

SECTION 1

GENERAL RULES

SECTION 1 - GENERAL RULES

GR-1 USE OF AIRPORT RESTRICTED.

No person, firm, association, corporation or entity, incorporated or otherwise, shall use the Skylark Field for any commercial activity, unless approved by a written permit from the City Council or its duly authorized agent.

GR-2 ARTICLE TO CONTAIN RULES AND REGULATIONS FOR AIRPORT.

The rules and regulations contained in this article shall be observed in the use, operation, and conduct of the Skylark Field. All persons on any part of the property comprising the airport shall be governed by the regulations prescribed herein and instructions of the Executive Director of Aviation relative to the use of any part of the airport. These regulations are subject to amendment.

GR-3 DEFINITIONS.

Appendix A to these Rules and Regulations contains definitions of terms commonly used in Rules and Regulations and in the Minimum Standards for Skylark Field. These definitions are subject to review and possible modifications from time-to-time. The City of Killeen reserves the right to delete or change the definitions when deemed necessary or prudent.

GR-4 AUTHORITY.

These Rules and Regulations are promulgated and implemented by city ordinance by the City of Killeen for the use, operation, and conduct of the Skylark Field under the authority of Resolution Number xxxxxxxx.

GR-5 APPLICABILITY.

These Rules and Regulations apply to all users of Skylark Field.

GR-6 KNOWLEDGE OF RULES IMPLIED.

By publication of these rules and regulations, as required by law, all users of the Skylark Field will be deemed to have knowledge of its contents. Copies of these Rules and Regulations will be available at all times in the Executive Director of Aviation or Designee's office and the Skylark Field Aviation office.

GR-7. CONFLICT OF RULES.

When there is conflict between these and the Federal Aviation Administration traffic rules, the Federal Aviation Administration rules prevail.

GR-8. SECURITY.

All users of the Skylark Field shall be aware of general airport security and safety measures and take proper precautions at all times:

A. All suspicious and unauthorized activities shall be reported immediately to the Executive Director of Aviation or Designee, the Skylark Field Aviation office, Police, or the Department of Public Safety.

B. Persons who have been provided either a code or device for the purpose of obtaining access to the secured portions of the Airport shall not divulge, duplicate, or otherwise distribute the same to any other person, unless otherwise approved in writing by the Executive Director of Aviation.

GR-9. AUTHORITY OF EXECUTIVE DIRECTOR OF AVIATION OR DESIGNEE TO SUSPEND OR RESTRICT OPERATIONS.

The Executive Director of Aviation or Designee may suspend or restrict any or all operations whenever such action is deemed necessary in the interest of safety and will provide notice of such action as is reasonable and necessary.

GR-10 SAFEGUARD OF PERSONS AND PROPERTY.

The Executive Director of Aviation shall at all times have authority to take necessary and legal actions to safeguard any person, aircraft, equipment, or property at the Airport.

GR-11. FIRE REGULATIONS.

- A. Every person going upon or using the airport or its facilities in any manner shall abide by the City of Killeen's adopted Fire Code and shall exercise the greatest care and caution to avoid and prevent fire.
- B. Smoking or any open flame is prohibited within 50 feet of any aircraft, fuel truck, fuel storage tank or building.
- C. Compressed or inflammable gas, NOT ordinarily used for aviation purposes, shall not be kept or stored upon the Airport, except in places designated by the Executive Director of Aviation or Designee.
- D. No flammable substances shall be used inside a hangar or other building without ample ventilation.
- E. No person shall smoke, or otherwise ignite a match or lighter for the purpose of smoking in any building, except in designated smoking areas.
- F. Hangar entrances shall be kept clear at all times.
- G. The floors in all buildings shall be kept clean and free from oil. Volatile, flammable substances shall NOT be used for cleaning floors.
- K. Businesses on the airport should follow guidelines in the certificate of occupancy as determined by the National Fire Protection Association Codes.

GR-12. NON-LIABILITY OF CITY.

All persons entering the Skylark Field, or using the Skylark Field for any purpose, shall do so at their own risk, and shall hold the City of Killeen harmless for and on account of any injury or damage to person or property suffered thereby. Such persons shall be bound by and obey all the rules and regulations concerning and pertaining to said airport.

GR-13. RESTRICTED AREA.

- A. The City of Killeen may designate certain areas on the airport as restricted; such restricted areas must have City Council approval, and will be identified by signs or other means to clearly delineate the areas.
- B. Persons Who May Enter Restricted Area. No unauthorized individual shall enter the Airport restricted area without permission of the Executive Director of Aviation or Designee or an invited visitor of an Airport lessee person. Employees or invited visitors are the responsibility of their sponsor for compliance with all airport rules and regulations.

GR-14. UNAUTHORIZED SIGNS AND STRUCTURES.

No signs, buildings or equipment of any nature may be erected or installed at the airport unless specifically authorized by written contract with the City Killeen or by special permission of the Director of Aviation or Designee. All signs and structures must comply with all federal, state, and City ordinances and regulations. The proposed owner of a sign or structure must have appropriate approval of other City departments or Boards and Commissions where required.

GR-15. REGISTRATION OF PERSONS AND AIRCRAFT.

Identification numbers on all aircraft based at the Skylark Field shall be registered by the owner(s) of the

aircraft at the office of the Executive Director of Aviation or Designee with either a properly executed lease agreement with the City for a hangar space or a tie down space, or a properly executed airport tenant agreement if the aircraft occupies space sub-leased or provided, with or without a fee or charge, by a primary airport ground or facilities lessee. It shall be the responsibility of the primary lessee to provide the necessary information for the proper execution of the airport tenant agreement.

GR-16. LIABILITY FOR DAMAGE TO AIRPORT.

Any person, corporate or individual, and the owner of any aircraft causing damage of any kind to the airport, whether through violation of any of these rules or through any act of negligence, or by accident, shall be liable for the total cost of the damage and any related expense.

GR-17. REPORTING DAMAGE TO AIRPORT EQUIPMENT AND OR FACILITIES.

Any person damaging any airport equipment and or facilities shall immediately report such damage to the Executive Director of Aviation or Designee.

GR-18. CONTROL OF FOREIGN OBJECTS, DEBRIS, LITTER.

Foreign Object Debris (FOD) is any substance, debris, or article alien to an aircraft, vehicle, or system which could potentially cause damage to that equipment. Thus:

A. All users of Skylark Field shall endeavor to keep all aircraft operations areas clear of glass, cans, scrap, nuts, bolts, nails, debris and foreign objects so as to avoid or reduce possible damage to aircraft. Users are encouraged to pick up such foreign objects when observed and place them in a trash receptacle, or report the presence of such material to the Skylark Field Aviation office.

B. No person shall place, dispose or deposit in any manner, trash, garbage or refuse in or upon airport property except at such places and under such conditions as the Executive Director may prescribe. No person shall keep uncovered trash containers. Areas to be used for trash or garbage containers shall be designated by the Executive Director, and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

C. No boxes, crates, cans, bottles, paper, tall grass, weeds, unusable airplane parts or wreckage, scrap wood or metal, discarded airplane or automobile tires, trash, or other litter shall be permitted to accumulate in or about a hangar, building, or other leased space. If such trash and litter is permitted to accumulate around a privately owned, rented, or leased hangar / building, the Executive Director of Aviation shall notify the hangar / building owner, renter or lessee by registered letter to remove the offending litter. If within thirty (30) work days after receipt of the letter the hangar/building owner, renter, or lessee has not removed the trash and litter as directed, the Executive Director of Aviation may have the area cleaned and the cost for such cleaning shall be charged to the hangar/building owner, renter, or lessee.

GR-19. LIEN FOR CHARGES.

A. To enforce the payment of any charge made for repairs, improvements, storage or care of any personal property, made or furnished by the City of Killeen or its agents, in connection with the operation of Skylark Field, the City of Killeen shall have a lien upon such personal property, which shall be enforceable as provided by law.

B. To enforce the payment of such charge, the Executive Director of Aviation or Designee may retain possession of such personal property until all reasonable, customary and usual compensation have been paid in full.

GR-20. REMOVAL OF UNAUTHORIZED PROPERTY.

The Executive Director of Aviation or Designee may remove from any area of the airport any property, including vehicles and aircraft, which is disabled, abandoned, parked, or which presents an obstacle to the orderly operation of the Airport. Such removal shall be at the operator's or owner's expense without

liability for damages or inconveniences which may result in the course of such removal.

GR-21. FREELANCE OPERATORS.

Freelance operators are prohibited from performing aircraft maintenance and repairs of any type; flight instruction; aircraft sales and service; and sales of aircraft parts and accessories on the Skylark Field, unless that operator is covered by a valid contract or lease agreement with the City of Killeen and is covered by appropriate property damage and products liability insurance as specified in the Minimum Standards for a Commercial Aeronautical Activity.

GR-22. INJURY TO PERSON.

Persons entering the Airport groundside property by automobile, other vehicular conveyance, or on foot (does not include persons in aircraft using approved airside facilities) do so at their own risk and with no liability incurring to the City for any injury or damage to person or property. Further, any person desiring to use the Airport shall observe and obey all laws, resolutions, orders, rules, and regulations promulgated and enforced by the City or by any other Authority having jurisdiction over the operation of the Airport.

GR-23. ANIMALS.

No person shall enter the Airport with a dog, cat, or other animal unless the animal is, and remains, restrained by a leash or properly confined as determined by the Executive Director of Aviation.

GR-24. PENALTY FOR VIOLATION.

Any person determined to be in violation of these Rules and Regulations and for refusing to comply therewith, may be ejected from the airport, or may for any period of time not exceeding thirty (30) days be denied access to City owned airport property, including leaseholds thereon, by the Executive Director of Aviation or Designee. Upon hearing by the City Manager or Authorized Designee, such person may be deprived of the further use of the airport and its facilities for such period of time as may appear necessary for the protection of life and property.

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SECTION 2

GROUND OPERATIONS

Section 2 - Ground Operations

GO-1. **General:** No person shall operate a vehicle on the Airport except in accordance with the following rules, and all federal, state, and local law:

- A. All vehicular traffic shall be confined to avenues of passage designated and provided for that purpose by the Executive Director of Aviation or Designee and shall comply with posted signs on the airport.
- B. Private vehicles shall not operate on the runway(s) or taxiway(s) unless specifically authorized by the Executive Director of Aviation or Designee.
- C. The ramp area is restricted to aircraft, fuel trucks, and Airport maintenance / operations vehicles only, except for tenants proceeding to assigned tie-downs occupied by their owned aircraft.
- D. All vehicles shall yield right of way to aircraft in motion and emergency vehicles.
- E. All fire lanes are to be kept clear.
- F. All taxiways and taxi lanes are to be kept clear.
- G. Parking on ramp, taxiways, or runway is prohibited.
- H. Tenants, patrons, and visitors are to park only in designated areas.
- I. All vehicles entering or exiting an operating airside automated vehicle access gate shall wait for the gate to completely close behind them before proceeding to their destination so as to not allow the entry of any other vehicle.

GO-2. **Rules of Operation.** Only vehicles authorized by the Executive Director of Aviation or Designee may operate on the runway, taxiways, runway safety area, or taxiway safety area.

- A. Speed limits shall not exceed 15 miles per hour on the ramps, aprons, or in aircraft parking and hangar areas; except emergency vehicles.
- B. No person shall operate a motor vehicle within the safety areas of the runway or any taxiway without the express approval of the Executive Director of Aviation.
- C. Emergency conditions existing on the airport will not negate any existing regulations.
- D. All vehicles authorized to operate on the Airport runways or taxiways must:
 - (1) Be equipped with functioning two-way radio and either be in communication with or able to monitor the published Common Traffic Advisory Frequency;
 - (2) Have the ability to communicate with aircraft via two-way aviation radio; and
 - (3) Display a rotating beacon or strobe which complies with FAA Advisory Circular 150/5210 (current version); or,
 - (4) If not compliant with GO-2.D (1)-(3), must be accompanied by and under the control of another vehicle that is compliant with those requirements.

GO-3. **Fueling of Aircraft.** The following shall apply to all fueling activity on the Airport property:

- A. All aviation fuels shall be dispensed to the public by the City of Killeen.
- B. All fueling and defueling of aircraft shall be conducted in accordance with National Fire Protection Association, Inc., NFPA Manual 407, "Aircraft Fuel Servicing".

C. Aircraft shall not be fueled when an engine is running or while in a hangar or other enclosed place; except emergency services helicopters requiring a quick-turn-around may be fueled with the aircraft engine idling, at the discretion of the Executive Director of Aviation (or Designee) and the pilot. No passengers are to be inside the helicopter during "hot" refueling.

D. Prior to dispensing any fuel, all aircraft shall be bonded to either the fuel truck or the self service point as applicable. All hoses, funnels, and apparatus used in fueling and defueling operations shall be equipped with a bonding cable to reduce the potential of a static electrical spark and prevent ignition of volatile aviation fuels.

E. Fueling of aircraft or fuel trucks is prohibited during thunderstorm activity.

F. Aviation or automobile fuels shall not be stored within any hangar except in the regular or installed auxiliary tanks of the aircraft stored in that hangar. Individuals fueling their aircraft with automobile gasoline shall follow all safety precautions of fueling using approved safety containers. Only enough such fuel shall be brought upon the airport as necessary to fill the aircraft fuel tanks, and no excess fuel shall remain on the airport.

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

H. No person shall operate any radio transmitter or receiver or switch electrical appliances on or off in an aircraft during fueling or defueling operations.

I. A fire extinguisher meeting the requirements of NFPA 407 shall be within ready reach of all persons engaged in the fueling or defueling of aircraft.

J. Persons engaged in the fueling, defueling or draining of aircraft shall exercise care to prevent overflow or spilling of fuel. Persons responsible will take proper measures to clean up volatile liquids which are spilled, and shall report all fuel spills to the Airport office as soon as possible.

GO-4. Tie-Down of Aircraft.

A. All unhangared aircraft shall be tied down, and secured at night and during inclement weather.

B. The aircraft owner or his/her agent is responsible for the secure tie-down and security of his/her aircraft at all times, and particularly during inclement weather.

GO-5. Parking Aircraft.

A. All unhangared aircraft shall be parked only on marked tie-down spaces. Owners or operators of the aircraft shall register at the Airport Operations Office on Skylark Field within 48 hours of initial arrival for assignment of a designated tie-down space and completion of a parking agreement or lease agreement as applicable.

B. Aircraft shall not be parked in such a manner as to hinder the normal movement of other traffic unless specifically authorized by the Executive Director of Aviation or Designee as an emergency measure.

C. It is the responsibility of the pilot when leaving an unattended or unhangared parked aircraft to ensure the aircraft is properly chocked and / or tied down.

D. Any aircraft parked on any portion of the ramp over 30 days shall be on a lease with the airport authority and pay the appropriate fees.

E. Operators of unattended aircraft are responsible to remove the ignition keys and / or otherwise

lock the controls of the aircraft to prohibit the ability for an unauthorized individual to operate the aircraft. Operators are encouraged to use additional secondary locking devices on aircraft left overnight and for extended periods of time.

GO-6. Starting Aircraft Engines.

A. No person shall start, warm-up, run-up, test, or accelerate the engine of any aircraft except in a place reasonable for such purpose. No engine shall be started or run unless a competent operator is at the controls of the aircraft; and, no engine shall be started or run inside any building.

B. If an aircraft must be "propped" for engine start, the engine shall not be started in an aircraft until and unless the wheels have been set with chocks attached to ropes or other suitable means for removing the chocks and, the operation is monitored by a safety observer.

C. At no time will engines be run-up or accelerated when aircraft hangars, shops, buildings, persons, vehicles, or other aircraft in the area are in the path of the propeller blast, jet exhaust, or rotor blast of the aircraft being run-up.

D. No engine shall be started unless and until the operator shouts an audible "CLEAR" before beginning engine start.

E. No airplane will be propped or left running without qualified personnel at the controls

GO-7. Taxiing Aircraft / Helicopters. Every person taxiing an aircraft or hovering a helicopter shall maintain due caution to avoid collisions with persons, objects, vehicles or other aircraft in the immediate area.

A. No aircraft equipped with an anti-collision beacon shall begin to safely taxi before the beacon has been activated.

B. Every aircraft shall be taxied at a safe and reasonable speed and in such a manner as to be under the control of the operator at all times. No aircraft upon a ramp or apron shall be taxied at a speed greater than 15 miles per hour.

C. Aircraft shall not taxi onto the runway from a taxiway whenever there is another aircraft on final approach to land and less than one mile from the landing threshold, or whenever another aircraft is on the runway in take-off position.

D. Taxiing of aircraft by engine power into or out of hangars is prohibited.

E. Helicopter Hovering. Hover taxiing of helicopters is prohibited within 100 feet of any building or parked airplanes.

GO-8. Repairs to Aircraft:

A. No aircraft shall be repaired on any part of the landing or take-off area, and all repairs shall be made at the places designated by the Executive Director of Aviation or Designee for such purpose.

B. No spray painting shall be conducted on the airport unless a negative air pressure filtered paint booth is used to collect paint overspray.

GO-9. Aircraft Washing. Aircraft washing shall be accomplished only in designated areas and with approval of the Executive Directive of Aviation or Designee.

A. Only airport tenants may wash their aircraft on the airport. This privilege does not extend to vehicles or other forms of transportation.

- B. User shall clean the wash area of debris or cleaning equipment immediately following aircraft wash.
- C. User shall provide own hose with a nozzle adapter to restrict free flow of water.
- D. User shall only use non-toxic forms of detergent.
- E. Airport reserves the right to cease any aircraft washing privileges at any time.

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SECTION 3

AERONAUTICAL OPERATIONS

Section 3 – Aeronautical Operations

AO-1. Use of Runway and Taxiway Paved Surfaces.

- A. No person shall land an airplane or take off on any areas of the airport other than the paved surface of the designated runway. No person shall taxi an aircraft on any areas of the airport other than the paved surfaces of the designated runway or taxiways.
- B. Helicopters shall not make an approach directly to an occupied parking apron or taxi lane. Helicopters shall not overfly aircraft on taxiways or taxilanes below 300 feet AGL during take-off or landing.
- C. All aeronautical activities at the Airport shall be conducted in conformity with current regulations of the Federal Aviation Administration and the City of Killeen.

AO-2. Pilot and Aircraft to be Licensed.

- A. Only aircraft and airmen licensed by the Federal Aviation Administration shall operate on Skylark Field; this limitation shall not apply to students in training under supervision of licensed instructors nor to public aircraft of the federal government or of a state, territory or political subdivision thereof or to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft.
- B. Ultralight aircraft which qualify under 14 CFR Part 103 shall operate in accordance with that Part.
- C. Fixed Base Operators shall register their aircraft and all aircraft based at their facilities with the Executive Director's office prior to beginning operations. Any change in the ownership will require a change in the registration.

AO-3. Take-off, Landing, Flying Rules and Procedures:

- A. Any aircraft arriving, departing, or operating on the Airport shall be equipped with a functioning two-way radio capable of communicating with Skylark Unicom, CTAF, and other aircraft, unless prior arrangements have been made with the Executive Director of Aviation, or, an emergency condition exists.
- B. Reporting of Traffic Intentions.
 - 1. Pilots shall use AWOS or the wind cone to determine the favored runway and shall monitor and communicate on CTAF to determine which if any runway is in use by other aircraft. Pilots shall announce their position and intentions on the CTAF.
 - 2. Any weather or runway information provided to pilots by Skylark Field UNICOM is advisory in nature and the decision as to which runway to use is at the sole discretion of the pilot.
 - 3. Established aircraft in the traffic pattern have priority over another aircraft intending use a different direction of traffic unless an emergency exists. Pilots desiring to change the flow of existing traffic shall coordinate the change with other pilots on the CTAF.
- C. Take-offs. Landing Over Certain Objects Prohibited or Restricted. No aircraft shall land or take off in such a manner as to clear any public street or highway at an altitude of less than eighty (80) feet. No aircraft shall take off between or over hangars or other structures, or over automobile parking areas or groups of spectators.
- D. Airplane take-offs, landings on apron, parking ramp, and grass areas are prohibited.

E. Touch-and-Go Landings. Touch-and-go landings may be made at the discretion of the pilot.

AO-4. Aircraft Traffic Patterns and Runway Rules.

Every operator of an aircraft using the airport shall conform to the traffic patterns promulgated by the Executive Director of Aviation.

A. Unless otherwise advised, all aircraft will fly a right rectangular pattern when departing/arriving on Runway 01; and will fly a left rectangular pattern when departing/arriving on Runway 19, as indicated by the airport segmented circle.

B. Landing aircraft shall maintain traffic pattern altitude until turning onto base leg prior to commencing the final approach.

C. For VFR operations, light aircraft departing or making practice takeoffs and landings shall make their first turn at a point 1,000 ft. beyond the departure end of the runway and at an altitude of not less than 400 ft. above published airport elevation and continue to climb until an altitude of 800 ft. above published airport elevation is reached. The above described rectangular traffic pattern shall be used at all times during VFR conditions.

D. Instrument flight (IFR) operations will be in accordance with published FAA approach / departure procedures and clearances issued by Air Traffic Control.

E. Unless otherwise indicated, aircraft will enter the traffic pattern at the altitude and direction described in current Federal Aviation Administration Advisory Circulars.

F. Aircraft intending to transition over Skylark Field at less than 2,500 feet MSL is required to transmit its intention on the CTAF and coordinate the crossing with other aircraft.

G. Prior authorization is required from the Executive Director or Designee for balloons, airships, dirigibles, motorless aircraft, aircraft with a total weight of 50,000 pounds or more, a single wheel configuration airplanes with a weight greater than 17,000 pounds, to land or take off.

H. Aircraft (either fixed wing or helicopter) conducting Life Flight or other life saving operations may deviate from these Traffic Flow regulations as deemed necessary providing they are communicating their intentions on the CTAF.

AO-5. Helicopter Operations:

A. Helicopters operating in the Killeen area and on the Airport shall comply with applicable federal aviation regulations and with all communications procedures established herein.

B. Helicopters shall at all times maintain clear separation from other traffic and operations. All flight and hover taxi operations shall be conducted with vigilance and shall be conducted at a safe distance from all structures, obstructions, and persons, specifically taking into consideration the effect of downwash and noise.

C. Hover taxi or flight operations of any kind are strictly prohibited between hangars.

D. Training/proficiency traffic patterns shall be conducted from and close to Taxiway G at 500' AGL utilizing the west side of the airfield (left traffic for Runway 1; right traffic for Runway 19). Position reports should be announced on the CTAF. Should Taxiway G be in use by airplanes, helicopters may adjust their traffic pattern to touch down and take off from the active runway.

E. No operator of a helicopter with metal skids may practice touch-down auto rotations or run-on landings on any paved surfaces of the airport unless authorized by the Executive Director of Aviation or

Designee.

AO-6. Student Training and Familiarization.

A. Flight Instructors shall keep themselves informed of all Rules and Regulations in effect at the airport, and shall be sure their students are equally informed.

B. Aircraft shall not be permitted to remain stationary on the runway for the purpose of instructing students. Such instruction will be given off of the active runway, and in a location where the aircraft does not present an obstruction to other aircraft operations.

AO-7. Special Operations.

A. Agricultural Operations. Agricultural spraying operations, if authorized, will be conducted in accordance with procedures approved by the Executive Director of Aviation or Designee and only from the areas designed on the airport. Reckless flying, careless handling of chemicals and indifference toward policing the area or intimidation of other aircraft users will not be tolerated.

B. Parachute Operations. All parachute operations are prohibited on the property of Skylark Field, unless authorized by the Executive Director of Aviation.

C. No operator of an aircraft shall engage in aerobatic flying except as part of a public display specifically authorized by the City Council and the Federal Aviation Administration.

AO-8. Aircraft Mishap Reporting.

A. The operator of an aircraft involved in a mishap or accident on the Airport shall Immediately, or by the most expeditious means available, notify the Executive Director of Aviation (or Designee) and the Federal Aviation Administration. The report shall contain the following information: Location, date, time, aircraft make, model and registration number, name of operator, number of people involved, injuries to or fatalities of each person, weather conditions, and nature of the accident.

B. Disabled Aircraft. Every aircraft owner, his pilot and/or agent, under the direction of the Executive Director of Aviation or Designee or other government authority (NTSB or FAA), shall be responsible for the timely removal of damaged or disabled aircraft from the flight operations area. If the owner / operator is unable to perform a timely removal, the Executive Director of Aviation or Designee will have the authority to take appropriate actions to clear the aircraft from the flight operations area.

AO-9. Authority to Suspend Operations.

The Executive Director of Aviation may suspend or restrict any or all operations whenever such action is deemed necessary in the interest of safety.

AO-10 Remote-Controlled Aircraft / Unmanned Aerial System (UAS) Operations

Operating any type of remote controlled aircraft or UAS, commonly referred to as drones, at Skylark Field is prohibited unless authorized by the Executive Directive of Aviation or Designee.

SECTION 4



FACILITIES AND LEASING

Section 4 – Facilities and Leasing

FL-1. Land Lease Provision and Restrictions: The following provision/restrictions shall apply to all leased Airport property.

A. The City may allow for the long-term lease of property on the Airport with the provision that at the end of the lease period, title to all structures, buildings, or hangars erected on the leased property shall revert to the City.

B. Any private structure or hangar not in use for aviation purposes for a period in excess of three (3) months, or not available for rent or sublease for aviation purposes, unless so authorized by the City, must be removed after due notice is given in writing. If not removed, the City will consider such structures or hangars abandoned and possession and control will pass to the City.

C. Leased land from which any building, hangar, or structure is removed after due notice will be cleaned and returned to good condition by the owner of said building, hangar, or structure. Portable and temporary buildings will not be allowed on airport grounds, unless prior permission is obtained from the Executive Director of Aviation or Designee.

D. Leased property on the Airport may be subleased by the lessee, only with approval by the Executive Director of Aviation or Designee, or the City Council if appropriate.

E. The City may lease property within the building areas of the Airport for the private construction of improvements in conformance with the approved Airport Master Plan/Airport Layout Plan.

F. All structures must comply with all City of Killeen adopted building codes and Airport zoning and land-use ordinances.

G. All leased property and all buildings or structures erected on the leased property shall be utilized for aviation related activity only, unless otherwise specifically approved by the City.

H. All leaseholders must comply with applicable requirements of the Airports Minimum Standards.

FL-2. City-Owned Hangars:

A. T-Hangars. T-hangars currently owned by the City may be rented to private individuals, companies or corporations on a month-to-month basis for the storage of aircraft and required aircraft support items. T-Hangar rental rates are approved by the City Council and codified in the City code of Ordinances.

B. The City of Killeen has deemed it necessary to set certain standards connected with the leasing of hangars, T- Hangars and tie-downs to firms, companies, corporations or individuals. These standards are not intended to inflict hardships on any lessee. T-Hangars and tie-down spaces are provided solely for airport users and tenants to shelter, park, and maintain their aircraft. In the event of violation of any of these standards, the violator will be asked to correct the infractions immediately. Failure to correct any violations will result in requiring the lessee to vacate the leased premises within thirty (30) days of written notice from the Executive Director of Aviation.

C. All tenants shall maintain their leased premises in a condition of repair, cleanliness and general maintenance in a manner agreeable to the Executive Director of Aviation or Designee, in accordance with their individual lease agreements and free from all fire hazards.

D. Hangars must be used for an aeronautical purpose, or be available for use for an aeronautical purpose, unless otherwise approved by Executive Director of Aviation

1. Aeronautical Purpose is considered to be:

- a. Storage of active aircraft
- b. Final assembly of aircraft under construction
- c. Non-commercial construction of amateur-built or kit-built aircraft
- d. Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of non-operational aircraft
- e. Storage of aircraft handling equipment

2. After compliance with D.1.a-d, non-aeronautical items in hangar may be kept in the hangar; however, those items:

- a. Cannot impede movement of aircraft in and out of hangar
- b. Cannot displace aeronautical contents of hangar
- c. Cannot impede access to aircraft or aeronautical equipment
- d. Cannot have materials used for conduct of non-aeronautical business

The Executive Director of Aviation or Designee has the final decision as to what is permissible

3. Non-aeronautical use of a hangar may be considered under following conditions:

- a. Where hangars are otherwise unoccupied and there is no current aviation demand for hangar space
- b. With the agreement of a Month-to-Month Leasing Plan
- c. The Tenant must pay fair market value rental rates (not airport rates)
- d. The Non-aeronautical tenant must vacate with 30 day notice for an aeronautical use

4. Tenants with non-operational aircraft, those undergoing maintenance / restoration, and those constructing kit- or amateur-built aircraft, in accordance with D1.b,c, or d, will need to submit a plan of action and milestones to the Executive Director of Aviation or Designee to show how progress will be made toward making an aircraft active and flyable:

- a. Airport management will be permitted to view progress is being made toward completion of the project
- b. If progress has not been made toward the goal of completion, Airport Management will have the final decision if the hangar must be vacated

5. Airport Management / staff and the City Fire Marshall have the right to enter any Airport-owned hangar for the purpose of inspection to ensure compliance with lease provisions, fire safety, or to perform maintenance on the building.

E. Commercial Hangars - Commercial hangars currently constructed and owned by the city may be rented or leased to companies or corporations for the purpose of conducting commercial aviation activities.

F. Living Quarters. No person may make permanent living quarters on Airport. This is not intended to prohibit the establishment of appropriate rest areas for on-duty air ambulance crew members, security personnel, or other reasonable purpose as may be approved by the Executive Director of Aviation or Designee.

G. No person shall engage in any construction, alteration or electrical wiring in or about any existing building or hangar on the airport without the permission of the Executive Director of Aviation or Designee.

H. No person shall keep or store any flammable liquids, gases, signal flares, or other similar material in the hangars or in any building on the airport unless:

1. The tenant has an approved hazardous materials cabinet to store the materials;
2. The hazardous material is labeled appropriately and the appropriate material safety data sheets are available and displayed;
3. The hazardous materials storage device has been approved by the Executive Director of Aviation or Designee.

I. Tenants, lessees and grantees shall be fully responsible for all damages to buildings, equipment, real property and appurtenances owned or controlled by the City of Killeen caused by negligence, abuse or carelessness on the part of themselves, their employees, agents, customers, visitors, suppliers or persons with whom they do business.

FL-3. Commercial Leases. All commercial operations or activities of any kind that are conducted on Skylark Field are required to comply with the approved Minimum Standards for Commercial and Noncommercial Operators.

FL-4. Non-Commercial Leases. Non-commercial leases are prohibited from being used to engage in commercial activity on Skylark Field.

FL-5. Through-the-Fence or Off-Airport Operators Using Skylark Field.

Operators located on private property adjacent to the airport who wish to gain ground access to and use of the airport in pursuit of their operations shall be charged rents and fees equal to that received from similar activities located on the airport.

FL-6. Liability.

The City of Killeen assumes no responsibility for loss, injury, or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, or civil disobedience, nor does it assume any liability for injury to persons while on the airport.

FL-7. Schedule of Charges.

A. Rates Set by City Council

All fees and charges for space rental, hangars, improved and unimproved land use, fuel flow fees, tie-down fees and overnight aircraft parking fees shall be set by the City Council and codified in the City code of Ordinances.

B. Rates Set by Executive Director of Aviation

The Executive Director of Aviation is delegated authority to establish fees for damages to airport property based on actual costs of replacement or repair, miscellaneous charges for key and electronic access card deposits / replacement, line services, retail prices of fuel, and aircraft supplies sold to customers.

C. Payment of Charges.

1. All billings are payable upon presentation unless otherwise noted thereon.
2. Payments for space rental, hangars and land use are payable in advance, on or before the first (1st) day of each month.
3. Payments for any applicable landing fees or sundry charges are due within thirty (30) days of invoice.

D. Late Payment Penalties.

A late payment penalty of five percent (5%) of the total amount due will be assessed for any payment that is not received by the Airport by the established due date. An additional five percent (5%) of the outstanding amount will be assessed each month that all or a portion of the Tenant's obligation remains unpaid.

E. Default of Payment.

Obligations unpaid for more than sixty (60) days after the prescribed due dates will be cause of considering the payment(s) in default of the lease agreement. Any default in the payment of rental fees and charges, or any part thereof, and such default shall continue for thirty (30) days after written notice by the Executive Director of Aviation to the tenant, then the Airport shall, without further notice, have the right to re-enter the leased premises to remove the defaulting payer and to repossess the premises.

F. Abandonment of Leased Hangars

If no payments are received and no activity is noted in the hangar (e.g., no aircraft in a hangar) for sixty (60) days, and, the tenant has not made notification to the Airport, the hangar will be considered abandoned by the tenant and the Airport may proceed with clearing remaining items in the hangar and leasing the unit to a new customer.

FL-8. Denial of Access.

In addition to penalties otherwise provided, any person in violation of these Rules and Regulations or otherwise refusing to comply therewith may be promptly denied further use of the airport. It shall be unlawful and an offense for any such person to remain on airport property after receiving notice to vacate, orally or in writing, from any airport supervisory employee or any law enforcement officer.

FL-9. Flying Clubs. Flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of the Minimum Standards and these rules and regulations, and must have written authorization from the City to operate from the airport. They shall be exempt from the regular Fixed Base Operator and/or Commercial Operator requirements upon satisfactory fulfillment of the conditions contained herein.

A. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use. The ownership of the aircraft must be vested in the name of the flying club (or owned proportionately by all of its members).

B. Flying clubs may not offer or conduct charter, air taxi, or rentals of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may act as pilot in command of the aircraft except when receiving dual instruction

C. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport without express written permission from the City of Killeen except that said flying club may sell or exchange its capital equipment.

D. A flying club shall abide by and comply with all Federal, State and local laws, ordinances, regulations, and Rules and Regulations of the airport.

E. Flying clubs shall furnish the Executive Director of Aviation or Designee with:

1. A copy of its charter and by-laws, articles of association, partnership agreement and other documentation supporting its existence;
2. A roster, or list of members, including names of officers and directors, and investment share held by each member to be revised on a semi-annual basis;
3. Evidence of insurance in the form of a Certificate of Insurance as set out in the Minimum Standards under Exempt Flying Clubs;
4. Number and type of aircraft; including registration numbers of each;
5. Evidence that ownership is vested in the club;
6. Operating rules of the club.

F. The club's books shall be subject to audit by the City of Killeen and/or its auditors to ensure of the non-profitability of the club and to determine its compliance with other provisions of these Rules and Regulations.

SECTION 5

DEFINITIONS

APPENDIX A - DEFINITIONS

Above Ground Level (AGL): the height of an aircraft about the earth's surface.

Active aircraft: Aircraft that have a current Airworthiness Certificate and have passed an annual inspection within the last twelve calendar months.

Advisory Circular (AC): Federal Aviation Administration (FAA) publications consisting of all non-regulatory material of a policy, guidance, and technical nature and used as basic source for most airport design criteria.

Advisory Service: A communications facility (UNICOM) which provides airport information to aircraft.

Air Taxi: A helicopter movement conducted above the surface but normally not above 100ft AGL. The aircraft may proceed either via hover taxi or flight at speeds more than 20 KIAS.

Aircraft: A device that is used or intended to be used for flight in the air. (FAR Part 1)

Aircraft movement areas: Areas on an airport suitable for aircraft operations and which meet FAA criteria. The runway and all taxiways are included within the aircraft movement area. Aircraft parking areas are outside of the movement area.

Aircraft parking/tie-down: A specialized location on the airport that has at least 3-point tie-downs with ropes or chains adequate to hold aircraft immobile in gale-force winds.

Airport: All properties and facilities owned, leased, or otherwise under the control of the City of Killeen, Texas, including all areas located within the confines of the established airport boundary used for loading, unloading, parking, storage, service, landing, and taking off of aircraft; and those areas not used for aviation purposes.

Airport identifier - ILE: A coded identity assigned to the Killeen, Texas airport by the FAA.

Airport Layout Plan (ALP): An FAA / DOT approved set of drawings showing airport boundaries, physical features and proposed additions to all areas owned or controlled by the sponsor for airport purposes, the location and nature of existing and proposed airport facilities and structures, and the location on the airport of the existing and proposed non-aviation areas and improvements thereon. The drawings also show local airspace, approach areas and obstructions in the approach areas.

Annual Inspection: An aircraft inspection performed and documented in accordance with 14 CFR, Part 43 by a person authorized by Section 43.7 (usually an FAA licensed Airworthiness Inspector).

Apron: A defined pavement area, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking, or maintenance (also known as Ramp).

Based aircraft: An aircraft that is hangared or tied down at Skylark Field for more than six months per year.

Common Traffic Advisory Frequency (CTAF): Is used by all aircraft to facilitate cooperation in their use of the airport. These conversations are generally related to the actual takeoff and/or landing of aircraft, but special activities close to the airport will often be accompanied by announcements on this frequency. The Skylark Field CTAF is 122.7 MHZ. See also UNICOM.

Contract: Any agreement or instrument of privilege and obligation entered into between the City and another party granting such other party the right and privilege to engage in activities at or appurtenant to the airport.

City: The City of Killeen, Texas.

Drone: See unmanned aerial system (UAS)

Emergency Vehicle: Any vehicle legitimately participating in an emergency response to include, but not limited to, fire/rescue vehicles, authorized police vehicles, medical service vehicles, or City of Killeen – Aviation Department vehicles.

Executive Director of Aviation or Designee: Person duly authorized by the City of Killeen to perform duties required to manage the airport. To act on behalf of the City to the extent required for safe and efficient airport operations.

Federal Aviation Administration (FAA): A division of the United States Department of Transportation with powers to regulate all aspects of civil aviation.

Federal Aviation Regulations (FAR): As codified in Title 14, Code of Federal Regulations.

Fixed Base Operator (FBO): Shall mean any person, firm or corporation engaged in the demonstration of aircraft and aircraft parts, the retail or wholesale distribution of aircraft and aircraft parts, aircraft repairs, aircraft storage, aircraft servicing and fueling, student flight training, sightseeing by aircraft, aircraft rentals, charter service, or any other activity connected with aircraft maintenance, servicing, fueling, sales, storage, rentals or instruction for which a fee or service charge is assessed or received; and holding a valid contract with the City.

Flight Line: Any area near hangars or terminals, including ramps and their adjacent taxiways and unpaved areas used for the parking, servicing and movement of aircraft.

Free Lance Operator: Any person who acts independently without regard to authority and without contractual commitments to any one employer, and without a valid contract with the City of Killeen.

Ground Lease: The right to use and occupy an area of the airport described in a ground lease agreement between the City of Killeen and the lease holder.

Hover Taxi: A helicopter movement conducted above the surface and in ground effect at airspeeds less than 20 KIAS. The actual height may vary, and some helicopters may require hover taxi above 25ft AGL to reduce ground effect turbulence.

Kit-built aircraft: Aircraft which are constructed by persons for whom this is not a professional activity. Also known as homebuilt aircraft, amateur-built aircraft or kit planes, these aircraft may be constructed from "scratch," from plans, or from assembly kits.

Local traffic: Aircraft operating in the local traffic pattern or within sight of the tower, or aircraft known to be departing for or arriving from flight in local practice areas, or aircraft executing simulated instrument approaches at the airport.

Non-operational aircraft: An aircraft that has not completed an annual inspection within the preceding twelve months. Also, aircraft that have been disassembled or damaged beyond flyable condition.

Preventive maintenance: Aircraft maintenance actions listed in 14 CFR Part 43, Appendix A 4(c) which may be performed by pilots operating under the provisions of 14 CFR Part 91. These actions are generally simple maintenance or preservation actions and replacement of small parts not involving complex assembly operations.

Runway: A defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.

Runway End Identification Lights (REIL): An airport lighting system consisting of two flashing white high intensity lights installed at each approach end corner of a runway and directed toward the approach zone, which enables the pilot to identify the threshold of a usable runway.

Taxi lane: The portion of the aircraft parking area used for access between the taxiways and the aircraft parking positions and hangar area. Taxi lanes are indicated with a yellow center line marking similar to taxiways, but are not lettered or otherwise identified. They are located outside of the movement area and have less object free clearance area than taxiways.

Taxiway: A defined path established for the taxiing of aircraft from one part of an airport to another. Taxiways are lettered, identified with lighted airport guidance signage, and meet specific FAA design standards for pavement width and object free area.

Tenant: Any individual, firm, corporation, company, or other similar entity having proprietary control over any area of the airport by virtue of a lease, contract, or other formal arrangement with the City of Killeen.

T-hangar: An aircraft hangar that is divided into separate storage units in which aircraft are parked alternately tail to tail, each in the T-shaped space left by the other row of aircraft or hangar compartments.

Traffic pattern: The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from an airport. The components of a typical traffic pattern are upwind leg, crosswind leg, downwind leg, base leg, and final approach.

- a) Upwind Leg - A flight path parallel to the landing runway in the direction of landing.
- b) Crosswind Leg - A flight path at right angles to the landing runway off its upwind end.
- c) Downwind Leg - A flight path parallel to the landing runway in the direction opposite to landing. The downwind leg normally extends between the crosswind leg and the base leg.
- d) Base Leg - A flight path at right angles to the landing runway off its approach end. The base leg normally extends from the downwind leg to the intersection of the extended runway centerline.
- e) Final Approach - A flight path in the direction of landing along the extended runway centerline. The final approach normally extends from the base leg to the runway. An aircraft making a straight-in approach VFR is also considered to be on final approach.

Ultralight Vehicle: Any slow flying powered machine or device which is designed for flight in the air which meets the requirements of FAR 103, but does not require pilot certification, vehicle certification or registration, and which generally has no radio communications equipment.

UNICOM: Frequencies authorized for aeronautical advisory services to private aircraft. Services available are advisory in nature, primarily concerning the airport services and airport utilization. The UNICOM frequency for Skylark Field is 122.7 MHZ. Also see Common Traffic Advisory Frequency (CTAF)

Unmanned Aerial System: An unmanned aircraft system (UAS), sometimes called a drone, is an aircraft without a human pilot onboard. Also known as an unmanned aerial vehicle (UAV), the UAS is controlled from an operator on the ground.