlled by the Executive Director or by the designated person-in-command at the scene.

3.0 Taxiing, Towing or Removal of Aircraft from the AOA

- .1 Requires clearance from the air traffic control tower, if operational.
- .2 The Executive Director is authorized to tow or otherwise direct the relocation of aircraft parked or stored in unauthorized areas and to recover the cost of such removal from the aircraft owner.
- .3 Aircraft will not taxi into or out of any hangar under actual aircraft engine power. Aircraft will be towed or pushed by machines or by hand into and out of hangars.

4.0 Aircraft Operations - Mandatory Compliance or Prohibited Activities

- .1 A qualified pilot or ground rated mechanic must be in the cockpit and at the controls of the aircraft when an aircraft engine is operating.
- .2 Aircraft repair/maintenance will be performed only in areas approved for use by the Executive Director.
- .3 Operating aircraft engines inside a hangar is prohibited.
- .4 Non-hangered, derelict or non-flyable aircraft must be parked in an area approved by the Executive Director for non-flyable aircraft storage or removed from the airport.
- .5 Any aircraft operating at a weight exceeding the load bearing capacity of a runway, taxiway or apron proposed for use is prohibited.
- .6 Aircraft home-based at the Airport require a written agreement with the Airport Authority, FBO or other authorized tenant.

SECTION III

Vehicle Operations

The following Rules and Regulations pertain to the Operation of Motor Vehicles on the Airport:

1.0 Vehicle Operations Regulated by Airport Management

- .1 All Airport roadways and airfield pavements have County "status".
- .2 All motor vehicles on Airport roadways and parking lots are governed by St. Johns County traffic ordinances.
- .3 All motor vehicle operators with access to the AMA must possess an Airport Operator's permit in order to operate any type of vehicle. Tenants and supervised tenant guests shall be permitted access to south side T-hangars utilizing Taxiway "E" without the necessity of a permit, provided such use is consistent with overall safety and that alternate routes are not provided.
- .4 The Executive Director has the authority to deny, restrict or cancel the right of any motor vehicle driver from operating on any Airport Restricted Area.
- .5 Businesses conducting any "motor vehicle for hire activity" on the Airport must have a written agreement with the Airport Authority. This includes rental car agencies, taxicabs, tour buses, limousines and shuttles.
- .6 The Executive Director shall have the authority to tow or otherwise move any motor vehicle for reasons of safety, security, abandonment or police investigation.
- .7 The Executive Director will establish minimum liability insurance limits for tenant business vehicles and other privately owned vehicles that are allowed access to the AOA.
- .8 Liability insurance limits for motor vehicles operating on unrestricted Public Airport Roadways will be consistent with State Motor Vehicle Insurance Laws.

2.0 Airport Operator's Permit

- .1 Application for this permit will be made directly with the Airport Authority Administration Office. As appropriate, the issuance of a permit may require the completion of an Airport Orientation Course, testing and background check.

- .2 Each applicant must possess a current *State Motor Vehicle Operator's License*.

3.0 Vehicle Operations - Mandatory Compliance or Prohibited Activities

- .1 Unless otherwise posted, the maximum speed limit on all Airport Roadways is 25 miles per hour (MPH).
- .2 Surface motor vehicle drivers will comply with Airport Security Directives.
- .3 Aircraft and pedestrians have the right of way over other motor vehicles.
- .4 Surface motor vehicle drivers will not operate vehicles on a runway, taxiway or aircraft apron unless authorized by the Executive Director, and only then in compliance with the terms of any such authorization.
- .5 Surface motor vehicles shall be parked in designated areas only.
- .6 Surface motor vehicle drivers/owners/agents shall not operate, clean or repair a motor vehicle on airport property, except as may be authorized by a tenant operating, lease agreement or provided as herein.
- .7 Privately owned motor vehicles will not be serviced or repaired inside any Airport Authority-owned building.
- .8 No privately owned surface motor vehicle shall be parked inside a hangar owned by the Authority except for that period during which the hangar is attended by the Lessee or while the aircraft associated with the hangar is being utilized.
- .9 Surface motor vehicle drivers will pass to the rear of taxiing aircraft.
- .10 Surface motor vehicles will not normally be parked or maneuvered closer than ten (10) feet from any aircraft or in a manner which would impede the passage of aircraft. Specialized vehicles needed to service an aircraft are exempt from this rule.
- .11 Except in the vicinity of T-hangars, vehicles shall not be parked or otherwise left unattended. It shall be the motor vehicle operators responsibility to assure prompt removal of any impedient to for the safe passage of aircraft.
- .12 Motor vehicles shall be operated in such a manner as to minimize the likelihood and occurrence of Foreign Object Damage to aircraft or the possible contamination by foreign objects of any AOA paved surface.

SECTION IV

Tenant Operations

1.0 Tenant Operations Regulated by Airport Management

- .1 In the absence of any Authority requirement necessitating a lease agreement all commercial operators must pay an annual fee and be granted an operating agreement by the Airport Authority. The agreement identifies specific commercial activities approved for each Airport business.
- .2 All operators of commercial activities must be party to a fully executed lease or rental agreement and/or possess a valid operating agreement with the Airport Authority, as appropriate.

2.0 Tenant Operations - Mandatory Compliance or Prohibited Activities

- .1 As a condition of receiving an operating agreement, all commercial operators must certify that they are in compliance with AR&R and with Minimum Standards.
- .2 Tenants are prohibited from sublease or sublet, transfer by sale of business entity, or assignment of lease, of any premises located on Airport Authority-owned or regulated real estate without prior written approval of the Airport Authority.
- .3 Tenant is responsible for training its employees on the contents of the AR&R document, the SWPPP Airport Minimum Standards and applicable portions of the Tenant Lease Agreement with the Airport Authority.
- .4 Tenants must ensure that all tenant employees meet physical and mental standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe and rational conduct in and around aircraft and all other areas of the AOA.
- .5 Tenant shall keep hangars, shops, offices, other buildings, structures and areas adjacent thereto free of waste material, rubbish, junk, landscaping litter and flammable material. Tenants shall assure that sanitation, trash and garbage receptacles will be placed in pedestrian traffic areas to accommodate and encourage the disposal of refuse. All public restrooms will be maintained in clean and sanitary conditions and that all floors, walls and ceilings are maintained in a clean, sanitary and well-lighted condition.

- .6 Structural and decorative changes to any building, structure, ramp, or other Airport property requires prior written approval of the Executive Director and must comply with local building codes and inspections.
- .7 Except as may be provided for through a valid lease or operating agreement, tenants are responsible for all activities conducted on their respective leasehold. Responsibility includes, but is not limited to the control of motor vehicle and public access of leasehold, limitation of leasehold activities to those approved in the lease, and, application of this document.

SECTION V

Safety Procedures

1.0 Safety Procedures Regulated by Airport Management

- .1 Fuel vendors must be licensed, inspected and approved by the Airport Authority.
- .2 Fueling of aircraft and fuel servicing of all types of over-the-road motor vehicles must be performed in locations approved by the Executive Director.
- .3 Smoking is permitted only in designated areas.
- .4 All applicable National Fire Protection Association (NFPA) standards concerning fueling activities are hereby incorporated as part of this AR&R document.
- .5 Except as approved by the Executive Director, no Class A or Class B explosives, Class A poisons or radioactive material is permitted on the Airport, except those materials normally used in an aircraft or in the maintenance thereof.
- .6 The Executive Director shall have the right to inspect all tenant premises and to observe tenant activities as a condition to compliance with this document and method of preventing unsafe practices.
- .7 The provisions of building codes as adopted by St. Johns County are hereby adopted by the Airport Authority and incorporated as part of the AR&R.

2.0 Safety Procedures - Mandatory Compliance or Prohibited Activities

- .1 Fuel storage areas will be fenced, with secured gates and warning placards, prohibiting general public access.
- .2 Aircraft and fuel servicing equipment (trucks, carts, hydrants, nozzles) must be bonded to each other before fuel flow starts.
- .3 Open flames are not permitted within fifty (50) feet of any fuel service activity or fueling equipment.
- .4 Smoking is prohibited on all aircraft aprons, within fifty (50) feet of any aircraft, within fifty (50) feet of a fuel handling vehicle and at all other locations on the Airport where specifically prohibited by signs.

- .5 Fuel service activity will cease when lightning discharges occur within the vicinity of the Airport.
- .6 Fuel spills in excess of one gallon must be reported to the Airport Authority.
- .7 Fuel servicing vehicles are prohibited from being parked or stored inside a building.
- .8 During fuel servicing, two (2) dry chemical fire extinguishers (15 pounds or larger) or CO2 equivalent will be provided and available for immediate use by the fuel service vendor.
- .9 All tenants are responsible for supplying and maintaining fire extinguishers on tenant premises or shall have a fire extinguisher otherwise provided by the Airport Authority as a part of the particular lease agreement.
- .10 No flammable, corrosive or toxic liquids or materials will be disposed of into or onto storm drains, sewer drains, toilet/shop/hangar drains, aprons, parking lots, roadways, catch basins, ditches or raw land.
- .11 Cylinders of compressed flammable gas will not be stored inside any approved building except as in accordance with NFPA standards and local codes.
- .12 Storage of flammable liquids, gases, signal flares or other similar items in any building or structure on the Airport is prohibited unless approved in writing by the Executive Director. This section shall not serve to preclude the storage of fuel, etc... in the aircraft proper and in accordance with the applicable aircraft information manual.
- .13 Open fires of any type are prohibited on the airport unless approved by the Executive Director.
- .14 No fueling operation shall be accomplished in hangars.
- .15 All welding operations shall be conducted in approved welding booths or approved aircraft maintenance areas and in complete compliance with local code.
- .16 Storage of lubricating oils must be in such a manner as to prevent leakage or spillage.
- .17 Storage of a volatile compound having a flash point of less than 110 degrees Fahrenheit is prohibited on the Airport unless use of the compound is required for aviation purposes, approved in writing by the local fire marshal and in a room fireproofed or otherwise fire protected according to code. Authority owned T-hangars are not approved for such storage.

- .18 All fire extinguishing equipment must be inspected and tagged in accordance with NFPA standards and local codes by the equipment provider or facilitator.
- .19 No person shall intentionally obstruct, delay, physically disturb or interfere with the free movement of any other person on the Airport. Law enforcement officers are exempt from this rule.
- .20 Hunting and fishing on or utilizing Airport property is prohibited.

SECTION VI

Security Requirements

1.0 Security Requirements Regulated By Airport Management

- .1 Restricted areas are established for safety and security reasons. Except for passenger enplaning or deplaning of aircraft, the general public is prohibited from the AOA unless escorted by an authorized airport employee or aircraft owner/operator. The general public is also prohibited from all other areas of the Airport posted as being *RESTRICTED AREAS*.
- .2 Aircraft operators or operations requiring the presence of security guards or police officers must coordinate this requirement with the Executive Director.
- .3 Only flight crews, passengers going to and from aircraft, aircraft service and maintenance technicians, FAA, ARFF and security personnel, or others authorized by the Executive Director, shall be permitted into the AOA.
- .4 Pedestrians or motor vehicle operators observed in other than public use areas without authorization by the Executive Director will be considered trespassing and subject to arrest.
- .5 Airport police officers and other local law enforcement officers have the power and authority to enforce laws, ordinances, rules and regulations within the Airport boundaries.

2.0 Security of Aircraft and AOA

- .1 When the condition or mission of an aircraft requires security guards or police, the owner or operator of the aircraft is responsible for obtaining and paying security service personnel.
- .2 Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations covered by a lease agreement.
- .3 Tenants and tenant employees are responsible for safeguarding doors, gates and other forms of passageways between the AOA and the landside of the Airport.
- .4 A breach in security caused by a tenant or tenant employee that results in an FAA or Airport Authority finding of negligence will be cause to review, fine and possibly cancellation or curtailment of tenant access to the AOA.

3.0 Weapons

- .1 No person will carry a weapon on the Airport except encased sporting weapons carried for shipment. Federal, state, local government officials, Airport Security Personal, Law Enforcement Officers in an official capacity and others properly licensed are exempt from this rule.
- .2 Individuals possessing a valid permit to carry or conceal a firearm are required to notify the Airport Authority of such permit prior to the possession of said weapon on the property.

APPENDIXES

APPENDIX A

Definitions

Appendix A: Definition of Terms

AGL: Above Ground Level at a specific location, usually expressed in feet or meters.

Air Carrier - Also Airline: A business using the airport for the transport of passengers or goods and operating the business under the terms and conditions of FAR Part 121, FAR Part 125, or FAR Part 135.

Air Charter/Air Taxi: See Air Carrier.

Air Crew: See Flight Crew

Aircraft - Also Airplane, Balloon, Ultralight, Helicopter: Any contrivance now known or hereafter invented and used for navigation and flight in air or space.

Aircraft Emergency: A problem or condition involving an aircraft in flight or on the ground that could endanger lives or property. An aircraft emergency can be declared by a pilot, air traffic control personnel or other employees responsible for the safe operation of aircraft on the airport.

Aircraft Maintenance: Any work performed on an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. Removal of engine cowling, replacement of parts, defueling of an aircraft or temporary removal of parts normally used for safe flight are activities that place any aircraft in an "aircraft maintenance" mode.

Aircraft Movement Area: The runways, taxiways, aprons and other aircraft maneuvering areas of the airport that are used for aircraft taxiing, hover taxiing, landings, takeoffs and temporary parking of aircraft and exclusive of exclusive use lease areas. The Aircraft Movement Area is usually defined under formal agreement with the FAA Air Traffic Control Tower Chief, Airport Manager, airlines and other major aviation users of the airport. It includes all areas under the direct and positive control of ground control or tower control. In most cases, it includes all of the AOA.

Aircraft Non-Movement Area: Those areas of the airport where aircraft taxi, or are towed or pushed without radio contact with the air traffic control tower or with other aircraft. These areas are usually confined to those immediately adjacent to hangars, shops, terminal buildings and other structures. Aircraft Non-Movement Areas are usually defined as part of the same formal agreement referenced above under Aircraft Movement Areas.

Aircraft Operation: An aircraft takeoff or an aircraft landing.

Aircraft Operator: Any person who pilots, controls, owns or maintains an aircraft.

Aircraft Parking and Storage Areas: Those hangar and apron locations of the airport designated by the Executive Director for the parking and storage of aircraft. These areas include "tie-down" aprons equipped with rope or chain devices that are used to secure lightweight aircraft during windy conditions.

Airfield: See Air Operations Area

Air Operations Area (AOA): Any area of the airport used for landing, takeoff or surface maneuvering of aircraft. The AOA is considered a restricted area and is generally off-limits to the general public.

Airport: All of the land, improvements, facilities and developments within the boundaries of the St. Augustine - St. Johns County Airport.

Airport Authority: The official body of individuals elected by the voters of St. Johns County and delegated the responsibility for policy, control, overall management and financial matters of the airport.

Airport Certification Manual: The FAA approved document containing the operating standards and procedures of the airport as prescribed in FAR Part 139.

Airport Layout Plan: A graphic presentation to scale of existing and proposed airport facilities, their location on the airport and the pertinent clearance and dimensional information required to show conformance with applicable standards. A current ALP approved by the FAA is a prerequisite to FAA approval of federal funding in support of any airport capital improvement project.

Airport Manager - Also Executive Director: That person appointed by the airport authority as responsible for the day-to-day administration, operation and maintenance of all Airport Authority-owned property, material assets, financial assets and employees, or his designee.

Airport Minimum Standards: A document adopted and formally approved by the Airport Authority within which are detailed provisions outlining the minimum standards acceptable by the Airport Authority for businesses and firms aspiring to conduct business operations on the airport.

Airport Movement Area: See Aircraft Movement Area

Airport Property: All real estate and other material assets owned by the airport authority.

Airport Rules and Regulations - Also AR&R: A document adopted and formally approved by the Airport Authority within which are detailed provisions for the safe, orderly and efficient operation of the airport. Such document may be combined with the Airport Minimum Standards document into a single, all-inclusive text.

Airport Terminal: See Terminal

Airside: See Air Operations Area

Air Traffic Control Tower - Also ATCT, Control Tower: Air Traffic Control Tower as sanctioned and certified by the FAA for the control, separation and movement of aircraft in the air or on the ground. ATCT's can be either staffed by FAA employees or by FAA-sanctioned contract civilian (private enterprise) employees.

AOA: See Air Operations Area

Apron - Also Ramp, Tarmac: Those areas of the airport, both public and private/leased, designated by the Executive Director for the parking or storage of aircraft. As a rule, these areas are usually restricted areas and involve activities such as enplaning and deplaning passengers, servicing aircraft, air cargo movements and the general aviation ramp.

ARFF: Aircraft Rescue and Firefighting includes the personnel, equipment and facilities on or off the airport dedicated to dealing with aircraft accidents/incidents and all rescue and firefighting tasks, structural fires and other firefighting emergency activities.

ATC: Air Traffic Control, as established by the FAA, includes personnel, equipment, facilities and services provided by the FAA or by other private enterprise business firms under contract to the FAA or the Airport Authority.

Authority: See Airport Authority

Aviation Operator or Aviation Service Operator: See Commercial Aviation Business

Based Aircraft: Any aircraft whose "home base" or "permanent residency" is identified with a specific airport.

Board: See Airport Authority

Cargo Area, Cargo Ramp Area: That area of the airport designated for acceptance and processing of air cargo or air freight that includes the air cargo aircraft parking apron, air cargo processing and holding building, truck docks, truck staging areas and air-cargo employee support facilities.

Commercial Agreement: The legal agreement between the Airport Authority and a Commercial Aviation Business that authorizes the Commercial Aviation Business the right to conduct business on the airport and identifies the conditions, rates and charges due the Airport Authority for that right. Lease and rental agreements are examples of commercial agreements.

Commercial Aviation Business - Also Commercial Operation/Operator, Aviation Operator, Aviation Service Operator: Any person or organization engaged in any business on the airport who is authorized and licensed to conduct such business by virtue of a contract or agreement with the Airport Authority. The business may be directly associated with aircraft and aviation activities or may be associated with non-aviation activities such as concessionaires. Typical Commercial Businesses would include concessionaires such as rental cars, taxis, restaurants, bars/lounges, vending machine operators and retail stores.

Common Use Area: See Public Use Area

Concessionaire: See Commercial Aviation Business

Courtesy Vehicle: Any motor vehicle operated free of charge and used to transport people, baggage or other goods from one location to another on the airport or to/from locations off the airport.

Emergency Vehicles: Vehicles that are painted, marked, lighted or escorted and used by the police (security officers), fire department (ARFF), ambulances or other airport officials in response to an emergency situation.

Engine Run-Up - Also Run-Up: The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-up is usually associated with relatively high power settings needed to check out the performance of an aircraft engine prior to takeoff.

Engine Run-Up Areas: Areas designated by the Airport Manager that allow high power settings of an aircraft engine. These areas are usually in remote sections of the airport, adjacent to active runway takeoff locations, or otherwise protected by blast fences or noise abatement facilities.

EPA: U. S. Environmental Protection Agency.

Exclusive Area: An area of the airport designated by the Airport Manager as selected for and restricted to the sole control of one of the airport's Commercial Aviation Businesses.

Exclusive Right An exclusive privilege granted by the Airport Authority to a Commercial Aviation Business for which that privilege is not granted any other business firm.

FAA: U.S. Federal Aviation Administration.

FAR: Federal Aviation Regulation as written, approved and published by the FAA.

FBO: Fixed Base Operator, which further means a Commercial Aviation Business engaged in the enterprise of supplying transient and home-based aircraft services as authorized and licensed by the Airport Authority. FBO services normally include aircraft fueling, flight training, aircraft sales airframe and power plant repair and maintenance, hangaring, parking (tie-down), aircraft rental and air taxi/air charter service.

Fire Chief: The senior person in charge of the on-airport ARFF activity or off-airport ARFF support activity.

Fire District: The local fire district within whose jurisdiction the airport is located and who may have primary or backup responsibility for on-airport rescue and firefighting activities.

Flight Crew: Persons authorized to pilot, ground service, maintain or provide in-flight aircraft services. Flight crews include but are not limited to pilots, flight examiners, flight instructors, flight attendants, flight engineers, and medical technicians.

Foreign Object: Any object alien to the design or configuration of the aircraft. Examples of such objects include, excess aircraft and engine parts: i.e., nuts and bolts and things unretrieved, misplaced tools and assembly aids, natural stones, pebbles, gravel, manmade stones, which would include asphalt or tar.

Foreign Object Damage: Any damage to an aircraft or its engines caused by a foreign object.

Fueling Agent: A business licensed and authorized to dispense fuel into aircraft or to accept delivery of fuel from a major oil company or a fuel wholesaler at the fuel tank storage facility or fuel farm. At the fuel farm, the fueling agent will further dispense fuel from the fuel storage tanks into fuel servicing vehicles usually associated with airport FBOs or fuel concessionaires.

Fuel Servicing Vehicle - Also Fuel Tanker Vehicle, Refueling Truck/Vehicle: Any motor vehicle used for transporting, handling or dispensing aviation fuel, oils and lubricants.

Fuel Storage Area - Also Fuel Farm: Those facilities where gasoline, Jet-A and other types of fuel are stored. These facilities must be in areas designated, inspected and approved by the Executive Director and meeting Minimum Standards for storage and handling of fuel.

Flying Club: See **Commercial Aviation Business**

General Aviation: All categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121) and Department of Defense military aviation/aircraft.

Government Aircraft: Any aircraft owned by a U.S. federal, state or local government entity.

Ground Transportation: The business of transporting passengers, material, baggage, or other goods, usually for a fee, either within the boundaries of the airport or to/from the airport and other locations outside the airport boundaries. Ground transportation includes activities such as rental cars, taxicabs, buses, trains, courtesy vehicles and lodging shuttle service.

Hangar: Any fully or partially enclosed storage space for an aircraft.

Hazardous Material: A substance or material in a quantity or form that may pose an unreasonable risk to health or safety, or property when stored, transported or used in commerce as defined by the U.S. Department of Transportation or the Environmental Protection Agency.

Instructor: Any individual providing or offering to provide instruction in the operation (piloting) of an aircraft. Instructor also includes those individuals teaching the methods and procedures of aircraft systems or power plant repair, maintenance and overhaul.

Itinerant Aircraft - Also Transient Aircraft: Any aircraft not "home based" at the airport but transiting the airport, obtaining fuel service or other service at the airport, or on-loading or off-loading passengers or cargo. Itinerant aircraft are "home based" elsewhere but may park or hangar at the airport for short periods of time.

Landing Area: See **Air Operations Area**

Landside: The general public common use areas of the airport such as public roadways, public parking lots, non-restricted areas of the passenger terminal and the air cargo terminal and other public access non-restricted areas of commercial businesses located on the airport. As a rule, "landside" includes all those areas of the airport that are not defined as the AOA or otherwise fenced, posted or controlled as restricted areas.

License - Also Permit: An official written instrument granting a special privilege to conduct specific business activities on the airport. The license is authorized and granted by the Airport Manager on an annual basis after the licensee satisfies all necessary conditions as established in the Airport Minimum Standards document and pays the required annual license fee. Granting of an airport license is mandatory prior to conducting business on the airport.

Master Plan: The Airport Master Plan includes the official concept of the ultimate development of the Airport. It presents the research and logic from which the plan evolved and displays the plan in written and graphic forms. It typically presents schedules of proposed development in the 0 - 5, 6 - 10 and 11 - 20 year time periods.

Movement Area: See Aircraft Movement Area

NFPA: National Fire Protection Association.

Non-Movement Area: See Aircraft Non-Movement Area

Non-Scheduled Operation/Operator: A business using the airport for the transport of passengers or goods under the terms and conditions of FAR Part 135, 121 or 125 without the necessity of an FAA issued scheduled service operating certificate.

NOTAM: Notice to Airmen as issued by a representative of the FAA, the Airport Manager or other authorized official.

Passenger: Enplaned or originating passengers are those persons boarding an aircraft for flight from the airport. Deplaned or destination passengers are those persons off-loaded or leaving an aircraft for surface transportation from the airport. Connecting or through passengers are both enplaning and deplaning within the same half of their trip, usually without leaving the airport.

Passenger Loading and Unloading Zone: An area of the passenger terminal where passengers and baggage are "picked-up" for purposes of departing the airport by surface transportation means or where passengers are "dropped off" for purposes of departing the airport by flight. Passengers are on the landside of the passenger terminal.

Permit: See License

Public Use Areas: Those areas normally used by the general public. These areas include concessionaire shops, restrooms, passenger terminal lobbies, passenger concourses, hallways, passage ways, public transportation waiting areas, viewing areas, roads, sidewalks and public motor vehicle parking lots. They do not include areas leased by Commercial Aviation Businesses unless those businesses so designate certain areas as public use areas. They do not include the AOA, restricted areas and employee parking lots.

Ramp: See Apron

Restricted Areas: Areas closed to access by the general public. These are limited access areas that the Airport Authority, the FAA, or Commercial Aviation Business owners have elected to restrict for purposes of security or safety. These areas include but are not limited to the AOA, airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, military facilities, fuel storage areas and hazardous materials storage areas.

Runway: An area of the airport developed and improved for the purpose of accommodating the landing and takeoff of aircraft.

Security Identification Display Area (SIDA): That portion of the AOA where each person is required to continuously display, on an outermost garment, an airport-approved identification badge. Any person observed in the SIDA not displaying the identification badge and not accompanied by an airport-approved escort must be promptly reported to a security officer or other designated authority.

Security Officer: Any law enforcement officer and other persons authorized and empowered by the Airport Authority to enforce these AR&R, regulate motor vehicle traffic, control disturbances and perform other security and safety tasks.

SWPPP: Stormwater Pollution Prevention Plan.

Taxilane: An area of the airport developed and improved for the purpose of maneuvering aircraft between taxiways and aircraft parking positions.

Taxiway: An area of the airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the Airport.

Tenant: An entity having a written lease, rental agreement or other agreement with the Airport Manager or Airport Authority which grants that entity certain rights and privileges on the Airport.

Terminal - Also Terminal Building, Passenger Terminal, Cargo Terminal and General Aviation Terminal: That central or primary facility or facilities in which airport passengers, air cargo and general aviation activities are accommodated, housed and processed.

Tiedown Area: See Aircraft Parking and Storage Area

Touch and Go Landing - Also Stop and Go Landing, Transitional Landing: An aircraft landing on an airport runway, slowing down or coming to a full stop on that runway, remaining on that runway and then adding full power to the aircraft and proceeding to takeoff.

Transient Aircraft: See Itinerant Aircraft
Transitional Landing: See Touch and Go Landing

UFC: Uniform Fire Code.

Vehicle Parking Areas - Also Parking Lot: Those areas designated by the Executive Director as vehicle parking areas for passengers, other customers, employees and ground transportation staging areas (rental cars, taxicabs, buses and shuttles). Some of these areas are also restricted areas. Some motor vehicle parking areas are under the exclusive control and direction of private enterprise Commercial Aviation Businesses.

APPENDIX B

Special Events

Appendix B: Special Events

1.0 Activities Regulated by Airport Management

- .1 Special Events include the following:
 - Air shows
 - Balloon festivals
 - Air races
 - War bird shows
 - Fly-in meets
 - Parachute team demonstrations
 - Aerobatic Competitions
 - Open House events

These special events require written coordination, regulation and approval by the Executive Director.

All special events require written authorization by the Executive Director in the initial planning stage. The authorization will be in the form of a letter of authorization from the Executive Director to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of special event. The letter of authorization may be used as an introduction to other local government agencies, the FAA, potential event sponsors and local business leaders. The letter will recognize the special event sponsor as a legitimate representative of a proposed special event, that the type of special event is suitable and compatible with the policies of the Airport Authority and that the sponsor is authorized to pursue the planning process.

(NOTE - This letter of authorization by the Executive Director is not a permit or license to proceed with the feasibility and planning process for the special event. This step is necessary so that details of the planning will not get too far along before the Airport Authority is brought into the process.)

- .2 Special events, whether an entrance fee applies or not, must be officially approved by the Executive Director in the form of a Special Events Permit or License.
- .3 All special events for which a fee is charged by the sponsor for admission must be coordinated with the Executive Director prior to the granting of a Special Event Permit.

(NOTE - During this step, the Executive Director and special event sponsor will agree on the terms and fee structure of the event and the percentage of gate or fixed fee to be paid to the Airport Authority, thus offsetting extra overhead costs and enhancing revenues.)

- .4 The special event sponsor will be required to obtain liability insurance for the event. The insurance policy will identify the Airport Authority as a "named insured" for the event.

2.0 Mandatory Compliance by Special Event Sponsor

- .1 If the special event is expected to attract an attendance of 1,000 persons or more, the sponsor must coordinate road and highway impacts with local police, sheriff and/or highway patrol.
- .2 The sponsor must prepare and present to the Executive Director an "adverse weather" plan for the event.
- .3 The sponsor must make arrangements for ambulance, auto towing, garbage pick-up, refuse clean-up, structural fire and ARFF services.
- .4 The special event must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger carrier flights, general aviation users of the airport, or other business activities normally conducted at the airport.
- .5 Airport runways and/or landside "closure" must be coordinated in advance with the Executive Director and other users of the Airport.
- .6 A special event that involves aerobatic maneuvers by aircraft must be coordinated with the Executive Director and the local Flight Standards District Office of the FAA.
- .7 Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra overhead expense and damages by the Airport Authority.
- .8 Special events involving aerial activities that are not of a routine nature for the Airport will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event. The person designated as "air boss" must be approved by the Executive Director.

APPENDIX C

Specialized Aeronautical Activities

Appendix C: Special Aeronautical Activities

1.0 Activities Regulated by Airport Management

- .1 Specialized Aeronautical Activities include the following:
 - Ultralight aircraft
 - Hot air balloons
 - Experimental aircraft
 - Home-built aircraft
 - Parachute drops
 - Banner Towing
 - Skydiving
 - ARG operations

These aeronautical activities require coordination and regulation through the office of the Executive Director.

Because of the substantial fees charged by insurance underwriters for liability coverage of ultralight aircraft at St. Augustine-St. Johns Airport, routine operation of ultralight aircraft is discouraged by the Airport Authority.

- .2 Ultralight aircraft operating in the airport traffic area at the St. Augustine Airport are required to have and use an aircraft radio on the Unicom frequency or the Tower frequency when in use.
- .3 Require compliance with approved traffic patterns utilized by all aircraft.
- .4 The Executive Director has the authority and responsibility to designate specific runways, taxiways, or other suitable paved or prepared surfaces for occasional ultralight activity.
- .5 The Executive Director has the authority and responsibility to approve/disapprove requests for use of the airport facilities for hot air balloon launches, experimental aircraft tests, home-built aircraft tests and parachute drops when the parachute landing zone is on airport property.
- .6 The Executive Director will coordinate these activities with the Air Traffic Control Tower supervisor, as appropriate.

2.0 Mandatory Compliance by Owners/Operators of Specialized Aeronautical Activity Equipment

- .1 Prior to operating any type of equipment listed above, the owner/operator of the specialized aeronautical equipment must obtain approval in writing from the Executive Director.
- .2 The owner/operator of such specialized aeronautical equipment will be limited to launching, testing, high speed taxi or parachute landing to/from specific sites on the airport. Those sites might be runways, portions of runways, taxiways, clear zones or other airport property. Specific site location may also be limited by designated time of day use.
- .3 Proof of liability insurance in an amount acceptable to the Executive Director is required.

APPENDIX D

Nighttime Restrictions and Noise Abatement

Appendix D: Nighttime Restrictions and Noise Abatement

1.0 Mandatory Compliance by Pilots

- .1 Between the hours of 10 p.m. and 6 a.m., no aircraft engine run-ups will be performed except for run-ups required in preparation for aircraft takeoff.
- .2 Engine run-ups are prohibited on the aircraft parking aprons adjacent to the airport passenger terminal and the Airport Administration Building.
- .3 If weather conditions permit, the primary runway for noise abatement and night time operations is runway 13.
- .4 In addition to complying with FAA regulations for minimum altitude overflights, all pilots will avoid overflight below 1,500 feet AGL of the residential section located one mile south of the south end of runway 13/31.
- .5 Local area training, night time departure and nighttime arrival procedures are available at all flight planning locations on the airport. These procedures are enforced between 10pm and 6am.
- .6 Pilots are expected to use good judgment and flight procedures that result in minimum noise and avoidance of low altitude maneuvers while conducting flight in the airport traffic area. Optimum power settings and maximum altitudes shall be maintained consistent with safety.

APPENDIX E
Violations, Penalties and Fines

Appendix E: Violations, Penalties and Fines

1.0 Penalties:

- .1 General Penalty Provisions: Violation of any provision of these AR&R shall result in a fine not less than \$1 or more than \$200 for each offense.
- .2 Specific Penalty Provisions: Violations of provisions with Section I shall carry a fine of not less than \$10 or more than \$100. Violations of provisions within Section II shall carry a fine of not less than \$10 or more than \$200.
- .3 Florida Statutes: Any violation of these rules or regulations which constitutes a violation of Florida Statutes shall be punished as provided by the laws of the State of Florida.

2.0 Enforcement Authority; Penalties:

- .1 The Executive Director is herein designated by the Airport Authority as the individual responsible for the enforcement of any and all regulations contained therein. The Executive Director may designate or appoint any peace officer of the county or employees of the Authority as additional agents to affect compliance with the *Rules and Regulations* contained herein. Such persons shall have the power to issue citations for such violations.

3.0 Violators Prohibited Use of Airport:

- .1 Persons violating rules or regulations may be deprived use of the airport. Any person improperly operating or handling an aircraft; improperly operating a motor vehicle, equipment or apparatus; refusing to comply with these rules or regulations, or delinquent in payment of fees owed the Airport Authority may be removed from the Airport by authority of the Executive Director or law enforcement officer. Such person may be deprived of future use of the Airport and its facilities for a length of time as determined by the Airport Authority or local law enforcement agency.

APPENDIX F

Airport Map

Appendix F: Airport Map

