



GARRETT COUNTY AIRPORT RULES AND REGULATIONS

AN ORDINANCE PROVIDING REGULATIONS FOR THE USE, OPERATION AND CONDUCT OF THE GARRETT COUNTY AIRPORT; PROVIDING A PENTALTY UPON CONVICTION OF A FINE NOT TO EXCEED TWO HUNDRED DOLLARS (\$200.00) AND EACH DAY A VIOLATION IS PERMITTED TO EXIST SHALL CONSTITUTE A SEPARATE OFFENSE AND PROVIDING CIVIL PENALTIES; PROVIDING A SAVINGS CLAUSE AND REPEALING ALL ORDINANCES IN CONFLICT HERWITH.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS of Garrett County Maryland: 4/30/2014

GARRETT COUNTY AIRPORT AND AIRCRAFTS RULES AND REGULATIONS

PURPOSE: The rules and regulations contained in this document, are designed to establish the necessary Regulations and Standards for management, government and use of the Airport and ensure the continued viability and safety of the Airport for its users and for the citizens of Garrett County. These Regulations and Standards are intended to be reasonable, non arbitrary and nondiscriminatory. These Regulations and Standards apply equally to everyone using the Airport and shall be observed, abided and obeyed.

SECTION 1 Federal Aviation Administration rules adopted.

The federal air traffic promulgated by the Federal Aviation Administration for observance by aircraft operated anywhere in 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.

SECTION 2 Airport Manager.

The Airport Manager, a County employee and County's representative at the Airport, is responsible for the overall management and operation and shall report to the Public Works Director. The Airport Manager shall administer these Rules, Regulations and Standards in a reasonable, impartial and uniform manner so as not to allow discriminatory application thereof. The Airport manager shall be independent of and shall not have a personal financial interest, direct or indirect, or aeronautical business on the Airport. The Airport Manager is authorized to take all reasonable actions necessary to protect and safeguard the public and to oversee all Airport operations consistent with these Regulations and Standards, those of the FAA and the laws of the State of Maryland and Garrett County.

SECTION 3 Conflict in rules.

If and where there is conflict in these the Federal Aviation Administration rules shall prevail. Refer to copy of Minimum Standards for Commercial and Noncommercial Operators at Garrett County Airport.

SECTION 4 Knowledge of rules implied: copies of Article available.

By publication of this Article as required by law, all persons will be deemed to have knowledge of its contents. However, the Airport Manager is directed to have copies of

the Article printed and at all times available at the Terminal, and to furnish such copies to owners and aircraft operators who use the Airport.

SECTION 5 Use of Airport restricted.

No person, firm, association, corporation or entity, incorporated or otherwise, shall use the Airport to conduct commercial activities for hire of passengers, freight, express or mail: for instruction in aviation in any of its branches for the sale of fuels, refreshments or any commodity, or for any other commercial purpose, unless approved by a written permit from the Board of County Commissioners of Garrett County MD or its duly authorized agent.

SECTION 6 Non-liability of County: obedience to rules required.

Any person entering the grounds of said Garrett County Airport, or using it for any purpose, shall do so at their own risk to person and property: and shall hold the Board of County Commissioners of Garrett County MD present and future commissioners, directors, officers, agents and employees harmless for and on account of any injury or damage to person or property suffered thereby. Such person shall be bound by and obey all the rules and regulations concerning and pertaining to said Airport.

SECTION 7 Safeguard of persons and property.

The Airport manager shall at all times have authority to take such action as may be necessary to safeguard any person, aircraft, equipment or property at the Airport.

SECTION 8 Suspicious activities.

All suspicious and unauthorized activities shall be reported immediately to the Airport Manager, Maryland State Police, Garrett County Sheriff, Department and TSA.
(Transportation Security Administration Publication A-001)

SECTION 9 Vehicular Traffic and Parking.

- a) Normal traffic laws of the State of Maryland shall apply to the roads and parking areas on the Airport unless otherwise provided by law. No person shall drive any vehicle on the Airport, other than on established streets, roads and parking areas, unless permission has first been obtained from the Airport Manager.
- b) Fines imposed upon the Airport by the FAA for Air Operation Area (AOA) incursions will be passed on to the perpetrator.
- c) Vehicles shall not be operated at a speed in excess of twenty (20) miles per hour, except as otherwise posted on the main entrance road.

SECTION 10 Restricted area.

- a) NIGHT- During the hours of darkness, Airport property is a restricted area.

- b) DAY – During daylight hours, all Airport property is a restricted area, except the main access road and office parking area.
- c) PERSONS WHO MAY ENTER RESTRICTED AREA – No person shall go into the designated restricted area unless they have written permission of the Airport Manager, hold a current license or lease with the Board of County Commissioners of Garrett County MD for a facility or to conduct an activity in the restricted area or is an invited visitor of such a person. Employees or invited visitors are the responsibility of their sponsor for compliance with all Airport rules and regulations.

SECTION 11 Construction, signs, equipment, buildings, house trailers, generally.

- a) All construction must be authorized by the Board of County Commissioners of Garrett County MD and comply with county building and construction codes and standards.
- b) No structures may be erected beyond the BRL (building reference line) or in conflict with the approved airport layout plan.
- c) No signs, equipment, portable buildings and house trailers may be erected, moved in or installed except as may be specifically authorized by the Board of County Commissioners of Garrett County MD.

SECTION 12 Registration of persons and aircraft.

Every pilot of any aircraft that remains overnight, or operating upon the Garrett County Airport shall register at the Terminal, and complete an Emergency Information & Indemnity and Hold Harmless Agreement. Attachment 2. All aircraft based at the Garrett County Airport shall be registered with FAA and insured by the owner(s) of the aircraft at the Terminal with either a properly executed lease agreement with the County for a hanger 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.

SECTION 13 Pilots and aircrafts to be licensed; exceptions.

Only aircraft and airmen licensed by the Federal Aviation Administration shall operate upon or over said Garrett County Airport. Provided that this limitation shall not apply to students in training under license 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.

SECTION 14 Persons under the influence of intoxicants or narcotics prohibited from flying; exception.

No person under the influence of an intoxicant or narcotic shall operate or fly in any aircraft at Garrett County Airport provided such inhibition shall not apply to a passenger when accompanied by a nurse or caretaker in an aircraft apart from the pilot.

SECTION 15 Liability for damage to Airport.

Any person, corporate or individual, and the owner of any aircraft causing damage of any kind to said Airport, whether through violation of any of these rules or through any set of negligence, shall be liable therefore, and to, said Board of County Commissioners of Garrett County MD.

SECTION 16 Reporting damage to Airport or Personal.

In order to promote and maintain safety at the Airport any pilot or employee is encouraged to promptly report to the Airport Manager any bodily injury requiring medical attention, or any damage to property at the Airport. A Property Damage or Personal Injury Report will be filled out and given to the Airport Manager. Attachment 1

SECTION 17 Use of another's property.

Unless authorized by the owner in writing, the use of any aircraft, parts, equipment, accessories or tools of another, situated on said Airport, is forbidden, and no person shall enter, climb upon, or in any way tamper with, any aircraft not owned by that person unless written permission has been granted by the owner or the person is accompanied by the owner.

SECTION 18 Tobacco Use.

No person shall use any tobacco products in any office and areas accessible to the public on Garrett County Airport. The Garrett County Airport is a Tobacco Free facility with a written policy on tobacco use attached for all County premises inclusive of but not limited to buildings and parking lots including all vehicles operated, idling or parked on Airport premise.

SECTION 19 Special traffic procedures.

The Airport Manager may, in the interest of safety, designate special traffic procedures of certain operations, such as air shows, agricultural operations, flying club operations, etc.

SECTION 20 Agricultural operations.

Agricultural spraying operations, if authorized, will be conducted in accordance with procedures approved by the Airport Manager and only from the areas designated 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.

SECTION 21 Repairs to aircraft.

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 Airport Manager for such purpose.

SECTION 22 Maintenance or Inspection vehicles in certain areas.

All vehicles performing maintenance or inspection tasks which must operate in the primary landing area or taxiways will be equipped with a roof mount flashing yellow light and will not enter these areas without prior coordination of the Airport Manager or notifying the Unicom operator.

SECTION 23 Wrecked aircraft.

In the event the aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the pilot shall immediately notify the Airport Manager. Subject to government investigation and inspection of the wreckage, the owner or pilot of the wrecked or damaged aircraft, or the owner's agent or legal representative, shall as soon as reasonably possible obtain the necessary permission for removal of said aircraft from all landing areas, taxiways, ramps, tie-down areas and park or stored aircraft in an area designated by the Airport Manager. If the owner of the aircraft fails for any reason to remove the wrecked or damaged aircraft from the air operation area as requested by the Airport Manager, the Airport Manager with liability to himself or the County shall cause the removal and storage or disposal of the wrecked or damaged aircraft at the sole expense of the aircraft owner.

SECTION 24 Fire Prevention and Fueling of Aircrafts

- a) Every person entering upon or using the Airport or its facilities in any manner shall exercise the greatest care and caution to avoid and prevent fire.
- b) No aircraft shall be fueled or defueled while its engine is running, while in a hanger or other enclosed area. Fueling or defueling shall be done in such a manner and with such equipment that adequate connections for electrical grounding and bonding shall be continuously maintained.
- c) Smoking or open flame within fifty (50) feet of any aircraft, fuel truck and fuel dispensers is prohibited.
- d) Inflammable gas shall not be kept or stored in the Airport, except at such places as may be designated by the Airport Manager.
- e) The cleaning of engines or other parts of aircraft shall not be accomplished in any hangar except with nonflammable substances. No inflammable substance shall be used in cleaning motors or other parts

of an aircraft inside a hanger or other building. Flammable liquids may be used only for the purpose stated outside of and clear of any building.

- f) All hanger and shop floors shall be kept clean and free of oil, gas, and other flammable substances. No volatile, flammable solvent shall be used for cleaning floors. No rags soiled with flammable substances shall be kept or stored in any building on the Airport in such a manner as to create any fire hazard. Entrances shall be kept clear at all times. No boxes, crates, cans, bottles, paper or other litter shall be permitted to accumulate in or about a hangar.
- g) Flammable liquids shall be stored in Underwriters Laboratory (U.L.) approved containers.
- h) In all matters relating to aircraft fueling safety the provisions of the NFPA Manual 407 "Aircraft Fuel Servicing," published and available from the National Fire Protection Association, Inc., 407 Atlantic Avenue, Boston, Massachusetts, 02210, shall prevail.
- i) All aircraft will be positively grounded when being serviced with fuel.

SECTION 25 Accidental Spills.

- a) Report any accidental spill to the Airport Manager. All spills must be cleaned IAW the Garrett County Spill Prevention Control and Countermeasure Plan.

SECTION 26 Starting aircraft engines.

- a) If not equipped with adequate brakes, the engine shall not be started in an aircraft until and unless the wheels have been set with blocks attached to ropes or other suitable means for removing them.
- b) 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.
- c) No engine shall be started, run or warmed up until and unless the aircraft is in such position that the propeller stream will clear all buildings and groups of people in the observation areas and path of the aircraft.

SECTION 27 Restrictions while running aircraft engines.

- a) Unless pilot in command deems it safe, pilots should refrain from loading or unloading aircraft with the engine running.
- b) No airplane will be propped or left running without qualified personnel at the controls.

SECTION 28 Taxiing aircraft.

- a) No person shall taxi an aircraft until he has ascertained there will be no danger of collision with any person or object in the immediate area.
- b) Aircraft will taxi at a safe and prudent speed, and in such manner as to be at all times under the control of the pilot.
- c) Aircraft not equipped with adequate brakes will not be taxied near buildings or parked aircraft unless an attendant is at a wing of the aircraft to assist the pilot.
- d) Aircraft shall not taxi onto the runways from the ramp and taxiway area if there is an aircraft approaching to land or on the ground in take-off position.
- e) There shall be no taxiing of aircraft by engine power into or out of hangers.

SECTION 29 Take-off, landing, flying rules and procedures.

- a) REPORTING OF TRAFFIC INTENTIONS. All pilots are encouraged to call on the published, local Unicom frequency to determine the runway favored by the wind and to announce their position and intentions for take-off and landing. Wind and runway information that may be given by "Airport Unicom" is of an advisory nature only and the final decision to which runway to use or whether or not to take-off or land is at the sole discretion of the pilot in command. Any deviation from the runway in use should be announced to "Unicom" or "Traffic" and the right-of-way yielded.
- b) TAKE-OFFS, LANDINGS OVER CERTAIN OBJECTS PROHIBITED OR RESTRICTED. No aircraft shall land or take off in such manner as to clear any public street or highway at an altitude of less than one hundred (100) feet nor land or take off on the taxiway or any turf area or over hangers or other structures, automobile parking areas or groups of spectators.
- c) TAKE-OFF, LANDINGS ON APRON, PARKING RAMP PROBIHIBITED EXCEPTION. No fixed wing take-offs or landings shall be made on the apron or parking ramp, except on special permission of the Airport Manager.
- d) TOUCH-AND-GO LANDINGS. Touch-and-go landings may be made at the discretion of the pilot. All aircraft shall "clear" for incoming and take-off traffic before taxiing into take-off position.
- e) TRAFFIC FLOW Standard traffic pattern procedures will be followed and all aircraft entering the traffic pattern shall exercise caution and practice courtesy so as not to cause aircraft already in pattern to deviate from their course.

SECTION 30 Aircraft Parking.

- a) Aircraft will not be parked in such a manner as to hinder the normal movement. Aircraft shall not be parked on or within two hundred (200) feet of any part of the landing or take-off area of the Airport; and all un-housed

aircraft shall be parked in the areas designated by the Airport Manager for that purpose.

- b) Aircraft will not be parked in such a manner as to hinder the normal movement of other traffic unless specifically authorized by the Airport Manager as an emergency measure.
- c) It is the responsibility of the pilot when leaving a parked aircraft unattended to see aircraft is properly chocked and/or tied down.

SECTION 31 Tie-down of aircraft.

- a) All aircraft not hangared or in use shall be tied down and wheels chocked.
- b) The aircraft owner or their agent is responsible for the tie-down security of their aircraft at all times and particularly during inclement weather.

SECTION 32 Independent Flight Instructors.

- a) Individual desiring to perform as independent flight instructor and conduct flight training on a limited, part-time basis, and who have obtained appropriate certification from the Federal Aviation Administration (FAA), must comply with the applicable provision of these Regulations and Standards.
- b) Independent flight instructors are prohibited from selling any material goods or services in direct competition with existing Airport.
- c) Prior approval must be obtained from the Board of County Commissioners of Garrett County MD and management of the airport to conduct an Independent Flight School.

SECTION 33 Student training and practice flying.

- a) Instructors in flying shall inform students and shall inform themselves of all rules and regulations in effect at the airport.
- b) Aircraft shall not be permitted to remain on the landing or take-off areas for the purpose of instructing students.

SECTION 34 Helicopter operations.

- a) Helicopters operating in the Garrett County area and upon the Airport will comply with applicable federal aviation regulations and comply with Unicom procedures established herein.
- b) Helicopters shall at all times maintain clear separation from other traffic and operations.

- c) Helicopters will not operate below a safe auto gyro speed or altitude when over populated areas or buildings.

SECTION 35 Glider operations.

Must meet provisions of 14 CFR (Code of Federal Regulations) part 91.309.

- a) Car-tow launch of gliders, and the use of any turf area of the airport for take-offs and landings are prohibited. All aircraft must use the paved runways for take-offs and landings.
- b) All vehicular traffic on the taxiways is prohibited except when towing assembled gliders to the takeoff area or as provided in subsection (e) of this section.
- c) Gliders will space their takeoffs with the powered aircraft, using the favored runway, in such a way as to safely and efficiently prevent unnecessary delays to the normal traffic flow.
- d) No glider will be launched until the glider pilot or the tow plane pilot advises the Unicom operator that glider operations are planned.
- e) Vehicles used for the transportation of disassembled gliders (i.e. trailer) and/or persons will have an amber flashing light on the top of the vehicle or an approved yellow and black-checked flag attached to the vehicle and contain a mobile or portable radio transceiver tuned to the published, local Unicom frequency. These vehicles will drive to the assembly area and return after glider operations cease only once, and will follow the routes and park only in the areas designated by the Airport Manager. Transportation of persons during the hours of glider operations will be conducted by only one designated vehicle, properly equipped, following designated routes. All other vehicles will be parked in designated public parking areas.
- f) In the interest of safety, all gliders are requested to contain a mobile or portable radio transceiver tuned to the published, local Unicom frequency, and for the tow pilot to advise Unicom operator that a glider aero towing is in progress from the favored runway.

SECTION 36 Parachute Operations.

No person may conduct a parachute operation, and no pilot in command of an aircraft may allow a parachute operation to be conducted from that aircraft, over or onto any Airport unless –

- a) Meet provisions contained 14 CFR part 105 and Airmen's Information manual section 3-5-4.
- b) Prior approval must be obtained from the Board of County Commissioners of Garrett County MD and management of the Airport to conduct parachute operations over or on the airport.

SECTION 37 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 County or its agents, in connection with the operation of said Garrett County Airport, the Board of County Commissioners of Garrett County MD shall have a lien upon such personal property, which shall be enforceable as provided by law.
- b) 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 shall have been paid in full.

SECTION 38 Penalty for violation.

- a) Any person operating or handling an aircraft in violation of any of these rules or refusing to comply therewith, may at once be ejected from the Airport, or may for any period of time not exceeding fifteen (15) days be "grounded" by the Airport Manager, and upon hearing by this Board of County Commissioners of Garrett County MD 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. Provided that where any such penalty has been imposed, there shall be no prosecution under paragraph (b).
- b) Any violation of this article shall be a misdemeanor, punishable by fine in any sum not exceeding two hundred dollars (\$200.00).

In the event that any provision of these Rules and Regulations shall for any reason be determined to be invalid, illegal or unenforceable in any respect, the other provisions of these Rules and Regulations shall remain in full force and effect.

ATTACHMENTS:

- 1. Garrett County Incident Report.**
- 2. Emergency Data Information & Indemnity and Hold Harmless Agreement.**

REFERENCE:

- 1. Garrett County Prevention Control and Countermeasure Plan.**
- 2. NFPA Manual 407.**
- 3. Code of Federal Regulations 14, (Part 91.309, 105).**
- 4. Airmen's Information Manual.**
- 5. Transportation Security Administration Publication.**
- 6. Policies of Garrett County.**
- 7. Tobacco Use Policy.**

Garrett County Incident Report Form

Report Every Accident Promptly

Date of Incident: _____ Time of Incident: _____

Location of Incident (Include full address): _____

Name of Employee(s) involved: _____

Department Contact & Phone: _____

Clearly describe the circumstances including any vehicles, equipment, materials, persons, and environmental conditions involved: _____

Property Description & Extent of Damage: _____ (Continue on separate sheet if necessary)

Cause of Property Loss: _____ (Continue on separate sheet if necessary)

Utility encountered: Yes _____ No: _____ Describe utility damage: _____

Notification of Property Owner: _____ Date & Time of Contact: _____

Company Name & Address: _____

Contact Name & Title: _____

Any Injuries: Yes ___ No ___ Action for Injuries: _____

Extent of Injuries: _____

(Continue on separate sheet if necessary)

Name of Injured Person: _____ Phone: _____

Address: _____

Name of Injured Person: _____ Phone: _____

Address: _____

Send completed forms to DaVina Griffith, Risk Manager (301) 334-5022 Revised 09/06 All Employee Injuries MUST complete IWIF forms separately for Worker's Compensation.

Garrett County Incident Report Form

Report Every Accident Promptly

County Vehicle/Equipment Involved: Yes ___ No ___ Operator Name/Title: _____

Year: _____ Make: _____ Model: _____ VIN/Serial No: _____

Insurance Co. Name: _____ Insurance Phone: _____

Insurance Address: _____

Policy Number: _____ Expiration Date: _____

Year: _____ Make: _____ Model: _____ VIN/Serial No: _____

Insurance Co. Name: _____ Insurance Phone: _____

Insurance Address: _____

Policy Number: _____ Expiration Date: _____

Reported to Police: Yes ___ No: ___ If Yes, Contact Person: _____

Witness #1: _____ Phone: _____

Address: _____

Witness #2: _____ Phone: _____

Address: _____

Investigation Completed: Yes ___ No: ___ Investigation Completed By (Name & Title) _____

Photos Taken: Yes ___ No: ___ Date to Receive Photos: _____

Additional Comments: _____

Date of this Report: _____ Print Name & Title: _____

Signature of Person Completing

Report: _____

**GARRETT COUNTY AIRPORT
2G4**

771 Airport Road
Accident, Maryland 21520

Phone: (301) 746-8599
Fax: (301) 746-7026

E-Mail: airport 2g4@garrettcountry.org



Edward Kelley
Manager

Emergency Data Information & Indemnity and Hold Harmless Agreement

Please Print

Last Name: _____ **First Name:** _____

Full Address: _____

Home Phone: (_____) _____ **Cell:** (_____) _____

Aircraft Info: _____
Make **Model** **Tail / N Number**

Vehicle Information: (If vehicle is parked at airport for extended period)

Year **Make** **Model** **License Plate Number**

Tie Down Parking of Aircraft Rules at Garrett County Airport 1. Aircraft parked on the premise of Garrett County Airport shall not be parked in a manner that will block or hinder any other aircraft or vehicle traffic. The Airport Manager or designee may direct the owner or pilot in command of the Aircraft or their agents where to park for best operation of the Airport.

- 2. All aircraft not hangared shall be tied down at night and during inclement weather.
- 3. All aircraft owner or pilots in command are responsible for the tie down and security of their aircraft at all times while on the premise of Garrett County Airport and particularly during inclement weather. 4. It is the sole responsibility of the owner or pilot in command when leaving the parked aircraft unattended to see that the brakes are set and/or the Aircraft is properly chocked and/or tied down. Chokes and rope are provided for use at no charge and use of said items is at the risk of the owner or pilot in command.

To the fullest extent permitted by law, the Undersigned agrees to indemnify and hold the Board of County Commissioners of Garrett County, Maryland (hereinafter the County), its elected and appointed officials, the Garrett County Airport, employees, volunteers and others working on behalf of the County, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the undersigned, or anyone acting on their behalf in connection with or incident to parking, aircraft tie-down and/or vehicle parking on Garrett County Airport premise, except that the Undersigned shall not be responsible to the County on indemnity for damages caused by or resulting from the County's sole negligence; and the Undersigned shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Undersigned shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

I, _____ the Undersigned, have read and understand, and freely and voluntarily enter into this Indemnity and Hold Harmless Agreement with the County, understanding that this Indemnity and Hold Harmless Agreement is a waiver of any and all liability (ies) of the County and Garrett County Airport to me or my guest(s).

Dated this _____ **day of** _____, **20**_____.

Witness Signature

Owner / Pilot in Command Signature