

Laurel Airport

Minimum Standards and Rules & Regulations

FORWARD

The Minimum Standards and Rule & Regulations contained herein have been adopted for the orderly and efficient operation of the Laurel Airport. The Laurel Airport has been provided for the use and enjoyment of all. It is the hope of the Laurel Airport Authority that those using the facilities provided will cooperate in keeping the Laurel Airport clean and orderly.

The Laurel Airport Authority welcomes any suggestions which may result in keeping the Laurel Airport environment clean, safe and orderly.

COURTESY PROMOTES SAFETY

SAFETY IS FOR EVERYONE

Addendums: The following revisions are hereby incorporated into this document.

1. The UNICOM frequency for the Laurel Airport was changed from 122.8 MHz to 123.05 MHz. Any reference to a frequency of 122.8 MHz in this document should be changed to read 123.05 MHz. (Revised November 28, 2006)

2. Chapter 14.46 Hangar Rules is hereby amended:

Section 14.60.020 shall be deleted and replace with the following:

Storage – The primary use of the non-commercial hangar building is for aeronautical use only and the storage of necessary articles needed for the maintenance of at least one flyable aircraft. (Revised May 22, 2007)

3. The following new sections shall be added to Chapter 14.46 Hangar Rules:

Section 14.60.050

Hangar Inspection – Lesser reserves the right to inspect the leased premises with 24 hours notice to the Lessee.
(Revised May 22, 2007)

Section 14.50.060

Smoking – Smoking shall be prohibited in aircraft hangars.
(Revised May 22, 2007)

Section 14.08

The following definition shall be added:

Business Support Building – A building used for storage to support a commercial business on the Airport. A business support building can only be located in the Airport Support Area as shown on the Airport Layout Plan.
(Revised January 28, 2008)

Title 14

AIRPORT OPERATING RULES AND REGULATIONS

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CHAPTER 14.04
GENERAL

These Rules and Regulations Shall Supersede all previously existing rules and regulations, for the Laurel Airport.

14.04.010

The Authority reserves the right to make any additions, deletions or corrections to the Rules and Regulations which may be considered necessary for the safety of aircraft operations or of personnel using the Airport.

14.04.020

In any instance in which these rules may be or become inconsistent with Federal Air Regulations, Then these rules shall become void as to such conflict. No part of these Rules shall be construed as license or authorization to deviate from Federal Air Regulations.

14.04.030

These Rules shall be promulgated under the power granted by 67-11-103 of the Airport Authority Act, which specifically grants the power to the Authority to "Provide Rules and Regulations governing the use of such Airport and Facilities".

CHAPTER 14.08
DEFINITIONS

14.08.010

AIRPORT - Means the Laurel Airport also known as Airport and all property under the control of the Airport Authority.

14.08.020

MANAGER - Means the official appointed by the Laurel Airport Authority to Manage, Superintend, Control and Protect the Airport.

14.08.030

AUTHORITY - Means the Laurel Airport Authority as appointed by the Laurel City Council to exercise executive, administrative and ministerial power over the Laurel Municipal Airport and property.

14.08.040

AIRPORT MANAGEMENT - Means the Airport Manager or Authority, Collectively.

14.08.050

PERSON - Means any Individual, firm, co partnership, corporation, flying club, joint stock association, or body politic and includes any trustee, receiver, assignee or similar representative thereof.

14.08.060

BASE OPERATOR - Means any person, firm, or corporation who is performing as a "Fixed Base Operator", under provisions or contracts or leases with the Airport Authority and pertinent Federal Air Regulations.

14.08.070

LANDING AREA - Means the runways, taxiways, intermediate turnoffs and the adjoining areas.

14.08.080

FUEL HANDLING - Shall mean the transporting, delivering, fueling and drainage of fuel or fuel waste products.

14.08.090

FUEL STORAGE AREA - Shall mean and include those portions of the airport designated temporarily or permanently by the City as areas in which gasoline or any other types of fuel may be stored.

14.08.100

OPERATOR - Shall mean the owner of an aircraft or any person who has rented or is otherwise using such aircraft for the purpose of operation by himself or his own agents.

14.08.110

PERMISSION - Shall mean permission granted by the Airport Management unless otherwise specifically provided.

14.08.120

PUBLIC AIRCRAFT PARKING AND STORAGE AREAS - Shall mean and include those portions of the Airport designated and made available to the public for the parking or storage of aircraft.

**CHAPTER 14.12
GENERAL OPERATIONS**

14.12.010

RISK - All persons shall use this Airport at their own risk. The Airport and its regulatory authorities shall not be liable for losses sustained from property damage, personal injury or death resulting from any accidents, fire or theft occurring within the limits of the Airport and related controlled areas.

14.12.020

OBEYANCE - The use of the Airport or any of its facilities in any manner shall create an obligation on the part of the user thereof to obey all the regulations herein provided.

14.12.030

GOVERNANCE - All persons on any part of the property comprising the Airport shall be governed by the regulations prescribed herein and by ordinances and resolutions of the Airport Authority relative to the use or occupation of any part of the property comprising the Airport.

14.12.040

PROTECTION - The Airport Management shall have authority to take such steps as may be necessary for the handling, policing and protection of the public while present at the Airport, subject to the review of the Airport Authority.

14.12.050

DAMAGE - The Airport Management may, at any time, take such action as may be deemed necessary in order to safeguard the public and property at the Laurel Airport. Any person, firm or corporation causing damage of any kind to the Laurel Airport, or any of the fixtures thereof, shall be liable for such damage to the Airport and/or Airport Authority.

14.12.060

REPORT - Any damage to the physical property on the Airport, owned by the Laurel Airport Authority shall be reported immediately to the Airport Authority. This shall include reports of preventable accidents, hazardous situations and security violations.

14.12.070

RESTRICTED AREAS - No person shall enter any restricted area posted as being closed to the public, except by the permission of Airport Management. Nothing herein contained shall be construed to limit the use of any area, or portion of the Airport, by officers or employees of the City or Authority, or contractors acting specifically on behalf of the Airport Authority or to prevent any Policeman, Fireman, or other public officer or employee from entering upon any part of the Airport when properly required in the performance of official duties.

14.12.080

SOLICITING - No person shall solicit funds for any purpose on the airport without permission of the Airport Management.

14.12.090

ADVERTISEMENTS - No person shall post, distribute, or display signs, advertisements, circulars, printed or written matter, at the Airport except with the approval of Airport Management.

14.12.100

VEHICLES - For the purpose of these rules, vehicles shall be considered as all conveyances, except aircraft, used on the ground to transport persons, cargo or equipment.

14.12.110

No person shall operate any motor vehicle on the Airport other than in accordance with the general rules prescribed for control of such vehicles, except when given special instruction by the Airport Management or in cases of emergency involving danger to life and property.

14.12.120

No motor vehicles, other than support vehicles, shall be permitted on ramp areas except for the loading or unloading of aircraft passengers or baggage.

14.12.130

No persons or vehicles, except as authorized by Airport Management, shall be permitted in the landing areas.

14.12.140

No motor vehicles shall be driven on areas other than roads, parking areas or taxiways except as noted above.

14.12.150

Vehicles on ramps shall be driven at a safe and reasonable speed, not to exceed 20 MPH.

14.12.160

No go-carts, motorbikes, bicycles, or similar vehicles, or horses, shall be permitted on the landing areas, ramps, taxiways or hangar areas.

14.12.170

No unlicensed vehicle of any kind shall be operated on the Airport without specific authorization of the Airport Management.

14.12.180

PERMIT FOR USE OF FACILITIES - No person shall use Laurel Airport as a base operator for commercial aviation activities; for the carrying for hire of passengers, freight, express; for instruction in aviation in any of its branches for the conduct of any phase of aviation activity; for the sale of fuel or refreshments; or any other commercial purpose or conduct any business or concession upon the airport or upon any land acquired by the Authority for use in connection with said Airport, or upon or in any of the buildings, structures, land, parking places, walkways, roadways or other facilities used or operated in connection with such Airport, without first obtaining the written permission of the Airport Management. The Airport Authority reserves the right to license all commercial operations and assess charges in amounts that will provide equitable standards for each operation.

14.12.190

FLIGHT SCHOOL - No air school shall be operated from the Laurel Airport, unless such Flight School is:

- a. Operated by or under lease to a regularly established Fixed Base Operator, or sublease to be approved by the Airport Authority.
- b. Housed in a separate facility meeting the standards established by the authority, and determined to be necessary for the public convenience and welfare, by the Airport Authority, with proper license and lease.

14.12.200

OBSTRUCTION OF PUBLIC USE - No person shall travel by foot or vehicle on any portion of the Airport except upon the roads, walks, or places provided for that particular class of traffic; nor occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

CHAPTER 14.16
PARKING

14.16.010

No person shall park a motor vehicle or trailer on the Airport other than in a manner or place prescribed by the Airport Management.

14.16.020

No automobiles, trucks, or other motor vehicles shall be parked in front of hangars, except for service or delivery vehicles, then only long enough to make said delivery.

14.16.030

Tenants of hangars may park their own cars in the hangar when the aircraft is being flown, if allowed by the hangar owner.

14.16.040

DO NOT park in the taxiway area other than to unload.

14.16.050

No person shall abandon any motor vehicle on the Airport, or park a motor vehicle on the Airport in a public parking area in excess of seven (7) days unless express approval for such parking is obtained from the Airport Management.

CHAPTER 14.20
AUCTIONS and SALES

14.20.010

There shall be no auctions or other special sales held on any airport property without the prior consent of, and in the manner prescribed by the Airport Authority.

14.20.020

The sales of vehicles or other merchandise, not allied with the sale of aircraft, can be sold only by a fixed base operator in the areas normally allocated by the operator for the sale of aircraft and allied parts. The display and offering of such items must be approved by the Authority or airport Manager.

**CHAPTER 14.24
SANITATION**

14.24.010

No person shall dispose of garbage, papers, refuse, or other waste materials on the Airport, except in the receptacles provided for that purpose.

14.24.020

No trash or refuse will be burned at the airport.

14.24.030

No person shall dispose of used oil by spreading it on the ground, on the pavement, any grassy area, or planted area, or not planted areas, or roads or garbage cans or parking areas. Receptacles for waste oil will be provided by the Authority.

**CHAPTER 14.28
PRESERVATION OF PROPERTY**

No Person Shall:

14.28.010

Destroy, injure, deface or disturb in any way, any buildings, signs, equipment, markers, or other structures, flowers, lawn or other public property on the Airport.

14.28.020

Trespass on farmed areas on the Airport except as approved by the Airport Management.

14.28.030

Abandon any personal property on the Airport.

14.28.040

Interfere with, tamper or injure any part of the Airport or any of the equipment thereof

14.28.050

No person shall enter, tamper with, operate or attempt to operate any aircraft without the permission of the owner.

CHAPTER 14.32

14.32.010

FIREARMS - No person except police officers shall carry loaded firearms or explosives on the airport without the written permission of the Airport Management. Specific authority may be given by the Airport Management for the use of firearms for the elimination of hazards to aircraft or the public.

14.32.020

HUNTING - There shall be NO hunting on the Airport.

CHAPTER 14.36**SAFETY**

14.36.010

CLEANING OF AIRCRAFT - Persons using flammable and/or volatile materials in the cleaning of aircraft shall comply with the Uniform Fire Code.

14.36.020

STORAGE OF INFLAMMABLE MATERIALS - No person shall keep or store any inflammable liquids, gases, signal flares or other similar material in hangars or any building on the Airport; unless such material is stored to meet the Uniform Fire Code.

14.36.030

WASTE - Lessees of hangars or hangar space shall provide suitable metal receptacles with cover for oil waste, rags, and other rubbish.

14.36.040

CLEANING FLUIDS - No persons shall use volatile flammable substances for cleaning floors in the hangars or in other buildings on the Airport.

14.36.050

FLOOR CARE - ALL lessees on the Airport shall keep floors of hangars, apron pits, and areas adjacent thereto, leased by them respectively, free and clear of grease, oil and other flammable materials.

14.36.060

AREA FOR REPAIRS - All repairs to aircraft or engines, except emergency repairs, shall be made at areas designated for this purpose and not in the area reserved for landing, taking off, or taxiing, ramps or aprons.

CHAPTER 14.40
FUELING OPERATIONS

14.40.010

FUELING AND DEFUELING OPERATIONS - The following rules shall govern the draining and fueling of aircraft:

14.40.020

No aircraft shall be fueled or drained while the engine is running, or being warmed by the application of external heat.

14.40.030

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

14.40.040

Persons engaged in fueling and defueling shall exercise every precaution to prevent overflow of fuel.

14.40.050

No smoking will be permitted within fifty (50) feet of an aircraft being fueled or drained.

14.40.060

No passenger shall be permitted to remain in the aircraft during fueling operations.

14.40.070

Fire extinguishers shall be within easy reach of all fueling/defueling operations. 1-40 B&C rated extinguisher or as required by the City Fire Marshall.

14.40.080

Fueling hoses and equipment shall be maintained in a safe, non-leaking condition.

14.40.090

All hoses and appurtenances used in fueling and defueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids if they have fuel flow of 12 gallons or more.

14.40.100

No aircraft shall be fueled while in a hangar.

14.40.110

DISTANCE FROM BUILDINGS - Aircraft fuel handling must be conducted at least fifty (50) feet from a building. Fuel trucks shall be parked fifty (50) feet from all hangars and buildings at all times.

14.40.120

No photo flash bulbs, electrical tools, drills, buffers or similar tools which produce sparks or arcs shall be used in the immediate vicinity of aircraft during fueling operations.

14.40.130

OPERATION OF RADAR EQUIPMENT - No airborne radar equipment shall be operated or ground tested on the ramp area within One Hundred (100) feet of another aircraft, fueling operation, refueling truck or flammable liquid storage facility.

14.40.140

FIRE APPARATUS - All tenants or lessees of hangars or shop facilities shall supply and maintain adequate and accessible fire extinguishers for the protection of property. Such fire extinguishers shall be rated capable of extinguishing Class B&C fires, as required by the Fire Marshall.

CHAPTER 14.44
AIRCRAFT OPERATIONS

14.44.010

No aircraft shall be taxied or towed on any area, other than the areas normally used for operation of aircraft, without the express prior written approval of the Airport Manager.

14.44.020

Aircraft landing, taking off, taxiing, or maneuvering in the vicinity of Laurel Airport shall conform to all Federal Air Regulations as published by the FAA.

14.44.030

All aircraft in the vicinity of the Airport shall maintain contact with the Airport UNICOM on 122.8 MHz, if radio equipped.

14.44.040

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.

14.44.050

DAMAGE RESPONSIBILITY - Any person who operates an aircraft in an irregular or erratic manner resulting in damage to Airport equipment or buildings shall be expected to reimburse the Authority for said damages.

14.44.060

LEAKING FUEL OR OIL - No person shall keep an aircraft stored in a hangar or tied down on any ramp, without providing for the containing of leaking fuel or oil. Repairs of any damage resulting from failure to observe proper containment of such leaks shall be made at the expense of the aircraft owner.

14.44.070

UNATTENDED EQUIPMENT - No aircraft shall be left unattended on the Airport unless properly secured or within a hangar. Owners of such aircraft shall be held responsible for any damages resulting from failure to comply with this rule.

14.44.080

DISABLED CRAFT REMOVAL - Aircraft owners, their pilots or agents, shall be responsible for the prompt removal of disabled aircraft and parts thereto, unless required or directed to delay such action, pending an investigation of an accident.

14.44.090

DISABLED AIRCRAFT STORAGE - No person shall park or store a damaged or disabled aircraft in an exposed area at the Airport for more than thirty (30) days, except:

a) When undergoing or awaiting repairs at a commercial repair facility.

Or b) When specifically authorized by prior written permission of the Airport Authority.

14.44.100

PARKING - No person shall park an aircraft in any area on the Airport other than prescribed by Airport Management.

14.44.110

ACCIDENT REPORTING - Persons involved in aircraft accidents occurring on the Airport shall make a full report thereof as required by Federal Air Regulations. In addition, they should notify the Airport Management.

14.44.120

In case of an accident occurring on the Airport, no vehicle or personnel other than those vehicles responding to the accident will be permitted on the landing area.

14.44.130

MONTANA REGISTRATION - All aircraft based at Laurel Airport shall have evidence of State of Montana registration prominently displayed as required.

14.44.140

HAZARDS TO AVIATION - No person shall operate or release any model aircraft, rocket, kite, balloon, parachute or other article or substance upon or over the boundaries of the Airport or in aircraft approach zones where a hazard to safe flight would be created without prior written approval of the Airport Authority, except:

- a) Persons parachuting from an aircraft in an emergency situation.
- b) Persons releasing seeds, sprays, dusts or similar substances for horticultural or agricultural purposes over farms adjacent to the Airport.
- c) Persons Parachuting during training/pleasure activities which are coordinated with Billings Approach Control radio and Laurel 122.8 UNICOM MHz activities.

14.44.150

KNOWLEDGE OF REGULATIONS - It shall be the responsibility of All persons, firms and corporations operating on the Airport to acquaint themselves, their pilots, instructors and students with the Federal Air Regulations and all Airport rules and regulations contained herein.

**CHAPTER 14.48
AIRCRAFT OPERATIONS
CONFINEMENT OF AIRCRAFT OPERATIONS**

14.48.010

TAKE OFF, LANDING, TAXIING - Take offs, landing and taxiing of all aircraft shall be limited and confined to runways, taxiways and aprons except in emergencies.

14.48.020

Helicopters may land in designated ramp areas only.

14.48.030

WEIGHT CLASSIFICATIONS - Only aircraft with a weight of 12,500 or less are allowed on the Laurel Airport.

14.48.040

WARM UPS, CHECKS - Warm ups and final checks prior to takeoffs must be performed only at designated areas remaining clear of the runway at all times and conducted so that the prop wash does not pass over other aircraft, persons or equipment.

**CHAPTER 14.52
AIRCRAFT LANDINGS AND TAKEOFFS**

14.52.010

PATTERNS - A standard left-hand pattern will be observed at the Laurel Airport.

14.52.020

TAKE OFF - Take offs will be made only from the ends of the runways or from taxiway intersections.

14.52.030

ACCIDENT PROCEDURES - In case of an accident on the Airport, on or near a runway, aircraft in the air will continue to circle, or land, wind permitting on an unobstructed runway.

14.52.040

PATTERN DEVIATION - Aircraft entering the traffic pattern shall exercise caution and courtesy so as not to cause aircraft already in the pattern to deviate from their courses.

14.52.050

CLEARING RUNWAY - Landing aircraft shall clear the runway as soon as practical, consistent with safe operating procedures.

14.52.060

CONTINUING IN TRAFFIC PATTERN - Aircraft desiring to remain in the traffic pattern after take off shall climb to an altitude of 1000 feet AGL or 4500 feet after the second 90 degree turn and shall there after follow the established traffic pattern.

14.52.070

SAFETY - All pilots utilizing the Airport are expected to use common courtesies contributing to the safe and efficient operation of all aircraft.

14.52.080

RADIOS - Preparatory to landing or take off all pilots should contact UNICOM for traffic advisories, wind, runway use and traffic flow information. **CAUTION** ALL AIRCRAFT MAY NOT BE COMMUNICATING WITHIN UNICOM (122.8 MHz).

14.52.090

GROUND ENGINE OPERATION - No person shall run the engine of air craft directly in front of buildings or any location on the Airport in such a manner as to cause damage or injury to aircraft, property or persons.

14.52.100

NOISE ABATEMENT - Between the hours of 10:00pm (2200) and 8:00am (0800), aircraft departing over the city will be at an altitude of 5000 feet MSL or greater to avoid a noise burden, or when departing on runway 22 a straight out departure should be used.

CHAPTER 14.56

AIRCRAFT TAXIING

14.56.010

OBSERVATION - No person shall taxi an aircraft until he has ascertained there will be no danger of collision with any persons or objects in the immediate area.

14.56.020

BRAKE LIMITATIONS - Aircraft not equipped with functioning brakes shall have an attendant at a wing when taxiing in the proximity of buildings and other aircraft.

14.56.030

SAFE SPEED - All aircraft will be taxied at a safe and reasonable speed with due regard for other aircraft, persons or property.

14.56.040

CONTROL - All aircraft shall be taxied in such a manner that the person at the controls shall have full control of the aircraft at all times.

14.56.050

RADIO GUARD - All aircraft while taxiing should guard 122.8 MHz.

14.56.060

OPERATIONS ON PAVED AREAS - No aircraft shall make wheel-locked turns on paved surfaces. Aircraft owner/operators will be held responsible for any damage caused by this violation.

**CHAPTER 14.46
HANGAR RULES**

14.60.010

Aircraft are not to be parked in the taxiway so as to prevent the passage of other aircraft or vehicles.

14.60.020

STORAGE - The hangar is primarily for storage of aircraft.

14.60.030

OPEN HANGARS - No other storage is permitted except aircraft. Other storage must be in a closed area.

14.60.040

No storage is permitted outside of a hangar.

**CHAPTER 14.64
BASIC LEASING AND ALTERATION/CONSTRUCTION REQUIREMENTS**

14.64.010

It shall be unlawful for any person, firm or business to conduct any commercial activity on, at and within the Airport without first obtaining approval from the Airport Authority. Activities approved by operating permit, use agreement, license, lease or sublease, shall be restricted to the activities specifically described in the permit, agreement or lease, which lease and agreements shall be in a form satisfactory to the Airport Authority.

14.64.020

The Airport Authority will accept requests for a lease, use agreement, or operating permit on Laurel Airport only after the requesting party puts forth in writing, the scope of the proposed operations to include, but not limited to the following:

- a) The service to be offered and or the nature of the business.
- b) When applicable the amount and location of the land the requesting party desires to lease or use.
- c) When applicable the building(s) space(sf) and location of sale he is requesting to lease or construct.
- d) When applicable the number, type and ownership of aircraft intended to be used in the business.
- e) When applicable the number, type and use of other pieces of equipment intended for use in the business.
- f) The number of persons located on the Airport to be employed in the business.
- g) The hours/# of days a week of proposed operations.
- h) Evidence of the parties Financial capability to perform and provide the above services and facilities, both at present and in the future:
 - 1) Financial statement of assets and net worth
 - 2) Credit references
 - 3) Letters of recommendation from Financial Institution Officials who can attest to his/her past performance and potential future performance in the business or endeavor the party is requesting to enter into at the Airport.
- i) Demonstrate proof of necessary Federal, State, Local Licenses, Permits or Certifications.

14.64.030

LEASE REQUEST - All applications for a lease/use agreement/operating permit at the Laurel Airport will be evaluated using the following criteria: (The Airport Authority may, as physical planning and fiscal consideration dictate, add to, subtract from or materially alter these criteria)

- 1) The availability of the land/buildings (space) or other facilities necessary to accommodate the request.
- 2) No conflicts or potential conflicts may exist between the Proposed and any Airport land use plan currently in effect or being considered in the future.

- 3) The requesting party must be willing to accept a lease/use agreement/operating permit on the terms outlined by the Airport Authority in the following areas.
 - a) A lease/use agreement/operating permit, the form and contents of which is devised by the Airport Authority.
 - b) The acceptance of the rate/fee or charge to be made for the particular use.
- 4) Any conflicts present or potential with these Airport Rules and Regulations.
- 5) All applications for building alteration/construction and leases shall be in writing to the Airport Authority.
- 6) Arrangements for leases and building sites shall be made with the Airport Management, but shall be finally approved by the Airport Authority before any construction begins.

14.64.040

LEASE TRANSFER/ASSIGNMENT - No lease shall be transferred or assigned without written permission of the Authority, nor may any portion of a lease, its privileges or the ground so covered be subleased without the review and written permission of the Authority, of proposed sublease.

14.64.050

LEASE USE RESTRICTIONS - No part of the Airport and no improvement thereon shall be used or allowed to be used at any time for the manufacture, storage, distribution or serving, or sale of any product or furnishing of any service, in a manner which is unreasonably noxious or offensive or an unreasonable annoyance or a nuisance to others on the Airport because of odors, fumes, smoke, noise, glare, vibration, soot or dust. No activity shall be carried on which may be or may become dangerous to public health and safety, or which shall be illegal.

CHAPTER 14.68
SCHEDULE OF FEES

14.68.010

The rates, fees, and charges will be established by the Airport Authority and posted/recorded in the office of the Laurel City Clerk. All monies are payable to the Laurel Airport Authority on the date incurred unless the provisions of a valid lease permit otherwise.