

RULES AND REGULATIONS  
GALLATIN FIELD AIRPORT

GALLATIN AIRPORT AUTHORITY  
BELGRADE, MONTANA

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# RULES AND REGULATIONS

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# RULES AND REGULATIONS

## PREFACE

The Gallatin Airport Authority is a municipal Airport Authority established in accordance with Section 67-1 1-102 MCA. The Rules and Regulations adopted herein are authorized under the following statutes.

**67-11-202 Rules.** An authority is authorized to adopt, amend, and repeal such reasonable resolutions, rules and orders as it shall deem necessary for the management, government, and use of any airport or air navigation facility owned by it or under its control. No rules, order, or standard prescribed by the commission shall be inconsistent with or contrary to any act of the Congress of the United States or any regulation promulgated or standard established pursuant thereto. The authority shall keep on file at the principal office of the authority for public inspection a copy of all its rules.

**67-11-211. Granting of operating and use privileges.**

(1) In connection with the operation of an airport or air navigation facility owned or controlled by an authority, the authority may enter into contracts, leases and other arrangements for terms not to exceed 40 years with any persons:

(a) granting the privilege of using or improving the airport or air navigation facility or any portion or facility thereof or space therein for commercial purposes;

(b) conferring the privilege of supplying goods, commodities, things, services, or facilities at the airport, or air navigation facility; and

(c) making available services to be furnished by the authority or its agents to the airport or air navigation facility.

(2) In each case the authority may establish the terms and conditions and fix the charges, rentals, or fees for the privileges or services, which must be reasonable and uniform for the same class of privilege or service; provided that in no case may the public be deprived of its rightful, equal, and uniform use of the airport or air navigation facility.

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(3) Except as may be limited by the terms and conditions of any grant, loan or agreement authorized by 67-11-305, an authority may by contract, lease, or other arrangement, upon a consideration fixed by it, grant to any qualified person for a term not to exceed 40 years, the privilege of operating, as agent of the authority or otherwise, any airport owned or controlled by the authority; provided that no person may be granted any authority to operate an airport other than as a public airport or to enter into any contracts, leases or other arrangements in connection with the operation of the airport which the authority might not have undertaken under subsections (1) and (2).

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### DEFINITIONS

The words and phrases appearing in these Rules and Regulations requiring definition are hereinafter defined:

**AIRCRAFT** shall mean any contrivance now known or hereafter invented, used or designed for navigation or flight in air.

**AIRLINE PASSENGER** shall mean any person in the airport terminal area in possession of an airline ticket with the intention of boarding an airplane within a reasonable time for another destination. Within the purview of these Rules and Regulations, such person ceases to be an airline passenger when they reach their airport destination, claim their baggage and intend to depart the terminal area.

**AIR OPERATIONS AREA (AOA)** shall mean all airport surfaces used for movement, landing and/or take-off of aircraft.

**AIRPORT AUTHORITY** means the Gallatin Airport Authority, its directors or representatives as authorized in Section 67-11-102 MCA.

**AIRPORT** means "Gallatin Field" and all improvements and appurtenances contained thereon.

**AIRPORT EMPLOYEE** shall mean the bona fide employees of the Gallatin Airport Authority.

**AIRPORT DIRECTOR** shall mean the Airport Director of Gallatin Field or his designated representative.

**BAGGAGE** shall mean such articles, effects and other personal property of an airline passenger as are necessary or appropriate for wear, use, comfort, or convenience in connection with his/her trip. It includes both checked, unchecked and unclaimed passenger property.

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**COMMERCIAL OPERATOR** shall mean any person or organization engaged in business of an aviation nature not within the scope of a Fixed Base Operator as defined herein, who is authorized to conduct such business by virtue of a contract with the Gallatin Airport Authority.

**DRIVER** means every person who drives or is in actual physical control of a vehicle.  
Section 61-1-309MCA.

**EMERGENCY VEHICLE** is a vehicle of the police or fire department, ambulance or any vehicle conveying an airport official or airport employee in response to an official emergency call.

**FIXED BASE OPERATOR** shall be any person or organization who has entered into a written lease or agreement with the Gallatin Airport Authority for the use of any building, shop or hangar, having a floor area of not less than thirty-six hundred (3,600) square feet, 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 the following minimum facilities:

- (1) Aircraft storage.
- (2) Approved aircraft repair service by a licensed mechanic.
- (3) Twenty-four (24) hour aviation fueling service.

**GALLATIN AIRPORT AUTHORITY** shall mean a public body, corporate and politic with a board of five (5) directors appointed by the Gallatin County Commissioners and operated under the provisions of Title 1, Chapter 9, Revised Codes of Montana, 1947.

**HAZARDOUS MATERIALS** includes explosives and any other article defined as a combustible liquid, corrosive material, infectious substances, flammable compressed gases, oxidizing materials, poisonous articles, radioactive materials, and other restrictive articles.

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**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, packing and maintenance of parachutes.

**MOTOR VEHICLE** means every vehicle propelled by its own power and designed primarily to transport persons or property upon the highways of the state. Section 61-1-102 MCA.

**NON-SCHEDULED OPERATOR** shall be any person using the airport for the purpose of landing and taking off of any aircraft whose purpose shall be the taking on, or the unloading of any passengers, mail, freight, or cargo for hire, gift, remuneration, or reward, or for the purpose of refueling on an unscheduled basis and whose operations shall not be required to meet the regulations demanded of a scheduled air carrier as provided by the federal government. This includes air taxi and commercial operators of small aircraft.

**PARKING**, when prohibited, means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading. Section 61-1-407 MCA.

**PERSON** shall mean an individual, firm, co-partnership, corporation, company or association and includes any trustee, receiver or similar representative thereof.

**POLICE OFFICER** is every officer authorized and empowered by the Airport Authority to direct or regulate traffic and to enforce Gallatin Airport Authority Rules and Regulations.

**PUBLIC AREA** shall mean those areas including the various concessions, restrooms, terminal lobby sections, ticketing sections, and concourses used for public thoroughfares, gathering, waiting and viewing; streets and roads, sidewalks and all other areas normally used by the general public. All other areas are considered operational areas and access is permitted only upon expressed consent of the Airport Director.



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**REFUELING TRUCKS** shall mean any motor vehicle used for transporting, handling or dispensing aviation fuel, oils and lubricants.

**SCHEDULED AIR CARRIER** shall be any person or company engaged in the operation of any aircraft for the purpose of transporting passengers, mail, freight, or cargo on a scheduled basis.

**WAYS OF THE STATE OPEN TO THE PUBLIC** means any highway, road, alley, lane, parking area, or other public or private place adapted and fitted for public travel that is in common use by the public.

**VEHICLE** means every device in, upon, or by which any person or property may be transported or drawn upon a public highway, except devices moved by animal power or used exclusively upon stationary rails or tracks. Section 61-1-103 MCA.

## RULES AND REGULATIONS

### SECTION 1 - GENERAL RULES

#### **A. Amendments to Rules and Regulations.**

Future amendments, additions, deletions or corrections of these Rules and Regulations may be promulgated by the Airport Authority.

#### **B. Enforcement.**

The Police Officers or other representatives as designated by the Airport Authority are empowered to require compliance with these Rules and Regulations. No authority is either hereby expressed or implied, however, that would permit any individual to change, alter or amend these Rules and Regulations.

#### **C. Previous Rules and Regulations.**

These Rules and Regulations supersede and cancel all other previous Rules and Regulations as set forth by the Gallatin Airport Authority.

#### **D. Special Regulations, Notices or Directives.**

Special regulations, notices or directives of an operational nature of interest to persons engaged in business with the Gallatin Airport Authority shall be issued under the authority of these regulations.

#### **E. Violations of Rules and Regulations.**

Any person who violates any Rules or Regulations prescribed in these regulations may be removed or ejected from the airport premises and may be denied the use of the airport and its facilities if it is determined by the Airport Authority that such denial is necessary under the circumstances, as provided by these rules. In addition, any such person is responsible for all damages incurred.

#### **F. Building Requirements.**

Any person desiring to erect or construct any building on the airport shall be required to submit plans and specifications for the same to the Office of the Airport Director. The plans shall include a general layout, drawn to scale, showing the desired amount of ground actually required for the operation of the building in addition to the

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portion occupied by the building proper. Construction shall not commence until written approval of the plans has been given.

All buildings erected or modified upon the airport shall conform to local, state and federal Building Code requirements as well as the building requirements of the Gallatin Airport Authority.

### **G. Non-liability of County and Authority.**

The permission granted by the Airport Authority to use the Airport and its facilities, or to fly to, from or over the same, shall be at all times conditioned upon the assumption of full responsibility therefore by every person exercising or taking advantage of such permission. It shall be a further condition thereof that each person, as a consideration for the use of the Airport and its facilities, shall at all times release, hold harmless and indemnify the Gallatin Airport Authority, and its agents and employees from any and all responsibility, liability, loss or damage, resulting to any such person, or caused by or on his behalf, and incident to the manner in which the Airport is operated, constructed or maintained, or serviced from within or without or used from without. The use of the Airport by any person for any purpose, or the paying of fees therefore, or the taking off or landing aircraft thereon, shall be itself an acknowledgment that such person accepts such privileges on the conditions herein set forth.

### **H. Airport Director Designated; Power and Duties Generally.**

The Airport Director shall be responsible for the operation, management and maintenance of Gallatin Field and all facilities and equipment in connection therewith and for the enforcement of the provisions of these Rules and Regulations.

### **I. Accident Reports.**

All persons involved in any accident; personal, aircraft, or automotive, occurring on the premises of Gallatin Field shall make a report to the Airport Director, as soon as possible, giving all pertinent information as requested by the officer in charge.

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### **J. Validity**

Voiding of any particular rule or regulation contained herein shall not affect the validity of the remainder of these Airport Rules and Regulations.

### **K. Demonstrations, All Other.**

Any person or organization desiring to use the airport for the purpose of exercising constitutional rights of free speech and freedom of religion such as distribution of literature and solicitation of contributions, shall be protected in such activities providing they do not result in impairing or interfering with the operational functions of the airport and such activities are in compliance with code provisions hereinafter set forth. The hereinafter set forth provisions are hereby declared to be necessary for the accomplishment of the following:

(1) To ensure that persons seeking to exercise their constitutional rights of free speech and freedom of religion may reasonably do so upon the premises of the airport;

(2) To restrict such activities of free speech and freedom of religion to certain public use areas of the airport;

(3) To protect all persons using the airport from being subjected to unreasonable contacts by any persons or organizations seeking to exercise rights of free speech and freedom of religion;

(4) To ensure the free, orderly, and efficient flow of pedestrian traffic through the airport premises; and

(5) To ensure the efficient and safe operation of the airport.

No person shall distribute literature or solicit contributions at the airport without first obtaining a permit from the Airport Authority. A written application showing the nature of the intended activities must be received by the Airport Authority at least two (2) business days prior to the date contemplated for commencing the activity and may be applied for thirty (30) days in advance of such activities. The written application shall

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contain:

- (a) The full name, residence mailing address and telephone number (if any) of the person desiring to distribute literature or solicit funds;
- (b) The full name, residence mailing address and telephone number (if any) of the person or organization sponsoring or promoting the proposed activities;
- (c) The full name, residence mailing address and telephone number (if any) of the contact person in the organization who will have supervision of and responsibility for the proposed activities;
- (d) The dates and hours on and during which the activities are proposed to be carried out, and the expected duration of the proposed activities;
- (e) A description of the proposed activities, indicating the type of communication involved; and
- (f) Which area the applicant prefers, as such area is defined in paragraph entitled, "Area Defined."

Permits shall be issued promptly within two (2) business days following receipt by the Airport Authority of the registration form containing the information required. The Airport Authority shall issue the person a registration card which shall indicate the person's registration number, and the date of expiration, and shall designate to which area of the airport the person has been assigned.

The Airport Authority shall exercise no judgment regarding the purpose or content of the proposed activities and shall exercise no discretion over the issuance of a registration permit hereunder, it being the intent of this section that the issuance of a permit by the Airport Authority shall be a routine, clerical and mandatory function. The registration permit shall be issued for a period of no more than ten (10) days. Any person conducting any activities referred to in this section shall keep the registration card on his or her person at all times while conducting any activities regulated hereunder and shall display the card upon the request of any person.

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(a) "Area" defined. The term "area" as used in this section shall mean any one of those areas which are numbered and circled on the floor plan of the terminal building or the other public area located on the airport. Such areas are shown on Exhibits "A" and "B" incorporated herein by reference, three (3) copies of which are on file in the Office of the Airport Director.

(b) "Main corridor" defined. The term "main corridor" as used in this section shall mean that area which is circumscribed in blue on the floor plan of the terminal building, which appears on a diagram thereof shown in Exhibit "A," incorporated herein by reference, three (3) copies of which are on file in the Office of the Airport Director.

(c) Restricted areas. The distribution of literature and solicitation of funds at the airport shall be conducted only in the nonsecured, public use areas defined in this section. Under no circumstances shall such activities be conducted:

(1) In any space exclusively leased to a tenant of the airport or within ten (10) feet of any such area, except for the main corridor; or

(2) Within twenty (20) feet of any security checkpoint; or

(3) Within ten (10) feet of any entrance or exit to any space exclusively leased to a tenant opening into the main corridor as defined; or

(4) In any space reserved for particular uses, such as restroom facilities, parking areas, unloading areas, and baggage claim areas; or

(5) Within ten (10) feet of the entrance to any elevator or escalator; or

(6) At any location on the premises of the airport not designated as an area in paragraph entitled "Area defined."

(d) Number of solicitors.

(1) The total number of persons engaged in the distribution of literature and/or the solicitation of funds in the public use areas of the airport defined in

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the paragraph entitled "Area defined" shall not exceed the determined maximum number of persons allowed for each area as described in Exhibit "A." This provision is included for the purpose of ensuring safety of the public and efficient operation of the airport.

(2) In the event that two (2) or more organizations seek to conduct such activities described herein at the same time, the Airport Authority shall assign the available areas between or among the parties on as equitable a basis as possible.

(3) When the number of persons desiring to distribute literature and/or solicit funds at the airport exceeds the number specified for any one area as stated herein, the Airport Authority may impose such reasonable and equitable restrictions as to allowable dates or hours for the conduct of such activities as may reasonably be required, providing as fair and as equitable as possible an opportunity for all persons desiring to conduct such activities, while ensuring the efficient and effective operation of the transportation function of the airport.

(4) The Airport Authority may move the permitted activities from one area to another and among the different areas upon reasonable written notice to each affected person when in the judgment of the Airport Authority a move or moves are necessary to the efficient and effective operation of the transportation function of the airport.

(e) Tables.

(1) There may be placed in each area identified in paragraph "Area defined," a table and sign, to be provided by the person or persons using it, of a size and configuration approved by the Airport Authority.

(2) No person or persons shall bring into the airport terminal building, and place in the areas identified in this section, any other table or sign at any time unless specific approval in writing has been obtained from the Airport Authority.

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(f) Prohibited solicitation activities.

The distribution of literature and solicitation of funds referred to in this section shall be conducted strictly in conformity with the terms of this section. In conducting said activities, no person shall:

(1) In any way intentionally obstruct, delay or interfere with the free movement of any other person, or seek to coerce or physically disturb any other person;

(2) Use any sound or voice amplifying apparatus or noise-making devices on the premises of the airport;

(3) In any way indicate to the public that he or she is a representative of the county, or the airport, or any airline;

(4) Misrepresent his or her identity or misrepresent the organization or purpose for which funds are being solicited;

(5) Display a sign in the area identified except those approved by the Airport Director.

(g) Solicitation

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

(h) Violations and Penalties.

It shall be unlawful for any person to intentionally violate any of the provisions of this section, and any person so doing shall be guilty of maintaining a public nuisance and, upon conviction, shall be punished as provided in Section 45-8-111, MCA.

**L. Use of Sound Amplifiers.**

Sound trucks and amplified electronic equipment are prohibited on the airport, except when required for special occasions and approved in advance by the Airport Authority.



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### **M. Airport Highways, Airport Roads and Walks.**

Airport highways may be used as a means of ingress and egress by highway vehicles, to, from, and between the county and state roads with which such highways connect and various buildings and land areas at the airport abutting upon such highways and sidewalks along such highways (and other portions of such highways when designated for that purpose) may be used by pedestrians as a means of ingress and egress to, from, and between various parts of the airports.

### **N. Restricted Areas (General).**

All areas of the airport, except those areas open to the public, are restricted and no person shall enter upon the air operations areas, airline offices, or hangars of the airport except:

- (1) Persons authorized by the Airport Authority.
- (2) Authorized representatives of the F.A.A. or T.S.A.
- (3) Pilots and passengers under appropriate supervision, entering the air operations areas for the purpose of enplaning and deplaning.
- (4) Business representatives in the conduct of their affairs with the airlines or other tenants.

### **O. Lost Articles**

All lost articles shall be turned in to the Office of the Airport Director by the finder. Any such articles not claimed within sixty (60) days will be disposed of as determined by the Airport Authority.

### **P. Disposal of Airport Property**

Except as may be limited by the terms and conditions of any grant, loan or other agreement, the Airport Authority may dispose of airport property, equipment and materials by public sale, auction, or donation to other public airports, government entities or non-profit organizations in accordance with Section 67-11-232 MCA.

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### **Q. Offenses**

It is the intent of the Gallatin Airport Authority that the criminal offenses listed in these Rules and Regulations are offenses involving absolute liability. Those offenses shall not require proof of any one of the mental states described in Section 45-2-101, MCA.

### **R. Violations**

It is a misdemeanor for any person to violate any of these Rules and Regulations.

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### SECTION 2 - VEHICLES

#### A. Rules of Operation

(1) No person shall operate a vehicle on the ways of the state open to the public at the airport in violation of the regulations specified in Title 61 of the Montana Codes Annotated. For purposes of these Rules and Regulations, the regulations specified in Title 61 of the Montana Codes Annotated shall apply to the ways of the state open to the public at the airport regardless of any other definition or reference to highway, public highway, street or roadway in the regulations specified in Title 61 of the Montana Codes Annotated.

(2) It is the intent of the Gallatin Airport Authority to apply the regulations of Title 61 of the Montana Codes Annotated to the operation of vehicles on the ways of the state open to the public at the airport regardless of the application or limitation of the regulations to any other highway, public highway, street or roadway of the state. The regulations of Title 61 of the Montana Codes Annotated are specifically adopted by this reference. A violation of the regulations of Title 61 of the Montana Codes Annotated on the ways of the state open to the public at the airport is a violation of these rules.

(3) When a complaint is made against a person for the violation of Section 2A of these Rules and Regulations, the complaint shall cite in customary form the statute of Title 61 of the Montana Codes Annotated which the defendant is alleged to have violated, and Section 2A(1) of these rules.

#### B. Vehicle Operation on Air Operations Areas

(1) No person shall operate a vehicle on any air operations area without having received prior permission from the Airport Director or a tenant business operator authorized to grant access.

(2) No person shall operate a vehicle on the terminal ramp, old terminal ramp, general aviation ramp or east ramp unless that person is:

(a) Loading or unloading an aircraft located on that ramp.

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- (b) Servicing an aircraft located on that ramp.
- (c) Servicing or repairing aircraft related equipment located on that ramp.
- (d) An authorized employee or representative of the Airport Authority.

Persons operating vehicles on the Air Operations Areas shall mark and light their vehicles as necessary and shall give right-of-way to maneuvering aircraft

### **C. Stopping, Standing and Parking**

(1) The provisions of these Rules and Regulations prohibiting stopping, standing or parking of a vehicle shall apply at all times, or at those times specified in these Rules and Regulations, or as indicated on official signs, except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with directions of a police officer or official traffic control device.

(2) No person shall stop, stand or park a vehicle, for loading, unloading or any other purpose on the ways of the state open to the public at the airport other than in the areas specifically established for stopping, standing or parking.

(3) No person shall stop, stand or park a vehicle on the ways of the state open to the public at the airport except when necessary to avoid conflict with other traffic or in compliance with the law or the directions of a police officer or traffic control device, in any of the following places: (No signs are required)

- (a) On a sidewalk.
- (b) In front of a driveway.
- (c) Within an intersection.
- (d) On a crosswalk.
- (e) At any place where official signs or markings prohibit stopping or parking.
- (f) Aircraft Parking Areas.

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(4) No person shall stand or park a vehicle on the ways of the state open to the public at the airport other than parallel with the edge of the way of the state headed in the direction of lawful traffic movement and with the right hand or left hand wheels of the vehicle within eighteen inches (18") of the curb or edge of the way of the state open to the public, except as otherwise provided in these Rules and Regulations.

(5) The Airport Director is authorized to erect signs or markings upon either or both sides of any way of the state open to the public at the airport to prohibit the standing or parking of vehicles or to restrict such standing or parking. When official signs are erected along a way of the state open to the public at the airport indicating that parking is prohibited or restricted, no person shall park any vehicle in violation of any such sign or marking.

(6) The Airport Director is authorized to designate parking areas for use by the public for the loading and unloading of passengers and baggage at the airport and for use by service vehicles and is authorized to define and restrict the amount of time during which a vehicle is authorized to park. The Airport Director is authorized to erect signs or markings designating the authorized parking areas and time restrictions. When official signs are erected designating the authorized parking areas and time restrictions, no person shall park any vehicle in violation of any such sign or marking.

(7) The Airport Director shall have authority to determine the location of loading zones, and shall erect and maintain, or cause to be maintained, appropriate signs indicating the loading zones.

(8) All service vehicles, including but not limited to, utility company trucks, government vehicles, delivery trucks or car rental vehicles, shall park in specially reserved and marked areas as may be designated by the Airport Director. The Airport Director is authorized to erect signs or markings designating the specially reserved areas. When official signs are erected specially reserving areas for service vehicles, no person shall park any vehicle in violation of any such sign or marking.

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(9) No person shall abandon any vehicle on the airport.

(10) If any vehicle is found in violation of these Rules and Regulations, sign or marking in force pursuant thereto, controlling stopping, standing, or parking of vehicles, any person in whose name such vehicle is registered shall be responsible for such violation.

(11) These Rules and Regulations controlling stopping, standing, or parking of vehicles on the ways of the state open to the public at the airport shall not apply to parking areas at the airport operated by a private organization and for which a fee is charged to park a vehicle.

(12) The Airport Director is authorized to designate, lay out and establish tow-away zones and to post proper signs thereon. Parking of vehicles within a designated and posted tow-away zone is prohibited and vehicles in such tow-away zones shall be subject to removal there from at the owner's expense.

### **D. Service and Repairs**

No person shall clean or make any repairs to any vehicle anywhere within the airport boundary other than in a shop or other area designated for such purposes, except for minor repairs necessary to remove such vehicles from the airport. No person shall move, interfere or tamper with any vehicle or put into motion the engine or take or use any vehicle part, instrument or tool without the permission of the owner or without satisfactory evidence of the right to do so being presented to the Airport Director.

### **E. Taxicabs, Limousines, Buses, Courtesy Cars/Vans**

(1) Charges made by any taxicab, limousine or bus for the conveyance of persons in its vehicles shall be posted in an appropriate place in the vehicle or in the Terminal Building and made available to the Airport Director.

(2) Limousines, courtesy cars/vans, buses and taxicabs shall park in especially reserved and marked areas as may be designated by the Airport Director. Drivers of these vehicles shall park in the designated areas only for the loading and unloading of

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passengers or cargo.

(3) Nothing in these Rules and Regulations shall be construed as preventing a passenger from boarding the cab or other commercial vehicle of their choice.

### **F. Speed Restrictions**

(1) A speed in excess of the following limits on the ways of the state open to the public at the airport is unlawful:

(a) From the entrance to the airport at U. S. Highway 10 for a distance of .39 miles the speed limit shall be 45 miles per hour.

(b) From .39 miles to .75 miles from the entrance to the airport at U. S. Highway 10 the speed limit shall be 30 miles per hour.

(c) On all other ways of the state open to the public at the airport, the speed limit shall be 15 miles per hour.

(2) A speed limit established under this Rule and Regulation is effective at all times when appropriate signs giving notice of the speed limits are erected upon the ways of the state open to the public at the airport. The Airport Director is authorized to erect signs or markings designating the speed limits established by this Rule and Regulation.

### **G. Penalties**

(1) Every person convicted of a misdemeanor for a violation of any of the provisions of this section shall be punished as follows:

(a) The penalties specified in Title 61 of the Montana Codes Annotated for a violation of the regulation specified in Title 61, MCA, shall apply to Section 2A of these Rules and Regulations and a person convicted of a violation of Section 2A of these Rules and Regulations shall be punished according to the penalties specified in Title 61, MCA.

(b) A person convicted of a violation of Section 2B, C, D, E, or F shall be punished by a fine of not less than \$5.00 nor more than \$100.00 for each offense.

## RULES AND REGULATIONS

### SECTION 3 - AIRCRAFT

#### A. **Certificated and Registered.**

No person shall operate from Gallatin Field any aircraft that is not fully certificated by the Federal Aviation Administration and registered with the Federal Aviation Administration and carrying a current certificate of airworthiness, with the exception of government owned aircraft.

#### B. **Governing Rules**

All aircraft in motion or parked at any location at Gallatin Field shall be governed by the current Federal Aviation Administration, Transportation Security Administration, State of Montana, and Gallatin Airport Authority Rules and Regulations.

#### C. **Landing and Take-Off**

The Airport Director may prohibit aircraft landing and taking-off at any time and under any circumstances when he deems such landings and take-offs likely to endanger persons or property, except for emergency landings.

#### D. **Parking**

No person shall park an aircraft nor leave the same standing on a runway, taxiway, ramp or apron area, public aircraft parking and storage area, or operational area of any terminal, except at such places as may be prescribed or permitted by the Airport Director. When in such an area, every aircraft shall be adequately secured.

Upon direction from the Airport Director, the operator of any aircraft parked or stored at any terminal shall move said aircraft from the place where it is parked or stored to any other designated place. If the operator refuses to comply with such direction, the Airport Director may tow said aircraft to such designated place at the operators expense and without liability for damage which may result in the course of such moving.

#### E. **Repairs**

No person or firm shall repair an aircraft, aircraft engine, propeller or other aeronautical equipment or apparatus, nor employ a certificated aircraft mechanic in any area of



## RULES AND REGULATIONS

the airport other than that specifically designated for such purposes by the Airport Director, except that minor adjustments may be made while the aircraft is on a loading ramp preparatory to departure.

### **F. Fuel**

No fuel shall be placed in any aircraft by any person or company except by licensed vendors of aviation fuel and/or individuals who hold a valid self fueling permit issued by the Gallatin Airport Authority.

### **G. Damages**

Any person damaging any light or fixture by means of contact with aircraft or other vehicle shall report such damage to the Office of the Airport Director immediately and shall be fully responsible for any costs required to repair or replace the damaged facility.

### **H. Disabled, Derelict Aircraft.**

Upon demand made by the Airport Director to the owner or operator of any abandoned, disabled or derelict aircraft or parts thereof, wrongly or improperly left upon airport property, it shall be the duty of said owner or operator to remove the same at his own expense. If after such demand, the owner or operator fails or refuses to remove such aircraft within a reasonable time, the Airport Director may cause the same to be impounded and stored. The cost of such removal and storage shall be a charge against the owner or operator of the aircraft, and upon payment of these charges, the impoundment herein provided shall be released and possession of said aircraft shall be restored to the owner or operator.

### **I. Damage to Airport.**

The owner or operator of any aircraft which by reason of any type of accident, crash, or fire, or which by reason of malfunction of operation, causes any damage to airport property shall be responsible to the Gallatin Airport Authority for such damage, and the amount thereof shall be ascertained by the Airport Director who shall make demand upon said owner or operator for payment thereof. In the event of the failure or refusal of said owner or operator to pay the amount of such claim for damage, a full report of the

## RULES AND REGULATIONS

circumstances on which said claim is based, together with a copy of said claim, will be turned over to the Airport Authority's attorney, who shall, when directed by the Authority, institute in the name of the Authority all necessary legal proceedings for collection of said claim.

### **J. Security of Aircraft.**

When the kind, type, mission and condition of any aircraft makes it necessary, in the opinion of the owner, to provide security guards, or policemen wherever the aircraft is located on the airport, the owner of the aircraft shall be responsible for obtaining, providing and maintaining its own security guards, or policemen after permission to establish such security has been obtained from the Airport Director or his duly authorized representative. Security requirements shall not be used as a means to hinder or delay removal of aircraft at the direction of the Airport Director.

### **K. Cleaning and Degreasing of Aircraft.**

No person shall clean or degrease an aircraft except in areas designated for that purpose. Such cleaning or degreasing shall not be done where the runoff may enter the ground or storm sewer.

### **L. Penalties**

Any person violating any of the provisions of this Section, shall upon conviction, be fined not less than five dollars (\$5.00) nor more than one hundred dollars (\$100.00) for each offense.

## RULES AND REGULATIONS

### SECTION 4 - FUELING AND INFLAMMABLES

#### A. Fueling Operations

The State of Montana requires compliance with Uniform Fire Code Standard 24-1, Aircraft Fueling and NFPA 407, Standard for Aircraft Fuel Servicing. In addition, the Federal Aviation Administration requires compliance with FAR Part 139.321, Handling and Storing of Hazardous Substances and Materials. The Gallatin Airport Authority recognizes and accepts these standards and regulations and requires performance thereof.

All aviation fuels will be dispensed on Gallatin Field property only by vendors and individuals authorized by the Airport Director.

#### B. Fuel Spills

(1) Persons responsible for fuel spillage shall take such action as may be necessary to prevent spilled fuel from entering storm sewers or drains. Immediate action shall be taken by the persons responsible for any fuel spillage to prevent said fuel spillage from entering into drainage ditches or sewer system.

(2) Any person engaged in fuel handling shall have absorbent material on hand at all times. During aircraft fueling operations, an absorbent ring, pad, or seal shall be available on the truck and shall be placed around or over storm water inlets in the event fuel is spilled.

(3) Any person causing or responsible for spillage of fuel, oil, grease, and other inflammable material in excess of two (2) gallons shall immediately report such spillage to the Airport Maintenance or Fire Department. The responding person shall have the authority to make the area safe and suspend any and all regulations set forth in this section.

(4) The person causing or responsible for a fuel spillage shall furnish all necessary oil absorbent materials at the spilled fuel site. Any commercially produced oil absorbent material may be used on paved surfaces. Straw shall not be used on paved areas. If straw or other similar material is used on gravel areas, it shall be removed as

## RULES AND REGULATIONS

soon as possible.

(5) All used oil absorbing material shall be cleaned up by the person causing or responsible for the spill as soon as possible and removed from the airport. Spill areas shall be left free and clean of all oil, grease, fuel and other inflammable material.

(6) When fuel from a spill enters the ground or a storm drain, all costs incurred to prevent the spilled fuel from reaching the ground or drain basin shall be at the expense of the person or firm causing the spill.

(7) In the event that airport personnel, equipment, or materials are utilized to clean up spilled fuel because of failure to do so by the person or firm causing the spill or to prevent interruption of an essential airport service, the entire cost of the operation shall be at the expense of such person or firm.

### **C. Fees and Charges**

All dispensers of fuels shall pay whatever flowage fee the Airport Authority may establish from time to time. The fee for flowage includes all grades of aviation gasoline and jet fuels. Gallonage amounts upon which flowage fees are based will be determined by the operators submitting to the Airport Authority a duplicate invoice from the wholesale vendor upon delivery.

### **D. Fueling and Defueling Aircraft**

All fueling and defueling of aircraft shall be done in accordance with current Federal, state and local laws, as well as Gallatin Airport Authority standards.

### **E. Aircraft Self Fueling Procedures**

(1) Aircraft being fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than 25 feet to any hangar or other building.

(2) No person shall self fuel an aircraft unless that person shall first have been properly trained in the safe operation of the equipment they use, in the operation of emergency controls, and in the procedures to be followed in case of an emergency.

## RULES AND REGULATIONS

(3) Pumps, either hand or power operated, shall be used when aircraft are fueled from drums or tanks. Pouring or gravity flow shall not be permitted.

(4) Prior to fueling, the fueling equipment shall be bonded to the aircraft in accordance with NFPA 407 Chapter 5.4.

(5) No person shall be allowed to self fuel an aircraft at Gallatin Field unless that person has first obtained a Self Fueling Permit from the Office of the Airport Director. The fee for the permit shall be based on the fuelers estimate of fuel to be dispensed for the calendar year times the airport fuel flowage fee. The minimum fee for a self fueling permit shall be ten dollars (\$10.00).

In the event that the fuel to be used in self fueling was purchased from a Gallatin Field Fixed Base Operator, only the minimum Ten Dollar permit fee shall apply. This is due to the fact that the fuel flowage fee has already been added to the price of the fuel sold by the local FBO.

(6) Private fueling vehicles shall not be stored inside any building nor shall they be parked within 50 feet of any building at Gallatin Field. Private fueling vehicles shall be parked only in those areas specifically designated by the Airport Authority.

(7) In addition to the above mentioned rules and procedures, any person who fuels aircraft at Gallatin Field shall also be subject to all local, state, and federal codes, rules and requirements.

(8) Violation of these procedures shall subject the violator to revocation of their fueling permit.

### **F. Storage in Apron Area**

Gasoline, oil and solvent drums or receptacles shall not be stored on apron and ramp areas in excess of amounts actually needed as current stock. Any material of this type that is kept in subject areas will be kept enclosed and covered in a clearly marked and labeled housing of a design and type that meets the approval of the Airport Authority.

## RULES AND REGULATIONS

### **G. Liquid Disposal**

No fuels, oils, dopes, paints, solvents or acids shall be disposed of or dumped in drains, on the ramp areas, in catch basins, sewers, ditches or elsewhere on the Airport.

### **H. Cleaning Floors**

Floors shall be kept clean and free from oil. The use of volatile flammable solvents for cleaning floors is prohibited.

### **I. Drip Pans**

Drip pans shall be placed under engines and motors as required and kept clean at all times.

### **J. Explosives and Other Dangerous Articles**

No person shall store, keep, handle, use, dispense or transport at, in or upon the Airport any explosives, hazardous materials, or any radioactive article, substance or material at such time or place or in such a manner or condition as to endanger unreasonably or as to be likely to endanger unreasonably persons or property.

### **K. Penalties**

Any person violating any of the provisions of this Section shall, upon conviction, be fined not less than five dollars (\$5.00) and not more than one hundred dollars (\$100.00) for each offense.

## RULES AND REGULATIONS

### SECTION 5 - PUBLIC AND TENANT USAGE

#### A. Weapons and Explosive Materials.

No persons except duly authorized law enforcement officers, Post Office, Airport and Air Carrier Employees, members of the Armed Forces of the United States on official duty, or other properly authorized persons shall carry any weapons or explosive materials on the Airport except unloaded sporting guns carried for trans-shipment.

#### B. Interfering or Tampering with Aircraft.

No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools without permission of the owner or by specific direction of the Airport Director.

#### C. Restricted Areas.

No person shall enter upon any air operations area, utility and service rooms or areas, or other areas as may be designated RESTRICTED except:

- (1) Persons assigned to duty therein.
- (2) Authorized representatives of the F.A.A.
- (3) Persons specifically authorized by the Airport Director.
- (4) Pilots or passengers, under appropriate supervision, entering the apron for the purpose of enplaning and deplaning.

#### D. Use of Roads and Walks.

- (1) No person shall travel on the Airport other than on the roads, walks or places provided for the particular class of traffic.
- (2) No person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

#### E. Animals.

No person shall enter the Terminal Building of the Airport with a dog or other animal except that personal assistance dogs may be permitted in for appropriate purposes and where dogs or other animals are to be transported by air, they shall be restrained by

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leash or properly confined.

No person shall enter any air operations area with any dog or other animal unless that dog or other animal is restrained by leash or properly confined in a sufficient enclosure.

### **F. Use of Shop Area.**

All shops, garages, equipment and facilities are expressly for the conduct of the owner's or lessee's business and operations. No persons other than employees of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner or lessee.

### **G. Conduct of Business or Commercial Activity.**

No person shall engage in any business or commercial activity of any nature whatsoever on the airport except with the approval of the Airport Authority and under such terms and conditions as may be set forth in a permit issued by or a contract executed by an Airport Authority representative.

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

### **H. Open Flame Operations.**

No person shall conduct any open flame operations in any hangar or on the Airport unless specifically authorized by the Airport Director.

### **I. Smoking.**

No person shall smoke on the air operations area, in any hangar or shop, service station area, gasoline storage area, or in any building, room or place on the Airport where smoking is specifically prohibited, or within 50 feet of any fueling or defueling operations.

### **J. Trash Containers.**

No person shall keep uncovered trash containers in any area. No vehicle used for hauling trash, dirt, or any other material shall be operated on the Airport unless such



## RULES AND REGULATIONS

vehicle is constructed so as to prevent the contents thereof from dropping, shifting, leaking, or otherwise escaping therefrom. Areas to be used for trash or garbage containers shall be designated by the Airport Director and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

### **K. Storage of Equipment.**

No tenant or lessee on the Airport shall store or stack material or equipment in such a manner as to constitute a hazard to personnel or property.

### **L. Air Operations Areas - Limitation and Safety Inspection of Vehicles.**

(1) In the interest of public safety and to further the prevention of accidents on the public ramp and apron area, no vehicle, unit or device of a service nature shall be permitted to operate or park on the air operations areas of the Airport unless said unit has the following safety equipment in good working order:

- (a) Adequate braking.
- (b) Adequate lights.
- (c) Adequate horn or warning device.
- (d) Adequate mufflers.
- (e) Adequate grounding devices.

(2) The word "vehicle," "unit," "equipment," or "device" as used in these Rules and Regulations shall include manual and mobile steps and stairs, wagons, carts, tugs, heating and electrical service units, passenger automobiles, hoists, derricks, and any other type of movable device used in servicing aircraft and persons on said air operations area.

(3) The speed and manner of movement of any mobile vehicle or device on the air operations areas shall be such as not to endanger life or property, and the operator thereof shall at all times regulate and control such speed and movement with the highest degree of care, having regard for the circumstances and conditions of traffic, the presence of living persons and creatures, and the presence or movement of other property.

## RULES AND REGULATIONS

(4) This regulation is in addition is in addition to all safety provisions set forth in other sections of these Rules and Regulations.

### **M. Maintenance.**

All tenants shall be required to maintain their leased property in a condition of repair, cleanliness, and general maintenance in a manner agreeable to the Airport Director and in accordance with their individual lease agreements and free from all fire hazards.

### **N. Fire Equipment.**

All tenants or lessees shall supply and maintain such adequate and readily accessible fire extinguishers as are approved by Fire Underwriters for the particular hazard involved.

### **O. Structural and Decorative Changes.**

No tenant, lessee or grantee will be permitted to effect structural or decorative changes or additions of any type without prior permission of the Airport Authority.

### **P. Damages.**

Tenants, lessees and grantees shall be fully responsible for all damages to buildings, equipment, real property and appurtenances in the ownership or custody of Gallatin Airport Authority caused by negligence, abuse or carelessness on the part of their employees, agents, customers, visitors, suppliers or persons with whom they may do business.

### **Q. Metering.**

Tenants shall provide meters as required for the purpose of accurately measuring gas, water and electrical power used by the tenant or flat rate fees for these utilities may be prescribed by the Airport Authority.

### **R. Payment of Charges.**

- (1) All billings are payable upon presentation unless otherwise stipulated in writing.
- (2) All percentage of income charges are payable within thirty (30) days of the end of the accounting period unless otherwise stipulated in writing.

## RULES AND REGULATIONS

### **S. Default on Obligations.**

When any tenant, user or grantee is formally notified that he is held in default of any written or implied obligation to the Gallatin Airport Authority, whether it be for breach of performance or service covenants or non-payment, he shall thereafter be billed for all losses of revenue, expenses incurred to re-establish performance or service, and other costs unless the tenant, user or grantee files with the Airport Director within ten (10) days of receipt of formal notification, a statement that corrective or preventive measures have been initiated and will diligently be carried to completion. If the promises contained in the statement are not fulfilled, the tenant, user, or grantee will be considered in absolute default and appropriate lawful steps will be taken.

### **T. Use of Other Law Enforcement Agencies.**

In the event that occasions arise that are beyond the capability of regular Airport personnel, outside law enforcement agencies may be called for assistance.

### **U. Penalties.**

Any person violating any of the provisions of this Section, shall upon conviction be fined not less than five dollars (\$5.00) and not more than one hundred (\$100.00) for each offense.

## RULES AND REGULATIONS

### SECTION 6 - SCHEDULE OF CHARGES AND INSURANCE REQUIREMENTS

#### **A. Certificated Air Carriers.**

The schedule of rates and charges for all certificated air carriers shall be set by the Gallatin Airport Authority annually. These fees include the following: landing fees, floor rental charges and any other charges that are pertinent to the operation of Gallatin Field. These charges shall apply to all certificated scheduled and non-scheduled air carriers desiring to use Gallatin Field without discrimination.

#### **B. Private and Commercial Aircraft.**

Rates for the rental of public parking areas will be set by the Airport Authority Board and reviewed periodically at their discretion. The terms and fees for such operations to be agreed upon and a certificate showing the scope of operations which are authorized by the Airport Authority must be obtained by persons or firms desiring to enter into commercial activities.

#### **C. Landing Fees for Private Aircraft.**

A list of current landing fee rates and charges may be obtained from the Office of the Airport Director.

#### **D. Minimum Insurance Requirements.**

Each fixed base operator shall at his own expense, carry and keep in full force and effect for the entire period covered by any written lease agreement with the Airport Authority, the following types of insurance in the limits specified.

(1) Comprehensive general liability insurance protecting the Airport Authority against any and all liability by reason of Lessee's conduct incident to the use of the premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways, used by Lessee at Gallatin Field, caused by or arising out of any wrongful act or omission of Lessee, in the minimum amount of \$1,000,000.

## RULES AND REGULATIONS

(2) Passenger liability insurance in the minimum amount of \$100,000 per seat, and \$1,000,000 per occurrence.

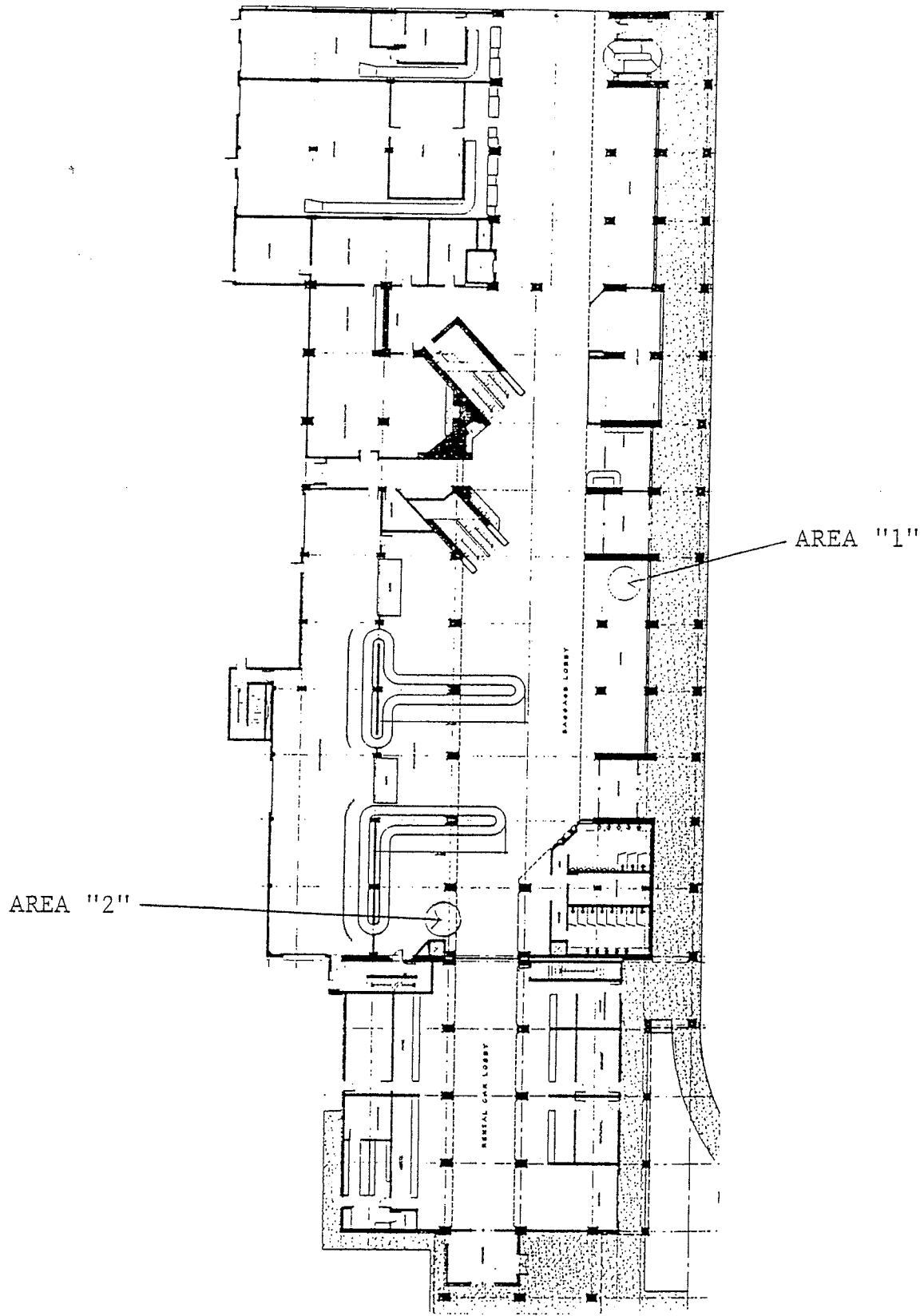
(3) Hangar Keeper's liability insurance in the minimum amount of \$500,000.

(4) Product liability insurance in the minimum amount of \$1,000,000.

(5) Fire and extended coverage insurance on all fixed improvements owned by Lessee on or in the premises to the full insurable value thereof.

The insurance specified in Paragraphs (1) through (5) above, shall name the Airport Authority as an additional insured.

# AIRPORT TERMINAL MAIN FLOOR



West end

EXHIBIT "A"

AIRPORT COMMERCIAL AREA

TERMINAL RAMP

OLD TERM. RAMP

G.A. RAMP

