

Exhibit A

RULES AND REGULATIONS

FOR

November 2023

**LEE'S SUMMIT
MUNICIPAL AIRPORT**

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SECTION 1 - GENERAL INFORMATION

1.1 Purpose

These airport Rules and Regulations have been reviewed by the Board of Aeronautical Commissioners and adopted by the City of Lee's Summit. The provisions of this document are intended for the safe, orderly, and efficient operation of the Lee's Summit Municipal Airport, and apply only to the area within the airport.

Conflicting laws, ordinances, regulations and contracts.

(a) In any case where a provision of these regulations is found to be in conflict with any other provision of these regulations adopted hereunder or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the City, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.

(b) In cases where two (2) or more provisions of these regulations are in conflict, the most stringent or restrictive shall prevail.

1.2 Scope

The airport is owned and operated by the City of Lee's Summit. All users, customers, and visitors of the airport shall be governed by these Airport Rules and Regulations. Administration of the terms of the Airport Rules and Regulations shall be under the authority, responsibility and control of the Airport Manager. Policy making activities of the rules reside with the City of Lee's Summit. When an emergency exists at the airport, the Airport Manager is empowered to issue such directives and take such action as necessary to protect people, property, assets, and promote the safe operation of the airport. Such directives and actions of the Airport Manager have the power of regulation as long as the emergency exists. Nothing contained herein shall be construed to grant or authorize the granting of an exclusive right forbidden by Section 308 of the Federal Aviation Act of 1958 or for aeronautical activities including, but not limited to:

- A. Charter Operations
- B. Pilot Training
- C. Aircraft Rental
- D. Aerial Photography
- E. Crop Dusting

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F. Sale of Aviation Petroleum Products

G. Aircraft Sales and Service Incidental Thereto

H. Any other activity which, because of its direct relationship to this operation of aircraft, can be regarded as an aeronautical activity.

These Rules and Regulations shall in no way supersede or abrogate regulations set forth by the City of Lee's Summit, Federal Aviation Administration, Missouri State Aviation Department or other Federal or State Agencies that govern certain operations at or on the Airport. If any provision of these Rules and Regulations is held invalid, the remainder of the document shall be valid. Future amendments, additions, deletions, or corrections to these Rules and Regulations will be incorporated into the document as required and as Approved by City Council.

1.3 Definitions

The following words and phases when used in this chapter shall, for the purpose of this chapter, have the meanings respectively ascribed to them in the section.

Aircraft: Means any apparatus now known or invented in the future for flight.

Airport: All land with-in the legal boundaries of the Lee's Summit Airport in Lee's Summit, MO, including leased land and easements. The airport will hereinafter be referred to as "the airport".

Airport Manager: Means the Airport Manager or a duly authorized representative. The Airport Manager shall supervise the airport staff and be responsible for the operation, management, maintenance of the airport, all facilities, and equipment in connection therewith for the enforcement of the provisions manual.

Commercial Activity: Any activity engaged in for profit, even if no actual profit results from the activity, including but not limited to aircraft sales, service, inspections, maintenance, fuel sales, painting, banner towing, flight training, other activity, or work for which a fee is charged, either in money or other consideration. Not included is the sub-leasing of hanger space for storage of aircraft, or the enplaning or deplaning of fare paying passengers of an air taxi operator based at another airport.

Driver: Means any person who is in actual physical control of a vehicle.

Emergency Vehicle: Means any Police or Fire Department vehicle, ambulances, vehicles conveying official personnel, or Airport employees in response to an official emergency call.

FAA: This refers to the Federal Aviation Administration.

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Field Area: All lands within and including the public apron, taxiways, runways, and that area within the boundaries of the airport not under any FBO or hangar lease, which is used in general for the movement of aircraft including take-off and landing.

Flight Instructor: A person who engages in flight instruction for hire.

Fire Chief: Duly appointed Fire Chief of the City or his duly authorized appointee having authority for fire suppression, fire prevention, and/or safety inspections at the airport.

Fixed Base Operator: A "Fixed Base Operator" (FBO) means any aviation related business duly licensed and authorized by written agreement with the airport owner to provide aeronautical activities at the airport under strict compliance with such agreement and pursuant to the Minimum Standard Requirements for Airport Aeronautical Services.

Flying Club: Any group of individuals formed into an association, or non-profit Organization for the purpose of joint ownership and use of aircraft.

Hangar, Corporate: A building constructed for the purpose of providing a sheltered or enclosed space for the storage of corporate aircraft or parts, offices and/or service facilities used in support of aircraft owned or operated by the corporation holding the hangar lease.

Hangar, Owner: A tenant that owns a hangar on leased ground within the airport boundary.

Hangar, Maintenance: A building constructed for the purpose of providing a sheltered or enclosed space for aircraft maintenance or inspection.

Hangar, Operator: A commercial tenant that operates a hangar, or hangars for rent within the airport boundary. See Part C, Minimum Standards for Commercial activities, for detailed requirements.

Hangar, Storage or "T" or Hail/Sun Shed: A building constructed for the purpose of providing a sheltered or enclosed space for the storage of aircraft or aircraft parts.

Independent Contractor: "Independent Contractor" (IC) means any person not employed by an FBO who is providing authorized aeronautical services for hire on the airport.

Landside: Public-accessible side.

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Light Sport: A light-sport aircraft, also known as light sport aircraft or LSA, is a small aircraft built to an industry consensus standard rather than FAA airworthiness requirements. The accepted consensus standard is defined by ASTM Technical Committee F37. Aircraft built to the consensus standard may be factory-built and sold with a special airworthiness certification (S-LSA) or may be assembled from a kit under the experimental rules (E-LSA) under experimental airworthiness.

Motor Vehicle: Means any vehicle that is self-propelled.

Minimum Standards: The Minimum Standards adopted by the Board which Govern commercial services offered or provided at the Airport.

Offsite Operator: An individual or firm whose primary place of business is not located at, or adjacent to the airport property, but provides some form of general aircraft services such as: maintenance, ground instruction, aircraft sales, or other aviation related service

Onsite Fixed Based Operator (FBO): An individual, person, or firm with location on the airport and provides some form of aviation service.

Owner: Any person, partnership, corporation, association, or entity holding legal title or other formal ownership of a motor vehicle, hanger lease, aircraft, or leaseback arrangement

Person: Means any individual, firm, co-partnership, corporation, company (including any assignee, receiver, trustee or similar representative thereof), any group, United States of America, any state or political subdivision thereof, any foreign government or the United Nations.

Public Aircraft Facilities: "Public Aircraft Facilities" means the following facilities as they are from time to time provided and made available by the City of Lee's Summit for public use by all aircraft and their operators:

- a. Public runways for the purpose of landing and taking-off of aircraft.
- b. Public taxiways for the purpose of ground movement of aircraft.
- c. Public aircraft parking space for the purpose of parking and storing aircraft, loading and unloading passengers, baggage, freight, mail, and other cargo upon and from aircraft, aircraft performing operations incidental to the immediate arrival or departure of aircraft and servicing with fuel, and for parking mobile equipment actively used in connection with the foregoing.
- d. The area in the vicinity of the Terminal Building known as ramp or apron space (and any future additions thereto and improvements thereto), provided for the

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purpose of performing operations incidental to the immediate preparation for aircraft for departure such as servicing with fuels and inspection.

- e. Any other space provided by the City of Lee's Summit for public use by aircraft operators at the Airport.

Skydiving- Activity originating at the airport where individuals or groups are taken aloft for the purpose of jumping from an aircraft and freefall- followed by opening a sport parachute at a safe altitude which provides the ability to land in a designated landing zone under control.

Soaring/Gliding: Activity involving the use of a heavier -than-air aircraft, that is supported in flight by the dynamic reaction of the air against its lifting surfaces and whose free flight does not depend principally on an engine

Specialty Based Operator (SBO): A commercial tenant that specializes in specific Aviation services such as airframe and power plant repair, avionics/instrument, propeller, but not fulfilling all of the requirements of an FBO. See minimum Standards for commercial aeronautical service providers for detailed requirements.

Special Purpose Organization: "Special Purpose Organization" (SPO) means any non-commercial organization, other than a flying club, which is organized and operates with the specific purpose of supporting, promoting, or preserving some aspect of aviation.

Senior Flight Instructor: A Senior Flight Instructor is a flight instructor who has been designated to supervise the flight training operations of a flight school.

Through-the-Fence: Commercial Operator: Any Business which has access from outside the airport boundary by approved ingress/egress taxiways. Fees may be assessed for this activity by the City.

Through-the-Fence Private Operator: Any aircraft based at the airport which gains access from outside the airport boundary by an approved ingress/egress taxiways. Fees may be assessed for this activity by the City.

Temporary Independent Contractor: Means any person not employed by an FBO performing authorized aeronautical services for hire on the Airport which: (a) is engaged by an FBO or aircraft owner to perform a specific purpose, (b) operates on the Airport to perform such service for thirty (30) consecutive calendar days or less, (c) performs such service in or on premises leased by the FBO or aircraft owner (excluding flight instruction), and (d) does not regularly perform aeronautical services for hire on the Airport. For purposes of this definition, a person is deemed to regularly provide aeronautical services for hire on the Airport if, for

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compensation, they provide aeronautical services on the Airport on thirty-one (31) or more cumulative days (consecutive or non-consecutive) in a calendar year.

Ultralight: Ultralights are defined in CFR 14 part 103.1. For the purpose of the Lee's Summit Rules and Regulation, it includes Powered Para Gliders (PPG).

Vehicle: Means any device by which any person or property is or may be transported or drawn upon airport surface areas, including bicycles.

Weapons: Any apparatus for attack or defense in combat (gun, knife, or club) commonly used for attack or defense in combat situations.

Sec. 1-LIABILITY.

Any person using the airport and its facilities shall do so at their own risk. The City of Lee's Summit assumes no responsibility for loss, injury, damage, personal injury, or death to the person or property however caused, from fire, theft, vandalism, wind, flood, earthquakes, or any acts of God, of the public enemy, or for any other reason.

Sec. 1-5 POLICE POWER.

The Airport Manager shall make necessary and appropriate arrangements with the City of Lee's Summit Police Department and other law enforcement agencies for the security of the airport.

Sec. 1-6. PENALTIES.

Any person who knowingly and willfully violates any provision prescribed in these rules and regulations, or any valid order or instruction issued by the Airport Manager, may be removed or ejected from the airport premises. The Airport Manager may deny the use of the airport and its facilities to any such person if the Airport Manager determines that such denial is necessary.

Sec. 1-7. LOST OR ABANDONED ARTICLES.

All lost or abandoned articles shall be turned in to the Airport Manager's office. Any such articles not claimed in sixty (60) days may be disposed of or become the property of the City for Airport uses.

SECTION 2 - PUBLIC AND TENANT USAGE

Sec. 2-1. CONDUCT.

No person shall be or become intoxicated, commit any disorderly, obscene or indecent act, commit any act of nuisance, conduct or engage in any form of gambling, nor commit or engage in any other illegal act on the Airport. Any airport tenant hosting or allowing use of leased facilities for special activities, gatherings, or parties on the airport premises is responsible for ensuring guests are aware of and adhere to these requirements.

Sec. 2-2. SANITATION.

No person shall dispose of garbage, papers, refuse, or other material (generated either on or off the airport) that does not comply with the airport hazardous waste permit (National Pollutant Discharge Elimination System (NPDES) Permits Program or as determined by the Missouri of Dept of Natural Recourses (MDNR).

Sec. 2-3. PRESERVATION OF PROPERTY.

No person shall destroy, deface, or disturb in any way any tree, building, sign, equipment, marker, or other structure; or make any excavations on the Airport without permission of the City; or willfully abandon any personal property on the Airport.

Sec. 2-4. WEAPONS, EXPLOSIVES, AND FLAMMABLE MATERIALS.

No person shall carry any weapons, explosives or flammable materials on Airport property except in accordance with applicable federal, state, and local provisions. Furthermore, the Airport Manager or his or her designee may prohibit any person from possessing any weapon, explosives or flammable materials on Airport property if he or she determines that the possession is unsafe or would cause staff or patrons to feel reasonably unsafe, so long as this is applied in a nondiscriminatory manner.

Sec. 2-5. INTERFERING OR TAMPERING WITH AIRCRAFT.

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

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Sec. 2-6. RESTRICTED AREAS AND SECURITY.

No person shall enter upon the field areas, utilities, service roads, areas, or other areas as may be designated restricted except:

- a. Persons authorized by the City.
- b. Passengers, under appropriate supervision, entering the apron for the purpose of embarkation or debarkation.
- c. Lessees and their employees as authorized in an approved lease.
- d. No person shall enter the airside area, except as necessary for the lawful use of an aircraft thereon, or to conduct a permitted business or flight operations without the consent of the Airport Manager.
- e. No person shall enter the airside area, unless escorted at all times by a person authorized to have access by the Airport Manager.
- f. No person shall enter any area posted as being closed to the public, except with the consent of the Airport Manager.
- g. No person shall enter into, remain in or place in, or remove any object from, any hangar, T-shade or other building at the Airport without prior written consent of the City or the person with the legal right of possession of such building.
- h. Persons who have been provided a code, gate access device, or access card to obtain access to the Airport shall only use Airport-issued codes/devices/cards and shall not divulge, duplicate, or otherwise distribute the same to any other person, unless otherwise approved in writing by the Airport Manager.
- i. If a gate access device or access card is found in the possession of an unauthorized person, the device/card shall be confiscated by the Airport Manager and the person shall be escorted off the airside area.
- j. A gate access device or access card that has not been used in one-hundred and eighty (180) consecutive days shall be deactivated.
- k. Violation of the aforementioned regulation may result in the loss of access privileges. In addition, the gate access device or access card may be deactivated immediately.

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Sec. 2-7. ROADS AND WALKS.

- a. No person shall travel on the Airport other than on the hangar access taxiways, roads, walks, or place provided for the particular class of traffic.
- b. No person shall occupy the hangar access taxiways, roads or walks in such a manner as to hinder or obstruct their proper use.

Sec. 2-8. ANIMALS OR PETS.

Unless approved by the City, unleashed or unrestrained animals will not be permitted in any City owned building or other areas of Lee's Summit Municipal Airport, with the exception of Seeing-Eye dogs, Hearing-Ear dogs, support dogs for the disabled, service animals, or animals properly confined for transportation. The Airport manager or his or her designee may prohibit a particular animal, whether leashed or restrained, from Airport property, if the animal is acting or has previously acted in an unsafe or disruptive manner.

Sec. 2-9. LOITERING AND REFUSAL TO COMPLY.

No person shall loiter on any part of the airport. Any person or persons who shall refuse to comply with this provision, after proper request to do so shall be requested to leave the airport, and in the event of their failure to comply with the request or abide by the regulations of the Lee's Summit Municipal Airport shall be regarded as a trespasser.

Sec. 2-10. MODEL AIRCRAFT, DRONES (UAS), ROCKETS, PARACHUTE JUMPING, POWERED PARA GLIDERS (PPG), AND ULTRALIGHT AIRCRAFT OPERATIONS.

No person shall operate or release any kite, balloon, model aircraft, drone, UAS, rocket, engage in a pre-planned parachute jump, operate a powered para glider (PPG) or Ultra-light anywhere on the airport or in or above any Runway Protection Zones, Runway Safety Area, Obstacle Free Area of the Airport, or other areas identified by the Airport Manager, without receiving permission of the Airport Manager. Permission may be requested by completing a Permit Application for these operations.

Sec. 2-11. USE OF SHOP AREAS.

All shops, garages, equipment, and facilities are expressly for the conduct of the owner's or lessee's business and operations. No persons other than employees of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner or lessee. This section applies to Lee's Summit Municipal Airport premises as well as all leased premises.

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Sec. 2-12. TRASH CONTAINERS.

No person shall dispose of garbage, papers refuse or other material on the airport except in the receptacles provided for that purpose. The areas around all designated trash receptacles shall be kept clean and sanitary at all times. These containers will not be used for the disposal of hazardous materials, and proper disposal of such materials is the sole responsibility of the individual user.

Sec. 2-13. STORAGE OF EQUIPMENT.

Materials, parts, supplies, and chemicals to be used for agricultural spraying may be stored on airport property, providing all chemical storage meets the requirements of the City, Environmental Protection Agency, the Missouri Department of natural recourses and all other Federal, State, and City Statues, Regulations and Ordinances.

Sec. 2-14. MAINTENANCE.

All tenants must maintain their leased property in a condition of repair, cleanliness, and general maintenance and free from all fire hazards in accordance with their individual lease agreements.

Sec. 2-15. STRUCTURAL AND DECORATIVE CHANGES.

Tenants may not effect structural or decorative changes or additions of any type without the prior permission of the Airport Manager.

Sec. 2-16. DAMAGES.

Tenants, lessees, and grantees shall be fully responsible for all damages to buildings, equipment, property, and appurtenances in the ownership or custody of the City of Lee's Summit caused by their negligence, abuse, or carelessness or that of their employees, agents, customers, visitors, suppliers, or persons with whom they may do business.

Sec 2-17. ADVERTISING

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No person shall post, distribute, or display advertisement, circulars, printed, or written material at the airport except with approval of, and such manner as may be prescribed by the Airport Manager.

Sec. 2-18. DEFAULT OF OBLIGATIONS.

- a. All billings are payable upon presentation, unless otherwise noted thereon.
- b. Any tenant, user, or grantee who is formally notified of default of any written or implied obligation to the City of Lee's Summit, whether it be for breach of performance or service covenants or non-payment, will thereafter be billed for all losses of revenue, expenses incurred to re-establish performance or service, and other costs unless the tenant, user, or grantee files with the Airport Manager within thirty (30) days of receipt of the formal notification a statement that the corrective or preventive measures have been initiated and will diligently be carried to completion. If the promises contained in the statement are not fulfilled, the tenant, user, or grantee will be considered in absolute default and the Airport Manager will take appropriate lawful steps.
- c. This section is subordinate to lease provisions that remedy default of lease obligations.

2-19 CONSTRUCTION, ALTERNATION, AND MAINTENANCE

- a. No building or structure may be constructed or altered unless the owner has a valid lease with the City. No construction or alteration of any structure, including permanent signs, may begin unless detailed plans and specifications are on file and have been approved by the City.
- b. All leaseholders at the airport are required (if you have a ground lease) to keep their leased areas maintained, including repair of asphalt if paved, free of weeds and any non-aviation equipment or materials. Additionally, all buildings must be kept in repair. Determination of adequate maintenance is within the authority of the City. Failure to keep the leased area and improvements maintained can void the lease, or cause the City to enter the area, correct the maintenance deficiency, and charge the lessee the actual cost of corrective action, which must be paid within 60 days or the lease, is subject to termination.

Sec. 2-20. RESIDING PROHIBITED

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Tenants, lessees, and grantees shall not permit any person to reside anywhere on Airport property, either permanently or temporarily. Violation of this section may be considered a material breach of this Agreement.

Sec 2-21 SPECIAL PERMITS

Notwithstanding any Rules and Regulations to the contrary, the Airport Manager shall have authority to issue temporary permits and to establish rules and procedures related thereto. A temporary permit shall only be issued when in the best interests of safety and efficient operation of the Airport and when issuance will not adversely affect the public health, safety, and general welfare. Permits are required for the following operations/events at the airport:

1. UltraLight Flights including Powered Para Gliders (PPG)
2. Banner Towing
3. Open House or special events in private hangars
4. Aerial Demonstrations
5. Temporary Commercial Activity
6. Drone Operations
7. Other operations as determined by the Airport Manager

SECTION 3 - AIRCRAFT OPERATION.

Sec. 3-1. AERONAUTICAL OPERATIONS.

All aeronautical operations at this Airport, and all flying of aircraft departing from or arriving in the airspace above this Airport, shall conform to the current pertinent regulations of the Federal Aviation Administration, State of Missouri and Lee's Summit Municipal Airport and the FAA Chart Supplements.

Sec. 3-2. AIRCRAFT REGISTRATION AND OPERATION

- a. The owners of all aircraft based on the Airport will register their aircraft with the Airport Manager's office prior to beginning operation. Any change in the ownership will require a change in registration.
- b. No person shall operate from the Lee's Summit Municipal Airport any aircraft that is not airworthy and/or approved for flight by the Federal Aviation Administration.

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Sec. 3-3. ACCIDENT REPORTS.

Any person involved in an aircraft accident occurring on the Airport shall, as soon as possible, make a full report thereof to the office of the Airport Manager, including names, addresses, and all pertinent information. The Airport Manager shall file a written copy of this report with the City's Risk Manager. This report is separate and distinct from reports required by the NTSB and FAA in accordance with 49 CFR, Part 830.1. This report is also separate and distinct from notice of suits required by Section 14.5 of the Charter of the City of Lee's Summit, Missouri.

- a. All motor vehicle accidents and crimes on airport property are to be reported to the Lee's Summit Police Department.
- b. Any damage to or theft of airport property must be reported immediately to the Airport Manager.
- c. All accidents and incidents as defined by the FAA shall be reported to the airport manager in addition to any accident reporting procedures required by the FAA or NTSB. Additionally, any minor accidents or incidents not requiring a report to the FAA or NTSB, but involving airport property must be reported to the airport manager within three days. If the accident or incident involves airport lighting or safety devices, the report must be made immediately so appropriate repairs may be made. Determination of liability for repair costs shall be within the authority of the City or its authorized representative.

Sec. 3-4. REFUSAL OF AIRPORT USE.

The Airport Manager may restrict or refuse any flight activity or other operation at the airport for any violation of Federal, State, City or Airport laws, statutes, ordinances or regulations the manager feels justifiable in the interest of public safety and welfare. The Airport Manager may prohibit the use of the airport or any part of it when the manager believes a person or the purposes intended by such person are inconsistent with the safe operation of the airport.

Sec. 3-5. CLOSING OF AIRPORT.

Whenever the conditions of the Airport or any part of the Airport are determined to be unsafe for landing or taking off, a Notice to Airmen (NOTAM) closing the entire Airport or any part thereof may be issued. This shall be filed with the FAA Flight Service Station only by persons on file with the FAA as authorized by the Airport Manager. The same procedure will be followed when the Airport or part thereof is again usable.

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Sec. 3-6. DISABLED AIRCRAFT.

The owners shall promptly remove from public view all disabled aircraft and parts thereof on the Airport. The City reserves the right to tow a disabled aircraft away or otherwise remove it at the owner's or operator's expense, and without liability for damage which may result in the course of or after such moving. The same shall apply to the removal of a damaged aircraft.

Sec. 3-7. REPAIR OF AIRCRAFT.

Subject to limitations within the hangar lease, aircraft owners may repair or service their own aircraft within their own leased hangars. Owners employing an independent contractor for any maintenance or repairs must ensure the contractor has registered with the Airport and meets the requirements for insurance established for Independent Contractors in the Minimum Standard Requirements for Airport Aeronautical Services at Lee's Summit.

Sec. 3-8. ENGINE STARTING AND RUN-UP.

Aircraft at Lee's Summit Municipal Airport shall not perform run-up or engine test operations in any area that would result in a hazard to other aircraft, persons, or property.

Sec. 3-9. AIRCRAFT PARKING.

- a. No person shall park, leave parked, or allow to remain stationary any aircraft at the Airport except within an aircraft parking and storage area. Any aircraft based at the Airport shall be registered as such with the Airport
- b. No person shall park aircraft in any area on the Airport other than that prescribed by the Airport Manager.
- c. No person shall park an aircraft in a City owned aircraft parking and storage area without an Aircraft Storage permit/agreement.
- d. Any person who parks an aircraft in an aircraft parking and storage area shall remit to the City all applicable transient parking fees until such time as the person applies for and obtains an Aircraft Storage Permit/Agreement.

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- e. The storage of damaged/dismantled aircraft in aircraft shades, tiedowns or other unscreened areas of the Airport shall not exceed thirty (30) calendar days after written notification from the Airport Manager. The aircraft owner is required to diligently correct such condition as soon as possible to prevent an unsightly Airport appearance.
- f. If any aircraft is parked in violation of this section or, in the determination of the Airport Manager, presents an operational or safety concern in any area of the Airport, the Airport Manager may cause the aircraft, at the owner's/operator's expense, to be moved by a representative of a Fixed Base Operator. The City shall not be liable for any damages which may result from the relocation of the aircraft.

Sec. 3-10. EXPERIMENTAL DEMONSTRATIONS.

No experimental flight or ground demonstrations shall be conducted on the Airport without the express approval of the Airport Manager. No person shall engage in or promote any show, contest, demonstration or similar exhibition within the airport property without specific permission from the City. Such permission shall not be given without appropriate FAA clearance or exemptions, or without proof of an insurance policy for the event which covers all hazards and holds the City of Lee's Summit harmless from any and all claims resulting from the event. No person shall collect any monies for use of any airport public area.

Sec. 3-11. AIRPORT FACILITY DAMAGE.

Any person damaging any light, fixture, or other Airport facility by means of contact shall report such damage to the Airport Manager's office immediately and shall be fully responsible for any costs required to repair or replace the damaged facility. A damage report shall be forwarded to the City's Risk Manager.

Sec. 3-12. GROUND OPERATIONS, TAXIING, TAKE-OFFS AND LANDINGS.

All operations of aircraft on the grounds of the Lee's Summit Municipal Airport shall be such as not to endanger life or property; and aircraft operators shall at all times control speed and movement with the highest degree of care, having regard for other aircraft traffic, the presence of other persons, and the presence or movement of other property. All taxiing, take-offs, and landings will be made in accordance with FAA General Operating and Flight Rules. Pre-flight engine warm-ups or engine tests must be performed in an area so that no hazard exists to other aircraft, persons or property.

Sec 3-13. PRE-HEATING AIRCRAFT/DE-ICING

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Pre-heating of engines is restricted to procedures that do not constitute a hazard to other persons, aircraft or property. Chemical de-icing of airframes is restricted to procedures and quantities that do not violate the airport's storm water management plan.

Sec 3-14 FLIGHT INSTRUCTOR AND SUPERVISED FLIGHTS

Flight instructors who wish to supervise/observe their students flights from any of the Airport Operation Area will be required to wear an approved safety vest which meets the approval of the Airport Management.

SECTION 4 - MOTOR VEHICLES

Sec. 4-1. LICENSING.

- a. No person shall operate motorized ground equipment of any kind on the Airport without a valid Vehicle Operator's License.
- b. The City may restrict motor vehicle operations to a certain portion or segment of aircraft facility areas.
- c. Persons who operate motor vehicles must have a valid driver's license. Persons under the age of 16 who operate any vehicle must be under constant adult supervision.

Sec. 4-2. RULES OF VEHICLE OPERATION.

- a. No person shall operate a motor vehicle of any kind on the Airport in a reckless or negligent manner, or in excess of 20 miles per hour on the ramp, apron, or in aircraft parking and hangar areas.
- b. Pedestrians and aircraft shall at all times have right of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.

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- c. No person operating a motor vehicle on the Airport shall fail to give proper signals or fail to observe the directions of posted traffic signs.
- d. No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.
- e. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than that for which the vehicles were designed. No person shall ride on the running board, stand up in the body of moving vehicles, ride on the outside of the body of a vehicle, or with arms or legs protruding from the body of motor vehicles.
- f. No vehicle shall be operated on the Airport if it is so constructed, equipped or loaded as to endanger persons or property.
- g. No person shall operate a motor scooter, truck, or other motor vehicle without exhausts protected by screens or baffles to prevent the escape of sparks or spreading of flame on the Airport.
- h. Any vehicle that has been permitted to operate on the Airport will not proceed closer than 250 feet from the edge of the runways without approval from the Airport Manager. Vehicles crossing the runway will make certain the crossing will not interfere with any aircraft operation whether flying or taxiing.
- i. All vehicles operating on the Airport between sunset and sunrise shall have full operating headlights and taillights visible at least 500 feet.
- j. During times of emergency caused by natural disaster, wind storms, aircraft accidents, and other mishaps, no private vehicles shall be allowed in the aircraft facilities area. The Airport Manager shall determine when normal operations may be resumed.
- k. In the event of an emergency on the Airport, only that equipment and personnel so authorized by the Airport Manager shall be used.
- l. This section shall not apply for Police and Fire equipment responding to a bona fide emergency.
- m. Motor vehicle access to aircraft normally parked in the established tie-down area or hangar area is permitted provided that the motor vehicle is operated and parked in such a manner that it does not interfere with aircraft operations

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or access to other hangared or parked aircraft. No vehicular or pedestrian traffic is allowed on the runway, taxiway, or adjacent grass areas except for authorized emergency or maintenance equipment, or at the direction of the airport manager. All motor vehicles authorized to operate on the runway, while the airport is open for aircraft operations, must have appropriate flags and/or flashing yellow lights, and aviation radios. No vehicles, aircraft or equipment may block access to any roads, hangars or other public facilities on the airport property. Motor vehicles, other than emergency vehicles, shall give right-of-way to aircraft in motion.

- n. No person may abandon vehicles, equipment, aircraft or parts on the airport property. The City has the right to have such equipment removed and disposed of with no liability for damage. The last registered owner of the equipment shall be liable for all costs incurred.
- o. Disabled, wrecked, abandoned or damaged aircraft or parts shall be stored out of public view or removed from the airport. Any aircraft disabled, wrecked or damaged and not removed after reasonable notice from the airport manager shall be considered abandoned and may be removed from or sold by the Airport in accordance with applicable legal requirements for the handling of abandoned property by a landlord or aircraft if specific legal requirements for aircraft exists.

Sec. 4-3. SPEED LIMITS.

- a. No person shall drive a motor vehicle or a motor bicycle upon any public street, road or hangar access taxiway within the limits of Lee's Summit Municipal Airport at a speed greater than 20 miles per hour or endanger the life, limb or the property of any person. If the rate of speed of any motor vehicle or motor bicycle within the airport premises exceeds 20 miles per hour, such rate of speed shall be prima facie evidence that the person operating such motor vehicle or motor bicycle is running at speed greater than is reasonable or having insufficient regard to the traffic or so as to endanger the life or limb or the property of any person.
- b. This section shall not apply for Police and Fire equipment responding to a bona fide emergency.

Sec. 4-4. REPAIR OF MOTOR VEHICLES.

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No person shall clean or make any repairs to motor vehicles anywhere on the Airport other than in designated areas, except when those minor repairs are necessary to move such motor vehicles from the Airport; nor shall any person move, interfere or tamper with any motor vehicle part, instrument, or tool thereof, without the permission of the owner or satisfactory evidence of the right to do so duly presented to the Airport Manager.

Sec. 4-5. 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 specifically established for parking and in the manner prescribed by signs, lines, or other means. No person shall park or abandon any motor vehicle in a manner so as to obstruct runways, taxiways, hangars, roadways or aircraft parking areas.
- b. All vehicles shall be parked in the designated parking lots provided. No vehicles are permitted to park on non-paved surfaces. Vehicle owners will be financially responsible for damages caused by vehicles parking in non-paved areas i.e. the grass.
- c. The Airport Manager shall have the authority to tow or otherwise move vehicles which are parked by their owners or operators on the Airport in excess of 48 hours in violation of City ordinance 6-3, at the operator's expense, and without liability for damage which may result in the course of such moving.

Sec. 4-6. RAMP VEHICLES.

- a. The words "vehicle", "unit", "equipment", or "device" as used in these rules and regulations shall include passenger automobiles, trucks, or any mobile or movable device used in servicing aircraft and persons on any public ramp and apron area.
- b. The speed and manner of movement of any vehicle, mobile or movable device on the public ramp and apron area shall be such as not to endanger life or property; and the operator thereof shall at all times regulate and control such speed and movement with the highest degree of care, having regard for the circumstances and conditions of traffic, the presence of other living persons and creatures, and the presence or movement of other property.

SECTION 5 - GENERAL SAFETY RULES.

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Sec. 5-1. SMOKING.

- a. No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any open flame in or upon any fuel storage area, hangar, public landing area, public ramp or apron area, or in any other place where smoking is specifically prohibited by signs, or upon any open space within fifty feet of any fueling or defueling operation.
- b. No person shall be permitted to smoke in any City owned public building per City Ordinance # 6250 & 1, 8-10-2006

Sec. 5-2. CLEANING OF AIRCRAFT.

No person shall use flammable volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances or for any other purpose, unless such operations are conducted in open air, or in a room specifically set aside and approved for that purpose, which means the room must be properly fire-proofed and equipped with adequate and readily accessible fire extinguishing apparatus.

Sec. 5-3. STORAGE.

- a. No person shall keep or store any flammable liquids, gases, signal flares, or other similar material in the hangars, or in any building on the Airport; except that such materials may be kept in an aircraft in the proper receptacle installed in the aircraft for such purpose, or in rooms, cabinets or areas specifically approved for such storage by the Airport Manager, or in safety cans approved by the Underwriters Laboratories, Inc.
- b. No person shall keep or store lubricating or waste oil in or about the hangars, except in sealed cans or containers of a design and type that meets the approval of the City and in compliance with Airport Storm Water Pollution Prevention Plan (SWPPP) and Spill Prevention, Control, and Countermeasure (SPCC) Plans.
- c. Lessees shall provide suitable metal receptacles with self-closing covers for the storage of waste, rags, and other rubbish. All waste and rags or other rubbish

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shall be removed by the lessee daily, or in regular scheduled pickups, but not later than once each week.

- d. Gasoline, oil, and solvent drums or receptacles shall not be stored on apron and ramp areas in excess of amounts actually needed as current stock. Any material of this type that is kept in such areas will be kept enclosed and covered in housing of a design that meets the approval of the Airport Manager.
- e. Chemicals, garbage, sludge, ashes, trash or any other waste material may not be disposed of on airport property. All paper, cans, bottles or similar trash must be put in appropriate approved waste receptacles and disposed of off of the airport property.
- f. Cleaning fluids, aircraft oil, paint, fuel or gasoline in excess of 10 gallons used for maintenance purposes and the operation of equipment shall be stored in liquid storage cabinets. Quantities not exceeding 10 gallons are allowed to be stored outside of a cabinet in approved and sealed containers and in approved locations as determined by the Airport Manager or designee. Quantities of flammable and combustible liquids storage shall not exceed the following: 30 gallons of Class I-A liquids; 60 gallons of Class I-B liquids; 90 gallons of Class I-C liquids; 120 gallons of a combination of Class I-A, I-B and I-C liquids; 120 gallons of Class II liquids; 330 gallons of Class II-A liquids; and 13,200 of Class III-B liquids as defined by the National Fire Protection Association.
- g. No person shall use flammable materials for cleaning aircraft or parts except with adequate ventilation in areas approved by the fire chief and/or his designee and with a fire extinguisher within easy reach. Flammable materials, such as naphtha, gasoline, and organic or inorganic solvents shall not be stored at the airport except in approved containers with adequate warning signs.

Sec. 5-4. DOPING AND PAINTING.

Aircraft doping and spray painting processes shall be conducted only in FAA certificated repair shops with properly designated fire-proofed and ventilated rooms or in approved buildings in which all illuminations, wiring, heating, ventilation equipment, switches, outlets and fixtures shall be explosion-proof, spark-proof, and vapor-proof; and all windows and doors shall open easily.

Sec. 5-5. LIQUID DISPOSAL.

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

Sec. 5-6. FUELING OPERATIONS.

- a. Unless otherwise approved by the Airport Manager, the following rules govern the fueling and defueling of aircraft:
- b. No aircraft shall be fueled or defueled while the engine is running or being warmed by applications of exterior heat, or while such aircraft is in a hangar or an enclosed space, or while any person is in such aircraft with the exception of turbine helicopters per National Fire Protection Association (NFPA) 407.
- c. No person shall smoke within 50 feet of an aircraft being fueled or defueled.
- d. No person shall operate any radio transmitter or receiver or switch any electrical equipment off or on in an aircraft during fueling or defueling.
- e. During refueling, the aircraft and the fueling dispensing apparatus shall both be grounded to a point or points of zero electrical potential.
- f. No person shall use any material or equipment during fueling or defueling of aircraft which is likely to cause a spark or ignition.
- g. Fire extinguishers of the proper class & category shall be within ready reach of all persons engaged in fueling or defueling aircraft, and shall comply with the Fire Prevention Code Standards of the City, the International Fire Code or the FAA, whichever is strictest. (Comment: this exists somewhere & we know where to find it, right?)
- h. No person shall start the engine of any aircraft when there is liquid fuel on the ground under such aircraft.
- i. Fueling hoses and equipment shall be maintained in a safe, sound and non-leaking condition and shall be approved by National Board of Fire Underwriters in all respects and parts.
- j. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids. This also applies to aircraft that hold a valid FAA supplemental type certificate for use of automotive fuel and dispensed fuel from approved fuel cans.

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- k. Persons engaged in the fueling and draining of aircraft shall exercise care to prevent overflow of fuel and take proper measures to remove volatile liquids when spilled during transfer.
- l. No person shall transport flammable liquids into any aircraft area or refuel aircraft on any portion of Lee's Summit Municipal Airport prior to securing permission from the Airport Manager. Any vessel of 25-gallons or more shall be required to have a spill kit containing the minimum following items: 2 rolls of folded absorbent, 30 pads (each 17 inches by 19 inches), 3 temporary disposal bags and ties in a sealed container. Any spill will be reported to the Airport Manager. All spills will be the responsibility of the owner/operator to clean up and dispose of in a proper manner as required by the Missouri Department of Natural Resources (MDNR). Any spill over 25-gallons must be reported immediately.
- m. All fueling operations should be done in accordance with current FAA Advisory Circulars.

Sec. 5-7. OTHER REGULATIONS.

All regulations and recommendations of the Lee's Summit Fire Department shall be adhered to with regard to all aspects of fueling and handling of flammable materials.

Sec. 5-8. OPEN FLAME OPERATIONS.

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

Sec. 5-9. EXPLOSIVES AND OTHER DANGEROUS ARTICLES.

No person shall store, keep, handle, use, disperse or transport at, in or upon the airport any class A or class B explosives or any class A poisons (as defined in the Interstate Commission Regulations for transportation of explosives and other dangerous articles), or any other poisonous substances, liquids, gas, compressed gas, or any radioactive substance in such manner likely to unreasonably endanger persons or property.

Sec. 5-10. RADIOACTIVE MATERIALS.

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No person shall, without prior permission of the Airport Manager, store, keep, handle, use, or transport at, in, or upon the airport any quantity of radioactive materials, except for medical purposes. No storage of medical radioactive materials is permitted without the prior approval of the Airport Manager. Advance notice of at least twenty-four hours shall be given to the Airport Manager to permit full investigation and clearance for any operation requiring a waiver of this regulation.

Sec. 5-11. PAVEMENT AND FLOOR CARE.

All lessees on the Airport shall keep the floors of the hangars, hangar areas, terminal apron and ramp areas leased by them or used in their operation, clean and clear of oil, grease, and other materials or stains except as may be provided to the contrary in any specific leases or contracts.

Sec. 5-12 VIOLATIONS

Violation of these regulations by any commercial operator, tenant or sub-lessee may be considered a reason to restrict or terminate a lease agreement of that person or tenant.

Sec. 5-13. CHANGE OF RULES AND REGULATIONS

- a. Future amendments, additions, deletions, or corrections to these Rules and Regulations will be incorporated into the document. These rules and regulations are subject to change at any time. For any contingencies not covered by these rules and regulations, the Airport Manager is authorized to establish such additional provisions as may seem desirable and proper.
- b. Any change in regulations adopted by the FAA which affects these regulations shall be automatically adopted without requiring any immediate action on the part of the City.
- c. A copy of these Rules and Regulations and any adopted changes will be available at the airport manager's office, and the City Clerks office.

**SECTION 6 - GENERAL AVIATION FIXED BASE OPERATOR,
INDEPENDENT CONTRACTOR, AND TEMPORARY
INDEPENDENT CONTRACTOR REQUIREMENTS.**

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Commercial Tenant, Commercial Tenant Lessee, Fixed Base Operator, Independent Contractor, and Temporary Independent Contractor Requirements are addressed in the Minimum Standard Requirements for Airport Aeronautical Services and individual lease and operator agreements.

SECTION 7 - FLYING CLUBS AND SPECIAL PURPOSE ORGANIZATIONS

Sec. 7-1. APPROVAL OF AIRPORT MANAGER REQUIRED.

Flying clubs and Special Purpose Organizations shall be permitted on the public areas of the airport upon approval by the Airport Manager.

Sec. 7-2. COMMERCIAL OPERATION PROHIBITED.

A flying club or Special Purpose Organization (SPO) or any individual member thereof shall not provide instruction for other than its members, nor shall it operate or provide charter service or engage in any commercial operation.

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Sec. 7-3. USE OF INDEPENDENT CONTRACTORS AND TEMPORARY INDEPENDENT CONTRACTORS

Flying Clubs or SPOs using Independent Contractors (ICs) or Temporary Independent Contractors (TICs) as a means of satisfying member requirements are required to ensure the ICs and TICs meet all requirements and are registered with the Airport.

Sec. 8 RESTRICTED AREAS.

- a. Pedestrians or motor vehicle operators observed in other than public use areas without authorization by the airport manager will be considered trespassing and may be subject to arrest.
- b. Lee's Summit 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. Security of Aircraft and Airport Operations Area
 1. When the condition or mission of an aircraft requires security guards or police, the owner or operator of the aircraft is responsible for obtaining and paying for security service personnel.
 2. Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the Airport Operations Area or other locations on their airport tenant-leased areas of responsibility.
 3. Tenants and tenant employees are responsible for safeguarding doors, gates and other forms of passageways between the Airport Operations Area and the landside of the airport.
 4. A breach in security caused by a tenant or tenant's employee that results in an FAA or other authorities finding of negligence will be subject to review, and may result in restricted access to the Airport Operations Area by the tenant.

Section 9 – CONSTRUCTION AND IMPROVEMENTS

9-1 DEVELOPMENT CRITERIA

All construction and improvements occurring at the Lee's Summit Municipal Airport

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shall be in compliance with development plans and ordinances adopted by the City of Lee's Summit. All proposed buildings and improvements shall be reviewed by the City prior to commencement of construction. All required building and special use permits shall be obtained by the applicant prior to construction, after review by the Airport Manager and other City of Lee's Summit government officials having review, licensing, or permitting authority.

9-2 Site Design

- a. All site designs shall be in compliance with the adopted Airport Layout Plans for the Lee's Summit Municipal Airport.
- b. Site development on airport perimeter property may be required to provide for landscaping to screen and buffer automobile parking areas and aircraft tie-down areas from off-site and public rights-of-way. Site landscaping may also be required at other locations on airport property, determined on a case-by-case basis by the City and by the City Plan Commission and Council. Landscaping shall increase and enhance the visual aesthetics of the airport, but shall not pose operating hazards to aircraft or vehicular traffic.
- c. The site layout and building designs shall meet all requirements and limitations listed in Lee's Summit Hangar Design Standards.

9-3 Buildings

- a. All buildings shall be of permanent construction. No temporary or portable buildings shall be permitted unless they are specifically for use as temporary construction facilities or specifically permitted and approved by the City.
- b. Buildings shall meet all City building, zoning and development codes and standards as required by the City.
- c. Buildings shall be designed to be compatible with the overall airport aesthetics.
- d. Final approval of all proposed building designs shall be by the City of Lee's Summit, through the normal development process required for all developments within the City.
- e. Buildings shall meet setback and height restrictions as required by Federal Aviation Regulations Part 77, the airport master plan, or the airport layout plan.

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- f. Building colors shall be compatible with the overall scheme of the airport. Color schemes which may be deemed as distracting, and therefore a potential hazard to aircraft operations, may be prohibited.
- g. Signage shall be approved by the City through the normal signage process required for all persons and organizations within the City.

9-4 Required Action

In addition to meeting the development requirements of the City of Lee's Summit, individuals, corporations, or other entities desiring to build at the Lee's Summit Municipal Airport shall provide the City with the following information for the construction project prior to beginning construction:

- (a) Letter of intent
- (b) Site plan, including vicinity map showing adjacent buildings, taxiways, tie-down areas, roads, parking areas, and other proposed site modifications or improvements.
- (c) Landscaping plan for all perimeters and for interior properties, if requested by the City. Landscaping plans shall indicate location, species, and mature size of all proposed plantings.
- (d) Building plans and elevations.
- (e) Samples or descriptions of proposed materials of construction and colors.
- (f) Construction schedule.
- (g) The Airport Manager or his or her designee shall respond with preliminary written approval or disapproval within thirty (30) days of receipt of all the above items. The developer, person or other entity wishing to build shall also comply with the development requirements of the City of Lee's Summit.
- (h) A certificate of occupancy must be obtained before the structure can be occupied.

SECTION 10. AIRPORT OPERATIONS AND COMMUNITY COMPATIBILITY

10-1. Roles and Responsibilities of Pilots

The role and responsibility of each pilot using the Lee's Summit Airport is to become familiar with all pertinent flight information, which includes, but not limited to weather conditions at the time of the proposed flight, and information published on FAA Aeronautical Charts, Chart Supplements, Airmen's Information Manual and applicable Federal Aviation regulations (FAR's).

10-2. Fly Friendly Program

The Lee's Summit Airport is located within a noise sensitive area of the City with residential areas and local schools near the Airport. As a result, the Airport developed a Fly Friendly Program to assist pilots by recommending procedures consistent with guidelines contained in FAA Aeronautical Charts, FAA Chart Supplements, Airmen's Informational Manual and FAR's to ensure that aircraft operations are compatible with the adjacent community.

10-3. Notification Letters

Users of the Airport who are observed operating their aircraft in a manner inconsistent with the Fly Friendly Brochure, FAA Aeronautical Charts, Chart Supplements, Airmen's Information Manual or FAR's will receive a written notification of the event. These letters are intended to bring attention to the event and act as an opportunity for pilots to review the applicable FAA documents and procedures for the Lee's Summit Airport.

Based Customers Letters:

Letter #1: Written notice to review the applicable documents referenced in the letter

Letter #2: Written notice to review the applicable documents and notification that a third event may result in notifying the Kansas City Flight Standards District Office (FSDO).

Letter# 3: Notification to review the applicable document and notification that the FSDO has been notified of the event. Notification that any future events may result in termination of their hangar lease agreement with the Airport.

Transients Letters:

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Letter #1: Written notice to review the applicable documents referenced in the letter

Letter #2: Written notice to review the applicable documents and notification that a third event may result in notifying the Kansas City Flight Standards District Office (FSDO).

Letter# 3: Notification to review the applicable document and notification that the FSDO has been notified of the event.

10-4 Ultralights and Powered Para Gliders (PPG)

- A. All persons who operate ultralights or powered Parachutes from the airport must receive prior permission from the airport manager.

Revision Document: November 2023

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Rescinds or Replaces: Rules and Regulations Promulgated by Airport Manager (rev. 2016).

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