

Monroe-Walton County Airport

Standard Operating Procedures

- I. **Definitions.** All words and phrases used in this section shall have the following meaning, unless its context requires otherwise. All definitions contained within the Federal Aviation Administration (FAA) Act of 1958 and all amendments thereto are incorporated herein. All definitions shall be interpreted consistently with the Federal Aviation Act and amendments thereto.

"Aircraft" means a device that is used or intended to be used for flight in the air, including helicopters and ultra-light vehicles.

"Airport" means all of the areas comprising the Monroe-Walton County Airport, as now existing or as the same may hereafter be expanded and developed and shall include all of its facilities.

"Airport" includes all airports owned or operated by the City.

"Airport Manager" means the appointee by the City of Monroe to oversee the day to day operations of the Monroe-Walton County Airport or his/her designee.

"Commercial activity" means the conduct of any aspect of a business or concession on the airport for revenue.

"City" means the City of Monroe.

"Common Traffic Advisory Frequency or CTAF" name given to the VHF radio frequency used for air-to-air communication at non-towered airports. Towered airports close their towers overnight, keeping the airport itself open for cargo operations and other activity. Pilots use the common frequency to coordinate their arrivals and departures safely, giving position reports and acknowledging other aircraft in the airfield traffic pattern.

"Council" means the Mayor and City Council.

"Field area" means that area used for aircraft taxiing, run up, takeoff, landing, tie-downs, loading and unloading of passengers and baggage. Field area shall include all areas used by vehicles or pedestrians to gain access to any of the above, and shall include all additional areas designated by the Airport Manager as a field area.

"General fixed-base operator" or "FBO" means a person, firm or corporation subject to the provisions of a lease and nonexclusive license engaging in the following: the sales, service, renting, or leasing of new or used aircraft, parts, aircraft accessories and hardware, custom repair, overhauling, and modification of general aviation aircraft

and/or aircraft equipment, including the conduct of charter flight service, aerial photography and flight schools.

“Manager” position that is responsible for managing the daily operations, facilities, real property, and maintenance operations of the Monroe-Walton County Airport.

"Operator" means the person, firm or corporation in possession of an aircraft or vehicle or any person who has rented such for the purpose of operation by him/herself or an agent.

"Owner" means a person who holds the legal title of an aircraft or a vehicle, or in the event that the aircraft or vehicle is the subject of a conditional sale or lease thereof within the right of purchase upon performance of the conditions stated in the agreement, and with the immediate right of possession vested in the conditional vendee or lessee or anyone in possession of an aircraft or vehicle on the airport or in the event of a mortgagor of an aircraft or vehicle is entitled to the possession, then the conditional vendee, lessee or mortgagor shall be deemed the owner for the purpose of these rules and regulations.

"Public area" means all other airport areas not field areas, except those areas designated by a tenant or the director as nonpublic areas. The Airport Manager shall have the power to overrule a tenant's designation of an area as a nonpublic area and may designate the area to be public.

"Park" or "parking" means the standing of an aircraft or vehicle whether occupied or not.

"Pedestrian" means any person afoot.

"Permission" or "permit" means permission granted by the Airport Manager unless otherwise specifically provided herein.

“Pilot” person who operates the flying controls of an aircraft

"Special fixed-base operator" means a person, firm, or corporation subject to the provisions of a lease and nonexclusive license engaging in some but not all of the activities of a general fixed base operator.

"Vehicle" means a device in, upon or by which a person or property is or may be propelled, moved, or drawn upon a highway excepting a device moved by human power.

II. General Provisions.

- a. **Administration Authority.** In addition to the requirements of the FAA, the Civil Aeronautics Board, and Aviation Division of the Georgia Department of Transportation (GDOT); the Airport Manager may disseminate such rules and

regulations, orders, and instructions as are necessary in the administration of the airport. The Airport Manager may post signs at the airport which state or apply the rules, regulations, orders, or instructions. Each person on the airport shall comply with all rules, regulations, and signs posted by the Airport Manager. Each member of the staff of the Airport Manager, as a representative of the Airport Manager, is empowered to require compliance with the provisions of this set of rules and regulations issued by the City of Monroe.

- b. Public Facility.** The airport shall be conducted as a public air facility for the promotion and accommodation of civil aviation and associated activities.
- c. Hold Harmless.** The privilege of using the airport and its facilities shall be conditioned on the assumption by the user thereof of full responsibility and risk for such use, and the user thereof releases and agrees to hold the City and its officers and employees harmless, and to indemnify them from any liability or loss resulting from the use. The City reserves the right to deny use of the airport to any person who is judged by the Airport Manager to be endangering the public's safety, health, or welfare.
- d. Rates.** A schedule of rates and charges for use of the airport and its facilities shall be established by the Council, and each person or organization subject to the rates and charges shall promptly pay the amounts due. A copy of the schedule shall be available at City Hall.
- e. Airport Activity.** Each individual or Corporation desiring to conduct activities on the airport must satisfy to the City the following conditions:
 - i.** The applicant has sufficient management experience and available personnel to conduct the proposed service or activity in an efficient and workmanlike manner;
 - ii.** The applicant is financially responsible and able to provide the facilities and services proposed;
 - iii.** The applicant has or can reasonably obtain necessary certificates from the FAA or other authority where the same are required for the activity proposed;
 - iv.** The applicant must furnish indemnity insurance in the amount as required by the City's liability insurance carrier, or bond to protect and hold the City harmless from any liability in connection with the conducting of the activity proposed.

III. Property Regulations.

- a. City Not Liable.** The City assumes no responsibility or liability for loss, injury, or damage to persons or property on the airport or using airport facilities, including but not limited to fire, vandalism, wind, flood, earthquake, or collision damage, nor does it assume any liability by reason of injury to person or property while using the facilities.
- b. Damage to Airport Property.** Any person causing, or liable for, any damage to airport property, shall be required to pay the City on demand the full cost of

repairs to the damaged property. Any person failing to comply with these rules may be refused the use of the airport.

- c. **Damage, Injurious Activities, and Abandonment Prohibited.** No person shall destroy, injure, deface, or disturb in any way any building, sign, equipment, marker, or other structure, tree, shrub, flower, lawn, or seeded area on the airport, except as authorized by the Airport Manager. No person shall conduct on or at the airport, activities that are injurious, detrimental, or damaging to the airport property business of the airport or persons. No person shall abandon any personal property at the airport.
- d. **Explosives or Weapons Prohibited.** No person shall carry any unauthorized explosives or weapons on the airport.
- e. **Weapons Discharge Prohibited.** No person shall discharge a weapon on airport property or within City limits for any purposes.
- f. **Unauthorized Vehicles Removed.** Any unauthorized vehicle which has been parked in any unauthorized space may be removed or caused to be removed by the Airport Manager, at the expense of the owner.
- g. **Building or Structures on Airport Property.** The Airport Manager shall have the right to require the removal or repair of equipment or materials, including but not limited to objects in maintenance facilities, that appear unsightly or cause hazards to airport users. This shall include cosmetic appearances of hangers.
- h. **Authority to Eject.** The Airport Manager shall have the right to cause to eject from the airport premises, any vehicle or aircraft operator guilty of violation of any provisions. Such persons shall have the right to appeal the ejection to the City Administrator.
- i. **Hangar Waiting Lists.** The official hangar waiting list will reside and be maintained by the City Clerk's office.

IV. Standard Agreement Provisions for All Operators. Each individual or corporation conducting commercial aeronautical activities on the airport is subject to the general provisions referenced.

- a. All individuals or corporations conducting commercial aeronautical activities on the airport shall abide by and comply with all State, County and applicable City laws and ordinances, the rules and regulations governing such airport, and the rules and regulations of the FAA and the Aviation Division of the GDOT.
- b. All contracts and leases between such operators and the City shall be subordinate to the provisions of any existing or future agreement between the City and the United States relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the airport properties.
- c. No commercial aeronautical operator shall sublease or sublet any premises leased by such operator from the City or assign any such lease, without the prior written approval of the City, and any such subletting or assignment shall be subject to all of the minimum standards herein set forth, unless otherwise provided within a separate lease agreement with the City.

- d. No Fixed-base operator shall be permitted to operate at the airport without a fully executed lease agreement with the City of Monroe containing provisions for strict compliance with these standard operating procedures and regulations and containing such other special provisions as may be determined by the City of Monroe to be necessary on account of any building or other construction which may be required under such leases or any other special circumstances which may be applicable to such particular operator.
- e. Land use maps approved and duly recorded by the City of Monroe is hereby made a part of these standards the same as it set out in full herein.
- f. All commercial aeronautical operators shall absolutely indemnify and hold harmless the City, its agents, officers, servants, or employees from any and all liability resulting from all operations conducted. All operators shall furnish the City with a copy of a current Certificate of insurance with at least the minimum coverage as specified by their lease.
- g. Insurance coverage shall be a condition precedent to any rights under their lease contract. As a minimum, Lessees shall carry Liability and Bodily Injury and Property Damage of Combined Single Limit. This shall be supplemented by additional insurance commensurate with catastrophe implications of equipment used by the Lessee.

V. Aircraft Operations and Regulations.

- a. **Operations and Regulations.** The following represent regulations as required by the City of Monroe of all aircraft operations.
 - i. No person shall conduct any aircraft operation to, or from, or over the airport except in compliance with all FAA regulations, the applicable provisions of the Aviation Division of the GDOT, this section, and the rules and regulations promulgated by the City of Monroe.
 - ii. No person shall park an aircraft on any runway or taxiway at the airport, without the sole intent of exiting the airport for flight.
 - iii. No person shall park or store an aircraft at the airport except in areas designated by the Airport Manager.
 - iv. Aircraft kept on airport property, that are not stored in a hangar or having service performed, are required to pay a tiedown fee to the City of Monroe. Tiedown fees are posted on the City of Monroe website.
 - v. Preventive maintenance work, as defined in Title 14, Part 43, Appendix A(c), Code of Federal Regulations, may be performed at the airport approved tie-down areas and hangars by the owner or operator of the aircraft. All other aircraft maintenance, rebuilding, and alterations shall be performed only in those areas designated by the Airport Manager. At all times pavement surfaces shall be protected by owner or operator while work is being performed
 - vi. Persons parking transient aircraft overnight on terminal transient areas shall register their aircraft with the fixed-base operator (FBO),

or his/her representative as soon as possible after landing at the airport and pay appropriate tie-down fees. All owners and operators who desire to base their aircraft at the airport shall register their aircraft with the Airport Manager or his/her representative prior to beginning operations. Any change in ownership of the aircraft shall be reported as soon as possible.

- vii. If the Airport Manager believes the conditions at the airport, or any portion thereof, is unfavorable for aircraft operations, he/she may close the airport, or portions thereof, using applicable FAA procedures, as appropriate.
 - viii. No aircraft shall be permitted to remain on any part of the landing or takeoff areas for the purpose of repairs.
 - ix. No person shall, without the owner's permission, interfere or tamper with an aircraft parked or stored at the airport.
 - x. No person shall move an aircraft on the airport in a negligent or reckless manner.
 - xi. No person shall start or taxi any aircraft in a place where the prop blast, prop wash, or jet blast or exhaust blast is likely to cause injuries to persons or property. If the aircraft cannot be taxied without violating this paragraph, the operator must have it towed to the desirable destination.
 - xii. All air traffic should avoid flight over populated or noise sensitive areas whenever possible, consistent with FAA regulation.
 - xiii. All aircraft, to include gliders, are expected to communicate their intentions and actions on common traffic advisory frequency (CTAF) (122.9) with other aircraft and ground operations.
 - xiv. All aircraft are expected to monitor the airport CTAF (122.9) while taxing on the airport and within 10 nautical miles of the runway centerline.
 - xv. All aircraft, including gliders, are expected to communicate operations upon entering the airport traffic area.
- b. Accident Procedures.** The following are airport policy rules to provide clear direction of procedures in the event of accident at the airport.
- i. Persons involved in aircraft accidents occurring at the airport shall make a full report thereof to the Airport Manager or his/her representative as soon as is possible after the accident. The report must include all pertinent information. An aircraft accident shall include any event involving an aircraft or a motor vehicle, other aircraft, person, or stationary object with results in property damage, personal injury, or death.
 - ii. Any person damaging property on the airport by means of contact with aircraft shall report the damages to City Hall immediately and shall be fully responsible to the City for the cost of repairs.

- iii. Every pilot and aircraft owner shall be responsible for the prompt removal of any disabled aircraft or parts hereof, as directed by the Airport Manager or his/her representative, subject to accident investigation requirements.

VI. Standards for Specific Aeronautical Services.

- a. **Flight Training.** All persons conducting flight training activities shall follow these guidelines.

- i. At least one dual equipped single airplane properly equipped and maintained for flight instruction and such additional types of aircraft as may be required to give flight instruction of the kind advertised.
- ii. Adequate classroom space for students with proper restrooms and seating facilities.
- iii. Adequate mock-ups, pictures, slides, or other visual aids necessary to provide proper ground school instructions.
- iv. Properly certificated ground and flight instructors providing regularly scheduled instruction sufficient to enable students to pass the FAA written & practical test specific to the rating sought.
- v. Continuing ability to meet certification requirements of the FAA for flight training proposed.
- vi. Public liability and property damage insurance policy sufficient to protect the operator and the City of Monroe from legal liabilities involved. The policy shall meet the City's liability and property insurance carrier requirements shall be in place prior to activity of any kind whatsoever.

- b. **Jump Operations.** All persons conducting jump operation activities shall follow these guidelines.

- i. Jump planes contact Atlanta Approach after departure.
- ii. Jump planes must monitor local CTAF throughout the entirety of the flight when not communicating with Atlanta Approach.
- iii. Prior to exiting the aircraft, the pilot will announce a two (2) minute warning on the Monroe-Walton CTAF, and announce again when jumpers are away and descending.
- iv. The pilot will advise Atlanta Approach one (1) minute prior to jumpers exiting the aircraft and the altitude unless otherwise request by Atlanta Approach.
- v. All efforts will be made to land jumpers in the designated landing zone on the west side of the airport.
- vi. Jumper operations will be conducted in accordance with the Basic Safety Requirements (BSR) as outlined by the United State Parachute Association (USPA).

- c. **Glider Operations.** All persons conducting glider activities shall follow these guidelines.

- e. The Airport Manager or his/her agent may remove, at the owner's expense, any motor vehicle which is parked on the airport in violation of this section. The vehicle shall be subject to a lien for the cost of removal.

IX. Roads and Walks.

- a. **Unauthorized Travel Unlawful.** It is unlawful for any person to travel on the airport except on a road, walk, or other place provided for the kind of travel the person is doing.
- b. **Obstructions Unlawful.** It is unlawful for any person to occupy or place an object on a road or walk on the airport in a manner that hinders or obstructs its proper use.

X. Fire Hazards and Fueling Operations.

- a. **Unauthorized Fuel Delivery and Dispensing Unlawful.** It is unlawful for any person to transport or deliver aviation fuels on the airport or dispense fuels into aircraft unless authorized to conduct such activity, except if a person is providing fuel for his/her own aircraft.
- b. **Flammable Cleaning Fluids Unlawful.** It is unlawful for any person to use a flammable or volatile liquid having a flash point of less than ninety-six degrees centigrade to clean an aircraft, aircraft engine, propeller or appliance in an aircraft hangar or similar type building, nor within fifty (50) feet of another aircraft, building, or hangar.
- c. **Open Flame Operations Unlawful.** It is unlawful for any person to have in his possession an open flame, flame-producing device or other source of ignition (except cigarette lighters or matches for that purpose) in any hangar or similar type of building, except in locations approved by the Airport Manager.
- d. **Smoking Prohibited.** It is unlawful for any person to smoke in any areas during any times when smoking may be a hazard.
- e. **Storage Unlawful When Fire Hazard.** It is unlawful for any person to store or stock material or equipment on the airport in a manner that constitutes a fire hazard. It is unlawful for any person to store any combustible materials, flammable liquids or other hazardous materials in an unsafe manner.
- f. **Surface Areas to Be Kept Clean.** Each person to who space on the airport is leased, assigned or made available for use shall keep the space free and clear of oil, grease, or other foreign materials that could cause a fire hazard or slippery or other unsafe condition.
- g. **Fueling Unlawful When.** It is unlawful for any person to fuel or defuel an aircraft in the airport while:
 - i. Its engine is running or is being warmed by applying external heat.
 - ii. Passengers are in the aircraft unless a passenger loading ramp is in place at the cabin door, and a "no smoking" sign is displayed and the rule enforced.
 - iii. It is unlawful for any person to knowingly start the engine of an aircraft on the airport if there is any gasoline or other volatile

flammable liquid on the ground beneath it of sufficient quantity to cause a hazard.

- iv. It is unlawful for any person to operate a radio transmitter or receiver, or to switch electrical appliances on or off, in an aircraft on the airport while it is being fueled or defueled.
- v. During the fueling of an aircraft on the airport, the dispensing apparatus and the aircraft shall both be grounded in accordance with orders and instructions of the Airport Manager, FAA and City electrical codes.
- vi. Each person engaged in fueling or defueling on the airport shall exercise care to prevent the overflow of fuel, and shall have readily accessible and adequate fire extinguishers.
- vii. During the fueling or defueling of an aircraft on the airport, no person shall, within fifty feet of that aircraft, smoke or use any material that is likely to cause a spark or be a source of ignition.
- viii. Each hose, funnel, or appurtenance used in fueling or defueling an aircraft on the airport shall be maintained in safe, sound and non-leaking condition.
- h. **Compliance with Uniform Fire Code Required.** All persons shall comply with the provisions of the most recently adopted Uniform Fire Code of the City.
- i. **Authority to Inspect.** The City Fire Chief or duly authorized representatives shall inspect as often as necessary all buildings and premises for the purpose of ascertaining and causing to be corrected any conditions which would reasonably tend to cause fire or contribute to its spread or endanger life or property from fire. All orders, notices or recommendations shall be complied with by all persons without delay.
- j. **Wasting and Dumping of Fuel and Waste Oil.** It is unlawful for any person to dump fuel or waste oil in any place or container not designated for such activity.

XI. Tenants Regulated. No lessee or sub lessee of airport property shall knowingly allow that property to be used or occupied for any purpose prohibited by this section.

- a. **Insurance Coverage Required.** All lessees on the airport property shall obtain and maintain insurance coverage for liability, with the City being named in the policies as an additional insured. Amounts of coverage shall be set at appropriate levels by the Airport Manager, or as otherwise established in a lease agreement.
- b. **Procedures for Acquiring Lease.** When a person, corporation, or other entity desires to enter into a lease with the City for land on the airport, the person must contact the director and make the request known. The City shall negotiate with the interested party to arrive at lease provisions and costs which reflect fair market values and include provisions to increase lease amounts in future years based on appropriate economic factors. Prior to entering into any lease for property at the airport, the prospective lessee must present to the City satisfactory evidence that it meets the minimum standards established herein for engaging in business at the airport.

- c. **Fuel Sales.** Aviation fuel will be sold on the airport only by the City or by a duly licensed FBO. Nothing in this section shall be construed so as to limit the right of any person to provide fuel for his/her own aircraft. However, such self-service fueling shall meet all applicable City, State and Federal safety regulations.
- d. **Agricultural Spraying.** Except for those persons or firms authorized by lease agreement to conduct agricultural spraying operations from the airport at the time the ordinance codified in this chapter was approved no lease shall be approved allowing the conduct of an agricultural spraying operation from the airport unless the potential lessee agrees to construct a facility for the mixing, loading and storing of chemicals and pesticides which would prevent chemicals or contaminated water from entering the ground, septic or sewer system of the facility. Approval may be given after reviewing facility plans with appropriate agencies to determine the safety and effective working of the facility.
- e. **Trash Requirements.** It is unlawful for any tenant, lessee, sub lessee, concessionaires or agent of any of them, doing business on the airport, to keep uncovered trash containers on the sidewalk or road or in a public area of the airport.
- f. **Hazardous Storage Unlawful.** It is unlawful for any person to store or stack equipment or material in a manner to be a hazard to persons or property.
- g. **Authority to Inspect at Any Time.** The Airport Manager, Fire Chief, Building Inspector or authorized representative shall have the right at all reasonable times to inspect all areas under lease to or occupied by tenants.
- h. **Provisions Incorporated into Lease.** The provisions of this section shall be deemed incorporated into every lease and sublease and violations of the provisions of this section or any rule or regulation pursuant to this section may result in termination of the lease or sublease.

XII. Violations and Offenses.

- a. **Nuisances, Littering, Vandalism Unlawful.**
 - i. It is unlawful to commit any act or to omit to act in such a way as to create a nuisance on the airport.
 - ii. It is unlawful for any person to dispose of garbage, papers, refuse or other material on the airport except in receptacles provided for that purpose.
 - iii. It is unlawful for any person to vandalize any public property on the airport.
 - iv. It is unlawful for any person to alter, make additions to, or erect any building or sign or make any excavations on the airport without the permission of the director, subject to lease provisions.
 - v. It is unlawful for any person to willfully abandon any personal property on the airport. A person has abandoned personal property when it remains unattended and without written permission of the Airport Manager for a period of thirty days or more.
- b. **Unauthorized Hunting Prohibited.**

- i. No person shall hunt, pursue, trap, catch injure or kill any bird or animal on the airport without authorization of the Airport Manager.
- c. **Unauthorized Solicitation and Advertising Unlawful.**
 - i. It is unlawful for any person to post, distribute or display signs, advertisements, circulars or other printed or written matter in a public area of the airport except in locations designated by the Airport Manager.
- d. **Animals to be Restrained**
 - i. It is unlawful for any person to enter the airport with a dog or other domestic animal unless that animal is kept restrained by a leash or is confined so as to be completely under control.
- e. **Unauthorized Flying of Model Aircraft Prohibited.**
 - i. The flying of model aircraft within the airport is prohibited unless authorized by the Airport Manager.

XIII. Miscellaneous.

- a. **Council Authority to Establish Additional Standards.** The City reserves the right to establish additional standards for any and all categories of aeronautical related businesses or specialized services operating on the airport property.
- b. **Federal Authority.** All lease agreements and permits shall be subordinate to the provisions of any existing or future agreement between the City and the United States relative to the operation and maintenance of the airport, execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.
- c. **Violation.** It is unlawful for any person to violate any of the provisions of this policy or any lawful rule or regulations disseminated by the City under the authority of this policy. Penalties for violations shall be determined under the provisions of this code.
- d. **Conflicting Regulations.** Where there exists a conflict between any regulation or limitation prescribed in this regulation and any other regulations applicable to the same area, the more stringent limitations or requirements shall govern and prevail.