

RESOLUTION NO. 2015-08-62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING AND ADOPTING THE LANCASTER REGIONAL AIRPORT RULES AND REGULATIONS DATED AUGUST 2015; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Airport Advisory Board, voted unanimously on August 11, 2015 to recommend to Council approval of the amended rules and regulations of the Lancaster Regional Airport; and

WHEREAS, the City Council of the City of Lancaster desires to provide updated rules and regulations for the Lancaster Regional Airport;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS:

SECTION 1. That the City Council hereby approves and adopts Rules and Regulations for the Lancaster Regional Airport dated August 2015, which is attached hereto and incorporated herein as Exhibit "A" and is set forth in full.

SECTION 2. Any prior resolution of the City Council in conflict with the provisions contained in this resolution are hereby repealed and revoked.

SECTION 3. Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

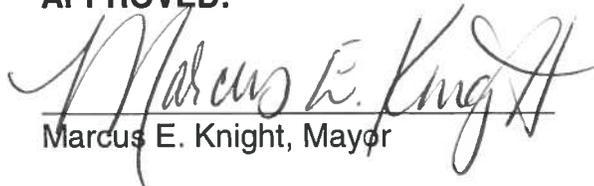
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 24th day of August 2015.

ATTEST:



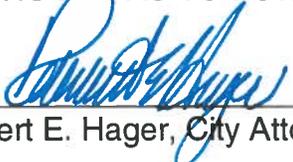
Sorangel O. Arenas, City Secretary

APPROVED:



Marcus E. Knight, Mayor

APPROVED AS TO FORM:



Robert E. Hager, City Attorney



RULES AND REGULATIONS

LANCASTER, TEXAS

AUGUST 2015

Rules and Regulations

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SECTION 1
GENERAL CONDITIONS

Rules and Regulations

The following rules and regulations shall be observed during the use, operation, and conduct of the Lancaster Regional Airport:

Section 1 - General Conditions

- GC-1 **Use of Airport Restricted:** No person, firm, association, corporation or entity, incorporated or otherwise, shall use the Lancaster Regional Airport for any commercial activity, unless approved by a written permit from the city council or its duly authorized agent (1994 Code of Ordinances, Chapter 1, Article 1.1200, Section 1.1201).
- GC-2. **Article to Contain Rules and Regulations for Airport:** The rules and regulations contained in this article shall be observed in the use, operation, and conduct of the Lancaster Regional Airport.
- GC-3. **Definitions:** Appendix A to these Rules and Regulations contains definitions of terms commonly used in Rules and Regulations and in the Minimum Standards for Lancaster Regional Airport. These definitions are subject to review, and possible modifications from time to time. The City of Lancaster reserves the right to delete or change the definitions when deemed necessary or prudent.
- GC-4. **Authority:** These Rules and Regulations are promulgated and implemented by city ordinance by the City of Lancaster for the use, operation, and conduct of the Lancaster Regional Airport under the authority of Resolution Number 2015-08-62.
- GC-5. **Applicability:** These Rules and Regulations apply to all users of the Lancaster Regional Airport.
- GC-6. **Knowledge of Rules Implied; Copies of Rules & Regulations Available:** By publication of these rules and regulations, as required by law, all users of the Lancaster Regional Airport will be deemed to have knowledge of its contents. Copies of these Rules and Regulations will be available at all times in the Airport Manager, City Manager or Designee's office.
- GC-7. **Maintenance, Update, and Distribution of Rules and Regulations Document:**
- A. Maintenance and Update – The Airport Manager, City Manager or Designee will ensure that the Rules and Regulations document is kept current and will submit proposed revisions to the Airport Advisory Board and City Council from time to time, dependent upon the urgency of the subject matter to be revised.
 - B. 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 Manager, City Manager or Designee.
 - C. Distribution - A copy of the most current publication of the Rules and Regulations will be provided to each new tenant upon the signing of a lease. Tenants renewing leases will also be provided with a copy of the most current publication. A copy will also be prominently displayed in the airport terminal building. Copies will be made available upon request from the City Secretary's Office at the City's rate for reproduction of printed material.
 - D. The following parties will be provided with a copy of the revised document after adoption and issuance of it.

Distribution list:

Airport Manager
City Manager or Authorized Designee
Assistant City Manager
Manager of each general fixed-base operator (GFBO)
Manager of each specialty fixed-base operator (SFBO)
City Secretary, City of Lancaster
Members of the Airport Advisory Board
All Airport Leaseholders, and Airport Tenants.

- GC-8. **Conflict of Rules:** When there is conflict between these and the Federal Aviation Administration traffic rules, the Federal Aviation Administration rules prevail.
- GC-9. **Security:** All users of the Lancaster Regional Airport shall be aware of general airport security and safety measures and take proper precautions at all times. The Lancaster Regional Airport is a member of the Aircraft Owners and Pilots Association (AOPA) Airport Watch Program. More information on these security measures is available at www.aopa.org.
- GC-10. **Fire Regulations:**
- A. Every person going upon or using the airport or its facilities in any manner shall abide by the City of Lancaster's adopted Fire Code and shall exercise the greatest care and caution to avoid and prevent fire.
 - B. Smoking or any open flame is prohibited within 50 feet of any aircraft, fuel truck, fuel storage tank or building.
 - C. Compressed or inflammable gas, NOT ordinarily used for aviation purposes, shall not be kept or stored upon the Airport, except in places designated by the Airport Manager, City Manager or Designee.
 - D. No flammable substances shall be used inside a hangar or other building without ample ventilation.
 - E. No person shall smoke, or otherwise ignite a match or lighter for the purpose of smoking in any building, except in designated smoking areas.
 - 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, adequate bonding connections shall be provided.
 - I. At least one 20-pound portable fire extinguishers shall be accessible within 50 feet of the fuel pumps where open hose discharge is not more than two hundred gallons per minute at that pump.
 - J. All aviation fuel nozzles will have "dead man" controls that will shut off the fuel flow when the nozzle hand control is released. Automatic fuel cut-off nozzles MAY NOT be substituted for "dead man" controls for fueling.

- K. At least one 10-pound fire extinguisher with a Class 2A, 10BC rating shall be installed by owner or tenant in each individual hangar or office. Extinguishers shall be mounted not less than five inches from the floor of the hangar, and not more than five feet from the hangar floor. It shall be the tenant's responsibility to supply and maintain said fire extinguisher. Fire extinguishers shall be inspected and tagged by an authorized agency yearly. Businesses on the airport should follow guidelines in the certificate of occupancy as determined by the National Fire Protection Association Codes.
 - L. The City has the right to inspect all facilities to ensure safety.
- GC-11. **Penalty for Violation:** Any person determined to be in violation of these Rules and Regulations and for refusing to comply therewith, may be ejected from the airport, or may for any period of time not exceeding 30 days be denied access to City owned airport property, including leaseholds thereon, by the City Manager or Authorized Designee. Upon hearing by the Council, such person may be deprived of the further use of the airport and its facilities for such period of time as may appear necessary for the protection of life and property.
- GC-12. **Nonliability of City: Obedience of Rules Required:** All persons entering the Lancaster Regional Airport, or using the Lancaster Regional Airport for any purpose, shall do so at their own risk, and shall hold the City of Lancaster harmless for and on account of any injury or damage to person or property suffered thereby. Such persons shall be bound by and obey all the rules and regulations concerning and pertaining to said airport.
- GC-13. **Safeguard of Persons and Property:** The Airport Manager, City Manager or Designee shall at all times have authority to take such action as may be required to safeguard any person, aircraft, equipment or property at the airport.
- GC-14. **Surreptitious Activities:** All suspicious and unauthorized activities shall be reported immediately to the Airport Manager, City Manager or Designee, Police, or the Department of Public Safety (DPS).
- GC-15. **Vehicular Traffic:** All vehicular traffic shall be confined to the roads, streets, avenues and alleys provided on the grounds for that purpose, and shall not be operated at a speed in excess of ten (10) miles per hour, except as otherwise posted on the main entrance road.
- GC-16. **Restricted Area:**
- A. The City of Lancaster may designate certain areas on the airport as restricted; such restricted areas must have City Council approval, and will be identified by signs or other means to clearly delineate the areas.
 - B. **Persons Who May Enter Restricted Area.** No person shall go into the designated restricted area unless they have written permission of the Airport Manager, City Manager or Designee, hold a current license or lease with the City of Lancaster for a facility or is an invited visitor of such a person. Employees or invited visitors are the responsibility of their sponsor for compliance with all airport rules and regulations.
- GC-17. **Unauthorized Signs and Structures:** No signs, equipment, buildings, portable buildings, trailers, house trailers, poles, or towers of any kind may be erected, installed or relocated on the airport property without specific authorization of the Airport Manager, City Manager or Designee. All signs and structures must comply with all federal, state, and City ordinances and regulations. The proposed owner of a sign or structure must have appropriate approval of other City departments or Boards and Commissions where required.

- GC-18. **Registration of Persons and Aircraft:** Identification numbers on all aircraft based at the Lancaster Regional Airport shall be registered by the owner(s) of the aircraft at the office of the Airport Manager, City Manager or Designee with either a properly executed lease agreement with the City for a hangar space or a tie down space, or a properly executed airport tenant agreement if the aircraft occupies space sub-leased or provided, with or without a fee or charge, by a primary airport ground or facilities lessee. It shall be the responsibility of the primary lessee to provide the necessary information for the proper execution of the airport tenant agreement.
- GC-19. **Liability for Damage to Airport:** Any person, corporate or individual, and the owner of any aircraft causing damage of any kind to the airport, whether through violation of any of these rules or through any act of negligence, shall be liable for the total cost of the damage and any related expense.
- GC-20. **Reporting Damage to Airport Equipment and or Facilities:** Any person damaging any airport equipment and or facilities shall immediately report such damage to the Airport Manager, City Manager or Designee.
- GC-21. **Use of Another's Property:** Unless authorized by the owner, the use of any aircraft, parts, equipment, accessories or tools of another, situated on the airport, is forbidden, and no person shall touch any aircraft not owned by that person unless permission has been granted by the owner.
- GC-22. **Control of Debris, Foreign Objects, Glass:**
- A. No glass bottles may be used on or in proximity of an aircraft operations area, except within private hangars or other leased premises.
 - B. All users of Lancaster Regional Airport shall endeavor to keep all aircraft operations areas clear of glass, debris and foreign objects so as to avoid or reduce possible damage to aircraft. Users are encouraged to pick up loose property, and dispose of such material, or report the presence of such material to the Airport Manager's, City Manager's or Designee's office.
- GC-23. **Authority of Airport Manager, City Manager or Designee to Suspend or Restrict Operations:** The Airport Manager, City Manager or Designee may suspend or restrict any or all operations whenever such action is deemed necessary in the interest of safety and will provide notice of such action as is reasonable and necessary.
- GC-24. **Aircraft Washing:** Aircraft washing shall be accomplished only in areas and with guidance of the Airport Manager. Restrictions include: (1) Only airport tenants may wash their own aircraft on the airport (2) This privilege does not extend to vehicles or other forms of transportation (3) User shall clean up area of debris or cleaning equipment immediately following aircraft wash (4) User shall check in with airport FBO prior to use of designated area to preclude conflict (5) User shall provide own hose with a nozzle adapter to restrict free flow of water (6) User shall only use non-toxic forms of detergent (7) Airport reserves the right to cease any aircraft washing privileges at any time.
- GC-25. **Vehicles operation on Runway and Taxiways:** Only vehicles authorized by the Airport Manager, City Manager or Designee may operate on the runway, taxiways, runway safety area, or taxiway safety area. All vehicles operating on the runway, taxiways, runway safety area, or taxiway safety area shall be equipped with a vehicle borne or mobile VHF radio and must monitor the appropriate radio frequency for aircraft operations.
- GC-26. **Lien for Charges:**

- A. To enforce the payment of any charge made for repairs, improvements, storage or care of any personal property, made or furnished by the City of Lancaster or its agents, in connection with the operation of Lancaster Regional Airport, the City of Lancaster shall have a lien upon such personal property, which shall be enforceable as provided by law.
- B. To enforce the payment of such charge, the Airport Manager, City Manager or Designee may retain possession of such personal property until all reasonable, customary and usual compensation have been paid in full.

SECTION 2
GROUND OPERATIONS

Section 2 – Ground Operations

GO-1. **Ground Traffic:** All vehicular traffic shall be confined to avenues of passage designated and provided for that purpose by the Airport Manager, City Manager or Designee and shall not be operated at a speed in excess of 10 miles per hour. All vehicular traffic shall comply with posted signs on the airport. Private vehicles shall not operate on the runway(s) or taxiway(s) unless specifically authorized by the Airport Manager, City Manager or Designee. Furthermore, private vehicles should 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, and Airport maintenance vehicles only, 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. Parking of ground vehicles in front of the terminal building on the ramp side is prohibited unless specifically authorized by the Airport Manager, City Manager or Designee.

GO-2. **Fueling of Aircraft.** The following shall apply to all fueling activity on the Airport property:

- A. Aircraft shall not be fueled when an engine is running or while in a hangar or other enclosed place, except that emergency services helicopters requiring a quick-turn-around may be fueled with the aircraft engine idling, at the discretion of the Fixed Base Operator and the pilot. No passengers are to be inside the helicopter during "hot" refueling.
- B. All aircraft shall be properly bonded/grounded during fueling. Aircraft fueled from a fuel truck shall be bonded to the fuel truck.
- C. To comply with local and state fire laws, aircraft must be completely outside and clear of hangars or other enclosed spaces during refueling.
- 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 Manager, City Manager or Designee.
- F. Fueling of aircraft or fuel trucks is prohibited during thunderstorm activity.
- G. Fuel trucks are to remain off the grassy areas on the Airport when at all possible.
- H. Public sale of automobile gasoline for use in aircraft shall not be permitted on the Airport without approval by the Airport Manager, City Manager or Designee. Aircraft authorized by the FAA to use auto gas may be privately fueled by their owner only after compliance with established Federal, State and local regulations.
- I. Aviation or automobile fuels shall not be stored within any hangar, except that which is contained in aircraft fuel tanks or approved safety containers.
- J. Fuel flow fee reports will be submitted by each fuel vendor on the first day of each month. Each report will be accompanied by a copy of an invoice from the vendor.
- K. Branded aviation fuel distributors or other persons authorized to sell aviation fuel on the Lancaster Regional Airport will pay fuel flow fees as the fuel is delivered into storage on the airport. A report shall be submitted to the City stating the date, time, type of fuel, and

a total of gallons received into storage by the supplier of fuel to the Fixed Base Operator. Signed invoices showing receipt of the fuel by the FBO shall be supplied to the City. The supplier of aviation fuel shall pay the fuel fees to the City at the time of delivery.

- L. The rate of the fuel flow fee will be determined by the City Council from time to time.
- M. Mobile fuel storage facilities that are not regulated by Texas Commission on Environmental Quality (TCEQ) are prohibited on the Lancaster Regional Airport.

GO-3. Ground Safety:

- A. All fire lanes are to be kept clear.
- B. All taxiways and taxi lanes are to be kept clear.
- C. The use of bicycles, motor scooters, and motorcycles on the ramp is restricted to licensed drivers only.
- D. Playing on ramp, taxiways, or runway is prohibited.
- E. Double parking at hangars is prohibited.
- F. All vehicles are to park only in designated areas.
- G. All pets or animals must be caged, leashed or held by owner while on airport property.
- H. Operating any type of remote controlled aircraft or vehicle within the airport perimeter fence is prohibited unless authorized by the airport manager.

GO-4. Starting Aircraft Engines:

- A. If not equipped with adequate brakes, the engine shall not be started in an aircraft until and unless the wheels have been set with blocks attached to ropes or other suitable means for removing them.
- B. No engine shall be started or run unless a competent operator is at the controls of the aircraft; and no engine shall be started or run inside any building.
- C. No engine shall be started, run or warmed up until and unless the aircraft is in such position that the propeller/jet/rotor blast will clear all buildings and groups of people in the observation areas and path of the aircraft.
- D. No engine shall be started unless and until the operator shouts an audible "CLEAR" before beginning engine start.
- E. During starting procedures that require an external power source, the aircraft operator must comply with the aircraft's Airplane Flight Manual for external power source starts and the airport operations agent manning the external power source.

GO-5. Restrictions While Running Aircraft Engines:

- A. No airplane will be propped or left running without qualified personnel at the controls

GO-6. Taxiing Aircraft:

- A. No aircraft equipped with an anti-collision beacon shall begin to safely taxi before the beacon has been activated.
- B. Aircraft will be taxied at a safe and prudent speed. No faster than a jogging pace and in such manner as to be under the control of the pilot at all times.
- C. Aircraft not equipped with adequate brakes will not be taxied near buildings or parked aircraft unless an attendant is at a wing of the aircraft assisting the pilot.
- D. Aircraft shall not taxi onto the runway from the ramp or taxiway area whenever there is another aircraft approaching to land, or whenever another aircraft is on the ground in take-off position.
- E. Taxiing of aircraft by engine power into or out of hangars is prohibited.
- F. **Helicopter Taxiing**
 - a. Hover taxiing of light skid type helicopters that do not exceed 3,500 pounds max gross weight is permitted between hangars only when safety of aircraft, aircrews, personnel on the ground, and structures is not compromised. Helicopter pilots must give consideration to the effect of downwash and noise when operating between hangars.
 - b. Wheeled taxiing of light wheeled helicopters that do not exceed 3,500 pounds max gross weight is permitted between hangars only when safety of aircraft, aircrews, personnel on the ground, and structures is not compromised. Helicopter pilots must give consideration to the effect of downwash and noise when operating between hangars.

GO-7. Parking Aircraft:

- A. Aircraft shall not be parked on or within four hundred feet of any part of the landing or take-off area of the airport;
- B. All unhangared aircraft shall be parked in the areas designated by the Airport Manager, City Manager or Designee for that purpose.
- C. Aircraft shall not be parked in such a manner as to hinder the normal movement of other traffic unless specifically authorized by the Airport Manager, City Manager or Designee as an emergency measure.
- D. It is the responsibility of the pilot when leaving a parked aircraft unattended to ensure that the brakes are set or that the aircraft is properly chocked and/or tied down.
- E. Helicopter parking circles shall only be used by rotary wing aircraft.
- F. No aircraft shall park long term, over 30 days, on the south ramp.
- G. Any aircraft parked on any portion of the ramp over 30 days shall be on a lease with the airport authority and pay the appropriate fees.

GO-8 Tie-Down of Aircraft:

- A. All unhangared aircraft shall be tied down, and secured at night and during inclement weather.
- B. The aircraft owner or his/her agent is responsible for the secure tie-down and security of his/her aircraft at all times, and particularly during inclement weather.

GO-10. Repairs to Aircraft:

- A. No aircraft shall be repaired on any part of the landing or take-off area, and all repairs shall be made at the places designated by the Airport Manager, City Manager or Designee for such purpose.
- B. Only preventative maintenance, as defined by the FAA and in Appendix A, shall be conducted on the ramp or other outdoor areas unless specifically authorized by the Airport Manager, City Manager or Designee.
- C. No spray painting shall be conducted aboard the airport unless a negative air pressure filtered paint booth is used to collect paint overspray.

SECTION 3
FLIGHT OPERATIONS

Section 3 – Flight Operations

- FO-1. **Pilot and Aircraft to be Licensed:** Only aircraft and airmen licensed by the Federal Aviation Administration shall operate on Lancaster Regional Airport; provided that this limitation shall not apply to students in training under supervision of licensed instructors nor to public aircraft of the federal government or of a state, territory or political subdivision thereof or to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft.
- FO-2. **Special Traffic Procedures:** The Airport Manager, City Manager or Designee may, in the interest of safety, designate special traffic procedures of certain operations, such as air shows, agricultural operations, flying club operations, etc.
- FO-3. **Agricultural Operations:** Agricultural spraying operations, if authorized, will be conducted in accordance with procedures approved by the Airport Manager, City Manager or Designee and only from the areas designed on the airport. Reckless flying, careless handling of chemicals and indifference toward policing the area or intimidation of other aircraft users will not be tolerated.
- FO-4. **Disabled Aircraft:** Every aircraft owner, his pilot and/or agent, under the direction of the Airport Manager, City Manager or Designee or other government authority (NTSB or FAA), shall be responsible for the timely removal of damaged or disabled aircraft from the flight operations area.
- FO-5. **Take-off, Landing, Flying Rules and Procedures:**
- A. Reporting of Traffic Intentions. All pilots are encouraged to use the CTAF to determine the runway favored by the wind and to announce their position and intentions for take-off and landing. Wind and runway information given by Lancaster Unicom is of an advisory nature only and the final decision as to which runway to use or whether or not to take-off or land is at the sole discretion of the pilot in command. Any deviation from the runway in use should be announced on the CTAF.

Pilots should utilize the automatic weather observation system (AWOS) to determine wind and weather information.
 - B. Take-offs, Landing Over Certain Objects Prohibited or Restricted. No aircraft shall land or take off in such a manner as to clear any public street or highway at an altitude of less than one hundred (100) feet. No aircraft shall take off between or over hangars or other structures, or over automobile parking areas or groups of spectators.
 - C. Take-offs, Landings with Calm Winds. If the winds are calm, or at 90 degrees to the runway, all take-offs and landings will be conducted on Runway 13.
 - D. Take-Offs, Landings On Apron, Parking Ramp, Grass Areas Prohibited, Exception. No take-offs or landings shall be made by fixed wing aircraft on the apron, parking ramp, or grass areas except by special permission of the Airport Manager, City Manager or Designee.
 - E. Touch-and-Go Landings. Touch-and-go landings may be made at the discretion of the pilot.
 - F. Stop and Go Landings and Take-Offs. Stop and go operations are permitted as long as they do not present an excessive delay to other aircraft operating in the traffic pattern and the person making such landings advises his intentions over the Unicom frequency to

allow the other aircraft to space themselves accordingly. Not more than five stop and go operations will be conducted in succession.

- G. Traffic Pattern Elevation. Traffic pattern altitude is one thousand (1,000) feet above ground level (AGL).
- J. Traffic Flow.
- (1) Runway 13. Any aircraft within three (3) nautical miles of the airport at an altitude of less than one thousand five hundred (1,500) feet above the ground should conform to the counter-clockwise (left hand) flow of traffic for Runway 13. All aircraft should establish their traffic pattern altitude before entering the traffic pattern and should not deviate from this altitude (except in an emergency) until descent for landing has begun.
 - (2) Runway 31. Any aircraft within three (3) nautical miles of the airport at an altitude of less than one thousand five hundred (1,500) feet above the ground should conform to the clockwise (right hand) flow of traffic for Runway 31. All aircraft should establish their traffic pattern altitude before entering the traffic pattern and should not deviate from this altitude (except in an emergency) until descent for landing has begun.
 - (3) Traffic pattern entry to Runway 13 shall be made an angle of forty-five (45) degrees to the active runway with the runway to the pilot's left. Entry shall be made at the midpoint of the downwind leg. The pattern shall be flown in such a manner that in the event of engine failure a safe landing can be made on airport property.
 - (4) Traffic pattern entry to Runway 31 shall be made an angle of forty-five (45) degrees to the active runway with the runway to the pilot's right. Entry shall be made at the midpoint of the downwind leg. The pattern shall be flown in such a manner that in the event of engine failure a safe landing can be made on airport property.
 - (5) Aircraft entering the traffic pattern shall exercise caution so as not to cause aircraft established in the pattern to deviate from their course.
 - (6) Aircraft (either fixed wing or helicopter) conducting actual Life Flight or other life threatening operations may deviate from these Traffic Flow regulations as they deem necessary provided they are maintaining the CTAF for the airport and broadcast their intentions.
- K. Straight-In Approaches. Straight-in approaches shall not be used unless radio contact on the CTAF has been established from at least five (5) nautical miles from the airport. Aircraft that are unable to conform to the standard pattern due to their high speed or other special characteristics may fly a circular pattern at an altitude of 1,500 AGL.
- L. The Overhead Approach Maneuver is authorized for pilots experienced in the execution of this type of landing pattern. A 1-3 nautical mile initial is recommended for either runway. Report all intentions on CTAF including but not limited to: Initial, in the break/entering downwind, abeam the numbers, and turning final.

FO-6. Student Training and Familiarization:

- A. Flight Instructors shall keep themselves informed of all Rules and Regulations in effect at the airport, and shall be sure their students are equally informed.

- B. The Airport Manager, City Manager or Designee may designate limited areas near the airport as practice areas for the training of students. These areas will be posted on the bulletin board and in flight school offices.
- C. Aircraft shall not be permitted to remain stationary on the runway for the purpose of instructing students. Such instruction will be given off of the active runway, and in a location where the aircraft does not present an obstruction to other aircraft operations.

FO-7. Helicopter Operations:

- A. Helicopters operating in the Lancaster area and upon the airport shall comply with applicable federal aviation regulations and with all communications procedures established herein.
- B. Helicopters shall at all times maintain clear separation from other traffic and operations. All flight and air taxi operations shall be conducted with vigilance and shall be conducted at a safe distance from all structures, obstructions, and persons, specifically taking into consideration the effect of downwash and noise.
- C. All take-offs and landings shall be made from that location designated by the Airport Manager. Air taxi or flight operations of any kind is strictly prohibited between hangars. Rotary wing aircraft using vertical flight or helicopters shall be ground towed or hover taxi into place for any self-serve aviation fuel station use.
- D. No departures or arrivals shall be made directly to or from the helicopter parking circles.
- E. Helicopters will not operate below a safe auto-rotation speed or altitude when over populated areas or buildings and will maintain a minimum altitude, whenever possible, of at least 500' AGL. Flight over residential areas should be at fixed-wing aircraft altitudes. Departures and arrivals should take into consideration the effects of any noise being created and shall be made to/from the northeast and southeast of the airport whenever possible.
- F. Takeoff maneuvers will be made parallel to the active runway. Traffic patterns shall be conducted close to the active runway at 500' AGL utilizing the same direction of traffic as fixed-wing aircraft. If the traffic pattern becomes congested with fixed wing aircraft, rotary wing aircraft may use the parallel taxiway for approaches and a pattern to the west of the runway. Radio position reports should be announced over the CTAF.

FO-8. Glider Operations:

- A. All aircraft conducting glider operations must use the paved runway for take-offs and landings.
- B. All vehicular traffic on the taxiways is prohibited except when towing assembled gliders to the take-off area or as provided in subsection (d) of this section.
- C. Gliders will space their take-offs with the powered aircraft, using the favored runway, in such a way as to safely and efficiently prevent unnecessary delays to the normal traffic flow.
- D. Vehicles used for the transportation of disassembled gliders (i.e. vehicles with glider trailers) will have an amber flashing light on the top of the vehicle or an approved orange and white-checked flag attached to the vehicle and contain a mobile or portable radio transceiver tuned to the CTAF. These vehicles will drive to the assembly area and return

after glider operations cease only at the beginning and end of the glider operations, and will follow the routes and park only in the areas designated by the Airport Manager, City Manager or Designee. Transportation of persons during the hours of glider operations will be conducted by only one designated vehicle, properly equipped, following designated routes. All other vehicles will be parked in designated public parking areas.

- F. In the interest of safety, all gliders are requested to contain a mobile or portable radio transceiver tuned to the published, local CTAF, and for the tow pilot to announce over the CTAF prior to each launch that a glider aero towing is in progress from the favored runway.

FO-9. **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, and must have written authorization from the City to operate from the airport. They shall be exempt from the regular Fixed Base Operator 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. 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 may not offer or conduct charter, air taxi, or rentals of aircraft operations. They may 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 without express written permission from the City of Lancaster 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 shall furnish the Airport Manager, City Manager or Designee 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; including registration numbers of each;
 - (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 Lancaster 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.
- H. **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 tie-down or adequate hangar space leased from the airport owner or FBO for each owned or leased aircraft.

FO-10. **Parachute Operations:** All parachute operations are prohibited on the property of Lancaster Regional Airport, unless authorized by the Airport Manager.

FO-11. **Special Events:** The City reserves the right to temporarily suspend or modify these Rules & Regulations in order to facilitate use of the airport for special events such as air shows, aerial displays, fly-ins or similar activities. All special events held at the Airport must acquire a Special Events Permit from the City.

SECTION 4
LEASING

Section 4 – Leasing

- L1. **Lease Provision and Restrictions:** The following provision/restrictions shall apply to all leased Airport property.
- A. City may allow the lease of Airport property for a period not to exceed thirty (30) years in any one lease contract.
 - B. Leases may be extended upon written agreement between the City and Lessee.
 - C. The City may allow for the long-term lease of property on the Airport with the provision that at the end of the lease period, title to all structures, buildings, or hangars erected on the leased property shall revert to the City.
 - D. 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.
 - E. 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.
 - F. Leased property on the Airport may be subleased by the lessee, only with approval by the Airport Manager, City Manager or Designee, or the City Council if appropriate.
 - G. No structures may be erected beyond the building restriction line (BRL) or in conflict with the approved Airport Master Plan/Airport Layout Plan.
 - H. All construction must be authorized by the City Council and must be capable of withstanding winds of 80 mph, with doors open or closed.
 - I. All structures must comply with all City of Lancaster adopted building codes and Airport zoning and land-use ordinances.
 - J. All leased property and all buildings or structures erected on the leased property shall be utilized for aviation related activity only, unless otherwise specifically approved by the City.
 - K. Storage of non-aviation vehicles, equipment or other non-aviation items in a City owned or private hangar, or conducting non-aviation business in any structure is prohibited unless approved by the City. Under no circumstances, whether approved or not, will the City be liable for damage or destruction of any vehicles, equipment or other items.
 - L. All leaseholders must comply with applicable requirements of the Airports Minimum Standards.
- L2. **City Owned 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. All tenants must sign a lease agreement and

provide proof of general liability insurance and/or sign a hold harmless agreement before occupying the hangar. 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 City. Late fees may be charged.

- B. Commercial Hangars - Commercial hangars currently constructed and owned by the city may be rented or leased to companies or corporations for the purpose of conducting commercial aviation activities. Commercial hangars will be rented at the greater of rates approved by the City Council or the rental rate proposed by interested parties submitting proposals to lease the hangar.

Rentals will be paid by the first day of the month, the first month's rent paid in advance. Late fees may be charged. Hangars will not be modified from their original state unless authorized by the City.

- C. Any hangar housing derelict, non-airworthy, or no aircraft will be subject to loss of hangar lease if the problem is not corrected within 1 year. Project aircraft that show signs of substantial improvement on a consistent basis are an exception.

L3. **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 improvements in conformance with the approved Airport Master Plan/Airport Layout Plan.

L4. **Airport Layout Plan (ALP)** – Airport Manager, City Manager or Designee and the FAA have on file a copy of the most recent FAA-approved ALP for the airport. It provides for orderly development and maximization of return from the airport. All development and activities on and proposed leases of portion of the airport must be in conformity with that document.

L5. **Construction, Signs, Equipment, Buildings, House Trailers:**

- A. All construction must be authorized by the City Council and comply with City building and construction codes and standards, and airport minimum standards.
- B. No structures may be erected beyond the BRL (building reference line) or in conflict with the approved Airport Layout Plan.
- C. No signs, equipment, buildings, portable buildings, trailers or house trailers may be erected, moved in or installed except as may be specifically authorized by the City Council.

L6. **Commercial Leases** – All commercial operations or activities of any kind that are conducted on Lancaster Regional Airport are required to comply with the approved Minimum Standards for Commercial and Noncommercial Operators.

L7. **Non-Commercial Leases** – Non-commercial leases are prohibited from being used to engage in commercial activity on Lancaster Regional Airport.

APPENDIX A DEFINITIONS

APPENDIX A – DEFINITIONS

Access taxiway: A taxiway that provides access to a particular location or area.

Active based aircraft: Aircraft that have a current Airworthiness Certificate and are based at an airport.

Actual runway length: The length of full-width usable runway from end to end of full strength pavement where those runways are paved, and which meet FAA criteria.

Advisory Circular (AC): FAA publications consisting of all non-regulatory material of a policy, guidance, and technical nature and used as basic source for most airport design criteria.

Air Taxi: A helicopter movement conducted above the surface but normally not above 100ft AGL. The aircraft may proceed either via hover taxi or flight at speeds more than 20 KIAS.

Aircraft: A device that is used or intended to be used for flight in the air. (FAR Part 1)

Aircraft mix: The range of categories of aircraft which are to be accommodated at the airport. Mix is usually defined in percentages of categories such as multi engine, jet, turbo-prop, etc.

Aircraft movement areas: Areas on an airport suitable for aircraft operations and which meet FAA criteria.

Aircraft operations: A take-off or landing by an aircraft. There are two types of operations - local and itinerant.

(1) Local operations are performed by aircraft which:

- (a) Operate in the local traffic pattern or within sight of the airport.
- (b) Are known to be departing for, or arriving from, flight in local practice areas within a 20-mile radius of the airport.
- (c) Execute simulated instrument approaches or low passes at the airport.

(2) Itinerant operations are all aircraft operations other than local operations.

Aircraft parking on terminal apron: The paved or surface-treated terminal aircraft parking apron shall be reserved for itinerant aircraft or for other aircraft while being fueled or while loading or unloading passengers, except that portion of the parking apron reserved for aircraft owners leasing space from the City for month to month parking.

Aircraft parking/tie-down: A specialized location on the airport that has at least 3-point tie-downs with ropes or chains adequate to hold aircraft immobile in gale-force winds.

Aircraft tie down: Positions on the ground surface that are available for securing aircraft.

Airport capacity: The rate of aircraft movements on the runway/taxiway system which results in a given level of delay, usually four minutes to departing aircraft.

Air navigation facility (NAVAID): Any facility used as, available for use as, or designed for use as an aid to air navigation, including lights, radio or other electronic communication, and any other device for guiding and controlling flight in the air or the landing or takeoff of aircraft.

Airport: The airport identified on the title plate hereof.

Airport Advisory Board (AAB): A seven member body of appointed citizens that study and make recommendations to the City Council regarding operations and facility improvements of the Regional airport.

Airport beacon: A visual navigation aid displaying alternating white and green flashes to indicate a lighted land based airport.

Airport elevation: The highest point of an airport's usable runways measured in feet from mean sea level.

Airport identifier - LNC: A coded identity assigned to the Lancaster, Texas airport by the Federal Aviation Administration.

Airport imaginary surfaces: Imaginary surfaces established at an airport for obstruction determination purposes and consisting of primary, approach-departure, horizontal, vertical, conical, and transitional surfaces. Building restriction lines are based upon these surfaces.

Airport Layout Plan (ALP): An FAA/TxDOT approved set of drawings showing airport boundaries, physical features and proposed additions to all areas owned or controlled by the sponsor for airport purposes, the location and nature of existing and proposed airport facilities and structures, and the location on the airport of the existing and proposed non-aviation areas and improvements thereon. The drawings also show local airspace, approach areas and obstructions in the approach areas.

Airport Manager, City Manager or Designee: Person duly authorized by the City of Lancaster to perform duties required to manage the airport. To act on behalf of the City to the extent required for safe and efficient airport operations.

Airport Master Plan: An official document that presents the City concepts for the ultimate development of an airport. It presents the research and logic from which the plan was evolved and displays the plan in a graphic and written form.

Airport Reference Code (ARC): The Federal Aviation Administration classifies airports by use of the AIRPORT REFERENCE CODE (ARC), which is a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to operate at the airport. This code is divided into two components. The first is depicted by a letter the airport approach category (operational characteristic) and relates to aircraft approach speed. The second component depicted by a roman numeral is the airplane design group and related to airplane wingspan (physical characteristic).

Airport sponsor: The City of Lancaster is the airport sponsor and is authorized to own and operate the airport, to obtain property interests, to obtain funds, and to be legally, financially, and otherwise able to meet all applicable requirements of current laws and regulations.

Airspace: Space in the air above the surface of the Earth or a particular portion of such space, usually defined by the boundaries of an area on the surface projected upward.

Airside facilities: The airfield on which aircraft operations are carried out, including runways and taxiways.

Altitude Above Ground Level (AGL): the height of an aircraft about the earth's surface.

Approach path: A specific flight course laid out in the vicinity of an airport and designed to bring aircraft in to safe landings; usually delineated by suitable navigational aids.

Approach surface: An imaginary surface longitudinally centered on the extended centerline of the runway, beginning at the end of the primary surface and rising outward and upward to a specified height above the established airport elevation.

Apron: A defined pavement area, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking, or maintenance.

Avigation easement: A grant of a property interest inland over which a right of unobstructed flight in the airspace is established, or used for related purposes such as noise mitigation.

Base leg: A segment of the airport traffic pattern that connects the downward leg and the final approach leg.

Based aircraft: The total number of active general aviation aircraft which use or may be expected to use an airport as a "home base".

Building area: An area on an airport to be used, considered, or intended to be used, for airport buildings or other airport facilities or rights-of-way, together with all airport buildings and facilities located thereon.

Building Restriction Line (BRL): A line shown on the airport layout plan beyond which airport buildings must not be positioned in order to limit their proximity to aircraft movement areas.

Common Traffic Advisory Frequency (CTAF): Is used by all aircraft to facilitate cooperation in their use of the airport. These conversations are generally related to the actual takeoff and/or landing of aircraft, but special activities close to the airport will often be accompanied by announcements on this frequency. See also UNICOM.

City: The City of Lancaster, Texas.

Commercial operator: A person who provides for compensation, goods or services to the public on or from the airport, such as car rental agency, restaurant, etc.

Displaced threshold: A threshold that is located at a point on the runway other than the beginning.

Downwind leg: A flight path in the traffic pattern parallel to the landing runway in the direction opposite to landing. It extends to the intersection of the base leg. (See traffic pattern)

Effective runway length: (a) Effective runway length for takeoff means the distance from the end of the runway at which the takeoff is started to the point at which the obstruction clearance plane associated with the other end of the runway intersects the runway center-line. (FAR Part 121.171b) (b) Effective runway length for landing means the distance from the point at which the obstruction clearance plane associated with the approach end of the runway intersects the centerline of the runway to the far end thereof. (FAR Part 121-171.b)

Entrance taxiway: A taxiway that provides entrance for aircraft to the takeoff end of the runway.

Exit taxiway: A taxiway used as an exit from a runway to another runway, apron or other aircraft operating area.

FAR Part 77: Defines obstructions to air navigation and requires notice to FAA of certain types of

construction on and near airports.

FAR Part 150, Airport Noise and Land Use Compatibility Planning: Designed to assist airport operators in determining the extent and nature of the noise problem at a given airport.

Federal Aviation Administration (FAA): Created by the act that established the Department of Transportation. Responsible for all civil aviation administration and regulation in the United States.

Federal Aviation Regulations (FAR): As codified in Title 14, Code of Federal Regulations.

Final approach area(s): Areas of defined dimensions protected for aircraft executing instrument approaches.

Final Approach (IFR): The flight path of an aircraft which is inbound to the airport on an approved final instrument approach course, beginning at the final approach fix or point and extending to the airport or the point where circling for landing or missed approach is executed.

Final Approach (VFR): A flight path, in the traffic pattern, of a landing aircraft in the direction of landing along the extended runway centerline from the base leg to the runway. (See traffic pattern).

Fixed Base Operator (FBO): A business enterprise located on the airport that provides goods and services to airport users, such as, fuel, lubricants, maintenance, or other accommodations to the general public.

Fuel flowage fees: Fees levied by the airport operator per gallon of aviation gasoline and jet fuel sold at the airport.

General aviation: That portion of civil aviation which encompasses all facets of aviation except air carriers holding a certificate of convenience and necessity from the Civil Aeronautics Board, and large aircraft commercial operators.

General aviation airports: Those airports with fewer than 2,500 annual enplaned passengers and those used exclusively by private and business aircraft not providing air-carrier passenger service.

General aviation itinerant operations: Takeoffs and landings of civil aircraft (exclusive of air carrier) operating on other than local flights.

General Fixed-Base Operator (GFBO): A person authorized under these standards to operate on the airport as a general fixed base operator (GFBO). See Section G on Commercial Operators/Rights.

Ground Lease: The right to use and occupy an area of the airport described in a ground lease agreement between the City of Lancaster and the lease holder.

Hangar Operator: The owner of a building or hangar space for lease or sale for the purpose of any general aviation related activity.

Heliport: An area of land, water, or structure used or intended to be used for the landing and takeoff of helicopters. (FAR Part 1)

Holding areas: Run-up areas located at or very near the ends of runways for pilots to make final checks and await final clearance for takeoff.

Horizontal surface: A specified portion of a horizontal plane located 150 feet above the established

airport elevation which establishes the height above which an object is determined to be an obstruction to air navigation.

Hover Taxi: A helicopter movement conducted above the surface and in ground effect at airspeeds less than 20 KIAS. The actual height may vary, and some helicopters may require hover taxi above 25ft AGL to reduce ground effect turbulence.

IFR airport: An airport with an authorized instrument approach procedure.

IFR conditions: Weather conditions below the minimum for flight under visual flight rules.

Instrument approach: An approach to an airport, with intent to land, by an aircraft flying in accordance with an IFR flight plan, when the visibility is less than 3 miles and/or when the ceiling is at or below the minimum initial altitude.

Instrument approach runway: A runway served by an electronic aid providing at least directional guidance adequate for a straight-in approach.

Instrument Flight Rules (IFR): FAR rules that govern the procedures for conducting instrument flight. (FAR Part 91)

Instrument Landing System (ILS): A system which provides in the aircraft, the horizontal and vertical guidance necessary for a landing.

Instrument Meteorological Conditions (IMC): Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling less than the minima specified for visual meteorological conditions.

Instrument runway: A runway equipped with electronic and visual navigation aids and for which a straight-in (precision or non-precision) approach procedure has been approved or is planned.

Itinerant operations: All aircraft arrivals and departures other than local operations.

Landing area: Any locality, either on land or water, including airports, heliports and STOL ports, which is used or intended to be used for the landing and takeoff or surface maneuvering of aircraft, whether or not facilities are provided for the shelter, servicing, or repair of aircraft, or for receiving or discharging of passengers or cargo.

Landing roll: The distance from the point of touchdown to the point where the aircraft can be brought to a stop, or exit the runway.

Landside operations: Those parts of the airport designed to serve passengers including the terminal buildings, vehicular circular drive, and parking facilities.

Land use plan: Shows on-airport land uses as developed by the airport sponsor under the master plan effort and off-airport land uses as developed by surrounding communities.

Large aircraft: Aircraft of more than 12,500 pounds maximum certificated takeoff weight. (FAR Part 1)

Lighted airport: An airport where runway and associated obstruction lighting is available from sunset to sunrise or during periods of reduced visibility or on request of the pilot.

Line service: The dispensing of aviation fuel, checking aircraft engine oil, adding aircraft engine oil, windshield cleaning, etc.

Local operations: As pertaining to air traffic operations, aircraft operating in the local traffic pattern or within sight of the tower; aircraft known to be departing for, or arriving from, flight in local practice areas located within a 20-mile radius of the control tower; aircraft executing simulated instrument approaches or low passes at the airport.

Local traffic: Aircraft operating in the local traffic pattern or within sight of the tower, or aircraft known to be departing for or arriving from flight in local practice areas, or aircraft executing simulated instrument approaches at the airport.

Marking: On airports, a pattern of contrasting colors placed on the pavement, turf, or other usable surface by paint or other means to provide specific information to aircraft pilots and sometimes to operators of ground vehicles, on the movement areas.

National Plan of Integrated Airport Systems (NPIAS): The Airport and Airway Improvement Act of 1982. The legislation called for identification of national airport system needs including development costs in the short and long run.

Night: The time between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac, converted to local time.

Noncommercial operators: A person who does not offer or provide goods or services to the public for compensation. See Section H herein on noncommercial operators.

Nonprecision Instrument Runway: A runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance for which a straight-in or circling nonprecision instrument approach procedure has been approved.

Obstruction light: A light, or group of lights, usually red, mounted on a surface structure or natural terrain to warn pilots of the presence of a flight hazard; either an incandescent lamp with a red globe or a strobe light.

Obstruction marking/lighting: Distinctive marking and lighting to provide a uniform means for indicating the presence of obstructions.

Overhead Approach Maneuver: This maneuver utilizes a race track style landing pattern where the aircraft approaches the airport on the upwind at pattern altitude, performs a break turn to enter the downwind and executes a 180 degree descending turn to final from abeam the touch down point. See AIM "5-4-26. Overhead Approach Maneuver" for more information.

Owner: The owner identified on the title page of these standards.

Parking apron: An apron intended to accommodate parked aircraft.

Person: Unless context clearly indicates otherwise, the "person" as used herein shall mean any natural person, estate, club, organization, firm, association (whether incorporated or not), partnership, corporation, or legal entity of any kind.

Precision Approach Path Indicator (PAPI): A visual approach aid, using a combination of red and white lights, for pilots on final approach to a runway. The PAPI allows the pilot to determine if the aircraft above, below or on the glide slope. There are also other visual approach aids such as VASI (Visual Approach Slope Indicator) that provided similar information.

Preventive maintenance: A simple or minor preservation operation or the replacement of small standard parts not involving complex assembly operations. Specific accepted preventive maintenance tasks are listed in Advisory Circular 43-12.

Public airport: An airport for public use, publicly owned and under control of a public agency.

Public-use airport: Airports, public or private, open to the public without prior permission and without restrictions within the physical capacities of available facilities.

Reliever airports: A class of general aviation airports which have the function of relieving congestion at primary commercial airports and providing more access for general aviation to the overall community.

Relocated threshold: An area preceding the runway arrows unusable for takeoff or landing.

Restricted area: Airport property designated for the safe operation of aircraft or other uses requiring limited public access.

Runway: A defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.

Runway bearing: The magnetic or true bearing of the runway centerline as measured from magnetic or true North.

Runway capacity: The number of aircraft operations which can be accommodated by a runway without undue delay to aircraft. Undue delays occur when delays to departures average four minutes during the peak two-hour period of the day.

Runway direction number: A whole number to the nearest one tenth of the magnetic bearing of the runway and measured in degrees clockwise from magnetic north.

Runway End Identification Lights (REIL): An airport lighting facility in the terminal area navigation system consisting of one flashing white high intensity light installed at each approach end corner of a runway and directed toward the approach zone, which enables the pilot to identify the threshold of a usable runway.

Runway length-landing: The measured length from the threshold to the end of the runway, not including the runway safety area length.

Runway length-takeoff: The measured length from where the takeoff is designated to begin to the end of the runway.

Runway lights: Lights having a prescribed angle of emission used to define the lateral limits of a runway. Runway light intensity may be controllable or preset, and are uniformly spaced at intervals of approximately 200 feet.

Runway markings: (1) Basic marking-markings on runways used for operations under visual flight rules, consisting of centerline marking and runway direction numbers, and if required, letters. (2) Instrument marking-markings on runways served by non-visual navigation aids and intended for landings under instrument weather conditions, consisting of basic marking plus threshold marking. (3) All-weather marking-markings on runways served by non-visual precision approach aids and on runways having special operational requirements, consisting of instrument markings plus landing zone marking and side strips.

Runway orientation: The magnetic bearing of the centerline of the runway.

Runway protection zone: An area at ground level whose perimeter conforms to the runway's innermost approach surface projected vertically. It begins at the end of the primary surface and it terminates directly below the point or points where the approach surface reaches a height of 50 feet above the elevation of the runway end.

Runway safety area: Cleared, drained, graded, and usually turfed areas abutting the edges of the usable runway and symmetrically located about the runway. It extends 1000'x500' beyond each runway end for Runway 18-36, and 300'x150' beyond the ends of Runway 11-29. The width varies according to the type of runway.

Runway strength: The structural capability of a runway to support aircraft of a designated gross weight for each of single-wheel, dual-wheel, and dual-tandem-wheel landing gear types.

Runway threshold marking: Markings so placed as to indicate the longitudinal limits of that portion of the runway usable for landing.

Scheduled service: Airport transport service operated over routes based on published flight schedules, including extra sections and related non-revenue flights.

Secondary runway: A runway which provides additional wind coverage or capacity to expedite traffic handling.

Segmented circle: A basic marking device used to aid pilots in locating airports, and which provides a central location for such indicators and signal devices as may be required.

Shoulder: As pertaining to airports, an area adjacent to the edge of a paved surface so prepared to provide a transition between the pavement and the adjacent surface for aircraft running off the pavement, for drainage and sometimes for blast protection.

Single runway: An airport having one runway.

Small aircraft: Aircraft of 12,500 pounds or less maximum certificated takeoff weight. (FAR Part 1)

Specialty Fixed-Base Operator (SFBO): A person authorized to operate on the airport as a Specialty Fixed-Base Operator. See Section G on Commercial Operators/Rights.

Straight-in approach – IFR: An instrument approach wherein final approach is begun without first having executed a procedure turn, not necessarily completed with a straight-in landing or made to straight-in landing minimums.

Straight-in approach – VFR: Entry into the traffic pattern by interception of the extended runway centerline (final approach course) without executing any other portion of the traffic pattern. (See Traffic Pattern).

Taxi lane: A defined path in the aircraft parking area intended to provide taxiing aircraft access between the taxiways and the aircraft parking positions.

Taxiway: A defined path, usually paved, over which aircraft can taxi from one part of an airport to another.

Taxiway safety area: A cleared, drained, and graded area, symmetrically located about the extended

taxiway centerline and adjacent to the end of the taxiway safety area.

Texas Council on Environmental Quality (TCEQ): The Texas state agency responsible for implementation and enforcement of state and federal environmental rules and regulations.

Terminal apron: An area provided for parking and positioning of aircraft in the vicinity of the terminal building for loading and unloading.

Terminal area: The area used or intended to be used for such facilities as terminal, hangars, shops, and other service buildings; automobile parking, fixed base operations, and garages and vehicle service facilities used in connection with the airport; and entrance and service roads used by the public within the boundaries of the airport.

Texas Department of Transportation (TxDOT): Acts as an agent of the state and of each political subdivision of Texas for the purposes of applying for, receiving, and disbursing federal funds. TxDOT administers The Aviation Facilities Development and Financial Assistance Program through its Aviation Division.

Terminal building: A building or buildings designed to accommodate the enplaning and deplaning activities of flight crews and passengers.

T-hangar: An aircraft hangar in which aircraft are parked alternately tail to tail, each in the T-shaped space left by the other row of aircraft or aircraft compartments.

Threshold: The designated beginning of the runway that is available and suitable for the landing of airplanes.

Total operations: All arrivals and departures performed by military, general aviation, and air carrier aircraft.

Traffic pattern: The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from an airport. The components of a typical traffic pattern are upwind leg, crosswind leg, downwind leg, base leg, and final approach.

- a) Upwind Leg – A flight path parallel to the landing runway in the direction of landing.
- b) Crosswind Leg – A flight path at right angles to the landing runway off its upwind end.
- c) Downwind Leg – A flight path parallel to the landing runway in the direction opposite to landing. The downwind leg normally extends between the crosswind leg and the base leg.
- d) Base Leg – A flight path at right angles to the landing runway off its approach end. The base leg normally extends from the downwind leg to the intersection of the extended runway centerline.
- e) Final Approach – A flight path in the direction of landing along the extended runway centerline. The final approach normally extends from the base leg to the runway. An aircraft making a straight-in approach VFR is also considered to be on final approach.

Transitional surface: A surface which extends outward and upward from the sides of the primary and approach surfaces normal to the runway centerline which identifies the height limitations on an object before it becomes an obstruction to air navigation.

UNICOM: Frequencies authorized for aeronautical advisory services to private aircraft. Only one such

station is authorized at any landing area. Services available are advisory in nature, primarily concerning the airport services and airport utilization.

VFR airport: An airport without an authorized or planned instrument approach procedure; also, a former airport design category indicating an airport serving small aircraft only and not designed to satisfy the requirements of instrument landing operations.

Visual approach: An approach wherein an aircraft on an IFR flight plan, operating in VFR conditions under the control of a radar facility and having an air traffic control authorization, may deviate from the prescribed instrument approach procedure and proceed to the airport of destination, served by an operational control tower, by visual reference to the surface.

Visual Approach Slope Indicator (VASI): An airport lighting facility in the terminal area navigation system used primarily under VFR conditions. It provides vertical visual guidance to aircraft during approach and landing by radiating a directional pattern of high intensity red and white focused light beams which indicate to the pilot that he is "on path" if he sees red/white, "above path" if white/white, and "below path" if red/red.

Visual Flight Rules (VFR): Rules that govern the procedures for conducting flight under visual conditions. (FAR Part 91)

Visual runway: A runway intended solely for the operation of aircraft using visual approach procedures, with no straight-in instrument approach procedure and no instrument designation indicated on an FAA-approved airport layout plan, a military service approved military airport layout plan, or by a planning document submitted to the FAA by competent authority. (FAR Part 77)

Wake vortex: A phenomenon resulting from the passage of an aircraft through the atmosphere. It is an aerodynamic disturbance that originates at the wingtips and trails in corkscrew fashion behind the aircraft. When used by ATC it includes vortices, thrust stream turbulence, jet wash, propeller wash, and rotor wash.

Wheeled Taxi: A wheeled helicopter ground taxiing via it's landing gear.

Wind cone: A free-rotating fabric truncated cone which when subjected to air movement indicates wind direction and wind force.

Wind rose: A diagram for a given location showing relative frequency and velocity of wind from all compass directions.



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, August 11, 2015
6:30 P.M.**



BOARD MEMBERS PRESENT:

Keith Hutchinson, Chairman
Andy Mungenast, Vice Chairman
Dr. Charles Waldrop, Jr.
John Stewart
Dean Byers
Tim Fagan

ALTERNATE PRESENT:

X James Knight X

CC LIAISON PRESENT:

X Councilmember Jaglowski

STAFF PRESENT:

X Mark Divita, Airport Manager X
X Kellen Benbrook, Operations Supervisor

CALL TO ORDER: The meeting was called to order by Chairman Keith Hutchinson at 6:30 p.m. with a quorum present.

Item #1: Approval of Minutes from June 9, 2015 Meeting

Mr. Mungenast motioned for approval. This was seconded by Mr. Knight. The vote carried unanimously.

Item #2: Airport Manager Staff Report

Divita provided a brief on the airport's FY to date financial status. He noted fuel sales in June spiked while July ended more modestly. He noted that jet fuel sales are helping carry monthly sales but are still only about 30% of the total.

Divita briefed the airport's profit and loss statement pointing out that fuel sales are slightly less by 6.3% compared to this year than last year. Divita noted that overall the airport's net income was down by \$3,500 partly due to the lower fuel sales from the winter and April. Café sales percentage is still strong at 73% as compared to last year. Divita also noted that this year's RAMP grant reimbursement hasn't been filed for or received yet so the net income will change significantly for the better after these funds are received.

Divita briefed on current Aviation Capital Improvement Projects at the airport. He stated the apron project is finished except for the final fence work which will be done after the self-serve facility is finished. The 12,000 gallon self-serve fuel farm will pour concrete on 12 August. Then the tank will be set in place about a week after that once the concrete is determined to be strong enough. The terminal building design is in phase 3. Phase 3 drawings should be available for final review in late August.

Item #3: Discuss and consider providing an approval recommendation to the City Council for the 2015 Lancaster Regional Airport Rules and Regulations.

Divita briefed on the 6 updated items in the rules and regulations explaining each item to the board. He explained the reasoning behind each update and how it added safety of

security to the Airport. Mr. Mungenast motioned for approval. This was seconded by Dr. Waldrop. The vote carried unanimously.

Item #4: Discuss and consider convening next month's meeting of the Airport Advisory Board.

A motion was made by Dr. Waldrop and seconded by Mr. Fagan to cancel the September meeting. The vote carried unanimously.

Item #4: Set Agenda for Next Meeting

- Approval of Minutes
- Airport Manager briefing
- Discuss and consider election of officers to the Airport Advisory Board
- Discuss and consider convening next month's meeting
- Set agenda for next meeting

ADJOURNMENT: Mr. Stewart moved to adjourn. After a second by Mr. Mungenast, the motion was approved unanimously and the meeting adjourned at 7:04 p.m.

ATTEST:

APPROVED:

Mark Divita
Airport Manager

Keith Hutchinson
Chairman