



RULES AND REGULATIONS

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Section 1. Definitions

The words and phrases included within this section should be understood as defined below with respect to Rules and Regulations documentation, unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases. All definitions contained in 49 U.S.C. § 40101 et seq. (previously known as the Federal Aviation Act of 1958, hereinafter cited as “FAA Act”) and all amendments thereto shall be considered as included herein; and all definitions shall be interpreted on the basis and intention of the FAA Act and amendments thereto unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases.

KHAA – The Keystone Heights Airport Authority, a Special Dependent District of the City of Keystone Heights.

Abandoned - as applied to property, other than Aircraft, left at the Airport, means that the object has been left on KHAA property or the property of another without consent of the KHAA for forty-eight (48) hours without the owner moving or claiming it. Such property may be impounded by the KHAA in order to protect the safe operation of the Airport; as applied to Aircraft, the term shall have the meaning provided in Section 705.183, Florida Statutes.

Accident - a collision or other contact between any part of an Aircraft or a vehicle, person, stationary object or other thing which results in property damage, personal injury, or death; or an entry into or emerging from a moving Aircraft or vehicle by a person which results in personal injury or death to such person or some other person or which results in property damage.

Aeronautical activity or service - Any activity that involves, makes possible, or is required for the operation of Aircraft or that contributes to or is required for the safety of such operations.

Air traffic - Aircraft in operation anywhere in the airspace and on that area of the Airport normally used for the movement of Aircraft.

Aircraft - any device that is used or intended to be used for flight in the air.

Aircraft fuel - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating: (a) an internal combustion engine; or (b) a jet or turbine engine.

Aircraft operation - an Aircraft arrival at, or departure from, the Airport.

Aircraft parking and storage areas - those hangar and apron locations on the Airport designated by the Airport Manager for the parking and storage of Aircraft.

Airport - the entirety of property comprising Keystone Heights Airport as it currently exists or as it may hereafter be expanded and developed. “Airport” includes all of its facilities as shown on the most current Airport Layout Plan.

Airport Manager - the duly appointed manager of the Airport or the KHAA's designee.

Airside - the area of the Airport that is either contained within the Airport perimeter fence, or which requires access through a controlled access point.

Based Aircraft - an Aircraft: (1) which the owner physically locates at the Airport with no present intention of definite and early removal and with the purpose to remain for an undetermined period; (2) which, whenever absent from the Airport, its owner intends to return to the Airport for permanent storage or parking; and (3) whose presence on the Airport is something other than merely transitory in nature.

Based location - the location on the Airport that is listed as an Aircraft's hangar, shade or tie down location as registered with the Airport Manager.

Based commercial activity - the conduct of any aspect of a business, concession or service in order to regularly provide goods or services to customers at the Airport for compensation. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt.

Commercial operator - any person, firm or corporation providing goods or services relating to the operation, maintenance or fabrication of Aircraft to others on the Airport. This includes FBOs, SASO's or any other business enterprise established on the Airport for the purpose of performing commercial aeronautical activities or services. May also be referred to as operator within this document. These operators must be approved by the Airport Manager and meet Minimum Standards established for the Airport.

FAR - Federal Aviation Regulation(s) established by the Federal Aviation Administration.

Fixed Based Operator (FBO) - any person, firm or corporation which meets the requirements set forth for FBOs in the Keystone Heights Airport's Minimum Standards.

Fuel handling - the transportation, delivery, fueling, and draining of fuel or fuel waste products, and the fueling of Aircraft.

Fuel storage area - any portion of the Airport designated temporarily or permanently by the KHAA as an area in which gasoline or any other type of fuel may be stored or loaded.

General aviation - all phases of aviation other than Aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial operations.

Hazardous material - any hazardous or toxic substance, waste or material:

1. the presence of which requires investigation, removal and/or remediation under any federal, state or local statute, regulation, ordinance, order, action, policy or common law;
2. which is or becomes subject to regulation under any federal, state or local statute, regulation, rule or ordinance or amendments thereto;

3. which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, teratogenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board, agency or instrumentality of the United States, the State of Florida or any political subdivision thereof; or
4. which, without limitation, contains trichloroethene ("TCE"), 1,1,1 - trichloroethane ("TCA"), 1,1 - dichloroethane ("DCE"), tetrachloroethene ("PCE"), 1,2-dichloroethene, chloroform, gasoline, diesel fuel, propane or other petroleum hydrocarbons, polychlorinated biphenyls ("PCBs"), asbestos, urea formaldehyde foam insulation or radon gas.

Landside - the general public-use common areas of the Airport such as public roadways, parking lots and buildings which are not contained in the airside area.

Major Aircraft alterations and repair - major Aircraft alterations and/or repairs of the parts or of the types listed in FAR Part 43.

Owner of an Aircraft - a Person who holds legal title to an Aircraft, or any Person having exclusive possession of an Aircraft pursuant to a written lease for a minimum term of twelve (12) months.

Park or parking - the standing of an Aircraft or vehicle, whether occupied or not.

Permission or permit - permission granted by the Airport Manager or KHAA.

Person - the state, county, a political subdivision of the state, other governmental entity, a corporation, firm, partnership, association, organization, and any other group acting as a unit, as well as an individual. Person includes a trustee, receiver, assignee or similar representative.

Preventive Aircraft maintenance – shall have the meaning prescribed in FAR Part 43.

Public area - those areas normally used by the general public, including but not limited to roadways, sidewalks and parking facilities that are maintained at the Airport for use by the general public.

Roadway - any street or road within the boundaries of the Airport and set aside or designated for use by vehicles.

Specialized Aviation Service Operation (SASO) - An aeronautical business that offers a single or limited service.

Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and Aircraft parking and storage areas.

Taxiway - a defined path established for the taxiing of Aircraft from one part of the Airport to another.

Technical specialist - a technical representative of an Aircraft manufacturer, Aircraft engine manufacturer, Aircraft appliance manufacturer, or a non-destructive inspection specialist.

Traffic pattern - the traffic route that is prescribed for Aircraft landing at, taxiing on, or taking off from the Airport.

Vehicle - means a device, except Aircraft, in, upon, or by which any person or property is or may be propelled or moved, except a device moved by human power.

Vehicle parking area - any portion of the Airport designated and made available temporarily or permanently by the KHAA for the parking of Vehicles.

Section 2. Purpose, Scope and Authority

Purpose and Scope

These Rules and Regulations have been adopted by resolution of the KHAA and apply to the Keystone Heights Airport. The provisions of this document are intended for the safe, orderly and efficient operation of the Airport.

Authority

The Airport Manager shall at all times have the authority to enforce the provisions of these Rules and Regulations. In any instance not specifically covered by this article, the Airport Manager is authorized to make such emergency rules and regulations and render such decisions as are necessary to protect the public health, welfare, and safety, and the airport property and facilities. Such emergency rules shall be posted in prominent places on the airport premises and shall remain in effect for a period of 30 days unless sooner adopted or rejected by the KHAA.

Waiver of Liability

Any permission granted by the Airport Manager to use the Airport and its facilities, or to fly to, from, or over the same shall be at all times conditioned upon the assumption of full responsibility and risk associated therewith. It shall be a further condition thereof that each person, as consideration of the use of the Airport and its facilities, shall at all times release the Airport, the Airport Manager, KHAA and its employees from and against any and all liability, responsibility, loss or damage, resulting to any such person or caused by or on his behalf, and incident to the manner in which Airport is operated, constructed or maintained, or served from within or without, or used from without. The use of the Airport by any person for any purpose, or the paying of fees thereof for the taking off or landing of Aircraft therein shall be itself an acknowledgement that such person accepts such privileges on the conditions herein set forth.

Section 3. General Rules and Regulations

The following Rules and Regulations shall be observed in the use and operation of the Airport:

Rule 3-1. Federal Aviation Regulations of the Federal Aviation Administration (FAA) for Aircraft operated within the United States, and presently or hereafter effective, are hereby referred to, adopted and made a part hereof as though fully set forth and incorporated herein.

Rule 3-2. Safeguard of Persons and Property - The Airport Manager shall at all times have authority to take necessary and legal actions to safeguard any person, Aircraft, equipment, or property at the Airport. No person shall make any alterations to any signs, buildings, Aircraft parking and storage areas, leased areas or other Airport property, nor erect any signs, buildings or other structures without prior written permission of the Airport Manager.

No Aircraft shall be operated within the Airport in a careless, negligent or reckless manner, or in disregard of the rights and safety of others, or in an unmaintained or otherwise hazardous condition, or without due caution and circumspection, or while any person controlling the Aircraft would be prohibited by law from operating an automobile on the public streets within the Airport due to alcohol or drug influence or impairment, or at a speed or in a manner which endangers, or is likely to endanger, persons or property.

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

Rule 3-3. Through-the-Fence Operations Prohibited - No private individual, partnership, FBO, company, or corporation shall be permitted direct ground access to the Airport by their Aircraft, customers' Aircraft, or private vehicle from the property adjacent to or in the immediate vicinity of the Airport. Furthermore, no private individual, partnership, company, corporate, or customers' Aircraft or vehicle shall be permitted direct ground access to property from the Airport – a practice commonly known as a “through-the-fence operation.” Under extenuating circumstances, the KHAA may request guidance/approval from FDOT Aviation Office or the FAA for certain through-the-fence operations on a case-by-case basis.

Rule 3-4. Lien for Charges - To enforce the payment of any charge for repairs, improvements, storage, or care of any personal property by the KHAA or its agents in connection with the operation of the Airport, the KHAA may place a lien upon such personal property, which shall be enforceable as provided by law.

Rule 3-5. Lien Possessory Right - To enforce the payment of any such charge, the Airport Manager may retain possession of such personal property until all reasonable, customary, and usual compensation has been paid in full.

Rule 3-6. Unauthorized Signs and Equipment - No signs, non-aeronautical equipment, portable buildings, or trailers may be erected, moved-in, or installed on Airport property, except as may be specifically authorized by the Airport Manager.

Rule 3-7. Surreptitious Activities - Any person observing suspicious, unauthorized or criminal activities should report such activities immediately to the Airport Manager, Clay/Bradford County Sheriff's department, and the Transportation Security Administration General Aviation Information Hotline at 1-866-GASECUR(E) or 1-866-427-3287.

Rule 3-8. Disabled or Wrecked Aircraft - Every Aircraft owner, his/her pilot or agents, shall be responsible for notifying FAA and promptly removing disabled or wrecked Aircraft from the operational areas of the Airport, under the direction of the Airport Manager. In the event of failure to promptly remove such disabled Aircraft, the Airport Manager may cause the Aircraft to be removed and bill the owners thereof for all charges incurred in the removal of same. The KHAA shall not be responsible for damage to disabled Aircraft removed by the owner, the pilot, the KHAA or other persons.

Rule 3-9. Repairs to Aircraft - Outdoor Aircraft maintenance, alteration and repair shall only be conducted in areas where it can be demonstrated that the area of maintenance, alterations or repairs is equipped with oil/water interceptors into the sanitary sewer system, or other preventative measures are taken as approved by the Airport Manager.

Rule 3-10. Damage to Airport - No person shall destroy, deface, injure or disturb in any way Airport property or conduct at the Airport activities that are injurious, detrimental or damaging to Airport property or to activities and business of the Airport. Any person causing, or liable for any damage shall be required to pay the KHAA on demand the full cost of repairs. Any person failing to comply with this section shall be in violation of these regulations and may be refused the use of any Airport facility until the KHAA has been fully reimbursed for damage done.

Rule 3-11. Injury to Person - All persons entering upon or using the Airport, its facilities, or any portion thereof (whether landside or airside), do so at their own risk. The KHAA, the Airport Manager, the City of Keystone Heights, and their respective officers, employees, agents, and representatives shall not be liable for any injury, damage, loss, or death arising from or related to the condition of the Airport, the use of Airport facilities, or any activities conducted thereon, including but not limited to aeronautical operations, vehicular traffic, or premises conditions.

Rule 3-12. Certificated Pilots - Only Aircraft with current and correct FAA Certificates of Registration and Airworthiness and persons holding valid and current airman and medical certificates issued by the FAA, for those flight operations requiring medical certificates, shall be authorized to operate Aircraft upon the Airport except as provided in these Rules and Regulations. This limitation shall not apply to students-in-training under licensed instructors or 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. Use of the Airport by ultralight Aircraft (FAR 103) and light sport Aircraft in the weight shift control and powered parachute class shall be subject to FAA Order 5190.6 (latest change) and appropriate FARs Part 61 and 103.

Rule 3-13. Registration - Each person owning an Aircraft based at the Airport shall register at the office of the Airport Manager their name, address, telephone number, Aircraft model, and Aircraft registration "N" number.

Rule 3-14. 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 Airport Manager.

Rule 3-15. Living Quarters - No person may make permanent living quarters on Airport property.

Rule 3-16. Limitation on Alcohol and Nuisances - No person shall:

1. Commit any disorderly, obscene or unlawful act or commit any nuisance on the Airport.
2. Drink any intoxicating liquor upon any portion of the Airport open to the public, except in such restaurant facilities as may be lawfully established or other place as shall be properly designated and licensed for on-sale liquor dispensing by the KHAA or for the purpose of a special event that has received a special event permit where alcohol is for sale.

Rule 3-17. Foreign Objects - No foreign objects, including bottles, cans, scrap, nuts, bolts, nails or any object that may cause damage to an Aircraft shall be left upon the floor of any building or upon any part of the surface area of the Airport. Individuals are encouraged to pick up such foreign objects when observed and place them in a trash receptacle.

Rule 3-18. Waste Disposal and Containers - Proper Containment & General Instructions:

1. All trash and recyclables must be placed in the designated dumpster for proper disposal.
2. Please ensure all trash is properly bagged or contained before placing it in the dumpster, not loose or on top of it.
3. To keep the dumpster clean and odor-free, please avoid overfilling it and ensure it is closed properly.
4. Please do not place trash outside the dumpster as this will be unsightly and may attract animals.
5. If these guidelines are not followed; overload, overflow or hazardous waste fees may be charged by the dumpster management company.
6. If additional waste fees are incurred, the Keystone Heights Airport Authority may have to charge an extra fee to remove trash placed inappropriately in or around dumpster.

Prohibited Items:

1. Do not dispose of hazardous materials, such as asbestos, batteries, paint, chemicals, electronic devices, sealed tanks or flammables in dumpster.
2. Large items like, appliances, furniture, or construction materials are not permitted in the dumpster and must be disposed of through appropriate means.
3. Personal/residential trash.

Rule 3-19. Commercial Photography - No person shall take still, motion or sound pictures of, or at, the Airport for commercial purposes without first receiving approval from the Airport Manager. This regulation does not apply to bona fide coverage by the news media conducting their business in authorized areas.

Rule 3-20. Advertisements - No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the Airport without permission from the Airport Manager.

Rule 3-21. Soliciting - No person shall solicit funds for any purpose on the Airport, without prior notification to the Airport Manager who may demand proper identification and who shall ascertain that all necessary licenses and permits have been secured.

Section 4. Ground Operations

Rule 4-1. Air, Ground & Vehicular Traffic - No person shall operate a vehicle on the Airport except in accordance with the following rules, and all federal, state, and local laws:

1. All vehicles shall yield right of way to Aircraft in motion and emergency vehicles.
2. No person shall operate a vehicle of any kind on the Airport without a current motor vehicle operator's license.
3. All vehicles shall maintain the appropriate type and amount of vehicle liability insurance required by state law.
4. No vehicle, except ground service and emergency vehicles, shall approach so close to any Aircraft with running engine(s) as to create a hazard.
5. All vehicles entering or exiting an operating Airport 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.
6. The Airport Manager may cause to be removed from any area of the Airport any vehicle which is disabled, abandoned, parked in violation of these regulations, or which presents an operational problem to any area of the Airport, at the operator's expense and without liability for damage which may result in the course of such movement.
7. Vehicles parked in an Aircraft parking and storage area shall be parked in a manner so as to be completely contained in the Aircraft parking or storage space and not obstruct adjacent Aircraft parking and storage areas, or taxilanes unless for the purposes of immediate and temporary loading, unloading, or staging of an Aircraft.

Rule 4-2. Speed Limits - All vehicles shall be operated within the posted speed limits at the Airport. The maximum speed limit for all vehicles in the airside area, with the exception of authorized vehicles in the performance of their duties, is twenty-five (25) miles per hour, unless posted otherwise.

Rule 4-3. Gate Usage and Access

All persons using Airport gates and access points shall comply with the following:

1. At no time shall any Airport access gate be left open and unattended in a manner that would allow unauthorized access.
2. Automated vehicle gates are for vehicle access only. No unauthorized pedestrians shall use an automated vehicle gate for pedestrian access.
3. Persons who have been provided either a code or device for the purpose of obtaining access to the Airport shall not divulge, duplicate, or otherwise distribute the same to any other person, unless

otherwise approved in writing by the Airport Manager. Violation of this regulation may result in the loss of access privileges.

4. Tenants shall be responsible for doors and gates located in their leased areas. Tenant security doors leading to the airside shall be keyed to the Airport master keying system. Tenants and tenant employees are responsible for safeguarding doors, gates, and other forms of passageways between the airside and public areas.
5. Tenants are responsible for ensuring that all employees, contractors, agents, and invitees under their control or direction comply with gate usage procedures and Airport security requirements.
6. Any tenant of the airport is responsible for training of their own guests on airport gate usage, including a business on the airport that is open to the public.
7. Tenants shall ensure that guests and customers are properly escorted when accessing the airside and shall not allow unescorted or untrained individuals to operate gates or enter restricted areas.

Section 5. Airport Security

Rule 5-1. Security - The Transportation Security Administration publication “Security Guidelines for General Aviation Airports” is available for reference at their website – www.tsa.gov/. This document is used by the Airport as a guideline to security measures on the Airport.

1. No person shall enter the airside area, except as necessary for the lawful use of an Aircraft thereon, or to conduct a permitted business or tenant activity.
2. No person shall enter any area posted as being closed to the public, except with the consent of the Airport Manager.
3. Airport users are responsible for following all directives established by the Airport Manager in accordance with TSA requirements.

Rule 5-2. Access Codes/Devices - Persons who have been provided either a code or device for the purpose of obtaining access to the Airport shall not divulge, duplicate, or otherwise distribute the same to any other person, unless otherwise approved. Violation of the aforementioned regulation may result in the loss of access privileges.

Rule 5-3. Access Doors

1. Security doors leading into the airside shall be kept locked as required by the airport security plan.
2. Hangar and building doors providing access to the airside shall remain secure at all times when not in active use.
3. Tenants are responsible for maintaining the security of all doors, gates, and passageways within their leased premises that connect to the airside.

Rule 5-4. Reporting and Compliance - Any person observing suspicious, unauthorized, or criminal activities shall report such activities immediately to the Airport Manager, local law enforcement, and the Transportation Security Administration General Aviation Information Hotline at 1-866-GASECUR(E) or 1-866-427-3287.

Section 6. Aircraft Operating Rules

Rule 6-1. Aircraft Parking - Aircraft shall park at the Airport in accordance with the following regulations:

1. All aircraft not hangared shall be tied down, have the wheels chocked, or be otherwise properly secured when remaining overnight and during inclement weather.
2. All Aircraft operators or their agents are responsible for the tie down and security of their aircraft at all times and particularly during inclement weather.
3. Aircraft shall park only in properly designated areas. Aircraft operators may be required to pay a parking fee.

Rule 6-2. Aircraft Hangars - The use of aircraft hangars are expressly for the storage, care and parking of Aircraft, or for such other uses specifically approved through a lease with the KHAA. Aircraft parked in hangars shall be parked in a manner so as to be completely contained in the Aircraft parking space and not obstruct nearby hangars or the movement of other Aircraft on the Airport.

Use of hangars shall be subject to the following restrictions:

1. Major Aircraft alterations and repairs and preventive maintenance may be performed in hangars on the based aircraft unless otherwise disallowed by the lease for the hangar or the property on which the hangar is located.
2. Where no personnel exit is provided, the sliding hangar doors shall remain open thirty-six (36) inches, or such other distance which will allow easy egress, while the hangar is occupied by any person.
3. Oily rags, oil wastes, rags and other rubbish and trash may only be stored in approved containers.
4. With the exception of a portable oxygen system intended for cockpit use or an oxygen system permanently installed in an aircraft, oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s).
5. Other than for the use of trickle chargers, Aircraft batteries shall only be charged while the battery is attended.
6. Aircraft hangars shall be subject to periodic inspections by the Airport Manager to ensure compliance with all laws, ordinances and these regulations.

Rule 6-3. Running Aircraft Engines

1. Aircraft not equipped with adequate brakes shall not be started until the wheels have been set with chocks or tied down.
2. No Aircraft will be left running without a qualified person at the controls.
3. No Aircraft engine shall be started or run inside any building or hangar.
4. No engine shall be started, run up, or warmed up until the Aircraft is in such position that the propeller stream or jet blast will clear all buildings, other Aircraft, and groups of people.
5. All Aircraft preflight engine run-ups shall be conducted in the appropriate run-up areas.

Rule 6-4. Damage to Airport Lighting - Any person damaging any runway, ramp, or taxiway light or fixture by operation of Aircraft or otherwise, shall immediately report such damage to the Airport Manager. Persons causing damage to runway or taxiway lights as a result of negligent operation of an Aircraft or willful acts will be liable for replacement cost of the light(s) and/or fixture(s).

Rule 6-5. Taxiing Aircraft

1. No person shall taxi an Aircraft until it is reasonably ascertained there will be no danger of collision with any person or object in the immediate area.
2. Aircraft will be taxied at a safe and prudent speed and in such manner as to be under the control of the pilot in command at all times.
3. Aircraft not equipped with adequate brakes will not be taxied near buildings or parked Aircraft unless an attendant (wing-walker) is at a wing of the Aircraft to assist the pilot.
4. Aircraft shall not be taxied by engine power into or out of any hangar.

Rule 6-6. Parking Aircraft

1. No person shall park, leave parked, or allow to remain stationary any Aircraft at the Airport except within an Aircraft parking and storage area. Unoccupied Aircraft shall not be parked or tied down within any protected area (object free area, runway safety area, etc.) as described in FAA AC 150/5300-13 (latest change) and all Aircraft not hangared shall be parked in the areas designated by the Airport Manager for that purpose.
2. Aircraft shall not be parked within fifty (50) feet on an Aircraft fuel pump, or fuel service truck parking area.
3. Aircraft shall not be parked in such a manner as to hinder the normal movement of other Aircraft and traffic unless specifically authorized by the Airport Manager as an emergency measure.
4. It is the responsibility of the pilot in command when leaving a parked Aircraft unattended to see that the brakes are set and/or it is properly chocked and/or tied down.

5. The prolonged storage of damaged/dismantled Aircraft or Aircraft that appear to be un-airworthy shall not exceed thirty (30) calendar days after written notification from the Airport Manager.
6. If any Aircraft is parked in violation of this section or, in the determination of the Airport Manager, presents an operational or safety concern in any area of the Airport, the Airport Manager may cause the Aircraft, at the owner's/operator's expense, to be moved. The KHAA shall not be liable for any damages which may result from the relocation of the Aircraft.

Rule 6-7. Washing Aircraft - When washing Aircraft, runoff shall be collected and properly disposed of in accordance with all federal, state, county and local laws.

Rule 6-8. Authority to Suspend Operations - The Airport Manager may suspend or restrict any or all operations whenever such action is deemed necessary in the interest of safety. In the event the Airport Manager believes the conditions of the Airport are unsafe for landing or takeoffs; it shall be within the manager's authority to close the entire Airport or any part thereof.

Rule 6-9. Aircraft Accident Reports - Any persons involved in an Aircraft Accident occurring on the Airport or within the Airport shall make a report thereof to the Airport Manager as soon after the accident as possible, but in no event later than the time required for reporting the accident to the FAA or to any other governmental agency, or within forty-eight (48) hours of the accident, whichever is sooner. The report shall include the names and addresses of the persons involved, and a description of the accident. When a written report of an accident is required by federal or state law, regulation, or agency, a copy of such report shall also be submitted to the Airport Manager.

Rule 6-10. Standard Traffic Pattern and Altitude - All Aircraft will follow the traffic pattern rules as published in the FAA Airport/Facility Directory or through posted Notices to Airmen (NOTAMs). All flight activity will adhere to FAA Advisory Circular 90-66 (latest change) "Recommended Standard Traffic Patterns and Practices for Aeronautical Operations at Airports without Operating Control Towers".

The approved traffic pattern for the Airport provides for a standard left-hand traffic pattern, with an altitude of 1000 feet above ground level (AGL).

The following guidelines should be obeyed by all Aircraft:

1. Pilots remaining in the traffic pattern making landings should broadcast their landing intentions at least by the final segment leg.
2. Landing Aircraft shall clear the runway as soon as practical, consistent with safety, taxiing ahead to the nearest turn-off.
3. Except in an emergency, no rotorcraft equipped with skid-type landing gear shall perform run-on landings or any other maneuver that would cause the skids to slide upon the pavement surface.
4. "Touch and go" landings are prohibited if there are three or more Aircraft in the same pattern.

Rule 6-11. Noise Abatement – Subject to the judgment of the pilot in command of the Aircraft and when it can be safely done, all Aircraft should comply with the following guidelines, which have been developed to help abate Aircraft noise in residential areas nearby the Airport:

1. All Aircraft should reduce power on downwind on all runways.
2. All pilots should use NBAA recommended noise abatement procedures.
3. All pilots should minimize the use of reverse thrust.

Rule 6-12. Takeoffs from Areas Other Than Runways - Takeoffs or landings shall not be made on the apron, parking ramp, taxiway, or any area other than designated runways by airplanes, gyroplanes, power lift, ultralights, or light sport Aircraft except by prearranged permission from the Airport Manager or in emergencies. Helicopters may operate to and from designated helicopter landing areas.

Rule 6-13. Aircraft Wingspan and Weight Restrictions - No Aircraft with a dual wheel bearing weight in excess of 60,000 pounds shall be operated upon the Airport without the permission of the Airport Manager.

Rule 6-14. Special Procedures - The Airport Manager may, in the interest of safety, designate special traffic procedures for certain operations, such as helicopters, air shows or aviation fly-ins, agricultural operations, gyroplanes, powered lift, gliders, balloons, airships, ultralights, and light sport Aircraft in the weight shift control or powered parachute class. Any such change from standard procedures shall be published in the FAA's Airport/Facility Directory if of a permanent nature or the Airport Manager shall issue a NOTAM if such change is of a temporary nature.

Rule 6-15. Model Aircraft, Kites, Fireworks, Balloons, etc. – No person shall fly or release a model Aircraft, rocket, kite, fireworks, balloon, etc., on the Airport except in those areas established for such purpose and approved by the Airport Manager. Model A/C operations for specific aeronautical events such as fly-ins or air shows may be approved for specific times by the Airport Manager.

Section 7. Fueling, Flammable Fluids, and Fire Safety

Rule 7-1. Fueling Aircraft

1. All Aircraft fueling, fuel equipment, and procedures will be in accordance with NFPA Manual 407 – “Standard for Aircraft Fuel Servicing, 2022 edition,” (or as revised) published by the National Fire Protection Association and the Airport's operations manual.
2. All transportation, storage and other handling of Aircraft and vehicle fuel shall comply with the International Fire Code, 2021 Edition, (or current edition) as published by International Code Council, Inc. and FAA Advisory Circular 150/5230-4, (latest change).
3. All Aircraft shall be fueled clear of all hangars, other buildings, and Aircraft. Fueling trucks shall not be parked within any building or hangar. Aircraft fuel storage tanks for below-ground or above-ground use will be constructed and installed, registered, monitored for leakage, operated, and maintained in accordance with Federal and State statutes, rules, and regulations promulgated by the US Environmental Protection Agency and the Florida Department of Environmental Protection.
4. Aviation or auto fuels shall not be stored within a hangar or building except in approved five (5) gallon or smaller containers manufactured and marked for such purpose.
5. Persons or businesses wishing to dispense fuel into their privately owned Aircraft shall not be denied, however, they must meet all reasonable requirements the KHAA places on other fuel suppliers, public or private. Private fueling facilities located on Airport property must be installed and the fuel dispensed in accordance with all rules applicable to Aircraft fueling and fire safety.
6. Fuel spills in excess of one gallon must be reported to the Airport Manager and immediate action taken by the spilling entity to clean up the spill in accordance with all local, state, and federal regulations.
7. Persons shall not fuel an Aircraft in a manner that overfills the tank(s). In the event of spillage or dripping of gasoline, oil, grease or any material that may be unsightly or detrimental to the Airport, the same shall be removed immediately and the incident reported to the manager within two hours. The responsibility for the immediate removal of such gasoline, oil, grease or other material shall be assumed by the operator or owner of the equipment causing the same or by the tenant or persons responsible. In the event of such spillage, and the failure of the operator or owner to restore the area to its original safe and environmentally sound status, the KHAA may clean up any material unlawfully spilled, placed or otherwise deposited at the Airport and may charge the responsible person(s) for the cost of the cleanup, any required environmental remediation, and any expenses incurred by, or fines or damages imposed on, the KHAA as a result thereof.

Rule 7-2. Fire Safety

1. Every person using the Airport or its facilities in any manner shall exercise the greatest care and caution to avoid and prevent fire.
2. Smoking or open flame within fifty (50) feet of any fuel tank, fuel pump, or fuel truck is prohibited.
3. Compressed flammable gas shall not be kept or stored upon the Airport, except at such place as may be designated by the Airport Manager.
4. No flammable substance shall be used for the cleaning of any Aircraft part or anything inside a hangar, T-hangar, or other building upon the Airport.
5. Hangar entrances must be clear in a manner such that emergency or fire/rescue personnel and equipment can immediately access the hangar without hindrance.
6. The floors in all buildings shall be kept clean and free of oil. Volatile or flammable substances shall not be used to clean floors, walls or any portion of a hangar structure.
7. All Airport tenants and lessees shall supply and maintain such adequate and readily accessible fire extinguishers as may be required by applicable fire codes and regulations. Each fire extinguisher shall carry a suitable tag showing the date of most recent inspection.

Section 8. Penalties and Enforcement

8-1. General - All persons using the Airport, including tenants, operators, pilots, employees, and visitors, shall comply with these Rules and Regulations, all applicable Federal Aviation Regulations (FARs), Florida Statutes, local ordinances, and directives of the Airport Manager. Violation of any provision constitutes a violation of KHAA policy and may subject the violator to enforcement action.

8-2. Enforcement Authority - The Airport Manager (or designee) is authorized to enforce these Rules and Regulations through any or all of the following actions, in addition to any other remedies available under law:

1. Verbal or written warning;
2. Issuance of a Notice of Violation;
3. Revocation or suspension of Airport access privileges, permits, keys, codes, or other authorizations (including aircraft operations or vehicle access);
4. Impoundment or removal of vehicles, Aircraft, or other property at the violator's expense;
5. Assessment of costs for cleanup, repair, remediation, or damages caused by the violation, plus administrative fees;
6. For tenants: Initiation of lease violation proceedings, sanctions, or lease termination;
7. Temporary or permanent denial of use of the Airport or any of its facilities;
8. Referral to law enforcement for trespass warnings, citations, or criminal prosecution where applicable (including under Florida trespass statutes); and
9. Any other action deemed necessary by the KHAA to protect the safety, security, and efficient operation of the Airport.

8-3. Graduated Enforcement - Enforcement actions will generally follow a progressive approach depending on the nature and severity of the violation, prior compliance history, and risk to safety or operations. Serious violations involving safety, security, environmental hazards, or repeated offenses may result in immediate suspension or revocation of privileges without prior warning.

8-4. Appeal Process - Any person receiving a written Notice of Violation or revocation/suspension of privileges may appeal in writing to the Airport Manager within ten (10) calendar days of receipt. The Airport Manager shall review the appeal and issue a written decision within ten (10) calendar days. Further appeal may be made to the KHAA Board in accordance with procedures established by the KHAA.

8-5. Severability and Additional Remedies - The provisions of this Section are severable. Nothing herein shall limit the KHAA's right to pursue civil remedies, recover damages, or seek injunctive relief in any court of competent jurisdiction. Payment of any fines, costs, or penalties shall not relieve the violator of the obligation to correct the violation.

Section 9. Conflicting Laws, Ordinances and Regulations

If and where there are conflicts in the Rules and Regulations prescribed herein and the FAA's Federal Aviation Regulations (FAR) the latter shall prevail. In any case where a provision of these regulations is found to be in conflict with any provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the KHAA, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.

In cases where two (2) or more provisions of these regulations are in conflict, the most stringent or restrictive shall prevail.

Acknowledgement and Receipt

I, the undersigned, hereby acknowledge and agree to the following:

1. I have received a copy of the Keystone Heights Airport Rules and Regulations (including any applicable Minimum Standards and Operating Procedures).
2. I have read and understand the contents of these Rules and Regulations.
3. I agree to comply with all provisions set forth in the current Airport Rules and Regulations, as they may be amended from time to time.
4. I understand that failure to comply with these Rules and Regulations may result in disciplinary action, including but not limited to:
 - Written warnings
 - Suspension of operating privileges
 - Revocation of access to the airport
 - Termination of my Lease or Permit
 - Civil penalties or legal action as permitted by law
5. I understand that it is my responsibility to stay informed of any updates or amendments to the Airport Rules and Regulations.
6. I further acknowledge that I am responsible for ensuring that all employees, contractors, agents, and invitees under my control or direction also comply with these Rules and Regulations while on airport property.

Printed Name: _____

Signature: _____

Date: _____