

RICHLAND COUNTY

DEVELOPMENT AND SERVICES COMMITTEE

AGENDA



TUESDAY MAY 21, 2024

5:00 PM

COUNCIL CHAMBERS

Richland County Council 2024-2025



Deirrek Pugh
District 2
Vice Chair



Jason Branham
District 1



Gretchen Barron
District 7



Yvonne McBride
District 3



Paul Livingston
District 4



Allison Terracio
District 5



Don Weaver
District 6



Overture Walker
District 8



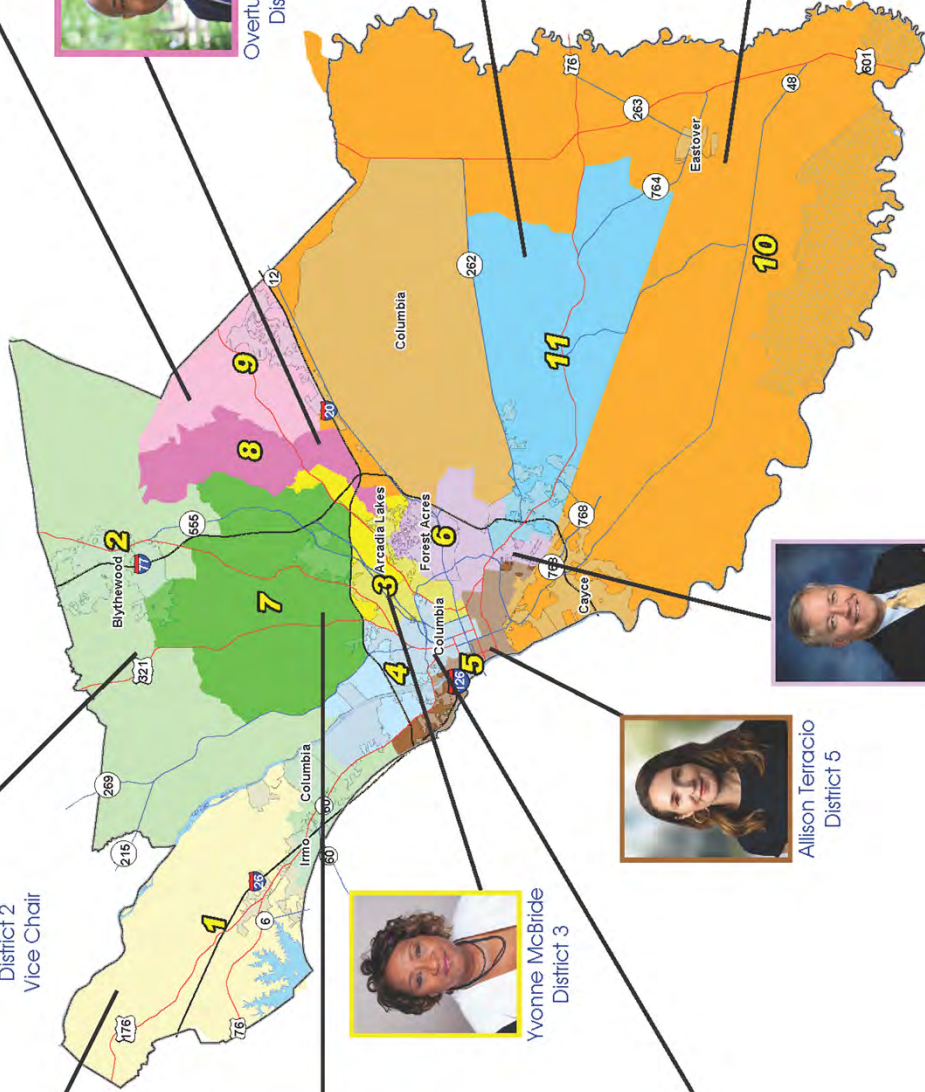
Chakisse Newton
District 11



Cheryl English
District 10



Jessica Mackey
District 9
Chair





**Richland County
Development and Services Committee**

AGENDA

May 21, 2024 - 5:00 PM
2020 Hampton Street, Columbia, SC 29204

The Honorable Jason Branham	The Honorable Allison Terracio	The Honorable Gretchen Barron	The Honorable Cheryl English	The Honorable Chakisse Newton, Chair
County Council District 1	County Council District 5	County Council District 7	County Council District 10	County Council District 11

1. **CALL TO ORDER** The Honorable Chakisse Newton

2. **APPROVAL OF MINUTES** The Honorable Chakisse Newton
 - a. April 23, 2024 **[PAGES 5-8]**

3. **ADOPTION OF AGENDA** The Honorable Chakisse Newton

4. **ITEMS FOR ACTION** The Honorable Chakisse Newton
 - a. Department of Public Works: Jim Hamilton-LB Owens Airport - Chapter 3 Ordinance Update [EXECUTIVE SESSION] **[PAGES 8-19]**
 - b. Department of Public Works: Jim Hamilton-LB Owens Airport - Manual Update [EXECUTIVE SESSION] **[PAGES 20-76]**

5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED** The Honorable Chakisse Newton
 - a. Direct the Administrator to research and present to Council current laws and benefits of enacting impact fees in Richland County. The purpose is to help reduce the tax burden on residents by not having to pay the complete cost of development in Richland County. [Malinowski (Pugh, Newton) , January 3, 2023]
**Staff anticipates the impact fee feasibility report will be completed within the next two weeks and will be prepared for discussion at the June committee meeting.

6. **ADJOURNMENT** The Honorable Chakisse Newton



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council
DEVELOPMENT AND SERVICES COMMITTEE
MINUTES
April 23, 2024 – 5:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Chakisse Newton, Chair; Jason Branham, Allison Terracio, Gretchen Barron, and Cheryl English

OTHERS PRESENT: Michelle Onley, Ashiya Myers, Angela Weathersby, Patrick Wright, Stacey Hamm, Anette Kirylo, Michael Maloney, Shirani Fuller, Ashley Fullerton, Kyle Holsclaw, Dale Welch, Leonardo Brown, John Thompson, Jackie Hancock, Aric Jensen, Geo Price, Michael Byrd, Lori Thomas, and Tamar Black

1. **CALL TO ORDER** – Councilwoman Chakisse Newton called the meeting to order at approximately 5:00 PM.
2. **APPROVAL OF MINUTES**
 - a. March 26, 2024 – Ms. Barron moved to approve the minutes as distributed, seconded by Ms. English.
In Favor: Branham, Terracio, Barron, English, and Newton
The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Ms. Barron moved to adopt the agenda as published, seconded by Ms. Terracio.
In Favor: Branham, Terracio, Barron, English, and Newton
The vote in favor was unanimous.
4. **ITEMS FOR ACTION**
 - a. Amendment to Chapter 17, Section 9, Through Truck Traffic Prohibited – The County Administrator, Leonardo Brown, stated Clearwater Road, Crestwood Road, and Edgewater Drive are residential roads inside a neighborhood with front-facing homes that are being used as a cut-through between Parklane Road and Legrand Road. This is an older neighborhood without sidewalks where pedestrians walk in or along the road's edge. Truck traffic cutting through this neighborhood has increased in recent years, posing a danger to residents walking through the community. Public Works supports the addition of these roads to Chapter 17, Section 9 prohibits trucks from using them as a shortcut. These are South Carolina Department of Transportation (SCDOT) maintained roads, and if approved, SCDOT would take action to manufacture and install appropriate signage.

Ms. Barron moved to forward to Council with a recommendation to approve the amendment to Chapter 17, Section 9 to add Clearwater Road, Crestbrook Road, and Edgewater Drive to "Through truck traffic prohibited...", seconded by Ms. Terracio.

Ms. Terracio noted she represents a part of the district that includes Olympia Avenue, and one of the things they have discussed is enforcement of "no through truck traffic." She inquired if we are approving SCDOT placing signage, and we do not have any further action regarding enforcement.

Mr. Brown maintained that we wanted to at least take action that would allow other enforcement to be available. Even though this is a SCDOT-maintained road, this action triggers the opportunity for enforcement to happen.

Patrick Wright, County Attorney, indicated this action gives whatever law enforcement entity the ability to do something if someone transgresses the ordinance.

Ms. Terracio asked if there had been any discussions with law enforcement regarding the amendment.

Mr. Brown stated he does not know today, but there are steps we could commit to taking if the ordinance is amended. We can ensure that the Sheriff's Department is aware, and we wish to have the ordinance enforced.

Ms. Barron thanked Mr. Maloney and Ms. Fuller for providing support to the Springwood Lake community regarding this matter. She believes putting this in action will be helpful. She suggested issuing a press release informing the community about the change.

Mr. Branham inquired if Edgewater Drive goes over I-77 and the trucks use it as a cut-through.

Ms. Fuller responded in the affirmative. Coming off of Parklane Road, they are using Crestbrook and Clearwater Roads to reach Edgewater Drive and make their way to Legrand Road. She noted there are alternative routes to get to Legrand Road.

Ms. Newton asked about the process for placing a road in this ordinance.

Ms. Fuller replied that if Public Works receives a request, they evaluate it internally to ensure the concern is merited and there are alternate routes. Typically, neighborhood subdivisions are not your primary route, especially for truck traffic.

In Favor: Branham, Terracio, Barron, English, and Newton

The vote in favor was unanimous.

- b. I move that the administrator look at the illegal dumping ordinance and state law and investigate the incorporation of a community service element in the penalty for illegal dumping, as well as look into the possibility of levying a higher penalty for businesses that engage in illegal dumping, including the potential revocation or suspension of their business license also incorporating an escalation schedule based on the weight of the material illegally dumped and whether the individual or business is a repeat offender within a twelve-month period [BRANHAM – February 26, 2024] – Mr. Michael Maloney, Public Work Director, stated staff recommends approval of the proposed ordinance, which includes penalties for business involvement, hours of community service, fines, and potential for jail time. The proposed ordinance also covers scavenging, littering, and uncovered loads. The proposed amendments are as follows:

- Any person who violates the provisions...with less than 15 pounds of material shall be deemed guilty of a misdemeanor and, upon conviction, shall be required to complete 15 hours of community service and fined not more than five hundred (\$500) dollars;
- Any person who violates the provisions...with 15 pounds or more of material shall be deemed guilty of a misdemeanor and, upon conviction, shall be required to complete 30 hours of community service and fined not more than one thousand ninety-two dollars and fifty cents (\$1,092.50) dollars;
- Any person who violates the provisions of this chapter for a second or more distinct offense and within 365 days of the prior offense, the community service shall be 50 hours, the fine shall be two thousand one hundred eighty-five dollars (\$2,185), and shall be imprisoned for not more than thirty (30) days;
- Any business identified to have participated or provided materials for improper disposal is subject to triple the amount of penalties of Section 12-66(c), (d), or (e), and for 12-66(c) is subject to flagging of the business license for renewal consideration, for 12-66(d) or (e) is subject to revocation of the business license.

Mr. Branham inquired if we need to be cognizant of or reduce the fine amounts so that they do not exceed the State statute.

Mr. Maloney responded the original motion was to look at \$5,000 fines. Therefore, staff did not glean that fines should be reduced to the State level.

Ms. Terracio inquired if 15 hours of community service is the minimum or if it is up to 15 hours of community service.

Mr. Maloney responded the penalty would be to complete 15 hours of community service.

Ms. Terracio inquired who would ensure these individuals complete their community service.

Mr. Maloney indicated Special Services manages the community service program.

Ms. Newton stated she was not prepared to send someone to jail because they littered, even if they repeatedly littered. This impacts a person's record and their ability to earn a livelihood.

Ms. English noted that she would support aligning the fines with the State statute and removing the provision of jail time.

Mr. Branham moved to forward to Council with a recommendation to adopt the ordinance as drafted, with the following revisions: fines will follow those outlined in the State statute, removal of any reference to imprisonment, and remove any reference in Section 12-66(f) of tripling the amount of penalties, seconded by Ms. Barron.

Mr. Brown inquired if Mr. Branham's motion included amending the language for community service hours. He noted that the State statute has a number that is less than what we have in our ordinance.

Mr. Branham stated he would accept the State statute's provision for the number of community service hours.

Ms. Newton inquired if there was a reason why the county would not be allowed to exceed the number of community service hours in the State statute.

Mr. Wright does not believe we would get pushback on the number of hours of community service.

Ms. Newton restated the motion as follows: fines and the number of community service hours will follow those outlined in the State statute, removal of any reference to imprisonment, and removal of any reference in Section 12-66(f) of tripling the penalties for businesses.

Ms. Newton made a friendly amendment to retain the number of community service hours, as outlined in the proposed ordinance.

Mr. Branham accepted the friendly amendment.

In Favor: Branham, Terracio, Barron, English, and Newton

The vote in favor was unanimous.

5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. Direct the Administrator to research and present to Council current laws and benefits of enacting impact fees in Richland County. The purpose is to help reduce the tax burden on residents by not having to pay the complete cost of development in Richland County. [PUGH, BARRON, and NEWTON - January 3, 2023] - An update was provided in the agenda packet. No action was taken.

6. **ADJOURNMENT** - Ms. Barron moved to adjourn the meeting, seconded by Ms. English.

In Favor: Branham, Terracio, Barron, English, and Newton

The vote in favor was unanimous.

The meeting adjourned at approximately 5:35 PM.

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by:	Peter Cevallos	Title:	General Manager
Department:	Public Works	Division:	Airport
Date Prepared:	April 30, 2024	Meeting Date:	May 21, 2024
Legal Review	Elizabeth McLean via email	Date:	May 15, 2024
Budget Review	Maddison Wilkerson via email	Date:	May 6, 2024
Finance Review	Stacey Hamm via email	Date:	May 6, 2024
Approved for consideration:	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCEM	
Meeting/Committee	Development & Services		
Subject	Update to Richland County Code of Ordinances, Chapter 3, Airport		

RECOMMENDED/REQUESTED ACTION:

Staff recommends approval of an update to the Richland County Code of Ordinances, Chapter 3, Airport.

Request for Council Reconsideration: Yes

FIDUCIARY:

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The ordinance update reflects a change in functional roles. The Airport Sponsor (the County) will receive the deposits for the leases instead of the leasing agent (Fixed Base Operator, FBO). Because the Fixed Based Operator (FBO) will no longer act as the leasing agent, in which they garner 25% percent of lease revenue for that role (stipulated in the current agreement), it is anticipated there will be an increase in the level of lease revenue for the County. An additional financial impact has been projected in FY25 to increase the Airport Staff with one full-time administrative position to assist the Airport General Manager in managing the leases.

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

Not applicable.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

Any changes need to be consistent with the County’s decision as it relates to the Fixed Based Operator and Airport Manager duties.

REGULATORY COMPLIANCE:

This ordinance update is consistent with 14 CFR Part 152 and SC Code, Title 55.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

The recommended ordinance update removes the specific definitions for the type of businesses conducted at the Airport and includes the following:

- modifies the definition of Specialized Aviation Service Operator in Section 3-2 with a more accurate, realistic definition;
- modifies the statement of organization in Section 3-3, adding the word "Airport" to the title, for title consistency throughout the ordinance;
- modifies the statement in Section 3-19 of how Hangar Security Deposits will be received, removing the term "leasing agent" and specifying that the deposits will be given directly to the Airport Sponsor, which the Airport General Manager would handle as County staff;
- removes specific definitions in Sections 3-23, 2-24, and 3-25 for the three types of businesses conducted at the Airport. This modification is made at the direction of the County Attorney.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INTIATIVE:

Goal 1: Foster Good Governance

ATTACHMENTS:

1. Richland County Code of Ordinance, Chapter 3 - Airport

**CODE OF ORDINANCES of RICHLAND COUNTY, SOUTH CAROLINA
CONTAINING THE GENERAL ORDINANCES OF THE COUNTY**

CHAPTER 3: AIRPORT*

Cross reference(s)--Department of public works, § 2-192 et seq.; buildings and building regulations, Ch. 6; planning, Ch. 20; roads, highways and bridges, Ch. 21; land development regulations, Ch. 26.

State law reference(s)--Aeronautics generally, SC Code 1976, § 55-1-10 et seq.; Richland-Lexington Airport District, § 55-11-310 et seq.

ARTICLE I. ADMINISTRATION

Sec. 3-1. In General

Richland County shall provide a general aviation airport known as the Jim Hamilton – LB Owens Airport. The airport shall be part of The National Plan of Integrated Airport Systems (NPIAS). The primary mission of the Airport is to provide facilities for the safe and efficient use of general aviation aircraft in support of transportation needs and economic development of the Midlands area and the State of South Carolina. The secondary mission is to provide a reliever airport for Columbia Metropolitan Airport (CAE).

Sec. 3-2. Definitions

- (a) (Aircraft) Noise Abatement – Those voluntary aircraft operating procedures developed for use in the vicinity of the airport that minimize the environmental effects of aircraft noise.
- (b) Airport General Manager – The designated County Employee who manages the Jim Hamilton – LB Owens Airport (CUB) on behalf of the Airport Sponsor.
- (c) Airport Overlay District – Per chapter 26 of the Richland County code of Ordinances, Airport Height Restrictive Overlay District. An area surrounding the Airport the purpose of which is to ensure that future land development in the district is compatible with height restrictions associated with airspace imaginary surfaces and anticipated and projected aircraft noise levels. Shall include a map reflecting the district boundaries and other physical characteristics thereof.
- (d) Airport Reference Code (ARC) – A system of code numbers and letters selected for airport planning purposes in accordance with the characteristics of the aircraft for which an airport facility is intended.
- (e) Airport Sponsor – Richland County, the owner of the Airport.
- (f) Airspace Obstruction (to air navigation) – An object, whether existing or planned, permanent or temporary, to include natural vegetative growth on terrain, that penetrates airspace imaginary surfaces. Obstructions are presumed to be hazards to air navigation until a Federal Aviation Administration (FAA) study determines otherwise and must be mitigated by marking or removal.
- (g) ARFF – Aircraft Rescue and Fire Fighting.
- (h) CTAF – Common Traffic Advisory Frequency. Utilizes the same designated frequency as UniCom for the purpose of communication between aircraft.
- (i) Fixed-Base Operator (FBO) – FBO is an entity or person allowed to provide fixed based operations by virtue of an agreement with Richland County.
- (j) Minimum Standards – Those required conditions an operator must meet in order to provide a commercial service on the airport. These standards are required in order to establish conditions

that ensure safe and efficient operation of the airport in accordance with FAA rules, regulations, and guidance as well as industry best practices.

- (k) National Air Transportation Association (NATA) – The public policy group that represents the interests of the general aviation business community before the Congress and federal, state and local government agencies.
- (l) National Airspace System (NAS) – The airspace, navigation facilities, and airports of the United States (US) along with their associated information, services, rules, regulations, policies, procedures, personnel and equipment. It includes components shared jointly with the military.
- (m) National Plan of Integrated Airport Systems (NPIAS) – An inventory of significant US aviation infrastructure assets.
- (n) Part 77 Airspace (more fully, 14 CFR, Part 77) – That collection of imaginary surfaces surrounding an airport runway that establish standards and notification requirements for objects affecting safe aircraft navigation. This notification serves as the basis for evaluating the effect of the construction, facility alteration, or vegetative growth on airborne operating procedures surrounding the airport.
- (o) Specialized Aviation Service Operator (SASO) – Any person or organization who is authorized to conduct business by virtue of a contract with the County to provide specialized or limited aviation services at the Airport. Examples include but are not limited to flight instruction and aircraft maintenance.
- (p) Universal Communication (UNICOM) – A non-government air/ground radio communication facility which may provide Airport Advisory Services.

Sec. 3-3. Organization.

The Airport shall be assigned to the County Department of Public Works. It shall be managed by a designated Airport General Manager who shall be a County Employee.

Sec. 3-4. Applicability.

Provisions of this ordinance apply to The Richland County Airport Commission, airport staff, the Fixed-Base Operator (FBO), Specialized Aviation Service Operators (SASOs), aeronautical and non-aeronautical businesses operating at the Airport, Airport tenants and their guests, and those planning to develop properties in close proximity thereto.

Secs. 3-5 – 3-6. Reserved for Future Use.

ARTICLE II. RICHLAND COUNTY AIRPORT COMMISSION

Sec. 3-7. In General.

The county council does hereby establish the Richland County Airport Commission to advise and assist the county council in providing public aviation facilities and services and to promote aviation as an efficient transportation mode and a means of broadening the economic base of Richland County.

Sec. 3-8. Composition; terms; officers; meetings.

- (a) The Richland County Airport Commission shall consist of seven (7) commissioners to be appointed by the county council; provided, however, that at least two (2) of the appointees shall be designated as “Community Representatives” and reside within a two-mile radius of the Airport. An exhibit showing this area is contained in Appendix A to this Article.
- (b) The term of office of each commissioner shall be for a period of four (4) years or until his successor is appointed and qualified.
- (c) The commission shall elect a chairman each calendar year. The chairman shall be the executive head of the commission. The commission shall choose from among its members a vice chairman, a secretary, and a treasurer. The positions of secretary and treasurer may be combined into a single position by vote of the Commission.
- (d) The commission shall meet at such times and places as determined by the chairman, but shall hold at least one meeting every two months. The Airport General Manager shall serve as administrative assistant to the commission. All meetings of the commission shall be conducted in compliance with the South Carolina Freedom of Information Act (FOIA).
- (e) One or more members of the county council shall be assigned by the chairman of the county council as liaisons to the Airport Commission.

(Ord. No. 1788-88, § I, 9-20-88; Ord. No. 2162-91, § I, 12-3-91)

Sec. 3-9. Authority, duties, and responsibilities.

The commission shall have the following authority, duties, and responsibilities:

- (a) To advise the county council on the operation, maintenance, and development of the Jim Hamilton – LB Owens Airport and to recommend to the county council such rules and regulations for the operation of the airport as the commission shall deem advisable.
- (b) To control itself by the vote of a majority of those voting in meetings duly called and held. At all meetings of the commission a majority of its members shall constitute a quorum.
- (c) To adopt bylaws governing its operation, fixing the duties of its officers and their terms of office, and the method of handling its affairs. The bylaws shall not be in conflict with any laws governing the commission.
- (d) To review and approve initial applications for Commercial Aviation Operators and Flight Instruction operations.
- (e) To consider requests and appeals of tenants regarding continued hangar occupancy.

(Ord. No. 1788-88, § II, 9-20-88; Ord. No. 003-96HR, § I, 1-2-96)

Secs. 3-10 – 3-11. Reserved for Future Use.

ARTICLE III. FINANCE

Sec. 3-12. In General.

The Airport is a designated enterprise and shall, in accordance with Federal Aviation Administration (FAA) Grant Assurances, seek financial self-sustainment. It shall follow the County’s Fiscal Year.

Sec. 3-13. Airport Fund.

The Airport Fund shall be established and maintained in accordance with the rules and accounting practices of government enterprises. County revenue generated through airport operations shall sustain this fund.

Sec. 3-14. Rates and Fees.

A master schedule of airport rates and fees shall be published annually in accordance with the County's budget process.

Sec. 3-15. Grants.

Federal and State Grant funding opportunities to promote the development and maintenance of the Airport consistent with the Airport Capital Improvement Plan (ACIP) and available local matching funds shall be utilized when appropriate.

Sec. 3-16. Hangar lease agreement.

Any person desiring to lease a hangar for the storage of an aircraft at the Jim Hamilton – LB Owens Airport may complete a standard hangar lease agreement supplied by the County. Such lease shall be subject to approval by council.

(Code 1976, § 7-1094; Ord. No. 457-77, 10-27-77; Ord. No. 003-96HR, § I, 1-2-96)

Sec. 3-17. Operating budget.

The Airport General Manager shall prepare, on a recurring basis, an Airport operating budget request as part of the County's budget process. This request shall be in accordance with guidance provided by the County Administrator.

Sec. 3-18. Funding.

The county council may appropriate and provide to the Airport Fund such sums of money as a majority of the county council may deem necessary for the purposes of the airport and its operation and maintenance.

(Ord. No. 1788-88, § III, 9-20-88)

Sec. 3-19 Hangar Security Deposits.

A security deposit equal in amount to one-month's rent at the time of the execution of the initial hangar lease shall be collected from the lessee by the Airport Sponsor. These funds shall be maintained and accounted for by the Airport Sponsor. If all provisions of the lease are satisfactorily met at the time of termination of the lease, the original amount of the security deposit shall be promptly refunded to the lessee.

Sec. – 3-20. Reserved for Future Use.

ARTICLE IV. SERVICES

Sec. 3-21. In General.

The Airport shall offer appropriate aviation and support services in order to ensure the safety and efficiency of the flying public and those patrons using those facilities.

Sec. 3-22. Minimum Standards.

Airport Minimum Standards shall be developed and maintained in order to ensure the quality of operations, facilities, and services at the Airport.

Sec. 3-27. Weather.

The Airport shall make ground and facilities available for the placement by others of an automated weather station for the purpose of advising aircraft operators of current conditions.

Secs. 3-28 – 3-29. Reserved for Future Use.

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ARTICLE V. AIRPORT OPERATIONS

Sec. 3-30. In General.

The Airport shall operate in a manner that promotes safety, efficiency, and long-term preservation of its efficacy.

Sec. 3-31. Rules & Regulations.

A comprehensive set of rules and regulations governing the operation of the Airport shall be maintained and published periodically as recommended by the Airport General Manager and the Airport Commission and approved by County Council. These shall be incorporated into an *Airport Manual*.

Sec. 3-32. UNICOM / CTAF License.

A license, issued by the Federal Communications Commission (FCC), to operate UNICOM / CTAF in support of airport operations on a designated aviation band frequency shall be maintained by the Airport Sponsor.

Sec. 3-33. Clear Airspace and Obstructions.

Part 77 airspace surrounding the Airport shall be managed through the maintenance of Airport Overlay Districts (AODs) enacted by the County and the City. Any obstruction that penetrates this airspace shall be appropriately mitigated by removal or marking.

Sec. 3-34. Imaginary Surfaces.

Imaginary surfaces that make up Part 77 airspace include the following as specifically defined in the Code of Federal Regulations (CFR):

- (a) Primary Surface
- (b) Approach Surface (inner and outer)
- (c) Transitional Surface
- (d) Horizontal Surface
- (e) Conical Surface

Sec. 3-35. Avigation Easements.

Avigation easements may be obtained by the Airport Sponsor as a means of ensuring that it has the rights necessary to mitigate any obstruction.

Sec. 3-36. Airport Overlay Districts.

The County shall enact Airport Overlay District (AODs) ordinances in order to ensure compatible surroundings to the Airport and its operation as well as associated Airspace.

Sec. 3-37. Noise Abatement.

The Airport shall maintain and promote voluntary noise abatement procedures as a means of promoting harmonious conditions with the Airport's neighboring commercial and residential communities.

Sec. 3-38. Prohibited Operations.

The following aircraft operations are prohibited at the airport:

- (a) Parachute Jumping – 14 CFR § 105.23 states (for airports without an operating Air Traffic Control Tower), “No person may conduct a parachute operation, and no pilot in command of an aircraft may allow a parachute operation to be conducted from that aircraft, over or onto any airport unless prior approval has been obtained from the management of the airport to conduct parachute operations over or on that airport.”
- (b) Stunt Flying or Aerobatics – No person shall operate an aircraft in a careless or reckless manner so as endanger the life or property of others by “buzzing”, diving, or low altitude flying.

Sec. 3-39. Operating Motor Vehicles on the Airport.

No Privately Owned Vehicles (POV) shall enter the Airfield (including Runway 31 – 13, Taxiway A, and Stub Taxiways A-1 through A-5) without authorization from the Airport General Manager or, in his absence, senior Airport or FBO Staff. Parking is only authorized in designated areas.

Secs. 3-40 – 3-42. Reserved for future use.

ARTICLE VI. FACILITIES

Sec. 3-43. In General.

The Airport shall develop and maintain facilities necessary to ensure the safe, efficient, and financially beneficial operation of the Airport.

Sec. 3-44. Terminal.

A terminal building shall serve as the central location for Airport operations and base for airport staff and the FBO.

Sec. 3-45. Hangars.

Hangars for the storage of appropriately-sized aircraft may be developed, maintained, and leased. Revenue generated shall be deposited into the Airport Fund for the ongoing operation, maintenance, and development of the Airport. If demand for hangars exceeds availability, the Airport General Manager shall maintain a running hangar waiting list which will serve as a basis for assignment of hangars on a first come, first served basis as vacancies occur.

Sec. 3-46. Airfield.

The airfield, and all of its attendant improvements, shall be maintained in order to achieve safe and efficient aircraft operation commensurate with the assigned Airport Reference Code (ARC) of this Airport. The ARC for the airport at the time of publication is B-II.

Sec. 3-47. Planning and Development.

Planning and development of the Airport shall be in accordance with policies, procedures, and best practices promulgated by the Federal Aviation Administration (FAA), the South Carolina Aeronautics Commission (SCAC), and the Airport Sponsor. An Airport Master Plan, an Airport Layout Plan (ALP), and a Capital Improvement Plan (CIP) shall be maintained by the Airport General Manager and updated as needed from time to time. The services of an Airport Planning and Engineering Consultant may be engaged in order to assist in this effort.

Sec. 3-48. Construction and demolition of Airport Facilities.

Airport Facilities shall be constructed and demolished in accordance with the Airport CIP with the concurrence of the County Administrator. Development grant funds from the FAA, the SCAC, or other sources may be used for this purpose.

Secs. 3-49 – 3-50. Reserved for future use.

ARTICLE VII. TENANTS

Sec. 3-51. In General.

Tenants may be aircraft owners who are individuals, businesses, or joint owners. They may also be aeronautical or non-aeronautical businesses or groups promoting aviation.

Sec. 3-52. Hangar Tenants.

Hangars are developed and leased to tenants for the benefit of General Aviation (GA) operators and the safe and secure storage of their aircraft and associated accessories. Limitations may be placed on the continued use of hangars for the storage of aircraft that are not currently airworthy or flyable.

Sec. 3-53. Aviation Organizations.

Aviation organizations that provide education, fellowship, and advocacy also, directly or indirectly, support the operation, growth, and development of the Airport consistent with the goals of the County Council. They may be based at the Airport and provided meeting space based on availability and consistent with airport operations and fair market value in the case of leased space.

Sec. 3-54. Businesses (Aeronautical).

Aeronautical businesses may be an FBO, a SASO, or another business that functions directly to support the Airport or other aviation or aerospace industries. They may be based at the Airport under the provisions of a lease agreement or other contractual instrument approved by the County Council. The Airport General Manager shall operate a system by which other Commercial Airport Operators, such as vendors providing services on behalf of other tenants, are officially permitted and meet appropriate minimum standards.

Sec. 3-55. Businesses (non-Aeronautical).

Non-aeronautical businesses may be based at the airport under the provisions of a lease agreement or other contractual instrument approved by the County Council. The Airport General

Manager shall operate a system by which other Commercial Airport Operators, such as vendors providing services on behalf of other tenants, are officially permitted and meet appropriate minimum standards.

ARTICLE VIII. ENFORCEMENT

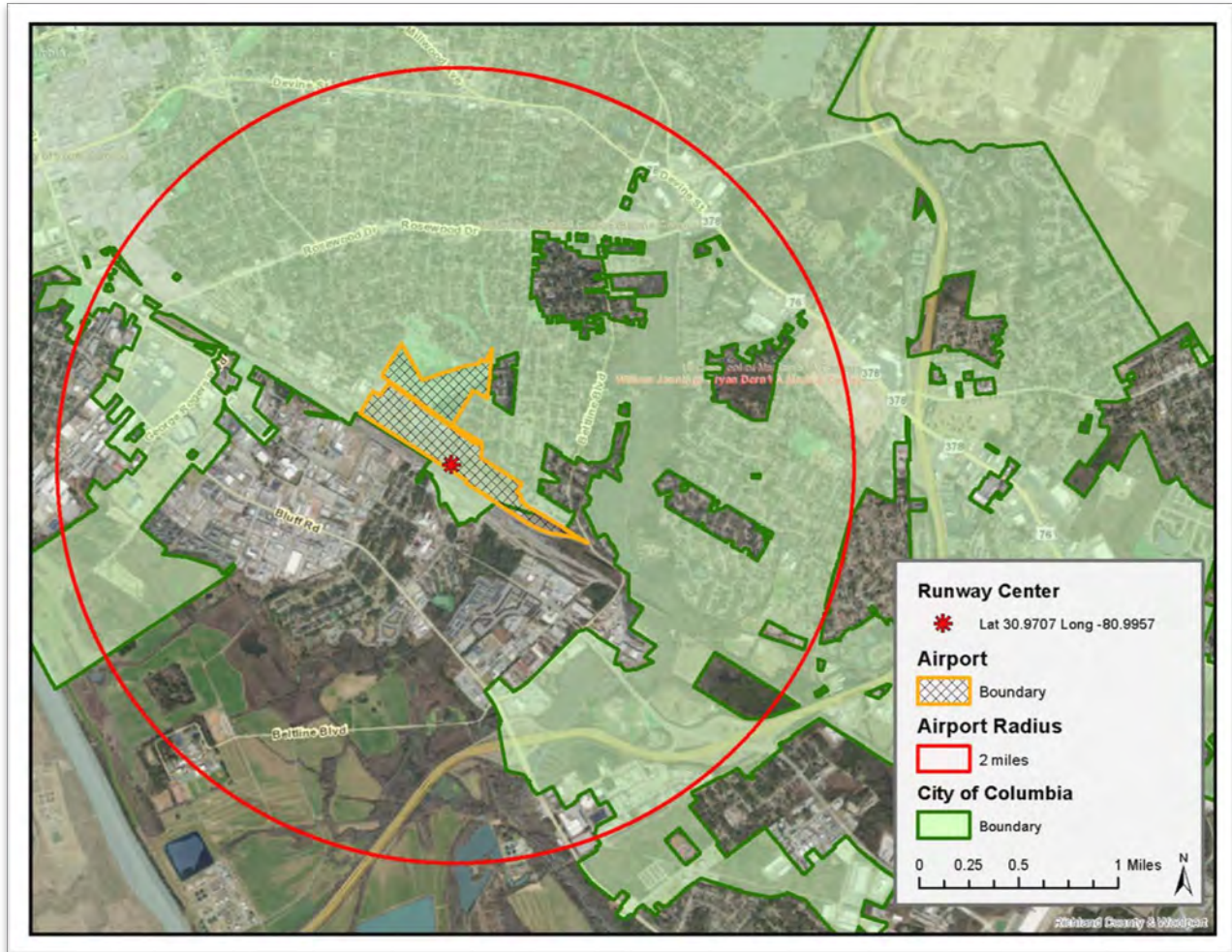
Sec. 3-55. In General.

The Airport General Manager shall be responsible for enforcing all rules and regulations contained herein and that may be established in the *Airport Manual*. Such enforcement shall be conducted in a fair, equitable, and non-discriminatory manner. The Airport General Manager shall be commissioned as a County Codes Enforcement Officer with authority limited to enforcement of this ordinance and regulations contained in the *Airport Manual* on Airport property and may issue citations for violations thereof.

Secs. 3-56 – 3-57. Reserved for future use.

DRAFT - 240430

Appendix A



Community Representative area (2-mile radius)

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by:	Peter Cevallos	Title:	General Manager
Department:	Public Works	Division:	Airport
Date Prepared:	April 30, 2024	Meeting Date:	May 21, 2024
Legal Review	Elizabeth McLean via email	Date:	May 15, 2024
Budget Review	Maddison Wilkerson via email	Date:	May 6, 2024
Finance Review	Stacey Hamm via email	Date:	May 13, 2024
Approved for consideration:	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCEM	
Meeting/Committee	Development & Services		
Subject	Jim Hamilton – L.B. Owens Airport Manual Update		

RECOMMENDED/REQUESTED ACTION:

Staff recommends approval of an update to the Jim Hamilton - L. B. Owens Airport manual.

Request for Council Reconsideration: Yes

FIDUCIARY:

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The ordinance update reflects a change in functional roles. The Airport Sponsor (the County) will receive the deposits for the leases instead of the leasing agent (Fixed Base Operator). Because the Fixed Based Operator (FBO) will no longer act as the leasing agent, in which they garner 25% percent of lease revenue for that role (stipulated in the current agreement), it is anticipated there will be an increase in the level of lease revenue for the County. An additional financial impact has been projected in FY25 to increase the Airport Staff with one full-time administrative position to assist the Airport General Manager in managing the leases.

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

Not applicable.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

Any changes need to be consistent with the County’s decision as it relates to FBO and Airport Manager duties.

REGULATORY COMPLIANCE:

The ordinance update is consistent with 14 CFR Part 152 and SC Code, Title 55, and complements Richland County Code of Ordinance, Chapter 3 - Airport.

MOTION OF ORIGIN:

There is no associated motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

The recommended ordinance updates specific definitions for the of type business conducted at the Airport and better define the insurance requirements for any businesses conducted on the Airport. These include new definitions for the following terms:

1. Airport Management – The Airport General Manager or duly authorized representative
2. Fixed Base Operator (FBO) – Any person or organization who shall have entered into a written lease or agreement with the County to operate at the airport and provide aeronautical services such as fueling, parking, aircraft rental, aircraft maintenance, flight instruction, and similar services.
3. SASO (Specialized Aviation Service Operator) - Any person or organization who shall have entered into a written lease or agreement with the County to operate at the airport and provide specialized or limited aviation services such as fueling, parking, aircraft rental, aircraft maintenance, flight instruction, and similar services.

Additional changes were made throughout the airport manual, clearly giving the Airport General Manager responsibility for key tasks of airport administration and management. Also, the required responsibility for the Fixed Base Operator to administer hangar and other Airport leases was removed.

The following changes are recommended within the Minimum Standards appendix:

1. New minimum operating requirements for the Fixed Base Operator were refined to better reflect the role for the new service
2. Definitions for operators in each section have been modified and inserted to more accurately reflect insurance requirements

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal 1: Foster Good Governance

ATTACHMENTS:

1. Jim Hamilton - L. B. Owens Airport Manual



Airport Manual

Adopted by Richland County Airport Commission – September 11, 2023

Adopted by Richland County Council – February 6, 2024



Jim Hamilton – LB Owens Airport
Richland County Department of Public Works
1400 Jim Hamilton Blvd
Columbia, South Carolina 29205
www.FlyKCUB.com

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Section I – Introduction

The Jim Hamilton – LB Owens Airport (CUB) is a General Aviation Airport owned by Richland County and dedicated to providing aviation facilities to the general public and business interests in a non-discriminatory manner.

- A. **Airport Mission** – The primary mission of the Airport is to provide facilities for the safe and efficient use of general aviation aircraft in support of transportation needs and economic development of the Midlands area and the State of South Carolina. The secondary mission is to provide a reliever airport for Columbia Metropolitan Airport (CAE).

- B. **Manual Purpose** – This *Airport Manual* contains the rules, regulations, policies, and procedures that shall be adhered to by all users, FBOs, tenants, and guests that shall avail themselves of the facilities of the Airport. All such rules, regulations, and established procedures established, are considered statutory. The provisions contained in this *Airport Manual* follow all applicable statutes, ordinances, rules, orders, regulations, and other requirements of the Federal, State, County, and Municipal government. All such regulations now existing and any changes or amendments made hereafter are hereby incorporated in the terms of this manual as if set out verbatim. Failure to comply by any person using the facilities of the Airport may result in the forfeiture of the rights of usage of these facilities and could result in Civil or Criminal penalties.

- C. **Target Audiences** – The target audiences for this *Airport Manual* include:
 - 1. Hangar Tenants
 - 2. Airport Commissioners and Staff
 - 3. FBO Staff
 - 4. SASO Staff
 - 5. Tenant Organizations

- D. **Provisions for modification** – This *Airport Manual*, or any part thereof, may be modified, altered, or changed by a majority vote of the Richland County Airport Commission and ratification of that vote by the Richland County Council. In instances where a rule change is necessary to insure the continued safe operation of the Airport, changes duly approved by the Airport General Manager or Airport Commission shall be considered to be in effect until such time as the Richland County Council accepts or rejects the rule change.

Section II – Definitions

Above Mean Sea Level (AMSL) – A survey datum used as a uniform basis for measures of elevation or altitude.

Air Operations Area (AOA) – Those areas which encompass the runways, taxiways, and other areas of the airport utilized for taxiing, take off, and landing of aircraft.

Aircraft – Any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.

Airfield – That portion of the airport which includes a level area and is equipped with hard-surfaced taxiways and a runway, on which aircraft take off and land.

Airfield Service Vehicles – Those vehicles operated by the Airport General Manager, or under his direction, routinely used for service, maintenance and / or construction on the Airfield.

Airport Commission – The Richland County Airport Commission.

Airport Employees (also “Airport Staff”) – Current, official employees of the Airport Sponsor (Richland County) who are assigned to the Airport (temporarily or permanently), the Fixed Base Operator (FBO), or a Specialized Aviation Service Operator (SASO).

Airport Identification Badge (AIDB) – A unique means of personal identification issued to Airport tenants as a security measure. May also be used as a means of airside access control.

Airport Management – The Airport General Manager or duly authorized representative.

Airport General Manager – The Richland County employee responsible for the day-to-day management of the Airport.

Airport – The Jim Hamilton – LB Owens Airport (CUB) (formerly known as “Municipal Airport Owens Field” or “Columbia Owens Downtown Airport”).

Airport Sponsor – Richland County, the owner of the Airport.

Airport Reference Point (ARP) – The point established as the approximate geographic center of the airport landing area and so designated. The Airport Reference Point for the Airport at time of publications is located at 33-58-13.7000N / 080-59-42.9000W.

(Class “C”) Airspace – The airspace around the primary airport (CAE) extending from the surface to 4,200 feet AMSL, extending 5 nautical miles out from the airport center, and from 1,800 feet AMSL to 4,200 feet AMSL from 090 degrees to 360 degrees and from 2,000 feet AMSL to 4,200

feet AMSL from 360 degrees to 090 degrees extending out from the airport center between 5 and 10 nautical miles. Communication with Columbia ATCT Controllers is required prior to entering this airspace.

Baggage – Such articles, effects, and other personal property of an aircraft pilot or passenger as are necessary or appropriate for wear, use, comfort, transport, or convenience in connection with travel.

Based Aircraft – An aircraft which the owner or operator physically locates at the Airport (CUB) and has an active lease agreement with the Airport Sponsor for ongoing use of hangar or tie-down space for the storage thereof. Listed as such in the National Based Aircraft Inventory.

Commercial Aviation Operator – An individual or group organized into a business, contractor or subcontractor, that performs aeronautical or non-aeronautical work on the Airport on behalf of an Airport tenant, FBO, or SASO, and is not otherwise contractually engaged with the Airport Sponsor. Specifically excludes the deliveries of food or goods to the terminal building and limousine services picking up passengers from arriving aircraft.

Corporate Operator – Operators of aircraft which are owned by a corporation used chiefly for the personal transportation of the owning business.

County – The County of Richland, State of South Carolina.

Courtesy Car (or “Courtesy Vehicle”) – Any vehicle owned and operated specifically for the transportation and convenience of their patrons or prospective patrons by an FBO, hotels, motels, and other businesses located on or off the Airport premises.

CTAF – Common Traffic Advisory Frequency.

CUB – The three-character FAA designator for the Jim Hamilton – LB Owens Airport.

Distracted driving – That condition when a driver undertakes any activity that diverts attention away from driving. Distractions can include using mobile telephones or other hand-held devices, talking with passengers, eating or drinking, reading, adjusting the radio, or using a navigation system while driving. Distracted walking may also result in a similar loss of situational awareness and create unsafe conditions.

Driver – Any person in physical control of a ground vehicle.

Drone – Also known as an Unmanned Aerial Vehicle (UAV). An aircraft without any human pilot, crew, or passengers on board. UAVs are a component of an unmanned aircraft system (UAS), which includes adding a ground-based controller and a system of communications with the UAV. The flight of UAVs may operate under remote control by a human operator, as remotely-piloted

aircraft (RPA), or with various degrees of autonomy, such as autopilot assistance, up to fully autonomous aircraft that have no provision for human intervention.

Emergency Vehicle – Vehicles of the Police or Fire Department, ambulances, or any vehicle conveying an Airport Official or Airport employee in response to a *bona fide* emergency.

Enterprise fund – A self-supporting government fund that sells goods and services to the public for a fee. An enterprise fund uses the same accounting framework followed by entities in the private sector, such as GAAP or IFRS.

eVTOL – Electric Vertical Take-Off and Landing. A variety of VTOL (vertical take-off and landing) aircraft that uses electric power to hover, take off, and land vertically.

FAA – Federal Aviation Administration.

Flight Training –Instructing pilots and students in dual and solo flight training, in fixed or rotary-wing aircraft, and / or provides such related ground school instruction. Flight and ground training will include any training in preparation to take any FAA written examination and / or flight check ride for any license, or for any type, class, or category rating, upgrade training, or to maintain currency and proficiency as defined by FAA, whether or not such written exams or check rides are actually taken. Flight training may be covered in 14 CFR Part 61 or 14 CFR Part 141.

Fixed Base Operator (FBO) – Any person or organization who shall have entered into a written lease or agreement with the County to operate at the airport and provide aeronautical services such as fueling, parking, aircraft rental, aircraft maintenance, flight instruction, and similar services.

Fuel Farm –Airport facility used for the receipt, storage, and bulk discharge of aviation fuels.

Fuel Flowage Fee – The fee rendered to the County for all aviation fuels which are dispensed on Airport property.

Foreign Object Debris (FOD) – Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or other personnel and damage aircraft.

Ground Support Equipment (GSE) – Those vehicles and mobile equipment routinely used on the Airport aprons or parking areas in support of aircraft operations.

Ground Vehicle – Any vehicle (truck, car, motorcycle, or bicycle) which is used for ground transportation.

Hangar – Those Airport facilities used for the indoor storage of Aircraft.

Hangar Tenant – A person or group of persons organized into a business or legal partnership who currently lease a Hangar for an approved aeronautical use. Hangar tenants are listed by name on the Hangar lease document and its supporting enclosures.

Home Built (or “Kit Built”) Aircraft – Those aircraft that are constructed by persons for whom aircraft fabrication and assembly is not a professional activity. These aircraft may be constructed from "scratch", from plans, or from assembly kits. These amateur-built aircraft are built by individuals and licensed by the Federal Aviation Administration (FAA) as “Experimental.”

Instructor – Any individual giving, or offering to give, instruction in the operation, construction, repair, or maintenance of aircraft, aircraft power plants and accessories, including the repair, packing and maintenance of parachutes.

Minimum Standards – Those required conditions an operator must meet in order to provide a commercial service on the Airport. These standards are required to: Impose conditions that ensure safe and efficient operation of the airport in accordance with FAA rules, regulations, and guidance as well as industry best practices.

Motor Vehicle – Every ground vehicle that is self-propelled. See also “Ground Vehicle” and “Ground Support Equipment.”

National Air Transportation Association (NATA) – The public policy group that represents the interests of the general aviation business community before the Congress and federal, state and local government agencies.

Navigational Aid (NAVAID) – Physical devices on the ground to which an aircraft can detect and fly.

(Aircraft) Noise Abatement – Those aircraft flight procedures, whether voluntary or regulatory, that help to mitigate the impact of aircraft noise to residential areas surrounding the Airport.

Non-Scheduled Operator – Any person using the Airport for the purpose of landing and taking off of any aircraft, whose purpose shall be the taking on, or the unloading of any passengers, mail, express, freight, or cargo for hire, gift, remuneration or reward, or for the purpose of refueling, and whose operations shall not be required to meet the regulations demanded of a scheduled air carrier as provided by the Federal Government.

Notice to Airmen (NOTAM) – An official notice issued by the FAA containing aeronautical information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) and the timely knowledge of which is essential to personnel concerned with flight operations.

PAPI – Precision Approach Patch Indicator. A system of lights on the side of an airport runway threshold that provides visual descent guidance information during final approach.

Person – Any individual, firm, partnership, corporation, company, club, or association, and any trustee, receiver, assignee or other similar representative thereof.

Patron – A visitor to the Airport who uses goods and services available therefrom. May include passengers and flight crew from itinerant aircraft or users of facilities such as the Airport Conference Rooms and Vending Areas.

Public Area – Those areas (including the various concessions, restrooms, terminal lounge sections, conference rooms, and hallways) used for public gatherings, thoroughfares, waiting, and viewing, plus all landside streets, roads, sidewalks, and all other areas available to the general public. All other areas are considered operational areas and access is permitted only upon expressed consent of the Airport Staff.

Ramp Fee – A fee charged to the operators of itinerant aircraft for parking on the aircraft parking apron to help defray the cost of airport patron services. Applied thirty-minutes after parking and every 24-hours thereafter.

Refueling Trucks – Any vehicle used for the transporting, handling, or dispensing of aviation fuels, oils, and lubricants.

REIL – Runway End Identifier Lights. A system consisting of a pair of synchronized flashing lights located laterally on each side of the runway threshold to provide rapid and positive identification of the approach end of a particular runway.

Runway – Airfield pavement used by fixed wing aircraft for taking off or landing.

SASO (Specialized Aviation Service Operator) - Any person or organization who shall have entered into a written lease or agreement with the County to operate at the airport and provide specialized or limited aviation services such as fueling, parking, aircraft rental, aircraft maintenance, flight instruction, and similar services.

SCAC – South Carolina Aeronautics Commission.

South Carolina Breakfast Club – A traveling aviation social group that conducts Sunday morning breakfast gatherings at Airports around South Carolina and neighboring states.

(Airport) Sponsor – Richland County, the owner of the Airport.

Taxiway – A path at an airport for aircraft ground movement that connects runways with aprons, terminals and other facilities.

Taxilane – A path at an airport for aircraft ground movement that connects taxiways with hangar facilities.

Terminal – A building at an airport where passengers transfer between ground transportation and the facilities that allow them to board and disembark from an aircraft.

Through-The-Fence (TTF) Operation – Any activity or use of real property of an aeronautical or non-aeronautical nature that is located outside (or off) of airport property, but has access to the airport's runway and / or taxiway system (FAA).

Traffic Pattern – A standard airborne path followed by aircraft when taking off or landing while maintaining visual contact with the airfield.

UNICOM – Universal Communication. A non-government air-ground radio communication facility which may provide Airport Advisory Service. The UniCom operation for this airport at the time of publication is on frequency 123.075 MHz.

Vehicle – Every device, moving or parked, by which any person or property is on may be transported, or drawn upon a highway. This definition includes bicycles.

Section III – Airport Staff

Airport Staff are current, official employees of the Airport Sponsor (Richland County), a Fixed Base Operator (FBO), or a Specialized Aviation Service Operator (SASO) who are assigned to the Airport on a temporary or permanent basis.

The **Airport Division** is assigned to the **Department of Public Works (DPW)**.

- A. The **Airport General Manager** (hereinafter the “General Manager”) is a County employee who reports to the **Director of Public Works**.

In addition to discharging management, financial, and administrative tasks associated with the operation and maintenance (O&M) of the Airport, the General Manager also has limited enforcement authority associated with “on Airport” safe motor vehicle and equipment operation and parking, fire code, and hangar occupancy.

- B. The **Fixed Base Operator (FBO)** is any person or organization who shall have entered into a written lease or agreement with the County to operate at the airport and provide aeronautical services such as fueling, parking, aircraft rental, aircraft maintenance, flight instruction, and similar services.
- C. A **Specialized Aviation Service Operator (SASO)** is any person or organization who shall have entered into a written lease or agreement with the County to operate at the airport and provide specialized or limited aviation services such as fueling, parking, aircraft rental, aircraft maintenance, flight instruction, and similar services.

Section IV – Airport Administration and Finance

- A. **In General** – The Airport General Manager shall be responsible for effective and efficient Airport administrative and financial management in accordance with industry best practices and applicable Federal, State, and Local laws, ordinances, and regulations. Other County Staff or Airport entities shall assist in this effort as appropriate and in accordance with service agreements.
- B. **Richland County Airport Commission** – The Richland County Airport Commission is a nine-member advisory body appointed by the Richland County Council. Limited administrative support of the Airport Commission shall be provided by the Airport General Manager and other County Staff.
- C. **Enterprise Fund designation** – The Airport is designated as an enterprise fund, though it may receive additional general funds and support from the Airport Sponsor. In accordance with FAA Grant Assurances, the Airport shall pursue financial self-sustainment through the generation of revenue by establishing appropriate service rates and fees.
- D. **Recurring County Budget process** – The Airport General Manager shall prepare, on a recurring basis, an Airport operating budget request based on the County Fiscal Year (FY) as part of the County’s budget process. This request shall be in accordance with guidance provided by the County Administrator and shall include a Fiscal Year Airport Master Rate and Fee Schedule.
- E. **Federal and State Grants for Airport development and maintenance** – The Airport General Manager shall make maximum effective use of Federal and State Grant funding opportunities to promote the development and maintenance of the Airport consistent with the Airport Capital Improvement Plan (ACIP) and available local matching funds.
- F. **County Procurement process** – The Airport General Manager shall be guided by the provisions of the County Procurement process as outlined in the ordinance chapter thereunto pertaining.
- G. **For-profit, third-party vendors operating at the Airport** – Any for-profit, third-party vendor engaged by an Airport Tenant or Visitor to perform work at the Airport shall register in advance with the Airport General Manager. The registration process and associated requirements are contained in **Appendix 4** of this *Airport Manual*.
- H. **Administrative Forms** – The Airport General Manager shall develop, maintain, and make available to those concerned, forms in order to facilitate the recurring administrative process of the Airport.

- I. **Airport Website** – The Airport General Manager shall manage a website, and other electronic media as appropriate and consistent with County policy, that promotes and thoroughly explains the Airport and its operation, history, and facilities.

- J. **Lease Agreements** – The Airport General Manager shall manage lease agreements for Airport Hangar or Tie-Down Tenants, FBOs, SASOs, Aeronautical and Non-Aeronautical Businesses, or other entities that use Airport Property in order to ensure fair compensation to the Airport and an equitable distribution of associated risk.

- K. **Ramp Fees** – The Airport General Manager may, as part of the Budget process and Revenue generation plan, impose a reasonable Ramp Fee on transient aircraft visiting the Airport in a fair, consistent, and equitable manner. The Ramp Fee will be waived in the following situations:
 - If the aircraft is registered to the US Government or US Military;
 - If the aircraft operator purchases stipulated goods or services from the Fixed-Base Operator (FBO) or SASO;
 - If the aircraft remains parked on the Airport less than 30-minutes;
 - If the aircraft is on a medical mercy mission;
 - If the aircraft is participating in a specific event authorized by Airport General Manager.

Section V – Airport Safety Policies and Regulations

- A. **Foreign Object Debris (FOD)** – The mitigation of the safety threat to aircraft and airmen posed by the presence of Foreign Object Debris (FOD) on Airfield pavement is an ongoing effort by all Airport and Airfield stakeholders. Airport Staff shall lead the effort and set the example in diligence in the anti-FOD effort (observing, removing, proper disposal) within their airside work areas. All Airport tenants and visitors are encouraged to follow this example.
- B. **Airside Ground Vehicle Operation** – Please see **Section VI (Airport Regulations)** for regulations pertaining hereto.
- C. **Distracted Driving (and walking)** – Distracted driving and walking on the Airport is prohibited.
- D. **Lasers** – Lasers are not authorized for use on or directed towards the Airport or Aircraft. Use of laser equipment in performing ground survey tasks on or near the Airport must be coordinated in advance of their use with the Airport General Manager.
- E. **Banner Tow Operations** – Banner Towing Operations may be conducted at the Airport when authorized in advance by the Airport General Manager, who will coordinate access and position of Banner Tow Operator Ground Support Staff while on the airfield. Banner Tow Operators shall register as **Commercial Aviation Operators** (please see **Appendix 4**). Banner Tow Operations may be prohibited during periods of Temporary Flight Restrictions (TFRs) due to nearby NCAA Division One sporting events (or other highly attended entertainment events) conducted at Williams-Brice Stadium.
- F. **Aviation Safety Incident Reporting** – Aircraft Operators or witnesses shall report in a timely manner to Airport Staff on duty the occurrence of aviation safety incidents such as crashes, collisions, wildlife strikes, disabled aircraft on a runway or taxiway, and airfield incursions and excursions by aircraft or ground vehicles.

Section VI – Airport Regulations

- A. **Airside Ground Vehicle Operation** – Ground vehicles operating Airside (within the perimeter fence) shall observe an Airport-wide speed limit of 15 miles per hour (mph). Ground vehicles will always grant right-of-way to all aircraft and pedestrians. To the maximum extent practical, maximum separation between ground vehicles and aircraft shall be maintained. All ground vehicles must carry adequate insurance. Under routine circumstances, only airport staff / County Maintenance / FBO / SASO ground vehicles or tugs are authorized on Taxiway ‘A.’ Under routine circumstances, only the Airport General Manager is authorized to operate a ground vehicle on Runway 13 – 31 or stub taxiways leading thereto. All government owned vehicles (GOVs), FBO owned vehicles, and SASO owned vehicles will maximize their visibility by using strobe lights / “wig-wags” / hazard lights when operating airside. Unless meeting an arriving aircraft (or otherwise directed by the FBO Staff), all ground vehicles will remain within the perimeter vehicle lanes on the aircraft parking apron. Driving and parking on the grass is not permitted.
- B. **Parking** – Parking in designated public parking areas is open to the public using the Airport, except employees or organizations having tenancy in the terminal building area. These tenants shall be provided designated parking spots in the Airport Terminal parking lot.
- C. **Removal of Vehicles** – The Airport General Manager may remove from the Airport any vehicle or trailer which is disabled, abandoned, parked unlawfully, or which presents an operational problem. This movement may be made to any area of the Airport or the Airport General Manager may employ a towing service, and such movement shall be at the expense of the owner.
- D. **Disorderly Conduct** – The following conduct on the Airport is not authorized and shall be reported to law enforcement officers for appropriate enforcement action: Intoxication or drunkenness; unlawfully under the influence of controlled substances; commission of obscene, indecent, or lewd acts; creating a nuisance; gambling, or other disruptive or disorderly.
- E. **Damage to the Airport** – The owner, or operator, of any aircraft or vehicle which, for any reason, causes damage, due to negligence or misconduct, to the Airport, shall be fully responsible for said damage. The Airport General Manager shall assess the damage and make demand upon said operator or owner for reimbursement to the Airport. If the operator or owner refuses the request for reimbursement, the Airport General Manager shall make a full report to the County Administrator, County Risk Manager, and County Attorney who shall institute appropriate legal action, as necessary and proper.

- F. **Sanitation** – No person shall dispose of garbage, papers, refuse, trash, or any other material on the Airport property except in the receptacles provided for that purpose; nor use a restroom in other than a clean and sanitary manner.
1. **Trash Containers** – Areas to be used for trash or garbage containers shall be designated by the Airport General Manager and no other areas shall be used for this purpose. Such areas shall be kept clean and sanitary at all times.
 2. **Liquid Disposal** – No fuels, oils, dopes, paints, solvents, or acids shall be disposed of or dumped into drains on the ramp areas, catch basins, ditches, or elsewhere on the Airport, except in such designated areas as may be approved by the Airport General Manager.
- G. **Preservation of Property** – No person shall destroy, injure, deface, or disturb in any way, any building, sign, equipment, marker, or other structure, trees, flowers, lawn, or other property on the Airport; nor alter, make additions to, or erect any building, or sign, or make excavations on the Airport, without proper permission. Any person causing any damage, as described above, shall be responsible to Richland County for reimbursement of the full amount of the damages. Such person may also be prosecuted under civil or criminal law, as applicable.
- H. **Explosives, Firearms, and Other Dangerous Articles** – No unauthorized person shall carry loaded weapons on Airport property. Nor shall any person store, keep, handle, use, dispense, or transport at, in, or upon the Airport any hazardous or dangerous article at such time, or place, or in such manner, or condition as to endanger persons or property.
- I. **Interfering or Tampering with Aircraft** – No person shall interfere or tamper with any aircraft, or put into motion the engine of any aircraft, or use any aircraft, aircraft parts, instruments, or tools, without permission of the owner, or by specific directions of the Airport Management when warranted by emergency conditions.
- J. **Restricted Areas** – No person shall enter upon the Airfield area, utilities and service rooms, building roofs, or other areas as may be designated “RESTRICTED” except those persons assigned to duty in those areas, or otherwise authorized by the Airport General Manager.
- K. **Use of Roads and Walks** – No person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper use.
- L. **Refusal to Comply and Trespassing** – Any person who refuses to comply with the rules and regulations contained herein, after properly requested to do so by the Airport General Manager or other duly authorized person, shall be requested to leave the Airport. In the event of failure to comply with a proper request to abide by the rules and regulations of the Airport, the person refusing to comply shall be considered a trespasser and reported to local law enforcement.

- M. 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 the 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 or the Airport Management.
- N. Conduct of Business or Commercial Activity** – All business and commercial activity conducted on the Airport shall be in accordance with such terms and conditions as may be prescribed in the current Airport Minimum Standards (please see **Appendix 3**). Those businesses and commercial activities not otherwise contractually obligated to the Airport Sponsor shall register with the Airport General Manager on an annual basis as a Commercial Aviation Operator (please see **Appendix 4**).
- O. Use of Open Flame** – No person shall conduct any open flame operations in any tenant hangar or on the Airport unless specifically authorized by the Airport General Manager. Campfires on the Airport are prohibited.
- P. Smoking** – No person shall smoke on the Airport apron, in any hangar or shop, service station area, Fuel Farm, fuel storage area, or in any building, room, or other place on the Airport where smoking is specifically prohibited. This includes Vaping devices and Electronic Cigarettes that could provide an ignition source.
- Q. Witnesses and Participants in Accidents (on Airport)** – Witnesses of, and participants in any accident on the Airport shall report to the Airport General Manager's office as soon after the accident as possible, leaving their names and addresses and rendering such reports as may be required.
- R. Picketing, Marching, or Demonstrating** – No person may walk in a picket line, or take part in a labor (or other public) demonstration on any part of the Airport, except in a place specifically assigned by the Airport General Manager. Any such actions shall be conducted in a peaceful and orderly manner, without physical harm, molestation, threat, or harassment of persons and without violence, obscenity, or breach of the peace. No person may act so as to cause the interruption of the safe and efficient operation of the Airport and the activities conducted thereon.
- S. Storage of Equipment** – No tenant or lessee shall store or stack material or equipment in such a manner as to constitute a hazard to personnel or property. Storage of clutter or excess material unrelated to Aircraft operation in and around hangar spaces is not authorized.
- T. Animals** – Any domestic animal brought airside (within the perimeter fence) must be restrained (kept in a vehicle, kept on a leash, or kept in a carrier). Domestic animals may

be briefly brought through the terminal going to or coming from a flight. No animals, other than service animals with their owners, shall loiter in the terminal. Police Dogs are permitted to perform their official law enforcement assignments.

U. **Repairs to Aircraft** – Please see **Section XII** of this *Airport Manual* for information pertaining to maintenance and repair of Aircraft.

V. **Fueling of Aircraft** – No person shall refuel any aircraft, or engine, from any gravity fed container or from any other device that does not specifically and fully meet with all governmental and safety standards, rules, regulations, and guidelines, and is approved by the City Fire Marshal.

The fueling of aircraft and use of flammable or volatile liquids must be performed in accordance with all applicable FAA rules, Fire Codes, and Federal, State, and local statutes.

No person shall perform, or allow to be performed, any refueling operation during an electrical storm.

No person shall operate any radio transmitter or receiver, mobile communication device, or switch electrical appliances off or on in an aircraft during fueling or defueling.

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

X. **Drones, Model Rockets, and Model Aircraft** – The use of drones, model rockets, and model aircraft on or above Airport property is not considered an authorized aeronautical activity and is not permitted unless specifically authorized by the Airport General Manager.

Y. **Alcoholic Beverages** – Unless specifically authorized by the County Administrator or County Council for a specific, authorized event, the consumption of alcoholic beverages on the Airport is prohibited.

Z. **Aircraft Wash down** – All runoff from Aircraft or Ground Vehicle washdown performed on the Airport shall be captured and treated in an Oil-Water Separator. As such, only the Airport Wash down Area adjacent to the Maintenance Hangar and inside the Large Corporate Hangars are authorized for this activity.

Section VII – Aircraft Policies and Rules

The rules set forth in this section may only be deviated from when an emergency arises that requires such deviation in the interest of safety. Any such deviation is at the discretion of the pilot in command who should be prepared to accept any consequences that may arise from those actions.

- A. **Noise Abatement** – The Airport is assigned a non-standard traffic pattern (Right turn pattern for approaches into Runway 13 and Left turn pattern for approaches into Runway 31) for the primary purpose of promoting Aircraft Noise Abatement over neighboring residential areas. Compliance is voluntary, but strongly encouraged by all pilots operating in proximity to the Airport. A copy of the Noise Abatement procedures and an accompanying exhibit is contained in **Appendix 2 (Noise Abatement Procedures)** to this Manual.
- B. **Prohibited or Restricted Aircraft Operations** – The following Aircraft operations are prohibited or restricted at the Airport:

1. **Parachute Jumping** – 14 CFR § 105.23 states (for airports without an operating Air Traffic Control Tower), “No person may conduct a parachute operation, and no pilot in command of an aircraft may allow a parachute operation to be conducted from that aircraft, over or onto any airport unless prior approval has been obtained from the management of the airport to conduct parachute operations over or on that airport.”
2. **Stunt Flying or Aerobatics** – No person shall operate an aircraft in a careless or reckless manner so as endanger the life or property of others by “buzzing”, diving, or low altitude flying.

Except for public displays or aviation flight, specifically authorized by the Airport General Manager to be conducted under responsible auspices and control, no person shall conduct stunt flying or aerobatics within the Airport environment, including the areas normally referred to as “traffic patterns.”

3. **Balloon Flight** – No flight or ground demonstrations involving balloons, or training or practice thereof, shall be conducted on or over the Airport without the advance approval of the Airport Commission and the Airport General Manager.
- C. **Proximity to NCAA Events Venue** – The University of South Carolina’s Williams–Brice Stadium is located within 1.14 nautical miles of the Airport Reference Point (ARP). Pursuant to 14 CFR, Section 99.7, special security instructions, commencing one hour before the scheduled time of the event until one hour after the end of the event, all aircraft operations, including parachute jumping, unmanned aircraft, and remote-

controlled aircraft, are prohibited within a three (3) Nautical Mile Radius up to and including 3,000 ft AGL of any stadium having a seating capacity of 30,000 or more people where an NCAA Division One football game is occurring.

Flights conducted for operational purposes of any event occurring there are authorized with an approved airspace waiver. An FAA airspace waiver does not relieve operators from obtaining all other necessary authorizations and complying with all applicable Federal Aviation Regulations (FARs). The restrictions described above do not apply to those aircraft authorized by and in contact with ATC (Columbia Tower) for operational or safety of flight purposes, Department of Defense, law enforcement, and air ambulance flight operations.

- D. **Airport / Runway Closure** – Except for emergency landings, the Airport General Manager may prohibit aircraft arrivals and departures at such times as deemed necessary to ensure the safety of persons and property. This action may be taken by issuance of a NOTAM, if so ordered by the FAA.
- E. **Student Pilots** – All student flying shall be under the supervision of an FAA Certificated Flight Instructor (CFI).
- F. **Aircraft engine run up** – No aircraft engine shall be started or run unless a competent operator is in the aircraft attending the engine controls. Chocks will be used unless the aircraft is provided with adequate parking brakes which are fully engaged. Starting of aircraft engines is prohibited until proper obstruction clearance has been ascertained and until all standard safety procedures have been met.

Aircraft engines will be warmed up at RPMs above normal idle only in approved places. At no time shall aircraft engines be run or warmed up at RPMs higher than normal idle when the propeller stream or jet exhaust from such operation may cause harm to any other aircraft, shop, building, person, automobile, or any property whatsoever.

- G. **Parking Apron** – The area of an airport where aircraft are parked, unloaded or loaded, refueled, boarded, or maintained. The Airport General Manager or FBO Line Staff shall have the authority to coordinate the use of the aircraft parking apron, and parking areas.
- H. **Holding Short** – Aircraft awaiting takeoff shall hold short of the “Hold Line” on the taxiway in use and be in a position so as to have a direct view of aircraft approaching for landing.
- I. **Traffic Pattern** – Traffic patterns and landing direction will be advised by UNICOM when in operation. At all other times the landing direction and traffic pattern will be as indicated by the segmented circle and all aircraft shall abide by those established patterns.

- J. **Runway Clearance** – Pilots shall clear the active runway, using the designated intersection taxiways, as soon as safely practical in order to not cause undue delay to other arriving aircraft.
- K. **Helicopters** – Rotary wing aircraft equipped with skids will land or take off from the rigid pavement helicopter pads or a suitable dolly. Rotary wing aircraft equipped with pneumatic landing gear may touch down and park on flexible pavement on the apron.
- L. **Removal of Derelict Aircraft** – The Airport General Manager may demand, of the owner, the removal of any abandoned, disabled, or derelict aircraft or parts thereof, from the Airport or to a designated area. If such demand is not met within a reasonable time, the Airport General Manager is authorized to affect the removal of said aircraft or parts at the owner’s expense.
- M. **Radio Communication** – Per FAA recommended traffic advisory practices, all pilots operating in the Airport environment are strongly encouraged to use two-way radio communication. Due to the high-volume mix and variety of aircraft, speed ranges, and pilot proficiencies around the Airport, the use of two-way radio communication will greatly enhance the safety of operations at the Jim Hamilton – LB Owens Airport.

Section VIII – Airport Security

- A. **Airport Identification (ID) Badge (AIDB) Program** – All aircraft owners, part owners, and personnel based at or employed on the Airport shall display an AIDB of the appropriate class at all times while within the airport perimeter security fence. The following general conditions apply to the AIDB program:
1. The holder must provide a copy of their State Driver's License (or official State photo identification card) upon issuance of any class of AIDB.
 2. One individual may only possess one AIDB of any class at one time.
 3. AIDB holders have a duty to challenge personnel within the airport perimeter security fence who are not transient personnel and who do not display their AIDB. If the challenged person does not comply with the display requirement, the challenger has a duty to report the non-compliance to the Airport General Manager, the Fixed Base Operator, or Law Enforcement Personnel.
 4. Transient personnel (pilots and passengers) are not required to display an AIDB (unless they possess one) in the vicinity of their aircraft or en route between their aircraft and the terminal and return. Transient pilots who have a picture identification badge from another airport or their employer are encouraged to display it as if it were an AIDB.
 5. When an AIDB of any class is issued, the holder must surrender all previously issued badges.
 6. Loss of an AIDB of any class must be reported immediately to the Airport General Manager. Losses that are determined to be due to negligence by the Airport General Manager may result in punitive measures up to eviction from the Airport. AIDBs that are used for fraudulent or criminal purposes may result in criminal prosecution.
 7. AIDB of any class must be safeguarded and cannot be loaned to anyone.
 8. AIDB must be displayed, picture face out, to the front of the body, outside of the outermost garment, at waist level or above.
 9. AIDB holders with escort privileges must maintain positive control of and are responsible for personnel whom they escort.
 10. AIDBs are the property of Richland County. AIDB holders will immediately surrender their AIDB to the Airport General Manager when the requirement for their retention no longer exists.

There are three classes of AIDB:

Class I – Owners of based aircraft, and other airport tenant organization members.

Airside foot and vehicle limits: Hangar areas and Aircraft Apron

Examples: Aircraft owners and part owners

AIDB-1 Special Conditions: AIDB, Class I (AIDB-1) holders have escort privileges.

Based aircraft owners or part owners are authorized up to two badges (one for the owner / part owner and one for another authorized person). Additional badges may be

requested for family members of owners and part owners. All AIDB Holders must be listed as authorized personnel in the Tenant's Hangar Lease.

Class II – Fixed Based Operator (FBO) employees assigned to CUB, and Richland County employees requiring regular airside access

Airside foot and vehicle limits – As specified / assignment dependent

Examples: FBO employees assigned to CUB

Richland County Operational Services employees who have airport maintenance responsibilities

AIDB-2 Special Conditions: AIDB-2 holders have escort privileges.

Class III – Visitors requiring daily access for an extended period

Airside foot and vehicle limits – As determined by the Airport General Manager

Examples: Construction Contractors

AIDB-3 Special Conditions: AIDB-3 holders have escort privileges limited to the nature of the reason associated with their access requirement. Escort privilege limitations will be provided to the AIDB-3 holder in writing by the Airport General Manager.

- B. Perimeter Fence and Gates** – The Airport is fully enclosed by a secure perimeter fence. This ensures both physical security as well as wildlife mitigation. The secure perimeter includes several access (motorized), service (non-motorized vehicle swing), and walk-through (pedestrian) gates. When detected by any Airport stakeholder, breaches to the perimeter, which may be caused by a malfunctioning or unattended gate, fence break, or other fence / grade failure, shall immediately be reported to Airport Staff.

No unsecured gates shall be left unattended.

Motorized access gates shall be used with one cycle, per vehicle, per use. The entering or exiting vehicle operator shall remain in close proximity to the gate until it has fully closed in order to ensure no unauthorized personnel enter the Airport perimeter.

Contractors or maintenance staff shall maintain positive control over any service gates in use either by securing (locking) after use or posting a gate guard to control access. Gates shall be closed when not in use even when supervised by a Gate Guard.

- C. Escorting Airport Visitors** – Tenants and Airport Staff may host and escort visitors to the Airport for legitimate, authorized purposes. Airport visitors shall abide by all rules and regulations contained herein. Authorized escorts may accompany multiple visitors, but not more than they can positively, effectively, and safely supervise.

Section IX – Environmental Regulations

- A. **Fuel and Oil Spills** – Fuel or oil that is spilled on Airport pavement or the airfield shall be promptly cleaned up and reported to the FBO.
- B. **Disposal of Waste Aircraft Oil and Filters** – Waste Aircraft Oil and Filters shall be properly disposed of in accordance with Federal, State, and Local regulations. A proper disposal facility for use by Airport Tenants is located adjacent to the Aircraft Maintenance Hangar. Non-Aircraft waste oil and filters not generated on the Airport are not authorized for disposal in this facility.
- C. **Aircraft Wash down Areas** – All grey water from Aircraft wash down must be collected and treated by an Oil-Water Separator. At the time of publication of this *Airport Manual*, authorized Oil-Water Separators are located in the designated area adjacent to the Aircraft Maintenance Hangar (Building 'E') as well as within large corporate hangars Y1, Y2, Y3, Y4, Y5, and Y6. No other areas on the Airport are authorized for Aircraft wash down.
- D. **Disposal of Aircraft Tires, Aircraft Parts, and Bulk Items** – Disposal of these items at the Airport by hangar tenants is not authorized. The FBO, SASO, and all Hangar tenants shall dispose of these items, generated at the Airport through their aeronautical activities, at their own expense in accordance with Federal, State, and Local regulations.
- E. **Compliance with Stormwater Pollution Prevention Plans (SWP3)** – The Airport General Manager shall maintain a Stormwater Pollution Prevention Plans (SWP3) in accordance with the County's National Pollutant Discharge Elimination System (NPDES) Industrial Permit. Good housekeeping, only using approved aircraft washdown areas, proper disposal of waste aircraft oil and filters, proper use of the Airport Dumpster and timely reporting and cleanup of any petroleum product spills will ensure this required plan compliance.

Section X – Storage and Use of Hazardous Items

- A. **Cooking Grills** – Cooking Grills of any design are not authorized for use on the Airport by individual hangar tenants. With prior authorization from the Airport General Manager, Cooking Grills may be used outdoors, away from any fuel or oil storage and aircraft, by designated organizations for official functions.
- B. **Liquid Propane (LP) Bottles** – LP Bottles are not authorized for storage on Airport Property. The Airport General Manager may store LP Bottles in accordance with the Fire Code for use in Wildlife Mitigation Noise Devices.
- C. **Oxygen Cylinders** – Oxygen Cylinders will be stored according to OSHA 1926.350. Tenants shall notify the Airport General Manager if storing Oxygen Cylinders in Airport Hangars. A suitable cylinder truck, chain, or other steadying device shall be used to keep cylinders from being knocked over while stored or in use. Inside hangars, cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet (6.1 m) from highly combustible materials such as oil or gas. If multiple cylinders are stored, they should be in a consolidated location. Storage spaces shall be located where cylinders will not be knocked over or damaged by passing or falling objects, or subject to tampering by unauthorized persons. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards. Valve protection caps shall be in place and secured.
- D. **Heaters** – Electric heaters may be used in hangars. The use of heaters that use another fuel source is not authorized. They shall not be left 'on' when the hangar is unoccupied and shall be approved by Underwriters Laboratory (UL) for their use.

Section XI – Flight Training

- A. **In General** – The goal of the flight training program at the Airport is to promote an active, vibrant, high-quality, well-managed flight instruction environment at the Jim Hamilton – LB Owens Airport (CUB) that serves Richland County, the City of Columbia, and the Midlands Region of South Carolina.

Flight training may be provided under 14 CFR, Part 61 or 14 CFR, Part 141. Flight training may be provided as an optional service by the Airport FBO Staff with permanent facilities, or by multiple SASOs with facilities leased on an “as-needed” basis. Annual Flight Training service agreements may be executed with multiple entities.

- B. **Conducting “for-profit” Flight Training** – Only Certificated Flight Instructors (CFIs) shall be authorized to provide flight training at the airport on a “for profit” basis, regardless of the owner of the aircraft in which the training is being offered. Flight Training entities, both large and small, shall:
1. Provide current copies of Flight Instruction certifications with rating notations.
 2. Register with the Airport General Manager and pay a non-pro-rated annual registration fee as a Commercial Aviation Operator.
 3. Comply with insurance requirements and provide proof thereof.
 4. Report flight training activity data to the Airport General Manager on a monthly basis.
 5. Pay a percentage of gross revenue to the Airport on a monthly basis.
 6. Lease conference room and office space for ground school activities and flight briefing or testing on an “as-needed” basis.
- C. **Flight Training by non-based personnel** – Transient aircraft or cross-country flight missions that pass through the Airport are not subject to the provisions of this Section.

Section XII – Maintenance of Aircraft

- A. **In General** – An established Airport FBO or SASO with a current lease agreement that is properly certificated by the FAA to maintain aircraft, may engage in their permitted craft in accordance with Airport Minimum Standards (please see **Appendix 3**). A portion of the gross revenue shall be paid to the Airport Sponsor on a monthly basis according to lease / contract agreements in effect.
- B. **Maintenance of a based aircraft by the Owner** – Based aircraft may be maintained by their owners within their leased hangar space in accordance with their skills, abilities, and FAA regulations. All aircraft maintenance performed shall comply with safety and environmental rules and regulations contained herein.
- C. **Maintenance of a based aircraft by a for-profit, third party (Non-Airport-based) entity** – Based aircraft may be maintained by a third party (Non-Airport-based entity) on a for-profit basis in accordance with their skills, abilities, and FAA certifications. Aircraft maintenance performed within a leased hangar space shall comply with safety and environmental rules and regulations contained herein. All for-profit entities shall register in advance with the Airport General Manager in accordance with **Appendix 4 (Permit for Commercial Airport Operators)** of this Manual before being authorized airside access to the Airport to perform work. A portion of the gross revenue shall be paid to the Airport Sponsor on a per-job basis.
- D. **Maintenance of an itinerant aircraft by the Owner** – Generally, besides the most basic operator-level maintenance such as adding engine oil, non-emergency maintenance of itinerant aircraft on the Airport is not authorized. Disabled itinerant aircraft shall be subject to daily ramp fees or a short-term tie-down lease. Repairs to these aircraft by its owner shall be by agreement between Airport Staff and the aircraft Owner and shall not be of prolonged duration or interrupt Airport operations.
- E. **Maintenance of an itinerant aircraft by a for-profit, third party (Non-Airport-based) entity** - Disabled itinerant aircraft shall be subject to daily ramp fees or a short-term tie-down lease. Repairs to these aircraft by a for-profit, third party (Non-Airport-based) entity shall be by agreement between Airport Staff and the aircraft Owner and shall not be of prolonged duration or interrupt Airport operations. Aircraft maintenance performed at the Airport shall comply with safety and environmental rules and regulations contained herein. All for-profit entities shall register in advance with the Airport General Manager in accordance with **Appendix 4 (Permit for Commercial Airport Operators)** of this Manual before being authorized airside access to the Airport to perform work. A portion of the gross revenue shall be paid to the Airport Sponsor on a per-job basis.

Section XIII – Airport Services

- A. **Fixed Base Operator (FBO)** – The FBO provides a variety of required and optional services on behalf of Airport tenants and patrons. These include:
1. Operation and Maintenance of the Airport Fuel Farm (Required)
 2. Dispensing Aviation Fuel (Required)
 3. Staffing the Airport Terminal during established hours of operation (Required)
 4. Provide Aircraft Hangar pull-in and pull-out (tug) services for based Aircraft (Required)
 5. Operated Aviation Band Radio Communications on an assigned UNICOM / CTAF (Required)
 6. Removal of disabled aircraft within the Runway or Runway Safety Area (RSA) when authorized in order to restore Airport functioning (Required)
 7. Provide Flight Training in accordance with 14 CFR, Part 61 or Part 161 (Optional)
 8. Provide Aircraft Maintenance Services in accordance with 14 CFR, Part 43 (Optional)
- B. **Aircraft Fueling** – Properly trained FBO Line Staff are the only personnel authorized to dispense Aviation Fuel on the Airport. This service shall be performed in accordance with current Fire Codes and NATA standards. All Aviation Fuel dispensed from the Fuel Farm is subject to the prevailing Fuel Flowage Fee.
- C. **Self-service Aircraft Fueling** – If available, Aviation Gasoline (AVGAS) may be made available for the self-fueling of piston engine aircraft. Fuel will not be dispensed into separate containers. The pilot of the Aircraft receiving fuel shall remain with the Aircraft during fueling operations and established, posted safety procedures will be followed.
- D. **Specialized Aviation Service Operator (SASO)** – Additional aeronautical services may be provided to Airport Tenants and patrons by SASO(s) authorized by the Airport General Manager and in accordance with published Airport Minimum Standards.
- E. **Hangar Rental** – Hangars may be made available for lease to aircraft owners and operators for the storage of aircraft. Please see **Section XV** for information on Policies and Rules for Hangar Tenants.
- F. **Message Boards** – The Airport General Manager shall maintain message boards in the Terminal Building and in proximity to apron and tenant vehicle access gates for the benefit and information of Airport tenants.
- G. **Compass Calibration Pad** – A Compass Calibration Pad (CCP) is located on the Southeast (SE) quadrant of the aircraft parking apron at the Airport. Installed in August 2019, it is certified accurate for aircraft compass calibrations for the next five-year period. The

procedure for Compass Calibration (“Swinging the Compass”) can be found in the current edition of FAA Advisory Circular (AC) 43.13-1_.

The CCP will be kept free of parked aircraft by the Fixed Base Operator (FBO) to the maximum extent possible, but may occasionally be unavailable due to aircraft high parking volumes.

- H. **Other Airport Services** – Various other optional Airport services may be offered from time-to-time by the FBO, SASOs, or Airport Staff. These may include Aviation Educational shows, events, and exhibits, Flight training, Aircraft rental, *etc.*
- I. **eVTOL Charging** – If available, electric charging may be made available for the recharging of such aircraft. The pilot of the Aircraft receiving charge shall remain with the Aircraft during charging operations and established, posted safety procedures will be followed.

Section XIV – Airport Operations

- A. **UNICOM / CTAF** – The Airport Sponsor shall maintain a current license from the Federal Communications Commission (FCC) to operate an aviation band receiver – transmitter on the designated Universal Communication (UniCom) / Common Traffic Advisory Frequency (CTAF). This communications net shall be monitored by FBO personnel during terminal hours of operation. Pilots operating on or near the vicinity of the Airport are strongly encouraged to monitor and broadcast on the designated UniCom / CTAF.
- B. **Rotating Beacon and Windcone (NAVAIDS)** – Aircraft Navigational Aids such as the Rotating Beacon and Windcone shall be provided and maintained at the Airport in good working order in order to fulfill their intended purpose in accordance with published FAA Advisory Circulars (ACs).
- C. **Air Traffic Control Services** – There is no Air Traffic Control Tower on site at the Airport. Air Traffic Control Services for the Airport shall be provided by Controllers based at Columbia Tower located at Columbia Metropolitan Airport (CAE).
- D. **Automated Weather Station** – An Automated Surface Observation Station (ASOS) which is owned by the Federal Aviation Administration (FAA) and operated by the National Weather Service (NWS) is located at the Airport and broadcasts weather data continuously on a designated frequency and via dial-in telephone connection.
- E. **Aircraft Rescue and Fire Fighting (ARFF) Services** – There is no ARFF Station located on the Airport. ARFF Services are provided by the Columbia – Richland County Fire Service based at area Fire Stations. Requests for ARFF and other emergency response services are made through the 9-1-1 Call Center.

Section XV – Policies and Rules for Hangar Tenants

The following Policies and Rules for Airport Hangar Tenants are hereby published:

- A. **Hangar Purpose** – The Aircraft Hangars shall be used as a storage facility for the lessee’s own aircraft, said aircraft being specifically identified in the hangar lease.
- B. **Oxygen Bottles** – Tenants storing and using oxygen bottles for aeronautical purposes shall notify the FBO Line Services Manager and store them in accordance with OSHA Regulation 1926.350. Please see **Section X** for additional information.
- C. **Heavy Tool Use** – No person shall operate a welding machine or torch of any type in the hangars. Neither shall any person operate any grinding equipment or spark-producing tools in the hangars.
- D. **Flammable Liquids** – No person shall use any flammable liquids (with a flashpoint lower than 100 degrees F) to wash parts or clean any section of an aircraft or engine, except with an approved “parts washer.” No dispensing, transfer, or storage of flammable or combustible liquids shall be permitted inside of the hangars.
- E. **Endangerment** – No person shall perform any activity that could endanger the safety of the hangars or personnel. No hangar tenant is authorized access to any Airport building roof.
- F. **Business Activity Prohibition** – No hangar shall be used as a business location, or in any way to generate revenues or reimbursement to the lessee incident to the sale of parts, maintenance for hire, fuel sales, or other activities of a commercial or business nature. This provision shall not be construed to prohibit the occasional sale, barter, reimbursement or trade in kind of materials or services. This prohibition may be waived by the Richland County Airport Commission for flight instruction only.
- G. **Building Modifications** – No structural changes, modifications, or additions shall be made to the hangars by the lessee without prior, written approval of the Airport General Manager. No wall dividing panels shall be removed by Hangar Tenants.
- H. **Hangar Waiting List** – At any time there may exist a shortage of hangars for lease. At such time a “Waiting List” will be maintained by the Airport General Manager, and will be available to interested parties, during normal working hours. Interested parties should contact the Airport General Manager by mail, email, or in person if they desire to have their name added to the waiting list. Hangars are assigned on a “first come, first served” basis providing that the aircraft is of a compatible size with the next available hangar.

- I. **Turnover Inspections** – Joint turnover inspections of Hangars will be conducted by the Airport General Manager upon Tenant move-out and move-in. Hangars shall be free of damage, debris, surplus items, and “broom clean” upon move-out and move-in. Any agreed-to transfer of furniture, modifications, or other property between out-going and in-coming tenants shall be noted and becomes the sole responsibility of the new tenant thereafter.

- J. **Good Housekeeping** – Good housekeeping within hangars shall be practiced by the tenants for the purpose of ensuring health, comfort, safety, and environmental compliance. Storage of extemporaneous items unrelated to aeronautical activities and other clutter is prohibited.

- K. **Compliance with Fire Code** – All Fire Codes, as adopted by Richland County and / or the City of Columbia, shall be in effect. Any other provision or prohibitions, as so stated herein, shall apply as well. Periodic compliance inspections of hangars may be conducted by the Fire Marshal or County Safety Staff. Typical inspection discrepancies include:
 - 1. Improper storage of oily rags;
 - 2. Improper use of electrical items (power strips, multi-plugs, extension cords)
 - 3. Failure to maintain “NO SMOKING” sign;
 - 4. Storage of Liquid Propane (LP) tanks;
 - 5. Improper storage of flammable materials.

- L. **Airworthy Aircraft** – Hangar tenants shall provide current copies of Aircraft Airworthiness Certificates and Aircraft Registration. Upon adoption of this *Airport Manual*, the Airport General Manager may refuse to renew or grant a hangar lease to a home-built / aircraft restoration tenant or applicant under any of the following conditions:
 - 1. Over 10% of Airport hangar spaces are occupied by Aircraft that are under construction, restoration, or otherwise not airworthy.
 - 2. Six-years has passed since the date of initial hangar lease and the home-built aircraft / restoration is not complete and no Airworthiness Certificate has been issued by the FAA. The South Carolina Historic Aviation Foundation (SCHAF) is exempt from this provision. Note: Extension of additional lease periods may be granted by the Airport Commission.

- M. **Maintenance and Repair of Airport Facilities** – Facility maintenance and repair needs shall be promptly communicated to the FBO Staff for execution by the Airport Sponsor.

- N. **Insurance** – All hangar tenant insurance provided under these Rules shall:
 - 1. Be with a company licensed to do business in South Carolina and acceptable to the County.
 - 2. Be verified by the insurer furnishing the County a Certificate of Insurance (COI).

3. Provide the County with an unqualified written statement by the insurer or the insured that no insurance will be cancelled, reduced in amount or materially changed prior to giving ten-days prior notice in writing to the County.
4. All required insurance documents shall be mailed to the:

Airport General Manager
Jim Hamilton – LB Owens Airport (CUB)
1400 Jim Hamilton Blvd
Columbia, South Carolina 29205

5. Aircraft (Hull) and Premises liability Insurance – Hull insurance required of owners of aircraft who are tenants of the Airport: \$500,000 combined single-limit liability (this may be waived by the Aircraft owner / lessee if the Airport Sponsor, the Airport Commission, the Airport Staff, and the Fixed Base Operator (FBO) are held harmless). Premises Liability insurance requirement shall not be waived: \$500,000 combined single-limit liability. Lessee shall provide proof of such coverage to the Lessor within ten (10) business days following the execution of the Hangar Lease agreement.
 6. Right of Subrogation waiver – The Lessee shall waive and have his insurer waive right of subrogation against Lessor. In addition, Lessee will waive and have his insurer waive right of subrogation against the FBO in excess of \$250,000 per aircraft / \$250,000 per occurrence hangar keeper’s liability limit.
 7. The Airport Commission shall review these limits frequently and shall make such changes as may be reasonable and necessary. The Airport Commission may adjust such limits on the recommendation of the County Director of Risk Management at any time or to be applicable to any operation. Where any proposed service or use is not contemplated by these Regulations, the Airport Commission shall set reasonable requirements.
- O. **Hangar-to-Aircraft size compatibility** – If a single aircraft is significantly smaller than the size of the Corporate Hangar it occupies (small, medium, or large), the lease may not be renewed if the hangar tenant has not taken advantage of a subsequent offer to occupy a smaller available hangar that would accommodate the stored aircraft in the interim. This hangar-to-aircraft size disparity shall be identified and annotated by the Airport General Manager at the time of the original lease execution or following a change of based aircraft stored in the corporate hangar.
- P. **Change of Hangar occupancy** – The Airport General Manager shall change out the pedestrian door(s) lock(s) in a timely manner upon a change of hangar occupancy. The lock / core removed may be re-applied at a later date to another hangar if serviceable and secure. The out-going hangar tenant shall return all keys to the Airport General Manager upon lease termination.

Q. **Security Deposit** – Upon initial execution of a hangar lease agreement, the lessee shall pay the lessor a security deposit in an amount equivalent to one month's rent at the time of the execution of the original lease agreement. This shall be held by the lessor for the life of the lease. If the lessee relocates to a different hangar at the Airport, the security deposit may be transferred to the cover the new hangar if the amount is roughly equivalent. If all conditions for vacating the hangar upon termination of the lease agreement are adequately satisfied, then the security deposit will be refunded to the departing tenant.

Section XVI – Other (non-Hangar) Airport Facilities – Please see **Appendix 1 (Airport Grid Map)** for an exhibit showing all Airport Facilities.

A. **Terminal Building** – The Terminal Building, located at 1400 Jim Hamilton Blvd, is the base for the FBO and serves as headquarters for Airport operations and management. It is also a public facility that serves Richland County Government.

1. Conference Rooms – The conference rooms at the Airport, consistent with its mission, are intended to promote economic development, support *bona fide* public uses, and promote aviation. Examples of such uses are:

- Meetings by transient airport business personnel;
- Meetings by local business personnel;
- Meetings by local government staff and elected officials;
- Meetings by community improvement organizations;
- Meetings by candidates for elected office;
- Meetings by aviation organizations;
- Meetings by aviation examiners and regulators;

The conference rooms are not intended for purely social functions, such as birthday or holiday parties. Neither are they intended to provide gratis regular and recurring meeting space for locally-based businesses. Scheduling of conference rooms will be managed by the Airport General Manager on a first come, first served basis. Groups which meet in the conference rooms will clean up and restore the conference rooms to their pre-meeting condition. Tampering or the unauthorized connection or disconnection of cables in audio / video support systems is prohibited.

- 2. Offices
- 3. Lobby
- 4. Kitchen
- 5. Flight Planning Room
- 6. Pilots' Lounge / "Snooze Room"
- 7. Automobile parking lot

B. **Airfield** – The Airfield consists of all Airport property, pavement, and facilities located to the South and West of Taxiway 'A' inclusive. With the exception of Airport Staff, authorized maintenance personnel, State and Federal aeronautical regulators, and contractors engaged in authorized construction or maintenance, access to the Airfield is limited to aircraft taxiing, taking off, or landing. Under routine conditions, no other Airport tenant's vehicle or pedestrian traffic is authorized on the Airfield. Limited, temporary access by vehicle traffic to Taxiway 'A' in the event of an inoperable access gate may be temporarily granted by the Airport General Manager or FBO Staff.

C. **Airfield Electrical System** – The Airfield Electrical System provides all of the Navigational Aids, Edge Lights, Directional Signage, supporting electrical vault, and electrical power backup emergency generator to ensure safe and uninterrupted Airport operations in marginal weather and visibility conditions. Airfield lighting shall be engaged as follows:

1. Rotating Beacon – During nighttime and other periods of reduced visibility.
 2. Windcone lighting – During nighttime and other periods of reduced visibility.
 3. Edge lighting – Pilot activated During nighttime and other periods of reduced visibility.
 4. Directional and distance remaining signage – Same as edge lighting.
 5. Precision Approach Path Indicator (PAPI) – Continuously.
 6. Runway End Identifier Light (REIL) – Same as edge lighting.
- D. **Fuel Farm** – The Fuel Farm is used to store bulk quantities of aviation fuels such as Aviation Gasoline (AvGas / 100 LL) and Jet A for dispensing to FBO Fuel Trucks and then to aircraft by FBO Staff. The Fuel Farm is permitted for operation by the South Carolina Department of Health and Environmental Control (SCDHEC). Access to the Fuel Farm area is limited to Airport Staff only; other Airport Tenants are not authorized access to the Fuel Farm.
- E. **Waste Oil Disposal Facility** – This facility, located adjacent to the Maintenance Hangar, is for the use of Airport tenants only. It is for the disposal waste oil and oil filters from based aircraft and aircraft undergoing authorized maintenance at the Airport. Disposal of automobile waste oil or oil filters is not authorized. Waste containers shall be emptied as required by the Department of Public Works, Solid Waste & Recycling Division.
- F. **Waste Fuel Disposal Facility** – This facility, located close to the Fuel Farm, is for use by the FBO Staff only. It is for the disposal of waste fuel generated from daily quality testing by the FBO Staff. No other disposal is authorized. Waste fuel tanks shall be emptied as required by the Department of Public Works, Solid Waste & Recycling Division.
- G. **Dumpster** - A dumpster shall be provided within an enclosure to permit airside and landside access for use and maintenance. In accordance with the Airport Stormwater Pollution Prevention Plan (SWP3), the top covers shall remain closed in order to prevent rainwater intrusion and collection. The dumpster is for use by Airport tenants for authorized solid waste generated on-Airport. The dumpster enclosure shall remain secure when not in use.

Section XVII – Tenants

- A. **Hangar Tenants** – Hangars are developed and leased for the benefit of General Aviation (GA) operators and the safe and secure storage of their aircraft and associated accessories. Tenants may be individuals, businesses, or joint owners. Hangars shall be leased to tenants on a non-discriminatory, first-come, first-served basis in order to facilitate access to the Airfield and the National Airspace System (NAS). Compliance by Hangar Tenants with the rules, regulations, policies, and procedures contained herein will help ensure a proper-running, public use Airport. Limitations may be placed on the continued use of Hangar Space for the storage of aircraft that are not currently airworthy.

- B. **Aviation Organizations** – Inherent in the mission of providing a public use Airport is the concurrent promotion of aviation itself. Aviation organizations that provide education, fellowship, and advocacy also, directly or indirectly, support the operation, growth, and development of the Airport. Their ongoing presence at the Airport shall, within the bounds of operational and financial needs, be encouraged. At the time of publication, Aviation Organizations based at the Airport include Experimental Aircraft Association (EAA) Chapter 242 / Palmetto Sport Aviation, Civil Air Patrol (CAP), South Carolina Historic Aviation Foundation (SCHAF) and the visiting South Carolina Breakfast Club.

- C. **Businesses (Aeronautical)** – The presence of aeronautical businesses, especially those that require direct access to an airfield and the NAS, is a form of “highest and best” use of Airport facilities. These businesses may be an FBO, a SASO, or another business that functions directly to support the aviation or aerospace industries. Their presence may be through lease of a County-developed facility, such as the Maintenance Hangar, or private development on property available through an extended ground lease. Please see **Appendix 3 (Airport Minimum Standards)** and **Appendix 4 (Permit for Commercial Airport Operators)**.

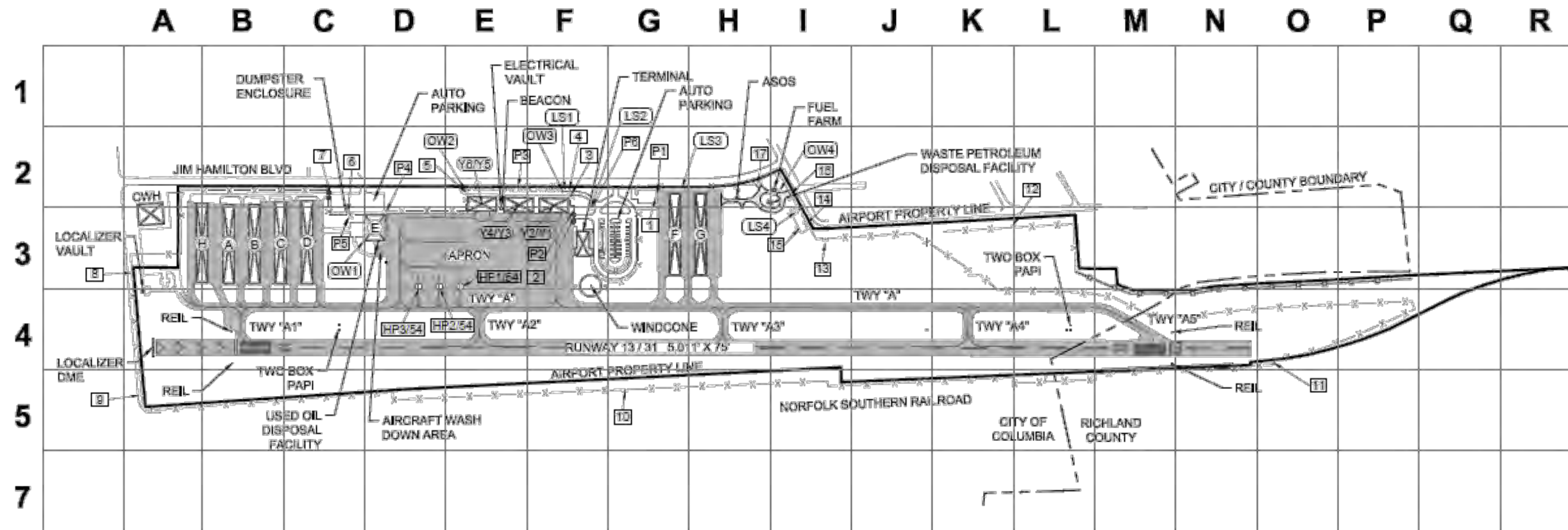
- D. **Businesses (Non-aeronautical)** – The presence of non-aeronautical businesses on Airports is a growing trend that assists in the maximization of revenue while minimizing the burden on Airfield facilities. Please see **Appendix 3 (Airport Minimum Standards)** and **Appendix 4 (Permit for Commercial Airport Operators)**.

Section XVIII – Enforcement

- A. **In General** – The Airport General Manager shall be responsible for enforcing all rules and regulations contained herein, and such enforcement shall be conducted in a fair, equitable, and non-discriminatory manner. The Airport General Manager shall have limited codes enforcement authority, chiefly associated with the safe operation and parking of ground vehicle on Airport property and enforcing Fire Code regulations.
- B. **Eviction** – In the event of Nonpayment of Rent; Violation of Lease Terms / Rental Agreement; the gross non-compliance of this Manual; or Illegal Activity, an Airport Tenant may be evicted from the hangar that he occupies. Applicable South Carolina law shall apply.
- C. **Violations** – Any violation of the rules and regulations contained herein may be considered a misdemeanor and legal action may result. Further, violation of these rules and regulations shall subject the offender to administrative action by the County, and said offender may be directed to leave the Airport property and be denied the future use of these facilities. Each and every violation shall be considered a separate offense.
- D. **Procedures for Arbitration** – A need may arise, from time to time, to deal with persons, firms, corporations, airport management, or any combination of the aforementioned, when said party, or parties, are perceived to be engaged in activities that are against Airport’s rules, regulations, or activities that are not in the best interest of the public and/or the Airport, or when there is a dispute between parties.

For this purpose, an Arbitration Hearing may be requested by either party. The Airport Commission shall serve as the Arbitration Board and attempt to settle these disputes in an objective and fair manner. The Commission, within a reasonable period of time, will investigate the question and decide on what action shall be appropriate. The Commission’s recommendation shall, in no way, be binding on the County, nor shall it preclude further actions, as necessary by any other regulatory body, such as the FAA, the law enforcement agencies, the County, or any other entity empowered to exercise its jurisdiction in the matter.

If any person, or entity, wishes to have a hearing before the Arbitration Board, a written request shall be submitted to the Airport General Manager or to a member of the Airport Commission. The parties shall agree that the decision of the Arbitration Board shall be binding on both parties unless the decision is appealed to Richland County Council.

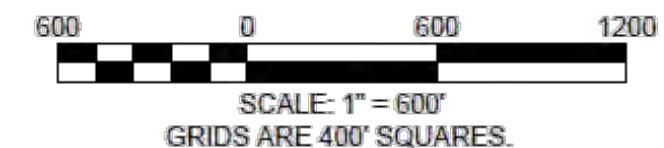


LEGEND	
	AIRPORT PROPERTY LINE
	CITY / COUNTY BOUNDARY
	FENCE
	BUFFER FENCE
	AIRPORT BUILDING
	PEDESTRIAN GATE
	VEHICLE GATE
	LIFT STATION
	OIL / WATER SEPARATOR
	HELIPAD

EXISTING BUILDING DATA TABLE	
BLDG.	DESCRIPTION
A	T-HANGAR (18 UNITS)
B	T-HANGAR (18 UNITS)
C	T-HANGAR (15 UNITS - 2 BOX)
D	BOX HANGAR (7 UNITS)
E	MAINTENANCE HANGAR
F	T-HANGAR (17 UNITS)
G	T-HANGAR (18 UNITS)
H	T-HANGAR (18 UNITS)
Y2/Y1	COMMERCIAL HANGAR
Y4/Y3	COMMERCIAL HANGAR
Y6/Y5	COMMERCIAL HANGAR

NOTES:

1. _____
2. _____
3. _____
4. _____



APPENDIX 2 – NOISE ABATEMENT PROCEDURES

The following noise abatement procedure are in effect for the Jim Hamilton – L. B. Owens Airport:

<p>Runway 13</p> <p><u>Arrivals:</u></p> <ul style="list-style-type: none"> • Right Traffic Pattern <p><u>Departures:</u></p> <ul style="list-style-type: none"> • No eastbound (left) departure turns below 1,500 feet AMSL. 	<p>Runway 31</p> <p><u>Arrivals:</u></p> <ul style="list-style-type: none"> • Left Traffic Pattern • Runway 31 - approach slope 42:1 to displaced threshold. <p><u>Departures:</u></p> <ul style="list-style-type: none"> • No northbound (right) departure turns below 1,500 feet AMSL.
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- ➔ Avoid noise sensitive residential area north and east of airport below 1,500 feet AMSL.
- ➔ Railroad switching yard parallel and to the south of Runway 13/31.
- ➔ No northbound departure turns from either runway below 1,500 feet AMSL.

(Note: procedure should not be used if in conflict with specific ATC directions or instructions or when pilot-in-command deems unsafe).

These noise abatement procedures have been endorsed by the Federal Aviation Administration (FAA), Richland County Council, and the Richland County Airport Commission.

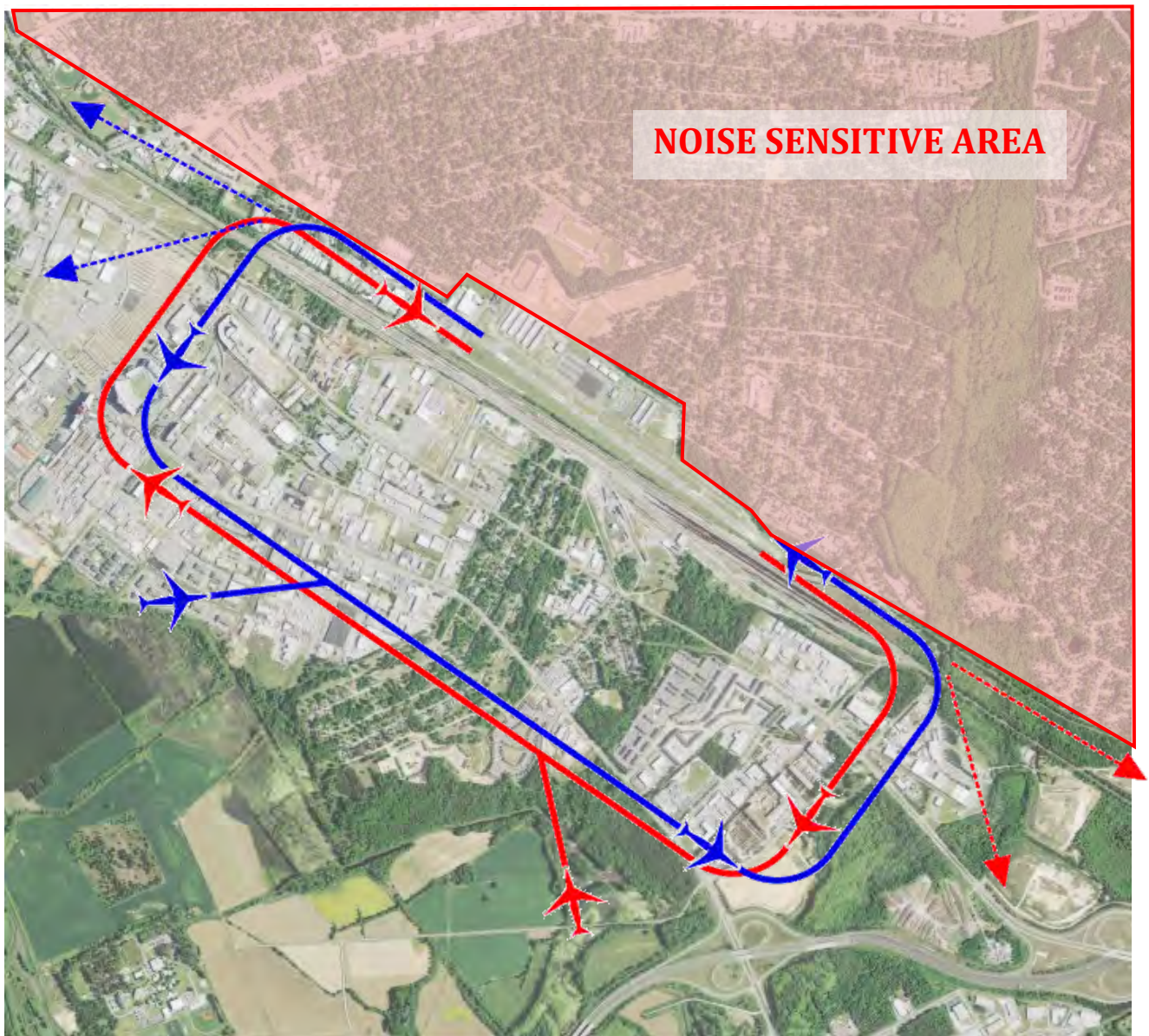
Please note the additional points for informational and safety purposes:

- ➔ UNICOM radio frequency is 123.075 MHz
- ➔ Do not cross the Congaree River within 5 miles (North or South) of the Airport, or climb to 2000’ AGL prior to establishing two-way communications with Columbia Approach Control on 133.4. (CLASS “C” Airspace Procedures)
- ➔ Avoid the University of South Carolina’s Williams-Brice Stadium during takeoffs and landings.

- The runway lights and REIL (Runway End Identification Lights) can be activated using UNICOM:
 - 7-Clicks: turns on REIL runway lights
 - 5-Clicks: turns on runway lights only (medium)
 - 3-Clicks: turns off REIL and sets runway lights to low intensity
(Once activated, lights remain on for 15 minutes)

- Recommendation of no more than 4 flight school aircraft operations should be in the traffic pattern at the same time for airport operation efficiency/safety (satellite airports are available during periods of high activity).

NOISE ABATEMENT PROCEDURES MAP



APPENDIX 3 – AIRPORT MINIMUM STANDARDS

Section I – In General

Permitting of Commercial Aviation Operators. All FBOs, SASOs, and other vendors and contractors shall comply with the Airport’s application procedures and permitting requirements for commercial aviation operators prior to beginning operations at the Airport. Please see **Appendix IV (Permit for Commercial Aviation Operators)** of this Manual.

Airport Identification Badges (AIDBs) – All commercial operators such as FBOs and SASOs are required to comply with the Airports policies and procedures regarding employee background checks, badge and identification criteria, and permitting. Please see **Section VIII (Airport Security)** of this *Airport Manual*. FBOs and SASOs shall:

- Conduct employee Background Checks on each of its employees with access to the AOA, Aircraft Parking Areas, or other Restricted Areas.
- Submit to the Airport General Manager a list of all such employees and the results of the security background checks.

Any violation of this procedure by a commercial operator or its employees may result in suspension of operations.

Section II – Fixed Base Operators (FBOs)

All FBOs at the Airport shall be full-time business enterprises with staffed office facilities at the Airport during all business hours and perform their business in compliance with these minimum standards and other acceptable industry standards. No FBO will be allowed to operate on the Airport without a fully executed lease / service agreement with the County.

A Fixed Base Operator (FBO) shall be only those individuals, corporations, or firms that are authorized to engage in and furnish a full range of aeronautical activities and services that shall include, as a minimum, the following:

- Sale and dispensing of both AVGAS (100LL) and Jet (turbine) aviation fuels and oils.
-
-
- Adequate and efficient ramp service for at least 12 hours of each calendar day and “on- call” service as requested.
- Capability to perform FAA approved major and minor aircraft, engine, and accessory maintenance, and to furnish necessary tools and equipment.
- The general manager or highest-level management position at the location overseeing the day-to-day activity must have a minimum of five years continuous work experience in the general aviation industry, with at least two years of experience specific to FBO management. The general manager must also have demonstrated the ability to successfully operate an FBO and provide evidence of required insurance.
- The Airport General Manager shall determine substantial conformance to the minimum standards for FBOs.
- The Operator shall procure and maintain, during the full term of their lease, permit, or agreement, insurance of the types and in the minimum limits set forth by the County and presented in the written agreement with the Airport, for the respective categories of aeronautical services provided. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County as additional insured. A company issued “certificate of insurance” shall be provided to the County prior to conducting operations and shall contain a provision that requires notification to the County at least 30-days prior to cancellation.
- FBOs must show financial solvency and business ability to the satisfaction of the Commission.

- FBOs will be required to furnish the County a performance bond commensurate with any construction required to meet the minimum standards for the particular service or activity to be performed.
- All construction required herein shall be in accordance with design and construction standards established by the County for the facility involved.
- Land available for commercial aeronautical activities is a valuable and limited commodity. It is the policy of the County that no land areas or building space in excess of present and foreseeable requirements will be leased to any FBO. Additional areas will be made available to FBOs on the basis of need and availability.

Section III – Fuel and Oil Sales

Any business conducting aviation fuel and oil sales on the Airport shall provide:

- Hard surface ramp space accessible by taxiway with electric pumps and tank storage having a capacity equal to the minimum tanker truckload deliverable for AVGAS and Jet fuel. All fuel farms shall be maintained and operated in accordance with the standards set forth in the current edition of FAA Advisory Circular (AC) 150/5230-4_ “Aircraft Fuel Storage, Handling, and Dispensing on Airports”, and any amendments thereto. This AC provides procedures and practices which, if not strictly complied with, may contribute to unsafe conditions and accidents.
- Properly trained line personnel on duty at least 12 hours of every calendar day, seven days a week and “on-call” by readily accessible telephone at other hours during the day or night.
- Proper equipment for repairing and inflating aircraft tires, servicing oleo struts, changing engine oil, washing aircraft and aircraft windows and windshields, and for recharging or energizing discharged aircraft batteries and starters.
- Conveniently located heated and air-conditioned lounge or waiting rooms for passengers and airplane crews of itinerant aircraft with close access to sanitary restrooms.
- Adequate towing equipment, parking, and tie-down areas to safely and efficiently move aircraft and store them in all reasonably expected weather conditions.
- Adequate inventory of at least two brands of generally accepted grades of aviation engine oil and lubricants.
- Adequate bonding apparatus on fuel trucks to eliminate the hazards of static electricity and approved types of fire extinguishers or other equipment commensurate with the hazard involved in the refueling and servicing of aircraft, including spill kits.
- The Operator shall procure and maintain, during the full term of their lease, permit, or agreement, insurance of the types and in the minimum limits set forth by the County and presented in the written agreement with the Airport, for the respective categories of aeronautical services provided. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County as additional insured.

Section IV – Aircraft Maintenance and Repair

Any business who operates aircraft engine and accessory maintenance facilities on the Airport shall comply with all federal, state, and local regulations regarding the operation of an aircraft maintenance facility and provide the following:

- Sufficient hangar space to house any aircraft upon which such service is being performed.
- Suitable storage space for aircraft awaiting maintenance or delivery after repair and maintenance has been completed. When light aircraft are placed outside of hangars and left unattended, the aircraft shall be secured with tie-down ropes or other restraining devices of at least 1,200 pounds working load strength. All tie-down ropes and other restraining devices shall be maintained in good condition.
- Adequate space and equipment to perform top overhauls as required for FAA certification and repair of parts not needing replacement on all single-engine land and light multi-engine land general aviation aircraft.
- At least one FAA certificated airframe and power plant mechanic available at least eight-hours per day, five-days a week (excluding holidays).
- Adequate facilities for washing and cleaning aircraft. Washing of aircraft shall be performed in hangars or in other designated areas that drain into the sanitary sewer. Aircraft cannot be washed in areas that drain into the storm sewer or storm water runoff system.
- Adequate facilities to conceal non-airworthy or severely damaged aircraft from public view.
- Separately partitionable space with adequate exhaust fans and fire protection for spray painting if this type of work is performed. If this type of work is performed, then the operator shall conduct all activities in compliance with federal, state, and local environmental regulations.
- The Operator shall procure and maintain, during the full term of their lease, permit, or agreement, insurance of the types and in the minimum limits set forth by the County and presented in the written agreement with the Airport, for the respective categories of aeronautical services provided. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County as additional insured.
- Please see **Section XII – Maintenance of Aircraft** of the *Airport Manual* and **Appendix 4 – Permit for Commercial Airport Operators**.

Section V – Flight Training

Any person or business conducting flight training activities at the Airport for direct compensation shall comply with all federal, state, and local regulations regarding flight schools and provide the following:

- At least one FAA certificated flight instructor for single-engine land aircraft available for instruction on a mutually-agreed basis with the student.
- At least one dual-control equipped single-engine land aircraft properly equipped and maintained for flight instruction and such additional types of aircraft as may be required to give flight instruction of any kind advertised, or, authorized use of a student-owned aircraft that is airworthy and properly insured.
- Adequate classroom space, seating facilities for students, and sanitary restrooms (may be leased from the Airport Sponsor on a short- or long-term basis).
- Adequate mock-ups, pictures, slides, filmstrips, or other visual aids necessary to provide ground school instruction.
- Properly certificated ground school instructor(s) providing regularly scheduled ground school instruction sufficient to enable students to pass the FAA written examinations for private pilot, instrument, and commercial ratings.
- Continuing ability to meet FAA certification requirements for the type of flight training provided.
- The Operator shall procure and maintain, during the full term of their lease, permit, or agreement, insurance of the types and in the minimum limits set forth by the County and presented in the written agreement with the Airport, for the respective categories of aeronautical services provided. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County as additional insured.
- Please see **Section XI – Flight Training** of the *Airport Manual* and **Appendix 4 – Permit for Commercial Airport Operators**.

Section VI – Aircraft Charter Service

Any business offering aircraft charter services from the Airport shall operate in compliance with all federal, state, and local regulations regarding aircraft charter services and provide the following:

- Passenger lounge with close access to sanitary restrooms.
- Adequate table, desk, or counter for checking in passengers, ticketing, fare collection, and handling of luggage.
- Properly certificated and suitable aircraft with properly certificated and qualified operating crew available for service at least eight hours per day, five days a week. At all other times, standby aircraft and crews shall be available and “on-call” within one-hour’s notice.
- A current 14 CFR Part 135 certificate.
- The Operator shall procure and maintain, during the full term of their lease, permit, or agreement, insurance of the types and in the minimum limits set forth by the County and presented in the written agreement with the Airport, for the respective categories of aeronautical services provided. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County as additional insured.

Section VII – Aircraft Rental and Sales

Any business conducting aircraft rental or new aircraft sales activity shall comply with all federal, state, and local regulations regarding aircraft rental and sales and provide the following:

- Suitable office space for consummating sales and / or rentals and the keeping of proper records in connection therewith.
- At least two properly maintained and certificated airworthy aircraft for rental.
- Access to on-airport adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators for such service and repair.
- A properly certificated pilot capable of demonstrating new aircraft for sale and/or for checking out rental aircraft at least eight hours per day, five days a week.
- Adequate minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the types and models of aircraft sold.
- Current/up-to-date specifications and price lists for the types and models of new aircraft sold.
- Proper checklists and operating manuals for all aircraft rented and adequate parts catalogues and service manuals for all aircraft sold.
- The Operator shall procure and maintain, during the full term of their lease, permit, or agreement, insurance of the types and in the minimum limits set forth by the County and presented in the written agreement with the Airport, for the respective categories of aeronautical services provided. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County as additional insured.

Section VIII – Crop Dusting and Spraying

No crop-dusting operation shall be conducted on the principal public use apron or ramp of the Airport. Anyone seeking to conduct crop dusting or spraying of agricultural chemicals shall comply with all federal, state, and local regulations with regard to aerial crop spraying and provide the following:

- Suitable arrangements for the safe storage and containment of noxious chemical materials. No poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the Airport.
- Properly certificated aircraft suitably equipped for the agricultural operation undertaken.
- The Operator shall procure and maintain, during the full term of their lease, permit, or agreement, insurance of the types and in the minimum limits set forth by the County and presented in the written agreement with the Airport, for the respective categories of aeronautical services provided. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County as additional insured.

Section IX – Miscellaneous Operations

Miscellaneous operations such as **radio and instrument repairs, aircraft tie-downs**, and other aeronautical activities not provided for herein may be conducted by any individual, firm, partnership, limited liability company, or corporation upon application to and approval by the Commission. Reasonable terms and conditions for the privilege of engaging in these various services will be established by the Airport General Manager commensurate with the nature and scope of the activities involved.

To the extent that such facility requirements are reasonable, hangar space, office and lounge space, aircraft parking areas, and other such required facilities will be coterminous or concurrent requirements where an operator offers multiple services.

Minimum standards for commercial hangars, aprons, shops, or other facilities to be constructed on the Airport shall be as follows:

- Aircraft storage hangars shall contain a minimum of 10,000 square feet of floor space.
- Aircraft maintenance hangars shall contain a minimum of 8,000 square feet of floor space.
- These buildings shall be fireproofed and of metal or masonry construction with properly designed doors stressed in accordance with local and national building codes. The floor(s) shall be of properly constructed concrete sufficient to sustain all types of aircraft using the facility.
- Office areas, lounges, and sanitary restrooms which adjoin these buildings must also be fireproofed and of metal or masonry construction consistent with current standards existing on the Airport.
- Aircraft parking aprons shall be required for operators providing aviation fuel sales, ramp services, and aircraft repair services. Aircraft parking aprons shall be constructed according to plans and specifications approved by the Airport General Manager.

APPENDIX 4 – PERMIT FOR COMMERCIAL AVIATION OPERATORS

Permit: This permit, when issued by the Airport General Manager, authorizes the permittee to provide the designated commercial aviation services at the Airport for the calendar year indicated on the application form.

Restrictions: The permittee agrees to comply with the *Airport Manual* of the Jim Hamilton – LB Owens Airport and further agrees to provide only the commercial aviation services at the Airport authorized under this permit.

Annual Fee: A non-refundable, non-prorated annual fee will be charged to applicants.

Term: This permit shall remain in effect for the calendar year indicated on the application form provided the following conditions are met:

- The “Application for Commercial Aviation Operators Permit” is approved and executed by the Airport General Manager.
- The annual fee is paid with the submission of the permit application.
- The permittee is in full compliance with the *Airport Manual* of the Jim Hamilton – LB Owens Airport.
- The permittee is in full compliance with the insurance provisions contained herein.

Insurance: A company issued “certificate of insurance” containing a provision that requires notification to the Airport General Manager at least 30 days prior to cancellation is required when this application is submitted (unless a current certificate of insurance is already on file with the Airport General Manager). The insurance limits shall be as required herein for the commercial aviation services to be provided, and the County must be named as additional insured.

Application: The applicant shall submit this document to the Airport General Manager along with the annual fee, adequate proof of insurance, and appropriate documentation as defined herein no later than December 31st of each year.