



Rules and Regulations

Adopted: 11 July 2019

AUTHORITY

These rules and regulations are promulgated under the Interlocal Agreement entered by the Cities of Lewiston and Auburn in accordance with the State of Maine Interlocal Cooperation Statute giving the Board of Directors management responsibility of the Airport. It specifically grants to the Board of Directors the authority to provide rules and regulations governing the use of the Auburn Lewiston Airport.

The Board of Directors reserves the right to make any additions, deletions or corrections to these rules and regulations which may be necessary for the safety of aircraft operation on or of personnel using the Airport.

In any instance where these rules may be or become inconsistent with Federal Air Regulations then these rules shall be void as to such conflict. No part of these rules and regulations shall be construed as license or authorization to deviate from Federal Air Regulations.

These rules and regulations shall supersede all previously existing rules and regulations for the Airport.

SECTION 1 - SCOPE

All persons on the Airport or using Airport lands, temporarily or by contract, shall be governed by these rules and regulations.

Any person using the Airport and its facilities shall do so at his own risk. The Airport Board of Directors assume no responsibility for loss, injury, damage, personal injury or death to persons or property however caused or from fire, theft, vandalism, flood, earthquakes, or any acts of God or the public enemy, or for any other reason.

All the Police powers of the Cities of Auburn and Lewiston, their duly appointed Constables, as well as the Androscoggin County Sheriff, Maine State Police and any Federal Law Enforcement Officers are hereby extended to the area of the Airport. Any action taken by an officer of those agencies has the full weight of the respective law enforcement body to prosecute.

SECTION 2 - DEFINITIONS

Whenever used in these Rules and Regulations, the following terms shall have the meanings respectively hereinafter indicated:

Aircraft - shall mean a manned machine or device, such as an airplane, helicopter, glider, or dirigible, which is capable of atmospheric and navigational flight.

Airport – Shall mean all property and improvements within the boundary lines of any airport operated or controlled by the Airport Board of Directors, except when otherwise noted.

Airport Board of Directors – The 9-member Board appointed by their respective City or employers whose primary function is primary objective is to stimulate aeronautical development and expansion at the airport through policies and projects that will increase airport viability and result in increased growth.

Airport Director – The chief executive officer for the Airport Board of Directors, who under administrative direction of the Airport Board of Directors, manages the operation, maintenance and development of the Airport and performs other duties as assigned.

Airport Operations Area (AOA) – The area of the airport used for landing, takeoff, or surface maneuvering of aircraft, including the areas around hangars, navigation equipment, and communication facilities.

Apron or Ramp – The areas of the airport within the Airport Operations Area (AOA), equipped for loading, unloading, servicing, or parking of aircraft.

Authorized Area – A specific location, approved by the Authority, accessible only to specific authorized personnel.

Authorized Representative/Employee – An individual or individual(s) designated by the Airport Manager to be present in a specific area or perform a specific task.

Cargo – Any property carried onto an aircraft, other than mail and baggage.

Commercial - An individual or other legal entity, who, for compensation or hire, engages in air commerce, the carriage by aircraft of persons or cargo, other than as an air carrier or foreign air carrier or under the authority given by FAA. Where it is doubtful that an operation is for "compensation or hire," the test is whether the carriage by air is merely incidental to the person's other business or is an enterprise for profit.

FAA – Federal Aviation Administration, The Federal Aviation Administration is a governmental body of the United States with powers to regulate all aspects of civil aviation

Fixed Based Operation (FBO) – any business located on the airport that provides services such as hangar space, fuel, flight training, repair, and maintenance to airport users; or any person or firm hired directly by the Airport Board of Directors to act as an FBO.

Flammable Liquids – Any liquid substance that is combustible and can burn or cause a flame.

Instructor – Any individual giving, or offering to give instruction in the operation, construction, repair or maintenance of aircraft.

Motor Vehicle – A self-propelled contrivance designed for the carriage of persons or things from point-to-point.

Non-Operating Aircraft – Any aircraft located on an airport which does not possess a current certificate of air worthiness issued by the Federal Aviation Administration and is not actively being repaired to become an operating aircraft.

Person – Any individual, partnership, firm, corporation, company, or duty authorized representatives thereof.

Ramp (Apron) – A distinct area on the airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling and parking.

Restricted Area – Any area of the airport designated to prohibit or limit access to only those persons authorized by the Airport Manager.

Refueling Trucks (also Refueler) – Means any motor vehicle used for the transporting, handling, or dispensing of aviation fuel, oils, and lubricants.

Rules and Regulations – Shall mean these Rules and Regulations of the Auburn Lewiston Airport, adopted by the Airport Board of Directors; they may be amended from time-to-time.

Runway – A restricted area used for takeoffs and landings of an aircraft.

Sign - Any words, lettering, numerals, parts of letters, figures, phrases, sentences, emblems, devices, designs, or trade names or trademarks by which anything is known (including any surface, fabric, or other material or structure designed to carry such devices such as are used to designate or attract attention to an individual firm, an association, a corporation, a profession, a business, or a commodity or product) which are exposed to public view and used to attract attention.

Taxiway – Portions of the Airport Operations Area (AOA) authorized by the Authority for the surface maneuvering of aircraft.

Temporary Sign - Any sign, handbill, or poster which is placed to advertise or announce a specific event, or which pertains to an event or occurrence, or which is not designed or intended to be placed permanently.

Trained Personnel – a person or people that have been taught through instruction and practice.

Vehicle – Any device by which any person or property is or may be transported or drawn upon a highway, including bicycles

SECTION 3 – GENERAL PROVISIONS

- A. **COMPLIANCE** - Compliance is based on a reasonable sense of cooperation by persons using the airport. In some cases, people who are not complying with these rules and regulations simply need an explanation, verbal reminder or written request explaining the policy and the need to comply with these established rules and regulations. Compliance, in this sense, is the responsibility of the Airport Director and his staff.
- B. **ENFORCEMENT** - The Airport Director shall always have authority to take such action as may be necessary in the handling, conduct, and management of the public in attendance at the Airport and enforce these regulations. In any contingencies not specifically covered by these rules and regulations, the Airport Board of Directors shall make such rules and orders and render such decisions as to it may seem proper.
- C. **PENALTY** - Any person who violates any of the rules and regulations provided herein will be notified by the Airport Director to conform to the rules and regulations within a specified time. If any person does not feel the specified time for compliance is enough, a written request for extension may be submitted to the Airport Board of Directors for approval. Failure to conform to any of the rules and regulations may lead to fines and/or further action deemed appropriate by the Airport Board of Directors.
- D. **REPORTS OF ACCIDENTS** - Any person involved in any accident on the Airport, whether it be personal, aircraft, or vehicular, causing personal injury or property damage, shall make a written report of such accident to the Airport Manager as soon as possible, which shall be in addition to any report required by law. A copy of any report required by law shall be accepted as compliance with this rule.
- E. **CLOSING OF THE AIRPORT** - Whenever the Airport Manager believes the Airport facilities to be unsafe for landings or take-offs, it shall be within his authority to close the Airport.

SECTION 4 - PUBLIC AND TENANT USAGE

- A. **CONDUCT** - No person shall commit any disorderly, obscene, indecent, or unlawful act, engage in any form of gambling or commit any act of nuisance on the Airport.
- B. **PUBLIC USE** - The landing area is open to the use of all aircraft at all times following these rules and regulations, the Airport Minimum Standards, and the governing rules for the operation of aircraft and the conduct of airmen as promulgated by the appropriate agencies of the U. S. Government, the State of Maine and the Airport Board of Directors.
- C. **COMMERCIAL USE** - No person, partnership, firm or corporation shall use the Airport, or a facility on the airport, as a base from which to conduct a business except such person, partnership, firm or corporation be authorized to conduct a business through a lease or permit granted by the Airport Board of Directors (See Airport Minimum Standards). Such person, partnership, firm or corporation shall be confined strictly to the conduct of only such activity as is specifically authorized by the lease or permit granted.
- D. **SCHEDULED OPERATORS** - A person, partnership, firm or corporation holding a lease for the scheduled operation of aircraft on the Airport, or using the Airport as an alternate, must cause their operation to transpire through the Terminal Building, or such other building as may be designated by the Airport Board of Directors as the terminal point, and a monthly record of the volume of their activity shall be submitted to the Airport Manager.

- E. WEAPONS, FIREARMS, EXPLOSIVES - No person, except those duly authorized by law, law enforcement officers, federal or Airport employees or members of the armed forces of the United States on official duty shall carry any weapon, firearm, or explosive, except encased sporting guns for air shipment, on the Airport without the permission of the Airport Manager or his authorized representative (See 49 CFR §§ 1540.111, 1540.5 and 49 USC § 46505)
- F. RESTRICTED AREAS - No person shall enter the Airport Operations Area (AOA) or any area designated as a restricted area on the Airport posted as "No Trespassing" to the public except persons authorized by the Airport Manager.
- G. DAMAGE TO AIRPORT PROPERTY - Any person causing or liable for any damage to Airport property shall be required to pay the full amount of such damage upon demand of the Airport Board of Directors. Any person failing to do so may be deprived of the use of the Airport and its facilities until full reimbursement has been made. Tenants, lessees, and grantees shall be held fully responsible for all damage to buildings, equipment, real property, and appurtenance in the ownership of the Airport caused by negligence, abuse, or carelessness on the part of their employees, servants, agents, or customers. Any damage to, or malfunctioning of buildings, structures, utilities, or other Airport property, shall be reported at once to the Airport Manager.
- H. STRUCTURAL OR DECORATIVE CHANGES - No person, tenants, lessee, or grantee shall make any alterations of any nature to any buildings, ramps, or other space, nor erect any structure on the Airport without prior permission in writing, from the Airport Manager, except as may be authorized in existing contracts or leases.
- I. GOOD HOUSEKEEPING - Tenants and persons are required to keep their exterior premises clean and clear of all rubbish, "junk", debris, old aircraft and vehicles, and any other unsightly objects.
- J. SOLICITING, ADVERTISING, SALES, DISPLAY - No person, unless duly authorized by the Airport Manager and under such terms and conditions as may be prescribed, shall in or upon any area of the Airport:
 - i. Sell, or offer for sale, rent or lease any article of merchandise.
 - ii. Conduct any commercial activity.
 - iii. Solicit any business or trade.
 - iv. Solicit alms or funds for any purpose.
 - v. Post, distribute, or display signs, posters, hand bills, newspapers, advertisements, circulars, or any other printed or written matter.

SECTION 5 - OPERATION OF MOTORIZED EQUIPMENT

- A. OPERATION - All motorized equipment will be operated in the Airport Operations Area according to the following rules:
 - i. Aircraft and pedestrians shall always have the right-of-way over vehicular traffic. All vehicles shall give way and then pass to the rear of taxiing aircraft whenever possible.
 - ii. No highway vehicle or automobile shall be operated in the AOA except on roadways or parking areas that are specifically designated for such vehicles. No person shall operate a vehicle in a reckless or negligent manner, or without caution,

or in a manner which endangers, or is likely to endanger persons or property.

- iii. Commercial vehicles shall be operated in the AOA when specifically authorized by the Airport Manager. All commercial vehicles will display airfield flags or flashing amber lights and will be able to monitor aviation band radio transmissions. If not available, the vehicle will be escorted by properly lighted and equipped airport vehicle.
 - iv. Privately owned passenger vehicles shall be authorized to operate on the terminal and FBO ramps, hangar apron areas and storage areas for the loading and unloading or attending of aircraft. Drivers will activate emergency flashers and move at speeds less than 15 miles per hour.
 - v. Privately owned vehicles will not be stored, cleaned, serviced or repaired inside any building unless authorized by the airport manager
- B. PARKING –
- i. Aircraft apron tenants will park in their place of their aircraft or in designated parking areas only.
 - ii. Hangar tenants may park in their hangar or in other designated parking areas only.
 - iii. Vehicle parking will not interfere with normal airport operations.
- C. TOWING - The Airport Manager may remove any vehicle which is creating a safety concern, disabled, abandoned, parking in violation of the Rules and Regulations, of which presents an operational impediment, at the owner's expense and without liability for damage which may result in the course of such moving.

SECTION 6 - AIRCRAFT OPERATIONS

- A. AERONAUTICAL ACTIVITIES - The FAA traffic rules and regulations governing the operation of aircraft in effect as of this date, as well as all additions thereto, are made apart of these airport rules and regulations as fully as if set forth herein.
- B. AIRCRAFT MAINTENANCE - The performance of aircraft and engine repair or maintenance is an aeronautical service regulated by the Airport Board of Directors, except where such services or repairs are performed by the aircraft owner or his employees. The Airport Board of Directors permit minor owner maintenance inside the owners' hangar so long as it is performed exclusively by the owner. No "helper" can participate in maintenance of any kind if the assistance arrangement rises to the definition of "Commercial" in these regulations. ALL Through-the-Fence maintenance must be approved by the Airport Director prior to the work beginning regardless of the level of work performed.
- C. AIRCRAFT ENGINE RUN-UPS - Aircraft engines shall be started and run up only in the places designated for such purposes. At no time shall engines be run up when hangars, shops, airplanes, or any buildings or persons are in the path of the propeller stream and/or jet exhaust.
- D. TAXIING AND MOVING AIRCRAFT -
- i. Aircraft shall taxi at a safe and reasonable speed with due respect for other aircraft, persons, or property. High speed taxi will only occur on runways as a part of the traffic flow at the airport.

- ii. No aircraft shall be taxied into or out of a hangar. The engine will be off, and propellers or stators will be inactive prior to the aircraft being moved. Aircraft will be towed or pushed by machines or by hand into and out of hangars
- E. PARKING OF AIRCRAFT –
- i. No aircraft shall be parked or stored at the airport except in the areas designated for such use.
 - ii. Owners/pilots shall be responsible for properly securing their aircraft. Chocks and other aircraft parking implements are the owner's responsibility, including those available from the airport.
 - iii. Unsafely or improperly parked aircraft may be towed to mitigate any risk.
- F. DISABLED AIRCRAFT - No person shall park or store, nor shall they allow any other person to park or store, any unairworthy aircraft on any portion of the airport at any time. Exceptions to this shall be allowed for the purpose of obtaining repair not to exceed a period of 30 days. The Airport Manager may cause any such aircraft or part thereof not removed by the owner and/or operator to be removed from the Airport at the owner's expense without liability for any loss, provided, that he shall have first given fifteen days written notice of his intention to do so directed by Certified or Registered Mail to the owner's last known address.
- G. UNMANNED AERIAL SYSTEMS (UAS/UAV) – Operation of all UAS or UAV on or around the airport will be within the FAA Regulations published at the time.

SECTION 7 – SAFETY

- A. SAFETY PROCEDURES - The following rules and regulations pertain to airport safety procedures:
- i. The airport manager and staff have the right to inspect all tenant premises and to observe tenant activities as a condition to and method of preventing unsafe practices.
 - ii. Smoking or other similar heat source use is permitted only in designated areas.
 - iii. All tenants are responsible for supplying and maintaining fire extinguishers on tenant premises. All fire extinguishing equipment must be inspected and tagged in accordance with NFPA standards and local codes.
 - iv. No flammable, corrosive or toxic liquids will be disposed of into or onto storm drains, sewer drains, toilet/shop/hangar drains, aprons, parking lots, roadways, catch basins, ditches or raw land.
 - v. Cylinders or compressed gas will not be stored inside any buildings except as provided by NFPA standards and local codes.
 - vi. Storage of flammable liquids, gases, signal flares or other similar items in any building or structure on the airport is prohibited unless approved in writing by the airport manager.

- vii. Flammable liquids shall be stored in UL or OSHA approved metal containers with a spring loaded, self-closing lid of no more than five (5) gallons. Hangar tenants may store no more than two (2) such containers in their hangar at any time.
- viii. Open fires of any type are prohibited on the airport unless approved by the airport manager.
- ix. All welding operations shall be conducted in areas designated by the airport manager.

B. FUELING OPERATIONS - All fueling operations must be approved, in advance, by the airport manager and conducted by trained personnel who demonstrate knowledge and familiarity with fire safety standards and procedures.

- a. Fueling of aircraft and fueling servicing of all types of over-the-road motor vehicles must be performed in designated locations. No fuel shall be stored, and no fixed dispensing equipment shall be permitted outside those locations.
- b. All applicable National Fire Protection Association (NFPA) standards concerning fueling activities are hereby incorporated as part of this document.
- c. Fueling an aircraft with one or more of the aircrafts engines running is prohibited.
- d. Aircraft and fuel servicing equipment (trucks, carts, hydrants, nozzles) must be bonded to each other and grounded before fuel flow starts.
- e. Open flames are not permitted within fifty (50) feet of any fuel service activity or fueling equipment. Smoking is prohibited on all aircraft aprons, within fifty (50) feet of any aircraft, within fifty (50) feet of a fuel handling vehicle and at all other locations on the airport where specifically prohibited by signs.
- f. Fuel service activity will cease when lightning discharges occur within the vicinity of the airport.
- g. Electric switches and fixtures must be "explosion proof" when installed for use in the immediate vicinity of fuel vapors.
- h. Fuel servicing vehicles shall not be parked or stored inside any building
- i. During fuel servicing, two (2) dry chemical fire extinguishers (15 pounds or larger) or CO2 equivalent will be available for immediate use.