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SECTION ONE:

DEFINITIONS

1.1 FOREWARD

The words and phrases included within this section should be understood as defined below with respect to the TAN Standard Operating Policies and Procedures (SOPP) documentation, unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases. All definitions contained in 49 U.S.C. § 40101 et seq. (previously known as the Federal Aviation Act of 1958, hereinafter cited as "FAA Act") and all amendments thereto shall be considered as included herein; and all definitions shall be interpreted on the basis and intention of the FAA Act and amendments thereto unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases. The definition of "Airport", "aircraft", "airplane", and other common terms used herein as defined in Part 1, Code of Federal Regulations, Title 14, *Aeronautics and Space*.

1.2 DEFINITIONS

Abandon - as applied to property left at the Airport, means that the object has been left on Airport property or the property of another without consent of the Airport for forty-eight (48) hours without the owner moving or claiming it. Such property shall be impounded by the Taunton Police Department and/or towed at the owner's expense.

Accident - a collision or other contact between any part of an aircraft or a vehicle, person, stationary object or other thing which results in property damage, personal injury, or death; or an entry into or emerging from a moving aircraft or vehicle by a person which results in personal injury or death to such person or some other person or which results in property damage.

Aeronautical Activity - any activity or service that 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, scheduled commercial passenger service, 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, and 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 other activities which because of their

relationship to the operation of aircraft can appropriately be regarded as an "aeronautical activity."

Aeronautical Business Permit - administrative approval issued by the Airport Manager to a person or company to conduct commercial activity and provide such services to based and transient aircraft on the Airport only in facilities on the Airport at which such services are authorized.

Agreement – see Lease.

Aircraft - any device intended to be used, or designed, to navigate, or fly in the air.

Aircraft Fuel - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating: (a) an internal combustion engine; or (b) a jet or turbine engine.

Air Charter - an entity that provides on-demand, non-scheduled services based on the renting of an entire aircraft (as opposed to leasing individual seats typical of a commercial passenger service). Services include passenger transportation, air cargo/freight, air ambulance, and other forms of ad hoc air transportation. Operating under the appropriate Federal Aviation Regulations (FARs), entities can perform such services in appropriate aircraft categories (ranging from single-engine piston to helicopters to heavy jets).

Aircraft Maintenance - the repair, maintenance, adjustment, or inspection of aircraft. Major repairs include major alterations to the airframe, power plant, and propeller as defined in Part 43 of the FAR's. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration, adjustment, or repair of aircraft and their accessories.

Aircraft Operation - an aircraft arrival at, or departure from, the Airport.

Aircraft Parking and Storage Areas - those hangar and apron locations on the Airport designated by the Airport Manager for the parking and storage of aircraft, and such areas of the Airport designated for aircraft maintenance, engine run-up, and self-fueling.

Airport - the entirety of City-owned or leased real or personal property comprising Taunton Municipal Airport as it currently exists or as it may hereafter be expanded and developed. "Airport" includes all of its facilities as shown on the most current Airport Layout Drawing (ALP), including all the land, interests in the land, easements, improvements, developments, roadways, taxiways, aprons, lighting, buildings, structures, motor vehicle parking area, all utilities and facilities owned by the City of Taunton and operated, controlled and maintained by the TMAC. "Airport" with a capital refers to Taunton Municipal Airport for which these rules are adopted.

Airport Layout Plan (ALP) - a drawing depicting the physical layout of the Airport that identifies the location and configuration of runways, taxiways, buildings, roadways, utilities, NAVAIDS, etc.

Airport Manager - the Taunton Municipal Airport Manager, duly authorized and appointed/hired by the Taunton Municipal Airport Commission (TMAC) and charged with the duty to administer, protect, control and supervise all the operations and maintenance of the airport, and supervise the other employees assigned to perform functions necessary or desirable for such operation and maintenance.

Airport Tenant - a person, associations of persons, firm, corporation, or other legal entity, using or occupying space at the Airport for other than fixed base operation.

Airside - the area of the Airport that is either contained within the Airport perimeter fence, or which requires access through a controlled access point.

AOA – Airport Operations Area; Aircraft Operations Area; or Airport Operating Area.

Apron - a paved area suitable for aircraft staging and parking.

Assurance - a provision contained in a federal and/or State grant agreement to which the recipient of federal airport development assistance has voluntarily agreed in consideration for the assistance provided.

Aviation-Related Activity - any activity conducted on airport property that provides service or support to aircraft passengers or air cargo. The following are examples of aviation-related activities as opposed to aeronautical activities: ground transportation, restaurants, auto parking lots, concessions, and any other service or support that can be appropriately called "aviation-related."

Based Aircraft - an aircraft: (1) which the owner physically locates at the Airport with no present intention of definite and early removal and with the purpose to remain for an undetermined period; (2) which, whenever absent from the Airport, its owner intends to return to the Airport for permanent storage or parking; and (3) whose presence on the Airport is something other than merely transitory in nature. Aircraft can be in any condition, state of assembly or registration.

Based Location - the location on the Airport that is listed as an aircraft's hangar or tie down location as registered with the Airport Manager.

Commercial Aeronautical Activity - any aeronautical activity intended to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. An activity is considered commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. Exempt from the designation of Commercial Aeronautical Activity are Agents of the Commission, Federal Aviation

Administration (FAA) Examiners, Designated FAA Examiners, Federal, State and Local Officials in the furtherance of their official duties and other such persons as designated by the Commission where their duties include the licensing, registration or certification of persons or activities. These designated persons or government agencies may receive a stipend, fee or compensation for their services when allowed by law, ordinance or contract.

Commercial Aviation Operator **-** a commercial aviation operator may be classified as either a fixed base operator (FBO) or a specialized aviation service operation (SASO).

Commission **-** the Taunton Municipal Airport Commission (TMAC), which was created by a vote of the City of Taunton and appointed by the Mayor with the approval of the City Council to maintain, operate and oversee the airport, and including such statutory powers created by Massachusetts General Law, Chapter 90.

CTAF - Common Traffic Advisory Frequency. a VHF radio frequency used for air-to-air communications at non-towered airports (designated by the FAA in the U.S.) for the purpose of safely coordinating arrivals and departures of self-reporting aircraft by giving position reports and acknowledging other aircraft in the airfield traffic pattern. The CTAF may also be a UNICOM (as it is at TAN on 122.700 MHz), but not necessarily so – they can be mutually exclusive.

Entity - a person, persons, firm, partnership, limited liability company, corporation, unincorporated proprietorship, association, or group.

Equipment - all personal property and machinery together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the activity being performed.

Exclusive Right - a power, privilege, or right that excludes another enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others.

FAA - Federal Aviation Administration

FAR - Federal Aviation Regulation(s) established by the Federal Aviation Administration. (See Part 91, Part 121, Part 125, Part 133, and Part 135)

Federal Airport Obligations - all references to federal grant programs, federal airport development assistance, or federal aid intended to address contractual commitments arising from the conveyance of land or from grant agreements.

Fixed Base Operator (FBO) – any person, firm or corporation which maintains facilities at the Airport for the purpose of engaging in the retail sale of aviation petroleum products (excluding fuel, which is the exclusive right of the TMAC), aircraft airframe and/or engine repair, flight instruction, aircraft rental/sales, air taxi, aircraft charter operations, avionics, or instrument or propeller repair.

Flying Club / Association - any association of persons, firm, corporation, or other legal entity, organized for the purpose of owning any aircraft, intending to foster interest in aeronautics, to exchange and share mutual educational and social experiences, and to provide or obtain a mutual benefit from the aircraft ownership, all for non-profit purposes.

Fuel Handling - the transportation, delivery, fueling, and draining of fuel or fuel waste products, and the fueling of aircraft.

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

General Aviation - all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial aircraft operations.

Grant Agreement – any agreement made between an airport sponsor and the FAA, acting on behalf of the United States, for the grant of federal and/or state funding or a conveyance of land, either of which the airport sponsor agrees to use for airport purposes.

Ground Vehicle - any type of motor propelled, manpowered or power operated equipment primarily intended or used for the transportation of people or property on the airport surface.

Hangar Association - any association of persons, firm, corporation, or legal entity, organized for the purpose of sheltering aircraft from the elements by means of a permanent structure. Should the Hangar Association be organized for the purpose of renting hangar space to the public for profit, then the Association will be deemed a Commercial Aeronautical Activity. Should the Hangar Association be organized for the sole purpose of sheltering the aircraft of the association members, where all expenses are shared equally among the members and the association holds itself out as a non-profit entity, then the Hangar Association will be deemed a Flying Club/Association and not a commercial aeronautical activity. Subleasing the hangar or a portion thereof to the public for other than a pro-rata share of the operating expenses is deemed a Commercial Aeronautical Activity and is subject to the policies governing Commercial Aviation Operators.

Hazardous Material - any hazardous or toxic substance, waste or material:

A. the presence of which requires investigation, removal and/or remediation under any federal, state or local statute, regulation, ordinance, order, action, policy or common law;
B. which is or becomes subject to regulation under any federal, state or local statute, regulation, rule or ordinance or amendments thereto;
C. which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, teratogenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board, agency or instrumentality of the United States, the Commonwealth of Massachusetts or any political subdivision thereof; or
D. which, without limitation, contains trichloroethene ("TCE"), 1,1,1 - trichloroethane ("TCA"), 1,1 - dichloroethene ("DCE"), tetrachloroethene ("PCE"), 1,2-dichloroethene, chloroform, gasoline, diesel fuel, propane or other petroleum hydrocarbons, polychlorinated biphenyls ("PCBs"), asbestos, urea formaldehyde foam insulation or radon gas.

Improvements - at existing facilities, the modification of buildings, construction of additions or structures to a building. Improvements may include pavement, fencing, signs, and landscaping that is constructed, installed, or placed on, under, or above any leased area. Note that additions and/or improvements to any structure, facility or conveyance must be in compliance with US EPA National Pollutant Discharge Elimination System (NPDES) Multi-Sector General Permit (MSGP) as amended under the authority of 40 CFR 122 / 55 FR 48063. Prior to making such improvement the individual or lease must gain approval from the Taunton Municipal Airport Commission and demonstrate how such improvement complies with federal regulations (details are contained in TAN Stormwater Pollution Prevention Plan (SWPPP)).

Individual Personal Guarantee - an agreement that personally guarantees payment of debts incurred by company/individuals at the Taunton Municipal Airport. (See Appendix B).

Insurance - the following insurance requirements apply to those operators who provide aeronautical services and/or host events on the airport property:

A. Comprehensive General Liability Insurance: including, if applicable, products, completed operations, and hangar keepers' liability. Minimums to be maintained are listed in Exhibit 2. Additionally, the City of Taunton, Taunton Municipal Airport Commission, its employees, and agents must be named as additional insured parties. Certificates shall be filed with the Commission annually.

B. Aircraft Liability Insurance: applicable for flight training and rental activities, the operator will be required to notify the customer as to whether or not any of the operator's insurance coverage applies to the customer while using the operator's aircraft.

C. Workers Compensation Insurance: if applicable.

D. Environmental Liability Insurance: applicable to those authorized to self-fueling. (See Section Three: Airport Rules and Regulations)

E. Ground Vehicle Liability Insurance: if applicable.

F. Event Specific Insurance: Applicable to all gatherings where the event is:

- Advertised (any form of advanced notice)
- More than five (5) persons

Must provide the Airport Manager for his/her approval; a 30 day notice, Event application, and a copy of ACORD Insurance Form 25 (or similar Insurance document) indicating the type of insured in the remarks block.

Land Use Identification Plan - a scaled, dimensional layout of the entire airport property, the primary purpose of which is to indicate current and proposed use for each identifiable segment of property. The plan should identify areas dedicated to aeronautical activities and services such as fuel storage, general aviation, passenger loading, air freight and cargo handling, common use aircraft parking, and public automobile parking. Additionally, the plan should identify areas dedicated to future expansion. The land use identification plan may take the form of an airport master plan.

Landside - the general public-use common areas of the Airport such as public roadways, parking lots and buildings which are not contained in the airside area.

Lease – a contract executed between the Airport and an entity granting a concession that transfers rights or interest in property, or otherwise authorizes the conduct of certain activities. The agreement or lease must be in writing, executed by both parties, and enforceable by law.

Local Aircraft Operations - aircraft operating in the local air traffic pattern or within sight of the airfield; aircraft that are known to be departing for, or arriving from flight in local practice areas located within a twenty (20) mile radius of the Airport; or aircraft making simulated instrument approaches or low passes at the Airport.

Major Aircraft Alterations and Repair - major alterations and/or repairs of the parts or of the types listed in FAR Part 43x.A.a and 43x.A.b.

Manager – see Airport Manager.

Manager, Assistant – assists and assumes the duties of the Airport Manager in his/her absence and/or at the direction of the TMAC.

Minimum Standards - criteria established by TMAC as the minimum requirements that must be met by businesses, individuals and/or associations in order to engage in providing on-airport activities and services.

NFPA – National Fire Protection Association, 1 Batterymarch Park, Quincy MA 02169-7471, 800-344-3555, http://catalog.nfpa.org.

Non-Aviation Commercial Business – any activity, business operation or business related activity intended to generate earnings, income, compensation or profit, whether or not such objectives are accomplished. Any of the below mentioned activities occurring on Airport property, may meet the definition of a Non-Aviation Commercial Activity on Airport property and is subject to the rules governing commercial activities and/or operations:

A. Warehousing of materials and/or supplies for business purposes.
B. Customer sales and/or services performed on airport property.
C. Principal owner and/or employee starting or ending his/her business day on or at the airport on a daily basis.
D. Maintaining a business address and/or business telephone at the airport.
E. Conducting payroll operations and/or payments to employees on or at the airport.
F. Storing and/or dispatching vehicles or equipment from the airport to a worksite.

The Airport Manager has the authority to determine if an activity meets the criteria of a Non-Aviation Commercial Business. In the event that a determination is questioned, the requesting party has the right of appeal to the Taunton Municipal Airport Commission. The appeal shall be submitted in writing and shall list the reasoning why it disagrees with the Airport Manager's decision. The decision of the Taunton Municipal Airport Commission shall be in writing and final.

NOTAM - Notice to Airmen. NOTAMs are created and transmitted by the FAA and airport management to alert aircraft pilots of any hazards enroute or at a specific location.

Open / House Account Receivable - an Open / House Account Receivable may be opened on behalf of an individual and/or company at the discretion of the Airport Manager. Said account, whether individual and/or company will have an allowable charge limit of up to $500.00 without an Individual Personal Guarantee. Any account in excess of $500.00 must submit a properly prepared and executed Individual Personal Guarantee form to be placed on file with the Airport Manager. All Open/House Accounts are subject to all rules and guidelines as established by the Taunton Municipal Airport Commission. The Airport Manager may increase the

individual credit line at the request of the individual or at the Airport Manager's discretion not to exceed $1,500.00 based upon the following criteria:

A. The individual has exhibited an excellent payment history for the past twelve months and payments were made for the invoiced balance;
B. Credit limit increases will take effect in the month when granted;
C. Individual will be notified in writing when credit limit has been increased;
D. Individual will retain the "Valued Customer" credit line for as long as the customer remains in good standing or when the individual requests removal from the "Valued Customer" status;
E. Two or more consecutive late payments or a credit balance older than 60 days will cause a withdrawal of "Valued Customer" privileges.

Operator - any person or association of persons, firm, corporation or other legal entity that offers a commercial or non-commercial aviation related activity to the public at Taunton Municipal Airport.

Owner of an Aircraft - a person (or persons) who holds legal title to an aircraft, or any person having exclusive possession of an aircraft pursuant to a written lease for a minimum term of twelve (12) months.

Park or Parking - the standing of an aircraft or vehicle, whether occupied or not.

Part 91 – FAR that contains general regulations for the operation of powered aircraft (excluding ultralights). Part 91 regulations are sometimes referred to as "General Aviation" operations. It is the least restrictive category of operation for such aircraft. Operations that do not include activities that are regulated under one of the other parts operate by default under Part 91.

Part 121 – FAR that contains standards applicable to the domestic and flag operations of the holders of air carrier or operating certificates under Part 119. Domestic and flag operations involve common carriage, the transportation of people or goods for compensation, in aircraft with more than nine passenger seats or a cargo capacity of more than 7,500 pounds. This is the structure under which most large airlines operate.

Part 125 – FAR that regulates non-commercial operations conducted with fixed-wing aircraft with 20 or more seats, which do not fit into Parts 121, 129, 135 or 137. Part 125 applies when common carriage is not involved.

Part 133 – FAR that governs the operation of any rotary wing aircraft carrying an external load.
Part 135 – FAR that covers commuter (using aircraft of nine seats or less and a maximum payload of 7,500 pounds or less) or on-demand operations by holders of air carrier or other operating certificates, which are required for certain activities: transportation of mail, certain sightseeing or air tour flights, air taxi (on-demand)

flights, and commuter flights. Scheduled passenger carrying operations with turbojet aircraft having one or more seats must be conducted under Part 121.

Pedestrian - any person traveling on foot.

Permission or Permit - permission granted by the TMAC and/or Airport Manager.

Public Area - those areas normally used by the general public, including structures and devices such as roadways, sidewalks and terminal facilities that are maintained and kept at the Airport for use by the general public.

Roadway - any street or road whether improved or unimproved, within the boundaries of the Airport and set aside or designated for use by vehicles, whether dedicated or not.

Smoking - burning or carrying any lighted cigarette, tobacco or any other weed or plant, or placing any burning tobacco, weed or plant in an ashtray or other receptacle and allowing smoke to diffuse into the air.

Specialized Aviation Service Operation (SASO) - an aeronautical business that offers a single or limited service.

Sponsor – the City of Taunton, Commonwealth of Massachusetts or a private entity obligated to the federal government to comply with the assurances contained in grant agreements or property conveyance instruments. A sponsor may be an entity that exists only to operate the airport, such as the Taunton Municipal Airport Commission. For the purposes of this document, the terms airport sponsor and airport owner are used interchangeably.

Sub-Lease – a lease agreement entered into by a lessee with another entity that transfers rights or interests in property or facilities, and that is enforceable by law.

Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking and storage areas.

Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another.

TAN – Taunton Municipal Airport

Technical Specialist - a technical representative of an aircraft manufacturer, aircraft engine manufacturer, aircraft appliance manufacturer, or a non-destructive inspection specialist.

TMAC - Taunton Municipal Airport Commission

Traffic Pattern - the traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from the Airport.

Through-the-Fence (TTF) Operator – (also known as an Off-Site Operator) when the owner of a public airport permits access to the public landing area by independent operators offering an aeronautical activity or by aircraft based on land adjacent to, but not a part of, the airport property. Through-the-fence operations include businesses or individuals that have access to the airport infrastructure from outside airport property, or that utilize airport property to conduct a business but do not rent business space at the airport. More common types of through-the-fence agreements are for free-lance flight instruction, aircraft maintenance, and aircraft hangars.

UNICOM - a licensed nongovernment communication facility that affords air-to-ground communications (and vice versa), often used for providing advisories and information specific to a particular airport (see FCC, 47 CFR, Part 87, Subpart G). The UNICOM frequency at TAN is the same as the CTAF (122.700 MHz) and is shown on aeronautical charts and publications.

Vehicle - means a device, except aircraft, in, upon, or by which any person or property is or may be propelled or moved, except a device moved by human power.

Vehicle Parking Area - any portion of the Airport designated and made available temporarily or permanently by the TMAC for the parking of vehicles.

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SECTION TWO:

AIRPORT ADMINISTRATIVE POLICIES

2.1 AIRPORT COMMISSION OPERATIONS

2.1.1 Declarations

a. The applicant The Taunton Municipal Airport Commission (hereinafter called TMAC) hereby declares its commitment to operate and maintain the Taunton Municipal Airport as a major asset established to be a viable part of the City of Taunton, the Commonwealth of Massachusetts and the National Airport System (NAS).

b. The TMAC hereby recognizes all of its responsibilities as an airport oversight authority for the City of Taunton and all its inhabitants to conduct airport operations with prudence and sound judgment, being mindful of the impact any airport activity may have upon the environment, as well as the social and economic wellbeing of the City of Taunton and environs.

c. The TMAC recognizes the pre-emption and regulation of all aircraft flight, aircraft manufacture, aircraft noise and scheduling of certain carriers and their functions by the Congress of the United States and all its duly authorized agencies, including the control of navigable airspace.

2.1.2 Meetings

The TMAC will hold regular business meetings on a designated date, time, and place, unless otherwise posted. Meeting schedules, including special meetings, will be posted both at City Hall and on the Airport bulletin board.

2.1.3 Land Use Identification Plan

The TMAC will maintain a plan identifying the current land uses both on and off-Airport. This plan will be maintained in the Airport Manager's office.

2.1.4 Airport Security Plan

The TMAC is responsible for maintaining a current Airport Security Plan that outlines and details the Airport's security-related policies and practices. If there happens to be an emergency at the Airport, the TAN Airport Security Plan should be utilized since it contains all essential information needed to get the situation under control. This publication has been distributed to area first responders, and key Airport

stakeholders and tenants with the understanding that the TMAC reserves the right to update, amend and/or change its contents as it deems necessary.

A copy of the most current TAN Airport Security Plan, as well as the plan distribution list, is kept in the Airport Manager's office.

2.2 AIRPORT BUSINESS OPERATIONS

2.2.1 Business Scope

a. All Fixed Base Operators and Commercial Operators shall conduct all authorized business, provide all authorized service and sell all authorized products on fair and reasonable terms, having in mind the benefit to the public and promotion of aeronautical and aircraft activities.

b. All Fixed Base Operators and Commercial Operators shall comply with the requirements of the Section Three: Airport Rules and Regulations and Section Four: Airport Minimum Standards.

c. All Fixed Base Operations and Commercial Operators will clearly list and identify their activities.

d. Any Fixed Base Operation, Commercial Operator, airport tenant, or flying club/association activities on the airport property (under the direct airport control) shall be subject to the prior approval of the TMAC and/or the Airport Manager.

2.2.2 Discrimination

In the operation and use of all Airport facilities, conduct of all businesses, provision of all services, and sale of all products, no person or class of persons will be excluded from participation in, denied the benefit of, or otherwise be subjected to, any discrimination by reason of race, color, creed, sex, sexual preference, age, national origin or disability.

2.2.3 Pricing

All charges for services or products furnished shall be fair, reasonable and not unjustly discriminatory. However, it is also recognized that reasonable and non-discriminatory discounts, rebates, or other similar types of reduced pricing may be allowed to volume purchasers.

2.2.4 Credit Validation before Doing Business

The TMAC must be satisfied with the good credit standing and financial stability of a proposed operator or tenant, and evidence thereof shall be submitted to the TMAC before any authorization to conduct business on the Airport. In the absence of prior business continuity, the TMAC and/or the Airport Manager may require the posting of a guarantee in the form of advanced rent, performance bond and/or such other form as may be determined to be satisfactory by the TMAC and/or the Airport Manager.

2.2.5 License Validation before Doing Business

The TMAC and/or the Airport Manager must be satisfied with the aeronautical competence of the proposed fixed base operator's representatives or employees. The FBO's staff must possess the federal or state licenses and certificates required by law for the type of duty to be performed. Failure to provide upon request, the evidence of aeronautical competence will be deemed sufficient grounds to deny any and all operating privileges to a proposed fixed base applicant.

2.2.6 Individual Personal Guarantee

An agreement that personally guarantees payment of debts incurred by company/individuals at the Taunton Municipal Airport (example in Appendix B).

2.2.7 Termination of Business Operations

a. A commercial operator may terminate business operations at any time in accordance with the terms of their lease, business registration and/or any other written agreement with the TMAC. The commercial operator must notify the Commission of his/her intentions to terminate operations, in writing via Certified Return Receipt mail and has thirty (30) days to settle/close their account(s) with the Taunton Municipal Airport.

b. The TMAC may terminate business operations at the Taunton Municipal Airport of any commercial operator for non-compliance with Federal, State law(s) and/or TMAC regulations or failure to comply with the Standard Operating Policies and Procedures (SOPP) as established by the TMAC and approved by the Massachusetts Department of Transportation Aeronautics Division. The TMAC will notify the commercial operator of its decision to terminate the business registration or agreement, in writing via Certified Return Receipt mail addressed to their last known business address. The commercial operator will have thirty (30) days to settle/close his/her account(s) with the Taunton Municipal Airport.

c. In the event that a commercial operator states that it is no longer providing sales or services to the public, the TMAC will request that the Airport

Manager ascertain the status of said business and submit a written report to the TMAC. In the event of an adverse report, the TMAC shall contact the commercial operator in writing via Certified Return Receipt mail to ascertain the formal status of said business. Failure to respond within thirty (30) days may cause the TMAC to terminate that business operation.

2.2.8 Eviction from the Airport

The TMAC reserves the right to evict from the Taunton Municipal Airport any and all persons, firms, corporations, or other legal entities that violate Federal or State law, TMAC regulations and/or the provisions of the Standard Operating Policies and Procedures (SOPP) as adopted by the TMAC and approved by the Massachusetts Department of Transportation Aeronautics Division.

SECTION THREE:

AIRPORT RULES AND REGULATIONS

3.1 FORWARD

Best management practices, with respect to airport management and administration, dictate that an airport establish, adopt and enforce "Rules and Regulations" for the operation of the airport. Generally, a Rules and Regulations document for an airport is typically established to facilitate the safe, orderly, and efficient use of that airport for the benefit of its users and operators. Its primary purpose is to ensure that airport tenants and customers operate in a safe and orderly fashion in order to protect the public health, safety, interest, and welfare, as well as to restrict (or prevent) any activity which would interfere with the safe and orderly use of the airport. An effective document will be applicable and enforced at all times and is designed to focus on all persons or entities that use the airport for any purpose, including lessees (operators and tenants), sub-lessees, consumers and users. It should also complement, but not duplicate, other airport guiding documents (i.e., Minimum Standards) or other applicable regulatory measures. It should be noted that an Airport Rules and Regulations document governs future development at an airport and is not retroactive. It is designed to prevent future development and operations that are inconsistent with the current Rules and Regulations.

For Taunton Municipal Airport, (hereinafter referred to as the "Airport"), the establishment of an appropriate and effective Rules and Regulations document is consistent with its administrative and management practices. Additionally, this document has been adopted by the Taunton Municipal Airport Commission (TMAC) in order to provide the greatest benefit to the City of Taunton (hereinafter sometimes referred to as the "City"), its citizens, and its flying public. This action provides the Airport Manager with enforcement authority, including providing penalties for violations.

3.2 PURPOSE, AUTHORITY, OBLIGATIONS, WAIVERS, & EXEMPTIONS

3.2.1 Purpose and Scope

A regulation providing Rules and Regulations for the efficient and safe operation of the Taunton Municipal Airport; and to provide the greatest service for the citizens of the City of Taunton and the aviation public is adopted by the TMAC providing enforcement by the Airport Manager.

3.2.2 Authority

The Airport Manager shall at all times have the authority to enforce the provisions of these Rules and Regulations. In any instance not specifically covered by this article, the Airport Manager is authorized to make such emergency Rules and Regulations and render such decisions as are necessary to protect the public health, welfare, and safety, and the airport property and facilities. Such emergency rules shall be posted in prominent places on the Airport premises and shall remain in effect for a period of 30 days unless sooner adopted or rejected by the TMAC.

3.2.3 Legal Obligations

Legal obligations imposed on the TMAC by federal, state or local requirements, and which affect, directly or indirectly, aeronautical activity, shall be deemed a part of these Rules and Regulations, and shall be incorporated into any new agreement, extension or amendment of any pre-existing agreement and/or lease.

3.2.4 Waiver of Liability

Any permission granted by the Airport Manager 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 a further condition thereof that each person, as consideration of the use of the Airport and its facilities, shall at all times release the Airport, the Airport Manager, City 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 behalf, and incident to the manner in which Airport is operated, constructed or 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 thereof for the taking off or landing of aircraft therein shall be itself an acknowledgement that such person accepts such privileges on the conditions herein set forth.

3.2.5 Exemptions

The TMAC may upon written application, grant an exemption from the application of a regulation, when satisfied, after an examination of the circumstances supporting the application, that the public interest will be served by such grant, and may impose such conditions as may be deemed necessary to effectuate the policies set forth by the TMAC.

3.3 GENERAL RULES & REGULATIONS

These general Rules and Regulations shall be observed in the use and operation of the Airport:

Rule 3.3.1. Controlling Authority - The TMAC (or its agents) shall be the controlling authority for all operations on the Airport, including the AOA.

Rule 3.3.2. Federal Air Traffic Rules - Federal Aviation Administration (FAA) rules for aircraft operated within the United States, and presently or hereafter effective, are hereby referred to, adopted and made a part hereof as though fully set forth and incorporated herein.

Rule 3.3.3. Hours of Operation - All line service for aeronautical users must be available from 0800 to 1700 hours local time (8:00 AM to 5:00 PM), unless an exception is approved by the TMAC and/or the Airport Manager.

Rule 3.3.4. Right of Entry – The TMAC reserves the right to enter upon any premises leased at the Airport for the purpose of making inspections as to the condition of the premises and proper enforcement of rules to ensure the safety and security of all tenants and users.

Rule 3.3.5. Safeguard of Persons and Property – The Airport Manager shall at all times have authority to take necessary and legal actions to safeguard any person, aircraft, equipment, or property at the Airport.

Rule 3.3.6. Protection of All Persons and Property – All fixed base operators and tenants shall provide adequate protection for the safety of all persons and the property of persons using the premises under the control of the operator or tenant.

Rule 3.3.7. Safety of Aeronautical Activities – All aeronautical activities at the airport shall at all times be conducted with due consideration to the safety of all airport users, other persons, and property located at or about the airport.

Rule 3.3.8. Registration – Each person owning an aircraft based at the Airport, or any person based and receiving flight instruction toward an FAA rating at the Airport shall register at the office of the Fixed Base Operator (FBO) or Airport Manager their name, address, telephone number, aircraft model, aircraft registration “N” number, and the name, address and telephone number of their next of kin or person to be notified in case of an accident or emergency.

Rule 3.3.9. Trespassing – No person shall trespass, use or occupy any area of the airport for any purpose whatsoever, except as may be authorized by law, the TMAC and/or the Airport Manager.

Rule 3.3.10. Visitor Obligations – Any person visiting the airport for purposes of transacting business with the TMAC, its agents, any fixed base operator, or tenant shall exercise the highest degree of care in any area where aircraft are or may be operating. Failure to exercise safe and reasonable care will result in termination of the visitation.

Rule 3.3.11. Access to Airport Property – The only area of the Airport to which the public may have access is the main access road leading to the main administration building, and the motor vehicle parking area adjacent to that road. All other areas of the Airport are deemed off-limits and unauthorized areas to the public. The TMAC and/or Airport Manager may revoke such privileged access from any member of the general public, when in their judgment, the conduct of any such member of the general public is deemed a hindrance to the safe or orderly operation of the Airport, and may cause such member to be removed from the Airport. Overnight parking of motor vehicles is prohibited, except with the express permission of the TMAC and/or the Airport Manager. A parking permit must be obtained from the Airport Manager prior to parking / leaving motor vehicles in the parking lot for any period of time beyond 24 hours. (See Appendix B)

Rule 3.3.12. Use of Airport Operating Area (AOA) – Any use of the AOA is prohibited, except as may be authorized by law, and unless in the strict conformance with the requirements of the TMAC and/or the Airport Manager, as published herein.

Rule 3.3.13. Surreptitious Activities – Any person observing suspicious, unauthorized or criminal activities should report such activities immediately to the Airport Manager, Taunton Police Department, the Massachusetts Department of Transportation Aeronautics Division, and the Transportation Security Administration Information Hotline at 1-866-GA-SECURE.

Rule 3.3.14. Repairs to Aircraft – No aircraft shall be repaired on any part of the landing or takeoff area. All outside repairs shall be made only at places designated by the Airport Manager for such purpose.

Rule 3.3.15. Persons Authorized to Perform Aircraft Repairs – Performance of all repairs, maintenance or services to any aircraft on the Airport shall be limited to a certified commercial operator, the owner of the aircraft, or direct employees of the owner (not including contractors), and none other. Importation of any other persons to perform repairs, maintenance or services for profit to the based aircraft is prohibited, unless authorized by the TMAC and/or the Airport Manager.

Rule 3.3.16. Location of Aircraft Repair Operations – No open-air repair services will be permitted, except on leased areas, unless authorized by the TMAC and/or the Airport Manager, except preventive maintenance as specified in FAR part 43.

Rule 3.3.17. Unauthorized Equipment – No signs, non-aeronautical equipment, cargo, vehicles, portable buildings, or trailers may be erected, moved-in, or installed in areas suitable for aircraft storage unless otherwise provided in a lease or other agreement or by permission of the Airport Manager. If, notwithstanding the above prohibition, a person uses such area for storage as aforesaid, without first obtaining permission, then the Airport Manager shall have the authority to order the cargo, property or vehicle removed at the owner's expense.

Rule 3.3.18. Through-The-Fence Operations – Except as may be specifically designated elsewhere in these regulations, no private individual, partnership, FBO, company, or corporation shall be permitted direct ground access to the Airport, runways or taxiways by their aircraft, customers' aircraft, or private vehicle from property not owned by the Airport. Furthermore, no off-airport private individual, partnership, company, corporation, will be permitted to conduct business at the Airport without authorization from the TMAC or Airport Manager. Under extenuating circumstances, the TMAC may grant certain through-the-fence operations on a case by case basis.

Rule 3.3.19. Lien for Charges – To enforce the payment of any charge for repairs, improvements, storage, or care of any personal property by the TMAC or its agents in connection with the operation of the Airport, the TMAC may place a lien upon such personal property, which shall be enforceable as provided by law.

Rule 3.3.20. Lien Possessory Right – To enforce the payment of any such charge, the Airport Manager may retain possession of such personal property until all reasonable, customary, and usual compensation has been paid in full.

Rule 3.3.21. Wrecked Aircraft – Every aircraft owner, his/her pilot or agents, shall be responsible for notifying FAA/NTSB and promptly removing disabled or wrecked aircraft upon notification of aircraft release by FAA and/or MassDOT as communicated to the Airport Manager who will notify the aircraft owner/operator.

Rule 3.3.22. Commercial Photography – No person shall take still, motion or sound pictures of, or at, the Airport for commercial purposes without first receiving a duly-authorized permit from the TMAC, written approval from the Airport Manager, and paying any applicable fee(s). This regulation does not apply to bona fide coverage by the news media conducting their business in authorized areas.

Rule 3.3.23. Signage & Advertisements –No fixed or portable signs for advertising and no external building advertising will be permitted on the Airport except as specifically authorized by the TMAC and/or the Airport Manager. Nor shall any person post, distribute or display advertisements or circulars in a printed or written matter at the Airport without written permission from the Airport Manager.

Rule 3.3.24. Soliciting – Solicitation of any kind, the posting of bills, displays of circulars, brochures or other printed material, which advertises or sponsors any

cause, individual or group are prohibited, unless requested in advance, in writing and approved by the TMAC and/or the Airport Manager. Any unauthorized posting, display or distribution shall be subject to immediate removal and discard by the TMAC and/or the Airport Manager, without recourse. All fees or costs associated with the removal of said posting and/or display will be borne by the offending individual or group.

Rule 3.3.25. Lost or Abandoned Property – Any person coming into possession of lost or abandoned articles of money or personal property shall present said articles to the Airport Manager for safekeeping and disposition in accordance with the law.

Rule 3.3.26. Special Events – Special events such as air shows, fly-ins, and all events requiring the general use of the Airport by the general public, other than normal or routine airport traffic, shall be held only upon the prior approval of the TMAC subject to all applicable FAA and MassDOT Aeronautics Division regulations and on such dates, in such areas and upon such terms and conditions as shall be specified by the TMAC. The event sponsor shall also be responsible for obtaining any necessary city permits. Additionally, the sponsor must comply with the following requirements:

1. The event sponsor must submit a formal event application to the TMAC for review and approval.
2. The event sponsor must submit a certificate of insurance to the TMAC that fulfills the requirements detailed in Exhibit 2. This submittal must occur no later than thirty (30) days in advance of the event.

Rule 3.3.27. Airport Snow and Ice Removal – The Airport Manager shall follow the Snow and Ice Removal Plans as defined in Appendix C.

3.4 GROUND OPERATIONS

These Rules and Regulations shall be observed when conducting ground operations on the Airport:

Rule 3.4.1. Ground Vehicles & Traffic – No person shall operate a vehicle on the Airport except in accordance with the following rules, federal, state, and local laws:

A. No person shall travel (in a vehicle or otherwise) on any portion of the airport, except upon the roads, walks, or places provided for the particular class of traffic; nor occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

B. All vehicles shall yield right of way to aircraft in motion or emergency vehicles.

C. No vehicle except ground service and emergency vehicles shall approach so close to any aircraft with running engine(s) as to create a hazard.

D. All vehicles entering or exiting an operating Airport gate shall wait for the gate to completely close behind them before proceeding to their destination so as to not allow the entry of any other vehicle.

E. Any vehicle authorized to operate on the Airport runways or taxiways shall display a rotating or steady beacon that complies with FAA Advisory Circular 150/5210 (latest change). Vehicles used by the TMAC, Airport Manager or other authorized personnel to check airfield areas may be required to have an amber flashing/rotating light on top of the vehicle or an approved white and orange checked flag attached to the vehicle.

F. All vehicles that are authorized to operate on taxiways or the runways must be equipped with a two-way aviation radio, and must monitor the published Common Traffic Advisory Frequency (CTAF) for the Airport, and have the ability to communicate with aircraft via two-way aviation radio.

G. Vehicles shall be parked only in areas designated by the TMAC and/or the Airport Manager so as to minimize conflict with aircraft movement. If vehicles parked in or near the aircraft movement area are deemed to create a safety hazard by the Airport Manager, they must be moved immediately by the owner upon notification or otherwise at the owner's expense.

H. No motor vehicle shall be permitted upon the Airport unless it shall be in sound mechanical order, shall have adequate headlights, horn, and brakes and clear vision from the driver's seat. Trailers and semi-trailers shall not be permitted upon the Airport unless they are equipped with reflector buttons placed upon the rear of such vehicles and unless the trailer shall be equipped

with automatic locking brakes so that when disengaged from a towing vehicle, the trailer will not become free rolling. Positive locking couplings will be required for all towed equipment.

I. No vehicle shall be operated on the Airport if such vehicle is so constructed, equipped, or loaded as to endanger or to be likely to endanger persons or property.

J. No person shall operate a vehicle on the Airport in a careless or negligent manner, or in disregard of the rights and safety of others, or without caution or circumspection, or at a speed or in a manner which endangers or is likely to endanger persons or property, or while the operator thereof is under the influence of intoxicating liquor, or any narcotic or mind altering drug.

K. No vehicle which, in the opinion of the Airport Manager, is dangerous to persons or property, or is likely to obstruct traffic, shall be permitted on the airport property.

L. No person shall park a vehicle or leave the same standing on Westcoat Drive, airport operating area or storage area, except in such places and for such periods of time as may be prescribed or permitted by the Airport Manager.

Rule 3.4.2. Speed Limits – Motor vehicles on the Airport shall be operated in strict compliance with speed limits prescribed by the Airport Manager, as indicated by posted traffic signs, and in no case in excess of 10 miles per hour, except police and other emergency vehicles in the case of emergency.

Rule 3.4.3. Accident Reports – The driver of any vehicle involved in an accident on the airport which results in injury or death to any person or damage to any property shall immediately stop such vehicle at the scene of the accident, and give his name, address, and operator's license and registration number to the person injured or to any officer or witness to the accident. The operator of such vehicle shall before leaving the airport give a full report of the accident to the Airport Manager and the Taunton Police Department. A copy of the police report shall be provided to the Airport Manager.

3.5 AIRPORT SECURITY

These Rules and Regulations shall be observed in relation to airport security.

Rule 3.5.1. Security – Airport users and operators are responsible for following all directives established by the Airport Manager in accordance with TAN Airport Security Plan (latest change). Primary directives include the following:

A. No person shall enter the airside area, except as necessary for the lawful use of an aircraft thereon, or to conduct a permitted business activity and with the consent of the Airport Manager.

B. No person shall enter any area posted as being closed to the public, except with the consent of the Airport Manager.

C. No person shall enter into, remain in or place in, or remove any object from, any hangar or other building at the Airport without prior written consent of the TMAC, the Airport Manager, or the person with the legal right of possession of such building.

Rule 3.5.2. Access Codes & Devices – Persons who have been provided either a code or device for the purpose of obtaining access to the Airport shall not divulge, duplicate, or otherwise distribute the same to any other person, unless otherwise approved in writing by the Airport Manager. Violation of the aforementioned regulation may result in the loss of access privileges.

Rule 3.5.3. Doors & Gates

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

B. Security doors leading into the airside shall be kept locked when not be used by an authorized person.

C. Tenants shall be responsible for doors and gates located in their leased areas. Tenant security doors leading to the airside shall be keyed to the Airport master keying system. Tenants and tenant employees are responsible for safeguarding doors, gates, and other forms of passageways between the airside and public areas. Tenants are responsible for safeguarding aircraft and other private property entrusted to their care within the Airport or other locations on their leased premises.

Rule 3.5.4. Suspicious Activity – Any person observing suspicious, unauthorized or criminal activity should report such activities immediately to the Airport Manager or the Taunton Police Department.

3.6 AIRCRAFT OPERATION RULES

These Rules and Regulations shall be observed when conducting aircraft operations on the Airport:

Rule 3.6.1. Authority to Suspend Operations – The Airport Manager may suspend or restrict any or all operations whenever such action is deemed necessary in the interest of safety.

Rule 3.6.2. Preferred Runway – The preferred runway is determined by the wind, with aircraft landing and taking off into the wind. The pilot may contact the CTAF / UNICOM for the preferred direction.

Rule 3.6.3. Calm Wind Runway – Flight operations during calm winds (steady state wind speed of 3 kts or less) or variable (if 5 kts or less) should use Runway 30 as the active runway.

Rule 3.6.4. Radio (CTAF/UNICOM) Communications – Aircraft communications at the Airport must ascribe to the guidelines contained in the Airman's Information Manual (AIM), paragraph 4-1-9, *Traffic Advisory Practices at Airports Without Operating Control Towers*. All radio-equipped aircraft operating on or in the vicinity of the Airport must transmit/receive on the CTAF / UNICOM frequency (122.700 MHz) for the purpose of airport advisories.

Rule 3.6.5. Weather (ASOS) Communications – Local weather reporting is provided by an Automated Surface Observing System (ASOS) unit located on the Airport that is designed to serve meteorological and aviation observing needs. Automated weather reporting can be obtained on 132.675 MHz or at 508-824-5005.

Rule 3.6.6. Standard Traffic Pattern and Altitude – Aircraft should follow published/recommended traffic pattern altitudes. The use of standard traffic patterns does not alter the responsibility of each pilot to see and avoid other aircraft. Arrivals and departures to and from the Airport should avoid flight over populated, residential or noise sensitive areas whenever possible, consistent with safety.

A. Taunton Municipal Airport adopts the use of the standard left-hand traffic pattern as defined by FAA Advisory Circular 90-66 (latest change) *Recommended Standard Traffic Patterns and Practices for Aeronautical Operations at Airports without Operating Control Towers*, also depicted in the Aeronautical Information Manual (AIM).

B. Prior to entering the traffic pattern, aircraft should avoid the flow of traffic until established on the entry leg. For example, the windsock can be checked while at an altitude above the traffic pattern. When the proper traffic pattern direction has been determined, the pilot should then proceed to a point well clear of the pattern before descending to the pattern altitude.

C. Arriving aircraft should be at the appropriate traffic pattern altitude before entering the traffic pattern. Entry to the downwind leg should be at a 45 degree angle abeam the midpoint of the runway.

D. Airplanes are to observe a 1000 foot above ground level (AGL) traffic pattern altitude. Large and turbine powered airplanes will enter the traffic pattern at an altitude of 1,500 feet. The pilot may vary the size of the traffic pattern (lateral distance parallel from the centerline of the runway) depending on the aircraft's performance characteristics. Traffic pattern for rotorcraft, gliders and aircraft with a gross weight under 1,320 lbs is at an altitude of 700 feet (AGL), inside the standard pattern established for the airport.

E. Traffic pattern altitude will be maintained until the aircraft is abeam the approach end of the landing runway on the downwind leg.

F. The base leg turn should commence when the aircraft is at a point approximately 45 degrees relative bearing from the runway threshold.

Rule 3.6.7. Landings and Takeoffs – Low approach, full-stop, touch-and-go, or stop-and-go landings may be made at the discretion of the pilot-in-command. Pilots remaining in the traffic pattern making landings should broadcast on the CTAF their pattern direction of turn and their landing (low approach, full-stop, touch-and-go, stop-and-go) intentions at least by the final segment leg. All aircraft departing should inspect the traffic pattern for potential conflicting traffic before taxiing into takeoff position. Additionally, the following aircraft operational requirements apply:

A. Aircraft will use the full length of the runway except when conducting training, such as touch and goes.

B. Airplanes on takeoff will continue straight ahead until beyond the departure end of the runway. Aircraft executing a go-around maneuver will continue straight ahead, beyond the departure end of the runway, with the pilot maintaining awareness of other traffic so as not to conflict with those established in the pattern. In cases where a go-around is caused by an aircraft on the runway, maneuvering parallel to the runway may be required to maintain visual contact with the conflicting aircraft.

C. When departing the traffic pattern airplanes will continue straight out or exit with a 45 degree left turn beyond the departure end of the runway after reaching pattern altitude.

D. For aircraft using Runway 30, aircraft must continue straight out until reaching an altitude of 500 feet and beyond Liberty Street, then turn left to 260 degrees and continue climbing to traffic pattern altitude (thereby avoiding over flight of the Martin Middle School and noise sensitive areas). Pilots may elect a straight out departure only if able to maintain 1000 feet AGL or above prior to reaching the Martin Middle School. Pilots need to be aware of any traffic entering the traffic pattern prior to commencing a turn.

E. Flight operations during calm winds (steady state wind speed of 3 kts. or less) or variable (if 5 kts. or less) will use Runway 30 as the active runway.

F. Throughout the traffic pattern, right of way rules apply as stated in FAR 91.113.

Rule 3.6.8. Takeoffs on Other Than Runways – Aircraft will use the authorized runways and taxiways for all operations. Exceptions, such as using the grass area between the taxiway and runway, must be requested and approval granted by the TMAC and/or the Airport Manager.

Rule 3.6.9. Running Aircraft Engines

A. Aircraft not equipped with adequate brakes should not be started until the wheels have been set with chocks attached to ropes or other suitable means of removing them.

B. No aircraft will be left running without a qualified person at the controls.

C. No aircraft engine should be started or run inside any building or hangar.

D. No engine should be started, run up, or warmed up until the aircraft is in such position that the propeller stream or jet blast will clear all buildings, other aircraft, and groups of people.

Rule 3.6.10. Taxiing Aircraft

A. No person should taxi an aircraft until it is reasonably ascertained there will be no danger of collision with any person or object in the immediate area.

B. Aircraft will be taxied at a safe and prudent speed and in such manner as to be under the control of the pilot-in-command at all times.

C. Aircraft not equipped with adequate brakes will not be taxied near buildings or parked aircraft unless an attendant (wing-walker) is at a wing of the aircraft to assist the pilot.

D. Aircraft should not taxi onto the runway from the taxiway area if there is an aircraft approaching to land or on the ground in takeoff position. Aircraft waiting on the taxiway for another aircraft to take off or land will remain behind the runway holding position markings.

E. Aircraft should not be taxied into or out of any hangar using the aircraft's engine. Aircraft must be towed or pushed using other equipment or machinery, with the aircraft engines off.

F. Although not required in Class E airspace, it is recommended that aircraft taxiing in the movement area be equipped with a two-way aviation radio, monitor the published CTAF for the Airport, and have the ability to communicate with aircraft via two-way aviation radio.

Rule 3.6.11. Parking Aircraft

A. All aircraft must be parked or tied down in areas designated by the TMAC and/or the Airport Manager (see Exhibit 3 for location).

B. Unoccupied aircraft shall not be parked or tied down within any protected area (object free area, runway safety area, etc.) as described in FAA AC 150/5300-13A (latest change) and all aircraft not hangared shall be parked in the areas designated by the Airport Manager for that purpose.

C. Aircraft shall not be parked within fifty (50) feet on an aircraft fuel pump, or fuel service truck parking area.

D. Aircraft shall not be parked in such a manner as to hinder the normal movement of other aircraft and traffic unless specifically authorized by the Airport Manager as an emergency measure.

E. It is the responsibility of the pilot-in-command when leaving a parked aircraft unattended to see that the brakes are set and/or it is properly chocked and/or tied down.

F. The prolonged storage of damaged/dismantled aircraft or aircraft that appear to be un-airworthy in aircraft tie-downs or other unscreened areas of the Airport shall not exceed thirty (30) calendar days after written notification from the Airport Manager. The aircraft owner is required to diligently correct such condition as soon as possible to prevent other aircraft parked or operating in the area from potentially being damaged by detached parts and/or debris during strong wind conditions, as well as to prevent an unsightly Airport appearance.

G. If any aircraft is parked in violation of this section or, in the determination of the Airport Manager, presents an operational or safety concern in any area of the Airport, the Airport Manager may cause the aircraft, at the owner's/operator's expense, to be moved. The TMAC shall not be liable for any damages which may result from the relocation of the aircraft.

Rule 3.6.12. Loading and Unloading Aircraft – Loading and unloading single-engine aircraft with the engine running is prohibited. Exceptions must be approved by the Airport Manager. With prior notification and approval from Airport Manager, multi-engine aircraft may load/unload with the engine running opposite of the open door.

Rule 3.6.13. Aircraft Tie Downs – No person shall operate an aircraft on the Airport except in accordance with the following rules, and all federal, state, and local laws:

A. All aircraft not hangared shall be tied down and additionally should have the wheels chocked when remaining overnight or during inclement weather.

B. All aircraft owners or their agents are responsible for the tie down or security of their aircraft at all times and particularly during inclement weather.

C. Aircraft parked overnight on the apron may be required to pay a tie down fee for each night, as established by the Airport Manager.

Rule 3.6.14. Aircraft Hangars – The use of aircraft hangars are expressly for the storage and parking of aircraft. Aircraft parked in hangars shall be parked in a manner so as to be completely contained in the aircraft parking space and not obstruct adjacent aircraft parking and storage areas or taxilanes, except for purposes of immediate and temporary staging and fueling of such aircraft.

Use of aircraft storage hangars shall be subject to the following restrictions:

A. Oily rags, oil wastes, rags and other rubbish and trash may only be stored in approved containers with secondary containment and self-closing, tight fitting lids.

B. Major aircraft alterations and repairs or preventive aircraft maintenance may be conducted on based aircraft at the based location as approved by lease or in writing by the Airport Manager.

C. Oxygen or any combustible compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s). Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.

D. Slow (trickle) battery chargers must have automatic shut-off capability, if left unattended. All other battery chargers shall only be used while the owner, operator, or tenant is in attendance.

E. Aircraft hangars shall be subject to annual and periodic inspections by the Airport Manager and City Fire Department to ensure compliance with all laws, ordinances and these regulations.

Rule 3.6.15. Student Training, Local Operations

A. Flight instructors shall avail themselves and their students of all Airport Rules and Regulations, including local rules and FARs in effect at the Airport.

B. The Airport Manager may designate and advise Airport users via public posting and electronic transmission of limited areas of the Airport and local areas sanctioned by the FAA for practice flying and student training.

Rule 3.6.16. Noise Abatement

A. Noise Impact Boundaries / Measurement - Noise Impact Boundaries will be consistent with the guidelines established by Federal Aviation Regulations, Part 150 - *Airport Noise Compatibility Planning*. All noise measurements identified herein shall be determined by a noise monitor located at sites established by the TMAC at or near the airport perimeter, or by a noise study conducted by a qualified engineering individual or company, as deemed necessary by the TMAC.

B. Airport Noise Equivalent Regulation - Aircraft operating from the airport must meet requirements of 14 CFR, section 36-103.

C. Voluntary Noise Abatement
   - No touch and go landings between the hours of 2200 hours and 0700 hours, local time.
   - Aircraft departing Runway 30 should avoid overflight of the Middle school by taking a heading of 260 degrees when safely able to do so.

Rule 3.6.17. Aircraft Accident Reports – Any persons involved in an aircraft accident occurring on the Airport, within the City, or that involves aircraft which departed from or were enroute to the Airport, shall make a full report thereof to the Taunton Police Department as soon after the accident as possible, and before leaving the airport. The report shall include the names and addresses of the persons involved, and a description of the accident and its cause. Additionally, the Airport Manager, the FAA and MassDOT Aeronautics Division must be notified immediately. (Refer to Appendix B - Aircraft Accident Plan for telephone numbers and procedures.) A copy of the police report shall be provided to the Airport Manager.

3.7 SPECIAL AERONAUTICAL OPERATIONS

Special aeronautical operations may use the Airport if receiving prior approval by the TMAC and abiding by the following rules. The Airport Manager may, in the interest of safety, designate special traffic procedures for certain operations, such as helicopters, air shows or aviation fly-ins, agricultural operations, gyroplanes, powered lift, gliders, balloons, airships, ultalights, and light sport aircraft in the weight shift control or powered parachute class. Any such change from standard

procedures shall be published in the FAA's Airport/Facility Directory, if of a permanent nature; or the Airport Manager shall issue a NOTAM if such change is of a temporary nature. Permanent changes requiring filing through MassDOT Aeronautics Division to the FAA. Temporary closing of a portion of the Airport for special events will be approved by the FAA, through MassDOT Aeronautics Division. See FAA Order 5190.6 (latest change), *FAA Airport Compliance Manual*.

Following are additional Rules and Regulations that shall be observed related to special aeronautical operations on the Airport:

Rule 3.7.1. Ultralight Operating Procedures

A. All operations must comply with FAR 103, and applicable recommendations in Advisory Circulars 90-66A and 103 Series, current editions (available from FAA).

B. Each Ultralight operator must visually ensure that the taxi area is free of obstructions (people, cars, trucks, mowing equipment, etc.) prior to taxiing and conducting flight operations. Ultralights may taxi on the grass median between the taxiway and runway.

C. Except for emergencies, all on airport takeoff or landing operations will use the first third of each active runway. Calm wind runway is Runway 30.

D. Recommended pattern altitude is 700 ft. AGL and a standard left hand pattern is employed with all active runways.

E. Voluntarily avoid overflight of residential areas adjacent to the airport as a desirable alternative to formal noise abatement procedures.

F. Mid-field departures are not permitted, except for touch-and-go operations. Ultralight operators must clear the runway as soon as possible after landing using extreme caution for other aircraft landing or taking off.

G. Ultralight operators must have received a current copy of the Taunton Municipal Airport SOPP rules of Ultralight Operations prior to conducting continuing flight operations.

H. In the interests of overall airport safety and ultralight pilot education, with the various types of aeronautical activity occurring at the airport, membership is recommended in a recognized Ultralight-Sport Aviation oriented organization. Ultralight pilots who do not belong to one of these organizations or who are not rated pilots must receive a briefing from the Airport Manager prior to conducting Ultralight Operations.

I. Safe and professional Ultralight operations are the inherent responsibility of each Ultralight pilot when flying in the vicinity of Taunton Municipal Airport. Also recommended is the use of a hand held radio monitoring the Common Traffic Advisory Frequency (CTAF) (122.7MHz).

J. Ultralight aircraft that are transported from outside of the Airport for preparation and assembly on Airport property shall proceed via the East Road (Jack Cruz Way) to the tie-down area and park on the road adjacent to the East Road (aka "Crib Area") (see Exhibit 3 for location). The operator shall use an unoccupied tie-down in the Crib Area for aircraft preparation and assembly. (This may also be done on leased property with prior permission of the leaseholder.) The operator shall then proceed to the refueling area, locate the refueler, sign in, and pay the single day rate for use of the tie-down (see Exhibit 1 for current rates). All operators must be familiar with the requirements of this section.

Rule 3.7.2. Unmanned Aircraft Operating Procedures

Unmanned aircraft operations are prohibited unless written permission has been secured from the Airport Manager. Such permitted flying shall be restricted to a certain designated area on the Airport property and must conform to the current regulatory requirements of the FAA, including commercial certification, if required. Authorized usage of this area shall not interfere with any aircraft operational areas (e.g., runways, taxiways, aprons, etc.) or airspace surfaces.

Rule 3.7.3. Skydiving Operations

A. The designated "Drop Zone" is that parcel of open land adjacent to Middleboro Avenue to the east of Runway 4-22 (see Exhibit 3 for location).

B. Skydiving operations will use square or steerable parachutes only.

C. Prior to Skydiving operations, a NOTAM will be on file with Bridgeport FSS. The Skydiving aircraft will be in communications with Taunton UNICOM (122.7 MHz) during all operations and will announce the following over the UNICOM frequency:

   i. One minute prior to every jump;
   ii. "Jumpers Away"; and
   iii. "Parachutes Open".

D. Parachute descent will be on the upwind side of the airport and follow a descent corridor indicated by the center of Runway 12-30 (Minimum altitude 800 feet, 300 foot radius) and the NDB antenna (Maximum altitude 600 feet, 300 foot radius) to the drop zone.

E. When the active runways are Runway 30 or Runway 4, the parachute drop (the point where parachutists exit the aircraft) will be on the upwind side of the airport, not to cross a line extended from the centerline of the taxiway.

F. When the active runways are Runway 12 or Runway 22, the parachute drop (the point where parachutists exit the aircraft) will be on the upwind side of the airport, not to cross a line extended from the Runway 12-30.

Rule 3.7.4. Glider Operations

A. Aero-tow operations may take place on any active runway. Winch operations may occur on Runway 22 only when it is the active runway.

B. Gliders generally will use the same traffic pattern as powered aircraft. However, when the active runway is either Runway 12 or Runway 30, they will land only on the grass area between Runway 12-30 and Taxiway A. When the active is either Runway 4 or Runway 22, gliders may use that runway for both take-off and landing.

C. Glider operators will insure that a NOTAM is in place when conducting glider operations.

D. Gliders will not intentionally release on-tow below 700 feet.

Rule 3.7.5. Balloon Operations

A. Balloons will launch from the Airport on the parcel of open land adjacent to Middleboro Avenue and to the east of Runway 4-22.

B. Balloons are restricted to operations from 5:00 AM to 9:00 AM daily.

C. Balloon Operators will insure that a NOTAM is in place before launch.

Rule 3.7.6. Banner Tow Operations - Banner tow operators/pilots will announce banner pick-up and drop-off over the UNICOM Frequency. See Exhibit 3 for location of designated area for banner pick up.

Rule 3.7.7. Air Meet Events

A. An Air Meet is a scheduled event or events consisting of a contest, demonstration or exhibition involving aircraft in flight conducted mainly for the interest of either spectators or contestants (definition 702 CMR 2.01).

B. Air Meet sponsors must submit a formal application and a detailed schedule of the program to the TMAC for approval. Additionally, the sponsor must submit a certificate of insurance for the specific event no later than thirty (30) days in advance of the event. Insurance requirements are detailed in Exhibit 2.

C. After TMAC approval is granted for the event, a detailed schedule of the program and a description of all events shall be submitted to the MassDOT Aeronautics Division for their review and approval, resulting in a written permit granted by MassDOT (702 CMR 3.07).

D. The sponsoring agency will appoint an “Air Boss” who will coordinate and be responsible for the air meet. Responsibilities of the Air Boss include the following:

   i. Ensure that a NOTAM is issued when appropriate;
   ii. Coordinate the contests, demonstrations or exhibitions;
   iii. Ensure that all aircraft have radio contact with the Air Boss and with each other at all times while operating on the airport or while airborne;
   iv. Ensure crowd control and the presence of emergency and firefighting equipment;
   v. Conduct a pilot briefing on the day of the event that reviews the following (at a minimum):
      - Sequence of events
      - Current weather briefing
      - Operational restrictions

vi. Ensure that participating airmen are certificated and current in accordance with FAR Part 61; and

vii. Ensure that participating aircraft have a current U.S. Airworthiness certificate and have been maintained in accordance with FAR Part 91, Subpart E.

3.8 FUELING & FLAMMABLE FLUIDS OPERATIONS

The Taunton Municipal Airport Commission reserves the exclusive right to sell all aviation and motor fuels on the Taunton Municipal Airport. The TMAC does not allow the aircraft owner(s) and/or businesses to contract with an off-airport company to enter upon the Airport for the purpose of fueling/refueling his/her/their aircraft unless they have declared themselves as a self-fueler and abide by all rules governing these types of operations. (Note that this example is clearly conducting an aeronautical activity, not by the owner of the aircraft, but by the fueling company.) Also, the airport does not allow a "co-op" (an organization formed by several aircraft owners for the purpose of self-fueling) to function as a single aircraft owner for self-fueling purposes. The area designated for fueling operations is shown on Exhibit 3.

Rule 3.8.1. Fueling Aircraft – The TMAC reserves the exclusive right to sell all aviation and motor fuels at the Taunton Municipal Airport. These may be provided by the Airport through self-service fuel pump or full-service. The selling of fuel at the Airport by any other person, business or organization is prohibited.

A. All aircraft fueling, fuel equipment, and procedures will be in accordance with Manual 407 – "Standard for Aircraft Fuel Servicing, 2007 edition," (or as revised) published by the National Fire Protection Association (NFPA), 1 Batterymarch Park, Quincy MA 02169-7471, 800-344-3555, http://catalog.nfpa.org.

B. All transportation, storage and other handling of aircraft and vehicle fuel shall comply with the International Fire Code, 2000 Edition, (or current edition) as published by International Code Council, Inc. and FAA Advisory Circular 150/5230-4, (latest change).

C. All aircraft shall be fueled clear of all hangars, other buildings, and aircraft by at least fifty (50) feet.

D. Fueling trucks shall not be parked within any building or hangar or within 50 feet of any building, hangar, or parked aircraft. Fuel trucks shall be parked with at least ten (10) feet separation between vehicles.

E. Aircraft fuel storage tanks for below-ground or above-ground use will be constructed and installed, registered, monitored for leakage, operated, and maintained in accordance with Federal and State statutes, rules, and

regulations promulgated by the United States Environmental Protection Agency and the Massachusetts Department of Environmental Protection.

F. Aviation or auto fuels shall not be stored within a hangar or building except in approved three (3) gallon or smaller containers manufactured and marked for such purpose.

G. Persons or businesses wishing to dispense fuel into the privately-owned aircraft shall not be denied; however, they must meet all reasonable requirements the TMAC places on other fuel suppliers, public or private. Private fueling facilities located on leased or private property must be installed and the fuel dispensed in accordance with all rules applicable to aircraft fueling and fire safety contained herein.

H. All aviation fuel storage tanks, aviation fuel pumps, hydrant fuel systems, and aircraft fuel service vehicles, whether publicly or privately owned, shall have the type of aviation fuel dispensed printed in large block letters, including octane if aviation gasoline, plus the fuel I.D. number, and "NO SMOKING" signs. This information shall be printed on all sides of the fueling tanks, pumps, etc. so the information is visible from any direction on the ground.

I. All aviation fuel storage tanks, aviation fuel pumps, fuel hydrants, and aircraft fuel service vehicles, whether publicly or privately owned, shall be subject to annual inspections and require applicable certifications.

J. Fuel spills in excess of one (1) gallon must be reported to the Airport Manager and immediate action taken by the spilling entity to clean up the spill in accordance with all local, state, and federal regulations.

K. Persons shall not fuel an aircraft in a manner that overfills the tank(s) or causes the tank(s) to leak fuel through its vent. In the event of spillage or dripping of gasoline, oil, grease or any material that may be unsightly or detrimental to the Airport, the same shall be removed immediately and the incident reported to the Manager within two (2) hours. The responsibility for the immediate removal of such gasoline, oil, grease or other material shall be assumed by the operator or owner of the equipment causing the same or by the tenant or concessionaire responsible. In the event of such spillage, and the failure of the operator or owner to restore the area to its original safe and environmentally sound status, TMAC may clean up any material unlawfully spilled, placed or otherwise deposited at the Airport and may charge the responsible person(s) for the cost of the cleanup, any required environmental remediation, and any expenses incurred by, or fines or damages imposed on, the TMAC as a result thereof.

L. Fueling of boats, motor homes, ATVs or other recreational vehicles is prohibited on the airside.

M. Any individual or business dispensing fuel at the Airport must have liability coverage with the Airport added. Coverage limits are provided in the Airport Minimum Standards.

Rule 3.8.2. Fuel Flowage Fee – Any person, corporation, partnership, association, or business entity that dispenses fuel at the Airport for private or commercial purposes directly into any aircraft on the Airport must pay the TMAC a minimum fuel flowage fee (see Exhibit 1 for current fuel flowage rate as established by the TMAC). This fee does not apply to the filling of fuel storage tanks by fuel distributors. Payment to the City of all fuel flowage fees must be made not later than the fifteenth (15) day of the month following the date of the fuel delivery.

Payment of fuel flowage fees shall be accompanied by a report in a form approved by the Airport Manager that indicates the amount of fuel delivered to the Airport during the preceding month. Military aircraft conducting operations which require fueling from U.S. Government facilities are exempt from fuel flowage fees.

Rule 3.8.3. Spill Prevention and Control

A. Immediate action must be taken by the company and/or person responsible for any fuel spillage to prevent said fuel spillage from entering into drainage ditches, gutters, bodies of water, or into sewer systems or storm drains of the airport.

B. Any person or agency causing any fuel spillage during fuel transfer operations or otherwise, shall be responsible for all consequences arising there from.

C. Persons responsible for large fuel spillage (six feet or more in diameter) shall immediately notify the Airport Manager and the Taunton Fire Department.

D. Persons responsible for small fuel spillage (less than six feet in diameter) shall promptly clean up the spill using the techniques recommended by the National Fire Protective Association (NFPA).

Rule 3.8.4. Fire Safety

A. Every person using the Airport or its facilities in any manner shall exercise the greatest care and caution to avoid and prevent fire.

B. During the course of actual incidents on the airport, involving fire or threat of fire which may endanger life or property, the senior firefighter present shall be in charge of fire prevention, firefighting and rescue operations

C. All rules, regulations and recommended practices pertaining to safety and fire prevention contained in the National Fire Codes published by the National Fire Protection Association (NFPA) shall be observed, whether or not specifically provided herein.

D. Smoking or open flame within fifty (50) feet of any fuel tank, fuel pump, or fuel truck is prohibited.

E. Compressed flammable gas shall not be kept or stored upon the Airport, except at such place as designated by the Airport Manager.

F. No flammable substance shall be used for the cleaning of any aircraft part or anything inside a hangar, T-hangar, or other building upon the Airport.

G. No one shall smoke or ignite a match or lighter in any building, hangar, or public ramp area except in posted "Designated Smoking Areas" identified by the Airport Manager.

H. Hangar entrances must be clear in a manner such that emergency or fire/ rescue personnel and equipment can immediately access the hangar without hindrance.

I. The floors in all buildings shall be kept clean and free of oil. Volatile or flammable substances shall not be used to clean floors, walls or any portion of a hangar structure.

J. Airport tenants and lessees are strongly encouraged to supply and maintain adequate and readily accessible fire extinguishers. Each fire extinguisher should carry a suitable tag showing the date of the most recent inspection.

3.8.5 Self-Fueling Operations (Individual / Single Aircraft)

Those persons wishing to conduct self-fueling operations shall adhere to the following policies and procedures:

1. All self-fueling operators must pay to the Airport a per gallon flowage fee (to be established, reviewed and changed at the TMAC's discretion) for fuel delivered upon the Airport. (See Exhibit 1 for the current fuel flowage rate.)

2. Self-fueling operations shall be governed by a permit issued annually by the TMAC and/or its agent(s) without fee. A permit must be issued for each aircraft registration number based at the Airport wishing to utilize self-

fueling operations in order to ensure that all such persons are adequately informed of those policies and procedures designed to minimize the environmental and safety hazards associated with such operations.

3. All fueling of aircraft shall be performed only in the area designated by the Airport Manager as appropriate for such activities. The storage of refueling vehicles and the fueling of aircraft within hangar buildings is strictly prohibited.

4. The storage of Mogas or Avgas in any building shall not exceed fourteen (14) gallons. Any single container shall not exceed seven (7) gallons. Storage shall be in compliance with all Federal, State and City laws, regulations and advisories.

5. The maximum allowable container size for transport and servicing shall not exceed seven (7) US Gallons (usg), and must be a container approved for such use by the US Department of Transportation.

6. The transfer from the storage or supply tank of a ground-based vehicle is not permitted.

7. Transportation of Avgas or Mogas onto or off the Airport must be done in accordance with regulations established by the Fire Marshall, the Department of Transportation and other appropriate authority (i.e. approved fuel containers).

8. All self-fueling operations shall be conducted in accordance with Federal, State and Local laws, regulations, conditions, orders and advisories.

9. The quality of fuel being received, stored, handled and dispensed shall be maintained to manufacturer's / refinery's specifications and in accordance with manufacturer's / refinery's guidelines and recommended practices.

10. Users shall keep the fueling area clean and free of vegetation, snow, debris and hazardous conditions.

11. All individuals (business / single) engaged in the practice of self-fueling shall have adequate materials and trained personnel available for the cleanup of fuel spills. The equipment necessary shall include, but not be limited to adequate and accessible amounts of absorbent materials, shovel, broom, and disposal containers. All financial responsibility for the cleanup and remediation of fuel spills associated with the operation is that of the Operator and its principals.

12. An aircraft owner must provide to the TMAC a fueling plan outlining the fuel tank, fuel container, fueling facility, fueling safety and environmental

procedures to be utilized by the aircraft owner for the delivery and dispensing of fuel into their aircraft. The aircraft owner must also show proof that the fuel container(s) are used solely for the specific fuel product to eliminate the possibility of co-mingling of product.

13. Self-fuelers must show proof of compliance with all applicable FAA Advisory Circulars, aviation industry fueling standards (e.g., filter types, etc.) safety and environmental rules, regulations and procedures.

14. Self-fuelers must show evidence of ownership or lease of the aircraft being serviced.

15. Self-fuelers must provide appropriate insurance coverage as dictated in Exhibit 2.

16. Self-fuelers must provide copies of all appropriate permits to the Airport Manager.

17. Each individual choosing to refuel his/her own aircraft must be equipped with one (1) fire extinguisher that meets or exceeds a 4A-30 BC rating and one (1) 15-pound CO/2 fire extinguisher.

18. Failure to follow these standards may result in the cancellation of the right to self-fuel.

3.8.6 Self-Fueling Operations (Business User / Multiple Aircraft)

Those persons wishing to self-fuel shall adhere to the following policies and procedures:

1. All self-fueling operators must pay to the Airport a per gallon flowage fee (to be established, reviewed and changed at the TMAC's discretion) for fuel delivered upon the Airport. Copies of the "Bill of Lading" must be provided to the Airport Manager at time of delivery. (See Exhibit 1 for the current fuel flowage rate.)

2. Mobile dispensing equipment vehicle approved by the TMAC for the dispensing of aviation fuel shall not exceed a total capacity of 2,000 gallons, and shall be manufactured specifically for the purpose of aviation fuel distribution.

3. The mobile dispensing vehicle will be located at the area designated by the TMAC and/or its agent(s).

4. Fuel storage and dispensing facilities will be equipped with meters and filtering equipment that meet industry standards.

5. Transportation of Avgas or Mogas onto or off the field must be done in accordance with regulations established by the Fire Marshall, the Department of Transportation and other appropriate authority.

6. All self-fueling operations shall be conducted in accordance with Federal, State and Local laws, regulations, conditions, orders and advisories.

7. All systems shall meet applicable Federal, State and Local regulations for fuel storage and distribution system design and construction.

8. All systems shall be equipped with an overfill warning and automatic shut-off protection system.

9. All components shall be adequately protected from damage and vandalism.

10. Adequate means shall be designed to minimize the contamination of stormwater runoff.

11. Gravity flow and tank pressurization distribution systems are prohibited.

12. All systems shall be equipped with an automatic leak monitor and inventory control system.

13. Approved grounding cables and fuel nozzles shall be used to eliminate static electricity hazards.

14. The grounding cable shall be connected between the vehicle and the receiving grounding point.

15. All hoses must have proper API 1529 markings. Each hose shall have durable identification labels at intervals not exceeding 6.5 feet (2.0 meters). Each label shall include the following information:

    - The designated "Aircraft Fueling Hose – API 1529 (edition date it meets; for example, 1529/1989)."
    - Manufacturer's name or trademark or both.
    - Hose type, grade and serial or reference number.
    - Quarter and year of manufacture; for example 3Q/1989.
    - Maximum working pressure in pounds per square inch (kilopascals).

16. A formal protocol for maintenance and inspection of fuel dispensing equipment and testing of product quality, the records of which shall be made available to the TMAC and/or its agent(s) upon request.

17. Self-fueling operators must have a training program (use of vehicle / dispensing equipment / fire extinguishers) approved by the Airport Manager for line personnel engaged in aircraft refueling. At least one properly trained person shall be on duty during refueling operations.

18. Users shall keep the fueling area clean and free of vegetation, snow, debris and hazardous conditions.

19. A business operator who operates a fuel dispensing vehicle for his/her own use, shall comply with all applicable Federal, State and Local environmental statutes and regulations, including but not limited to, requirements for the disposal of waste oil / fuels and other potentially hazardous substances, and for the refueling of aircrafts.

20. All individuals (business / single) engaged in the practice of self-fueling shall have adequate materials and personnel available for the cleanup of fuel spills. The equipment necessary shall include, but not be limited to adequate and accessible amounts of absorbent materials, shovel, broom, and disposal containers. All financial responsibility for the cleanup and remediation of fuel spills associated with the operation is that of the Operator and its principals.

21. An aircraft owner must provide to the TMAC a fueling plan outlining the fuel tank, fuel truck, fueling facility, fueling safety and environmental procedures to be utilized by the aircraft owner for the delivery and dispensing of fuel into his/her aircraft. The aircraft owner must also show proof that the fuel truck(s) are used solely for the specific fuel product to eliminate the possibility of co-mingling of product.

22. Self-fueling operators must show proof of compliance with all applicable FAA Advisory circulars, Aviation industry fueling standards (e.g., filter types, etc.) safety and environmental rules, regulations and procedures.

23. Self-fueling operators must show evidence of ownership or lease of tanks, trucks and fueling facility.

24. Self-fueling operators must show evidence of ownership or lease of the aircraft.

25. Self-fueling operators must provide appropriate insurance coverage as dictated in Exhibit 2.

26. Self-fueling operators must provide copies of all appropriate permits to the Airport Manager.

27. Self-fueling operators must provide a copy of the Environmental Protection Agency (EPA) National Pollutant Discharge Elimination (NPDES) storm water multi-sector permit for the fueling operation.

28. Self-fueling operators must provide a copy of the Storm Water pollution Prevention Plan (SWPPP) for the fueling operation.

29. Self-fueling operators must provide record keeping, on a monthly basis, in sufficient detail to meet the satisfaction of the TMAC and/or its agent(s) of all fuel deliveries and flowage records noting the aircraft number, date, time and gallons used of each refueling. The TMAC reserves the right to audit the fuel operation at its own cost.

30. Fuel deliveries onto the Airport must be coordinated with the Airport Manager and shall be limited to the hours between 7:00 AM and 5:00 PM.

31. Each mobile fuel-dispensing unit shall be equipped with one (1) fire extinguisher that meets or exceeds a 4A-30 BC rating, and one (1) 15-pound CO/2 fire extinguisher.

32. Self-fueling operators must verify that the fire extinguishers are in proper place with unobstructed access for immediate use. If the seal is broken or inspection tag missing, extinguisher must be taken out of service until recharged and tagged for acceptance.

33. Fuel truck(s) shall be parked in areas as designated by the Airport Manager. All sump draining will be accomplished by the use of appropriate containers. Sump draining will not be discharged on paved areas.

34. Deadman controls are required on all fuel dispensing equipment.

35. Failure to follow these standards may result in the cancellation of the right to self-fuel.

3.9 LEASING OF AIRPORT PROPERTY

Buildings or structures owned by the TMAC may be leased to private individuals, companies, or corporations on a monthly or yearly basis for the storage of aircraft and ancillary equipment or to conduct a commercial enterprise, such as an FBO.

The TMAC may lease property within the building area or other portions of the Airport for the construction of hangars, buildings, lean-tos, aprons, taxiways, and auto parking lots in accordance with an approved Airport Master Plan / Airport Layout Plan (ALP) and designed guidelines. Aviation-related use must be given priority in the use of all leased or privately owned property, buildings or structures.

If the aviation needs of the Airport are sufficiently met, the TMAC may authorize non-aviation use of any portion of the Airport or any building on the Airport on a case-by-case basis. Application of such non-aviation use also requires the approval from MassDOT Aeronautics Division and the FAA.

Rule 3.9.1. Authorized Use of Leased Premises – Aeronautical users and tenants of the airport, and tenants with non- aeronautical use privileges, shall not utilize leased premises for any purpose, except as specifically authorized by the TMAC and/or the Airport Manager.

Rule 3.9.2. Lease Agreement – Before construction of or use of any property or facility at the Airport, a business entity or general tenant must enter into a lease agreement with the TMAC at established rates and with defined activities. The lease agreement must describe the premises clearly, and accurately; the official plot plan and survey drawings of the properties will be attached to the lease and incorporated by reference. The site description must clearly and precisely describe the lessee's rights with respect to the use of landing areas, runways, taxiways, automobile and aircraft parking areas, aprons, ramps, and the use of navigational aids and terminal facilities. The lease may provide for future growth by specifying the lessee's option to expand to additional areas, although such a provision may not create a de facto exclusive operation.

Rule 3.9.3. Compliance with Building Codes – A tenant or fixed base operator shall use the premises in compliance with all other requirements imposed by, and promulgated by a duly authorized agency, and those requirements enacted and promulgated by the Commonwealth of Massachusetts and the City of Taunton.

Rule 3.9.4. Restrictions – No leased property, buildings or structures erected on the Airport shall be utilized for storage of non-aviation equipment, such as automobiles, boats, trailers, recreational vehicles or farm equipment, unless applied for through the TMAC and specifically permitted by lease agreement. A lessee does not have the right to remove fixtures (i.e. light fixtures, fire suppression equipment, radio speakers, etc.) annexed to or incorporated in facilities owned by the City of Taunton.

Rule 3.9.5. Assignment and Sub-letting – A lessee shall not, at any time during the term of an agreement, in any manner, directly or indirectly, voluntarily or involuntarily assign, sublease, hypothecate, or transfer lease agreements or any interest therein without the express written consent of the TMAC. Any assignment or subletting shall be expressly subject to all the terms and provisions of the original lease. If the lessee fails to comply with this requirement, the TMAC may terminate any agreements upon notice to the lessee.

Rule 3.9.6. Payment of Lease, Rents, and Fees – This policy addresses the leasing terms and measurement (for land leases, and building, terminal and/or room leases) for leases granted by the TMAC.

A. All customers of the Taunton Municipal Airport are expected to pay their charges/fees/leases upon their respective due date, receipt of a mailed invoice or receipt of a product or service. Additionally, it is the responsibility of the customer to inform the Airport Manager of any changes in the billing address.

B. Invoices that are in dispute must be identified and resolved with the Airport Manager within thirty (30) days of receipt. During such occurrences, the following apply:

   - Accounts in dispute will not be assessed a service charge nor have collection action taken until the dispute is resolved.

   - Customers may appeal the resolution offered by the Airport Manager to the TMAC at their next regularly scheduled public Meeting.

C. Amounts in arrears over thirty (30) days will be assessed a service charge of eighteen percent (18 %) A.P.R. For accounts ninety (90) days overdue, the Airport Manager will duly process those accounts for collection action.

   The Airport Manager will send a letter (Certified Return Receipt Requested) to accounts ninety (90) days overdue at the listed billing address, stating the amount over due and the intended actions. The individual (or Corporation/Company) will have fourteen (14) days from date of receipt to respond with the payment or other acceptable arrangement. Failure to take acceptable action will result in any or all of the items listed below:

   1. Impounding of the Aircraft
   2. Processing a lien against the aircraft through the FAA
   3. Referral to a collection agency
   4. Submitting all appropriate data to a credit bureau
   5. Seeking any and all legal remedies
   6. Municipal liens (in accordance with policy) against property

D. Accounts will not accrue more than a limit established by TMAC.

E. Customers who will be out of the local area for extended periods of time may make pre-payment of regular fees/leases or other such acceptable arrangements with the Airport Manager before their departure. Arrangements will be in writing stating the date the account becomes active.

F. Organizations or individuals acting as duly authorized agents of the TMAC (by legal agreement – i.e. authorized to collect tie-down fees) will turn over all accounts in arrears over ninety (90) days to the Airport Manager after complying with the policies and procedures in place. The Airport Manager

will make one (1) attempt to resolve before processing these accounts for immediate collection action.

Rule 3.9.7. Lease Terms & Property Measurements – This policy addresses the leasing terms and measurement (for land leases, and building, terminal and/or room leases) for leases granted by the TMAC.

A. Lease duration cannot exceed twenty (20) years with lease rates and adjustments to Class "B" space to be renegotiated every three (3) years. Building, Terminal and Room Leases are for one (1) year unless otherwise negotiated. "Tenancy at Will" can be granted at the option of the TMAC. (See Appendix A for current leasing agreements.)

B. Lease rates are set by January 1 each year. Those leases that are granted or due for renegotiating, before the review and establishment of new rates, will use the current rates established by the TMAC until the next date of renegotiation. Current lease rates are presented in Exhibit 1.

C. Land lease square footage will reflect a designation of Class A lease area, Class B lease area and access taxiway area. The combination of Class A, B and Access Taxiway lease area will equal the total square footage on which the lease rate is based.

   i. Class A lease area consists of a building and a fifteen (15) foot zone surrounding the building. Additionally, Class "A" space will include permanent land improvements such as hard top (without the 15 foot zone surrounding the land improvement). This space is non-negotiable during the term of the lease.

   ii. Class B lease area consists of additional space adjacent to the Class A space needed for aircraft parking or transit. This space may contract or expand, with the concurrence of the TMAC. An official measurement will be attached to the lease. The shrinking of Class B space may only occur upon the leaseholders annual renegotiating date, however expansion may occur at any time.

   iii. Access taxiways of sole use by the lessee will be included in the total square footage of the lease.

D. During the lease renegotiating periods the Airport Manager will arrange for re-measurement of the Class "B" space at the request of the lessee. Individuals conducting the re-measurement include representatives of the TMAC and the leaseholder.

E. Building, terminal and room square footage is derived from the inside measurements of the leased space and will be at a lease rate that may or may not include heat, electricity and water.

Rule 3.9.8. Standard Aircraft Tie-Down – A person, association or business entity leasing space on the airport as a tenant at will for the purpose of mooring an aircraft will use space specified as "standard aircraft tie-down". Electrical service is available at selected tie-downs for an additional fee.

A. Aircraft tie-downs consist of a numbered space (1 through 80) on the airfield with three metal rings (for wings and tail) embedded in the pavement suitable for attaching a restraining device (rope, cable etc.) (see Exhibit 3 for location).

B. Rental of the tie-down space will be at the prevailing rate, payable in advance. Partial months will be prorated on a daily/weekly basis.

C. Contracting for aircraft tie-down space will be in writing between the aircraft operator/owner and Airport Manager and/or designated agent.

D. Termination of the tie-down contract will be made by the aircraft operator/owner either verbally or in writing to the Airport Manager/designated agent. Aircraft operators/owners will be charged to the date agreed upon or date of notification, whichever is later.

E. Taunton Municipal Airport is not liable for damage or loss of aircraft and/or contents while said aircraft is tied-down on the airfield.

F. Aircraft operators are prohibited from performing unsafe practices in or around their specified tie-down area (such as using ungrounded electrical cable or extending electrical cable across taxiway, access roads or walkways).

Rule 3.9.9. Temporary or Portable Tie-Down Hangar – The TMAC authorizes the erection and/or use of Temporary Portable Tie down Hangar(s) and restricts their usage to tie down spaces 69 through 76. It has been established that prior permission to erect these hangars must be obtained from the TMAC and/or its agents. The construction/removal shall be at the owner's expense and the following shall apply:

A. Temporary Tie down Hangar: Hangar shall be of a single aircraft design occupying a space no larger than 40 ft. x 35 ft. (larger dimension is for the wing span) or within the confines of a standard tie down space as defined by the Airport Manager. This structure will be non-permanent, designed to be erected and/or removed within two working days, anchored to withstand wind speeds of 50 knots and typical winter snow weight loads.

B. Indemnification: The owner/operator shall indemnify the TMAC against any damage attributable to the TMAC because of damage caused by the structure due to acts of nature or owner neglect. This indemnification will be in the amount of a $1,000,000.00 liability insurance policy naming the City of Taunton, Taunton Municipal Airport, the TMAC and/or its agents as co-insured.

C. Termination: The temporary structure may be removed at any time by the owner/operator or within 10 business days upon written notification to the TMAC and/or its agents. Removal of this structure will be at the owner/operator's expense and includes restoring the tie down space to its original condition and configuration.

Rule 3.9.10. Construction on Leased Property

A. Detailed plans for all proposed construction, modifications or alterations of exteriors on leased premises will be submitted to the TMAC for review and approval before commencement of any work. Failure to obtain prior approval shall be deemed to be a material breach of this regulation. TMAC approval will require evidence of compliance with the requirements of any other City of Taunton Department, Board or Commission, which may be a prerequisite to the accomplishment of the proposed work. Approval by such other city agency does not bind the TMAC to provide approval. Additions and/or improvements to any structure, facility or conveyance must be in compliance with US EPA National Pollutant Discharge Elimination System (NPDES) Multi-Sector General Permit (MSGP) as amended under the authority of 40 CFR 122 / 55 FR 48063. Prior to making such improvement the individual or lease must demonstrate how such improvement complies with federal regulations (details are contained in TAN Stormwater Pollution Prevention Plan (SWPPP), SOPPs and Lease Agreements).

B. The FAA Form 7460-1, *Notice of Proposed Construction or Alteration*, (or most current FAA approved form) will be completed and submitted to FAA and a copy provided to the Airport Manager for all construction. A favorable determination must be received from the FAA prior to any construction on the Airport. No hangar or structure may be erected beyond the building restriction line or in conflict with the approved Airport Layout Plan.

C. An airspace review will be completed and submitted to MassDOT Aeronautics and a copy provided to the Airport Manager for all construction. The Commonwealth of Massachusetts defines its own airspace surfaces based on Massachusetts General Law Chapter 90 Section 35B and the Code of Massachusetts Regulations (702 CMR). A favorable determination must be received from MassDOT Aeronautics prior to any construction on the Airport.

D. All plans and specifications for construction, renovation, remodeling, or refurbishing of the leased premises shall meet all current standards established by the International Building Code, and the National Electrical Code; and shall provide for the construction to be from material satisfactory and acceptable to the TMAC.

E. All construction shall be in accordance with design and construction standards required or established by the City of Taunton for the facility or activity involved. The Airport Manager must have written approval of the plans and specifications must be obtained prior to construction of the improvements.

F. Commercial operators are required to maintain a permanent file of plans and "as-builts" for their current structures and facilities with the TMAC. The Commission may, upon written application, grant exemptions to the application of the standards, when satisfied, after examination of the circumstances supporting the request for an exemption that the public interest will be best served by granting such an exemption.

G. The TMAC requires that for any construction of improvements on, over, or under any land occupied and used by a tenant or fixed base operator, or the furnishing of services therefore, no person or class of persons will be excluded from participation in, denied the benefit of; or otherwise be subjected to, any discrimination by reason of race, color, creed, sex, sexual preference, age, national origin or handicap and shall not be excluded from participation in, denied benefits of, or be otherwise subjected to any form of discrimination.

H. Any privately owned structure or hangar not in use for aviation purposes for a period in excess of ninety (90) days or not available for lease or sublease for aviation purposes, unless so authorized for non-aviation uses by the TMAC, must be removed after due notice to the owner in writing or the TMAC will consider such structures or hangars abandoned and will seek title to such structure or hangar.

I. Leased land which any building, hangar, or structure is removed, after due notice will be cleared, cleaned, and returned to its original/acceptable condition by the leaseholder.

Rule 3.9.11. Housekeeping Practices

A. Discarded inflammable liquids shall be properly contained and labeled as may be required and shall be removed by the lessee from the airport weekly.

B. Lessees of hangars or other aircraft servicing or maintenance buildings, terminal buildings or ramps and apron areas shall provide suitable metal

receptacle with self-closing lids for the storage of oily waste, rags and all other combustible rubbish or trash. All such materials shall be disposed of by the lessee off the airport weekly.

C. All lessees on the airport shall keep the floors of hangars or other buildings or ramp and apron areas free and clear of oil, grease and other inflammable materials. The floors of hangars and other buildings and ramps and apron areas shall be cleaned daily and kept free of rags, waste material or other trash.

D. Any company and/or person causing overflow or spillage of any petro-chemical, oil or grease on any apron area shall be responsible for cleaning such area and notifying the Airport Manager and the Taunton Fire Department.

E. No petroleum or petro-chemical products or objectionable industrial waste matter shall be dumped or be permitted to drain into drainage ditches, gutters, bodies or water or into sewer systems or storm drains.

Rule 3.9.12. Environmental Issues and Indemnification – Any tenant of the Airport, its agents, employees, independent contractors, or sub lessee shall not install, store, use, treat, transport or dispose of any:

A. Asbestos in any form.

B. Urea formaldehyde foam insulation.

C. Transformers or other equipment which contain dielectric fluid containing levels of polychlorinated biphenyls in excess of 50 parts per million; or

D. Any other chemical, material, air pollutant, waste, or substance which is regulated as toxic or hazardous or exposure to which is prohibited, limited or regulated by the Resource Conservation Recovery Act, the Comprehensive and Environmental Response Compensation and Liability Act, the Hazardous Materials Transportation Act, the Toxic Substances Control Act, the Clean Air Act, and/or the Clean Water Act or any other Federal, State, County, Regional, Local or other governmental authority or which, even if not so regulated, may or could pose a hazard to the health and safety of the occupants of the Leased Premises, and which is either:

1. in amounts in excess of that permitted or deemed safe under law;
2. or in any manner which is prohibited or deemed unsafe under applicable law. (The substances referred to in (A), (B), (C) or (D) are collectively referred to hereinafter as “Hazardous Materials”).

Rule 3.9.13. Environmental Cleanup Laws – An Airport tenant will, at their own expense, comply with all existing or hereafter enacted laws relating to Hazardous Materials (collectively, "Cleanup Laws") in effect at the same time of the lease, and all future laws thereafter. An Airport tenant will, at their own expense, make all submissions to provide all information to, and comply with all requirements of the appropriate governmental authority (the "Authority") under Cleanup Laws. Should any Authority require that a cleanup plan be prepared and that a cleanup be undertaken because of the existence of Hazardous Materials which were installed, stored, used, treated, transported, disposed of or discharged on the leased premises, by an Airport tenant, its agents, employees, independent contractors or sub lessees during the term of a lease, the Airport tenant will prepare and submit the required plans and financial assurances in accordance with such Cleanup Laws. The Airport shall be indemnified and held harmless from and against all obligations, damages, injunctions, fines, penalties, demands, claims, costs, expenses, actions, liabilities, suits, proceedings and losses of whatever nature (including, without limitation, attorney's fees and court costs). And all cleanup or removal costs and all actions of any kind arising out of or in any way connected with the installation, storage, use, treatment, transporting, disposal or discharge of Hazardous Materials in or on the leased premised by an Airport tenant.

Rule 3.9.14 Environmental Notices – An Airport tenant shall promptly supply the Airport Manager with copies of any notices, correspondence and submissions made or received from any governmental authorities of the United States Environmental Protection Agency, the United States Occupational Safety and Health Administration, or any other local, state of federal authority that requires submission of any information concerning environmental matters or hazardous materials.

Rule 3.9.15. Environmental Survival – An Airport tenant's liability pursuant to any environmental issue shall survive the expiration or earlier termination of their lease.

Rule 3.9.16. Stormwater Compliance

A. The Airport is subject to federal storm water regulations, 40 C.F.R. Part 122 for "vehicle maintenance shops" (including vehicle rehabilitation, mechanical repairs, painting, fueling and lubrication), equipment cleaning operations and/or deicing operations that occur at the Airport as defined in these regulations and if applicable, state stormwater regulations. Each Airport tenant shall become familiar with these storm water regulations if it conducts "vehicle maintenance" or operates equipment cleaning operations and/or deicing activities as defined in the federal stormwater regulations.

B. The TMAC shall take steps necessary to apply for or obtain a stormwater discharge permit as required by the applicable federal and/or state regulations, including the leased property occupied or operated by an Airport tenant. A permit issued to the TMAC may name an Airport tenant as a co-permittee.

C. An Airport tenant's close cooperation is necessary to ensure compliance with any stormwater discharge permit terms and conditions, as well as to ensure safety and to minimize costs. An Airport tenant may implement and maintain "Best Management Practices" to minimize the exposure of stormwater (and snow melt) to "significant materials" generated, stored, handled or otherwise used as defined in the federal stormwater regulations.

D. The TMAC's stormwater discharge permit is incorporated by reference into each lease and any subsequent renewals.

E. The TMAC will provide an Airport tenant with a written notice of those stormwater discharge permit requirements that are in the Airport storm water permit, that a tenant will be obligated to perform from time to time, including, but not limited to:

1. certification of non-stormwater discharges;
2. collection of stormwater samples;
3. preparation of stormwater pollution prevention or similar plans;
4. implementation of "good housekeeping" measures or best management practices; and maintenance of necessary requirements.

F. Each Airport tenant shall participate in any organized task force or other work group established to coordinate stormwater activities of the Airport.

Rule 3.9.17. Compliance with Health and Sanitary Codes – A fixed base operator or tenant shall be required to comply at all times with any safety, health or sanitary codes of the City and the Commonwealth.

Rule 3.9.18. Insurance – An Airport tenant shall during the term of lease maintain at their cost and expense insurance relating to the leased premises as follows:

A. Insurance against loss or damage to improvements by fire, lightning, and other risks included under standard extended coverage policies

B. General public liability insurance against claims for bodily injury, death or property damage occurring on, in or about the leased premises, such insurance to afford protection in the amounts described in Exhibit 2. These limit requirements represent minimum coverage and the City of Taunton may require increases in bodily injury or property damage insurance. Detailed insurance requirements are provided in each lease.

C. Supplemental insurance such as hangar keeper's liability or product liability may be required for associated airport businesses. The amounts and limits of these requirements are to be detailed in the lease agreements established for these businesses and are also included in Exhibit 2.

D. All such policies of insurance shall be issued by insurance companies acceptable to the TMAC, shall name the TMAC as an additional insured or loss payee, as the case may be, and shall provide for at least ten (10) days written notice prior to cancellation or modification. A certificate of said insurance must be furnished to the TMAC.

Rule 3.9.19. Hold Harmless – The TMAC shall not be liable to Airport tenant's employees, agents, servants, customers, invitees, or to any other person whomsoever, for any injury to persons or damages to property on or about the leased premises or any adjacent area owned by the Airport.

3.10 RULES OF PERSONAL CONDUCT

These Rules and Regulations shall be observed in relation to personal conduct on the Airport.

Rule 3.10.1. Conduct on the Airfield

A. No person shall, at or upon the airport, perform or fail to perform any act if the performance or omission thereof endangers or is likely to endanger person or property.

B. No person shall walk or operate a ground vehicle on any runway, taxiway, or aircraft apron, unless authorized to do so by the Commission and/or the Airport Manager.

C. No person shall loiter in or about any public or non-public area of the airport.

D. No person shall climb, jump or in any way traverse any fence, barrier, or pass beyond prohibitive sign to gain access or ingress to the airport and/or restricted access.

E. No person shall commit any disorderly, obscene, indecent or unlawful act, commit any nuisance or abandon any personal property in or about any public or non-public area of the airport.

F. No person shall destroy, tamper with, attempt to destroy, deface or disturb any building, sign, equipment, fixture, marker or other structure or property on the airport.

E. No person shall deliberately tamper with, alter, move or otherwise affect any perimeter fence, gate, gate tracking device, security equipment, CCTV

camera, PIN pad access control device, lock, electromagnetic locking device or other such implement.

F. No person shall deliberately activate any security device or cause a security alarm when no actual threat to security or emergency condition exists.

G. No person shall deliberately interfere with or obstruct the duties of any duly authorized and appointed security personnel, Airport employee, official representative of the Airport, or Airport tenant employee, actively engaged in performing duties regarding Airport security.

H. No person shall engage in horseplay, be knowingly reckless, or act in such a way that may cause harm to others at any time while on Airport property.

I. No alteration shall be made to any leased or sub-leased area or any public or non-public area in the airport unless approved in writing by the Airport Manager.

Rule 3.10.2. Injury to Persons – Persons entering the Airport groundside property by automobile, other vehicular conveyance, or on foot (does not include persons in aircraft using approved airside facilities) do so at their own risk and with no liability incurring to the City or the TMAC for any injury or damage to person or property. Further, any person desiring to use the Airport shall observe and obey all laws, resolutions, orders, rules, and regulations promulgated and enforced by the TMAC or by any other authority having jurisdiction at the Airport.

Rule 3.10.3. Damage to Airport – Any person, individual, or the owner of any aircraft causing damage of any kind to the Airport, whether through violation of any of these rules, through vandalism, or any act of negligence, shall be liable to the TMAC.

Rule 3.10.4. Damage to Airport Lighting – Any person damaging any runway, ramp, or taxiway light or fixture by operation of aircraft or otherwise, shall immediately report such damage to the Airport Manager. Persons causing damage to runway or taxiway lights as a result of an aircraft operation will be liable for replacement cost.

Rule 3.10.5. Intoxicants and Narcotics Prohibited – No person under the influence of any intoxicant, narcotic, or other illicit drug shall operate or fly in any aircraft to or from the Airport. Such prohibition shall not apply to a passenger under the care of a medical doctor and accompanied by a doctor, nurse, or caretaker.

Rule 3.10.6. Animals – No person shall enter the Airport with a dog, cat, or other animal unless the animal is, and remains, restrained by a leash or properly confined as determined by the Airport Manager.

Rule 3.10.7. Living Quarters – No person may make permanent living quarters on Airport property unless approved by the Airport Manager and the TMAC.

Rule 3.10.8. Litter – No person shall place, discharge or deposit in any manner, garbage, or any refuse in or upon any landing area, ramp and apron area or aircraft parking or storage areas of any public building area on the Airport except in receptacles provided for that purpose. No boxes, crates, cans, bottles, paper, tall grass, weeds, unusable airplane parts or wreckage, scrap wood or metal, discarded airplane or automobile tires, trash, or other litter shall be permitted to accumulate in or about a hangar, building, or other leased space. If such trash and litter is permitted to accumulate around privately owned, rented, or leased hangar / building, the Airport Manager shall notify the hangar / building owner, renter or lessee by registered letter to remove the offending litter. If within ten (10) work days after the receipt of the letter the hangar/building owner, renter, or lessee has not removed the trash and litter as directed, the Airport Manager may have the area cleaned and the cost for such cleaning shall be charged to the hangar/building owner, renter, or lessee.

Rule 3.10.9. Lost or Abandoned Property – Any person coming into possession of lost or abandoned articles of money or personal property shall present said articles to the Airport Manager for safekeeping and disposition in accordance with the law.

3.11 ABANDONMENT OF AIRCRAFT / VEHICLES

These Rules and Regulations shall be observed in relation to abandoned aircraft and other vehicles on the Airport.

Rule 3.11.1. Standard Aircraft Tie-down

a. Aircraft stored in a standard aircraft tie-down area for two (2) months without observed activity or communication from the aircraft operator will be considered abandoned by the TMAC and appropriate action will be taken according to current law and airport policy.

b. Procedure for establishing the fact that said aircraft is abandoned:

    1. After thirty (30) days of non-response from an aircraft operator to the monthly tie-down billing, a letter (first notice) will be sent to the aircraft operator.

    2. The first notice letter will be sent to both the billing address of the aircraft operator as recorded by the TMAC and the home of record of the aircraft owner as currently recorded by the Federal Aviation

Administration's record of registration. This letter will contain the total amount of fees owed, the aircraft abandonment policy and a statement that the aircraft owner/operator contact the Airport Manager to resolve this issue.

3. After sixty (60) days without communication from the aircraft owner/operator, a letter (second notice) will be sent to the aircraft owner/operator.

4. The second notice letter will be sent to both the billing address of the aircraft operator as recorded by the TMAC and home of record of the aircraft owner as currently recorded by the Federal Aviation Administration's record of registration. This letter will contain the total amount of fees owed and a statement of the proposed action contemplated. The aircraft owner/operator will be given thirty (30) days to respond.

5. After ninety (90) days without communication from the aircraft owner/operator, the matter will be presented to the city solicitor for resolution and final disposition.

6. All formal notifications to aircraft owner/operators will be mailed by Certified mail-Return Receipt Requested through the U.S. Post Office.

Rule 3.11.2. Airport Property other than Standard Tie-down

a. Aircraft parked on the airport property other than standard tie-down for seven (7) days without any communications from the aircraft owner/operator shall be considered abandoned.

   1. Aircraft parked/stored on property leased by FBO's for the express purpose of temporary storage (i.e. Aircraft awaiting maintenance at a maintenance facility or pick-up by the owner after maintenance is completed) will be exempt from paragraph b.1.

b. Procedure for establishing the fact said aircraft is abandoned.

   1. Aircraft parked on airport property for seven (7) days without communication from the aircraft owner/operator will have a letter mailed to the aircraft owner at the address currently on file with the Federal Aviation Administrations' record of registration. This letter will include a statement of total fees owed the Taunton Airport and the aircraft abandonment policy with the requirement that the aircraft owner contact the airport authority within five (5) days of receipt to resolve this issue.

2. The second notice will be issued if no communication from the aircraft owner within the preceding five (5) days, stating the fees owed, aircraft abandonment policy and the proposed action. The aircraft owner will be given five (5) days after receipt to respond.

3. Five (5) days after receipt of the second notification without communication from the aircraft owner, the matter will be presented to the city solicitor for resolution and final disposition.

4. All formal notifications to aircraft owner/operators will be mailed by Certified Mail- Return Receipt Requested) through the U.S. Post Office.

5. Automobiles deemed to be abandoned will be subject to the same procedures as aircraft.

3.12 AIRPORT ADMINISTRATION

These Rules and Regulations shall be observed in relation to the administration of the Airport.

Rule 3.12.1. Accounting for Airport Property

A. Airport Property - All Taunton Airport property, except real property, will be classified for accountability purposes as expendable, durable or nonexpendable. Criteria for each accounting classification are noted below.

1. *Nonexpendable Property* - Airport property that is valued at $1,000 or more that is not consumed in use and that retains its original identity during its period of use (Includes negotiable media such as credit cards). This property class will be listed on a Formal Register giving its description, serial numbers and value. The Airport Manager is responsible for the care, maintenance and control of these items (e.g., truck and radios).

2. *Expendable Property* - Airport property that is consumed in use or valued less than $100. No formal accounting is required (Exception would be AVGAS). Airport Manager or designee shall inventory property upon receipt to verify items received are the same as vendors' invoice. Expendable property will be kept in a secure place with limited access (e.g., office supplies).

3. *Durable Property* - Airport property valued at less than $1,000, that is not consumed in use will not require formal accountability, however, the user will receipt for this class of property while in their possession. The user will be responsible for security of that property (e.g., hand tools).

B. Property Register - The TMA Property Register will be maintained by the Airport Manager listing all nonexpendable property that is purchased, leased or given to the airport. The register will contain a description, serial number, acquisition price or fair market value (whichever is greater), quantity and if leased, the lessor.

1. *Inventories* - The Airport Manager will inventory property listed on the register annually. Reports of the inventory will be kept on file in the Managers' Office.

C. Accounting for Saleable Materials - Property that is held for sale (either nonexpendable, expendable, or durable) will have accounting procedures appropriate for the property class. This accounting process may be recommended by the vendor (such as AVGAS) or adopted from common business practices (such as sale of pilot supplies).

1. *Inventories* - Frequency and scope of inventories will be as established by the TMAC based upon vendor contracts or accepted business practice.

Rule 3.12.2. Contracting and Bids for Supplies, Equipment, and Services

A. See Massachusetts General Law, Chapter 30B, Uniform Procurement Act. Title 41, the Federal Procurement Policy Act and associated Federal Procurement Regulations will be used whenever Federal Funds are used.

Rule 3.12.3. Travel Rules

A. Applicability - The payment and/or reimbursement of travel expenses are restricted to commissioners, employees and agents of the Taunton Municipal Airport as designated by the TMAC.

B. Requirements – For the payment and/or reimbursement of travel expenses to be executed, the following requirements must be met:

1. Commissioners, employees and agents of the TMAC must be on official business of the Taunton Municipal Airport and the travel must be sanctioned by the Chairperson of the Commission for either a single event or for a period of time (no longer than one year). The Chairperson of the Commission will communicate this approval to the individual(s) and to the Treasurer.

2. Reimbursement for travel is authorized only to points outside a ten (10) mile radius of the airport with the airport terminal building as the point of origin.

3. Mileage will be reimbursed only when using a personally owned vehicle at a current rate as defined by the City of Taunton (see Exhibit 1). Computation will be based upon actual mileage (listing odometer miles at the start of the travel and upon the conclusion) using the most direct route. The Official Mile-O-Guide or the most direct route indicated by various web based map/driving directions programs are useful guides for trip planning. The TMAC reserves the right to reimburse for the least expensive mode of travel, regardless of the mode of travel selected by the traveler.

4. Reimbursement for expenses other than for mileage must be annotated on the travel voucher and accompanied by a receipt.

5. The Traveler must be on official airport business away from the workplace for an excess of five (5) consecutive hours to qualify for reimbursement of meal expenses, not to exceed three meals within a twenty-four (24) hour period.

6. The Traveler will not be reimbursed in excess of the schedule of travel expenses set annually by TMAC:

C. Processing of Payment - Travelers will submit their travel vouchers to the Treasurer of the Commission within ten (10) working days following the completion of the travel or at the end of the month, whichever is greater. The Treasurer will authorize payment of the travel expenses contingent upon Commission approval of the next scheduled TMAC meeting.

3.13 KNOWLEDGE OF RULES IMPLIED AND RESPONSIBLE PARTY

By publication and adoption of these Rules and Regulations, all persons shall be deemed to have knowledge of its contents. However, the Airport Manager is directed to have copies of the Airport Rules and Regulations posted in paper or electronically, where appropriate. Copies shall be available at all times in the Airport Manager's office, and copies shall be furnished to all owners and operators of aircraft based at the Airport. Any person accessing the Airport shall be responsible for their actions and all actions of any person to whom they provide access, whether directly or indirectly.

3.14 CONFLICTING LAWS, ORDINANCES, REGULATIONS AND CONTRACTS

If and where there are conflicts in the Rules and Regulations prescribed herein and the FAA's Federal Aviation Regulations (FAR), the latter shall prevail. In any case where a provision of these regulations is found to be in conflict with any other provision of these regulations adopted hereunder or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the City, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.

In cases where two (2) or more provisions of these regulations are in conflict, the most stringent or restrictive shall prevail. It is not intended by these regulations to repeal, abrogate, annul, or in any way impair or interfere with existing provisions of other laws, ordinances, codes, rules or regulations except those specifically repealed by these regulations, or to excuse any person from performing obligations to the TMAC under any lease or other contract.

No existing or future TMAC contract, lease agreement or other contractual arrangement, nor any payment or performance thereunder, shall excuse full and complete compliance with these regulations. Compliance with these regulations shall not excuse full and complete compliance with any obligations to the TMAC under any existing or future TMAC contract, lease, agreement or other contractual arrangement.

Compliance with these regulations does not excuse failure to comply with any other law.

3.15 PENALTY FOR VIOLATION

The Airport Manager may deny use of a ground vehicle on the Aircraft Operating Area (AOA) for a period of fifteen (15) days for any person violating or refusing to comply with any part of these rules and regulations prescribed herein pending a hearing by TMAC.

3.16 SEVERABILITY

If any of the provisions of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

SECTION FOUR:

MINIMUM STANDARDS

4.1 FORWARD

By definition, Minimum Standards are the "qualifications that may be established by an airport owner/operator as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport." The purpose of Minimum Standards is "to provide a fair and reasonable opportunity, without unlawful discrimination, to all applicants to qualify, or otherwise compete, to occupy available airport land and/or improvements and engage in authorized aeronautical activities at an airport." When consistently applied and enforced, they permit the airport sponsor to maintain a high level of service for the public, while also offering consistent, predictable decision-making criteria for current and potential tenants. These guidelines are critical to operating today's airport in a professional and business-like manner. Note that Minimum Standards should also complement, but not duplicate, other aviation guiding documents (i.e., Airport Rules and Regulations) or other applicable regulatory measures.

Generally, Minimum Standards are established primarily for commercial operators on an airport, not for private and corporate tenants. Their primary purpose is to set threshold requirements for aeronautical service providers who want to operate on a particular airport. Ideally, they should consider the individual circumstances of an airport, including its existing and future development, as well as its current and future roles in the aviation system. Once established, minimum standards require that aviation businesses seeking to operate on an airport agree to offer a minimum level of service for their type of business as detailed in the standards to be allowed to do business on the airport. In doing so, minimum standards will help the sponsor to ensure that undercapitalized or doubtful operators are not awarded the use of a public facility to operate their businesses.

4.2 PURPOSE AND STANDARDS

4.2.1 Purpose

This document establishes the acceptable qualifications of participants, level and quality of service, and other conditions which will be required of all those proposing to conduct Fixed Base and Commercial Operations at Taunton Municipal Airport. The

Taunton Municipal Airport Commission (TMAC) have adopted these Minimum Standards to foster, encourage, promote and develop general aviation and related aeronautical activities at the Taunton Municipal Airport, while promoting safety in all activities, enhancing the availability of high quality services for Airport users and promoting the orderly development of Airport land. In promulgating these Minimum Standards, the TMAC is providing a fair and reasonable opportunity to any potential operators to qualify or otherwise compete for available Airport facilities and the furnishing of selected aeronautical activities without creating an exclusive right or unjust discrimination. These standards ensure that each operator is reasonably fit and able to perform both its service and economic obligations to the Airport community. These Minimum Standards are administered by the Airport Manager.

All persons conducting commercial aeronautical activities at the Airport, shall, as a condition of conducting such activities, comply with all applicable requirements concerning such activities as set forth in these Minimum Standards and any amendments thereto. The requirements set forth herein are the minimum standards which are applicable to persons conducting commercial aeronautical activities at the Airport and all persons are encouraged to exceed such minimum standards in conducting their activities. This document shall be deemed to be a part of each commercial operator's lease agreement with or from the TMAC. The mere omission of any particular standard from a commercial operator's written lease agreement with the TMAC shall not constitute a waiver or modification of such standard in the absence of clear and convincing evidence that the TMAC intended to waive or modify such standard.

4.2.2 Agreement

Aeronautical activities shall be identified generally according to the categories defined in Section One and shall be conducted so as to meet or exceed the minimum standards set forth herein. The TMAC will not grant any exclusive rights to conduct aeronautical activities. The TMAC shall have the right, or direct others to do so in their name, to make periodic inspections of any operator's or tenant’s facilities to ensure compliance with lease provisions and regulations of the TMAC.

4.2.3 Amendments to Standards

In consultation with the TMAC, the Airport Manager may create future amendments, additions, deletions or corrections to these standards. The Airport Manager may waive or modify any portion of these Minimum Standards for the benefit of any governmental agency performing non-profit public services, fire protection or fire-fighting operations. They may also waive or modify any portion of these Minimum Standards for any person when it is determined that such waiver or modification is in the best interest of the TMAC and the City of Taunton and will not result in unjust discrimination among commercial operators at the Airport.

4.2.4 Enforcement by the Taunton Municipal Airport Commission

The City of Taunton Police Department, as well as the State Police and other representatives as designated by the TMAC and the Airport Manager are empowered to require compliance with these Minimum Standards.

4.2.5 Previous Standards

These Minimum Standards supersede and cancel all previous related documents for the Taunton Municipal Airport as set forth by the Airport Manager.

4.2.6 Special Regulations, Notices or Directives

Special notices, memorandums or directives of interest to persons engaged in business with the TMAC, shall be issued under the authority of these Minimum Standards.

4.2.7 Violation of Standards

Any person who knowingly or willfully violates any standard prescribed in this document or any order of instruction issued by the Airport Manager, or his representative authorized herein, may be removed or rejected from the Airport and its facilities, if it is determined by the Airport Manager that such denial is necessary under the circumstances.

4.2.8 Validity

Voiding of any particular standard contained herein shall not affect the validity of the remainder of these Minimum Standards. Any activities for which there are no specific minimum standards set forth herein shall be subject to such standards and provisions as are developed by the Airport Manager on a case-by-case basis and set forth in such commercial operator's written lease.

4.2.9 Conflicts with Existing Agreements or Federal Law

A. Agreements shall be subordinate to the provisions of any existing or future Agreement between the TMAC and the United States of America (or its agents) and/or the Commonwealth of Massachusetts relative to the operation and maintenance of the airport, the execution of which has been required as a condition precedent to the expenditures of federal and/or state funds for the development of the airport.

B. The TMAC reserves the right to further develop or improve the common use areas, including but not limited to the landing area of the airport, as it sees fit. It further reserves the right to take any action it considers necessary to

protect the approaches to the airport against obstructions, by prohibiting the Lessee from erecting, or permitting to be erected, any building or other structure on the airport which would limit the usefulness of the airport or constitute a hazard to aircraft.

C. During time of war or national emergency, the TMAC shall have the right to lease the landing area or any part thereof to the United States Government for purposes of National Defense and in the event the provisions of this Agreement, insofar as they are inconsistent with the provisions of such lease to the United States, shall be suspended. The TMAC agrees in the event of such suspension, the term of this Agreement shall be extended for a period equal to the suspension, so that the Lessee shall be entitled to the powers and the privileges and benefits for this Agreement for the same term as if there were no suspension.

D. Force Majeure: Neither party shall be deemed in violation of lease or business agreements if it is prevented from performing any of its obligations hereunder by reason of labor disputes, acts of god, acts of a public enemy, acts of superior governmental authority or other circumstances for which it is not responsible or which is beyond its control.

4.3 GENERAL REQUIREMENTS

4.3.1 Application to Conduct Business

Any person, firm or corporation wishing to perform commercial aeronautical activities shall submit an application, in writing, to the Airport Manager and the TMAC, who must approve or deny it. The application shall include the following information:

A. Name, address, and telephone number;
B. Proposed date for commencement of operations;
C. Services to be offered;
D. Amount, size, location of land to be lease;
E. Description of buildings and improvements to be constructed or leased;
F. Number of aircraft provided;
G. Number of personnel to be employed;
H. Hours of proposed operation;
I. Intent to comply with TMAC insurance requirements;
J. Evidence of authorization to do business in the Commonwealth of Massachusetts (i.e. Massachusetts Tax Certificate in the company or corporate name).
K. Evidence of financial responsibility from a bank or from such other source that may be readily verified through normal banking channels;

L. Evidence of compliance with certification requirements of FAA, State and Local authorities (if required).
M. Statement of past experience in the specified aviation services proposed to be provided at the Airport together with a statement setting forth personnel to be used for the operations and the experience of said personnel.
N. Statement of commitment to comply with all other regular Taunton Municipal Airport requirements.

4.3.2 Processing of / Denial of Application

The Airport Manager shall be responsible for processing the application. The TMAC will prepare a lease agreement for space necessary to conduct activities at the Airport. The Airport Manager and/or the TMAC may deny any application if they determine that:

A. The applicant does not meet the qualifications and standards set forth in the Rules and Regulations, or these Minimum Standards;
B. The proposed activities are likely to create a safety hazard at the Airport;
C. The activities will require the TMAC to expend funds or to supply labor or materials as a result of the applicant's activities, or will result in a financial loss to the Airport;
D. No appropriate space or land is available to accommodate the proposed activities;
E. The proposed activities are not consistent with the Airport's Master Plan and/or Airport Layout Plan;
F. The proposed activities are likely to result in a congestion of aircraft or buildings, a reduction in Airport capacity, or an undue interference with Airport operations or the operations of any existing users at the Airport;
G. The applicant or any of its principals has knowingly made any false or misleading statements in the application process;
H. The applicant does not have the technical capabilities, experience or financial resources to properly conduct the proposed activities;
I. The applicant has not submitted appropriate documentation supporting the proposed activity as outlined in Section 4.3.1.

4.3.3 Appeal Process

The applicant shall have the ability to appeal the denial of an application by the Airport Manager, subject to the following provisions:

A. Providing written notice of appeal to the Airport Manager within ten (10) days of said denial.
B. The notice of appeal will be forwarded to the TMAC and considered for review.
C. Applicant shall be notified in writing of the date of the scheduled appeal review.

D. Applicant shall be present at the appeal review to defend the application. If applicant is not present, the Airport Manager's denial shall remain unchanged.
E. The Airport Manager and/or TMAC shall render its decision in writing within ten (10) calendar days of the conclusion of the hearing and the decision shall be final as to the denial or approval of the application.

4.3.4 Written Contract

Any person, firm or corporation capable of meeting the Minimum Standards set forth herein for a Fixed Base or Commercial Operator is eligible to become a Fixed Base or Commercial Operator at Taunton Municipal Airport, subject to the execution of a written lease for not less than one (1) year containing such terms and conditions as may be determined by the TMAC. A Fixed Base or Commercial Operator shall not engage in any business or activity on the Airport other that authorized under his particular category. Any Fixed Base or Commercial Operator desiring to extend his operation by expansion or sublease into more than one category or to discontinue operations in a particular category, shall first apply in writing to the Airport Manager for permission to do so, setting forth in detail the reasons and conditions of the request. The TMAC shall then grant or deny the request on such terms and conditions as the Commission deems to be prudent and proper under the circumstances. Each Fixed Base or Commercial Operator shall provide his own -buildings, personnel, equipment, and other requirements as herein stated upon lands leased from the City of Taunton. A Fixed Base or Commercial Operator may utilize a City-owned building if one is suitable for such a business and is available for lease.

4.3.5 Maintenance

All operators shall be required to maintain their leased property in a condition of repair, cleanliness and general maintenance in a manner acceptable to the Airport Manager, in accordance with their lease agreements and free from all hazards.

4.3.6 Improvements

Before any operator makes any changes, improvements, additions, removal to any real property, appurtenances, or signs thereof, shall, before the fact, notify the Airport Manager, who will in turn approve or disapprove the improvement(s).

4.3.7 Fire Equipment

All operators shall supply and maintain such adequate and readily accessible fire extinguishers as are required and approved by the City of Taunton Fire Marshal for the particular hazard involved.

4.3.8 Damages

All operators shall be fully responsible for all damages to building, equipment, real property and appurtenances in the ownership or custody of the Taunton Municipal Airport. Property damage caused by negligence, abuse or carelessness on the part of their employees, agents, customer, visitors, suppliers or persons with whom the operator may do business will be the responsibility of the operator.

4.3.9 Prohibited Activities

A. No residential domicile may be established anywhere on Airport premises unless approved by the Airport Manager and the TMAC.
B. No non-aeronautical operators are allowed within the AOA unless approved by the TMAC.
C. No personal vehicles are allowed on the AOA without approval from the Airport Manager.
D. Ramp speed must not exceed 10 mph.
E. All vehicles that are authorized to operate on taxiways or the runways must be equipped with a two-way aviation radio, and must monitor the published Common Traffic Advisory Frequency (CTAF) for the Airport, and have the ability to communicate with aircraft via two-way aviation radio.
F. Parking is reserved for working, registered vehicles only. Pilots or passengers leaving vehicles in public areas at the Airport for more than three (3) days must notify the Airport Manager. Otherwise, abandoned vehicles may be towed after three (3) days at the owner's expense.

4.3.10 Pets

Pets must be accompanied on a leash within airport grounds and/or confined within a leased building or outside of the AOA.

4.4 MINIMUM STANDARDS FOR FBOS & COMMERCIAL OPERATORS

A Fixed Base Operator (FBO) is defined for TAN as any person, firm or cooperation performing as a flight school, aircraft rental/sales, air charter, etc. A Commercial Operator is defined as any person, firm or corporation providing goods or services relating to the operation, maintenance or fabrication of aircraft to others on the Airport, except aviation fuels sales. No person, firm or corporation shall engage in any commercial activity unless done in full compliance with the standards herein. (Note that all aviation fuel sales are reserved by the Airport.)

4.4.1 General

A. Any Fixed Base Operator or Commercial Operator shall satisfy the Airport Manager and the TMAC that it is technically and financially able to perform the services of a Fixed Base Operator or Commercial Operator.

B. Any Fixed Base Operator or Commercial Operator shall file its Certificate of Incorporation, DBA Certificate or other verification of company's organization and tax status in the Commonwealth of Massachusetts with the Airport Manager. Additionally, a company conducting aeronautical activities in accordance with Chapter 1 of Title 14 of the Code of Federal Regulations shall have a copy of all applicable certificates and permits on file with the TMAC.

C. Any Fixed Base Operator or Commercial Operator shall provide a paved walkway (that is compliant with requirements of the Americans with Disabilities Act [ADA]) within the leased area to accommodate pedestrian access to the operator's office, when appropriate, a paved aircraft apron with tie-down facilities within the leased area sufficient to accommodate the activities being performed. Sufficient hard surface and on-site automobile parking space shall also be provided.

D. All construction required of such operators shall be in accordance with design and construction standards established by the City of Taunton for the facility or activity involved. All operators shall be required to furnish the TMAC payment and performance bonds commensurate with any construction required under the standards herein fixed or under any contract or lease by and between such operator and the TMAC. No commercial operator shall do or permit to be done anything that may interfere with the effectiveness or accessibility of any public utility system, drainage system, sewer system, fire protection system, sprinkler system, alarm/security system or fire hydrant and hoses.

E. The rates and charges for any and all activities and services for such operators shall be determined by the operators and subject to the requirement that all such rates and charges shall be reasonable and be equally and fairly applied to all users of the services. All rates and charges established by an operator shall be communicated to the Airport Manager.

F. All operators at the Airport shall be financially sound and progressive business enterprises, with adequately manned and equipped facilities, and who observe normal or specifically required business hours.

G. All operators at the Airport must have an ongoing demonstrated ability to meet certification requirements of FAA, State and Local authorities.

H. All operators at the Airport must meet appropriate insurance requirements as described below in Section 4.5 and as stipulated in Exhibit 2. All insurance must also name the City of Taunton, the TMAC, its employees and agents as additional insured.

I. In the event the operator becomes insolvent, or the subject of any kind or chapter of bankruptcy proceeding, or if a receiver, assignee, or other liquidating officer is appointed for the business, the TMAC may cancel the lease at the Commission's option based upon the terms stated in the lease.

J. All Fixed Base Operators or Commercial Operators shall pay to the City of Taunton, at their own expense, all taxes and assessments levied upon any and all facilities, structures or equipment constructed or installed by the operator, in the same manner and to the same extent as if privately owned.

K. A Fixed Base Operator means a person engaged in a wide range of commercial aeronautical activities on Airport property including the following:

   a. Major aircraft maintenance and repair services;
   b. Flight instruction;
   c. Aircraft storage, parking, and tiedown;
   d. Retail sale of aircraft parts and accessories; and
   e. Provision of customary facilities, amenities, and ancillary services to general aviation users including, at a minimum, the following: public restrooms, telephones, passenger waiting areas/lounges, conference rooms. Crew member lounges, and weather briefing/flight planning services.

L. A Fixed Base Operator or Commercial Operator shall comply with all of the standards and requirements contained in this article. In addition, an FBO may engage in any general aviation specialty service activity identified below upon meeting all standards identified for the specific activity.

4.4.2 Aircraft Fuels Dispensing Services

The TMAC reserves the exclusive right to sell all aviation and motor fuels on the Taunton Municipal Airport.

4.4.3 Hangar Leasing Services

Hangar leasing services involves the business of leasing, renting or licensing hangars to aircraft owners or operators solely for aircraft: storage purposes. A hangar leasing services operator may engage in the business of constructing and operating hangars to be leased. A hangar leasing services operator shall lease sufficient land to accommodate the proposed number of hangars based on the following:

A. The FAA has established minimum standards for hangars for the storage of aircraft as follows: 2,500 square feet for jet aircraft, 2,000 square feet for turboprop and twin engine aircraft, and 1,000 square feet for single-engine aircraft and helicopters.
B. The construction plans and specifications for any hangars to be constructed, including minimum hangar sizes and architectural design plans, are subject to the written approval of the TMAC.
C. A hangar services operator leasing, renting or licensing hangars in its operations shall maintain the types and amounts of insurance required within Exhibit 2 for any of its activities which may be covered by such insurance.
D. Aircraft ingress and egress routes to all AOA will be designated by the TMAC and/or the Airport Manager and will be strictly adhered to.
E. Parking areas for ground vehicles, together with access, must be approved by the TMAC and/or the Airport Manager.

4.4.4 Aircraft Brokerage

Any operator desiring to engage in the brokerage of new or used aircraft must provide as a minimum the following:

A. Land – The Airport leasehold shall contain adequate square footage of land to provide space for building, storage of aircraft and display as dictated by expected on-site inventory.
B. Personnel – One (1) person having a current commercial pilot certificate with rating appropriate for the types of aircraft to be demonstrated.
C. Insurance – Insurance requirements as described in Exhibit 2 must be met.
D. Dealerships – New aircraft dealers shall hold an authorized factory or sub-dealership license. All aircraft dealers shall hold a dealership license or permit if required by the state.
E. Aircraft – A dealer of new aircraft shall have available or on-call one (1) current model demonstrator.
F. Services – A dealer of new aircraft shall provide for adequate parts and servicing of aircraft and accessories during warranty periods.
G. Customer Service - A telephone listed under the company name and attended during normal business hours.

4.4.5 Aircraft Rental

Any aircraft rental operator must provide as a minimum the following:

A. Land – The Airport leasehold shall contain sufficient square footage of land to provide space for aircraft parking.

B. Aircraft – Aircraft must be airworthy and owned or leased in writing to the operator. Records of airworthiness and maintenance must be made available to renter.
C. Insurance – Insurance requirements as described in Exhibit 2 must be met.
D. Pilot Training – A formal and documented program for educating renting pilots about noise abatement and safety procedures at the Taunton Municipal Airport.
E. Customer Service - A telephone listed under the company name and attended during normal business hours.

4.4.6 Flight Instruction

Any operator engaging in pilot flight instruction shall provide as a minimum the following:

A. Land – The Airport leasehold shall contain sufficient square footage of land to provide space and building to accommodate intended level of operations at the Airport. The leasehold must be within walking distance of the aircraft, and must also include tie-down or hangar space for all company aircraft.
B. Building – Lease or construct building(s) that will provide a well-lighted and heated office and reception room area of at least 200 square feet and a separate classroom of at least 100 square feet.
C. Personnel – One (1) person properly certified by the FAA as a flight instructor to cover the type of training offered.
D. Aircraft – One (1) airworthy aircraft owned or leased in writing to the operator. Aircraft shall be properly certified and equipped for the type of flight instruction offered.
E. Insurance – Insurance requirements as described in Exhibit 2 must be met.
F. Pilot Training – A formal and documented program for educating all pilots about noise abatement and safety procedures at the Taunton Municipal Airport.
G. Customer Service - A telephone listed under the company name and attended during normal business hours.

4.4.7 Airframe and/or Powerplant Repair

Any operator engaging in airframe and/or powerplant repair service must provide as a minimum the following:

A. Land – The leasehold shall contain sufficient square footage to provide space to accommodate parking for at least one (1) aircraft and building.
B. Building – Lease or construct building(s) that will provide adequate area for office and to service aircraft undergoing maintenance.
C. Personnel – One (1) person properly licensed by the FAA as an airplane mechanic/repairman with ratings appropriate for the work being performed.

D. Equipment – Sufficient equipment, manuals, tools, supplies and availability of parts to perform maintenance in accordance with manufacturer's recommendations or equivalent as specified by the FAA. Approved facilities for cleaning aircraft parts.
E. Insurance – Insurance requirements as described in Exhibit 2 must be met.
F. Customer Service - A telephone listed under the company name and attended during normal business hours.
G. Compliance - A Storm Water Pollution Prevention and Hazardous Spill Prevention/cleanup plan, as well as a written policy for safe handling and storage of hazardous waste (fuel, oil etc.).

4.4.8 Radio, Instrument, Avionics or Propeller Repair Service

Any operator providing radio, instrument, avionics or propeller repair service must hold a FAA Repair Station Certificate and ratings for it and provide as a minimum the following:

A. Land – The leasehold shall contain sufficient square footage of land for building.
B. Building - Lease or construct building(s) that will accommodate office functions intended for use in the service.
C. Personnel – One (1) person properly certified by FAA as a repairman qualified in accordance with the terms of the Repair Station certificate.
D. Equipment – Sufficient equipment, manuals, tools, supplies and availability of parts to perform maintenance in accordance with manufacturer's recommendations or equivalent as specified by the FAA.
E. Insurance – Insurance requirements as described in Exhibit 2 must be met.
F. Customer Service - A telephone listed under the company name and attended during normal business hours.
G. Compliance - A Storm Water Pollution Prevention and Hazardous Spill Prevention/cleanup plan, as well as a written policy for safe handling and storage of hazardous waste (fuel, oil etc.).

4.4.9 Flight Operations: FAR Part 135 Charter / Air Taxi Service

Any operator engaging in flight operations must hold an FAA Air Taxi Commercial Operator's Certificate with ratings appropriate to function, and provide as a minimum:

A. Land – The Airport leasehold shall contain sufficient square footage of land to provide space and buildings to accommodate intended level of operations at the Airport. The leasehold must be within walking distance of the aircraft, and must also include tie-down or hangar space for all company aircraft.
B. Building – Lease or construct building(s) that will serve as a passenger terminal that is satisfactory to the TMAC and adequate for passenger

accommodations (a minimum of 200 square feet leased on the airport). Heated space with restrooms and seating must be provided to passengers.

C. Personnel – One (1) person properly certified by the FAA as a commercial pilot who is appropriately rated to conduct the air taxi service offered.
D. Aircraft – One (1) four-place aircraft, owned or leased in writing to the operator, meeting all the requirements of the Air Taxi/Commercial Operator Certificate held. Requires instrumentation capability under FAR Part 135.
E. Insurance – Insurance requirements as described in Exhibit 2 must be met.
F. Pilot Training – A formal and documented program for educating all pilots about noise abatement and safety procedures at the Taunton Municipal Airport.
G. Customer Service - A telephone listed under the company name and attended during normal business hours.

4.4.10 Flight Operations: Air Cargo

A Commercial Operator whose business (in whole or in part) is derived from the transportation or storage of freight shall provide the following as a minimum:

A. Land – The leasehold shall contain sufficient square footage of land for a freight terminal building.
B. Building - Lease or construct building(s) that will serve as a freight terminal that is satisfactory to the TMAC and adequate for storage accommodations (a minimum of 200 square feet leased on the Airport).
C. Operations – Freight cargo will not be permitted to stand overnight on a loading apron or any adjacent areas, but must be stored inside a freight building.
D. Compliance – Noxious chemicals, highly flammable materials and explosives, or other environmentally dangerous materials, may be unloaded only with the prior approval of the Airport Manager, and under any special precautions designated by him, such as extra guards, firefighting equipment, or special supervision by a specialist.
E. Insurance – Insurance requirements as described in Exhibit 2 must be met.
F. Pilot Training – A formal and documented program for educating all pilots about noise abatement and safety procedures at the Taunton Municipal Airport.
G. Customer Service - A telephone listed under the company name and attended during normal business hours.

4.4.11 Specialized Commercial Flight Services

A specialized commercial air activity is any person, firm or corporation performing aircraft support services or providing the use of aircraft for, but not limited to, the activities listed below:

A. Non-stop, sight-seeing flights; Aerial photography or survey;

B. Banner towing and aerial advertising;
C. Firefighting or fire patrol;
D. Power line, underground cable, or pipe line patrol;
E. Any other operations specifically excluded from FAR Part 135 or directly related to aircraft support or transportation.

Any operator engaging in specialized commercial air activities including, but not limited to those listed above, shall provide as a minimum the following:

A. Land – The leasehold shall contain sufficient square footage of land for related buildings and for aircraft parking (i.e., tie downs).
B. Building – Lease or construct building(s) that will accommodate office functions intended for use in the service
C. Personnel – One (1) person properly certified by the FAA as a commercial pilot with appropriate ratings for the aircraft to be flown.
D. Aircraft – One (1) airworthy aircraft owned or leased to the operator.
E. Insurance – Insurance requirements as described in Exhibit 2 must be met.
F. Pilot Training – A formal and documented program for educating all pilots about noise abatement and safety procedures at the Taunton Municipal Airport.
G. Customer Service - A telephone listed under the company name and attended during normal business hours.

4.4.12 Flying Clubs

A Flying Club is any person, firm or cooperation engaged in ownership or lease of aircraft that provide flying services only to its members. Any flying club basing their operation at the Airport must comply with the applicable provisions in these Minimum Standards; however, they shall be exempt from regular Commercial Operator requirements upon satisfactory fulfillment of the conditions listed below:

A. The club must be a non-profit corporation or partnership organized for the expressed purpose of providing its members with aircraft for their personal use.
B. Each member must be a bona fide owner of the aircraft, a stockholder in the corporation or a partner in the partnership.
C. The club nor any member may derive a profit from the operation, maintenance, or replacement of its aircraft. Club aircraft may not be used by other than members for rental, and by no one for commercial operations.
D. Flight instruction may be given in club aircraft provided that the instructor is authorized to provide flight training and is a member of the club and who shall not receive remuneration in any manner for such service. Flight instruction for monetary consideration, or other commensurate profit, is prohibited.

The flying club shall file with the TMAC and/or the Airport Manager a copy of its documents of organization (i.e., agreement of association or by-laws identifying the purposes of the club or association); the club's list of members, including names of officers and Managers; a description of all aircraft used; evidence that such aircraft are properly certificated; evidence of ownership of such aircraft; any operating rules of the club.

All aircraft used by the club shall be owned by the club or leased exclusively by written agreement to the club, and all ownership or lease rights to such aircraft must be vested on a pro-rata basis in all of the club's members. The property rights of the club members shall be equal, and no part of any revenues received by the club shall inure to the direct benefit of any member (e.g. by salary or bonus). The club shall not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance and replacement of its aircraft and facilities.

Additionally, the club's aircraft shall not be used by any person other than the club's members and shall not be used by any person for hire, charter, or air taxi. Flight instruction for monetary consideration, or other commensurate profit, is prohibited, but mutual assistance to improve pilot proficiency and increase aeronautical knowledge or enjoyment is not restricted.

The club shall maintain a set of books showing all club income and expenses. These books shall be available for inspection by the Airport Manager. The club must also provide as a minimum the following:

A. Land – The leasehold shall contain sufficient square footage of land for building, aircraft parking or tie downs.
B. Personnel – If the operator conducts flight training, it shall have in its employ or as a member sufficient flight instructor who have been properly certificated by the FAA.
C. Aircraft – One (1) certificated and airworthy aircraft owned or leased in writing to the operator.
D. Insurance – Insurance requirements as described in Exhibit 2 must be met.
E. Pilot Training – A formal and documented program for educating all pilots about noise abatement and safety procedures at the Taunton Municipal Airport.

4.4.13 Commercial Flying Club

A Commercial Flying Club is any person, firm or cooperation engaged in the ownership or lease of aircraft and providing flying services for its members and others but which does not meet requirements for Flying Club as defined above in Section 4.4.12. Any operator establishing a commercial flying club at the Airport must provide as a minimum the following:

A. Land – The leasehold shall contain sufficient square footage of land for building, aircraft parking or tie downs.
B. Personnel – If the operator conducts flight training, it shall have in its employ or as a member sufficient flight instructor who have been properly certificated by the FAA.
C. Aircraft – One (1) certificated and airworthy aircraft owned or leased in writing to the operator.
D. Insurance – Insurance requirements as described in Exhibit 2 must be met.
E. Pilot Training – A formal and documented program for educating all pilots about noise abatement and safety procedures at the Taunton Municipal Airport.

The flying club shall also file with the TMAC and/or the Airport Manager a copy of its documents of organization (i.e., agreement of association or by-laws identifying the purposes of the club or association); the club's list of members, including names of officers and Managers; a description of all aircraft used; evidence that such aircraft are properly certificated; evidence of ownership of such aircraft; any operating rules of the club.

4.4.14 Multiple Commercial Aeronautical Activities

A multiple commercial aeronautical activity business is any person, firm or cooperation performing any combination of commercial aeronautical activities listed in this chapter. Whenever a commercial operator conducts multiple activities pursuant to one lease agreement, such commercial operator must comply with the minimum standards set forth herein for each separate activity being conducted. If the minimum standards for one of the commercial operator's activities are inconsistent with the minimum standards for another of the commercial operator's activities, then the more demanding minimum standards which are most beneficial to the TMAC and/or are most protective of the public's health, safety and welfare, shall apply. Any operator offering a combination of commercial aeronautical activities must provide the following:

A. Land – The leasehold shall contain sufficient square footage of land for specific use area requirements. Specific use spaces need not be additive where the combination use can be reasonably and feasibility established.
B. Building – Lease or construct building(s) that will provide proper area for aircraft storage and customer interaction. Repair stations must provide shop and hangar space as required by FAA Repair Shop Certification.
C. Personnel – Multiple responsibilities may be assigned to personnel to meet the requirements for all activities.
D. Aircraft – All requirements for aircraft for the specific activities to be engaged in must be provided; however, multiple uses can be made for all aircraft to meet these requirements.
E. Equipment – All equipment required for activity must be provided.

F. Services – All services required for each activity must be provided during the hours of operation.
G. Insurance – Insurance requirements as described in Exhibit 2 must be met.
H. Pilot Training – A formal and documented program for educating all pilots about noise abatement and safety procedures at the Taunton Municipal Airport.
I. Customer Service - A telephone listed under the company name and attended during normal business hours.

4.4.15 On-Airport Non-Aeronautical Activities

The TMAC and/or the Airport Manager will have the sole discretion to determine the permitted non-aeronautical activities on the Airport. Written agreement will be a prerequisite before the commencement of any activity or construction.

Adequate insurance coverage (as described in Exhibit 2) indemnifying the City of Taunton, the TMAC, its employees and agents against any and all losses and claims arising out of the permitted activities is a prerequisite. A copy of the certificate of insurance will be filed annually with the Airport Manager.

4.4.16 Off-Airport Aeronautical Activities

A Commercial Operator who uses airport facilities in the furtherance of its business and its base of operations is adjacent to airport property shall comply with the following:

A. Any operator located off the Airport property must have expressed written approval from TMAC for ingress and egress of aircraft to the Airport. Said approval, if granted, is only for the period of one (1) year and must be applied for annually.
B. Extension of existing off-site operation agreements will be restricted to the type of operations allowable at commencement of privileges. Any change in ownership of an off-site operation does not include the operating privileges granted to the previous owner.
C. It shall be a prerequisite for TMAC approval that a written agreement be executed prior to any access to the Airport by the operator. The agreement shall establish the method of access and the cost for any modification, which shall be borne by the user.
D. Compliance with the standards set forth herein is required as part of any agreements. The off-site operator may not have privileges, which are denied to an on-site operator with comparable operating rights.
E. Insurance requirements as described in Exhibit 2 must be met.

4.5 INSURANCE, INDEMNIFICATION, AND PENALTIES

4.5.1 Insurance Requirements

Insurance certificates in the amount (or greater) required by the TMAC must be on file with the Airport Manager. The Certificates shall list the City of Taunton, the TMAC, its employees and agents as named additional insured. Current minimum amounts for each activity and/or operation are listed in Exhibit 2.

4.5.2 Indemnification

All FBOs, Commercial Operators and Tenants shall secure public liability and property damage insurance in which the City of Taunton shall be named as an insured prior to commencement of operation. The policies of insurance shall be maintained in full force and effect during the term of the Lease, or any renewals or extensions thereof. The insurance shall protect the City against any and all liability for death, injury, loss or damage for activities and concessions granted to the Operator. Such policy (policies) shall be for not less than the amount of the existing Massachusetts Tort Claims Act limit and shall be placed with a company authorized to do business in the Commonwealth of Massachusetts. Minimum policy limits may be adjusted or increased in the future based on changes to the Massachusetts Tort Claim Act and adopted by the City. Proof of insurance of all such policies shall be furnished on a timely basis to the Airport Manager and shall be held for the benefit of the parties. The insurance company shall notify the City of any changes or cancellation of the policy (policies). The amounts of insurance shall not be deemed a limitation on the Operator to save and hold the City and Airport harmless, and if the City/Airport becomes liable for an amount in excess of the insurance, the Operator will save and hold the City/Airport harmless for the whole amount thereof.

4.5.3 Penalties

Violation of any of the terms, conditions, requirements, standards, or prohibitions of this regulation by a person or entity that does not have a current concession agreement with the City shall be punished in accordance with the Revised Regulations for the City of Taunton.

Violation of any of the terms, conditions, requirements, standards, or prohibitions of this regulation by a person or entity that has an existing concession agreement with the City may be punished in accordance with the Revised Regulations for the City of Taunton, as provided in the default provisions of the concession agreement, or both, cumulatively.

Each day a violation continues to exist shall constitute a separate offense.

EXHIBIT 1

AIRPORT FEE STRUCTURE

(Effective January 1, 2015 and subject to change)

1. Aircraft Tie-Down Lease

   $85.00 per month
   $96.00 per month (electrified)

2. Building Lease (Terminal Building Floor Space)

   $8.85 per square foot

3. Property Lease (All Ground Leases)

   $0.205 per square foot

4. Business Registration Fee

   $97.00 per month

5. Airport Identification Card

   $35.00 each card

6. Self Fueler – Fuel Flowage Fee

   $0.30 per gallon

7. Official Travel Mileage Reimbursement Rate

   $0.55 per mile

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EXHIBIT 2

INSURANCE REQUIREMENTS

(Effective January 30, 2015 and subject to change)

For all business operators, insurance certificates in the amount (or greater) required by the TMAC must be on file with the Airport Manager. The Certificates shall list the City of Taunton, the TMAC, its employees and agents as named additional insured. Current minimum amounts are listed below and are referenced to specific sections of the SOPP.

SECTION THREE: AIRPORT RULES AND REGULATIONS

3.4.27 Special Events

Insurance requirements to be determined by the Taunton Municipal Airport Commission. Insurance must also include the City of Taunton, Airport Commission, its employees and agents as named additional insured.

3.8.7 Air Meet Events

Insurance requirements to be determined by the Taunton Municipal Airport Commission. Insurance must also include the City of Taunton, Airport Commission, its employees and agents as named additional insured.

3.9.5 Self-Fueling Operations (Individual / Single Aircraft)

- Self-fuelers must provide environmental Pollution Legal Liability Insurance of $1,000,000 combined single limit for all aspects of the fuel tank(s), fuel container(s), fuel truck(s) and fueling operation based upon a total capacity/volume of 1,000 gallons or less or $2,000,000 combined single limit for all aspects of the fuel tank(s), fuel container(s), fuel truck(s) and fueling operation based upon a total capacity/volume of 2,000 gallons or less. The City of Taunton, TMAC and its agents shall be named as additional insured.

- Self-fuelers must provide general liability insurance of $1,000,000 combined single limit for all aspects of the fueling operation. The City of Taunton, TMAC and its agents shall be named as additional insured.

- Self-fuelers must provide premises liability insurance of at least $1,000,000 CSL for bodily injury, property damage and Product and Completed Operations liability of at least $1,000,000 naming the City of Taunton, the TMAC and its agent(s) as additional insured.

3.9.6 Self-Fueling Operations (Business User / Multiple Aircraft)

- Self-fueling operators must provide environmental Pollution Legal Liability Insurance of $1,000,000 combined single limit for all aspects of the fuel tank(s), fuel container(s), fuel truck(s) and fueling operation based upon a total capacity/volume of 1,000 gallons or less or $2,000,000 combined single limit for all aspects of the fuel tank(s), fuel container(s), fuel truck(s) and fueling operation based upon a total capacity/volume of 2,000 gallons or less. The City of Taunton, TMAC and its agents shall be named as additional insured.

- Self-fueling operators must provide general liability insurance of $1,000,000 combined single limit for all aspects of the fueling operation. The City of Taunton, TMAC and its agents shall be named as additional insured.

- Self-fueling operators must provide premises liability insurance of at least $1,000,000 CSL for bodily injury, property damage and Product and Completed Operations liability of at least $1,000,000 naming the City of Taunton, the TMAC and its agent(s) as additional insured.

3.10.10 Insurance

General public liability insurance against claims for bodily injury, death or property damage occurring on, in or about the leased premises, such insurance to afford protection of not less than $300,000 with respect to any one person, $500,000 with respect to each occurrence of personal injury and not less than $200,000 with respect to property damage. These limit requirements represent minimum coverage and the City of Taunton may require increases in bodily injury or property damage insurance. Detailed insurance requirements are provided in each lease.

SECTION FOUR: MINIMUM STANDARDS

4.4.1 General Insurance Requirements

Premises Liability insurance of $1,000,000 combined single limit, bodily injury and property damage, and Commercial aircraft liability insurance of $1,000,000 combined single limit bodily injury and property damage with $100,000 minimum per passenger, also naming the City of Taunton, Airport Commission, its employees and agents as named additional insured.

4.4.2 Aircraft Fuels Dispensing Services Insurance Requirements

Since the TMAC reserves the exclusive right to sell all aviation and motor fuels on the Taunton Municipal Airport, no specific insurance requirements are defined herein.

4.4.3 Hangar Leasing Services Insurance Requirements

Insurance also naming the City of Taunton, Airport Commission, its employees and agents as named additional insured

4.4.4 Aircraft Brokerage Insurance Requirements

Premises Liability insurance of $1,000,000 combined single limit, bodily injury and property damage, and Commercial aircraft liability insurance of $1,000,000 combined single limit bodily injury and property damage with $100,000 minimum per passenger, also naming the City of Taunton, Airport Commission, its employees and agents as named additional insured.

4.4.5 Aircraft Rental Insurance Requirements

Premises Liability insurance of $1,000,000 combined single limit, bodily injury and property damage, and Commercial aircraft liability insurance of $1,000,000 combined single limit bodily injury and property damage with $100,000 minimum per passenger, also naming the City of Taunton, Airport Commission, its employees and agents as named additional insured.

4.4.6 Flight Instruction Insurance Requirements

Premises Liability insurance of $1,000,000 combined single limit, bodily injury and property damage, and Commercial aircraft liability insurance of $1,000,000 combined single limit bodily injury and property damage with $100,000 minimum per passenger, also naming the City of Taunton, Airport Commission, its employees and agents as named additional insured.

4.4.7 Airframe and/or Powerplant Repair Insurance Requirements

Premises Liability insurance of $1,000,000 naming the City of Taunton, Airport Commission, its employee's and agents as named additional insured.

4.4.8 Radio, Instrument, Avionics or Propeller Repair Service Insurance Requirements

Premises Liability insurance of $1,000,000 naming the City of Taunton, Airport Commission, its employee's and agents as named additional insured.

4.4.9 Flight Operations: FAR Part 135 Charter / Air Taxi Service Insurance Requirements

Premises Liability insurance of $1,000,000 combined single limit, bodily injury and property damage, and Commercial aircraft liability insurance of $1,000,000 combined single limit bodily injury and property damage with $100,000 minimum per passenger, also naming the City of Taunton, Airport Commission, its employees and agents as named additional insured.

4.4.10 Flight Operations: Air Cargo Insurance Requirements

Fire and theft insurance which is determined by the TMAC, will be required to be in force at all times, and must provide for total indemnification for the City of Taunton, Airport Commission, its employees and agents.

4.4.11 Specialized Commercial Flight Services Insurance Requirements

Premises Liability insurance of $1,000,000 combined single limit, bodily injury and property damage, and Commercial aircraft liability insurance of $1,000,000 combined single limit bodily injury and property damage with $100,000 minimum per passenger, also naming the City of Taunton, Airport Commission, its employees and agents as named additional insured.

4.4.12 Flying Club Insurance Requirements

Insurance also naming the City of Taunton, Airport Commission, its employees and agents as named additional insured

4.4.13 Commercial Flying Club Insurance Requirements

Insurance also naming the City of Taunton, Airport Commission, its employees and agents as named additional insured

4.4.14 Multiple Commercial Aeronautical Activities Insurance Requirements

Insurance requirements must match those of the various activities being conducted by the operator. Additionally, insurance must also include the City of Taunton, Airport Commission, its employees and agents as named additional insured

4.4.15 On-Airport Non-Aeronautical Activities Insurance Requirements

Insurance requirements to be determined by the Taunton Municipal Airport Commission. Insurance must also include the City of Taunton, Airport Commission, its employees and agents as named additional insured

4.4.16 Off-Airport Aeronautical Activities Insurance Requirements

Insurance requirements to be determined by the Taunton Municipal Airport Commission. Insurance must also include the City of Taunton, Airport Commission, its employees and agents as named additional insured

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EXHIBIT 3

AIRPORT PLANS

(Effective January 30, 2015 and subject to change)

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APPENDIX A:

AIRPORT FORMS & AGREEMENTS

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APPENDIX B:

AIRCRAFT ACCIDENT PLAN

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AIRCRAFT ACCIDENT PLAN

B.1 ACCIDENT PLAN PROCEDURES

1. This policy addresses the controlling agencies and plan of action for civil aircraft accidents on or within the vicinity of Taunton Municipal Airport (Telephone numbers for points of contact – see schedule B).

2. Any person witnessing an aircraft accident on or within the vicinity of Taunton Municipal Airport will contact the city agencies listed below in the following order:

A.	Taunton Fire Department	911
B.	Taunton Police Department	911
C.	State Police, Middleboro Barracks	508-947-2222
D.	Taunton Airport Manager	508-821-2973
		508-813-0393

   The Taunton Fire Department will be designated the controlling agency for the evacuation of the injured and to extinguish any fires. The Taunton Police Department will control the scene of the accident until MAC, the FAA or the NTSB arrives.

3. Notify the following agencies immediately:

A.	FAA Operations Center (Burlington, MA)	781-238-7001
B.	MassDOT Aeronautics	617-412-3680 (offices)
		617-412-3692 (Mihaley)

   Information requested by agencies:

   1. Time, Location and nature of accident.
   2. Aircraft make, model and registration number (most important).
   3. Name of the operator and crew.
   4. Number of persons involved.
   5. Injuries of each person and where taken.
   6. A contact person and phone number.
   7. Weather conditions at time of accident/incident.
   8. Runway conditions.

DO NOT DELAY ALERTING THE FAA AND MASSDOT AERONAUTICS IF THE ABOVE INFORMATION IS INCOMPLETE.

SUPPLEMENT INFORMATION AS IT BECOMES AVAILABLE.

4. The following guidelines are part of the Taunton Aircraft Accident Response plan.

   A. Remove as necessary injured or trapped persons.

      i. Leave any known dead alone. (Only the county Coroner/Medical Examiners have authority to remove them).
      ii. Blood and body parts are dangerous - do not touch.
      iii. If you have to gain entrance, DO IT.

   B. During a fire and after it has been extinguished, all personnel inside the secured area should be aware of and prevent eradication of valuable evidence.

      i. Set up only one entrance/exit to the crash site.
      ii. If the aircraft crash site is located on an active runway, upon approval of the FAA/NTSB, remove the aircraft to the safety of a maintenance hangar as soon as practicable.
      iii. Encircle and Guard the Wreckage.

   C. Keep all non-emergency personnel out of the area.

   D. Preserve any sign of damage in the area.

   E. Identify any significant marks in the ground (Impact, propeller etc.) and any signs of aircraft or human parts.

   F. Pilot, Passengers, Owner or Operator are precluded from re-entering the accident scene without the express permission of the investigator

   G. Prior to removing the remains of the fatally injured occupants (if any), tag or otherwise identify each body, and mark its location in the wreckage or on the ground. Photograph in position before removing.

   H. Account for all passengers.

   Extract from CFR, Part 830 - Rules pertaining to the notification and reporting of aircraft accidents, incidents, and overdue aircraft and preservation of aircraft wreckage, mail, cargo, and records.

B.2 PRESERVATION OF AIRCRAFT WRECKAGE

1. The operator of an aircraft (a/c) in an accident or incident for which notification must be given is responsible for preserving to the extent possible any a/c wreckage, cargo, and mail aboard the aircraft, until the National Transportation Safety Board (NTSB) takes custody thereof or a release is granted.

2. Prior to the time the NTSB or its authorized representative takes custody of aircraft wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:

   A. To remove persons injured or trapped.
   B. To protect the wreckage from further damage, or
   C. To protect the public from injury.
   D. Where it is necessary to move the a/c wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original position and condition of the wreckage and significant impact marks.

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APPENDIX C:

SNOW & ICE REMOVAL PLAN

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SNOW & ICE REMOVAL PLAN

C.1 RESPONSIBILITIES AND SUPERVISION

5. The Airport Manager and/or his designated representative is responsible for the implementation of snow and ice control. These responsibilities include the following:

   a. Determining when snow removal shall begin based on the manager's evaluation of existing field conditions and the weather forecast. Snow removal operations will commence when practicable. Snow removal operations will not occur during the hours of darkness.

   b. Keeping all NAVAID's snow clearance within acceptable limits as follows:

      i. Using a hand shovel and broom, remove snow from the REILS and VASI
      ii. Plow access road to ASOS
      iii. Back-scrape snow from access path to the NDB.

   c. Disseminating airport information through the Notice to Airman (NOTAM) system prior to commencing snow removal operations, when ridges or windrows of snow remain on or adjacent to movement areas, when any hazard to aircraft operations exists, or when conditions change from those reported by a previous NOTAM.

6. All fixed-base operators will be responsible for snow removal and ice control on their designated ramp areas.

7. All personnel involved in snow removal and ice control are responsible for the efficient operation of snow removal equipment. All equipment must be inspected to ensure proper operation. A 72-hour supply of gasoline, diesel fuel, oil and fluids must be kept on hand. The equipment must be inspected for damage and/or maintenance needs after each snow and ice removal.

8. All snow removal operations will be conducted under the direct supervision of the Airport Manager and/or his designee. At no time will employees and/or volunteers be allowed to access and/or operate airport snow removal equipment without the direct supervision of the Airport Manager and/or his designee.

C.2 VEHICLES

1. All snow removal and ice control vehicles operating on aircraft movement areas must be equipped with a two-way radio or be under the direct control of a vehicle so equipped. Radios must be capable of monitoring UNICOM (122.7).

2. All outside contractors employed for snow and ice control operations will be subject to all airport regulations. They will operate under the supervision of the Airport Manager and/or his representative and get clearance from the manager before entering aircraft movement areas. At no time will contractors be permitted to operate equipment beyond the limits of the ramp areas without being cleared by the appropriate authorities and without being accompanied by a radio equipped vehicle. All vehicles must be equipped with the necessary lights and warning signals for night operations in accordance with AC 150/5210-5, "Painting, Marking and Lighting of Vehicles Used on an Airport".

3. The following airport-owned equipment and authorized operators will be utilized for snow and ice control on movement areas:

Vehicle	Plow	Operator	Hom
Universal Dump Truck	11 ft blade		
John Deere 624J	Snow Blower		
Ford 350	8 foot plow		

C.3 SNOW REMOVAL OPERATIONS

The following principles regarding snow removal shall be adhered to in maintaining safe operating conditions on airport movement areas.

1. Drifted or windrowed snow will be removed completely and promptly from the runway, taxiway, and ramp surfaces.

2. In the event of heavy snow accumulation, the height of snow banks alongside usable runway, taxiway and ramp surfaces must be such that all aircraft propellers, engine pods, rotors and wingtips will clear each snowdrift and snow bank when the aircraft is operated or is towed on any full-strength portion of the movement area.

3. In the event that the snow removal crew is unable to comply promptly with the requirements stated above, the Airport Manager or his representative will utilize the Notice to Airmen system to describe the conditions and will promptly notify airport users.

4. Snow removal operations are to commence when snow accumulation has ended during daylight hours. The runway will be closed for aircraft use during snow removal operations.

5. Priority of snow removal operations are as follows:

    i. Runway, Taxiway A, Taxiway B, Tiedowns, Fuel Farm
    ii. Westcoat Drive, East and West Access Drives
    iii. Parking Lot
    iv. NAVAIDs (REIL, VASI, Access roads to NDB & ASOS)
    v. Fuel pump (East apron & Transient parking)
    vi. West apron
    vii. Runway, run-up and departure signs
    viii. Parking cribs

6. Maximum allowable snow bank height is 3 ft for the first 10 ft toward the runway centerline from the runway/taxiway edge lights and unlimited thereafter.

7. Snow is to be plowed off the aircraft movement area wherever possible.

8. The Taunton Municipal Commission does not use and/or approve the use of corrosive chemicals in, on and/or through airport equipment. The risk of aircraft contamination far exceeds any value obtained by their use.

APPENDIX D: - OPERATING POLICIES

D-1 DETACHABLE AIRCRAFT ASSISTED TAKE-OFF DEVICES

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D-1 DETACCHABLE AIRCRAFT ASSISTED TAKE-OFF DEVICES

1. A Detachable Aircraft Assisted Take-Off Device is any device that is used by an aircraft to assist in take-off that is detached upon or shortly after take-off and remains on airport property after a aircraft becomes airborne. Such device can be, but is not limited to, a trolley, out-rigger wheels, main wheels, skid, or any other device that enables a controlled take-off from this airport on a designated runway.

2. The Aircraft owner/operator and /or the Pilot in Command (PIC) that is using said device is responsible for safe operation of the device, recovery of the device from the runway environment and airport property and shall be liable for any damage that occurs from its use on airport property.

3. Public use of airport runways are of principal concern and any aircraft assisted take-off device may not occupy the runway for more than fifteen (15) minutes time from when the aircraft/device combination taxis to the active runway and finishes with the time the "All Clear" is given by airport management.

D-2. Traffic advisories for assisted take-off are:

1. Aircraft PIC will make a radio call to Taunton CTAF that an assisted take-off will launch on runway XX. In the event that the aircraft is not equipped with a radio, the pilot/owner/operator will have a designee make that call with at least a hand held radio.

2. After launch, Airport Manager or Designee will inspect/clear the runway for damage or objects that would compromise the safety of landing aircraft in accordance with a published runway inspection checklist. Once clear, the Airport Manager/Designee will make an announcement of Taunton CTAF that the runway is open for normal operations.

D-3

These take-off aids may cause a safety hazard to the airport and possibly any other parked or moving aircraft. Use of these detachable requires the airport management approval prior to any use within or on the Aircraft Operating Area of the airport. The request for management approval is as follows:

1. Notification made to the Airport Management prior to use of the device. Notification may be made verbally or in writing.

2. Provide the registration number of the aircraft along with the name, address and phone number of the owner/operator and the Pilot in Command.

3. Plan for the device recovery.

4. Any vehicle used by the owner/operator to assist the take-off procedure while operating on the aircraft operations area will be in compliance with FAA Advisory Circular 150/5210-20 and paragraph 3.4.1 of the SOPP.

5. Airport Management will issue a written approval to the owner/operator, who will sign an acknowledgement of receipt, and a copy will be retained on file. Authorization expire in 24 hours at which time if the procedure has not taken place, Aircraft owner/operator may request an extension from the Airport Manager who will, if approved, annotate (and sign) the written approval as such. The owner/operator of the aircraft must provide and the airport management acknowledge, a minimum of three (3) hour notice before aircraft operations.

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