

**THE BI-STATE DEVELOPMENT AGENCY OF THE
MISSOURI-ILLINOIS METROPOLITAN DISTRICT**

**RULES, REGULATIONS, AND PROCEDURES
FOR ST. LOUIS DOWNTOWN AIRPORT**

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01. Background

In 1965 the Bi-State Development Agency purchased the Parks Metropolitan Airport creating the St. Louis Downtown Airport. Since 1965 the Airport has expanded with new runways capable of landing larger aircraft, new hangars capable of storing some of the largest aircraft in operation, and has become one of the busiest airports not just in the St. Louis Metropolitan Region but in the state of Illinois.

Today the Airport, either directly at the Airport or indirectly in the region, provides a significant and vital economic impact to the local economy and does so without the benefit of local taxpayer support. The Airport is one the primary economic engines in Southwest Illinois and strives to continue to generate more business, more economic opportunities, and be the benchmark for successful airports in the nation.

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Airports are a method of interstate commerce and as such are highly regulated by Local, State, and Federal authorities. Regulations cover all aspects of an airport's operation and certain regulations require the Airport to maintain a position that is self-supporting and separate from the Agency that oversees the Airport.

02. Definitions

1. "ACRP" means Airport Cooperative Research Program.
2. "Aeronautical Activity" means any commercial or non-commercial activity which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.
3. "Advisory Circular(s)" means documents containing recommendations by the Federal Aviation Administration ("FAA") on how best to operate an airport and explain FAA Regulations. The documents which are recommendations to General Aviation airports become required when a Sponsor signs FAA Grant Assurances.
4. "Agency" means the Bi-State Development Agency, an interstate compact agency created by the States of Missouri and Illinois and approved by the United States Congress.
5. "AIP" means Airport Improvement Program.
6. "ATCT" means the Air Traffic Control Tower.
7. "Aircraft" means any machine which has been certified by the FAA to fly in the airspace of the United States.
8. "Airport" means the area described on Appendix A of the St. Louis Downtown Airport, Airport Layout Plan.
9. "Airport Cooperative Research Program" means the program which carries out applied research on problems that are shared by airport operating agencies and are not being adequately addressed by existing federal research programs.
10. "Airport Director" means the employee of the Agency responsible for general supervision of the operations and development of the Airport.
11. "Airport Improvement Program" means an FAA program which grants money to airports for certain development projects usually with a local share requirement.

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12. "Aviation System" means all employees, property or operations of the Agency at the Airport.

13. "Airport Layout Plan" means the document approved by the FAA and the Illinois Division of Aeronautics which recognizes the size, scope, function, and future plans of an airport.

14. "Airport Operations Area" means the property of an airport which is dedicated to aeronautical activity.

15. "Airport Utility Easement" means a public utility easement for the provision of gas and electric service at the Airport.

16. "Airspace" means a system for organizing the atmosphere capable of flight.

17. "AOA" means Airport Operations Area.

18. "Apron" means any surface for aircraft parking and operation that is not a ramp, taxi lane, taxiway, or runway.

19. "ARFF" means Airport Rescue and Fire Fighting.

20. "Aviation Operator" means any person or organization engaged in business of an aviation nature under authority of a lease, license, or permit of a Sponsor.

21. "Class Life" means the amount of time an asset is expected to be used.

22. "Commercial Activity" means any activity conducted with the sole or chief emphasis of profit or for public use.

23. "CTAF" means the Common Traffic Advisory Frequency.

24. "Connection" means the paved or non-paved area between a Leasehold and the public use Taxiway used by the Leasehold to access their leased property. This area is not part of the Leasehold; however, the Leasehold is responsible for maintaining it.

25. "Consideration" means payment of money, or provision of goods or services of value.

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26. "Consumer Price Index" means the Consumer Price Index of All Urban Consumers for all US cities on average for all items not seasonally adjusted with a base between 1982-1984 ("CPI"). May be recognized as series ID CUUR0000SA0.

27. "Disposition" means a conveyance of property.

28. "Easement" means a non-possessory interest right in real property.

29. "EPA" means the United States Environmental Protection Agency.

30. "Escalation" means an increase in a rate or fee.

31. "FAA" means Federal Aviation Administration.

32. "Fixed Based Operator" means an aviation operator ("FBO") which furnishes and engages in a full range of aeronautical services and activities for the public, including sale of aviation fuel, lubricants, line service, sale of aircraft, parts, or supplies, maintenance and repair of airframes and engines, aircraft charter and rental.

33. "Grant" means any portion of funding for a project which is not provided by the Sponsor.

34. "Grant Assurances" means the series of obligations which require the recipients of FAA administered airport financial assistance programs (AIP grants) to maintain and operate their facilities safely and efficiently and in accordance with specified conditions.

35. "Hangar" means any structure built primarily to accommodate the in-door storage of aircraft.

36. "ICAO" means International Civil Aviation Organization.

37. "IDOT" means Illinois Department of Transportation.

38. "IDOA" means Illinois Division of Aeronautics.

39. "KCPS" means the ICAO identifier of the Airport.

40. "Lease" means an agreement granting or receiving an exclusive right of possession of real or personal property for a certain limited period of time in exchange for consideration.

41. "Leasehold" means the holding of property by Lease.

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42. "Leasehold Improvement" means capital improvements to property under Lease.
43. "Leasehold Improvement Project" means a capital improvement project to property under Lease.
44. "License" means a privilege to use real or personal property by license or other similar agreement.
45. "Movement Area" means any area where aircraft are designated to operate to and from a Runway to a Ramp.
46. "National Fire Protection Association" means the organization which develops, publishes, and disseminates codes and standards to minimize the possibility and effects of fire and other risks.
47. "NFPA" means National Fire Protection Association.
48. "Non-Aeronautical Activity" means any activity which is incidental to aeronautical activity.
49. "Non-Movement Area" means any area where aircraft are designated to operate that is not in the Movement Area.
50. "OMB" means the Office of Management and Budget.
51. "Order" means a publication of the FAA which describes procedures used by the FAA to interrupt and enforce regulations.
52. "Original Term" means the initial term of a Lease.
53. "Part 139" means 14 Code of Federal Regulations Part 139 Airport Certification.
54. "Person" means an individual, a partnership, a corporation, an association, an unincorporated organization, or a government or political subdivision thereof.
55. "Personal Property" means property except land and buildings.
56. "RACI" means Responsible, Accountable, Consult, and Inform.

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57. "Ramp" means a private area dedicated to a Leasehold to park or operate an aircraft for the purpose of loading and unloading passengers or conducting other operations.
58. "Real Property" means land and buildings.
59. "Renewal Term" means an extension to the original term of a Lease.
60. "Reversion" means the process by which title to private Leasehold Improvements are transferred from the private party to the Sponsor.
61. "Reversion Date" means the date when reversion takes place.
62. "Runway" means a designated surface for use by aircraft for takeoff and landing.
63. "RSA" means Runway Safety Area and is a designated area around a Runway for which there may be no objects which are not fixed by function.
64. "Sponsor" means the person recognized by the FAA that owns the airport. In the case of the Airport, the Sponsor is the Agency.
65. "Taxi lane" means a designated surface for aircraft to taxi on which is defined with specific safety areas and is in the Non-Movement Area.
66. "Tower" means the Air Traffic Control Tower located on an airport and operated by the FAA.
67. "Transportation Security Agency" means the federal agency to ensure that airports are secure and meet all applicable regulations.
68. "Taxiway" means a designated surface for aircraft to taxi on which is defined with specific safety areas and is in the Movement Area.
69. "T-Hangar" means a Hangar in a shape which resembles the letter "T".
70. "T-Hangar Agreement" means an agreement for rental of a T-Hangar space at an airport.
71. "Tie-Down" means a dedicated space for an aircraft to park outside on an Apron/Ramp.

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72. "Tie-Down Agreement" means an agreement for rental of an aircraft Tie-Down space at the Airport.

73. "TSA" means Transportation Security Agency of the United States Department of Homeland Security.

74. "Useful Life Lease" means the original term of a Lease plus any renewal terms for a period equally the period for which there is no amortized value in the capital improvements.

75. "Useful Life" means the expected period of time which a depreciating asset will be productive.

76. "Vesting" means the process by which title to private capital improvements is held by the private party which constructed or improved the capital improvements.

77. "WHMP" means Wildlife Hazard Management Plan.

03. Leasing Standards

A. External Reference.

Board Policy Chapter 130, Section .040, *Airport Leasing Standards*.

B. Procedures.

1. Modifications and Alterations.

Any Lessee who wishes to make a modification or alteration to their Leasehold or to their Leasehold Improvements must secure written approval from the Airport Director prior to starting any modification or alternation. Failure to secure written approval from the Airport Director is cause for Lease termination.

The Airport Director will not accept or take action on a request to lease building space or land area or in any way permit the installation of a commercial activity until after the prospective Lessee, in writing, submits a proposal which sets forth the scope of modifications or alterations and proposed operations, including the following:

- a. The type of Modification or Alteration Project.
- b. The estimated value of the Project.

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- c. The reason the Project is required and the benefit of the Project to the Lessee and the Airport.
- d. The IRS Publication 946 Table B-1 Class Life (in years); if known.
- e. A map showing the location and area of the proposed Project.

Upon review of the written request the Airport Director will evaluate whether the Project is Cosmetic, Structural, or Civil and will determine its treatment under the following criteria:

	Cosmetic	Structural	Civil
Definition:	These types of Projects typically change only the visual aspects of the Leasehold.	Projects which substantially change the structure of the Leasehold Improvement(s).	Projects which change a surface assessable to an aircraft or vehicle, or which is a building, require engineering for proper design.
Example:	Carpets, furnishings, flashings, paint, landscaping, etc.	Load bearing beam is removed, many electrical changes, etc.	Parking Lots, Roadways, Taxiways, Hangar, Lean-to, etc.
Limitations:	Limited to remodels where there is no change to the structural components of the Leasehold. Projects could include removing non-load bearing walls.	Engineering drawings and as-built drawings and Third party and/or Agency engineering evaluations of the Project are required.	Engineering drawings and as-built drawings and Third Party and/or Agency engineering evaluations of the Project are required.
Regulation:	May typically not involve many, if any, Agency, FAA or other regulations.	May involve a number of regulations such as NFPA, International Building Codes.	May involve a number of regulations such as NFPA, International Building Codes, FAA, EPA, etc.
Permits:	Cosmetic Projects will not require a building permit from the local municipality.	Structural Projects will require a building permit from the local municipality and copy provided to Airport Director.	Structural Projects will require a building permit from the local municipality and copy provided to Airport Director.

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Approval:	Airport Director	Reference Section 2	Reference Section 2

2. Infrastructure Investment Program

The Airport encourages Lessees to continuously develop their Leaseholds and shall recognize the investment made by awarding an extension of the Lease Term using the table below as a guide.

Type	Description	Lease Term Awarded
1	Investment of at least \$100,000	10 Year extension
2	Investment of at least \$250,000 and less than \$500,000	10 Year extension Plus two (2) five (5) year renewal options
3	Increase a structure, larger than 10,000 square feet, more than 30% of the gross building area	New 20 year lease with two (2) five (5) year renewal options.
4	Investment greater than \$500,000 but less than 50% of Market Value for existing Leasehold Improvements.	New 25 year lease with two (2) five (5) year renewal options.
5	Investment of 50% of Market Value for existing Leasehold Improvements and/or construction of new structure larger than 10,000 square feet on a Leasehold greater than 50,000 square feet.	New 30 year lease with two (2) five (5) year renewal options.

The Infrastructure Investment Program is not available for Portable Hangars or Hangars which are exempt from property taxes. The Infrastructure Investment Program is intended for Leaseholds which shall revert to the Airport at the conclusion of the Lease.

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Type 1 and 2 shall be authorized by the signatory of the original Lease or their equivalent, unless the signatory was the Board of Commissioners, in which case the President and CEO may sign the Lease extension.

Type 3, 4, and 5 shall be authorized in accordance with Board Policy Chapter 130, Section .050(B) Authorization.

A current appraisal from a reputable appraiser with airport experience-is necessary for Type 4 Investment Improvement Plans, and may be required for Type 5, at the discretion of the Airport Director.

3. Lease Proposals.

The Airport will not accept a Lease (excluding T-Hangar and Tie-Down) of real or personal property, lease building space or land area, or in any way permit the installation of a commercial activity until after the prospective Lessee submits a written proposal which sets forth the scope of operation proposed, including the following:

- a. The amount of land the Lessee desires to lease;
- b. The building space to be constructed or leased;
- c. The services to be offered;
- d. The hours of proposed operation;
- e. The number of persons to be employed;
- f. The number of aircraft to be based at the Airport;
- g. Certificate of Insurance;
- h. Evidence of financial capability to perform and provide the described services and maintain the facilities for a minimum of five years;
- i. Building space requirements may be provided in one building, attached buildings or in separate buildings;
- j. Federal Aviation Administration certificates and ratings shall be maintained for all Lessee personnel;

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- k. Lessees are responsible for strict compliance with all State and Federal laws pertaining to employees, including but not limited to Social Security, Unemployment Compensation and Wages and Hours;
- l. Lessees are included in the Airport's National Pollutant Discharge Elimination System (NPDES) Permit for discharges of industrial storm water, and are accountable for compliance with the conditions of the Permit.

04. Rules and Regulations of the Airport

1. Specific Airport Rules and Regulations.

a. Scope.

All persons shall be governed by the Rules and Regulations prescribed herein while on, or occupying any area of the Airport and they shall also comply with the orders and instructions of the Airport Director relative to the use and occupancy of Airport property and Airport facilities.

b. Disorderly Conduct.

No person shall commit any disorderly, obscene or indecent act, or commit any act of nuisance or intoxication. No person shall conduct or engage in any form of gambling or consume alcohol on the Airport.

c. Sanitation.

No person shall dispose of garbage, papers, refuse, or other material on the Airport except in the receptacles provided for that purpose; use the restrooms other than in a clean and sanitary manner; or expectorate on the floors, walls or other surfaces of any Airport building. No person shall accumulate equipment, tools, debris, or other items in a such a way that the Leasehold is not maintained in a clean and orderly manner.

d. Preservation of Property.

No person shall destroy, injure, deface, or disturb in any way any building, sign, equipment, marker, or other structures, tree, flower, lawn or other property on the Airport; alter, make additions to, or erect any building or sign or make excavations on the Airport without permission; or willfully abandon any personal property on the Airport.

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e. Weapons, Explosives and Inflammable Materials.

No persons except Peace Officers, duly authorized Post Office, Agency or Airport Employees or members of the Armed Forces of the United States on official duty shall carry any weapons, explosives, or flammable material on the Airport, except cased sporting guns carried for transshipment

f. Adverse Conduct.

No Lessee shall conduct activities or operations adverse to the interests or operation of the Airport or the Agency.

g. Annual Inspection.

The Airport Director, or his designee, is permitted to make an annual inspection of all Leasehold Improvements, including hangars, buildings and structures and Lessees must cooperate and not obstruct such inspection.

h. Use of Roads, Walks, and Parking Lots.

- i. No person shall travel on the Airport other than on the roads, walks, parking lots or places provided for the particular class of traffic.
- ii. No person shall occupy the roads, walls, or parking lots in such a manner as to hinder or obstruct their proper use.
- iii. No pedestrian, except authorized aircraft mechanics, shall be upon any landing area of the Airport without first having obtained a signed permit from the Airport Director.
- iv. No person shall enter any restricted area that is posted as closed to the public unless authorized in writing by the Airport Director.

i. Use of Hangar Space.

The performance of any aircraft maintenance, washing, lubricating, draining of oil or painting, by any person other than the aircraft owner, or an aircraft owner employee, in any hangar space leased for storage, is prohibited.

j. Animals.

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No animals except service animals are permitted in Airport buildings, land areas, Ramp areas, aircraft storage and parking areas. Animals to be transported by air will be constrained by leash or otherwise properly confined.

k. Lost Articles.

All lost articles shall be turned in to the Airport Director's office. Any such articles not claimed in 60 days will be disposed of in accordance with Agency practice.

l. Loitering and Refusal to Comply.

No person shall loiter on Airport property; nor shall any person come upon or use the Airport, except while enplaning or deplaning as a passenger on an aircraft operating on the Airport. Any person or persons who shall refuse to comply with these applicable rules and regulations, after proper request to do so by the Airport Director or other authorized representative, shall be requested to leave the Airport, and in the event of failure to comply with a proper request to abide by the Rules and Regulations of the Airport, shall be arrested for trespassing.

m. Penalties.

The Airport Director may remove or evict from the Airport premises any person who knowingly or willfully violates any rule or regulation prescribed herein, or any rule or regulation in effect by the Federal Aviation Administration or the Department of Aeronautics of the State of Illinois, and the Airport Director may deny the use of the Airport and its facilities to any such persons if the Airport Director determines that such denial is in the public interest.

n. Liability.

The Agency assumes no responsibility for loss, injury or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, strikes, or acts of God or of the public enemy, nor does it assume any liability for injury to persons while on the Airport or while using Airport facilities.

o. Indemnity.

Any person using Airport property or Airport facilities will indemnify, and hold the Agency harmless from and against any and all loss, damage, actions, lawsuits, claims, costs and expense (including attorneys' fees), as a result of personal injury, death, property damage, penalties, fines, and the like, arising in

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any way from Lessee's leasehold occupancy and use of the Airport property or Airport facilities, including, without limitation, Lessee's negligence, willful misconduct, and violation of any statute, ordinance, rule or regulation. Such obligations shall not be construed to waive, negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to either the Lessee or the Agency.

2. General Airport Rules and Regulations.

- a. The Airport shall be open for public use 24 hours a day, seven days per week, subject to such restrictions as inclement weather, the condition of the landing area and any other considerations which may reasonably be determined by the Airport Director to be in the interest of public safety.
- b. The Airport shall be open for public use at night, provided that lighting systems are operated in the manner prescribed by the FAA. The Tower will be attended during the hours of 7:00 a.m. to 9:00 p.m. only.
- c. Line service will be attended during the hours of 7:00 a.m. to 10:00 p.m. daily, with other hours available by request or by FBO discretion.
- d. No person shall operate any aircraft at the Airport unless the aircraft and operator are then properly certified by the Federal Aviation Administration.
- e. No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft or use any aircraft, aircraft parts, instrument or tools, without permission of the owner or by written direction of the Airport Director.
- f. The owners of aircraft based on the Airport shall register the aircraft with the Airport Director's office prior to beginning operations thereon and shall inform such office of any changes in the ownership within five days thereof.
- g. No aircraft shall be operated on the surface of a landing area, Ramp, or storage parking area, while the pilot or any person aboard controlling any part of the operation is under the influence of liquor or any narcotic.
- h. No aircraft shall be run up for tests or for any other purpose in any area where the noise or slip stream will be a nuisance to others. Taxiway "B-2" is the designated area for maintenance engine run ups.
- i. No motor-less aircraft may land or take off at the Airport without prior written permission from the Airport Director.

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- j. No series of experimental flight demonstrations will be conducted at the Airport without express written approval of the Airport Director. Such approval shall not be granted unless the applicant has proper insurance coverage.
 - k. Helicopters shall not fly over the active Runways at any time except at an altitude of 1500 feet MSL or higher or under Tower control. Helicopters may land on the Ramp parking area exercising due care. Autogiros shall land and take off on the active Runway and taxi to the parking area as do fixed wing aircraft.
 - l. Any Fixed Base Operator or the Airport Director may refuse to release any aircraft until all charges have been paid.
 - m. The Airport Director may remove any disabled aircraft from the runway with or without the owner's consent, and render a bill for such services to the aircraft owner.
 - n. Disabled or obviously not airworthy aircraft and parts thereof will be parked only on areas of the Airport removed from public view.
 - o. Each person involved in any maneuver involving injury to persons on property of the Aviation System shall make a report in writing to the Airport Director's office as soon as possible, but in any case within 48 hours of said accident.
3. Patterns.
- a. During Tower hours of operation, all aircraft will operate in accordance with Tower control. During the hours the Tower is not in operation, all aircraft before landing and after takeoff shall be flown in accordance with the traffic pattern as outlined in Federal Aviation Regulations Part 91, General Operating and Flight Rules, and Part 93, Special Air Traffic Rules and Airport Traffic Patterns and any amendments promulgated from time to time by the Federal Aviation Administration.
 - b. Aircraft awaiting takeoff shall park clear of the runway in use and short of the holding position markings in a position so as to have a direct view of aircraft approaching for a landing.
 - c. The active runway shall be the one closest to the direction indicated by the wind-tee, or as designated by ATCT.

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- d. When calm wind conditions exist, Runway 30L normally shall be the active runway. If other aircraft are using a different runway, however, abide by existing traffic or as directed by ATCT.
 - e. All traffic patterns at the Airport are left-hand traffic except for runways 12R and 30R, or as directed by ATCT..
 - f. All aircraft taking off shall proceed straight ahead to an altitude of at least 400 feet above the surface before executing a turn. Report any non-standard departures on CTAF frequency.
 - g. Aircraft intending to remain in the traffic pattern shall climb straight ahead to 400 feet AGL and thereafter climb and maintain 800 feet AGL above the surface (1500 feet AGL for twin and turbine) after the first 90 degree turn.
 - h. When the ceiling is insufficient to maintain proper vertical separation from the clouds at the prescribed pattern altitude, the pattern altitude will be reduced as necessary to provide the proper vertical clearance. At no time will traffic pattern be lower than circling minimums for the type of aircraft being flown.
 - i. Aircraft entering the traffic pattern shall do so at an angle of 45 degrees midway on the downwind leg at an altitude of 800 feet above the surface (1500 feet for twin and turbine).
 - j. Aircraft entering the traffic pattern shall exercise extreme caution and courtesy so as not to cause aircraft in the pattern to deviate from course in order to provide adequate separation.
 - k. Large or fast aircraft having flight characteristics which make the procedures described in §§ 3(d)-(j) impractical shall be flown at a traffic altitude of 1500 feet above the surface in a manner conforming to the circular pattern common to heavy and fast aircraft.
4. Takeoffs and Landings.
- a. All cockpit and engine checks shall be made on the run up line prior to taxiing into position for the takeoff.
 - b. Aircraft landing at the Airport shall make the landing Runway available to others by leaving the runway as promptly as practical.

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- c. All landings and takeoffs shall only be made on Runways, except in an emergency; off-runway operations for airships, helicopters, and other aircraft may be approved by the Airport Director in advance.
 - d. No aircraft shall make a 180 degree turn after landing on a Runway unless instructed to do so by ATCT.
 - e. When landing or takeoffs are made in a direction other than as prescribed in Section C, the pilot is solely responsible for determining that the operation can be completed with safety and without interference with, or disruption of other traffic in the area. Such landings and takeoffs are not authorized for convenience and shall only be made for bonafide reasons such as permitting, under cross wind conditions, the use of a longer runway for heavily loaded or large aircraft, or similar reasons.
5. Taxiing.
- a. Pilots shall taxi their aircraft slowly on the Taxiways and exercise extreme caution at all times. Taxi speed shall not exceed 15 M.P.H.
 - b. Under no circumstances shall any aircraft be taxied into or out of any hangar. No taxiing shall be done except on areas designated for taxiing.
 - c. No person shall taxi an aircraft until such person has ascertained that there will be no danger of collision with any person or object in the immediate area.
6. Aircraft, Parking.
- a. Privately owned aircraft shall be parked only in the Tie-Down areas or in the Hangars.
 - b. Only transient aircraft and aircraft occupying leased Tie-Downs are allowed to park on Airport aprons.
 - c. Transient aircraft shall be parked only on the transient parking area or in hangars in positions assigned them by the Airport Director or a Fixed Base Operator.
 - d. The Airport Director may direct any aircraft on the Airport be moved. If the aircraft operator, owner, or pilot fails to comply, the aircraft may be towed at the operator's and/or owner's expense and without liability for any damage that may result from such moving.

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7. Aircraft, Starting of Engines.

- a. No person shall attempt starting or cranking an airplane engine except when a licensed operator is at the controls of said airplane.
- b. Aircraft shall be started and warmed up only in places designated for such purpose by the Airport Director.
- c. Aircraft engine runs shall be performed only with the aircraft in such a position that the propeller or jet blast will not be a hazard to people, buildings, other aircraft, or aircraft operating and maneuvering areas.

8. Aircraft Repair.

- a. No person shall repair an aircraft, aircraft engine, propeller, or apparatus in any area of the Airport other than that specifically designated for such purpose by contract or agreement or by permission of the Airport Director, except that minor maintenance adjustments may be performed while the aircraft is on a loading Ramp or preparatory to take-off when such action is necessary to prevent a delayed departure.
- b. All personnel employed by the aircraft owner to perform maintenance or repairs on such aircraft must be registered in the Airport administration office.

9. Motor Vehicles.

a. Licensing and Registration.

- i. No person shall operate motorized equipment of any kind on the Airport without a valid Operator's License and prior permission from the Airport Director.
- ii. Ramp Access Gate Cards. A card to operate the electronic gate controlling access to Ramp areas may be obtained from Airport management provided:
 1. Airport management considers access to be necessary or required.
 2. Requester supplies a copy of current vehicle liability insurance for any and all vehicles that meet the requirements of "Insurance Requirements Form".
 3. Requester maintains the liability insurance.

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4. Requester does not permit any other person to use the Ramp Access Gate Card.
- iii. Any violation of any provision of the rules contained in this section will result in the Requester's gate card(s) being invalidated.

b. Rules of Operation.

- i. No person shall, while on Aprons, Ramps, Taxiways or other active aircraft areas:
 1. Operate a motor vehicle in a reckless or negligent manner.
 2. Operate a motor vehicle at a speed in excess of 10 MPH.
 3. Fail to give proper signals.
 4. Fail to obey posted directions or other traffic signs.
 5. Operate a motor vehicle while under the influence of intoxicating beverages or narcotics.
 6. Operate a motor vehicle while carrying more passengers than that for which the vehicle was designated, or, while any occupant thereof is riding outside the body of that vehicle, or, with arms or legs protruding.
 7. Operate a motor vehicle inside any hangar unless the vehicle is equipped with exhaust protectors which prevent the escape of sparks or other flame propagation.
 8. Block or obstruct any entrance or fire hydrant.
 9. Fail to yield the right of way to aircraft.
 10. Fail to pass to the rear of taxiing aircraft or aircraft on which the propeller is turning.
- ii. All vehicles authorized to operate on taxiways and runways shall:
 1. Have constant radio communication with ground control operators, or be escorted by a vehicle with ground control communication.

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2. Receive permission from ground control operators before entering or moving from place to place on any taxiway or runway.
 3. Have an amber or white rotating or flashing beacon on top of said vehicle, or be escorted by a vehicle so equipped.
 4. When parking adjacent to a runway shall park at a distance outside of the Runway Safety Area for that Runway.
 5. Between the hours of sunset and sunrise, have operating headlights and taillights visible for at least 500 feet. Operators must avoid shining their headlights toward operating aircraft or active landing areas to prevent creating landing illusions or blinding pilots.
- iii. Parking. No person shall park a motor vehicle:
1. In any area other than those specifically established for parking.
 2. In parking areas other than in positions designated by marked lines or posted signs.
 3. Adjacent to, or in front of T-Hangars. T-Hangar tenants shall park their vehicles in designated parking areas or inside their respective hangars only.
 4. The Airport Director is authorized to tow, otherwise move, or immobilize vehicles parked in violation of published rules or posted signs at the sole expense of the owner without liability for personal or property damage.

c. Vehicle and Aircraft Repair.

In order to protect the general use areas of the Airport, and prevent encroachment upon the rights of users, no owner or other person shall clean or make repairs to vehicles or aircraft anywhere other than in areas designated for that purpose.

d. Tampering.

No person shall move, interfere or tamper with any motor vehicle or aircraft, or put into motion, take or use any part therefrom, without the permission of the vehicle or aircraft owner or the Airport Director.

e. Ground Transportation.

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No vehicle or aircraft for hire shall load or unload materials or passengers at any place other than areas designated by the Airport Director.

f. Violations.

Violations of any of the above rules and regulations can result in the offender's gate card(s) being invalidated and ramp access privileges revoked.

10. Fire Hazards.

- a. Smoking or Open Flame is prohibited in the following locations:
 - i. Areas posted no smoking.
 - ii. On ramps or aprons where aircraft are parked.
 - iii. Within 50 feet of hangars, fuel trucks or fuel loading stations.
- b. No person shall start an open fire on the Airport for any reason whatsoever, except the Airport maintenance crew in performance of its duties.
- c. Except for oil in containers, not more than five aggregate gallons of flammable liquids or gases, including but not limited to gasoline, dope, paint, thinner, or solvent (other than fuel in aircraft fuel tanks), shall be stored in any facility housing aircraft, except as is necessary for use inside repair shops by approved Fixed Base Operators. A separate building for such storage may be required for insurance purposes.
- d. Except for oil in sealed containers or in drums equipped with hand operating dispensing pumps, no flammable liquids or gases shall be stored in any maintenance hangar in quantities aggregating more than five gallons and said storage shall be in metal containers.
- e. No person shall use a volatile flammable substance for cleaning purposes inside any hangar or building, except with prior approval of acceptable safety precautions.
- f. No person shall operate any aircraft engine, electrical equipment, radio equipment, or any machinery or equipment producing unshielded sparks in any hangar.

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- g. Spray painting will be permitted in maintenance hangars only in specifically enclosed areas isolated from all sources of open flame or sparks, and fully equipped with an exhaust ventilating system.
- h. Aircraft or aircraft engines shall not be cleaned or degreased unless such operations are done in an externally ventilated maintenance area properly equipped to handle such work or other suitable space designated for such purpose by the Airport Director.
 - i. Fire extinguishers shall be maintained in operating conditions at all times by Fixed Base Operators in accordance with the requirements and rules of the Illinois Inspection and Rating Bureau, the Village of Cahokia and the Airport Director.

11. Safety and Security.

- a. All vehicles on Airport property are required to wait at a gate until the gate closes behind them. Only authorized persons are allowed on Airport property and it is not permitted to allow other persons, vehicles, or otherwise to use or open the gates.
- b. No person, vehicle, or otherwise is allowed on the Airport without a valid Ramp Access Gate Card, excluding exclusive use landside access Leasehold space or exclusive use Apron(s).
- c. No Lessee shall install a private lock mechanism on Airport property or facilities without the express permission of the Airport Director and a copy of the access media provided to the Airport Director.
- d. Lessee may at their own cost install camera security systems such as CCTV on their Leaseholds, and shall allow the Airport to install CCTV on leased property at no cost to the Airport.
- e. No Lessee shall install a gate or access portal in any fence at the Airport without the permission of the Airport Director. Gates that lead directly into a Hangar such as a garage door may be controlled by the Lessee. Gates or other portals which lead onto the Airport may be installed by the Lessee, but must be controlled by the Airport.
- f. Lessee shall not remove any fence at the Airport without the express permission of the Airport Director.

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12. Use of Airport Property.

a. Commercial Activity.

- i. Any commercial activity that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations shall be known as an aeronautical activity. Any aircraft operating under one or more of the categories below is to be considered a commercial aircraft and must comply with the rules established for a commercial activity.

1. Carrying passengers for hire.
2. Available for rental, hire or charter.
3. Student instruction and its kindred operations.
4. Any other commercial purpose.

- ii. No person shall engage in any business or commercial activity of any nature whatsoever on the Airport without the prior written approval of and under such terms and conditions as may be prescribed in writing in a Lease Agreement with the Agency.

- iii. Lease Agreements for aeronautical activities will not grant any power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right.

- iv. No person shall post, distribute, or display signs, advertisements, circulars, printed or written matter at the Airport without the written permission of the Airport Director and in compliance with Agency policy.

- v. The soliciting of fares, alms or funds for any purpose on the Airport without the permission of the Airport Director and in compliance with Agency policy is prohibited.

- b. Political Activity. Lessees may not use, or authorize the use of, Airport facilities (including terminals, Hangars, T-Hangars, Tie-Downs, Ramps, Runways, Taxi lanes, Taxiways, and Connections) for the hosting of any political fundraisers or any other political campaign activities to assist a campaign for election of any person to any office or to promote or oppose any partisan cause, except as protected by law.

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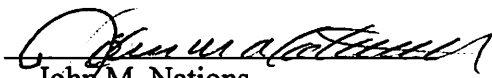
13. Flying Clubs.

- a. All Flying Clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Rules and Regulations of the Airport. However, they shall be exempt from regular Commercial Activity requirements upon satisfactory fulfillment of the following conditions:
 - i. Each Club must be a nonprofit corporation or nonprofit partnership. Each Club member must be a bona fide owner or partial owner of the aircraft or a partner in the partnership. The Club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual use of operation, maintenance, and replacement of its aircraft. The Club will file and keep current with the Airport Director a complete list of the Club's membership and investment share held by each member.
 - ii. At any time the Airport Director has reason to believe a Club aircraft is being operated for a "commercial" purpose, the Airport Director shall notify the Flying Club and if the Flying Club fails to remedy the conditions, the Flying Club shall be reclassified and must comply with the requirements for Commercial Activity.
 - iii. The Flying Club's aircraft will not be operated by other than bona fide Club members for rental and by no one for commercial operations. Student instruction can be given in Club aircraft to Club members provided such instruction is given by a Lessee based on the Airport who provides flight training or by an instructor who shall not receive remuneration in any manner for such service.
- b. In the event that the Flying Club fails to comply with these conditions, the Airport Director will notify the club in writing of such violations. If the club fails to correct the violations within 15 days thereafter, the Airport Director may recommend to the Agency any action deemed advisable, including cancellation of lease.
- c. The Flying Club must furnish satisfactory evidence of insurance meeting the requirements of the Agency.

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14. Public and Lessee or Tenant Usage.

The Airport Director reserves the right, at any time without notice, to revise, modify, change, or waive any or all of the foregoing Rules, Regulations, or Procedures.


John M. Nations
Bi-State Development Agency
President and CEO
Erick A. Dahl
St. Louis Downtown Airport
Airport Director

April 1, 2018