

# RULES & REGULATIONS



Photo: Bill Biggart



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# EASTON AIRPORT

## EXHIBIT 2

### RULES AND REGULATIONS

#### CHANGE #4

Remove pages 8, 10, 12, 16 and 18, Dated April 20, 2006

Insert pages 8, 10, 12, 16 18, and 27 (Appendix E) Dated February 28, 2012

SUMMARY OF CHANGES dated February 28, 2012

Purpose: Policy/Editorial Changes

Page 8, Added Paragraph 3 to read as follows:

With the approval of the Airport Manager, aircraft owners may contract with a non-FBO/SASO based Airframe and Powerplant (A&P) and/or holder of an Inspection Authorization (IA) for the sole purpose of completing an annual inspection on their aircraft, provided the A&P/IA holds the appropriate FAA ratings and authorizations for the work to be done and has the minimum general liability insurance with no deductible of:

\$1,000,000 each occurrence for bodily injury & property damage;

\$1,000,000 each incident for personal and advertising injury;

\$1,000,000 product completed operation aggregate;

\$1,000,000 general aggregate

Talbot County Council/Easton Airport will be named as an additional insured. In addition, the A&P/IA will be charged a daily fee of \$50.00 while operating on the field.

Page 10, Paragraph P.2 – Added text to read as follows “*construction activity within the safety area.*”

Paragraph P.3 – Change “*within*” to “*beyond*” to read as follows: *...from a taxiway centerline, but within the airfield operations area.....*

Change “*CTAF/UNICOM*” to “*Air Traffic Control Tower/Ground.*”

Page 12, Paragraph B.1 – Added text clarifying communication during tower operational hours

Paragraph B.2 — Added text clarifying communication during non tower operational hours

Paragraph B.3a — Insert text *Tower/Ground* between “*communicate on the*” and “*CTAF/Unicom*”

Paragraph B.3b – Last sentence change “*CTAF/Unicom*” to “*Tower/Ground.*”

Page 16, Paragraph L.

Change “*CTAF/UNICOM* frequency of 122.95” to “*Tower/Ground* frequency of 118.52/119.07.”

**CHANGE #4 CONTINUED**

Page 18, Paragraph C – Add text *“at the joint request of the Airport Board and Airport Manager and upon approval by the County Council by administrative resolution.”*

Page 27

Insert Appendix E, Fee Schedule

Mike Henry  
Airport Manager

**EASTON AIRPORT**  
**EXHIBIT 1**  
**RULES AND REGULATIONS**

**CHANGE # 3**

Insert page #25

SUMMARY OF CHANGE

Insert Easton Airport Self-Fueling permit

Approved July 27, 2006

Mike Henry

Airport Manager

**EXHIBIT 1**

**EASTON AIRPORT**

RULES AND REGULATIONS

**CHANGE # 2**

Remove page 22, dated January 6, 2006

Insert page 22, dated April 20, 2006

SUMMARY OF CHANGE DATED APRIL 20, 2006

Purpose – Clarification of golf cart usage on AOA

Changed text – Exhibit B – Rules for vehicles operating and parking on the AOA.

Add: Paragraph 7. “Golf carts are authorized to operate on the AOA with an FAA approved orange and white flag.”

Approved April 20, 2006.

Mike Henry,  
Airport Manager

**EXHIBIT 1**

**EASTON AIRPORT**

**RULES AND REGULATIONS**

**CHANGE #1**

Remove pages 9 and 15, dated April 12, 2005  
Insert pages 9 and 15, dated January 6, 2006

**SUMMARY OF CHANGE DATED JANUARY 6, 2006**

Purpose – Editorial change

Changed text – Changed text is indicated by a vertical bar in the margins. New pages that do not contain changes have only changed due to repagination.

Page 9, PARA.N.6.

First sentence: Added the words “Talbot” and “Council”

Page 15, PARA.J.4.

First sentence: Delete words “produce” and “including the use of kerosene”, add “use” and “or glowing element”

Approved January 6, 2006

Mike Henry  
Airport Manager

PAGE CONTROL CHART

<b>Remove Pages</b>	<b>Dated</b>	<b>Insert Pages</b>	<b>Dated</b>
Page 9	April 12, 2005	Page 9	January 6, 2006
Page 15	April 12, 2005	Page 15	January 6, 2006
Page 22	January 6, 2006	Page 22	April 20, 2006
N/A	July 27, 2006	Page 25	
Page 8	April 20, 2006	Page 8	February 28, 2012
Page 10	April 20, 2006	Page 10	February 28, 2012
Page 12	April 20, 2006	Page 12	February 28, 2012
Page 16	April 20, 2006	Page 16	February 28, 2012
Page 18	April 20, 2006	Page 18	February 28, 2012
N/A	April 20, 2006	Page 27	February 28, 2012

### CERTIFICATION

I, SUSAN W. MORAN, County Secretary of Talbot County, Maryland, hereby certify that the County Council of Talbot County, Maryland, adopted the "Easton Airport, Rules and Regulations," by Administrative Resolution on April 10, 2012.

Talbot County, Maryland



By: Susan W. Moran, Secretary

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## **SECTION I** **GENERAL PROVISIONS**

### **A. PURPOSE**

The rules and regulations contained herein (“Rules and Regulations”) govern the use, management, and control of the Easton Airport (“Airport”). Their purpose is to maintain order, protect the public safety, promote the convenience of Airport users and tenants, and to regulate all commercial enterprises at the Airport, whether such enterprises are aeronautical or non-aeronautical. No commercial operation of any kind shall be conducted on the Airport unless specifically authorized by the Airport Manager in accordance with these Rules and Regulations and pursuant to the terms of any applicable permit. Use of the Airport or any of its facilities obligates the user to obey all Rules and Regulations.

### **B. DEFINITIONS**

The following definitions apply throughout these Rules and Regulations:

Aeronautical Activity means any activity conducted at airports which involves, makes possible, or is required for the ongoing operation and safety of aircraft. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, aerial application, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft and sale of aircraft parts and aircraft storage.

Aeronautical Services means any service which involves, makes possible or is required for the operation of aircraft, or which contributes to, or is required for, the safety of aircraft operations conducted on the Airport by a person who has a lease from the County to provide such service or a permit to provide such service issued by the Airport Manager.

Aircraft means a device which is used, or intended to be used, for flight in air.

Airport means the Easton Airport and all the property, buildings, facilities and improvements within the exterior boundaries of such Airport, as it now exists on the Airport Layout Plan or Airport Property Map, or as it may hereinafter be extended, enlarged, or modified.

ALP means the current Airport Layout Plan for the Easton Airport, which has been approved by the Federal Aviation Administration (FAA).

Airport Operations Area or AOA means the area of the Airport used, or intended to be used, for landing and takeoff, or surface maneuvering of aircraft and associated hangars, navigation and communication facilities.

Airport Owner means Talbot County, Maryland.

Airport Manager means the person employed by the County to manage the Airport.

County means Talbot County, Maryland, acting by or through the Talbot County Council or any duly authorized employee, agent or instrumentality of Talbot County, Maryland.

CTAF/UNICOM means a non-governmental communication facility which provides airport advisory information regulated by the FAA in 47 Code of Federal Regulations Ch. 1 87.213 Subpart G, § 87.213 *et.seq.*

Designated Examiner means any person designated by the FAA under FAR Part 183; for example, a pilot examiner who conducts practical tests and issues airman certificates.

FAA means the Federal Aviation Administration and its successors.

FAR means the Federal Aviation Regulation, contained in Title 14 of the Code of Federal Regulations.

Fixed-Base Operator (FBO) means an individual, firm or corporation leasing or sub-leasing space and operating at the Airport and providing two or more Aeronautical Services to the public, (e.g., maintenance, storage, ground and flight instructions).

Fixed-Base Operator Lease means any (a) lease agreement between the County and the FBO leasing property at the Airport; or (b) any sub-lease agreement or assignment approved by the County between any FBO and any person sub-leasing property at the Airport for the purpose of providing Aeronautical Services to the public at the Airport.

Flying Club means a non-commercial organization established to promote flying and to develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

Fuel means fuel intended for use in the propulsion of aircraft as otherwise defined in an operator's lease agreement.

Fueling Operations means the dispensing of aviation fuel into aircraft.

Fuel Vendor means a person or entity engaged in selling or dispensing aviation fuel to aircraft other than that owned or leased by the person or entity.

FSDO means Flight Standards District Office (FAA).

IFR means Instrument Flight Rules as set forth in the FAR.

Landside means all buildings and surfaces on the Airport used by surface vehicular and pedestrian traffic outside the security fence.

Large Aircraft means an aircraft of more than 12,500 pounds maximum certified takeoff weight.

Minimum Standards means the standards which are established by the County as the minimum requirements to be met by an FBO or SASO or proposed FBO or SASO as a condition for the right to provide aeronautical services to the public at the Airport.

NFPA means the National Fire Protection Association.

NOTAM means Notice to Airmen published by the FAA (e.g., a method of notifying the flying public of conditions at the Airport that may affect flight).

NTSB means the National Transportation Safety Board or any successors.

Operator means an individual, firm or corporation leasing or sub-leasing space and providing an aeronautical service to the public at the Airport.

Person means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.

Ramp Privileges means the authorized driving of a vehicle upon an aircraft parking ramp on the airside of the Airport to deliver persons, cargo, or equipment to an aircraft as a matter of convenience or necessity.

Specialized Aviation Service Operator (SASO) means any person or entity with a lease or sub-lease from the County to provide only a single aeronautical service to the public at the Airport. A SASO cannot provide Fuel and Oil Dispensing Services.

Self-fueling Operator means a person who dispenses aviation fuel to aircraft owned by or leased from others and operated by such person.

Self-Maintenance means all repairs or assembly of aircraft or engines, as specified in FAR 43, Preventive Maintenance, Appendix A, paragraph (c) by the aircraft owner or operator.

Small Aircraft means an aircraft of 12,500 pounds or less maximum certified take-off weight.

Shall means mandatory and not discretionary.

Special Event means an aeronautical activity of limited scope or duration which requires prior written approval by the Airport Manager to assure compliance with the Airport Rules and Regulations which may include an accommodation by other users of the Airport. Special events include, but are not limited to, fly-ins, air shows, skydiving exhibitions, Lighter Than Air (LTA) operations or similar events or activities.

State means the State of Maryland unless otherwise noted.

Tenant means an individual, firm or corporation leasing or sub-leasing space on the Airport to house an aircraft for its private use.

VFR means Visual Flight Rules as set forth in the FAR.

### **C. AIRPORT OPERATIONS**

The Airport will be open to all aircraft 24 hours a day, every day of the year, except that the Airport may be closed when either the Federal Aviation Administration, County or the Airport Manager determines that an unsafe condition exists. The Airport may remain closed until the unsafe condition has been corrected or no longer exists. FBOs or SASOs are not required to be open at all times the Airport is open.

#### **D. AIRPORT MANAGER**

The Airport Manager is responsible for the overall management and operation of the Airport. The Airport Manager is authorized to take all reasonable actions necessary to protect and safeguard both the County property and the public at the Airport and to oversee all Airport operations for compliance with these Rules and Regulations. The Airport Manager will use reasonable efforts to coordinate tenant activities to avoid conflicts.

#### **E. INSURANCE**

1. Each FBO and SASO shall maintain the insurance policies required by these Rules and Regulations when the risks or perils covered by each described policy exist within the business operations of the FBO or SASO, and/or when required by State, County, or federal law. The County shall be named as an additional insured under the FBO's or SASO's policy of insurance, as the County's interest may appear. Each policy shall provide coverage for the County, its officers, officials, representatives, agents, employees, Advisory Board members, their successors, and assigns (the "Covered Group"). The term "County," as used in these Rules and Regulations in connection with insurance and indemnification, includes the "Covered Group." Each policy shall provide coverage and defense costs to the Covered Group for all claims, damages, or losses of any kind, nature, or description whatsoever, including without limitation, contingent, direct, indirect, vicarious and other liability(ies), claims arising under the indemnification provision of these Rules and Regulations, and all claims, actions, demands, suits, remedies and causes of action for bodily injuries or death, economic damages, personal injuries, mental and emotional pain and suffering, or other costs, damages, or expenses of any kind, nature, or description. The policy shall require the insurance carrier to notify the County in writing, by certified mail, at least 30 days prior to cancellation, refusal to renew, other termination, or material change of any policy. Each party required to obtain and provide insurance shall file certificates of insurance through the Airport Manager for all insurance required by these Rules and Regulations and shall make all such policies available to the County for inspection and copying upon request. The required insurance policies are:

- a. Workers Compensation and Employers Liability Insurance. This insurance will pay the lessee's obligation under Workers Compensation Law of Maryland Employers liability (Statutory Limits).
- b. General Liability Insurance. This insurance must be written on an "occurrence" basis, covering claims arising out of any occurrences which may take place during the policy period. The general liability form shall provide limits of at least the following with no deductible:

\$1,000,000 each occurrence for bodily injury & property damage.

\$1,000,000 each incident for personal and advertising injury.

\$1,000,000 product-completed operation aggregate.

\$1,000,000 general aggregate.

Insurance against fire, windstorm or other casualty, including all standard extended coverage available, upon all of the FBO's or SASO's personal property, together with such medical payments coverage as the FBO or SASO may desire. The FBO or SASO waives and releases any claims, and holds the County harmless from, any loss or damage to the FBO's or SASO's person or property by reason of any casualty other than the negligence or fault of the County.

- c. Business Vehicle Liability Coverage. Business vehicle liability insurance shall cover all vehicles, including all owned, hired and non-owned vehicles, to a combined single limit of at

least \$500,000 for each accident. Each policy shall include any statutorily required “No-Fault” benefits and uninsured/underinsured motorist coverage.

- d. Aircraft Liability Insurance. This insurance shall provide aircraft liability, temporary substitute aircraft, and non-owned aircraft liability coverage with a combined single limit of at least \$1,000,000, and with a limit of \$100,000 each passenger per occurrence. Coverage shall include, without limitation, claims for bodily injury, death, and mental anguish, including passenger injury, death, and property damage.
  - e. Hangarkeepers Liability Insurance. Lessees operating a hangar storage or aircraft maintenance/repair service shall obtain Hangarkeepers Liability Insurance coverage with a limit of at least \$1,000,000 for each occurrence.
2. All policies shall be issued by insurance companies authorized to do business in the State of Maryland having an A.M. Best’s rating of at least “A” or better, based upon the latest edition of Best’s Insurance Reports, and a financial size of “Class VII” or higher.
  3. All policy limits shall be written on what is commonly known as a “Combined Single Limit” basis, and extend to both “property damage” liability and “bodily injury” liability. The Aircraft Liability policy may contain a sub-limit per passenger per occurrence.

A combination of limits from a basic (or underlying) policy and an umbrella policy may be used to reach the total liability limit required.
  4. Each FBO or SASO may obtain insurance coverage or limits in excess of or higher than those required by the County, but in no event shall they carry limits less than those specified in the “Easton Airport – Minimum Standards.”
  5. Any person, business, or organization providing an Aeronautical Service to the public at the Airport under the supervision of, or pursuant to an arrangement with an FBO or SASO, is not required to obtain the insurance described above, if the insurance policy or policies of the FBO or SASO cover that person, business, or organization to the same extent, and in the same amount, as the applicable insurance policy for the FBO or SASO. Otherwise, said person, business, or organization shall be required to obtain and provide evidence of insurance coverage and to fully comply with all applicable insurance requirements.
  6. Each FBO and SASO shall:
    - a. Promptly deliver to the Airport Manager copies of all notices and claims of loss and any documentation or correspondence related to such losses.
    - b. Promptly submit and diligently pursue notices of all claims of loss insured under any required insurance policy to the respective insurance company(ies).
    - c. Comply with all terms and conditions of the required insurance policies.
  7. Insurance for aircraft based or hangared (registered) in Maryland shall be in accordance with Section 5-1002 of the Transportation Article of the Maryland Code and the minimum coverage shall be as follows:

\$50,000 bodily injury per individual;  
\$100,000 bodily injury per accident; and,  
\$50,000 property damage protection.

**F. INDEMNIFICATION PROVISIONS**

Each FBO and SASO agrees, as a condition to becoming or continuing as such, to indemnify and hold the County, and each of its officers, officials, representatives, agents, employees, Advisory Board members, successors, and assigns, (the "Covered Group"), harmless from and against any and all claims, damages, or losses of any kind, nature, or description whatsoever, including without limitation, contingent, direct, indirect, vicarious and other liability(ies), claims arising under the indemnification provision of these Rules and Regulations, and all claims, actions, demands, suits, remedies and causes of action for bodily injuries or death, economic damages, personal injuries, mental and emotional pain and suffering, or other costs, damages, or expenses of any kind, nature, or description, including, without limitation, payment of all defense costs, legal fees, litigation expenses, and court costs arising out of or related to the use or condition of the Airport and all Airport-related events and activities.

**G. REPORTING REQUIREMENTS**

1. In order to promote and maintain safety at the Airport, any pilot, FBO, or SASO shall report to the Airport Manager any bodily injury requiring medical attention, any damage to property at the Airport, or any other accident, incident, occurrence or unsafe practice relating to any aircraft that they own, lease, and/or fly, or any aeronautical activity in which they are involved. A form is attached (see Exhibit "A") for use in those instances. If an accident or incident report is required under NTSB, Part 830, a copy of that information may be submitted to the Airport Manager in lieu of the form attached as Exhibit "A."
2. The report shall include the following information:
  - a. Location, date and time of accident, incident, occurrence or unsafe practice, and the identity of each person and aircraft involved;
  - b. Nature of any injuries suffered by any person as a result of the event described in G.2.a. and the name and address of any person injured;
  - c. Nature and extent of any property damage occurring as a result of the event described in G.2.a. and the name and address of the owner of the damaged property; and
  - d. A narrative explaining the circumstances of the accident, incident, occurrence or unsafe practice.

**H. GROUND VEHICULAR TRAFFIC AND PARKING**

1. The Airport Manager shall designate parking areas in the vicinity of and adjacent to the terminal building and hangars. No vehicle may be parked anywhere other than in a designated parking area. Nothing in this section shall prohibit an FBO or SASO from using vehicles to transport supplies to hangars, provided the vehicles involved are removed promptly from the AOA after the supplies have been delivered to the hangar.
2. No vehicle, other than emergency vehicles and those operating under emergency conditions, shall exceed the maximum speed of 25 MPH within the Airport, except that within the AOA no vehicle shall exceed the maximum speed of 15 MPH. If no speed limit is posted, no vehicle may exceed a safe and reasonable speed. The Airport Manager may authorize exceptions. Additional vehicle operating rules in the AOA are set forth in Exhibit "B".



3. Aircraft owners and pilots who own or rent space or a hangar on the Airport may drive to their aircraft or hangar, as approved by the Airport Manager, and may park private vehicles, at their own risk, in or near their hangar, but shall not impede ingress or egress to other hangars.

#### **I. PEDESTRIANS, PASSENGERS AND SIGHTSEERS**

No pedestrians, air carrier passengers, or sightseers shall be permitted in or on the AOA except when escorted by the Airport Manager, a tenant or other authorized user. Tenants or other authorized users are responsible for compliance by all guests and invitees with Rules and Regulations relating to safety.

#### **J. SECURITY**

All FBOs, SASOs, operators, and tenants shall comply with all federal, State and local laws and with any Rules or Regulations currently in force, or imposed from time to time relating to security.

The Airport Manager may order any person to leave and/or remove any property or equipment from the Airport grounds immediately when, in his judgment, the person, property, or equipment poses an actual or apparent threat to the security of persons, property, or equipment on the Airport. Any person who fails to follow the order of the Airport Manager shall be subject to criminal prosecution for trespassing. The Airport Manager may immediately cause any property or equipment to be removed and stored off-site at the owner's sole risk and expense and the owner shall promptly reimburse the Airport for all costs incurred.

1. All FBOs, SASOs and tenants shall be responsible for monitoring persons in their respective Areas of Operation (AOA). This includes visitors, delivery, and fuel trucks.
2. All FBOs, SASOs and tenants with a gate that separates the general public and the AOA shall keep it closed and locked at all times. If the gate has malfunctioned, the FBO, SASO or tenant shall take the necessary precautions to temporarily restrict access to the AOA and immediately notify the Airport Manager.

#### **K. SIGNS AND ADVERTISING**

No person shall post, distribute or display signs, advertisements, circulars, printed or written matter in the public portions of the Airport without written permission from the Airport Manager. No signs or other advertising shall be placed or constructed upon the Airport, Airport entrance roads, or on any building or structure or improvement thereon without prior written approval of the Airport Manager, except that signs existing on the date these Rules and Regulations are adopted may remain, but shall not be altered or enlarged. All signs or advertising shall be kept in good repair and neat appearance and shall comply with the Town of Easton Code.

#### **L. AIRCRAFT OWNER MAINTENANCE**

1. Nothing contained herein shall prevent any person operating aircraft on the Airport from performing any services they may wish to perform on their own aircraft so long as they adhere to these Rules and Regulations.
2. All repairs and/or assembly to aircraft or aircraft engines, other than specified in FAR 43, Preventive Maintenance, Appendix A, paragraph (c), made by the aircraft owner, FBO, or SASO shall be performed in the area leased by the Operator. The repairs and/or assembly shall not be performed on any part of the landing area, taxiways, ramps or fueling or service areas, shall not

produce waste or any unsightly condition, shall be completed within a reasonable time, and shall comply with all applicable federal, State, and local requirements.

3. With the approval of the Airport Manager, aircraft owners may contract with a non-FBO/SASO based Airframe and Powerplant (A&P) and/or holder of an Inspection Authorization (IA) for the sole purpose of completing an annual inspection on their aircraft, provided the A&P/IA holds the appropriate FAA ratings and authorizations for the work to be done and has the minimum general liability insurance with no deductible of:

\$1,000,000 each occurrence for bodily injury & property damage;

\$1,000,000 each incident for personal and advertising injury;

\$1,000,000 product completed operation aggregate;

\$1,000,000 general aggregate

Talbot County Council/Easton Airport will be named as an additional insured. In addition, the A&P/IA will be charged a daily fee of \$50.00 while operating on the field.

#### **M. AIRCRAFT SELF-FUELING**

1. Aircraft owners may self-fuel their aircraft on the Airport. Individuals and corporate aircraft owners using mobile fueling equipment must obtain a self-fueling permit from the Airport Manager and have mobile fueling equipment available for inspection by the Airport Manager upon request. Procedures for obtaining a self-fueling permit are contained in **EXHIBIT "C."** Those aircraft owners who have obtained a self-fueling permit will adhere to the following rules governing self-fueling:
  - a. Anyone self-fueling their own aircraft from their own containers shall conduct such operations only outside of hangars clear of taxi lanes using approved equipment and procedures.
  - b. Portable fire extinguisher shall be in the vicinity of the fueling operation.
  - c. Mobile fueling equipment may be stored by the permit holder in a leased area if the area complies with NFPA 407 and is in a containment area meeting EPA standards. All Aviation Fuel available on the Airport shall be purchased from the Airport Owner. Aviation Fuel deliveries on the Airport from other sources are not permitted.
  - d. NFPA 407 requires that the same fire safety precautions apply to all types of petroleum fuels for aircraft.
  - e. The approved containers for self-fueling are Type I and Type II steel Fire Marshal approved and UL listed Safety Cans, with a maximum capacity of five (5) gallons. Each "Safety Can" shall have a permanently attached bonding wire/cable with clamp. Only properly bonded metal funnels shall be used. All hoses shall be aircraft approved (API Bull 1529). Galvanized cans and materials are not recommended due to potential contamination of the fuel with Zinc, Cadmium, Copper and Copper alloys.
  - f. The metered fuel dispenser shall adhere to Air Transport Association of America (ATA) Specification 103.
  - g. Fueling is never permitted inside a hangar, or with the engine running, or within fifty (50) feet of an ignition source.

- h. Except as expressly permitted by these regulations, no person shall possess fuel at the Airport.

## **N. PERMITS**

1. No person may provide an aeronautical service at the Airport unless:
  - a. The person has an executed lease to provide an aeronautical service on the Airport; or
  - b. The Airport Manager has issued a permit authorizing the person to provide the aeronautical service at the Airport. The requirement for a permit does not apply to any FAR Part 183 FAA designated examiner acting as such.
2. The Airport Manager shall issue a permit to any person who satisfies the conditions for the aeronautical service listed below:
  - a. Any person providing flight instruction as a part-time business shall provide the following to the satisfaction of the Airport Manager:
    - (1) Proof of current FAA authorization appropriate to the types of instruction being offered, and a current medical certificate as required by the FAR.
    - (2) A business license, if applicable.
    - (3) Insurance in accordance with the provisions of Section I, paragraph E “Insurance” of the “Rules and Regulations” document. (Please note the “additional insured” and “indemnification” provisions of the referenced document). Insurance coverage shall include claims arising out of the liability assumed by the insured under the indemnification provision of these Rules and Regulations.
  - b. Any person providing aircraft repair and/or inspection services, including warranty service, other than owner-preventive maintenance as defined in FAR Part 43, shall have:
    - (1) Proper and current licenses approved by the FAA, with appropriate ratings to cover the types of repairs or inspection work being offered.
    - (2) A business license, if applicable.
    - (3) Insurance in accordance with the provisions of Section I, paragraph E “Insurance” of the “Rules and Regulations” document. (Please note the “additional insured” and “indemnification” provisions of the referenced document). Insurance coverage shall include claims arising out of the liability assumed by the insured under the indemnification provision of these Rules and Regulations.
3. No person shall provide or offer to provide any other aeronautical activity on the Airport without a permit issued by the Airport Manager prior to operating on the Airport.
4. No person shall provide or offer to provide any non-aeronautical goods or services on the Airport without a permit issued by the Airport Manager.
5. Each permit issued shall contain a designated date and time, taking into consideration the type of activity, impact on public safety and Airport operations, public aviation needs, the applicant’s past experience, and other pertinent circumstances. In no event shall any permit be issued for a period exceeding one (1) year.

6. The Talbot County Council may establish and revise fees for the issuance of permits. Payment of the appropriate fee is a condition of obtaining a permit.

#### **O. SPECIAL EVENTS**

Special events require prior written approval from the Airport Manager. All special events shall comply with these Rules and Regulations. In addition, the Airport Manager may require organizers, sponsors, or promoters to provide additional assurances to protect persons, aircraft, and property before, during, or after the special event. These may include, without limitation, insurance, indemnification agreements and bonds, waivers, releases, additional or different security, personnel, facilities, or equipment to be paid for by the special event sponsor, organizer, or promoter. The applicant shall provide any required certificate, permission, waiver, or authorization issued by the FAA. The County is prohibited by the FAA from closing the Airport for any activity which is not an aeronautical activity. The County may establish and charge reasonable fees for special events.

#### **P. CONSTRUCTION ON THE AIRPORT**

1. All construction equipment and personnel vehicles will be marked using the guidelines established by the FAA from time to time in its Advisory Circular 150/5370-2, Operational Safety on Airports during Construction, Section 2, paragraph 2-4, Vehicle Operation and Marking and Pedestrian Control, as amended.
2. During periods of construction activity within the safety area, 250 feet of Runway 4/22 centerline, 250 feet of Runway 15/33 centerline, or 93 feet from a taxiway centerline, the runway or taxiway must be closed.
3. During periods of construction activity beyond the 250 feet of Runway 4/22 centerline, 250 feet of Runway 15/33 centerline, or 93 feet from a taxiway centerline, but within the airfield operations area, the contractor must provide a radio operator with an operative two-way radio on the construction site to control and direct the movement of construction equipment, (not aircraft) via information from the Air Traffic Control Tower.
4. Landing, taking-off, and taxiing aircraft always have the right-of-way and no construction activity shall impede or interfere with any such aircraft.

#### **Q. ALTERATION OF AIRPORT PROPERTY**

No person shall make any alterations to any signs, buildings, aircraft parking and storage areas, leased areas or other Airport property, nor erect any signs, buildings or other structures that would normally require a building permit, without prior written permission of the Airport Manager. Interior work which would not require a building permit such as painting or the installation of carpet does not need to be approved by the Airport Manager. Any construction that involves moving walls or changing the structure of a building must be approved in writing by the Airport Manager. Such persons shall comply with all building codes and permit procedures and shall deliver to the Airport Manager as-built plans upon completion.

#### **R. SOLICITATION OF FUNDS**

No person shall solicit funds on Airport grounds without prior permission from the Airport Manager.

**S. TRASH DISPOSAL**

All Airport tenants, users, or visitors shall dispose of all waste in the appropriate waste containers. No petroleum products, industrial waste matter or other hazardous materials shall be dumped or otherwise disposed of except in accordance with local, County, State and federal law. Any hazardous material shall be the responsibility of the originator under applicable law.

**T. MAINTENANCE OF PREMISES**

All persons using the Airport shall maintain it in a neat and clean condition. All persons having possession, control, or use of any portion of the Airport shall maintain it in clean, safe, and operable condition and in good repair.

**U. RESPONSIBLE PARTY**

Any person accessing the Airport shall be responsible for their actions and all actions of their employees, guests, and invitees.

**V. PROPERTY DAMAGE, INJURIOUS OR DETRIMENTAL ACTIVITIES**

No person shall destroy, deface, injure, or disturb Airport property, or engage in conduct that is injurious, detrimental or damaging to activities and business at the Airport. Any person violating this section shall be required to pay the full cost of repairs, replacement, or damages upon demand. Any person violating this section may be refused further access to or use of any Airport facility until the Airport has been fully reimbursed for all damages.

**W. ABANDONED PROPERTY**

No person shall abandon any property on the Airport or in any building on the Airport in excess of 30 days without the Airport Manager's or lessee's permission. Such property may be removed and impounded by the Airport.

**X. PETS**

All pets within the Airport shall be under control at all times.

**Y. RUNWAY STRENGTH**

The landing area facilities constructed are primarily intended for the use of powered aircraft whose weights are not in excess of the published weight limitations of the paved surfaces concerned. Operations of aircraft in excess of the weight limitations may be permitted on an infrequent basis with the permission of the Airport Manager after review by the Airport Consulting Engineer. A limited use waiver must be formally requested and granted prior to any such use.

## **SECTION II** **AIRCRAFT OPERATION**

### **A. RESPONSIBILITIES**

1. All aircraft shall be operated safely and responsibly and in compliance with these Rules and Regulations, the FARs, FAA Advisory Circulars and the applicable requirements of other governmental agencies. Each person operating an aircraft is responsible for the safety of its operation and for the safety of others exposed to such operation.
2. Based aircraft shall be registered and insured in accordance with all applicable federal and State requirements.
3. All aeronautical services for aircraft using the Airport landing facilities will be performed on the Airport. No aircraft involved in aeronautical services will be allowed to taxi or be towed off the Airport for storage, service, or to pick up or deliver cargo.

### **B. COMMUNICATIONS**

1. Between 6 a.m. and 10 p.m. the Airport is served by an Air Traffic Control Tower within the Class D Airspace (4NM radius up to and including 2,500 feet AGL. Tower/Ground operations and clearance delivery will be conducted on T 119.07 – G 118.52 and CD 126.9
2. Between 10 p.m. and 6:00 a.m. the Airport is served by a CTAF/UNICOM radio. All pilots of aircraft within a 10-mile radius of the Airport having radio equipment permitting two-way communications should contact the Airport CTAF/UNICOM to obtain Airport advisory information and announce their intentions. Pilots are also encouraged when operating within a 10-mile radius of the Airport to maintain a listening watch on the CTAF/UNICOM frequency (122.95 MHz). All departing aircraft should announce on the CTAF/UNICOM frequency their intentions and the runway to be used for departure. Clearance delivery may be obtained on 126.9.

### **3. RADIO OPERATIONS**

- a. All aircraft based at, or using the Airport facilities are encouraged to have a properly functioning two-way radio that is capable of allowing pilots to communicate on the Tower/Ground CTAF/UNICOM frequency within a 10-mile radius of the Airport under normal conditions.
- b. Only ground vehicles with an operational two-way radio may operate upon or adjacent to runways and taxiways. All other ground vehicles must be escorted by a ground vehicle equipped with an operational two-way radio. Such two-way radios must be capable of transmitting and receiving on the Tower/Ground frequency.
- c. Unescorted ground vehicles without a compliant two-way radio may only operate upon taxiways and runways with prior permission of the Airport Manager. Such ground vehicles shall display on the rear of the vehicle an orange and white checkered flag not less than three (3) feet square.

### **C. TRAFFIC PATTERNS**

1. All aircraft operating into and out of the Airport shall follow the approved Airport traffic pattern which has been established. See Exhibit "D."

- a. Traffic pattern altitude for the Airport is 1,100 feet MSL for single-engine and multi-engine piston aircraft and 1,600 feet MSL for turbine aircraft.
  - b. Traffic pattern is standard left hand for Runways 15 & 4 and right hand for Runways 22 & 33.
2. Helicopter traffic pattern is 500 feet AGL avoiding congested areas and flow of fixed wing traffic. Air taxiing is permitted only over the runway, ramp and taxiways. Helicopter operators shall operate so as to minimize rotor downwash on the ramp. Helicopters in appropriate circumstances, determined by the Airport Manager or his designee, may be required to be towed to the taxiway before engine start.
  3. All takeoffs or landings by powered airplanes shall be on the paved runway unless otherwise approved by the Airport Manager.

#### **D. AIRCRAFT OPERATION**

1. Aircraft maintenance run-ups will be conducted only in areas approved by the Airport Manager.
2. The landing gear of parked aircraft shall be chocked with wheel blocks or other approved devices, except in cases where, in the opinion of the Airport Manager, other procedures are equally safe.
3. At no time will aircraft with engines running or engines being tested be left unattended.
4. At no time shall engines be warmed up or operated when hangars, shops, offices, buildings, persons, equipment, passengers, or aircraft, whether landing, parked or taking off, are in the path of the propeller stream or jet engine exhaust.
5. Propeller and exhaust noise shall be kept at a minimum.
6. Starting engines shall be prohibited until all standard safety precautions have been met.
7. Operation of aircraft engines shall be restricted to qualified personnel.
8. No air-carrier shall operate from the Airport without a contract or without the express written approval of the Airport Manager. Such carriers shall comply with contract conditions or directions from the Airport Manager as to loading and unloading passengers at designated places.
9. No aircraft shall be operated on any public landing area, public aircraft ramp, or apron area, public cargo ramp and apron area, or public aircraft parking and storage area in a careless or negligent manner, or in disregard of the rights and safety of others, or without due caution, or at an unreasonable speed or manner that endangers persons or property.
10. ROTORCRAFT. Rotorcraft shall not operate close enough to create a hazard in any area where an aircraft is parked or operated.

#### **E. EQUIPMENT AND MISCELLANEOUS ITEMS IN THE APRON AREA**

All ramp equipment shall be parked and kept in a neat and orderly manner. No property or equipment may be stored upon the apron or ramp without prior written permission from the Airport Manager.

1. No person shall store or stock materials or equipment in such a manner as to be unsightly or constitute a hazard to persons or property.

2. The Airport Manager may remove and impose removal, transfer, and storage charges upon any property unlawfully located at the Airport. The Airport Manager may clean up any material unlawfully spilled, placed, or deposited at the Airport and may charge the responsible person(s) cost for cleanup, environmental remediation, and any other expenses incurred by, or fines or damages imposed on, the Airport.

#### **F. REMOVAL OF AIRCRAFT BY MANAGER**

The Airport Manager may direct the owner or operator of any aircraft parked or stored at any terminal or hangar to move it to any other designated place. If the owner or operator refuses to move the aircraft, the Airport Manager may tow the aircraft to the designated place at the owner's or operator's expense without liability for any damage that may result.

#### **G. UNSAFE AIRPORT CONDITIONS**

In the event the Airport Manager determines that conditions at the Airport are unsafe for landings or takeoffs, a NOTAM shall be initiated to close the Airport, or any portion thereof, for a reasonable period of time until those unsafe conditions can be corrected or no longer exist.

#### **H. REMOVAL OF DAMAGED AIRCRAFT**

Whenever an accident, as defined in NTSB Part 830, occurs on any runway at the Airport, the Airport Manager or his designee will close the affected runway immediately and a Notice to Airmen (NOTAM) will be issued through Leesburg Flight Service 1-800-431-4907. In the event any aircraft is damaged and cannot be moved under its own power, the pilot shall immediately notify the Airport Manager, the aircraft owner, the FBO or SASO, and comply with any applicable provisions of the FARs. Subject to governmental investigation and inspection of the damaged aircraft, the owner or pilot of the damaged aircraft, or the owner's agent or legal representative, as soon as reasonably possible, shall obtain the necessary permission for removal of the aircraft from any landing area, taxiway, ramp, tie-down area, or any other traffic area and shall make suitable arrangements to park or store the aircraft in a location designated by the Airport Manager. Upon the failure to remove the wrecked or damaged aircraft from the AOA or Airport as requested by the Airport Manager, the Airport, FBO, or SASO may cause the removal and storage or disposal of the wrecked or damaged aircraft at the sole expense of the aircraft owner without liability for further damage as a result of the removal. When the wreckage is removed, only the Airport Manager or his designee will determine when and under what circumstances the affected runway will be reopened to aircraft traffic. The Runway will only be reopened following a documented visual inspection of the runway by a person qualified to do so.

#### **I. AIRCRAFT PARKING**

No person shall park, store, tie down, or leave any aircraft on any area of the Airport where prohibited by these Rules and Regulations or by the direction of the Airport Manager or his designee.

1. Aircraft pilots, owners, or their agents shall properly secure their aircraft while parked or stored. Aircraft pilots, owners, or their agents are responsible for parking and tying down their aircraft and for any special security measures required by weather or other conditions at the Airport. Aircraft pilots, owners or their agents are also responsible for securing aircraft to avoid damage to other aircraft, buildings, or other property at the Airport in the event of wind or other severe weather. Aircraft owners, pilots, or their agents are responsible for any damage or loss resulting from the failure of such owner, pilot or agent to comply with these Rules and Regulations.



2. Each FBO renting tie-down space on a monthly basis shall assign it to a specific person. A person shall not knowingly take or use any aircraft tie-down facility when it is already in actual use by, or rented to, another person. Persons renting tie-down space shall not sublease their space.
3. All cargo shall be loaded and unloaded only in the leased areas of FBOs or SASOs providing that aeronautical activity.

#### **J. FIRE PREVENTION**

Fire prevention at the Airport is governed by the State and local fire codes and the current edition of NFPA 407 and 409.

1. No aircraft shall be fueled or defueled while its engine is running or while in a hangar or other enclosed place. Fueling or defueling shall be done in such a manner and with such equipment that adequate connections for electrical bonding shall be continuously maintained. Rapid refueling shall be accomplished in accordance with the provisions of the current addition of NFPA 407.
2. Cleaning engines or other aircraft parts is not permitted in any hangar except with nonflammable substances. Flammable liquids used for this purpose must be used only outside in the open air in designated spaces. Flammable liquids shall be stored in Underwriters Laboratory (U.L.) approved containers. All aircraft painting shall be done in accordance with safety procedures approved in writing by the Airport Manager.
3. All hangar and shop floors shall be kept clean and free of oil, gas, and other flammable substances. No volatile, flammable solvent shall be used for cleaning floors. No rags soiled with flammable substances shall be kept or stored in any building on the Airport to create any fire hazard.
4. No person shall smoke or use any open flame or glowing element heater anywhere within a hangar, building, or structure in which any aircraft can be stored, or in which any gas, oil or flammable substance is stored, or within 50 feet of any aircraft or any fueling facility. All persons shall adhere to State and local fire codes when heaters and open flames (e.g., acetylene torches for heating components, welding or soldering) and arc welding equipment are being used in maintenance hangars.
5. No person shall start an open fire anywhere on the Airport without permission of the Airport Manager.

#### **K. FLYING CLUBS**

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Rules and Regulations. However, they shall be exempt from regular FBO or SASO requirements upon satisfactory fulfillment of the conditions contained herein.

1. The club shall be a non-profit entity (i.e., corporation, association or partnership) organized for the purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned ratably by all of its members). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance, and replacement of its aircraft.
2. Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. Except for regular members, they may not conduct aircraft flight instruction, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for giving flight

instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instruction, except when instruction is given by an FBO, SASO, or permittee based on the Airport who provides flight training.

3. All flying clubs and their members are prohibited from leasing or selling any goods or services to any person or firm at the Airport other than a member of such club, except that the flying club may sell or exchange its capital equipment.
4. With its initial application, the flying club shall furnish the Airport Manager a copy of its charter, by-laws, articles of organization, partnership agreement, and all other organizational documents and a certificate of insurance with limits not less than One Hundred Thousand Dollars (\$100,000.00) per person for personal injury and property damage and a total limit not less than Five Hundred Thousand Dollars (\$500,000.00). The County shall be named as an additional insured. The flying club shall provide the number and type of aircraft; evidence that aircraft are properly certificated, evidence that ownership is vested in the club, and the operating rules of the club. The flying club shall make annual certifications to the Airport Manager that its insurance is in force, and the Airport Manager may require that additional certificates be provided at other times to confirm that adequate insurance is in force.
5. A flying club shall comply with all federal, State and local laws, ordinances, regulations, and these Rules and Regulations.
6. All flying clubs shall indemnify and hold the County and the Covered Group harmless as required by Rules and Regulations Chapter 1, Paragraph F.
7. Any flying club that violates any of the foregoing, or permits any member to do so, will be required to terminate all operations on Airport property.

#### **L. ULTRALIGHT VEHICLES**

1. All ultralight vehicles (as defined in FAR 103) using the Airport should use a radio capable of sending and receiving the Tower/Ground frequency of 118.52/119.07.
2. Before operating from the Airport, the ultralight pilot shall become familiar with Airport policy, traffic pattern procedures and populated areas to be avoided.
3. Operators shall provide proof of insurance to the Airport Manager upon request of the Airport Manager.

#### **M. AERIAL ADVERTISING - BANNER TOWING**

Any person wishing to use the Airport to pick up or drop off an aerial advertising banner shall obtain the prior written approval of the Airport Manager. The Airport Manager shall require such safeguards as he deems necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, equipment or facilities and waivers/authorizations to the FARs issued by the FAA. The operations shall be conducted from a location on the Airport that does not interfere with normal Airport activities. The County may establish and charge reasonable fees for this activity. All such persons shall indemnify and hold the County and the Covered Group harmless as required by Rules and Regulations Section I, Paragraph F.

**N. PARACHUTE JUMPING**

Persons wishing to use the Airport for a parachute drop area shall obtain the prior written approval of the Airport Manager, as required by FAR 105.23. The Airport Manager shall require such safeguards as it deems necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, equipment or facilities and waivers/authorizations to the FARs issued by the FAA. The County may establish and charge reasonable fees for this activity. All such persons shall indemnify and hold the County and the Covered Group harmless as required by Rules and Regulations Section I, Paragraph F.

**O. GLIDER OPERATIONS**

Any person wishing to use the Airport to launch and recover gliders shall obtain written permission from the Airport Manager in advance of the operations. This will require advance coordination due to the need for additional personnel and equipment on the Airport for towed operations for gliders. The Airport Manager shall require such safeguards as he deems necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies and additional security personnel. The County may establish and charge reasonable fees for this activity. All such persons shall indemnify and hold the County and the Covered Group harmless as required by Rules and Regulations Section I, Paragraph F.

**P. LIGHTER THAN AIR (LTA)**

Any person wishing to use the Airport to launch and recover LTA shall obtain written permission from the Airport Manager in advance of the operations. This will require advance coordination due to the need for additional personnel and equipment on the Airport to launch and recover the LTA. The Airport Manager shall require such safeguards as he deems necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies and additional security personnel. The County may establish and charge reasonable fees for this activity. All such persons shall indemnify and hold the County and the Covered Group harmless as required by Rules and Regulations Section I, Paragraph F.

**Q. AERIAL APPLICATION**

Any person wishing to use the Airport as a base to load chemicals onto aircraft for the purpose of aerial application shall obtain written permission from the Airport Manager in advance of the operations. This will require advance coordination due to the need for additional personnel and equipment on the Airport to handle and control the chemicals. The Airport Manager, at the time of approval shall designate a specific area on the Airport to be used for this operation. The Airport Manager shall require such safeguards, as he deems necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies and additional security personnel. The County may establish and charge reasonable fees for this activity. All such persons shall indemnify and hold harmless the County and the Covered Group as required by Rules and Regulations Section I, Paragraph F.

**R. ASSIGNED AREAS**

No person authorized to operate on, or conduct business activities at the Airport shall conduct any of its business activities or park any aircraft on any areas except those specified in the lease or other written

agreement. No FBO or SASO shall occupy any common-use area except as authorized by these Rules and Regulations or by the Airport Manager.

**S. COMPLIANCE WITH SAFETY AND ENVIRONMENTAL RULES AND REGULATIONS**

All users of the Airport shall comply with all safety and environmental Rules and Regulations adopted by the County as amended from time to time. A copy of the Rules and Regulations currently in force will be available at the office of the Airport Manager.

**SECTION III**  
**MISCELLANEOUS**

**A. SEVERABILITY**

If any section, paragraph, clause, phase or other part of these Rules and Regulations is held invalid by any Court of competent jurisdiction, or by any agency, department or commission, such decision shall not affect the validity of the remaining provisions hereof, and the application of those provisions to any person or circumstances shall not be affected thereby.

**B. CONFLICTING LAWS, ORDINANCES, REGULATIONS AND CONTRACTS.**

If any Rule or Regulation conflicts with any other, or with any zoning, building, fire, safety, health, or other ordinance, code, rule, or regulation of the County, the provision which establishes the higher or more restrictive standard shall prevail.

**C. REVISIONS**

These Rules and Regulations may be amended, modified, altered, deleted, or supplemented from time to time at the request of the Airport Board and Airport Manager and upon approval by the County Council by administrative resolution.

**D. AVAILABILITY OF RULES**

All persons licensed or permitted to do business on or conduct operations of any kind on the Airport shall maintain a current copy of these regulations, in his office or place of business and make it available to all persons upon request.

**E. EFFECTIVE DATE**

These Rules and Regulations shall become effective immediately upon adoption by the County.

**EXHIBIT A**  
**ACCIDENT, INCIDENT, OCCURRENCE OR UNSAFE PRACTICE REPORT**

EASTON AIRPORT

In accordance with the accident reporting provisions of the Rules and Regulations governing the operation of the Easton Airport, it is mandatory to report any damage to public property and any injury requiring medical attention. Damage to privately owned property located within the confines of the Airport is to be reported to the owner. The Airport Manager will help you with contacting the owner.

This form is for local Airport usage and does not replace the reporting requirements of NTSB-830 with regard to aircraft accidents and incidents. A copy of a Federal accident report may be submitted in lieu of this form if there are vehicles involved.

-----

1. Name of person \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

2. Date, time and description of occurrence \_\_\_\_\_

3. Nature and extent of injuries or property damage

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Description of accident / injury

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Name of doctor or hospital \_\_\_\_\_

6. Kind of property and extent of damage (use reverse for vehicles and aircraft)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

7. Reported to police \_\_\_\_\_

Report number \_\_\_\_\_

Name of police department \_\_\_\_\_

Weather condition(s) \_\_\_\_\_

8. Vehicle/aircraft identification (number 1)

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

N Number (or TAG & state) \_\_\_\_\_

Year/Make/Model \_\_\_\_\_

Serial number / VIN \_\_\_\_\_

9. Vehicle/aircraft identification (number 2)

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

N Number (or TAG & state) \_\_\_\_\_

Year/Make/Model \_\_\_\_\_

Serial number / VIN \_\_\_\_\_

10. Name of Witness 1 \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

11. Name of Witness 2 \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

12. Remarks or additional information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Signature \_\_\_\_\_ Date \_\_\_\_\_

**EXHIBIT B**  
**RULES FOR VEHICLES OPERATING AND PARKING ON THE AOA**

1. "Follow-Me" fueling trucks, maintenance vehicles, escort vehicles, tugs, tows, and other surface vehicles are authorized in the AOA. The intent is to allow aircraft to move unimpeded within the areas designed for aircraft operations. Two-way radio contact with the UNCOM is required of vehicles operating within the AOA. Vehicles following an aircraft are cautioned to follow at a safe distance to preclude damage from jet blast, prop wash, fumes, etc. If a pilot request guidance service, however, a "Follow-Me" or maintenance vehicle may be directed to lead the aircraft to his parking area.
2. The crossing of runways and taxiways is permitted only to manage or maintain the Airport and aircraft service vehicles such as tugs.
3. All other vehicular traffic must use perimeter roads.
4. No person shall operate any vehicles in a careless or negligent manner, or in disregard for the safety of others, or in excess of posted speed limits or 15 MPH. All aircraft have right-of-way over all surface vehicles.
5. No vehicle shall be left running while unattended in the AOA.
6. All persons operating a vehicle on the Airport must have a valid driver's license for the class of vehicle they are operating.
7. Golf carts are authorized to operate on the AOA with an FAA approved orange and white flag.

**VEHICLE PARKING**

1. No vehicle may be parked, stopped, or allowed to stand on the main roads, the perimeter road, the terminal access road, or hangar entrance drive from the Terminal Circle Drive to the Terminal ramp at any time.
2. No unauthorized vehicle may be parked or stored within any Airport-fenced area.
3. Parking on grassed or landscaped areas is prohibited except for temporary parking next to a hangar while flying your aircraft. All other exceptions must be authorized in advance by the Airport Manager or his representative, which may include unusual circumstances or special events (i.e. shows).
4. There shall be no parking of any vehicle in, or on, any Emergency access lane.
5. Disabled vehicles shall be repaired immediately and removed as soon as possible from the AOA.

**USE OF AIRPORT OPERATIONAL AREA  
BY GROUND VEHICLES BY TENANTS:**

1. Except for vehicles driving to or parking at tie-downs or hangars, all vehicles operating on the AOA shall display an amber flashing beacon day or night or an orange and white checkered flag for daylight only. Before entering any taxiway, all vehicles shall contact the CTAF/UNICOM operator for traffic information and continue to monitor the CTAF/UNICOM.



2. Before crossing any runway, all vehicles shall contact the CTAF/UNICOM operator, request a traffic advisory, and announce their intentions. Upon receiving the advisory, the driver of such vehicle will insure by personal observation that no aircraft is approaching his position before crossing. All vehicles operating on the Airport property between the hours of sunset and sunrise shall have fully operating headlights and taillights that are visible from at least five hundred (500) feet.
3. A vehicle may not cross the path of taxiing aircraft.
4. All vehicles shall pass to the rear of a taxiing aircraft, on the field side of parked aircraft, and shall pass no nearer than twenty (20) feet horizontal distance from any part of the aircraft.
5. Upon challenge or inquiry, any person that exercises any type of control over a vehicle, or any part thereof, shall provide the Airport Manager or his designee satisfactory evidence of ownership or permission to exercise such control.
6. All vehicles shall display during the daylight hours, an orange and white checkered flag (3x3 – one foot square checkers) clearly visible from all directions. In place of the flag during the day, and in all cases during the night, the vehicle shall have an operating amber flashing or rotating warning light mounted such that it is visible from all directions. The amber beacon shall be operational at all times the vehicle is within ninety-three (93) feet of any taxiway and two hundred fifty (250) feet of any runway except those vehicles parked at tie-downs.

**EXHIBIT C**  
**PROCEDURE FOR OBTAINING A SELF-FUELING PERMIT**

There are three levels of Self-Fueling permits:

- Level 1: Auto gas – permit required with no fee.
- Level 2: AVGAS, non-metered – permit required with no fee.
- Level 3: AVGAS or Jet Fuel, metered – permit required.

Any person wishing to supply and dispense fuel into their own aircraft at the Airport must do so using their own employees and their own equipment, and they must obtain a self-fueling permit from the Airport Manager. Applications for self-fueling permits are available at the Airport Manager's office.

The procedure for obtaining a self-fueling permit is as follows:

- a. Submit a completed self-fueling application to the Airport Manager with the required approvals shown below. (Levels 1, 2 & 3)
- b. Complete the approved self-fueling training course conducted by the Fire Marshal or the Airport Manager. (Levels 1, 2 & 3)
- c. Obtain approval from the Fire Marshal for equipment to be used in the self-fueling operation. (Levels 1, 2 & 3)
- d. Obtain any general liability insurance coverage on the fueling equipment to be used that the County reserves the right to require. (Level 3)
- e. Pay the annual permit fee of \$50.00 and a flowage and facility fee. (Level 3)

## Easton Airport Self-Fueling Permit

Aircraft registration number \_\_\_\_\_

Aircraft type \_\_\_\_\_

Aircraft location  
Hangar and or tiedown \_\_\_\_\_

Print Name (s) of authorized  
Fueling personnel  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

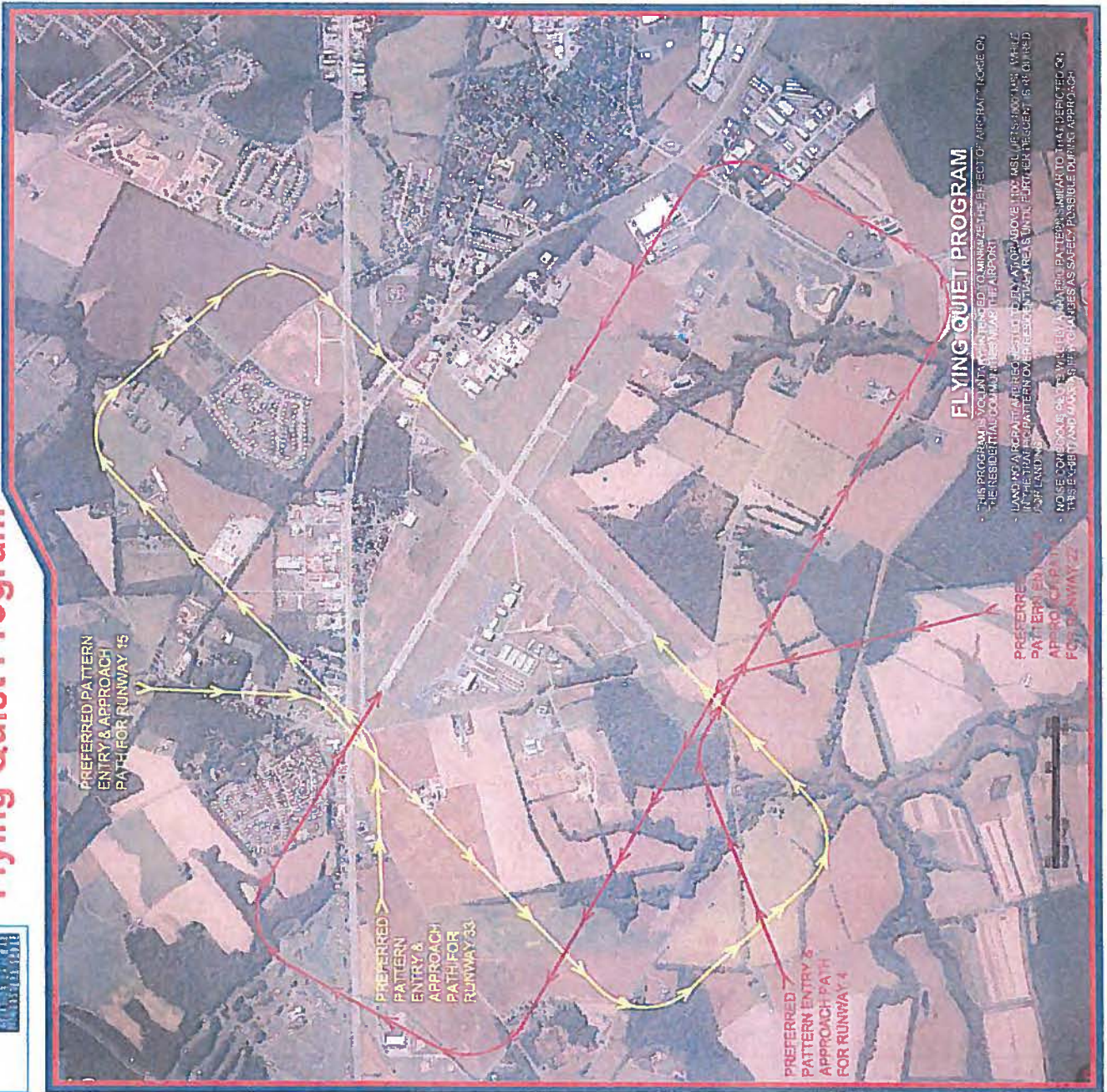
I have read and understand the Easton Airport Self-Fueling Rules and Regulations.

Signature of permittee. \_\_\_\_\_

Authorized by Mr. Mike Henry  
Airport Manager \_\_\_\_\_

## EXHIBIT D TRAFFIC PATTERN PICTORIAL

### EASTON AIRPORT Flying Quiet Program



APPENDIX E  
FEE SCHEDULE

Self Fueling Permit	\$50.00 /yr.
Business License	\$500.00/yr.
Non tenant aircraft inspection	\$50.00/day



## COUNTY COUNCIL OF TALBOT COUNTY

COURT HOUSE

11 N. WASHINGTON STREET

EASTON, MARYLAND 21601-3178

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KEY W. PACK, President  
ANDREW HOLLIS, Vice President

DIRCK K. BARTLETT  
THOMAS G. DUNCAN  
LAURA E. PRICE

### **A RESOLUTION TO AMEND "EASTON AIRPORT RULES AND REGULATIONS"**

**WHEREAS**, the Easton Airport is a Department of Talbot County Government under the immediate supervision and control of the Airport Manager pursuant to Talbot County Code, § 8-1. *et. seq*; and,

**WHEREAS**, under Code § 8-6 the Airport Board makes recommendations and advises the Airport Manager and the County Council concerning policies and operations of the Easton Airport with the goal of having the Airport operate as a self-supporting enterprise; and,

**WHEREAS**, on November 8, 2005, the County Council adopted the "*Easton Airport Rules and Regulations*" (hereinafter the "Regulations"), after duly considering public comment, the unanimous recommendation of the Airport Board, the Airport Manager and independent consultants; and,

**WHEREAS**, on January 6, 2006, April 20, 2006, and July 27, 2006, the Airport Board adopted three amendments, listed at Change #1, Change #2, and Change #3, respectively, to the *Rules and Regulations* under Section III C. *Revisions*, attached hereto as Exhibit "1"; and,

**WHEREAS**, the Airport Board and the Airport Manager have requested that an amendment, listed as Change #4, be made to the *Rules and Regulations*, attached hereto as Exhibit "2";


**NOW THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF TALBOT COUNTY, MARYLAND**, having duly considered the foregoing, that the "*Easton Airport Rules and Regulations*," shall be and are hereby amended, ratified, and adopted as set forth in herein, and,

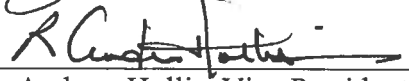
**BE IT FURTHER RESOLVED**, that the *Easton Airport Rules and Regulations* as adopted, are attached hereto as Exhibit "3" and incorporated by reference herein; and,

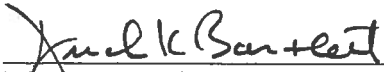
**BE IT FURTHER RESOLVED**, that this Resolution shall be effective immediately upon adoption.





GIVEN UNDER OUR HANDS AND THE GREAT SEAL OF TALBOT COUNTY, THIS 10th DAY OF APRIL, IN THE YEAR OF OUR LORD TWO THOUSAND AND TWELVE.

  
\_\_\_\_\_  
Corey W. Pack, President

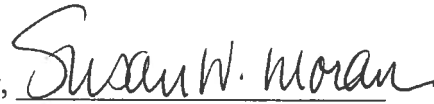
  
\_\_\_\_\_  
R. Andrew Hollis, Vice President

  
\_\_\_\_\_  
Dirck K. Bartlett

  
\_\_\_\_\_  
Thomas G. Duncan

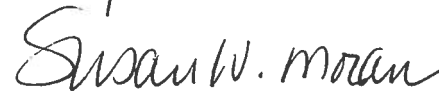
  
\_\_\_\_\_  
Laura E. Price

Introduced, read first time.

By Order,   
\_\_\_\_\_  
Susan W. Moran, Secretary

ADOPTED

By the Council April 10, 2012

Certified   
\_\_\_\_\_  
Susan W. Moran, Secretary