



**Rules & Regulations
Ashtabula County Airport Authority
Northeast Ohio Regional Airport
2382 Airport Road
Jefferson, OH 44047**

The following Rules and Regulations are adopted by the Board of Trustees of the Ashtabula County Airport Authority and are intended to govern the use of Airport property and all of its facilities and services. These Rules and Regulations shall apply to all persons on the Airport property and those persons utilizing its facilities or services.

All persons, including business entities, on the Airport property, or persons using the Airport facilities or services, are bound by applicable Federal, State, County and Local laws, and the Rules and Regulations herein shall not be read, nor applied, so as to alter, nor relieve adherence to, same.

These Rules and Regulations supersede all previous rules and regulations issued by the Ashtabula County Airport Authority.

These Rules and Regulations may be amended, revised, deleted or supplemented at any time by the Board of Trustees of the Ashtabula County Airport Authority.

Revision History

May 12, 1992
December 10, 2001
November, 2011
March 12, 2012
November 12, 2012
December 1, 2014
June 30, 2016
December 13, 2016
November 9, 2017

100 GENERAL

Terms and Obligations

100.1 DEFINITIONS

- A. **Airport Authority:** "Airport Authority" means the Airport Manager, employees and members of the Board of Trustees.
- B. **Airport Property:** "Airport Property" means the Northeast Ohio Regional Airport premises located at Brown and Peterson roads in Denmark Township, County of Ashtabula, Ohio and all facilities and services associated with same.
- C. **Airport Manager:** "Airport Manager" means the Airport Manager as appointed by the Board of Trustees of the Ashtabula County Airport Authority.
- D. **Board of Trustees:** "Board of Trustees" means those individuals, collectively, who have been duly appointed to serve as members of the Board of Trustees of the Ashtabula County Airport Authority.
- E. **Field Area:** "Field Area" means the Airport runway(s), taxiway, and the grounds around the landing area, the area used by aircraft such as the ramp area and the aircraft storage and aircraft parking areas.
- F. **Motor vehicle:** "Motor vehicle" includes automobiles, motorcycles, dirt bikes, 4- wheelers, trikes, tractors, self-powered lawn mowers, golf carts, and any other motorized devices.
- G. **Person:** "Person" means any individual, partnership, association, fiduciary, company , firm, corporation, or other entity, including but not limited to employees, tenants, visitors or others using Airport facilities or services or upon Airport property.
- H. **Public Area:** "Public Area" means the area contained outside any fencing, outside hangars, the parking areas, and parking area and the waiting room portion of the terminal and no other areas of the Airport.

100.2 PERSONS GOVERNED BY THESE RULES AND REGULATIONS

All Persons on Airport Property or those Persons utilizing its facilities or services shall be governed by these Rules and Regulations and by orders and instructions of the Airport Authority relative to the use or

occupancy of any part of the Airport Property, particularly as shall be required in any emergency or as the public convenience and necessity may demand.

100.3 ENFORCEMENT

The Airport Authority is empowered to enforce compliance with these Rules and Regulations. No authority is implied or expressed that would permit any individual to change, amend, or mitigate these Rules and Regulations. Any Person in violation of these Rules and Regulations may be removed from Airport Property. Further, any Person may be refused the further use of the Airport Property and its facilities and services, for such periods of time as may be deemed appropriate, to ensure safety of the Airport and the public.

100.4 INCIDENT REPORT

In the event that any Person commits a violation of these Rules and Regulations and such act is witnessed by a member of the Airport Authority, it shall be the duty of that witness to file immediately an "Incident Report" with the Airport Manager. Where State and Federal laws require, copies of the incident report shall be furnished to the appropriate entity. Any other person witnessing acts damaging property or which violate Federal or State laws, Airport Rules or Regulations, or which endanger life, health, or property, is requested to file an incident report with the Airport Manager. Incident Report forms are available in the terminal office. Any person creating, contributing to, and/or filing a report mandated by State or Federal law is requested to provide a copy of such report, and all attachments and supplements thereto, to the Airport Manager.

100.5 LIABILITY

The Airport Authority, members of the Board of Trustees, and the Board of County Commissioners of Ashtabula County shall not be liable for any damage to property or Persons on the Airport Property or otherwise using Airport services or facilities.

100.6 TRESPASSING

No trespassing is allowed on the Airport Property and travel is confined to roads, walks or places provided for the particular class of traffic authorized. Motor vehicles are to be parked in the parking lots or designated spaces only. Only authorized Personnel are permitted in the hangars, and no Person shall enter any restricted area posted as being closed to the public, without the permission of the Airport Authority. Domestic pets are not permitted on the Airport, unless on a leash.

100.7 UNACCOMPANIED MINORS

No individual under the age of eighteen (18) years shall be permitted on the nonpublic/airside of the Airport property unless same is accompanied by an adult supervising said individual, or unless the minor is a certificated pilot.

100.8 COMMERCIAL BUSINESS ACTIVITY

- A.** While the Board of Trustees encourages business and commercial activity at the Airport, the Airport Authority must be notified of this activity, in order to ensure that such activity does not conflict with applicable laws, its mission statement, or commitments to other Persons or businesses with whom the Airport Authority has existing agreement(s). The Airport Manager will maintain a log book in which a supplier of goods or services shall list its name, business name and address, and other contact information, along with the hangar number at which the service is to be performed, and a description of the service provided. This provision will not apply to material deliveries serving businesses located on Airport Property.
- B.** There shall be no solicitation of funds for any purpose without permission of the Board of Trustees. There shall be no posting, distributing, advertising through means of circulars, flyers or other printed or written matter, vehicles for hire, commercial photography, nor the staging, mixing or loading of chemicals for crop dusters, without permission of the Board of Trustees.

100.9 FLAMMABLES AND COMBUSTIBLES

Storage of flammable liquids and combustibles in hangars is limited to those chemicals normally used for aircraft maintenance. Flammable liquids and combustibles must be stored in approved flammable safety containers and/or Safety Cabinets and the volume shall not exceed five (5) gallons of each type, without the permission of the Board of Trustees. Storage of any flammable gases is not allowed without permission of the Board of Trustees. Oxygen used to recharge aircraft systems or required for flight operations or for personal use, are not included in this rule. Oily rags or other combustibles must be removed from Airport Property immediately upon use. Any oil, hydraulic fluid or any other hazardous material that may legally be used on Airport Property will be disposed of in the manner prescribed by the U.S.E.P.A., N.F.P.A., Ohio E.P.A., OSHA, State Fire Marshal, local Fire Department, and the Airport Authority.

100.10 PROHIBITED CONDUCT

All Persons, are bound by applicable Federal and State Laws. In addition thereto, and/or including, the following conduct is prohibited:

- A. No Person shall conduct gambling in any form or operate gambling devices anywhere on the Airport property.
- B. No Person shall destroy, injure, or deface property of the Airport, or its tenants.
- C. No Person shall commit any disorderly, obscene, indecent or unlawful act or commit any nuisance on the Airport property or in the hangars.
- D. There shall be no use of Airport Property for other than Aviation purposes without permission of the Board of Trustees.
- E. Other than functions approved by the Board of Trustees, and authorized by law, no alcoholic beverages are permitted on Airport Property. Alcoholic beverages used to support catering flights are permitted.
- F. No illegal drugs are permitted on Airport Property.
- G. No firearms are permitted on Airport Property without permission of the Board of Trustees, other than those carried by active members of the Armed Forces, local, state, or federal law enforcement agencies or pilots legitimately transporting firearms or carrying concealed weapons in conformity with applicable State and Federal Laws.
- H. All Persons on Airport Property shall refrain from using foul or abusive language or such conduct which creates a nuisance.
- I. No person shall tamper with, alter, or remove any tags (inspection, inventory, etc.) affixed to Airport equipment, fixtures or property, nor shall any person tamper with, alter, or remove any its of Airport equipment or property from its designated location.
- J. No person shall cut, fell, harvest and/or remove live or dead trees or timber from the Airport property without the permission of the Board of Trustees.

100.11 SMOKING

Smoking is prohibited on Airport Property as follows:

- A. Inside any structure located upon Airport Property;
- B. Inside any Airport owned vehicle;
- C. On any ramp or apron;
- D. Within fifty (50) feet of any aircraft, fuel truck or the fuel storage area; and,

E. Within two hundred (200) feet of the bulk fuel storage farm facility.

100.12 PAYMENT OF FEES AND CHARGES

No Person shall refuse or evade payment of any fees or charges as established for the use of Airport Property. All such fees and charges shall be payable upon receipt of goods or services in the forms of cash, unless satisfactory credit arrangements have been made in advance. Persons in arrears can be denied access to Airport Property, including leased hangars and its tie-down areas.

100.13 PROPERTY DAMAGE

Airport Property destroyed or damaged by accident or otherwise shall be reported immediately by the individual responsible for same to the Airport Manager and an incident report shall be completed. Any Airport Property destroyed or damaged by accident or otherwise shall be paid for by the Person or Persons responsible.

100.14 LOST ARTICLES

Any Person finding lost articles shall deposit such items with terminal Personnel or with the office of the Airport Manager.

100.15 SANITATION

No Person shall deposit garbage, wastepaper, metal cans, or other refuse except in receptacles provided for that purpose. Accumulations of waste materials are not permitted. Tenants shall place all waste materials in trash containers for proper disposal. Tenants are responsible for properly removing and disposing of all hazardous waste such as fluid filters, hydrocarbon fluids, solvents and batteries off of Airport property.

100.16 AIRCRAFT MAINTENANCE

Tenants shall be permitted to perform light maintenance on aircraft registered to the tenant or under lease by the tenant. Such light maintenance shall be limited to that which an owner is permitted to perform by the Federal Air Regulations, or normal cosmetic maintenance such as dry washing (nonuse of soap and water; use of aerosols only wiped off), cleaning or polishing exterior and interior surfaces. Welding, hot cutting (to include but not be limited to abrasive sawing and flame or torch cutting), aircraft painting and activities other than these described are prohibited without the permission of the Board of Trustees. This provision shall not apply to commercial leasehold tenants.

100.17 TENANT USAGE

- A. A written lease, in the form and upon the terms approved by the Board of Trustees, is required of all tenants. Leased areas are to be kept in a clean, orderly and safe fashion. Materials or items of personal property stored by lessees on Airport Property which are not aviation related, must be approved by the Board of Trustees. At no time shall any such storage create a hazardous condition.
- B. The Airport Authority maintains a waiting list for those who wish to lease hangar space from The Airport Authority, when all hangars are at capacity. Vacant hangar space is offered to applicants on the waiting list. This policy is designed to provide a simple and fair process for aircraft owners to be placed on the waiting list. Airport policy is to assign hangar space to waiting list applicants in priority by date the hangar request is received.

1. HANGAR REQUEST PROCEDURE:

(a) All applicants interested in a hangar must fully complete an application and provide airport administration with current contact information including telephone number(s), mailing address and e-mail address. It is the responsibility of the applicant to keep this information current with the Airport Manager. If a specific hangar or location is desired it **MUST** be included in the initial request.

(b) Position on the waiting list will be determined by the date and time the request is received.

(c) Positions on the waiting list may not be sold, gifted, transferred or assigned.

(d) Current tenants who wish to lease additional hangars must be in good financial standing with the airport before signing a new lease.

(e) The Airport Authority reserves the right to give priority to current tenants, or make changes according to the discretion of the Board of Trustees.

2. NOTICES OF AVAILABILITY/ACCEPTANCE:

(a) Individuals must respond to the offer made within three (3) business days. A “pass” response or failure to respond in three (3) business days will be considered a declination.

(b) If the applicant is interest in leasing the hangar offered, a written lease will be required for the current year and annually thereafter.

3. DECLINATION/PASS PROCEDURE:

To be considered for a hangar after an applicant has declined or passed on a hangar space, the applicant must begin the application process by completing a new application.

100.18 USE OF AIRPORT EQUIPMENT

- A.** No equipment furnished by the Airport Authority shall be altered or removed from Airport Property without the permission of the Board of Trustees.

- B.** Except in instances of an emergency, no equipment owned by the Airport Authority shall be operated by anyone other than an employee of the Airport Authority, without the permission of the Board of Trustees.

100.19 SIGNS AT AIRPORT

No signs of any type, whether temporary or permanent, shall be erected, placed, or posted on any building or on Airport Property without permission of the Board of Trustees.

100.20 AIRPORT SIGNAGE

All individuals entering Airport property are required to follow and obey all signage that is erected on Airport property, including but not limited to all pedestrian and traffic signage, all ramp access signage, all airside operations signage, and all airport security signage. Any individual violating any of the signage that has been erected on Airport property shall be subject to discipline which may include, but may not be limited to, that individual's removal from the Airport property, suspension of any use of the Airport property by that individual, suspension of ramp access by that individual, and/or suspension from airside operations on Airport property by that individual.

100.21 USE OF PORTABLE GENERATORS AND OTHER INTERNAL COMBUSTION EQUIPMENT

Use of portable generators and the other internal combustion equipment on Airport Property, for any purpose, is prohibited without permission of the Board of Trustees.

200 MOTOR VEHICLE AND EQUIPMENT USAGE

200.1 GENERAL

Persons shall operate a motor vehicle or any motorized equipment ("Equipment") on Airport Property in accordance with the applicable motor vehicle laws of the State of Ohio and the Rules and Regulations of the Authority.

200.2 OPERATORS CERTIFICATE

No Person shall operate a motor vehicle or Equipment of any kind on the Airport Property unless the Person shall, at the time of such operation, possess a valid driver's license.

200.3 RESTRICTED AREA

No Person shall operate a motor vehicle or Equipment on the aircraft loading aprons, aircraft landing area, taxiways, ramps or beyond the hangar line, with the exception of Persons assigned to perform a specific duty thereon, or Persons receiving permission of the Board of Trustees to do so.

200.4 OBSTRUCTION IN GATE AREA

No Person shall park or place any vehicle, Equipment, or apparatus within the aircraft loading area in such a way or manner as to bar or obstruct the area to parked aircraft.

200.5 SPEED LIMITS

Persons operating motor vehicles or Equipment on Airport Property shall use extreme caution and shall not exceed a speed of ten (10) miles per hour at any time.

200.6 PARKING AREA

No Person shall park any vehicle or Equipment in any area other than that area designated for the parking of vehicles or Equipment and in such manner as may be prescribed by the Airport Authority.

200.7 PARKING TIME LIMITS

No Person shall park any vehicle or Equipment in excess of the time limit established, or in a reserved or restricted area, unless instructed to do so by the Airport Authority.

200.8 VEHICLE LIGHTS

All vehicles operated on the Airport Property between the hours of sunset and sunrise shall be equipped with one or more headlights and taillights, the headlights to be of sufficient brilliance to ensure safe operation at night. Lights shall be on at all times during the hours of darkness that the vehicle is being operated, and when parked in such areas that it constitute a hazard to Airport operations.

200.9 ABANDONED VEHICLES OR EQUIPMENT

No Person shall abandon any vehicle or Equipment on Airport Property.

200.10 TRAFFIC SIGNS

Operators of vehicles or Equipment on the Airport Property shall observe and comply with all traffic signs and signals.

200.11 PEDESTRIAN TRAFFIC

Pedestrians shall yield the right-of-way to all aircraft.

200.12 REPAIR OF MOTOR VEHICLES

No Person shall clean or make any repairs to motor vehicles or Equipment on Airport Property, except minor repairs necessary to remove same from the Airport Property.

200.13 BUSES

No carrier by motor bus for hire shall load or unload passengers at the Airport at any place other than that which has been designated by the Airport Authority, nor shall such conveyance operate on the Airport Property without a contract with the Board of Trustees for same.

200.14 TOWING AND STORAGE OF VEHICLES

Vehicles left unattended upon Airport Property without permission of the Airport Authority, are subject to removal and storage pursuant to State law.

200.15 FLIGHT OPERATIONS OTHER THAN AIRCRAFT

Operation of model aircraft, model rockets, and other projectiles on Airport Property is prohibited without permission of the Board of Trustees.

200.16 UAS/DRONE OPERATIONS

The operation of an UAS (Unmanned Aircraft System) or Drone is prohibited within a five (5) statute mile radius of the Northeast Ohio Regional Airport without prior approval from the Ashtabula County Airport Authority. Should prior approval be given by the Ashtabula County Airport Authority, any operation of an UAS or Drone shall be regulated by and must be compliant with the requirements contained in 14 C.F.R. Part 107.

200.17 TEXTING / MESSAGING WHILE DRIVING

Ashtabula County Airport Authority dba Northeast Ohio Regional Airport prohibits texting while operating a motor vehicle or any airport equipment, while on Airport Property.

Driving is operating a motor vehicle or equipment while on Airport Property.

Texting / messaging is reading from or entering data into an electronic device either handheld or affixed in motor vehicle or equipment.

The Ashtabula County Airport Authority dba Northeast Ohio Regional Airport will adhere to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/01/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009).

300 AIRCRAFT OPERATION

300.1 GENERAL/OPERATIONAL/PRACTICES

All aircraft operations are bound by applicable Federal and State Laws including, but not limited to, the FAR's, AIM and FAA Circulars and Advisories. Pilots are, at all times, required to operate aircraft in compliance with same and, where such operation is not otherwise defined, in a manner which shall reasonably assure the safety and preservation of person and property.

300.2 FLYING CLUB OPERATIONS

Flying club operations are permitted at the Northeast Ohio Regional Airport and all flying club operations must be in compliance with FAA Order 5190.6B as published on September 30, 2009 and as amended on March 15, 2016.

300.3 UNATTENDED/PARKED AIRCRAFT

Aircraft parked overnight on the ramp or in poor weather conditions shall be tied down and chocked according to good and safe aviation practices. No aircraft shall be parked or placed on any taxiway or in any area in such a way or manner as to obstruct or prohibit the safe operation of other aircraft or prevent the passage of emergency equipment. All aircraft shall be parked in such a manner so as not to hinder the movement of other aircraft or hangared aircraft.

300.4 TAXIING RULES

Taxiing out of hangars is positively prohibited.

300.5 FLAMMABLE VOLATILE LIQUIDS

No Persons shall use flammable volatile liquids in cleaning an aircraft, engines, propellers, etc., unless, done in the open air and with permission of the Board of Trustees.

300.6 COMPULSORY INSURANCE REQUIREMENTS

All aircraft based at, and tenants of, the Airport shall have appropriate insurance coverage, as determined by the Board of Trustees. The specific insurance requirements shall be set forth in the lease agreement of the tenant.

300.7 FUEL SALES/DISPENSING

The sale and dispensing of aviation fuel is intended solely for the fueling of aircraft. Fuel is to be dispensed directly into aircraft. Transporting fuel off Airport Property and the dispensing of fuel into any motor vehicle or Equipment are prohibited. Dispensing of fuel into a container is prohibited unless same is for usage on Airport Property.

300.8 UNSAFE AREAS

No aircraft shall use any portion of the aircraft landing area or taxiway considered unsafe for the operation of such aircraft. Such areas shall be marked with red flags or orange and white stakes by day and flares or red lights by night. Notice may be given on the Unicom frequency.

300.9 DISABLED AIRCRAFT

The owner, operator, or their agents shall be responsible for the prompt removal of a disabled aircraft and aircraft parts from the landing area when authorized to do so by the F.A.A., NTSB and local law enforcement. In the event the Authority has to remove a disabled aircraft and/or aircraft parts from the landing area, the costs incurred for such removal by the Authority shall be assessed against the owner, operator, or their agents and the owner, operator, or their agents shall be liable for same.

300.10 FIRE APPARATUS

All tenants of the Airport shall supply and maintain such adequate and ready accessible fire suppression devices as required by law and the Board of Trustees. The Airport Authority reserves the right to enter into any hangar space or other portions of the Airport premises to inspect and to ensure proper operation of same.

300.11 FIRE HAZARD

No Person shall store or stock material or Equipment on the Airport Property or in hangars in such a manner as to constitute a fire hazard.

400 - MISCELLANEOUS

400.1 ADDITIONAL PENALTIES

In addition to all other sanctions or remedies available to the Airport Authority under these Rules And

Regulations, the Airport Authority, at its sole judgment and discretion, reserves the right to contact Local, State and/or Federal authorities.

400.2 SUBORDINATE PROVISIONS

These Rules and Regulations will be subordinate to the provisions of any existing or future regulations established by the Federal Aviation Administration, the Ohio Division of Aviation, and Ohio law.

400.3 AIRPORT SECURITY

- A.** The Airport Authority has the right to conduct video surveillance of the public areas of the Airport Property for the purpose of protecting Persons and property. Video surveillance may be monitored by law enforcement officials and Airport Management in both real-time and recorded modes.
- B.** The Northeast Ohio Regional Airport participates in AOPA's Airport Watch Program. Tenants are encouraged to participate in the program and report any suspicious activity to local authorities.
- C.** The Board of Trustees has adopted a separate Video Surveillance And Security Policy. A copy of which can be obtained from Airport Management.

400.4 LIMITED ACCESS/SIGNAGE

Certain areas of the Airport Property are considered limited access areas for access only by those Persons authorized to enter into same, including individual hangar spaces, the main hangar located in the terminal building and others. All Persons upon the Airport Property are required to comply with all signage limiting access to certain areas.

400.5 SNOW REMOVAL

All tenants and users of Airport Property shall be responsible for the removal of snow within ten (10) feet of the wingspan radius of a tied-down aircraft and within three (3) feet of hangar doors.

400.6 USE OF AIRPORT PROPERTY

- A.** The Airport Manager shall have the authority to grant or deny permission to anyone who requests same in writing, for the seasonal or a temporary purpose of entering upon the non-aviation portion of the Airport property to conduct non-evasive recreational activities, such as hunting.

- B.** The Board Of Trustees shall have the exclusive authority to grant or deny permission to anyone who requests same in writing for the purpose of entering upon the Airport property to conduct activities that could result in a permanent alteration of the Airport’s real property or structures, such as the clearing, cutting, felling harvesting, or removing of trees, granting leases or licenses for the use of the Airport’s real property, and other potentially invasive and/or permanent uses of the Airport property.

400.7 CONCEALED HANDGUN POLICY

Pursuant to the provisions of Senate Bill 199, a permit holder of a concealed handgun license recognized as valid by the State of Ohio shall be permitted to carry a concealed handgun onto and into its premises and buildings, recognizing that the ACAA facilities are all “non secure” areas as defined by aviation security guidelines.

400.8 LIMITED ENGLISH PROFICIENCY POLICY

As a United States Department of Agriculture (USDA) federal funds recipient, and in compliance with Title V of the Civil Rights Act of 1964 which prohibits discrimination on the basis of national origin, and in an effort to provide meaningful access to services for those with Limited English Proficiency (LEP) as required by Executive Order 13166, the Airport Authority has established a means and method by which it will provide interpreter and translator services to those individuals using the ACAA facilities when it appears that such individuals are not able to communicate effectively in English. The Airport Authority has contracted with Telelanguage, Inc., a telephonic translations/interpretation service, to provide assistance to those individuals with LEP, as needed, during all normal business hours and when an emergency has been determined to exist during non-business hours, in a manner consistent with Executive Order 13166. Notice of availability of free interpreter and translator services also occurs in signage at primary points of contact at the Airport Authority facilities.

400.9 AMENDMENT TO RULES AND REGULATIONS

These Rules and Regulations may be amended upon an affirmative vote of a majority of a quorum of the members of the Board of Trustees present at a meeting called for such purpose.

