

# RULES & REGULATIONS

JUNE 2020



## 1. GENERAL PROVISIONS

- 1.1 Amendments, additions, deletions or corrections to these Rules and Regulations may be initiated by the City of Steamboat Springs as conditions warrant.
- 1.2 These Rules and Regulations supersede and cancel all previous rules and regulations of the City as it pertains to Bob Adams Field.
- 1.3 Airport personnel and designated representatives are authorized to enforce these regulations.
- 1.4 These rules and regulations shall govern all persons entering or using the Airport property.
- 1.5 A violation of these regulations may result in revocation of ramp access privileges, termination of lease agreements, denial of use of airport, and/or prosecution under applicable Colorado State Law. Decisions by the Airport Manager will be provided in writing and may be appealed to the Public Works Director within 30 days.
- 1.6 Any person denied use of the Airport due to violation of the regulations may only use the Airport for the purpose of enplaning or deplaning aircraft using the Airport.
- 1.7 Voiding of any particular rule or regulation contained herein shall not affect the validity of the remainder of these regulations.
- 1.8 If in conflict, Federal Aviation Regulations (FARs) supersede all rules and regulations.

## 2. DEFINITIONS

- 2.1 Abandoned Aircraft: Any aircraft that has remained stationary on the Airport in excess of 72 hours and is in a condition that is deemed not airworthy.
- 2.2 Abandoned Vehicle: Any vehicle that has remained stationary on the Airport in excess of 72 hours and is in a condition that would render the vehicle un-drivable, including expired license plates, missing or flat tire or broken window.
- 2.3 Airport Operations Area (AOA): Any area of the Airport used or intended to be used for landing, taking off, or surface maneuvering of aircraft.
- 2.4 Aircraft: Any contrivance, now known or hereafter invented, used, or designated for navigation of or flight in the air.
- 2.5 Airport: All land within the legal boundaries of Bob Adams Field owned or leased by the City of Steamboat Springs.

- 2.6 Airworthy: Condition of an aircraft as defined in the Federal Aviation Regulations. An aircraft that is not deemed airworthy will considered derelict.
- 2.7 City: The City of Steamboat Springs, and its Airport staff or authorized representatives.
- 2.8 Commercial Aeronautical Activity: Any operation, which relates to the operation of aircraft as prescribed in the Airport's Minimum Standards for Commercial Aeronautical Activity.
- 2.9 Fire Chief: The City of Steamboat Springs Fire Department Fire Chief or designee.
- 2.10 Fixed Base Operator (FBO): The City operated provider of aircraft fuel, fueling, hangar rentals, tie-down, parking, and aviation services.
- 2.11 Maintenance: Inspection, overhaul, repair, preservation and replacement of parts, including preventative maintenance as described in Part 43 of the Federal Aviation Regulations (FAR's).
- 2.12 Movement Areas: Runway, taxiways, and other areas of the Airport that are used for the taxiing, takeoff and landing of aircraft, exclusive of loading ramps and parking areas.
- 2.13 Operator: Any person who is in actual physical control of an aircraft or motor vehicle.
- 2.14 Park: The standing of a vehicle or aircraft, whether occupied or not, otherwise then very briefly for the purpose of and while actually engaged in the loading or unloading of property of passengers.
- 2.15 Regulations: The City's Rules and Regulations as amended.
- 2.16 Run-up: Engine operation above normal idle power for purposes other than initiating taxi.
- 2.17 TNC: Transportation Network Company which provides prearranged rides for compensation using a digital platform that connects passengers with drivers using a personal vehicle.
- 2.18 Vehicle: Any device which is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device moved by muscular power, or designated to move primarily through the air.
- 2.19 Vehicle Lanes: That portion of the AOA specifically designated and appropriately marked for the movement of authorized vehicles.

### 3. AIRCRAFT RULES

- 3.1 All aeronautical activities at the Airport shall conform to the current applicable provisions of the Federal Aviation Administration Regulations and Orders, applicable State Law, and regulations and orders issued by the City.
- 3.2 The City may deny the use of the Airport to any person in violation of these regulations.
- 3.3 The City may prohibit aircraft operations when it is determined that conditions are such that operations would be unsafe. The City may issue a Notice to Airmen (NOTAM) to close any portion of the Airport; or to terminate or restrict any activity thereon.
- 3.4 The City may have any person who creates a nuisance or threat to person, property or aircraft, removed.
- 3.5 Operating an aircraft 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 does or is likely to endanger persons or property, is prohibited.
- 3.6 Aircraft operators shall obey all pavement markings, signage and lighted signals.
- 3.7 The positioning, starting, taxiing, or run-up of any aircraft shall be done in such a manner so as not to cause propeller slipstream or jet blast that may result in injury to persons or damage to property.
- 3.8 Aircraft shall not be started or taxied within any structure on the Airport.
- 3.9 Aircraft shall be parked only in those areas designated for such purpose by the City and shall not be positioned in such a manner so as not to block taxilanes, obstruct access to hangars, parked aircraft or vehicles.
- 3.10 Aircraft operators shall ensure that Aircraft are properly tied down or chocked when parked.
- 3.11 Passengers and cargo shall be enplaned/deplaned only in areas designated by the City.
- 3.12 Leaving an aircraft unattended with an engine running is prohibited.
- 3.13 Fixed wing aircraft taking off or landing at the Airport will be done only on/from designated runways unless permission is received from the Airport Manager.
- 3.14 No helicopter shall be operated within thirty (30) feet of any building.

- 3.15 Derelict, damaged, and non-airworthy Aircraft in obvious need of major repairs, and not currently under maintenance, shall not be permitted within the tie-down or ramp areas.
- 3.16 Abandoning Aircraft anywhere on the Airport is prohibited. The City may remove abandoned aircraft at the sole expense and risk of the owner.
- 3.17 Aircraft maintenance on the Airport is permitted only in areas designated by the City.
- 3.18 Aircraft maintenance within hangars will be limited to that specifically permitted by the type rating established in the International Building Code, in compliance with the directives of the Fire Chief, and as specified in City Hangar Ground Lease agreements.
- 3.19 Cleaning of aircraft shall be performed only in the areas and in the manner prescribed by the City and in compliance with the Storm Water Management Plan.
- 3.20 All aircraft below 50,000 lbs. Maximum Gross Takeoff Weight (MGTOW) may be operated on the Airport. The Airport Manager may authorize one-time exceptions on a case by case basis for aircraft that exceed 50,000 lbs.
- 3.21 Airshows and aerobatic operations of aircraft are not permitted within the Class E airspace immediately above the Airport and within a two statute mile radius of the Airport unless prior approval of the City and the FAA has been obtained.
- 3.22 The operator or owner of an aircraft involved in an accident on the Airport resulting in any injury to person or damage to property shall notify the City immediately and comply with the applicable provisions of the National Transportation Safety Board Regulations Part 830.
- 3.23 An aircraft involved in an accident on the Airport may not be removed from the scene of the accident until authorized by the City who shall receive removal authorization from the Flight Standards District Office or National Transportation Safety Board, when applicable. As per 49 Code of Federal Regulations Part 830, an aircraft can be moved by the City or first responders to protect life or property.
- 3.24 Once authorization for removal of a disabled aircraft has been issued, the owner or operator shall make immediate arrangements to have the aircraft moved. If removal is not initiated within a reasonable amount of time, the City may have the aircraft removed at the owner's risk and expense.

## 4. MOTOR VEHICLE TRAFFIC

- 4.1 Aircraft shall have the right of way at all times and in all locations.
- 4.2 All motor vehicle operators on the Airport shall comply fully with the State of Colorado Motor Vehicle Laws, as amended, and with all Airport Regulations and instructions issued by representatives of the City or law enforcement personnel.
- 4.3 Vehicle operations on the AOA shall be conducted in a careful and prudent manner so as not to endanger the life, limb or property of any person.
- 4.4 The recreational use of motorhomes, mini-bikes, go-carts, roller blades, skateboards and bicycles are not permitted on the AOA.
- 4.5 Vehicles are not permitted on the Movement Areas unless escorted by Airport personnel.
- 4.6 All Vehicle operators are required to obey posted regulatory signs and all instructions or directives of the City.
- 4.7 No person shall drive a Vehicle over 20 miles per hour or the published speed limit, whichever is lower, in the AOA except in emergency situations.
- 4.8 Vehicle operators will utilize designated Vehicle service roads where available.
- 4.9 No Vehicle shall operate in close proximity to an aircraft so as to present a hazard or to interfere with the safe operation of the aircraft.
- 4.10 Vehicles shall give way to pedestrians, emergency equipment, and snow plows at all times.
- 4.11 Vehicles may not pass taxiing Aircraft except to the rear of the Aircraft and may never proceed closer than 100ft. to a taxiing aircraft.
- 4.12 Vehicles may park in tie-down areas only between the tie downs parallel to aircraft and only in the spaces leased by the vehicle owner.
- 4.13 Parking is permitted in designated areas only.
- 4.14 No person shall park a motor Vehicle in an area requiring payment for parking thereon without paying the required parking fee.
- 4.15 Abandoning Vehicles or displaying Vehicles for sale on the airport is prohibited.

- 4.16 A person operating a motor Vehicle on the Airport who is involved in an accident resulting in injury to any person or damage to any property, shall stop the Vehicle at the scene or as close as possible without unnecessarily obstructing traffic, notify the Airport and remain at the scene until a full report is taken by the City and/or law enforcement personnel.
- 4.17 Vehicles in violation of any vehicle regulation may be towed by the Airport at the owner's risk and expense.
- 4.18 Taxicabs, shuttles, TNC's and limousines may deliver or pick up customers from the Airport if specifically requested to do so by persons. Operators of these vehicles may not solicit customers on the Airport unless authorized to do so by the City.
- 4.19 Only rental car companies that have contracted with the City may conduct business on the Airport.

## 5. PERSONAL CONDUCT

- 5.1 Destroying, injuring, defacing, disturbing, removing or tampering with any man-made or natural Airport property is prohibited. Any person who causes damage to Airport property shall be liable for such damage.
- 5.2 Written advertisements and handbills may be posted only on the designated bulletin boards and areas in the FBO.
- 5.3 The posting or distributing of handbills or written advertisements on Aircraft or Vehicles is prohibited.
- 5.4 Picketing and demonstrations anywhere on the Airport are prohibited without prior authorization from the City.
- 5.5 Persons under the influence of drugs or alcohol may not picket or demonstrate.
- 5.6 Use of the public area of any building or area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited without permission from the Airport Manager.
- 5.7 No person shall commit any disorderly, indecent, lewd, or unlawful act or commit any nuisance on the Airport.
- 5.8 No person shall litter any area of the Airport and each person shall ensure that all trash and refuse is properly disposed of in the appropriate container.
- 5.9 Consumption of intoxicating liquors is prohibited except in places approved for on-premises liquor consumption or, otherwise, at such times and locations specifically approved by the City.

- 5.10 Interference with the safe operation of any aircraft landing at, taking off from, or operating on the Airport is prohibited.
- 5.11 Domestic pets, except for animals used for assistance of humans, are not permitted on the AOA unless restrained by leash or container.
- 5.12 Hunting and trapping on the Airport is prohibited unless required by City personnel for Airport safety.
- 5.13 Horseback riding in the AOA is prohibited.
- 5.14 Articles found in public areas at the Airport shall be turned into the Airport FBO. Articles unclaimed by their proper owner within 30 days may be turned over to the finders thereof or otherwise legally disposed of.
- 5.15 No person shall make, possess, use, offer for sale, pass or deliver any forged or falsely altered pass, permit, identification, card sign or authorization purporting to be issued by or on behalf of the Airport.
- 5.16 All signs installed on the Airport must be approved by the Airport Manager.
- 5.17 Persons shall not enter any restricted or unauthorized areas without the prior authorization of the City.
- 5.18 Tampering or interfering with the lock, or closing mechanism or breaching any other securing device is prohibited except under emergency situations.
- 5.19 Discharge of any weapon on the Airport except in the performance of official duties or in the lawful defense of life or property is prohibited.
- 5.20 Persons entering the AOA, movement area or any non-public areas of the Airport are required to produce identification when asked to do so by the City

## 6. CONSTRUCTION ON AIRPORT

- 6.1 Any construction or alteration taking place on Airport property shall be performed in compliance with and authorized by the City.

## 7. COMMERCIAL AERONAUTICAL ACTIVITIES

- 7.1 All commercial aeronautical activities performed on the Airport must be approved by the City under its Minimum Standards for Commercial Aeronautical Activities.

## 8. FIRE/STORAGE/DISPOSAL

- 8.1 All persons, companies and agencies engaged in any activity at the Airport, whether occupying Airport owned buildings or otherwise, shall comply with Airport Fire Regulations as issued by the City and shall comply with the provisions of all applicable County, State and Federal laws and regulations and all fire code and practices recommended by the National Board of Fire Underwriters unless directed by the City to deviate from the same.
- 8.2 All directives issued by the City or other authorized official regarding the removal of fire hazards, arrangement and modification of equipment, or altering operating procedures considered unsafe from a fire prevention standpoint, shall be complied with.
- 8.3 All persons using the Airport, or the facilities of the Airport in any way, shall exercise the utmost care to guard against fire and injury to persons or property.
- 8.4 The use and storage of all flammables, hazardous liquids and materials shall be in compliance with the State of Colorado Revised Statutes, the International Fire Code and the City's Storm Water Management Plan.
- 8.5 Open flame operations may be conducted on the Airport only in designated areas and with the authorization of the City and the Fire Chief.
- 8.6 The placement of any storage container, locker, structure or bin on the Airport ramp areas must comply with the International Fire Code and be approved.
- 8.7 Lubricating oils and hazardous liquids shall be disposed of in a manner compatible with the City's published procedures and Storm Water Management Plan, the International Fire Code and the Colorado Revised Statutes.
- 8.8 No fuels, oils, dopes, paints, solvents, acids or any other hazardous liquids shall be disposed of or dumped in drains, on ramp areas, catch basins or ditches or elsewhere on the Airport.
- 8.9 The storage of waste materials and trash at the Airport is prohibited unless it is placed in suitable receptacles with covers.
- 8.10 Smoking, matches, lighters or any open flame is prohibited within 50ft. of any aircraft, fuel storage area or any aircraft being fueled or de-fueled.
- 8.11 Hangar floors shall be kept free from the accumulation of oil, grease, flammable liquids, rags or other waste materials.
- 8.12 When necessary, drip pans shall be placed under engines of stored aircraft and shall be maintained so as to prevent accumulations of liquid in the pans.

- 8.13 Any person who experiences overflowing or spilling of oil, grease, fuel or similar material anywhere on the Airport is responsible for the immediate clean-up of the spill and notification to the Airport. Failure to clean the area may result in the Airport providing the cleanup at the expense of the responsible party.
- 8.14 Doping processes, painting, or paint stripping shall be performed in hangars approved for that activity and in compliance with the International Fire Code and City Storm Water Management Plan.
- 8.15 All empty oil, paint and varnish cans, bottles or other containers shall be removed from the premises in a timely manner and shall not remain on the floor, wall stringers, or overhead storage areas of the hangars, shops or other buildings.
- 8.16 Rubbish, paper or litter of any kind shall not be permitted to be stored in or about the hangars.
- 8.17 All heating equipment and fuel burning appliances installed on the Airport shall comply with the requirements of the City, Routt County, the International Fire Code, National Board of Fire Underwriters and the Fire Chief.

## 9. FUELING OPERATIONS

- 9.1 Fueling of Aircraft on the Airport shall be performed only by those companies or individuals that have received authorization from the Airport to do so and shall comply with all orders, procedures and standards set forth by the Airport.
- 9.2 All fueling operations on the Airport shall be in accordance with the directives of the Fire Chief, the International Fire Code and the applicable sections of the Federal Aviation Regulations.
- 9.3 No Aircraft shall be fueled while an engine is running unless prior authorization has been received from the Airport and fueling operator.
- 9.4 Fueling or de-fueling operations shall be conducted with adequate fire extinguishers immediately available. All extinguishers shall be inspected and certified as required by law and all personnel involved with fueling operations shall be properly trained on the use of fire extinguishers.
- 9.5 Starting an Aircraft when there is any flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.
- 9.6 No Aircraft shall be fueled or defueled if an electrical storm is in progress within 5 miles of the Airport.
- 9.7 During fueling or de-fueling, the Aircraft and the dispensing apparatus shall be grounded to equalize voltage potential.

- 9.8 All hoses, funnels and appurtenances used in fueling and de-fueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids.
- 9.9 Fueling Vehicle operators shall not operate the Vehicle in reverse anywhere on the Airport unless necessary. If possible, an attendant should be present outside the Vehicle to assist in backing up the vehicle.
- 9.10 No Aircraft shall be fueled or defueled while passengers are on board unless the cabin door and access doors are open providing ease of exit. If an incapacitated patient is on board during fueling operations fire department personnel must be standing by at the scene.
- 9.11 Persons engaged in the fueling of Aircraft shall exercise care to prevent overflow of fuel and shall be responsible for the immediate cleanup if spillage should occur.

The City of Steamboat Springs hereby adopts the above Rules and Regulations for Bob Adams Field, Steamboat Springs Airport.

CITY OF STEAMBOAT SPRINGS

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Gary Suiter, City Manager

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Date

ATTEST

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Julie Franklin, City Clerk

