

COUNTY OF ROCK
Public Works
Department
Airport Division
Telephone: 608-757-5768



Southern Wisconsin
Regional Airport
4004 S. Oakhill Avenue
Janesville, WI 53546
Fax : 608-758-3060

AGENDA
Public Works Committee Meeting
Tuesday, March 27, 2012 at 8:30 a.m.

Southern Wisconsin Regional Airport Terminal Building Suite 120
1716 W. Airport Rd.
Janesville, WI 53546

1. Call to Order at 8:30 a.m.
2. Approval of Agenda
3. Approval of Minutes February 28, 2012.
4. Vouchers/Bills/Encumbrances/Pre-Approved Encumbrance Amendments
5. Citizen Participation, Communications, and Announcements
6. Presentation from James Otterstein on Airport Video

AIRPORT BUSINESS

7. **Action Items**

- a. Set Rate for 2012 AirFEST

8. **Information Items**

- a. Update on Revised Minimum Standards and Rules and Regulations
- b. Update on Terminal Project
- c. Airport Accounts Receivables

HIGHWAY BUSINESS

- a. Consider Equipment Purchase
9. Next Meeting Date
10. Adjournment

**Agreement Between
Southern Wisconsin AirFEST, Inc.
and
Southern Wisconsin Regional Airport**

Southern Wisconsin AirFEST, Inc. and the Southern Wisconsin Regional Airport hereby enter into an agreement for use of the Southern Wisconsin Regional Airport in 2012. This agreement, reflects the intention of Southern Wisconsin AirFEST to hold an annual event in each of the calendar years listed, on a date to be determined, and as mutually agreed upon by Southern Wisconsin AirFEST, Inc. and the Airport Director, acting on behalf of the Rock County Public Works Committee.

The purpose of this agreement is to provide the opportunity for Southern Wisconsin AirFEST, Inc. to host an annual event, and to continue to expand the platform for the planning of future events. The mission of Southern Wisconsin AirFEST, Inc. is to provide to the community an educational and entertaining AirFEST experience, promoting aviation, aviation related careers, and to generate funding and awareness for the Wisconsin Aviation Academy and/or other local non-profit and charitable organizations as may be deemed appropriate.

This agreement is made with the understanding that Southern Wisconsin AirFEST, Inc. will provide additional documentation as to the logistical, safety, personnel and financial resources available in support of this endeavor. The President or his/her designee of Southern Wisconsin AirFEST, Inc. will provide updates to the Rock County Public Works Committee in a timely manner as to the progress and planning of this event.

The Airport Director, acting on behalf of the Rock County Public Works Committee, has the right to cancel this agreement if he determines that it conflicts with local ordinances, state law, federal law, or the best interest of the Southern Wisconsin Regional Airport.

This agreement shall not be assignable without the written consent of the Public Works Committee. Further, this agreement can be modified at a later date as both parties deem necessary and as additional details regarding the planning of this event develop.

Southern Wisconsin AirFEST, Inc. agrees to incorporate the following actions as subsequent to this agreement:

- a. AirFEST is to be designed for public benefit
- b. Southern Wisconsin AirFEST, Inc. assumes the following responsibilities:
 - i. No cost to Rock County.

- ii. Direct expenses to be recovered from the Southern Wisconsin AirFEST, Inc. only after prior approval has been granted.
- iii. Southern Wisconsin AirFEST, Inc. will assume all liability relating to the airshow with appropriate insurance documents naming Southern Wisconsin Regional Airport and the County of Rock as additional insured on insurance certificates.
- iv. Southern Wisconsin AirFEST, Inc. will require all performers, vendors and exhibitors to provide proof of insurance naming Southern Wisconsin Regional Airport and the County of Rock as additional insured on insurance certificates.
- v. Southern Wisconsin AirFEST, Inc. will provide to the Airport Director 30 days prior to the event proof of all such certificates.
- vi. The Southern Wisconsin AirFEST will pay for the use of the facilities _____% of all ticket sales (rate to be determined by the Rock County Public Works Committee at time of approval) to the Southern Wisconsin Regional Airport. Payment will be made within 45 days of the event.
- vii. The Southern Wisconsin AirFEST will provide the Southern Wisconsin Regional Airport financial information as to income, expenses, profit and amount of funds donated to various organizations.

Indemnity and Hold Harmless

Whereas, Southern Wisconsin AirFEST, Inc. does hereby agree that it shall at all times during the term of this agreement, and any extended term of this agreement, indemnify and hold harmless the COUNTY, the Public Works Committee and officers, agents, employees and representatives thereof, against any and all claims, liability, loss, charges, damages, costs, expenses or attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on the Southern Wisconsin Regional Airport or as a result of incidents occurring at the Southern Wisconsin Regional Airport or as a result of any operations, works, acts or omission performed at the Southern Wisconsin Regional Airport by Southern Wisconsin AirFEST, Inc., its employees, agents, or representatives, or resulting from Southern Wisconsin AirFEST, Inc.'s failure to perform or observe any of the terms, covenants and conditions of this agreement to be performed by Southern Wisconsin AirFEST, Inc. or resulting from any conditions or premises or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage; provided, however, that the provisions of this paragraph shall not apply to claims, liabilities, losses, charges, damages, costs, expenses or attorney's fees caused or resulting from the sole acts or omissions of the County, the Public Works Committee or any officers, employees, agents or representatives thereof.

Integration

This document is fully integrated embodying the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals
this ____ day of _____, 2012.

LESSOR's Seal

LESSOR
Rock County, Wisconsin

By: _____
Kurtis Yankee, Chair
Rock County Public Works Committee

By: _____
J. Russell Podzilni, Chair
Rock County Board of Supervisors

By: _____
Lorena R. Stottler
Rock County Clerk

LESSEES' Seal

LESSEE

By: _____
Executive Director
Southern Wisconsin AirFEST, Inc.

ISSUE PAPER
For
2012 AIRFEST USE AGREEMENT

Issue: 2012 agreement for the Southern Wisconsin AirFEST event.

Discussion: Over the last ten years the Southern Wisconsin AirFEST organization has been holding the Southern Wisconsin AirFEST event in order to financially support the Wisconsin Aviation Academy (WAA). The WAA website states that they are a non-profit organization dedicated to providing underrepresented area youth with the opportunity to learn planning, discipline, and communication skills while learning to fly for free or at a greatly reduced rate according to family size and income.

This will be the 11th year of the Southern Wisconsin AirFEST event. Each year the AirFEST organization enters into an agreement with the Southern Wisconsin Regional Airport that is approved by the Rock County Public Works Committee.

In 2011, the Committee approved a standard agreement for Southern Wisconsin AirFEST to hold its event with the intent to revisit/adjust the usage fee each year. This fee is not a tax or a reimbursement of actual expenses and is based on all ticket sales for the event. The fee has been set at 1.3% for each year since 2007. Ticket sales can vary greatly from year to year based on many factors including the weather, the acts performing, and whether there are other events being held during the same time frame that may draw sales away from the AirFEST event.

Recommendation: Set the rate for the 2012 AirFEST event and approve a standard document for the Southern Wisconsin AirFEST event.

Respectfully Submitted,

Ronald D. Burdick
Airport Director

DRAFT 03/15/12

RULES AND REGULATIONS

**Southern Wisconsin
Regional Airport
Rock County, Wisconsin**

PREFACE

In order to assure the safe and efficient operation of Southern Wisconsin Regional Airport, the County of Rock has adopted the following rules and regulations.

All rules and regulations enacted by the Federal Aviation Administration relative to airpersons, aircraft, and air traffic now in effect, or any amendments adopted in the future, are hereby adopted by reference and made a part of these regulations as fully as if the same and each and all of them as completely set forth herein.

Copies of these rules are distributed to all regular airport users. Copies are available from the Airport office upon request.

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I. INTRODUCTION

1.1 APPLICABILITY

The standards set forth herein shall be applicable and strictly observed by, and are incumbent upon all users of, and persons on, any part of the property comprising the Airport. Tenant organizations shall be responsible for the accessibility to and compliance with these standards by all guests or employees.

These rules and regulations are not intended to amend, modify or supersede the Minimum Standards of Southern Wisconsin Regional Airport, any provision of Federal, State or local law, or any specific contractual agreement with the County of Rock, Wisconsin, with which they may conflict, provided, however, that these regulations shall, insofar as possible, be interpreted so that no such conflict shall exist. These regulations may, from time to time, be amended, changed, or modified by action of the Rock County Board of Supervisors. Fourteen days advance notice of proposed changes shall be given to any party who so requests notice.

1.2 DEFINITIONS

The words and phrases used in these regulations shall, for the purpose of the same, be construed as set forth below unless the context requires otherwise.

- a. Words imparting the singular include the plural.
- b. Words imparting the masculine gender include the feminine.
- c. "Shall" is always mandatory, not permissive.
- d. "May" is always permissive.
- e. "Includes" means includes, but is not limited to.
- f. "Aeronautical activity" (or "Aeronautical Activities" or "Activity" or "Activities") means any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft, or another Aeronautical Activity, or which contributes to or is required for the safety of such operations. Aeronautical Activities include, but are not limited to, sale of Aircraft Fuel and/or lubricants; passenger, crew, and Aircraft good services; support and amenities; Tiedown, Aircraft Storage/hangar, Aircraft parking, office, and shop rental/subleasing; Airframe and Power Plant Maintenance; Avionics Sales and Maintenance; Aircraft Rental; Flight Training; Air Charter, Taxi; Aircraft Management Operations; Aircraft Sales; sightseeing aerial photography; aerial spraying and agriculture aviation services; aerial advertising; aerial surveying; and any other Activities, which in the judgment of the County, because of their direct relationship to the operation of the Aircraft or the Airport, can appropriately be regarded as an "Aeronautical Activity."

Air Operations Area: Any area of the Airport used or intended to be used for landing, taking off or surface maneuvering of aircraft.

Aircraft: Means any contrivance now known or hereafter invented which is used or designed for navigation of or flight in air, except a parachute or other contrivance designed for such navigation but used primarily for safety equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, rockets, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, ultra lights and seaplanes.

Aircraft Engine: An engine that is used, or intended to be used, in propelling aircraft, including appurtenances and accessories (except propeller) necessary for its functioning.

Airport: Any land used or intended to be used for aeronautical purposes, air navigational facilities, or related uses, including buildings located thereon, right, title or interest therein, whether now in existence or hereafter acquired and under control of the County of Rock, Wisconsin.

Airport Management: Any person appointed by Rock County, Wisconsin to have immediate supervision of the administration and operation of the Airport.

Commercial Operation: Means any activity (including Aeronautical Activities) conducted at or on the Airport by any Entity in which:

- a. the exchange, trading, buying, or selling of commodities, goods, services or property of any kind at the Airport; or
- b. engaging in any activity (including Aeronautical Activities) on the Airport for the purpose of securing revenue, earnings, income, and/or compensation, whether or not such revenue, earnings, and/or compensation are ultimately exchanged, obtained, or transferred; or
- c. the offering or exchange of a product, service, or facility on the Airport as part of other revenue, earnings, income, and/or compensation producing activity on or off the Airport.

Fireproof: The capability of materials and parts used to confine fire in a designated fire zone to withstand heat at least as well as steel, in dimensions appropriate for the purpose for which they are used, under the most severe conditions of fire and duration likely to occur in that zone.

Flammable: The susceptibility of a material, fluid, or gas to ignite readily or to explode.

Movement Area: The runways, taxiways and other areas of an airport which are utilized for taxiing, take-off and landing of an aircraft, exclusive of loading ramps and parking areas.

Operate: With respect to aircraft, shall mean use, cause to use, or authorize to use aircraft for the purpose of air navigation, including the piloting of aircraft, with or without the right of legal control (as owner, lessee, or otherwise).

Person: Shall mean any individual, firm, partnership, cooperation, company, association, joint stock association, or governmental entity, and shall include any agent, trustee, receiver, assignee, or similar representative of any of the above.

Permission or Permit: Shall mean permission granted by Airport Management, unless otherwise herein specifically provided. Permission or permit, whenever required by these regulations shall always mean written permission, except that verbal permission in specific circumstances where the obtaining of written permission would not be practicable.

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

II. GENERAL STANDARDS

2.1 **ADVERTISING**

No person, who is not a tenant at the Airport, shall post, distribute, or display signs, advertisements, circulars, printed or written matter at the Airport except with the approval of and in such manner as may be prescribed by Airport Management. All signs located on airport property are required to comply with Rock County Ordinance 96-8A-054 Chapter 3 and City of Janesville Chapter 14.08. All signs are to have permits as required by the above-mentioned ordinances.

2.2 **AIRPORT SECURITY**

Rock County Sheriff's Department deputies have the authority to enforce all applicable laws at Southern Wisconsin Regional Airport. City ordinances within the city limits of Janesville are enforced by the Janesville Police Department.

2.3 **ASSUMPTION OF RISK BY USERS**

The privilege of using the Airport and its facilities shall be conditioned on the assumption of responsibility of risk by the users thereof. The County shall not accept responsibility for the negligence of tenants, subcontractors, visitors, or other users.

2.4 **CONDUCT OF BUSINESS**

No person shall utilize the Airport as a base or point of operation for the purposes of engaging in commercial operations of any nature without securing an appropriate agreement for such activities from the County of Rock and paying the rates and charges prescribed for such use. A person not authorized, or one in default under a tenancy agreement, shall not serve or otherwise accommodate the public or carry on any commercial activities on the Airport.

2.5 **NON-DISCRIMINATION**

All Commercial Operators using the Airport shall furnish their services on a fair, equal and non-discriminatory basis: Commercial Operators will not, on the grounds or religion, race, color or national origin, sex, age, height, weight, marital status, or handicap discriminate or permit discrimination against any person, or groups of persons in a manner prohibited by Title VI of the Civil Rights Act of 1964; or by Part 15 of the Federal Aviation Regulations. Airport Management shall have the right to take such action as the Federal Government may direct to enforce this obligation.

2.6 **DEATH OR INJURY**

Any serious injury or death occurring on the Airport, the reporting of which is not otherwise provided for in these regulations, shall be reported to the Airport Management or Rock County Sheriff's Department as soon as practicable.

III. AIRCRAFT OPERATIONS

3.1 **AUTHORITY TO RESTRICT OPERATIONS**

Airport Management shall have the authority to close the Airport or any portion thereof to air operations, except for emergency landings, whenever such action is necessary to avoid endangering persons or property. Airport Management shall have the right to deny the use of the Airport or any portion thereof to any specific aircraft or to any specific class of aircraft, if in its opinion such use would likely endanger persons or property or violate State, Federal, or local laws and ordinances, or when so instructed by the Federal Aviation Administration.

3.2 **CONFINEMENT OF OPERATIONS**

No person may operate an aircraft on the Airport except on an approved runway without Airport Management concurrence. No person may use a taxiway on the Airport for a take-off or landing without Airport Management concurrence.

3.3 **COMPLIANCE WITH REGULATIONS**

No person shall operate any aircraft on the Airport other than in conformity with current Federal Aviation Administration, or other Federal, State or Local rules, regulations, ordinances, statues or laws. The current provisions of Federal Air Regulation Part 91, as may be amended, shall govern the movement of air traffic on and in the vicinity of the Airport.

3.4 **AIRCRAFT OPERATION**

No aircraft shall be operated on the Airport in a careless or negligent manner or in disregard of the rights and safety of others, or without due caution, or at a speed

or in a manner which endangers persons or property unreasonably, or while the pilot, or any other persons aboard controlling any part of the operation thereof, is under the influence of intoxicating liquor, or any narcotic or habit-forming drug.

3.5 **TAXIING AIRCRAFT**

All aircraft being taxied, towed or otherwise moved shall be under full control and shall move or be moved at a reasonable speed. During any aircraft movement on the public landing area, the terminal apron, the general aviation area or taxiways there shall be a competent person attending the controls. Aircraft shall not be taxied in or out of hangars. Aircraft not equipped with adequate brakes may not be taxied within 50 feet of buildings, parked aircraft, or equipment, unless an attendant is at a wing of the aircraft to assist the pilot.

3.6 **STARTING AIRCRAFT ENGINES**

No person may start or run an engine of an aircraft on the Airport unless there is a competent person at the engine controls, and unless blocks have been placed in front of the wheels, the aircraft has adequate brakes, or other adequate securing procedure is employed. No person shall run an aircraft engine of an aircraft parked on the Airport in a manner that endangers any persons or property or that blows debris across taxiways or runways, into hangars, buildings, or aircraft, or otherwise endangers the safety of operation on the Airport.

3.7 **AIRCRAFT PARKING**

No person may park an aircraft in an area other than that prescribed by Airport Management. Except in emergency, no person may enplane or deplane passengers in an area that has not been designated for that purpose.

3.8 **WEIGHT LIMITATION**

No aircraft shall land, take off or taxi at the Southern Wisconsin Regional Airport with passengers, cargo, fuel, and equipment etc. that has an actual gross weight that exceeds the limits as listed below.

	Single	Dual	Single Tandem	Dual Tandem
Runway 04-22	95,000	130,000	65,000	230,000
Runway 14-32	85,000	190,000	175,000	400,000
Runway 18-36	40,000	50,000		80,000

Taxiways "B", "D" and aprons southeast of the terminal building have wheel load limits equal to Runway 14-32. Information for all other aprons is available from the Airport Director.

3.9 **AIRCRAFT TIEDOWN**

It shall be the responsibility of the aircraft owner or operator to ensure the adequacy of tie-down ropes and methods provided by and conducted by the operator used in securing aircraft parked on the Airport.

3.10 **DERELICT AIRCRAFT**

Any aircraft parked on public aircraft apron for a period in excess of sixty (60) days and not flown during that period of time shall be declared a derelict unless arrangements for extended parking have been made by the owner with Airport Management. Upon demand made by the Airport Director to the owner or operator of any abandoned or disabled or derelict aircraft or parts thereof, wrongfully, improperly or otherwise left upon Airport property, it shall be the duty of said owner or operator to remove the same at his/her own expense. If within 30 days after such demand, said owner or operator fails or refuses to remove such aircraft, the Airport Director shall cause the same to be impounded and stored. The cost of such removal and storage shall be a charge against the owner or operator.

3.11 **LIABILITY FOR DAMAGES**

The cost for repair of damage to lighting or other Airport facilities shall be borne by the operator, pilot or persons causing the damage.

3.12 **INTERFERING OR TAMPERING WITH AIRCRAFT**

No person may interfere 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.

3.13 **AIRCRAFT FUELING**

No Person may fuel a general aviation aircraft at the Airport unless said fuel is delivered by a commercial or self-fueling operator who meets the airport's accepted minimum standards and who is qualified to engage in such an activity safely.

IV. MOTOR VEHICLE STANDARDS

4.1 **GENERAL**

The laws of the State of Wisconsin and the County of Rock relating to the operation of motor vehicles on streets and public highways shall apply, where applicable, to the operation of motor vehicles on the Airport. No person may operate any motor vehicle on unleased Airport areas, movement, and non-movement areas unless that person has

successfully passed the Airport Driver's Safety Course. Exceptions will be granted for those individuals needing access to either a t-hangar, an aircraft located in a tie down area or may be approved by Airport Management.

4.2 **AUTHORIZED VEHICLES**

Only those vehicles authorized by airport Management such as commercial tenant vehicles or emergency vehicles shall be permitted to operate within the air operations area. The responsibility for the escort of vehicles shall be solely with the tenant being served.

4.3 **SPECIAL AIRFIELD OPERATING RULES**

Only cars, trucks, and equipment of Rock County, the Commercial Aeronautical Operators, the Federal Aviation Administration, and persons designated by Airport Management will be allowed to drive on the movement areas of the airport including runways and taxiways. Vehicles operating on any aircraft movement area shall give way to taxiing aircraft, stop and wait for such aircraft to pass or park before proceeding unless otherwise directed by Air Traffic Control personnel. When parking adjacent to a runway, all vehicles must park parallel to the runway and at least 100 feet to the outboard of the runway lights, unless such runway is officially closed or maintenance requirements dictate otherwise.

4.4 **RULES OF OPERATION**

The following general standards shall apply in addition to Federal Aviation Administration Regulations regarding the use and configuration of vehicles on an aircraft movement area:

- a. No person shall operate a motor vehicle of any kind on the Airport in a careless, reckless or negligent manner in excess of 5 mph on ramps or within close proximity to aircraft, or 35 mph on perimeter and service roads. The movement of motor vehicles shall be limited to hard surface areas except when authorized by Airport Management.
- b. Aircraft shall at all times have the right-of-way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.

4.5 **EMERGENCY VEHICLE RIGHT-OF-WAY**

Upon the approach of a police, ambulance, fire-rescue or other emergency vehicle giving an audible or visual signal that it is on an emergency call, persons operating another vehicle shall stop clear of all intersections until the emergency vehicle has stopped or passed.

4.6 **PARKING**

No automobile, truck or other vehicle shall park in any area other than the prescribed parking areas. The laws of Rock County governing illegal parking shall be applicable. The following rules shall govern parking of vehicles on the Airport:

- a. No person may double park on any road.
- b. No person may park in a pedestrian crosswalk.
- c. No person may park a motor vehicle within 15 feet of a fire hydrant.
- d. No person may park a motor vehicle at any place in violation of any official restricting or prohibiting sign posted by Airport Management.
- e. Except with respect to leased premises, fuel trucks shall be parked a minimum of 25 feet from any taxiway, 200 feet from any runway and 50 feet from a building.
- f. Operators of ground vehicles specifically authorized to carry passengers for hire shall load only at the location designated by Airport Management.
- g. Tenants occupying individual hangars (T-hangars) are prohibited from parking ground vehicles more than 15 feet from said building but are permitted to park their vehicles within occupied T-hangars while aircraft is being flown by the tenant.
- h. The Airport Director may remove from any area of the Airport, any vehicle which is disabled, abandoned, parked in violation, or which represents an operation problem to any area of the Airport, at the owner's expense and without liability for accidental damage which may result in the course of such action.

4.7 **ACCIDENT REPORTING**

Any accident involving a motor vehicle and aircraft, however slight the damage, or any other motor vehicle accident on the Airport that results in personal injury, or in property damages of more than \$100.00, shall be reported by the Operators of the vehicle or aircraft to Airport Management as soon as possible after the accident.

4.8 **VIOLATIONS**

Airport Management may cause to be towed away or otherwise move any motor vehicle on the Airport that is operated or parked in violation of these regulations. The Rock County Sheriff's Department may be called to enforce these standards. Any person found to be in violation of vehicular traffic or parking regulations as specified herein may be denied permission by the Airport Director to operate a vehicle upon the Airport premises.

4.9 **MOTORCYCLES AND BICYCLES**

Every person riding a motorcycle or bicycle upon an Airport roadway shall be granted all rights and shall be subject to all duties made applicable to the driver of a

vehicle, except as to standards which by their nature can have no application. Such cycles are strictly prohibited from operating or parking on the air operations area.

V. SAFETY

GENERAL FIRE SAFETY

5.1 EXERCISE OF UTMOST CARE REQUIRED

All persons using the airport shall exercise the utmost care to guard against fire or injury to persons or property.

5.2 SMOKING RESTRICTED

All persons shall comply with all applicable laws and regulations, insurance requirements and with "NO SMOKING", "FIRE LANE", and other regulations and signs posted by Airport Management.

5.3 No person shall smoke on the Airport apron, ramp or fuel storage. Pursuant to the Rock County Ordinance Chapter 23.04 "Smoking will not be permitted in any area of county rented or owned buildings or vehicles..."

5.4 No person shall conduct any open flame operations in any hangar or anywhere else on the Airport unless specifically authorized by the Airport Director.

5.5 All tenants or lessees shall provide and maintain adequate and readily accessible fire extinguishers as approved by fire underwriters for the particular hazard involved. No person shall tamper with or use the fire extinguishers other than for fire fighting or fire prevention.

5.6 CLEANING FLOORS

Floors shall be kept clean and free from oil. The use of volatile or flammable solvents for cleaning floors is prohibited. Drip pans shall be placed under engines when necessary to prevent accumulation of oil.

5.7 STORAGE OF OIL WASTE, RAGS & RUBBISH

Suitable metal receptacles with self-closing covers shall be provided by tenants for the storage of oily waste, rags and other rubbish. The contents of these receptacles shall be removed as often as necessary to prevent overloading. Removal of waste oil rags and rubbish shall be the responsibility of the tenant.

5.8 REMOVAL OF EMPTY CONTAINERS

All empty oil, paint and varnish cans, bottles, or other containers shall be immediately removed from all buildings and not allowed to accumulate.

5.9 **CLOTHES LOCKERS - CONSTRUCTION & LOCATION**

All clothes lockers shall be constructed of metal or other suitable fire-resistive material. No clothes lockers shall be permitted in that portion of the hangar used for the storage of airplanes. Storage of boxes, crates, rubbish, paper or litter of any kind shall not be permitted in or about hangars.

5.10 **FLAMMABLE LIQUIDS - STORAGE**

Storage of gasoline, kerosene, ethyl, ether, or other flammable liquids, including those used in connection with the process of "doping" shall be in compliance with the regulations of the National Fire Protection Association (NFPA) for the construction and installation of containers for flammable liquids. Lubricating oils may be kept within hangars when stored in containers and provided with draw off devices.

5.11 **COMPRESSED GAS CYLINDERS - STORAGE ROOMS**

Cylinders or flasks of compressed gases shall be stored in accordance to NFPA standards.

5.12 **FIRE EXTINGUISHERS - RESPONSIBILITY FOR FURNISHING & MAINTENANCE**

The operator of any hangar or building on the Airport shall be responsible for the furnishing and maintaining of adequate first aid and fire appliances.

5.13 **FIRE DOORS AND FIRE PREVENTION APPARATUS - ACCESSIBLE AND UNOBSTRUCTED**

All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.

AIRCRAFT FIRE SAFETY

5.14 **FUELING AIRCRAFT**

Only operators identified in the Minimum Standards may sell fuel on Southern Wisconsin Regional Airport.

No airplane shall be fueled or drained of fuel while the engine is running, or while in a hangar or other enclosed space. Pre-flight fuel samples are allowed in such areas.

Fueling equipment shall be such as to afford a continuous metallic contact between the discharge nozzle, metal lining, or other metal conductors of fueling hose, main fuel tank or fuel line, and the ground, and the discharge nozzle shall have securely attached thereto an adequate bonding cable terminating in a suitable metal clip.

No person may start the engine of an aircraft on the Airport if there is any gasoline or other volatile flammable liquid on the ground beneath it.

No person may operate a radio transmitter or receiver, or switch electrical appliances on or off, in an aircraft on the Airport, while it is being fueled or defueled. Each person engaged in fueling or defueling, on the Airport, shall exercise care to prevent the overflow of fuel, and must have proper and adequate fire extinguisher capacity readily accessible at all times.

During the fueling or defueling of an aircraft on the Airport, no person may, within 100 feet of that aircraft, smoke or use any material that is likely to cause a spark or be a source of ignition.

Each hose, funnel or appurtenance used in fueling or defueling an aircraft on the Airport must be maintained in a safe, sound and non-leaking condition.

Fueling operations shall conform to NFPA Standard 407 unless otherwise authorized by Airport Management.

No company or individual will be allowed to transport flammable liquids into any aircraft area or to refuel aircraft on any portion of the property owned by the County prior to securing authorization from Airport Management.

Prior to fuel servicing of any aircraft, it and the fuel dispensing equipment shall be grounded to a point or points of zero electrical potential to prevent the possibility of static ignition of volatile liquids

During refueling or defueling, fuel-handling vehicles shall be so placed as to be readily removable in the event of a fire. No more than one refueler shall be positioned to refuel each wing of an aircraft.

Each fuel handling vehicle shall be conspicuously marked in letters of contrasting colors, with the word "flammable" on both sides and the rear of the cargo tank, and with the wording "emergency shut off" and of the appropriate operating instructions required at the emergency operating devices. Each fuel-handling device will also be conspicuously marked on both sides and the rear with the type and grade of fuel it contains.

Oxygen system servicing is not permitted during aircraft fueling operations or while other work is performed that could provide a source of ignition.

5.15 CLEANING AIRCRAFT PARTS – FLAMMABLE LIQUIDS

The cleaning of engines or other parts of the airplane shall preferably be with nonflammable liquids. If volatile flammable liquids are employed for this purpose, cleaning operations shall be carried on in the open air or in a separate

room located in the repair shop section and separated therefrom by fire resistive partitions. These procedures shall conform to OSHA, EPA, and Janesville Fire Department standards.

5.16 **FUEL TRUCKS - APPROACHING AIRCRAFT TO BE SERVICED**

Fuel trucks shall not approach within one hundred (100) feet of any aircraft to be serviced until aircraft engines are shut off and propellers motionless and the pilot or authorized representative has approved the servicing of the plane.

GENERAL SAFETY

5.17 **REMOVAL OF GARBAGE, RUBBISH & TRASH**

The operator of any hangar or occupant of any space in the Airport buildings shall be responsible for the prompt and proper disposal or removal of any trash, rubbish, garbage, or debris from the leased Airport premises. All trash shall be stored in covered containers.

5.18 **COMMERCIAL TRASH DISPOSAL UNITS**

No commercial trash disposal containers shall be placed closer than 10 feet from a combustible wall or 50 feet from a building ventilation in-take system.

5.19 **FUEL FARM SAFETY**

Fuel farm safety and security is the responsibility of the tenant user. No person shall have access to fuel farm equipment unless he is trained by the tenant in safe and proper fuel farm procedures.

HAZARDOUS MATERIALS STORAGE

5.20 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 will be kept enclosed and covered in a clearly marked and labeled housing of a design and type that meets the approval of the Airport Management.

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

Each operator handling, using, or storing fuels, oils, solvents, chemicals and/or hazardous materials at the Airport shall provide a written report to the Airport Director, updated annually, identifying all hazardous materials used or stored at the Airport and describing the measures taken by the operator to comply with all applicable Federal, State, and local laws and other regulatory measures. All

operators shall be subject to inspection by or on behalf of the Airport for compliance at any time during normal business hours.

VI. PUBLIC AND TENANT USE

6.1 ROADS AND WALKS

No person shall travel on the Airport other than on the roads, walks or places appropriate for the manner of travel being performed, or occupy the roads and walks in such a manner as to hinder or obstruct their proper use.

6.2 PRESERVATION OF PROPERTY

No person shall destroy, injure, deface, modify or disturb in any way any buildings, sign, equipment, marker, or other structures, tree, flower, 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 without the authorization of Airport Management. No person shall willfully abandon any personal property on the Airport.

6.3 DANGEROUS OBJECTS

In accordance with Rock County Resolution 11-10A-481 adopted October 13, 2011, no person will engage in the open carry of firearms or the carrying of concealed weapons in buildings and property owned or leased from the Airport. This does not apply to law enforcement officers or others authorized by the Airport Director.

6.4 RESTRICTED AREAS

No person shall enter an air operations area, utilities and service rooms or areas, or other areas designated as restricted, except:

- a. A properly identified person assigned to duty therein;
- b. An authorized representative of the Federal Aviation Administration; or the Transportation Security Administration.
- c. A passenger, who, under appropriate supervision, is entering the apron to enplane or deplane.
- d. Any other person authorized by Airport Management, or by a tenant limited solely to the area he occupies.

6.5 ANIMALS

With the exception of service animals, animals are not permitted in the landing areas, aprons or aircraft parking areas, except for shipment by air. Animals may be permitted in other areas of the Airport if restrained by leash or confined in such a manner as to be under control.

No person may fish, hunt, trap or kill any animal on the airport, except with specific authorization.

6.6 **LIMITATION ON NON-TRAVELING ASSEMBLIES**

The assembly of persons generated by political figures, entertainers, sports teams and the like shall be at such locations and may be limited to such numbers as may be directed by Airport Management to ensure public safety or to allow proper airport operation. Members of such an assemblage shall in no way interfere with the peaceful transit of the traveling public.

6.7 **COUNTY OWNED HANGARS/TIE-DOWN SPACE**

These hangar/tie-down spaces are intended to be used for the storage and legal maintenance of Lessee's aircraft only, by Lessee and/or his employee. Exceptions can be granted by the Airport Director. Electric circuits of T-hangars are limited in capacity and shall not be overloaded by tenants.

6.8 **USE OF SHOP AREA**

All shops, garages, equipment and facilities are expressly for the conduct of the owner's or lessee's business and operations. No person other than employees of the owner or lessee or customers, shall be present on said premises without individual and specific permission of the owner or lessee.

VII. ENVIRONMENT

7.1 **SANITARY SEWERS**

Disposal of high grease content or fibrous materials or bulky solids or grit into the sanitary sewer system is prohibited. Grease traps shall be regularly cleaned, as necessary.

7.2 **SHOP FLOOR DRAINS**

All shop installations where any engine, mechanical equipment or vehicle is maintained, cleaned or painted, shall be equipped with properly maintained traps to collect grease and grit. Such grease and grit shall be disposed of properly by the tenant.

7.3 **WASTE PETROLEUM**

Approved receptacles shall be maintained to collect waste petroleum products for disposal by salvage or other approved method.

7.4 **DETERGENTS**

All tenants who use detergents in their operations, particularly equipment for vehicle washing and kitchens, are required to utilize only those detergents which are neutral and biodegradable.

7.5 **OPEN FIRES**

Open fires on the Airport are prohibited.

7.6 **REMOVAL OF FUEL, OIL AND GREASE**

In the event of spillage or dripping of fuel, oil, grease or any material, which may be detrimental to the pavement or may flow to the storm drain system, the same shall be removed immediately. The responsibility for immediate removal of such fuel, oil, grease, or other material shall be assumed by the operator of equipment causing the same or by the tenant or concessionaire responsible for the deposit thereof on the pavement.

7.7 **SANITATION**

No person shall place, discharge or deposit sewage, garbage, refuse, paper or other material except in the proper receptacles and in a proper manner. All commercial trash containers will be covered. Trash pickup frequency shall be sufficient so that no trash is placed outside said covered containers.

VIII. SECURITY

- 8.1 Each tenant, user, operator and person shall observe all Federal, State and County security requirements, and shall take such steps as necessary or directed by the County to ensure that officers, employees, representatives, invitees and guests of each entity observe such requirements.
- 8.2 The County reserves the right to suspend or revoke Airport privileges on a temporary or permanent basis, of any person failing to abide by these Rules and Regulations.

IX. PENALTIES

Any person who violates any standard, directive, instruction, or official sign duly issued, promulgated or posted pursuant to and under and by virtue of the power and authority of the County of Rock shall be subject to the following:

- a. Citation and fine pursuant to Sec. 3.18, of Rock County Ordinance.
- b. Traffic violators shall be subject to Rock County traffic violation citations;
- c. Serious, flagrant, or repeated violations shall be subject to denial of the use of Airport facilities or terminations of tenancy.

Southern Wisconsin Regional Airport
Rules and Regulations
Summary of Changes

February 1, 1985

New

Two unlabeled paragraphs stating reason for Rules and Regulations (R & R) and to whom they are distributed.

Preface- States reason for R & R, to whom they are distributed and adds that all FAA R & R are adopted by reference.

Table of Contents listed as sections without page numbers. No section labeled Security.

Table of Contents added a section labeled security and removed section numbers but added page numbers. Easier to find information.

Section I Introduction Pg. 4

Section I. Introduction Pg. 4

1.1 Applicability- States that R & R are not intended to amend, modify...Does not include the Minimum Standards.

1.1 Applicability- Adds minimum standards to items not intended to amend, modify...

1.2 Definitions

1.2 Definitions

Aircraft: general definition

Aircraft: More comprehensive definition

No definition for Airport Management

Added Airport Management

Commercial Operation

Commercial Operation- Clarifies what a commercial operation is.

Section II. General Standards Pg. 6

Section II. General Standards Pg. 6

2.1 Advertising- Does not quote regulatory information.

2.1 Advertising- adds the regulations that must be complied with.

2.2 Airport Management- Airport management, at all times, shall take such action as may be necessary and proper to safeguard persons and property on the airport.

Airport Management – Deleted

2.3 Airport Security- Stated Rock County Sheriff's department has jurisdiction.

2.2 Airport Security- has a new number and States both Rock County Sheriff's Department and City of Janesville's enforcement jurisdiction

February 1, 1985

New

2.4 Assumption of Risk by Users- States basically use at your own risk, holds Rock county harmless including third party users.

2.3 Assumption of Risk by Users- has a new number and has the same meaning but cleans up the language.

Non-Discrimination – Does not exist in this version

2.5 Non-Discrimination – Added to this version. States that Rock County Commercial Operators will not discriminate based on religion, race, color... Also gives applicable statutes for non-discrimination information.

2.7 Commercial Photography - Not included in new version

Commercial Photography – Deleted

2.8 Ultralight vehicle Operation – Not included in new version.

Ultralight Vehicle Operation - Deleted

III. Aircraft Operations Pg. 7

III. Aircraft Operations Pg. 7

3.2 Confinement of Operations- States that no one can operate an aircraft anywhere except a runway and that no one may operate an aircraft on a taxiway.

3.2 Confinement of Operations - Same statement except allows for airport management to give permission for prohibited operations.

3.8 Weight Limitation-old information in paragraph form

3.8 Weight Limitation- updated information in an easier to read format.

3.10 Derelict Aircraft- Gives definition of derelict aircraft and states that they will be removed and/or impounded at owner's expense.

3.10 Derelict Aircraft- Gives definition of derelict aircraft and gives the owner 30 days to remedy situation before removal/or impounding at their expense.

3.14 Flight Instruction – States that no person may originate a flight instruction operation at the airport without meeting the minimum standards and holding a CFI rating from the FAA.

Flight Instruction has been deleted.

IV. Motor Vehicle Standards Pg. 9

General-States applicable rules and areas vehicles may operate.

4.4 Rules of Operation – does not specify the speed limit or address right-of-way issues.

4.6 Parking – General parking information with 7 numbered items. No. 5 addresses fuel truck parking and requires fuel trucks to be parked 75 feet from buildings. No. 7 prohibits t-hangar tenants from parking on taxiways.

4.8 Violations – Information on how violations to motor vehicle standards will addressed.

V. Safety Pg. 12

One section for all items.

IV. Motor Vehicle Standards Pg. 9

General-States applicable rules an areas vehicles may operate, adds that no one can operate in movement/non movement areas without passing the Airport's Driver's Safety course. Also states that exceptions will be granted for individuals needing specific access.

4.4 Rules of Operation- specifies speed limits of 5 mph on ramps or near aircraft and 35 mph on perimeter and service roads. States that aircraft shall have the right-of-way over vehicular traffic. States that all vehicles shall pass to the rear of taxiing aircraft.

4.6 Parking- General parking information with 8 specific items labeled by letters. Letter e. addresses fuel truck parking and changes distance from buildings to 50 feet. Letter g. prohibits tenants from parking more than 15 feet away from the building. Letter h. has been added and allows the Airport Director to remove any vehicle which is disabled, abandoned, or parked in violation at the owner's expense and without liability.

4.8 Violations- Same information on addressing violations, but adds that the Airport Director may deny violators permission to operate a vehicle on the airport.

V. Safety Pg. 12

Broken into several safety sections, General Fire Safety, Aircraft Fire Safety, General Safety and Hazardous Materials Storage. The following items have been deleted: 1. Heating of Oil, and 2. Installation of Heating Appliances. Items in the old R & R have been rearranged and put into categories.

February 1, 1985

New

5.2 Smoking Restricted- states that “No person shall smoke in any hangar, room, building or areas specifically posted on the Airport, except in offices, waiting rooms, or buildings in which smoking is specifically authorized.”

5.2 Smoking Restricted –More comprehensive and specific. Requires compliance with all laws and regulations and insurance requirements.

5.3 States no smoking on airport apron, ramps, or fuel storage areas. References Rock County Ordinance Chapter 23.04.

5.4 Prohibits any open flame operation. Requires tenants and lessees to provide and maintain fire extinguishers.

5.5 Addresses the requirements for fire extinguishers.

5.3 Fueling Aircraft –

A sentence describing grounding is in the first paragraph of the section.

.....no person may, within 50 feet of that aircraft...

5.14 Fueling Aircraft – New Number

Grounding is addressed in more detail and moved to the end of the section on Page 14

...no person may, within 100 feet of that aircraft...

Added provision for the transportation of flammable liquids in any aircraft area on Page 14.

Added provisions for the placement of re-fueling vehicles during fueling on Page 14.

Added provision for marking of refueling vehicles on Page 14.

Added “Oxygen system servicing is not permitted during aircraft fueling operator while other work is performed that could provide a source of ignition, on Page 14.

February 1, 1985

New

5.5 Cleaning Aircraft Parts – Flammable Liquids- Has no regulations listed

5.15 Cleaning Aircraft Parts, added “These procedures shall conform to OSHA, EPA, and Janesville Fire Department Standards.” Section renumbered.

5.6 Cleaning Floors- “Floors shall be kept clean and free from oil. The use of volatile flammable solvents for cleaning floors is prohibited.

5.6. Cleaning Floors- Added the following “Drip pans shall be placed under engines when necessary to prevent accumulation of oil.

5.8 Storage of Oil Waste, Rags & Rubbish.

5.7 Storage of Oil Waste, Rags, and Rubbish- added, “Removal of waste oil rags and rubbish shall be the responsibility of the tenant.” Section is renumbered.

5.13 Installation of heating appliances

Installation of heating appliances has been deleted.

Hazardous Materials Storage. This section does not exist in the old R & R.

Hazardous Materials Storage. This section has been added and addresses requirements for the storage of hazardous materials. Where it can be stored, proper containers for storage and labeling of containers. Also requires operators to provide written reports annually that identifies all hazardous materials used or stored at the airport. It also gives the airport the right to inspect premises at any time during normal business hours.

VI. Public and Tenant Use Pg. 15

VII. Public and Tenant Use Pg. 16

6.1 General- states that the criminal laws of Wisconsin apply and lists the areas to which it refers.

The section labeled General has been deleted.

6.4 Dangerous Objects- No person, except a peace officer, may carry any weapon, explosive, or inflammable material on or about his person openly or concealed on the airport.

6.3. Dangerous Objects- In accordance with Rock County Resolution 11-10A-481 adopted October 13, 2011, no person will engage in the open carry of firearms or the carrying of concealed weapons in buildings and property owned or leased from the Airport. This does not apply to law enforcement officers or others authorized by the Airport Director. Section is renumbered.

February 1, 1985

New

6.6 Animals- Refers to “seeing eye dogs”

6.5 Animals – changed from “seeing eye dogs” to “service animals” Section is renumbered.

6.7 Loitering

Loitering has been deleted

6.9 Individual Hangars-“These hangars are intended for the storage of aircraft only. Any evident unauthorized commercial activity or indication thereof, being carried on in these hangars shall be cause for termination of the rental agreement

6.7 Section Renamed County Owned Hangars/Tie-Down Space. “These hangar/tie-down spaces are intended to be used for the storage and legal maintenance of lessee’s aircraft only, by Lessee and/or his employee. Exceptions can be granted by the Airport Director. Electric circuits of t-hangars are limited in capacity and shall not be overloaded by tenants” Section is renumbered.

VII. Environment Pg. 17

VII. Environment Pg. 17

7.1 Storm drain System

Storm Drain System has been deleted.

7.2 Sanitary Sewer- Discusses the disposal of high grease content in the sanitary sewer system and includes septic tank and laterals.

7.1 Sanitary Sewers- Same wording but deletes the words “septic tank and laterals” Section is renumbered.

7.2 Shop Floor Drains – Wording changed from “... proper disposal facilities. This includes floor drains equipped with properly maintained traps to collect grease and grit.”

7.2 Shop Floor Drains – Wording changed to “... properly maintained traps to collect grease and grit.”

7.6 Open Fires – Open fires on the airport are prohibited except during Airport Sponsored fire fighting exercises.

7.5 Open Fires – Open fires on the airport are prohibited. Section is renumbered.

Security

VIII. Security-Pg. 18

Does not exist in the old R & R

New Section Added

8.1 New paragraph - Requires all users of the airport to observe all laws and security requirements and take steps to ensure that all employees and visitors follow all R & R.

February 1, 1985

New

8.2 New paragraph - The County reserves the right to suspend or revoke airport privileges on a temporary or permanent basis, of any person failing to abide by the R & R

VIII. Penalties Pg. 18

All Correctable Violations shall be corrected by the violator within a reasonable time or the County shall effect such corrections and assess the cost of corrections, if any, against the violator;

IX. Penalties Pg. 18

This section has been renumbered.

This sentence has been deleted in the new R & R and replaced with

“a. Citation and fine pursuant to Sec. 3.18, of Rock County Ordinance.”