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# Cheyenne Regional Airport

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## Rules and Regulations

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# AIRCRAFT RULES AND REGULATIONS

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## 1. GENERAL RULES AND REGULATIONS

### 1.1. Purpose

- 1.1.1. These Rules and Regulations are designed to protect the public health, safety, interest, and general welfare of the operators, lessees, tenants, consumers, and users of the Cheyenne Regional Airport (Airport) and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport by its operators, lessees, tenants, consumers, and users.

### 1.2. General Provisions and Definitions

- 1.2.1. These Rules and Regulations incorporate, by reference, the General Provisions and Definitions.

### 1.3. Enforcement

- 1.3.1. The Director of Aviation (Director) has the authority to take such action as may be necessary to enforce these Rules and Regulations.
- 1.3.2. Airport Rescue and Fire Fighting and Cheyenne Fire and Rescue are authorized to enforce all fire and hazardous materials related regulatory measures.
- 1.3.3. The Cheyenne Police Department, Federal Aviation Administration and Transportation Security Administration are authorized to enforce all regulatory measures within their jurisdiction.
- 1.3.4. Any violation of these Rules and Regulations shall be enforced in accordance with Section 1.16 of the General Provisions.

### 1.4. Access To, Entry Upon, or Use of the Airport

- 1.4.1. Access to or entry upon the Airport shall be made only at locations designated by the Director.
- 1.4.2. Any permission granted directly or indirectly, expressly or by implication, to any person to enter upon or use the Airport is conditioned upon:
  - 1.4.2.1. Full and complete assumption of responsibility by any person taking advantage of such permission;
  - 1.4.2.2. Full and complete compliance with these Rules and Regulations and regulatory measures.
- 1.4.3. The taking off or landing of aircraft at the Airport shall constitute an agreement by the aircraft owner or operator to comply fully and completely with these Rules and Regulations and regulatory measures;
- 1.4.4. Any person accessing, entering upon, or using the Airport shall, at all times, defend, indemnify, save, protect, and hold harmless the Airport and the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from any and all responsibility, liability, loss or damage arising from or related to the person's activities at the Airport and/or the manner in which the Airport is constructed, maintained, operated, managed, or used.

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- 1.4.5. Nothing herein contained shall be construed to limit the use of any area of the Airport by the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers and any other representative of the Board (individually and collectively) or to prevent any Federal Aviation Administration personnel, Department of Homeland Security personnel, Transportation Security Administration personnel, police department personnel, or Airport Rescue and Firefighting personnel from acting in their official capacity.
- 1.4.6. The Airport and the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers, and any other representative of the Board (individually and collectively) shall not be responsible for loss, injury, or damage to persons or property at or on the Airport by reason of fire, theft, vandalism, wind, flood, earthquake, collision, or natural disasters.
- 1.4.7. Responsible Party
  - 1.4.7.1. Any person accessing, entering upon, or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to, entering upon, or use of the Airport, whether directly or indirectly.
- 1.4.8. Civil Rights
  - 1.4.8.1. No person shall, in the use of the Airport or the improvements located at or on the Airport, discriminate or permit discrimination against any other person or group of persons on the basis of race, color, religion, sex, age, disability, or national origin in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation and Title VI of the Civil Rights Act of 1964.

## **1.5. Restricted Areas**

- 1.5.1. Access to a restricted area, which includes the air operations area, is limited to persons with a proper and current airport access credentials approved by the Director.

## **1.6. Sterile Area**

- 1.6.1. Access to or entry to the sterile area is limited to persons who have been screened by Transportation Security Administration personnel and possess a valid boarding pass/ticket, aircraft operator's personnel, Transportation Security Administration and airport employees with an operational need to be in the sterile area in their official capacity.

## **1.7. Airport Identification Badge**

- 1.7.1. Persons requiring access or entry to a restricted area or sterile area (who do not have a valid boarding pass/ticket) shall submit a written request to the Director for the appropriate airport access credentials.
- 1.7.2. Prior to accessing or entering a restricted area, persons shall possess appropriate airport access credentials.
- 1.7.3. Prior to obtaining access to restricted areas, a person must successfully complete a fingerprint based criminal history records check.

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- 1.7.4. Persons desiring (or in possession of) an approved airport access credential shall complete all Airport training requirements as may be amended by the Board from time to time.
- 1.7.5. All fees and/or charges, as established and assessed the Board, must be paid in advance by persons seeking to obtain or renew airport access credentials.

## **1.8. Security**

- 1.8.1. Persons at or on the Airport shall fully comply with the Airport Security Program.
- 1.8.2. Security gates that provide access to the air operations area shall be kept closed and locked at all times except when actually in use.
- 1.8.3. Vehicle operators shall stop the vehicle and allow the gate to fully close before proceeding. The vehicle operator shall also ensure that no other vehicles or persons gain access to the Airport while the gate is in the process of opening or closing. If the vehicle operator cannot prevent such access, the vehicle operator shall immediately call Airport Operations at 307-638-3872.
- 1.8.4. Tampering with, interfering with, or disabling the lock, or closing mechanism or breaching any other securing device at the Airport is prohibited unless authorized by the Director.
- 1.8.5. Persons who have been provided a code or device for the purpose of obtaining access to a restricted area shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized by the Director.
- 1.8.6. Persons who fail to comply with these provisions may be denied access to the Airport and/or be fined or penalized in accordance with these Rules and Regulations or other regulatory measures.

## **1.9. Commercial Activities**

- 1.9.1. Any person engaging in commercial aeronautical activities at the Airport must meet, adhere to, and fully comply with the Airport's Minimum Standards.
- 1.9.2. Any person basing or otherwise maintaining an aircraft at the Airport shall not permit said aircraft to be used for a commercial aeronautical activity unless such commercial aeronautical activity is expressly authorized by agreement or permit with the Board.
  - 1.9.2.1. Notwithstanding the foregoing, such aircraft may be used by the aircraft owner for the purpose of training or otherwise maintaining or increasing the flying proficiency of the aircraft owner or members of the aircraft owner's immediate family.
- 1.9.3. Any person desiring to engage in commercial photography or filming at the Airport shall complete a permit application and obtain approval from the Director prior to engaging in such activity.

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## **1.10. Accidents**

1.10.1. Any person involved in or witnessing an aircraft or vehicle accident at or on the Airport resulting in any injury or death to person or damage to property shall immediately call "911". Such person shall also notify the police department, remain at the scene, and respond to the inquiries of Airport, police department, Airport Rescue and Firefighting, and/or investigative personnel (i.e., provide the information requested by such personnel).

1.10.1.1. No person shall tamper with an accident scene or fail to comply with any directive issued by the Director, Airport, Airport Rescue and Firefighting, police department or any other agency personnel having jurisdiction over the accident scene.

1.10.1.2. Unauthorized entry into movement areas to gain access to an accident scene is strictly prohibited.

## **1.11. Solicitation, Picketing, and Demonstrations**

1.11.1. Conduct of or participation in solicitation, picketing, parading, marching, patrolling, demonstrating, sit-downs, and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials at or on the Airport requires prior written permission of the Director.

1.11.1.1. Acts approved by the Director shall only be conducted in areas identified by the Director.

## **1.12. Signage and Advertisements**

1.12.1. Signage must be consistent with local government regulations and approved by the Board.

1.12.2. Advertisements, notices, circulars, and/or handbills may not be posted, displayed, or distributed in public areas without the prior written permission of the Director and then, only after paying all applicable rents, fees and/or charges imposed by the Board.

1.12.2.1. The posting, display, or distribution of signs, advertisements, notices, circulars, and/or handbills on vehicles or equipment is strictly prohibited.

1.12.2.2. The Director has the right to remove or relocate any such posting, display, sign, advertisement, notice, circular, and/or handbill.

## **1.13. General Conduct**

1.13.1. No person shall make, possess, use, offer for sale, pass, and/or deliver any forged or falsely altered pass, permit, identification card, sign, and/or other authorization purporting to be issued by or on behalf of the Airport or the Board.

1.13.2. No person shall use or otherwise conduct himself upon any portion of the Airport in any manner contrary to the directions posted in or for that area.

1.13.3. Destroying, damaging, injuring, defacing, disturbing, or tampering with property at or on the Airport is prohibited.



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- 1.13.3.1. Any and all property at or on the Airport damaged or destroyed shall be replaced (or replacement shall be paid for) by the person(s) responsible for such damage or destruction.
- 1.13.4. Injuring, disturbing, or harassing any person at or on the Airport is prohibited.
  - 1.13.4.1. Any person who causes injury to any person at or on the Airport shall be liable for such injuries.
- 1.13.5. Smoking or carrying lighted cigars, cigarettes, or pipes in any public use area of the Airport, except in areas specifically designated by the Board and posted as public smoking areas, is prohibited. In no event shall these activities take place within 50 feet of any aircraft, refueling vehicle, fuel storage facility, any aircraft being fueled, defueled, or anywhere within the air operations area.
- 1.13.6. No person shall illegally use, possess, sell, or distribute controlled substances at or on the Airport.
- 1.13.7. Loitering at or on the Airport or in any building at or on the Airport is strictly prohibited.
- 1.13.8. No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport except as may be authorized by Wyoming Codified Law Title 6, Chapter 7-1.
- 1.13.9. Moving, tampering, starting, using, or interfering with the safe operation of any aircraft, vehicle, or equipment or any portion or part thereof without permission of the aircraft, vehicle, or equipment operator or by specific direction of the Director is strictly prohibited.
  - 1.13.9.1. If requested by the Director or a law enforcement officer, satisfactory evidence of the right to do so shall be presented.
- 1.13.10. No person shall ride, walk, sit, or stand on the baggage conveyor system or any portion or part thereof.
- 1.13.11. No person shall use an elevator or wheelchair lift for any purpose other than the purpose for which it is designed and intended and then only in the manner specified by the manufacturer.
- 1.13.12. No person shall engage in activities that are, as determined by the Director, disruptive to the operators, lessees, tenants, consumers, or users of the Airport and/or that creates a hazard or risk of injury to same.
- 1.13.13. The Airport shall not be used to camp or stay overnight without prior authorization from the Director.

## **1.14. Operator, Lessee, and Tenant Facilities**

- 1.14.1. Operator, lessee, or tenant facilities are expressly for the conduct of the operator's, lessee's, or tenant's activities. No person other than employees and customers of the operator, lessee, or tenant shall make use of such facilities or loiter on such premises without permission of the operator, lessee, or tenant.

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## **1.15. Abandoned, Derelict, or Lost Property**

- 1.15.1. Property shall not be abandoned at or on the Airport.
- 1.15.2. Abandoned, derelict, or lost property found in public areas at or on the Airport including, without limitation, aircraft, vehicles, equipment, machinery, baggage, or parts thereof should be reported to the Airport Administrative Office.
  - 1.15.2.1. Property determined by the Board to be abandoned, derelict or lost AND unclaimed by its proper owner within 30 days of the Board's determination becomes the property of the Board to be sold, used, given to law enforcement or disposed of at the discretion of the Director.
  - 1.15.2.2. Nothing in Section 1.15.2. shall be construed to deny the right of operators, lessees, or tenants to maintain "Lost and Found" service for property of their customers, visitors, invitees, or employees.

## **1.16. Use of Roadways and Walkways**

- 1.16.1. No person shall travel on the Airport other than on the roadways, walkways or other places provided or designated for a specific type or class of traffic.
- 1.16.2. No person shall occupy the roadways or walkways at the Airport in such a manner as to hinder or obstruct their proper use.
- 1.16.3. Walkways along roadways (and other portions of such roadway, when designated for that purpose) may be used by pedestrians as a means of ingress and egress to, from, and between various portions of the Airport.

## **1.17. Animals**

- 1.17.1. No person shall bring animals, birds, reptiles, or insects, except for special assistance dogs or animals used for law enforcement purposes to or on the Airport, unless destined for air transport and restrained by a leash or container.
  - 1.17.1.1. Domestic pets may be at or on the Airport only if kept inside operator, lessee, or tenant facilities or vehicles at all times and in accordance with any and all applicable laws, statutes or regulations.
  - 1.17.1.2. No person, except those authorized by the Director, shall intentionally hunt, pursue, trap, catch, injure, or kill any bird or animal at or on the Airport.

## **1.18. Weapons and Explosives**

- 1.18.1. Any weapons (including, but not limited to, firearms, tear gas, mace, pepper spray, or similar materials or substances) or explosives in the terminal building, or other public areas of the Airport may only be possessed and handled in accordance with all applicable federal and Wyoming statutes.
- 1.18.2. Discharge of any weapon on the Airport is strictly prohibited, except in the performance of official duties, in the lawful defense of life or property, or by authorized personnel for purposes of wildlife management.

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- 1.18.3. No person shall store, keep, handle, use, dispose of, or transport on the Airport any Class A or Class B explosives or Class A poison (as defined in the Interstate Commerce Commission Regulation for transportation of explosives and other dangerous articles), any other poisonous substances (solid, liquid, or gas), compressed gas, or radioactive article, substance, or material at such time or place or in such manner or condition that may unreasonably endanger persons or property or would be likely to do so.
- 1.18.4. No person shall possess or ignite Class C explosives (e.g., fireworks, firecrackers, etc.) at or on the Airport with exception of explosives that may be used by authorized personnel for wildlife management or control purposes.

## **1.19. Alcoholic Beverages**

- 1.19.1. Consumption of intoxicating liquors must be conducted in accordance with the Local Government regulations and Wyoming State Statutes. Consumption must take place in locations approved for on-premises liquor consumption (including leased premises) or at such times and legally eligible locations as specifically approved by the Director.
- 1.19.2. The Director reserves the right to exclude or expel any person who, in the judgment of the law enforcement officer, is intoxicated or under the influence of liquor or drugs or violates any provision of these Rules and Regulations or other regulatory measure(s).

## **1.20. Use of Public Areas**

- 1.20.1. Marking or defacing the floors, walls, windows, ceilings, or any other surface at or on the Airport is prohibited.
- 1.20.2. Use of the public area in any facility or in any area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other accommodations is prohibited unless authorized by the Director.

## **1.21. Trash Receptacles**

- 1.21.1. Trash (which includes, but is not limited to, rubbish, garbage, refuse, discarded paper, boxes, crates, and litter of any kind) shall not be placed, discharged, or deposited at or on the Airport except in trash receptacles.
  - 1.21.1.1. No other areas at or on the Airport shall be utilized for the deposit of trash.
    - 1.21.1.1.1. Such areas shall be kept clean and sanitary at all times.
    - 1.21.1.1.2. Trash receptacles shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of offensive odors.
    - 1.21.1.1.3. Exterior trash receptacles shall be equipped with securely fastened lids.
- 1.21.2. Trash shall not be brought to or on the Airport from outside the Airport for the purpose of disposal on Airport property.
- 1.21.3. The burning of trash at or on the Airport is prohibited.

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## **1.22. Sound Amplifying Devices**

- 1.22.1. Sound amplifying devices are prohibited at or on the Airport except when approved by the Director.
- 1.22.2. Only those types of public address systems that are commonly employed to announce the arrival and departure of scheduled Aircraft shall be permitted for use in the terminal building.
  - 1.22.2.1. No person shall use or cause to be used the Airport public address system for the solicitation of business.
  - 1.22.2.2. The Airport public address system shall only be used in accordance with individual operator, lessee, or tenant agreements or permits.

## **1.23. Fire**

- 1.23.1. Entities engaged in any activity at or on the Airport, whether occupying Airport owned land and/or improvements or otherwise, shall comply with: (1) fire codes adopted by the City of Cheyenne, (2) all fire regulations or directives issued by Airport Rescue and Firefighting, the Director, or the Board, and (3) all Regulatory Measures, unless otherwise permitted in writing by Airport Rescue and Firefighting, the Director, or the Board to deviate from the same.
- 1.23.2. Entities shall comply with all fire regulations or directives issued by Airport Rescue and Firefighting, the Director, or the Board regarding the removal of fire hazards, the arrangement or modification of vehicles or equipment, or the alteration of operating procedures considered unsafe from a fire prevention standpoint.
- 1.23.4. With the prior permission of the Director, Airport Rescue and Firefighting personnel may engage in training exercises that require open flames.
- 1.23.5. Any uncontrolled fires (regardless of the size of the fire or whether or not the fire has been extinguished) shall be reported immediately to "911".
- 1.23.6. No person shall tamper with any fire extinguisher or related equipment at or on the Airport or use the same for any purpose other than fire prevention or fire fighting.
  - 1.23.6.1. All such equipment shall be in conformity with all fire codes and practices recommended by the NFPA and may be inspected by Airport Rescue and Firefighting at any time.
    - 1.23.6.1.1. Tags showing the date of the last inspection shall be attached to each unit.
- 1.23.7. No person shall block or modify any self-closing fire door at or on the Airport or do anything which would interfere or prevent its closing in the event of a fire.
- 1.23.8. Flammable materials (solid and liquids) shall only be used or stored in full and complete compliance with the City of Cheyenne Fire Code, the Airport's Storm Water Pollution Prevention Plan, the Airport's Spill Prevention, Control, and Countermeasures plan, and regulatory measures.
- 1.23.9. The use of flammable, volatile liquids having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically set aside and approved for the purpose for which the liquid is being used.

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The room must be properly fireproofed and equipped with adequate and readily accessible fire-extinguishing apparatus.

1.23.9.1. The procedures and precautions outlined in the criteria of National Fire Protection Association Pamphlet No. 30 (Flammable and Combustible Liquids Code), National Fire Protection Association Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and National Fire Protection Association Pamphlet No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be strictly met, adhered to, and fully complied with in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

## **1.24. Hazardous Materials**

1.24.1. No person shall store, keep, handle, use, dispense, discharge, or transport at or on the Airport any hazardous materials in contravention of any regulatory measure. Proper permits must be obtained from the appropriate agency, copies must be maintained on file for review by the Director, and prior notification must be given to the Director.

1.24.1.1. At least 24 hours advanced notice shall be given to the Director to permit full investigation and clearance for any operation requiring a waiver of this provision. Permission may be given to movements of hazardous materials only when such materials are properly packed, marked, labeled, and limited as required by regulatory measures and only if such materials will not create a hazard to persons or property at the Airport.

1.24.1.2. Operators regularly handling or transporting hazardous materials to, from, or on the Airport may seek an exemption to 1.24.1.1. if the Operator's leased premises (and activities) comply with regulatory measures and approval has been granted by the Director.

1.24.1.3. If the storage of hazardous material at or on the Airport is approved, such material must be placed in suitable receptacles (approved by the Director and Airport Rescue and Firefighting) with self-closing, tight-fitting, leak-proof lids (covers) that are properly secured.

1.24.1.4. Material Safety Data Sheets for all hazardous materials shall be maintained on site so as to be readily available to emergency responders in the event of an emergency and for review, at any time, by the Director and Airport Rescue and Firefighting.

1.24.1.5. No person shall use, keep, or permit to be used or kept, any foul or noxious gas or substance at or on the Airport, that is offensive or objectionable to the Director or Airport Rescue and Firefighting.

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- 1.24.2. Hazardous materials (including, but not limited to, used or spent fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, and any other hazardous liquids or fluids) shall be disposed of in a manner consistent with these Rules and Regulations, the Airport's Storm Water Pollution Prevention Plan, the Airport's Spill Prevention, Control and Countermeasures, the City of Cheyenne Fire Code, and regulatory measures.
  - 1.24.2.1. Hazardous materials shall not be disposed of or dumped in drains, on aprons, in catch basins, in ditches, or elsewhere at or on the Airport.
  - 1.24.2.2. Used or spent engine oil shall be disposed of only at waste oil stations or approved disposal points.
- 1.24.3. All empty cans, jars, bottles, and other containers for fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other similar material or substance shall be removed from the Airport in a timely manner, as determined by the Director and shall not remain on the floor, wall stringers, or overhead storage areas of hangars, offices, shops, or other buildings.
- 1.24.4. Hazardous materials shall not be stored in close proximity to operating aircraft, vehicles, or sources of heat nor be in excess of amounts needed as current stock. All hazardous material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of which must meet the approval of the Director and Airport Rescue and Firefighting.
  - 1.24.4.1. Secondary containment is required for the storage of aviation fuels, automotive fuels, oils, solvents, and/or hazardous materials being stored in drums or other receptacles.
  - 1.24.4.2. Aviation fuels, automotive fuels, or deicing fluids in containers having a capacity of 55 gallons or greater shall not be stored at or on the Airport without providing notification (and a copy of an Spill Prevention, Control and Countermeasures plan) to the Director and/or Airport Rescue and Firefighting. Such storage shall comply with regulatory measures and be consistent with the Airport's Spill Prevention, Control and Countermeasures plan.
- 1.24.5. No hazardous materials shall be disposed of on the ground or into the air at the Airport during aircraft preflight inspections.
- 1.24.6. Any person who experiences a release of hazardous materials shall fully and completely comply with Section 1.25 of these Rules and Regulations and regulatory measures.

## **1.25. Environmental (Hazardous Materials) Clean Up**

- 1.25.1. The party responsible for an environmental incident (to include the overflowing or spilling of oil, fuel, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other hazardous material anywhere at or on the Airport) is responsible for the immediate mitigation and cleanup of the spill, proper disposal of the substance(s), and immediate notification of Airport Rescue and Firefighting.



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1.25.1.1. Should the Director determine that during the course of an environmental incident the responsible party is not capable of, has not, or refuses to take the appropriate action in a timely manner to mitigate the adverse environmental incident, the Director may take action and/or employ those services that the Director determines appropriate to control and/or clean up the site at the cost and expense of the responsible party without liability to the Board.

## 1.25.2. Hazardous Spills

1.25.2.1. In the event a hazardous spill occurs, regardless of the amount of the spill, the responsible party shall take appropriate action in the containment of the spill and the clean up, mitigation, and rehabilitation of the spill site. The following procedures shall be followed in the event of a hazardous spill unless otherwise required under an approved Spill Prevention, Control and Countermeasures Plan or instructed by the Director or Airport Rescue and Firefighting.

1.25.2.2. Minor Spills - Spills of less than five (5) gallons that do not compromise public safety. The responsible party shall:

1.25.2.2.1. Stop the source of the spill immediately.

1.25.2.2.2. Determine the threat to the immediate public and make any arrangements to secure the safety of the immediate public (i.e., evacuation).

1.25.2.2.3. Contain the spill with appropriate absorbent material(s).

1.25.2.2.4. Block all storm water drains in the immediate area to prevent/stop the spill from flowing into the drain(s).

1.25.2.2.5. Contact Airport personnel.

1.25.2.2.6. Make a written record of all the details of the spill.

1.25.2.3. Major Spills - Spills in excess of five (5) gallons, but less than 25 gallons or any spill causing an immediate threat to public safety. In addition to following all of the procedures in the Minor Spill response (Section 1.25.2.2), the responsible party shall:

1.25.2.3.1. Assess the damage to the land and/or ground water in conjunction with Airport personnel.

1.25.2.3.2. Provide to the Director within five (5) days of the spill a written summary of the spill.

1.25.2.4. Serious Spills - Spills in excess of 25 gallons which may pose a serious threat to the public safety. In addition to following all of the procedures in the Minor (Section 1.25.2.2) and Major (Section 1.25.2.3) Spill response, the responsible party shall:

1.25.2.4.1. Immediately notify Airport Rescue and Firefighting and the Director.

1.25.2.4.2. Provide to the Director within five (5) days of the spill a written summary of the spill which shall also identify the measures that the responsible party will take to eliminate the potential for such a spill in the future.

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- 1.25.2.4.3. Hazardous spills that require reporting include, but are not limited to, jet fuel, aviation fuels, automotive fuels, fuel oil, hydraulic oil, motor oil, turbine oil, alcohol, glycol, and all similar chemicals or substances that could be considered hazardous. Uses of amounts of deicing materials in excess of these quantities are exempt when used in operations of deicing aircraft and/or runways.
- 1.25.2.5. Operators, lessees, or tenants with fueling capability or responsibility for maintenance of fuel systems shall have on hand at all times sufficient containment booms to form a barrier around the spill. Additionally, operators, lessees, or tenants shall have sufficient absorbent material(s), booms, blankets, pads, pillows, and other clean-up materials available to pick up the spilled product and store it in a sealed container(s) until proper disposal can be made. Salvage drum(s) shall be approved by the Department of Transportation (DOT) (DOT-E-1 01 02).

## **1.26. Painting**

- 1.26.1. Doping processes, painting, or paint stripping shall be performed only in those facilities specifically approved for such activities and then only in full and complete compliance with the Local Government Fire Code, the Airport's Storm Water Pollution Prevention Plan, the Airport's Spill Prevention, Control and Countermeasures plan, and all applicable laws and regulations.

## **1.27. Emergency Conditions**

- 1.27.1. Emergency conditions at or on the Airport shall not mitigate or cancel these Rules and Regulations.
- 1.27.2. No person shall enter upon the landing areas, aprons, taxiways, taxilanes of the Airport for the purpose of attending, observing, or assisting at the scene of an accident except persons requested or permitted to do so by ATC, the Director, Airport personnel, or other authorized representatives.
- 1.27.3. Emergency directives or procedures may be issued at the discretion of the Director
- 1.27.4. The Director shall determine when normal operations may resume.

## **1.28. Special Events**

- 1.28.1. Special events shall not be held unless written approval has been obtained from the Director and any other agency having jurisdiction over the event and all applicable fees and charges have been paid to the City and/or other agencies, as required.
- 1.28.2. Written authorization shall specify the area(s) of the Airport authorized for such special event(s) or use, the dates and duration of such event(s) or use, and any other terms and conditions deemed necessary.

## **1.29. Penalties**

- 1.29.1. Any violation of these Rules and Regulations shall be punishable by fines, referral to Cheyenne Police Department, or both. Violations may also result in suspension or revocation of any Airport Access Credentials.



# AIRCRAFT RULES AND REGULATIONS

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## 2. AIRCRAFT RULES AND REGULATIONS

### 2.1. *Regulatory Measures*

2.1.1. Activities at the Airport (including the controlled airspace associated with the Airport) shall conform to Title 14, Code of Federal Regulation; Regulatory Measures; these Rules and Regulations; and the directives, orders, or instructions of the Director or Air Traffic Control personnel.

### 2.2. *Disabled and Non-Airworthy Aircraft*

2.2.1. Only aircraft considered airworthy by the Federal Aviation Administration shall land or takeoff from the Airport and/or use the Airport for aircraft parking, staging, or storage unless otherwise authorized by the Director.

2.2.2. Aircraft may undergo major renovation or restoration at the Airport as long as the aircraft is stored in a hangar and the work is being performed by persons authorized by the Director as stated in the Minimum Standards.

2.2.3. Aircraft that are not airworthy shall be removed from the Airport by the aircraft operator unless otherwise authorized by the Director.

2.2.4. Aircraft operators shall be responsible for the safe and prompt removal of disabled aircraft and any part thereof from a movement area to a non-movement area, unless otherwise required or directed by the Director, the Federal Aviation Administration or the National Transportation Safety Board.

2.2.4.1. Should an aircraft operator fail to remove an aircraft (at aircraft operator's cost and expense) that is disabled or non-airworthy after notification by the Director, the aircraft may be removed by the Director, at the risk, cost, and expense of the aircraft operator, without liability for damage arising from or out of such removal.

2.2.4.2. Should aircraft owners, operators, or agents authorize Airport personnel to remove disabled aircraft from runways, aprons, taxiways, or other areas of the Airport, charges will be made for equipment and labor at currently established prices and rates.

2.2.4.3. In the event the aircraft operator refuses, is unable, or unavailable, the Director may move the aircraft at the risk, cost, and expense of the aircraft operator without liability for damage that may arise from or out of such movement.

2.2.5. Abandoning an aircraft anywhere on the Airport is prohibited.

2.2.5.1. The Director may, at the risk, cost, and expense of the aircraft operator, remove abandoned aircraft without liability for damage arising from or out of such removal.

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## **2.3. Based Aircraft Registration**

2.3.1. Aircraft based at the Airport must be registered with the Director or an authorized Fixed Base Operator or Specialized Aviation Service Operator. Registration information shall include the following:

2.3.1.1. Aircraft make, model and registration.

2.3.1.2. Aircraft owner name, address, and phone number

2.3.1.2.1. If more than one person owns the aircraft, the name, address, and phone number of all owners shall be provided to the Director or authorized Fixed Base Operator or Specialized Aviation Service Operator responsible for the registration of all aircraft based on their leased premises.

2.3.2. Based aircraft operators must have a tiedown or hangar agreement with either the Airport or an authorized Fixed Base Operator or Specialized Aviation Service Operator.

2.3.3. Based aircraft operators understand and agree that operator's aircraft and property that may be located or stored on the Airport, either outside or inside a facility, are done so at the operator's risk. Operator covenants and agrees that it will not hold the Board or any of its agents, employees or Board members responsible for any injury or damage to persons or property, including aircraft, while operating on or occupying space at the Airport. Nothing in section 2.3.3 or 2.3.4 shall relieve the Board from injury or damage caused by the conduct of its employees or the conduct of those individuals acting under the Board's control and direction.

2.3.4. Operator agrees to indemnify, defend and save the Board, its agents, employees or Airport Board members, harmless from and against any and all liability or loss resulting from claims or court action arising directly or indirectly out of activities of the Operator, its agents, employees, guests or visitors under this agreement or by reason of any act or omission of such person.

## **2.4. Hours of Operation**

2.4.1. The Airport is available for use 24 hours per day, 7 days per week, unless closed by a Notice to Airmen.

## **2.5. Aircraft Accidents**

2.5.1. Aircraft operators involved in an aircraft accident at or on the Airport shall make a full and complete report of the aircraft accident to Airport Rescue and Firefighting and appropriate agencies in a timely manner, complete any additional required forms and/or reports, and comply with all applicable provisions of the National Transportation Safety Board Regulations Part 830.

2.5.1.1. The report to Airport Rescue and Firefighting shall include copies of any reports or documentation provided to the National Transportation Safety Board, Federal Aviation Administration, or other appropriate agencies.

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- 2.5.2. Aircraft involved in an aircraft accident at or on the Airport may not be removed from the scene of the aircraft accident until authorized by the Director who shall receive authorization (to remove the aircraft) from the Federal Aviation Administration and/or National Transportation Safety Board, as applicable.
- 2.5.3. Once authorization to remove the aircraft has been issued, the aircraft operator shall be responsible for the safe and prompt removal of the aircraft and any parts thereof from a movement area to a non-movement area in accordance with Sections 2.2.4.1, 2.2.4.2, and 2.2.4.3 of these Rules and Regulations.

## **2.6. Prohibiting Use of the Airport**

- 2.6.1. The Director shall have the right at any time and under any circumstances to close the Airport or any portion thereof to air traffic to prohibit aircraft landing, taking off, or moving at or on the Airport, to delay or restrict any flight or other aircraft operation, or to deny the use of the Airport to any person(s) when such actions are considered to be necessary and desirable in the interest of safety, security or regulatory concerns.
- 2.6.2. The Director may prohibit aircraft operations (except for emergency landings) when it is determined that conditions are unsafe or not secure at the Airport or that the operation of an aircraft would likely endanger persons or property at or on the Airport.
  - 2.6.2.1. The Director, his designated representative or the Federal Aviation Administration may issue a Notice to Airman to close or open the Airport (or any portion thereof) or to restrict or terminate any activity at or on the Airport.
  - 2.6.2.2. Only the Director, his designated representative or the Federal Aviation Administration may cancel a Notice to Airman.
  - 2.6.2.3. Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, cost, loss of revenue, or damage that may be incurred by any operator, lessee, tenant, or any other person.

## **2.7. Aircraft Maintenance**

- 2.7.1. Aircraft maintenance shall be performed within hangars and shall be limited solely to that specifically permitted by the type rating established in the City of Cheyenne Building and Fire Codes and in compliance with the directives of Airport Rescue and Firefighting and the Director.
  - 2.7.1.1. Aircraft painting or paint stripping shall be performed only in hangars or buildings specifically approved for these activities by an agency having jurisdiction.
  - 2.7.1.2. Line maintenance may be performed on aircraft owned or operated by passenger or cargo air carriers on the air carrier apron if the aircraft is disabled and cannot be moved into a hangar or if a hangar of sufficient size to accommodate the aircraft does not exist at the Airport.

## **2.8. Aircraft Cleaning**

- 2.8.1. Aircraft cleaning shall only be performed in full and complete compliance with the Airport's Storm Water Pollution Prevention Plan.

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2.8.2. All drainage must flow to an oil/water separator.

2.8.3. It is recommended that all aircraft cleaning be accomplished with biodegradable soap and without the use of solvents or degreasers. When non-biodegradable soap, solvents, and/or degreasers are used for aircraft cleaning, these substances shall be disposed of in accordance with all applicable regulatory measures.

2.8.4. Aircraft engines, and/or parts may be dry washed in areas not having an oil/water separator.

## **2.9. Aircraft Deicing**

2.9.1. Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in the location(s) specified by the Director.

## **2.10. Aircraft Engine Operation**

2.10.1. Between the hours of 10 p.m. and 6 a.m., aircraft engine runups are not permitted except for runups required in preparation for aircraft takeoff or as otherwise approved by the Director.

2.10.2. Engine runups are prohibited at or on the air carrier apron.

2.10.3. Any person operating an aircraft engine in an area that is accessible to the public shall alert and take precautions to protect the public from potential hazards resulting from such operations.

2.10.4. Starting an aircraft engine when there is flammable liquid on the ground in the immediate vicinity of the aircraft is prohibited.

2.10.5. Aircraft controls shall not be unattended while aircraft engines are operating.

2.10.6. Propeller, engine, and exhaust noises shall be kept to a minimum.

## **2.11. Aircraft Parking and Storage**

2.11.1. Aircraft shall be parked in such a manner as to be completely contained within the tiedown space and shall not be positioned in such a manner so as to block a runway, taxiway, taxilane, or obstruct access to hangars, parked or staged aircraft, parked or staged vehicles, gates, or fuel storage facilities.

2.11.2. Unless otherwise provided in an agreement with the Board, an authorized Fixed Base Operator, or an authorized Specialized Aviation Service Operator, no person shall use any area of the Airport for the parking, staging, and storage of aircraft, without prior written permission of the Director.

2.11.2.1. Should a person use an area of the Airport for aircraft parking, staging, or storage without first obtaining the prior written permission of the Director, the Director may remove and store the aircraft at the cost and expense of the aircraft operator without liability for damage that may arise from or out of such removal or storage.

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- 2.11.3. Aircraft operators shall ensure aircraft are properly secured, as set forth in Federal Aviation Administration AC 20-35C, as amended, when parked and/or stored at the Airport.
  - 2.11.3.1. Moored lighter-than-air aircraft shall have at least one person monitoring the safety of the mooring at all times.
- 2.11.4. Upon request of the Director, the operator of any aircraft parked, staged, or stored at or on the Airport shall move the aircraft to the location and/or position at or on the Airport identified by the Director. In the event the aircraft operator refuses, is unable, or unavailable, the Director may move the aircraft at the risk, cost, and expense of the aircraft operator without liability for damage that may arise from or out of such movement.

## **2.12. Aircraft Security**

- 2.12.1. If the kind, type, mission, or condition of an aircraft makes it necessary for an aircraft owner, aircraft operator, lessee, or tenant to obtain, provide, and/or maintain security for an aircraft, the aircraft owner, aircraft operator, lessee, or tenant shall be responsible for such security and may only provide (and/or arrange for) such security after notifying the Director.
- 2.12.2. Aircraft owners, aircraft operators, lessees, or tenants shall not employ security measures as a means to hinder, delay, or prevent removal of aircraft at the direction of the Director.
- 2.12.3. No person shall interfere or tamper with any parked, staged, or stored aircraft in contradiction to these Rules and Regulations without the aircraft owner's permission.

## **2.13. Aircraft Operations**

- 2.13.1. All aircraft shall be operated in accordance with the appropriate part of Title 14, Code of Federal Regulations based upon the type and use of the aircraft.
- 2.13.2. Operating an aircraft in a careless, negligent, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger persons or property of any person is prohibited at or on the Airport.
- 2.13.3. Aircraft operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by Air Traffic Control or the Director.
- 2.13.4. Operating an aircraft constructed, modified, equipped, or loaded as to endanger, or be likely to endanger persons or the property of any person is prohibited.
- 2.13.5. Aircraft operators shall comply with any order, signal, or directive of Air Traffic Control or the Director by whatever means communicated.
- 2.13.6. Aircraft operators shall not taxi, take off, or land an aircraft at the Airport without having the ability to communicate with Air Traffic Control by two-way radio unless the activity has been coordinated, in advance, with Air Traffic Control.

# AIRCRAFT RULES AND REGULATIONS

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- 2.13.6.1. During hours when Air Traffic Control is not operating, all aircraft operators are encouraged to follow the procedures recommended by the Federal Aviation Administration including broadcasting aircraft position, intentions, and actions on the Airport's common traffic advisory frequency.
- 2.13.7. Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or, if low intensity (less than 50KW output), is within 100 feet of another aircraft, an aircraft refueling operation, an aircraft refueling vehicle, or a fuel storage facility.
- 2.13.8. Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an aircraft is inside a hangar.
- 2.13.9. Experimental flights or ground demonstrations shall not be conducted on the Airport without providing prior notification to the Director.
- 2.13.10. Airshows and aerobatic operations of aircraft are not permitted within the Airport's Class D airspace unless prior written permission of the Director and Air Traffic Control has been obtained.
- 2.13.11. The starting, positioning, or taxiing of any aircraft shall be done in such a manner so as to avoid generating or directing any propeller slipstream or engine blast that may endanger or result in injury to persons or damage to property.
  - 2.13.11.1. To avoid this situation, it may be necessary to tow the aircraft to a location or position at or on the Airport where the propeller slipstream or engine blast will not endanger or cause injury to persons or damage to property when the engines are started or operated, unless prior written permission of the Director has been obtained.
  - 2.13.11.2. It shall be the aircraft operator's responsibility to repair any damage to the Airport's runways, taxiways, taxi lanes, or aprons caused by excessive aircraft weight loading and/or operation conducted without prior written approval of the Director.
- 2.13.12. Aircraft operators shall not land, take off, taxi, park, stage, or store an aircraft on or in any area of the Airport that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the aircraft without the prior, written approval of the Director.

## ***2.14. Taxiing and Towing Operations***

- 2.14.1. Aircraft shall not be taxied until the aircraft operator has ascertained (by visually inspecting the area) that there shall be no danger of collision with any person, structure, object, or property in the area.
- 2.14.2. Aircraft shall not be taxied into, out of, or within any structure at or on the Airport.
- 2.14.3. Aircraft being taxied at or on the Airport shall proceed with running lights and anti-collision lights illuminated during the time between official sunset and official sunrise.
- 2.14.4. Aircraft being taxied shall have a person at the controls of the aircraft that shall monitor the radio transmitting frequency in use by Air Traffic Control. In the event the aircraft is



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not equipped with a radio or the radio is inoperative, the aircraft shall be moved only when accompanied by an escort vehicle equipped with an operating radio and an operating amber rotating beacon or when, by prior coordination, directions are transmitted by Air Traffic Control through the use of a light gun.

2.14.5. Taxiing aircraft shall yield the right-of-way to any emergency vehicle, equipment or aircraft unless otherwise directed by Air Traffic Control.

2.14.6. Aircraft operators shall not taxi an aircraft at the Airport at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual and potential hazards and other aircraft so as not to endanger persons or property at the Airport.

2.14.6.1. Aircraft taxiing speeds shall be reduced during periods of inclement weather including, but not limited to, periods when visibility is reduced.

2.14.7. Aircraft shall only be taxied or towed in areas normally used for operation of aircraft unless express prior written approval has been provided by the Director.

## ***2.15. Landing and Take-off Operations***

2.15.1. Takeoffs shall be made only from the ends of the runways unless otherwise approved by Air Traffic Control.

2.15.2. Fixed wing aircraft taking off or landing at the Airport shall do so only from designated runways unless otherwise instructed by Air Traffic Control.

2.15.3. Landing aircraft shall clear the runway as soon as practical, taxiing ahead to the nearest turn off. No turns of 180 degrees shall be made on the runway unless approved by Air Traffic Control.

2.15.4. During an emergency, aircraft operators shall not taxi onto a runway (from a taxiway) and if on a runway, aircraft shall exit the runway in the safest, most expeditious manner possible unless otherwise directed by Air Traffic Control.

## ***2.16. Flight Training or Instruction***

2.16.1. A person providing flight training or instruction shall be responsible and will be held accountable for the conduct of the persons' students during the course of flight training or instruction.

## ***2.17. Rotorcraft Operations***

2.17.1. Unless otherwise approved by the Director:

2.17.1.1. Rotorcraft shall park or operate only on movement areas and aircraft parking areas.

2.17.1.2. Rotorcraft shall not be operated within 50 feet of any building or fuel storage facility. This includes hover taxiing over confined taxilanes where 50 feet of separation is not possible.

2.17.1.3. Rotorcraft shall not be operated within 100 feet of any area where light aircraft are parked or operating.

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- 2.17.1.4. Rotorcraft operators shall not perform any auto rotation (except in the case of an emergency) within the Airport's Class D Airspace without permission from Air Traffic Control.

## **2.18. Traffic Patterns**

- 2.18.1. Aircraft shall conform to the traffic patterns promulgated jointly by the Federal Aviation Administration and the Director unless otherwise specifically authorized by Air Traffic Control.

## **2.19. Noise Abatement Procedures**

- 2.19.1. Aircraft operators shall use procedures that shall result in minimum noise exposure to the surrounding areas. This includes, but is not limited to, avoiding low altitude maneuvers, maintaining optimum power settings and operating altitudes (consistent with safe operating procedures), and avoiding flights over populated areas (consistent with safe operating procedures).

## **2.20. Restricted Activities**

- 2.20.1. Aircraft operators shall provide prior notification to the Director before engaging in any of the following restricted activities at the Airport and, upon approval, shall conduct these activities in accordance with the specific requirements stipulated by the Director:

- 2.20.1.1. Use of motorless aircraft: The landing upon or towing from the Airport of gliders and other certificated motorless aircraft.
- 2.20.1.2. Use of ultralight vehicles: The landing upon or taking off from the Airport of ultralight vehicles.
- 2.20.1.3. First or test flights of experimental aircraft including ground demonstrations.
- 2.20.1.4. Use of lighter-than-air aircraft: The landing upon or taking off from the Airport of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air aircraft that utilize gasses or hot air to provide lift.
- 2.20.1.5. Banner or glider towing: The landing upon or taking off from the Airport of aircraft that tow banners, gliders, or any other device.
- 2.20.1.6. Sky diving, parachuting, or powered parachute operations.
- 2.20.1.7. Operation of aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the runway(s) and taxiway(s). All overweight aircraft operators must have prior written approval of the Director.
- 2.20.1.8. Transportation of hazardous cargo: Landing or taking off with flammable, explosive, or corrosive materials, except that which is either:

1) Carried aboard for the operation of the aircraft or use by crew members or passengers.

2) Military use



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2.20.1.9. Transportation of radioactive cargo: The landing upon or taking off from the Airport of aircraft loaded with radioactive materials.

2.20.1.9.1. All shipments of radioactive cargo or other hazardous material shall comply with regulations established in Title 49, Code of Federal Regulations, Parts 100-199 and all other regulatory measures governing such shipments.

2.20.1.9.2. Trained hazmat and Airport Rescue and Firefighting equipment and personnel will be required for this type of operation as a standby precautionary measure. Costs associated with trained hazmat equipment and personnel shall be borne solely and completely by the aircraft operator.

## **2.21. Fees and Charges**

2.21.1. Aircraft shall not land or take off from the Airport unless the aircraft operator has paid the fees and/or charges that may be established and assessed from time to time by the Board unless the operator is exempt from payment of certain fees and/or charges or unless the operator is not required to make such payments as stipulated in an agreement or permit with the Board.

2.21.1.1. Aircraft exempt from Airport fees and/or charges are defined in Paragraph #27 of Federal Aviation Administration Airport Sponsor assurances, as amended.

2.21.2. The Director shall have the authority to refuse access to any Airport services, facilities or infrastructure for non-payment of any related fees and/or charges which are properly due to the Airport.

# AIRCRAFT RULES AND REGULATIONS

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## 3. VEHICLE RULES AND REGULATIONS

### 3.1. *Regulatory Measures*

- 3.1.1. All vehicle operators at or on the Airport shall comply fully and completely with the Wyoming Vehicle Code, City of Cheyenne Municipal Code, these Rules and Regulations, and instructions issued by the Director.
- 3.1.2. Enforcement of traffic laws shall be the responsibility of the agency having jurisdiction.

### 3.2. *Operator Licensing*

- 3.2.1. Any person operating a vehicle at or on the Airport must have a valid State Vehicle Operator's license and evidence of insurance as required by state law.
- 3.2.2. Vehicle operators on the Air Operations Area are required to complete the applicable airfield driver training courses and shall possess an approved Airport Access Credentials.

### 3.3. *Equipment*

- 3.3.1. Except for vehicles that are exclusively used on the Air Operations Area, all vehicles shall meet the State of Wyoming licensing and registration requirements.
- 3.3.2. Vehicles shall not be operated at or on the Airport unless the vehicle is in sound mechanical order; has adequate lights, horn, and brakes; and permits clear (unobstructed) visibility from the driver's position.
- 3.3.3. Trailers and semi-trailers are not permitted at or on the Airport unless equipped with lights (or devices with reflectors on all sides) and proper brakes/braking system.
  - 3.3.3.1. Trailers and semi-trailers shall not be disengaged from towing vehicles.

### 3.4. *Vehicle Operations*

- 3.4.1. Vehicles are not allowed to be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or property at or on the Airport.
- 3.4.2. Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) so as to endanger, or be likely to endanger, persons or property, is strictly prohibited at or on the Airport.
- 3.4.3. Since the presence at the Airport of a tank vehicle, truck, or semi-trailer used for the transportation of flammable liquids or fueling and defueling of aircraft could endanger persons or property, no-tank vehicle, truck, or semi-trailer shall be operated at the Airport unless approved by the Director.
- 3.4.4. Vehicles shall not be operated in any hangar at or on the Airport for a prolonged period of time unless the vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the hangar.
- 3.4.5. Airside and Landside Speed Limits

# AIRCRAFT RULES AND REGULATIONS

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- 3.4.5.1. Safe Speed - Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, use of the street or roadway, or so as not to endanger persons or property at or on the Airport.
- 3.4.5.2. Minimum Speed - Vehicles shall not be operated at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.
- 3.4.5.3. Maximum Speed - Vehicles, except emergency vehicles or equipment responding to an emergency, shall not be operated at or on the Airport in excess of any speed stipulated in these Rules and Regulations.
  - 3.4.5.3.1. In areas where signs, markers, or devices are not used or posted, the speed limit shall be 25 miles per hour (landside) and 15 miles per hour (airside).
- 3.4.6. Vehicle operators shall not, after receiving a visual or audible signal from the Director or Airport personnel, fail to stop the vehicle being operated, operate the vehicle in disregard of the signal, or interfere with or endanger Airport personnel or law enforcement officer.
- 3.4.7. Vehicle operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by the Director or his/her designee.
- 3.4.8. Airport roadways may be used for vehicle operations as a means of ingress and egress to and from the roadways serving the Airport and between various land areas on the Airport abutting Airport roadways.
  - 3.4.8.1. The airside perimeter road shall be used only by Airport designated vehicles including airport vehicles, refueling vehicles, and other vehicles approved to be on the movement area as described in these Rules and Regulations.
- 3.4.9. Vehicle operators shall yield the right of way to aircraft, emergency vehicles or equipment, and pedestrians.
- 3.4.10. Vehicles shall not be operated in such a manner or within such proximity of an aircraft as to create a hazard or interfere with the safe and secure operation of the aircraft.
  - 3.4.10.1. Vehicles shall not overtake or pass in front of a moving aircraft.
  - 3.4.10.2. Vehicles shall pass to the rear of taxiing aircraft and come no closer than 50 feet to a taxiing aircraft.
  - 3.4.10.3. Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked or staged aircraft where practical.
- 3.4.11. Vehicles used for hauling trash, dirt, or any loose material(s) shall be operated in such a fashion as to prevent the contents of the vehicle from dropping, shifting, leaking, or otherwise escaping including, at a minimum, covering vehicle's load.
- 3.4.12. Tugs (Tow Vehicles) and Trailers
  - 3.4.12.1. Positive locking couplings are required for all towed equipment on the Air Operations Area.

# AIRCRAFT RULES AND REGULATIONS

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3.4.12.2. Tugs (tow vehicles) and baggage carts shall be returned to designated parking or staging areas immediately following unloading.

## **3.5. Air Operations Area**

- 3.5.1. Only persons with a proper and current Airport Access Credentials shall be permitted to operate vehicles on the Air Operations Area.
- 3.5.2. Vehicle operators using the Air Operations Area on an irregular basis must be escorted by an authorized vehicle operator or obtain permission from the Director before operating any vehicle on the Air Operations Area and shall proceed directly to the vehicle operator's destination on the Airport.
- 3.5.3. The Director may restrict vehicles to a certain area(s) or portion(s) of the Air Operations Area. Such restrictions may prohibit vehicle operations outside designated area(s) or portion(s).
- 3.5.4. Use of motor homes, mini-bikes, dirt bikes, all-terrain vehicles, go-carts, roller blades, skate boards, bicycles, or unicycles for recreational purposes are not permitted at or on the Airport without prior approval by the Director.

## **3.6. Movement Area**

- 3.6.1. No person shall take or drive any vehicle on the movement area unless permission has been granted in an agreement or permit or obtained, in advance, from the Director.
- 3.6.2. All operations in the movement area must comply with the Airport's Federal Aviation Administration approved Airport Certification Manual.

## **3.7. Accidents**

- 3.7.1. A vehicle operator involved in an accident on the Airport resulting in any injury or death to person or damage to property shall stop the vehicle at the scene (or as close as possible to the scene without unnecessarily obstructing traffic or creating a safety hazard) and immediately call "911".
- 3.7.2. The vehicle operator (and the vehicle) must remain at the scene until a law enforcement officer and/or Airport Rescue and Firefighting takes a full report.

## **3.8. Vehicle Cleaning and Maintenance**

- 3.8.1. Private vehicles shall not be cleaned and/or maintained anywhere at or on the Airport, except for minor repairs that are necessary to remove such vehicles from the Airport, unless otherwise approved, in writing, by the Director.
- 3.8.2. Vehicles operated by lessees, operators, or tenants shall be cleaned and/or maintained only in areas compliant with the Airport's Storm Water Pollution Prevention Plan.

## **3.9. Parking (or Stopping)**

- 3.9.1. Vehicles shall be parked only in those areas designated for such purpose.
- 3.9.2. Vehicles shall not be parked or stopped:

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- 3.9.2.1. In such a manner so as to obstruct a parking lot lane, driveway, roadway, walkway, crosswalk, fire lane, runway, taxiway, taxi lane, and/or obstruct access to hangars, parked or staged aircraft, and/or parked or staged vehicles;
- 3.9.2.2. On the left side of a road;
- 3.9.2.3. On the roadway side of any stopped or parked vehicle (double parking);
- 3.9.2.4. Within 15 feet of a fire hydrant or within a fire lane or restricting access to or from a fire lane;
- 3.9.2.5. Within 3 feet of either side of a security fence;
- 3.9.2.6. On unpaved or grassed areas (unless specifically designated for parking);
- 3.9.2.7. Other than in accordance with restrictions posted on authorized signs.
- 3.9.3. Vehicles, other than those loading and unloading aircraft, shall not stop for loading, unloading, or any other purpose at or on the Airport other than in the areas specifically established for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means.
- 3.9.4. Displaying vehicles and/or equipment for sale or lease at or on the Airport is strictly prohibited unless authorized by the Director.
- 3.9.5. Parking in designated public parking areas is open to any person using the Airport, in accordance with restrictions posted on authorized signs.
- 3.9.6. Employees of Airport operators, lessees, or tenants may park private vehicles in the employee parking areas designated by the Director.
- 3.9.7. Hangar or t-hangar operators, lessees, or tenants may park automobiles that are fully operational, completely functional and properly permitted by the Director inside the hangar or t-hangar while the aircraft based in the hangar or t-hangar is gone.
- 3.9.8. Hangar or t-hangar operators, lessees, or tenants may park automobiles that are fully operational, completely functional and properly permitted by the Director outside of the hangar or t-hangar while the Aircraft based in the hangar or t-hangar is gone, but only in designated parking areas.
  - 3.9.8.1. Automobiles parked outside of a hangar or t-hangar more than 30 days shall be considered abandoned and the Director may take whatever action is deemed appropriate to remove and/or dispose of the automobile. Such action shall be at the automobile operator's risk, cost, and expense and without any liability to the Board for damage that may result from such removal and/or disposal.
- 3.9.9. If surplus space (i.e., space beyond the space required to park or store assigned aircraft) is available in a hangar, boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all-terrain vehicles, race cars, recreational vehicles, trailers, etc. may be parked or stored in the hangar as well as long as the aircraft is (or can also be) parked in the hangar at the same time.

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## **3.10. Disabled, Abandoned, or Illegally Parked Vehicles**

- 3.10.1. Vehicles shall not be abandoned at or on the Airport.
- 3.10.2. No less than 14 days after the provision of a written notice to Vehicle's owner, The Director may tow or otherwise remove from the Airport any vehicle that is disabled, abandoned, or parked in violation of these Rules and Regulations (or if the vehicle creates a safety or security hazard or interferes with Airport operations) at the vehicle owner's risk, cost, and expense and without liability for damage that may result from such removal.
- 3.10.3. Vehicles either posing a safety hazard or in a condition that would make them illegal to drive on city streets may be towed without notice.

## **3.11. Fees and Charges**

- 3.11.1. It is unlawful for any vehicle to be parked in any public parking area of the Airport unless the vehicle operator pays the fees and/or charges that may be established and assessed from time to time by the Board unless the vehicle operator is exempt from payment as may be stipulated in an agreement or permit with the Board.
- 3.11.2. Nothing in these Rules and Regulations shall be construed as granting any commercial vehicle operator the right to operate at or on the Airport without first obtaining authorization from the Board and without paying the fees and/or charges that may be established and assessed by the Board from time to time.

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## 4. COMMERCIAL VEHICLE RULES AND REGULATIONS

### 4.1. *Regulatory Measures*

- 4.1.1. All commercial ground transportation companies and commercial car rental companies doing business at or on the Airport shall comply fully with the Wyoming Vehicle Code (as may be amended from time to time), policies, procedures, and resolutions of the Board, these Rules and Regulations (including Section 4), and instructions issued by the Director.
- 4.1.2. All traffic laws must be obeyed. Enforcement of traffic laws shall be the responsibility of the agency having jurisdiction.

### 4.2. *Commercial Vehicles on the Air Operations Area*

- 4.2.1. If specifically requested to do so by an operator, lessee, tenant, or the passenger, escorted commercial vehicles may deliver passengers and/or baggage to the Air Operations Area or may pick up passengers and/or baggage from the Air Operations Area in any area designated for such purposes by the Director.
- 4.2.2. Only those rental car companies that have received authorization from the Director may conduct business on the Air Operations Area.

### 4.3. *Fees and Charges*

- 4.3.1. Operators must have an agreement or permit with the Board prior to conducting commercial ground transportation or commercial car rental activities at or on Airport property regardless of whether the operator's main place of business is located at or on Airport property or elsewhere.
  - 4.3.1.1. If a commercial operator advertises services offered to or on the Airport, the operator must have an agreement with the Board prior to conducting the advertised services.
- 4.3.2. Nothing in these Rules and Regulations shall be construed as granting any commercial vehicle operator the right to operate at the Airport without first obtaining authorization from the Director and without paying the fees or charges that may be established and assessed by the Board from time to time.



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## 5. OPERATOR AND LESSEE RULES AND REGULATIONS

### 5.1. *Employee Background Check*

- 5.1.1. For persons employed by the Airport, operators, lessees, or tenants who have unescorted access to any restricted area or sterile area, a background check, to the extent allowable by law including, but not limited to, references and prior employment history is required.

### 5.2. *Security*

- 5.2.1. It shall be the responsibility of all operators, lessees, and tenants to ensure that all gates, chains, doors, and locks and all other public safeguards are continually and conscientiously maintained and used in a manner so as to protect all persons and property.
- 5.2.2. For gates or doors that provide access to a restricted area through an operator's, lessee's, or tenant's leased premises, it is the responsibility of the operator, lessee, or tenant to ensure that such gates and doors remained closed, locked, and secured when not in use and to ensure that all gates and doors and locking/securing mechanisms, and other public safeguards are continually and conscientiously maintained and used in a manner so as to protect all persons and property.
- 5.2.3. If, as a result of Federal Aviation Administration or Transportation Security Administration findings, a breach of security has occurred at a gate or door controlled by an operator, lessee, or tenant and the Board is fined, the operator, lessee, or tenant responsible for the gate or door shall be assessed a fine by the Board equal to the amount of the Airport's fine.
- 5.2.4. No person shall cause any object to be located within three (3) feet of the Airport perimeter fence, which could facilitate unauthorized access to a restricted area.

### 5.3. *Construction or Alteration of Improvements*

- 5.3.1. Any construction or alteration of an improvement located at or on the Airport shall NOT be performed without the prior written permission of the Director.

### 5.4. *Maintenance of Premises*

- 5.4.1. All operators, lessees, and tenants are required to keep the land and/or improvements under lease (being occupied or used) free from all fire and safety hazards and maintain the same in a condition of repair, cleanliness, and general maintenance in accordance with the operator's, lessee's, or tenant's agreement with the Board.
  - 5.4.1.1. Failure by operator, lessee, or tenant to maintain the land or improvements under lease (being occupied or used) within the time frame of the written notice from the Director (or the period allowed in operator's, lessee's, or tenant's agreement with the Board) may result in the Director conducting or contracting the maintenance at operator's, lessee's, or tenants cost and expense without liability for damage arising from or out of such action.

- 5.4.2. All operators, lessees, and tenants shall be fully responsible for all damage to facilities,



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equipment, real property, related appurtenances, and all other improvements at or on the Airport in the ownership, care, custody, or control of the Airport caused by the operator, lessee, or tenant or by their employees, agents, customers, visitors, suppliers or persons with whom they do business.

5.4.3. Facilities (including hangar floors) shall be kept clean and clear of the accumulation of fuel, oil, grease, flammable liquids, rags, trash, or other waste materials.

5.4.3.1. The use of volatile or flammable solvents for cleaning floors is prohibited.

## **5.5. Fire Prevention**

5.5.1. Operators, lessees, and tenants shall be responsible for ensuring that fire prevention practices and/or procedures are followed at all times.

5.5.2. Operators, lessees, and tenants that have employees conducting fueling or fuel transfer operations must ensure that all employees receive fire prevention training and instruction through a Federal Aviation Administration Approved Part 139 Fuel Handling Training Course immediately upon employment and that employees receive such fire prevention training and instruction annually thereafter.

5.5.2.1. Fire prevention training and instruction shall include the use of fire extinguishers, responding to fuel and oil spills, handling flammable materials, and any other items deemed necessary and/or appropriate (for the activity) by the Board and shall be documented and kept on file by the operator, lessee, or tenant.

5.5.3. Operators, lessees, and tenants shall provide proper, adequate, inspected, certified, and readily accessible fire extinguishers (that are approved by fire underwriters) for the particular hazard involved or associated with the activity.

5.5.3.1. Fire extinguishers shall be maintained in accordance with the City of Cheyenne Fire Code.

5.5.3.2. A log or a tag showing the date of last inspection shall be attached to each unit or records, acceptable by fire underwriters, shall be kept documenting the status of each unit.

5.5.4. Operators, lessees, and tenants shall designate a responsible person as point of 24 hour contact and shall provide primary and secondary contact information including phone numbers to Airport Rescue and Firefighting for purposes of contact in the event of a fire.

## **5.6. Heating Equipment**

5.6.1. All heating equipment and fuel burning appliances installed or used at or on the Airport shall comply with the requirements of the local government, the State of Wyoming, the City of Cheyenne Fire Code and Airport Rescue and Firefighting.

## **5.7. Aircraft Hangars**

5.7.1. Aircraft hangars shall only be used for the parking and storage of aircraft and associated aircraft equipment and supplies as approved by the Director or as outlined in Section 3.9.9 of these Rules and Regulations.

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5.7.2. Aircraft parked in hangars shall be parked in a manner so as to be completely contained in the hangar and shall not be positioned in such a manner so as to block a runway, taxiway, taxilane, or obstruct access to hangars, parked or staged aircraft, parked or staged vehicles, doors, gates, or fuel storage facilities except for temporary staging and/or fueling of such aircraft.

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

5.7.3.1. Unless permission is granted by agreement or permit with the Board, no major aircraft maintenance, alterations, or repairs shall be performed in a hangar without the prior written permission of the Director.

5.7.3.2. All approved aircraft maintenance shall be in compliance with applicable regulatory measures.

5.7.3.3. Space heaters may be utilized in hangars so long as they are not left unattended while operating and all applicable fire prevention/safety measures are continually observed.

5.7.3.4. Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids as approved by the Board.

## **5.8. Storage of Materials and Equipment**

5.8.1. Operators, lessees, and tenants shall store materials and equipment in such manner as to preclude creating any hazard, obstructing any operation, or littering.

5.8.1.1. Storage of materials or equipment shall not be permitted outside of leasehold areas, unless authorized in writing by the Director.

5.8.1.2. Operators, lessees, and tenants can store non-hazardous items in fully-enclosed and secured containers on their leased premises as long as such storage complies fully and completely with regulatory measures.

5.8.2. Railroad (box or tanker) cars, inter-modal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, vehicles, or equipment without an agreement or permit with the Board.

## **5.9. Compressed Gases**

5.9.1. Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.

5.9.1.1. Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.

5.9.1.2. Cylinders or tanks not in use shall have an approved transportation safety cap installed.

5.9.1.3. Cylinders or tanks shall be stored and maintained in compliance with all National Fire Protection Association standards and applicable regulatory measures.

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## **5.10. Lubricating Oils**

5.10.1. Lubricating oils having a flash point at or above 150 degrees may be stored in hangars provided that the product is stored in the original container and the capacity of the container is less than 55 gallons and the original manufacturer's labeling or marking is on the container (or that the product is stored in other suitable containers approved by the Director.)

5.10.2. Storage of 55 gallons or more of lubricating oil or containers having a capacity of 55 gallons or more require that a Spill Prevention, Control and Countermeasures plan be provided to the Director. Such containers may only be stored in compliance with regulatory measures and consistent with the Airport's Spill Prevention, Control and Countermeasures plan.

## **5.11. Baggage Conveyor System**

5.11.1. Operators, lessees, or tenants responsible for operating and loading the baggage conveyor system shall also be responsible for unloading all unclaimed baggage.

5.11.1.1. Prior to leaving the baggage conveyor system area, all baggage shall be unloaded. No baggage shall be left on the baggage conveyor.

## **5.12. Right of Entry**

5.12.1. The Director shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all facilities, buildings, and improvements at or on Airport property whether or not the right of entry is provided for in any agreement or permit or other approval.

5.12.1.1. For facilities, buildings, and improvements owned by operators, lessees, or tenants, the Director shall provide advanced notification.

5.12.2. The Director and Airport Rescue and Firefighting shall have the right of entry to facilities, buildings, and improvements at or on Airport property without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, flood, or hazardous materials leak, or for the protection of life, limb, or property.

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## 6. REFUELING, DEFUELING, AND FUEL STORAGE

### 6.1. *Regulatory Measures*

6.1.1. Refueling, defueling, and fuel storage at or on the Airport shall conform to the current applicable provision of 14 Code of Federal Regulations; National Fire Protection Association guidelines; Federal Aviation Administration Advisory Circular (AC)150/5230-4 (including updates or amendments); the Airport's Storm Water Pollution Prevention Plan and Spill Prevention, Control and Countermeasures plan; regulatory measures established by the Wyoming Department of Environmental Quality and any other agency having jurisdiction relating to these activities.

### 6.2. *Agreement or Permit*

6.2.1. Fuels shall only be dispensed at the Airport by those entities having an agreement or permit with the Board granting such permission.

### 6.3. *Training*

6.3.1. No person shall commercially fuel or defuel an aircraft until that person is properly qualified and trained in accordance with 14 Code of Federal Regulations Part 139.

6.3.2. Training records documenting the training provided to, and the qualifications of, each person shall be maintained and kept on file.

6.3.2.1. Records shall indicate initial training and all recurrent training provided.

6.3.2.2. All records shall be subject to review of and/or inspection by the Director, airport personnel, or other designated representatives.

### 6.4. *Refueling, Defueling, and Fuel Storage Operations*

6.4.1. A properly qualified and trained operator shall be present and responsive at all times while fuel is being transferred into or out of any fuel storage facility (from or into fueling vehicles and equipment).

6.4.1.1. The operator shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and equipment.

6.4.1.2. The operator shall not leave the discharge end of any hose or hoses unattended at any time while the transfer of fuel is in progress.

6.4.1.3. The operator shall not block open, disengage, or deactivate the deadman or any related controls while fueling or transferring fuel.

6.4.2. Aircraft shall not be refueled or defueled in an area where aircraft engines are operating, aircraft or engines are being warmed by application of heat, or while the aircraft is located in a congested or enclosed space.

6.4.3. Self-fueling shall be conducted only by entities or persons holding an approved self-fueling permit. Self-fueling shall only be conducted in those areas designated by the Director and identified in the fueling permit.

6.4.3.1. Self-fueling at any other location at or on the Airport is prohibited.

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- 6.4.4. All fuel handled at or on the Airport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, persons or property.
- 6.4.5. Persons engaged in the following activities shall exercise care and extreme caution to prevent overflow/spills of fuel and/or oil:
  - a.) Fueling, defueling and oil services of aircraft or vehicles.
  - b.) The filling or refueling of vehicles or dispensing equipment.
  - c.) The dumping, pumping or loading of aviation fuels or oils either into or from fuel/oil storage facilities.
- 6.4.5.1. Should a fuel or oil spill occur on the Airport, the party responsible shall fully and completely comply with Section 1.25 of these Rules and Regulations.
- 6.4.6. Refueling vehicles shall be positioned so that the vehicle can be directly driven away from the loading or fueling position in the event of spill or fire.
- 6.4.7. Aircraft fuel handling shall be conducted outdoors and at least 25 feet from any hangar or building and 50 feet from any combustion and ventilation air intake to any boiler, heater, or incinerator room or as approved by the Director.
- 6.4.8. Pouring or gravity transfer of fuel and fueling from portable containers is prohibited.
- 6.4.9. Vehicles shall be refueled only at refueling stations and from dispensing devices approved by the Director.
- 6.4.10. Aircraft or vehicles shall not be fueled or defueled while the aircraft or vehicle's engine is operating unless Aircraft Rescue and Firefighting is on scene.
  - 6.4.10.1. In an emergency resulting from the failure of an onboard auxiliary power unit on a turbojet and in the absence of suitable ground support equipment, a turbojet engine mounted at the rear of the aircraft or on the wing on the side opposite from the fueling point may be operated during fueling to provide power as long as the operation follows the safety procedures published by the operator.
  - 6.4.10.2. A turbine-powered auxiliary power unit installed aboard an aircraft may be operated during fueling provided its design, installation, location, and combustion air source do not constitute a fuel vapor ignition source.
    - 6.4.10.2.1. In both cases (6.4.10.1. and 6.4.10.2), the fueling shall conform with the procedures stipulated in the Aircraft Operator's Manual.
- 6.4.11. In the event that lightning is observed in the area, fueling operations on either aircraft or vehicles shall be suspended immediately.
- 6.4.12. When aircraft are being fueled or defueled, the refueling vehicle shall be bonded to the aircraft to equalize the voltage potential between the refueling vehicle and the aircraft.
  - 6.4.12.1. All hoses, nozzles, spouts, funnels, and appurtenances used in fueling and defueling operations shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

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- 6.4.13. Refueling vehicle operators shall not operate the vehicle in reverse anywhere at or on the Airport unless a qualified and trained person is present to safely monitor and direct the movement of the vehicle.
- 6.4.14. Aircraft shall only be fueled or defueled with passengers on board if all applicable safety procedures of the aircraft operator are being followed, as directed by the Pilot in Command.
- 6.4.15. No person shall operate any radio transmitter or receiver or switch electrical appliances on or off in an aircraft during fueling or defueling unless said radio transmitter or receiver is designed specifically for such environment.
- 6.4.16. Over-wing fueling shall only be performed by qualified persons.
- 6.4.17. Hold down or hold open devices on aircraft fueling nozzles are strictly prohibited.
- 6.4.18. For single point fueling, deadman controls or mechanisms shall be utilized and shall remain in good condition (working order) at all times.
  - 6.4.18.1. No person shall deactivate or bypass a deadman control or mechanism at any time.
- 6.4.19. During fueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within 50 feet of such aircraft or vehicle.
  - 6.4.19.1. Smoking, matches, lighters, and open flames (i.e., candles, fixtures, or fires) are strictly prohibited within 50 feet of any aircraft, refueling vehicle, fuel storage facility, or any aircraft being fueled or defueled.
- 6.4.20. Refueling vehicles (including fuel tankers) shall only use the entrance, exit, and route designated by the Director during the transportation and delivery of fuel.
- 6.4.21. For fueling activities performed by individuals employed by entities other than the Board, the Board assumes no liability or responsibility for any violation of any aircraft or vehicle fueling requirement or procedure, any error, omission, negligence, or any violation of any regulatory measure relating to fueling activities.
  - 6.4.21.1. The operator, lessee, or tenant shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the operator's, lessee's, or tenant's fuel storage facilities, equipment, operations, and training.
  - 6.4.21.2. The operator, lessee, or tenant shall reimburse the Board for any fines, legal or court costs, incurred by the Board for any such violation, error, omission, or negligence.

## **6.5. Storage of Refueling Vehicles**

- 6.5.1. Refueling vehicles shall be stored outdoors and not less than 50 feet from a building or at the distance approved by Airport Rescue and Firefighting unless the building is designed, constructed, and used exclusively, and approved by Airport Rescue and Firefighting, specifically for this purpose.



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6.5.2. Refueling vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between vehicles and any other vehicle or aircraft and a minimum of 20 feet from a storm water inlet.

## **6.6. Maintenance of Refueling Vehicles and Equipment**

6.6.1. Maintenance and servicing of refueling vehicles and equipment shall be performed outdoors or in a building that is approved by Airport Rescue and Firefighting specifically for this purpose.

6.6.2. Operators, lessees, and tenants shall document and maintain and keep on file vehicle and equipment maintenance records. These records shall be made available to the Director upon request.

## **6.7. Refueling Vehicles and Equipment**

6.7.1. Only those fuel storage facilities, refueling vehicles and equipment that are approved by the Director shall be used for the storage and delivery of fuel.

6.7.2. Refueling vehicles, fueling pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during fueling operations shall be maintained in a safe operating condition and in good working order and repair at all times.

6.7.2.1. When said refueling vehicle(s) or equipment is found in a state of disrepair, malfunction, or the use constitutes an undue fire or safety hazard, or the operation of said refueling vehicle(s) or equipment would violate any regulatory measure, the operator, lessee, or tenant shall immediately discontinue the use of such vehicles and/or equipment until repairs, replacements, or changes are made to render the same safe for continued use.

6.7.2.1.1. Hoses or piping connections shall be secured and capable of holding under the pump's rated pound per square inch discharge.

6.7.2.1.2. Hoses or nozzles shall be Factory Mutual or Underwriter Laboratories approved with self-closing valve and no "hold-down or hold-open devices".

6.7.2.1.3. All pumps shall be Underwriter Laboratories or Factory Mutual approved.

6.7.2.1.4. All storage tanks shall be rated in accordance with Uniform Fire Code Article 24, Division II and Article 79, Division XII.

6.7.3. If any malfunction or irregularity is detected on or within the aircraft being refueled or defueled, refueling or defueling shall cease immediately and the malfunction or irregularity shall be brought to the attention of the aircraft operator immediately.

6.7.4. Refueling vehicles, equipment, and fuel storage facilities shall be placarded, marked, or color coded in accordance with National Fire Protection Association Publication 407 and applicable Federal Aviation Administration Advisory Circulars.

6.7.4.1. A copy of all applicable permits, registrations, certificates, and insurance documents shall be maintained in each refueling vehicle.

6.7.5. Adequate and proper fire extinguishers shall be immediately available during all fueling and defueling operations.



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- 6.7.5.1. At least two (2) carbon dioxide (or approved dry chemical) fire extinguishers (20 pounds or larger) or the types of fire extinguishers that are capable of extinguishing Category B and Category C fires shall be immediately available.
- 6.7.5.2. All extinguishers shall be inspected and certified, as required by law, and all personnel involved with fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.
- 6.7.6. Adequate and proper absorbent material(s) and fuel spill containment capable of damming/diking a fuel spill shall be immediately available at all times, as defined in the operator's, lessee's, or tenant's approved Spill Prevention, Control and Countermeasures plan.
- 6.7.7. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile liquids.
- 6.7.8. Refueling vehicles and equipment and vehicles utilized to deliver fuel to a fuel storage facility shall be subject to inspection at any time to determine compliance with these Rules and Regulations and regulatory measures.

## **6.8. Fuel Storage Facilities**

- 6.8.1. The maintenance and operation of fuel storage facilities shall meet National Fire Protection Association 30, National Fire Protection Association 407, and Federal Aviation Administration regulations, and shall be approved by all agencies that regulate the maintenance and operation of fuel storage facilities. Further the installation of all tanks and/or facilities shall meet the requirements of the City of Cheyenne Fire Code, Article 24.
- 6.8.2. Plans for installation and operation of fuel storage facilities shall be submitted to the Director and approval shall be received from the Director prior to installation and operation.
- 6.8.3. All security gates leading into fuel storage areas shall be kept closed and locked at all times except when actually in use.