

---

---

# ***Carlton County Airports***

## **AIRPORT OPERATING RULES AND REGULATIONS**

*The Adoption of this Ordinance No. \_\_\_\_ will Repeal Ordinance No. 9  
Adopted May 11, 1982*

*Adopted February 14, 2006*

---

---

## Definitions

The following words and terms shall have the meaning indicated below, unless the context clearly requires otherwise:

**"AGL"** - an altitude expressed in feet measured above ground level.

**"Airman's Information Manual (AIM)"** - a publication containing basic flight information and air traffic control procedures designed primarily for use as a pilot's instructional manual in the National Airspace System of the United States.

**"Aeronautical Activities"** - any activity or service conducted on the Airport that involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance and any other activities which, because of their relationship to the operation of aircraft, can appropriately be regarded as an "aeronautical activity."

**"Aircraft"** - any device used or designed for navigation or flight in the air including, but not limited to, fixed wing aircraft, both powered and non-powered, rotorcraft, balloon or blimp.

**"Airport"** - all of the County owned or leased property, real or personal property, buildings, facilities and improvements within the boundaries of said Airport, as it presently exists or as it may exist when it is hereafter modified, expanded or developed. The term "Airport" includes all of its facilities as shown on the most current Airport Layout Plan for both of the County owned airports located in Cloquet, Minnesota (COQ) and Moose Lake, Minnesota (MZH), and at both of which these Airport Operating Rules and Regulations shall apply.

**"Airport Manager"** - the designated individual or duly authorized individual appointed by the County to administer and manage the operations of the Airport and Airport facilities, and to manage all Airport projects.

**"Airport Operation Area (AOA)"** - the area of the Airport used for aircraft landing, takeoff or surface maneuvering including the areas around hangars, navigation equipment and communication facilities.

**"Airport Layout Plan (ALP)"** - the currently approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, nav aids, etc.

**"Air-side"** – all buildings and surfaces normally used by aircraft for the transition to and from a parked state to flight and includes hangars, aprons, ramps, tie-down areas, taxiways or other designated routes and runways or other landing areas.

**"Commercial Operator"** - a person, company, corporation, or other entity, which makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of aircraft operations, the purpose of such activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.

**"County"** - the County of Carlton, Minnesota and its Board of Commissioners, designated officials, officers, employees or representatives.

**"Engine Run-up"** - a pre-takeoff check of the performance of the engine as in accordance with the pilots operating handbook.

**"Employee"** - a person who is on payroll of the County of Carlton.

**"FAA"** - the Federal Aviation Administration as established in 1967 within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.

**"FAR"** - the Federal Aviation Regulations as published by the FAA that governs the operation of aircraft, airways and airmen. Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to "14 CFR" (Title 14 of the Code of Federal Regulations).

**"FBO (Fixed Base Operations)"** - a full service commercial operator who is authorized to engage in the primary activity of aircraft refueling and a minimum of three (3) of the following secondary activities: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service and aircraft storage/hangars rentals.

**"Flying Club"** - a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain and replace the aircraft.

**"FSDO"** - the FAA Flight Standards District Office.

**"IFR"** - Instrument Flight Rules that govern the procedures for conducting flight solely by the use of instruments.

**"Individual Users"** - includes individual pilots, aircraft owners, tie-down and T-hangar renters, transient users and other individual users of the Airport, whether natural persons or other entities.

**"Land-side"** - all buildings and surfaces used by surface vehicular and pedestrian traffic on the Airport that are not normally used by aircraft and includes entrance roads and driveways, vehicle parking areas and drop-off areas.

**"Light Sport Aircraft"** - An aircraft intended for recreation per 14 CFR Part 1.1 that holds no more than two (2) occupants and weighs 660 / 1,320 / 1,430 pounds or less as appropriate to Part 1.1. These aircraft are also commonly known as ultralights, microlights, advanced ultralights, powered parachutes, weight-shift-control, lighter-than-air, amateur-built aircraft and standard category aircraft.

**"MSL"** - an altitude expressed in feet measured from Mean Sea Level.

**"Minimum Standards"** - the qualifications or criteria which may be established by the Airport owner and currently in effect as the minimum requirements that shall be met by businesses engaged in commercial aeronautical activities for the right to conduct those activities.

**"Mn\DOT"** - the Minnesota Department of Transportation Office of Aeronautics.

**"NFPA"** - the National Fire Protection Association.

**"NOTAM"** - a "Notice to Airmen" issued by the FAA.

**"Pedestrian"** - any person traveling on foot or utilizing any other mode of non-motorized transportation.

**"Proprietary Aeronautical Activity"** - an activity, as prescribed by FAA Advisory Circular 150/5190-2A (Exclusive Rights at Airports), in which the County may engage while denying others the right to engage in the same activity.

**"Shall"** - the word "shall" is always mandatory.

**"SASO (Specialized Aviation Service Operations)"** - a commercial aeronautical business that is authorized to offer a single or limited service according to established Minimum Standards. Examples of a SASO include, but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, avionics maintenance, air charter or taxi, aircraft rental, aircraft sales and aircraft storage.

**"Ultralight"** - a lightweight flying machine as defined in FAR Part 103. This vehicle is not considered to be a general aviation aircraft as defined here; however, operation of an ultralight is considered an aeronautical activity.

**"Unicom"** - a communications facility which may provide airport information on the Airports. Locations and frequencies are shown on aeronautical charts and publications.

# **CHAPTER I GENERAL PROVISIONS**

## **Section 1 Purpose**

These Airport Operating Rules and Regulations are adopted to establish the necessary administrative, operational and safety Rules and Regulations for the management in governing the use of the Carlton County Airports. The Rules and Regulations also ensure that airport tenants, customers and county personnel operate in a safe and orderly fashion and restrict (or prevent) any activity or action that would interfere with the use of the airport. The planned, controlled and professionally engineered growth of the Airport, through FAA and Mn\DOT Airport Improvement Program Grants, is identified as a primary objective to promote economic development and industry in Carlton County. This supplementary economic development and growth will result in additional employment opportunities and provide a superior Airport facility for the aviation community. The essential purpose of the Rules and Regulations is to enhance the ability of the Airport to fulfill its role as a general aviation airport as described in the Minnesota Air Transportation System Plan. These Airport Operating Rules and Regulations apply to all users of the Airport.

## **Section 2 Use of Airport Restricted**

No person, partnership, firm, association, corporation or entity, incorporated or otherwise, shall use the Airport for any commercial activity unless approved in written form as meeting the minimum standards from the County or its duly authorized agent.

## **Section 3 Airport Manager**

The Airport Manager is responsible and authorized to take all actions appropriate to regulate, benefit and protect the public who use the Airport, to regulate aircraft and vehicular traffic on the Airport and to oversee all Airport operations consistent with these Airport Operating Rules and Regulations and the laws of the State of Minnesota. The Airport Manager is the County staff representative on the Airport Commission for all Airport matters.

## **Section 4 Rules and Regulations**

All aeronautical activities on the Airport, all operation and flying of aircraft on the Airport, and all business and other activities on the Airport shall be conducted in conformity with these Airport Operating Rules and Regulations, as well as all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, Mn\DOT, the State of Minnesota, the United States and the NFPA. In the event of any conflict between these Airport Operating Rules and Regulations and any statute, ordinance, law, rule, regulation, order or ruling of any governmental entity cited in this section and exercising the same or similar jurisdiction, the latter shall prevail. The violation of any such statute, ordinance, law, rule, regulation, order or ruling shall constitute a violation of these Airport Operating Rules and Regulations, as fully as if such statute, ordinance, law, rule, regulation, order or ruling had been set forth herein.

## **Section 5 Special Events**

No special event, including but not limited to air shows, air races, fly-ins, skydiving or other event requiring the general use of the Airport, other than normal or routine Airport traffic, shall be held unless formal written approval for the event has been granted by the Airport Manager.

Said approval shall specify the areas of the Airport authorized for such special use, dates and such other terms and conditions as the County may require. Aviation activities will be given priority over non-aviation activities.

### **Section 6 General Use**

The Airport shall be open for public use 24 hours per day, 365 days per year, subject to restrictions due to weather, the conditions of the Airport Operations Area and special events and like cases as may be determined by the County. The Airport is provided by the County for the use, benefit and enjoyment of the public and business community.

### **Section 7 Common-Use Areas**

Common-use areas include all runways for landing and take-off, taxiways, airport lighting, all apparatus or equipment for disseminating weather and wind information for radio or other electrical communication and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft. All parallel and connector taxiways shall be common-use areas. All apron taxiways through leased areas shall be considered common-use areas available for use, in common, by all persons flying or operating aircraft on the Airport and shall be kept clear and available for aircraft traffic. T-hangar taxi lanes are also considered common-use areas. No FBO, SASO or other person shall use any common-use areas for the parking or storing of aircraft, the repair, servicing or fueling of aircraft or for any other purpose other than the flying and operation of aircraft without the prior written consent of the Airport Manager. County employees or full service FBOs are permitted to fuel aircraft in the T-hangar taxi lanes. Common-use area designations may be changed by the County at any time.

### **Section 8 Vehicular Traffic and Parking**

The traffic laws of the State of Minnesota shall apply to the streets, roads and vehicular parking areas on the Airport. Unless otherwise provided by law, all traffic, informational and warning signs shall be obeyed. Except for fire-fighting equipment, ambulance and emergency vehicles responding to an emergency situation, no person shall take or drive any vehicle on the Airport, other than on established streets, roads and vehicular parking facilities, unless permission has been first obtained from the Airport Manager or his or her designated representative. This permission is not required for personal vehicles operating on the tie-down ramp areas, to and from a parked aircraft or to the T-hangar areas by T-hangar renters. The pilot in command of said aircraft, or his or her authorized representative, must drive the vehicle onto the ramp area. Vehicles shall be owner insured according to the laws of the State in which the vehicle is currently registered. Operators of vehicles in violation of these Airport Operating Rules and Regulations shall be subject to arrest and having their vehicles towed, if necessary, at the owner's expense. In addition to the foregoing, the following rules apply to vehicles operated on the Airport:

- a. No person shall operate a motor vehicle on the Airport in a reckless or negligent manner.

- b. No person shall operate a motor vehicle in the Airport Operation Area portion of the Airport in excess of 10 miles per hour, except for fire, emergency and law enforcement vehicles responding to an actual emergency or county vehicles.
- c. Pedestrians and aircraft shall have the right of way at all times.
- d. Parking shall not be allowed on the apron areas except to load and unload aircraft or by approved delivery vehicles while servicing a commercial operator.
- e. Access to the Air-side of the Airport is for Airport tenants, their employees, guests or customers, County personnel, police, fire, miscellaneous emergency personnel, State and FAA personnel for maintenance of airport equipment and contractors. Tenants are responsible for the conduct of their employees, guests and customers, ensuring that they adhere to these Airport Operating Rules and Regulations.

### **Section 9 Advertising and Signs**

No signs or other advertising shall be placed or constructed upon the Airport, or on any building or structure or improvement thereon, without having first obtained written approval from the County. The County may refuse permission for such signs if it determines that such signs are undesirable, unnecessary or may create a safety hazard.

### **Section 10 Acceptance of Rules by Use**

The use of the Airport shall constitute an acceptance by the user of these Airport Operating Rules and Regulations and shall create an obligation on the part of the user to obey these Airport Operating Rules and Regulations.

### **Section 11 Rules and Regulations Made Available**

All persons permitted to do business on the Airport shall keep a current copy of these Airport Operating Rules and Regulations in their office or place of business and shall make the copy available upon request.

### **Section 12 Pedestrians**

All pedestrians on the Airport shall remain behind the fenced operations areas unless arriving or departing in an aircraft.

### **Section 13 Pets**

No pets shall be permitted on the air-side of the Airport unless they are being loaded into, or unloaded from an aircraft, and must be confined to a cage or crate or be on a leash and proceed directly to or from the land-side of the Airport to the aircraft. With the exception of K9 or service dogs, no pets are permitted in the Airport Arrival/Departure building except to cross between the air-side and the land-side. Pets are permitted in private or leased hangars provided they are confined or under the direct and constant control of their owners.

## **CHAPTER II AIRCRAFT OPERATION AND AIRPORT TRAFFIC**

### **Section 1 General**

a. Every person operating an aircraft shall comply with and operate such aircraft in conformity with procedures recommended in the AIM, these Airport Operating Rules and Regulations and all pertinent statutes, ordinances, laws, rules, regulations, minimum standards if applicable, orders and rulings of the FAA, MN\DOT and other appropriate governmental agencies. Each person operating an aircraft is responsible for the safety of its operation and the safety of others exposed to such operation.

b. All requests to conduct aeronautical activities, other than the activities specifically described and allowed herein, shall be submitted to the County, through the Airport Manager and with the concurrence of the Airport Commission, in writing for approval prior to engaging in such aeronautical activity. The written request should thoroughly describe the activity, the operations and all provisions for ensuring the safety of such operations. The requested aeronautical activity shall not be conducted until properly coordinated and approved in writing by the County and until all other prerequisites to conduct such activity have been satisfied.

c. All pilots of aircraft having radio equipment permitting two-way communications should contact the Airport on the appropriate Unicom frequency to obtain Airport Advisory information when available, and shall announce their intentions when they are within 10 miles of the Airport. The procedures outlined in the AIM shall be utilized for communications on the Airport. Pilots are encouraged to monitor the local Automated Weather Observation System. Pilots having radios only permitting reception should maintain a listening vigilance on the appropriate Unicom frequency for the Airport when they are within 10 miles of the Airport.

d. All aircraft shall use the standard left hand traffic pattern and shall utilize the procedures outlined in the AIM except helicopters, which can use a right hand traffic pattern if they choose.

e. All aircraft shall follow the appropriate taxiway and runway guidance markings and lighting when operating on the Airport.

f. Aircraft shall not be operated carelessly or negligently or with disregard to the rights or safety of others.

g. If the Airport Manager, or in his or her absence a designated representative, believes the conditions on the Airport are unsafe for takeoffs or landings, it shall be within his or her authority to issue a NOTAM to close the Airport, or any portion thereof, for a reasonable time until the unsafe condition can be corrected.

h. In the event that any aircraft is disabled to the extent that it cannot be moved under its

own power, the Airport Manager shall be notified immediately by the pilot in command of the aircraft or a qualified individual if the pilot in command is unable to give notice. Subject to governmental investigations and inspection of the disabled aircraft, the owner or pilot of the aircraft, or the owner's agent or legal representative, shall take immediate action to move the aircraft from all landing areas, taxiways, ramps, tie-down areas and other traffic areas to a place designated by the Airport Manager. No such aircraft shall be permitted to remain exposed to view on the Airport for more than 24 hours. If the owner of the aircraft fails, for any reason, to remove the disabled aircraft from the Airport as may be requested by the Airport Manager, or to remove it from the Airport Operations Area as herein indicated, the Airport Manager will perform this action. The removal and storage or disposal of such disabled aircraft will be at the sole expense of the aircraft owner.

i. All pilots should report, to the best of their ability, to the airport manager all conflicts with birds and animals on the airport so he or she can determine if a persistent hazardous situation exists. Inoperable facilities or other potentially hazardous conditions should be reported as well.

## **Section 2 Parked Aircraft and Aircraft Owner Self Maintenance**

a. No person shall park, store, tie down or leave any aircraft on any area of the Airport other than that designated by the Airport Manager.

b. The pilot or owner of an aircraft shall properly secure the aircraft while it is parked or stored. Aircraft pilots or owners are solely responsible for parking and tying down their aircraft, including any special security measures required by weather conditions or other conditions on the Airport. Aircraft pilots or owners shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings on the Airport in the event of wind or other severe weather. Owners of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner or the pilot of such aircraft to comply with this rule.

c. Snow removal shall be at the discretion of the Airport Manager, or his or her designated representative, and will be limited to runways, taxiways and paved taxi lanes. Other areas will be cleared as identified in the Airport's Snow Removal Plan.

d. Separate tie-down areas may be designated by the Airport Manager for based and itinerant aircraft. No person shall use any aircraft anchoring or tie-down facilities when such facilities are already in actual use, or designated by the Airport Manager for use, by another person.

e. Maintenance and minor repairs to aircraft or engines may be performed in the confines of a hangar, in accordance with County Lease Agreements. Absolutely no maintenance shall be conducted on any part of the landing area, taxiways, ramps or fueling service areas. Major repairs to aircraft or engines shall be conducted in the areas designated by the County. No person shall hire or invite an unlicensed mechanic onto the Airport to

perform maintenance on their owned or operated aircraft, except as provided in current FAA regulations for owners of Light Sport Aircraft. See section 10 for information specific to Light Sport Aircraft. Any aircraft owner using a licensed mechanic to perform aircraft maintenance may be required to provide the County with evidence of identification in a form acceptable to the County and must meet the Minimum Standards. An aircraft owner shall not contract with a licensed operator to perform "scheduled" maintenance or inspection on their aircraft on the Airport unless said company is recognized by the County as an authorized licensed maintenance FBO or SASO as defined in these Airport Operating Rules and Regulations. "Unscheduled" maintenance is limited to the following:

- (1) Warranted maintenance work that requires repair or additional attention by the warranting company.
- (2) A major malfunction or other condition that prevents the aircraft from being flown to another airport for maintenance.
- (3) Maintenance work that requires a specialty service that is not being provided by an existing FBO or SASO operating on the Airport.
- (4) Any airworthiness inspection of either an amateur or 51% built aircraft, under the experimental or light sport aircraft category, by an authorized Designated Airworthiness Representative (DAR).
- (5) Maintenance work that is performed by the owner/builder for an amateur built or light sport aircraft under the repairmen's certificate to perform and conduct annual condition inspections. All maintenance work is to comply with County lease and Airport Operating Rules and Regulations.

f. All aircraft maintenance shall be conducted strictly in accordance with these Airport Operating Rules and Regulations, all Federal, State and County fire and safety regulations, all Federal, State and County Rules and Regulations, air-worthiness directives and other applicable rules and regulations.

g. No Aircraft engines shall be started unless a competent operator is in control of the aircraft.

h. No Aircraft engines shall be run-up unless the aircraft is in such a position that the propeller or turbine engine blast clears all hangars, shops, other buildings, persons, other aircraft and automobiles or other vehicles, or in the area and the flight path of landing aircraft.

i. Notwithstanding the above, the Airport Manager shall have the authorization, in his or her reasonable discretion, to control activities that concern health, welfare and safety of the Airport and people thereon.

### **Section 3 Taxiing**

- a. All aircraft shall be taxied at a reasonable, safe speed.
- b. Aircraft awaiting take-off shall stop prior to the hold line for the runway in use and in a position so as to have a direct view of aircraft approaching for a landing from either direction, and shall give full right-of-way to such approaching aircraft.
- c. No person shall taxi an aircraft until they have ascertained, by visual inspection of the area, that there will be no danger of collision with any person or object.
- d. Aircraft on the taxiway must stop before entering the runway and allow aircraft, which are exiting the runway in use, to clear the runway. Aircraft clearing the runway after landing have the right-of-way over aircraft on the taxiway preparing to enter the runway.
- e. Back taxiing on any runway shall be done only if it can be done safely and only when no other taxi route is available.

### **Section 4 Traffic Rules**

- a. All pre-takeoff checks should be completed prior to crossing the hold line for the active runway.
- b. All airplanes taking off shall proceed straight ahead to an altitude of at least 500 feet AGL and, after ascertaining there is no danger of collision with other aircraft, shall then follow the normal procedure as outlined in the AIM.
- c. All airplanes intending to remain in the traffic pattern shall continue to climb to the traffic pattern altitude as published in the Airport Facilities Directory (AFD), following procedures as described in the AIM and thereafter follow a standard left hand traffic pattern. Aircraft having flight characteristics that make the above procedure impossible shall be flown at approach altitudes for that type of aircraft and shall conform as nearly as possible to the traffic pattern.
- d. Pilots should be proactive in an attempt to reduce noise impact on and around the Airport. Logical use of power management, speed and maneuvering will go a long way in community perceptions. This is a voluntary program, left to the discretion of the pilot in command.
- e. All IFR approaches in VFR weather conditions shall be conducted in accordance with the applicable FAR's and recommended procedures in the AIM.
- f. Ultralight operations also guided by Section 9.

## **Section 5 Landings**

- a. Aircraft entering their appropriate traffic pattern shall do so as described in the AIM and at the pattern altitude as published in the AFD.
- b. All aircraft shall exit the runway as soon as reasonably possible after landing and taxi only on designated taxiways.

## **Section 6 Fire Prevention and Aircraft Self - Service Fueling**

- a. General - The purpose of this section is to provide fire prevention and self-service fueling Rules and Regulations for persons who service or fuel their own aircraft. Persons who intend to use flammable or volatile liquids on the Airport and/or fuel their own aircraft shall do so in accordance with the requirements of the National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing and FAA Advisory Circular 150/5230-4 (with change). The following shall apply, except where applicable codes differ, in which case the latter shall prevail.
- b. Flammable or Volatile Liquids - No person shall use flammable or volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances or for any other purpose. The procedures and precautions outlined in the criteria of NFPA pamphlet 410-D (Safeguarding Aircraft Cleaning, Painting and Paint Removal) and NFPA pamphlet 410-F (Aircraft Cabin Cleaning and Refurbishing Operations) are hereby incorporated by reference and made part of this chapter as if fully set out herein, and shall be adhered to in all cleaning, painting and refurbishing operations using flammable and volatile fluids, including the storage of such fluids (as an example Varsol has a flashpoint of 104 degrees and is acceptable and Kerosene has a flashpoint of 80 degrees and is unacceptable). Rags soiled with flammable substances shall not be kept or stored in any building on the Airport with the exception of County approved aircraft maintenance facilities, and then only if kept or stored in a manner acceptable to the Fire Marshall.
- c. Cleaning and Liquid Disposal - No person shall clean any engines or other parts of an aircraft in any hangar with flammable substances. Fuels, oils, dopes, paints, solvents and acids shall not be disposed of or dumped onto aprons, into catch basins, ditches (on or adjacent to the Airport) or elsewhere on the Airport. Such liquids shall be disposed of at an approved waste disposal point off Airport property.
- d. Cleaning Floors - Floors shall be kept clean and free of oil. The use of volatile or flammable solvents for cleaning floors is prohibited.
- e. Drip Pans - If required by aircraft design, drip pans shall be placed under engines and kept emptied in accordance with EPA regulations.
- f. Fueling Operations – No aircraft shall be fueled or de-fueled while its engine is running, or while in a hangar or other enclosed space. Self-fueling shall be conducted

only in designated areas. Adequate connections for bonding to dissipate static electrical charges are provided and a connection shall be continuously maintained during fueling. Fuel samples drained from fuel tanks and sumps, and fuel drained from fuel systems during maintenance or servicing shall be properly disposed of in the provided approved containers. Aircraft re-fueling shall be conducted in accordance with NFPA 407 and these Airport Operating Rules and Regulations.

g. Fuel Storage - No fuels shall be stored on Airport property other than in the bulk storage and distribution system (Fuel Farm) owned and maintained by the County except:

(1) The fuel stored in a tank on a County maintenance vehicle used for the refueling of grounds maintenance equipment.

(2) A maximum of five (5) gallons may be stored in NFPA approved container for the sole purpose of fueling aircraft or towing equipment.

h. Fuel Servicing Equipment - No person may operate on the Airport fuel servicing equipment in excess of 30 gallons for the purpose of personally dispensing fuel into an aircraft or towing equipment. Fuel servicing equipment in excess of 30 gallons will not be allowed on the airport without the prior authorization of the Airport Manager.

### **Section 7 Personal Aircraft Sales**

Nothing contained herein shall prohibit any person from selling or advertising for sale their own aircraft.

### **Section 8 Flying Clubs**

In an effort to promote flying for the personal transportation of its members, to promote flying for pleasure and to develop skills in aeronautics, including piloting, navigation and awareness, and appreciation of aviation requirements and techniques, the category of Flying Club is added to these Airport Operating Rules and Regulations.

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Airport Operating Rules and Regulations. However, such clubs shall be exempt from regular fixed base operator requirements upon satisfactory fulfillment of the conditions contained herein:-

a. Any such club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned by all of its members). The property rights of the aircraft shall be jointly held and no part of the net earnings of the club will accrue to any member in any manner. The club shall not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance, insurance and replacement, upgrading or expansion of its aircraft fleet.

b. Aircraft owned by the club shall only be operated by club members. The club shall not conduct charter, air taxi, rental or any other commercial operations. The club shall not conduct aircraft flight instruction except for members. Any qualified mechanic who is a member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work, except that such mechanics may be compensated by credit against payment of dues or flight time. Maintenance shall be subject to the provisions of Chapter II, Section 2, part e of these Airport Operating Rules and Regulations. Any qualified Flight Instructor who is a member and part owner of the aircraft owned and operated by the club shall not be restricted from performing flight instruction for members of the club.

c. All such flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever, to any person or firm other than a member of such club on the Airport, except that said flying club may sell or exchange its capital equipment.

d. The flying club, with its initial application, shall furnish the County a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors; evidence of insurance in the form of a certificate of insurance in the minimum amounts required by the state of Minnesota; number and type of aircraft; evidence that ownership is vested in the club; and operating rules of the club. Evidence of insurance shall be submitted to the Airport Manager on an annual basis during the renewal month of the policy. The books and other records of the club shall be available for review at any reasonable time by the County and the Airport Manager.

e. The flying club shall comply with all Federal, State and County laws, ordinances, regulations and these Airport Operating Rules and Regulations.

f. If the flying club violates any of the foregoing, or permits one or more members to do so, and the violation is not corrected within a reasonable time as determined by the Airport Manager, the club shall be required to terminate all operations on the Airport and vacate the Airport.

## **Section 9 Ultralight Vehicles**

a. Before operating from the Airport, the ultralight pilot shall read and adhere to airport policy and traffic pattern procedures.

b. Ultralight Vehicle Operators wishing to pursue commercial operations, including instruction, must comply with the Minimum Standards. See the Airport Manager to view a copy of the Minimum Standards.

## **Section 10 Light Sport Aircraft**

Part (to be published by the FAA) of the FARs allow the owner of light sport category aircraft to perform maintenance on their own aircraft without the requirement of a being a licensed aircraft mechanic. For the purpose of this section, the owner shall be considered the “original owner” whether or not the aircraft was new at the time it became based at the Airport. Regulations also allow a person to perform maintenance on a light sport aircraft which he or she previously owned. It is the policy of the County that the original owner may perform such maintenance on the Airport only on behalf of the person to whom they directly sold the aircraft. If the aircraft has been sold two or more times since in the possession of the original owner, the original owner will not be permitted to perform maintenance on the aircraft on the Airport. If the original owner accepts compensation for maintenance work, he or she must comply with the Minimum Standards as a commercial operator.

## **Section 11 Assigned Areas**

No person authorized to operate or conduct business activities on the Airport shall conduct any of its business activities, or park any aircraft on any areas except those specified in the lease or written agreement. No FBO or SASO shall occupy any common use areas except as authorized by these Airport Operating Rules and Regulations or by the Airport Manager.

## **Section 12 Aircraft Washing**

All aircraft and vehicle washing shall be conducted only in an area designated by the Airport Manager.

## **Section 13 Handling and Storing Hazardous Articles and Materials**

The Airport has no cargo-handling agent. Hazardous cargo, including explosives, corrosives and radioactive materials shall be handled, stored and transported to and from the Airport by the individual air/ground carrier; in accordance with the hazardous cargo specifications adopted by their company, applicable Federal Regulations and with prior written approval by the Airport Manager.

## **Section 14 Compliance with Environmental Rules and Regulations**

All users of the Airport shall comply with all Federal, State and County environmental laws, ordinances, rules and regulations. A copy of the Storm Water Pollution Prevention Plan (SWPPP) shall always be available for review at the office of the Airport Manager.

## **CHAPTER III RULES IMPLIED**

### **Section 1 Knowledge of Rules Implied**

By publication and adoption of these rules, all persons shall be deemed to have knowledge of its contents. However, the Airport Manager is directed to have copies of these rules printed and posted where appropriate. Copies shall be available at all times in the Airport Manager's office, and copies shall be furnished to all owners and operators of aircraft based on the Airport.

## **CHAPTER IV RESERVATION OF RIGHTS TO INDIVIDUAL USERS**

### **Section 1 Explanation of Rights and Duties Imposed**

The following rights, privileges and duties are hereby conferred and imposed upon individual users of the airport facilities including, but not limited to, individual pilots, aircraft owners, tie-down and T-hangar renters.

- a. Each individual user, as defined herein, shall meet and maintain all requirements, regulations and standards for licensing, maintenance and repair of aircraft established by the Federal Aviation Regulations (FAR's), Safety Bulletins, Advisory Circulars, Minnesota Statutes Chapter 360 and 8800 Rules and all other Federal and State regulations and standards for licensing, maintenance and repair of aircraft.
- b. It shall be the duty of individual users of the Airport to fully inform themselves of, to keep current and to completely and promptly comply with all Federal and State regulations, as well as these Airport Operating Rules and Regulations.
- c. Nothing contained herein shall restrict or limit the right of individual users to conduct such maintenance and repairs on their own aircraft that are allowed by FAA or these Airport Operating Rules and Regulations. However, all such repairs and maintenance shall be authorized and conducted strictly in accordance with Federal, State, and County Airport Operating Rules and Regulations, circulars, airworthiness directives and requirements, and such maintenance and repairs shall be conducted within designated areas, in T-hangars leased by the aircraft owner or at authorized repair facilities on the field. Aircraft maintenance conducted in T-hangars must be approved in writing by the lessor. It is understood that this approval shall be withheld if such requests are in violation of Chapter II, Section 2, Part e of these Airport Operating Rules and Regulations, or other safety related practices identified by the Airport Manager or State Fire Marshall.
- d. All individual users shall comply with these Airport Operating Rules and Regulations regarding common use areas and shall not allow any maintenance or repair activities, or any part thereof, to be conducted in said common areas, and shall comply with all safety and fire regulations in effect at the time and as set forth herein in Chapter II, Section 6.

## **CHAPTER V RESERVATION OF RIGHTS OF THE AIRPORT OWNER**

### **Section 1 Explanation of Rights Reserved**

The County of Carlton, Minnesota, owner and operator of the Cloquet Carlton County Airport and the Moose Lake Carlton County Airport, reserves all rights and powers to adhere to all Federal and State laws and all contracts it has entered into including, but not limited to, all Federal and State Grant Agreements with the FAA and MN\DOT for funding of improvements to the Airport. The County also reserves the right to make changes and modifications to these Airport Operating Rules and Regulations at any time.

## **CHAPTER VI MISCELLANEOUS**

### **Section 1 Penalty for Violation**

- a. The Airport Manager may deny use of the Airport for a period not exceeding fifteen (15) days for any person violating or refusing to comply with any of the Airport Operating Rules or Regulations prescribed herein, pending a hearing by the County. Upon such hearing, such person may be deprived of the further use of the Airport and its facilities for a period of time as may appear necessary for the protection of life and property.
- b. Any violation of these Airport Operating Rules and Regulations shall be a misdemeanor and upon conviction, shall be punishable by a fine not exceeding two-hundred dollars (\$200), and each day a violation continues to exist shall constitute a separate offense.
- c. Any person who shall have committed a prohibited act for a second or subsequent time shall be guilty of a gross misdemeanor, punishable by a fine of not more than five-hundred dollars (\$500).
- d. This section is cumulative of all other penalties for violation of Federal, State and local laws, rules, regulations, ordinances and orders. Citation for violation or issuance of a ticket for violation of any of the rules and regulations prescribed herein may be made by any authorized law enforcement officer.
- e. The Airport Manager is authorized to investigate any suspected violations of the Carlton County Airport Rules and Regulations and report all adverse findings to the Carlton County Airport Commission for recommendations. The Airport Manager, Airport Commission or the County may request authorized law enforcement officers to investigate any suspected violation of these Airport Operating Rules and Regulations. Upon the confirmation of a suspected violation, a citation or ticket will be issued by a Carlton County Law Enforcement Officer.

Any violations of a Federal Law, Minnesota State Statutes, Minnesota Aviation Rules, Minnesota Pollution Control Agency Regulations or Federal Aviation Agency Regulations shall be punishable in accordance with the provisions of those Laws, Statutes, Regulations or Rules judged to have been violated.

The Airport Manager is authorized to report any suspected violation of Federal Law, Minnesota State Statutes, Minnesota Aviation Rules, Minnesota Pollution Control Agency Regulations, ~~or~~ Federal Aviation Agency Regulations or these County Airport Operating Rules and Regulations to the appropriate authorities.

**Section 2 Severability**

In the event that any provision of these Airport Operating Rules and Regulations shall, for any reason, be determined to be invalid, illegal or unenforceable in any respect, the other provisions of these Airport Operating Rules and Regulations shall remain in full force and effect.

**Section 3 Effective Date**

These Airport Operating Rules and Regulations shall be considered in effect and enforceable as of the date this ordinance is adopted by the Carlton County Board of Commissioners.