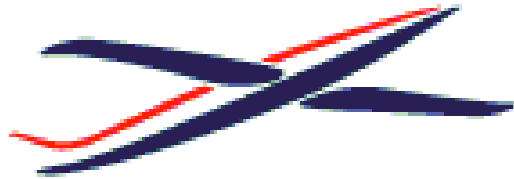


CENTRAL WISCONSIN JOINT AIRPORT BOARD

CENTRAL WISCONSIN AIRPORT (CWA)



*fly* **CWA** *first*  

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*CENTRAL WISCONSIN AIRPORT*

RULES AND REGULATIONS

ADOPTED BY THE CENTRAL WISCONSIN JOINT AIRPORT BOARD

November 8, 2022

**CENTRAL WISCONSIN AIRPORT (CWA)  
RULES & REGULATIONS**

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## CHAPTER 1 - INTRODUCTION

### PURPOSE

The purpose of this Rules and Regulations Document (“Rules and Regulations”), and any amendments thereto, is to protect the public health, safety, interest and general welfare on the Central Wisconsin Airport (Airport) and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport by its passengers, operators, tenants, and public.

The objective of this document is to promote the safe and efficient use of the Airport facilities. The Rules and Regulations apply to activities, operation, maintenance, and use of Central Wisconsin Airport. Copies can be obtained online at the Airport’s website [www.fly-cwa.org](http://www.fly-cwa.org) or during normal business hours at the Airport Administration Offices located in the Central Wisconsin Airport at 100 CWA Drive, Mosinee, WI 54455. Please contact Airport Administration in advance at (715) 693-2147 to request a copy.

These rules and regulations supersede or cancel all other previous rules and regulations not in conformity with this document.

### AUTHORITY

The Airport Rules and Regulations are published pursuant to the authority under Wisconsin Statutes Section 114.11 and 114.14, Marathon County’s and Portage County’s authority as the owner, operator and proprietor of the Airport, and the Central Wisconsin Joint Airport Board as the governing body.

#### *Authority of the Airport Director*

The Airport Director is authorized to enforce these Rules and Regulations as required to assure the convenience and safety of the traveling public and others using the Airport. In addition to these Rules and Regulations, the Airport Director is empowered to issue other guidelines, make rules and render decisions, to ensure the safety and well-being of Airport users or as otherwise determined to be in the best interest of the Airport. In the event that an interpretation of any provision of these Rules and Regulations is required, the Airport Director shall render such interpretation. The Airport Director may prohibit use of the Airport or any part thereof by any Person in violation of these Rules and Regulations. The Airport Director may also use any legal remedy or recourse to aid the enforcement of the provisions contained in these Rules and Regulations.

#### *No Pre-emption*

To the extent of any conflict between these Rules and Regulations and any federal, state, and local statutes, ordinances, policies and procedures, these Rules and Regulations will be subordinate to such other laws and policies.

It is not the intent of these Rules and Regulations to excuse any entity from the performance of any obligation it may have under any agreement or permit with the Airport, whether the agreement or permit is in existence on the date of adoption of these Rules and Regulations or entered into at any time thereafter. Tenant agreements or permits with the Airport may include additional requirements and/or cover these Rules and Regulations in further detail.

## COMPLIANCE

All Persons entering or using the Airport property shall be governed by these rules and regulations. Every Person and entity doing business at the Airport is responsible for maintaining a current knowledge of and complying at all times with the Rules and Regulations and companion documents referred to in this document. Any Person accessing or using the Airport shall be responsible for their actions and all actions of any Person to whom they provide or facilitate access, whether directly or indirectly.

### Enforcement

These Rules and Regulations, as well as all applicable state laws and city ordinances shall be enforced at the Airport by the Airport Director, including his or her designee, Airport Operations, and law enforcement officers appointed pursuant to law. The Mosinee Fire District is authorized to enforce all fire and hazardous materials related regulatory measures.

### Violations

The Airport may remove or evict from the Airport any Person who violates any rule or regulation prescribed herein, or any rule or regulation by federal, state, or local government. Any Person who violates the provisions of these Rules and Regulations may also be liable for payment of a civil penalty, fine and/or other action by the Counties or federal, state, or local government, in addition to any and all other remedies available to the Airport in equity and law. Violations to the Airport Security Program (ASP) will be administered pursuant to the ASP. Violations by Persons with an Airport-issued identification badge may be subject to suspension or revocation of their identification badge.

### Hearing before the Airport Director

Appeals or resolution processes other than those regulated by applicable law will be heard by the Airport Director as provided for in Appendix A.

## DEVIATIONS

The Airport Director may authorize deviations from these Rules and Regulations when necessary to maintain established standards of operational safety and airport security, or in contingency situations affecting life or property in areas under the jurisdiction of the Central Wisconsin Joint Airport Board.

## CHANGES TO RULES AND REGULATIONS

Future amendments, additions, deletions or corrections to these Rules and Regulations may be promulgated by the Airport Director, subject to approval by the Central Wisconsin Joint Airport Board and the County Boards of Marathon and Portage Counties as required, which approval shall be recorded in the official minutes.

## NO ACTUAL OR IMPLIED CONTRACT

These Rules and Regulations do not create an actual or implied contract between the Counties and/or Airport and any Person, including without limitation, employees, vendors, service providers, tenants, Airport users, or any other entity or Person with respect to any manner or issue.

## NONLIABILITY

The permission granted by the Airport Director to use the Airport or its facilities or to fly to, from or over the same shall be at all times conditional upon the assumption of full responsibility by every Person exercising or taking advantage of such permission. It shall be a further condition thereof that each

Person, as a consideration for the use of the Airport or its facilities, shall at all times release, hold harmless and indemnify the Airport, Airport Board, Counties and their officials, officers, employees and agents from any and all responsibility, liability, loss or damage resulting to any Person or caused on his behalf, incident to the manner in which the Airport is operated, constructed or maintained. The use of the Airport by any Person for any purpose or the paying of fees therefor or the taking off or landing Aircraft thereon shall be itself an acknowledgment that such Person accepts such privilege under the conditions set forth herein.

NONDISCRIMINATION

No Person shall, in the use of the Central Wisconsin Airport or any of the facilities located thereon, discriminate or permit discrimination against any other person or group of persons on the grounds of race, color, creed, sex, age, disability, national origin, sexual orientation or any other State or federally protected class in any manner prohibited by Part 21 of the regulations of the Office of the Secretary of Transportation and Title XI of the Civil Rights Act of 1964. In the event of noncompliance with the above provisions, the Airport Board may take such action as the federal government may direct to enforce such compliance.

No Person shall engage in any commercial aeronautical activity at the Airport unless such service is conducted on a fair, equal and not unjustly discriminatory basis to all users thereof, and fair, reasonable and not unjustly discriminatory prices are charged for each unit of service, provided that reasonable and nondiscriminatory discounts, rebates or other similar types of price reductions may be made to volume purchasers.

VALIDITY OF EACH SECTION INDEPENDENT

In case any section or sections or part of any section of these Rules and Regulations shall be found invalid for any reason, the remainder shall not be invalidated, but in accordance with the intention hereby expressed, shall remain in full force and effect, all parts being hereby declared separable and independent of all others.

AIRPORT CONTACT INFORMATION

Airport Emergencies	911
Airport Operations/ Aircraft Rescue and Firefighting (ARFF)	(715) 693-2147 Option x7209
Airport Administration	(715) 693-2147 Option 7



## CHAPTER 2 - DEFINITIONS

Unless specifically defined otherwise herein, the following terms used in these Rules and Regulations shall have the following definitions, whether or not such terms are capitalized. Any terms not defined in this chapter shall have the meaning set forth in applicable federal, state, and local laws.

**AIR OPERATIONS AREA (AOA)** – The Air Operations Area is the area of an airport, including adjacent terrain and facilities and their accesses, where aircraft movement takes place and access is controlled.

**AIRCRAFT** – Aircraft shall mean any contrivance now known or hereafter designated, invented, or used for powered or non-powered flight in the air.

**AIRPORT** – Airport shall mean the Central Wisconsin Airport including all land, buildings, improvements and infrastructure within its borders. Airport shall also mean the Administration office thereof.

**AIRPORT BOARD** – Board shall mean the Central Wisconsin Joint Airport Board as governing body of the Airport which has been authorized by Marathon and Portage Counties to exercise all powers permitted by the Wisconsin Statutes and Administrative Code and regulations of the United States.

**AIRPORT DIRECTOR** – Airport Director shall mean that person employed by the Airport Board, or his or her authorized representative, to supervise the operation and management of the Airport and having immediate charge of the Airport.

**AIRPORT OPERATIONS** – Airport Operations shall mean the department supervised by the Airport Director tasked with the day-to-day operations of the Airport.

**AIRPORT SECURITY PROGRAM (ASP)** – Airport Security Program is the procedures, programs and rules established, implemented and maintained for security purposes of the Airport pursuant to rules and regulations of the TSA. Violations of the Airport Security Program are enforceable by the Airport pursuant to the ASP and these Rules and Regulations.

**COMMERCIAL** - Commercial shall mean that which relates to the exchange, trading, buying, hiring, advertising, solicitation, promotion or selling of commodities, goods, services, information or tangible or intangible property of any kind, or any revenue-producing activity at the Airport.

**COMMERCIAL USER** – Commercial User shall mean any Person using the Airport for a Commercial purpose, including but not limited to concessionaires, ground transportation operators, or tenants using the Airport for a Commercial purpose.

**CONCESSIONAIRE** – Concessionaire shall mean a business entity with an active agreement paying the Airport a fee for the privilege of conducting business at the Airport.

**COUNTIES** – Counties shall mean the Counties of Marathon and Portage, Wisconsin.

**FEDERAL AVIATION ADMINISTRATION (FAA)** – The Federal Aviation Administration is the federal agency within the United States Department of Transportation with authority to regulate and oversee all aspects of civil aviation, or such other governmental agency which may be successor thereto.

**FIXED BASE OPERATOR (FBO)** – Fixed Base Operator means a firm or Person, subject to the provisions of an agreement or permit, which provides commercial aeronautical services such as fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, etc.

**MOVEMENT AREA** – Movement Area includes the runways, taxiways and other areas of the AOA under the control of the air traffic control tower, exclusive of loading ramps and Aircraft parking areas.

**NON-MOVEMENT AREA** – Non-Movement Area includes the taxilanes, aprons and other areas of the AOA not under the control of the air traffic control tower.

**NFPA** – NFPA shall mean the National Fire Protection Association.

**NTSB** – NTSB shall mean the National Transportation Safety Board.

**PERSON** – Person shall extend and apply to natural persons, firms, corporations, associations, partnerships or other bodies politic and to all entities capable of being sued, unless plainly inapplicable.

**RULES AND REGULATIONS** – Rules and Regulations shall mean these Rules and Regulations developed by the Airport that govern Airport operations, including any future amendments or supplements to the existing document.

**SECURED AREA** – Secured Area is any portion of an airport, specified in the ASP, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where aircraft operators and foreign air carriers that have a security program, under 49 CFR Parts 1544 or 1546 enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

**SECURITY IDENTIFICATION DISPLAY AREA (SIDA)** – Security Identification Display Area (SIDA) shall mean the area, as delineated in the ASP, where Persons are required to continuously display an Airport-issued identification badge or are under an Airport-approved escort.

**STERILE AREA** – Sterile Area is that portion of the Airport as defined in the ASP access to which is generally controlled by the Transportation Security Administration through the screening of Persons and belongings in accordance with federally required and approved security procedures and programs.

**TRANSPORTATION SECURITY ADMINISTRATION (TSA)** - The Transportation Security Administration is the federal agency within the Department of Homeland Security, and any federal agency succeeding to its duties and powers.

## CHAPTER 3 – GENERAL RULES AND REGULATIONS

### GENERAL REGULATIONS

Any permission granted by the Airport, directly or indirectly, expressly or by implication or otherwise, to any Person to enter or to use the Airport or any part thereof, is conditioned upon strict compliance with these Rules and Regulations. The exercise of the privilege of using the Airport and its facilities or any part thereof shall constitute the agreement of the Person using the Airport to comply fully with these Rules and Regulations.

Any permission granted by the Airport under these Rules and Regulations is conditioned upon the payment of any and all applicable fees and charges established by the Airport.

All permits and badges issued by the Airport are the property of the Airport and such permits, badges, and all other endorsements and authorizations included therein are subject to revocation by the Airport Director.

Notwithstanding the foregoing provisions of this Chapter, these Rules and Regulations shall not prevent the exercise of rights expressly granted by the Airport in written agreements or permits between the Airport and the Person to whom such rights have been granted.

### AIRPORT EMERGENCY PROCEDURES

When an emergency exists at the Airport which threatens the health, welfare or safety of Persons or property or threatens to disrupt the safe operation of, or construction activities at, the Airport, the Airport Director shall have the authority to take any action consistent with the policies set forth or implied in these Rules and Regulations, and to suspend these Rules and Regulations, as he or she considers necessary or desirable to respond to the emergency.

Notwithstanding the foregoing, the Airport Director shall at all times have authority to take such reasonable action as may be necessary for the proper handling of the conduct and management of the public at the Airport.

### PERSONAL CONDUCT

No Person shall engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to provoke a disturbance at the Airport.

No Person shall interfere or tamper with any Aircraft or put in motion the engine of such Aircraft or use any Aircraft, aircraft parts, instrument or tools without permission of the owner or by specific direction of the Airport Director.

#### *Compliance with Signs*

All Persons shall observe and obey all posted signs, fences, and barricades prohibiting entry upon the Airport Operations Area, Movement Areas, Secured Areas, Sterile Areas or governing the activities and demeanor of the public while on the Airport. Notices of restricted access to AOA, Movement Areas, Secured Areas or Sterile Areas are in accordance with applicable law.

*Non-Interference with Airport Operations or Use*

It shall be unlawful for any Person, singularly or in association with others, to interfere with any lawful business carried on by the employees of the Airport by obstructing or intimidating any other Person or Persons from use and enjoyment of the Airport and its facilities or any part thereof for the purposes of the Airport or of transacting business with the employees of the Airport.

It shall be unlawful for any Person to remain in or on any public area, place or facility at the Airport in such a manner as to hinder or impede the orderly passage in or through or the normal or customary use of such area, place or facility by Persons or vehicles entitled to such passage or use.

It shall be unlawful for any Person to refuse or fail to leave any portion of a building at the Airport, including the Terminal Building, during those hours of the day or night when that portion of the building is regularly closed to the public upon being requested to do so by law enforcement or authorized Airport staff, except when such Person is pursuing lawful business authorized by the Airport at such building.

*Assumption of Risk*

The exercise of the privilege of using the Airport and its facilities or any part thereof shall constitute the assumption of full responsibility and risk by any Person using the Airport and its facilities, and the agreement of such Person to comply with these Rules and Regulations.

Any Person involved in any accident, whether personal, aircraft or automotive, occurring on the premises of the Airport shall make a report to Airport Administration or Airport Operations as soon as possible giving all pertinent information as requested.

*Dogs and Other Animals*

General Regulations - No Person shall enter any part of the Airport with an animal unless such animal is kept restrained by a leash or is so confined as to be completely under control. Persons who bring an animal into the Airport shall clean up after said animal and may be held responsible for all costs incurred by the Airport in cleaning up after such animal.

No Person shall hunt, pursue, trap, catch, injure or kill any animal on the Airport unless authorized by the Airport. No Person shall feed or do any other act to encourage the congregation of birds, rodents or other animals on the Airport.

Terminal Regulations - No Person shall enter the Terminal Building with an animal, unless such animal is to be or has been transported by air and is confined in a carrier or other container so as to be completely under control other than (1) a hearing, visually impaired or physically disabled Person or other Person with a certified service animal, or (2) guard and search dogs under the control of authorized handlers and present at the Airport as authorized and approved by law enforcement. Pets including dogs, cats, fish and other domesticated animals are not permitted in offices.

No Person shall permit, either willfully or through failure to exercise due care or control, any animal to urinate or defecate upon the sidewalks of the Airport or upon the flooring of the

Terminal Building or any other Airport property, except in such areas as are designated as animal relief areas. A designated animal relief area is provided on the east end of the front of the Terminal Building. Animal owners are responsible for the immediate removal and proper disposal of animal waste.

Commercial Activity

No Person shall occupy or rent space and no Person shall carry on any business, Commercial enterprise or activity, including without limitation, Commercial soliciting, promotional activities or any other form of revenue-producing activity on the Airport, without first obtaining a written contract, agreement, lease, permit, license or other form of written authorization from the Airport. Persons seeking such authorization must contact Airport Administration.

Polls, Questionnaires and Surveys

Polls, questionnaires, or surveys may not be conducted on the Airport without first obtaining written permission from the Airport Director.

Preservation of Property

No Person may destroy, injure, damage, deface or disturb any building, sign, equipment, marker, or other structure, tree, flower, lawn, or other property on the Airport nor willfully abandon any personal property on the Airport. No Person shall alter, add to, or erect any building or sign or make any excavation on the Airport without obtaining all applicable permits from the Airport.

No Person shall travel upon the Airport other than on roads, sidewalks, or other rights-of-way provided for such specific purpose, unless duly authorized by the Airport Director or otherwise in the performance of his or her official duties. Nothing, including vehicles or objects, shall block any designated road or sidewalk unless required for safety, maintenance, or other operational need.

No individual or group shall prevent the lawful use and enjoyment of the Airport by others. Any activity which results in littering, environmental pollution, or vandalism on the Airport is not permitted and violators are subject to arrest. Prosecution and fines are determined by applicable law. Any individual or group observing damage, destruction or disturbance on the Airport should contact Airport Operations.

Cost Recovery for Property Damage and Personal Injury

The Airport shall recover expenses incurred from any Person causing injury or property damage of any kind. The liable party will be billed for charges to repair Airport property damage plus other Airport's costs and attorney's fees. Payment will be guided by standard accounting procedures.

Photography and Filming

No Person except representatives of the media during official assignments shall take still, motion, or sound motion pictures or sound recordings, recording of voices or otherwise for Commercial purposes on the Airport without permission of the Airport Director. A Person seeking permission must first provide a written request to the Airport Director including the name of the organization, point of contact with telephone numbers, the dates and times

requested for such filming or recording, the requested location of the filming or recording and the purpose of the filming or recording. Upon approval by the Airport Director, the organization will be required to complete a location release form. Certain areas of the Airport are not permitted for filming or recording. Filming including but not limited to the following activities will not be allowed: auto/stunt driving, physical fighting/weapons, sexually explicit behavior or otherwise offensive or dangerous behavior, open flames, pyrotechnics, fireworks or smoke effects.

Cleanliness of Airport, Litter and Refuse

Tenants shall refer to their agreement or permit for details regarding the maintenance and cleaning services that the Airport provides, and those tasks for which the tenant is responsible. Leased areas may be periodically inspected by Airport representatives to determine the acceptability, cleanliness, and general upkeep. Discrepancies will be noted and along with any corrective measures required of the tenant.

No Person shall place any solids in floor drains, manholes, stormwater drains or sewer connections. Guidelines for the disposal of fat, oil and grease generated at the Airport by Tenants is provided in Chapter 8.

Foreign Object Debris (FOD) containers shall be used only for disposal of foreign object debris found on the airfield.

No Lodging

No Person shall sleep in or remain on the Airport for the purpose of lodging. Notwithstanding this prohibition on lodging, the Airport Director may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the Airport and causing disruption to Airport activity. Any Persons remaining within the Sterile Area of the Terminal Building upon such time as the Sterile Area is closed and secured for the day will be required to exit the Sterile Area and wait in the main lobby of the Terminal Building.

No Loitering

No Person in or about the Airport who is unable to give a satisfactory explanation of his or her presence, shall be allowed to loiter in or about any area or facility of the Airport. Satisfactory explanations for loitering, as determined in the reasonable discretion of Airport and/or law enforcement personnel.

All shops, garages, equipment and facilities are expressly for the conduct of the owner's or lessee's business and operations. No Persons other than employees or guests of the owner or lessee shall make use of these facilities or loiter around such facilities without individual and specific permission from the owner or lessee.

Any Person who refuses to comply with this section after proper request to do so by the Airport Director or other authorized representative shall be requested to leave the Airport and if he or she fails to do so, shall be referred to law enforcement.

LOST AND FOUND AND ABANDONED PROPERTY

Any Person finding a lost, misplaced, or abandoned article in the public area shall turn it in to the Airport Administration Office. Persons seeking lost items can reclaim them at the Administration Office. Items left unclaimed for sixty (60) or more days may be disposed of as determined by Marathon County policy and State law.

Commercial aviation operators or other Airport tenants may maintain lost and found services for property of their patrons, invitees or employees in accordance with the provisions of applicable state law and operator policy.

No Person shall abandon any personal property on the Airport. Any Person that violates this chapter shall be obligated, upon demand of the Airport Director, to reimburse the Airport for all costs and expenses incurred in disposing of such abandoned property, including attorney's fees, in addition to any applicable penalties.

PROHIBITION OF SMOKING

In accordance with Chapter 9, Section 9.51 of the Marathon County Code of Ordinances, all county buildings are designated as non-smoking and tobacco-free. Smoking generally means the burning or holding, or inhaling or exhaling of smoke from any lighted cigar, cigarette, pipe or any other lighted smoking equipment. Smoking is only permitted in areas specifically designated and posted as being a smoking area. At the Airport Terminal Building, the designated area for the public is outside on the west end of the Terminal Building.

Smoking disposal urns have been provided and Persons utilizing the designated smoking area should properly dispose of smoking waste in the urns provided.

Smoking and tobacco use is prohibited in all "places of employment" including buildings, storage areas, restrooms, stairwells and hallways, warehouses, and garages. All terminal tenant employees should only smoke in the designated employee smoking area. Tenant employees are prohibited from smoking in the designated smoking area for the public.

Smoking is strictly prohibited while fueling Aircraft. No smoking is permitted in the AOA including within any vehicles or equipment being operated within the AOA. No Person shall smoke on an aircraft apron, in any hangar or shop, service station area or in any building, room or place on the Airport where smoking is specifically prohibited or within 100 feet of any fueling or defueling operation.

RADIO AND WIRELESS COMMUNICATIONS

Prior to any equipment installation and system startup, any use of a radio frequency spectrum shall be reviewed by the Airport Director. The Airport Director must approve the placement of any equipment, including antennas.

Tenants shall operate any and all of their communications equipment (wired or wireless) in a manner that will not cause interference with operations of the Airport. Upon notification from the Airport, the FAA, law enforcement or Fire District of any interference caused by operator or lessee, tenant shall cease all communications operations, transmissions, and uses on the Airport. Tenant may not resume communications until the Airport has so notified the user.

All systems and equipment shall be compliant with all applicable federal, state, local, and Airport policies. Operators are required to hold a valid license from the Federal Communications Commission (FCC) for the right to use the radio frequency spectrum.

The Airport retains the right to terminate the use of a radio frequency system or interfering equipment if it impacts Airport operations or services.

#### SOCIAL MEDIA

The Airport will utilize social media to share important or helpful Airport information with users of the Airport. Airport staff maintain and monitor the Airport's social media platforms. The Airport may utilize data mining techniques for social media to monitor postings related to the Airport. The Airport reserves the right to block users or delete posts containing advertising, spam, or are irrelevant to the source material post by the Airport; are of a violent, threatening, obscene, profane or defamatory nature against any person or organization; or are repetitive messages that are, or appear to be, copied and pasted.

#### SPECIAL EVENTS

Special events require coordination, regulation, and authorization of the Airport. Persons or organizations wishing to hold a special event must submit a written request to the Airport Director . Certain activities shall require an executed lease, operating agreement or permit with the Airport. The Airport reserves the right to decline events or activities that will interfere with operations or intended use of its property.

#### ADVERTISING

The Airport has the sole discretion to determine the locations, type and content of the advertising displays. Allowable content is reserved exclusively for the informational or positive promotion of your business, organization, or group. In no way will content shed any other business, group, or organization in a negative manner. Prohibitions include, but are not limited to objectification of women or minority groups, political rhetoric, and anything that may be seen as hate speech.



**CHAPTER 4 – SECURITY, SAFETY, FIRE AND FUELING****SECURITY**

The Airport is subject to regulation by the TSA with respect to security matters and, in compliance with applicable law, has developed and adopted the ASP. The Airport Director, acting through the Airport Security Coordinator may amend the ASP from time to time, and the TSA may issue security directives or amend regulations issued from time to time applicable to operations at the Airport, or certain portions thereof, and to all or certain designated Persons at the Airport. Due to the changing nature of threats to security, requirements applicable to security at the Airport are likely to change, and each Person at the Airport shall be subject to and obligated to be aware of the changes to such requirements as may be applicable to such Person. Each Person using the Airport is subject to and shall strictly comply with all applicable laws relating to Airport security, including without limitation, rules and regulations issued by the TSA, including the provisions of Title 49 CFR Parts 1540, 1542, and 1544, and all applicable local, state and federal laws, as well as applicable provisions of the ASP as amended.

Any Person who violates or fails to comply with the ASP, or with any security directives, shall be subject to the provisions of the ASP, including potential revocation of that Person's Airport-issued identification badge and unescorted access privileges, and the employer of such Person may also be subject to penalties under the ASP and these Rules and Regulations.

Any Person causing or responsible for any security violation which results in the imposition of a monetary penalty upon the Airport shall reimburse the Airport for the full amount of the penalty and the Airport's costs, expenses and attorneys' fees arising out of such security violation.

**Security Areas (Regulated by the ASP: Secured Area, Sterile Area and AOA)**

Only Persons directly engaging in work or an aviation activity that must be accomplished therein, having prior authorization of the Airport through its badging and access control program, under appropriate escort, employed by or representing the FAA, TSA, or Department of Homeland Security on official duty, and passengers under appropriate supervision or entering the apron area for the purposes of enplaning and deplaning shall enter any Security Area.

All Persons and objects are subject to security screening prior to or after entering a Sterile Area, the AOA, the Secured Area, or any other area designated from time to time by the Airport Director. Further, all Persons who are granted an Airport-issued identification badge and access control media shall be subject to search of their Person or accessible property while on Airport property.

Any unauthorized Person discovered in a Security Area may be detained and/or removed by law enforcement. Any unauthorized vehicle or equipment discovered in a Security Area may be removed by the Airport at the expense of the owner.

**Identification Badges and Badging Procedures**

The Badging Coordinator issues Airport identification/access badges, provides fingerprinting services for the purpose of obtaining criminal history records, and submits biographical information for the TSA-required security threat assessment for qualified applicants. The primary responsibility for controlling and returning Airport-issued identification badges rests

with the designated company authorized signatory. The Airport has established an approved fee structure for badging services. Fees are non-refundable unless noted otherwise.

Once issued, all Airport-issued identification badges must be used for an official business purpose only and in accordance with all applicable TSA regulations, the ASP and any applicable training provided to the employee when the badge was most-recently issued, along with any updated requirements related thereto as provided by the Airport. The Airport Security Coordinator is authorized to take action to prevent or halt any activity that he or she reasonably believes is not an official business purpose and violates the ASP and/or these Rules and Regulations. The Airport Security Coordinator may review with the authorized signatory what is deemed an official business purpose. The Airport Director may approve exceptions on a case by case basis if requested in advance.

#### Tenant Responsibilities/Access Control Media

All Airport-owned leased spaces are required to be fully accessible to the Airport unless an exception is made in advance with written approval by the Airport Director. The Airport is not responsible for any damages that may be incurred in responding to an emergency in a tenant space to which the Airport has not been provided access media.

The Airport may change the access control system at its discretion. Tenants are responsible for tracking the media and ensuring their return to the Airport when an employee no longer requires the access. Access control media may not be transferred from tenant employee to tenant employee. Access control media may not be duplicated. Each new recipient is required to submit a request and sign for such media. A charge for each access control media will be assessed to the tenant. Replacement fees for access control media will be charged as approved by the Airport Board.

Tenants leasing ground space from the Airport for tenant-owned facilities which provide access to the AOA are required to have a Tenant Access Control Plan or the access to their facilities will fall under the Airport's access control. The Tenant Access Control Plan must be reviewed and approved by the Airport Director, the Federal Security Director and incorporated into the ASP.

#### Airport Security Perimeter Fence

In order to prevent unauthorized access of the Secured Area or AOA, areas on either side of the Airport perimeter fence shall remain free of vehicles, stored materials or unattended equipment. The Airport Director or designee may, at the owner's expense, remove unidentified or unauthorized vehicles, stored materials or unattended equipment left within a proximity of the perimeter fence as to create an opportunity for unauthorized access. All airfield perimeter gates shall be kept closed and secured at all times except when actually in use.

### SAFETY

All Persons using the Airport or the facilities of the Airport shall exercise reasonable and prudent safety measures to protect against injury to Persons and property.

#### Airport Wide Directives

Safety of Persons and Aircraft utilizing the Airport is of the utmost importance. The Airport reserves the right, as it determines necessary, to issue Airport wide directives or standards

addressing safety concerns identified by the Airport. Upon issuance and to the fullest extent permitted by applicable law, each Person using the Airport, occupying space at the Airport or conducting approved activities at the Airport shall comply fully with such directives or standards. Such directives or standards may be temporary or permanent in nature as determined necessary by the Airport.

#### FIRE REGULATIONS

Fire regulations at the Airport are in accordance with, but not limited to, all federal, state, and local laws, as well as all adopted standards, rules, regulations, policies, procedures, recommendations and fire codes including Chapter 34 of the City of Mosinee Code of Ordinances. The Rules and Regulations shall not be construed as granting any form of exclusion from any fire codes and/or building codes. All fire codes and ordinances must be obeyed.

##### General Provisions

All Persons using the Airport or the facilities of the Airport shall exercise the utmost care to guard against fire and injury to Persons and property. All tenants shall maintain their leased property in a condition of repair, cleanliness and general maintenance in a manner agreeable to the Airport Director and in accordance with their individual lease agreements and free from all fire hazards. Any fire, injury or other emergency shall be reported immediately by calling 911 and/or Airport Operations.

The Airport Operations/ARFF may conduct regular inspections of all tenant space, including storage areas, for the purpose of fire prevention and to ensure compliance with fire safety practices. An inspection report may be issued to the tenant after each inspection containing information relating to findings of non-compliance and/or recommendations by the inspector with a date of re-inspection to ensure that the required corrections have been completed. The tenant is responsible for responding with corrective action to items identified during the inspection that are within the tenant's premises, within the timeframe identified on the inspection report. The Airport Operations/ARFF will work with the tenants to ensure compliance with the fire safety practices and codes. Tenants can report potential fire code problems, or concerns about fire safety to the Airport Operations/ARFF.

No Person shall keep or store material or equipment in such a manner as to constitute a fire hazard or be in violation of the adopted NFPA standards or the adopted City Fire Code. Flammable or combustible liquids shall be stored in accordance with the adopted NFPA standards, and the City Fire Code and such storage shall meet with the approval of the Airport Director.

No Person shall conduct any open flame operations in an unsafe manner. Any Person observing any unattended or uncontrolled fire on the premises of the Airport shall immediately report it by calling 911 and/or Airport Operations.

##### Tenant Fire Extinguishers and Equipment

Fire extinguishers, fire protection systems and alarms at the Airport shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention. All such equipment shall be regularly inspected to ensure that it conforms to the adopted NFPA

standards and the City Fire Code. Tags showing the date of the last such inspection shall be left attached to each inspected unit.

Fully charged and currently inspected fire extinguishers, of the type recommended by the adopted NFPA standards for specific materials are required at all locations on the Airport where flammable materials are present or handled.

Vehicles and equipment shall not be parked within three (3) feet of any fire hydrant to block or prevent its use.

Paint, Varnish and Lacquer Use

For all paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall comply with the standards of the City Fire Code, the adopted NFPA standards and all other standards prescribed by the Airport Director for such operations.

Handling of Explosives and other Hazardous Materials

All tenants, shippers, individuals and others, who handle, store, transport or use explosives or hazardous materials at the Airport must comply with all applicable international, federal, state, and local laws and regulations and fire codes. The Airport retains the right to limit or exclude any types, quantity or use of explosives or hazardous materials at the Airport. The Airport also reserves the right to inspect all premises where explosives or hazardous material is handled, stored, or used without limitation. Advance notice of at least forty-eight (48) hours shall be given by a Person to the Airport Director to permit full investigation and clearances for any operation requiring the Airport Director's permission.

Pursuant to the Airport Certification Manual, the Airport does not act as a cargo handler for hazardous materials.

No Person may offer, and no Person may knowingly accept any hazardous article for shipment at the Airport unless the shipment is handled and stored in full compliance with all provisions of applicable law. Any Person engaged in transportation of hazardous articles shall have designated personnel at the Airport authorized and responsible for receiving and handling such shipments. Any Person engaged in the transportation of hazardous articles shall provide storage facilities, which reasonably ensure against unauthorized access, or exposure to Persons and against damage to shipments while at the Airport.

FUELING REGULATIONS

Fueling equipment shall be maintained in safe operating condition and in compliance with federal, state and local regulations and fire codes. Fuel farms, fuel storage facilities and fueling equipment must be registered and permitted as may be required by the Wisconsin Department of Agriculture, Trade and Consumer Protection, the State Fire Marshal and any other applicable regulatory agency. All fueling operations will be conducted in accordance with applicable federal, state, and local rules and regulations and fire codes.

Fuels (quantities greater than five gallons) shall only be stored and dispensed on the Airport by those entities having a permit or agreement with the Airport authorizing the fueling operation and approving the fuel storage facilities, refueling vehicles, and related equipment.

Operators will be required to indemnify the Airport, Airport Board, Counties and their officials, officers, employees and agents for all loss, claim or damage incurred as a result of the operator's handling and dispensing of fuel on the Airport.

*Fueling Operations - General*

Fuel farm and storage facilities, refueling vehicles, fueling pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during fueling operations shall be maintained in safe operating condition and in good working order and repair. All fuel facilities and equipment operated at the Airport are subject to inspection by the Airport. The owner or operator of such facilities and equipment shall promptly correct any violations discovered.

Maintenance and servicing of refueling vehicles shall be performed outdoors or in a building that is approved by the Airport Operations/ARFF and Mosinee Fire District specifically for this purpose following the procedures approved for such location. Operators shall document and maintain vehicle maintenance and agency inspection records. These records shall be made available to the Airport upon request.

Refueling vehicles shall be stored in approved locations and parked in such a manner as to provide a minimum safe distance from structures, Aircraft, Vehicles, or stormwater inlets, conveyances, drains, catch basins, or ditches.

During fueling operations, there shall be adequately trained personnel available to quickly shut off the flow of fuel from the servicing equipment in an emergency. Locking of self-closing nozzles or automated shut-offs in an open position, even momentarily, shall be prohibited. Kinks and short loops in fueling hoses shall be avoided. The fuel nozzle shall never be allowed to drag along the ground.

Smoking is prohibited during fueling activities nor shall fuel servicing personnel have lighters or matches on their Person while performing fuel servicing operations. Electronic devices such as cell phones and radios should not be operated during fueling or defueling operations. Fueling or defueling operations during inclement weather shall only be conducted in accordance with the operator's standard operating procedures. No fueling or defueling activities shall take place without adequate fire extinguishing equipment in accordance with adopted NFPA standards readily accessible at the point of refueling. If a fire occurs in the fuel delivery device, the operator shall immediately report the fire by calling 911 and/or Airport Operations/ARFF, immediately discontinue fueling, and immediately shut down all emergency valves and dome covers.

Any Person involved in the fueling or defueling shall exercise care to prevent overflow or spillage of fuel. The operator is also responsible for training anyone involved in fueling to mitigate a spill. Operators shall have on hand at all times accessible and sufficient spill control equipment including containment booms, socks, pillows, pads, etc. to control spills and releases occurring in their leased area. Operators are required to ensure that each refueling vehicle has a "first

responder” spill kit and each fuel storage facility maintains a spill kit with the appropriate types and quantities of approved absorbent material for the size of the storage facility. All spill control items shall be rated for hydrocarbon use.

#### Fueling Operations - Aircraft

No flammable or combustible liquid shall be dispensed into or removed from the fuel system of an Aircraft within Aircraft hangars, any building or structure unless procedures for such have been approved in advance by Airport Operations/ARFF and Mosinee Fire District. Hot fueling of Aircraft (fueling while the engines are running) should not be conducted without advance notice provided to the Airport Operations/ARFF to allow ARFF presence during such fueling activities. (Auxiliary power units are not considered engines for purposes of this section). Air carrier Aircraft refueling away from a gate parking position should also provide advance notice to the Airport Operations/ARFF.

No Person shall transfer fuel into or out of any Aircraft without bonding that fueling or defueling vehicle to the Aircraft. Every Aircraft fueling unit is required to have substantial heavy-duty cable of sufficient length to service the Aircraft.

Pre-flight testing fuel is to be disposed of in compliance with all federal, state and local regulations and in containers designated for this purpose. It is the responsibility of the FBO, airline or entity performing pre-flight fuel testing to provide such containers and train personnel in their use.

#### Fuel Spills

The Airport is required by law and Spill Prevention, Control and Countermeasure (SPCC) regulations to take proper remedial action in incidents involving a fuel spill or any other contamination on Airport property. The Airport is required to verify that remediation efforts taken at the Airport are in compliance with such laws and regulations.

In the event of a fuel spill, any Person observing the spill shall immediately notify the Airport Operations/ARFF and/or by calling 911. Such notification responsibility does not depend on the Person being responsible for the fuel spill. The SPCC Plan includes spill reporting procedures. All fuel spills shall be investigated in accordance with the SPCC Plan.

No Aircraft or vehicular movement shall be allowed in the area until authorized by Airport Operations/ARFF. Should the evacuation of passengers from an Aircraft, jet bridge or other area be required because of a fuel spill, no passenger shall be re-admitted until the Airport Operations/ARFF has given permission for passenger re-admittance.

Airport users are responsible for any fuel, pollutant or contaminant spilled on Airport premises. These responsibilities include remedial actions and financial recovery of all costs associated with actions taken by the Airport. All remediation efforts, whether taken directly by the Airport or contracted for by the Airport, are subject to reimbursement for the party(s) responsible for any fuel spill or contamination. The Airport reserves the right to seek financial recovery for all clean up, remediation and oversight actions taken.

Fuel Flowage Fees

Fuel flowage fees are established by the Airport Board. Each operator shall pay the fuel flowage fee as required in its agreement or permit.

Off-Premises Fueling

Fueling activities shall be limited to an operator's leased premises unless the operator's agreement or permit expressly permits off-premises fueling and the operator's levels of insurance are sufficient to cover the increased liability associated with off-premises fueling, as determined by the Airport.

Training

Only authorized personnel trained in the safe operation of the equipment used and in procedures required shall fuel Aircraft. All personnel engaged in fueling operations shall be trained in accordance with federal regulations and the Airport Certification Manual. Records of training and qualifications of everyone engaged in fueling operations shall be maintained as required by federal regulation. Training records shall be made available for review and/or inspection by the Airport at any time.

Underground Storage Tank Requirements

Tenant owned underground fueling storage tanks or underground oil tanks which are located on the Airport shall be maintained in operational condition at the tenant's sole expense. Tenant shall pay or reimburse the Airport for all licenses, inspections, fines, insurance and other fees and charges that may be incurred by or levied upon the Airport due to tenant's activities or omissions related to the underground storage tanks. Tenant shall fully comply with all current and future requirements of all regulatory agencies having jurisdiction over underground storage tanks, including, but not limited to, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), Wisconsin Department of Natural Resources (WDNR), the State Fire Marshall, EPA, the Mosinee Fire District, or their respective successors and designees. Tenant must register the underground tanks with DATCP, its successor or any other regulatory agency having jurisdiction.

Tenant shall, at its sole expense and when required by law or when deemed necessary by the Airport, test the tanks for structural integrity and leaks and shall maintain and repair all leak detection system(s). Upon request, tenant shall make available to the Airport the results of such tests. Testing shall be to the satisfaction of the Airport and in conformance with all applicable federal, state or local laws, rules, regulations or ordinances as these provisions presently exist, or as they may be amended or enacted. If, at any time the tanks or the pipelines servicing the tanks leak or are discovered to be leaking, tenant shall immediately notify the Airport and take all necessary steps to repair the tank and/or pipelines and remediate the contaminated area to the satisfaction of the Airport, EPA, DATCP and WDNR and in accordance all applicable federal, state or local laws, rules, regulations or ordinances as these provisions presently exist, or as they may be amended or enacted. In the event the underground storage tanks must be removed, tenant shall be responsible for the cost of the removal and remediation of environmental issues caused by or relating to the tanks.



SELF-FUELING AND OTHER SELF-SERVICE ACTIVITIES

Aircraft owners are permitted to perform self-fueling and self-service activities of their aircraft utilizing their own employees and equipment. Aircraft owners and operators are permitted to tie down, adjust, refuel, clean, perform self-service repair and preventative maintenance, and otherwise take care of their own aircraft, provided that they or their employees perform these tasks, and so long as the activities are conducted in accordance with local, state, and federal health, safety, and environmental regulations. Self-fueling and self-service activities must be performed in accordance with applicable provisions included in Chapters 4 and 5 of these Rules and Regulations.

These self-service activities may not be contracted out to another party, nor may the owner's employees perform such services for other Persons or entities unless the owner has an agreement with the Airport to provide such commercial operations.

Aircraft owners leasing facilities from the Airport which include approved and permitted fueling facilities may perform self-fueling activities but may not provide fueling for other Persons or entities. Self-service fueling facilities may be installed only after specific written approval by the Airport Director and so provided for in the tenant's agreement or permit.

Self-fueling and self-service activities are not to be confused with using a self-service fuel pump which may be available through an FBO or aeronautical service provider.



## CHAPTER 5 – AIRCRAFT OPERATIONS

### GENERAL RULES

#### Compliance to Rules and Regulations

No Person shall navigate, land, taxi, service, maintain, or repair any Aircraft on the Airport, fly from the Airport, or conduct any Aircraft operations on or from the Airport other than in conformity with current FAA rules and regulations, including FAA certification and licensing regulations and requirements, and all federal, state, local, and other applicable rules and regulations.

Aircraft operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by the Air Traffic Control Tower or the Airport, or necessitated for the safe operation of their Aircraft.

No Person shall operate Aircraft at the Airport in a careless manner or in disregard of the rights and safety of others. Operating an Aircraft constructed, modified, equipped, or loaded as to endanger, or be likely to endanger people or the property of any entity, is prohibited.

#### Based Aircraft Registration

Any Aircraft utilizing the Airport as a base of operation (other than occasional transient purposes) and/or registered with an FBO with an assigned tie-down or hangar space on the Airport is considered a based Aircraft. Once a year, or upon request of the Airport, the FBO and any other tenants with based Aircraft must provide Airport Operations an itemized listing of the tail numbers and types of Aircraft based at their facility. Owners of Aircraft previously based at another airport should report to that airport that they are no longer based there and request to be removed from said airport's based aircraft inventory.

#### Accidents or Incidents

The pilot or operator of any Aircraft involved in an accident or incident on the Airport causing personal injury or property damage shall, in addition to all other reports required by other agencies, make a prompt and complete report concerning said accident or incident to Airport Operations. When a written report of an accident or incident is required by FAA or NTSB regulations, a copy of such report shall be submitted to Airport Operations. In either instance, the pilot or operator of such Aircraft shall provide immediate notice to Airport Operations and the report shall be filed with Airport Operations within twenty-four (24) hours from the time of the accident or incident.

The owner or operator of any Aircraft which by reason of any type of accident, crash or fire, malfunction or operation, causes any damage to Airport property shall be responsible to the Airport for the cost of such damage and the amount thereof shall be ascertained by the Airport Director who shall make demand upon the owner or operator for payment thereof. This includes any environmental pollution cause by the discharge of PFAS described further in Chapter 12. If the owner or operator fails or refuses to pay the amount of such claim for damage, a full report of the circumstances on which the claim is based, together with a copy of the claim shall be turned over to the Airport Attorney who shall, when directed by the Airport Board, institute all necessary legal proceedings for collection of the claim.

Aircraft Maintenance

Aircraft assembly, maintenance and repair are permitted only in areas pre-approved by the Airport.

- a) With exception of preventive maintenance, repair and maintenance of general aviation Aircraft shall be confined to designated areas within a FBO's leased premises or a Specialized Aviation Service Operator's leased premises.
- b) Preventive maintenance may be performed on Aircraft located on tie-downs and in T-hangars if appropriate measures are taken to collect and store any fluids that may be released.
- c) Minor maintenance of air carrier Aircraft may be performed at the gate positions in the passenger terminal area if appropriate measures are taken to collect and store any fluids that may be released. For all other work, the Aircraft must be moved to the air carrier's maintenance area or to an area designated by the Airport.
- d) The painting and doping of Aircraft, or parts thereof, may only be performed in rooms or buildings adequately ventilated and approved for that activity by the Airport Director or Fire District. No painting or doping is permitted in any Aircraft parking area, taxiway, shade hangar or T-hangar.

Aircraft Cleaning

Aircraft cleaning shall only be done in accordance with the Airport's Stormwater Pollution Prevention Plan (SWPPP). The Airport may limit or restrict Aircraft cleaning if the Airport deems that the operation is contributing to stormwater pollution.

Prohibiting Use of Airport

The Airport Director shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other Aircraft operation, to direct refusal of takeoff permission to Aircraft, and to deny the use of the Airport or any portion thereof to any specified class of Aircraft, when he or she considers any such action to be necessary and desirable to avoid endangering Persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Airport Director believes the condition of any portion of the Airport to be unsafe for Aircraft operations, it shall be within his or her authority to issue, or cause to be issued, a NOTAM closing the Airport or any portion hereof.

AIRPORT OPERATIONAL RESTRICTIONS

The Airport shall have the authority (unless contrary to FAA regulations) to designate or restrict the use of runways at the Airport with respect to, but not limited to, the following types of operations:

- Training flights
- Experimental flights
- Equipment demonstration
- Air shows
- Maintenance flight checks, etc.
- Compliance with 14 CFR Part 36 - Noise Standards: Aircraft Type and Airworthiness Certification
- Hot air balloons
- Parachute operations
- Banner or glider towing

- Remote controlled or radio operated Aircraft
- 14 CFR Part 103 and 107 operations (unless prior authorization from ATC)

Such designation or restriction shall be established through the issuance of a Notice to Airmen.

No kites, model Aircraft, tethered balloons or other objects constituting a hazard to Aircraft operations shall be flown on or within the vicinity of the Airport except with the prior written permission of the Airport Director. Parachute jumping over or onto the Airport is prohibited without the prior written permission of the Airport Director.

#### TAXI AND GROUND RULES

##### *Aircraft Taxiing*

All Aircraft operating on the Airport shall be equipped with wheel brakes in proper working order. If an Aircraft is not equipped with adequate brakes, the pilot must receive permission from the Airport Director to taxi such Aircraft, and such pilot shall not taxi such Aircraft near buildings or parked aircraft unless an attendant is at the wing of the Aircraft to assist the pilot. An Aircraft with wings and tail higher than five feet from the ground which does not have adequate brakes shall not be taxied on the Airport, but shall be towed if it is necessary to move such Aircraft.

No Person shall taxi an Aircraft on the Airport until he or she has determined that there will be no danger of collision with any Persons or objects. No Person shall taxi an Aircraft on the Airport until he or she has determined that the exhaust blast or propellor wash from that Aircraft will not cause injury to Persons or damage to property. If such determination cannot be made, then the Aircraft engines must be shut off and the Aircraft towed to its desired destination. All Aircraft shall be taxied at a safe and reasonable speed and not in a careless or reckless manner. Aircraft shall not be taxied, towed or pushed on any runway or taxiway until specifically cleared to do so by the Air Traffic Control Tower. Where taxiing Aircraft are converging, the Aircraft involved shall pass each other bearing to the right if adequate separation is available, unless otherwise directed by the Air Traffic Control Tower. No Aircraft shall taxi between an airside terminal gate and an Aircraft engaged in a pushback or power-back operation. All Aircraft being taxied, towed, or otherwise moved on the Airport shall proceed with navigational lights on during the hours between sunset and sunrise unless otherwise approved by the Airport Director. No Aircraft power-back operations are permitted without prior approval from the Airport Director.

##### *Parking*

No Person shall park an Aircraft in any area on the Airport except those areas designated, and in the manner prescribed, by Airport Operations. When in a designated parking area, every Aircraft shall be adequately tied down and secured if left in the area for an extended period of time. The landing gear of every such aircraft shall be chocked with wheel blocks or other approved devices if tie-downs are not required for the particular class of Aircraft. If any Person uses unauthorized areas for Aircraft parking, the Aircraft so parked may be removed by or at the direction of the Airport Director at the risk and expense of the owner thereof. The overnight parking of air carrier Aircraft off an assigned gate is discussed in Chapter 9.

No Person shall park or store any Aircraft in non-flyable condition on the AOA at any time, or on other Airport property (whether or not subject to an occupancy agreement, permit or license) for a period in excess of ninety (90) days, without permission from the Airport Director. No Person shall store or retain Aircraft parts or components being held as inventory anywhere on the Airport, other than in an enclosed, authorized facility, or in a manner approved in writing by the Airport Director.

Whenever any Aircraft is parked, stored or left in non-flyable condition on the Airport (other than on runways or taxiways) in violation of the provisions of these Rules and Regulations, the Airport will attempt to make contact with the Aircraft owner to determine the status of the Aircraft.

The Airport Director or law enforcement shall have the right to cause to be moved or removed any Aircraft which is disabled, abandoned, or creates an operational, safety or security problem. All damages, costs and attorney's fees incurred by the Airport in the removal of any Aircraft shall be recoverable against the owner or operator of said Aircraft, and the owner and/or operator of such Aircraft shall have no claim against the Airport or any Person acting at the direction of the Airport Director for damage to such Aircraft as a result of such removal or relocation. Upon the payment of costs associated with the removal of an Aircraft, the possession of the Aircraft shall be restored to the owner or operator. If any Aircraft is not claimed, it may be disposed of in accordance with applicable law and all monies, less all damages, costs and attorney's fees incurred by the Airport, shall be returned to the Aircraft owner or operator.

#### Starting and Running Aircraft Engines

No Aircraft engine shall be run at the Airport unless a pilot or certified A & P (airframe and power plant) mechanic qualified to run the engines of that particular type Aircraft is at the controls and unless chocks have been placed in front of the wheels or the Aircraft has set adequate parking brakes. No Person may run an engine of an Aircraft parked on the Airport in a manner that could cause injury to Persons or damage to any other property or endanger the safety of operations on the Airport. Aircraft engines shall be started or operated only in the places designated for such purposes by Airport Operations. Starting engines shall be prohibited until proper clearance has been given by ground personnel or until all standard safety procedures have been met, or both.

#### Disabled Aircraft or Aircraft Involved in an Accident

Any Aircraft or parts thereof interfering with the normal runway or taxiway traffic shall be removed from such runway or taxiway. If the owner, pilot, or agent fails to comply with such request and the Airport Director finds such Aircraft or parts interfering with the safe operation of the Airport, the Airport Director or designee may cause removal of such Aircraft or parts at their discretion and as they deem appropriate under the circumstances. The full risk and expense of such removal shall be assessed against the owner without liability of any nature to the Airport.

When applicable, once authorization to remove the Aircraft has been issued, the Aircraft operator shall be responsible for the safe and prompt removal of disabled Aircraft and parts to a Non-Movement Area. If immediate arrangements are not made (so that the Airport can return to full operational status without unreasonable delay), the Airport may have the Aircraft

removed at the Aircraft operator's risk and expense without liability for damage arising from or out of such removal. Disabled Aircraft shall be removed as soon as possible.

#### HELICOPTER OPERATION RULES

All helicopters at the Airport shall take-off, land, or taxi only from established, Airport approved, parking pads, designated ramps or Airport taxiways and runways as directed by the Air Traffic Control Tower. Over-flight of a structure on the airfield by helicopters must be conducted without hazard to people or property. Helicopters shall be operated only at a safe distance from any area where light Aircraft are parked or operating unless such area is specifically established for helicopter operations. Helicopters shall park or operate only in the areas designated for such operations.

Helicopters shall not be taxied, towed, or otherwise moved with rotors turning unless there is an adequate clear area in all directions from the outer tips of the rotors. Helicopters shall have rotor-braking devices and/or rotor mooring tie-downs applied to the rotor blades when parked. No helicopter shall be left running unless a certified helicopter pilot or FAA certified mechanic is at the controls.

Trailers or dollies shall be utilized to tow helicopters to parking pads for flights. Helicopter tow vehicles and trailers shall not be left at the public use parking pads.

#### COMMERCIAL TRANSPORTATION OF PERSONS BY AIR

All Commercial aviation operators that transport Persons shall provide customer service staff at the Airport available to serve passengers and other Persons at all times during all hours of such Commercial aviation operator's operations at the Airport. Each such Commercial aviation operator shall provide Airport Operations with emergency contact information, including telephone and email addresses, of a Person employed by such Commercial aviation operator with managerial authority who can be reached 24 hours a day, seven days a week.

#### USE OF HANGARS

Hangars located on Airport property are for the storage of Aircraft or other aviation related purposes. The storage of non-aeronautical, small incidental items in a hangar that is otherwise used for Aircraft storage or other aviation related purposes may have no effect on the aeronautical utility of the hangar. However, use of hangars for non-aeronautical purposes is not permitted.

#### NOISE ABATEMENT PROCEDURES

Aircraft operators shall use procedures that result in minimum noise to areas surrounding the Airport. This includes, but is not limited to, avoiding low altitude maneuvers. Optimum power settings and operating altitudes shall be maintained consistent with safe operating procedures for the Aircraft. Flights over populated areas shall be avoided to the extent consistent with safety. Aircraft landing at or taking off from the Airport or running engines while parked at the Airport shall maintain noise levels in accordance with applicable Aircraft noise abatement procedures as promulgated by the Federal government, or Airport, whichever is the most restrictive.

#### MINIMUM STANDARDS

In addition to these Rules and Regulations, the Airport has developed minimum standards governing Commercial aeronautical activities. Those minimum standards are attached hereto as Appendix B.

### FLYING CLUBS

A flying club, for the purposes of these Rules and Regulations, is defined as a non-profit entity organized for the express purpose of providing its members with aircraft for their personal use and enjoyment. As such, a flying club is not considered to be a commercial aeronautical activity.

Any flying club operating from the Airport shall provide and keep current with the Airport the following:

- A current list of members.
- Copies of club aircraft registration, or alternate evidence that club aircraft ownership is vested in the name of the flying club or all of its members.
- Evidence of the non-profit status of the flying club.
- Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of club's registered office.
- A roster of officers and directors, including addresses and phone numbers.

Flying clubs may not offer or conduct charter, air taxi, or aircraft rental operations, nor may they hold themselves out to the public as fixed based operators, a specialized aviation service operation, maintenance facility or a flight school and are prohibited from advertisements as such or be required to comply with the appropriate airport minimum standards.

A flying club may permit its aircraft to be used for flight instruction (1) in a club-owned aircraft as long as both the instructor providing instruction and person receiving instruction are members of the club owning the aircraft, or (2) when the instruction is given by a lessee based on the airport who provides flight training and the person receiving the training is a member of the flying club. In either circumstance, a flight instructor may receive monetary compensation for instruction or may be compensated by credit against payment of dues or flight time; however that individual may not receive both compensation and waived or discounted dues or flight time concurrently.

A qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club may perform maintenance work on aircraft owned by the club. The mechanic may receive monetary compensation for such maintenance work or may be compensated by credit against payment of dues or flight time; however that individual may not receive both compensation and waived or discounted dues or flight time concurrently.

A flying club operating at the airport shall have the right to self-fuel flying club aircraft in accordance with this chapter.

In addition to any other penalties prescribed by the rules and regulations, the Airport Director is authorized to penalize noncompliance with this section in the following manner, depending on the nature and severity of the violation:

- Terminate a self-fueling permit or agreement and prohibit self-servicing of flying club aircraft.
- Require flying club or club members to apply for the right to conduct a commercial aeronautical activity in accordance with the airport minimum standards.
- Require a flying club to cease all operations.

## CHAPTER 6 – SNOW AND DEICING

### SNOW REMOVAL

The Airport is responsible for snow removal operations except within tenant leased areas and not within ten (10) feet of aircraft. Snow removal operations will be conducted in accordance with the Airport's FAA approved Snow and Ice Control Plan. Airport tenants with airfield activities are expected to participate in the Snow and Ice Control Committee meetings.

Air carriers and other tenants with equipment within the AOA are responsible for the removal of any equipment, obstructions or other items from the apron area while snow removal operations are in progress. All such items should be removed to within twenty (20) feet of the closest building to prevent such objects from interfering with the snow removal operations. The Airport will not be responsible for any items damaged as a result of being left in a snow removal area. The owner of any items which may come in contact with snow removal equipment as a result of such items being left within the removal operations area may be responsible for damages caused to the snow removal equipment.

### DEICING

#### Fluid Storage

Aircraft deicing fluids shall only be stored and dispensed on the Airport by those entities so permitted by their permit or other written agreement with or approval by the Airport. Operators will be required to indemnify the Airport, Airport Board, Counties and their officials, officers, employees and agents for all loss, claim or damage incurred as a result of the operator's storage, handling and dispensing of deicing fluids on the Airport. Deicing fluids must be stored at in a location agreed to by the Airport Director and in accordance with the SWPPP.

#### Aircraft Deicing Operations and Procedures

Aircraft deicing will be conducted in accordance with guidance from Airport Operations. Management of bulk Aircraft deicing fluid shall be conducted in compliance with these Rules and Regulations, the City Fire Code, and all applicable federal, state, local laws and regulations.

Aircraft deicing shall be conducted on locations designated by Airport Operations. Any Person conducting deicing operations with engines running must follow their established company procedures as described in written company manuals.

Only deicing fluids approved by the FAA shall be used for Aircraft deicing at the Airport. Spills of deicing fluid must be reported immediately by Airport Operations. Spills must be contained and cleaned up by the responsible party in accordance with all applicable federal, state, and local laws and regulations. The disposition of unused or "out-of-spec" fluids from deice vehicles is the responsibility of the operator and must be handled in accordance with all federal, state, and local laws and regulations.

Deicing vehicles and support equipment will not be parked in Aircraft operating areas unless actively engaged in deice operations or in support of Aircraft in the gate. Parking locations shall be approved by the Airport Director.

Usage Reporting

Each operator or carrier applying deicing fluid shall submit to the Airport Operations an annual report detailing the type and amount of fluid applied. If an FBO performs this service, the FBO will submit the report on behalf of the carrier. The applicator will provide a copy of the Safety Data Sheets for the fluid used to Airport Operations.



## CHAPTER 7 – VEHICLE OPERATIONS

### GENERAL TRAFFIC REGULATIONS

Pursuant to the City of Mosinee Code of General Ordinances, Chapter 78, excepted as otherwise specifically provided in the Code, the statutory provisions in Wisconsin Statutes Chapters 340 to 348, describing and defining regulations with respect to vehicles and traffic, for which the penalty is a forfeiture only, including penalties to be imposed and procedures for prosecution, are adopted for the City. The provisions of Chapters 78 and the Wisconsin State Statutes shall apply to all Persons and vehicles on or within the Airport grounds unless specifically modified by the Airport Director by published regulation or rule.

No Person shall operate a vehicle on the Airport without a valid operator's license. No Person shall operate upon the Airport any vehicle which (1) is so constructed, equipped, or loaded, or which is in such unsafe condition, as to endanger Persons or property; or (2) which has attached thereto any object or equipment (including that which is being towed) which drags, swings, or projects so as to be hazardous to Persons or property.

The Airport Director is authorized to close or restrict the use of all or any portion of Airport roadways or AOA to vehicular traffic in the interest of safety or security, or to facilitate construction at the Airport.

No vehicle shall be stored, parked or repaired on Airport property except in areas so designated by the Airport Director, except for minor repairs necessary with respect to a temporarily disabled vehicle. Any vehicle, including those parked in public or employee parking lots, which has not been moved within ninety (90) may be deemed abandoned unless previous arrangements have been made with the Airport. Airport will attempt to make contact with the vehicle owner to determine the status of the vehicle. If, in the best determination of the Airport, the vehicle has been abandoned, it may be removed as described later in this chapter.

### PROCEDURE IN CASE OF ACCIDENTS

The driver of any vehicle involved in an accident on the Airport, which results in injury to or death of any Person or property damage shall immediately stop such vehicle at the scene of the accident and shall render reasonable assistance. The driver shall immediately give notice of the accident by calling 911 and/or the Airport Operations. The driver of each vehicle involved shall furnish the name and address of the owner and the driver of the vehicle, the operator's license and vehicle registration and the name of the liability insurance carrier for the vehicle, to any Person injured, the driver or occupant of the vehicle damaged and to any law enforcement and otherwise comply with provisions of applicable law.

### PUBLIC PARKING

No Person shall park a motor vehicle for loading, unloading or any other purpose on the Airport other than in areas specifically established for parking and in a manner prescribed by signs, lines or other means. No Person shall park a motor vehicle in a manner so as to obstruct roadways nor in aircraft parking areas; nor on grass areas.

Only vehicles may use the public, reserved and employee parking facilities at the Airport. Operators of vehicles using the public parking facilities at the Airport shall observe and comply with all regulatory and directional traffic signs while entering and departing said facilities. All bicycles operated at the Airport shall be parked only in designated areas.

No Person shall park a vehicle in any area requiring payment for parking therein without paying the required parking charges established by the Airport from time to time or without obtaining and properly displaying authorized validation. If the parking ticket issued by or on behalf of the Airport is lost, the customer shall pay such amount as may be determined in accordance with the policies and procedures adopted and approved by the Airport. Any vehicle that is parked in a designated parking area shall be parked at the owner's sole risk. The owner or operator of any such parked vehicle shall be granted only a license to park in a designated parking area and no bailment shall be created.

No Person shall park a vehicle in any marked parking space in such a manner as to occupy a part of another space. In addition to other penalties for violations of these Rules and Regulations, any vehicle parked in a manner to occupy part (or all) of another space may be charged parking fees commensurate with the number of spaces fully or partially occupied, or may be removed from such parking space(s).

Any vehicle parked in a manner that is in violation of these Rules and Regulations or other provisions of applicable law may be issued a citation by a law enforcement as permitted by applicable laws, and the owner or operator of such vehicle shall be liable for such penalties as may be established by the Airport from time to time or pursuant to applicable law. If such vehicle is deemed abandoned, the last registered owner of the vehicle shall be deemed by law enforcement.

#### EMPLOYEE, TENANT AND OTHER RESERVED PARKING

Employee parking lots are to be utilized for employee parking of personal vehicles only. Employees are strictly prohibited from utilizing their employee parking lot privileges for anything other than their own personal use, unless otherwise approved by the Airport Director. Employees are only permitted to park in marked parking spaces. Employee parking lots are accessed through the Airport issued identification badges. This applies to all tenants operating in the terminal building. Airline flight crews and employees registered under the Airport's monthly parking program are to park in the public lot utilizing the access media issued by the Airport.

Parking areas reserved for rental cars shall only be used for vehicles owned and/or leased by an approved on-Airport rental car Concessionaire. Each rental car Concessionaire at the Airport shall instruct its customers to return all rental vehicles to designated return areas. Rental vehicles found in any unauthorized area or in violation of any parking regulation shall be cited in accordance with these provisions and a forfeiture therefore shall be enforceable against the owner or user of the vehicle in conformance with state law. Rental car employees must park in the designated employee parking lot. Rental car parking areas may not be used for any parking other than vehicles for rent.

Other vehicle parking areas for valet parking, taxicabs, limos, TNCs and shuttle services are reserved for use by such operators with approved Airport permits or agreements.

Other Airport tenants are expected to park vehicles only in their leased areas specified in their agreement. Vehicles should not be parked along Airport roadways or other areas outside of their leased area unless such approval has been given on a temporary basis by the Airport Director.

#### AUTHORITY TO REMOVE VEHICLES

The Airport Director or law enforcement shall have the right to cause to be removed from any restricted or reserved areas, employee parking areas, any roadway or right-of-way or any other area on the

Airport, any vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates an operational, safety or security problem. Any such vehicle may be removed by a contracted towing company. Any vehicle impounded by the Airport shall be released to the owner or operator thereof upon proper identification of the vehicle by the Person claiming it and upon payment of towing charges, any administrative charges and the accrued parking and storage fees thereon. If any impounded vehicle is not claimed, it may be disposed of in accordance with applicable law. The Airport shall not be liable for damage to any vehicle or loss of personal property, which might result from the act of removal.

#### ISSUANCE OF TRAFFIC CITATIONS AND TICKETS

Law enforcement or their designated Airport representatives as permitted by applicable laws, are authorized to issue traffic citations or parking tickets, on the same form used for violation of traffic laws or ordinances by the City of Mosinee.

#### VEHICLE OPERATIONS ON THE AOA

Vehicle operations in the AOA are governed by the procedures and rules set forth by the Airport in its Airfield Driver Training Manual and by the FAA. No vehicle shall be driven or parked in the AOA unless the vehicle and the driver meet the requirements of the training manual. The Airfield Driver Training Manual includes the following:

- General Requirements
- Pedestrian Requirements
- Vehicle Operator Requirements
- Escorting Procedures
- Vehicle Regulations
- Accidents and Emergencies
- Violations for Non-Compliance

Access to and egress from a construction site or storage site located on the AOA by vehicles, cranes or other equipment belonging to or under the supervision of a contractor or subcontractor shall be gained only via routes, through gates and at such times as may be established or approved by the Airport Director and in accordance with the ASP and/or approved construction safety phasing plan.

## CHAPTER 8 – TERMINAL OPERATIONS

### GENERAL CONDUCT

No Persons shall use or otherwise conduct themselves upon any portion of the Airport in any manner contrary to the intended use or posted directions applicable to that area. No entity shall use, keep, or permit the Airport to be occupied or used in a manner offensive or objectionable to the Airport or other users for any reason, or interfere in any way with other occupants or those conducting business at the Airport. No Person shall ride, walk, sit, or stand on a baggage conveyor system (or any part thereof). All Persons must comply with any posted warnings or restrictions on the use of elevators and baggage conveyor systems.

Skateboards, inline skates, and similar recreational devices (whether or not motorized) are prohibited from being operated in the terminal and adjacent sidewalks unless specifically approved in writing by the Airport Director.

The Airport maintains high standards for its own employees and encourages tenants to employ personnel eager to assume a high standard of service to the public. Employees are expected to be courteous at all times and shall refrain from acting in a loud, boisterous, or otherwise improper manner. Tenants are encouraged to include extensive customer service training for employees, as well as a thorough orientation of the Airport, so that employees can correctly answer customer questions regarding the Airport facilities, directions, etc. Complaints received by the Airport concerning a tenant's employee or employees will be forwarded to the tenant for response. The tenant will respond in a timely and appropriate manner in coordination with the Airport Director. Appropriate dress, grooming and hygiene are required of all employees who serve the public.

### TERMINAL MAINTENANCE

The responsibility for the maintenance of Airport space is specified in the applicable permit or agreement. If the Airport must respond to a maintenance emergency within a leased space, which would normally be the responsibility of the tenant, the tenant or operator will be invoiced for the cost of such emergency maintenance. Reports of necessary maintenance for public spaces should be promptly reported to Airport Operations.

### TRASH REMOVAL AND RECYCLING

All tenants are required to properly handle, recycle, and dispose of their own refuse in the Terminal Building, unless otherwise provided for in their permit or agreement. Refuse and recyclables should be disposed of in the dumpster area, properly sorted and deposited in the appropriate dumpster. Garbage, empty boxes, crates, trash, papers, refuse, or litter of any kind shall not be placed, or deposited on the Airport, except in the dumpsters provided specifically for that purpose. The burning of garbage, empty boxes, crates, trash, papers, refuse, or litter of any kind on the Airport by any Person is prohibited. Trash and other waste containers at the Airport shall only be used for trash generated on Airport property. Trash and other waste container areas shall be kept clean and sanitary at all times.

Tenant trash and waste containers shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of offensive odors.

Tenants will be expected to advise employees on how, where, and what to recycle to ensure compliance with the recycling program. Temporary storage or disposal of refuse in places other than the designated

solid waste and recycling bins is not permitted. For questions and/or information about the trash removal and recycling, contact the Airport Administration Office.

Food and beverage concession facilities and any other tenants using or generating fats, grease or oil in their operations must install and maintain the required fats, oils and grease traps, separator and collection equipment. Concessionaires and other tenants are solely responsible for all costs associated with the interception, collection, and appropriate disposal of fats, oils and grease generated by their operations on the premises, and for compliance with all related laws, including Section 82 of the City of Mosinee Code of Ordinances.

#### TERMINAL COMMON USE FACILITIES (COMMON USE OF VACANT GATES)

Requests to use common use gates on a short term basis will be forwarded to the Airport Director with advance notification. The Airport Director will review the request to determine the availability of common use gates. Gate approvals are given on a first-come, first-served basis. The period of use and scheduling of gates is at the discretion of the Airport. Airlines are expected to report the use of common use gates in their monthly self-reporting to the Airport. Airport Operations will document the use of common use gates for verification of the airline's self-reporting and fees will be charged as provided for in the operating agreement. When an airline needs a common use gate on a regular scheduled basis (not leased), the airline must send a request to the Airport Director who will approve or disapprove the request.

Routine parking of Aircraft off the assigned gate must be requested and approved by the Airport Director. If approved, Airport Operations will coordinate the location of the Aircraft parking. When an airline stacks Aircraft beyond the bounds of each assigned terminal apron, the airline shall pay fees as designated in the agreement or rates and charges. All overnight parking (RON) of Aircraft on non-assigned areas must be approved by the Airport Director. Parking approvals are given on a first-come, first-served basis. Airlines are expected to report the use of off assigned gate parking in their monthly self-reporting to the Airport. Overnight parking will be documented by Airport Operations for verification of the airline's self-reporting and fees will be charged as provided for in the agreement or rates and charges.

#### PASSENGER ENPLANING AND DEPLANING/PASSENGER BOARDING BRIDGES

Airlines are responsible for the safe enplaning and deplaning of its passengers. Airlines shall ensure that only airline employees or representatives may operate the passenger boarding bridges and that such employees or representatives have been properly trained. Airlines should report any repair, maintenance or janitorial needs of a boarding bridge to Airport Operations. Airport Operations will coordinate repair and maintenance work with the Airlines and contractors.

#### WHEELCHAIRS AND LUGGAGE CARTS

Airport tenants who supply wheelchairs to their customers are responsible for ensuring that they are stored in designated areas when not in use and are not left unattended around the premises. Tenants may be subject to a charge if Airport employees must retrieve and return their unattended wheelchairs. The pre-staging of wheelchairs outside of a gate for a near-term inbound arrival with a wheelchair request is permissible.

Luggage carts are provided for the convenience and use of the traveling public and shall not be used for anything other than their intended purpose. Luggage carts may not be removed from the Airport. Airport tenants shall not use or store Airport-owned luggage carts intended for use by the public.

#### DECORATIONS AND PROMOTIONS

Tenants wishing to display decorations of any type including promotion decorations or holiday decorations within the public area of their leased space must submit a written request to the Airport Director for prior approval. The request should include the type of decorations, the purpose of the decorations, the expected length of the time the decorations will be displayed and any other additional information. The decorations will be permitted upon notice from the Airport Director. Any decorations which violate these Rules and Regulations or are considered excessive or objectionable by the Airport must be removed upon notice by the Airport Director.

#### AIRPORT TOURS

Tours of the Airport may be available on certain days and times as determined by the Airport. Persons or organizations wishing a tour of the Airport must submit a tour request at least two weeks in advance. Tour groups are recommended to be no larger than fifteen (15) Persons. Requests for tours with more than fifteen (15) Persons require special arrangements. Such requests can be made by calling Airport Administration.

#### WELCOME TABLES

Persons or organizations wishing to place a welcome table for groups arriving at the Airport (such as conferences, reunions, etc.) shall make a written request at least one week in advance to the Airport Director. The request should include the name of the organization/event, point of contact with telephone numbers, the dates and times a table is requested, the number of expected arrivals and if the table will be staffed or an informational table only. Any signage displayed at the welcome table must be in the form of a welcome sign, not an advertisement. A group wishing to hang a banner as part of the welcome table should include that in their written request. Such requests are subject to approval by the Airport Director. Upon approval, such welcome table may be placed only on the dates, time and location as directed. Any signage or material considered objectionable by the Airport must be removed upon notice by the Airport Director.

#### FIREARMS AND WEAPONS

Except for Law Enforcement Officers, Federal Air Marshals, Federal Flight Deck Officers, other peace officers or security personnel, approved Airport Operations employees, members of an armed force of the United States on official duty, or as authorized by Wisconsin State Statute, no Person may carry a firearm or weapon inside the Terminal Building. However, no Person shall be prohibited from bringing any legal, unloaded firearm into the landside of the Terminal Building for the purpose of checking such firearm with an airline to be lawfully transported on an Aircraft as cargo or checked baggage. Such firearm must be unloaded and properly encased for shipment as may be required by the airline and the TSA.

## CHAPTER 9 – TENANT RULES AND REGULATIONS

### AIR CARRIER/OTHER TENANT OPERATING PERMITS AND AGREEMENTS

Occupancy or rental of any space, or the conduct of any business, Commercial enterprise, or other form of revenue-producing activity on the Airport, shall not be permitted unless a written contract, lease, sublease, agreement, license, permit, or other temporary permission for such occupancy, rental or conduct of business has first been obtained from Airport Administration; and all applicable fees, rates and charges, including but not limited to space rental, concession fees, operating fees, reimbursements and applicable taxes are paid to the Airport. A Commercial activity agreement or permit may not be assigned or transferred, unless otherwise provided for, and shall be limited solely to the approved activity.

All Commercial aviation operators operating regularly scheduled flights at the Airport, or flights engaged in cargo transportation at the Airport, must be a party to a lease or operating agreement or operating as an unscheduled charter operator as coordinated with the Airport.

### INSURANCE

Airport tenants, Concessionaries, vendors, contractors, subcontractors, and all other Commercial operators on Airport property shall provide the Airport, no less frequently than annually, a Certificate of Insurance demonstrating the required insurance limits are in place as required in the lease, agreement, permit or other such authorization. Without exception, all insurance certificates and the policies they represent shall list the Airport, Airport Board and Counties and their officials, officers, employees and agents as additional insured.

### TENANT CONSTRUCTION REQUIREMENTS

All tenant construction, alteration or structural work or decorator changes require the review and written approval of the Airport. For construction projects or major renovation projects, tenants shall submit construction plans and specifications to the Airport Director and to the City of Mosinee Plan Commission for review and approval. The plans should include a general layout, drawn to scale, showing the desired adjacent space actually required for the anticipated operations based in such a building or area in addition to the space deemed for use within the building proper. For minor renovation projects or tenant area cosmetic improvements, tenants shall coordinate such work with the Airport Director prior to the start of renovations for review and approval. All proposed construction and alteration work must be compliant with all applicable federal, state, and local regulations (including FAA design standards, adopted NFPA, county and state fire and building codes); have all required permits; and be compliant with the written approval provided by the Airport prior to the commencement of construction. Plans and construction must be consistent with the Airport Master Plan, Airport Layout Plan, Airport Certification Manual, ASP and Minimum Standards. If applicable, required notices pursuant to FAR Part 77, *Safe, Efficient Use and Preservation of the Navigable Airspace*, must be submitted through the Airport Director.

In addition, for all construction and alteration work, the tenant must submit to Airport Administration as-built drawings in the required format within thirty (30) days of project completion. Any environmental survey required for a construction project within a leased area is the responsibility of the tenant.



Any building, construction materials or other discarded waste of materials resulting from tenant construction and alteration work must be discarded in a location and method as directed by the Airport Operations.

#### OWNERSHIP OF TENANT IMPROVEMENTS

Fixtures, installations, additions, alterations and improvements made by the tenant on Airport premises becomes the property of the Airport upon the termination or expiration of the tenant agreement or permit without compensation to the tenant unless otherwise provided for in the agreement or permit. The tenant may remove trade fixtures and equipment prior to the contract end provided that damage to the infrastructure that may occur in the process is immediately repaired by the tenant. Tenants shall not remove or demolish, in whole or in part, any improvements to the premises without prior consent from the Airport. The Airport may require the tenant to replace whatever is removed. Tenants should refer to their agreement or permit with the Airport for other contract termination requirements.

#### SIGNAGE AND GRAPHIC STANDARDS

The Airport strictly controls sign appearance, messaging, quality and placement. The Airport manages signage in order to: increase the ease of movement throughout its facilities, eliminate clutter, guarantee uniformity and ensure visual appeal and appropriate content. The Airport manages the appearance and placement of all interior and exterior signs displayed in and around the Airport. This applies to signs requested by employees, tenants, agencies, contractors and other Airport users.

The Airport requires that sign design and plans be submitted for approval prior to fabrication, construction and installation. Signs must be of a professional quality. No handwritten or poorly manufactured signs will be permitted. The Airport Director will review and approve sign proposals.

Tenants are responsible for the design, fabrication, installation, and cost of signs in their leased areas. The Airport reserves the right to remove non-compliant or unauthorized signs and charge the cost of the removal and associated repairs to the tenant.

#### THIRD PARTY OPERATORS

Third party operators providing ground handling services for an air carrier with an operating agreement with the Airport are permitted to operate under the provisions of that air carrier's operating agreement. The air carrier must provide the Airport a copy of its agreement with the third party operator. The third party operator must satisfy the insurance provisions required under the air carrier's agreement.

#### AIRPORT FEES, RATES AND CHARGES

Airport users shall pay the rents, fees, or other charges specified by the Airport for engaging in activities. Users' failure to remain current in the payment of any and all rents, fees, charges, and other sums due to the Airport as specified in their lease, agreement, permit or other authorization may be grounds for revocation of any permit, agreement or approval authorizing the conduct of activities at the Airport. Airport fees, rates and charges are approved by the Airport Board.

#### INSPECTIONS OF AIRPORT LEASED AREAS

The Airport reserves the right to inspect Airport leased areas as it may determine necessary with sufficient notice to tenants. Inspections may be necessary to ensure compliance with safety, security or compliance with permit or agreement requirements. Tenants will be notified of any violations identified



and will be given such time to correct the violations as may be provided for in the permit or agreement or as may be determined necessary for security or safety violations.

LANDSCAPING REQUIREMENTS/WILDLIFE MITIGATION

Landscaping around Airport facilities can attract wildlife that is hazardous to Aircraft operations. Wildlife hazards can be reduced by using plant varieties and spacing that is less attractive to hazardous wildlife species. The Airport has an FAA approved Wildlife Hazard Management Plan. This plan requires incorporating reduction of wildlife attractions in landscape design by reducing the number of trees planted and selecting species least desirable to wildlife. All tenant landscape alterations and/or improvements must conform to this plan in consultation with and prior written approval by the Airport Director. A copy of the Wildlife Hazard Management Plan can be obtained by calling Airport Operations.

Tenants shall not conduct any other activity or behavior which might result in the attractant of wildlife to the airport. Tenants are encouraged to report observed wildlife, roosting or nesting areas, or possible wildlife attractants to Airport Operations.

## CHAPTER 10 – COMMERCIAL GROUND TRANSPORTATION, TAXICABS, LIMOUSINES AND TRANSPORTATION NETWORK COMPANIES

### GROUND TRANSPORTATION PERMITTING INCLUDING ON-AIRPORT RENTAL CAR OPERATORS AND ANY PEER-TO-PEER CAR SHARING OPERATORS

Any On-Airport Rental Car operator, any Peer-to-Peer Car Sharing operator or other Person engaged in the renting or sharing of vehicles which results in the transacting of business on Airport property, must be operating under an agreement, permit, or other arrangement with the Airport, and must comply with the terms of that agreement, including payment of fees included therein. Such operator or Person shall also operate in compliance with any applicable State regulations.

### GROUND TRANSPORTATION PERMITTING INCLUDING OFF-AIRPORT RENTAL CAR OPERATORS, OFF-AIRPORT PARKING SERVICES AND OFF-AIRPORT HOTEL/MOTEL SHUTTLE SERVICES

Pursuant to its authority under Wisconsin Statutes Section 114.11 and 114.14, the Airport requires the permitting of vehicles used by off-Airport operators authorized to conduct business activities at the Airport.

- The Airport Director or his/her appointee shall establish an authorized vehicle/courtesy vehicle permit system to be used by all off-Airport operators authorized to conduct business activities at the Airport.
- Only authorized vehicles/courtesy vehicles that have obtained such permits may conduct Commercial activity on the Airport grounds.
- Off-Airport operators shall obtain a permit by completing and submitting a written application. Permits will be issued only after the application is submitted and approved along with evidence that requirements for any license, other permits, insurance, safety inspections or authorizations required by any other government agency, such as local, state and/or federal, have been met. The Airport is authorized to charge a fee for such a permit.
- Each authorized vehicle/courtesy vehicle being used on the Airport by an operator in the conduct of business shall at all times operate their vehicle as provided for in the permit.
- The permit is not transferable and does not extend to any area of the Airport nor any other zone except those designated in the permit.
- All authorized vehicles/courtesy vehicles authorized under those permits shall be kept clean and maintained in good working order.
- The Airport Director or his/her appointee may immediately revoke, temporarily or permanently, a permit for violation of any provision the permit or any federal, state and/or local law or ordinance or of any other aviation rules, regulations, or policies.
- Permits shall be obtained for the following vehicles: Off-Airport parking courtesy vehicles; off-Airport hotel/motel courtesy vehicles; and off-Airport rental car courtesy vehicles.

Application for a permit to operate on the Airport under this provision should be obtained from the Airport Director.

### GENERAL PROVISIONS GOVERNING GROUND TRANSPORTATION

#### *Vehicle Requirements*

Pursuant to its authority under Wisconsin Statutes Section 114.11 and 114.14, the Airport requires that all authorized vehicle/courtesy vehicle permits shall require the owner, operator, driver, or chauffeur of any authorized vehicle/courtesy vehicle to procure and file with the

Airport a liability insurance policy issued by a good and responsible surety company in an amount to be determined by the Airport and as required in the Airport permit. Should a vehicle at any time cease to be covered by a policy of insurance, that vehicle at any time shall be prohibited from operating on Airport property. A thirty (30) day notice of cancellation by the insurance company shall be provided to the Airport.

Vehicles utilized must be properly equipped for operation as a shuttle (i.e., not personal use vehicles), meet all of the Americans with Disabilities Act (ADA) requirements and be operated as provided for in the permit. Vehicles are expected to be maintained in a clean and sanitary condition and maintained to proper safety standards.

#### Driver Requirements

Shuttle drivers must be properly identified as a representative of the operator and must have a clean, neat and presentable appearance. Drivers must have a valid operator's license appropriate for the type of shuttle vehicle being operated.

#### Fees

Commercial Ground Transportation operators shall be required to pay a fee to the Airport as provided for in their permit. The operator shall maintain complete and accurate business records which the Airport, through its representatives, has the right to inspect and/or audit.

### TAXICAB AND LIMOUSINE AGREEMENTS

Any Taxicab or Limousine operator wishing to operate to or from the Airport, in addition to obtaining any required permits from the state and local municipalities in which they operate and complying with the requirements governing said permit(s), must enter into a Lease and Operations Agreement for Taxicab and Limousine Service through Airport Administration. If a permit issued by the state or any local municipality is revoked, the Operator must notify the Airport within three (3) days.

### TRANSPORTATION NETWORK COMPANY (TNC) AGREEMENTS

Transportation Network Company, as defined by Wisconsin Statute, is a business that, for compensation, uses a digital network to connect passengers to participating drivers for the purpose of providing transportation network services to those passengers. "Transportation network company" does not include a taxicab, limousine, shuttle, or other for-hire vehicle service.

Chapter 440, Subsection IV of the Wisconsin State Statutes governs the licensure and regulation of TNCs and their participating drivers operating in the State of Wisconsin, including the Airport. Any TNC and its participating drivers operating at the Airport must do so in accordance with the provisions of the State Statute. Additionally, the Airport has the right as provided for in Section 440.465 of the statute, to require a TNC to obtain a permit and impose fees and charges for the use of an airport by a TNC and its participating drivers.

Any TNC operator wishing to operate to or from the Airport, in addition to obtaining the required license from the State of Wisconsin and complying with the requirements governing said license, must enter into a Transportation Network Carrier Operating Agreement through Airport Administration.

GENERAL PROVISIONS GOVERNING TAXICABS, LIMOUSINES AND TRANSPORTATION NETWORK COMPANIES

Vehicle Requirements

Vehicles utilized in providing services authorized under an Airport Taxicab and Limousine Service agreement or Transportation Network Carrier agreement shall meet the requirements outlined in said agreement. Vehicles are expected to be maintained in a clean and sanitary condition and maintained to proper safety standards.

Vehicles and drivers are subject to random inspection by Airport Operations or law enforcement to ensure compliance with the operator's agreement, permit or security requirements.

Operators or participating drivers must maintain insurance coverages as required by the agreement at all times.

Driver Requirements

Drivers operating under a written agreement with an approved Airport operator must have a valid operator's license. Drivers shall maintain a clean, neat and presentable appearance at all times while operating under an Airport agreement and shall conduct themselves in a fair, honest and businesslike manner at all times. Drivers shall not use any profane, boisterous, or improper language or be the cause of or engage in any quarreling, fighting or other unlawful disturbance. Drivers are responsible for ensuring compliance with the requirements of the operator's agreement with the Airport.

Any TNC or participating driver operating at the Airport without the required license(s) shall be reported to the Department of Safety and Professional Services for enforcement.

Fees

Taxicab and limo operators shall be required to pay a fee to the Airport as provided for in their Taxicab and Limousine Services agreement. TNC operators shall be required to pay a fee to the Airport as provided for in the Transportation Network Carrier Operating Agreement. The operator shall maintain complete and accurate business records which the Airport, through its representatives, has the right to inspect and/or audit.

DESIGNATED AREAS FOR COMMERCIAL TRANSPORTATION OPERATORS

All Commercial vehicle operators permitted under this chapter shall park vehicles for passenger pickup, drop off or vehicle staging in such manner and in such areas as may be designated from time to time by the Airport Director.

## CHAPTER 11 – RELIGIOUS, CHARITABLE AND POLITICAL ACTIVITIES

### GENERAL REQUIREMENTS

All religious, charitable, and political activities shall be conducted:

- In the peaceful and orderly manner contemplated by law, without physical harm, molestation, threat or harassment of other Persons, and without obscenities, violence, breach of the peace, damage to property or other unlawful conduct; and
- Without obstructing the use of the Airport by the public and without hindrance to or interference with the proper, safe, orderly, and efficient movement of passengers and users of the Airport or operation of the Airport and the activities conducted thereupon, and without interference with the constitutional rights of others.

### CONTENT NEUTRAL REGULATIONS

The regulation of religious, charitable, and political activities shall be content neutral and shall apply and be enforced without regard to the identity of the individuals or organizations seeking to engage in such activities or the content of the message sought to be communicated.

### SIGNS, HANDBILLS and LEAFLETING

It is strictly prohibited for any Person to post or distribute written signage, handbills or leaflets without the prior written permission of the Airport Director.

### DEMONSTRATIONS, PICKETING AND SOLICITING

No Person shall conduct or participate in parading, marching, patrolling, demonstrating, sit-downs, assembling, distributing of pamphlets or other materials, carrying or displaying of signs or placards in or upon or in any manner whatsoever obstructing buildings, grounds, roads, walks, approaches or any of the property of the Airport which may tend to provoke a disturbance or jeopardize the safety of himself or herself or others without the prior written permission of the Airport. No Person shall solicit fares, alms or funds for any purpose and no signs, advertisements or circulars may be posted or distributed at the Airport without the prior written permission of the Airport Director or his representative. Such written permission must be obtained through the issuance of a permit after first making a written request as provided for in this chapter. The Airport is authorized to charge a fee for space utilized.

### REGISTRATION AND PERMITTING PROCESS

No Person shall picket, solicit, display signs or otherwise attempt to communicate their views to other users of the Airport without first delivering written request to the Airport Director no less than three (3) days in advance of the activity. Such request shall be required in order that adequate precautions may be taken to protect health, security, safety and order, to assure efficient and orderly use of Airport property for its primary purpose and to assure an equal opportunity for freedom of expression. The written request shall include:

- The full name, mailing address and telephone number of the Person providing the written request, or, if he or she is a member of an organization which is sponsoring, conducting or promoting the activity, the full name, mailing address and telephone number of both the organization and a responsible officer or agent thereof;
- A copy of the driver's license or other form of identification of the Person providing the written request;
- A description of the proposed activity stating the type of communication to be involved and the signs to be utilized for the activity;

- The preferred date, hour, and anticipated duration of such activity;
- The number of Persons planning to participate in such activity; and
- A statement or evidence that the Person sponsoring, conducting, promoting the proposed activity is one that is charitable, religious or political in nature or whose purpose for the proposed activity is not for the deriving or making of profit for the sale or exchange of goods or services;
- The Airport reserves the right, based on the proposed activity, to require a deposit to cover potential damages which may be incurred during the activity.

The Airport Director or designee shall review the application for sufficiency of information, and shall issue a permit, or notify the applicant in writing why issuance of a permit is delayed or denied. A permit shall not be granted or denied based upon the content of any non-Commercial message. In the event that more than one Person or organization submits an application requesting the same date and time, the Airport Director will review those applications on a first come-first served basis and grant or deny permits in that order. The activities referred to herein shall be conducted strictly in conformity with the terms and conditions set forth in the permit issued by the Airport and these Rules and Regulations.

The Airport has determined that only certain area(s) of the Airport provide a reasonable opportunity for picketing activities while not preventing the use of the Airport for its intended purpose of providing safe, secure, orderly, and efficient flow of pedestrian and vehicular traffic. The Airport will designate areas for picketing activities. The activities described herein shall be conducted only in or upon those Airport premises which are designated by the Airport open to the general public for common use, and shall not intrude upon nor take place in any location or area reserved to a particular use, such as baggage areas, washrooms, offices, ticket counters, stairways, restaurants or any areas devoted to business enterprise.

No more than the number of Persons designated by the Airport in the permit may engage in the permitted activity in the designated area(s) at a time.

#### PROHIBITED CONDUCT

The following activities are prohibited at the Airport, with or without a permit:

- Picketing or demonstrating by any Person at any area except during the days, times and locations assigned by the Airport in a valid permit;
- Conduct of a game of chance;
- The sale, distribution or handing out of any type of food or drink by any Person engaged in picketing or demonstrating;
- Any attempt to pin, tie or attach any flower or other symbol, insignia, article or object to the clothing, luggage, or vehicle of any Person without their consent; to assail, coerce, threaten, physically disturb, assault or commit battery on any other Person; to touch any Person without his or her consent; or to obstruct and interfere with the conduct of authorized business at the Airport;
- The use of any musical instrument, noise-making device, sound or voice amplifying apparatus, or the interference by anything which will reduce the effectiveness of the public address system or that interferes with the business functions of the Airport;
- The display of signs at the Airport after the required permit shall have been terminated or expires;
- The leaving of any signage or items on Airport property after the required permit shall have been terminated or expires;

- Any activity which constitutes a danger to Persons or property or which interferes with the orderly formation and progression of waiting lines, or which interferes with any of the following: pedestrian or vehicular travel; the issuance of tickets or boarding passes or equivalent documents for air or ground transportation; luggage or cargo movement or handling; the entry to or exit from vehicles, elevators, doorways or passageways; conduct of any Commercial activity authorized under these Rules and Regulations; security procedures; government inspection procedures; cleaning maintenance, repair or construction operations;
- Any conduct which indicates or represents or attempts to indicate or represent to the public that an individual conducting soliciting or demonstrating pursuant to a permit issued by the Airport is a representative of the Airport;
- Any conduct which misrepresents the identity of the individual or organization for which the individual is performing the permitted activities;
- Failure to cooperate in the investigation of any complaint received by the Airport regarding the conduct of any participant;
- Any conduct which shall physically impede, obstruct or interfere with the free movement of any Airport passenger, tenant or employee.

#### ACTIVITIES DURING EMERGENCIES

The Airport Director or law enforcement may declare an emergency for all or any portion of the Airport, including the Terminal Building, due to adverse weather, schedule interruptions or extremely heavy traffic movements or for emergency or security measures. Any Person conducting picketing or other approved, permitted activity in an area affected by the emergency shall immediately cease such activities for the duration of the emergency.

Upon the end of such emergency, as announced by the Airport Director or law enforcement, participants with approval to conduct such activities may resume their activities in accordance with their permit.

#### ACCIDENTS

If any Person permitted to engage in a picketing or other approved, permitted activity is involved in an accident or incident in which any Person is injured or property damaged, a participant or the participating organization shall immediately contact Airport Operations.

#### DONATION BOXES, FURNITURE OR SIGNS

Donation boxes are not permitted on the Airport unless prior written approval has been granted by the Airport Director. The placement of a table, bench, chair, sign or other item on the Airport is prohibited unless expressly permitted in writing by the Airport Director in connection with an approved permit.

#### VIOLATIONS BY PARTICIPANTS

If a violation to a federal, state or local regulation or any provision of this chapter occurs, the responsible individual shall be notified. Failure to immediately correct the violation shall cause the termination of the permit under which they are operating and the party shall not be permitted to continue the activity on Airport Property. Such termination shall be administered pursuant to the Compliance Provision in Chapter 1 of these Rules and Regulations. Upon termination of the permit, the Person and/or organization in violation shall not be eligible for a new permit for a period of up to twelve (12) months or a period to be determined by the Airport Director.

## CHAPTER 12 – ENVIRONMENTAL MATTERS

### ENVIRONMENTAL POLLUTION AND SANITATION

No Person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars and matches, except in receptacles provided for such purpose that conform to the requirements of this chapter. Tenants shall comply with the rules and regulations governing trash removal and recycling as provided for in Chapter 8.

As provided for in Chapter 9, no Person shall dispose of any fill, building or construction materials or any other discarded or waste materials on Airport property except as approved by the Airport Director or as otherwise expressly provided in a written agreement or permit with the Airport. No liquids or other contaminants of any kind shall be placed in storm drains or the sanitary sewer system at the Airport which will damage such drains or system or will result in environmental pollution passing through such drain or system, as described in Chapter 3.

Outdoor washing of vehicles and equipment shall only be done in accordance with the Airport's SWPPP. The Airport may limit or restrict the washing of vehicles and equipment if the Airport deems that the operation is contributing to stormwater pollution.

Any solid or liquid material, which may be spilled at the Airport, shall be cleaned up immediately by the Person responsible for such spill in a manner acceptable to the Airport Operations/ARFF. The Person responsible for the spill shall report it immediately in accordance with the recommended spill reporting requirements in the Airport's SWPPP or SPCC Plan.

No Person shall unnecessarily, unreasonably, or in violation of applicable law, cause any smoke, dust, fumes, gaseous matter or particulate to be emitted into the atmosphere or be carried by the atmosphere.

Any Person who observes any foreign object or debris on the AOA shall remove such foreign object and debris from the AOA, if such Person is properly badged or escorted, or if not properly badged or escorted, such Person shall immediately report the foreign object or debris to Airport Operations. All Persons shall comply with Airport Operations directions regarding the prevention and removal of foreign objects and debris within the AOA.

No Person shall recover, recycle, sell, donate or salvage any Airport property for personal use or gain for themselves or any party other than the Airport.

If an Airport user's activity on the Airport results in the discharge of any PFAS on the Airport by the user, such user shall be responsible for the cost of the cleanup of the discharge. Additionally, in the event of any discharge of PFAS by emergency responders in response to an accident or emergency as a result of the user's operation on the airport, the user shall be responsible for the cost of the cleanup of the discharge. The decision to dispense any PFAS will be at the discretion of the Airport.

### STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

In compliance with the Airport's National Pollutant Discharge Elimination System (NPDES), the Airport has adopted a Stormwater Pollution Prevention Best Management Practices to develop a comprehensive approach to site-wide management of stormwater. Other than stormwater, no



material may be intentionally or accidentally placed, poured, spilled, flushed, or by any other method, introduced into any stormwater grate, inlet, or pipe. It is unlawful for anyone to place into the storm drainage system any waste or other substances in such a way as will be or may become offensive.

Tenants shall comply with the Airport's SWPPP, including Best Management Practices, a copy of which may be obtained from Airport Operations.

#### USE OF CLEANING FLUIDS

To the greatest extent practicable, cleaning of Aircraft parts and other equipment shall be done with non-flammable and non-chlorinated cleaning agents or solvents. When the use of flammable solvents cannot be avoided, special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the adopted NFPA standards.

Flammable cleaning agents and solvents shall be stored in accordance with the applicable requirements of these Rules and Regulations. Cleaning agents and solvents shall be disposed of in accordance with the applicable requirements of this chapter.

#### CONTROL OF CONTAMINANTS

No Person shall allow fuel, oil, hydraulic fluid or any other petroleum based product to leak or spill on to the Airport. No fuel, grease, oil, flammable liquids, or contaminants of any kind, including detergents used to wash Aircraft or other surfaces, shall be allowed to flow into or be placed in any storm drain, sewer system or open water areas without a separator or unless connected to an industrial waste system in which certain constituents such as heavy metals in the waste system are restricted. Any storage of oil (defined to include but is not limited to petroleum, fuel oil, oil refuse and sludge, animal fats, vegetable oils and other oils and greases, including synthetic and mineral oils) must be in accordance with the Spill Prevention, Control and Countermeasure (SPCC) regulations including the development of a SPCC Plan for the facility, where applicable.

Equipment used to scrub pavement surfaces must have the capability of picking up all cleaning water for disposal at a location equipped with an adequate clarifier and may be disposed of only at a location equipped with an adequate clarifier.

Drip pans shall be placed under any stored aircraft that has the potential to leak or at the request of the Airport Director.

#### CONTAINERS

No Person doing business on the Airport may keep uncovered trash containers adjacent to sidewalks or roads in a public area of the Airport or within the AOA.

No Person shall operate an uncovered vehicle to haul trash, dirt, or any other material on the Airport without prior written permission of the Airport Director.

All outdoor trash receptacles at the Airport shall have lids that can be securely fastened to prevent wind from dispersing the contents of such receptacles. The Person in control of such receptacle shall be responsible to keep the lid securely fastened at all times except when such receptacle is being loaded or unloaded.

POTABLE WATER

Air carriers or other Airport tenants requiring potable water outside of the Airport Terminal Building are responsible for the cost and installation of a backflow prevention device and any additional required equipment such as cabinets and hose reels. The air carrier or other tenant is responsible for all required testing and shall ensure compliance with the Environmental Protection Agency, the Food and Drug Administration and the U.S. Department of Agriculture regulations, and any other applicable federal, state and local laws and regulations.

**APPENDIX A - RULES GOVERNING HEARINGS BEFORE THE AIRPORT DIRECTOR**

Any Person receiving a notice of violation, suspension or revocation of his or her Airport-issued identification badge and/or fine may provide a written request for a hearing before the Airport Director to request an alternative disposition of the alleged violation. Any Person having been denied a permit to conduct a particular activity at the Airport may also provide a written request for a hearing before the Airport Director to request a review of the permit denial. Such written request must be made within ten (10) days after the issuance of the notice of violation and associated penalties or permit denial. Such written request must specify the reasons why the order, fine, penalty, permit denial or decision should be rescinded, changed or modified.

Upon receipt of a timely appeal, the Airport Director shall set a date and time for an appeal hearing, but in no case shall the hearing be set more than thirty (30) days from the receipt of the timely notice of appeal. The appellant shall be notified in writing of the date, time, and place for the appeal hearing. The Airport Director or his/her designee shall serve as the Hearing Examiner. Hearings shall be conducted in the Airport Administration Offices unless an alternative location is proposed and mutually acceptable by both parties.

Within ten (10) days of the conclusion of the hearing, the Airport Director shall determine if the disputed action was proper, and shall approve, modify, or rescind the disputed action. The decision of the Airport Director shall be documented in writing. The written decision of the Airport Director shall be final.

Further appeals of the written decision of the Airport Director would be administered by the Marathon County Corporation Counsel.

**APPENDIX B – MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL SERVICE PROVIDERS**