

RULES AND REGULATIONS
FOR
BLACK HILLS AIRPORT/CLYDE ICE FIELD
Revised

Approved by the Lawrence County Airport Board

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Current Revision November 13, 2008

President, Lawrence County

Airport Board

LAWRENCE COUNTY AIRPORT RULES AND REGULATIONS

I. DEFINITIONS

- A. "Aircraft" means any device intended to be used in the air.
- B. "Airplane" means any engine driven fixed wing aircraft, heavier than air, supported in flight by the dynamic reaction of the air against the wings.
- C. "Management" means the Lawrence County Airport Board that is responsible to manage, superintend, control and protect the Black Hills Airport. The full board may designate one member to act as a primary liaison officer between the Fixed Base Operator and the Management.
- D. "Person" means any individual, co-partnership, corporation, company association, joint-stock association, or body politic; and includes any trustee, receiver, assignee or other similar representative thereof.
- E. "Fixed Base Operator" (FBO) means any person or firm operating at the airport and providing general aircraft services such as maintenance, storage, and ground and flight instruction and being authorized to conduct such business by virtue of contract with Lawrence County.
- F. "Ultralight Vehicle" (UL) means any flying vehicle to be used or intended to be used manned by a single occupant for recreational and sport use only and does not have a use or foreign air worthiness certificate, must not weigh over 254 lbs, cannot carry more than 5 gallons of gas or go faster than 55 knots as required by FAA definition. (FAR PART 103)
- G. "Owner" means the County of Lawrence, South Dakota.

H. "On-Site Manager" an individual or Fixed Base Operator designated by the Lawrence County Airport Board to oversee the general operation and adherence to the rules and regulations and minimum standards, and any special edicts, as set forth by the Lawrence County Airport Board.

II. GENERAL

- A. All persons on any part of the property comprising the Airport shall be governed by these regulations and by the Ordinances and Resolutions established by the Lawrence County Airport Board relative to the use or occupancy of any part of the property comprising the Airport.
- B. No person shall post, distribute, or display signs, advertisements, and circulars, printed or written matter at the Airport without approval of the Management. Said signs must be in good taste and be maintained in good condition.
- C. Aircraft hangars are considered storage facilities and any residential use, even for one overnight stay, is prohibited due to local ordinances and applicable building codes.
- D. Areas between hangars are considered "Fire Lanes" and therefore parking, or storage of any kind is not allowed.
- E. No temporary structures of any kind such as mobile homes, campers, storage sheds, portable toilets, etc. shall be allowed on airport property without prior written approval from the airport board. Variances from this rule at the time of special events such as Fire Base Camp during fire season, Special Airport Events and Sturgis Bike Week shall be at the sole discretion of the Airport Board.

Black Hills Clyde Ice Field Airport parking lots and grassy areas are **NOT** to be used as a parking or storage area for recreational vehicles, trailers, personal equipment, boats, boat trailers or secondary vehicles, etc. Any disabled ground vehicle will be removed from the Airport within seven (7) days. Any ground vehicle left on the Airport for more than ten (10) days will be parked in the parking area designated by the Airport Manager with the owners contact information and a key left with the Airport Manager. Trailers and equipment incidental to Airport businesses may be stored in the designated areas with approval of the Airport Board. Exceptions/waivers/variances to the above guidelines may be granted by the Airport Board through written request and Board approval. Abandoned vehicles and noncompliance with these rules and regulations will be turned over to the appropriate Law Enforcement Agency for action.

F. Only personnel engaged in aviation activities are permitted on Airport ground between the time of darkness and daylight.

G. Access to aircraft movement areas shall be limited to only those individuals with a legitimate purpose. Access shall be through one of the two electronic security gates; individuals entering or exiting through these gates are required to wait for the gate to close behind them to eliminate the possibility of others to “tailgate” through the still open gate.

H. No person under the influence of liquor or narcotic drugs shall operate a motor vehicle or aircraft of any kind on the Airport.

- I. No person shall commit any disorderly, obscene or indecent act or commit any nuisance on the Airport.
- J. Any person who does not comply with these rules and regulations may be removed or ejected from the Airport upon the order of the Management, and/or the Site Manager with approval of the management, to insure the safeguarding of the Airport property and the public and its interests therein.
- K. Each operator/individual shall be responsible for the orderly parking of aircraft in the areas leased or assigned to him and for the cleanliness of the area he uses.
- L. Soliciting of any kind is prohibited on Airport property.
- M. Dumping of waste materials at any location on the Airport is expressly prohibited except in designated containers, and according to States and Federal statues.
- N. Any damage to any of the physical property on the Airport shall be reported immediately to the Management or On-Site Manager.
- O. The Management 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 or property while on the Airport or while using the facilities of same.
- P. Prior permission must be obtained from the Management for any Air Show, Fly-In, or other unusual activity to be held on the airport grounds. All such activity must be covered by Liability Insurance or any amount to be determined

by the Airport Board and will be under such terms and conditions as prescribed by Management.

- Q. All movements of Aircraft will be governed by Federal Regulation, good operating practices and common sense. Said movements are the responsibility of the Pilot in Command.
- R. UNICOM will be used for landing advisories if possible. Blind broadcast will be made on UNICOM for taxiing, take-off, landings and in the pattern.
- S. Large aircraft will utilize only hard surface areas unless authorized by the Management.
- T. Any hand propping of aircraft will be done with a qualified pilot in the cockpit, or with the tail tied down, or be chocked.
- U. Any damaged aircraft will be removed from the Airport or stored within 24 hours of release by FAA.
- V. No open flames or welding in private or public hangars will be allowed unless it is done within the confines of a 1-hour fire retardant room.
- W. No storage of any toxic, highly volatile, or flammable material will be allowed in any public or private hangar.

III. CONFINEMENT OF AIRCRAFT OPERATIONS

Take-offs, landing and other operations of all aircraft shall be limited and confined to the designated runways, taxiways and aprons. Aircraft of a weight less than 12,500 lbs. is classified by these regulations as small aircraft.

Aircraft of a weight of more than 12,500 lbs. is classified by these regulations as large aircraft.

Aircraft landing, taking-off, taxiing or maneuvering in the vicinity of the Black Hills Airport shall conform to the published Traffic Patterns and Federal Aviation Regulations as promulgated by the Federal Aviation Administration.

IV. TRAFFIC PATTERNS

A. Landing and take-offs shall be made directly into the wind or on the runway or landing strip most nearly aligned with the wind as indicated by the windsock.

1. When landings or take-offs are made in a direction other than as prescribed in the above paragraph, the pilot is solely responsible for determining that the operation can be completed with safety.
2. Such landings and take-offs are not authorized for convenience and shall only be made for bonafide reasons such as crosswind take-off and landing instruction, use of a longer runway for heavily loaded or large aircraft, etc.

B. Aircraft intending to remain in the traffic pattern shall, after take-off, continue to climb to an altitude of 4400' MSL prior to the first 90 degree turn.

1. Pattern altitude are:

Ultralight	4500'	MSL
Single Engine	4700'	MSL
Piston Twins	4900'	MSL
Turbine Aircraft	5400'	MSL

C. Aircraft entering the traffic pattern shall exercise caution and courtesy so as not to cause aircraft already in the pattern to deviate from their course.

1. All patterns will be left hand.
 - a. Exception: When using Runway 13, a right hand pattern will be used.

- D. Instructions contained in FAA publications are adopted by reference as part of the above traffic patterns. Crosswind entries at pattern altitude are acceptable for RWY 13/31.
- E. Ultralight Vehicular (UL) traffic will utilize procedures outlined in the latest FAA regulation part 103.
- F. UL vehicles will utilize RWY 04/22 or 8/26, a pattern will be used so as to avoid overflight of RWY 13/31.
- G. No UL vehicle will be within 200' of runway 13/31.
- H. Ultralight vehicles will cross the ends of the hard surface runway 13/31 at least one statute mile away and not to exceed 250' AGL.
- I. Runway 13/31 may be used by ultralight vehicles for emergencies or high wind conditions.
- J. Extreme caution will be exercised during UL operations.
- K. Glider aircraft will utilize patterns similar to other aircraft. The pattern should remain inside the conventional pattern both glider and tow ship will utilize the unicom frequency.
- L. All pilots are reminded that gliders have the right of way over all other aircraft when landing (except free air Balloons).

V. TAXING RULES

- A. No person shall taxi an aircraft until he has ascertained that there will be no danger of collision with any person or object.
- B. Aircraft not equipped with brakes shall have an attendant at each wing when an aircraft is taxied near building or other aircraft.

- C. All aircraft shall be taxied at a safe and reasonable speed with due regard for other aircraft, persons and property.
- D. Aircraft awaiting take-off shall stop at the yellow “hold short” line for the runway in use, or hold in recess area at the end of the runway in position so as to have a direct view of aircraft approaching for landings.
- E. Warm-ups and final check prior to take-off must be performed in the recess area at the end of the runway.

VI. AIRCRAFT SAFETY, REPORTS AND ACCIDENTS

- A. No aircraft shall be operated in a negligent, careless or reckless manner on the ground or in the air.
- B. In case of an accident on or near a runway, aircraft in the air will depart the area, continue to circle the field, or land, wind permitting, on unobstructed runways.
- C. Persons involved in aircraft accidents occurring on the Airport shall make, in addition to making all other required reports, a full report thereof to the On-Site Manager or Fixed Base Operator who shall advise the Airport Board Liaison Officer.
- D. No person shall run the engine or engines of aircraft directly in front of buildings, hangars, or any location on the Airport in such a manner as to cause damage or injury to other aircraft, property or persons, or which directs prop blast into a shop or open hangar.
- E. No person shall park aircraft in any area on the Airport other than prescribed by the Management.

- F. In case of an accident occurring on the airport, no vehicle or personnel will be permitted at the accident site without approval of Management or On-Site Manager, emergency equipment excepted.

VII. FUELING AND DEFUELING OF AIRCRAFT

- A. Lawrence County and the Lawrence County Airport Board exercises the exclusive right for the distribution and sale of aviation fuel at and on the Black Hills Airport/Clyde Ice Field, as per FAA Airport compliance requirements 5190.6.
- B. Private aircraft owners may assume the right to obtain fuel and bring it on the Airport to service his own aircraft but only with his own employees and only in conformance with reasonable safety standards or requirements and approval of the Lawrence County Airport Board. Fuel trucks shall have prior approval of the Lawrence County Airport Board.
- C. Any fuel obtained from off airport facilities and brought on airport property for aircraft usage, shall be charged **.10 cents per gallon (Jet-A), or .05 cents per gallon (Av-Gas) County flowage fee**. This fee is to be paid on the 5th of each month, for the previous month, to the On-Site Manager who will deposit that amount with the Lawrence County Auditor's Office.
- D. No aircraft shall be fueled or de-fueled while the engine is running or being warmed by applications of exterior heat.
- E. No smoking shall be permitted during fueling or de-fueling operations.
- F. Persons engaged in fueling or de-fueling or aircraft shall exercise care to prevent overflow of fuel.

- G. Adequate fire extinguishes shall be within ready reach of all fueling and de-fueling operations.
- H. Ground cables shall be connected when applicable.
- I. No fuel shall be stored in any public or private hangar.

VIII. VEHICULAR TRAFFIC

- A. Motor vehicle traffic will be marked with a proper flag/lights and not cross over any active runway without UNICOM notification.
- B. The movement of personnel and vehicles on the landing area shall not be permitted unless prior authorization has been granted by the On-Site Manager or Management.
- C. Any Authorized vehicles operated on the Airport shall not operate closer than 50 feet from the edge of the runways or across any of the runways or taxiways, prior to being cleared by the On-Site Manager or Management.
- D. Parking or storage of vehicles shall be in those areas designated as parking/storage areas by the On-Site Manager or Management.
- E. Any disabled ground vehicle will be removed from the Airport within seven (7) days. Any ground vehicle left on the Airport for more than three (3) days will be parked in a parking area designated by the Management with the owner's contact information and a key left with the On-site Manger or other onsite commercial operator. Abandoned vehicles will be turned over to the Lawrence County Sheriff for disposal. Trailers and equipment incidental to Aircraft businesses may be stored in designated areas with the approval of management.

- F. All authorized pedestrians and vehicular traffic shall advise the FBO, Management or glider tow pilot of their purpose and intentions while operating in aircraft operating areas.
- G. Lawrence County owned vehicles shall only be operated by drivers registered at the Lawrence County Auditors Office and with the Lawrence County Insurance Representative. Drivers must have a valid drivers license for the equipment operated and have prior approval of the Lawrence County Airport Board.

IX. COMMERCIAL OPERATIONS

- A. No person shall engage in any commercial activity on the Airport except with the express written approval of the Management and under such terms and conditions as it may prescribe.
- B. Any person, firm or corporation desiring to enter into any form of business or commercial activity of any nature upon the premises of the Black Hills Airport shall first obtain permission from the Management in the form of a permit or lease agreement.
- C. The Management will act upon such requests for a permit or lease agreement individually, and on a case by case basis, relative to the requirements for buildings, personnel, services, hours or operation and insurance requirements, based on the type of business or commercial activity being proposed.
- D. The Management will not accept a request to lease land, unless the applicant submits in writing a proposal which sets forth the scope of operation the applicant proposes, including the following:
 - 1) The services applicant will offer.

- 2) The amount of land the applicant desires to lease.
- 3) The building space applicant will construct or lease.
- 4) The number of aircraft applicant will provide.
- 5) The number of persons applicant will employ.
- 6) The hours of proposed operation.
- 7) The number and types of insurance coverage applicant will maintain.
- 8) Evidence of applicant's financial capability to perform and provide the above services and facilities.

E. All sub-leasing shall be subject to the written consent of the Management.

F. Fixed Base Operators or Commercial applicants, in addition to other requirements or this article, subject to the following:

- 1) Applicants shall present evidence of financial stability and credit rating with respect to payment of rentals, taxes and insurance required by the County.
- 2) Fixed Based Operators shall provide services consistent with normal fixed base operations, including aircraft repair, aircraft sales, aircraft rental, flight instruction, charter operations, and any other operations required by Management and the approved Black Hills Airport/Clyde Ice Minimum Standards.
- 3) Applicant must be prepared to provide minimum daily hours of service to the aviation public.

G. Applicants for commercial activity who, in the opinion of Management, would offer goods or services as a commercial activity located on the airport, will be

required to adhere to the published minimum standards as set forth by the Airport Board.

X. SNOW REMOVAL AND MOWING PLAN

Snow removal procedures shall begin at the discretion of the Airport Manager.

Priorities for snow removal within the Airport property shall be as follows:

Lawrence County:

Primary road into the public parking areas to be cleared by the County Hwy. Dept.

Black Hills Airport Employee:

1. Primary Runway and Taxiways
2. Fuel Pumps and Ramp areas around Fuel Island
3. Public Parking area at FBO
4. Public Parking areas and access around commercial business buildings
5. Commercial Business hangars
6. County T-Hangar taxiways
7. Private Hangar taxiways
8. County T-Hangar aprons
9. * Private Hangar aprons
10. Clean-up in areas needing attention

* Private hangar aprons will only be cleared if hangar owner has signed a

“Hold Harmless” agreement with Lawrence County for potential damage to apron surface. Hangars without hard surfaced aprons will only be cleared when conditions allow, preventing rutting, etc.

The Airport Manager shall be the contact person for any questions or requests pertaining to snow removal around the airport or at private hangar or business locations.

The County employee is instructed not to take requests for snow removal, anyone doing so will be referred to the Airport Manager in an effort to keep requests for snow removal in an orderly manageable effort.

Private hangars and commercial business buildings along with any other obstacles shall be cleared as close to the building as the County Equipment Operator deems prudent.

This procedure will be adhered to in order to minimize building, fence, gate and landscaping damage.

It shall be the responsibility of the hangar tenant, owner or private business owner to finish clearing around their respective areas after the County Employee moves from the area.

The Airport Board takes the position that no one other than Designated County Employees shall be authorized to operate any County Equipment. Insurance, training and liabilities for any damage that may occur are the basis for the Airport Board decision pursuant to this matter. It shall be the discretion of the Airport Board and the Airport Manager to decide if additional work force is needed for snow removal at the Airport at any given time and date.

The Airport board will always take the position to accommodate first; Emergency Flight Aircraft, Ground Emergency Vehicles, Law Enforcement and Business Operators; then hangar tenants and the general public.

- A. Snow removal procedures will be initiated when snow depth on the runway or snow characteristics are such that a hazard to aircraft exists or appears probable.
- B. The decision to plow the snow and the timing of any snow plow operations will be made by the designated On-Site Manager or Management.
- C. Snow removal vehicles, or the operators, must be equipped with two-way radio communication equipment and at least one (1) vehicle will be in contact with the UNICOM at all times.
- D. In the event that snow depth is hazardous, the Airport will be closed until it is cleared. Such decision will be made by a designated On-Site Manager or Management
- E. Grass will be mowed before if becomes a hazard by the order of the On-Site manager or management.

This Policy has been amended and adopted after having been voted on favorably by the Lawrence County Airport Board January 11, 2006.

XI. REVISION OF REGULATION

The Management reserves the right to make any additions or deletions to the Rules and Regulations which may be necessary.

XII. GRIEVANCE PROCEDURE

- A. Any person that is dissatisfied with or has a question concerning any Airport Operation or Procedure will submit the grievance in writing as soon as possible but no later than thirty (30) days from discovery of the issue by the grievant to the appropriate personnel in the following order:
First, to the individual/business concerned.
Second, if the issue is not resolved, then to the Lawrence County Airport Manager.
Third, if the issue is not resolved, then to the Lawrence County Airport Board.
Fourth, if the issue is not resolved, then to the Lawrence County Airport Board Liaison Member, who may take the issue up with the Lawrence County Commission.

Section XIII

Rules and Regulations of the Lawrence County XIII. Lawrence County Airport Board
Vacancies

- A. Any time there exists an Airport Board Member vacancy; the Board shall announce the vacancy to the public in the following manner:
1. A formal notice shall be published in the appropriate publications authorized by Lawrence County for legal notices, once per week for three consecutive weeks.
 2. Said notice shall state any interested persons shall provide a written submission with resume to the address of the Airport Board, Box F 90 Sherman Street, Deadwood SD 57732 no later than 14 days after the date of the last publication. Which date shall be set and announced in the notice.
 3. Filling of the vacant board position is not limited to those submissions pursuant to the published notice. The Board may consider any and all submissions as well as any other interested individuals brought to the attention of the board.