HICKORY REGIONAL AIRPORT RULES AND REGULATIONS

ADOPTED: JANUARY 8, 2025

KHKY, HICKORY, NC

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The attached Rules and Regulations for Hickory Regional Airport were adopted at the regular scheduled meeting of the City of Hickory City Council on **January 8, 2025** These Rules and Regulations supersede any previously established regulations by the Airport.

Section 1: Definitions

Terms used in these Rules and Regulations are defined below. Words relating to aeronautical practices, processes and equipment will be construed according to their general usage in the aviation industry unless a different meaning is apparent from the context or specifically defined otherwise herein. All other words will be construed according to their common literal meaning.

Aeronautical Activity: Any activity or service which involves, makes possible, or is required for the operation of aircraft, or contributes to, or is required for, the safety of such operations. "Aeronautical activities" include, but are not limited to; charter operations (under either Federal Aviation Regulation (FAR) Part 121 or 135); charter brokerage; Aircraft hangar leasing; pilot training; Aircraft rental and sight-seeing; aerial photography; crop dusting; fire suppression; aerial advertising and surveying; Aircraft sales, leasing and servicing; Aircraft management; sale of aviation petroleum products, whether or not conducted in conjunction with other included activities which have a direct relationship to the operation of Aircraft; repair and maintenance of Aircraft; sale of general aviation Aircraft parts; and any other activities which because of their relationship to the operation of Aircraft can appropriately be regarded as an "aeronautical activity."

Air Operations Area (AOA): Any area of the Airport used or intended to be used for landing, take off, or the surface maneuvering of Aircraft inside of the airport's perimeter fence.

Air Traffic Control Tower (ATCT): Responsible for the safe, expeditious movement of all air and vehicular movement on airport movement, taxiway and runway Safety Areas during published hours of operation.

Aircraft Parking and Storage Areas: Those hangar and Apron or Ramp locations of the airport designated by the Airport for the parking and storage of Aircraft, and such areas of the airport designated for Aircraft maintenance, engine run-up and self-fueling.

Aircraft: Any contrivance designed, invented or used for powered or non-powered flight in the air. An ultralight Aircraft is not included for the purpose of this definition.

Airfield: Those portions of the Airport, excluding Airside terminal Aircraft Aprons or Ramps, provided for the landing, taking off, and taxiing of Aircraft, including without limitation, approach and turning zones, clear zones, avigation or other easements, runways a fully integrated taxiway system, runway and taxiway lights and other appurtenances related to the aeronautical use of the Airport.

Airport: The entirety of Hickory Regional Airport formerly known as the Hickory Municipal Airport, located in Burke and Catawba Counties, Hickory, North Carolina.

Airport Department: A department of the City of Hickory, the owner and operator of the Airport, charged with the administration and operation of Hickory Regional Airport.

Airport Certification Manual (ACM): A written document designed to comply with the standards of the FAA Airport Compliance Program and 14 CFR Part 139.

Airport Security Program (ASP): A written document designed to comply with standards of FAA 49 CFR Part 1542.

Airside: The area of the airport that is either contained within the airport perimeter fence, or which requires access through a building located on or adjacent to airport property, or which requires access through a controlled airport access point.

Apron or Ramp: Those areas of the Airport within the AOA designated for the loading, unloading, servicing or parking of Aircraft.

Authority: Hickory City Council.

Based Aircraft: Aircraft permanently based at the Airport pursuant to a lease or permit directly with the Airport Department.

Commercial Activity: The exchange, trading, buying, leasing, hiring or selling of commodities, goods, services or tangible or intangible property of any kind, or any revenue-producing activity on the Airport.

Derelict Aircraft: Any Aircraft that is not in flyable condition, does not have a current certificate of airworthiness issued by the FAA, and is not in the process of actively being repaired.

Designated Area: Those areas of the Airport marked by signage, where possible, where certain activities are permitted or where certain activities must occur, as specified elsewhere in these Rules and Regulations.

Federal Aviation Administration (FAA): The entity charged with regulating all the nation's civil aviation activities, including management of air traffic in U.S. airspace. Including authorized successor(s).

Fixed Base Operator (FBO): a person operating a concession granted by the Airport Department to provide a full range of aeronautical services to the public at the Airport.

Flammable Liquid: A liquid that is capable of self-sustained combustion.

Foreign Object Debris (FOD): any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport personnel and/or damage Aircraft or airport facilities.

Fuel Storage Area: Any portion of the airport designated temporarily or permanently by the Airport Department as an area in which gasoline or any other type of fuel may be stored or loaded.

Fuel Transporting Vehicle, Fuel Truck or Fuel Delivery Device: Any Motor Vehicle, tanker truck, trailer or other mobile or fixed device containing a tank of any size and/or pumping equipment, designed or used to deliver and supply fuel to Aircraft, Motor Vehicles, fuel tanks or other equipment on the Airport.

Motor Vehicle: A self-propelled device in, upon or by which a Person or property may be transported, carried or otherwise moved from point-to-point, except Aircraft or devices moved exclusively upon stationary rails or tracks.

Movement Area: Those areas of the Airport designated for the taxiing, takeoff and landing of Aircraft. Movement areas include, without limiting the generality hereof, all taxiways and runways at the Airport.

Non-Movement Area: Areas of the airport that are used for taxiing or towing of Aircraft but are not part of the movement area (i.e., the loading Aprons and Aircraft Parking and Storage Areas). This area is not under control of the ATCT.

Notice to Air Missions (NOTAM): An official notification from the Airport or the FAA concerning the condition or use of the Airport for flight activities which, when posted in accordance with FAA regulations, is deemed to be notice to all pilots concerning such condition or limitation.

Park: To let a Motor Vehicle or Aircraft stand or stop in any location, whether the operator thereof leaves or remains in such vehicle or aircraft, when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

Person: A natural person, corporation, partnership, limited liability company or any other form of business organization.

Picketing: The participation in a picket line as a picketer or the participation in any labor or other form of demonstration or protest.

Policy: A general principle or plan by which the Authority is guided in its management of public affairs. The City Council approves all Policies.

Preventive Aircraft Maintenance: Maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in the most current FAR part 43, Appendix A, Paragraph C.

Restricted Area: Any area of the Airport designated to prohibit entry or to limit entry or access to specific authorized persons.

Rules and Regulations: Statements of general applicability that implement, interpret, or prescribe law or policy or describe the procedure or practice requirements. Rules and Regulations are adopted by City of Hickory City Council.

Safety Areas: Areas abutting the edges of the runway and taxiways and areas designated in the ACM.

Solicitation or to solicit: To ask, request, implore, or plead repetitively or continuously, directly or indirectly, activity or passively, openly or subtly, orally, in writing or otherwise for money or anything of pecuniary value. Solicitation also includes requests to sign a petition.

Tie-down: The Airside area which is suitable for the parking and moving of aircraft and has suitable tie-down points.

Unmanned Aircraft System (UAS): An Aircraft without a human pilot on board and which is controlled by an operator on the ground. Sometimes referred to as a drone.

Section 2: Purpose, Scope & Authority

2.1 Purpose and Scope

The rules and regulations provided in this document and any amendments hereinafter adopted by the Airport are intended to regulate the activities of persons using the Airport or any part thereof to provide for the safe, orderly and efficient operation of the airport, and shall apply fairly to all persons using the Airport for any reason.

2.2 Authority

North Carolina General Statute Section 63-53 confers upon municipalities the power to adopt and amend all needful rules, regulations and ordinances for the management, government and use of any properties under its control and to fix by ordinance, penalties for the violation of said ordinance and enforce said penalties.

North Carolina General Statute Section 63-53 also specifically requires that such ordinances be published as provided by general law or the charter of the municipality for the publication of similar ordinances, and that such ordinances conform to and be consistent with the laws of the State of North Carolina, and then current federal legislation governing aeronautics, and the regulations promulgated thereunder.

Chapter 3, Section 3-26 of the City of Hickory Code of Ordinances provides that the management and control of the Airport shall be vested in an airport manager, who shall be appointed by the city manager, and that the airport manager shall have such authority and perform such duties as may be assigned to him by the city manager.

Chapter 3, Section 3-27 of the City of Hickory Code of Ordinances provides that the airport manager, with the approval of the city manager, shall promulgate such rules and regulations affecting the activities of the airport as may be necessary and proper to carry out the purposes of this article and that such regulations shall provide the airport manager with the power to refuse the use of the facilities of the airport to any person violating such regulations of the FAA or other such governmental agency.

These Rules and Regulations are adopted pursuant to the authority granted to the City of Hickory under North Carolina General Statute Section 63-53 and the Hickory Code of Ordinances Chapter 3, Sections 3-26 and 3-27. The Rules and Regulations shall be in addition to all other applicable Minimum Standards, Fee Schedules, leases, policies, plans, and directives of the Airport, which shall be under the authority and control of the Airport Director or their designee.

2.3 Compliance

All persons on any part of the property comprising the Airport shall be governed by these Rules and Regulations and by other directives of the Airport Director of designee as may be adopted from time to time relative to the use or occupation of any part of the property comprising the Airport. Permission granted to any person by the Airport Director to enter or use the Airport or any part thereof shall be conditioned upon compliance the following:

a. Strict compliance with these Rules and Regulations and Airport Minimum Standards.

b. Payment of all applicable fees and charges in accordance with approved fee schedules and those as established by the Airport Director.

c. Assumption by the user thereof of full responsibility and risk for such use.

d. Any person failing to comply with these Rules and Regulations may be denied use of the Airport.

e. No lessee of Airport property shall allow such property to be used or occupied for any purpose prohibited by these Rules and Regulations.

2.4 Enforcement

a. The Airport Director is empowered to enforce these Rules and Regulations through Airport staff and the City of Hickory Police Department. All persons in the Airport shall respond to directives issued by Airport personnel, under the direction of the Airport Director, relative to the enforcement of these Rules and Regulations. Violations of Rules and Regulations may result in different forms of action including but not limited to verbal or in writing such as a Notice of Violation.

b. The Airport Director or designee may remove or evict from the Airport premises any person who knowingly, willfully or recklessly violates any rule or regulation prescribed herein, or any rule or regulation in effect by the federal government or the State of North Carolina and may deny use of the Airport and its facilities to any such person if it is determined that such denial is in the public interest, notwithstanding any contractual arrangements.

c. If any provision of these Rules and Regulations is held to be invalid, the remainder of these Rules and Regulations shall remain in full force and effect. Future amendments, additions, deletions or corrections to these Rules and Regulations will be incorporated into the document as required and as directed by the Airport Director.

d. Any person who feels these Rules and Regulations have been unjustly applied or enforced shall comply with the directives of the Airport Director until such matter is resolved. Concerns regarding any enforcement practice shall be submitted in writing to the Airport Director within seven (7) days of the date of occurrence along with a description of the situation, the actions taken by Airport staff and the desired resolution.

2.5 Variance and Amendment

a. Any variance of the literal requirements of these Rules and Regulations may be granted by the Airport Director when strict enforcement is impractical, results in unnecessary hardship, or is contrary to the safety of flight operations. The granted variance shall result in substantial justice and follow the spirit of the Rules and Regulations.

b. When an emergency exists at the Airport, the Airport Director or designee is empowered to issue directives and take such action as necessary to protect people, property and assets and promote the safe operation of the Airport. Such directives and actions of the Airport Director or designee have the power of regulation as long as the emergency exists.

c. The Airport Director, after consultation with the City Manager, and adoption by city council, reserves the right to revoke, cancel or change all of these Rules and Regulations. All changes issued from time to time shall be considered as addenda to these Rules and Regulations. Future amendments, additions, deletions or corrections to these Rules and Regulations will be incorporated into the document as required and as directed by the Airport Director.

2.6 Adoption of Federal and Local Regulations

a. Federal, State or local laws or ordinances, in the event of any conflict, supersede the City of Hickory Rules and Regulations.

b. The Rules and Regulations shall in no way supersede or abrogate regulations outlined in FAA regulations.

2.7 Waiver of Liability

Any permission granted by the Airport Director to use the Airport and its facilities, or to fly to/ from or over the same shall be at all times conditioned upon the assumption of full responsibility and risk associated therewith. It shall be further condition thereof that each person, as consideration of the use of the Airport and its facilities, shall at all times indemnify the city council of the City of Hickory, the Airport Director and its employees from and against any and all liability, responsibility, loss or damage, resulting to any such person or caused by or on his/her behalf, and incident to how the Airport is operated, constructed, maintained or served from within or without or used from without. The use of the Airport by any person for any purpose, or the paying of fees associated with Aeronautical Activity therein shall be itself an acknowledgement that such person accepts such privileges on the conditions herein set forth.

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Section 3: General Rules of the Airport

3.1 Abandonment of Vehicles

No person shall abandon any Motor Vehicles at the Airport. If not claimed by the owner within fourteen (14) days, such articles will be handled in accordance with Hickory, NC Code of Ordinances.

3.2 Accident Reporting

Accidents resulting in damage to property, injury requiring professional medical treatment or interference with normal operations must be reported to Airport Operations as soon as possible after the occurrence.

3.3 Advertisements & Printed Material

No person shall post, distribute or display signs, advertisements, circulars, printed or written matter in any portions of the Airport other than their leased or assigned premises without written permission from the Airport Director. All outdoor signs must be approved in writing by the Airport Director prior to installation.

3.4 Alcohol

No person shall drink any intoxicating liquor on any portion of the Airport open to the public.

3.5 Alteration of Airport Property

No person shall make alterations that would normally require a building permit to any signs, buildings, Aircraft Parking and Storage Areas, leased areas or other airport property, nor erect any signs, buildings, or other structures, except in accordance with terms of their lease with the Airport, with the prior written permission of the Airport Director or in accordance with the airport layout plan.

3.6 Animals

a. No person in charge of a dog or other animal shall permit the animal to wander unrestrained on any portion of the Airport, indoors or outdoors. All animals shall be properly restrained by a leash or properly confined as determined by the Airport Director.

b. Leashes, harnesses and straps shall not exceed six (6) feet in length.

c. Owners or handlers are responsible for the immediate removal and disposal of animal waste.

d. No person shall feed or perform any other act to encourage the congregation of birds, cats or other animals at the Airport.

e. No person other than those authorized by the Airport Director will hunt, pursue, trap, catch, injure or kill any animal on the Airport.

3.7 Commercial Photography

a. No Person shall take a still, motion or sound picture of the Airport for commercial purposes without the permission of the Airport Director. The Airport Director may allow any of the following to take pictures of the Airport for commercial purposes:

    1. Professional photographers and motion picture cameramen photographing events at the Airport as representatives of bona fide news organizations.

    2. Professional photographers and motion picture cameramen photographing events at the Airport for non-profit exhibitions, to stimulate interest in air commerce or travel, or for non-profit educational purposes.

    3. Professional photographers photograph scenes in the Airport for general artistic purposes.

    4. Aviation photographers photograph Aircraft in public or designated areas.

b. No person shall take a still, motion or sound picture of any area exclusively leased to an Airport tenant without the permission of the tenant and coordination with the Airport Director.

3.8 Fees and Charges

All fees and charges will be in accordance with the Hickory City Council approved fee schedule rates established by the Airport Director, and by the terms and conditions of the contracts or agreements between the Airport Director and any party.

3.9 Hunting on Airport Property

Hunting at the Airport is prohibited, except for wildlife control measures undertaken to further aviation safety in accordance with the Airport's approved wildlife management plan.

3.10 Loitering

No person shall loiter in Airport buildings or on Airport property.

3.11 Lost and Found Articles

Lost and found articles shall be deposited with Airport FBO. Such articles will be kept for 30 days prior to disposal.

3.12 Overnight Camping

Overnight camping, including occupancy of Motor Vehicles, on the Airport is prohibited unless authorized by the Airport Director.

3.13 Permits

Permits and licenses authorizing certain non-Aeronautical Activities at the Airport shall be issued and revoked at the discretion of the Airport Director.

3.14 Preservation of Property

a. No person shall destroy or cause to be destroyed, damage, deface or disturb in any way, property of any nature located on the Airport. Any person causing or responsible for such destruction, damage, or disturbance shall report such damage to Airport Operations and shall reimburse the Airport the full amount for repair or replacement of the property.

b. No person shall take or use any Aircraft, Aircraft parts, instruments or tools owned, controlled or operated by any person while on the Airport or within its hangars, except with written consent of the owner or operator thereof.

3.15 Public Demonstrations

Public demonstrations, such as picketing or other peaceful action, is permitted on Airport property provided the sponsor obtains written permission from the Airport Director or authorized designee and complies with all Airport Rules and Regulations, with emphasis on Code of Ordinances Chapter 22 Sections 22-26 through 22-59. (Code 1984, § 22-21; Code 1992, § 22-59; Ord. No. 21-40, § 1(M.6), 12-7-2021)

3.16 Signage

Signage standards are established by the Airport in compliance with City of Hickory Code of Ordinances Article VI. Banner Sign Program. (Code 1992, §29-156, And. No. 3, § 1, 4-20-2004)

a. All persons will observe and obey all posted signs, fences and barricades. Sign placement and removal procedures associated with a tenant will be governed by the Airport Director's Policies, or as outlined in a written contract, permit or other form of written authorization from the Airport Director.

b. No sign, advertisement or notice shall be displayed on the outside of any structure on the Airport or Airport property unless authorized by the Airport Director or the designee.

c. Roadway and directional signage shall comply with City of Hickory traffic control and no roadway signage shall be displayed unless authorized by the Airport Director.

d. No person shall display Solicitations, advertising or other signs on the Airport property, including the property within the roadway easements, without the authorization of the Airport Director.

3.17 Solicitation

No person shall Solicit funds or other items from the public at the Airport without the express written approval of the Airport Director.

3.18 Smoking

a. It shall be unlawful to smoke or carry lighted smoking materials or to strike matches or other incendiary devices on Airport Apron areas, within 100 feet of parked Aircraft, during fueling or de-fueling, during the loading or unloading of fuel transport Motor Vehicle, within 100 feet of a

Flammable Liquid spill, in any area on the AOA, and in a hangar, shop, or other building in which flammable liquids are stored.

b. It shall be unlawful to smoke, including the use of e-cigarette, in all enclosed areas of the Airport, including all restrooms, break rooms, offices, any City-owned Motor Vehicle, and inside any portion of the passenger terminal building. This section applies to all persons utilizing the Airport, including all employees, tenants, vendors, independent contractors, passengers and visitors.

c. Smoking is only permitted in a Designated Area.

d. It shall be unlawful to smoke within the cab of a Fuel Transporting Vehicle, Fuel Truck or Fuel Delivery Device.

3.19 Storage of Equipment or Property

It shall be unlawful for any person, unless otherwise provided for by lease, other agreement, or permit, to use any area on the Airport, including buildings, either privately owned or publicly owned, for any storage of cargo or any other property or equipment, including Aircraft, without permission from the Airport Director. The Airport Director shall, upon a violation of this Section 2.21, have the authority to order the cargo, Aircraft or any other property or equipment removed, or to cause the same to be removed and stored at the expense of the Owner or consignee, without the Airport having any responsibility or liability therefore.

3.20 Tampering with Aircraft

No person shall interfere or tamper with any Aircraft or put in motion the engine of such Aircraft, or use any Aircraft, Aircraft parts, instruments, or tools without permission of the owner or specific direction of the Airport Director or designated personnel.

3.21 Use of Public Access Facilities

Considering the sponsor's obligation to keep the airport open to the public for aeronautical purposes, the airport facilities will not be used for non-aviation events which would conflict with its aeronautical use. No person(s), firm(s), association(s) or corporation(s) shall sponsor, hold, permit or otherwise carry on any activity that would impact the operation of the Airport without first obtaining written permission from the Airport Director and complying with all the terms and conditions of such authorization. In the event approval is given, written evidence of insurance covering all injury, damage or claims that might result from such activities shall be submitted to the Airport.

Section 4: Aircraft Operations

4.1 Accidents & Disabled Aircraft

a. Persons involved in Aircraft accidents or incidents at the Airport shall make a full report thereof to the ATCT staff or Airport Operations as soon as practical. The pilot or operator involved in the accident-causing personal injury or property damage may be requested to make a written report concerning said accident.

b. Access to Aircraft accident scenes shall be controlled by a designated Incident Commander.

c. The pilot, Aircraft owner, lessee or operator is responsible for the prompt removal of the disabled Aircraft or parts thereof as directed by the Airport Director, subject to accident investigation requirements. The Airport Director or designee is authorized to remove or relocate a disabled Aircraft from any location in the Airport at the expense of the owner/operator.

4.2 Derelict and Abandoned Aircraft

a. No person may park or store a Derelict Aircraft on Airport property, including leased premises.

b. No person will store or retain Aircraft parts or component held as inventory anywhere on the Airport, other than in an enclosed authorized facility or in a manner approved by the Airport in writing.

c. Whenever any Derelict Aircraft is parked, stored or left on the Airport in violation of the provisions of this Section, the Aircraft is subject to removal by the Authority pursuant to City of Hickory Ordinance No. 24-13.

4.3 Aircraft/Airport Operations during Hours of Tower Closure

After the published hours of the ATCT, all Aircraft and or Motor Vehicles operating within the movement area must broadcast their intentions on the Common Traffic Advisory Frequency (CTAF) in accordance with suggested procedures published in the Airman's Information Manual, Code of Federal Regulation (CFR), and FAA Advisory Circulars.

4.4 Airport Closures and Restrictions

If the Airport Director believes that the conditions of the Airport or any part thereof are unsafe for landings and take-offs, it shall be within their purview to close or restrict all or part of the Airport and issue a NOTAM indicating so.

4.5 Based Aircraft Registration

The owner and/or operator of Aircraft based on the Airport's ramp area or associated hangars, shall execute a written agreement with the Airport stating, among other things, the Based Aircraft airworthiness status, Aircraft identification and compliance with Aircraft parking fees. Aircraft based at the Airport but within a tenant's leasehold shall be reported upon request by the Airport Director.

Reports shall be detailed (including Registration/N Number, names, address and phone number of owner) of all Based Aircraft on the Airport in a form approved by the Airport Director.

4.6 Engine Run-ups

a. Aircraft engine run-ups above ground idle shall only be conducted at the engine run-up areas adjacent to each runway end, or South and West Ramp areas. Engine run-ups are not permitted on the North Ramp.

b. No Aircraft engine shall be started or run unless a qualified, certificated pilot or mechanic is attending the Aircraft controls.

c. Aircraft engine run-ups shall not be conducted in such positions that the path of the propeller wash or jet blast may endanger persons, structures or property.

4.7 General Operating Rules

a. No Aircraft shall be operated on the airport while the pilot, or other persons aboard controlling any part of the operation, is under the influence of alcohol or drugs.

a. Taxiways, Aprons or Ramp areas shall not be used for take-offs and landings of any type of Aircraft without the appropriate clearance from the ATCT, whenever the Tower is in operation. Aircraft operating during the hours the Tower is not operating shall comply with appropriate FAA regulations.

b. No Aircraft engine shall be operated inside any Aircraft hangar or within 25 feet of any opening to a hangar or building.

4.8 Helicopters

Helicopters shall not be operated with rotors turning unless there is a clear area of at least 25 feet in all directions from the outer tips of the rotor.

4.9 Instructor and Student Responsibilities

Flight instructors shall fully acquaint their students with these Rules and Regulations and shall be responsible for the conduct of the students under their direction during duel instruction. When a student is solo, it shall be the sole responsibility of the student to observe and abide by these Rules and Regulations.

4.10 Limitations on non-powered Aircraft.

No operations involving non-powered Aircraft, including gliders, balloons, kites, parachuting, and other unusual and special classes of Aeronautical Activities, will be permitted on the airport without written permission of the Airport Director.

4.11 Aircraft Parking

a. No person shall taxi to, park, leave parked or leave any Aircraft at any location upon the Airport except an Aircraft Parking and Storage Area either leased or rented to such person or designated by the Airport Department or an FBO as an itinerant Aircraft Parking and Storage Area.

b. Aircraft parked or stored in unauthorized areas, or which present an operational problem or safety hazard to any area of the Airport may be relocated to other Airport areas at the discretion of the Airport Director and at the operator's expense. The owner of the offending Aircraft shall be solely responsible for any damages caused as a result of the relocation and any Airport personnel that assists the Airport in the moving of the Aircraft will not be liable for any damage unless such is a result of gross negligence.

4.12 Refusal of Clearance

The Airport Director or designee may delay or restrict any flights or the conduct of other aviation-related operations at the Airport and may notify Air Traffic Control to refuse take-off clearance to any Aircraft for any reason the Airport Director or designee reasonably believes is in the best interest of the public or essential to the safe operation of the Airport.

4.13 Self-Service

a. Owners and operators of Based Aircraft are permitted to fuel, wash, repair, or otherwise service their own Aircraft subject to the lease or permit pursuant to which they base their Aircraft at the Airport, provided there is no attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Rules and Regulations and all applicable laws.

b. A Based Aircraft owner or operator may hire an individual to provide, under the direction and supervision of the Aircraft owner or operator, services only on the owner's or operator's Aircraft. Such services may only be provided by a direct employee of the Aircraft owner or a technical specialist.

4.14 Taxiing or Towing of Aircraft

a. No person shall taxi an Aircraft into or out of an enclosed hangar under its own power.

b. All Aircraft taxiing on any part of the Apron or Ramp or taxiways shall proceed with Aircraft position lights on at night and during periods of low visibility.

c. When the ATCT is in operation, Aircraft shall not be taxied, towed or otherwise moved on any part of the Movement Area until specifically cleared to do so.

d. No Aircraft shall be taxied, or engines operated on the Airport where the exhaust or propeller blast may cause injury to persons or property damage. If it is impossible to taxi such Aircraft in compliance with the above, then the engine(s) must be shut off and the Aircraft towed to the desired destination.

e. No person shall tow an Aircraft in the Airport Movement Area unless such person has passed an approved Airport Vehicle Operator Training Program or receives recurrent training.

4.15 Washing and Maintenance

a. Washing and maintenance of Aircraft or other Airport-related equipment shall only be conducted in accordance with environmental regulations and at approved wash racks or other areas designated by the Airport Director, or within specific tenant areas where such activity is permitted under lease or agreement.

b. Only Preventative Aircraft Maintenance may be performed on ramps or within leased hangars. Maintenance and/or repair requiring a certified Airframe and Powerplant (A&P) mechanic shall be performed within designated Aircraft repair facilities unless specifically authorized by Airport Operations or the FBO Line Lead.

4.16 Weight-Bearing Capacities

Aircraft exceeding the published weight-bearing capacity of any runway, taxiway or Apron or Ramp area are prohibited from operating in those areas without the express written approval of the Airport Director.

4.17 Unmanned Aircraft Systems (UAS)

UAS operations at the airport will require prior written permission to launch and recover their UAS on airport property. Operators must provide detailed plans of their intended operations including the purpose, duration, and specifics of the operation. The Airport Director may designate specific areas and/or times for UAS operations to minimize potential conflicts with manned Aircraft and ensure the safety of all airport operations.

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Section 5: Vehicle Operations

5.1 Personnel and Equipment

Pedestrians and Motor Vehicles, authorized by the Airport Director, to operate in airport movement and taxiway/runway Safety Areas are limited only to those necessary for airport operations and include the following types of vehicles:

a. Airport/City owned Motor Vehicles equipped with air-to-ground/Unicom radio.

b. FAA Motor Vehicles authorized for maintenance of FAA NAVAIDs or Airfield inspections.

c. Authorized construction Motor Vehicles.

Other individuals who require access to the Movement Areas shall be escorted by qualified airport personnel or required to complete the airport's movement area ground vehicle operator training. Motor Vehicles must have beacon or be escorted by a beaconed vehicle when operating within the Movement Areas.

5.2 Access Controls

Access to the Apron or Ramp is regulated through gates and signage. Entry through outer perimeter gates is managed via electronic key codes and badging. Gate codes are exclusively issued to individuals authorized by the Airport Director or their appointed representative. **Before gaining access to the Airside of the Airport, individuals must thoroughly read and confirm their understanding of this document. Confirmation must be made to Airport personnel in writing.**

5.3 Movement and Non-Movement Areas

a. Access to movement areas is restricted and requires communication with (1) ATCT for approval and control, or (2) CTAF, for advisories and coordination, when the tower is not in operation.

b. The FAA and the City of Hickory require additional Movement Area training, Motor Vehicle identification and a valid work purpose before an individual may have unescorted access.

c. Although flight training and valid pilot certificate provide individuals the ability to access the movement areas while piloting an Aircraft, it does not grant individuals access as a pedestrian or driver of a Motor Vehicle.

Non-Movement Area Boundary Markings consist of **two yellow lines** (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. An authorized Motor Vehicle operator, tow operator or non-pilot Aircraft operator (mechanic) is not to cross from the solid-line side without first contacting the ATCT and obtaining clearance to operate on the movement area.

Pedestrians and all other Motor Vehicle operators at the Airport are NOT AUTHORIZED to cross this boundary unless under escort or for requested purposes during special circumstances when the Airfield is closed to Aircraft operations.

5.4 Airport Movement Area Endorsement

Motor Vehicle procedures are as follows:

a. Motor Vehicles are required to operate under the procedures established by the Airport Director.

b. Operators of any radio-equipped Motor Vehicle in the Movement Areas must be trained and familiar with Airport radio procedures before operating in movement areas or taxiway/runway Safety Areas. All Motor Vehicles shall be escorted by or equipped with an amber beacon and always operated while in movement areas.

c. Motor Vehicles operating within the movement areas shall include:

    1. Placard with CTAF, Ground, Tower and Unicom frequencies.

    2. Placard showing Airfield signs and marking information.

    3. A placard showing the meaning of ATC light gun signals (Exhibit C).

d. Motor Vehicle operators must obtain ATCT clearance before operating on ANY Airport movement areas or within taxiway/runway Safety Areas. Motor Vehicle operators shall obtain such clearance on 121.7 (Ground Control frequency) or use 128.15 (tower frequency) as a backup.

e. During periods when the ATCT is closed (2100-0700(L), Motor Vehicle operators shall stop at all hold lines and visually check both approaches before they cross or enter an active runway.

f. Operators shall announce their intentions on CTAF (128.15) when operating in any Airport movement areas.

g. Motor Vehicle operators must always monitor the radio when in movement areas or within Airport Safety Areas.

h. The direction of travel on runways shall be with the direction of landing/departing air traffic.

    1. The runway at the Airport is marked Runway 6-24 which is the general magnetic compass heading of the runway.

    2. When Aircraft are landing and departing from the north to the south the runway shall be referred to as **Runway 24.**

i. When Aircraft are landing and departing from the south to the north the runway shall be referred to as **Runway 6.**

j. Aircraft and emergency response Motor Vehicles have the right-of-way in all non-movement and movement areas. Motor **Vehicles are required to yield to all moving Aircraft.**

k. Movement areas or areas adjacent to movement areas under construction shall be closed to Aircraft operations if possible. Construction equipment that must operate in movement areas shall be controlled by a flag person or radio-equipped escort Motor Vehicle. Operators of construction equipment shall be briefed on their procedures for operating on or near movement areas. Construction personnel authorized to operate in the movement area without an escort must complete the Airport Vehicle Operator Course.

l. Individuals who operate in the movement areas must be familiar with the areas on the Airport that are designated as "Movement" and "Non-Movement" at the Airport.

m. Individuals who operate in the movement areas at the Airport shall review the most current Letter of Agreement between the Airport and the ATCT. This document is available through Airport Operations personnel.

n. The speed limit for non-movement areas is set to 15 MPH, while the speed limit for movement areas is 25 MPH.

o. Always be aware of cockpit blind spots. Pilots typically cannot see behind or below the Aircraft.

p. Avoid jet blasts or prop wash, which can be hazardous to personnel and Motor Vehicles.

q. Be aware of other Motor Vehicle movements. You may not hear them approaching due to Aircraft engine noise.

r. Yield to Aircraft, passengers and emergency Motor Vehicles which **ALWAYS** have the right-of-way on any portion of the Airside of the Airport.

5.5 Gate Access

Access to Airport gates is strictly controlled by Airport Operations. Standard access gates, such as gate number 7 (South Ramp), 9 (West Ramp), 12 (North Ramp) and 17 (Terminal Ramp) are accessible to authorized personnel only. However, access to all other gates requires special permission coordinated through Airport Operations.

a. Authorization for gate access is specific to the designated gate and cannot be used to access any other gate within the Airport grounds.

b. All individuals entering or exiting the Airport premises via an authorized gate are responsible for ensuring the gate's proper functioning and preventing unauthorized access to Airport property. After entering or exiting the gate, vehicle operators shall not proceed until the gate fully closes.

c. Authorized personnel are responsible for reporting any gate malfunctions, damage or security concerns immediately to Airport Operations. This includes issues such as malfunctioning gate mechanisms, damage to gate infrastructure, or suspicious activities observed near gates. Timely

reporting helps ensure prompt resolution of issues and maintains the overall security and functionality of gate access points.

d. Persons granted gate access shall not disclose gate codes, leave gate cards unattended or loan out gate cards to other persons.

5.6 Motor Vehicle Requirements

Only those Motor Vehicles that are necessary to conduct or support Aircraft, airport, tenant, FBO, construction, maintenance, inspection or public safety will be authorized by the Airport to be operated unescorted on the non-movement Apron or Ramp or Airport movement area.

Additional requirements are:

a. Privately owned Motor Vehicles, rental Motor Vehicles and Limo Services are only allowed FBO Ramp access for loading/unloading of Aircraft passengers and luggage. No Motor Vehicle shall be allowed access to the ramp for an Aircraft that has not yet arrived and safely parked on the ramp. No Motor Vehicle shall be left on the FBO ramp unattended and all Motor Vehicles must promptly be removed from the ramp once loading/unloading is complete. Customer's desiring to conduct business inside the FBO building, shall do so by parking in the upper parking lot and entering the building via the upstairs entrance.

b. T-Hangar tenants may drive a privately owned or rental Motor Vehicle to their own T-Hangar. Parking is permitted inside T-Hangar only while their Aircraft is not occupying the space. Parking outside the T-Hangar is only permitted for short periods (no longer than 15 minutes) for passenger/cargo pickup/drop-off.

c. North Ramp Hangar-in-Common customers may drive directly from the access gate to their assigned hangar. Parking outside the hangar is only permitted for short periods (no longer than 15 minutes) for passenger/cargo pickup/drop-off. No parking is allowed inside of a Hangar-in-Common.

d. South and West Ramp tenants may park adjacent to their assigned hangar in designated spots but may not block hangar doors or Aircraft ramp areas.

e. Tie-down tenants may only drive to their Aircraft for passenger/cargo pick-up/drop-off and shall not leave their Motor Vehicle on the ramp.

f. Vehicles at night shall be lighted for nighttime operations including having both operational head and taillights.

g. All Motor Vehicles operating on the Airside of the Airport shall be inspected regularly. No Motor Vehicle or equipment will be operated in poor physical or mechanical condition.

h. Operators of Motor Vehicles equipped with a fire extinguisher must ensure that such extinguisher is maintained, appropriately rated and inspected.

i. Any Motor Vehicle that is operated on the Airside of the Airport must be covered under appropriate North Carolina State insurance requirements.

5.7 Vehicular Accidents

Operators of Motor Vehicles involved in an accident at the Airport that results in injury to a person or damage to an Aircraft, Airport property or another Motor Vehicle shall:

a. Immediately stop and remain at the scene of the accident.

b. Render reasonable assistance, if capable, to any person injured in the accident.

c. Report the accident immediately to the Airport Director before leaving the scene, if possible.

d. Provide and surrender the following to any responding personnel, police or firefighter: name and address, state driver's license and any information such as personnel need to complete a Motor Vehicle accident report.

5.8 Consequences of Non-Compliance

a. Enforcement of the pedestrian and Motor Vehicle regulations applicable to Airport employees, tenants and contractors, shall be handled by the Airport Director or their designee. The Airport Director will take appropriate enforcement action depending on the nature and severity of the offense. The following enforcement actions are available:

1. Oral reprimand

2. Written reprimand or warning letter

3. Recurrent/Remedial training

4. Loss of authorization to operate a Motor Vehicle within the AOA

5. Eviction from Airport property

b. Individuals, companies and employers are subject to significant penalties if observed or caught accessing movement or non-movement areas without authorization, or without having the required training, authorization or proper identification. Individuals may be subject to fines, arrest, loss of driving privileges and/or Airport access.

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Section 6: Fueling, Fire and Environmental Safety

6.1 Aircraft Fueling Operations

a. No person shall operate a Fuel Transporting Vehicle, Fuel Truck or Fuel Delivery Device within the AOA unless such person has passed an approved Airport training program.

b. Fuel Transporting Vehicle, Fuel Truck or Fuel Delivery Devices are prohibited from parking within 50 feet of, or within a building.

c. No person shall fuel or defuel an Aircraft on the Airport while:

   1. The Aircraft is in a hangar or an enclosed space.

   2. The Aircraft fuel system vents or fuel tank operating are closer than 25 feet to any terminal building, hangar, service building, or the FBO.

   3. The Aircraft vent or tank operating are within 50 feet of any ventilation air intake to any boiler, heater or incinerator room.

   4. Passengers are in the Aircraft unless a passenger loading ramp is in place at the cabin door, the door is open, and a cabin attendant is at or near the door.

d. No person shall start the engine of an Aircraft at the Airport if there is any fuel or other volatile Flammable Liquid on the ground underneath the Aircraft.

e. Each person engaged in fueling or defueling at the Airport shall exercise care to prevent the overflow of fuel and must have readily accessible and adequate fire extinguishers.

f. No person shall smoke or use any material that is likely to cause a spark or be a source of ignition within 100 feet of an Aircraft being fueled or defueled.

g. Fueling activities shall cease when lightning discharges occur within five (5) miles of the Airport.

6.3 Self-Fueling Operations

a. Aviation or auto fuels shall not be stored in any Airport hangar or building.

b. Aircraft owners or their employees may be permitted to supply or dispense aviation fuel for use in their privately owned Aircraft after approval by the Airport Director.

c. An approved portable fire extinguisher having a minimum classification of 40 B/C shall be provided and maintained within 50 feet of all self-fueling operations.

d. Aircraft shall not be occupied during self-fueling or defueling operations.

e. Aircraft being self-fueled or defueled shall have the battery and ignition switches in the "off" position.

f. Battery chargers shall not be connected, disconnected or operated during self-fueling or defueling operations.

g. The fueling nozzle shall be bounded with a nozzle bond cable having a clip or plug to a metallic component of the Aircraft that is metallically connected to the tank filler port. The bond connection shall be made before the filer cap is removed. If there is no plug receptable or means for attached a clip, the operator shall touch the filler cap with the nozzle spout before removing the cap to equalize the potential between the nozzle and the filler port. The spout shall be kept in contact with the filler neck until the fueling is completed.

h. When a funnel is used in Aircraft self-fueling, it shall be kept in contact with the filler neck as well as the fueling nozzle spout or the supply container to avoid the possibility of a spark at the fill opening. Only metal funnels shall be used.

i. The self-serve fuel island is for **aviation use only**. No person shall fill a portable container at the self-serve fuel island unless the container meets NFPA standards.

j. Self-fueling operations shall comply with all other Rules and Regulations regarding Aircraft fueling operations.

6.4 Self-Fueling Operations – Automotive Vehicles and Equipment

Automotive and equipment other than Fuel Service Vehicles shall be refueled by authorized persons only at prescribed refueling stations or from dispensing systems that are approved by the Airport Director. "Motor gasoline (*MOGAS)", as defined in ASTM Specification D 4814 or Federal Specification VV-G-1690C, is characterized as blended to form a fuel suitable for use in spark-ignition engines. Motor fuel includes diesel and conventional gasoline; all types of oxygenated gasoline, including gasohol; and reformulated gasoline, but excludes aviation gasoline. Any person seeking to perform MOGAS self-fueling operations at the Airport shall comply with all applicable requirements concerning such activities as outlined in this policy and all Local, State and Federal Laws.

6.5 Parking of Aircraft Fuel Service Vehicles

Fuel Transporting Vehicle, Fuel Truck or Fuel Delivery Devices shall not be parked inside any buildings, except for approval vehicle maintenance and repair facilities. Fuel Transporting Vehicle, Fuel Truck or Fuel Delivery Devices may only be parked in areas authorized by the Airport Director.

6.6 Explosives & Other Hazardous Materials

Explosives and other hazardous materials not acceptable for transportation under applicable federal regulations are not permitted at the Airport, without written permission of the Airport Director.

6.7 Fire Equipment

Airport fire extinguishers and Airport fire protection systems shall not be tampered with at any time, relocated or used for any purpose other than firefighting or fire prevention. All tenants shall supply and maintain such adequate and readily accessible fire extinguishers within their leaseholds as may be required by the City of Hickory Fire Department. New hangar construction which requires fire suppression shall be free of perfluoroalkyl and polyfluoroalkyl substances (PFAS) unless otherwise approved by the Airport.

6.8 Fire Prevention

a. No person shall start any open fire of any type on any part of the Airport without advance written permission from the Airport Director.

b. No person shall operate a flame or spark-producing device on any part of the Airport except in areas within leased premises specifically designated for such use unless a permit from the City of Hickory Fire Marshall or other appropriate official has first been obtained. No permit shall be issued for operations within any Aircraft hangar, any Fuel Storage Area or upon any components of the fuel distribution system unless the work is required for the repair of such areas or hangars. Where such repair is required, permission shall first be obtained from the City of Hickory Fire Marshall and shall be subject to conditions as he/she may impose.

c. Every person observing any unattended or uncontrolled fire on Airport premises shall immediately report it to 9-1-1. No person shall make any regulation or order, written or verbal, which would require any person to take unnecessary delaying action before reporting such a fire.

6.9 Volatile Compounds

a. No person shall use a flammable volatile liquid having a flash point of fewer than 100 degrees Fahrenheit for cleaning purposes in a hangar or other building on the Airport unless it is approved by the City of Hickory Fire Department.

b. No fuel, oil, grease, flammable liquids or contaminants of any kind including detergents used to wash Aircraft or other surfaces shall be allowed to flow into any sewer system, storm drain or open water area without a separator.

c. No person, tenant or company shall store any cylinders of compressed flammable gas inside any building except as may be permitted under applicable NFPA standards and the City of Hickory Fire Code.

d. No person shall store lubricating oils or other flammable materials except in appropriate storage cabinets suited for such use.

6.10 Dust Control

All tenants and personnel performing any type of ground-disturbing activity(s) shall minimize the amount of dust generated from said activity by spraying clean water on the sources or by using dust palliative.

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Section 7: Leases & Tenant Operations

7.1 Condition of Tenancy

All Airport tenants must acknowledge through their lease or operation agreement that they will comply with these Rules and Regulations and appropriate minimum standards as a condition of tenancy or operation on the Airport.

7.2 Damage

Tenants and lessees, in addition to any terms that may be contained in their lease agreement shall be fully responsible for all damages to buildings, equipment, real property, appurtenances, or other improvements in the ownership or custody of the Airport, caused in the whole, or in part, by their employees, agents, customers, visitors, suppliers, or persons with whom they may do business.

7.3 Employees

Tenants are responsible for ensuring their employees are familiar with and comply with these Rules and Regulations, applicable minimum standards and appropriate portions of their lease or other agreement with the Airport.

7.4 Fire Equipment

Tenants are responsible for supplying and maintaining any required fire equipment on a tenants' premises unless specifically excluded in their lease agreement.

7.5 Floor Care

Each person to whom space on or at the Airport is leased, assigned or made available for use shall keep the space free and clear of oil, grease or other foreign materials that could cause a fire hazard or otherwise unsafe condition or damage to the flooring material.

7.6 Free of Debris

Tenants shall keep hangars, shops offices, other buildings and areas adjacent thereto free of waste material, rubbish, junk, landscaping litter and flammable material. Tenants shall clear FOD in the AOA generated from their premises, Motor Vehicles or equipment.

7.7 Hangar Space

a. Aircraft hangars shall be used for aeronautical purposes or be available for use for an aeronautical purpose. Aircraft hangars shall remain in compliance with FAA policy, specifically 81 FR 38906 Policy on the Non-Aeronautical use of Airport Hangars, and all occupancy shall be subject to and in compliance with the City of Hickory Building Code, City of Hickory Fire Code, and Airport Rules and Regulations (Collectively "Code") at all times.

b. The incidental storage of the Aircraft owner's personal property related to the use, care, maintenance and storage of an Aircraft is permitted, provided that all non-aviation related items shall not obstruct any Aircraft ingress and egress to the Aircraft hangar or right of way thereto.

c. Preventative Aircraft Maintenance of an Aircraft by the Aircraft owner or their employees is permitted, provided that such activity creates no hazard or nuisance to the hangar facility or Airport property.

d. Storage of Aircraft parts, equipment and supplies that relate to the Aircraft owner's airworthy Aircraft are permitted, provided that such storage of materials creates no hazard or nuisance to the hangar facility or Airport Property.

e. The following activities or items shall be prohibited in an Aircraft hangar:

    1. The storage of any Motor Vehicle, boat or recreational vehicle.

    2. No Aircraft hangar shall be used for any residential purposes.

    3. Storage of ammunition or explosives in any quantity is strictly prohibited.

7.8 Insurance

The Airport Director shall establish insurance requirements as a condition of operating at the Airport for all persons engaging in activities and business at the Airport. These requirements may vary among different types of services providers and may be periodically adjusted to ensure the Airport, and the interests of the public are adequately protected. Continuous proof of proper insurance and business licensing shall be provided to the Airport as a condition of operating at the Airport.

7.9 Marking and Paved Areas

Other than as provided in tenant leases, no surface painting or marking of any paved area on the Airport property shall be permitted without submission of measured drawings and written permission from the Airport Director.

7.10 Preservation of Property

No person or tenant shall destroy, injure, deface or disturb any building, sign, fence, or other structure, tree, lawn or other property on the Airport; nor alter, make additions to, or erect any building or sign or make any excavations on the Airport without the approval of the Airport Director.

7.11 Regulation of Commercial Activities

a. No person shall occupy or rent space, or carry on any business, commercial operations or other form of revenue-producing activity at the Airport without first obtaining a written contract, lease agreement or permit authorizing such activity, from the Airport Director.

b. The Airport Minimum Standards shall be met and always maintained by any individual, group of persons, business or enterprise desiring to provide such commercial services or commodities at or on the Airport.

7.12 Storage and Equipment

No tenant or lessee of a hangar, shop facility or other operational area specified by the Airport Director at the Airport shall store or stack equipment or material in a manner that is unsightly or constitutes a hazard to persons or property. Areas of equipment storage shall be kept free of litter, trash, waste, rubbish and debris.

7.13 Structural and Decorative Changes

Structural and decorative changes to any building, ramp or other structure in the Airport require written approval of the Airport Director and must comply with local building codes and inspections and Airport Design Guidelines.

7.14 Trash Containers

Tenants shall place and maintain trash receptacles in the public areas of their premises and other areas where necessary to promote and encourage the proper disposal of trash. All exterior trash receptacles on the Airport shall be sufficiently covered to prevent the inadvertent discharge of trash onto the Airport and prevent access by wildlife.

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Section 8: Security Requirements

8.1 Aircraft Security

When the condition or mission of an Aircraft requires security guards or police officers, the owner or operator of the Aircraft must coordinate this requirement with Airport Operations. The owner or operator of the Aircraft is responsible for obtaining and paying security service personnel.

8.2 Doors and Gates

a. At no time shall any AOA access gate be left open and unattended in a manner that would allow unauthorized access.

b. Security doors leading into the AOA shall be kept locked unless actively monitored.

8.3 Escorting

No person shall escort or allow unauthorized persons access to the AOA.

8.4 Security Fence Line

A minimum clear area of six (6) feet shall be kept between the security fence line and any object that may be used to conceal persons along the fence line or that would aid any individual in gaining access to the AOA unless specifically approved by the Airport Director.

8.5 Tailgating/Piggybacking

No person or Motor Vehicle shall enter the AOA through an access gate that was opened for or by an authorized person unless under the direct escort and control of that authorized person. All persons and Motor Vehicles using any Airfield access gate or secured door, shall ensure the gate or door is secured behind them before leaving the area to prevent unauthorized access.

8.6 Tenant Security

Tenants and tenant employees are responsible for safeguarding doors, gates and other forms of passageways between the AOA and public areas. Tenants are responsible for safeguarding Aircraft and other private property entrusted to their care within the AOA or other locations on their leased premises.

8.7 Violation of Security Regulations

Violation of security regulations may result in the immediate revocation of security privileges, revocation of access media, and denial of future entry into the AOA. Any fines levied against the Airport for security violations will be charged to the offending individual and tenant.

8.8 Weapons

No person, except a peace officer, authorized Airport employee, or a member of the armed forces of the United States on official duty, shall carry any weapon, explosive or flammable material on

or about his person, openly or concealed, on airport property without the written permission of the Airport Director. This section shall not apply to persons carrying firearms in cases, broken down or unloaded when said firearms are being transported by air. No person shall furnish, give, sell or trade a weapon at the Airport.

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Section 9: Special Events

9.1 Authorization

Specialized events require advance written coordination, regulation and authorization by the Airport Director before the public disclosure or advertisement of the event. The authorization will be in the form of a letter of authorization from the Airport Director to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of event. Certain activities shall require an executed lease, operating agreement, deposit or permit with the Airport. A City of Hickory event permit may also be required as determined by the City of Hickory.

9.2 Aviation Activities

A special event that involves aerobatic maneuvers by Aircraft must be coordinated in advance with Airport Operations and the local FAA Flight Standards District Office. Special events involving aerial activities that are not routine will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event.

9.3 Closures or Restrictions

All requests for runway, taxiway, ramp area, landside or public area closures or restrictions must be coordinated with Airport Operations and other users of the Airport well in advance of the event.

9.4 Coordination

The sponsor shall plan for such things as auto towing, garbage pickup and refuge cleanup for all persons attending or associated with the event. If the special event is expected to attract an attendance of 500 persons or more, the sponsor must coordinate road and highway impacts with the City of Hickory Police, transportation or other affected jurisdictions. In addition, the sponsor shall coordinate public safety impacts with the City of Hickory Police and Fire and arrange any necessary protection (security, ambulance, fire protection and Aircraft Rescue and Firefighting Support. Air traffic impacts shall be coordinated and approved by the ATCT.

9.5 Damages

Event sponsors shall pay for all direct expenses related to the special activity and compensate the Airport for damaged property. If the sponsor fails to adequately perform clean-up of the Airport or repair damaged property in a timely fashion as determined by Airport Operations, the Airport may perform these functions and charge the sponsor accordingly.

9.6 Fees

The event sponsor shall provide a written disclosure of all special event fees charged to the public to the Airport Director. In addition, when fees are charged, the sponsor shall pay fees to the Airport as specified by the Lease or Operating Agreement.

9.7 Insurance

The special event sponsor will be required to obtain liability insurance for the event in an amount determined by City Policies. The sponsor shall provide proof of insurance policy identifying the Airport and the City of Hickory as a "named insured" for the event.

9.8 Normal Ingress/Egress

All special events must be planned to accommodate the normal ingress and egress of Motor Vehicles for those persons involved in general aviation users of the Airport, air ambulance or business activities normally conducted at or on the Airport.

9.9 Plans

In addition to the required coordination elements, the sponsor shall prepare and present to the Airport Director written plans to handle adverse weather, dust, hazardous materials spills, emergency services and public protection.

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