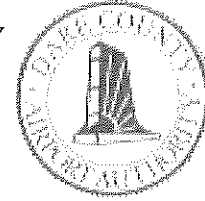


## DARE COUNTY AIRPORT AUTHORITY

### Dare County Regional Airport

P.O. Box 429 ~ 410 Airport Road  
Manteo, NC 27954  
(252) 475-5570 ~ Fax (252) 473-1196



### DARE COUNTY AIRPORT AUTHORITY MINUTES of the June 26, 2019 Meeting

Chair David Twiddy called the June 26, 2019 meeting of the Dare County Airport Authority to order at approximately 6:00 pm and led in the Pledge of Allegiance.

**Members Present:** David Twiddy, Charlie Davidson, George Henderson, Wally Overman, George Wood, William Pope, Joe Blakaitis and Fred Newberry

**Members Absent:** Jack Shea

**Also Attending:** John Ratzenberger, DCRA Museum Curator, Ben Gallop, Hornthal, Riley, Ellis & Maland, John Massey, Talbert & Bright, David Daniels, Airport Director; Margaret Stauffer Clerk to the Board

#### **Public Hearing on the 2019/2020 Airport Budget:**

Attorney Ben Gallop opened the public hearing for the adoption of the proposed FY 2019/2020 Airport Budget. There were no comments so the public hearing was closed.

#### **Consideration/Approval of FY19/20 Airport Budget:** (See Attached)

Chair Twiddy opened the floor for discussion/approval of the FY 2019/2020 Airport Budget.

**MOTION:** George Wood motioned to approve the FY 2019/2020 Airport Budget as presented.  
**SECOND:** Bill Pope  
**DISCUSSION:** None  
**OPPOSED:** None  
**OUTCOME:** Carried

#### **Election of Officers:**

Mr. Wood – The committee met and would like to offer the following slate of officers.

Chair	Charlie Davidson
Vice Chair	Fred Newberry
Secretary	Bill Pope
Treasurer	Joe Blakaitis

**MOTION:** Wally Overman motioned to approve slate of officers as presented from the committee.  
**SECOND:** George Wood  
**DISCUSSION:** None  
**OPPOSED:** None  
**OUTCOME:** Carried

**Public Comments:** No Comments

**Engineer's Report:**

John Massey updated on the following:

- *Apron Pavement Rehabilitation*  
NCDOA asked the airport if they want to consider adding the portion of apron to the west and bid it together with the original area of apron rehabilitation. Talbert & Bright coordinated with Director Daniels to prepare a work Authorization to add this area to the project.
- *Runway 17 Land Available*  
NCDOA indicated that Airport can utilize non-primary entitlement funds to be reimbursed for the land acquisition. The Airport must use their local funds first and then request reimbursement once the property is acquired. Talbert & Bright will prepare a work authorization and send it to NCDOA for review.

**Attorney's Report:** No Report

**Chair Report:** No Report

**Director's Report:**

Direct Daniels updated on the following:

- Tower Update aircraft movements
  - May 24-31<sup>st</sup> 1,862 (daily lowest 196 and high 263)
  - June 1-24 = 4,977

The numbers are larger than the prior years. Runway crossings are also being recorded.

Mr. Pope asked if we knew what percentage of aircraft movements were for banner tow companies. Director Daniels stated that the different types of aircraft movements are not being tracked and the banner towing companies are probably about 25% of the counts.

- Marge Stauffer is taking over Crystal's position and in doing both job duties Director Daniels is recommending this position title be changed from Accounting Technician to Administrative Officer. Copies of the Job descriptions were emailed out a few weeks ago for your review. Mrs. Stauffer has been acting in both rolls as of June 1<sup>st</sup> and would like this to be retroactive.

**MOTION:** Wally Overman and George Wood motioned to approve the changing of Marge Stauffer's job title from Account Technician to Administrative Officer with an effective date of June 1<sup>st</sup> 2019.

**SECOND:** Bill Pope

**DISCUSSION:** Mr. Overman stated that he spoke with Elizabeth Riley from Human Resources and she stated it was absolutely that right job title for combining the two positions and great opportunity for Marge Stauffer.

**OPPOSED:** None

**OUTCOME:** Carried

- Director Daniels personally thanked board members George Wood and David Twiddy for all of their support and hard work through the years.

**Consent Agenda:** Review/Approve DCAA minutes as presented.

**MOTION:** Bill Pope motioned to approve the minutes of the March 27, 2019 DCAA board meeting as presented.

**SECOND:** Joe Blakaitis

**DISCUSSION:** None

**OPPOSED:** None

**OUTCOME:** Carried

**Committee's Report:** (See Attached)

**Facility and Safety Committee:** Proposed Emergency Safety Temporary Rules and Regulations for Dare County Airport.

Attorney Ben Gallop stated:

These proposed temporary changes to the Rules and Regulations were discussed and approved by the Facilities and Safety Committee at its June 19, 2019 meeting.

These proposed emergency safety changes have been mandated by the FAA Flight Standards District Office in response to (1) its observation of aircraft operations at the Airport, especially by banner tow aircraft, and (2) the recent and last-minute introduction of a manned air traffic control tower at the Airport for the 2019 Summer Season.

Therefore, in the interest of pilot safety and at the strong urging by the FAA Flight Standards District Office and by the company operating the air traffic control tower at the Airport that the

Airport Authority take immediate action for safety reasons. The Facilities and Safety Committee recommends that the DCAA Board of Directors take emergency action at its June 26, 2019 meeting to implement these rules changes on a temporary basis until the July meeting of the Board, at which time the Board will be asked to adopt these rule changes (with any modifications proposed in the interim) on a permanent basis.

**MOTION:** George Wood motioned to implement immediately the proposed emergency safety changes to the Standard Manual of Airports Rules and Regulations.  
**SECOND:** Joe Blakaitis  
**DISCUSSION:** Mr. Wood asked if the banner towing operators have seen the proposed changes yet? Mr. Davidson confirmed the operators know of the changes but have not seen the attached proposed document. Mr. Wood also asked that copies be sent to the Control Tower and operators when in final draft.  
**OPPOSED:** None  
**OUTCOME:** Carried

#### **Comments from the Board:**

*Mr. Overman* - Mr. Brent Lane presented the Economic Impact Study to the Board of Commissioners and it was very well received. The county had some technical difficulties recording during the meeting and the presentation was not recorded. Mr. Overman contacted Mr. Lane about giving another presentation to the board and allow it to be recorded. Mr. Lane offered to attend the July 15<sup>th</sup> Board of Commissioners to give a second presentation, in lieu of charging for his travel again, Mr. Lane asked if DCAA would be willing to make a donation of \$1,000 or less to the First Flight Society.

The board members were in agreement that the county would assist in the lodging needs from Mr. Lane and that the airport authority would be willing to make a donation to the First Flight Association.

*Mr. Fred Newberry* – Thanked George Wood and David Twiddy for their work and both will be missed on the authority

*Mr. Charlie Davidson* – Thanked George Wood and David Twiddy for their services with the authority.

*Mr. George Wood.* Stated he was so thankful for all of the goals that were met and proud of all the things the authority has accomplished.

*Mr. George Henderson* – Thanked Mr. George Wood for all the years on the authority and that there was no one that ever contributed as much as Mr. Wood has during his term.

David Twiddy – It's been a pleasure to serve on the board as a member and to serve as Chair. Mr. Twiddy personally thanked everyone for all their hard work each and every day and will miss everyone.

The Airport Authority is recommending to the Board of Commissioners for appointment Peter Burkheimer and Chad Jones. Joe Blakaitis and George Henderson wish to be reappointment.

**Adjourn:**

<b>MOTION:</b>	Fred Newberry motioned to adjourn
<b>SECOND:</b>	Joe Blakaitis
<b>DISCUSSION:</b>	None
<b>OPPOSED:</b>	None
<b>OUTCOME:</b>	Carried

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Margaret Stauffer, Clerk to the Board  
Dare County Airport Authority



**DARE COUNTY AIRPORT AUTHORITY  
410 AIRPORT ROAD, MANTEO, NC  
Wednesday, June 26, 2019  
AGENDA**

- 6:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING  
WITH THE PLEDGE OF ALLEGIANCE**
- ITEM 1 PUBLIC HEARING OF AIRPORT BUDGET**
- ITEM 2 CONSIDERATION/APPROVAL OF FY19/20 AIRPORT BUDGET**
- ITEM 3 ELECTION OF OFFICERS**
- ITEM 4 PUBLIC COMMENTS**
- ITEM 5 ENGINEER'S REPORT**
- ITEM 6 ATTORNEY'S REPORT**
- ITEM 7 CHAIR'S REPORT**
- ITEM 8 DIRECTOR'S REPORT**
- ITEM 9 CONSENT AGENDA-**  
**a. APPROVE MINUTES- MAY 29, 2019 DCAA MEETING**
- ITEM 10 COMMITTEE REPORT**  
**a. PROPOSED EMERGENCY SAFETY TEMPORARY RULES AND  
REGULATIONS**
- ITEM 11 COMMENTS FROM THE AUTHORITY MEMBERS**
- ITEM 12 ADJOURN**

DARE COUNTY AIRPORT AUTHORITY  
DARE COUNTY REGIONAL AIRPORT

ORIGINAL

BUDGET ORDINANCE 2019/2020

APPROVED 06/26/2019



410 AIRPORT ROAD  
MANTEO, NC 27954



**DARE COUNTY AIRPORT AUTHORITY  
DARE COUNTY REGIONAL AIRPORT  
FISCAL YEAR 2019-2020 BUDGET ORDINANCE**

Be it ordained by the Dare County Airport Authority of Dare County, North Carolina:

**SECTION 1.** The following amounts are hereby appropriated in the Operations Fund for the operation of the Dare County Regional Airport and its activities for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the Chart of Accounts heretofore established for the Airport:

<b>Operations Fund</b>	<u><b>\$2,706,377</b></u>
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**SECTION 2.** It is estimated that the following revenues will be available in the Operations Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Auto Rental	\$80,000.00
Hangar Rental	\$260,000.00
Tie Down Fees	\$3,000.00
Landing Fees	\$35,000.00
Land and Building Rentals	\$190,000.00
Vehicle Parking Leases	\$9,000.00
Operation License Agreements	\$9,800.00
Other Charges for Services	\$500.00
Souvenirs	\$3,500.00
After Hours Fuel Service	\$12,000.00
Interest on Investments	\$40,000.00
Miscellaneous	\$3,500.00
Av Gas Sales	\$610,000.00
Jet A Sales	\$580,000.00
Auto Fuel Sales	\$2,300.00
Oil Sales	\$2,600.00
Pilot Supplies	\$500.00
Vending	\$300.00
Transfer from Primary Government	<u>\$864,377.00</u>
<b>Total Estimated Revenues</b>	<u><u><b>\$2,706,377.00</b></u></u>

**SECTION 3.** The following amounts are hereby appropriated in the Cemetery fund for the operation of the Roanoke Island Memorial Gardens Cemetery (RIMG) and its activities for the fiscal year beginning July 1, 2019, and ending June 30, 2020, in accordance with the Chart of Accounts heretofore established for the Cemetery:

<b>Cemetery Fund</b>	<b><u>\$28,500</u></b>
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**SECTION 4.** It is estimated that the following revenues will be available in the Cemetery Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020.

Interest-Other Agencies	\$2,000
Grave Site – Plot Sales	\$2,000
Mausoleum – Crypt Sales	\$2,000
Mausoleum- Niche Sales	\$2,000
Rental Income - Houses	\$20,400
Recording Fees	<u>\$100</u>
<b>Total Estimated Revenues</b>	<b><u>\$28,500</u></b>

**SECTION 5.** The Airport Director is authorized to submit budget amendments to the County Finance Director without prior written approval of the Airport Authority in amounts that do not exceed \$20,000 per line item. For items over \$10,000, the Director must get verbal confirmation from the Dare County Airport Authority's Chairperson or Vice-Chairperson. The Director shall report such budget amendments to the Dare County Airport Authority no later than the next regularly-scheduled meeting (sooner if possible). Any budget amendments beyond \$20,000 must be submitted to the Airport Authority for approval.

**SECTION 6.** Airport Director's Authority for Expenditures and Execution of Agreements:

a. The Director's annual (fiscal year) expenditure authority for line items in the budget shall not exceed the following without further approval from the Airport Authority:

- (1) For line items of \$20,000 or less of the budgeted line items; or
- (2) For line items exceeding \$20,000, of the budgeted line item.

b. The Airport Director is hereby authorized to execute the necessary agreements for a term of one (1) year or less, to receive or expend funds for the following purposes without further approval from the Airport Authority, as long as any agreements requiring the expenditure of funds are pre-audited and pertain to expenditures included as line items in the budget and are within the limits stated in Subsection (a) of this Section:

- (1) Grant agreements to public and non-profit organizations;
- (2) Leases of normal and routine business equipment;
- (3) Leases with tenants of rental property and hangars owned by the Dare County Airport Authority;
- (4) Consultant, professional, or maintenance service agreements;
- (5) Purchase of apparatus, supplies, materials, or equipment where formal bids are not required by law;

- (6) Agreements for acceptance of state, federal, public, and non-profit organization grant funds, and funds from other governmental units for services to be rendered;
- (7) Construction or repair work where formal bids are not required by law; (Article 8, Chapter 143 of the N. C. G. S., (GS143-129 and GS 143-131)) and
- (8) Liability, casualty, property or other insurance or retention and faithful performance bonds.

c. The limitations specified in Subsections (a) and (b) of this Section may be waived provided there is urgent need to expend the funds prior to the next regularly scheduled meeting of the Dare County Airport Authority, and or commit grant funding provided the waiver is approved by the Chair of the Dare County Airport Authority or another member specifically granted this authority by the Chair. Such approval may be given orally, telephonically, or by electronic mail provided written confirmation is provided as quickly as practicable. The Chair or other authorized member shall notify all members of the Dare County Airport Authority of each such waiver as quickly as practicable.

**SECTION 7.** Fuel prices will be determined as follows:

- a. The Airport Director has the authority to set aviation fuel prices within the parameters listed below:
  - (1) Charge no less than \$0.90 above cost for fuel service Av Gas and \$0.40 above cost for self- service Av Gas with exceptions to our commercial vendors, Wright Flight and special events and for Jet Fuel to charge no less than \$1.20 above cost with exceptions to EMS and special events.
  - (2) Attempt to reasonably keep prices competitive with local surrounding aviation facilities without incurring financial loss.
  - (3) In General not to charge more than \$2.00 above cost for either Av Gas or Jet A regardless of preceding factors 7(a) 1-3.

**SECTION 8.** The Airport Director shall have the authority to pay or remunerate airport employee(s) bonuses and raises in addition to salary adjustment for merit for special circumstances. The amounts of these bonuses or raises shall be warranted, at the Airport Director's discretion and not exceed the Airport Director's budgetary spending limits identified in sections 5 and 6 of this ordinance. Prior to allotting said bonuses or raises, the Airport Director shall get the expressed approval from the Dare County Airport Authority (DCAA) and appropriate documentation coordinated on or signed by the Chairperson or any designated member of the Dare County Airport Authority.

**SECTION 9.** Schedule of Fees are established and approved as part of this ordinance. See the Fees Rates and Charges Schedule for a detailed listing.

**SECTION 10.** Copies of this Budget Ordinance shall be furnished to the Clerk of the Airport Authority and the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 26 day of June, 2019.



A handwritten signature in black ink, appearing to read "David Twiddy", is written over a horizontal line.

David Twiddy, Chair,  
Dare County Airport Authority

A handwritten signature in black ink, appearing to read "Margaret J. Stauffer", is written over a horizontal line.

Margaret J. Stauffer, Clerk to the Authority Board

## FEE SCHEDULE

Adopted on May 20, 2019

### HANGARS

#### 1 – 1,700 Sq. Feet \$.27/ Sq. ft. Monthly

2008 T- HANGARS	\$310.00
1994 T- HANGARS *	\$245.00
2001 T-HANGARS	\$300.00

#### 1,701-5,000 Sq. Feet \$.24/ Sq. ft. Monthly

1994 EXECUTIVE	\$430.00	
2001 EXECUTIVE	\$425.00	
CORPORATE 1	\$540.00	
CORPORATE 2 & 3	\$525.00	
CORPORATE 6 & 7	\$860.00	
QUONSET *	2 tenants :\$310 each	\$620.00

#### Over 5,001 Sq. Feet \$.21/ Sq. ft. Monthly

CORPORATE 5	\$1,515.00
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*\*Discounted for fewer amenities*

### T-HANGAR

Daily	\$40.00
Weekly	\$200.00
Monthly	\$350.00

### EXECUTIVE HANGAR

Daily	\$50.00
Weekly	\$250.00
Monthly	\$450.00

### CORPORATE 1

Daily	\$75.00
Weekly	\$350.00
Monthly	\$900.00

### CORPORATE 2

Daily	\$100.00
Weekly	\$420.00
Monthly	\$1,200.00

10% Discount to tenants with multiple hangar leases

TIE DOWN FEES

SINGLE OR TWIN ENGINE (OVERNIGHT)	\$10.00
TURBO PROP & JET (OVERNIGHT)	\$15.00
Monthly	\$70.00

LANDING FEE (PER OCCURANCE)

<b>CARGO/CHARTER</b>	
Category I-II	\$35.00
Category III and up	\$50.00

SERVICE FEES

<b>AIRPORT FEE</b>	\$25.00
<b>AIRCRAFT TOW (PER OCCURANCE)</b>	
Category I and II	\$10.00
Category III and up	\$15.00
<b>GROUND POWER UNIT (PER OCCURANCE)</b>	
Start up only	\$25.00
Each 15 minutes- continuous use	\$25.00
<b>CONFERENCE ROOM (CLEANING )</b>	
Per day	\$25.00
<b>VEHICLE PARKING</b>	
Monthly	\$35.00
Yearly	\$300.00
<b>FUEL FOW FEE (PRE-PURCHASED) X GALLON</b>	\$0.30
<b>TERMINAL OFFICE LEASE - YEARLY</b>	\$21/SQ.FT.

COMMERCIAL FEES

All fees shall be paid as follows : half within 30 days of approval from Dare County Airport Authority and balance within 60 days. Fees shall run from January 1 to December 31. No discount for part of a year.

<b>AIR TOUR(PER YEAR)</b>	\$700.00
<b>FLIGHT INSTRUCTION AND AIRCRAFT RENTAL(PER YEAR)</b>	\$700.00
<b>BANNER TOWING(PER YEAR)</b>	\$700.00
<b>CHARTER(PER PLANE)</b>	\$700.00
<b>SKY DIVING (PER YEAR)</b>	\$700.00
<b>PUBLIC MAINTENANCE</b>	\$700.00
Per occurrence for off premise companies	\$75.00
<b>CAR RENTAL BY DCRA STAFF (OF GROSS)</b>	30.00%
<b>CAR RENTAL OFF AIRPORT COMPANY</b>	
Pick up or drop off	\$20.00
<b>CAR RENTAL OTHER (BY CONTRACT)</b>	20.00%

All commercial operators wanting to operate out of DCRA must make application and be approved by DCAA or its designee prior to operation.

## GENERAL AVIATION & COMMUTER AIRCRAFT LISTING

### CATEGORY I

Cessna- 140,150,170,172,175,177,180,182,185,195,205,206,207,210. Tri-pace, Colt, Commache, Cherokee, Pacer, Musketeer, Bonanza, Debonaire, Staggerwing, Mooney, Navion ,Belanca, Luscombe, Aeronca, Citabria, Stinson, Ercoupe, Hili-Courier, Rockwell Commander, Lance, Arrow, Sundowner, Yankee, Traveler, Small experimental

### CATEGORY II

Cessna- All 300 and 400's, Aztec, Apachee, Navajo, Twin Comanche, Twin Bonanza, Duke, Travelaire, Baron, Duchess, Seminole, Seneca, Cougar, Aerostar, Geronimo, War Birds (fighters depending on size).

### CATEGORY III

King Air, Twin Beech(D-18), Queenaire, Aero/Grand Commander, Cheyenne, Turbo-Commander, Conquest MU-2, Beechcraft 99, Metroliner, Volpar, Merlin, Caravan, Jetstream, Islander, Trislander.

### CATEGORY IV

Lear, Citation, Jet-Commander, Saber-Liner, Hansa, Lodestar, DH-125, Westwind, Vickers, Starship, Diamond, Beech Jet, Falcon10, Astra.

### CATEGORY V

Falcon 20, 200, 900, G-I, II, III,IV, Jetstar, DC-3, DH-8, Shorts, SAAB, Challenger, Twin Otter.

## **BUDGET MESSAGE AND HIGHLIGHTS**

**BUDGET MESSAGE:**

To the Dare County Airport Authority:

I am pleased to submit the Dare County Regional Airport FY 2020 Annual Budget. The three following principles were used as a guide in developing the budget:

1. Take care of what we have: (Infrastructure, equipment and employees). The Airport mission can't be implemented if these basic tools of service are not in good working order. We will continue to address, repair, and take care of these assets.
2. Meet the current demand of established and /or new Airport Business: Identify specific services/facility improvements that will help the current demand while also planning for the future.
3. Promote safety while giving our customers the best Airport experience possible: The Airport staff is our greatest asset; therefore we will provide the necessary equipment and training for them to do their jobs as safe and efficient as possible.

The Airport fund provides for operations and maintenance of the Dare County Regional Airport. Revenues are derived from lease of land, buildings and structures, fuel sales, landing and tie down fees, parking fees, other Airport fees and County transfer. Major capital improvements required for the airport capacity and safety are funded through FAA grants (90% federal and 10% local). An acceptance of federal grants funds requires that all revenues generated by the use of Airport assets remain in the Airport Fund for operations and development.

I hope the board will find all the information necessary to thoroughly review and analyze the proposed budget. I believe the budget does a good job in holding the line on rate increases and also delivers much in the way of taking care of key infrastructure and equipment needs, as well as new purchases. Participation from the board, employees and public with recommendations will improve this budget. Please do not hesitate to contact me if you need additional information to help in your decision-making process.

Sincerely,

David Daniels  
Airport Director



## **BUDGET PROCESS**

The Airport operates under an annual budget ordinance adopted by the Board in accordance with the provisions of the N.C.G.S.159- Known as the Local Government Budget and Fiscal Control Act. The Airport Director is required to submit a balanced budget and the Airport Board must adopt the budget by July 1. A copy of the proposed budget is filed with the Airport clerk for public inspection and a public hearing is scheduled prior to the formal adoption of the budget. A budget is balanced when the sum of estimated net revenues is equal to appropriations. The fiscal year encompasses the period between July 1 and June 30.

The adopted budget document acts as a “work plan” and provides Dare County Airport Authority and management staff with a mechanism for evaluating budgetary and organizational performance.

## **BUDGET HIGHLIGHTS**

- Desired capital projects include runway approach and RPZ clearing, land acquisition, and apron rehabilitation. The removal of approach and RPZ obstructions provides for safer conditions.
- Marketing the Airport to attract more business both in season and off season as well as to promote public awareness.
- Continued improvements to the Airport terminal, facilities and equipment.
- The Airport is able to function with 8 full time employees, using external contractors in some areas to promote efficiency.

## **AIRPORT TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 2014-2020**

The TIP is a 5 year plan; the program goal is to maintain the Airport to FAA and NCDOT/DOA certification, safety and efficiency standards. The Airport top priority on the TIP is to address safety issues in the approach to runway 23 through land acquisition and approach clearing.

**FUND 94- OPERATIONS**

Account Name			FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Recommended	FY 21 Projection
<b>REVENUES</b>							
943785	422270	10761 State Aid to Airport	0	0	0	0	0
<b>Total State Aid to Airport</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
943785	441070	10703 Auto rentals	81,385	74,229	77,000	80,000	80,000
943785	441071	Hangar Rentals	244,690	250,749	265,000	260,000	260,000
943785	441072	Tie Down Fees	1,510	1,600	2,000	3,000	3,000
943785	441073	Landing Fees	16,800	17,195	18,000	35,000	35,000
943785	441074	Land & Building Rentals	180,462	180,192	185,000	190,000	190,000
943785	441075	Vehicle Parking Fees	6,790	6,030	8,000	9,000	9,000
943785	441076	Operations Licenses	9,094	9,800	9,800	9,800	9,800
<b>Total Rents, fees, Licenses</b>			<b>540,731</b>	<b>539,855</b>	<b>564,800</b>	<b>586,800</b>	<b>586,800</b>
943785	441085	Other Charges for Services	0	0	500	500	500
943785	441086	10703 Souvenirs	2,306	3,128	3,500	3,500	3,500
943785	441087	After Hours Fuel Service	11,650	10,750	15,000	12,000	12,000
943785	450100	Interest Income	21,035	43,327	18,000	40,000	40,000
943785	460100	Miscellaneous Revenues	1,325	2,442	2,500	3,500	3,000
<b>Total other Fees</b>			<b>36,316</b>	<b>59,647</b>	<b>39,500</b>	<b>59,500</b>	<b>59,000</b>
943785	466001	10703 Av Gas Sales	527,743	550,102	570,000	610,000	610,000
943785	466002	10703 Jet A Sales	499,463	548,750	540,000	580,000	580,000
943785	466003	10703 Auto Fuel Sales	1,926	1,438	2,300	2,300	2,300
943785	466004	Oil Sales	1,662	1,944	2,600	2,600	2,600
<b>Total Fuel &amp; Oil Sales</b>			<b>1,030,794</b>	<b>1,102,234</b>	<b>1,114,900</b>	<b>1,194,900</b>	<b>1,194,900</b>
943785	466005	Pilot Supplies	258	263	500	500	500
943785	466006	10703 Vending Sales	450	150	300	300	300
<b>Total other Sales</b>			<b>708</b>	<b>413</b>	<b>800</b>	<b>800</b>	<b>800</b>
943785	491003	Transfer from Primary Government	716,532	763,061	805,691	864,377	864,377
Allotment: *\$593,585 **\$621,405 ***\$699,276				*	**	***	***
<b>Total Transfer from Government</b>			<b>716,532</b>	<b>763,061</b>	<b>805,691</b>	<b>864,377</b>	<b>864,377</b>
<b>TOTAL REVENUES</b>			<b>2,325,081</b>	<b>2,465,210</b>	<b>2,525,691</b>	<b>2,706,377</b>	<b>2,706,377</b>

Account No.	Account Name	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Recommended	FY 21 Projection	
<b>EXPENDITURES</b>							
	<b>Number of employees 8</b>						
944785	500200	Salaries	356,948	385,362	408,381	380,000	380,000
944785	500202	Salaries- Board members	4,475	1,825	4,000	4,000	4,000
944785	500207	Salaries- after hours fuel ser	8,520	0	0	0	0
944785	500208	Salaries – On Call	0	11,376	12,000	12,000	12,000
944785	500300	FICA	27,228	29,315	32,467	31,5510	31,510
944785	500400	Retirement	27,118	30,177	32,875	36,791	36,791
944785	500500	Health Insurance	147,285	148,977	138,853	155,305	155,305
944785	500700	Retiree Health Insurance	7,788	700	714	692	692
944785	500705	Pre-65 Health Insurance	0	6,853	7,333	23,694	23,694
944785	500900	Longevity	8,475	9,504	10,500	9,410	9,410
944785	501050	Salary Adjustments – Merit	0	0	4,745	5,773	5,773
	<b>Total Personnel Services</b>		<b>587,837</b>	<b>624,088</b>	<b>651,868</b>	<b>659,175</b>	<b>659,175</b>
944785	510700	Contracted Services	46,693	46,545	120,000	150,000	150,000
944785	510900	Professional Service	56,130	13,660	30,000	30,000	30,000
944785	511100	Telephone & Postage	3,980	4,128	5,200	5,200	5,200
944785	511300	Utilities	27,613	27,134	30,000	30,000	30,000
944785	511500	Maintenance & Repairs Rentals	38,790	54,876	70,000	80,000	80,000
944785	511501	Maintenance & Repairs Equip.	9,328	18,555	25,000	25,000	25,000
944785	511502	Maintenance & Repairs Buildings	19,128	73,697	80,000	100,000	100,000
944785	511503	Maintenance & Repairs Vehicle	4,743	5,554	6,000	6,500	6,500
944785	511901	Credit Card Processing	32,799	32,938	40,000	40,000	40,000
944785	512102	Leases Copiers	1,017	993	2,500	2,500	2,500
944785	512103	Leases PC's	0	0	2,000	1,000	1,000
944785	513100	Fuel	4,067	7,001	6,000	6,000	6,000
944785	513300	Supplies	6,363	6,417	8,000	8,216	8,218
944785	513400	Museum Operation	0	0	500	500	500
944785	513500	Computer Software	828	828	1,000	1,000	1,000
944785	513600	Uniforms	2,500	1,455	2,000	2,500	2,500
	<b>Total other Expenditures</b>		<b>253,979</b>	<b>293,780</b>	<b>498,200</b>	<b>488,416</b>	<b>488,416</b>
944785	513701	10703 AV Gas	422,742	444,822	500,000	510,000	510,000
944785	513702	10703 Jet A	316,050	349,945	410,000	410,000	410,000
944785	513703	10703 Auto Fuel	1,603	739	3,000	3,000	3,000
944785	513704	10703 Oil	855	2,455	2,000	2,000	2,000
	<b>Total Fuel and Oil Disbursement</b>		<b>741,250</b>	<b>797,960</b>	<b>915,000</b>	<b>925,000</b>	<b>925,000</b>

Account No.	Account Name	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Recommended	FY 21 Projection
944785 513705	10703 Pilot Supplies	313	278	500	500	500
944785 513708	10703 Auto Rentals	49,135	46,326	50,000	55,000	55,000
944785 513709	10703 Souvenirs	1,946	1,583	2,330	2,500	2,500
944785 516100	Shop Overhead	6,625	8,371	10,128	11,286	11,286
944785 525000	Training	1,000	92	5,000	6,000	6,000
944785 525100	Travel	6,929	9,128	10,000	10,000	10,000
944785 525200	Dues & Subscriptions	1,719	1,717	2,000	2,000	2,000
944785 525400	Insurance & Bonds	51,731	50,410	51,174	59,910	59,910
944785 525401	Insurance Airport	23,689	26,557	41,000	55,000	55,000
944785 525600	Advertising & Promotions	659	848	5,000	4,000	5,897
944785 525604	Marketing & Public Relations	1,125	1,957	34,000	34,000	34,000
944785 525620	Youth Aviation Day	1,138	809	6,000	6,000	6,000
944785 525710	Indirect Costs per CAP	85,222	100,044	108,984	112,590	112,590
944785 525730	Bad Debts	0	0	0	0	0
944785 537400	Capital Outlay	50,191	0	129,507	200,000	200,000
944785 548190	DS- Principal Property	130,000		0	0	0
944785 539500	Depreciation	0	563,402	0	0	0
944785 518191	DS- Principal Scarborough Sq	0	130,000	0	0	0
944785 549190	DS-Interest Property	4,306	2,152	0	0	0
944785 519191	DS-Interest Scarborough Sq	0	0	0	0	0
944785 550000	Contingency	0	0	5,000	75,000	75,000
944785 599500	10768 Capital Project Fund	0	0	0	0	0
	<b>Total Other Expenditures</b>	<b>415,728</b>	<b>943,674</b>	<b>460,623</b>	<b>633,786</b>	<b>633,686</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,998,794</b>	<b>2,659,502</b>	<b>2,525,691</b>	<b>2,706,377</b>	<b>2,706,377</b>

**FUND 96- CEMETERY**

Account No.	Account Name	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Recommended	FY 21 Projection
<b>REVENUES</b>						
963785	450101 Interest- Other Agencies	1,735	3,473	2,000	2,000	2,000
963785	464501 Grave Sites- Plot	3,052	2,252	2,000	2,000	2,000
963785	464502 Mausoleum- Crypt	3,000	0	2,000	2,000	2,000
963785	464503 Mausoleum- Niche	526	0	2,000	2,000	2,000
963785	464510 Rental Income Houses	18,100	18,700	20,400	20,400	20,400
963785	464515 Recording Fees	26	0	100	100	100
<b>TOTAL REVENUES</b>		<b>26,439</b>	<b>24,425</b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>
<b>EXPENDITURES</b>						
964785	511300 Utilities	410	354	1,000	1,000	1,000
964785	511502 Maintenance & Repairs Buildings	4,190	0	11,000	12,000	12,000
964785	511508 Maintenance & Repairs Yard	398	9	7,000	6,000	6,000
964785	511903 Recording Fees	104	52	100	100	100
964785	537400 Capital Outlay	0	0	9,400	9,400	9,400
<b>TOTAL EXPENDITURES</b>		<b>5,102</b>	<b>415</b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>

## **Talbert & Bright Engineers Update**

**June 2019**

### **Apron Pavement Rehabilitation**

MQI received grant funds from NCDOA to rehabilitate the area of apron pavement south of the terminal building (between the Terminal Building and Sound). The NCDOA asked the airport if they want to consider adding the portion of apron to the west and bid it together with the original area of apron rehabilitation. Talbert & Bright prepared a work Authorization to add this area to the project, has coordinated with work authorization with David Daniels and NCDOA. NCDOA has concurred in the work scope and is currently having an IFE performed. Once the Airport receives the results from the IFE, grant will be modified, and additional design work will be performed.

### **Runway 17 Land Available**

At the April meeting, the Airport Authority asked Talbert & Bright and David Daniels to check with the NCDOA to see if NPE grant funds could be utilized to acquire the parcel to allow the trees to be removed, improving safety for pilots landing on Runway 17. The NCDOA has provided concurrence via e-mail that the Airport can utilize NPE funds to be reimbursed for the land acquisition. NCDOA indicated that the Airport must use their own local funds first and then request reimbursement with NPE funds once the property is acquired. TBI has prepared a work authorization and has coordinated it with David Daniels and has been sent to NCDOA for review. Once we received comments and approval from NCDOA on the work authorization, the appraisal, survey and Phase I Environmental Due Diligence Audit work can commence.



**Dare County Airport Authority  
Proposed Emergency Safety Temporary Rules and Regulations**

**To be Considered at the June 26, 2019 DCAA Board Meeting**

The following “clean” and “redlined” proposed emergency safety changes to the Dare County Airport Rules and Regulations will be proposed by the Facilities and Safety Committee at the June 26, 2019 meeting of the DCAA Board of Directors. These proposed emergency safety changes have been mandated by the FAA Flight Standards District Office in response to (1) its observation of aircraft operations at the Airport, especially by banner tow aircraft, and (2) the recent and last-minute introduction of a manned aircraft traffic control tower at the Airport for the 2019 Summer Season.

These proposed temporary changes to the Rules and Regulations were discussed and approved by the Facilities and Safety Committee at its June 19, 2019 meeting. It was not possible to submit these proposed temporary rule changes to the FAA Flight Standards District Office for review in time to utilize the regular rules amendment process. Therefore, in the interest of pilot safety and at the strong urging by the FAA Flight Standards District Office and by the company operating the air traffic control tower at the Airport that the Airport Authority take immediate action for safety reasons, the Facilities and Safety Committee recommends that the DCAA Board of Directors take emergency action at its June 26, 2019 meeting to implement these rules changes on a temporary basis until the July meeting of the Board, at which time the Board will be asked to adopt these rule changes (with any modifications proposed in the interim) on a permanent basis.

**The following is the “Redlined Comparision” showing the proposed changes**

Redlined Comparison

**DARE COUNTY AIRPORT AUTHORITY**

**STANDARD MANUAL OF AIRPORT  
RULES AND REGULATIONS  
FOR THE  
DARE COUNTY REGIONAL AIRPORT**

**MANTEO, NORTH CAROLINA**

**As Amended Through May 30, 2017  
(Proposed Changes Prepared June 24, 2019)**

Redlined Comparison

SECTION 1 - GENERAL

1.1. DEFINITIONS: In addition to the terms defined elsewhere in these Rules and Regulations, the following terms have the meanings herein as set forth below, unless the context otherwise requires. These definitions shall not supersede any definitions contained in contractual agreements with the Airport Authority or designated representative.

A. Abandoned or illegally parked aircraft - An abandoned or illegally parked aircraft is an aircraft which:

- (1) Is left on the Airport in violation of a law, rule or regulation prohibiting parking; or
- (2) Is left on Airport property under the control of the Airport Authority for longer than twenty-four (24) hours without permission; or
- (3) Is deemed abandoned or illegally parked by the Airport Director when the aircraft was initially parked in an approved tie down or other authorized parking area with permission of the Airport, but the owner of the Aircraft subsequently becomes delinquent on the payment of tie-down fees to the Airport, or the Airport otherwise withdraws its permission for the aircraft to be parked in such parking area; or
- (4) Is left on Airport property leased by a private party, without the consent of the lessee or occupant thereof, for longer than twenty-four (24) hours.

B. Abandoned vehicle - An abandoned motor vehicle is a motor vehicle which:

- (1) Is left on the Airport in violation of a law or ordinance prohibiting parking; or
- (2) Is left on Airport property under the control of the Airport Authority for longer than twenty-four (24) hours without permission; or
- (3) Is left on Airport property leased by a private party, without the consent of the lessee or occupant thereof, for longer than twenty-four (24) hours.

AC 90-66B - FAA Advisory Circular AC 90-66B, Non-Towered Airport Flight Operations ("AC 90-66B)

C. Aircraft - "Aircraft" shall mean any contrivance now known or hereafter invented, used or designed for navigation of or flight in air.

### Redlined Comparison

or is, in itself, an enterprise for profit. A determination of whether a person is a Commercial Operator shall rest solely with the Authority.

P. — Emergency Equipment - Crash, fire and rescue, or police motor vehicles and such other equipment as the Airport Director may designate as necessary to safeguard airport runways, taxiways, ramps, buildings and other property.

Q. — FAA - The Federal Aviation Administration.

FAA/FS-I-8700-1 - FAA/FS-I-8700-1, Information for Banner Towing Operations.

FAR AIM - The current edition of the Federal Aviation Regulations/Aeronautical Information Manual.

R. — Fixed Base Operator - A Commercial Operator who shall have entered into a written lease or agreement with the Authority for the use of any building, shop or hangar, or for the site upon which such a building might be erected, and who, by further agreement, guarantees to provide on the Airport and serve the public with all of the following minimum facilities:

- a. Aircraft storage
- b. FAA approved domestic repair station
- c. Student training
- d. Demonstration and sale of aircraft
- e. Aircraft rental
- f. Charter-Air Taxi

The term "Limited Fixed Base Operator" shall mean any person who shall have entered into a written lease or agreement with the Authority to provide any one or a combination of services of an aviation nature defined for "Fixed Base Operator." All activities provided by a "Limited Fixed Base Operator" shall meet all established standards for that activity or combination of activities.

FSDO - The FAA Flight Standards District Office.

S. — Instructor - "Instructor" means any individual giving, or offering to give, instruction in the operation, construction, repair or maintenance of aircraft, aircraft power plants and accessories, including the repair, packaging and maintenance of parachutes.

T. — Junked vehicle - A vehicle that does not display a current license plate upon that vehicle and that:

- (1) Is partially dismantled or wrecked; or

### Redlined Comparison

operated by a contractor performing work on the Airport under a contractual agreement with Airport Director.

~~DD.~~ Terminal Area - The area used or intended to be used for such facilities as terminal and cargo buildings, boarding gates, shops, other service buildings, automobile parking, Airport motels, restaurants, garages, and automobile service; and an area provided for parking and positioning of aircraft in the vicinity of the terminal building for loading and unloading.

~~EE.~~ Transient Hangar Lease - "Transient Hangar Lease" is a lease of space by the Authority or by a Fixed Base Operator in a hangar on the Airport designated by the Authority for transient aircraft parking or storage. Such lease shall be for the parking or storage of transient aircraft only. The term of such lease shall be on a daily or weekly basis. In no event shall the lease, including all renewal options, extend for more than 30 consecutive calendar days without prior written consent of the Airport Authority or its designee in each instance. No aircraft may be stored or parked on the Airport in any transient hangar space for more than 30 calendar days (consecutive or cumulative) during any 365 calendar day period without prior written consent of the Airport Authority or its designee in each instance.

~~FF.~~ Ultralight Vehicle - For the purposes of this document, an ultralight vehicle is a vehicle defined by the Federal Aviation Regulations as amended from time to time.

~~GG.~~ Vehicle - See definition of "motor vehicle."

~~HH.~~ Wrecked or Disabled Aircraft - An aircraft that:

- (1) Is partially wrecked, disabled or damaged; or
- (2) Cannot be self-propelled, flown or moved in the manner in which it originally was intended to be flown or move; or
- (3) Is more than five (5) years old and appears to be worth less than one hundred dollars (\$100.00).

~~I.I.I.~~ These definitions shall not supersede any definitions contained in contractual agreements with the Airport Authority or designated representative.

#### 1.2. SCOPE:

A. All users of and persons on the Airport shall be governed by these regulations and the directions of the Dare County Airport Authority (DCAA) or designated representative. These regulations are subject to change by the Airport Authority at any time based upon experience, need,

Redlined Comparison

SECTION 2 - VEHICLES

2.1. LICENSING AND REGULATION:

A. No person shall operate motorized vehicles of any kind on the Airport without a valid Operator's License.

B. No person shall operate any motor vehicle in the Public Aircraft Facilities area without having first registered same with, and having received permission from the Airport Management, other than those Authorized under 1.9.

2.2. RULES OF OPERATION:

A. No person shall operate a motor vehicle of any kind on the Airport in a reckless or negligent manner or in excess of 105 miles per hour unless a contrary speed limit is posted. This speed limit shall not apply to in-service Emergency Equipment.

B. Pedestrians and aircraft shall at all times have right of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.

C. No persons operating a motor vehicle on the Airport shall fail to give proper signals, or fail to observe the directions of posted traffic signs.

D. No person under the influence of alcohol or other impairing substances shall operate a motor vehicle or aircraft on the Airport.

E. No person shall operate any vehicle owned or leased by the Airport Authority or by Dare County within 12 hours after having consumed any alcohol or other impairing substances regardless of the quantity of such consumption. In no case shall such person operate any vehicle owned or leased by the Airport Authority or by Dare County while under the influence of alcohol or any other impairing substances.

F. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than that for which the vehicles were designed. No person shall ride on the running board, stand up in the body of moving vehicles or ride on the outside of the body of a vehicle, or with arms or legs protruding from the body of motor vehicles.

G. No vehicle shall be operated on the Airport if it is so constructed, equipped or loaded as to endanger persons or property.

### Redlined Comparison

H. No person shall operate any type of motor vehicle without exhausts protected by screens or baffles to prevent the escape of sparks or the propagation of flame.

I. Motor Vehicle Operations

(1) Motor Vehicle Operation on Runways.

a. Vehicles shall not cross any runways on the Airport. The following vehicles are exempt from this rule:

i. Airport Owned Vehicles: Vehicles owned and operated by the Airport.

ii. Vehicles Used for Public Maintenance Operations: Public maintenance vehicles may cross runways and runway safety areas from a public maintenance hangar in order to access aircraft or bring such aircraft across the runways in tow, with the following requirements: (1) Drivers of vehicles shall not drive across a runway or runway safety area if any aircraft is on final approach to the runway; and (2) All vehicles shall display a working and operating rotating beacon on top of the vehicle when crossing a runway or runway safety area; and (3) All vehicles crossing a runway or runway safety area shall always have a radio capable of transmitting and receiving on ~~Unicom~~UNICOM channel 122.8; and (4) All vehicle operators shall monitor ~~Unicom~~UNICOM channel 122.8 at all times and announce the location of the vehicle and the driver's intentions.

iii. Vehicles Used in Banner Tow Operations: Vehicles accessing the banner tow pick up area from the hangars on the east side of the Airport may drive around the approach end of Runway 35 with the following requirements: (1) Drivers of vehicles shall not drive across a runway or runway safety area if any aircraft is on final approach to the runway; and (2) All vehicles shall display a working and operating rotating beacon on top of the vehicle when crossing a runway; and (3) All vehicles crossing a runway or runway safety area shall always have a radio capable of transmitting and receiving on ~~Unicom~~UNICOM channel 122.8; and (4) All vehicle operators shall monitor ~~Unicom~~UNICOM channel 122.8 at all times and announce the location of the vehicle and the driver's intentions.

b. Special Rules for Banner Tow Operators. Banner tow operators shall immediately notify Airport staff on ~~Unicom~~UNICOM channel 122.8 of the presence of a banner that has fallen onto a runway or runway safety area, and shall remove such banner from the runway or runway safety area as quickly as possible. Vehicles used in banner tow operations shall be allowed to travel onto a runway or runway safety area to remove a banner that has fallen onto a runway or runway safety area.



### Redlined Comparison

c. It shall be the responsibility of all commercial operators to educate their employees and contractors concerning these rules.

d. The provisions of this section shall not apply to Emergency Equipment or Service, Maintenance, and Construction Equipment when engaged in performing normal duties.

e. There are several areas on the Airport where both ground vehicles and taxiing aircraft utilize the same paved spaces. AIRCRAFT TRAFFIC ALWAYS HAS THE RIGHT OF WAY.

#### (2) Motor Vehicle Operations on Areas of the Airport other than Runways.

a. No vehicle shall enter, be driven upon, or operated upon any airport taxiway, ramp, tie down area, interior roadway, or any area posted by signs prohibiting the entrance thereon, without the prior written consent of the Airport Director in each instance.

b. Aircraft owners may be granted authorization by the Airport Director or his designated representative to operate a vehicle on airport ramps to reach their own aircraft in a tie down area.

c. Unless specifically authorized, aircraft owners shall not pass over any taxiway, or ramp and shall proceed through the tie down area at a speed not to exceed 10~~5~~ miles per hour. They shall not at any time park a vehicle on any area used for the movement of aircraft. Such authorization shall not be granted contrary to the provisions of Part 139, or any other Federal Aviation Regulation (FAR).

J. No pedestrian shall be allowed beyond the terminal building area or upon the apron or aircraft tie down area unless for the purpose of embarking in or disembarking from an aircraft, or unless authorized by the airport director. Pedestrian traffic is prohibited on taxiways, runways, and outlying areas of the airport except for those employees of the city, county, state or federal government, or contractors engaged in airport construction or maintenance work.

#### 2.3. RADIO EQUIPMENT:

A. The installation of two-way radios does not permit the operation of vehicles on the Airport without prior permission from the Airport Director or designated representative.

B. No person shall operate any radio equipment in any aircraft when such aircraft is being refueled, or when such aircraft is in a hangar except when radio maintenance is being performed on the aircraft.

### Redlined Comparison

M. Exceptions. Nothing in this Section shall apply to any aircraft:

- (1) Which is in an enclosed building;
- (2) Which is on the premises of a business enterprise being operated in a lawful place and manner if the aircraft is necessary to the operation of the enterprise; or
- (3) Which is in an appropriate storage place or depository maintained in a lawful place and manner by the Airport.

N. Unlawful removal of impounded aircraft. It shall be unlawful for any person to remove or attempt to remove from any storage facility designated by the Airport any aircraft which has been impounded pursuant to the provisions of this Section unless and until all towing, removal and impoundment fees which are due, and any unpaid rent or tie-down fees, or bond in lieu of such fees, have been paid.

#### 3.20. MUFFLED AIRCRAFT ENGINES REQUIRED:

No person shall operate an unmuffled aircraft engine (whether experimental or not) at the Airport unless prior written certificate of waiver shall be issued by the Authority or its designee.

#### 3.21. AIRCRAFT OPERATIONAL PROCEDURES FOR ALL PILOTS:

A. During times when the Airport operates without a control tower, all pilots utilizing the Airport facilities and operating in and around the Airport airspace shall comply with the recommendations provided in the following publications:

- (1) FAR AIM; and
- (2) AC 90-66B; and
- (3) This Standard Manual of Airport Rules and Regulations.

B. During times of control tower operation at the Airport, all aircraft entering the Airport air traffic area shall comply with control tower instructions.

C. When flying at times outside of tower control, all pilots shall pay special attention to accurate, proper communications with pilots of other aircraft and UNICOM announcements.

Redlined Comparison

SECTION 10 - MINIMUM STANDARDS FOR COMMERCIAL OPERATORS AND  
OTHERS

1 10.1. GENERAL MINIMUM STANDARDS:

A. The following minimum standards shall apply to all commercial operations. No Commercial Operator may take part in any commercial operations that are not listed in the Commercial Operator's Commercial Aviation Operation License Agreement with the Airport Authority.

B. No Commercial Operator shall be allowed to operate on the Airport without a fully executed Commercial Aviation Operation License Agreement with the Authority. Any Commercial Operator who is not a Fixed base Operator or Limited Fixed Base Operator, or any Commercial Operator whose principal place of business is located other than the Dare County Regional Airport and who further has a valid contract with another airport sponsor, may not be required to maintain facilities at the Airport.

C. Commercial Operators extended the privilege of providing self fueling services shall also be required to meet the minimum safety standards listed in Section 5.

D. No persons or Fixed Base Operators other than the Commercial Operators qualifying under 10.1(C) shall be permitted to dispense aviation petroleum products. All other Commercial Operators may engage in such other aeronautical services as they may qualify themselves for in accordance with these regulations and their lease agreements.

E. The Authority shall determine substantial conformance to the standards for all Commercial Operators.

F. All Commercial Operators must show financial solvency and business ability to the satisfaction of the Authority.

G. The minimum liability insurance which a Fixed Base Operator shall carry including general liability, product liability, and premise liability, as appropriate is \$1,000,000. Hangar's keeper/property damage insurance carried by the Commercial Operator will be decided on between the Authority and the Commercial Operator but in no case will be less than \$100,000. All policies required by virtue of this section will name as an additional insured, the Airport Authority, and will contain a provision which will require the insurance carrier to notify the Authority at least thirty (30) days prior to any cancellation, or change in coverage. All insurance policies required to be maintained hereunder shall be procured from insurance companies rated at least (A-/VII) or better

### Redlined Comparison

by the then current edition of Best's Insurance Reports published by A.M. Best Co. and licensed to do business in the State of North Carolina.

H. Land available for commercial type operations is a valuable and limited commodity. It is the policy of the Authority that no land areas or building space in excess of present and foreseeable requirements will be leased to any operator.

I. A person who is not a Commercial Operator shall not be permitted to operate a business on or lease space or lands lying within the Airport Proper.

J. All commercial operators licensed by the Airport to conduct commercial operations at the Airport shall do the following:

(1) Provide to the Airport Director copies of the following for all commercial operation pilots:

a. A valid and active Pilot's License;

b. A valid and current First or Second Class Medical Certificate; and

c. Evidence of completion of satisfactory training and check flight with the FSDO.

(2) Provide to the Airport Director evidence of insurance covering the licensed commercial activity or activities as required by this Section 10.1.

#### 10.2. FUEL AND OIL:

All aeronautical activities granted permission by the Authority and engaged in self fueling of aircraft at the Airport shall be subject to a fuel flowage fee, which shall be established by the Authority. Persons conducting such activities on the Airport shall be required to provide:

A. Hard surface ramp space accessible by taxiway with electric pumps and above ground tank storage, or approved truck.

B. In conducting refueling operations, every operator shall install and use adequate grounding facilities at fueling locations to eliminate the hazards of static electricity and shall provide approved types of fire extinguishers or other equipment commensurate with the hazard involved in refueling and servicing aircraft.

C. Meet all other requirements as set forth in Section 5.

Redlined Comparison

D. Appropriate Insurance as outlined in 10.1(G).

10.5. BANNER TOW OPERATIONS:

A. All pilots of banner tow operators aircraft utilizing the facilities in and around the Airport airspace shall comply with all ordinances of any County or Town over which the Banner the recommendations provided in the following publications:

- (1) The FAR AIM; and
- (2) AC 90-66B"; and
- (3) FAA/ FS-I-8700-1.

(The FAR AIM, AC 90-66B and FAR/FS-I-8700-1 may be collectively the "Banner Tow Operator operates, including but not limited to ordinances governing a Banner Tow Operator's traffic patterns and minimum elevations or altitudes:

B. All Operations Publications").

B. All pilots for and owners and managers of commercial operators licensed by the Airport conducting banner tow operators shall comply with Section 10.13 of these rules and regulations which require two-way radio communications capability at all times.

C. Banner Pick-Up Requirements:

- (1) Standard approach procedures apply to all aircraft picking up banners operations in or around the Airport shall do only after having thoroughly reviewed the Banner Tow Publications. The recommendations and policies noted in the Banner Tow Publications in reference to flight around non-controlled airfields and the specifics of operating aircraft for the purpose of towing banners will be considered the standards expected for operation at the Airport when the tower is not in operation. If the FSDO provides any specific policies or recommendations to a commercial operator relating to banner tow company operating at the Airport, with the obvious offset into the field South of Runway 5/23. These procedures are for noise abatement of aircraft flying with banners under tow.

(2) Wind direction favoring Runway 17 or Runway 23:

- (a) After the banner pick up, the aircraft shall fly straight out over the shoreline until the following conditions are met:

### Redlined Comparison

- ~~(i) The aircraft is 1,000 feet beyond the shoreline, and~~  
~~(ii) the minimum altitude of the commercial operator shall immediately communicate such policies and recommendations to the Airport Director in writing. Commercial operators shall not deviate from requirements and recommendations from the Banner Tow Publications or from the recommendations and policies issued by the FSDO without the advance express written consent from the Airport Director in each instance.~~

C. When conducting banner pickups and drops at times that are outside of tower control, all banner tow aircraft pilots shall pay special attention to accurate, proper communications with pilots of other aircraft and UNICOM announcements, since banner pickups and drops require non-standard movement near Runway 5-23. Pilots conducting authorized banner tow operations shall make it clear to all other pilots operating in the vicinity and in UNICOM announcements that the aircraft is 500 feet.

~~(b) Once the above conditions are met, the aircraft shall reduce power for noise abatement.~~

~~(c) The aircraft shall then turn towards U.S. Highway 158 and a banner tow aircraft and the fact that the pilot intends to pick up or drop off a banner adjacent to Runway 5-23.~~

D. After a successful banner pickup, every banner tow aircraft shall depart the Airport area. The departure shall not be over neighborhoods near the Airport.

~~(3) Wind direction favoring Runway 5 or Runway 35:~~

~~(a) After the banner pick up, the aircraft shall fly straight out until an altitude of 500 feet is achieved.~~

~~(b) Upon reaching 500 feet, the aircraft should reduce power until reaching a point 1,000 feet beyond the shoreline.~~

~~D. Missed Banner Pick-Ups. Missed banner pick-ups will be treated as a banner drop. The aircraft as recommended in the FAR AIM or directed by the tower. Pilots are prohibited from performing a banner pickup by "sidestepping" from a departure runway. After a banner drop or a missed pickup, the banner tow aircraft pilot shall follow the banner drop procedures in the event of a missed banner pick-up.~~

~~E. Banner Drop Requirements:~~

### Redlined Comparison

~~(1) Wind direction favoring Runway 17 or Runway 23:~~

~~(a) Approaches should be made parallel to Runway 23.~~

~~(b) After the instructions from the tower or perform a "go around" maneuver rejoining the traffic pattern and shall take precautions to avoid other aircraft in or joining the pattern.~~

E. After a successful banner drop, the aircraft shall fly straight out over the shoreline until the following conditions are met:

~~(i) the aircraft is 1,000 feet beyond the shoreline; and~~

~~(ii) the minimum altitude of the aircraft is 500 feet.~~

~~(c) Once the above conditions are met, the pilot of the banner tow aircraft shall reduce power for noise abatement, and make a left turn out.~~

~~(2) Wind direction favoring Runway 5 or Runway 35:~~

~~(a) Approaches should be made parallel to Runway 5.~~

~~(b) After the banner drop, the NOT sidestep to a landing.~~

F. In the event that the banner will not release, the pilot of the banner tow aircraft shall fly straight out until an altitude of 500 feet is achieved:

~~(c) The aircraft shall then reduce power for noise abatement and make a left turn out:~~

communicate that fact to the tower or UNICOM and the need to land on the runway with the banner still attached. The pilot shall alert the banner tow operator's ground crew by radio that the banner will need expedited removal by the banner tow operator on the runway. When performing a removal of a banner on the runway, the banner tow operator's support vehicles and crew shall be removed from the runway as soon as possible after they have completed the detachment operation .

### 10.6. COMMUTER, CHARTER, AND AIR TAXI SERVICE:

Persons operating commuter, charter, or air taxi service shall provide:

A. Passenger lounge, rest room and telephone facilities as appropriate.

B. Adequate table, desk or counter for checking in passengers, handling ticketing or fare collection, handling of luggage.

**The following is the “Clean” version showing the sections with the proposed changes**



## SECTION 1 - GENERAL

**1.1. DEFINITIONS.** In addition to the terms defined elsewhere in these Rules and Regulations, the following terms have the meanings herein as set forth below, unless the context otherwise requires. These definitions shall not supersede any definitions contained in contractual agreements with the Airport Authority or designated representative.

Abandoned or illegally parked aircraft - An abandoned or illegally parked aircraft is an aircraft which:

- (1) Is left on the Airport in violation of a law, rule or regulation prohibiting parking; or
- (2) Is left on Airport property under the control of the Airport Authority for longer than twenty-four (24) hours without permission; or
- (3) Is deemed abandoned or illegally parked by the Airport Director when the aircraft was initially parked in an approved tie down or other authorized parking area with permission of the Airport, but the owner of the Aircraft subsequently becomes delinquent on the payment of tie-down fees to the Airport, or the Airport otherwise withdraws its permission for the aircraft to be parked in such parking area; or
- (4) Is left on Airport property leased by a private party, without the consent of the lessee or occupant thereof, for longer than twenty-four (24) hours.

Abandoned vehicle - An abandoned motor vehicle is a motor vehicle which:

- (1) Is left on the Airport in violation of a law or ordinance prohibiting parking; or
- (2) Is left on Airport property under the control of the Airport Authority for longer than twenty-four (24) hours without permission; or
- (3) Is left on Airport property leased by a private party, without the consent of the lessee or occupant thereof, for longer than twenty-four (24) hours.

AC 90-66B - FAA Advisory Circular AC 90-66B, Non-Towered Airport Flight Operations ("AC 90-66B)

Aircraft - "Aircraft" shall mean any contrivance now known or hereafter invented, used or designed for navigation of or flight in air.

Air Operations Area - "Air Operations Area (AOA)" is defined as an area used or intended to be used for landing, takeoff, surface maneuvering of aircraft, or enplaning or deplaning.

Air Taxi (Commuter) - Aircraft operated by the holder of an Air Taxi (or Commuter) Operating Certificate which authorized the carriage of passengers, mail or cargo for revenue in accordance with FAR Parts 135 and 121, on either a scheduled or unscheduled basis.

Airport - Shall mean the Dare County Regional Airport and includes all property and improvements within the boundary lines of any airport operated or controlled by the Dare County Airport Authority, except when otherwise specifically noted.

Airport Authority - The Dare County Airport Authority and also referred to as the "Owner".

Airport Employees - "Airport Employees" shall mean the bona-fide employees of Dare County.

Airport Director - The officer or representative of the Airport Authority having immediate charge of the Airport.

Airport Out-Parcel - All lands owned or controlled by the Dare County Airport Authority lying outside of the Airport Proper.

Airport Proper - The Dare County Regional Airport and all property and improvements lying generally within an area bounded on the east by Driftwood Road; on the west by the Croatan Sound; on the north by the property of Dare County; and on the south by Burnside Subdivision.

Apron - A defined area, on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

Banner Tow Operator - A Commercial Operator who for commercial purposes operates an aircraft which includes a banner supported by a temporary framework attached externally to the aircraft and towed behind the aircraft as an advertising medium.

Cargo (Air) - Any property carried on an aircraft other than mail, stores, and baggage.

Commercial Operator - An individual or firm operating at the Airport and providing aircraft services such as maintenance, repair, modification, storage, ground and flight instructions, rentals, sales, banner tow services, crop duster services, or a person who, for compensation or hire, engages in the carriage by aircraft in air commerce of persons or property. An operation is for "compensation or hire," when the carriage by air is merely incidental to the person's other business or is, in itself, an enterprise for profit. A determination of whether a person is a Commercial Operator shall rest solely with the Authority.

Emergency Equipment - Crash, fire and rescue, or police motor vehicles and such other equipment as the Airport Director may designate as necessary to safeguard airport runways, taxiways, ramps, buildings and other property.

FAA - The Federal Aviation Administration.

FAA/ FS-I-8700-1 - FAA/FS-I-8700-1, Information for Banner Towing Operations.

FAR AIM - The current edition of the Federal Aviation Regulations/Aeronautical Information Manual.

Fixed Base Operator - A Commercial Operator who shall have entered into a written lease or agreement with the Authority for the use of any building, shop or hangar, or for the site upon which such a building might be erected, and who, by further agreement, guarantees to provide on the Airport and serve the public with all of the following minimum facilities:

- a. Aircraft storage
- b. FAA approved domestic repair station
- c. Student training
- d. Demonstration and sale of aircraft
- e. Aircraft rental
- f. Charter-Air Taxi

The term "Limited Fixed Base Operator" shall mean any person who shall have entered into a written lease or agreement with the Authority to provide any one or a combination of services of an aviation nature defined for "Fixed Base Operator." All activities provided by a "Limited Fixed Base Operator" shall meet all established standards for that activity or combination of activities.

FSDO - The FAA Flight Standards District Office.

Instructor - "Instructor" means any individual giving, or offering to give, instruction in the operation, construction, repair or maintenance of aircraft, aircraft power plants and accessories, including the repair, packaging and maintenance of parachutes.

Junked vehicle - A vehicle that does not display a current license plate upon that vehicle and that:

- (1) Is partially dismantled or wrecked; or
- (2) Cannot be self-propelled or moved in the manner in which it originally was intended to move; or

- (3) Is more than five (5) years old and appears to be worth less than one hundred dollars (\$100.00).

Motor vehicle or vehicle - All machines designed or intended to travel over land by self-propulsion or while attached to any self-propelled vehicle. This definition includes but is not limited to automobiles, trucks, boats, watercraft, campers, trailers, motor homes, and motorcycles, but not including aircraft.

Nuisance vehicle - A vehicle on the Airport that is determined and declared to be a health or safety hazard, a public nuisance, and unlawful, and including a vehicle found to be:

- (1) A breeding ground or harbor for mosquitoes, other insects, rats or other pests; or
- (2) A point of heavy growth of weeds or other noxious vegetation over eight (8) inches in height; or
- (3) A point of collection of pools or ponds of water; or
- (4) A point of concentration of quantities of gasoline, oil or other flammable or explosive materials as evidenced by odor; or
- (5) Containing areas of confinement, such as trunks, hoods, etc., which cannot be operated from inside the area of confinement; or
- (6) So situated or located that there is a danger of it falling or turning over; or
- (7) A point of collection of garbage, food waste, animal waste, or any other rotten or putrescible matter of any kind; or
- (8) A point of concentration of sharp parts thereof which are jagged or contain sharp edges of metal or glass; or
- (9) A health and safety hazard and a public nuisance as declared by the Airport Director.

Pattern - The configuration or form of a flight path flown by an aircraft, or prescribed to be flown, as in making an approach to a landing.

Pedestrian - Any person afoot.

Person - Any individual, partnership, group or duly authorized representatives thereof.

## Public Aircraft Facilities

1. The phrase "Public Aircraft Facilities" as used in these regulations means the following facilities as they are from time to time provided and made available by the Airport Authority for public use by aircraft operators:
  - a. Public runways for the purpose of the landing and the taking-off of aircraft.
  - b. Public taxiways for the purpose of the ground movement of aircraft.
  - c. Public aircraft parking space for the purpose of parking and storing aircraft; for the purpose of loading and unloading passengers, baggage, freight, mail and other cargo upon and from aircraft; for the purpose of performing operations incidental to the immediate preparation of aircraft for departure such as inspection, cleaning, and other supplies; for the purpose of making minor and emergency repairs to aircraft; and for the purpose of parking mobile equipment actively used in connection with the foregoing.
  - d. Any other space, facilities or services provided by the Airport Authority for public use by aircraft operators at the Airport.
  - e. Public access to the ramp is for the primary purpose of loading and unloading passengers and their baggage, and the loading and unloading of mail and freight.

Ramp - A defined area, on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking, or maintenance.

Refueling Trucks - "Refueling Trucks" shall mean any motor vehicle used for the transporting, handling or dispensing of aviation fuel, oils, and lubricants.

Service, Maintenance and Construction Equipment - Approved equipment normally operated by the Airport, its agents or under contract, fixed base operator(s) (must have company logo on vehicle), or other governmental agencies performing official duties on landing areas, runways, taxiways and peripheral roads for the servicing, maintenance and construction of Airport facilities and services or for the servicing of aircraft. This definition shall include equipment owned and operated by a contractor performing work on the Airport under a contractual agreement with Airport Director.

Terminal Area - The area used or intended to be used for such facilities as terminal and cargo buildings, boarding gates, shops, other service buildings, automobile parking, Airport motels,

restaurants, garages, and automobile service; and an area provided for parking and positioning of aircraft in the vicinity of the terminal building for loading and unloading.

Transient Hangar Lease - "Transient Hangar Lease" is a lease of space by the Authority or by a Fixed Base Operator in a hangar on the Airport designated by the Authority for transient aircraft parking or storage. Such lease shall be for the parking or storage of transient aircraft only. The term of such lease shall be on a daily or weekly basis. In no event shall the lease, including all renewal options, extend for more than 30 consecutive calendar days without prior written consent of the Airport Authority or its designee in each instance. No aircraft may be stored or parked on the Airport in any transient hangar space for more than 30 calendar days (consecutive or cumulative) during any 365 calendar day period without prior written consent of the Airport Authority or its designee in each instance.

Ultralight Vehicle - For the purposes of this document, an ultralight vehicle is a vehicle defined by the Federal Aviation Regulations as amended from time to time.

Vehicle - See definition of "motor vehicle."

Wrecked or Disabled Aircraft - An aircraft that:

- (1) Is partially wrecked, disabled or damaged; or
- (2) Cannot be self-propelled, flown or moved in the manner in which it originally was intended to be flown or move; or
- (3) Is more than five (5) years old and appears to be worth less than one hundred dollars (\$100.00).

## 1.2. SCOPE:

A. All users of and persons on the Airport shall be governed by these regulations and the directions of the Dare County Airport Authority (DCAA) or designated representative. These regulations are subject to change by the Airport Authority at any time based upon experience, need, and operating conditions. The DCAA may issue a certificate of waiver authorizing operations in deviation of these rules.

B. The use of the Airport or any of its facilities in any manner shall create an obligation on the part of the user thereof to obey all the regulations herein provided and adopted by the Authority.

The privilege of using the Airport and its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof, and he shall release and hold harmless

and indemnify the Authority, its officers and employees from any liability of loss resulting from such use, as well as claims of third persons to using the Airport.

The privilege of using the Airport shall be upon the further condition that any person, persons, corporations, co-partnership, or others desiring to use the same as a Commercial Operator, Fixed Base Operator, or Limited Fixed Base Operator, or such others from whom the Authority shall reasonably request, shall furnish a policy of indemnity against personal injury and property damage in a reasonable sum as the Authority shall require, all said insurance to name the Airport Authority and their officers, employees and personnel, as co-insured and the policy shall also contain a section stating that the Authority shall be informed, in writing, by the insurance carrier at least ten (10) days prior to cancellation of the required insurance.

C. Any person violating any of the Airport Rules and Regulations may be punished as provided by law or ordinance or, at the discretion of the Authority, may be deprived of the use of the Airport facilities for such period of time as may be necessary to be effective.

D. These regulations are not intended to amend, modify or supersede any provision of Federal, State, or local law, or any specific contractual agreement of the Airport Authority with which they may conflict; provided, however, that these regulations shall, insofar as possible, be interpreted so that no such conflict shall exist.

E. If any portion of these regulations shall be invalid or unenforceable, all other portions shall remain in effect and be construed to achieve the purposes hereof.

F. Any proposed changes in these regulations shall be posted by the Authority in a public area at the Airport for a period of at least ten (10) days. During this period comments on the proposed changes may be submitted by the general public in writing to the Authority. The closing date for comments shall also be posted. After review of comments by the Authority, revisions may be made and the final draft of the proposed changes will be printed for public distribution. Copies of the change will be posted at the Airport and provided to all holders of a copy of the manual. Failure to comply with this section shall not invalidate any other of these regulations.

G. No person shall engage in any business or commercial operation of any nature whatsoever on the Airport except with the approval of the Airport Authority or designated representative, and under such terms and conditions as may be prescribed.

H. The soliciting of business, fares, alms, or funds for any purpose on the Airport without the permission of the Airport Authority or designated representative is prohibited.

I. No individual, business, partnership, or corporation shall construct or erect any building, sign or structure or modify any existing facility without specific permission and approval of the Airport Authority.

## SECTION 2 - VEHICLES

### 2.1. LICENSING AND REGULATION:

A. No person shall operate motorized vehicles of any kind on the Airport without a valid Operator's License.

B. No person shall operate any motor vehicle in the Public Aircraft Facilities area without having first registered same with, and having received permission from the Airport Management, other than those Authorized under 1.9.

### 2.2. RULES OF OPERATION:

A. No person shall operate a motor vehicle of any kind on the Airport in a reckless or negligent manner or in excess of 15 miles per hour unless a contrary speed limit is posted. This speed limit shall not apply to in-service Emergency Equipment.

B. Pedestrians and aircraft shall at all times have right of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.

C. No persons operating a motor vehicle on the Airport shall fail to give proper signals, or fail to observe the directions of posted traffic signs.

D. No person under the influence of alcohol or other impairing substances shall operate a motor vehicle or aircraft on the Airport.

E. No person shall operate any vehicle owned or leased by the Airport Authority or by Dare County within 12 hours after having consumed any alcohol or other impairing substances regardless of the quantity of such consumption. In no case shall such person operate any vehicle owned or leased by the Airport Authority or by Dare County while under the influence of alcohol or any other impairing substances.

F. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than that for which the vehicles were designed. No person shall ride on the running board, stand up in the body of moving vehicles or ride on the outside of the body of a vehicle, or with arms or legs protruding from the body of motor vehicles.

G. No vehicle shall be operated on the Airport if it is so constructed, equipped or loaded as to endanger persons or property.



d. The provisions of this section shall not apply to Emergency Equipment or Service, Maintenance, and Construction Equipment when engaged in performing normal duties.

e. There are several areas on the Airport where both ground vehicles and taxiing aircraft utilize the same paved spaces. AIRCRAFT TRAFFIC ALWAYS HAS THE RIGHT OF WAY.

(2) Motor Vehicle Operations on Areas of the Airport other than Runways.

a. No vehicle shall enter, be driven upon, or operated upon any airport taxiway, ramp, tie down area, interior roadway, or any area posted by signs prohibiting the entrance thereon, without the prior written consent of the Airport Director in each instance.

b. Aircraft owners may be granted authorization by the Airport Director or his designated representative to operate a vehicle on airport ramps to reach their own aircraft in a tie down area.

c. Unless specifically authorized, aircraft owners shall not pass over any taxiway, or ramp and shall proceed through the tie down area at a speed not to exceed 15 miles per hour. They shall not at any time park a vehicle on any area used for the movement of aircraft. Such authorization shall not be granted contrary to the provisions of Part 139, or any other Federal Aviation Regulation (FAR).

J. No pedestrian shall be allowed beyond the terminal building area or upon the apron or aircraft tie down area unless for the purpose of embarking in or disembarking from an aircraft, or unless authorized by the airport director. Pedestrian traffic is prohibited on taxiways, runways, and outlying areas of the airport except for those employees of the city, county, state or federal government, or contractors engaged in airport construction or maintenance work.

2.3. RADIO EQUIPMENT:

A. The installation of two-way radios does not permit the operation of vehicles on the Airport without prior permission from the Airport Director or designated representative.

B. No person shall operate any radio equipment in any aircraft when such aircraft is being refueled, or when such aircraft is in a hangar except when radio maintenance is being performed on the aircraft.

2.4. EMERGENCY:

In the event of emergencies on the Airport, notification must be given to the Airport Director (if practical) and to:

(3) Which is in an appropriate storage place or depository maintained in a lawful place and manner by the Airport.

N. Unlawful removal of impounded aircraft. It shall be unlawful for any person to remove or attempt to remove from any storage facility designated by the Airport any aircraft which has been impounded pursuant to the provisions of this Section unless and until all towing, removal and impoundment fees which are due, and any unpaid rent or tie-down fees, or bond in lieu of such fees, have been paid.

3.20. MUFFLED AIRCRAFT ENGINES REQUIRED:

No person shall operate an unmuffled aircraft engine (whether experimental or not) at the Airport unless prior written certificate of waiver shall be issued by the Authority or its designee.

3.21. AIRCRAFT OPERATIONAL PROCEDURES FOR ALL PILOTS:

A. During times when the Airport operates without a control tower, all pilots utilizing the Airport facilities and operating in and around the Airport airspace shall comply with the recommendations provided in the following publications:

- (1) FAR AIM; and
- (2) AC 90-66B; and
- (3) This Standard Manual of Airport Rules and Regulations.

B. During times of control tower operation at the Airport, all aircraft entering the Airport air traffic area shall comply with control tower instructions.

C. When flying at times outside of tower control, all pilots shall pay special attention to accurate, proper communications with pilots of other aircraft and UNICOM announcements.

SECTION 10 - MINIMUM STANDARDS FOR COMMERCIAL OPERATORS AND  
OTHERS

10.1. MINIMUM STANDARDS:

A. The following minimum standards shall apply to all commercial operations. No Commercial Operator may take part in any commercial operations that are not listed in the Commercial Operator's Commercial Aviation Operation License Agreement with the Airport Authority.

B. No Commercial Operator shall be allowed to operate on the Airport without a fully executed Commercial Aviation Operation License Agreement with the Authority. Any Commercial Operator who is not a Fixed base Operator or Limited Fixed Base Operator, or any Commercial Operator whose principal place of business is located other than the Dare County Regional Airport and who further has a valid contract with another airport sponsor, may not be required to maintain facilities at the Airport.

C. Commercial Operators extended the privilege of providing self fueling services shall also be required to meet the minimum safety standards listed in Section 5.

D. No persons or Fixed Base Operators other than the Commercial Operators qualifying under 10.1(C) shall be permitted to dispense aviation petroleum products. All other Commercial Operators may engage in such other aeronautical services as they may qualify themselves for in accordance with these regulations and their lease agreements.

E. The Authority shall determine substantial conformance to the standards for all Commercial Operators.

F. All Commercial Operators must show financial solvency and business ability to the satisfaction of the Authority.

G. The minimum liability insurance which a Fixed Base Operator shall carry including general liability, product liability, and premise liability, as appropriate is \$1,000,000. Hangar's keeper/property damage insurance carried by the Commercial Operator will be decided on between the Authority and the Commercial Operator but in no case will be less than \$100,000. All policies required by virtue of this section will name as an additional insured, the Airport Authority, and will contain a provision which will require the insurance carrier to notify the Authority at least thirty (30) days prior to any cancellation, or change in coverage. All insurance policies required to be maintained hereunder shall be procured from insurance companies rated at least (A-/VII) or better by the then current edition of Best's Insurance Reports published by A.M. Best Co. and licensed to do business in the State of North Carolina.

H. Land available for commercial type operations is a valuable and limited commodity. It is the policy of the Authority that no land areas or building space in excess of present and foreseeable requirements will be leased to any operator.

I. A person who is not a Commercial Operator shall not be permitted to operate a business on or lease space or lands lying within the Airport Proper.

J. All commercial operators licensed by the Airport to conduct commercial operations at the Airport shall do the following:

(1) Provide to the Airport Director copies of the following for all commercial operation pilots:

- a. A valid and active Pilot's License;
- b. A valid and current First or Second Class Medical Certificate; and
- c. Evidence of completion of satisfactory training and check flight with the FSDO.

(2) Provide to the Airport Director evidence of insurance covering the licensed commercial activity or activities as required by this Section 10.1.

#### 10.2. FUEL AND OIL:

All aeronautical activities granted permission by the Authority and engaged in self fueling of aircraft at the Airport shall be subject to a fuel flowage fee, which shall be established by the Authority. Persons conducting such activities on the Airport shall be required to provide:

A. Hard surface ramp space accessible by taxiway with electric pumps and above ground tank storage, or approved truck.

B. In conducting refueling operations, every operator shall install and use adequate grounding facilities at fueling locations to eliminate the hazards of static electricity and shall provide approved types of fire extinguishers or other equipment commensurate with the hazard involved in refueling and servicing aircraft.

C. Meet all other requirements as set forth in Section 5.

#### 10.3. AIRCRAFT MAINTENANCE AND REPAIR:

All persons operating aircraft engine and accessory maintenance facilities shall provide:

- A. Sufficient hangar space to house any aircraft upon which such service is being performed.
- B. Suitable storage space for aircraft awaiting maintenance or delivery after repair and maintenance have been completed.
- C. Adequate shop space to house the equipment and adequate equipment and machine tools, jacks, lifts and testing equipment to perform top overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft.
- D. At least one FAA certified air frame and engine mechanic available during reasonable business hours.
- E. Nonairworthy aircraft shall be screened from public view.
- F. Separately partitionable space with adequate exhaust fans and fire protection for spray painting if this type work is performed.
- G. Appropriate insurance as outlined in 10.1(G).

#### 10.4. FLIGHT TRAINING:

All persons conducting flight training activities, including ground school instruction, shall provide:

- A. At least one full-time, properly certificated flight instructor for certificates or endorsements recognized by the FAA.
- B. At least one dual equipped single engine land aircraft properly equipped and maintained for flight instruction or such other types of aircraft as may be required to give flight instruction of the kind advertised.
- C. Adequate classroom space with proper rest room and seating facilities. A part of the required facilities, with the consent of the Authority, may be located off Airport property.
- D. Appropriate Insurance as outlined in 10.1(G).

#### 10.5. BANNER TOW OPERATIONS:

- A. All pilots of banner tow aircraft utilizing the facilities in and around the Airport airspace shall comply with the recommendations provided in the following publications:

- (1) The FAR AIM; and
- (2) AC 90-66B"; and
- (3) FAA/ FS-I-8700-1.

(The FAR AIM, AC 90-66B and FAR/FS-I-8700-1 may be collectively the "Banner Tow Operations Publications").

B. All pilots for and owners and managers of commercial operators licensed by the Airport conducting banner tow operations in or around the Airport shall do only after having thoroughly reviewed the Banner Tow Publications. The recommendations and policies noted in the Banner Tow Publications in reference to flight around non-controlled airfields and the specifics of operating aircraft for the purpose of towing banners will be considered the standards expected for operation at the Airport when the tower is not in operation. If the FSDO provides any specific policies or recommendations to a commercial operator relating to banner tow company operating at the Airport, the commercial operator shall immediately communicate such policies and recommendations to the Airport Director in writing. Commercial operators shall not deviate from requirements and recommendations from the Banner Tow Publications or from the recommendations and policies issued by the FSDO without the advance express written consent from the Airport Director in each instance.

C. When conducting banner pickups and drops at times that are outside of tower control, all banner tow aircraft pilots shall pay special attention to accurate, proper communications with pilots of other aircraft and UNICOM announcements, since banner pickups and drops require non-standard movement near Runway 5-23. Pilots conducting authorized banner tow operations shall make it clear to all other pilots operating in the vicinity and in UNICOM announcements that the aircraft is a banner tow aircraft and the fact that the pilot intends to pick up or drop off a banner adjacent to Runway 5-23.

D. After a successful banner pickup, every banner tow aircraft shall depart the Airport as recommended in the FAR AIM or directed by the tower. Pilots are prohibited from performing a banner pickup by "sidestepping" from a departure runway. After a banner drop or a missed pickup, the banner tow aircraft pilot shall follow the instructions from the tower or perform a "go around" maneuver rejoining the traffic pattern and shall take precautions to avoid other aircraft in or joining the pattern.

E. After a successful banner drop, the pilot of the banner tow aircraft shall NOT sidestep to a landing.

F. In the event that the banner will not release, the pilot of the banner tow aircraft shall communicate that fact to the tower or UNICOM and the need to land on the runway with the banner still attached. The pilot shall alert the banner tow operator's ground crew by radio that the banner

will need expedited removal by the banner tow operator on the runway. When performing a removal of a banner on the runway, the banner tow operator's support vehicles and crew shall be removed from the runway as soon as possible after they have completed the detachment operation .

**10.6. COMMUTER, CHARTER, AND AIR TAXI SERVICE:**

Persons operating commuter, charter, or air taxi service shall provide:

- A. Passenger lounge, rest room and telephone facilities as appropriate.
- B. Adequate table, desk or counter for checking in passengers, handling ticketing or fare collection, handling of luggage.
- C. Appropriate Insurance as outlined in 10.1(G).

**10.7. AIRCRAFT RENTAL AND SALES:**

Persons conducting aircraft rental and sales activity shall provide:

- A. Suitable office space for consummating sales and/or rentals and the keeping of the proper records in connection thereof.
- B. Hangar or other storage space for at least one aircraft to be used for sales or rental.
- C. For rental, at least one airworthy aircraft suitably maintained and certificated.
- D. Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements for such service and repair.
- E. There shall be available, during reasonable business hours, a properly certificated pilot capable of demonstrating new aircraft for sale or for checking out rental aircraft.
- F. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of aircraft and models sold.
- G. Current up-to-date specifications and price lists for types and models of new aircraft sold.
- H. Proper checklists and operating manuals on all aircraft rented and adequate parts catalogues and service manuals on new aircraft sold.
- I. Appropriate Insurance as outlined in Section 10.1(G).