

# **STANDARDS FOR OPERATIONS**

**AT**

**Lakefield Airport (KCQA)**

**May 14, 2018**

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# STANDARDS FOR OPERATIONS AT LAKEFIELD AIRPORT

**PURPOSE:** To establish standards and procedures to govern aeronautical activities at Lakefield Airport.

**POLICY:** Fair and reasonable opportunity, without discrimination, shall be accorded to all entities and individuals to qualify or otherwise compete for available facilities and to establish general aviation operations within the jurisdiction of the Airport Owner, subject to the adopted Standards For Operations and Requirements. Operators are encouraged to exceed these Standards For Operations; only in extreme cases, and with prior written approval of the Airport Owner, will businesses be allowed to operate under conditions below the minimums.

## SECTION I

### Implementation and Applications

- A. These standards shall effect and be incorporated by reference into future Operator's leases.
- B. Any applicant wishing to establish an aeronautical activity shall be furnished a copy of these Standards For Operations, as amended, and shall make application in writing to the Airport Manager, or any duly appointed person exercising these functions. The application shall set forth in detail the following:
  - 1. the name, address and telephone number of the applicant and proposed name of the operation;
  - 2. the proposed land use, facility and/or activities sought, including location and size of lease area and buildings;
  - 3. the names and qualifications of the personnel to be involved in conducting such activity and number of people to be employed;
  - 4. the financial responsibility and technical ability of the applicant and Operator to carry out the activity sought;
  - 5. the tools, equipment, services, and inventory, if any, proposed to be furnished and/or utilized;
  - 6. the estimate of costs for any development and improvements;

7. applicant's schedule for operation and construction (if appropriate);
8. the number and type of aircraft to be provided;
9. the hours of proposed operation; and
10. the insurance coverage to be maintained.

## SECTION II

Definitions: As used herein, the following terms shall have the meanings indicated.

- A. Aeronautical Activity: Shall mean any activity, whether or not conducted on or off Airport property, 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 and shall include, but not by way of limitation, all activities commonly conducted on airports, such as charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, flying clubs, aerial advertising and surveying, sale of lubricants, repair and maintenance of aircraft, sale of aircraft, parts, sale or maintenance of aircraft accessories, radio, communication and navigation equipment and other activities which, because of its direct relationship to the operation of aircraft, can appropriately be regarded as all aeronautical activity.
- B. Airport: Shall mean the Lakefield Airport.
- C. Airport Owner: Shall mean Lakefield Airport Authority Board, 6177 State Route 219, Celina, OH 45822.
- D. Critical Aircraft: Shall mean the aircraft with the largest wingspan, tail height and/or gross weight which is anticipated will use a proposed facility.
- E. Standards For Operations: Shall mean the minimum qualifications and requirements established herein for aeronautical activity at the Airport.
- F. Master Plan or Airport Layout Plan: Shall mean the currently approved scaled dimensional layout of the entire Airport, indicating current and proposed usage for each identifiable segment as approved by the Airport Owner.
- G. Operator: Shall mean Private Based Operators or Commercial Operators, fixed base or non-based.
  1. Commercial Operator: A person, firm, corporation or entity engaged in Aeronautical Activities, as defined herein, on the airport when purpose of said Aeronautical Activity is to secure earnings, income, compensation, or profit. Fixed

Base Operators use the Airport as their base of operations and maintain aircraft at the Airport. A non-based Operator uses the airport for commercial activity involving profit but does not base an aircraft at the airport. Aircraft operations originating at another airport but using the airport for training are not considered commercial operations.

2. Private Operator: A person, firm, corporation, or entity engaged in aeronautical activities, as defined herein, on the airport when purpose of said aeronautical activity is not to secure earnings, income, compensation, or profit. Based Private Operators use the airport as their base and maintain aircraft at the airport. Non-based private Operators operate from other airfields.
- H. Public Facilities: Shall mean Ladies' and Men's rest rooms, lobby and waiting area equipped with seating provisions, drinking water, and telephone. These shall also include roads and automobile parking areas (unless specifically included as part of the leased area). These facilities are to be open to and for the benefit of the public using the airport during hours of operation.
- I. Self Fueling: Shall mean fueling performed by bona fide employees of the Operator, or by the Operator, with equipment owned or leased by the Operator, only into aircraft owned or leased by the Operator.
- J. Self Maintenance: Shall mean maintenance performed by bona fide employees of the Operator, or by the Operator, with equipment owned or leased by the Operator, only to aircraft owned or leased by the Operator. This must be performed in accordance with all appropriate federal, state and local rules, regulations and requirements.

### **SECTION III**

#### **Standards for Operations at the Airport**

**PURPOSE:** To establish standards and uniform procedures to enhance safety, efficiency and noise abatement.

- A. All aircraft operations on the Airport shall be conducted within the regulations of the Federal Aviation Administration, Ohio Department of Transportation - Division of Aviation, Ohio Revised Code, Federal Communications Commission, the Airport Owner and all other applicable federal, state and local rules and/or regulations. Any violation of these regulations will be considered a violation of these Standards For Operations.
- B. All flight operations will be conducted per standard traffic pattern procedures as outlined in the Airman's Information Manual and Federal Aviation Regulations.

- C. All flight operations will be planned so as to avoid flight over populated areas whenever possible, particularly at low levels and high noise levels, without compromising flight safety, as reasonably determined by the aircraft pilot-in-command.
- D. Special events or demonstrations are only to be conducted with prior approval of the Airport Owner or its designated representative and the FAA, where applicable, and shall be limited to aeronautical activities, unless otherwise approved by the Airport Owner.
- E. All persons operating aircraft at the airport shall hold at least a valid student pilot certificate, or shall be a certified mechanic authorized to test the aircraft on the ground.
- F. Aircraft shall taxi at a safe and reasonable speed for existing conditions.
- G. Aircraft that are unattended shall be properly secured with engines off and shall be locked. Parked aircraft shall not block common facility taxiways.
- H. Aircraft owner/pilot preventative maintenance and cleaning is to be performed in the tenant's rented hangar and shall be confined to that maintenance to which he or she is qualified and permitted to do as specified in Appendix D to FAR PART 43.
- I. All aircraft maintenance conducted on the Airport, other than owner/pilot preventative self maintenance, shall be completed by a qualified and licensed person or facility located on the Airport. Such person shall provide proof of appropriate FAA certification to Lakefield Airport Authority representative prior to commencing work on airport premises.
- J. All aircraft based at the airport shall be covered by liability insurance with the following minimum coverage:

Bodily Injury -Amount as stated in the current hangar rental contract

Property Damage -Amount as stated in the current hangar rental contract

Proof of such coverage shall be submitted to the Airport Owner or its designated representative, upon execution of the lease.

- K. All fuel products dispensed into aircraft at the airport shall be a type approved by the aircraft manufacturer and/or the Federal Aviation Administration for the specific aircraft and engine receiving the fuel. The fuel dispensed shall have the fuel manufacturer's certification to be used for aircraft operations.
- L. Self fueling of private aircraft, as defined in Section II, will be permitted only when in compliance with the following requirements:
  - 1. Self fueling is accomplished only when entire aircraft is completely clear of tenant's hangar.

2. Aircraft and container must be properly grounded. In addition, all fuel filters shall comply with standards for the type of fuel being dispensed.
  3. Fuel or flammable liquids may be stored in hangar as long as it is stored in a container specifically designed for flammables and those containers must be stored inside an OSHA or NFPA 30 approved flammables cabinet with a limit of 20 gallons total capacity of all containers. The Board must approve of the cabinet installation prior to arrival of the cabinet.
  4. Fuel may be brought onto the airport property to refuel an aircraft by the owner or by a person employed by the owner. Any fuel or flammable liquid on airport property not stored in a control cabinet must be attended at all times or must be removed from the airport property when not attended.
  5. Any person storing fuel other than that stipulated in #4 above, however it is observed, or during routine inspections of hangars, will be issued a written warning and notice to remove the fuel immediately by the airport board. After a first written warning is issued, if a second non-compliance event occurs within one year of the first event, the hangar contract will be terminated immediately and the aircraft must be removed within 24 hours. That tenant is not permitted to rent a Lakefield Airport hangar for the following six months.
  6. No outdoor smoking shall be allowed within 100 feet of the fueling operation. The self-fueling private operator is responsible to maintain this no smoking policy.
  7. Spills of fuel or oil must be immediately reported to the airport manager with prompt clean-up the responsibility of the operator or aircraft owner. If over 1 gallon in size per day, the spill shall also be reported to the Lakefield Airport Board.
  8. Aircraft owner is liable for damages to the property and the environment resulting from self fueling operations. Aircraft owner must furnish proof of adequate liability insurance covering fueling operations to the Airport Owner upon demand. The Lakefield Airport Authority shall be included as additional named insured on the insurance policy.
  9. An adequate fire extinguisher must be provided by self-fueling operators at the fueling location and must be fully charged with current inspection displayed at the time any self-fueling is done.
- M. Only personnel engaged in fuel handling or in the maintenance and operation of the aircraft being refueled shall be permitted in the immediate vicinity of aircraft being refueled.
- N. Neither the Airport Owner nor its designated representative shall be responsible for any loss or damage due to theft or vandalism of any aircraft, vehicle, or equipment parked at the airport.

- O. Outdoor smoking within 100 feet of an aircraft being refueled or fuel being transferred is not permitted.
- P. If any specific rule or part thereof is designated or otherwise declared invalid or inappropriate, the remainder of these rules and parts thereof shall continue to be of full force and effect.
- Q. Parachutists are prohibited from using the airport, except by prior approval of the Airport Owner.
- R. No motorized vehicles shall enter onto, travel across, or be parked upon the airport operations area without prior authorization from the Airport Owner. Hangar owners or lessors may travel on the hangar taxiways to get to their privately rented or leased hangars as long as they park their vehicles inside while using their aircraft or out of interference with possible aviation traffic. All Airport Owner authorized vehicles must be parked in approved areas that do not interfere with passage of aircraft, aircraft wing or other aircraft component whether on hard surface areas or not. Vehicles found interfering with aircraft movement areas may be towed at the vehicle owner's expense.
- S. All refuse from private Operators must be disposed of in the proper containers and removed from the site. No trash shall be left to blow around the airfield. Commercial Operators must dispose of their refuse in their own proper containers and arrange for collection and disposal of this refuse at their cost.
- T. Any person found in violation of these Standards For Operations for operations at the Airport may be deprived of further use of the airport and its facilities for such length of time and upon such terms as may be specified by the Airport Owner. The Airport Owner will fully investigate with anonymity any complaints from airport Operators regarding other Operators not believed to be in compliance with these regulations.
- U. Airport Owner reserves the right to inspect all premises on the airport with reasonable notice to the tenant to ensure conformance to and compliance with these Standards For Operations. Notice shall be given after an inspection has been completed with a written report of reason for the inspection and findings of the inspection sent to the Operator within 14 days.
- V. Hangar Rental Policy:
  - 1. There are three types of hangars at Lakefield Airport (CQA).
    - a. Single Engine aircraft sized units with manual rolling main doors (SER) or with electric driven bi-fold main doors (SEB). Hangar B, C, D and E contain these types.
    - b. Twin Engine sized units with manual rolling main doors (TER) or with electric driven bi-fold main doors (TEB). Hangar A1, D and E contain these types.



- c. Single volume hangars that may store more than one operational aircraft (SV). Hangar A2, F1 and T1 are of this type.
2. Occupancy of each type is expected to follow the tenant aircraft size type as is acceptable to the dimension of any particular aircraft. If dimensions do not properly fit the needs of the aircraft operator, the decision is theirs to choose another hanger with restrictions mentioned. The airport gives priority to a twin engine aircraft renting a TER or TEB which may be occupied by single engine aircraft by following the policy.

A single must accept rental of an SER or SEB if one is available.

If an SER or SEB is not available, the single may rent a TER or TEB with the understanding that a twin aircraft operator that agrees to a minimum 6 month rental agreement may take over the TER or TEB being rented by the single with a 15 day notice to vacate the rental unit.

If all SER or SEB are not full, a single may rent a TER, TEB or SV at the standard rate for those units. No discount for a smaller aircraft using the oversized hangar.

If all other TER, TEB or SV are occupied and a new twin aircraft operator agrees to a minimum 6 month rental agreement, the twin may take over the TER, TEB or SV being rented by the single with a 15 day notice to vacate the rental unit.

#### W. Hangar Operation

1. Proper hangar operations are expected by a tenant or their representatives and those attending in some relation to the tenant.
2. Proper vehicle parking locations: Park only in approved, acceptable locations if parked for more than ten minutes. See Vehicle Parking Policy, Lakefield Airport for more details.
3. Rolling or bi-fold hangar door management:  
The safest position of any hangar door is in the closed and latched position. If left open, weather conditions may change to cause the door to be damaged. Hangar doors should be open only when moving aircraft in/out of the hangar or when attended fulltime by personnel that know how to properly operate and latch the door so closing can be accomplished if weather conditions indicate a need for them to close. Rolling doors and Bi-fold doors are vulnerable to winds that may overload the retaining devices or the mounting structure. When the door is closed and latched, the door is designed to withstand much more wind load. Bi-fold doors are not to remain in the open "UP" position while the tenant or representative is not active at the hangar. Regular maintenance of doors is to be expected. The Airport Board will schedule the maintenance in advance with reasonable notice to tenants.



4. Lock and key control:

Hangar door locks and key are supplied and controlled by the Airport Operator and at the direction of the Airport Board. A maximum of three hangar door keys are available for each tenant at no extra cost when requested. Replacement keys or additional keys are available at \$4.00 each. If a tenant creates key copies, the Airport Manager must be informed of the number of copies made. Upon declining further rental hangar occupancy, all keys and copies shall be turned in to the Airport Manager or his representative.

These standards are hereby approved and accepted on this the 14<sup>TH</sup> day of MAY, 2018 by Lakefield Airport Authority Board in accordance with a Resolution properly passed on this date. Lakefield Airport Authority Board and the Mercer County Commissioners shall reserve the right to modify or alter these standards from time to time.

By: Gary Lepold

Title: BOARD PRESIDENT

Date: MAY 14, 2018