

EXHIBIT "E"

Romeo State Airport
RULES AND REGULATIONS

Effective: *February 1, 2014*
rev. October 29, 2014

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1. SECTION 1. DEFINITIONS

- 1.1 “Aeronautical Activity” means any activity commonly conducted at the Airport which involves, makes possible or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, Aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, skydiving, ultralight operations, Aircraft sales and services, sale of aviation petroleum products, repair and maintenance of Aircraft, or sale of Aircraft parts and Aircraft storage.
- 1.2 “Aircraft” means any device that is used or intended to be used for flight in the air.
- 1.3 “Airport” means all property, including easements and rights-of-ways, belonging to the Romeo State Airport, to include areas not used for aeronautical purposes.
- 1.4 “Airfield” means Aircraft parking ramps, taxiways, runways, safety areas, runway protection zones and facilities housing navigational aids as designated by Airport Management and more fully depicted on the Airport Layout Plan (ALP).
- 1.5 “Airport Layout Plan” (ALP) means the Airport Layout Plan set for the Romeo State Airport approved by the FAA that may be revised from time to time.
- 1.6 “Airport Manager/Management” means Romeo Airport Management, LLC.
- 1.7 “Building Site” or “Sites” shall mean any lot, or portion thereof, or two (2) or more contiguous lots or portions thereof, or a parcel of land upon which a building or buildings and appurtenant structures, including landscaping, may be erected in conformance with the requirements detailed in the Land Lease with Airport Manager and MDOT.
- 1.8 “Commercial Operation” means an activity or operation such as the sale of gasoline or oil, the solicitation or engagement in charter flying or flight instruction, the overhaul or repair of an Aircraft or of engines or accessories, the sale of Aircraft parts, or otherwise offering aeronautical facilities or services to the public for profit pursuant to the Minimum Operating Standards Document
- 1.9 “Emergency Vehicle” means police or fire, ambulances, and any vehicle conveying an authorized Airport official or employee in response to an emergency call.
- 1.10 “Fixed Base Operator” (FBO) means any person, authorized by the Airport Manager and MDOT to offer aeronautical services to the public at the Airport as a Tenant, sub-tenant or by permit.
- 1.11 “Flying Club” means a non-profit corporation or association having three (3) or more members, all of whom are owners or stockholders in the corporation owning the club’s Aircraft, and having as its primary purpose the use of such Aircraft for the personal use and enjoyment of its members.

- 1.12 “Ground Lease” means that portion of the Airport leased to an individual, corporation or other legal entity under specific terms and conditions.
- 1.13 “Hangar Development Area” means the area, as time-to-time designated in the Airport Master Plan, for erection, construction and operation of hangars as defined above.
- 1.14 “Lessee” or “Lessees” means any person or persons leasing vacant airport property for Hangar development (requires additional agreement/lease with Airport Management).
- 1.15 “Master Plan” means the Airport blueprint for long term development. This includes future Airport developments, land use, financial plans to support, all developments, framework for continuous planning and implementation of proposed developments addressing all issues satisfying local, state and federal regulations.
- 1.16 “MDOT” means Michigan Department of Transportation and/or Office of Aeronautics.
- 1.17 “Minimum Standards” means the standards that are established by the Airport Management and MDOT as amended from time to time, stating the minimum requirements to be met by a Tenant, subtenant or proposed Tenant as a condition for the right to provide aeronautical services to the public at the Airport.
- 1.18 “Operator” means any person or persons engaged in a commercial operation on the airport pursuant to the Minimum Operating Standards.
- 1.19 “Operating License” is that instrument issued by the Airport Manager required for a Commercial Operator to provide services to the public on the Airport.
- 1.20 “Owner Ramp” means all Aircraft parking areas owned by Airport, to include those leased to a Commercial Operator.
- 1.21 “Person” or “Persons” shall mean any individual, firm, partnership, co-partnership, trust association, joint stock association, corporation, or company or body politic; and includes any successor, assignee, receiver, trustee, or other similar representative.
- 1.22 “Pilot” means any person who is FAA certified and responsible for the control of an Aircraft.
- 1.23 “Premise Hangar and or Hangar” shall mean any building for lease for aircraft storage (requires additional agreement/lease with Airport Management).
- 1.24 “Restricted Area” means an area of the Airport open only to authorized personnel.
- 1.25 “Self-Service” shall mean Aircraft owners must be permitted to fuel, wash, repair, and otherwise take care of their own aircraft with their own personnel, equipment, and supplies. At the same time, the sponsor is federally obligated to operate the airport in a safe and efficient manner. An aircraft owner or operator may:

- a. Perform self-service operations, usually in accordance with 14 Code of Federal Regulations (CFR) Part 43.
- b. Use its own sources for parts and supplies.
- c. Perform its own self-fueling activities, including bringing fuel to the airport with its own employees

Self-service activities must be performed by the owner or employees of the entity involved. Self-service activities cannot be contracted out to a third party.

- 1.26 “Signs” shall mean any structure, device or contrivance, electric or non-electric, and all parts thereof, which are erected or used for advertising purposes upon or within which any power, bill, bulletin, printing, lettering, painting, device, or other advertising of any kind whatsoever is used, placed, painted, posted, tacked, nailed, pasted, or otherwise fastened or fixed. All signs will be approved by the Airport Manager.
- 1.27 “SPCCP” means spill prevention counter control plan.
- 1.28 “Structures” and/or “Improvements” shall mean and include hangars, buildings, out buildings, parking areas, loading areas, Aircraft ramp areas, fences, walls, and illumination facilities.
- 1.29 “SWPPP” means storm water pollution prevention plan.
- 1.30 “Taxilanes” means those rights-of-ways so designated by Airport Management and connecting to a taxiway or apron and thereby serving all Aircraft based on or using the Airport and essential to the use and operation of the Airport.
- 1.31 “Taxiways” mean those aviation surfaces so designated by Airport Management as to be open to all Aircraft for the purpose of taxiing Aircraft to and from runways and other Airfield locations and surfaces.
- 1.32 “Tenant” or “Licensee” shall mean any person or persons, family, employees, invitees, guests, agents, clerks, servants, and visitors licensed to occupy, rent, or lease Hangar or Building space or a portion of airport improvements.
- 1.33 “Terminal Parking Area” means the public parking area for Aircraft adjacent to the public terminal building, as designated by Airport Management.
- 1.34 “Vehicle” shall mean any device which any person or property is transported or carried upon the Airport, excluding aircraft.

1.35 Abbreviations

A. Above Ground Level	AGL
B. Air Industrial Park	AIP
C. Airport Layout Plan	ALP
D. Airport Traffic Pattern	ATP
E. Common Traffic Advisory Frequency	CTAF
F. Federal Aviation Administration	FAA

- | | | |
|----|---|-----------|
| G. | Michigan Aeronautics Commission | MAC |
| H. | Michigan Department of Environmental Quality | MDEQ |
| I. | Michigan Department of Transportation/Office of Aeronautics | MDOT/AERO |
| J. | Notice to Airmen | NOTAM |

2. SECTION 2. AUTHORITY

- 2.1 Romeo State Airport is owned by the State of Michigan, managed and operated by Airport Management. MDOT grants to the Airport Management the authority to occupy, control, equip, improve, and maintain in serviceable condition the Romeo State Airport, including all lands, buildings, improvements, structures, easements, and rights of access, for the term of the Contract. MDOT further authorizes the Airport Management to lease Airport property to other tenants of the Airport in furtherance of Airport business subject to the prior review and approval of each lease by MDOT.
- 2.2 The Airport Management is empowered to:
- 2.3 Request proof of certificates and licenses which are required to be in possession of the pilot or operator, or to be displayed on the aircraft using the Airport.
- 2.4 Stop the operation of any aircraft which Airport Management considers detrimental to public safety, which is not properly licensed, or which is not being operated in accordance with applicable Federal, State, local or Airport rules and regulations.
- 2.5 Close the Airport when necessary in the interest of public safety.

3 SECTION 3. GENERAL

- 3.1 All rules and regulations set forth by the Airport Management, the Federal Aviation Administration, MDOT, and the Michigan Offices of Aeronautics are adopted herewith. Romeo Airport Rules and Regulations will remain in full force and effect until amended

All rules and regulations enacted by the Airport Management, MDOT and/or the FAA relative to persons, Pilots, Aircraft, air traffic, and airports now in effect, or any amendments adopted in the future, are hereby adopted by reference and made a part of these regulations.

Airport Management shall have complete authority, at its sole discretion, to open and close aeronautical surfaces, and to suspend flying operations when, in its opinion, the condition of the Airfield is such as to make flying operations unsafe.

No Person shall utilize the Airport property as a base or point of operation for the purposes of engaging in Commercial Operations of any nature without having previously obtained the written authority from Airport Management in the form of an Operating License.

- 3.2 MDOT provides and the Airport Management maintains the Airport for the use of the general public. All Commercial Operators using the Airport and Airport Property shall furnish their services on a fair, equal and non-discriminatory basis. Commercial Operators will not, on the grounds of religion, race, color or national origin, sex, age, height, weight, marital status, or handicap discriminate or permit discrimination against any person, or groups of persons in any manner prohibited by Title VI of the Civil Rights Act of 1964; or by Part 15 of the Federal Aviation Regulations. Airport Management shall have the right to take such action as the Federal Government may direct to enforce this obligation.
- 3.3 Operations at the Airport shall conform to all applicable and current Federal, State and Local Regulations and Laws. Airport Rules and Regulations, as well as the requirements and obligations contained in the Airport lease or license agreements.
- 3.4 No person or persons shall utilize the Airport as a base or point of operations for the purpose of engaging in commercial operations for which a license is required of any nature without having previously obtained a license through the Airport Management.
- 3.5 Witnesses of, or participants in, an aircraft accident on or near the Airport shall report to the Airport Management or responsible authorities as soon after the accident as possible, furnishing their names, addresses, and rendering reports as required.
- 3.6 No person, unless otherwise authorized, shall walk, cycle, or drive on the Airport other than on the roads, walks, or places provided for the particular class of traffic.
- 3.7 No person or persons shall operate any taxicab limousine, bus, or car rental activity for the purpose of carrying passengers for hire from the Airport contrary to applicable rules and regulations, leases, and/or licenses. (requires lease with Airport Management)
- 3.8 No person or persons shall enter any area of the Airport posted as closed or restricted to the public without permission of the Airport Management.
- 3.9 All person or persons performing any construction activities on Airport property and all activities or commercial operations on airport property shall comply with any approved SWPPP and/or SPCCP on file with the Airport Manager and MDOT.
- 3.10 Water closets and other toilet plumbing fixtures shall not be used for any purpose other than that for which the same is commonly and reasonably intended, and any damage resulting to same from Licensee's misuse shall be paid for by Licensee. No person shall interfere or tamper with faucets, pipes, plumbing or other water fixtures or otherwise redirect or misappropriate the flow of water.
- 3.11 No person shall disturb the occupants in any building or on Airport property by the use of radios, television sets, loudspeakers, musical instruments or otherwise, or by making loud or disturbing noises.
- 3.12 No bicycle or other vehicles, no pets, dogs, cats or other animal shall be allowed in the Terminal Building, unless the animal is a working animal.
- 3.13 The Hangar shall not be used for lodging or sleeping or any immoral or illegal purposes whatsoever.

- 3.14 To the extent practical, users of the airport agree to abide by noise abatement procedures that are now in effect or as may be from time to time amended.
- 3.15 Airport Management reserves the rights to develop and improve the Airport Development with MDOT approval.

4 SECTION 4. LEASE HOLDERS

- 4.1 Any carpeting cemented down shall be installed with a reasonable adhesive and removed in its entirety upon vacating the Hangar.
- 4.2 No electric, telephone, other wires, satellite dishes or cables for any purpose shall be brought into the Hangar without Airport Management's prior written consent specifying the manner in which it may be done. No boring, cutting, or stringing of wires shall be done without Airport Management's prior written consent. Licensee shall not disturb or in any way interfere with the current heating electric light fixtures, electrical wiring or outlets and persons authorized or approved by Airport Management shall accomplish all alterations and work.
- 4.3 All safes, equipment or other heavy machinery, equipment or articles shall be hand carried in or out of the Hangar only at such time and in such manner as shall be prescribed in writing by Airport Management, and Airport Management shall in all cases have the right to specify the proper position of any such safe equipment or other heavy article, which shall only be used by Licensees in a manner which will not interfere with, or cause damage to, the Hangar, or to the other Licensees or occupants of the Hangar. Licensee shall be responsible for any damage to the Hangar or any property belonging to Licensee or others and injuries sustained by any person whomsoever resulting from the use or moving of such articles in or out of the Hangar, and shall make all repairs and improvements required by Airport Management or governmental authorities in connection with the use or moving of such articles. No vending machines whatsoever unless approved by Airport Management in writing.
- 4.4 No additional lock or locks shall be placed on any door on a Hangar unless installed by Airport Management. Any locks Licensee installs will be in violation of Airport Management's Master Key System, Airport Management's right of access and Airport Management has the right and shall remove any and all such lock(s). Airport Management will install locks only upon receipt of Licensee's written request of the quantity and location of said lock(s) needed. Licensee agrees to pay for all fees related to such removal and installation as billed by Airport Management.
- 4.5 Licensee Lease holders shall not install or operate any electrical, steam, gas engine HVAC units or boiler or carry on any mechanical business in the Hangar, or use oil, burning fluids, kerosene, camphene or gasoline for heating or lighting, or any other purpose. No article deemed hazardous due to flammability or other dangerous properties, or any explosive, shall be brought into the Hangar. The use of hot plates for cooking is prohibited, and only approved coffee percolators shall be permitted.

- 4.6 Licensee Lease holder is allowed one (1) person per every Three Hundred (300) usable square feet in the Hangar suite to conform to the BOCA codes and Airport Managements rules and regulations. Licensee cannot overload the Hangar since such overloading will severely harm other Licensees in the Hangar Building, the parking areas and stress the HVAC and other service systems servicing the Airport Development.
- 4.7 Airport Management (or Airport Management's agent) is responsible for snow removal on Airport Property. Snow removal from Lessees apron, driveway and parking spaces shall be performed by Lessee at Lessee's sole cost and expense and shall not interfere with Airport Management in anyway. [Please refer to the airport snow plowing policy.] Lessee shall be responsible for all grass cutting, weeding, watering, edging and fertilization at their sole cost and expense, according to Airport Management's policy.
- 4.8 Fixtures may be attached to the Hangar by the Lease holders, only upon written approval from the Airport Management. Tow winches will be permitted in the Hangar but shall not damage or change the Hangar in any way.

5 SECTION 5. PERSONAL CONDUCT

- 5.1 No person or persons shall commit any disorderly, immoral, obscene, or indecent act or create any nuisance on the Airport.

The Airport Management shall at all times have authority to take action as may be necessary in the handling, conduct and management of the public in attendance at the Airport.
- 5.2 No person or persons shall
 - A. Destroy, injure, deface, or disturb in any way any building, sign, equipment, marker, or other structure, tree, flower, lawn, Airport property or MDOT and public property.
 - B. Abandon any personal property on the Airport.
- 5.3 All tenants shall maintain their personal property and rented or leased and/or licensed property in good condition as to repair, cleanliness, and general maintenance.
- 5.4 No person or persons shall erect, post, distribute, or display signs, advertisements, circulars, printed or written matter at the Airport without prior permission of the Airport Management.
- 5.5 No person or persons shall solicit funds for any purpose on the Airport without the permission of the Airport Management.
- 5.6 No person or persons shall dispose of garbage, papers, waste oils, fuels or solvents, or other materials on the Airport except in the receptacles or facilities provided for that purpose.

- 5.7 No person except federal, state and local sworn peace or law enforcement officers; duly authorized Department of Homeland Security representatives such as Transportation Security, Customs and Immigrations officials; authorized Airport officials; members of the armed forces of the United States on official duty; or persons with current concealed weapon permits, shall carry any weapon or explosive material onto the Airfield. Properly encased, unloaded sporting guns may be carried for transshipment. The possession of said articles shall not be in violation of any of the laws of the County, the State of Michigan or the United States.
- 5.8 No person, at any time, shall incinerate any article on Airport property without prior written permission from the Airport Manager, who will require that an appropriate burn permit from Ray Township is acquired, and per County ordinance.

No person, at any time, shall smoke on the aprons, in gasoline storage areas, or in any building used for the storage of Aircraft, or within fifty (50) feet of any fueling or defueling operation, or in conflict with County ordinance regarding smoking within County-owned facilities.

- 5.9 In the event of failure to adhere to and comply with these regulations, Airport Management will notify the violator of such violations. Whenever practicable, such notice shall be in writing. If the violator fails to correct the violation within the time specified in the notice, it will be deemed by Airport Management good and sufficient cause to remove any person or Aircraft from the Airport and deny the same any further use and privileges of the Airport, in order to safeguard the Airport and public in general.

When a violation of these Rules and Regulations may cause revocation of an Operating License, a permit and/or privileges exercised by a person at the Airport, such person shall receive written notification from the Airport Manager of such alleged violations giving the time and place and such other details as shall adequately apprise such person of the alleged violation and the proposed action. In the event the person receiving such notification desires to contest the alleged violation, or the proposed action, they shall submit a written appeal within ten (10) days of receiving such notification to the Airport Manager.

Any Person observing a violation shall report the violation to the Airport Manager.

- 5.10 If any section, sentence, or clause of these Rules and Regulations is for any reason held void or inoperative, the remaining provisions shall not be affected.

6 SECTION 6. AIRCRAFT

- 6.1 Only FAA certificated aircraft shall be allowed to operate at the Airport. All Aircraft based on the Airport shall be registered with the Airport Management and the Michigan Department of Transportation, Office of Aeronautics. Any purchase, sale, or transfer shall be reported within fifteen (15) days. In the case of a Tenant

subleasing Aircraft storage space, the primary Tenant/hangar operator shall have responsibility for ensuring such registration of Aircraft occurs.

All Aircraft based at the Airport shall comply with the Michigan Uniform Financial Responsibility Act, being Act 257 or the Public Acts of 1955, as amended. (M.C.L.A. 259.651 et. seq.)

6.2 No aircraft shall be allowed to park or be left unattended on the terminal ramp, except for the purpose of loading and unloading passengers, cargo, etc. Aircraft may be left in this area for limited periods of time provided the pilot obtains authorization from the Airport Management.

6.3 All unhoused aircraft shall be parked in the space designated for this purpose. All aircraft owner/operators are responsible for securing their own aircraft. Owners of such aircraft shall be held responsible for any damage to their own or other aircraft resulting from failure to properly comply with the rules. It is also the responsibility of the aircraft owner or operator to check his aircraft periodically for security.

Aircraft parked overnight on the Owner Ramp must be chocked and/or tied down by the pilot in the designated tie-down areas. Overnight parking and monthly tie-down fees as established by the Airport Management shall be paid to the Romeo State Airport.

6.4 Parked aircraft shall be placed so as not to interfere with normal taxiway traffic. Parking outside of Hangars is not allowed unless the aircraft is twenty (20) feet from the taxiway edge.

6.5 Aircraft engines shall not be started when the airstream may throw loose debris or any object at buildings, parking areas, or spectators. During taxi, the pilot shall exercise caution with respect to the effects of the propeller blast, jet blast or rotor effect of his aircraft.

6.6 Engine run ups shall be performed in the areas designated by Airport Management and conducted so that the airstream is directed away from aircraft and passenger loading areas. Engine runups on terminal ramp shall be conducted so airstream is directed away from any and all buildings.

6.7 The engine of any aircraft shall not be started or run inside a Hangar, nor shall any aircraft be taxied into or out of a Hangar.

6.8 All aircraft moving on the ramps, aprons, runways, or taxiways shall display lighted position lights at night. All takeoffs and landing shall be restricted to lighted runways only.

6.9 Helicopter landings and takeoffs shall not be over Hangars, buildings, obstructions, automobile parking areas or any group of assembled people. Air taxing will not be authorized in close proximity to other aircraft, vehicles, buildings or pedestrians. Hovering shall be practiced in approved helicopter training areas only.

6.10 No person shall interfere with or tamper with Aircraft, put the engine of an Aircraft in motion, or use any Aircraft, Aircraft parts, instruments or tools without permission of the owner or by specific direction of the Airport Manager, except in the case of an emergency whereby loss of property and/or life is at risk.

Disassembled Aircraft must be stored inside a hangar. Exceptions may be made by Airport Management for short-term storage outside a hangar of partially dismantled Aircraft undergoing active repair.

- 6.11 The owner of any wrecked or disabled aircraft shall be responsible for its prompt removal and placement. In the event of failure to remove the aircraft or parts, they may be removed by the Airport Management in accordance with the statues of the State of Michigan and MDOT made and provided.
- 6.12 No disassembled or wrecked aircraft shall be stored outdoors on the Airport unless screened from view by an opaque fence.
- 6.13 **Self Service.** Aircraft, aircraft engines, propellers, and aircraft accessories shall be repaired in areas specifically designed for such use. The owner **or operator** of an aircraft is permitted to fuel, wash, repair, paint and otherwise take care of his own aircraft, provided there is no attempt to perform such services for others. Any person or persons performing maintenance or repair work on an aircraft not his own shall be considered to be a commercial operation and is subject to the applicable minimum operating standards (requires additional separate agreement/lease with Airport Management). **Individuals desiring to exercise their right to self fuel are required to obtain an aviation self fueling agreement.**
- 6.14 Launching of balloons and towing of gliders or banners on or from a runway requires coordination with Airport Management. Aerobatics shall be performed only within aerobatic boxes, either temporary or permanent, and only after proper definition and notice has been given to the flying public through proper FAA notification processes so that pilots, users and operators can understand and anticipate such activities.
- 6.15 No engine may be tested or left running unless the aircraft controls are attended and a competent attendant is standing by on the ground. Engine tests shall be conducted only during normal business hours, 8:00 a.m. to 5:00 p.m. In special cases, the times stated may be extended, but prior approval must be obtained from Airport Management.
- 6.16 Skydiving or jumping out of any aircraft onto the Airport requires coordination with Airport Management.

7 SECTION 7. GENERAL SAFETY RULES

- 7.1 The National Fire Protection Association (NFPA) code shall be considered the minimum safety requirement for all operations on the Airport. Enforcement shall be by Airport Management, MDOT, Ray Township Fire Department, and Aviation Insurance Underwriters.
- 7.2 All operators shall exercise caution when handling and transporting hazardous materials. Such materials shall be marked in accordance with applicable federal and other applicable regulations. It is the responsibility of the operator to conduct a safe operation.

- 7.3 All operators and all person or persons performing any activities on Airport property shall comply with any approved SWPPP and/or SPCCP on file with the Airport Manager and MDOT.
- 7.4 No person or persons shall use hazardous or flammable liquids in the cleaning of aircraft, aircraft engines, propellers, or aircraft accessories unless such cleaning operations are conducted in open air, or in a room specifically set aside for that purpose. Such rooms must be properly fire proofed and equipped with adequate and readily accessible fire extinguishing apparatus.
- 7.5 No person or persons shall conduct any open flame operations in any Hangar unless authorization has been obtained from Airport Management.
- 7.6 No person or persons shall keep or store any flammable liquids, gases, signal flares or other similar material in the Hangars, on the apron, or in any building on the Airport. Flammables may be stored in rooms or areas specifically approved for storage by Airport Management.
- 7.7 No person or persons shall use hazardous or flammable substances for cleaning floors in the Hangars or in other buildings on the Airport. Floors shall be kept free and clear of oil, grease, and other flammable materials.
- 7.8 Lessees and operators shall provide suitable metal receptacles with self-closing covers for the storage of oily waste, rags, and other rubbish. All such waste shall be removed frequently.
- 7.9 Any person or persons who damages or sees damage to Airport equipment, such as lights, fences, signs, etc., shall report it to Airport Management.
- 7.10 All aircraft involved in a bomb threat shall be moved from the terminal ramp or other aircraft parking areas to a location designated by Airport Management. Anyone having received such notice shall immediately notify Airport Management, MDOT, Office of Aeronautics and Federal Agencies.
- 7.11 Fueling Operations
 - A. No aircraft shall be fueled or drained while the engine is running or being warmed by application of exterior heat or while such aircraft is in a Hangar or enclosed space.
 - B. Fueling or draining operations shall be conducted a minimum of 50 feet from passenger or smoking areas.
 - C. No person or persons shall operate any radio transmitter or receiver, cellular phone, or switch electrical accessories off or on in an aircraft during fueling or draining.
 - D. Prior to refueling, the aircraft and the fuel dispensing apparatus shall each be grounded to a point or points of zero electrical potential. This also applies to defueling and/or draining of fuel.
 - E. Persons engaged in the fueling and draining of aircraft shall exercise care to prevent overflow of fuel. If fuel overflows on the ground, Airport Management shall be contacted for appropriate action. All fueling activities

shall comply with any and all approved SWPPP, SPCCP and Airport Management fuel agreements on file with Airport Management and MDOT.

- F. No passenger shall be permitted in any aircraft during fueling unless a cabin attendant is present at or near the cabin door.
- G. No person or persons shall use any material during fueling or draining of aircraft which is likely to cause a static spark.
- H. Adequate fire extinguishers shall be within ready reach of all fueling and draining operations.
- I. No person or persons shall start the engine of any aircraft when there is any gasoline or flammable material on the ground under or around such aircraft.
- J. Fueling hoses, refueling and draining equipment shall be maintained in a safe, sound and non-leaking condition. All auxiliary engines on refueling equipment must be provided with exhaust pipe spark arrests and truck exhaust routed away from tanks.
- K. Any and all fueling of aircraft shall be conducted in accordance with all FAA and local Fire Marshall's requirements and shall comply with all approved SWPPP and/or SPCCP and Airport Management agreements on file with Airport Management.

8 SECTION 8. HAZARDOUS MATERIAL SPILLS

- 8.1 All operators, Tenants and users shall be responsible for reporting, mitigating and cleaning up, at their expense, spills of oil, fuel, grease or other hazardous materials associated with their Aircraft and operations, their customer's Aircraft and operations, and Aircraft and operations within their leasehold on the Airport, in a manner consistent with the MDEQ Rules and Regulations pertaining to vehicle-related releases.
- 8.2 Small Spills (less than thirty (30) gallons): The Airport Manager shall be notified immediately of any spill less than thirty (30) gallons. Additional information, in writing, shall be provided to the Airport Manager within seventy-two (72) hours of said spill outlining actions taken to mitigate and clean up the spill.
- 8.3 Large Spills (thirty (30) gallons and greater): For spills of thirty (30) gallons or greater, in addition to notifying the Airport Manager, the following notifications shall be made:
 - 1. 911 shall be called – immediately at time of spill.
 - 2. Ray Township Fire Department shall be called immediately at time of spill (586) 749-3059.
- 8.4 Reporting: The operator, tenant or user responsible for any spill shall file written report(s) pertaining to the spill within seventy-two (72) hours of the spill occurrence to the following agencies: 1. Airport Manager; 2. MDOT Office of

Aeronautics Phone: (517) 335-9841; 3. MDEQ Remediation and Redevelopment Division (RRD) shall be called. RRD contact: Phone: (586) 753-3700 FAX: (586) 753-3859

The Pollution Emergency Alerting System (PEAS) Hotline can be used for the MDEQ/RRD notification: (800) 292-4706

Written reports shall be on a form acceptable to the County. For spills less than thirty (30) gallons use MDEQ Responding to Vehicle-Related Releases in Michigan form (Exhibit A). For spills thirty (30) gallons and greater use MDEQ Spill or Release Report (Exhibit B).

Failure to report, mitigate or clean up per these rules and County ordinance shall result in a fine of one-thousand dollars (\$1,000.00).

9 SECTION 9. MOTOR VEHICLES

- 9.1 All motor vehicles operating or parked on the Airport shall comply with applicable township, county, and state regulations and with these Rules and Regulations.
- 9.2 No person or persons shall operate any motor vehicle on the airport or airfield property beyond posted signs or vehicles holding lines, or on taxiways or runways without: Authorization of Airport Management, and Communication with the Airport Management manager, or Escort of a radio-equipped vehicle, have a yellow rotational beacon or flashing/blinking LED Light either in red or white color
- 9.3 Motor vehicles parked on or in the T-Hangar section of the airport shall at all times be at least twenty (20) feet from the edge of the taxiway. Violators of this rule will be subject to vehicle impoundment at the owner's expense.
- 9.4 No person or persons shall operate a motor vehicle on the Airport in excess of the speed limits prescribed and indicated by posted traffic signs. When not posted, the prescribed speed limit on established roadways in and around the Airport is 25m.p.h.
- 9.5 No person or persons shall operate a motor vehicle on the Airport contrary to the directed of posted traffic and parking signs.
- 9.6 Pedestrians and aircraft in motion shall have the right of way over vehicular traffic. No vehicle shall be driven in front of a moving aircraft with engines running.
- 9.7 Auto parking shall be permitted only in areas that are designated by Airport Management. Vehicles in violation will be cited in accordance with the statues made and provided.
- 9.8 No person or persons shall abandon any vehicle on the Airport. Airport Management may remove a disabled or unlicensed vehicle in accordance with the statues made and provided.
- 9.9 All vehicles used in loading and servicing of aircraft on the ramp shall be equipped with lights which clearly outline the vehicle.

9.10 Each Commercial Operator and Airport personnel must obtain Airfield familiarization before vehicle access authorization shall be given by Airport Management, and before an Airport gate card is issued (future).

Issuance of vehicle authorization shall be predicated on successful completion of the "Airfield Driver's Permit Test" (Exhibit C).

10. SECTION 10. MINIMUM OPERATING STANDARDS

10.1 No person shall enter upon the Airfield without authorization from Airport Management. Authorized Persons shall include, but not be limited to, Pilots, passengers and mechanics licensed to do business at the Airport, Commercial Operators, Persons having business with Commercial Operators, or duly authorized officials charged with enforcing local, state or federal laws or regulations.

All Persons, when requested by Airport Management, shall present identification and show cause for entering the Airfield.

This rule shall not prohibit the owner of a Hangar or an airplane access to his property when not engaged in a flying operation.

11. SECTION 11. COMMERCIAL OPERATIONS

11.1 No Person shall engage in Commercial Operations on the Airport without a license issued by the Airport Manager and the payment of the annual fee as from time to time specified by the State of Michigan and Office of Aeronautics.

A license shall not be granted until the applicant has delivered to the Airport Management satisfactory documentation that the minimum standards, as set forth in the Romeo State Airport 'Minimum Standards', and the additional requirements, as provided in Sections 3.1-15 of those Standards for the specific Commercial Operation requested, have been met.

As a further condition of the license, the Commercial Operator shall also agree to notify the Airport Manager within five (5) days of any change in the information initially furnished to meet these standards and requirements.

Current copies of all required certificates and licenses must be placed on file with Airport Management.

12. SECTION 12. APPEALS

12.1 Any Person shall have the right to appeal actions and interpretations of these Rules, Regulations, and Minimum Standards by Airport Management to the Office of Aeronautics. Such appeals shall be in writing and filed within twenty-one (21) days of any such decision or interpretation.

13. SECTION 13. VARIANCES

13.1 The State of Michigan and Office of Aeronautics shall have the authority to grant such variances as may be in harmony with the general purpose and intent of these Rules and Regulations and the Airport's Minimum Standards where a literal application of such regulations would result in an unreasonable and unnecessary difficulty or burden and the relief granted would not be contrary to the public interest, but would do substantial justice and be in accordance with the spirit of these Rules and Regulations and the Airport's Minimum Standards, based upon the following standards:

- A. safety concerns
- B. compatibility with the Airport Master Plan
- C. whether any nuisance conditions would be created such as traffic congestion, lighting, etc.
- D. any other reasonable alternative available to the variance
- E. self-created problem

14. SECTION 14. IMPOUNDMENT PROCEDURES

14.1 This rule shall apply to all persons or entities who use the Airport and its facilities:

14.2 Airport Management may remove and impound any Aircraft or other vehicles found on Airport property:

- 1. Parked in an area designed and posted as restricted area without written authorization from Airport Management
- 2. Parked in violation of these Rules and Regulations
- 3. Abandoned on Airport property for more than fourteen (14) days without prior notification and permission of Airport Management
- 4. Whose owner has failed to pay parking fees for fifteen (15) days after the date of the first statement that a parking fee is due. The parking statement shall be attached to the Aircraft or other vehicles
- 5. Parked in such a way as to constitute a hazard or impediment to the general public or to the movement and operation of Aircraft or emergency equipment.

14.3 At the time of removal for impound, a Notice of Impound shall be posted by Airport management as near to the location from which the Aircraft or vehicle was removed as is practical, and a copy of the notice shall be mailed by Airport Management to the address listed on the Aircraft, or vehicle registration in the Aircraft or vehicle, or in the Airport records. If no address is known to the Airport Manager, the notice shall be published twice in a daily newspaper with a general circulation in Macomb County, within a period of ten (10) working days from time of impound. The notice shall

describe the Aircraft or vehicle, the parking violation requiring impoundment, the location at which the Aircraft or vehicle is being impounded, the name and address of the person to see about the impound, and owner's rights to file an request for a hearing under subsection (D) of this section.

- 14.4 The owner of the Aircraft or vehicle shall be responsible for costs involved in removing, impounding, and storage of such Aircraft or vehicle, and costs incurred by publication or the Notice of Impound. The Airport Manager shall have any vehicle towed by a towing company licensed by the Michigan Public Service Commission, or any Aircraft towed by Fixed-Base Operator licensed by MDOT/AERO.
- 14.5 Any person affected by decision made within Romeo State Airport pursuant to this Chapter may request a hearing in writing to the Office of Aeronautics. The person shall request such a hearing in writing to the Office of Aeronautics not more than 30 days after the action of Airport Management except for the modification of the time limits provided in this section.