

THE ANN ARBOR MUNICIPAL AIRPORT RULES AND REGULATION

Revised May 15, 2013

Section 1 DEFINITIONS

- 1.1 AIRPORT: the Ann Arbor Municipal Airport and all properties owned or maintained in connection with its operation.
- 1.2 AIRCRAFT: any contrivance used or designed for navigation of, or flight in the air, including airframe, powerplant, propeller and appliances.
- 1.3 USER: any individual, tenant, visitor, firm, co-partnership, corporation, company, association, joint stock association, trustee, receiver, assignee, or other similar representative thereof.
- 1.4 OWNER: any individual, firm, partnership, corporation, or joint stock association named on, or holding the title registration to any aircraft or building structure on leased airport land.
- 1.5 AGENT: any individual, firm or corporation who acts for, or in place of an owner by written authority of the owner.
- 1.6 PILOT: any individual who is licensed to handle the controls of an aircraft. A pilot includes a student pilot authorized to handle the controls of an aircraft.
- 1.7 MANAGEMENT: the City Administrator, Airport Manager, and their duly authorized agents.
- 1.8 COMMERCIAL OPERATOR: any user providing a service at the airport, other than for personal use, or that has been granted a commercial permit.
- 1.9 RULES AND REGULATIONS: this document. All Federal, State, and Local laws, rules, and regulations are incorporated herein by reference, and including the Airport Emergency & Security Plan.
- 1.10 HANGAR: facility designed for storage of aircraft which: 1) is not an FBO, or 2) is an entire building, or 3) is under multi-year lease.

Section 2 GENERAL

- 2.1 Airport users shall conduct themselves in a safe and reasonable manner and shall comply with all rules and regulations, and posted signage.
- 2.2 Only aircraft and aircraft-related parts and supplies shall be stored in a hangar.

- 2.3 Non Smoking Policy: All buildings at the airport are smoke-free. All tenants must comply with the City's Administrative Policy #305, which states that there is no smoking in any City-owned or leased building.
- 2.4 Management shall have the authority to establish, enforce, modify, waive, and interpret such rules governing the operations of aircraft, the airport and the conduct of the users at the airport as it deems necessary except as otherwise regulated by the Federal Aviation Administration and Michigan law.

Section 3 **RESPONSIBILITIES**

- 3.1 Users shall comply with requests by management to inspect and copy all license certificates and other documents required by law for the safe and efficient operation of aircraft and vehicles on airport property.
- 3.2 Users shall conduct themselves at all times in a reasonable and safe manner and shall immediately cease any and all activity which is deemed by management to be unsafe or to be in violation of the rules and regulations.
- 3.3 Permission granted by management to use the airport or to fly to, from, or over same, shall be at all times conditioned upon the assumption of full responsibility by every user exercising or taking advantage of such permission. Each user, as a consideration for using the airport, shall at all times release and hold harmless the City and its employees from all responsibility, liability, loss or damage resulting to such user or caused by or on its behalf and incidental to the manner in which the airport is operated, constructed, maintained, or serviced from within or used from without. Use of the airport, or the paying of any fee or charges, or the taking off or landing thereon, shall be in itself an acknowledgment that the user accepts such privileges on the conditions herein set forth.
- 3.4 The owner, pilot or agent, shall be responsible for the prompt disposal or removal of wrecked or damaged aircraft, aircraft parts, and other privately owned property. To avoid all interference with field operations, such removals or disposal are to be made in accordance with Federal and State regulations governing the same. If the owner, pilot or agent fails to remove or dispose of the wrecked or damaged aircraft, management may dispose of or remove such aircraft and parts at the owner's/pilot's/agent's risk and expense.
- 3.5 Management assumes no responsibility for any negligence, loss or damage to any private property on the airport, nor does management act as a sponsor of, or agent for, any user operating from the airport.

Section 4 OPERATIONAL POLICIES

- 4.1 Users shall not use the airport as a base or terminal for carrying on of any commercial-type activity, without first securing all necessary permits and approvals, and placing them on file with the Airport Manager. Examples of this type of activity may include, but are not limited to, sales of aircraft and accessories, flight training, charter and air taxi services, aircraft repair and maintenance, and agricultural and industrial flight services.
- 4.2 All users arriving or departing from the airport with aircraft which are not normally based at Ann Arbor shall register their aircraft at the airport terminal office.
 - 4.2.1 This information is used by Airport Management, FAA and other responsible authority to contact the pilot/passengers and family members in the case of an emergency. This information may also be used for aircraft type – airport usage reports used in Airport and aviation related studies.
- 4.3 No aircraft shall be parked or left unattended outside of a hangar, with the exception of the ramp area, without the permission of management. Aircraft left unattended or unhoued on the ramp shall be properly secured. Owners of such aircraft shall be held responsible for any damage from failure to comply with this rule.
- 4.4 No aircraft shall be started or operated without a pilot or qualified mechanic in attendance.
- 4.5 Chocks or blocks equipped with ropes and other suitable means of pulling them, shall be placed to secure the wheels before starting the engine of any aircraft, unless the aircraft is equipped with adequate brakes.
- 4.6 Under no circumstances shall the engine of an aircraft be started or run inside a hangar, nor shall the aircraft be taxied into or out of a hangar. No aircraft shall be started in the proximity of a hangar, which causes its propwash to enter any hangar.
- 4.7 Aircraft shall be run-up only in the places designated for such purposes by management. At no time shall aircraft engines be run-up in such a position that hangars, other buildings, or users, shall be in the path of the propwash.
- 4.8 Only routine maintenance and repairs to aircraft by the aircraft owner as authorized by federal regulation and as permitted under these rules and regulations may be made in a hangar.
- 4.9 If volatile or flammable liquids are used for the purpose of cleaning aircraft or engine parts, all cleaning operations shall be carried on in the open air.
- 4.10 No lubricants, oils or other liquids shall be dumped on airport property. All lubricants, oils, cleaning solutions, fuels and other waste materials shall be properly disposed of, off airport property, and in compliance with all applicable laws and regulations.

- 4.11 No aircraft fuel or other combustible materials shall be stored on airport property except in the fuel tanks in the aircraft, without the written authorization of management.
- 4.12 Under no circumstances shall fuel be added to or removed from an aircraft while it is in a hangar or other enclosed area.
- 4.13 Appropriate continuous metallic contact grounding the aircraft shall be established before fueling of any aircraft, and maintained throughout the entire operation.
- 4.14 No construction work shall be performed on or to Airport property without the written permission of management. Violators of this regulation may be required to restore the premises to its original condition at their own expense. Removal and disposal of any materials shall be at the expense of the violator.
- 4.15 Parking of vehicles, daily vehicle parking, unattended vehicles, and vehicle storage on Airport Property
 - 4.15.1 Vehicles used to commute to and from the airport shall be parked in designated vehicle parking spaces or other such areas so as to not obstruct the airplanes from safely operating between hangars to the taxiway. Vehicles should be parked in pilot's hangar, at the end of hangar buildings or in designated parking spaces in the T-hangar areas.
 - 4.15.2 Vehicles shall not be left unattended on airport property for more than 7-days without the written permission of management. Management has the right to request the owner of the vehicle to immediately remove the unattended vehicle, or charge the owner of an unattended vehicle a storage fee, or have the unattended vehicle towed away at owner's expense.
 - 4.15.3 Vehicles shall not be stored for more than 7-days without the written permission of management, with the exception of those vehicles used to commute to and from the airport which are parked in the aircraft hangar while the aircraft is in use.
- 4.16 Gate Security Procedures
 - 4.16.1 Tail-gating Entry. Tail-gating entry involves an unauthorized vehicle following close behind an authorized vehicle in order to pass-through a coded gate access point before the gate closes. After passing-through a secured gate access point, always stop once clear of a closing gate and never allow a vehicle following you to enter without proper identification.
 - 4.16.2 Reverse Tail-gating. When departing through a coded access gate, never allow a vehicle on the non-secure side to enter without proper recognition and authorization.
 - 4.16.3 Gate fails to Close. When entering or departing a coded gate always ensure that the gate closes behind you. If the gate fails to close, call the Airport Manager immediately at (734) 972-9124.

- 4.16.4 Deliveries. Airport gate codes shall not be given to vendors, fast food delivery establishments, or unauthorized individuals of any kind. Deliveries of any kind may be accomplished by prior arrangement with vendors and meeting them personally at coded gate access points.
- 4.16.5 Visitors. Airport gate codes shall not be given to visitors. Visitors will be met at the gate and escorted to and from hangars or other airport areas.
- 4.16.6 FBOs/Flight Schools. Airport gate codes shall not be routinely given to student pilots until the student pilot has received a solo endorsement from the student's certified flight instructor. Procedures will be established by FBOs/Flight School operators to ensure that unauthorized individuals are denied access to the Airport operational area.
- 4.16.7 Airport Terminal Area. FBOs/Rental Car agencies will be vigilant at all times to prevent unauthorized individuals from entering the ramp area and other restricted access areas on the Airport.
- 4.17 All tenants shall notify Management, in writing, pursuant to the terms and conditions of the hangar lease agreement immediately of any change of address, contact information, ownership of aircraft, and aircraft information, including but not limited to make, model, serial and registration number.
- 4.18 Witnesses of, and participants in, aircraft accidents or incidents on or near the airport will report to the Airport Manager's office as soon as practical, leaving their names, addresses, and telephone number, and render such information, photographs, and reports as may be required and necessary. Prompt disposal or removal of wrecked or damaged aircraft and parts shall be responsibility of the owner, pilot or agent of the aircraft pursuant to Section 3.14 of these rules and regulations.
- 4.19 The Airport Manager shall provide each: a) Airport tenant with a copy of this document upon execution of a hangar lease; b) FBO; c) flight school; d) flying club; e) concessionaire; f) commercial operator; and, g) post this document, the Airport Emergency & Security Plan and noise abatement procedures on the Airport's website and such other places on the Airport as deemed appropriate by Management.
- 4.20 It shall be the responsibility of the flying clubs and flight schools to educate each member and student pilot of these Airport rules and regulations.

Section 5 MINIMUM STANDARDS FOR MOBILE SERVICE PROVIDERS

- 5.1 Compliance: Mobile Service Providers (MSPs) are persons or entities that provide commercial services but do not operate out of owned or leased property on the airport. Examples of MSPs include but are not limited to: mobile mechanics, aircraft detailers, and mobile oil recyclers. Each MSP is required to obtain an airport commercial permit from management. Airport commercial permits must be renewed annually and require payment of a fee as established in the airport fee schedule.

- 5.2 Responsible Personnel: Each MSP shall provide Management, and keep current, a written statement of names, addresses, and contacts of all personnel responsible for the operation and management of the MSP.
- 5.3 Insurance: Each MSP shall meet all city and state insurance requirements, name the city as additional insured, and shall maintain the types and amounts of insurance as specified in the lease, permit, or agreement.
- 5.4 Business Operating License: Each MSP shall maintain a current city business operating license.
- 5.5 Personnel Qualifications: Each MSP shall provide sufficient qualified personnel necessary for each aeronautical service provided. However, multiple responsibilities may be assigned to employees where feasible.
- 5.6 Registration Requirements: MSPs that operate aircraft shall ensure that aircraft and pilots are registered and properly licensed in accordance with all federal and state registration and licensing requirements.

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APPENDIX
OPERATING PROCEDURES

Section 1 NOISE ABATEMENT PROCEDURES

1.1 Recommended ARRIVAL Procedures:

- 1.1.1 VFR Arrivals During Control Tower operations, join the traffic pattern as assigned by ATC remaining at or above 2,000' MSL when practical until within traffic pattern boundaries. Other than Control Tower operations, remain at or above 2,000' MSL when practical outside of the traffic pattern boundaries.
- 1.1.2 IFR Arrivals: Fly arrival procedure as assigned by ATC. All turbine powered aircraft are requested to perform the NBAA "Close-in" noise abatement procedure for arrivals.
- 1.1.3 After landing and after taxi instructions are given, no delay when clear of the runway at Alpha 1, 2, or 3. Pilots should avoid doing their rundown after they turn-off and clear of the runway; delaying their taxi holds up other airplanes landing and also trying to exit the runway

1.2 Recommended DEPARTURE Procedures:

- 1.2.1 VFR Departures: Maintain runway heading and best rate of climb (Vy) airspeed to 1,300' MSL (500' AGL) when possible. Reduce power as soon as practical.
 - 1.2.1.1 Runway 06: When exiting the traffic pattern remain south of East-West highway (I-94) over Ellsworth Road, then turn North over North-South highway (US-23). Remain on North heading until at or above 2,500' MSL or clear of the city.
 - 1.2.1.2 Runway 24: a) When exiting the traffic pattern to the North or East (heading 300° clockwise to 060), remain on a 300° heading until reaching 2,500' MSL, then proceed on course;
 - b) When exiting the traffic pattern to the South or East (heading 060 clockwise to 180°), remain on a 180° heading until 3 miles south of the runway centerline and at or above 2,500' MSL, then proceed on course;
 - c) When exiting the traffic pattern to the South or West (heading 180° clockwise to 300°), remain on runway heading to 2500' MSL, then proceed on course.

- 1.2.2 IFR Departures: As cleared by Air Traffic Control (ATC), maintain runway

heading or assigned heading and best rate of climb (Vy) airspeed to assigned altitude. All turbine powered aircraft are requested to perform the NBAA "Close-in" noise abatement procedure for departure.

1.2.3 If the controller issues a clearance with "no delay" and you are not able to comply as directed, advise the controller so that the controller is able to timely adjust clearances for other airplanes.

1.3 Recommended TRAFFIC PATTERN procedures:

1.3.1 Maintain runway heading and best rate of climb (Vy) airspeed to Traffic Pattern Altitude (>1,800' MSL) when possible. Reduce power as soon as practical.

1.3.1 When possible, vary crosswind turn (>1,300' MSL) location. Please be mindful of local neighborhoods when performing multiple touch-and-go practice take-off and landings during tower operational hours. If possible, avoid multiple touch-and-go practice take-off and landings after tower operational hours. If unavoidable due to mandatory night-time training and/or certification currency, please be respectful of local neighborhoods, especially during early morning and evening hours

Section 2 SPECIAL INSTRUCTIONS FOR RUNWAY 24.

2.1 Due to the line of sight obstruction between the tower and Runway 24 hold-short line, advise the tower if you are ready at the hold-short line, and not just "number 1."

2.2. Avoid pulling up to the Runway 24 hold-short line until you are ready to request clearance to depart.

Section 3 OPERATIONAL GROUND SAFETY PRACTICES

3.1 General Operating Considerations

3.11 There are places in the non-movement areas where pedestrians, flyers and non-flyers alike, are more likely to be present around aircraft. These include any of the vehicle parking areas, and the ramps in front of terminals, FBOs and flying clubs. To reduce the risk to persons in and around operating aircraft the following procedures are recommended:

3.2 Taxi Procedures

3.2.1 Pilots are asked to taxi to open ramp operating areas as soon after start as they have engine oil pressure. Promptly clearing the area between hangars respects others access to taxi, and minimizes the impact to open hangars.

3.2.2 Airplane owners and pilots are discouraged from idling the aircraft between hangars for long periods of time after start-up. Airplane owners and pilots in the

area of the Northwest-T's, are asked to taxi to the edge of the grass located south of the t-hangars soon after engine start.

3.2.3 Many airplane owners with advanced avionics have had no problems with prompt initialization of GPS receivers using this practice.

3.3 Terminal Ramp Area and FBO Ramps

3.3.1 Children, pets and non-flyers are prohibited from the ramp area unless accompanied by an airplane owner, pilot, or experienced and knowledgeable adult.

3.3.2 Loitering between airplanes where aircraft engines are running should be avoided.

3.4 T-Hangar Areas

3.4.1 Painted or striped lines around the parking lot define personnel movement areas. Aircraft must use extreme caution when taxiing through this painted area.

3.5 Loitering between hangars where aircraft engines are running should be avoided

3.6 Jump-starting airplanes should be conducted only by airplane owners and pilots with knowledge and experience to safely jump-start an airplane. It is advised that the airplane owner and/or pilot contact a FBO for assistance if necessary.

3.7 When passing around a running aircraft, personnel are required to walk behind the aircraft whenever possible.

3.8 During hangar group gatherings and flying club's open house events; the following minimum special operation rules should be enforced

3.8.1 Any time an aircraft is started, an airplane owner, pilot, or club member must be present outside the aircraft to keep non-members at a safe distance.

3.8.2 Special attention must be given to monitoring children and pets.

3.8.3 Guests and non-club members should be guided to the restroom facilities

3.8.4 Guests and non-club members are asked to stay within the parking lot painted safety area, within a hangar, or flying club office when without supervision

3.9 When taxiing out from the T-hangars, fully pull out clear of the hangar so that the airplane is visible from the tower when calling for clearance to taxi onto controlled areas.