



**Lansing Municipal Airport (IGQ)
Rules & Regulations**

100 - GENERAL

100.1 Definitions

- A. Airport--All property belonging to the Village of Lansing, Airport Department, including areas not used for aeronautical purposes.
- B. Airport Manager--The Manager of the Lansing Municipal Airport (Airport Department) as appointed by the Mayor and approved by the Board of Trustees of the Village of Lansing.
- C. Person--Any individual, firm, co-partnership, corporation, company, or association; and includes any trustee, receiver, or similar representative thereof.
- D. Public Aircraft Facilities--The phrase "Public Aircraft Facilities": means the following facilities as they are from time to time provided and made available by the Village of Lansing Airport Department as approved by the Board of Trustees of the Village for public use by all aircraft and their operators:
 - 1. Public runways for the purpose of landing and taking off of aircraft.
 - 2. Public taxiways for the purpose of ground movement of aircraft.
 - 3. Public aircraft parking space for the purpose of parking and storing aircraft, loading and unloading passengers, baggage, freight, mail, and other cargo upon and from aircraft, performing operations incidental to the immediate arrival and departure of aircraft and servicing with fuel, and for parking mobile equipment actively used in connection with the foregoing.
 - 4. Any other space provided by the Airport Department for public use by aircraft operators at the Airport.
- E. Driver--Any person who is in actual physical control of a vehicle.
- F. Emergency Vehicle--Vehicles of the Police or Fire Departments; ambulances, any vehicle conveying an Airport official or Airport employee in response to an emergency official call.
- G. Police Officer--Every officer authorized and empowered by the Lansing Village Board to direct or regulate traffic and to enforce the ordinances of the Village and the Airport Department.
- H. Motor Vehicle--Every vehicle that is self-propelled.
- I. Vehicle--Every device in repose, or by which any person or property is or may be transported or drawn upon a highway, including bicycles.

100.2 Scope

All persons on any part of the property comprising the Airport shall be governed by the Rules and Regulations prescribed herein and by others and instructions of the Airport Manager relative to the use or occupation of any part of the property comprising the Airport. These Rules and Regulations are subject to amendment.

100.3 Penalties

The Airport Manager or the Village Board may remove or evict from the Airport premises any person who knowingly or willfully violates any Rule or Regulation prescribed herein, or any Rule or Regulation in effect by the Federal Aviation Administration or the State of Illinois; and may deny the use of the Airport and its facilities to any such person if it is determined that such denial is in the public interest.

100.4 Lost Articles

All lost articles shall be turned in to the Airport Manager's office by the finders. Any such articles not claimed in sixty (60) days will be disposed of as determined by the Airport Manager.

100.5 Liability

The Village of Lansing and the Airport Department assume no responsibility for loss, injury, or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, or collision damage; nor do they assume any liability for injury to persons while on the Airport or while using the facilities of same.

100.6 Accident Reports

All persons involved in any accident; personal, aircraft, or automotive, occurring on the premises of the Lansing Municipal Airport, shall make a report to the Lansing Police Department as soon as possible, giving all pertinent information as requested by the officer in charge.

100.7 Validity

Voiding of any particular Rule or Regulation contained herein shall not affect the validity of the remainder of these Airport Rules and Regulations.

200 - VEHICLES

200.1 Licensing and Registration

- A. No person shall operate motorized ground equipment of any kind on the Airport without a valid State of Illinois Operator's License or permit issued by the Airport Manager.
- B. No person shall operate any motor vehicle in the aircraft facilities area or landing area without having first registered with the Airport Manager and obtained permission for the operation of such equipment.
 1. Permission shall be granted to qualified persons in the form of a permit which shall be carried by that person at all times during vehicle operation in the aircraft facilities area.

2. Permits will not be transferable, and will expire two years from date of issue. No notice upon expiration shall be given permit holder, whose sole responsibility it shall be to renew said permit.
 3. Airport Manager may restrict vehicle operations to a certain portion or segment of aircraft facility areas. Such restrictions shall prohibit vehicle operations by permit holder outside designated areas.
 4. Vehicle operations must be in strict compliance with *Section 200.2 - Rules of Operation*, regarding speed limits, exercise of caution, etc.
- C. Penalties -- Any person violating any of the provisions of this section shall, upon conviction, be fined no less than Five Dollars (\$5.00) nor more than Fifty Dollars (\$50.00) for each offense. Three violations in any 12-month period shall be sufficient cause for revocation of permit.

200.2 Rules of Operation

- A. No person shall operate a motor vehicle of any kind on the airport in a reckless or negligent manner, or in excess of the speed limits prescribed by the Airport Department. Speed limits shall not exceed 15 miles per hour on ramp, apron, or in aircraft parking and hangar areas.
- B. Pedestrians and aircraft shall at all times have right of way over vehicular traffic. All vehicles shall pass to the rear of taxing aircraft.
- C. No person operating a motor vehicle on the Airport shall fail to give proper signals, or fail to observe the directions of posted traffic signs.
- D. No person under the influence of liquor or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.
- E. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than that for which the vehicles were designed. No person shall ride on the running board, stand up in the body of moving vehicles, ride on the outside of the body of a vehicle, or with arms or legs protruding from the body of motor vehicles.
- F. No vehicle shall be operated on the Airport if it is so constructed, equipped, or loaded as to endanger persons or property.
- G. No person shall operate a motor scooter, truck, or other motor vehicle without exhausts protected by screens or baffles to prevent the escape of sparks or propagation of flame in any hangar on the Airport.
- H. Any vehicles that have been permitted to operate on the Airport will not proceed closer than 200 feet from the edge of the runways nor across any of the runways prior to being cleared by the Airport Manager. It is the responsibility of all vehicle operators to be conversant with the standard Airport light signal, regardless of whether or not the vehicle is radio-equipped.
- I. All vehicles which are authorized to operate in the aircraft facilities area shall be painted a distinctive color, easily identified, when operating within the confines of the public aircraft area and hangar area. All vehicles operating on the Airport between the hours of sunset and sunrise shall have fully operating headlights and tail lights visible at least 500 feet, and all gasoline trucks and service trucks shall carry an overhead 360⁰ revolving red beacon.
- J. During times of emergency caused by natural disaster, wind storms, aircraft accidents, and other mishaps, no private vehicles shall be allowed in the aircraft

- facilities area. Permits issued under *200.1 - Licensing and Registration*, shall be rendered invalid until the emergency situation has been alleviated. The Airport Manager shall determine when normal operations may be resumed.
- K. In the event of an emergency on the Airport, only that equipment and personnel so authorized by the Airport Manager shall be used.
- L. Speed Limits
1. No person shall drive a motor vehicle or a motor bicycle upon any public street or road within the territorial limits of the Lansing Municipal Airport at a speed greater than is reasonable and proper having regard for the traffic and the use of the street and road; or so to endanger the life or limb or injure the property of any person. If the rate of speed of any motor vehicle or motor bicycle operated upon a public street or road within the Lansing Municipal Airport, which is not a state or national highway, exceed 35 miles per hour, such rate of speed shall be prima facie evidence that the person operating such motor vehicle or motor bicycle is running at a rate of speed greater than is reasonable or proper having regard to the traffic and the use of the street or road, or so as to endanger the life or limb or the property of any person.
 2. The rate of speed on the street or road shall not exceed 35 miles per hour and it shall be unlawful for any person except emergency vehicles to drive a motor vehicle or motor bicycle at a rate of speed greater than 35 miles per hour upon any street or road within the territorial boundaries of the Lansing Municipal Airport.
- M. Any person damaging any light, fixture, or other Airport facility by means of contact with vehicles, shall report such damage to the Airport Manager's office immediately and shall be fully responsible for any costs required to repair or replace the damaged facility.
- N. Penalties -- Any person violating any provision of this section shall, upon conviction, be fined not less than Five Dollars (\$5.00) nor more than One Hundred Dollars (\$100.00) for each offense.

200.3 Repair of Motor Vehicles

No person shall clean or make any repairs to motor vehicles anywhere on the Airport other than in designated areas, except those minor repairs necessary to remove such motor vehicle from the Airport; nor shall any person move, interfere or tamper with, any motor vehicle, or put in motion the engine, or take or use any motor vehicle part, instrument, or tool thereof, without the permission of the owner or satisfactory evidence of the right to do so duly presented to the Airport Manager.

200.4 Vehicle Parking

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

- B. All employees of firms engaged in business at the Lansing Municipal Airport shall park in AREAS DESIGNATED FOR EMPLOYEE PARKING AND NONE OTHER.
- C. The Airport Manager shall have the authority to tow or otherwise move motor vehicles which are parked by their owners or operators on the Airport in violation of the Rules and Regulations of the Airport, at the operator's expense and without liability for damage which may result in the course of such moving.
- D. No person shall park any motor vehicle in excess of time limit prescribed for the particular parking area, nor shall any person park any motor vehicle in an area requiring payment for parking thereon without paying the required parking fee.
- E. No person shall park in any T-hangar area at any time when snow accumulates to a total of one inch (1"). Parking is prohibited until snow removal operations are complete.
- F. Tenants of T-hangars must park their automobiles inside their respective T-hangars when leaving the field via their airplane.
- G. Penalties -- Any person violating any of the provisions of this Section shall, upon conviction, be fined not less than Two Dollars (2.00) nor more than Twenty-Five Dollars (\$25.00) for each offense.

200.5 Ground Transportation

No carrier for hire shall load or unload passengers at the Airport at any place other than that designated by the Airport Manager; nor shall such conveyance operate on the Airport without a contract with the Village of Lansing or without express approval of the Airport Manager. This shall also apply to rentals and all vehicles for hire.

200.6 Ramp Vehicles – Safety Permits

- A. In the interest of public safety and to further the prevention of accidents on the public ramp and apron area, no vehicle, unit, or device of a service nature shall be permitted to operate or park on the public ramp and apron area of the Airport unless and until a Safety Permit is obtained from the Airport Department for said vehicle, unit, or device.
- B. The number of service vehicles, units, and devices for which permits may be issued is limited as follows:

CLASS I - Vehicles capable of carrying and dispensing inflammable fuel of any kind. Limit of permits - 10.

CLASS II - All other motorized, self-propelled equipment under two (2) tons gross weight. Limit of permits - 25.

CLASS III - All other service vehicles over two (2) tons gross weight. Limit of permits - 10.

- C. Annual inspection fees:

CLASS I \$50.00 for each unit

CLASS II \$10.00 for each unit

CLASS III \$25.00 for each unit

- D. All owners of operators of the above-described units intending to operate any such unit on the public ramp and apron area, in addition to obtaining a Class A, B, or C permit when required by Section 400.6 of these Rules and Regulations, shall apply to the Airport Department for the applicable type of permit under these Rules and Regulations; and shall, at the time of said application, pay to the Village of Lansing the applicable annual fee for inspection of said unit; and upon receiving said application, the Airport Manager shall cause said unit to be inspected. Said inspection shall determine whether or not said unit has the following safety equipment in good working order:
1. Adequate braking.
 2. Adequate lights.
 3. Adequate horn or warning device.
 4. Adequate mufflers.
 5. Adequate grounding devices.
- E. The Airport Department, through the Airport Manager, shall determine the extent to which the above-described safety equipment is necessary in connection with the particular unit for which the permit is sought.
- F. The words "vehicle", "unit", "equipment", or "device", as used in these Rules and Regulations, shall include manual and mobile steps and stairs, wagons, carts, tugs, heating and electrical service units, station wagons, other passenger automobiles, hoists, derricks, and any other type of movable device used in servicing aircraft and persons on said public ramp and apron area.
- G. After the unit for which application for a permit is made is found to be in safe working condition in accordance with this Regulation, and if the granting of the permit will not exceed the limits set forth herein, the said permit shall be granted and the Airport Department shall affix to such unit a tag, sticker, plate, or other readily discernible evidence of such permission; and shall assign to said vehicle a number. The number, or the tag, sticker, or plate, shall disclose the expiration date thereof; which date shall be one (1) year from the date of granting such permission.
- H. Any permit granted hereunder may be renewed by application and payment of the required inspection fee. Applications for permits shall be processed by the Airport Department in the same order in which they are received. Whenever the limit is reached in any of the above-designated classes of permits, no further permits in that class shall be issued.
- I. The speed and manner of movement of any mobile vehicle or device on the public ramp and apron area shall be such as not to endanger life or property; and the operator thereof shall at all times regulate and control such speed and movement with the highest degree of care, having regard for the circumstances and conditions of traffic, the presence or movement of other property.
- J. Only units carrying evidence of a current permit shall be allowed to stand, move, or park on the said public ramp and apron area; and the parking and standing of such units while not actively in service use shall be in such areas as shall be designated from time to time by the Airport Department.

- K. This Regulation shall not apply to aircraft, and no permit shall be required for Police and Fire equipment, or for vehicles or units owned or operated by the Airport Department or the Village of Lansing. This Regulation shall not apply to non-movable equipment such as receptacles, chests, cases, buildings, or sheds which the Airport Department, through the Airport Manager, has approved for use on the public ramp and apron area.
- L. This Regulation is in addition to all safety provisions set forth in other sections of these Rules and Regulations.
- M. Penalties for violation of this section shall, upon conviction, be no less than Five Dollars (\$5.00) nor greater than Fifty Dollars (\$50.00) for each offense.

300 -- AIRCRAFT OPERATION

300.1 Aeronautical Activities

All aeronautical activities at this Airport, and all flying of aircraft departing from or arriving in the airspace above this Airport, shall be conducted in conformity with the current pertinent regulations of the Federal Aviation Administration, Civil Aeronautics Board, State of Illinois, and the Airport Department of the Village of Lansing.

300.2 Aircraft Registration

- A. The owners of all aircraft based on the Airport will register their aircraft with the Airport Manager's office prior to beginning operation. Any change in the ownership will require a change in registration.
- B. No person shall operate from the Lansing Municipal Airport any aircraft that is not fully certificated by the Federal Aviation Administration and registered with the Federal Aviation Administration, and carrying a current certificate of airworthiness.

300.3 Accident and Incident Reports

Persons involved in aircraft accidents occurring on the Airport shall, as soon as possible, make a full report thereof to the Airport Manager for transmittal to the Illinois Department of Aeronautics, which report shall include names, addresses, and all pertinent information. When a written report of an accident or incident is required by the Regulations of the National Transportation Safety Board, and as may be requested by the Federal Aviation Administration as the Board's authorized representative, such report shall be promptly submitted. A copy of such report may be submitted to the Lansing Municipal Airport Department in lieu of the report to the Airport Manager required above.

300.4 Special Restrictions to Operations

The Airport Manager may delay or restrict the flight or other operations of any aircraft at the Airport for any justifiable reason.

300.5 Closing of Field

In the event the Airport Manager believes the conditions of the Airport or any part of the Airport to be unsafe for landing or taking-off, it shall be within his authority to issue a NOTAM closing the entire Airport or any part thereof. This shall be filed with the F.A.A. Flight Service Station, over the signature of the person authorizing such closing. The same procedure will be followed when the field is again usable.

300.6 Disabled Aircraft

- A. All disabled aircraft and parts thereof on the Airport shall be promptly removed from public view by the owners.
- B. If any person refuses to move an aircraft as directed by the Airport Manager, said aircraft may be towed away or otherwise removed by the Airport Manager at the owner or operator's expense, and without liability for damage which may result in the course of or after such moving. The same shall apply to removal of a wrecked or damaged aircraft and its parts.

300.7 Engine Starting and Run-up

- A. Aircraft run-up or other engine test operations at the Lansing Municipal Airport shall not be performed in any area of the Airport other than that specifically designated for such purposes by the Airport Manager; except that minor adjustments may be made while the aircraft is on a loading ramp preparatory to take-off, and when such adjustment is necessary to prevent a delayed departure.
- B. No person shall start or run any engine in an aircraft unless a competent person is in the aircraft attending the engine controls. Blocks shall always be placed in front of the wheels before starting the engine or engines, unless the aircraft is provided with adequate parking brakes.
- C. No person shall run the engine or engines of any aircraft at any location on the Airport in such manner as to cause damage to other aircraft or property or in such a manner as to blow paper, dirt, or other materials across taxiways or runways in such manner as to endanger the safety of operations on the Airport.

300.9 Aircraft Parking

No person shall park aircraft in any area on the Airport other than that prescribed by the Airport Manager, and no overnight parking on the ramp in front of any hangar doors.

300.10 Experimental Demonstrations

No experimental flight or ground demonstrations shall be conducted on the Airport without the express approval of the Airport Manager.

300.11 Airport Facility Damage

Any person damaging any light, fixture, or other Airport facility by means of contact with aircraft, shall report such damage to the Airport Manager's office immediately and shall

be fully responsible for any costs required to repair or replace the damaged facility.

300.12 Aircraft Equipment Rules

- A. Except when an appropriate Federal Aviation Administration special flight permit or authorization has been issued, and approval of the Airport Manager has been obtained, no aircraft shall be operated on the Airport unless that aircraft contains the instruments and equipment specified by current Federal Aviation Regulations for that type of operation; and those instruments and items of equipment are in operable condition and operating.
- B. No airplane shall be operated on the Airport unless it is equipped with a tail-wheel or a nose-wheel, and wheel brakes, except with the permission of the Airport Manager. When any pilot of an airplane that is not equipped with adequate brakes receives permission from the Airport Manager to taxi such airplane, such pilot shall not taxi such airplane near buildings or parked aircraft unless an attendant is at the wing of the airplane to assist the pilot; PROVIDED, that an airplane with wings and tail higher than five feet from the ground that does not have adequate brakes shall not be taxied on the Airport, but shall be towed if it is necessary to move such an airplane.

300.13 Parachuting

No person may parachute over or on the Lansing Municipal Airport or on land within the Village of Lansing except in an emergency. If a parachute drop is made in an emergency, a full report of the emergency will be given to the Lansing Police Department and to the F.A.A. as to the type and extent of the emergency.

300.14 Taxiing

- A. No person shall taxi an aircraft until he has ascertained that there will be no danger of collision with any person or object in the immediate area by visual inspection of the area.
- B. No aircraft shall be operated in a careless or reckless manner or taxied except at a safe and reasonable speed.
- C. Pilots shall not taxi onto or across any runway until they have determined that their aircraft movement can be made safely.
- D. Aircraft shall be taxied in accordance with prescribed taxiing patterns at all times.
- E. Aircraft shall request Airport Advisory from Unicom.

300.15 Landings and Take-offs

- A. No pilot may taxi an aircraft on a runway, or take off or land an aircraft, unless he has determined that there is no other conflicting Air or Ground Traffic.
- B. Unless otherwise authorized or directed by applicable traffic pattern indicators, pilots approaching to land an airplane must circle the Airport to the left, and pilots approaching to land in a helicopter must avoid the flow of fixed-wing traffic.
- C. Procedures to be used when landing
 - 1. Pilots of turbine-powered or large airplanes shall, unless otherwise

- required by the applicable distance from clouds criteria, enter the Airport traffic area at an altitude of at least 1,500 feet above the surface of the Airport and maintain at least 1,500 feet until further descent is required for a safe landing.
2. Pilots of all other airplanes shall, unless otherwise required by the applicable distance from clouds criteria, enter the Airport traffic area at an altitude of at least 800 feet above the surface and maintain at least 800 feet until further descent is required for a safe landing.
- D. Procedures to be used when taking off
1. Pilots of turbine-powered or large airplanes shall, unless otherwise required by the departure procedure or the applicable distance from clouds criteria, climb to an altitude of 1,500 feet above the surface as rapidly as practicable.
 2. Pilots of all other airplanes shall, unless otherwise required by the departure procedure or the applicable distance from clouds criteria, climb to an altitude of 800 feet above the surface as rapidly as practicable.
- E. Fixed-wing aircraft shall take off or land on runways only.
- F. Take-offs and landings over populated areas shall be kept to a minimum in the interest of public safety and convenience, and pilots using the Lansing Municipal Airport shall conform to any applicable noise abatement procedures established by the Airport Department.
- G. Runway 09-27 is designated as the Calm Wind Runway when wind velocity is less than 6 knots.
- H. Prior authorization is required before air ships, dirigibles, motorless aircraft, or aircraft with a total gross weight in excess of 40,000 pounds lands or takes off at the Lansing Municipal Airport
- I. The above procedures will apply in every case except when instructed otherwise by the Airport Manager or when emergency conditions exist.

300.16 Landing Fees

The owner or operator of each aircraft used as a common carrier, or other transient aircraft carrying passengers or cargo for hire, that shall land at the Lansing Municipal Airport shall pay to the Village of Lansing Airport Department such landing fees as are established by Ordinance.

300.17 Penalties

Any person violating any provision of this section, upon conviction, shall be fined not less than Five Dollars (\$5.00), nor more than Fifty Dollars (\$50.00) for each offence. Violations of State or Federal Statutes will be punishable under those statutes and the penalties will be as provided by law.

400 -- FUELING AND INFLAMMABLES

400.1 Cleaning of Aircraft

No person shall use inflammable volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose, unless such operations are conducted in open air, or in a room specifically set aside and approved for that purpose; which room must be properly fire-proofed and equipped with adequate and readily accessible fire extinguishing apparatus.

400.2 Storage

- A. No person shall keep or store any inflammable liquids, gases, signal flares, or other similar material in the hangars, or in any building on the Airport; except that such materials may be kept in an aircraft in the proper receptacles installed in the aircraft for such purpose, or in rooms or areas specifically approved for such storage by the Airport Manager, or in safety cans approved by the Underwriter's Laboratories, Inc.
- B. No person shall keep or store lubricating or waste oil in or about hangars, except in sealed cans or in containers of a design and type that meets the approval of the Airport Manager.
- C. Lessees shall provide suitable metal receptacles with self closing covers for the storage of waste, rags, and other rubbish. All used waste and rags or other rubbish shall be removed by the lessee daily, or in regular scheduled pick-ups, but not later than once each week.
- D. Gasoline, oil, and solvent drums or receptacles shall not be stored on apron and ramp areas in excess of amounts actually needed as current stock. Any material of this type that is kept in subject areas shall be kept enclosed and covered in a housing of a design and type that meets the approval of the Airport Manager.

400.3 Doping and Painting

- A. "Doping" processes shall be conducted only in properly designated fire-proofed and ventilated rooms or buildings in which all illuminations, wiring, heating, ventilation equipment, switches, outlets, and fixtures shall be explosion-proof, spark-proof, and vapor-proof; and all windows and doors shall open easily.
- B. Painting will not be permitted except in Airport Department approved shops and in approved areas.

400.4 Liquid Disposal

No fuels, oils, dopes, paints, solvents, or acids shall be disposed of or dumped in drains, on the ramp areas, catch basins or ditches, or elsewhere on the Airport.

400.5 Fueling Operations

- A. No aircraft shall be fueled or defueled while the engine is running or being warmed by applications of exterior heat, or while such aircraft is in a hangar or

enclosed space.

- B. No person shall smoke within 100 feet of an aircraft being fueled or defueled.
- C. No person shall operate any radio transmitter or receiver or switch electrical appliances off or on in an aircraft during fueling or defueling.
- D. During refueling, the aircraft and the fueling dispensing apparatus shall both be grounded to a point or points of zero electrical potential.
- E. No person shall use any material or equipment during fueling or defueling of aircraft which is likely to cause a spark or ignition.
- F. Adequate fire extinguishers shall be within ready reach of all persons engaged in fueling or defueling aircraft.
- G. No person shall start the engine of any aircraft when there is any gasoline on the ground under such aircraft.
- H. Fueling hoses and equipment shall be maintained in a safe, sound, and non-leaking condition and shall be approved by National Board of Fire Underwriters in all respects and parts.
- I. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids.
- J. No aircraft shall be fueled or defueled while passengers are on board the aircraft unless a passenger loading ramp is in place at the cabin door of the aircraft, the aircraft door is in open position, and a cabin attendant is present at or near the cabin door.
- K. Persons engaged in the fueling and draining of aircraft shall exercise care to prevent overflow of fuel. Persons responsible will take proper measures to remove volatile liquids when spilled during transfer.
- L. No person shall transport inflammable liquids into any aircraft area or refuel aircraft on any portion of the Lansing Municipal Airport prior to securing from the Village of Lansing Airport Department either a Class A, Class B, or Class C permit.

400.6 Fueling Permits and Fees

A. Class "A" Permit

1. Each holder of a Class "A" permit may operate mobile refueling equipment on the ramps and roadways of the Lansing Municipal Airport, and may refuel aircraft on any part of the public parking areas and hangar areas. Permit holder shall provide all necessary equipment for the ground support of all aircraft requiring fuel, including bulk storage, fueling trucks, electrical starting units, air start units, passenger stairs, de-icing units, baggage loading carts, towing equipment, preheating units, potable water units, lavatory servicing units, and any other necessary line equipment. Permit holder shall have arrangements for commissary services. Permit holder shall provide 24hour service, 7 days a week, including all holidays; shall provide adequate lounge and rest room facilities; shall be staffed by no less than two properly trained full-time line attendants and a manager or supervisor at any time. Permit holder shall agree to indemnify and save harmless the Airport Department from any and all claims and agree to carry Product Liability and Hangar keeper's Liability in amounts to protect the interests of the Lansing Municipal Airport Department.

2. The annual fee for a Class "A" permit shall be \$750.00 payable upon issuance of the permit; plus flowage fees in force at Lansing Municipal Airport.
- B. Class "B" Permit
1. Each holder of a Class "B" permit may service aircraft belonging to the general flying public only from a specified location or fuel pit installation located on the Airport. The fuel pit installation site must be approved by the Airport Manager, and the installation of all equipment shall be made under the supervision of the Air port Engineer, and shall comply with all Federal, State of Illinois, and Lansing Municipal Airport Department Rules and Regulations. A holder of a Class "B" permit shall not operate mobile refueling equipment on the Lansing Municipal Airport.
 2. The annual fee for a Class "B" permit shall be \$400.00, payable upon issuance of the permit.
- C. These permits shall not be transferable, and shall expire one year from the date of issuance. No refund of any part of the annual fee will be made in the event the vendor ceases to exercise the privileges granted by the permit at any time during the term of the permit.
- D. All holders of permits shall pay whatever flowage fees the Airport Department establishes from time to time.

500 -- PUBLIC AND TENANT USAGE

500.1 Disorderly Conduct

No person shall be or become intoxicated or drunk, commit any disorderly, obscene or indecent act, or commit any act of nuisance, nor conduct or engage in any form of gambling on the airport.

500.2 Sanitation

No person shall dispose of garbage, papers, refuse, or other material on the Airport except in the receptacles provided for that purpose; nor use a comfort station other than in a clean and sanitary manner; nor expectorate on the floors, walls, or other surfaces of any Airport building.

500.3 Preservation of Property

No person shall destroy, injure, deface, or disturb in any way any building, sign, equipment, marker, or other structure; trees, flowers, lawn, or other property on the Airport; nor alter, make additions to, or erect any building or sign or make any excavations on the Airport; nor willfully abandon any personal property on the Airport .

500.4 Weapons, Explosives, and Inflammable Materials

No person except peace officers, duly authorized Post Office, Airport, and Air Carrier employees, or members of the Armed Forces of the United States on official duty, shall carry any weapons, explosives, or inflammable material on the Airport except cased sporting guns carried for transshipment.

500.5 Turnstiles and Coin-operated Doors

No person shall pass through, over, or under a turnstile or coin-operated door located on the Airport that requires the deposit of a coin for such privilege without depositing such coin in such turnstile or door.

500.6 Interfering or Tampering with Aircraft

No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft; or use any aircraft, aircraft parts, instruments, or tools, without permission of the owner or by specific direction of the Airport Manager.

500.7 Restricted Areas

No person shall enter upon the field area, utilities and service rooms or areas, or other areas as may be designated restricted except:

- A. Persons assigned to duty therein;
- B. Persons authorized by the Airport Manager;
- C. Passengers, under appropriate supervision, entering the apron for the purpose of embarkation or debarkation.

500.8 Use of Roads and Walks

- A. No person shall travel on the Airport other than on the roads, walks, or places provided for the particular class of traffic.
- B. No person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

500.9 Loitering

No person shall loiter on any part of the Airport or in any building on the Airport; nor shall any person come upon or use the Airport, except while traveling through as a passenger on an interstate bus or taxicab or while emplaning or deplaning as a passenger on an aircraft operating on the Airport, after such person has been denied the use of the Airport by the Airport Manager. Any person or persons who shall refuse to comply with these applicable Rules and Regulations, after proper request to so do by the Airport Manager or other authorized representative, shall be requested to leave the Airport; and in the event of his or their failure to comply with a proper request to abide by the Rules and Regulations of the Lansing Municipal Airport Department, shall be regarded as a trespasser.

500.10 Use of Shop Areas

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 of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner or lessee. This section applies to the Lansing Municipal Airport Department premises as well as all others.

500.11 Open Flame Operations

No person shall conduct any open flame operations in any hangar or on the Airport unless specifically authorized by the Airport Manager.

500.12 Smoking

No person shall smoke on the Airport apron, in any hangar or shop, service station area, gasoline storage 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.

500.13 Trash Containers

No person shall keep uncovered trash containers in any area. No vehicle used for hauling trash, dirt, or any other material shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents thereof from dropping, sifting, leaking, or otherwise escaping therefrom. Areas to be used for trash or garbage containers shall be designated by the Airport Manager, and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

500.14 Floor Care

All lessees on the Airport shall keep the floors of the hangars, hangar areas, and terminal apron and ramp areas leased by them respectively or used in their operation, clean and clear of oil, grease, and other materials or stains except as may be provided to the contrary in any specific leases or contracts;

500.15 Storage of Equipment

No tenant or lessee on the Airport shall store or stack materials or equipment in such a manner as to constitute a hazard to personnel or property.

500.16 Maintenance

All tenants shall be required to maintain their leased property in a condition of repair, cleanliness, and general maintenance in a manner agreeable to the Airport Manager and in accordance with their individual lease agreements and free from all fire hazards.

500.17 Fire Equipment

All tenants or lessees shall supply and maintain such adequate and readily accessible fire extinguishers as are approved by Underwriters Laboratories, Inc., for the particular hazard involved.

500.18 Structural and Decorative Changes

- A. No tenants, lessees, or grantees will be permitted to install any type of direct line or radio communications without prior permission of the Airport Manager.
- B. No tenants, lessees, or grantees will be permitted to effect structural or decorative changes or additions of any type without prior permission of the Airport Manager with the approval and supervision of the Airport Engineer.

500.19 Damages

Tenants, lessees, and grantees shall be fully responsible for all damages to buildings, equipment, real property, and appurtenances in the ownership or custody of the Lansing Municipal Airport Department caused by their negligence, abuse, or carelessness; or caused by the negligence, abuse, or carelessness on the part of their employees, agents, customers, visitors, suppliers, or persons with whom they may do business.

500.20 Default of Obligations

- A. All billings are payable upon presentation, unless otherwise noted thereon.
- B. When any tenant, user, or grantee is formally notified that he is held in default of any written or implied obligation to the Village of Lansing Airport Department, whether it be for breach of performance or service covenants or nonpayment, he will thereafter be billed for all losses of revenue, expenses incurred to re-establish performance or service, and other costs unless the tenant, user, or grantee files with the Airport Manager within ten (10) days of receipt of the formal notification a statement that corrective or preventative measures have been initiated and will diligently be carried to completion. If the promises contained in the statement are not fulfilled, the tenant, user, or grantee will be considered in absolute default and appropriate lawful steps will be taken by the Village of Lansing.

600 -- COMMERCIAL OPERATIONS

600.1 Requirements for Business or Commercial Activities

- A. No person shall engage in the sale or rental of any commodities, supplies, or services, or any business or commercial activity whatsoever within the limits of the Airport without a current Commercial Operating Agreement, contract, lease, or other written agreement with the Lansing Municipal Airport Department.
- B. The soliciting of fares, alms, or funds for any purpose on the Airport without

the permission of the Airport Manager is prohibited.

- C. No person shall, in the use of Lansing Municipal 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, or national origin, in any manner prohibited by PART 21 of the regulations of the Office of the Secretary of Transportation and TITLE VI of the Civil Rights Act of 1964. In the event of noncompliance with the above provision, the Village of Lansing Airport Department may take such action as the Federal Government may direct to enforce such compliance.
- D. No person shall engage in any aeronautical activity for furnishing services to the public at the Airport unless
 - 1. Said service is conducted on a fair, equal, and not unjustly discriminatory basis to all users thereof, and
 - 2. Fair, reasonable, and not unjustly discriminatory prices are charged for each unit or service; provided that reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions may be made to volume purchasers.
- E. Any person engaging in any business or commercial activity on the Airport shall carry insurance for the protection of the customer covering all risks; also protecting the Village of Lansing. The amount of this coverage shall be as established in the Commercial Operating Agreement, contract, lease, or other written agreement with the Village of Lansing Airport Department.
- F. Any person engaging in any business or commercial activity on the Airport shall accept all the moral and financial responsibilities of its operation, and hold the Village of Lansing Airport Department harmless of any liability incurred because of such operations.
- G. Any lessee or operator who shall be subject to any of these Rules and Regulations and who shall violate any of the provisions thereof shall have his lease or Operating Agreement cancelled and terminated at the discretion of and upon notice by the Board of Trustees of the Village of Lansing.

600.2 Requirements for Commercial Aviation Activities

- A. No person shall use the Airport as a base or terminal for the carrying on of commercial aviation, including but not limited to fixed-base operations; aircraft maintenance; scheduled or non-scheduled air carrier carrying passengers, freight, express, or mail; or student instruction; communications; or any other commercial flying, without a current Commercial Operating Agreement authorizing such activity with the Airport Department.
- B. No person shall engage or employ any person to provide commercial aviation services as defined above except from those persons officially authorized by the Airport Department to conduct such commercial activities on the Airport.
- C. Unless otherwise permitted by his Operating Agreement, any person desiring to conduct a pilot school or engage in student training in aviation shall comply with the regulations as set forth in Federal Aviation Regulation Part 1.41.; and shall have a valid "Air Agency Certificate", issued by the administrator of the Federal Aviation Administration, authorizing such activity.
- D. Unless otherwise permitted by his Operating Agreement, any person desiring

to conduct maintenance service for the repair of aircraft engines, airframe, propellers, instruments, accessories, or radios, shall comply with the regulations established in Federal Aviation Regulation Part 1.45; and shall hold a suitable valid "Repair Station Certificate" issued by the administrator of the Federal Aviation Administration, authorizing such repair service.

- E. Any person desiring to fly small aircraft for hire for the transportation of people or property shall comply with the economic regulations of the Civil Aeronautics Board and the regulations established in Federal Aviation Regulation Part 1.21., as applied to certification and operations; air carriers and commercial operators of large aircraft. Any person shall, upon the request of the Airport Manager or his representative, produce evidence of such certification.
- F. Any person engaging in commercial aviation operations shall have a full time employee managing and promoting the operation. Such management shall endeavor to have a profitable business while supplying safe, efficient services for the users of the Lansing Municipal Airport and shall also serve the promotion and advancement of the Lansing Municipal Airport.
- G. Any person making application for a Commercial Aeronautical concession will be required to show that he will be able to meet the standard qualifications and requirements therefore as set forth in the specimen Commercial Operating Agreement, Sections 4 through 10, appended hereto as Appendix I.

700 -- REVISIONS

The Board of Trustees of the Village of Lansing reserves the right to revise these Rules and Regulations without prior notice to the general public.

COMMERCIAL OPERATING AGREEMENT

LANSING MUNICIPAL AIRPORT DEPARTMENT

APPENDIX I

(4.) TIME OF PAYMENT

The fees and charges herein provided for shall be paid on or before the fifth (5th) of the month in which it is due.

(5.) INSURANCE

Operator agrees to carry public liability insurance covering bodily injury, and property damage endorsements in amounts to be mutually agreed upon and adequate to protect the interests of the Village of Lansing. Certificates of such insurance must be on file at the Village of Lansing, Lansing Village Hall, Lansing, Illinois 60438. The Airport Department assumes no liability for any act committed by an employee or officers of the Operator.

(6.) DAMAGES

Airport Department will not be liable for any damage done or occasioned by the act of negligence of any other user on said Airport, not by the bursting, leaking, or running of any cistern, water closet, waste pipe, tank, water, steam or sewer pipe in, above, upon, or about said Airport or any part thereof, nor from any heating or gas or electrical device or vehicle.

(7.) RUNWAYS & TAXIWAYS

The Airport Department gives Operator the right to use all runways, taxiways and public ramp areas in conjunction with others, but does not extend to Operator the exclusive right to any portion of the landing areas, ramps, or taxiways at the Lansing Municipal Airport.

(8.) RULES & REGULATIONS

During the term of this Agreement, the Operator agrees to abide by all the Rules and Regulations which are established by the Airport Department, including all amendments that might be made during the term of this Agreement to said Agreement, and shall keep all equipment necessary in the conduct of its business as outlined in this Agreement in good and safe operating condition, meeting all insurance codes and secure proper licenses on it annually for the operating of the above mentioned equipment.

(9.) BUSINESS LOCATION

Operator agrees to maintain a permanent business location on the Lansing Municipal Airport so long as he desires to conduct aviation business upon Airport Department property. Operator is not required to lease space from Airport Department only but may

sublease, sub rent or occupy space which Airport Department rents or leases to other tenants.

(10.) AMENDMENTS

All amendments to this Agreement must be made in writing by mutual agreement of the parties and no oral amendments shall be in force or effect whatever.