

Mifflin County Airport Authority



Airport Rules and Regulations

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Abbreviations and Definition

Accident. See Aircraft Accident

Aeronautical Activity. An activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations, e.g. air taxi and charter operations, scheduled or nonscheduled air carrier services, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and service, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale or aircraft parts, parachute activities, ultralight activities.

Aircraft (also Airplane, Balloon, Ultralight, Helicopter, Sailplane/Glider). Any device or contrivance now known or hereafter invented, that is used or intended to be used for flight in the air.

Aircraft Accident. Any occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such person have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Aircraft Emergency. A problem or condition involving an aircraft in flight or on the ground that could endanger lives or property.

Aircraft Incident. See Incident.

Aircraft Maintenance. The repair, adjustment or inspection of an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. Minor repairs are characterized as normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories. Major repairs are characterized as major alterations to the airframe, power plant, propeller and accessories as defined in Part 43 of the FARs.

Aircraft Operation. An aircraft takeoff, landing, touch and go, low approach and/or missed approach.

Aircraft Ramp. See Apron.

Aircraft Support and Service Vehicles. Those motor vehicles routinely used on the AOA for service, maintenance and aircraft support such as maintenance trucks, fuel trucks, and aircraft towing vehicles. Privately owned vehicles operated by persons with based aircraft are excluded.

Airplane. See Aircraft

Air Operation Area (AOA). That area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. The AOA includes the active runway, taxiways, taxilanes, apron, ramp and turf areas. Part of the AOA is in the restricted area

Airport. All the areas comprising any one of the Mifflin County Airport facilities designed and used for general aviation purposes.

Airport Authority. Mifflin County Airport Authority operating under the laws of the State of Pennsylvania.

Airports Manager. The Manager of Mifflin County Airport or his/her designee. The term "Airport Manager" as herein used, shall include airport personnel duly designated to represent the Airport Manager and to act on behalf of the Airport Manager for the enforcement of these regulations to ensure the efficient, proper and safe operation of the airport, but only to the extent authorized by law or properly delegated by the Airport Authority and/or Airport Manager.

Airport Rules and Regulations (AR&R). A document adopted and formally adopted by the Mifflin County Airport Authority within which are provisions for the safe, orderly and efficient operation of the Mifflin County Airport.

Apron. An area of the airport designated for aircraft surface maneuvering, parking, fueling, servicing and enplaning/deplaning passengers.

Aviation-related activity. Any activity conducted on airport property that provides service and support to airport users. The following are examples of what are considered aviation-related activities as opposed to aeronautical activities; they include but are not limited to ground transportation, restaurants, auto parking lots, concessions, etc.

AVGAS. Any approved aviation grade of fuel for reciprocating engine-powered aircraft authorized by the FAA.

AVJET. Any approved kerosene grade of fuel for turbine engine-powered aircraft authorized by the FAA.

Balloon. See Aircraft.

Based Aircraft. Any aircraft whose “home base” or “permanent residency” is identified as Mifflin County Airport.

Commercial Operator Permit. The legal agreement between the Mifflin County Airport Authority and a commercial aviation business provider that may or may not be a tenant of the Mifflin County Airport Authority that authorizes the commercial aviation business to conduct business on the airport and identifies the parameters, conditions, rates and charges due to the Mifflin County Airport for that right.

BOA. PENNDOT Bureau of Aviation.

Emergency Vehicles. Vehicles that are painted, marked, lighted or escorted and used by the law enforcement (police or sheriff) or security officers, fire department, ambulance or other airport officials to carry out their daily duties or used in response to an emergency situation.

Engine Run-up. The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-ups are usually conducted at relatively high power settings in order to determine the performance of an aircraft engine.

Engine Run-up Areas. Areas designated by the Airport Manager that allow high power settings of an aircraft engine. These areas are indicated on the attached map.

FAA. Federal Aviation Administration.

FAR. Federal Aviation Regulations.

Fixed Base Operator (FBO). A commercial aviation business entity which maintains facilities on the airport for the purpose of engaging in the retail sale of, or providing one or more of the following: Aviation fuel(s), oil or lubricants; the sale or storage of aircraft; rental of aircraft; flight instruction and training; aircraft charter; aircraft, airframe and power plant (engine) repair; avionics sale and service, and/or aircraft line services. Fundamentally, an FBO is also defined as a airport-based aircraft service organization which operates under a lease or use agreement with an airport sponsor or operator for the specific purpose of providing aircraft retail fuel services and at least two of the four primary service areas, i.e., (1) location based services, (2) technical services, (3) flight operations, and (4) aircraft sales. Typically, a full service FBO would offer aircraft retail fuel service, transient aircraft services, and two or more types aviation services.

Fuel Flowage Fee. A fee paid to the County for each gallon of fuel distributed on the airport.

Fueler or Fueller Endorsement. Shall mean a motor vehicle driver that has taken and successfully completed the necessary training to transport, dispense or otherwise handle aviation fuel products in accordance within all applicable federal, state and local rules and regulations, including the rules and regulations of the Mifflin County Airport, and as may be required by Airport Permit.

Fuel Handling. The storage, transportation, delivery, dispensing, fueling, de-fueling and draining of aviation or motor vehicle fuel or waste aviation or motor vehicle fuel products.

Fuel Storage Area. Those locations on the airport designated in writing by the Airport Manager as areas in which aviation or motor vehicle fuels or any other type of fuel may be stored and used for the delivery of bulk fuels by a wholesaler or reseller of fuels.

Fueling Agent. A business licensed and authorized to dispense fuel into aircraft storage facility or to accept delivery of fuel from a major oil company, fuel wholesaler or reseller at the fuel tank storage facility farm approved by the Airport Authority. At the fuel storage facility, the fueling agent will further dispense fuel from the fuel storage tanks into a mobile fuel servicing vehicle usually associated with an airport FBO’s facility licensed by the Mifflin County Airport.

Hangar. A fully enclosed storage space for one or more aircraft.

Hazardous Material. Any substance or material which has been determined to be capable of posing risk of injury to health, safety and property, including petroleum and petroleum products, and including all of those materials and substances designated as hazardous or toxic, presently or in the future, by The U.S. Environmental Protection Agency, The U.S. Department of Labor, the U.S. Department of Transportation, the U.S. Department of Agriculture, the U.S. Consumer Product Safety Commission, the U.S. Department of Health, Education and Welfare, the U.S. Food and Drug Administration, and any other governmental agency authorized to regulate materials and substances in the environment.

Incident. Any occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Lease. An agreement granting occupation or use of property during a certain period in exchange for a specified rent.

MOGAS. Any approved substitute grade of fuel for an aircraft with a reciprocating engine and having appropriate supplemental type certificate (STC) authorized by the FAA.

Movement Area. Those areas of the airport including runways, taxiways, and other areas for taxiing, take-off, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

MPH. Miles per hour.

Non-Movement Area. Those areas of the airport where aircraft taxi, or are towed or pushed without radio contact, such as hangar taxiways and ramp / apron.

NOTAM. Notice to Airmen as issued by a representative of the Manager, FAA, or other authorized official.

NTSB. National Transportation Safety Board.

Object Free Area. Two dimensional ground area surrounding runway, taxiways, and taxilanes which is clear of objects except for Navigation Aids (NAVAIDs) and objects whose location is fixed by function.

Park or Parking. The standing of an aircraft or vehicle whether occupied or not.

Permit. A written authorization issued by the Mifflin County Airport Authority to engage in certain specific activities or the temporary use of certain areas or facilities at the Mifflin County Airport.

Person. Shall mean an individual, firm, general or limited partnership, corporation, company, trust, limited liability corporation trust, association, or any trustee, receiver, assignee or similar representative thereof leasing, subleasing, making application for, or using any land or facility at the Mifflin County Airport.

POV. Privately owned vehicle.

Ramp. See apron.

Restricted area. Those portions of the airport closed to access by the general public.

Security Person. Any security service person under contract to the Airport Authority.

Self-Fueling. Fueling of an aircraft on airport property, performed by the aircraft owner or operator in accordance with the airport's reasonable standards or requirements and using fuel obtained by the aircraft owner from the source of his/her preference.

Self-Service Fueling. Fueling of an aircraft by the pilot using pumps installed for that purpose. The fueling facility may or may not be attended by the owner/operator of such a facility. The use of this type of facility is not considered to be Self-Fueling.

Shelter. A structure intended to provide shade for a parked aircraft but which is not a fully enclosed storage space.

Substantial damage. Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part.

Taxilane. An area of the airport developed and improved for the purpose of maneuvering aircraft and used for access between taxiways, ramps, aprons, and aircraft parking positions.

Taxiway. An area of the airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons.

Terminal. The primary facility at Mifflin County Airport through which pilots and passengers transition.

Transient Aircraft. Any aircraft not permanently based at the airport.

Tie-Down. An open-air aircraft storage space.

UAV. Unmanned aerial vehicle.

Vehicle. All motorized and non-motorized conveyances, except aircraft.

General

2.1 Jurisdiction

These Rules and Regulations apply to all users and tenants of Mifflin County Airport and all improvements thereon. Any entry upon or use of the airport or any part thereof whether with expressed permission or without is conditioned upon compliance with these Rules and Regulations; entry upon the Mifflin County Airport by any person shall be deemed to constitute an agreement by such person to comply with said Rules and Regulations.

2.2 Management of Public

The Airport Manager has the authority to take such reasonable action as may be necessary in the control and management of the Mifflin County Airport, and in expeditiously dealing with the members of the public in that regard.

2.3 Severability

Should any paragraph or provision of these Rules and Regulations be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of any other rule or regulation hereunder.

2.4 Commercial Use Authorization Required

No person shall utilize any portion of the airport or any building, facility or structure thereon, for revenue producing commercial activities or to solicit business or funds for any business or activity except by conducting said business operations or activities under the terms specifically authorized by a lease or permit by the Airport Authority. This section shall not apply to: 1) free lance flight instructors; or 2) mechanics providing services to aircraft storage space licensees at the licensee's assigned storage space; or 3) itinerant commercial aircraft operations.

2.5 Variance

Relief from the literal requirements of these rules and regulations may be granted by the Airport Manager when strict enforcement would result in practical difficulty or unnecessary hardship. Any such relief may be subject to reasonable conditions necessary to maintain the safety of flight operations, fulfill the intent of the rules and regulations and protect the public interest.

2.6 Waiver of Liability

Airport lessees, tenants, and permittees, authorized to use the airport and its facilities, or to fly to, or from the same shall be at all times conditioned upon the assumption of full responsibility thereof. It shall be a further condition thereof that each person, as consideration of the use of the airport and its facilities, shall at all times release, hold harmless and indemnify the County, the Airport Manager, Airport Authority and employees from and against any and all liability, responsibility, loss or damage, resulting to any such person or caused by or on his/her behalf, and incident to the manner in which airport is operated, constructed or maintained, or served from within or without, or used from without. The use of the airport by any person for any purpose, or the paying of fees thereof or the taking off or landing aircraft therein shall be itself an acknowledgment that such person accepts such privileges on the conditions set forth.

Notwithstanding the foregoing, those airport users shall not be required to indemnify the County for damage occasioned by the sole negligence or willful misconduct of the County or its employees or representatives.

2.7 Fees

Airport fees, rates and charges shall be established and may be modified from time to time by the Airport Authority. (Fee schedule available on Airport web site or from Airport Manager)

2.8 Advertisements

No person or entity shall post, distribute, or display signs, advertisements, circulars, handbills or printed or written matter in outdoor areas of the Airports except as approved by the Airports Manager. An area is available in the Airport Terminal Lobby for posting aircraft sales, services and area business information.

2.9 Conduct

- a. No person shall commit any disorderly, obscene, indecent, or unlawful act, or commit any nuisance on the airport.
- b. No person shall engage in gambling or gaming activity, or aid in or abet the conduct of gambling in any form, on the airport.

2.10 Smoking

- a. No person shall smoke inside an aircraft hangar, within 50 feet of any aircraft, fuel facility, or fuel truck, nor on an aircraft parking ramp.
- b. No person shall smoke in any public building or at the entrances to any public buildings, or at any other location through which movement may be anticipated, or at any other place on the airport where the Airport Authority specifically prohibits smoking.

2.11 Preservation of Property

- a. No person shall destroy, injure, damage, deface, disturb, or tamper with any building, vehicle, sign, equipment, landscaping, fixture or any other structure or property on the airport.
- b. No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools, without permission of the owner/operator.
- c. No person shall abandon any personal property on the airport.
- d. Any person finding lost articles in the airport public areas shall deposit them in the Airport Operations office.
- e. Any property destroyed, injured, damaged or destroyed by the negligence or willful conduct of any person shall be paid for in full by the person(s) responsible for such destruction, injury or damage.

2.12 Animals (including pets)

- a. Excluding Americans with Disabilities Act (ADA) and law enforcement requirements, no person shall enter the Airport Terminal with any animal.
- b. No animals (excluding ADA requirements) are allowed within the AOA unless being transferred or shipped or under the control of their owner by leash, harness, restraining straps, or cage. Leashes, harnesses, and straps shall not exceed twelve (12) feet.
- c. Owners are responsible for the immediate removal and disposal of all waste products.

Aeronautical Operations

3.1 General

- a. Aircraft shall be operated in conformity with all rules and regulations of the Federal Aviation Administration.
- b. All aircraft shall be operated in accordance with air traffic patterns established by the Mifflin County Airport and the Federal Aviation Administration.
- c. Unusual performance tests of aircraft may be conducted only upon prior permission of the Airport Manager and only upon such conditions as he/she shall impose.

3.2 Public Use

The runways, taxiways, aprons and ramps are open to aircraft in accordance with rules and regulations governing the operation of aircraft and the conduct of pilots as promulgated by the appropriate agencies of the United States Government, the State of Pennsylvania, and the Airport Authority.

3.3 Licenses and Registrations

Only aircraft and persons properly licensed or otherwise authorized by the FAA or U.S. law shall operate on or at the Mifflin County Airport.

3.4 Airport Closure

The Airport Manager shall have the authority to close the Mifflin County Airport or any portion of the airport as appropriate whenever the airport thereof is unsafe for aeronautical activity (such as weather, construction activity, etc.)

3.5 Accidents & Disabled Aircraft

- a. Any person involved in an accident or incident on the Mifflin County Airport shall submit a report to the Airports Manager using the forms contained in Exhibit 1, Accident/Incident Report. Accidents and incidents shall be reported immediately or as soon as practicable to the Airports Manager.
- b. No person shall disturb, move, or remove any aircraft parts or other equipment found on the airport as a result of an accident until release of the aircraft or parts thereof by the NTSB or FAA and the Airports Manager.
- c. The pilot, aircraft owner, lessee, operator, or other person having control of any abandoned or disabled aircraft on the airport shall be responsible for the prompt removal of the disabled aircraft or parts thereof as directed by the Airports Manager unless required to delay such action under paragraph 3.5b. The Airport Manager has the authority to direct removal or relocation of a disabled aircraft from any location on the airport except authorized aircraft storage spaces.

3.6 Engine Starting/Run-up

- a. A competent person shall attend the engine and aircraft controls during engine start and run-up.
- b. Aircraft brakes shall be applied, or the aircraft shall be appropriately secured, before and during engine start and run-up.
- c. Minimum power shall be used when operating an aircraft in the vicinity of people, buildings, and other aircraft.

- d. Operational checks requiring high power settings shall be performed only in areas where no harm to people, buildings, equipment and other aircraft will occur.

3.7 Landings and Takeoffs

All aircraft shall land and takeoff in designated landing area.

3.8 Taxiing Operations

- a. Fixed-wing aircraft taxiing operations are restricted to the designated runway, taxiways, apron and ramp.
- b. Aircraft shall not be taxied into or out of any hanger.
- c. All aircraft are recommended to operate with navigation lights and landing lights on during low visibility conditions.
- d. No aircraft shall be taxied or engines operated at the airport where the propeller blast or exhaust will cause injury to persons or damage property. If it is impossible to taxi in compliance with the above, then the engine must be shut off and the aircraft towed to its desired destination.

3.9 Noise Abatement

- a. Pilots are recommended to use the Aircraft Owners and Pilots Association (AOPA) “Fly-Quiet Procedures,” National Business Aircraft Association (NBAA), or aircraft owner manual Noise Abatement Procedures consistent with safe flight operational procedures.
- b. All pilots are strongly encouraged to comply with Airport Noise Abatement Procedures/Policies that may be adopted for the Mifflin County Airport Authority.

3.10 Aircraft Parking

- a. Aircraft parking shall be restricted to approved aircraft parking areas as designated or as approved by the Airport Manager.
- b. No aircraft shall be left unattended within airport taxilanes, Object Free Area, or in a manner as to interfere with the movement of aircraft or emergency vehicles or hinder access to any building or structure.

3.11 Washing and Maintenance of Aircraft

An aircraft stored at Mifflin County Airport under a Lease Agreement with the Airport Authority may be maintained in its assigned storage location provided that all maintenance activities conform to all applicable laws and regulations. Maintenance activity performed at open-air storage spaces (i.e. tie-down and shelters) must not interfere with adjacent aircraft and the area must be kept neat and orderly at all times.

3.12 Ultralight Operations

- a. Operation of Ultralights shall conform to all FAA FAR, 14 CFR Part 103 Rules.
- b. Ultralights shall depart and land on the runway, flying the standard left traffic pattern designated for the Mifflin County Airport.
- c. Ultralights are prohibited from flying over the airport inside the defined pattern (such as over buildings, other aircraft, people).
- d. Unlicensed ultralight pilots should familiarize themselves with FAR rules by which licensed pilots and airports operate.

3.13 Motorless (Glider / Sailplane) Aircraft Operations

- a. Glider / Sailplane Operations will conform to FAA FAR, 14 CFR Part 91.
- b. Gliders / Sailplane shall park and assemble in areas designated in Appendix I.
- c. Gliders / Sailplane pilot will stage and complete preflight checklist outside the Object Free Area in designated areas in Appendix I.
- d. Gliders / Sailplanes will only take the runway when ready for launch by tow plane.
- e. Tow Planes will only take the runway when Glider / Sailplane is ready for departure.
- f. Gliders / Sailplanes will not take the runway if motored aircraft have entered the pattern.
- g. Vehicles used to taxi Gliders / Sailplanes shall not operate inside the Object Free Area or block taxiways.
- h. Gliders / Sailplanes will use the same traffic pattern as all other aircraft (left traffic for Runway 06 and 24).
- i. Gliders / Sailplanes will monitor and communicate with other traffic on CTAF 122.7 MHz.
- j. If multiple Glider operations are planned, the tow plane will land in the grass north of Runway, taxi past mid field taxiway. At this time the next Glider may advance onto Runway.
- k. Tow Planes may not park in the Object Free Area and must remove tow ropes immediately. Ropes are not to be left in the Object Free Area
- l. Tow Planes pilots will monitor CTAF 122.7 MHz and make radio calls for taxiing, departures, and landings.
- m. Upon landing, Glider / Sailplanes will clear the runway and Object Free Area (past hold lines) immediately with the assistance of crew (wingmen). If crew is not available to assist, the pilot must pull off the runway as far as possible, maintain communications with a handheld radio, use vehicle to retrieve glider as quickly as possible. Vehicle must be equipped with strobe or flag (Penn DOT Requirements).
- n. Glider Competition Procedures are covered in Glider Competition Booklet

3.14 Parachute Operations

- a. Parachute operations shall be conducted according to FAA FAR, 14 CFR Part 105.
- b. Parachute operation aircraft shall announce a warning 2 minutes prior to parachutist drop on the CTAF 122.7 MHz, repeating the announcement 2 times.
- c. Parachute operation aircraft shall announce when the parachutist(s) are dropped on the CTAF 122.7 MHz, repeating the announcement 2 times.
- d. Announcements shall include Mifflin County / Reedsville Traffic, altitude and number of jumpers.
- e. Parachutist may drift over the airport with a fully deployed and properly functioning parachute if the parachutist is at least 2,000 feet above the airport's traffic pattern and avoids creating a hazard to air traffic. Once at traffic pattern altitude, parachutists must remain inside the traffic pattern.
- f. If other aircraft are operating on and in the area of the Mifflin County Airport, parachutists should use the landing zone between the public parking lot and the yellow lined fence Southeast of Runway 24. If there are no other aircraft operating during the jump, the parachutists may land between Taxiway A and E. No landings shall be in the Object Free Area.

3.15 Helicopter Operations

- a. Helicopter operations shall be conducted according to FAA FAR, 14 CFR Part 91.
- b. Helicopters shall utilize the standard traffic pattern for Mifflin County Airport, arriving and departing on Runway and using hover taxi to and on taxiways, staying clear of fixed wing aircraft.
- c. Tie down areas may be used by helicopters for parking.

3.16 UAVs, Kites, Balloons, Model Aircraft and Rockets

No person shall operate or release any UAV (drone), kite, balloon, model aircraft, rocket, or any other device into the air anywhere on or over Mifflin County Airport.

Ground Vehicle Operations

4.1 Operator Requirements

- a. No person shall operate motorized equipment or a vehicle of any kind on the airport unless in possession of a valid operators license, where required.
- b. The Airports Manager has authority to prohibit a person from operating a vehicle on the airport if in his/her opinion such an operation would be hazardous to persons or property.

4.2 Vehicle Requirements

- a. No person shall operate a vehicle on Mifflin County Airport unless the vehicle is in sound mechanical order, has adequate lights, horn, brakes, and clear vision from the driver's position.
- b. All motor vehicles operated on the Mifflin County Airport must have liability insurance as required by DMV or the Airport Authority.

4.3 Vehicle Operations

- a. Unauthorized motor vehicles shall not be operated on Taxiway A, B, C, D or Runway.
- b. Unless otherwise authorized by the Airport Authority, no person may operate a motor vehicle above 15 MPH.
- c. No vehicle shall enter the airport movement area unless equipped with an appropriately sized flashing or steady-burning yellow or amber beacon mounted on the uppermost part of the vehicle such that it is conspicuous from any direction including from the air. An orange and white checkered flag may be used in lieu of the flashing beacon for daytime activities. The flag shall be mounted so that it is conspicuous from any direction. Vehicles may use Taxiway E and taxiways around hangars to access hangars.
- d. Each person operating a motor vehicle on the airport shall operate it so as to have it under control at all times, weather and traffic conditions considered.

4.4 Right-of-way

- a. Pedestrians and aircraft (including aircraft under tow) shall at all times have the right-of-way over vehicular traffic.
- b. All vehicles shall pass to the rear of taxiing aircraft.

4.5 Vehicle Parking

- a. Ensure vehicles do not interfere with movement of aircraft especially in hangar areas.
- b. The Airport Authority may reserve public parking lots and other areas under lease or permit for special event use and indicate any parking restrictions by appropriate markings and/or signs.

4.6 Vehicle Repairs

No person shall wash or repair any motor vehicle on the airport except those minor repairs necessary to remove such motor vehicle from the airport, unless authorized by the Airport Authority.

4.7 Vehicle Removal

The Airport Authority may tow away or otherwise move any motor vehicle on the airport that is in violation of the regulations of the airport if the Airport Authority determines that it is a nuisance or hazard. The Airports Manager may charge a reasonable amount for moving and storage of the vehicle.

Safety, Security, and Environmental Protection

5.1 Fire Hazards

- a.** All operations on the airport shall be conducted in accordance with fire standards and applicable state and local codes.
- b.** The following specific activities which potentially create fire hazards are prohibited:
 - 1. Storing or stocking materials or equipment in such a manner as to restrict ingress to or egress from a building, restrict access to a fire extinguisher, or constitute a fire hazard.
 - 2. No person shall operate/use a propane or charcoal type barbecue inside an aircraft hanger, within 50 feet of any aircraft, fuel, or fuel truck.
 - 3. Keeping or storing flammable liquids, gases, fuels, or other similar materials in the hangars or in any building on the airport except in the proper receptacles specifically designed for storage of such materials.

5.2 Fire Equipment

No person shall tamper with any fire extinguisher equipment or airport fire protection systems or use the same for any purpose other than fire fighting or fire prevention.

5.3 Aircraft Fueling Operations

- a.** No person may fuel or defuel an aircraft in a closed hangar or enclosed space.
- b.** No person may start the engine of an aircraft on the airport if there is any measurable gasoline or other volatile flammable liquid on the ground underneath the aircraft that may pose a hazard.
- c.** Each person engaged in fueling or defueling on the airport shall exercise care to prevent the overflow of fuel, and must have readily accessible adequate fire extinguishers.
- d.** During the fueling or defueling of an aircraft on the airport, no person may, within 50 feet of that aircraft, use any material that is likely to cause a spark or be a source of ignition.
- e.** Each hose, funnel, or appurtenance used in fueling or defueling an aircraft on the airport shall be maintained in a safe, sound, and non-leaking condition and shall be properly grounded to prevent ignition of volatile liquids.
- f.** Persons involved in fueling operations shall ensure:
 - 1. Fueling activities cease when lightning discharges occur within five miles of the airport.
 - 2. The aircraft engine is not in operation.
 - 3. All aircraft electrical systems, to include magnetos and master switch, are in the “off” position.
 - 4. The aircraft’s parking brake is set, or at least one aircraft wheel is chocked, or the aircraft is secured to the ground by the two wing tie-down points.

5.4 Fuel Spills

In the event of a fire or fuel spill exceeding one-gallon, the responsible party will notify Airport Operations immediately and ensure that the aircraft is vacated. The aircraft shall not be re-boarded until the fuel spill has been contained and cleaned up. Fuel spill kits and instructions are in fuel pump housings.

5.5 Cleaning Fluids

No person shall use flammable volatile liquids for any purpose unless conducted in a properly ventilated area with readily accessible fire extinguisher.

5.6 Aircraft Doping and Painting

Aircraft doping and painting processes shall be conducted only in accordance with all applicable Federal, State, and Local Laws, Rules and Regulations.

5.7 Disposal of Toxicants/Pollutants

- a. No person shall dispose of any oils, fuels, solvents, chemicals, or any other toxic substances or pollutants on the airport except in receptacles provided for that purpose, nor allow them to enter the surface water, sewer, or drainage system.
- b. All airport users shall at all times be in full compliance with all laws and regulations of the U. S. Environmental Protection Agency and all state and local entities' environmental requirements.

5.8 Sanitation

- a. No person shall dispose of any garbage, papers, rags, refuse, trash, or any other material on the airport except in receptacles provided for that purpose.
- b. No person shall introduce materials such as fill, building materials, etc. onto Mifflin County Airport for disposal.

5.9 Restricted Areas

- a. Restricted Areas are not open to the general public.
- b. Pilots, aircraft owners, passengers or guests going to and from aircraft, aircraft service and maintenance personnel, FAA and public safety personnel shall be permitted onto the AOA ramp areas. Members of the general public may also be authorized by the Airport Manager to enter the AOA. Visitors shall check in with Airport Administration prior to entering the AOA.
- c. Persons observed in the AOA without authorization by the Airport Manager may be considered trespassing.

5.10 Aircraft Security

When the condition or mission of an aircraft requires security guards or police officers, the owner or operator of the aircraft should coordinate these requirements with the Airport Manager. The owner or operator of the aircraft is responsible for obtaining and paying such required security service personnel.

5.11 Tenant Security

Tenants and tenant employees are responsible for safeguarding doors, gates, and other access control devices between the AOA, airport airside and landside areas.

Aviation Fuel Distribution and Permits

6.1 Approved Aviation Fuels.

No person shall operate an aircraft on Airport except with FAA-approved fuel (AVGAS, AVJET, MOGAS).

6.2 Aviation Fuel Distribution Restrictions.

The Mifflin County Airport shall provide by contract (permit or license) for the manner of distribution of aviation fuel, (i.e., AVGAS, AVJET). No person, firm or corporation shall distribute aviation fuel on the airport except as may be authorized in writing by the Mifflin County Airport Authority.

6.3 FBO Retail Fueling Permit

The Mifflin County Airport Authority may permit an FBO master lessee to provide retail fueling on the Mifflin County Airport within the requirements of the FAA grant assurances currently in force.

Hangar, Shelter and Tie-Down Waiting Lists

7.1 General

The Airport Authority maintains a waiting list to ensure the fair and orderly assignment of aircraft storage spaces. The Airport Manager shall maintain the Waiting List.

7.2 Application Procedures

- a. In order to be placed on the waiting list for a storage space, applicant shall submit to the Airport Manager a signed completed hangar application form and required non-fundable annual fee. It is the applicant's responsibility to resubmit his application by December 31 of each year. Applicants name will be removed from the waiting list if a new application and a non-refundable fee is not submitted by December 31 of each year.
- b. If the applicant desires a specific type of storage space (i.e. t-hangar in designated building or a hangar space in building #3), applicant shall so designate on the application, and the Airport Manager shall contact the applicant only when the type of storage space desired is available for assignment to the applicant. If the applicant does not designate a specific type of storage space on the application, the Airport Manager shall contact the applicant when any type of storage space is available for assignment, with the exception of a glider trailer space and garages 20A and 20B. Those spaces must be specifically stated on the application, for the applicant to be contacted.

7.3 Assignment of Storage Spaces

- a. When a storage space becomes available for assignment, the Airport Manager shall contact the first eligible Applicant on the waiting list to make arrangements to examine the available space and complete the lease agreement. In the event that the first eligible Applicant cannot be reached, a phone message will be left if possible. If the applicant can not be reached by phone after seven days, a certified letter will sent to the applicant, in an attempt to contact the applicant. If following seven days after the date of the mailing of the certified letter, contact has not been established, the Airport Manager will attempt to contact the next eligible Applicant on the list. Therefore, applicants are highly encouraged to provide Airport Operations with a current phone number. Applicants who will not be reachable during any fourteen day period are also encourage to provide airport Operations with an advanced decision on whether they will accept a space offered during their absence or leave instructions with an individual who may be receiving messages in the Applicant's absence.
- b. If an eligible Applicant is either unable to be contacted or declines the space offered after being contacted, the Airport Manager shall notate on the Applicant's Waiting List Sign Up Sheet the space offered and the date declined. The applicant's current position on the list shall be retained after the first and second spaces offered are declined. The Applicant shall be removed from the waiting list if the third space offered is declined.

7.4 Removal from the Waiting List

The applicant shall be removed from the waiting list upon:

- Written request by the applicant to be removed; or
- Acceptance by the Applicant of an offered space unless the Applicant elects to remain on the waiting list for a future upgrade of space as discussed in Section 7.5; or
- Applicant's third decline of an offered space
- Applicant's failure to pay the annual fee to remain on the waiting list

7.5 Remaining on the Waiting List for Upgrade of Space

- a. After accepting a space and signing a lease Agreement, a lessee may retain the same position on the waiting list for a future upgrade of space.
- b. Lessees electing to remain on the waiting list for a future upgrade of space shall designate the specific type of space desired.

Agriculture Land Leases

8.1 General

The Airport Authority has historically leased land to farmers owning the contiguous properties to the airport for agriculture.

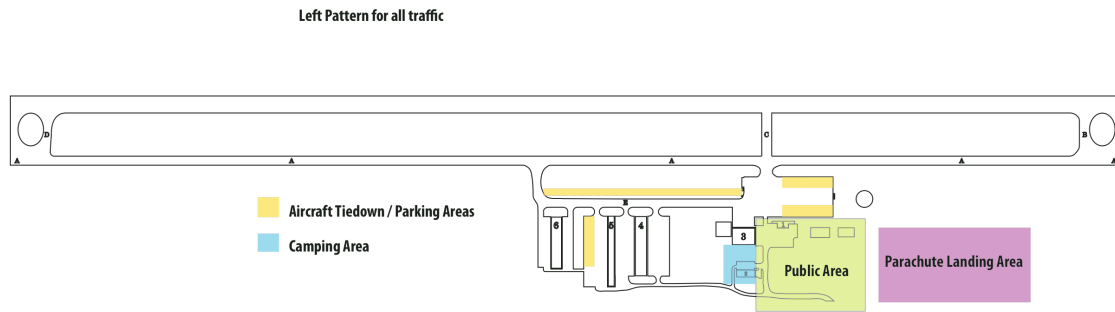
8.2 Application

- a. The Airport Manager will provide applications upon request for persons desiring to lease designated properties for agriculture.
- b. The Airport Manager will maintain applications in a file.

8.3 Assignment of Land Leases

- a. Leases may continue for contiguous farms.
- b. When a lease area becomes available, the manager will contact other lease holders and they shall have priority.
- c. If none of the contiguous property lease holders desire to lease available area, the manager shall contact the applicants in the order applications were received.
- d. Identification of property for lease is available in the airport office and designated on the Airport Layout Plan required by the FAA and BOA.
- e. All agricultural activities within the designated lease areas shall not interfere with aeronautical functions.

Appendix I – Airport Map



Appendix II – Special Events

Activities Regulated by Airport Management

1. Special Events such as, but not limited to the following require approval from the Airport Authority 60 days in advance of the requested event:
 - Airport Day
 - Air Shows
 - Balloon Festivals
 - Air Races
 - War Bird Shows
 - Parachute Team Demonstrations
 - Glider Contest
 - Wings to Wheels Auto Show
2. The Airport Authority must officially approve events and approval will be at the discretion of the Authority.
3. The special event sponsor will be required to obtain liability insurance for the event and proof of such supplied with request. The insurance policy will identify the County and it's officers, agents and employees as a "named insured".

Mandatory Compliance by the Special Event Sponsor

1. If the special event is expected to attract an attendance of 500 persons or more, the sponsor may be required to coordinate road and highway impacts with local police, sheriff and/or highway patrol as well as emergency services.
2. The sponsor may be required to make arrangements for auto towing, garbage pick-up and refuse clean up.
3. Depending on the number of people expected, sponsor may be required to provide porta-toilets.
4. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for the general aviation users of the airport, or other business activities normally conducted at the airport.
5. Airport runways, taxiways, and/or landside "closures" must be coordinated by the Airport Manager, and approved in advance by the Airport Authority.
6. A special event that involves certain maneuvers by aircraft must be coordinated with the Airport Manager and the local Flight Standards District Office (FSDO) of the FAA.
7. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra overhead expense and damages by the Airport Authority.
8. Special events involving aerial activities that are not of a routine nature for the airport will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event. The Airport Authority must approve the person designated as "air boss".

Appendix III – Use of Facilities

Camping

1. Requests for camping are made to the Airport Manager
2. Tents or campers are to be set up only in designated areas.
3. Fees per schedule of service fees.

Pavilion

1. Requests for use are made to the Airport Manager.
2. Parties of more than 12 people must provide portable restrooms.
3. If alcohol will be served, a licensed bartender or caterer must be used.
4. Grounds must be maintained in good condition, and garbage removed by applicant.
5. A \$50 clean-up deposit will be collected when request is approved.
6. Deposit will be refunded if the premises are clean and in good condition.
7. Premises must be vacated by 11:30 p.m.
8. Donations are accepted.

Exhibit 1 – Aircraft Accident/Incident Report

Mifflin County Airport - Mifflin County

Aircraft Accident/Incident Report					
Name of Reporting Party	Address	City	Zip	Phone	Date
Explain Incident:					
Date Call Received	Time Call Received	Call Received By		Was County Property Damaged?	

Pilot, Passenger, and Aircraft Data					
Name of Pilot	Address	City	State	Zip	Phone
Pilots License Number	Insurance Co.			Policy No.	
Owners Name	Address	City	State	Zip	Phone
Name of Witness:	Address	City	State	Zip	Phone
Name of Witness:	Address	City	State	Zip	Phone
Aircraft Make:	Model:			N #	
Additional Data:					
Investigator:			Date Investigated:		

Remarks:		
Report Completed By:	Date Completed:	Approved By:
Location of: _____ Total Aircraft Occupants: _____		
Fatalities: _____ Number of Injured: _____ Injuries: _____		
Aircraft Damage: _____ Aircraft Home Airport: _____		
PIC Pilot Certificate: _____ FAA/NTSB classified this as an: _____		

Action	Approval Date	Date of Change
Policy Change to 3.16 on page 13 Add UAVs. Reference page 2 and page 7	January 13, 2014 Regular Meeting	January 14, 2013 by B. Reifsnyder
Added Policy 8 Agriculture Land Leases page 21	January 11, 2016 Regular Meeting	January 12, 2016 by B. Reifsnyder