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INTRODUCTION

Columbia Owens Downtown Airport is an airport owned by Richland County and dedicated to providing aviation facilities to the general public and business interests in a non-discriminatory manner.

This Operations Manual contains the rules, regulations, and procedures that shall be adhered to by all users, FBO's tenants, and guests that shall avail themselves of the facilities of Columbia Owens Downtown Airport. All such rules, regulations, and procedures established, are considered statutory. The provisions contained in this Operations Manual are in compliance with all applicable statutes, ordinances, rules, orders, regulations, and other requirements of the Federal, State, County and Municipal government. All such regulations now existing and any changes or amendments made hereafter are hereby incorporated in the terms of this manual as if set out verbatim. Failure to comply by any person using the facilities of this airport may result in the forfeiture of the rights of usage of these facilities and may result in civil or criminal penalties.

This Manual, shall be maintained in the Airport manager's office and shall be available, during normal business hours, to any person or group who so requests.

Provisions for modification

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

DEFINITIONS

AIR OPERATIONS AREA – Those areas which encompass the runways, taxiways, and other areas of the airport utilized for taxiing, take off, and landing of aircraft.

AIRCRAFT – Any contrivance, now known or hereafter invented, used or designed for navigation of or flight in air.

AIRCRAFT SUPPORT VEHICLE – Those vehicles routinely used on the Airport aprons or parking areas in support of aircraft operations.

AIRFIELD – That portion of the airport which includes the runways, taxiways, and terminal apron areas.

AIRFIELD SERVICE VEHICLES – Those vehicles operated by the Airport Manager, or under his direction, routinely used for service, maintenance and/or construction on the aircraft movement area.

AIRPORT COMMISSION – Richland County Airport Commission.

AIRPORT EMPLOYEES – Bona Fide employees of the Airport Manager.

AIRPORT MANAGEMENT – The Airport Manager or his duly authorized representative.

AIRPORT MANAGER – The individual designated to represent the County in the day-to-day management of the Airport.

AIRPORT – Columbia Owens Downtown Airport (formerly Owens Field) as shown in the Airport Layout Plan prepared by Talbott-Cox and Associates for Columbia Owens Downtown Airport and approved by Richland County Council, dated September 1988 (project 2229-244 Sheet 1 of 6) and all improvements and appurtenances contained thereon.

CLASS “C” Airspace – The airspace around the primary airport (CAE) extending from the surface to 4200 feet MSL, extending 5 nautical miles out from the airport center, and from 1800 feet MSL to 4200 feet MSL from 090 degrees to 360 degrees and from 2000 feet MSL to 4200 feet MSL from 360 degrees to 090 degrees extending out from the airport center between 5 and 10 nautical miles. Communication with CAE ATC is required prior to entering class “C” airspace.

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

CORPORATE OPERATOR – Operators of Aircraft which are owned by a corporation used solely for the personal transportation of the owning business

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

COURTESY CAR – Any vehicle owned and operated specifically for the transportation and convenience of their patrons or prospective patrons by hotels, motels, and other businesses located on or off the Airport premises.

CUB – FAA designator for Columbia Owens Downtown Airport.

DRIVER – Any person in physical control of a vehicle.

EMERGENCY VEHICLE – Vehicles of the Police or Fire Department, ambulances, or any vehicle conveying an Airport Official or Airport employee in response to an official emergency call.

FAA – Federal Aviation Administration.

FIXED BASE OPERATOR – (FBO) – any person who shall have entered into a written lease or agreement with the County for the use of any building, shop, or hangar, or for the site upon which such a building might be erected, and who by further agreement, guarantees to provide, on the Airport, certain services to the public.

FLOWAGE FEE – The fee rendered unto the County for all aviation fuels which are dispensed on Airport property.

GROUND VEHICLE – Any vehicle which is utilized for ground operations only.

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

LOCAL OPERATORS – any person using the Airport as a base, or locus, for the purpose of operating any aircraft for the training of students, the demonstration and sale of aircraft, the carrying of passengers or cargo, the repair of aircraft, charter service, or the use of any aircraft for any commercial purposes

whatsoever for hire, gift, remuneration or reward, and who by agreement, guarantees to maintain office at the Airport and adequate personnel for performing the above described services on a full time annual basis.

MOTOR VEHICLES - Every vehicle that is self propelled.

MSL - Mean Sea Level.

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

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

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

PUBLIC AREA - Those areas (including the various concessions, restrooms, terminal lounge sections, conference rooms, and hallways) used for public gatherings, thoroughfares, waiting, and viewing, plus all streets, roads, sidewalks, and all other areas normally used by the general public. All other areas are considered operational areas and access is permitted upon expressed consent of the Airport Management.

REFUELING TRUCKS - Any vehicle used for the transporting, handling, or dispensing of aviation fuels, oils and lubricants.

REIL - Runway End Identifier Lights.

RW - Runway

SPECIALIZED AVIATION OPERATOR - Any person or organization who is authorized to conduct business by virtue of a contract with the county, but not engaged in business of an aviation nature within the scope of a Fixed Base Operator, or a local operation, as defined herein.

UNICOM - A non-government air/ground radio communication facility which may provide Airport Advisory Service. The UNICOM operation for this airport is on frequency 122.8 mz.

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

GENERAL REGULATIONS

1. The Airport Manager shall be responsible for enforcing all rules and regulations contained herein, and such enforcement shall be conducted in a fair equitable and non-discriminatory manner.
2. All persons, aircraft, and airmen operating on, over or within the jurisdiction of the County or on, or over any airport owned, or operated by the County shall do so in accordance with all applicable FAA rules and regulations, local, state, and federal laws, statutes, ordinances, and regulations.
3. It is **STRONGLY** requested, by the Richland County Airport Commission, and the Airport Manager, that each pilot use two-way radio communication while in the Airport environment. Due to the high volume mix and variety of airplanes, speed ranges, and pilot proficiencies around this airport, the use of two-way radio communication will greatly enhance the safety of operations at Columbia Owens Downtown Airport.

4. ADVERTISING

No person or organization shall post, distribute or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed matter on the Airport except with the prior authorization of the Airport Management, and in such a manner as he may prescribe.

A public bulletin board area will be maintained in the terminal area and be made available to the public and for their use, for aviation related material and other information as deemed appropriate by the Airport Management.

5. SOLICITATION

No person shall engage in any form of solicitation or offer merchandise or services for sale on the Airport without obtaining prior written authorization from the Airport Management, except for personal sales of individual aircraft or related items that are appropriate to be posted upon the public bulletin board

6. PUBLIC AND TENANT USAGE

All persons using the Airport shall, at all times, abide by the rules and regulations listed herein.

AIRPORT RULES

1. DISORDERLY CONDUCT

No person shall be, or become, intoxicated or drunk or be unlawfully under the influence of controlled substances, commit any disorderly, obscene, or indecent act or nuisance, nor conduct or engage in any form of gambling on the Airport.

2. SANITATION

No person shall dispose of garbage, papers, refuse, trash, or any other material on the Airport property except in the receptacles provided for that purpose; nor use a comfort station in other than a clean and sanitary manner.

A. Trash Containers

Areas to be used for trash or garbage containers shall be designated by the Airport Manager and no other areas shall be used for this purpose. Such areas shall be kept clean and sanitary at all times.

B. Liquid Disposal

No fuels, oils, dopes, paints, solvents, or acids shall be disposed of or dumped into drains on the ramp areas, catch basins, ditches, or elsewhere on the Airport, except in such designated areas as may be approved by the Airport Manager.

3. PRESERVATION OF PROPERTY

No person shall destroy, injure, deface, or disturb in any way, any building, sign, equipment, marker, or other structure, trees, flowers, lawn, or other property on the Airport; nor alter, make additions to, or erect any building, or sign, or make excavations on the Airport, without proper permission. Any person causing any damage, as described above, shall be responsible to Richland County for reimbursement of the full amount of the damages. Such person may also be prosecuted under civil or criminal law, as applicable.

4. GROUND VEHICLES

No person shall operate any motor vehicle on the Airport other than in strict accordance with applicable provisions of these regulations and applicable Federal, State, and County codes and other regulatory measures now in existence or as may hereafter be modified or amended.

Any person operating a motor vehicle on the Airport shall operate it in a safe manner and maintain control of the vehicle at all times, weather and traffic conditions considered.

Unless otherwise posted, no person shall operate any vehicle, other than authorized emergency vehicles, on the Airport, in excess of 15 miles per hour.

Pedestrians and aircraft shall, at all times, have right-of-way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft or aircraft with engines operating.

All vehicles operated on the Airport shall have exhausts protected by screens, baffles, or mufflers as meeting the regulations of the South Carolina Motor Vehicle Code so as to prevent the escape of sparks and flames.

No vehicle is permitted on taxiways except as authorized by the Airport Manager, except by hangar tenants en route to or from their hangars and only in the hangar area (but not including the main taxiways).

The Airport Manager is authorized to install such traffic control signs on the Airport as may be necessary to properly control and regulate vehicular traffic.

Heavy trucks, in excess of 7500 pounds single axle load, will not be permitted on runways or taxiways. A fine of \$50.00 and the cost of repairing any damage caused by such truck will be levied against the operator of the truck.

- A. Trespassing and drag racing on Airport property.
South Carolina statute 55-13-40 makes it unlawful to trespass or drag race on Airport property. Violation of this statute carries a fine of not less than \$200.00 and not more than \$600.00 and/or imprisonment of not less than two months and not more than five months. In addition, the person convicted shall have their driver's license revoked for a period of one year.
- B. Parking
Parking in designated public parking areas is open to all members of the public using the Airport, except employees or organizations having tenancy in the terminal building area. These tenants shall provide an area for exclusive use by their

employees while the employees are on duty, in accordance with the area or areas designed by the Airport Manager.

C. Courtesy Cars

The Airport Manager may designate Airport areas for the parking, loading and unloading of courtesy cars. Operators of courtesy cars shall be required to use these areas for the above stated purposes only.

D. Removal of Vehicles

The Airport Manager may remove from the Airport any vehicle which is disabled, abandoned, parked unlawfully, or which presents an operational problem. This movement may be made to any area of the Airport or the Airport Manager may employ a towing service, and such movement shall be at the expense of the owner.

E. Emergency Conditions

Emergency conditions existing at any time on the Airport Operations area will not mitigate or cancel these regulations. During such conditions, the driver of any vehicle, civilian or military, will make certain that he does not move his vehicle in any direction unless specifically directed by the Airport Management. The Airport Manager shall determine when normal operations may be resumed.

5. EXPLOSIVES, FIREARMS AND OTHER DANGEROUS ARTICLES

No unauthorized person shall carry loaded weapons on Airport property. Nor shall any person store, keep, handle, use dispense, or transport at, in, or upon the Airport any hazardous or dangerous article (as defined Transportation of Explosives or other Dangerous Articles), at such time, or place, or in such manner, or condition as to endanger persons or property.

6. INTERFERING OR TAMPERING WITH AIRCRAFT

No person shall interfere or tamper with any aircraft, or put into motion the engine of any aircraft, or use any aircraft, aircraft parts, instruments, or tools, without permission of the owner, or by specific directions of the Airport Management when warranted by emergency conditions.

7. RESTRICTED AREAS

No person shall enter upon the field area, utilities and service rooms, or other areas as may be designated "RESTRICTED" except:

- a. Persons assigned to duty therein
- b. Persons authorized by Airport Management
- c. Business representatives in the conduct of their affairs with the FBO or other tenants.

8. USE OF ROADS AND WALKS

No person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

9. REFUSAL TO COMPLY AND TRESPASSING

Any person who refuses to comply with the rules and regulations contained in this document, after properly requested to do so by the Airport Manager or other duly authorized person, shall be requested to leave the Airport. In the event of failure to comply with a proper request to abide by the rules and regulations of the Airport, the person refusing to comply shall be considered a trespasser and local statues dealing with trespassing shall apply.

10. USE OF SHOP AREAS

All shops, garages, equipment, and facilities are expressly for the conduct of the owner's or lessee's, business and operations. No persons other than the employees of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner or lessee or the Airport Management.

11. CONDUCT OF BUSINESS OR COMMERCIAL ACTIVITY

No person, corporation, or group shall engage in any business or commercial activity or any nature whatsoever, on the Airport, except with the approval of the Richland County Council or the Airport Commission. Such activity shall be under such terms and conditions as may be prescribed in the Minimum Standards section. Persons conducting regular air operations from private property adjacent to but not part of the Airport property shall be considered as a Commercial Operator as covered in the Minimum Standards section.

12. PERMIT FOR BASE OPERATIONS

All commercial, demonstration, student training or transient aircraft carrying goods or passengers for hire or reward, or using and operating from the Airport, other than aircraft owned by the United States Government or State, Territory, Possession or political subdivision thereof, or aircraft licensed by a foreign country, shall obtain a permit from Richland County Council for the use of the Airport as a base for operations.

13. USE OF OPEN FLAME

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

14. SMOKING

No person shall smoke on the Airport apron, in any hangar or shop, service station area, fuel storage area, or in any building, room, or place on the Airport where smoking is specifically prohibited

15. WITNESSES AND PARTICIPANTS IN ACCIDENTS

Witnesses of, and participants in any accident on the Airport shall report to the Airport Manager's office as soon after the accident as possible, leaving their names and addresses and rendering such reports as may be required.

16. PICKETING, MARCHING, OR DEMONSTRATING

No person may walk in a picket line, or take part in a labor (or other public) demonstration on any part of the Airport, except in a place specifically assigned by the Airport Manager. Any such actions shall be conducted in a peaceful and orderly manner, without physical harm, molestation, threat, or harassment of persons and without violence or breach of the peace. No person may act so as to cause the interruption of the safe and efficient operation of the Airport and the activities conducted thereon

17. STORAGE OF EQUIPMENT

No tenant or lessee shall store or stack material or equipment in such a manner as to constitute a hazard to personnel or property.

18. FIRE EQUIPMENT

All tenants and lessees shall supply and maintain such adequate and readily accessible fire extinguishers as are necessary and prescribed. These fire extinguishers are to be a type approved by the Fire Underwriters for the particular hazard involved.

19. ANIMALS

No person may enter the terminal building with a dog or other animal, except a seeing-eye dog, or bring onto any portion of the Airport any dog or other animal unless the animal is restrained by a leash or confined in such a manner as to be under control at all times.

20. REPAIRS

With the exception of duly authorized persons and/or repair facility personnel, only "minor" repairs, aircraft restoration, experimental, and owner performed maintenance, as specified by the FAA (Part 43, Appendix A, Paragraph C and

any additional regulations) may be performed on the Airport, providing no such activity violates applicable fire codes or other governmental regulations.

No person shall make repairs to a fuel tank, line, or any part of the aircraft having to do with fuel, without first emptying the fuel tank or otherwise sealing off the fuel system so as to absolutely prevent any fuel spill or fuel vapor escape.

21. FUELING OF AIRCRAFT

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

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

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

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

22. CLEANING OF FLOORS

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

RULES AND REGULATIONS FOR HANGAR TENANTS

1. The Hangars shall be used as a storage facility for the lessee's own aircraft, said aircraft being specifically identified in the hangar lease.
2. No dispensing, transfer or storage of flammable or combustible liquids shall be permitted inside of the hangars.
3. No person shall operate a welding machine or torch or any type in the hangars
4. No person shall operate any grinding equipment in the hangars.
5. No person shall use any flammable liquids (with a flashpoint lower than 100 degrees F.) to wash parts or clean any section of an aircraft or engine, except with an approved "parts washer".
6. No person shall perform any activity that could endanger the safety of the hangars or personnel.
7. No hangar shall be used as a business location, or in any way to generate revenues or reimbursement to the lessee incident to the sale of parts, maintenance for hire, fuel sales, instruction for hire, or other activities of a commercial or business nature. This provision shall not be construed to prohibit the occasional sale, barter, reimbursement or trade in kind of materials or services.
8. No structural changes shall be made to the hangars by the lessee without prior permission from the Hangar Leasing Agent.

HANGAR WAITING LIST

At any time there may exist a shortage of hangars for lease. At such time a "Waiting List" will be maintained by the Hangar Leasing Agent, and will be available to interested parties, during normal working hours. Interested parties should contact the Hangar Leasing Agent by mail or in person if they desire to have their name added to the waiting list. Hangars are assigned on a "first come, first served" basis providing that the aircraft is of a compatible size with the next available hangar.

AIRCRAFT OPERATION RULES

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

1. Except for emergency landings, the Airport Manager may prohibit aircraft arrivals and departures at such times as he deems necessary to ensure the safety of persons and property. This action may be taken by issuance of a NOTAM, if so ordered by the FAA
2. All student flying shall be under the supervision of an FAA certificated Flight Instructor.
3. No aircraft engine shall be started or run unless a competent operator is in the aircraft attending the engine controls. Chocks will be used unless the aircraft is provided with adequate parking brakes which are fully engaged.
4. Starting of aircraft engines is prohibited until proper obstruction clearance has been ascertained and until all standard safety procedures have been met.
5. Aircraft engines will be warmed up at RPMs above normal idle only in approved places. At no time shall aircraft engines be run or warmed up at RPMs higher than normal idle when the propeller stream or jet exhaust from such operation may cause harm to any other aircraft, shop, building, person, automobile, or any property whatsoever.
6. The Airport Manager shall have the authority to coordinate the use of the public aircraft ramp, apron, and parking areas.
7. Any use of fire equipment must be promptly reported to the Airport Management in order that the equipment can be serviced without delay.
8. Aircraft awaiting takeoff shall hold short of the "Hold Line" on the taxiway in use and be in a position so as to have a direct view of aircraft approaching for landing.
9. Traffic patterns and landing direction will be advised by UNICOM when in operation. At all other times the landing direction and traffic pattern will be as indicated by the segmented circle and wind tee and all aircraft shall abide by those established patterns.

10. Clear the active runway, using the designated intersection taxiways, as soon as safely possible in order not to cause undue delay to subsequently arriving aircraft.

11. Rotary wing aircraft will land or take off from the helicopter landing area and taxi or hover-taxi to the desired parking area.

12. ALL PILOTS, ARRIVING OR DEPARTING, SHALL ABIDE BY THE PROVISIONS OF THE COLUMBIA OWENS DOWNTOWN AIRPORT NOISE ABATEMENT PROCEDURES. (SEE COPY ATTACHED)

13. The Airport Manager may demand, of the owner, the removal of any abandoned, disabled, or derelict aircraft or parts thereof, from the Airport or to a designated area. If such demand is not met within a reasonable time, the Airport Manager is authorized to effect the removal of said aircraft or parts at the owner's expense.

14. Stunt Flying or Aerobatics

A. No person shall operate an aircraft in a careless or reckless manner so as endanger the life or property of others by "buzzing", diving, or low altitude flying.

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

AIRPORT SECURITY/DAMAGE

1. DAMAGE TO THE AIRPORT

The owner, or operator, of any aircraft which, for any reason, causes damage, due to negligence or misconduct, to the Airport, shall be fully responsible for said damage. The Airport Manager shall assess the damage and make demand upon said operator or owner for reimbursement to the Airport. If the operator or owner refuses the request for reimbursement, the Airport Manager shall make a full report to the County Administrator who shall institute, in the name of Richland County, all necessary legal proceedings for collection of said claim, and in addition, collection of all county legal fees connected with the collection effort.

2. SECURITY OF AIRCRAFT

Law enforcement officers make regular patrol checks of the Airport and aircraft tie down areas, however, when in the opinion of the owner, the kind, type, mission, and condition of an aircraft make it necessary to provide security guards or policemen for protection of the aircraft, such additional protection may be provided by the owner at his expense.

3. SECURITY PROGRAMS

On the Airport, all tenants and users are required to participate in the Airport security program. During the hours of darkness, Airport security is provided by the Richland County Sheriff's Department, the Columbia City Police Department, and the University of South Carolina Police Department.

All tenants and users are required to report any security breach to the proper authorities in a timely manner and assist in any investigation as shall be deemed necessary.

4. No person shall operate or release any model aircraft, rocket, kite, balloon, or other similar contrivance at or upon the Airport, without permission of the Airport Manager.

5. PARACHUTE JUMPING

FAR 105.17 states that: "Unless prior approval has been given by the Airport Management, no person may make a parachute jump and no pilot in command of an aircraft may allow a parachute jump to be made from that aircraft over an airport that does not have a functioning control tower operated by the United States; or onto any airport."

6. AIR SHOWS

Prior permission, from the Airport Manager, and an Air Show Waiver obtained from the FAA is necessary for the holding of an air show. A policy certificate of insurance protecting and indemnifying Richland County and any third party must also be provided.

7. LOADING DOCKS

Loading will be performed in an orderly fashion, irrespective of compliance with other requirements. Loading docks must be so situated that trucks, tractors, trailers, or any combination thereof, may not, while loading or unloading, project beyond the right of way of any street bordering the Airport property.

VIOLATIONS AND ENFORCEMENT OF RULES AND REGULATIONS

VIOLATIONS

Any violation of the rules and regulations contained herein may be considered a misdemeanor and possibly legal action may result.

Further, violation of these rules and regulations shall subject the offender to administrative action by the Airport Manager and/or the County, and said offender may be directed to leave the Airport property and be denied the future use of these facilities. Each and every violation shall be considered a separate offense.

ENFORCEMENT

The Airport Manager, local law enforcement officers, or other representatives, as designated by the Airport Manager or by the County, are empowered to require compliance with these rules and regulations. No authority is either hereby expressed or implied, however, that would permit any individual other than Richland County Council, to change, alter, or amend these rules and regulation, except in an emergency and as provided for in the Emergency Powers of the Airport Management.

PROCEDURES FOR ARBITRATION

A need may arise, from time to time, to deal with persons, firms, corporations, airport management, or any combination of the aforementioned, when said party, or parties, are perceived to be engaged in activities that are against Airport rules, or regulations, or activities that are not in the best interest of the public and/or the Airport, or when there is a dispute between parties.

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

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

GROUND VEHICLES

1. RENTALS

No person shall carry on, or conduct, or engage in, the business of renting “Drive it yourself” automobiles, trucks, or trailers, or advertising or soliciting customers thereof, on the Airport except pursuant to the terms of a written contract entered into with the FBO or the County.

All individuals, partnerships, and corporations operating taxi-cabs, or limousines, or engaged in car rentals for the purpose of transporting persons or passengers for hire shall comply with the following rules and regulations:

A. All taxi-cabs shall be parked in such a manner and in such areas as may be designated by the Airport Manager.

B. Operators of taxi-cabs shall load and unload only in designated loading zones. Taxi-cabs shall not be parked in said zones longer than is reasonably necessary for the specific purpose of loading and unloading passengers.

2. PARKING

No person shall park a motor vehicle for loading, unloading, or any other purpose on the Airport other than in areas specifically established or approved for that purpose. No person shall park a motor vehicle in such a manner as to obstruct roadways, doorways, walkways, or aircraft parking or operations area. No person shall park a motor vehicle in an aircraft parking area.

AIRPORT MANAGER

It shall be the duty of the Airport Manager, within the budgeted funds available for such purposes, to supervise the planning, development, construction, enlargement, improvement, maintenance, administration, operation, regulation, protection, and policing of the Airport. The Airport Manager shall execute the above mentioned duties subject to all rules and regulations set forth by the Richland County Council, the Richland County Airport Commission, and all Federal, State and Local Governments as applicable.

The Airport Manager shall have the power to supervise all phases of normal Airport operations and make recommendations to the Richland Council and the Airport Commission in any and all matters concerning the safe and orderly operation of the Airport and its development.

The Airport Manager shall exercise direct and indirect supervision over:

1. Personnel needs, recruitment, qualifications, and training.
2. Inspection procedures and records of condition of pavements, safety areas, lighting, and other Airport facilities.
3. Snow removal, cleaning, maintenance, and repair of all Airport facilities.
4. Reporting and dissemination of information regarding Airport and facility conditions and safety hazards.
5. The Airport Manager shall have the authority to authorize after hours access to the terminal building and other airport facilities at his discretion, with advice and consent of the Airport Commission, or its designated representative.
6. The Airport Manager shall have the authority to authorize and designate the location of necessary and/or desired equipment and other amenities in the terminal building at his discretion, with the advice and consent of the Airport Commission, or its designated representative.

PROCEDURES FOR RECEIVING AND PROCESSING APPLICATIONS FOR COMMERCIAL OPERATIONS

Any applicant wishing to establish an aeronautical activity on the airport shall be furnished a copy of the applicable minimum standards, as amended, and shall make application in writing to the County, through the Airport Commission, setting forth in detail the following.

1. The name and address of the applicant;
2. The proposed land use, facility and/or activity sought;
3. The names and qualifications of the personnel to be involved in conducting such activity;
4. The financial responsibility and technical ability of the applicant and operator to carry out the activity.
5. The tools, equipment, services and inventory, if any, proposed to be furnished in connection with such activity.
6. The requested or proposed date for commencement of the activity and the term of conducting the same;
7. The estimated cost of any structure or facility to be furnished, the proposed specifications for the same, and the means or method of financing such construction or acquisition of facilities.

The application shall be filed with the Airport Commission and shall be considered at the next scheduled meeting. If no meeting is scheduled within thirty (30) days from the filing of the application, a meeting shall be called for the purpose of considering the application and notice thereof given to the applicant.

Upon consideration of the application, the Commission shall render an opinion as to whether, in its opinion, the applicant meets the standards and qualifications as herein established, and that opinion shall be promptly communicated to the County Council for final consideration.

Upon approval, the County shall cause to be prepared a suitable lease or contract agreement setting forth the terms and conditions under which the approved activity shall be conducted.

MINIMUM STANDARDS AND REQUIREMENTS

INTRODUCTION

The Richland County Airport Commission, and the Richland County Council, being jointly responsible for the administration of the Columbia Owens Downtown Airport, and in order to foster, encourage, and insure the economic growth and orderly development of aviation and related aeronautical activities at the Airport, has established certain standards and requirements for Commercial and/or Non-Commercial Operators.

A fair and reasonable opportunity, without unjust discrimination, shall be accorded to all applicants to qualify and compete in a public bid process for available Airport facilities and the furnishings of selected aeronautical services, subject to the Minimum Standards Requirements contained herein.

RIGHTS IN COMMON

All operators shall have the right in common with others authorized to do so, to use common areas of the Airport, including but not limited to runways, taxiways, roadways, landing lights, signals, and other conveniences for the takeoff, flying and landing of aircraft.

ASSUMPTION OF RISK

The privilege of conducting any business or aeronautical activity on the Airport or its property shall be conditioned on the assumption of full responsibility and risk by the users or operator thereof; and said user or operator shall release and hold harmless and indemnify the County, its officer, and employees from any liability of loss resulting from such use or activity, as well as claims of third persons.

INDEMNIFICATION

The privilege of using the Airport as a base of operations for profit or gain shall be upon the further condition that any person, persons, corporations, co-partnerships, or others desiring to use the same, shall furnish a policy of indemnity against personal injury and property damage in a reasonable sum as required by the County.

OBLIGATION

The use of the Airport or any of its facilities in any manner shall create an obligation on the part of the user to obey all applicable rules and regulations contained herein.

OPERATOR CLASSIFICATIONS AND RELATED MINIMUM STANDARDS

NON-SCHEDULED OPERATOR

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

NON-COMMERCIAL OPERATOR

1. FLYING CLUB

A "Flying Club" is recognized as a plan for the joint ownership of aircraft and the fair distribution of the cost of maintaining and operating such aircraft. Such operation is not considered to be commercial in nature so long as there is not a profit or for hire motive involved in the operation, nor shall the club or its members be allowed to provide an item, product, or service to any non-member for profit or financial gain.

In all cases, the Airport Manager will determine if the operation of a Flying Club or other such organizations is commercial. If determined to be commercial, the club shall conform to the requirements set forth herein for commercial Fixed Base Operators. From time to time, and in order to offer assurance of its non-commercial operations, the Club may be required to produce its financial records and list of members for review. This request will be made by the Airport Commission upon recommendation by the Airport Manager.

2. CORPORATE OR PERSONAL OPERATOR

Operators of aircraft which are owned by an individual or corporation and which are used solely for the personal transportation of the owning individuals or the personnel of the owning corporation or business. Such Aircraft may not be used as vehicles for hire nor may their facilities be used for any commercial aviation activities on the Airport.

COMMERICAL AVIATION OPERATOR

Defined as a person or corporation engaging in an activity which involves or makes possible or is required for the operation of an aircraft, or which contributes to, or is required for the safe conduct and utility of such aircraft operations, and the purpose of such activity is to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished.

1. FIXED BASE OPERATOR

A Fixed Base Operator (FBO) is further defined as a person, firm, corporation or other recognized form of business organization which provides the minimum general aviation services required at the Airport. An FBO will provide the following minimum activities or services:

- A. Airport advisory service by UNICOM
- B. Ramp servicing, including sale and into-plane delivery of aviation fuels, lubricants, and other related aviation products.
- C. Apron servicing of, and assistance to aircraft, including itinerant parking, storage, and tie-down service, for both based and itinerant aircraft.

The Fixed Base Operator is also authorized, but not required, to provide the following services.

- A. Special flight services, including aerial sightseeing, aerial advertising and photography
- B. The sale of new and used aircraft.
- C. Flight training, including ground school
- D. Aircraft rental and charter operations
- E. Aircraft airframe and engine repair and maintenance to include avionics sales and service
- F. Certain other aviation related or aviation support activities as may be appropriate and approved.
- G. Sales of avionic and engine parts and instruments and accessories.

2. SPECIALIZED AVIATION OPERATOR

A Specialized Aviation Operator (SAO) may provide one or more of the activities listed below. An SAO may not offer to the public, regular commercial services in the areas of fueling, lubricating and miscellaneous services, ramp parking and tie-down or multi-plane storage, these services requiring the designation as an FBO. Services authorized to be performed by the SAO are as follow:

- A. Specialized aircraft repair services...radios, aircraft painting, upholstery, propeller repair, instrument repair, accessories, etc.
- B. Specialized commercial flying services.
- C. Flight training
- D. Aircraft sales and rentals.
- E. Aircraft airframe and engine maintenance and repair.
- F. Aircraft charter and Air Taxi service.

SPECIFIC REQUIREMENTS FOR COMMERCIAL OPERATORS

WRITTEN AGREEMENTS

Prior to the commencement of operations, the prospective operator will be required to enter into a written agreement with the County, which will recite the terms and conditions under which the operator will conduct the business on the Airport, including, but not limited to the term of the agreement; fees and charges; the rights, privileges and obligations of the respective parties; and other relevant covenants. Such contract provisions shall neither change nor modify the Minimum Standards and Requirements set forth herein.

COMPLIANCE WITH LOCAL CODES AND ORDINANCES

All commercial operators, desiring to make use of available Airport property, must conform with all applicable local codes and ordinances, and must determine and comply with code requirements at their own expense. Building plans and permits must be presented to the County to be approved prior to the commencement of construction of any sort.

HOURS OF OPERATION

All Operators shall be open for business during normal business hours, usually construed to mean Monday through Friday from 9am until 6pm. Fixed Base Operators shall be required to remain open for business during daylight hours, three hundred sixty five (365) days per year. These hours are minimum hours of operations and are not to be considered restrictive in nature and the operator may extend these hours at his discretion.

MAINTENANCE AND UPKEEP OF FACILITIES AND AIRPORT PROPERTY

The Operator shall maintain his property and the property of the Airport under his control in a neat and orderly manner at all times. The Operator shall be required to repair any damages, caused by persons using or connected with the commercial operation, to Airport property in a timely manner.

PERSONNEL

The Operator shall have in his employ, and on duty during operating hours, trained personnel in such numbers as are required to meet the Minimum Standards and Requirements set forth, in an efficient manner, for each aeronautical activity being performed.

CONSISTENCY OF PERFORMANCE

The Operator, after agreeing to perform specific services or aeronautical activities, shall continue to perform said services and activities until such time as the agreement with the County is amended or terminated.

FIXED BASE OPERATOR REQUIREMENTS

All Fixed Base Operators (FBOs) at the Airport shall be full-time, progressive business enterprises, with manned office facilities at the Airport during daylight hours, three hundred sixty five (365) days per year. No FBO shall be allowed to operate on the Airport without a fully executed lease agreement with the County.

FBO's providing sale of aviation petroleum products shall also be required to meet the minimum standards and conform with the provisions listed in the Standard Fire Code, Chapter 30, Section 3001. Such operators may, at their option, engage in other aeronautical activities by qualifying to meet the associated minimum standards for the aeronautical services involved.

No persons or FBO other than the Operators qualifying under the above paragraph will be permitted to sell aviation petroleum products. All other FBOs may engage in such other aeronautical services as they may qualify themselves for in accordance with these regulations and their lease agreements.

The designee of the Airport Commission shall determine conformance to the standards of fixed base operators.

FBOs must show financial solvency and business ability to the satisfaction of the County.

The minimum liability insurance which FBO shall carry is \$1,000,000 and Richland County shall be named as an insured.

FBOs will be required to furnish the owner a performance bond commensurate with the construction standards established by the County for the Airport, and shall be in accordance with the applicable State and Local building, fire, and zoning codes.

SPECIALIZED AVIATION OPERATOR REQUIREMENTS

With the exception of permission to sell aviation petroleum products, the requirements of Specialized Aviation Operator (SAO) shall be the same as those of the FBO and shall be clearly set forth in the contract between the SAO and the County.

MINIMUM STANDARDS AND REQUIREMENTS FOR SPECIFIC AERONAUTICAL ACTIVITIES AND SERVICES

PRIMARY FLIGHT INSTRUCTION AND TRAINING

At least one properly certificated flight instructor to instruct student pilots in dual and solo flight in fixed wing, and rotary wing (optional), aircraft shall be on duty during normal working hours.

Such related ground school instruction as necessary to prepare the students for the FAA written examination and flight check ride for a Private Pilot's license or appropriate rating from the FAA shall be provided.

The ability for such training to meet the continuing requirements for certification by the FAA to conduct such training in a manner that meets all of the Federal Aviation Regulations and amendments thereto, for basic ground school and for primary flying schools, shall be maintained.

The operator shall have adequate facilities and arrangement for storing, parking, servicing, and repairing the aircraft used in flight training.

NEW AND USED AIRCRAFT SALES AND RENTAL

Persons conducting aircraft sales and rental activities shall provide the following;

1. Suitable office space for consummating sales and/or rentals and the keeping of the proper records in connection thereof.
2. Hangar storage space for at least 3 aircraft to be used for sales and rental.
3. For rental, at least one airworthy aircraft, suitably maintained and certificated.
4. Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators on the Airport for such service and repair.
5. There shall be available, during normal working hours, a properly certificated pilot capable of demonstrating new and used aircraft for sale or for checking out rental aircraft and determining, through

whatever means are necessary, the suitability of persons desiring to rent the available aircraft.

6. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of aircraft and models sold or rented.
7. Current up-to-date specifications and price lists for types and models of aircraft sold.
8. Proper check lists and operating manuals on all aircraft rented or sold and adequate parts catalogues and service manuals for aircraft sold.

AIRCRAFT CHARTER AND TAXI SERVICE

Persons operating aircraft charter and taxi service shall provide the following:

1. Adequate passenger lounge, rest rooms, and telephone facilities.
2. Adequate table, desk, or counter for checking in passengers, handling ticketing or fare collection and the handling of baggage.
3. Properly certified and suitable aircraft with properly certificated and qualified operating crew available for service when not otherwise engaged in such service such crew and aircraft shall be available upon call within one hour's notice.
4. Shall provide passenger liability insurance of at least \$100,000 per passenger seat and property damage liability of at least \$1,000,000.

AIRCRAFT MAINTENANCE AND REPAIR

All persons operating aircraft engine, avionics, and accessory maintenance, repair, or installation services shall provide the following:

1. Sufficient hangar space to house any aircraft upon which such service is to be performed.
2. Suitable storage space for aircraft awaiting service or delivery after repairs and maintenance has been performed.
3. Adequate shop space to house the equipment and adequate machine tools, jacks, lifts, and testing equipment to perform top overhauls as required for FAA certification and repair of parts not

needing replacement on all single engine land and light multi-engine land general aviation aircraft.

4. At least one FAA certified air frame and engine mechanic available during eight hours of the day, five days per week.

5. Facilities for washing and cleaning aircraft.

MISCELLANEOUS SERVICES

All other services, not specifically mentioned above, must be performed in strict compliance with all applicable Federal, State, and Local laws, rules, regulations, codes, and ordinances. The Airport Manager will assist all interested parties in determining these rules and standards.

EXCLUSIVE RIGHTS

Columbia Owens Downtown Airport, an airport developed and owned by Richland County and improved with funds administered by the FAA, is dedicated to providing services on a fair and non-discriminatory basis. There shall be no granting of any exclusive rights with regard to any aeronautical activity on this Airport. These Minimum Standards and Requirements have been established in order to govern the quality and level of services that are offered to the public at this Airport

APPENDIX

NOISE ABATEMENT PROCEDURE FOR COLUMBIA OWENS DOWNTOWN AIRPORT

1. NO RIGHT TURN BELOW 1500' MSL ON RUNWAY 31 DEPARTURES
NO LEFT TURN BELOW 1500' MSL ON RUNWAY 13 DEPARTURE
2. TRAFFIC PATTERN ALTITUDE IS 1000' MSL
3. RUNWAY 13 IS RIGHT HAND TRAFFIC PATTERN
4. CALM WIND RUNWAY IS 13 FOR NOISE ABATEMENT
5. **BELOW 1500' MSL, AVOID THE NOISE SENSITIVE ARE SHOWN ON THE ATTCHED PAGE.**

(THIS PROCEDURE SHOULD NOT BE USED IN A MANNER THAT WOULD CONFLICT WITH ATC PROCEDURES OR INSTRUCTIONS OR WHEN THE PILOT-IN-COMMAND DEEMS IT UNSAFE.

The **Noise Abatement Procedures** for Columbia Owens Downtown Airport has been endorsed by the **Federal Aviation Administration (FAA), the Richland County Airport Commission, and Richland County Council.**

These procedures were developed to insure that the Airport continues to be a good neighbor to the surrounding community. Your cooperation is strongly solicited. Remember, an airport that is not a good neighbor is like a dinosaur.....extinct!

For informational and safety purposes, please note the following:

1. Do not cross the Congaree River within 5 miles (North or South) of the Airport, or climb to 2000' MSL prior to establishing two-way communications with Columbia Approach Control on 133.4. (**CLASS "C" Airspace Procedures**)
2. Avoid overflying the University of South Carolina Stadium (Williams Brice) during takeoffs and landing.
3. Columbia Owens Downtown Unicom is 122.8.

4. Reil (Strobe) and runway lights are pilot activated on frequency 122.8
 - 7 clicks turns on reil runway lights**
 - 5 clicks turns on runway lights only (medium)**
 - 3 clicks turns off reil and sets runway lights to low intensity**
 - (Once activated, lights remain on for 15 minutes)**

5. In order to prevent overcrowding in the traffic pattern, no more than 4 aircraft should be using the same traffic pattern to practice continued takeoffs and landings. **(There are satellite airports available during periods of high activity.)**

COLUMBIA OWENS DOWNTOWN, COLUMBIA SC
KCUB/CUB
APT ELEV 193'
N33 58.2 W080 59.7

ASOS	COLUMBIA CLEARANCE	COLUMBIA OWENS DOWNTOWN UNICOM	COLUMBIA DEPARTURE (R)
119.67	124.4	CTAF 122.8	133.4

