

# **University of Illinois – Willard Airport Rules and Regulations DRAFT**

Updated: 08/01/2024

**University of Illinois – Willard Airport  
Rules and Regulations**

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**APPENDIX A: PROTESTING, DISTRIBUTION OF LITERATURE, SOLICITATION OF DONATIONS,  
COMPLIANCE WITH RULES**

## **1.0 Definitions**

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Unless otherwise expressly stated, the following terms shall, for the purpose of these Rules and Regulations, have the meaning herein indicated.

### **Abandoned Aircraft**

Any aircraft left unattended on airport property in an inoperable condition or under such circumstances that evidence an intention by the owner/operator to voluntarily surrender, relinquish or disclaim the aircraft. Any aircraft left in non-leased space for 30 days shall be considered abandoned.

### **Abandoned Motor Vehicle**

A motor vehicle shall be deemed to be an abandoned vehicle if left unattended:

- (a) With no number plates affixed thereto for more than six (6) hours on any public property.
- (b) For more than twenty-four (24) hours on any public property except a portion thereof on which parking is legally permitted.
- (c) For more than forty-eight (48) hours after the parking of such vehicle shall become illegal.
- (d) For more than seven (7) days on private property if left initially without permission of the owner or after permission of the owner shall be terminated.

### **Access Gate**

Any device or barrier through which ingress or egress can be made to and/or from the Air Operations Area (AOA) and/or Security Identification Display Area (SIDA).

### **Air Operations Area (AOA)**

The Air Operations Area shall be all areas of the airport within the perimeter fencing exclusively reserved for the operation, placement, movement, and storage of aircraft and all areas adjacent thereto as defined by FAA regulations and/or the Executive Director. This area does not include the secured area.

### **Aircraft**

All contrivances now known or hereafter designed, invented, or used for navigation or flight in the air.

### **Aircraft Maintenance**

Inspection, overhaul, repair, preservation, and replacement of parts, includes preventative maintenance as described in Part 43 of the Federal Aviation Regulations.

### **Airport**

All land and improvements owned and/or under the care, custody and control of the University and located within the geographical boundaries of the University of Illinois-Willard Airport, Champaign County, Illinois as shown on the airport's Exhibit A property map.

### **Airport Certification Manual**

The FAA approved document containing the operating standards and procedures of the airport as prescribed in Federal Aviation Regulations (FAR) Part 139.

**Airport Identification**

A badge or card issued by the airport for the purpose of identification, vehicle operation, security, and access of persons.

**Airport Marking Aids**

Markings used on runway and taxiway surfaces to identify a specific runway, a runway hold line, centerline, threshold, etc.

**Airport Operations**

The division within the airport organizational structure responsible for monitoring and controlling daily airport activities and functions.

**Airport Security Program**

The Department of Homeland Security (DHS) approved document containing the security standards and procedures of the airport as prescribed in 49 CFR 1542.

**Airport Traffic Control Tower (ATCT)**

The facility operated by the FAA for air/ground communications, which provides airport traffic control services to aircraft and vehicle operations at the airport.

**ARFF**

Aircraft Rescue and Fire Fighting.

**Auto Gas**

Fuel designed and manufactured to be used in automobiles, as opposed to “AVGAS” which is designed and manufactured to be used in aircraft.

**Bus**

A motor vehicle having a seating capacity of nine or more.

**CFR**

United States Code of Federal Regulations.

**Commercial Aeronautical Activity**

Means the sale, exchange, trading, buying, merchandising, hiring, marketing, promotion, or selling of commodities, goods, services, property, or any revenue-producing activity made available to the public in connection with aeronautical activities. Shared expense flights defined in the Federal Aviation Regulations are not commercial operations.

**Commercial Aircraft Operator**

Any person which holds a certificate of public convenience and necessity issued pursuant to Section 401 of the Federal Aviation Act of 1958, as amended, or a commuter air carrier as defined by [Civil Aeronautics Board Regulation Part 204.3(d),] and/or which holds a certificate subject to FAR Parts 61, 121, 141, 135 and/or any other FAR applicable to the transport of passengers or items for hire or to providing commercial aeronautical services or activities on a non-scheduled or regularly scheduled basis at the airport.

**Commercial Non-Aeronautical Activity**

Any commercial operation not directly related to the operation of aircraft, e.g., restaurant, rental car, or other concessions.

**Commercial Non-Signatory Aircraft**

An aircraft operated by or for a commercial aircraft operator which does not have in effect a current use and/or lease agreement with the University at the time of landing or takeoff of said aircraft.

**Commercial Operation**

To engage in the auction, lease, sub-lease, barter, trade, offer, advertising, holding out, or providing of any goods or services to the public.

**Commercial Signatory Aircraft**

An aircraft operated by or for a commercial aircraft operator, which also has in effect a current use and/or lease agreement with the University at the time of landing or takeoff of said aircraft.

**Contractor**

Any person or company doing service, construction, or installation work on the airport on a contract basis and who is not a tenant or vendor.

**Courtesy Vehicle**

Those properly identified vehicles, which are used on a not for hire basis in the business operation of any hotel, motel, parking lot or auto rental office or any business solely to transport customers at no charge between points at the airport and such enterprises.

**DHS**

United States Department of Homeland Security.

**Driver**

Any person who is in actual physical control of a vehicle.

**Environmental Laws**

federal, state, and local laws relating to environmental matters.

**Escort**

The accompaniment of a person or vehicle not authorized to be on the AOA or SIDA by a person who is so authorized and properly displays airport identification.

**Executive Director**

The person appointed by the University Board of Trustees to have immediate supervision of the administration and operation of the airport. The Executive Director may employ and designate staff to act on his behalf in the promulgation of University policy. Wherever in these Rules and Regulations the Executive Director is referenced, it shall mean and include the Executive Director or the Executive Director's designated representative.

**FAA**

United States Federal Aviation Administration.

**FAR**

United States Federal Aviation Regulations.

**Fire Codes**

The fire codes adopted and enforced locally and/or by the State of Illinois.

**Fire-Resistant**

The capability of materials manufactured, designed, or certified to be resistant to damage by fire.

**Fixed Base Operator (FBO)**

An individual or firm providing general aircraft services to include fueling services, and which may also include, maintenance, storage, charter services, and ground and flight instruction.

**Flammable**

The tendency of a material, liquid, or gas to ignite readily or to explode.

**Fuel Storage Area**

Those portions of the airport designated by the Executive Director as areas in which auto gasoline, diesel, jet fuel, aviation 100LL, or any other type of fuel are authorized to be stored, including, but not limited to, bulk storage facilities.

**General Aviation**

Private and corporate aircraft not operating under FAR Part 121 or 135.

**Hazardous Materials**

Material as defined in applicable federal, state, and local environmental laws.

**Independent Operator**

A commercial operator offering a single aeronautical service but without an established place of business on the airport.

**Lessee**

A tenant of the University.

**Limousine**

A chauffeur-operated motor vehicle, available for charter, having a seating capacity of not less than four passengers or more than nine passengers, excluding the driver.

**Movement Area**

The runways, taxiways and other paved surfaces of the airport that are used for the taxiing, takeoff and landing of aircraft, exclusive of loading ramps/aprons and parking areas. Control of aviation, vehicular, pedestrian traffic within these areas is under the jurisdiction of the Air Traffic Control Tower.

**NFPA**

National Fire Protection Association.

**Non-Movement Area**

Areas other than the runways, taxiways, and other paved surfaces of the airport that are used for the taxiing, takeoff and landing of aircraft, exclusive of loading ramps/aprons and parking areas which are inside the perimeter fence.

**NOTAM**

FAA Notice to Air Missions.

**NTSB**

National Transportation Safety Board.

**Park**

To stop a vehicle or aircraft for any length of time, whether occupied or unoccupied.

**Peer to Peer Vehicle Sharing**

A platform that allows vehicle owners to rent out their personal cars to others through online communication.

**Permission or Permit**

Permission or permit, whenever required by these Rules and Regulations, shall mean written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

**Person**

Any individual, firm, partnership, corporation, company, association, joint stock association, or political body, and includes any trustee, receiver, assignee, or representative thereof.

**Ramp/Apron Areas**

Portions of the Air Operations Area designated and made available, temporarily, or permanently, by the University for the loading and unloading of passengers or cargo on and off aircraft, and the parking of aircraft.

**Restricted Area**

Those portions of the airport within the Air Operations Area (AOA), SIDA and Secured Area to which access is restricted to authorized persons and is not accessible to the general public.

**Roadway**

That portion of a highway or street improved, designed, or ordinarily used for vehicular travel.

**Run-up**

Aircraft engine operation above normal idle power for purposes other than initiating taxi or takeoff.

**Runway**

A paved defined rectangular area designated for landing and takeoff of aircraft.

**Secured Area**

Includes all areas where air carriers subject to 49 CFR 1544 enplane and deplane passengers and send and load baggage and any adjacent areas not separated by adequate security measures. This includes the Terminal Ramp, and associated baggage makeup areas and is a Security Identification Display Area (SIDA).

**Security Identification Display Area (SIDA)**

The area identified by the Airport Security Program where the wearing of external identification badges is required for airport security in accordance with 49 CFR 1542 of the Department of Homeland Security and the Airport Security Program. This includes all secured areas around the passenger terminal used for the boarding and servicing of scheduled commercial airlines.

**Service (Vehicle) Road**

A vehicular road located inside the Air Operations Area for use by the University, FAA and authorized airport tenants and contractors. In all cases, ARFF vehicles have right-of-way on these roads.

**State**

The State of Illinois.

**Sterile Area**

That portion of the Terminal Building beyond the passenger security screening checkpoint used in the boarding of commercial aircraft.

**Storm Water Pollution Prevention Plan (SWPPP)**

The current Storm Water Pollution Prevention Plan in place at the airport, as may be amended from time to time.

**T-Hangar**

An individual aircraft hangar designated for the storage of one aircraft.

**Taxicab or Transportation Network Companies (TNC)**

A motor vehicle carrying passengers for hire for which public patronage is solicited. This includes internet operated platforms, or Transportation Network Companies (TNC), such as “Uber”, “Lyft”, etc.

**Taxiway**

A surface designed to provide aircraft access between the runways and other areas of the airport, including aircraft parking ramps/aprons/aprons.

**Tenant**

A lessee, permittee or other occupant of land or premises within the boundaries of the airport including, his or her sub lessee or duly authorized agent, and employees.

**Terminal Building**

Those buildings and/or structures located within the airport and open to the public for the purpose of flight ticket purchase, public lobby waiting, baggage check-in and those services related to public air travel.

**Terminal Ramp**

That portion of the AOA immediately adjacent to the Terminal Building.

**TSA**

Transportation Security Administration.

**University**

The University of Illinois via the legal entity and governing body, The Board of Trustees of the University of Illinois.

**Vehicle**

Any device which is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device moved by muscular power or designed to move primarily through the air. Intended for the carriage of people.

**Vendor** Any person or company involved in sales or service work on the airport who is not a tenant or contractor.

**Willard Airport**

All land and improvements owned and/or under the care, custody, and control of the University.

## **2.0 Introduction**

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### **2.1 Authority for Implementation of Rules and Regulations**

The University of Illinois–Willard Airport was dedicated in 1945. The University has continued to operate the airport as the FAR Part 139 sponsor.

Accordingly, the University has authority to establish these Rules and Regulations as an ordinance (in accordance with 110 ILCS 400). In addition, the University has police power and jurisdiction and control of the airport and all its associated facilities (in accordance with 110 ILCS 400, et seq).

### **2.2 Applicability**

(a) This regulation applies to all users of, and persons on, any portion of the property owned or controlled by the University. Tenants shall be responsible for the dissemination of, accessibility to and the compliance with these Rules and Regulations by their employees.

(b) Instructions issued by the Executive Director to individual persons or tenants in the manner of written or verbal communications as situations permit will be complied with insomuch as such instructions or directives are in the interest of safety, sound management, and efficient operations of the airport.

(c) As appropriate in the interest of continuity of operation and not to interfere or conflict with military regulations, customs, and practices; these Rules and Regulations will apply to military organizations operating on and/or from the airport. Leases and agreements of understanding will be affected in the mutual interest of any such military organization and the University.

### **2.3 Violation of Rules**

Any person, who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of these Rules and Regulations or any lawful order issued pursuant thereto may be denied use of the airport by the Executive Director, in addition to the penalties set by federal, state, or local authorities. The Executive Director may take such other measures as permitted by law to enforce these Rules and Regulations.

### **2.4 Severability**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, or other competent agency, such decision shall not affect the validity or effectiveness of the remaining portions of these Rules and Regulations or any part thereof. If the application of any provision of these Rules and Regulations to any lot, building, sign, structure, or parcel of land is found to be invalid or ineffective in whole or in part by any court, or other competent jurisdiction, or other competent agency, the effect of such decision shall be limited to the property or situation immediately involved in the controversy, and the application of any such provision to other properties and situations shall not be affected.

## **2.5 Interpretation**

(a) In the event that an interpretation of any provision of these Rules and Regulations is required, the Executive Director shall render such interpretation.

(b) These Rules and Regulations are not intended to amend, modify, or supersede any provisions of federal, state, or municipal law, or any specific written contractual agreement of the University with which they may conflict; provided, however, that these Rules and Regulations shall, insofar as possible, be interpreted so that no such conflict shall exist.

## **2.6 Procedures and Addendum**

Written operational procedures, corrections, amendments and addendums to these Rules and Regulations may be issued by the Executive Director, as he or she deems necessary and appropriate.

## **2.7 Non-Liability of the University**

The University assumes no responsibility for any loss, injury or damage to persons or property unless caused by the sole act or negligence of the University. The permission granted by the University to use the airport and its facilities or to fly to or from, shall be 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 or entity, as a consideration for the use of the airport and its facilities, shall at all times release, hold harmless and indemnify the University, its Board, directors, employees and agents from any and all responsibility, liability, loss or damage resulting to such person or entity, or their property, unless caused by the sole action or negligence of the University. The use of the airport by any person or entity, or the paying of fees and charges therefore, or the taking off or landing aircraft thereon shall be in and of itself, an acknowledgement that such person or entity accepts such privileges on the conditions herein set forth.

## **3.0 General Rules and Regulations**

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### **3.1 Commercial Operations**

(a) Persons desirous of engaging in a commercial operation at the airport must request permission from the University and comply with all airport Minimum Standards for such commercial operation. (Please see the airport Minimum Standards for a Commercial Activity Form)

(b) Pursuant to the Minimum Standards, no person shall engage in a commercial operation at the airport without first entering into an agreement with the University describing the terms and conditions of the proposed commercial operation. As an exception to this rule, transient aircraft engaged in flight instruction may be permitted by the University to operate at the airport without an agreement.

(c) Persons basing or otherwise maintaining an aircraft at the airport shall not permit said aircraft to be used for a commercial operation unless such commercial operation is expressly authorized by agreement with the University.

(d) No person shall permit an aircraft based or maintained at the airport to be used for commercial flight instruction without compliance with all Federal Aviation Administration regulations and written permission of the Executive Director.

### **3.2 Self-Servicing Aircraft**

(a) Aircraft operators are permitted to fuel, perform preventative maintenance, hand-detail or otherwise service their own aircraft (utilizing their own Equipment and with the rules contained herein), provided there is no attempt to perform such services for others, for hire, and further provided that such right is conditioned upon compliance with these Rules and Regulations, any other applicable regulation, and the airport Minimum Standards. (Please see the airport Minimum Standards for a Self-Fueling Form)

(b) An aircraft operator may hire an individual (as an employee) to provide, under the direction and supervision of the aircraft operator, services on the aircraft operator's aircraft.

(c) Aircraft operators are permitted to have their aircraft fueled, washed, repaired, or painted by those fixed base or independent operators and lessees authorized to provide such services pursuant to an agreement with the University.

### **3.3 Accidents or Incidents**

Any person involved in or witnessing an aircraft or vehicle accident on the airport resulting in any injury (or death) to person or damage to property shall remain at the scene and notify the airport at 217-369-4679 as soon as possible (ASAP) and provide all pertinent information as requested.

### **3.4 Solicitation, Picketing and Demonstrations**

Conduct of or participation in solicitation, picketing, parading, or demonstrating in the Terminal Building or on airport property shall be governed by the provisions of "Appendix A" to these Rules and Regulations and the University Expressive Activity Policy FO-82 within the Campus Administrative Manual.

### **3.5 Signage/Advertisements**

(a) No advertisements, signs, notices, circulars, and/or handbills may be posted or distributed without the prior written permission of the Executive Director.

(b) The posting or distributing of written advertisements, notices, circulars, and/or handbills on aircraft or vehicles is prohibited without written permission of the Executive Director.

(c) Signage installed on or at the airport must have prior approval of the Executive Director.

(d) Interior portions of exclusively leased areas of the airport not visible to the general public are excluded from this section.

### **3.6 General Conduct**

(a) No person shall make, possess, use, offer for sale, pass, or deliver any forged or falsely altered pass, permit, identification, card, sign, or other authorization purporting to be issued by or on behalf of the University.

(b) No person shall use or otherwise conduct himself upon any portion of the airport in any manner contrary to the posted or otherwise visually indicated directions applicable to that area.

(c) No person shall destroy, damage, injure, deface, disturb, or tamper with property on the airport.

(d) Use of radio-controlled model aircraft, drones or launching of rockets, or any conduct that would create a danger to aircraft, within or on airport property without Executive Director permission is prohibited, as compliant with 14 CFR Part 107.

(e) No person shall injure, disturb, or harass any person on the airport.

(f) All persons must comply with the DHS/TSA-approved Airport Security Program, FAA approved Airport Certification Manual and the Airport Rules and Regulations.

(g) No person shall commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance (including the use of abusive or threatening language) on the airport.

(h) No person (other than an employee of the University or a business located on the airport) shall loiter on the airport or in any building on the airport for a period of time longer than reasonably necessary to transact such business as such person may have with the University, with any common carrier serving the airport, or any concessionaire or other business located upon the airport, provided, however, that nothing will be deemed to prohibit any person from remaining on the premises of the airport for the purpose of meeting relatives or acquaintances arriving upon any flight, or from accompanying or meeting relatives or acquaintances who are departing from the airport.

(i) Moving, tampering, starting, using, or interfering with the safe operation of any aircraft or vehicle or any aircraft or vehicle part, instrument, or tool without permission of the aircraft or vehicle owner/operator or by specific direction of the Executive Director is prohibited.

(j) No person shall illegally use, possess, sell, or distribute controlled substances (i.e., drugs, narcotics, or alcohol) on the airport.

### **3.7 Prohibitions on Smoking**

As compliant with the University of Illinois Urbana-Champaign tobacco-free campus policy, smoking and the use of all non-combustible tobacco products and non-FDA approved nicotine delivery devices is prohibited on all University property and includes the airport premises.

### **3.8 Operator and Lessee Facilities**

Operator and lessee facilities are expressly for the conduct of the operator's or lessee's business and operations. No person other than employees and customers of the operator or lessee shall make use of such facilities or loiter on such premises without permission of the operator or lessee.

### **3.9 Abandoned, Derelict or Lost Property**

(a) No person shall abandon any personal property on the airport. Property found on the airport and unclaimed by the proper owner within thirty (30) days shall be deemed abandoned and shall be disposed of in the manner prescribed by applicable law and the direction of the Executive Director.

(b) Any person finding any lost article may turn in the article to the University through the airport. Lost articles found in exclusively leased areas of the airport are to be turned in to the leaseholder. Persons using the airport do so at their own risk. In the absence of negligence, the University shall not be responsible for any loss, damage, theft, or destruction of personal property.

(c) Property to which the finder or any claimant is not entitled to lawful possession shall be forfeited to the airport for disposal in accordance with the provisions of applicable law and the direction of the Executive Director.

### **3.10 Restricted Area Operations**

(a) Unescorted access into any Restricted Area is limited to the following persons with a current and valid access badge as defined the Airport Security Program (ASP):

- i. Owner/operator of based aircraft.
- ii. A commercial aircraft operator, vendor, or contractor and their designated employees having a need to conduct business on the airport.
- iii. Agencies required in support of the Emergency Plan.

(b) Each person is authorized by virtue of his or her current and valid airport badge to escort customers/vendors. The tenant or business is responsible for such parties that are allowed access under their auspices.

(c) Any person in a Restricted Area must produce a proper access badge and valid identification when asked to do so by any University employee or any other person with a proper access badge.

(d) Tampering with, interfering with, or bypassing the lock, or closing mechanism or breaching any other securing device at the airport is prohibited.

(e) Persons who have been provided a device for the purpose of obtaining access to a Restricted Area shall only use airport-issued devices and shall not duplicate or otherwise distribute the same to any other person unless the Executive Director provides prior written permission.

(f) It shall be unlawful for any person to be upon or within, or to go upon or within, the SIDA, except when properly displaying or under escort by an authorized individual displaying an approved access badge, in accordance with the Airport Security Program.

(g) It shall be a violation of airport Rules and Regulations for any person other than those in aircraft operating on the airport to enter or be upon or within the Movement Area unless with prior approval of the Executive Director.

### **3.11 Animals and Birds**

(a) Terminal Areas. No person shall enter the airport's passenger terminal building with a dog, cat, or any other animal, bird, or other living creature, unless the animal is restrained by leash or harness, or the animal is confined to a shipping container.

(b) AOA. No person shall enter the Air Operations Area with any dog, cat, bird, and other animal unless such animal is restrained by a leash, harness, container, or other means of actual physical control.

(c) Exception. The foregoing restrictions do not apply to search dogs used by and under the control of law enforcement and rescue personnel in the performance of their duties.

### **3.12 Disposal of Trash**

No person shall dispose of trash, garbage, paper, junk, debris or other refuse or materials, except in containers and at locations designated for that purpose. Any trash that is not generated at the airport, is not permitted to be disposed of in any University or airport dumpsters. Public dumping is strictly prohibited.

### **3.13 General Insurance Requirements**

All external entities shall purchase and maintain insurance as specified and other insurance as is appropriate. Insurance required to be purchased and maintained shall include, at minimum, the specific coverage and be written by companies to be approved by the University for not less than the limits of liability specified in the contract or lease or required by laws or regulations whichever is greater.

When required, a Certificate of Insurance, on an approved form, must be delivered to the University prior to commencing any activities on site. It must contain the provision that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to the University. Additional Insured and Waiver of Subrogation endorsements shall be specifically noted on the certificate.

### **3.14 Tenant Reporting**

All airport tenants shall report situations that may potentially affect health, welfare, or safety of persons and/or property to the airport at 217-369-4679 as soon as practical.

### **3.15 Conduct of Business; Soliciting**

It shall be violation of airport Rules & Regulations for any person to solicit, offer for hire or sale or engage in any commercial operation or charitable activity of any nature on, upon, within or from the airport, except with the prior approval of the Executive Director.

### **3.16 Marking on Paved Areas**

Other than as provided for in tenant leases, no surface painting or marking of any paved area on airport property shall be permitted without written permission of the Executive Director.

### **3.17 Hunting; Shooting; Trespassing**

There shall be no hunting or trespassing or shooting of firearms within or on the airport unless authorized in writing by the Executive Director. Trespassing within or on the airport is prohibited.

## **4.0 Aircraft Operations**

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### **4.1 Applicability**

It shall be prohibited for any person to navigate, land, fly, service, move, maintain, or repair any aircraft or conduct any aviation activity, upon, within or from the airport other than in conformity with these Rules and Regulations and all applicable federal, state, and local statutes, ordinances, and regulations.

### **4.2 License Requirements**

Only aircraft and airmen certificated by the Federal Aviation Administration shall operate on or from the airport. This restriction shall not apply to aircraft owned or operated by the federal government or to aircraft licensed by foreign governments having a reciprocal agreement with the United States covering the operation of the aircraft in the United States. Licensed aircraft mechanics are authorized to taxi aircraft in non-movement areas in accordance with federal regulations. Licensed aircraft mechanics are subject to the requirements of the movement area drivers training program for the taxi of aircraft in movement areas.

### **4.3 Control of the Airfield**

The Executive Director shall have the right at any time to close the airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to refuse takeoff permission to aircraft, and to deny the use of the airport or any portion thereof to any specified class of aircraft or to any individual or group, when he or she considers any such action

to be necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the airport. In the event the Executive Director determines the condition of the airport or any part thereof to be unsafe for taxiing, landings, or takeoffs, he or she shall issue, or cause to be issued, a Notice to Air Missions (NOTAM) closing the airport or any part thereof.

#### **4.4 Disabled Aircraft**

Any owner, lessee, operator or other person having the control, or the right of control, of any disabled aircraft on the airport shall be responsible for the prompt removal and disposal thereof, and any and all parts thereof, subject, however, to any requirements of or direction by the National Transportation Safety Board, the Federal Aviation Administration, or the Executive Director that such removal or disposal be delayed pending an investigation of an accident. Any owner, lessee, operator or other person having control, or the right of control, of any aircraft does, by use of the University, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the Executive Director may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft that obstruct any part of the airport utilized for aircraft operations; that any costs incurred by or on behalf of the University for any such removal or disposal of any aircraft shall be paid to the University by the owner/operator; that any claim for compensation against the University, and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled aircraft, or any part thereof, by reason of any such removal or disposal is waived and that the owner, lessee, operator or other person having control, or the right of control, of said aircraft shall indemnify, hold harmless and defend the University, and all of their officers, agents and employees, against any and all liability for injury to or the death of any person, or for any injury to any property arising out of such removal or disposal of said aircraft.

#### **4.5 Instruction and Student Responsibilities**

Instructors shall fully acquaint their students with these Rules and Regulations and shall be responsible for the conduct of the students under their direction during dual instruction. When a student is operating an aircraft independent of an instructor, it shall be his or her sole responsibility to observe and abide by these Rules and Regulations.

#### **4.6 Operating Under the Influence**

It shall be unlawful for any person to operate an aircraft on the airport while under the influence of alcohol or drugs as defined in Federal Aviation Regulation (FAR) Part 91.17.

#### **4.7 Careless Operation**

Operation of an aircraft on the airport in a careless or reckless manner as defined in FAR 91.13 shall be a violation of these Rules and Regulations.

#### **4.8 Aircraft and Property**

No employee of the University is authorized to take responsibility for the care or protection of others' aircraft or property which is taxiing, parked, or stored on the airport, except as specifically authorized by the Executive Director.

#### **4.9 Starting or Running of Aircraft Engines**

No aircraft engine shall be started or run unless a qualified, certificated pilot or mechanic is attending the aircraft controls and only in the locations designated for such purposes by the Executive Director. No aircraft engine shall be started without appropriate fire extinguisher equipment readily available. Aircraft engines shall not be operated in such position that persons, structures, or property may be endangered by the path of the aircraft propeller slipstream, jet blast or rotor-wash.

#### **4.10 Moving Parked Aircraft**

Upon direction of the Executive Director, except as provided for in a lease, the operator of any aircraft parked or stored at the airport shall move said aircraft from the place where it is parked or stored. If the operator refuses to comply with such directions, the Executive Director may arrange for the relocation of said aircraft at the expense of the owner or operator, and without liability for damage or injury which may result.

#### **4.11 Abandonment; Derelict Aircraft**

No person may abandon an aircraft on the airport or allow an aircraft parked on the airport to become derelict or a hazard to other airport users. If the Executive Director is unable to locate the owner of an aircraft that appears to be abandoned or derelict, a notice shall be placed on the aircraft notifying the owner that the aircraft must be relocated. If the aircraft has not been moved within 30 days of notification, the aircraft will be impounded and removed by the University.

#### **4.12 Securing Unattended Aircraft**

It shall be a violation of Airport Rules and Regulations for any person to leave an aircraft unattended on any area of the airport, unless properly secured. Securing of aircraft shall be the sole responsibility of the owner and/or operator of the aircraft. Securing of unattended aircraft shall be performed with tiedowns or chocks or other acceptable means as applicable to the individual aircraft.

#### **4.13 Washing of Aircraft**

Aircraft washing should take place in an area away from any storm drain and, in a place where the water runs toward the grass to dissipate. The Executive Director may designate a specific aircraft washing location on the airport. Wastewater from aircraft washing operations shall be disposed of in accordance with all applicable local, state, and federal environmental rules and regulations as applicable.

#### **4.14 Taxiing Into or Out Of Hangars**

Aircraft engines shall not be operated in any hangar. No aircraft shall be taxied into or out of a hangar under its own power.

#### **4.15 Aircraft Repairs and Painting**

No person shall affect repairs to aircraft or engines, except emergency repairs, unless in the spaces designated for this purpose. Repairs performed by a Commercial Operator shall be made only on leased sites where specifically permitted. Aircraft repair work may be performed on ramps/aprons only with prior written permission from the Executive Director. Doping or spray painting will not be conducted in hangars designated for aircraft storage only. Stripping, preparation, doping and painting of aircraft shall only be accomplished in facilities approved for such operations by all appropriate University, state, and federal agencies.

Except as provided above designating the location for aircraft repairs and painting, nothing herein provided shall limit any right or privilege which operates to prevent any entity operating aircraft on the airport from performing any services on its own aircraft with its own employees, including, but not limited to maintenance, repair and refueling, that it may choose to perform.

#### **4.16 Airport Access**

Only the University may grant unescorted access to the Air Operations Area. Granting of access does not give any person or persons the privilege of unrestricted use of the space within the airfield boundary fence. Access privileges are confined to the times and areas required for the purpose access is granted.

#### **4.17 Fueling/Defueling of Aircraft**

All commercial fueling/defueling operations will be performed in accordance with Federal Aviation Regulation 139.321, FAA Advisory Circular 150/5230-4 and University fueling standards (See Section 5).

#### **4.18 Self-Fueling/Defueling of Aircraft**

Self-fueling will be conducted only in areas designated by the Executive Director. (Please see the Airport Minimum Standards for a Self-Fueling Form).

#### **4.19 Fuel Storage**

No fuels shall be stored on airport property unless specifically approved in a written lease, permit, or agreement with the University.

#### **4.20 Taxiing**

It shall be a violation of airport Rules & Regulations for any person to taxi an aircraft until he/she is certain, after visual inspection, that there will be no danger of collision or contact with any person, aircraft or other object. No aircraft shall be taxied or towed on any area, other than areas normally used for operation of aircraft, without the express prior written approval of the Executive Director.

#### **4.21 Helicopter Operations**

Except in emergencies, no landing or take-off of helicopters shall be made except on designated airport runways, taxiways, ramps/aprons, or heliports without express written permission from the Executive Director.

#### **4.22 Delay of Flight**

The Executive Director may delay or restrict any flight or other operation at the airport when any of these Rules and Regulations are violated in any manner.

#### **4.23 Pilot Responsibility**

In all instances, the pilot operating any type of aircraft at the airport is responsible for the safe operation of the aircraft he or she is operating and in no instance will the University, or any of its agencies, be held responsible for any actions of any aircraft pilot.

#### **4.24 Accident Reports**

Operators of aircraft involved in accidents or incidents requiring notification to the FAA or NTSB and occurring on the airport shall notify the airport at 217-369-4679 as soon as possible and make a full written report of the accident or incident to the Executive Director within twenty-four (24) hours. The report shall include names and addresses of those involved, all details of the accident, and of the aircraft involved. When a written report of an accident or incident is required by the FAA, a copy of such report shall be submitted to the Executive Director at the same time.

### **5.0 Fueling**

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#### **5.1 Authorization**

Fueling of aircraft on the airport shall be performed only by those companies or individuals that have received written authorization from the University and in compliance with all orders, procedures and minimum standards contained therein.

#### **5.2 Compliance**

All regulations and recommendations of the local Fire Department, the Federal Aviation Administration and the Illinois State Fire Marshal shall be adhered to with regard to all aspects of fueling and handling of flammables.

### 5.3 Fire Extinguishers

Fueling and defueling operations shall be conducted with adequate fire extinguishers immediately available. All extinguishers shall be inspected and certified as required by law and all personnel involved with fueling operations shall be properly trained in the use of fire extinguishers.

### 5.4 Starting Engines

Starting an aircraft when there is any flammable liquid on the ground in the immediate vicinity of the aircraft is prohibited.

### 5.5 Bonding

All hoses, funnels and appurtenances used in fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile gases or liquids. During fueling and defueling, the aircraft and the dispensing apparatus shall both be bonded.

### 5.6 Egress

No aircraft shall be fueled or defueled while passengers are onboard unless at least one qualified person trained in emergency evacuation procedures is in the aircraft at or near a door at which there is a passenger loading walkway, integral stairs that lead downward, or a passenger loading stair or stand.

Where fueling operations take place with passengers on board away from the terminal building, and stairways are not provided, such as during inclement weather (diversions), all slides shall be armed, and the ARFF services shall be notified to respond in standby position in the vicinity of the fueling activity with at least one vehicle.

If an incapacitated person is onboard during fueling operations, ARFF personnel must be standing by at the scene.

### 5.7 Spills

Persons engaged in the fueling of aircraft shall exercise care to prevent overflow or release of fuel and shall be responsible to promptly report any fuel spill and to immediately clean up any spillage. All costs associated with the spill shall be the responsibility of the person causing the spill. **ALL fuel spills MUST be reported to the airport at 217-369-4679.**

## **6.0 Vehicle Operations**

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### **6.1 General**

(a) The laws of the State of Illinois relating to the operation of motor vehicles on streets and public highways shall apply, where applicable, to the operation of motor vehicles on the airport. No person may operate a motor vehicle on the airport unless they hold a valid state motor vehicle operator's license for the type of vehicle they are operating.

(b) All vehicles operated on airport roadways must at all times comply with any lawful order, signals, or direction by authorized personnel. When traffic is controlled by signs or by mechanical or electrical signals, such signs or signals shall be obeyed unless directed otherwise by authorized personnel.

(c) The Executive Director is authorized to place and maintain such traffic signs, signals, pavement markings, and other traffic control devices upon airport roadways, parking facilities and other airport property as required to indicate and carry out the provisions of these Rules and Regulations to guide and control traffic.

(d) Vehicles on airport roadways shall be operated in compliance with the roadway speed limits prescribed by the Executive Director, or his or her designated representative as indicated by posted traffic signs.

(e) No person shall clean or make any repairs to motor vehicles anywhere on the airport other than in designated shop areas for that purpose, or as provided for in lease agreements with tenants. Minor repairs necessary to remove inoperable motor vehicles will be permitted if done within a reasonable period of time according to the circumstances, otherwise, the Executive Director may order such vehicle(s) towed from the premises at the owner's expense and liability.

Vehicles found to be blocking or obstructing airport operations will, at the discretion of the Executive Director, be relocated or removed. If any such vehicle cannot be moved because of needed repairs, the Executive Director may order it towed from the airport at the owner's expense and liability.

(f) In all cases, ARFF vehicles have right-of-way.

### **6.2 Authorization to Move Vehicles**

The Executive Director has the discretion to remove or cause to be removed at the owner's expense from any restricted or reserved area, any roadway or right-of-way, or any other area on the airport any vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates a safety or operations problem. The University shall not be liable for damage to any vehicle or loss of personal property that might result from the act of removal.

### **6.3 Proper Use**

- (a) No person shall operate any vehicle on the airport other than on the roads or places authorized by the Executive Director for use by that particular type of vehicle.
- (b) No person shall use the roads or walks on the airport in such manner as to hinder or obstruct proper use.
- (c) No person shall operate a vehicle in a reckless or dangerous manner or at a speed greater than posted.

### **6.4 Pedestrians**

Pedestrians in marked crosswalks shall have the right-of-way at all times over vehicular traffic.

### **6.5 Tenant and Employee Parking**

All employees of companies, organizations or agencies having tenancy on the airport shall park only in designated parking areas.

### **6.6 Motorcycles and Bicycles**

Every person riding a motorcycle or bicycle upon a public access airport roadway shall be granted all rights and shall be subject to all duties made applicable to the driver of a vehicle, except as to rules and regulations which by their nature can have no application; such cycles are strictly prohibited from operating or parking on lawns or sidewalks.

### **6.7 Vehicle and Driver Regulations on the AOA**

#### **(a) Drivers**

- i. No unescorted vehicle shall be operated on the Movement Area unless: The vehicle is equipped with a two-way radio and is in continuous communication with ATCT.
- ii. The driver must be licensed to operate the class of vehicle by an appropriate state licensing agency, as required by state law or by the drivers' employer through a company training/certification program. The driver must properly display an airport access badge or be escorted in accordance with the Airport Security Program, with the correct driver privileges granted.
- iii. No person operating or driving a vehicle on the AOA shall drive at a speed that will endanger any aircraft, vehicle, or personnel. Factors including, but not limited to, weather and visibility shall be taken into consideration to determine safe operating speed. Maximum speed on the ramp is 15 mph. Maximum speed (non-emergency maximum) on the taxiways and runways is 40 mph. (unless otherwise approved by the Executive Director).

- iv. No vehicle shall pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position, except those vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than twenty (20) feet from any portion of the aircraft.
- v. Enplaning or deplaning passengers and moving aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
- vi. No person shall operate any motor vehicle which is in such physical or mechanical condition as to endanger persons or property.
- vii. No person shall operate any vehicle that exceeds its licensed load or carrying more passengers than the number for which the vehicle was designed; ride on the running board or stand up in the body of a moving vehicle; or ride with arms or legs protruding from the body of a vehicle, except when the vehicle was designed for such use.
- viii. No fuel truck shall be brought into, stored, or parked within fifty (50) feet of the airport terminal building unless authorized by the Executive Director. All ramp vehicles and equipment shall be parked within designated areas and in approved parking locations. Fuel trucks or comparable sized vehicles shall not be operated under any passenger loading bridge.
- ix. No person shall park a vehicle on the Movement Area in an aircraft parking area, safety area, grass area, or in a manner so as to obstruct or interfere with any aircraft Movement Area, hangar, or ramp area.
- x. No person shall park, or leave unattended, vehicles or other equipment that interfere with use of a facility by others or prevent movement or passage of aircraft, emergency vehicles or other motor vehicles or equipment or in way hinders airport operations.
- xi. No person shall park a vehicle or equipment within fifteen (15) feet of a fire hydrant or in such a manner as to prohibit or restrict access to a fire hydrant.
- xii. No person shall operate a vehicle or other equipment within the AOA while under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
- xiii. Each vehicle operator utilizing an airport access gate shall ensure that the gate closes behind their vehicle prior to leaving the vicinity of the gate and shall ensure that no unauthorized vehicles or persons gain access to the AOA while the gate is open.
- xiv. Vehicles shall not be operated in a reckless or careless manner. A reckless manner is one which indicates an indifferent or wanton disregard for the safety of persons or property. A careless manner is one which, through carelessness or without due

caution, threatens the life or safety of any person or threatens damage or destruction to property.

- xv. No vehicle shall be driven over any unprotected hose of a fire department without the consent of a fire department official.
- xvi. Unescorted Ground support equipment such as fuel trucks, tractors, and other ramp vehicles, shall not enter the Movement Area, or cross runways, unless an emergency condition exists, and approval is received from the University. If approval is granted, ground support vehicles must be escorted by University personnel.
- xvii. No person shall operate an automobile, a motor scooter, motorcycle, truck, or other motor vehicle on the airport unless its exhausts are protected by screens or baffles to prevent the escape of sparks or the emission of flame.
- xviii. All vehicles and equipment operating on, through or within the Movement Area shall display an approved flashing strobe, beacon, or lightbar, which is visible to ATCT from all directions and of sufficient brilliance. In addition, vehicles shall operate headlights and taillights while driving within the Movement Area at night. During daylight, an orange and white-checked flag, of at least three (3) feet square in size, may be displayed, in lieu of an operable beacon, strobe, or lightbar, on an appropriate staff attached to the vehicle so as to be readily visible if so, approved by the Executive Director.
- xix. All vehicle operators shall announce their intentions on the common traffic advisory frequency (CTAF – 120.4 MHz) prior to entering the Movement Area during times when ATCT is not operating. Use of the CTAF shall be in accordance with the Airport Drivers Training Program, the Airport Certification Manual, and the Airman's Information Manual (AIM).
- xx. All vehicle operators shall monitor the automated terminal information system frequency (ATIS – 124.85 MHz) prior to entering the Movement Area. Instructions provided on the ATIS shall be complied with at all times.

(b) Vehicles

- i. No vehicle shall be permitted on the Movement Area unless it is properly marked as set forth below and it is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
- ii. All vehicles operated on the Movement Area must be covered by vehicle liability insurance in amounts required by the Executive Director.
- iii. Carts or pieces of equipment being towed or carried after darkness must have rear reflectors or rear lights.

(c) Communication Equipment

- i. When construction or repair work is being performed in the Movement Area, a minimum of one (1) radio equipped vehicle, having contact with the ATCT and qualified operator monitoring the frequency is required, and the work will be conducted so as to permit rapid removal of equipment, supplies, and workers for aircraft taxiing, landing, or taking off. The only exception to this requirement will be when the work area is closed to and isolated from aircraft movements.
- ii. Installation of two-way radio equipment in a vehicle will not be construed as permission for that vehicle to operate on, within, or through the Movement Area.
- iii. Where one vehicle or piece of equipment of several is radio equipped, the operator of the radio equipped vehicle or piece of equipment shall be responsible for relaying messages to, and responsible for controlling the movement of the other operators and vehicles or equipment while in the Movement Area.

(d) Radio Failure

- i. In the event of a two-way radio failure and loss of communications with the control tower when operating a vehicle on the Movement Area, the driver shall turn his vehicle toward the tower and flash his headlights. After receiving the proper light gun signals from the tower, the driver shall proceed as directed. All personnel who drive vehicles on the Movement Area shall be instructed in the meaning of all FAA light gun signals. The driver must follow all procedures in the movement area training manual. The recorded Federal Aviation Administration Air Traffic Control Tower line is 217-355-4069.

(e) Penalties and Suspension of Driving Privileges

- i. Penalties for failure to comply with the AOA vehicular traffic regulations shall include written warnings, suspension of AOA driving privileges and/or revocation of AOA driving privileges.
- ii. The University will provide a copy of all written warnings issued to an operator or to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

**6.8 Taxicabs; Limousines; Buses; Transportation Network Companies (TNC)**

(a) All individuals, partnerships and corporations operating limousines, taxicabs, TNCs, or buses on the airport for the purpose of transporting persons or passengers for hire shall, as appropriate, comply with these Rules and Regulations.

(b) All limousines, taxicabs, TNCs and buses shall be parked in such a manner and in such areas as may be designated from time to time by the Executive Director.

(c) All vehicles operated by taxicab, TNC or limousine companies shall be kept in good operating condition and appearance, vehicles clearly marked with company logo, rates clearly visible to passengers, and drivers dressed appropriately. The right is reserved by the Executive Director to order removal from airport property any vehicles that are deemed unsafe.

(d) Any peer-to-peer vehicle sharing services must be approved and have an agreement in place with the University.

## **7.0 Parking**

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### **7.1 Authorized Parking**

(a) All places upon the airport, unless specifically established or designated for vehicular parking, shall be “No Parking” areas, and no person shall stop, stand, or park a vehicle any place upon the airport other than places specifically established or designated for vehicular parking.

### **7.2 Unauthorized Parking**

(a) No person shall stop, stand, or park a vehicle upon the airport where signs are posted giving notice of any parking, stopping, or standing limitations or prohibitions, and no person shall stop or park a vehicle in violation of, or contrary to, the provisions contained in such sign or signs, or as otherwise marked.

(b) No person shall stop, stand, or park a vehicle on the airport in such a manner as to interfere with or prevent the free and proper passage of other vehicles or aircraft.

(c) Where there are roadways in place, no person shall double park or stop a vehicle on the roadway side of any other vehicle, except that a vehicle may be stopped at the roadway side of a vehicle while waiting for another vehicle to clear a parking space where such other vehicle is actually doing so.

(d) No person shall park or operate a vehicle on any roadway for the principal purpose of greasing, oiling, lubricating, painting, fueling, or repairing such vehicle, except those repairs deemed necessary to remove the vehicle from the roadway and which are required to be made because of an emergency.

(e) The University reserves the right to rescind parking privileges from any person for violation of any of these Rules & Regulations.

### **7.3 Reserved, Posted or Restricted Parking Areas**

(a) The Executive Director is authorized to reserve all or any part of the parking lots or other areas not under lease or permit for the sole use of vehicles of the University, its officers or employees, tenants, or for such visitors to the airport as he or she may designate, and to indicate such restrictions by appropriate markings and/or signs; designate a parking time limit on any portion of said lots; designate any portion of said lots as a passenger loading zone or a freight loading zone; designate any portion of said lots as a “No Stopping,” “No Waiting,” or “No Parking” area; designate where and how vehicles shall be parked by means of parking space

markings; designate direction of travel and indicate same by means of appropriate signs and/or markings.

(b) When appropriate signs and/or markings have been installed, no person may park or drive a vehicle on any portion of such lots reserved for the exclusive use of any vehicles unless authorized by the Executive Director.

(c) Vehicles parked in any garage, parking lot or other authorized parking area reserved for public, private or employee use, shall park in such manner as to comply with all posted and/or painted lines, signs, and rules.

(d) Vehicles displaying a validly issued and unexpired handicapped parking permit, may park in designated handicapped parking areas for such periods as indicated by appropriate signs and/or markings. Vehicles not displaying a validly issued and unexpired permit may be towed.

#### **7.4 Vehicle Parking**

(a) No person shall park a motor vehicle for loading, unloading, or any other purpose on the airport other than in the areas designated for this purpose unless otherwise authorized by the Executive Director.

(b) Person's parking vehicles at the airport will use established vehicle parking lots and do so in a manner prescribed by signs, lines, or other means. No person shall park a motor vehicle in an area or parking lot requiring payment for parking thereon without paying the required parking fee.

(c) Parking on shoulders or roadways on airport property is prohibited. Vehicle parking that obstructs any portion of the AOA, roadways or nonpublic area is prohibited.

(d) Service vehicles and equipment when not in use will be parked in areas designated by the Executive Director.

(e) Refueling vehicles shall be parked in such a manner as to comply with Section 5 of these Rules & Regulations and all safety and fire prevention codes.

(f) Person's parking motor vehicles at the airport are subject to penalties for noncompliance with these Rules and Regulations and are subject to compliance with Illinois laws concerning vehicles and the penalties thereof. The Executive Director shall have the authority to have motor vehicles parked in violation of these Rules and Regulations towed or otherwise moved at owners' expense and without liability to the University.

## 7.5 Public Parking Facilities

The following Rules and Regulations shall apply to the parking of private vehicles in the Terminal Parking Facility. The Terminal Parking Facility at the airport consists of one revenue parking lot.

- (a) A parking fee is charged for each area based on the length of time parked.
- (b) All drivers shall enter through an entry lane and remove a time stamped ticket from a ticket issuance machine. The ticket must be used to make payment at the exit lane via automated system.
- (c) No person shall exit without paying the full parking charge as determined and published by the airport. In the event of a lost ticket, a lost ticket fee shall be due and payable.
- (d) It shall be for any driver to refuse or fail to pay the full amount of the charges due and payable.
- (e) It shall be unlawful for any person, company, or corporation to use the parking facilities for the purpose of making commercial deliveries without paying the parking charges, as applicable based on the time spent in the lot.
- (f) The following classes of vehicles and drivers will be permitted to exit the parking facilities without charge, provided they comply fully with all requirements:

Persons representing companies or governmental agencies with whom the University does business and who are at the airport for a specific prearranged business purpose, will obtain a ticket upon entry and will be allowed to exit without charge upon presentation of the ticket with University validation.

Drivers of emergency vehicles (ambulances or fire trucks) responding to any emergency at the airport shall be allowed to exit at no charge but will obtain a ticket at entry and surrender said ticket upon exiting. Misuse of free parking privileges by any person, whether or not a University employee, will result in such privileges being rescinded. Such privileges may be reinstated at the discretion of the Executive Director.

(g) No refunds will be made by the University without the written authorization of the Executive Director.

No refunds will be made after six (6) months from the time of exit. No refund will be made if the customer does not provide a receipt. No refund will be made if a customer loses his ticket.

No refunds will be made due to flight delays, weather problems, acts of god, or any other reason not directly caused by the University, except as approved by the Executive Director.

(h) No rate adjustments will be made if the stay is less than twenty-four (24) hours unless, at the discretion of the Executive Director, it is determined to be related to queue lines at the exit plaza.

(j) Any driver who intentionally or recklessly breaks the entry gate arm and/or who tampers with the revenue control system will forfeit his right to park in the pay parking area. Such driver shall be responsible to pay for any repairs required.

## **7.6 No Liability for Loss or Theft**

The University does not warrant the security of parked vehicles and is not responsible for loss or damage through the towing of unauthorized vehicles, theft, and vandalism, weather or otherwise.

## **8.0 Fire Safety**

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### **8.1 Applicability and Compliance**

All persons, companies, and agencies engaged in any activity at the airport, whether occupying airport owned buildings or otherwise, shall comply with all applicable University, state, and federal fire regulations and applicable lease terms. The following additional rules and/or clarifications apply at the airport.

### **8.2 Fire Extinguisher and Equipment**

(a) The tenant of any hangar or building on the airport shall be responsible per lease for the furnishing and maintaining of adequate first aid and fire equipment meeting the minimum requirements of applicable University, state, or federal regulations.

(b) Airport fire protection systems and fire extinguisher equipment shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention.

(c) All extinguishers and other such equipment shall be inspected annually as required by the state and/or the University.

(d) All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.

### **8.3 Open Flames**

(a) No person shall initiate or maintain any open fire of any type, including barbecuing charcoals, wood fires, brush fires, propane gas grills and natural gas grills, etc., on any part of the AOA without permission from the Executive Director.

(b) Every person observing any unattended or uncontrolled fire on airport premises shall immediately report it directly to 911 or the airport at 217-369-4679. No person shall make any regulation or order, written or verbal, which would require any person to take any unnecessary delaying action prior to reporting such fire.

### **8.4 Use of Flammable Materials**

No person shall smoke, use matches, lighters, or other means of kindling fire in any hangar, shop, room or building on the airport.

### **8.5 Discharge of Combustible Liquids**

No tenant, shipper, individual or other entity shall permit or cause to be permitted the discharge of flammable or combustible liquids or any waste liquid containing crude petroleum or its products into or upon any street, highway, drainage canal or ditch, storm drain, flood control channel, lake, waterway, or the ground on the airport.

### **8.6 Heating Equipment**

All heating equipment and fuel burning appliances installed on the airport shall be listed by an appropriate testing agency for its intended use, comply with the requirements of the Uniform Mechanical Code and the applicable standards of the National Fire Protection Association.

### **8.7 Storage**

No person shall possess or store any flammable or combustible liquids, gasses, explosives, rapid-burning substances, or large quantities of ordinary combustibles in hangars, buildings, or grounds of the airport, except in rooms, buildings, or areas on the airport specifically approved for such storage by the Fire Marshal. No person shall store or stock material or equipment in such a manner as to constitute a fire hazard, or in a manner which would render firefighting abnormally dangerous or difficult.

### **8.8 Compliance with Safety Signs**

All persons shall observe and comply with the “No Smoking,” “Fire Lane,” and all other fire prevention signs.

### **8.9 Use and Disposal of Hazardous Materials**

All hazardous materials, including, but not limited to, flammable and/or toxic substances, shall be used, stored, and disposed of, in accordance with these Rules and Regulations and all applicable federal, state, and local rules, regulations and laws and at the sole risk of the user. The user of any hazardous substance shall be fully and personally liable for any violation of such rule, regulation, or law, along with the cost of any cleanup or damage that may result from such use.

## **9.0 Environmental**

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All persons engaged in any activity at the airport, shall comply with all applicable local, state, and federal environmental laws including the Storm Water Pollution Prevention Plan in place at the airport, as may be amended from time to time.

### **9.1 Hazardous Materials or Chemical Spills**

- (a) Federal, state, and local laws define hazardous materials as any material that is detrimental to the pavement or may pollute the soil, air, or water at the airport.
- (b) All storage, transporting and handling of Hazardous Materials to include hazardous waste will be done in accordance with all federal, state, and local laws, with particular attention to OSHA and EPA requirements.
- (c) Persons engaged in handling, storing, or transporting hazardous or other toxic chemicals or materials will take all necessary measures to ensure these items are handled properly. If a spill occurs, the airport must be contacted immediately at 217-369-4679.
- (d) All persons will make the prevention of contamination of sewers, soil, and water sources a primary objective in the avoidance or cleanup of spills.

### **9.2 Fuel Spills**

- (a) The flight crew and passengers of any aircraft shall be safely deplaned immediately if a large fuel spill occurs around or under an aircraft. Passengers shall not be permitted to board the aircraft or enter a jet bridge to the aircraft until authorized by fire/rescue personnel.
- (b) The airport shall be immediately notified of all fuel spills at 217-369-4679.
- (c) If fuel is discovered spilling from fuel service equipment or from an aircraft, fuel servicing shall be stopped.
- (d) If there is no apparent danger of fire, fuel delivery units shall not be moved until the appropriate cleanup and resolution has occurred. No personnel, aircraft or vehicle shall be allowed in the area, unless authorized by fire/rescue personnel.

### **9.3 Fuel Spill Cleanup Procedures**

- (a) The immediate cleanup and removal of materials used to clean up spilled or dripped fuel, oil, grease, or other material is the responsibility of the aircraft/operator or the tenant causing the spill. The operator will be responsible for all costs, including any fire department expenditures.
- (b) Each loading/unloading station and each fueler shall have a supply of absorbent cleaning materials on hand to sufficiently clean fuel spills less than six (6) feet in any dimension or to initially control a fuel spill in excess of six (6) feet in any dimension.
- (c) Any spill or dripped fuel, oil, grease, or other material which is flammable or detrimental to the pavement shall be cleaned immediately.

(d) Spilled fuel, oil, grease, or other material shall not be washed or flushed or allowed to flow into any storm drain system.

(e) Materials utilized to clean up spilled fuel, oil, grease, or other material shall not be disposed of in any container used for disposal of other non-contaminated trash, garbage, etc. Materials used to clean up fuel, oil, grease, or other material shall be disposed of by approved methods in accordance with all local, state, and federal ordinances/laws.

#### **9.4 Litter and Other Debris**

(a) Each tenant at the airport shall keep its leased area policed and free from rubbish and debris. Flammable materials shall be stored only in approved containers in or about tenant areas, unless otherwise restricted, and all floors shall be clean of fuel, oil, and litter.

(b) The use of volatile or flammable solvents for cleaning floors is prohibited. Approved metal receptacles with tight fitting, self-closing covers shall be used for the storage of oily waste rags and similar materials.

(c) No person shall place, discharge, or deposit in any manner, papers, trash, rubbish, or other refuse anywhere on the airport, except in receptacles and other such places prescribed by the airport. All litter and refuse must be covered when transported in vehicles, and all receptacles for said materials must have covers and be kept closed. Stored or transported litter or garbage must be placed in secured plastic bags.

(d) Storage of boxes, rubbish or paper in hangars is prohibited. No boxes, pallets, crates, rubbish, paper, or litter of any kind shall be permitted to be stored in or about hangars. See Section 12.0 for additional T-Hangar rules and regulations.

(e) All empty oil, paint and varnish cans, bottles, or other containers shall be immediately removed from all buildings and not allowed to accumulate.

#### **9.5 Prohibited Wastewater Discharge**

In order to protect the sewage system from damage, destruction, deterioration, misuse, or malfunction and to guard against hazards to life and limb:

(a) No person shall cause the discharge of any polluted water into the storm sewers or into watercourses that traverse the airport. Persons who allow contaminants to enter the stormwater system, either intentionally or unintentionally shall be liable for the cleanup of such spill and any fines levied.

(b) No user shall increase the use of processed water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with pollutant-specific limitations developed by the State of Illinois.

## **9.6 Noise Abatement**

Aircraft engine run-ups shall be conducted only at times and in those areas designated by the Executive Director. This section applies only when noise levels are at or above 65 dBA and are audible off airport property.

## **9.7 Duty to Notify University**

Primary responsibility for prevention and cleanup of spills rests with the individual airline, FBO, person or other entity causing the spill. Persons involved with any hazardous material or chemical spill, that can not be safely cleaned up immediately, shall notify the airport at 217-369-4679 as soon as possible. Notifications should include the type of material spilled, amount, time, location, if contained, and any other pertinent information available. Additionally, if any claim, demand, action, or notice is made against the person regarding the person's failure or alleged failure to comply with any environmental laws, the person shall immediately notify the University and within twenty-four (24) hours submit a written report to the Executive Director in writing, and shall provide copies of any written claims, demands, actions or notices so made.

## **9.8 Environmental Remediation**

(a) All persons shall take steps necessary to remedy and remove any Hazardous Materials and any other recognized environmental concerns to protect the public health and safety.

(b) Should the University determine that during the course of an environmental incident the responsible party is not capable of, has not, or refuses to take the appropriate action in a timely manner to mitigate the adverse environmental incident (in the sole discretion of the University), then the University reserves the right to take action and/or employ those services that the University determines appropriate to control and/or clean up the site. The cost of such services shall be borne by the responsible party.

## **10.0 Construction**

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### **10.1 Construction on the Airport**

Any construction or alteration taking place on airport property shall be performed in compliance with all applicable lease terms, University, Federal Aviation Administration, and airport requirements.

### **10.2 Contractor's Operations on the Air Operations Area (AOA)**

The contractor shall control its operations to cause the least amount of interference possible with vehicular traffic and airport operations. The contractor shall comply with all requirements of this section. The contractor shall limit its operations to the limits of construction as shown on the plans. The contractor shall keep the University's airport representative completely informed daily of any activities that affect safety and the operations of the airport.

The contractor, prior to operating within any open portion of the Movement Area (AOA), shall complete all airport training requirements and be granted driving privileges. The contractor,

while within any open portion of the Movement Area (AOA), shall always maintain continuous two-way radio contact with the Control Tower (ATCT) on ground frequency 121.8 MHz and follow their instructions immediately. The contractor shall not occupy or cross an open runway or open taxiway without permission from the University and ATCT. The contractor shall immediately remove any debris that it may deposit on pavement that is available for aircraft movements.

The contractor shall keep all personnel, equipment, and materials 250 feet, or as otherwise specified by the University, clear of the centerline of any runway and 100 feet clear of the centerline of taxiways open to aircraft operations. The contractor shall keep all personnel, equipment, and materials 1000 feet, or as otherwise specified by the University, clear of the runway ends. Equipment may be parked, and material stored only in the locations designated on the plans or otherwise approved by the University. The contractor, at no cost to the University, shall repair any damage to existing pavement, turf, cables, utilities, and incidentals that are due to the contractor's operations. Prior to any construction or hauling activities, the University's engineer, accompanied by the contractor, shall make a photo/video log of existing conditions of all existing pavements, turf, utilities that may be affected by the contractor's operations.

Prior to commencing work, a pre-construction conference may be held. As the work proceeds, progress construction conferences may also be held. The purpose of these conferences is to discuss such matters as safety, labor provisions, operations, responsibilities, scheduling, etc. The contractor shall have its authorized representative attend these conferences. At the progress construction conference, the safety/phasing plan will be reviewed and revised, if necessary, for each sequence of work while identifying definite haul routes to assure proper attention to safety provisions. The contractor's on-site authorized representative, project superintendent and lead foreman shall familiarize themselves with FAA Advisory Circular 150/5370-2 Operational Safety on Airports During Construction.

During all construction phases, no interruption of airfield lighting on runways or taxiways open to aircraft operations will be permitted except during VFR (Visual Flight Rules) conditions and not without prior approval from the University. To ensure no interruption of airfield lighting due to construction operations, the contractor shall provide temporary wiring as required. VFR conditions are defined as ceilings greater than one thousand (1000) feet and visibility greater than three (3) miles.

The contractor may work within the areas designated as Runway Safety Area (RSA) only after the University has closed the associated runway and has issued the appropriate NOTAM. If work is required in the RSA, the contractor shall notify the University a minimum of 48 hours in advance of such requested work.

When the runway is reopened for operation, there shall not be any open trenches or excavations permitted within two hundred fifty (250) feet of the runway centerline, or within one thousand (1000) feet of runway ends.

The contractor shall at all times give right-of-way to aircraft and ARFF (Aircraft Rescue and Fire Fighting) vehicles.

Barricades and warning signs shall be in accordance with AC 150/5370-2 and are subject to the University's approval. Barricades shall be placed at locations shown on the plans or as designated by the University.

The contractor shall provide, at a minimum, the traffic control devices and signage addressed and required on the plans for the control of traffic during construction. The contractor shall coordinate all signage placement and changes with the University twenty-four (24) hours prior to implementing any changes. The contractor shall provide adequate signage for warning traffic of turning trucks, construction ahead, reduced speed limit or any other signage required for this project.

The contractor shall at all times comply with the requirements of the University's Airport Security Program.

### **10.3 AOA Access; Gates and Escorts**

Access to the storage, stockpiling and construction sites by the contractor shall be in accordance with this section and the approved plans unless authorized otherwise in writing by the University.

The gates at access points shall be locked at all times, except when actually being used by the contractor. The contractor shall be issued keys or other access media to the appropriate gate(s) upon completion of the application process and training described below. A charge will be levied for each key lost, stolen and otherwise not returned to the airport. When a gate is being used, the contractor shall continuously provide at the gate a person approved as an escort, when required by the University. This person shall allow through the gate only personnel and equipment identifiable as belonging to the contractor. The person(s) at the gates shall immediately follow the instructions of the University in the event there is any noncompliance with specifications including escort provisions. Immediate reporting capability from the gate is required, i.e., cellular telephone, etc.

At all times each contractor's personnel shall be continuously accompanied by an employee of the contractor that has been approved by the University as an escort. Escorts will be issued identification badges by the airport, and they shall at all times wear the badges in an exposed position, above the waist on the outermost garment. Each applicant for an airport identification badge must successfully complete the required training prior to receiving such a badge. It shall be the contractor's responsibility to assure all necessary individuals successfully complete this training. Payment shall be made to the University for each badge at the time it is issued. A charge of not less than one hundred dollars (\$100.00) will be levied for each badge lost, stolen, rendered unusable for other than normal wear, or not otherwise returned to University. An increased charge will be levied after each occurrence. The contractor shall comply with badge and key accountability requirements and shall cooperate with the University when audited for keys and badges.

#### **10.4 Vehicle and Equipment Identification on the AOA**

If vehicles or equipment belonging to the contractor, subcontractors, and suppliers, should need to go within the AOA for any reason, the vehicle or equipment shall display a University approved amber flashing beacon, strobe, or lightbar unless specifically exempted from this requirement by the University. All beacons, strobes, and lightbars shall be visible from 360 degrees and of such brilliance that they are readily visible, under normal daylight conditions, from the area of use to the control tower. In lieu of an operable beacon, strobe, or lightbar, an orange and white checkered flag, at least three (3) feet by three (3) feet in size, may be displayed on an appropriate staff attached to the vehicle and equipment as to be readily visible. This option is approved for daylight operations only and subject to the discretion of the University. Vehicles and equipment not in compliance with the lighting or flagging requirements of this paragraph shall not access the AOA unless escorted by an appropriately equipped escort vehicle.

All vehicles and equipment shall prominently display the appropriate company or organizational name and/or logo or emblem in a manner approved by the University.

#### **10.5 Cleanup and Disposal**

All waste and removed material produced as a result of the contractor's operations and not reused in the project or to be turned over to the University shall be cleaned up and disposed of off airport property by the contractor.

#### **10.6 Cooperation with Other Contractors**

The contractor shall cooperate fully with other contractors working on the airport.

#### **10.7 Record Drawings**

The contractor shall maintain an accurate set of record drawings for all work and turn them over to the University at the completion of the project.

## **11.0 Security**

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The access badge required for unescorted access to the AOA will be obtained from the University via the Administration Office (217-244-8604). To receive such access, TSA required checks, including a security threat assessment, a criminal history background check and fingerprint check, will be performed as required. Badge holders will agree to comply with TSA regulations and the Airport Security Program.

### **11.1 Unescorted Access; Air Operations Area (AOA)**

Unescorted access to the Air Operations Area is limited by badge type and based on operational need.

SIDA: Authorizes access to the Secured Area, Sterile Area, and AOA Non-Movement Areas

STERILE: Authorizes unescorted access to Sterile Area ONLY, in the commercial terminal.

AOA: Access is approved in all areas of the AOA except the Secured Area.

### **11.2 Control, Use and Display of Airport Access Control Media**

(a) All access control media are the property of the University and as stated on the badge must be immediately surrendered to the University upon demand.

(b) Access control media must be continuously displayed on the outermost garment, above the waist, at all times, for all badge classifications.

(c) Access control media shall be kept current and, in such condition, to make visual identification certain and is the holder's responsibility to replace if necessary and at the owner's expense. Access control media is available through the Airport Administration Office (217-244-8604).

(d) Access control media are issued for individual use only and shall not be borrowed from another and shall not be loaned to another for any reason.

(e) Loss of access control media shall be reported immediately and without delay to the airport at 217-244-8604 or 217-269-4670.

### **11.3 Escort and Challenge Procedures**

(a) Individuals authorized unescorted access to the Secured Area may escort individuals who have not been issued media authorizing unescorted access to the Secured Area. "Positive" escort procedures must be used, meaning that the escorted party must be within the sight and hearing of the authorized escort and must be under their control at all times. The escort shall ensure that the escorted party engages only in authorized activities.

(b) In the Secured Area, all holders of airport access media authorizing them access to that area shall verbally challenge any person who is within the secured area without proper access media displayed. Airport Operations is available for response at any time if needed; telephone, 217-369-4679.

(c) In the Non-Secured Areas, tenants shall be responsible for the security of their leased areas and shall monitor and escort their respective customers to ensure that there is no deviation from authorized areas and activities.

(d) In the Non-Secured Areas, it is the responsibility of any holder of airport access media authorizing them access to that area to verbally challenge any person recognized as not having access authorization. Airport Operations is available for response at any time if needed; telephone, 217-369-4679.

#### **11.4 Security Responsibilities of Employees and Other Persons**

(a) No person may:

- i. Tamper, interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper, interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure.
- ii. Enter, or be present within, a Secured Area, AOA, SIDA, or Sterile Area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
- iii. Use, allow to be used, or cause to be used, any airport-issued or airport-approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in Secured Areas, AOAs, or SIDA's in any other manner than that for which it was issued by the University.
- iv. Park, or leave a vehicle unattended at the terminal curbside area, unless a customer is requiring additional assistance moving from the vehicle to the terminal or vice versa.

(b) University Police Officers and other local law enforcement officers have the power and authority to enforce laws, ordinances, rules, and regulations within the airport boundaries.

(c) Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations within their tenant-leased areas of responsibility.

(d) Tenants and tenant employees are responsible for controlling access to doors, gates and other passageways between the AOA and the land side of the airport through their lease areas.

(e) A breach in security caused by a tenant or tenant employee that results in a TSA or Executive Director finding of negligence will be caused to review, suspend, or withdraw access privileges, impose additional training requirements and/or impose other penalties as provided by these Rules and Regulations and the Airport Security Program.

## **12.0 T-Hangars**

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### **12.1 Use of T-Hangar Buildings**

Non-commercial hangar buildings are to be used for the storage of aircraft. Persons desiring to use the airport's hangar facilities shall have a written lease agreement with the University.

### **12.2 Commercial/Industrial Activity Prohibited**

Commercial operations in or from hangars are prohibited unless authorized in a written lease agreement with the University.

### **12.3 Hangars Storage/Disposal of Hazardous Materials**

No flammable, hazardous, or explosive materials shall be used or stored in aircraft storage hangars at any time unless:

- (a) Contained within the fuel tanks or engine of the aircraft.
- (b) Stored in Department of Transportation approved safety containers designed for such use, and are within the following quantities:
  - i. A maximum quantity of 10 gallons of aviation fuel or gasoline is permitted.
  - ii. A maximum quantity of twelve (12) quarts of aviation motor oil is permitted for single engine aircraft.
  - iii. A maximum quantity of twenty-four (24) quarts of aviation motor oil is permitted for twin engine aircraft.

Used oil may not be stored and shall be immediately removed from airport property after maintenance is performed.

The Executive Director may approve additional quantities subject to aircraft need. Additional quantities may require operators to provide secondary containment.

### **12.4 Maintenance in University T-Hangars**

Persons leasing University owned hangars may perform only minor aircraft maintenance as would be normally performed by an aircraft owner. Maintenance processes involving the use of flammable or hazardous liquids, paint, doping compounds, or other finishing materials are prohibited, except for the changing of engine oil.

### **12.5 Fueling/Defueling Aircraft**

No aircraft shall be fueled or drained while the engine is running or while in any enclosure. Aircraft must be removed completely from the hangar prior to fueling, defueling, or starting the engine.

### **12.6 Engine Preheating**

Preheating of engines shall be restricted to hot air and electrical heaters designed and manufactured for such use.

### **12.7 Cleaning Parts**

The cleaning of motor parts or other parts of aircraft shall preferably be with nonflammable liquids unless the aircraft part or motor being cleaned is located a safe distance from other aircraft or buildings. If volatile flammable liquids are employed for this purpose, cleaning operations shall be carried on in the open air or in a separate room located in the repair shop section and separated from storage and operational area by fire resistant partitions in compliance with the requirements of local Uniform Building Code and applicable National Fire Protection Association standards.

### **12.8 Hangar Floors**

Floors shall be kept clean and free from oil. The use of solvents for cleaning hangar floors is prohibited. Absorbent material such as oil dry should be use in place of solvents.

### **12.9 Empty Containers**

All empty oil, paint and varnish cans, bottles or other containers shall be removed immediately from the premises and not allowed to remain on floor, wall stringers, or overhead storage areas of hangars.

### **12.10 Trash**

No boxes, rubbish, paper, or litter of any kind shall be permitted to be stored in or about hangars.

### **12.11 Modification to Facilities**

Modifications to any airport facility, including hangars, without written permission from the Executive Director are strictly prohibited. Disconnecting, by-passing or otherwise compromising any control or safety device on any airport facility is prohibited. Any such action shall be considered valid reason to terminate any lease and/or deny persons use of the airport.

### **13.0 Schedule of Charges**

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#### **13.1 Certificated Air Carriers**

(a) The University at its discretion may enter into separate contracts with any certified air carrier or commercial operator at the airport.

(b) Each certificated air carrier not having a contract with the University by which rates are established, shall pay fees for each aircraft landed at the airport based upon a schedule as established by the University. Such rates schedule will be changed or updated from time to time as is deemed necessary by the University.

#### **13.2 Private and Commercial Aircraft**

Private and commercial aircraft landing at and using the facilities of the airport shall pay such landing fees, flowage fees or other fees as may be established or determined by the University. Such rates schedule will be changed or updated from time to time as is deemed necessary by the University.

### **14.0 Miscellaneous**

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#### **14.1 Press and Other Media Policy**

(a) When an emergency occurs on the Air Operations Area from which the public is otherwise restricted, the Airport Administration Office or other designated area in the terminal building will be the check-in point for all public news media wishing to obtain information and/or transportation to the immediate scene of the emergency.

(b) Admittance to the Air Operations Area, from which the public is otherwise restricted, will be limited to bearers of press credentials, and will be granted at the sole discretion of the Executive Director.

#### **14.2 Emergency Plan**

The Airport Emergency Plan is a portion of the Airport Certification Manual required for airport Certification by FAA. FAR Part 139 will govern airport emergency operations and is included herein by reference.

## **15.0 Reference List**

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14 CFR Part 43 – Maintenance, Preventative Maintenance, Rebuilding, & Alteration

14 CFR Part 61 – Certification: Pilots, Flight Instructors, & Ground Instructors

14 CFR Part 91.17 – General Operating & Flight Rules, Alcohol or Drugs

14 CFR Part 107 – Small Unmanned Aircraft Systems

14 CFR Part 121 – Operating Requirements: Domestic, Flag, & Supplemental Operations

14 CFR Part 135 – Operating Requirements: Commuter And On Demand Operations And Rules Governing Persons On Board Such Aircraft

14 CFR Part 139 – Certification of Airports

14 CFR Part 141 – Pilot Schools

14 CFR Part 204.3 – Data to Support Fitness Determinations, Applicants for new certificate or commuter air carrier authority.

49 CFR Part 1542 – Airport Security

49 CFR Part 1544 – Aircraft Operator Security: Air Carriers & Commercial Operators

Advisory Circular 150/5230-4 – Aircraft Fuel Storage, Handling, and Dispensing on Airports

Advisory Circular 150/5370-2 – Operational Safety on Airports During Construction

## APPENDIX A.

### **PROTESTING, DISTRIBUTION OF LITERATURE, SOLICITATION OF DONATIONS, COMPLIANCE WITH RULES.**

No person or organization shall engage in picketing, protesting, demonstrating, public address, public proselytizing, (i.e., preaching, evangelizing, or attempting to convert opinions or beliefs), soliciting contributions, the presentation of petitions for signing, commercial soliciting or vending, distributing commercial advertising, leafletting, or distribution of literature or other non-commercial materials (collectively referred to as “protesting and soliciting”) within the terminal building or on airport property, except in accordance with the terms, conditions and regulations of the University of Illinois and hereinafter set forth. These prohibitions do not apply to official University activities or authorized University activities, including but not limited to activities performed under a contract with the University, or activities otherwise authorized by University and airport policy.

#### **Section 1. PURPOSE.**

The rules and regulations of this Appendix A are declared to be necessary for the accomplishment of the following purposes:

- (a) To ensure that only properly authorized persons and organizations have exposure to the traveling public.
- (b) To restrict such activities to public areas of airport buildings and premises.
- (c) To protect persons using the airport from repeated communications or encounters which might infringe upon their rights or interfere with their authorized use of the terminal building or airport property.
- (d) To ensure the free and orderly flow of vehicular and pedestrian traffic on airport property.
- (e) To ensure such activities comply with applicable federal, state, and local laws, as well as University policies, rules, and codes, and to protect public safety.
- (f) To permit the operations of the airport and its authorized users to use the terminal building and airport property for authorized activities without material disruption or undue interference.

#### **Section 2. PROHIBITED AREAS.**

All protesting and soliciting, referred to herein, shall be conducted only in or upon those premises which are non-secured, outdoor, public use areas. Protesting and soliciting is prohibited inside the terminal or other interior areas of the airport, including but not limited to the following areas:

- (a) Beyond the pre-departure screening points through which passengers and visitors are required to pass when moving toward aircraft gate positions, i.e., on the side of the pre-departure screening points where the gate positions of arriving and departing aircraft are located.
- (b) In any parking areas, vehicle roadways, parking lots, restroom facilities, restaurants, ticket counters, baggage claim areas, stairways, elevators, escalator or within ten (10) feet of any doorway.
- (c) Within exclusively leased areas or within ten (10) feet of the entrance of any area leased exclusively to a tenant of the airport.

(d) Within ten (10) feet of any person waiting in any ticket line, baggage line, pre-departure screening point line, or any other line at the airport.

(e) Within ten (10) feet of any pre-departure screening point or any baggage claim device.

### **Section 3. PROHIBITED ACTIVITIES.**

In the Protesting and Soliciting, referred to herein, no person shall:

(a) In any way obstruct, delay, or interfere with the free movements of any other person, seek to coerce, or physically disturb any other person, or hamper or impede the conduct of any authorized business at the airport.

(b) Use any sound or voice amplifying apparatus within fifty feet (50 ft) of, or in, any building on the premises of the airport, amplification devices are limited to handheld, battery-operated bullhorns.

(c) Distribute candy, gum or other food snacks, or any food or drink product.

(d) Pin, tie, or attach any flower or other symbol, insignia, article, or object on the clothing, luggage or vehicle of passengers or other persons at the airport, unless such person has first consented to the pinning, tying, or attaching of the flower, symbol, insignia, article or object.

(e) Engage in the above activity in any stairwell, staircase, elevator, or escalator, or impede the flow of pedestrian traffic to baggage collection or baggage loading areas.

(f) Impede or approach any person or persons loading or unloading baggage from any public or private vehicle.

(g) Operate in the roadways adjoining the Terminal Building sidewalks, nor in any other manner impede vehicular traffic in any roadway, parking lot.

(h) Violate any applicable federal, state, or local laws, or any University or airport policies, rules, or codes, including but not limited to lawful directives and orders from federal and state governments, law enforcement agencies and public health authorities, including but not limited to 720 ILCS 5/21.2 (Interference with a Public Institution of Education) and 720 ILCS 5/26-1 (Disorderly conduct).

(i) Engage in any activity that result in or are substantially likely to result in damage or destruction of the property of others.

(j) Place tables, freestanding signs or posters, structures, or furniture of any type on airport property.

No materials shall be posted or otherwise fixed or attached thereto any object at the airport by any person without written approval from the Executive Director.

Any and all literature distributed by any person or organization, which may be discarded by recipients, shall be picked up and retrieved in the areas where distribution is permitted.

### **Section 4. VIOLATIONS; PENALTY.**

Any violation of the terms, conditions, rules, and regulations contained in this Appendix A or applicable law may result in discipline in accordance with applicable University policies and procedures or other consequence, such as potential civil or criminal action in accordance with applicable civil and criminal laws.

Any person found in violation of the terms, conditions, rules, and regulations contained in this Appendix A shall be ineligible to conduct protesting or soliciting on the airport for a period of one (1) year from the date of such finding.

**Section 5. SEVERABILITY.**

If any section, clause, provision, or part or portion of any section, clause or provision of this Appendix A or the application thereof, to any person or circumstance is held invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or application of any other section, clause, provision, or part or portion of this Appendix A.