

# Billings Logan International Airport



## RULES AND REGULATIONS

AVIATION AND TRANSIT DEPARTMENT  
CITY OF  
BILLINGS, MONTANA  
1999

# **AIRPORT RULES AND REGULATIONS**

City of Billings Logan International Airport  
Billings, Montana

In accordance with Article 5, Section 5-302 of the code of the City of Billings, Montana, as amended, the rules and regulations contained herein are adopted to govern all activities at Billings Logan International Airport.

The provisions of this booklet supersede all previous editions of Rules and Regulations for Billings Logan International Airport and are set forth in the interests of public safety and efficient operation.

Revised Version  
Approved and Adopted  
by the City Council  
March 8, 1999

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## SECTION I --- DEFINITIONS AND USE

1. The following terms as used in these Rules and Regulations shall have the following meanings:
  - a) **Airport Roads** shall mean those roads that afford a means of ingress and egress for vehicles to, from and between the public roads with which such roads connect, and the various buildings and public areas at the Airport abutting upon such roads.
  - b) **Aircraft** shall mean and include any and all contrivances now or hereafter used for the navigation of or flight in air or space, including but not limited to airplanes, airships, dirigibles, helicopters, gliders, amphibians and seaplanes.
  - c) **Airport** shall mean all the real property now owned or otherwise controlled by the City of Billings known as Billings Logan International Airport, and all other real property, whether City owned or not, that may fall under the City's jurisdiction at any other location for the purpose of providing a place from which to operate.
  - d) **Airport Police Officer** shall mean every officer of the Aviation and Transit Department Police Division whose powers and duties are listed in Section VIII, Paragraph 1.
  - e) **Air Operations Area (AOA)** includes any portion of the Airport designed and used for surface maneuvering of aircraft.
  - f) **Billings Logan International Airport** shall mean the official name of the facility referred to as the Airport in this document.
  - g) **City**—The words "the City" or "this City" mean the City of Billings, in the County of Yellowstone and State of Montana.
  - h) **Department** shall mean the City of Billings Department of Aviation and Transit.
  - i) **Destructive device** means a projectile containing an explosive, incendiary material, or other chemical substance, or a bomb, grenade, missile, or any other device creating an unreasonable risk of harm to persons or property.

- j) **Director** shall mean the City of Billings' Director of Aviation and Transit who is in charge of the Airport or his/her designated representative.
- k) **Employee** shall mean any person working for any individual, firm, company, or agency doing business on or located on the Airport.
- l) **Employer** shall mean the individual or individuals in charge of any firm, company, or agency doing business on or located on the Airport.
- m) **Fixed Base Operator (FBO)** shall mean an entity under contract with the City to engage in certain commercial general aviation activities.
- n) **Fuel handling** shall mean the transporting, delivering, fueling, and draining of fuel or fuel waste products.
- o) **Fuel storage area** shall mean and include those portions of the Airport designated temporarily or permanently by the City of Billings as areas in which gasoline or any other types of fuel may be stored.
- p) **Jet aircraft** shall mean and include any and all aircraft which are not propeller-driven, and which accomplish motion entirely as a direct reaction of the thrust of any engine, including but not limited to engines which operate on turbine, ram, rocket, or nuclear principles.
- q) **Movement area** shall mean any area at the Billings Logan International Airport under the direct control of the Billings Air Traffic Control Tower.
- r) **Newsrack** shall mean any self-service or coin-operated box, container, storage unit or other dispenser installed, used, or maintained for the display and sale of newspapers or news periodicals.
- s) **Non-movement** area shall mean certain taxilanes and apron/ramp areas not under the control of the Billings Air Traffic Control Tower.
- t) **Operator** shall mean the owner of an aircraft or any person who has rented or is otherwise using such aircraft for the purpose of operation by himself/herself or his/her own agents.

- u) **Permission** shall mean permission granted by the Director unless otherwise specifically provided.
- v) **Person** includes a corporation, company, partnership, association or society, as well as a natural person.
- w) **Public aircraft parking and storage areas** shall mean and include those portions of the Airport designated and made available to the public for the parking or storage of aircraft.
- x) **Public landing area** shall mean and include those portions of the Airport including runways and taxiways designated and made available to the public for the landing, taking off and taxiing of aircraft, and other areas between and adjacent to said runways and taxiways.
- y) **Public vehicular parking area** shall mean and include those portions of the Airport designated and made available to the public for the parking of vehicles.
- z) **Ramp and apron area** shall mean and include those portions of the Airport designated and made available to the users for loading or unloading of passengers, cargo, and mail on and off aircraft.
- aa) **Regulated activities** shall mean those activities within the Airport, by persons or organizations desiring to exercise their rights of free speech and expression covered under Section XI, namely:
  - 1) Religious or proselytism;
  - 2) Solicitation and acceptance of donations for charitable, religious, or political causes;
  - 3) Distribution of handbills, tracts and other literature.
- bb) **Secured area** shall mean certain portions of the air carrier terminal and adjacent ramp areas associated with the handling (boarding, deplaning, and baggage operations) for certificated air carriers.
- cc) **SIDA** shall mean the Security Identification Display Area. At the Billings Logan International Airport the SIDA includes only those portions of the AOA that are defined as the "secured area." While in the SIDA persons, unless under approved escort, must wear a Billings Logan International Aviation Department identification badge on their outermost garment.

- dd) **Temporary buildings** shall be defined as any building which does not conform to State of Montana Building Codes and the Uniform Building Codes (UBC) as adopted by the City of Billings Building Department for permanent structures.
- ee) **Turbo-prop aircraft** shall mean and include any and all aircraft which accomplish motion by means of a jet engine having a turbine-driven propeller whose thrust may or may not be supplemented by that of hot exhaust gases issuing in a jet from the engine itself.
- ff) **Vehicles** shall mean and include automobiles, trucks, buses, motorcycles, animal-drawn vehicles, bicycles, push carts, tugs, bag belts, and any other device in or upon or by which any person or property is or may be transported, carried or drawn upon land, except railroad equipment and aircraft.

## SECTION II — GENERAL RULES AND REGULATIONS

1. ***Authority to adopt Rules and Regulations (Article 5, Section 5-302 Billings Municipal Code).*** The City Administrator shall promulgate rules and regulations to govern the operation and control of the Airport and fixing fees and charges, subject to approval by the City Council. Any person, firm, partnership, association or corporation who shall violate these Rules and Regulations shall, upon conviction thereof in any court of competent jurisdiction, be deemed guilty of a misdemeanor. Each day a violation of these Rules and Regulations shall continue, shall constitute a separate offense. Each misdemeanor shall be punishable by a fine not to exceed five hundred dollars (\$500) or imprisonment in the City Jail for a period not to exceed sixty (60) days, or by both such fine and imprisonment.
2. ***The Director of Aviation and Transit*** or his/her designated representatives have authority to take such action as may be necessary to safeguard the public in attendance at the Airport as well as all facilities under his/her control. All persons employed on or using the Airport shall cooperate with the Director and his/her staff to enforce these Rules and Regulations. The Director and any designated staff representatives as well as the Airport Police staff may issue warning notices and citation(s) for violations of these Rules and Regulations as warranted.
3. ***Compliance with Rules and Regulations.*** Any permission granted by the City or the Director, directly or indirectly, expressly or by implication, to any person or persons to enter or use the Airport or any part thereof (including aircraft operators, crew members or passengers, spectators, operators of pleasure and commercial vehicles, officers and employees of airlines and any other persons occupying space within the Airport, persons doing business with the City, its lessees or sub-lessees and permittees, and any other person whatsoever) is conditioned upon strict compliance with these Rules and Regulations and payment of such rates, fees or charges as may be established by the Director.
4. ***Commercial activities must be approved.*** No person shall use Billings Logan International Airport for the purpose of carrying out commercial activity; for the carrying for hire of passengers, freight, express, or mail; for the instruction in aviation in any of its branches; for the conduct of any phase of any aviation activity; for the sale of fuel or refreshments; or for any other commercial purpose unless approved by the City or its duly authorized agent by lease or license, as provided in Paragraph 3 above. The City reserves the right to license all commercial operations and assess charges as appropriate.
5. ***A valid certificate of insurance,*** or copies of said, will be deposited at the Director's Office by tenants having valid leases, subleases, agreements or holders of operating permits on or in Airport property, and by any contractor, subcontractor, construction company, or contracted service provider functioning on or in Airport property. Amounts of liability to be determined by the Director. All policies shall name the City of Billings, its officers, servants and agents and employees as additional insureds. The City of Billings shall be provided at least thirty (30) days notice prior to any change of terms, coverage, or limitations of a tenant's or contractor's insurance policy.
6. ***Suspension of activities.*** The Director may suspend or restrict any or all operations without regard to weather conditions or other considerations whenever such action is deemed necessary in the interest of safety.
7. ***Obstruction of Public Use.*** No person shall travel by foot or vehicle on any portion of the Airport except upon the roads, walks, or places provided for that particular class of traffic; nor occupy the roads or walks in such manner as to hinder or obstruct their proper use.
8. ***Restricted areas.*** No person shall enter any restricted area of the Airport posted as being closed to the public, except persons assigned to duty therein or authorized representatives of the City. Operational areas, ramps, aprons, and loading positions are closed to the public, and no tenant shall permit any unauthorized person to gain access to the ramp either by private

or common use passageways or through private areas. Nothing herein contained shall be construed to limit the use of any area, or portion of the Airport, by officers or employees of the City, or by contractors acting specifically on behalf of the Aviation and Transit Department or to prevent any police officer, fire fighter, or other public officer or employee from entering upon any part of the Airport when properly required in the performance of his/her official duties.

9. ***Signs and advertisements.*** No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the Airport, except as provided in Section XI or as provided by the Airport advertising program. Tenant area advertising signs must be authorized in writing by the Director and be in compliance, as applicable with the appropriate City of Billings signing codes and regulations.

10. ***Selling, soliciting and entertaining.*** No person, except those authorized by contract with the City or permission of the Director, shall in or upon any area, platform, stairway, waiting room or other appurtenance of the Airport:

- Solicit alms or funds for any purpose whatsoever;
- Sell, or offer for sale, any article or merchandise;
- Solicit any business or trade, including the carrying of baggage for hire, the shining of shoes or bootblacking;
- Entertain any persons by singing, dancing or playing any musical instrument.

11. ***Responsibility for damages.*** Any person causing damage to or destroying public property of any kind at Billings Logan International Airport, including buildings, fixtures, or appurtenances, whether through violation of these Rules and Regulations or through any act or omission, shall be fully liable to the City. Any such damage shall be reported at once to the Director or Airport Police Office.

12. ***Animals.*** No person may enter any part of the Airport including the Air Operations Area (AOA) with a domestic or wild animal without written permission of the Director, except;

- Persons entering any part of the Airport (other than the Terminal Building, gate loading area, or other restricted

area) with a domestic animal that is kept restrained by a leash or is confined so as to be completely under control;

13. b) Persons entering the Terminal Building or gate loading area with a small domestic animal (such as a dog or cat) that is to be transported by air and is kept restrained by a leash or is confined so as to be completely under control; or

c) Animals required for assistance to vision-impaired, hearing-impaired, or security enforcement persons.

d) When the animal has been containerized for air shipment. Any stray livestock or animal on the Airport will be disposed of in accordance with the laws of the State of Montana and the applicable municipal ordinances.

14. ***Mislaid property.*** Any person finding any mislaid property on any of the Airport premises shall deposit the same at the Office of the Airport Police. The Chief of Airport Police shall immediately make a reasonable effort to ascertain the true owner of such property. In the event he cannot ascertain the true owner, any such property unclaimed by the true owner within sixty (60) days after its finding will be considered property of the City of Billings Aviation and Transit Department and may be sold or disposed of at the discretion of the Director in the best interests of the City of Billings Aviation and Transit Department. The proceeds of any such sale will belong to the City of Billings Aviation and Transit Department.

14. ***Demonstrations.*** Labor dispute picketing or other demonstrations shall be confined to locations specifically designated by the Director. Further, any person or persons wishing to picket, demonstrate, or otherwise communicate views to the public at the Airport will provide written notice of the intent to do so to the Director not less than three business days prior to engaging in such activity. Written notice shall include:

- The name, address, and telephone number of the person sponsoring, promoting, or otherwise organizing the activity;
- A copy of the literature to be displayed or distributed and the text of any signs or other visual displays;

- c) A description of the nature of the proposed activity.
- d) The number of persons expected to participate and the date, hour, location, and anticipated duration of the proposed activity. No demonstration of any kind will be allowed to conflict with normal operation of the Airport facilities or pose a safety problem to users of the facility.

15. **Storage of cargo.** Unless otherwise provided by a lease or other contractual agreement, no person shall use any area of the Airport, including buildings, either privately owned or publicly owned for the storage of cargo or any other property without permission of the Director. Notwithstanding the above prohibition, if a person uses such areas for storage as aforesaid without first obtaining such permission, the Director shall have authority to order the cargo or any other property removed or to cause the same to be removed and stored at the expense of the owner or consignee thereof, without responsibility or liability for damages arising therefrom.

16. **Air taxi passenger counts.** All FBOs and others operating out of Billings Logan International Airport and carrying passengers for hire shall file a report with the Director within ten (10) days after the preceding month indicating the total number of passengers carried during the month. The City reserves the right to conduct unannounced audits to verify air taxi passenger counts reported to the Airport.

17. **Air carrier charter aircraft counts.** All FBOs and tenant airlines operating out of Billings Logan International Airport will file a report with the Director within ten (10) days after the preceding month indicating the number of charters handled, type aircraft, fuel taken, aircraft owner, registration number of the aircraft and number of passengers carried. The City reserves the right to conduct unannounced audits to verify the number of charters reported to the Airport.

18. **Obstruction of Airport use.** No person shall obstruct, impair, or unreasonably interfere with the passage or safe, orderly, efficient use of the Airport by any other person, vehicle, or aircraft.

19. **Antenna base station installation and maintenance criteria.** All antennas, base stations, or satellite communication systems

located on any private or public Airport buildings must be registered with the Director's Office. To be registered, the following must be presented in writing to the Director:

- a) FCC License
- b) FCC PM Check (Maintenance Check)
- c) Requested location and antenna description
  - 1) Type
  - 2) Length
  - 3) Statement of dealer installation

The location must be specifically approved as well as the method of securing the equipment if it is to be located on the City-owned buildings. Further, the Director retains the right to deny a new applicant or ask an existing permit holder to remove the equipment should frequency interference or other operational problems arise that would jeopardize the existing FAA, Fire, Police or Aviation and Transit Department essential communications and navigational equipment.

20. **Use of Airports.**

- a) No person or group shall organize, promote or participate in any aviation event including but not limited to airshows, air festivals, air races, balloon festivals, experimental aircraft testing, fly-in meets, glider activities, gyro copters, home built aircraft testing, hot air balloon launches, model aircraft meets, banner tows, parachute or parasail demonstrations, sky diving activities, para-planes, ultralights warbird shows, formation landings and takeoffs, and the use of "ski geared aircraft," without the prior written approval of the Director of Aviation and Transit and the Federal Aviation Administration as required. Approval by the Director of Aviation and Transit of any request to organize/sponsor an airshow, or similar event, at Billings Logan International Airport will be contingent upon the group/individual satisfactorily completing all applications, operations plans and special use operating permits required by the Aviation and Transit Department. The form and content of all applications, operations plans, and operating permits will be established by the Director of Aviation and Transit.

- b) Persons or parties wishing to conduct a commercial operation on the Airport and not involved with a lease of buildings or ground from the City will require an operating permit issued by the Director. The specific requirements to obtain this permit will be detailed by the Director and a fee charged for this permit at the discretion of the Director.

## SECTION III — BUILDINGS/FACILITIES REGULATIONS

1. ***Construction, alteration, remodeling of Airport facilities and property.*** No person, tenant or lessee shall make any alterations of any nature, whatsoever to any building, ramp, or other Airport space, nor erect any building or structure without prior written permission of the Director. Permission will only be granted after review of the plans by members of the Department's Engineering Division and after City Building Department review and approval when appropriate. A drawing depicting in detail the alteration should accompany the written request. The cost of the alterations, if approved, will be borne by the party requesting the alteration.
2. ***Floor drains, manholes and sewer connections.*** No person shall place any solid in, or pour any liquid other than water, down floor drains, manholes or other sewer connections.
3. ***Sprinkler systems.*** No persons other than authorized employees of the City shall at any time move any valve, switch, or other fixture of, or in any way tamper with, any sprinkler system installed in any building.
4. ***Privately owned aircraft hangars,*** are to be used for aircraft storage only, unless written approval for other uses/activities has been granted by the Director.
5. ***Discarded materials, weeds and debris.*** The areas around the outside of all buildings on the Airport will be kept free of any accumulation of discarded materials, weeds, disabled vehicles, aircraft parts, and other debris. Where accumulations are found by the City the lessee will be given written direction to dispose of discarded materials within ten (10) days. If the accumulations remain after this time period the City will dispose of the materials and bill the lessee for the full costs of disposal.
6. ***Lock and key control.*** Only those persons with a clearly defined operational need, as determined by the Director, will be issued keys or access cards to the Airport facilities and operational areas as provided for in the Billings Logan International Airport Security Program.
  - a) Keys and access cards are not to be duplicated or

transferred to another employee or individual and will only be issued through the Airport Police Office.

- b) Employers are responsible for collecting and returning employee keys and access cards to the Airport Police Office immediately upon termination of employees. Lost or stolen keys and access cards shall be immediately reported to Airport Police.
- c) Tenants will be responsible for the cost of extra keys or replacing lost keys or access cards. Once three or more keys are lost the tenant will be responsible for all costs to rekey their leased area.

7. ***Lease approval.*** Arrangements for leases and building sites shall be made with the Director, but shall be approved by the City Council before any construction begins.
8. ***Utilities.*** All utilities requested and consumed shall be metered and the cost for meter installation and all consumption shall be at the lessee's expense.
9. ***Non-permitted uses.*** No part of the Airport and no improvement thereon shall be used or allowed to be used at any time for the manufacture, storage, distribution, servicing or sale of any product or the furnishing of any service, in a manner which is unreasonably noxious or offensive or an unreasonable annoyance or a nuisance to others on the Airport because of odors, fumes, smoke, noise, glare, vibration, soot, or dust. No activity shall be carried on which may be or may become dangerous to public health and safety, or which shall be illegal.

## SECTION IV — SAFETY PROVISIONS

1. ***Smoking.*** No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any naked flame in or upon any fuel storage areas, public ramp and apron area, or public aircraft parking and storage area or in any other place where smoking is specifically prohibited by signs, or upon any open space within fifty (50) feet of any fuel carrier or aircraft which is not in motion; nor shall any person throw ~~from~~ an open deck, gallery or balcony contiguous to such areas, or such carriers or aircraft, cigars, cigarettes or similar articles.
2. ***Explosives.*** No person shall, without prior permission of the Director, keep, transport, handle or store at, in or upon the Airport any cargo of explosives or other dangerous articles which are barred from loading in or transportation by civil aircraft in the United States under the provisions of the Federal Air Regulations. Any waiver of such regulations or of any part thereof by any competent governmental authority shall not constitute or be construed to constitute a waiver of this rule or an implied permission to keep, transport, handle or store such explosives or other dangerous articles at, in or upon the Airport.
3. ***Firearms or destructive devices.*** No person shall carry or possess a firearm or destructive device on the Airport except:
  - a) Firearms enclosed in a carrying case or other container for shipment by air;
  - b) Firearms carried by peace officers, government employees, or members of the Armed Forces of the United States, when such person is on official duty which authorized the possession of a firearm.
4. ***Hunting.*** Hunting on Airport property is prohibited.
5. ***Open fires.*** No person shall start any open fires of any type, including flare pots, or torches on any part of the Airport without permission from the Director.
6. ***Welding operations.*** Shall be conducted in approved welding booths or approved aircraft or vehicle maintenance areas in accordance with the Uniform Fire and Building Codes.

7. **Compressed flammable gas.** Compressed flammable gas cylinders stored inside of buildings must be stored in compliance with the appropriate National Fire Protection Association (NFPA) Standards and City of Billings Fire Codes.
8. **Low flash point compounds.** Storage of volatile compounds having a flash point of less than 110 degrees Fahrenheit is prohibited on the Airport unless use of the compound is required for aviation purposes and is approved by the Director and City of Billings Fire Marshall and stored in accordance with City of Billings Uniform Fire and Building Codes.
9. **Fire extinguishers.** Tenants are responsible for supplying and maintaining fire extinguishers on their tenant premises and equipment. Fire extinguishing equipment must be located, inspected, and tagged in accordance with City of Billings Uniform Fire and Building Codes. Use of any fire extinguisher under any circumstances shall be reported to the Airport's Aircraft Rescue and Fire Fighting Division immediately after use.
10. **Cleaning of aircraft.** Cleaning of aircraft shall be done only in areas designated for that purpose by the Director.
11. **Flammable/combustible fluid spills.** Receptacles containing waste oil and fluids must be placed in containers provided by the tenant and disposed in accordance with the appropriate local, State and Federal environmental regulations and laws. Discarding fluids on pavement, into storm or sanitary sewers, or on any grassed or planted area is prohibited, and any offender shall be liable for damage thereto as determined by the Director.
  - a) Tenants will be required to report all fluid spills to the Airport's Aircraft Rescue Fire Fighting Division immediately.
  - b) All spill accidents, including all costs for clean up, are the responsibility of the company and/or individual causing the spill.
  - c) Unreported spills will be cleaned by the Aviation and Transit Department. Costs associated with the spill will be charged to the lease holder of the ground upon which the spill was located.
12. **Radioactive materials.** No person shall without prior permission of the Director, store, keep, handle, use or transport at, in or upon the Airport the following radioactive materials:
  - a) Source materials (as defined in Standards for Protection Against Radiation, promulgated by the Atomic Energy Commission, Title 10, Code of Federal Regulations, Part 20) including, but not limited to Uranium, Thorium, or any combination thereof (but not including the "unimportant quantities of source material" set forth in 10 CFR 40.13);
  - b) Special nuclear material (as defined in Standards for Protection Against Radiation promulgated by the Atomic Energy Commission, Title 10, Code of Federal Regulations, Part 20) including, but not limited to, Plutonium, Uranium 233, Uranium enriched in the Isotope 233 or in the Isotope 235, or any material artificially enriched by any of the foregoing.
  - c) Nuclear reactor fuel elements that are partially expended or irradiated;
  - d) New nuclear reactor fuel elements;
  - e) Radioactive waste material;
  - f) Any radioactive material moving under an Interstate Commerce Commission special permit and escort.Advance notice of at least three (3) work days (Monday - Friday) shall be given the Director to permit full investigation and clearance for any operation requiring a waiver to this rule. The permission of the Director may be given to movements of radioactive materials only when such materials are packaged, marked, labeled and limited as required by the Interstate Commerce Commission and Federal Aviation Administration regulations applying to transportation of explosives and other dangerous articles and do not create undue hazard to life or property at the Airport.
13. **Hazards to aviation.** No person shall operate launch, propel, discharge or release any object, model aircraft rocket, kite,

balloon, parachute, or other article or substance upon or over the boundaries of the Airport or in aircraft approach zones where a hazard to safe flight would be created.

14. ***The Director of Aviation and Transit*** may as necessary establish Standard Operating Procedures with other individuals, groups, or agencies for dealing with the operational emergencies that arise on the Airport.

15. ***Right of access to Airport proper.***

- a) The Director shall have the responsibility of providing and designating access gates in the perimeter fencing of the Airport for use by emergency equipment. The Director reserves the right to deny access to the Airport to any person or persons not directly connected with emergency operations.
- b) Pedestrian traffic beyond any portion of the perimeter fencing of the Airport to the scene of an accident within the Airport is strictly prohibited.

16. ***Right to inspect.*** The Director has the right to inspect all tenant premises and to observe tenant activities in an effort to prevent unsafe practices.

17. ***Automatic fire and intrusion alarm systems*** installed by a tenant must be registered with the Airport Director. The following information must be noted: monitoring company, name of emergency contact(s) and their telephone numbers. The monitoring company must be instructed to notify 911 immediately upon receipt of an alarm prior to notifying the owner.

## SECTION V — AIRCRAFT OPERATING PROVISIONS

1. ***Conformance with Federal Regulations.*** All aeronautical activities at the Airport and all flying of aircraft departing from or arriving at the Airport and in the air space which constitutes the control zone of the Airport shall be under the direct control of FAA Control Tower personnel. The Federal Aviation Regulations and Civil Air Regulations of the United States Federal Aviation Administration and other appropriate rules and regulations of that body as they pertain to all aviation and aircraft operations are hereby adopted by reference and made a part of these rules as though they were fully contained herein.
2. ***Careless or negligent operation.*** No aircraft shall be operated on the surface of a public aircraft parking and storage area or public landing area or public ramp and apron area in a careless or negligent manner or in disregard of the rights and safety of others, or without due caution and circumspection, or at a speed or in a manner which endangers unreasonably, or is likely to endanger unreasonably, persons or property, or while the pilot or other persons aboard controlling any part of the operation thereof is under the influence of intoxicating liquor or any narcotic or dangerous drug, or if such aircraft is so constructed, equipped or loaded as to endanger unreasonably, or to be likely to endanger persons or property.
3. ***Qualified personnel to start and taxi aircraft.*** No aircraft engine shall be started or aircraft taxied at the Airport unless a pilot certificated to operate that particular type of aircraft, or a certificated mechanic qualified to start and run up the engines of that particular type aircraft, shall be attending the controls. Wheel blocks and tie-downs or other approved devices for blocking an aircraft shall always be placed at the front and rear of each main landing wheel, and the brakes of the aircraft shall be on and locked before the engine or engines are started, except in cases where in the opinion of the Director proven procedures such as those followed by the scheduled airlines are equally safe. Aircraft engine power backs will not be allowed without the written approval of the Director.

4. **Right-of-way for aircraft.** Taxiing aircraft shall have the right-of-way over all vehicles, except authorized emergency vehicles.
5. **Speed of aircraft on ground.** All aircraft shall be taxied at a safe and reasonable speed, with due regard for other aircraft, persons and property. In no case shall aircraft, on ramps or aprons, T-hangar or fixed base operator ~~streets~~, be taxied in excess of 20 m.p.h. or in excess of such lesser speed limit as may be established by the Director.
6. **Air carrier operations area.** All taxiing aircraft will remain north of the movement area line that separates the air carrier operations area north of the Terminal Building and the taxiway system.
7. **Permission to taxi or tow aircraft.** No person shall taxi or tow an aircraft on movement areas until radio contact has been established with the Control Tower, or until the person in charge of the aircraft has made previous arrangements with the Control Tower by telephone or other means for appropriate light signals. A qualified operator must be at the controls of the aircraft being taxied or towed.
8. **Radio guard.** While taxiing, the pilot of an aircraft shall maintain at all times the appropriate radio frequency of the Airport Control Tower.
9. **Taxiway stops.** Aircraft awaiting take-off shall always stop short of the holding line between taxiways and runways unless the Control Tower authorizes a deviation from this rule.
10. **Engine/propeller blast.** No aircraft shall be started or taxied at the Airport where the exhaust blast may cause injury to persons or do damage to property. If it is impossible to taxi such aircraft without compliance with the above, the aircraft must be towed to desired destination.
11. **Authorized run-up areas.** No aircraft engine shall be run-up except in the designated run-up area located on the east end of the field adjacent to Taxiway Alpha or in other areas authorized for that purpose by the Director. Further, at no time shall engines be "run-up" when other aircraft, hangars, shops, other buildings, or persons in the observation area, are in the path of the propulsion stream. Aircraft moving away from the parking ramp shall avoid damaging other aircraft, persons, or property with their propulsion airflow.
12. **Run-up time restrictions.** Unless authorized by the Director, no run-ups of any aircraft engine shall be made between the hours of 10:00 p.m. and 8:00 a.m., unless such run-up is made immediately prior to a planned takeoff.
13. **Operation in hangar prohibited.** No aircraft shall be taxied into or out of a hangar under its own power nor shall the engines be operated while the aircraft is inside the hangar.
14. **Navigational lights.** If an aircraft is parked, taxied, or towed while its engine(s) are running, navigational lights shall remain on.
15. **Aircraft parking.** Aircraft parked adjacent to but not on a commercial operator's leasehold area in excess of eight (8) hours shall cause that operator to be cited, or the aircraft may be removed by the Director at his/her discretion. Further, no aircraft may be parked, tied down or stored on unleased ground (designated public parking excepted) in excess of eight (8) hours. If such aircraft exceeds this limit, the Director shall have the authority to order the aircraft removed and stored at the owner's expense in another location without responsibility for any damages that may arise from such removal or storage.
  - a) Any aircraft operator of a commercial carrier, upon notice from the Director, shall move or cause an aircraft to be removed from any operational or apron areas within sixty (60) minutes of such notification.
  - b) Itinerant or local based aircraft owners, requesting permission to park aircraft on the public ramp shall be granted permission for the purpose of enplaning or deplaning passengers or freight at the Terminal Building and shall remain with the aircraft and maintain radio contact with the Billings Control Tower and be prepared to move such aircraft immediately upon notice from the Tower.
16. **Parking on taxiways and fixed base operator streets.** No aircraft in the custody of any fixed base operator shall be parked on or in any portion of the public taxiways or FBO streets of the

field except in an emergency. Any aircraft so parked, upon notice from the Director or his/her authorized representative, shall be removed by the operator or his/her representative within sixty (60) minutes of such notification.

17. ***Area for repairs.*** All repairs to aircraft or engines, except emergency repair, shall be made at areas designated for this purpose and not in the area reserved for landing, taking off or taxiing, ramps, aprons or terminal gate positions.

18. ***Removal of disabled aircraft.*** After U.S. Government clearance, if required, every aircraft owner, his/her pilot or agent, shall be responsible for the immediate removal from the landing area or air operations area under the orders and supervision of the Director or his/her authorized representative, of any wrecked or disabled aircraft. Such aircraft, if not immediately removed shall be removed by others as may be ordered to do so by the Director or his/her designated representative, the liability and costs for which shall be borne entirely by the aircraft owner, his/her pilot or agent.

19. ***Knowledge of regulations.*** It shall be the responsibility of all persons, firms and corporations operating on the Airport to acquaint themselves, their employees and clients/customers with the Federal Aviation Regulations and all Airport Rules and Regulations contained herein as required.

20. ***Use of gate positions.***

- a) No person may use an aircraft gate position on the Airport unless he/she has been authorized to use it by the Director.
- b) Except in an emergency, no person may enplane or deplane passengers on the Airport in an area that has not been established for that purpose by the Director.
- c) No person operating a private, itinerant, nonscheduled, or military aircraft may park, stand, unload passengers, obstruct or attempt to use any aircraft gate position assigned to a scheduled air carrier, without the advance approval of the Director.
- d) Except when specifically authorized by the Director, no person may double park an aircraft at a passenger gate.

21. ***Disabled aircraft storage.*** No person shall park or store a damaged or disabled aircraft at the Airport for more than thirty (30) days except:

- a) When undergoing or awaiting repairs at a commercial repair facility, or
- b) When specifically authorized by prior written permission of the Director.

22. ***Operations on other areas.*** No aircraft shall take off or land on taxiways or any paved or unpaved areas other than the designated runways.

23. ***Lock wheel turns.*** No aircraft exceeding a gross weight of 12,500 pounds shall be permitted to make a 180 degree turn on any runway or taxiway without approval of the Director unless necessitated by an operational emergency. Further, lock wheel turns are prohibited on all Airport paved surfaces. Aircraft owners/operators will be held responsible for any damage caused by a violation of this rule.

24. ***Aerial spraying, crop dusting and fire-bombing operations.*** No person shall conduct aerial spraying, crop dusting or fire-bombing operations from any part of the Airport without first:

- a) Securing from the Director
  - 1) A permit to conduct such operation and;
  - 2) Assignment to a specific area, if available, from which to conduct the operation; and
- b) Posting with the Director a \$5,000 cleanup bond and provide liability insurance coverages for bodily injury and property damage including chemical premises liability. The amount of these coverages will be determined by the Director.
- c) Execute a hold harmless and indemnification agreement which releases the City, and Aviation and Transit Department from liability associated with the operation.
- d) Demonstrating that the storage and handling of toxic chemicals, the methods for washing aircraft and their chemical tanks, and the procedures established for recovering, storing and disposing of the contaminated wash water shall be in accordance with Federal Resource

Conservation and Recovery Act of 1978 (RCRA) as amended, as well as all State and local laws and regulations. Additionally all facilities and procedures must be inspected and approved by the City Fire Marshal.

e) Spillage of such materials on Airport grounds or pavement shall be reported immediately to the Airport's Aircraft Rescue Fire Fighting Division, and the operator shall be fully liable for the removal of said materials and/or the restoration of grounds or pavements damaged by the spillage. Materials handling shall further be governed by the provisions of Section IV, as applicable, of these Rules and Regulations.

25. **Noise control procedures.** The following noise control procedures have been established with the approval of the Federal Aviation Administration.

- a) Runway 10R/28L. All aircraft touch and go training operations on Runway 10R/28L shall be confined to the hours between 8:00 a.m. and 5:00 p.m. every day of the year. Additionally, touch and go operations on this runway should, weather permitting, be conducted to the west.
- b) Runway 10L/28R. The following Tower orders are in effect for Runway 10L/28R:
  - 1) When weather and traffic conditions permit, turbo jet aircraft will be directed to land Runway 10L and depart Runway 28R.
  - 2) Turbo jet aircraft departing Runway 28R whose planned route of flight requires a left turn will be directed to maintain runway heading until abeam of the Billings Very High Frequency Omnidirectional Range/Tactical Air Navigation (VORTAC) before beginning a left turn.
  - 3) Turbo jet aircraft departing Runway 10L will be directed by FAA Air Traffic Control staff to maintain runway heading until two (2) miles east of the Billings Airport before beginning any turns.

## SECTION VI—PROVISIONS FOR STORING, HANDLING & TRANSFERRING AIRCRAFT FUELS

1. ***Aviation fuel.***
  - a) No person shall dispense fuel either to the public or to private aircraft either owned by himself/herself or others except those individuals and or companies that have received written authorization from the Director.
  - b) All storage transport and handling of fuel on Airport property shall be conducted in accordance with the Uniform Fire Code (UFC) as adopted by the City of Billings and all applicable Federal and State Laws and Regulations. Individuals desiring to fuel their own aircraft will be required to follow the Billings Logan International Airport Self Fueling Policy and register their fueling equipment with the Billings Logan International Airport Aircraft Rescue Fire Fighting Division. Registration requirements are available by contacting the Aircraft Rescue Fire Fighting Division.
  - c) Each vehicle, pump or other device used for the storage, transport or handling of fuel must be a commercially available system in full compliance with the UFC and permitted by the City of Billings Fire Marshal.
  - d) The Director reserves the right to order any unauthorized and unsafe fuel tanks or trucks removed from the Airport property.
  - e) Companies authorized by the Airport Director to dispense fuel will submit quarterly, a list of those qualified and training received, to the Director's Office. Any person whose training cannot be established will be banned from fueling any aircraft until such a time as the training is established. Training will correspond to NFPA pamphlet number 407 (1996) and as directed by the City Fire Marshal.
2. ***Distance from buildings.*** Aircraft fuel handling at the Airport shall be conducted at a distance of at least fifty (50) feet from any hangar or other building, except where the location of

underground fuel tanks existing prior to June 1, 1987 requires such fuel handling closer to existing buildings or hangars. Fuel trucks shall be parked fifty (50) feet away from all hangars and buildings at all times.

3. ***Fuel handling while engines are running.*** Aircraft fueling is prohibited while the engine of the aircraft being fueled is running.
4. ***Proper static grounds.*** During all fuel handling operations in connection with any aircraft at the Airport, the aircraft and the fuel dispensing or draining apparatus shall be grounded by wire to prevent the possibility of static ignition of volatile liquids and gases.
5. ***Fire extinguishers required.*** During fuel handling operations in connection with any aircraft at the Airport, at least two fire extinguishers (20 lb.-B;C or larger) or other type extinguishers approved by the fire underwriters shall always be immediately available for use.
6. ***Fueling equipment.*** Fueling hoses and defueling equipment must be maintained in a safe, nonleaking condition. Fueling trucks will be kept clean and at all times free of oil and grease leaks.
7. ***Fueling when passengers are aboard.*** During fuel handling and transfer in connection with any aircraft, no passenger shall be permitted to remain in such aircraft unless in each case a cabin attendant is at the door and a passenger ramp is in position if the same should be required for the safe and rapid debarkation of passengers.
8. ***Smoking/open flames/lightning.*** Smoking is prohibited in or about any aircraft or on any ramp, apron or loading position where fueling is taking place. Only personnel engaged in fuel handling or in the maintenance and operation of the aircraft being fueled shall be permitted within a distance of fifty (50) feet of the fuel tanks of such aircraft during the fuel handling operations. No open flames are permitted within one hundred (100) feet of any fuel service activity or fueling equipment. Fuel service activity shall cease when lightning discharges occur within the vicinity of the Airport.
9. ***Starting engines.*** No person shall start the engines of any aircraft where there is any type of fuel exposed on the ground under the aircraft.
10. ***Flammable/combustible fluid spills.*** Persons engaged in the fueling, defueling and servicing of aircraft shall exercise care to prevent spillage of fuel and fluids. In the event of a fuel or fluid spill, the Airport Aircraft Rescue Fire Fighting Division shall be notified immediately via procedures set down by the Department's Flammable/Combustible Fluid Spill Policy. All spill accidents are the responsibility of the company and/or individual causing the spill. All costs for clean up of any spill will be borne by the responsible parties.
11. ***Fuel farms/bulk plants.***
  - a) All fuel farms will conform to the appropriate City Fire Codes applicable NFPA standards, State and Federal regulations..
  - b) Persons or companies using any bulk plant/fuel farm are responsible for keeping yards free of weeds for a distance of fifteen (15) feet outside of yard fences. Yards will be kept free of trash and other debris at all times.
  - c) Under no circumstances shall a fueling vehicle be left unattended at a bulk plant during the loading or unloading process. Loading or unloading shall not be considered complete until the delivery hose is detached from both vehicle and tanks.
  - d) Care shall be taken in filling tanks at bulk plants to ensure that they are not filled to the point where they will overflow from heat expansion.
  - e) Each fenced fuel farm area must have an inventory of materials and equipment needed to clean a 25 gallon fluid spill in accordance with the Department's Flammable/Combustible Fluid Spill Policy.
12. ***Aircraft ground power generators*** shall be located as far as practical from aircraft fueling points and tank vents.
13. ***No photo flash bulbs***, electrical tools, drills, buffers or similar tools which produce sparks or arcs shall be used in the immediate vicinity of aircraft during fueling operations.

14. ***Operations of radar equipment.*** No airborne radar equipment shall be operated or ground-tested on a public ramp and apron area or any area wherein the directional beam of high intensity (100kw or greater) radar is within 300 feet, or the low intensity beam (99kw or less) is within 100 feet of another aircraft, aircraft refueling operation, aircraft refueling truck or aircraft fuel or flammable liquid storage facility.
15. ***Fuel truck parking.*** Fuel servicing vehicles may not be parked or stored inside a building and may be parked only in exterior locations approved by the Director. Repair and maintenance of fuel service vehicles must be at locations approved by the Director.
16. ***Routing of fuel trucks.*** On Airport drive lanes for fuel service vehicles shall be designated by the Director.
17. ***Automotive refueling.*** Automotive and vehicular ramp equipment shall be refueled only at refueling stations and from dispensing devices approved by the Director. No aircraft refueling apparatus shall be used for automotive refueling purposes.

## SECTION VII — REGULATIONS GOVERNING VEHICLES, TRAFFIC AND PARKING

1. ***Required licenses.*** No vehicle shall be operated in or about a vehicular parking area, or any road within the Airport or upon any of the aircraft facilities, unless:
  - a) The driver thereof is duly authorized to operate such vehicles under the laws of the State of Montana; except that approved ramp equipment may be operated on the public ramp and apron area by accredited employees certified by the employers to the Director as qualified to operate such equipment.
  - b) Such vehicle is registered in accordance with the laws of the State of Montana, or unless it is specifically authorized by the Director to be operated in such areas.
2. ***Required airfield driving permits.*** Each person whose job or job duties require that they traverse airfield movement or non-movement areas are required to obtain one of the following Billings Logan International Airport driving permits. Permit requirements are available in the Airport Police Office.
  - a) A non-movement area driving permit is required for persons who only traverse certain taxilanes and apron/ramp areas not under the control of the Air Traffic Control Tower. The prerequisites for obtaining a non-movement area driver's permit are:
    - 1) The applicant must possess a current and valid drivers license.
    - 2) The applicant must possess a current Airport Identification Card.
    - 3) Complete permit application and obtain a self study guide which is available in the Airport Police Office.
    - 4) Complete the test at the end of the study guide.
    - 5) Return the completed test and application to the Airport Police Office.
    - 6) Airport Police will score the test.
    - 7) Applicants must score 100% in order to pass. If an applicant scores less than 100% they will be issued a

new study guide to review and may take the test again when ready.

8) Upon passing, the applicant will be issued a non-movement driving endorsement.

b) A movement area driving permit is required for persons who must traverse non-movement and movement areas (runways and taxiways) under the control of the Air Traffic Control Tower. The prerequisites for obtaining a movement area driver's permit are:

- 1) The applicant must possess a current and valid drivers license.
- 2) The applicant must possess a current Airport Identification Card.
- 3) Obtain an application and self study guide from the Airport Police Office.
- 4) When ready the applicant must take an interactive training session and test, and a written test. The interactive portion has two sections and the written test one section. Airport Police will score the test. The applicant must score 80% or greater on each section in order to pass.
- 5) Should the applicant fail one or more sections, they may retest on the sections where they received less than 80%.
- 6) Upon passing all sections, the applicant will be issued a movement area driving endorsement.

Both movement and non-movement permits are valid for two (2) years.

3. ***Operation of vehicles.***

a) All vehicles and traffic ordinances of the City of Billings and the Department of Aviation and Transit pertaining to the operation of vehicles on public streets and airfield areas shall apply at the Airport. No vehicle (except emergency vehicles) shall be driven faster than 20 m.p.h. on any non public internal streets, taxiways or ramps. Posted speeds shall be adhered to in all areas.

b) No motor vehicle shall be driven onto the public landing or operational area without the express permission of the Director or his/her designated representative, nor otherwise than in accordance with his/her instructions.

c) Drivers of all vehicles operating on the public landing area shall follow the Billings Logan International Airport Movement Area Driving requirements as periodically revised, and obtain permission from the Control Tower before entry thereon. Such vehicles shall have a functioning two-way radio in operation tuned to the Tower ground control frequency and shall display a checkered flag, not less than three (3) feet square of international orange and white, or an overhead rotating beacon. An overhead rotating beacon is required for all vehicles operating between the hours of sunset and sunrise. All vehicles must also display a two (2) foot square company logo on the side of the vehicle. The Director shall in all cases specify the identification required.

d) All vehicles shall hold clear of runways at the hold short lines painted on the pavement while waiting for signal lights or until a clearance is received by radio.

4. ***Stopping, standing or parking.*** No person shall drive, stop, stand or park a vehicle on a public vehicular parking area, operational area, or road within the Airport except at such places and for such periods of time and at such speeds as may be prescribed or permitted by the Director or indicated by appropriate signing.

5. ***Vehicle sale or repair.*** No person shall park, or operate a vehicle upon any roadway or other Airport property without the approval of the Director for the principal purpose of:

- a) Displaying such vehicle for sale.
- b) Greasing, oiling, lubrication, painting or repairing such vehicle, except repairs necessary to remove vehicle.
- c) Displaying advertising.

6. ***All vehicles operating in operational areas will yield to aircraft at all times.***

7. ***Abandoned or illegally parked vehicles.***

- a) Airport officers finding a vehicle standing or parked upon a street or other public place on the Airport in violation of the provisions of this Section are authorized to move such vehicle or require the driver or the person in charge of the vehicle to move the same.
- b) No person shall abandon or park as "dead storage" any motor vehicle, or parts of vehicles on the Airport. Any vehicle parked or left unattended in violation of the provisions of this Section may be taken into custody by the Aviation and Transit Department and removed to a place of safe keeping.
- c) The Airport Police shall make every effort to notify the owner or operator of such vehicle as to its whereabouts within three (3) days of its removal. Notice to be given in writing or other means of the fact of such removal and the reasons thereof and the place to which such vehicle has been removed. The person claiming it shall pay all costs incurred.
- d) Airport Police may use Airport personnel, equipment, and facilities for removal and preservation of the vehicle, or may hire other personnel, equipment and facilities for those purposes.
- e) In the event the owner or operator of the vehicle cannot be notified the Airport Police will notify the Sheriff and City Police of the place where the vehicle is being held and shall furnish a complete description of the vehicle to include year, make, model, serial number and license number if available and any cost incurred.

8. ***Public parking and payment of fees.*** No person shall park a vehicle in the public parking area provided without payment of such parking fees as may be required by the Director or his/her concessionaire.

9. ***Taxicab/buses and other public service vehicles.*** No person shall operate any taxicab or public service vehicle from the Airport unless such operation has the approval of the Director and other agencies having jurisdiction and under terms and

conditions as may be prescribed and upon payment of such tolls or charges as may from time to time be established by the Director.

10. ***Building entrance.*** No driver of a taxicab/bus or public service vehicle shall be permitted in the waiting areas of the Terminal Building or in any of the entrances or passages thereto for the purpose of soliciting business.

11. ***Employees parking lots.*** There have been established employees' parking lots for the exclusive use of those persons employed at the Airport, subject to the following rules:

- a) All users of these lots shall register their vehicles with the Airport Police Division and receive an employee lot parking permit.
- b) Parking permits must be displayed at all times the vehicle is parked in the employee lots and can only be used with a vehicle registered to the employee and on file with Airport Police.
- c) Employees shall not park a vehicle, so registered, at any other place than an employees' parking lot during those hours that the employee is actually performing work for his/her employer, except that this provision shall not prohibit any employee from stopping or parking a vehicle at any other place, where stopping or parking is permitted. Parking spaces in the lots are designated by lines or marks on the pavement and each vehicle shall be parked within the lines, so established with the rear of the vehicle facing the driving lane. Vehicles shall follow the direction of the arrows in the driving lanes. During the Winter season employees shall follow the snow removal parking restriction signs.
- d) The Director may determine and designate space, at other places for the purpose of parking vehicles by special permit.

12. ***Itinerant parking lots.*** Parking lots have been established for individuals who either work for a company licensed to do business with the Billings Logan International Airport, or are general aviation pilots regularly serving the Billings area. Use

of these lots is subject to the following rules:

- a) Individuals who fall into this category must provide company identification/employment verification prior to receiving a permit.
- b) Permittees must pay an annual fee for the use of the lot.
- c) Permittees must display the parking permit at all times while the vehicle is in the lot. The permit may only be used on a vehicle registered to the owner and on file with Airport Police.
13. **Restricted stands.** The Director may establish taxicab, rental car, freight, bus, and hotel-motel courtesy car parking locations in such places and in such a manner as determined to be of the greatest benefit and convenience to the users and the Airport. These vehicles will park in these designated locations. Fees may be established for use of these areas.
14. **Temporary/transient vehicles.** No temporary or transient vehicle shall be allowed in the terminal (ramp) area unless escorted as follows:
  - a) Freight vehicles requiring access on the air carrier apron to the freight receiving area shall be escorted by airline personnel.
  - b) Other temporary/transient vehicles shall be escorted by Police or Aviation and Transit Department staff vehicles. Temporary/transient vehicles, operating in the air operations area outside the ramp will require a two-way radio for communication with the Tower, be marked by a company decal, logo or flag, and have the permission of the Director as indicated in Rules #2 and #3 of this Section.
15. The Director of Aviation and Transit shall establish minimum liability insurance limits for tenant business vehicles and other privately owned vehicles which are allowed access to the AOA. The tenants insurance supplier shall provide the Director with a Certificate of Insurance listing said insurance coverages in force and current.

## SECTION VIII — SECURITY RULES AND REGULATIONS

1. ***Airport Police powers and duties.*** The members of the Airport Police Division shall be charged with the requirements of enforcement in regard to anti-hijacking as provided for in the Federal Air Regulations Parts 107 and 108. They shall also enforce all Airport Rules and Regulations and all City ordinances and State laws pertaining to the operation of Billings Logan International Airport.
2. ***Federal security regulations/programs.*** Federal Aviation Regulations 107 and 108 and other regulations of the United States Federal Aviation Administration detail specific security requirements for the continued safe operation of Billings Logan International Airport. The Aviation and Transit Department is in fact required to maintain an approved Airport Security Program at all times. These regulations and the approved security program are hereby adopted by reference and made a part of these rules as though they were fully contained herein.
3. ***Employee identification.*** All employees of any user, tenant or concessionaire employed on the Airport who will need to access any portion of the AOA shall report to the Airport Police Division Office within 24 hours of being employed to make application for an employee identification badge. Depending on the AOA areas that the employee will need to access, employers will be required to complete and certify that employment history background checks were conducted, to the extent required by law, for the employee making the identification badge application. If the employee does not meet the Federally required criteria for the specific AOA area they desire to access, an employee identification badge will not be issued. Application and certification forms are available in the Airport Police Office.
  - a) After receiving an identification badge employees are required to attend an instructional program on Airport and aviation security.
  - b) Identification badges will be carried by the employee at all times the individual is working on the Airport and will be presented as identification when requested by any Airport official or other tenant identification badge holder.

- c) Identification badges shall be continuously displayed on the outermost garment while in the SIDA.
- d) Employees shall not transfer or loan their identification badge to anyone.
- e) Lost badges shall be immediately reported to Airport Police.
- f) Employers are responsible for collecting and returning employee identifications to the Airport Police Division immediately upon the termination of employment.

4. **Terminal area gates and doors.** It shall be the responsibility and duty of the airlines and tenants to close and keep closed gates and doors on the Terminal Building ramp and concourse areas at all times except when necessary for the loading and unloading of aircraft. Spectators will not be permitted on the ramp unless previously cleared by the Director or his/her authorized representative.

5. **Airfield vehicle gates.**

- a) All manual vehicle and pedestrian gates shall be closed and locked after passing through them.
- b) When entering or exiting the AOA through an automatic vehicle gate personnel shall remain in the area of the gate until the chain link gate ends its closing cycle to insure that no one enters the AOA behind them. No vehicle tail gating (one vehicle following on the bumper of another without using their access card) is allowed, as the automatic vehicle gates are designed for single vehicle access.
- c) Violation of these procedures shall be immediately reported to Airport Police.

6. **Property damage or theft of property.** The City of Billings assumes no liability or responsibility for property damage or theft of property on the Airport committed by unknown parties. Normal police reports should be filed with the Airport Police Division.

7. **All persons are prohibited** from tampering with, altering, damaging or destroying Airport security fencing, gates, card reader devices, and communications equipment.

- 8. **Aircraft requiring special security guards** shall coordinate this requirement with the Director of Aviation and Transit Office and will be responsible for obtaining and paying all costs associated with the security personnel.
- 9. **Tenants are responsible** for the security of all aircraft and other private property entrusted to their care on their leasehold areas.
- 10. **Weapons.** No person may have a firearm, an explosive, or an incendiary device on or about the individual's person or accessible property when entering or in a secured area, except Airport Police Officers who are required to carry a firearm while on duty at the Airport, and certain other City, County, State, Federal and military law enforcement officials authorized to carry firearms in accordance with the airline, air carrier standard security program, FAR 108 and 107 and in conjunction with their official duties. Sporting weapons carried for shipment must be encased according to specific airline shipping requirements.

## SECTION IX — BASIC LEASING AND ALTERATION/CONSTRUCTION REQUIREMENTS

1. **Commercial activities.** It shall be unlawful for any person, firm or business to conduct any commercial activity on, at and within the Airport without first obtaining approval from the City of Billings through the Aviation and Transit Department. Activities approved by operating permit, use agreement, license, lease or sublease, shall be restricted to the activities specifically described in the permit, agreement or lease, which lease and agreements shall be in a form satisfactory to the City.
2. **Leases, use agreements and operating permits.** The Aviation and Transit Department will accept requests for a lease, use agreement, or operating permit on Logan Field only after the requesting party puts forth in writing the scope of the proposed operations to include but not limited to the following:
  - a) The service to be offered and/or the nature of the business.
  - b) When applicable the amount and location of the land the requesting party desires to lease or use.
  - c) When applicable the building(s) space (sf) and location of same he/she is requesting to lease or construct.
  - d) When applicable the number, type and ownership of the aircraft intended to be used in the business.
  - e) When applicable the number, type and use of other pieces of equipment intended for use in the business.
  - f) The number of persons located on Airport to be employed in the business.
  - g) The hours/# of days of week of proposed operation.
  - h) Evidence of the parties financial capability to perform and provide the above services and facilities both at present and in the future.
    - 1) Financial statement of assets and net worth.
    - 2) Credit references.
    - 3) Letters of recommendation from financial institution officials who can attest to his/her past performance and potential future performance in the business or endeavor the party is requesting to enter into at the Airport.

- i) Demonstrate proof of necessary Federal, State and local licenses, permits or certifications.
3. **All applications for a lease/use agreement/operating permit** at Billings Logan International Airport will be evaluated using the following criteria: The Aviation and Transit Department may, as physical planning and fiscal consideration dictate, add to, subtract from or materially alter these criteria.
  - a) The availability of the land/buildings (space) or other facilities necessary to accommodate the request.
  - b) No conflicts or potential for conflicts may exist between the proposed use and any Airport land use plan currently in effect or being considered for the future.
  - c) The requesting party must be willing to accept a lease/use agreement/operating permit on the terms outlined by the Aviation and Transit Department in the following areas:
    - 1) A lease/use agreement/operating permit, the form and contents of which is devised by the Department.
    - 2) The acceptance of the rate/fee or charge to be made for the particular use.
  - d) Any conflicts present or potential with these Airport Rules and Regulations.
- Arrangements for leases and building sites shall be made with the Director, but shall be approved by the City Council before any construction begins.
4. **Aviation fuel flowage.** An aviation fuel flowage fee, as determined by the Director, will be charged on all aviation fuel brought onto the Billings Logan International Airport. The Department of Aviation and Transit Aviation Fuel Flowage Policy establishes requirements on reporting, remittance exemptions from the aviation fuel flowage fee, and the Director's right to audit for compliance with the Aviation Fuel Flowage Policy. The Aviation Fuel Flowage Policy is specifically made a part of these Rules and Regulations and applies to everyone who performs aviation fueling on Airport property. A copy of the Aviation Fuel Flowage Policy is available at the Office of the Director.

5. **Temporary structures.** The use of trailers, wheeled buildings, or other temporary structures will require the written approval of the Director and must be installed in accordance with applicable City of Billings ordinances. **The use of temporary structures will not exceed twelve (12) months.** Following the twelve month period the building shall be removed from the Airport or remodeled to conform with the standards of the State Building Codes, the Uniform Building Code and the City of Billings Building Department, which addresses standards to qualify as "permanent" buildings.
6. **Construction trailers and special event temporary structures.** Construction trailers will be allowed on the Airport for the duration of the project it is assigned to. The structure shall not be used for living or sleeping purposes and shall be removed at the end of the project. For projects that last longer than 12 months, written approval must be received from the Director. Temporary structures will be permitted for special short term events (airshows, dignitary visits) upon approval of the Director and shall be removed within 24 hours of the completion of the event.

## SECTION X — SCHEDULE OF FEES

*All Airport rates, fees and charges* will be established by and posted in the Director's Office and recorded in the Office of the City Clerk. All monies are payable to the City of Billings on the date incurred unless the provisions of a valid lease permit otherwise. Except for fees set by lease, or other written agreements, the City reserves the right to increase, decrease or amend in any manner and without notice the existing fee structure, and may assess new charges from time to time as it may deem reasonable and proper and necessary for the general welfare of the Airport.

## SECTION XI -- NEWSRACKS, ADVERTISING AND GENERAL INFORMATION DISTRIBUTION

### 1. Newsracks

- a) *Placement of newsracks.* To meet the concerns for security, safety, aesthetics and traffic flow, no newsracks shall be placed in the Airport without the prior written permission of the Director. To obtain such permission, a picture/sketch of dispensing machine indicating colors and dimensions will need to be provided. Placement of newsracks shall be restricted to those locations specified by the Director.

### 2. Regulated Activities

- a) *Public solicitation and acceptance of donations for charitable, religious or political causes.* Solicitation and acceptance of donations for charitable, religious or political causes are not allowed within the Terminal Building.

- b) *Distribution of handbills, tracts and other literature.* Handbills, tracts and other literature intended for public display, may be placed in display racks in an area chosen by the Director. A written request to include the literature in the rack must be sent to the Director prior to placement. This request must include a name, current phone number and address of the party or parties responsible for the information. The display racks must meet the size and safety specifications established by the Director. The Airport will assume no underlying responsibility for the material upon placement.

### 3. Charge for Display

- a) *The Airport reserves the right to charge a fee for display of any material on Airport property.*

## SECTION XII — ENVIRONMENTAL REQUIREMENTS

1. *General requirements.* No part of the Airport and no improvement thereon shall be used or allowed to be used at any time for the manufacture, storage, distribution, servicing or sale of any product or the furnishing of any service, in a manner which is noxious or offensive or an unreasonable annoyance or a nuisance to others on the Airport because of odors, fumes, smoke, noise, soot or dust. No activity shall be carried on which may be or may become dangerous to the public health and safety or violate any local, State or Federal environmental or hazardous waste regulation.
2. *Sanitary sewer limitations.* All City of Billings pretreatment ordinances and general discharge prohibitions shall be followed by all persons or tenants that use the Airport's sanitary sewer system. Copies of these ordinances may be received by contacting the Airport's Engineering and Planning Office.
3. *Storm water pollution prevention.* The Billings Logan International Airport is authorized by the State of Montana, Department of Environmental Quality, Water Quality Division to discharge storm water under the State's General Discharge Permit requirements. All tenants and users of Billings Logan International Airport shall follow the requirements of this permit including, but not limited to:
  - a) Discharging of any substance into the Billings Logan International Airport storm drainage system is prohibited.
  - b) All leaks or spills of any fluids or materials other than clean water shall be immediately reported to the Airport's Aircraft Rescue and Fire Fighting Division. Spills shall be contained and disposed of in accordance with the applicable environmental requirements and at the cost of the company or persons that caused the spill.
  - c) All vehicles and equipment must be maintained to prevent the leaking of fluids which may contaminate the Airport's storm water system.
4. *Hazardous waste.* All hazardous materials as defined by the State of Montana, Waste Management Division's Hazardous

Waste Program shall be disposed of in accordance with this division's requirements as well as the hazardous waste regulations of the Environmental Protection Agency. Billings Logan International Airport tenants that generate hazardous wastes shall contact the State Waste Management Division to receive a hazardous waste generator status and Environmental Protection Agency registration number. Under no circumstance shall any industrial waste be disposed of on the ground, pavement surfaces, in trash containers, floor drains and sumps, storm and sanitary sewer systems. Industrial wastes include, but are not limited to, fuels, oils and waste oils, solvents, dirt and waste collected from floor drain sumps.

5. ***Underground storage tanks.*** Any person, tenant or lessee that has been authorized by the Director to operate an underground storage tank (UST) at the Billings Logan International Airport shall comply with all State of Montana, Department of Environmental Quality, Waste Management Division, UST regulations to include:

- a) Registering the tank with the Department of Environmental Quality, Waste Management Division.
- b) Coordinating all new tank installations and improvements/upgrades, and the removal of old/abandoned tanks with the State Department of Environmental Quality Division.

6. ***Above ground tank installations.*** Above ground storage tanks for fuels and oils are not permitted at Billings Logan International Airport.

7. ***Aircraft deicing.*** The use of Federally approved glycol/water mixtures for deicing aircraft will be permitted during the Winter months at Billings Logan International Airport under the following conditions:

- a) Deicing equipment shall be maintained to prevent leaking of fluids while the equipment is not in use.
- b) The placement and size of deicing storage tanks shall be approved by the Director and such tanks shall be maintained in a safe condition free of leaks.
- c) Aircraft deicing locations shall be approved by the

Director and only the amount of deicer needed to make the aircraft safe for flight shall be expended. Deicing equipment and techniques shall be used to prevent excessive over spray of fluids. Containment and recycling of fluids may be required by the Airport as deemed necessary.

8. ***Violations.*** Violations of any of the above mentioned environmental requirements by any person, tenant or lessee is subject to local, State and Federal fines and/or imprisonment.