



Rules and Regulations

Grand Prairie Municipal Airport

**Adopted by the City Council of
The City of Grand Prairie, TX**

5 MAR 2019

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RULES AND REGULATIONS GRAND PRAIRIE MUNICIPAL AIRPORT

The following rules and regulations shall be observed in the use, operation, and conduct of the Grand Prairie Municipal Airport:

Section 1. Use of Airport Restricted.

No person, firm, association, corporation, or entity, incorporated or otherwise, shall use the Airport as a home for any commercial aviation activity, or use the airport for any commercial activity, unless approved by a written lease with approval from the City Council or in accordance with the rules and regulations.

Section 2. General Rules and Regulations.

Rule 1. FEDERAL AIR TRAFFIC RULES of the Federal Aviation Administration (FAA) for aircraft operated anywhere in the United States, and presently or hereafter effective, are hereby referred to, adopted, and made a part hereof as though fully set forth and incorporated herein.

Rule 2. SAFEGUARD OF PERSONS AND PROPERTY. The Airport Director shall at all times have the authority to take such necessary and legal actions to safeguard any person, aircraft, equipment, or property at the Airport.

Rule 3. HANGARS.

a. T-Hangars. T-hangars currently constructed and owned by the City may be rented to private individuals, companies or corporations on a monthly basis for the storage of aircraft and required aircraft support items. T-Hangars will be rented at rates approved by the City Council as a part of the budget process, dependent upon age and location of the structure. Hangar rent will be paid by the first day of the month, the first month's rent paid in advance. Hangars will not be modified from their original state unless authorized by the Airport Director. The Airport Director will be authorized to enter into any leases or contracts substantially meeting the general terms and conditions of contract templates approved by the City Council.

b. Active Aircraft. All tenants are required to store an FAA registered active aircraft in their leased facility. An active aircraft shall mean one with a current airworthiness certificate and an annual or conditional inspection entered and signed in to the aircraft's log book within the preceding twelve months by an FAA Certified Inspector of Aircraft, an Airframe & Power-plant Mechanic, or Repairman as appropriate for the aircraft certification type. Tenants in a continuous state of repair, restoration, or final assembly in preparation for an airworthiness certificate of an aircraft shall be required to present signed log books indicating actions taken during the preceding quarter to repair or restore the aircraft. Log books will be presented to the Airport Director the first week of January, April, July and October for review. At the discretion of the Airport Director, the tenant shall be required to either vacate their leased facility or pay an increased rate in accordance with FAA regulations. The increased rate shall be based on the rate

that would be charged for a storage facility of a similar size at a commercial storage rental facility within 30 miles of the airport.

c. Commercial Hangars. Commercial hangars currently constructed and owned by the City may be rented to companies or corporations on an annual basis for the purpose of conducting commercial, aviation related activities. Commercial hangars will be rented at the greater of:

1) Rates approved by the City Council as a part of the budget process, or the rental rate proposed by interested parties submitting proposals to lease the hangar.

2) Rentals will be paid by the first day of the month, the first month's rent paid in advance. Hangars will not be modified from their original state unless authorized by the Airport Director. The Airport Director will be authorized to enter into any leases or contracts substantially meeting the general terms and conditions of the attached contracts.

Rule 4. LEASE OF UNIMPROVED AIRPORT PROPERTY. The City may lease property within the building area or other portions of the Airport for the private construction of hangars, buildings, lean-tos, aprons, taxiways, and auto parking lots in accordance with the approved Airport Master Plan/Airport Layout Plan.

Rule 5. LEASE PROVISIONS AND RESTRICTIONS. The following provisions/restrictions shall apply to all leased Airport property:

a. The City may allow the lease of Airport property for a period not to exceed thirty (30) years in any one lease contract.

b. The City may allow for the long-term lease of property on the Airport with the provision that upon expiration or termination of the lease, title to all structures, buildings, or hangars erected on the leased property shall revert to the City.

c. Any private structure or hangar not in use for aviation purposes for a period in excess of three (3) months, or not available for rent or sublease for aviation purposes, unless so authorized by the City, must be removed after due notice is given in writing. If not removed, the City will consider such structures or hangars abandoned and possession and control will pass to the City.

d. Leased land from which any building, hangar, or structure is removed after due notice will be cleaned and returned to good condition by the owner of said building, hangar, or structure. Portable and temporary building will not be allowed on airport grounds, unless they are necessary for construction projects.

e. Leased property on the Airport may be not subleased by the lessee.

f. No structures may be erected beyond the building restriction line (BRL) or in conflict with the approved Airport Master Plan/Airport Layout Plan.

g. All construction must be authorized by the City Council and must be a compatible standard capable of withstanding winds of 70 mph, with doors open or closed.

h. All structures must comply with all Uniform Building Codes and Airport zoning and land-use ordinances.

i. All leased property and all buildings or structures erected on the leased property will be utilized for aviation related activity only, unless specifically otherwise approved

by the Airport Director.

j. Storage of non-aviation vehicles or equipment in a private hangar, or conducting non-aviation business in any structure is prohibited unless approved by the Airport Director. In no circumstances, whether approved or not, will the City be liable for damage or destruction of any vehicles or equipment.

Rule 6. LIEN FOR CHARGES. To enforce the payment of any charge made for repairs, improvements, storage, or care of any property, made or furnished by the City of Grand Prairie or its agents, in connection with the operation of said Grand Prairie Municipal Airport, the City of Grand Prairie shall have a lien upon such personal property, which shall be enforceable as provided by law. Rent represents the amount owed for storage of an aircraft and/or aviation related property at the Airport, that unpaid rent for such storage gives rise to a possessory lien in favor of Lessor on the aircraft, and that if the rent remains unpaid, Lessor may further file such lien and take action to sell the aircraft as set out in the Texas Property Code and other applicable laws.

Rule 7. LIEN POSSESSORY RIGHTS. To the extent provided by law, the Airport Director may retain possession of any personal property located on the Airport until all reasonable, customary, and usual compensations shall have been paid in full.

Rule 8. UNAUTHORIZED SIGNS AND STRUCTURES. No signs, equipment, portable buildings, house trailers, poles, or towers of any kind may be erected, installed, or relocated on the Airport property without specific authorization from the Airport Director. All signs must comply with all other City ordinances and regulations, and if required, the proposed owner of the sign must have appropriate approval of other City departments or Boards and Commissions.

Rule 9. WRECKED/DISABLED AIRCRAFT. Every aircraft owner, pilot, or their agent(s), shall be responsible for notifying the FAA and for the prompt removal from the operational areas of the Airport of any disabled or wrecked aircraft. In the event the aircraft owner shall fail to arrange for the prompt removal of said aircraft, the City may, within its discretion, have the aircraft removed as it deems necessary on behalf of the aircraft owner and for the performance of the aircraft owner's obligations hereunder, and in such event, the cost of such removal shall be the payment obligation of the aircraft owner.

Rule 10. REPAIRS TO AIRCRAFT. All aircraft repairs performed outside the confines of hangars shall be made at the place(s) designated by the Airport Director for such purpose.

Rule 11. AIRCRAFT WASHING. Aircraft may only be washed at the airport wash rack to comply with the Grand Prairie Municipal Airport's Storm Water Pollution Prevention Plan (SWPPP).

Rule 12. DAMAGE TO AIRPORT. Any person, corporate or individual, and the owner of any aircraft causing damage of any kind to the Grand Prairie Municipal Airport, whether through violation of these rules or through vandalism or any act of negligence, shall be

liable to pay for the damages to the City of Grand Prairie.

Rule 13. INJURY TO PERSONS. Persons entering upon Airport grounds do so at their own risk and with no liability incurring to the Airport authority/sponsor for any injury or damage to personal property.

Rule 14. LICENSED PILOTS. Only properly registered aircraft and persons holding current airman and medical certificates recognized by the FAA shall be authorized to operate aircraft upon the Airport grounds. This limitation shall not apply to students in training under licensed instructors, nor to public aircraft of the Federal Government, or of a state, territory, or political subdivision thereof, nor to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft.

Rule 15. INTOXICANTS, DRUGS, AND NARCOTICS. No person under the influence of any intoxicant, drug, or narcotic shall operate any aircraft, vehicle, or equipment on Grand Prairie Municipal Airport; provided however, such prohibition shall not apply to a passenger when accompanied in an aircraft by a nurse or medical caretaker apart from the pilot.

Rule 16. FOREIGN OBJECT DAMAGE. No person shall cause or allow through negligence or otherwise any trash or debris including bottles, cans, scrap, or any other object that could cause damage to an aircraft or injury to persons, to be deposited or remain on the premises of the Airport.

Section 3. Ground Operations.

Rule 17. GROUND TRAFFIC. All vehicular traffic shall be confined to avenues of passage designated and provided for that purpose by the Airport Director and shall not be operated at a speed in excess of 10 miles per hour. Private vehicles shall not operate on the runway(s) or taxiway(s) unless specifically authorized by the Airport Director. Private vehicles shall make use of the service roads on the east side of the hangar buildings when proceeding to individual hangars or business locations on the Airport. The ramp area is restricted to aircraft, fuel trucks, aircraft tugs, golf carts, and Airport maintenance vehicles, except for tenants proceeding to assigned tie-downs occupied by their owned aircraft. Tenants and visitors conducting business with one of the established commercial operators of the Airport shall make use of parking lot areas that have been provided for this purpose.

Rule 18. AIRCRAFT MOVEMENT AREA. The Aircraft Movement Area is defined as Taxiways A, B, C and D, Runway 17/35, the Helipad, and the autorotation area west of Runway 17/35. All aircraft, vehicles, and pedestrians shall be in contact with the Air Traffic Control Tower, during operational hours, prior to entry into these areas and remain in contact with the Air Traffic Control Tower for the duration of their presence in the Aircraft Movement Area.

Rule 19. FUELING OF AIRCRAFT. The following shall apply to all fueling activity on the Airport property:

a. No hot fueling. Aircraft shall not be fueled when an engine is running, electrical power is applied to the aircraft, or while in a hangar or other enclosed place.

b. All aircraft shall be positively grounded when being serviced with fuel. Aircraft being serviced by a fuel truck shall be grounded to the fuel truck and the fuel truck shall be positively grounded.

c. Aircraft shall be **completely** outside and clear of hangars or other enclosed spaces when being refueled.

d. Aircraft fuel trucks shall be equipped, operated, and maintained in accordance with National Fire Protection Association, Inc., NFPA Manual 407, "Aircraft Fuel Servicing".

e. Persons and or aviation businesses wishing to supply and dispense aviation fuel for their own private use must first obtain authorization from the Airport Director.

f. Fueling of aircraft or fuel trucks is **prohibited** during thunderstorm activity at or within ten (10) statute miles of the airport.

g. Fuel trucks are **prohibited** from all grassy areas of the Airport.

h. Public sale of automobile gasoline for use in aircraft shall not be permitted on the Airport without approval by the Airport Director. Aircraft authorized by the FAA to use auto gas may be privately fueled by their owner only after compliance with established rules adopted by the Airport Director.

i. Aviation or automobile fuels, oils, greases, solvents, or other hazardous materials shall not be stored within any hangar, except that which is contained in aircraft fuel tanks or other approved containers, in quantities established by the Fire Marshall.

Rule 20. GROUND SAFETY.

a. All fire lanes are to be kept clear.

b. All taxiways and taxilanes are to be kept clear.

c. The use of bicycles, motor scooters, and motorcycles on the airport is restricted to licensed drivers only. These modes of transportation are **NOT** allowed past the west end of the hangar row with the exception of loading or unloading of aircraft.

d. Playing on ramp, taxiways, or runway is **prohibited**.

e. Double parking at hangars is **prohibited**.

f. Use of a cell phone while operating a motorized vehicle on the airport is **prohibited**.

Rule 21. CENTER RAMP. The concrete center ramp area, located to the west of and in front of the Terminal Building is **NOT** to be used for **ANY** of the following activities:

a. Refueling of **ANY** based flight school aircraft.

b. Parking of **ANY** based flight school aircraft.

c. Run-up of **ANY** aircraft.

d. Overnight parking of **ANY** based aircraft.

Rule 22. TIEDOWN/PARKING OF AIRCRAFT.

a. All aircraft not hangared shall be tied down and secured at night or during inclement weather.

b. All aircraft owners or their agent(s) are responsible for the tiedown ropes or chains and security of their aircraft at all times.

c. Transient aircraft must be tied down at the Airport if parked for more than 4 hours or at anytime after sunset. Aircraft owner or fixed base operator (FBO) shall furnish ropes/chains used for tiedowns.

d. Unoccupied aircraft shall **NOT** be parked or tied down within two hundred (200) feet of the centerline of a VFR runway, two hundred-fifty (250) feet of the centerline of a nonprecision runway, three hundred-fifty feet of the centerline of a precision runway. All aircraft not hangared shall be parked in the areas designated by the Airport Director.

e. All aircraft shall be parked in such a manner as to **NOT** hinder the normal movement of other aircraft and vehicular traffic, unless otherwise specifically authorized by the Airport Director.

f. It is the responsibility of the pilot, when leaving an aircraft unattended, to ensure that the brakes are set or that the aircraft is properly chocked and/or tied down.

Rule 23. RUNNING AIRCRAFT ENGINES.

a. If not equipped with adequate brakes, the aircraft's engine(s) shall not be started until and unless the wheels have been set with blocks attached to ropes or other suitable means for removing the blocks.

b. No aircraft engine shall be propped, started, or left running without a qualified person at the controls of the aircraft.

c. No mounted aircraft engine shall be started or run inside **ANY** hangar or building.

d. No aircraft engine shall be started, run, or warmed up until and unless the aircraft is positioned so that the propeller stream/jet blast will not cause damage to property or injury to persons.

e. No fixed wing propeller driven piston aircraft shall be operated at a propeller RPM greater than 1,500 RPM on the taxilanes in between hangar rows.

Rule 24. TAXIING AIRCRAFT.

a. Persons taxiing aircraft shall ensure that there will be no danger of collision with any person or object.

b. Aircraft shall be taxied at a safe and prudent speed.

c. Aircraft not equipped with adequate brakes shall **NOT** be taxied near buildings or parked aircraft unless an attendant is at a wing of the aircraft to assist the pilot.

d. Aircraft taxiing from the ramp shall yield to other aircraft on the main taxiway area.

e. Taxiing aircraft into or out of hangars by engine power is **prohibited**.

f. Aircraft being taxied shall be operated by aircraft mechanics, licensed pilots, or students receiving instruction from a certified flight instructor.

Rule 25. DAMAGE TO AIRPORT LIGHTING. Any person damaging any airport light or light fixture by operation of any aircraft or other manner shall immediately report such

damage to the Airport Director. Persons causing damage to runway/taxiway lights, VASI, REIL, or other essential operating lighting apparatus, as a result of negligence or willful acts, shall be liable for replacement cost of the lights and/or fixtures.

Rule 26. LOADING/UNLOADING AIRCRAFT. Pilots are encouraged to shut down engines(s) when loading/unloading aircraft or enplaning/deplaning an aircraft.

Section 4. Flight Operations.

Rule 27. AUTHORITY TO SUSPEND OPERATIONS. The Airport Director may suspend or restrict any or all operations at the Grand Prairie Municipal Airport without regard to weather conditions, whenever such action is deemed necessary in the interest of safety.

Rule 28. RUNWAY USE. When prevailing winds are calm or at up to a ninety (90) degree cross wind, all take-offs and landings will be conducted on Runway 17.

Rule 29. TAKE-OFFS FROM TAXIWAYS. No fixed-wing take-offs or landings shall be made on the apron, parking ramp, or taxiway except by special permission of the Airport Director.

Rule 30. TAKE-OFF CLIMB. A standard take-off pattern is used at Grand Prairie Municipal Airport. On departure, all aircraft shall climb straight ahead to 900 feet above mean sea level (MSL), clear the Airport boundary and then execute a 90-degree turn into the traffic pattern. To leave the pattern, the aircraft shall climb to 1,400 feet MSL before executing a 45-degree climbing turn out of the traffic pattern. During tower operating hours, the tower personnel may dictate how aircraft may leave and enter the pattern.

Rule 31. VFR TRAFFIC FLOW. All aircraft landing on Runway 17 shall fly a standard left-hand traffic pattern at an altitude of 1,400 feet MSL. When landing on Runway 35, all aircraft shall use a right hand traffic pattern at 1,400 feet MSL. Pattern entry shall be made at an angle of 45 degrees to the active runway. Tower personnel may change the procedure to enter the traffic pattern due to traffic considerations.

Rule 32. NOISE ABATEMENT. Except when in the Airport traffic pattern, aircraft should be operated over the City of Grand Prairie at an altitude no less than 1,000 feet above ground level (AGL).

Rule 33. STRAIGHT-IN APPROACHES. Straight-in approaches shall **NOT** be used unless authorized by the Airport Director, or unless two-way radio contact with the Air Traffic Control Tower or Airport UNICOM has been established prior to the aircraft reaching five (5) miles from the Airport.

Rule 34. STOP AND GO APPROACHES. Stop and go maneuvers on the runways of Grand Prairie Municipal Airport are **prohibited** when the Grand Prairie Control Tower is closed.

Rule 35. STUDENT TRAINING AND FAMILIARIZATION.

a. Flight Instructors shall keep themselves informed of all rules and regulations in effect at the Airport and shall be responsible for informing their students of said rules and regulations.

b. By notice posted at the Airport Director's office, the Airport Director may designate limited areas of the Airport and local areas for practice flying and training of students.

Rule 36. FLYING CLUBS. Flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of the **Minimum Standards** and these rules and regulations. They shall be exempt from the regular FBO and/or Commercial Operator requirements upon satisfactory fulfillment of the conditions contained herein.

a. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of the aircraft must be vested in the name of the flying club or owned proportionately by all of its members.

b. Flying clubs shall not offer or conduct charter, air taxi, or rentals of aircraft operations. They shall not conduct aircraft flight instruction except for regular members, and only members of the flying club may act as pilot in command of the aircraft except when receiving dual instruction.

c. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport except that said flying club may sell or exchange its capital equipment.

d. A flying club shall abide by and comply with all Federal, State and local laws, ordinances, regulations, and **Rules and Regulations** of the airport.

e. Flying clubs, with its permit request, shall furnish the Airport Director with:

- 1) a copy of its charter and by-laws, articles of association, partnership agreement and other documentation supporting its existence;

- 2) a roster, or list of members, including names of officers and directors, and investment share held by each member to be revised on a semi-annual basis;

- 3) evidence of insurance in the form of a Certificate of Insurance as set out in the **Minimum Standards** under Exempt Flying Clubs;

- 4) number and type of aircraft;

- 5) evidence that ownership is vested in the club;

- 6) operating rules of the club.

f. The club's books shall be subject to audit by the City of Grand Prairie and/or its auditors to ensure of the non-profitability of the club and to determine its compliance with other provisions of these **Rules and Regulations**.

Commercial Flying Clubs. Commercial flying clubs are described as those entities engaged in the ownership or lease of aircraft and providing flying services for its members and others but which do not meet the rigid requirements established for not-for-profit clubs. Commercial flying clubs shall have at least one tiedown or adequate hangar space leased from the airport owner or FBO for each owned or leased aircraft.

Proof of purchase of insurance coverage shall be furnished to the City of Grand Prairie in

the limits established in the **Minimum Standards** as detailed under Exempt Flying Clubs.

Rule 37. SPECIAL PROCEDURES. The Airport Director may, in the interest of safety, designate special traffic procedures for certain operations, such as air shows, agricultural operations, blimp operations, ultralights, etc.

Section 5. Fire Regulations.

Rule 38. FIRE REGULATIONS.

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

b. Smoking or any open flame within fifty (50) feet of any aircraft, fuel truck, or fuel storage tank is **prohibited**.

c. Compressed or inflammable gas shall **NOT** be kept or stored upon the Airport, except in places designated by the Airport Director.

d. No flammable substances shall be used in cleaning motors or other parts of an aircraft inside a hangar or other building without adequate ventilation.

e. No person shall smoke, ignite a match or lighter in any building.

f. Hangar entrances shall be kept clear at all times.

g. The floors in all buildings shall be kept clean and free from oil. Volatile, flammable substances shall **NOT** be used for cleaning floors.

h. Where aircraft fueling is performed by a fuel truck, an adequate number of suitable grounding connections shall be provided on the apron or servicing ramp.

i. At least two (2) 20 lb. portable fire extinguishers shall be available within fifty (50) feet of the fuel pumps where open hose discharge capacity of the pump is not more than 200 gallons per minute.

j. All aviation fuel nozzles shall have "dead man" controls which shall shut off the fuel flow when the nozzle hand control is released. Automatic fuel cut-off nozzles **SHALL NOT** be substituted for "dead man" controls for fueling.

k. At least one (1) fire extinguisher with a 2-A, 10-BC, rating shall be installed in each hangar to comply with the City Code of Ordinances. Extinguishers shall be mounted not less than five (5) inches from the floor of the hangar, and not more than five (5) feet from the hangar floor.

l. The City has the right to inspect all facilities with proper notice to ensure that fire extinguishers are properly mounted and that the hangar houses an airworthy aircraft.

Section 6. Knowledge of Rules Implied.

By publication of these rules and regulations, as required by law, all persons based at Grand Prairie Municipal Airport will be deemed to have knowledge of its contents. The Airport Director shall have copies of these rules and regulations available at all times in the Airport Director's office and posted on the Airport's website.

Section 7. Conflict in Rules.

If and where there is conflict in these rules and procedures and the Federal Aviation Rules (FARs), the FARs will prevail.

Section 8. Penalty for Violation.

a. Any person operating or handling an aircraft or other vehicle in violation of any of these rules, or refusing to comply therewith, may, at once, be ejected from the Airport, or may, for any period of time not to exceed thirty (30) days, be denied use of the Airport by the Airport Director and, upon public hearing by the City Council, may be deprived of the further use of the Airport and its facilities for such period of time as may be deemed appropriate.

b. Any violation of these rules and regulations shall be a misdemeanor, punishable by fine in a sum not to exceed two hundred dollars (\$200) and any such violation is subject to citation and punishment in Municipal Court. This action is cumulative of all other penalties for violation of federal, state, and local laws, rules, regulations, and ordinances.

Section 9. Maintenance, Update, and Distribution of Rules and Regulation Document.

Maintenance and Update – The Airport Director will ensure that the **Rules and Regulations** document is kept current and shall submit proposed revisions to the City Council as needed dependent upon the urgency of the subject matter to be revised. Each time a revision is made to the **Rules and Regulations**, the date of the adoption of the revision will be reflected on a master copy of the document to be kept in the office of the Airport Director.

Distribution – A copy of the most current Rules and Regulations shall be available on the Airport's website, www.grandprairieairport.org. Copies shall be provided upon request and upon payment of the charge permitted by law for reproduction of printed material.

By the nature of the activity, the following parties shall be provided with an electronic copy of the revised document immediately after adoption and issuance of it.

Distribution list:

- Airport Staff
- Air Traffic Control Tower Manager
- Manager of each fixed base operation (FBO)
- Manager of each flight school
- City Secretary, City of Grand Prairie

Section 10. Saving Clause.

Should any part of these rules and regulations be held invalid, no other part shall necessarily be affected thereby.

READ, PASSED, AND ADOPTED, the _____ day of _____, 2019.

(s) _____
Mayor
City of Grand Prairie, Texas

ATTEST:

(s) _____
City Secretary

APPROVED BEFORE ADOPTION:

(s) _____
City Attorney