



# OFFICIAL RULES AND REGULATIONS

**Revised:  
November 10, 2004  
January 31, 2017**

## **FORWARD**

**The Portage County Regional Airport is owned and operated by the Portage County Regional Airport Authority (PCRAA).**

**The Portage County Regional Airport is a public airport servicing business, industry, and the general public.**

**The rules and regulations set forth herein have been adopted by formal resolution of the Portage County Regional Airport Authority and the Board of County Commissioners of Portage County in order to further the safety and efficient operation of the Portage County Airport. These rules and regulations are in addition to the Federal Air Regulations, as the same and may be promulgated from time to the time by the Federal Aviation Administration (FAA) and the Aeronautical Information Manual (AIM) and shall apply to the operation of the aircraft at the Portage County Airport.**

## PURPOSE

To establish operating standard and procedures to govern aviation activities at the Portage County Regional Airport (Airport.) These standards and procedures are to be implemented and strictly enforced by the Airport Manager or designated representative, and the Portage County Regional Airport Authority (PCRAA).

### SECTION 100 - GENERAL

#### 100.1 Definitions

- A. **AIM** - Aeronautical Information Manual
- B. **Airport-** Portage County Regional Airport
- C. **Airport Manager** – Designated person by the PCRAA as the person in charge of the overall management, safety, and general operational requirements of the airport complex
- D. **Board of Commissioners** – Board of County Commissioners of Portage County, Ohio
- E. **FARs** – Federal Aviation Regulations promulgated by the Federal Aviation Administration, Department of Transportation
- F. **FBO** – Fixed Base Operator; a person or business located on or near the airport designated to provide aviation related services
- G. **PCRAA** – Portage County Regional Airport Authority; the governing and rule making body of the Portage County Airport.
- H. **Business Operator** – A person, firm, corporation or entity engaged in business activities, on or in connection with the Portage County Regional Airport
- I. **Rules and Regulations** – The direction, standards, and acceptable modes of operation expressed within this document as rules and regulations that may be amended from time to time by the PCRAA and/or the Board of Commissioners.
- J. **Self-Fueling** – The fueling of an aircraft by an individual unassisted by airport employees
- K. **Private Fueling** – The fueling from private fuel storage of private or commercial aircraft based at or with access to the Portage County Regional Airport
- L. **Public Area** – The approach road, the parking lot, the office waiting area, and restrooms
- M. **Restricted Area** – The all areas not open to the general public, e.g., all areas contained within the airport property boundaries, around the hangars, the aircraft parking ramps, the aircraft grass parking areas, the hard surface tie down areas, and all other field areas are off limits to the general public
- N. **Field Area** – The airport landing area and the ground around the landing area, the area used by aircraft, i.e., ramp area, and the aircraft storage, parking, and tie down area

- O. Commercial Aircraft Operators** – Any entity, business, and/or person which uses aircraft within the business operations on airport property
- P. Aircraft Support Operators** – Any person and/or entity doing any type of business associated with, but not limited to, the maintenance, sales, service, delivery, transporting, painting, upholstering, fabricating, designing, building, assembling, storing and/or warehousing, or any other type of business directly and/or indirectly related to aircraft, but not actually utilizing an aircraft in flight or on the ground to generate income and/or receive any other type of benefits and/or services in return
- Q. Private Aircraft Operators** – Anyone who owns, leases and/or operates an aircraft on airport property only for personal enjoyment and/or pleasure and does not use the aircraft for business purposes except on occasional business
- R. Lost Articles** – The Airport assumes no liability for lost articles
- S. Private Multiple Aircraft Owners/Operators** – Private aircraft operators that own/operate more than one aircraft for pleasure and not as a business
- T. Ultralight Vehicles** – Any aircraft, motorized glider, powered parachutes, powered paragliders and/or any other powered or non-motorized vehicles weighing 600 pounds or less

#### 100.2 Application of Rules and Regulations

All persons on any part of the Airport property or using any airport facility shall be governed by these Rules and Regulations.

#### 100.3 Orders and Instructions of the Airport Manager

All persons on any part of the property comprising the airport shall be governed by the rules and regulations prescribed herein and any orders and/or instructions of the Airport Manager relative to the use or occupations of any part of the property comprising the airport.

#### 100.4 Application of AIM and FARs

The AIM and all applicable FARs are hereby adopted as a part of these Rules and Regulations in the interest of safety and standardization.

#### 100.5 Previous Regulations

These regulations supersede and replace all previous rules and regulations established by the PCRAA and/or the Board Commissioners. All such previous rules and regulations are hereby rescinded and cancelled.

#### 100.6 Liability

Neither the Board of Commissioners, the PCRAA, nor the Airport Manager assumes any responsibility, or shall be liable for loss, injury or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, or any other cause while on or using the facilities of the airport.

#### 100.7 Irregularity Reports

In the event that any person commits an act contrary to these Rules and Regulations and such act is witnessed by or reported the Airport Manager or the PCRAA member shall file an "Irregularity Report" with the PCRAA. Where violations contained on an Irregularity Report involve aviation activity, copies of the report may be furnished to the Federal Aviation Administration, the Ohio Department of Transportation – Aviation Division or any other agency of competent jurisdiction.

#### 100.8 Enforcement

The Airport Manager is empowered as a representative of the Board of Commissioners and the PCRAA to require compliance with these Rules and Regulations. No authority is implied or expressed that would permit any individual other than the Board of County Commissioners and/or the PCRAA to change, amend, or mitigate the Rules and Regulations. The Airport Manager shall have the right to prohibit use of the Airport by any person who fails or refuses to comply with any of these Rules and Regulations. Any person violating these Rules and Regulations shall also be subject to appropriate legal action in accordance with Chapter 4561 and Section 2911.21 of the Ohio Revised Code. The failure of the Airport Manager or the PCRAA to enforce any of these Rules and Regulations with respect to any particular act or event shall not be deemed a waiver of such Rule or Regulation with respect to any similar act or event.

#### 100.9 Protection of Traffic

There shall be no travel on the Airport other than on the roads, walks, or places provided for that particular class of traffic. Only authorized personnel shall be permitted in hangers. Automobiles shall be parked in parking lots or other approved parking areas. No person shall be parked in parking lots or other approved parking areas. No person shall enter any restricted area posted as being closed to the public except those authorized to enter the area by the Airport Manager or the PCRAA. Domestic animals shall not be permitted on the Airport unless on a leash (or contained within an area).

#### 100.10 Business Activity

There shall be no solicitation of funds for any purpose on the Airport whatsoever without the permission of the Airport Authority. There shall be no advertising through means of circulars, printed or written matter, or by posting or distribution except with the approval of the PCRAA.

No business may operate on or from the airport unless proper terms and contracts have been established and approved by the PCRAA.

#### 100.11 Smoking

There shall be no smoking within 200 feet of a gas truck or within 200 feet of any aircraft being fueled. Further, there shall be no smoking within the Airport building, lounge areas or offices. Persons who smoke on the airport shall be responsible for extinguishing their cigarettes, cigars or pipes and providing for the safe use and disposal thereof prior to approaching the defined restricted smoking areas.

#### 100.12 Payment of Fees and Charges

No person organization shall refuse or attempt to evade payment of any fees or charges as established for the use of Airport facilities. All such fees and charges shall be payable in cash or check provided satisfactory credit arrangements have been made in advance. Current fees and charges are subject to change with a thirty (30) day written notice by the PCRAA.

#### 100.13 Property Damage

The cost of repairing or replacing any Airport property destroyed or damaged, by accident or otherwise, shall be borne by the party of parties responsible.

#### 100.14 Sanitation

No person shall deposit garbage, waste paper, metal cans, or other refuse on the Airport except in receptacles provided for that purpose. No person shall place, throw or dump household garbage, waste paper, trash, junk, or any other unwanted materials on airport property without the written authorization of the Airport Manager and the PCRAA.

#### 100.15 Nuisance

No person shall act in such a manner so as to become a public nuisance on the Airport.

#### 100.16 Trespassing

No hunting, fishing, trapping, or discharge of firearms shall be permitted on Airport property.

100.17 Intoxicants

No person shall bring, transport, or consume alcohol on Airport property.

**SECTION 200 – MOTOR VEHICLES**

200.1 General

No person shall operate any motorized vehicle on the Airport without a valid operator's license. Individuals who do operate vehicles on the Airport must operate said vehicles in accordance with these Rules and Regulations and other applicable laws for the control of such vehicles. No motor vehicles shall be permitted on the Airport loading apron or taxiways at any time without the prior approval of the Airport Manager.

200.2 Operator Certification

No person shall operate any motor vehicle on the Airport while under the influence of liquor, narcotic drugs, or other inhibiting substances.

200.3 Intoxicants

No person shall operate a motor vehicle on the Airport while under the influence of liquor, narcotic drugs, or other inhibiting substances.

200.4 Obstructions on the Aircraft Apron/Ramp

No person shall park or place any vehicle, equipment, or apparatus within the aircraft loading area in such a way or manner as to bar or obstruct the loading, taxiing or parking of aircraft.

200.5 Careful Operation

No person shall operate a motor vehicle of any kind on the Airport in a reckless or negligent manner, or in excess of such speed limits as may be established from time to time by the Airport Manager. The speed and manner of movement of any motor vehicle or device on the public ramp and apron area shall be such as not to endanger life or property; and the operator thereof shall at all times regulate and control such speed and movement with the highest degree of care, having regard for the circumstances and conditions of traffic, the presence of other persons, and the presence or movement of other property.

200.6 Right of Way

Pedestrians and aircraft shall at all times have the right of way over vehicular traffic. All vehicles and pedestrians shall pass to the rear of a taxiing aircraft.

200.7 Parking Areas

No persons shall park vehicles on the Airport in any area other than areas designated for the parking of such vehicles or on occasion in areas as may be prescribed by the Airport Manager or the PCRAA. "T" Hangar renters and owners may park their vehicles in their "T" Hangar while operating their aircraft. The parking of vehicles on the Airport shall in any event be at the risk of the owner or operator of said vehicle.

Owners/operators of vehicles must notify the Airport Manager if a vehicle is to be left over night in the airport parking lot.

No vehicles are to be parked on the "T" hangar ramps or any ramp/apron or tie-down area so as to obstruct the taxing of aircraft, roadways travel or pedestrian traffic or passage of fire vehicles.

200.8 Vehicle Lights

All ground vehicles operating on the Airport between sunset and sunrise shall be equipped with two headlights and one or more tail lights, the headlights of which shall be of sufficient brilliance to insure safe operation at night. Lights shall be on at all times when the vehicle is being operated between sunset and sunrise and when parked or operated in such areas as may constitute a hazard to the Airport operations and persons using the Airport.

#### 200.9 Emergency Equipment

In the event of an emergency at the Airport, all vehicles and aircraft, shall give way to emergency vehicles responding thereto.

#### 200.10 Prohibited Vehicles

Bicycles, scooters, mopeds, motorcycles, and other two, three, and four wheeled vehicles as well as snowmobiles and all terrain vehicles are prohibited from aprons, taxiways and other aircraft operating areas.

#### 200.11 Support Vehicles

Vehicles used on the ramp/apron to support flight operations (tugs, trucks, towing tractors, and etc.) shall be equipped with proper reflection devices, working lights, and high visibility marking to easily identify them as hazards to taxiing aircraft.

### **SECTION 300 – AIRCRAFT OPERATION**

#### 300.1 General

No person shall navigate any aircraft, land upon the Airport, fly from the Airport, service, maintain or repair any aircraft at the Airport or conduct any aircraft operations on or from the Airport in any manner not in conformity with current Federal Aviation Administration Regulations (FARs), any applicable statutes, rules or laws of the State of Ohio, and within these Rules and Regulations.

#### 300.2 Special Provisions

The PCRAA reserves the right to, in accordance with current FAA regulations, make special provision for traffic control on the ground or in the traffic pattern.

Any person, company, organization, etc., based and/or operating out of the Portage County Airport for the purpose of providing flight training, Part 135 Operations, FBO functions or have businesses which derive support from the operation of aircraft based at the Airport or who have any other Airport privileges must be in receipt of a mutually approved contract between the PCRAA and the individual, corporation, partnership, or other legal entity utilizing the airport.

Owners, lessors, renters and/or any other entity utilizing aircraft hangars shall provide safety information including, but not limited to, the names, addresses, phone numbers, aircraft "N" numbers and type of aircraft for each and every aircraft to the PCRAA.

#### 300.3 Tail Skids

No person shall land or take-off any aircraft equipped with a tail skid or device other than a nose or tail wheel, helicopters excluded.

#### 300.4 Propping and Starting

There shall be no "propping" or starting an aircraft unless there is a pilot or mechanic holding appropriate conventional certificates and ratings at the controls. Airplanes must be chocked and adequately braked for starting. No pilot or mechanic will at any time leave his airplane when the engine is running, unless there is another competent pilot or mechanic at the controls with access to the brakes.

#### 300.5 Unattended Aircraft

No aircraft shall be left unattended on the Airport unless properly secured or in a hangar. "Properly secured" shall mean an aircraft which is locked, tied down, chocked and with the controls locked. Owners of aircraft left unattended and unsecured shall be responsible and liable for any damage resulting from failure to comply with this rule.

### 300.6 Taxiing Rules

No person shall taxi an aircraft until the operator has ascertained by visual inspection of the area that there will be no danger of collision with any person or object in the immediate areas.

No aircraft shall be operated in a careless or reckless manner, or taxied except at a safe and reasonable speed. Taxi speeds shall not exceed the rate of a brisk walking speed when taxiing on the ramp, near the fueling area, and when entering and existing tie down areas, both grass and hard surface.

Taxiing into or out of hangars is prohibited.

No person may start or taxi any aircraft on the Airport in a place or manner where the prop blast is likely to cause injury to persons or property.

Each pilot shall be responsible for clearing their aircraft visually at all times while on or in the Airport area.

No person who is under the influence of alcohol or any other incapacitating drug shall start or run an engine, taxi an aircraft or fly from or land at the Portage County Airport.

### 300.7 Landing and Takeoff Procedure

- A. Prior to landing, pilots must use every means available to determine that no other aircraft are on the final approach to landing.
- B. It shall be the pilot's responsibility to determine that there are no other aircraft on the final approach to landing prior to take-off.
- C. All pilots using the Airport are required to know and fly in accordance with the Airport traffic patterns established pursuant to these Rules and Regulations.
- D. A standard left-hand traffic pattern shall be used when entering traffic. The traffic pattern altitude shall be 2200' MSL. (1000' AGL).
- E. Aircraft should enter the pattern at a 45-degree entry to left downwind leg. Aircraft not following this protocol should advise other traffic by way of Uniform radio call advising of their position.
- F. All pilots must exercise extreme caution to avoid "cutting out" or interfering with another aircraft's traffic pattern or approach for landing.
- G. Departure from the Airport shall be a straight out climb until 1800' MSL. (600' AGL) then the pilot shall choose to either continue the straight out departure or make a 45 degree left turn.
- H. All pilots shall avoid, whenever possible, flying over residential areas and specifically, flying over the retirement home located at the approach end of Runway 09 and departure end of Runway 27.
- I. All FAA "right-of-way" rules apply to aircraft landing, taking off or taxiing at the Portage County Airport.

### 300.8 Repairing of Aircraft

No person or firm shall repair or perform any maintenance activity on any aircraft, aircraft engines, propeller, or other aeronautical equipment or apparatus, except owner operated routine preventative maintenance and cleaning of aircraft as specified by Appendix D to FAR 43. Individuals may not employ or utilize a mechanic in any area of the Airport other than that specifically designated for such purposes by the Airport Manager and the PCRAA.



### 300.9 Aircraft Parked on Taxiway

No aircraft shall be parked or placed on any taxiway or in any area in such a way or manner as to obstruct or prohibit the safe operation of other aircraft, or prevent the passage of emergency equipment.

### 300.10 Compulsory Insurance Requirements

All aircraft based at the Airport shall be covered by liability and property damage insurance with minimum coverages of:

A. Bodily Injury – Two hundred fifty thousand dollars (\$250,000) per person and five hundred thousand per accident.)

B. Property Damage – The minimum is five hundred thousand dollars (\$500,000) per accident. Proof of such coverage shall be submitted to the Airport Manager or the Airport Authority upon exaction of a lease, if requested. The Board of County Commissioners of Portage County and the PCRAA shall be named as additional insured.

### 300.11 Operator's Certificate

No person shall operate any aircraft on the Airport unless that person has in his immediate possession an appropriate certificate, issued in his/her name, authorizing the control of such aircraft. The Airport Manager shall have authority at all times and for any reason to request that operators show their certificates, flight log, current medical, and proof of bi-annual flight review on demand.

### 300.12 Careless Operation

No person shall operate any aircraft on the ground or in the air over the aircraft landing area, aircraft ramp, and parking areas, or taxiways in a careless or negligent manner, or at a speed or a manner that endangers or is likely to endanger persons or property, or in disregard of the rights and safety of others.

### 300.13 Unsafe Areas

No aircraft shall use any portion of the aircraft landing area or taxiway considered unsafe for the operation of such aircraft by the PCRAA or the Airport Manager.

### 300.14 Improperly Parked Aircraft

Upon direction of the Airport Manager, the owner or operator, or his agent, of any aircraft parked or stored on the Airport shall move said aircraft from the area in which it is parked or stored to such area as may be designated by the Airport Manager.

### 300.15 Disabled Aircraft

No wrecked or otherwise disabled aircraft, or aircraft that does not carry a current airworthiness certificate, shall be openly stored at the Airport without the express consent of the Airport Authority.

### 300.16 Ground Instructions

Pilots shall follow all instructions issued by the Airport Manager while operating on the Airport.

### 300.17 Use of Radio

All radio contacts between pilots of aircraft and the Airport shall be conducted in strict accordance with standard procedures and phraseologies as established by the Federal Aviation Administration and the Federal Communication Commission.

### 300.18 Unsafe Aircraft

No person shall operate any aircraft on the Airport if such aircraft is so constructed, equipped, or loaded as to endanger, or be likely to endanger persons or property.

### 300.19 Closing of Field

The Airport Manager, in his sole and absolute discretion, shall have the right to issue a NOTAM closing the Airport in the event he/she believes the conditions of the Airport or any part of the Airport are unsafe for landing or take-off.

### 300.20 Accident Reports

Persons involved in aircraft accidents occurring on the Airport shall immediately make a full report thereof to the State Highway Patrol, the Airport Manager, and the FAA or its representative and finally the State of Ohio Division of Aviation, as soon after an accident as possible. Information shall include names, address, and telephone numbers and all other information that the Airport Manager thinks is necessary. At no time will the Manager violate the recommended FARS in the process of obtaining information.

### 300.21 Night Operations

- A. Night activity shall be conducted in accordance with all applicable FARS.
- B. Recommend all aircraft using the field for night flying be equipped with a two-way functioning radio at take-off, operating on the Unicom frequency (123.05) which is required to operate runway lights, beacons and PAPI.
- C. All aircraft prior to landing must ascertain whether there is any other traffic in the air or on the ground.
- D. There is only one lighted runway and this is the east/west hard surfaced runway.
- E. All taxing at night must be done with the utmost of caution.

### 300.22 Lighting Fixture Damage

Any person damaging a light or light fixture by means of contact with an aircraft shall report such damage to the Airport Manager immediately and shall bear the cost of repairing or replacing the light or fixture.

### 300.23 Fueling and De-fueling

- A. All fuel products dispersed into any aircraft at the Airport shall be approved for that specific aircraft into which it is dispersed and it shall be the responsibility owner/operator/pilot of the aircraft to ensure that the proper product is dispersed.
- B. Private fueling of private aircraft, as defined in paragraph 100.1, will be permitted only when in compliance with the following requirements:
  - 1. Fuel of proper grade is **not available from a PCRAA pump and a contract has been established** describing flowage rates, limitations, etc., between the individual or entity desiring pumping privileges and the PCRAA.
  - 2. Private fueling is accomplished in the "safe" area designated by the PCAA and only when at least 200 ft. from buildings or other hazards.
  - 3. Fuel may only be dispersed by pump from trucks that are in good operating condition approved by the EPA and state Fire Marshal for fueling purposes; pouring from cans will not be permitted.
  - 4. Aircraft above ground tank or truck and/or hose must be properly grounded.

5. Smoking during refueling is prohibited. Smoking within 200 feet of an aircraft being refueled or when fuel is being transferred is not permitted.
  6. Fuel spills or oil spills must be immediately reported to the Airport Manager.
  7. The Aircraft Owner is liable for damages to property and the environment resulting from fueling accidents.
  8. An adequate fire extinguisher must be present on the site, fuel truck, or other apparatus and must be fully charged and current.
- C. Self-Fueling  
Individuals electing to fuel their aircraft from the automated 24-hour self-fueling pump site provided by the Portage County Regional Airport assumes all liability for the operation, however, all necessary safety precautions and practices shall be adhered to, including proper ground of the aircraft, a fire extinguisher on site and fully charged, no smoking within 200 feet of the fuel site, and all fuel spills reported to the Airport Manager as soon as practical.
- D. Line Service Fueling  
All requirements pertaining to self-fueling also apply to fueling accomplished by Airport Line Service personnel. Persons non-essential to the fueling or de-fueling of an aircraft shall not be permitted within 200 feet of such aircraft during the fueling or de-fueling operation. Aircraft shall not be fueled or de-fueled while stored inside of any hangar building on the Airport.
- F. Weapons, Explosives, Volatile Liquids are NOT permitted on the Airport.

#### 300.24 Miscellaneous

- A. All take-offs shall be started from the take-off end of the runway so as to utilize the entire runway.
- B. No aircraft shall remain on the landing or take-off area of the runway for the purpose of instructing students or pilots between flights.

#### 300.25 Ramp Tie-Down Tenants

It shall be the owner's responsibility to furnish, inspect, and replace all tie-down ropes or moorings. It shall also be the responsibility of the owner/operator to properly secure and safely tie-down the aircraft to prevent damage to the aircraft as well as other aircraft or property.

#### 300.26 Ground Instruction

The pilot shall follow all instructions issued by the Unicorn and/or the airport management unless considered by the pilot or operator to be unsafe to do so.

#### 300.27 Demonstration

No experimental flight or ground demonstrations shall be conducted on the airport without the expressed approval of the FAA and notice given to the Airport Manager and the PCRAA.

#### 300.28 Business

Any business activity associated with the airport, conducted on or because of using the airport, in any way requires a contract be established with the PCRAA.

#### 300.29 Tampering with Aircraft

Aircraft based at the airport are the exclusive property of the aircraft owner. As such, any unauthorized tampering with aircraft will be reported to the proper authorities for legal action.

## 400 – PUBLIC USAGE

### 400.1 Conduct

No person shall be or become intoxicated, commit any disorderly, obscene, indecent, or unlawful act or commit any nuisance on the Airport premises. No person shall conduct gambling in any form or operate gambling devices anywhere on the Airport. There shall be no posting, distribution or advertising through means of circulars, printed or written matter, and no solicitation of funds for any purpose without obtaining prior approval.

### 400.2 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 any excavations on the Airport; nor willfully abandon personal property on the Airport.

### 400.3 Open Flame Operation

No persons shall conduct any open flame operation in any hangar, or on the Airport grounds or part thereof, except on authorized leasehold premises by approved personnel.

### 400.4 Damages

All persons shall be fully responsible for all damages to buildings, equipment, real property, and appurtenances in the ownership or custody of the Airport caused by their negligence, abuse, or carelessness; or caused by the negligence, abuse or carelessness on the part of their employees, agents, customers, visitors, supplies, or persons with whom they may do business.

### 400.5 Use of Fixed Based Operators, Shops, and Business Facilities

All shops, garages, and facilities are expressly designated for conducting the owner's or lessee's business and operations. No person, other than employees of the owner or lessee, shall make use of these facilities or loiter around such premises without specific permission of the owner or lessee.

## SECTION 500 – AIRPORT USER FEES

### 500.1 User Fees

A. All users of the Airport and/or any of the Airport facilities shall register their aircraft and pay to the PCRAA a yearly charge to offset the expenses of operating and maintaining the Airport and the Airport Facilities. The charge shall be based on the classifications set forth in Section 500 and in an amount as determined from time to time by resolution of the PCRAA, pursuant to Ohio Revised Code Section 308.06(E) and the Federal Aviation Administration Order 5190.6A, Section 4. *(See attachments at end of this booklet.)*

### 500.2 Airport Usage Classifications

A. An aircraft is flown on a "**Transient**" basis if the aircraft is permanently based on an airport other than Portage County Regional Airport (PCRA) , lands at PCRA temporarily for a short visit while in route to other destinations and/or utilizes PCRA for training purposes such as "Tough and Go" landings while based at another airport.

500.3 Aircraft Weight Classifications

- A. All aircraft are hereby classified as follows:
- |               |       |   |               |
|---------------|-------|---|---------------|
| 1. Ultralight | 0     | - | 600 pounds    |
| 2. Light      | 601   | - | 4,000 pounds  |
| 3. Medium     | 4,001 | - | 7,500 pounds  |
| 4. Heavy      | 7,501 | - | 12,500 pounds |

500.4 User Classification

- A. All Users are placed into one of the following classifications by definition:
1. **Private Aircraft Operator** –Uses the aircraft only for pleasure, recreation, and/or transportation.
  2. **Aircraft Support Operator** – Operates a business and/or a commercial venture that is associated directly and/or indirectly with aviation, airport and/or aircraft activities.
  3. **Commercial Aircraft Operator** – Utilizes any aircraft for any type of commercial operations.
  4. Private Multiple Aircraft Owners/Operators – Private Aircraft Operators that own/or operate more than one aircraft for pleasure and NOT as a business.

500.5 Airport User Fees

- A. All airport users are subject to the following fees

Aircraft has gross weight of:

	Pounds			Per Year
a.	0	-	600	60.00
b.	601	-	4,000	300.00
c.	4,001	-	7,500	360.00
d.	7,501	-	12,500	420.00

- B. Aircraft Support Operators: \$1,200/year

- C. Commercial Aircraft Operators: \$1,200/year

(Note: Each aircraft used by a Commercial Aircraft Operator shall be charged user fees of \$100 each up to three (3) aircraft per year.

- D. Private Multiple Aircraft Operators: User fee for the first aircraft, plus 50% of the appropriate user fee for the second aircraft as dictated in Paragraphs A above. The user fees shall be applied toward the two (2) aircraft that weigh the most..

500.6 Aircraft Registration

- A. All Airport users shall complete an Aircraft Registration form and an Airport User Agreement Form, as provided by the PCRAA, indicating classification of use as set forth in Section 500 above, and shall be under a continuing duty to keep the information provided therein current with the PCRAA.

- B. Any user that does not return to the PCRAA a completed Aircraft Registration Form and a complete Airport User Agreement Form shall be deemed a Frequent User (of the appropriate aircraft weight) unless the PCRAA determines another classification is more appropriate.

All Owners/Operators basing their aircraft at or about Portage County Regional Airport (PCRA) must register the aircraft within ten (10) days of arrival at the PCRA and report the permanent departure within ten (10) days after departing the Airport.

#### 500.7 User Fees

Airport user fees shall be paid by annual payments to the PCRAA.

- A. Annual payments are due no later than January 31 of that year.
- B. User fees may be revised and become effective after 60 days written public notice.
- C. User fees may be paid by personal check or money order and made out to the PCRAA and delivered to or mailed to the following address:

Portage County Regional Airport Authority  
C/O Secretary/Treasurer  
4039 Nanway Boulevard  
Ravenna, OH 44266

- D. Payments made after the due date shall be subject to a late charge up to the maximum allowed by Law within the State of Ohio.
- E. The User Fees may be in addition to all other rates, rentals, and/or charges of the PCRAA or in accordance with other agreements, including, but not limited to, a Tie-Down Space Rental Agreement.
- F. All User Fees shall be pro-rated on a monthly basis upon written request to the PCRAA.

#### 500.8 Late and/or Non-Payment of User Fees

- A. Failure to register an aircraft and pay the appropriate Airport User Fees on or before the date payment is due may result in the PCRAA prohibiting the use of the Airport and seeking legal action for compensatory damages on behalf of the PCRAA against aircraft owners/operators failing to support the flight facility benefits being conferred upon said owners/operators.
- B. Failure to comply with the PCRAA current Rules and Regulations may result in equitable and injunctive relief being sought through the courts by the PCRAA.
- C. Any User having unusual circumstances that he believes justifies relief from the obligations set forth herein, may petition the PCRAA, in writing, and mail the petition to the address listed in Article 500.7 (D) above or present the petition in person to the Board of Trustees at any regularly scheduled meeting of the PCRAA.

### SECTION 600 – REVISIONS

#### 600.1 Authority to Revise

The PCRAA and the Board of Commissioners shall have the right to revise these Rules and Regulations from time to time, as they may deem appropriate.

### SECTION 700 – ENFORCEMENT

700.1 Penalties

For the enforcement of these regulations, in any appropriate instance, the Airport Manager may invoke the aid of local law enforcement officials under the provisions of Chapter 4561 of the Revised Code of Ohio. Attention is invited in particular to Section 4561.99 and 2911.21 of the Ohio Revised Code that provides fines and imprisonment for certain infractions committed in connection with airports.

SECTION 800 – APPEALS PROCESS

800.1 Appeals

Any person, firm, corporation and/or entity which come under the jurisdiction of these rules and regulations may at any time present a grievance to the PCRAA in writing, explaining in detail the entire complaint and what is being requested to alleviate the hardship allegedly imposed by the Rules and Regulations.

## **308.06 Regional airport authority - powers and duties.**

Upon the creation of a regional airport authority as provided by section [308.03](#) of the Revised Code, and upon the qualifying of its board of trustees and the election of a president and a vice-president, the authority shall exercise in its own name all the rights, powers, and duties vested in and conferred upon it by sections [308.01](#) to [308.17](#) of the Revised Code and, subject to such reservations, limitations, and qualifications as are set forth therein:

(A) May sue or be sued in its corporate name;

(B) May make contracts in the exercise of the rights, powers, and duties conferred upon it;

(C) May adopt and at will alter a seal and use such seal by causing it to be impressed, affixed, reproduced, or otherwise used, but failure to affix the seal shall not affect the validity of any instrument;

(D) May make, adopt, amend, and repeal bylaws for the administration of its affairs and rules for the control of the administration and operation of airports and airport facilities under its jurisdiction, and for the exercise of all of its rights of ownership therein;

(E) May fix, alter, and collect rates and rentals and other charges for the use of airports and airport facilities under its jurisdiction to be determined exclusively by it for the purpose of providing for the payment of the expenses of the regional airport authority, the construction, improvement, extension, repair, maintenance, and operation of airports and airport facilities under its jurisdiction, the payment of principal and interest on its obligations, and to fulfill the terms of any agreements made with the purchasers or holders of any such obligations, or with any person or political subdivision;

(F) Shall have jurisdiction, control, possession, and supervision of all property, rights, easements, licenses, moneys, contracts, accounts, liens, books, records, maps, or other property rights and interests conveyed, delivered, transferred, or assigned to it;

(G) May acquire, construct, lease, operate, maintain, or manage airports and airport facilities within or without its territorial boundaries, considered necessary to accomplish the purposes of its organization;

(H) May hold, encumber, control, acquire by donation, purchase, or condemnation, construct, own, lease as lessee or lessor, use, and sell real and personal property, or any interest or right therein, within or without its territorial boundaries, for the location or protection of airports and airport facilities and improvements and access thereto, the relocation of buildings, structures, and improvements situated on lands acquired by the regional airport authority, or for any other necessary purpose, or for obtaining or storing materials to be used in constructing, maintaining, and improving airports and airport facilities under its jurisdiction;

(I) May exercise the power of eminent domain to acquire property or any interest therein, within or without its territorial boundaries, which is necessary or proper for the construction or efficient operation of any airport or airport facility or access thereto under its jurisdiction in accordance with the provisions of section [308.07](#) of the Revised Code;



(J) May provide by agreement with any county, including the counties within its territorial boundaries, or any municipal corporation or any combination thereof for the making of necessary surveys, appraisals, and examinations preliminary to the acquisition or construction of any airport or airport facility and the amount of the expense thereof to be paid by each such county or municipal corporation;

(K) May provide by agreement with any county, including the counties within its territorial boundaries, or any municipal corporation or any combination thereof for the acquisition, construction, maintenance, or operation of any airport or airport facility owned or to be owned and operated by it or owned or to be owned and operated by any such county or municipal corporation and the terms on which it shall be acquired, constructed, maintained, or operated, and the amount of the cost and expense thereof to be paid by each such county or municipal corporation; and any such county or municipal corporation may issue bonds in accordance with Chapter 133. of the Revised Code for the purpose of paying all or part of the cost assumed by it for the acquisition or construction of an airport or airport facilities pursuant to such agreement and may pay the proceeds of such bonds to the regional airport authority upon the finding and determination by its legislative authority that the benefits that will be derived from such airport or airport facilities by such county or municipal corporation and the taxpayers thereof are at least equal to its share of the cost thereof;

(L) May issue revenue bonds for the purpose of acquiring or constructing any facility or permanent improvement which it is authorized to acquire or construct, including all costs in connection with and incidental to such acquisition or construction, and the financing thereof, as provided by section [308.08](#) of the Revised Code;

(M) May employ and fix the compensation of consulting engineers, superintendents, managers, and such other engineering, construction, and accounting experts, attorneys, and other employees and agents necessary for the accomplishment of its purposes;

(N) May procure insurance insuring it or its officers, employees, and agents against such losses, risks, and liabilities arising from the construction, operation, or ownership of airports and airport facilities under its jurisdiction as it deems necessary or desirable;

(O) May maintain such funds as it considers necessary for the efficient performance of its duties;

(P) May direct its agents or employees, when properly identified in writing, after at least five days' written notice, to enter upon lands within or without its territorial boundaries in order to make surveys and examinations preliminary to the location and construction of airports or airport facilities, without liability to it or its agents or employees except for actual damage done;

(Q) May, on its own motion, request the appropriate zoning board, as defined in section [4563.03](#) of the Revised Code, to establish and enforce zoning regulations pertaining to any airport or airport facility under its jurisdiction in the manner prescribed by sections [4563.01](#) to [4563.21](#) of the Revised Code.

Effective Date: 10-30-1989