



# **RULES AND REGULATIONS FOR USE OF CONROE-NORTH HOUSTON REGIONAL AIRPORT MONTGOMERY COUNTY, TEXAS**



## **I. Scope and Authority**

**A.** Pursuant to its authority under Section 22.014 of the Texas Transportation Code and its responsibilities associated with operation of a federally-obligated airport facility, the Commissioners Court of Montgomery County, Texas (the “Commissioners Court”) hereby adopts these Rules and Regulations for Use of Conroe-North Houston Regional Airport (the “Rules”) for the users of the Conroe-North Houston Regional Airport (the “Airport”). These Rules are the minimum requirements for the privilege of use of the Airport and are established in order to provide for the development of the Airport and for the control of all activities on the grounds of the Airport, as may be necessary for public safety, preservation of facilities and to protect the public interest in safe, orderly and efficient use of the Airport. These Rules shall apply to all persons using the Airport for any reason.

**B.** The Commissioners Court reserves the right, after consideration of advice and guidance from the Advisory Board, to revise, delete, amend or add to these Rules, with due notice as deemed appropriate by County.

**C.** Montgomery County reserves the right to further develop the Airport or to make any repairs or improvements to the Airport in its sole discretion, at a time and in a manner as it deems is in the best interest of the citizens of Montgomery County and users of the Airport.

## **II. Administration**

**A.** The Airport Director appointed by Montgomery County Commissioners Court (hereinafter referred to as the “Director”) is hereby delegated authority to administer the provisions of these Rules and to take such action as is necessary to ensure their enforcement and to safeguard persons, aircraft, equipment and/or property at the Airport.

## **III. Definitions**

**A.** The following acronyms, as used in these Rules, shall have the meaning ascribed thereto:

**AOA** - Air Operations Area  
**CAP** - Civil Air Patrol  
**EPA** - Environmental Protection Agency  
**FAA** - Federal Aviation Administration  
**FAR** - Federal Aviation Regulations  
**FBO** - Fixed Base Operator  
**NTSB** - National Transportation Safety Board  
**NFPA** - National Fire Protection Association  
**OSHA** - Occupational Safety and Health Administration  
**SASO** - Specialized Aviation Service Operation

**B.** The following words, terms and phrases, as used in these Rules shall have the meaning ascribed thereto, unless the context clearly indicates otherwise:

1. **Advisory Board** -- an advisory body with the responsibility of advising the Commissioners Court on certain matters pertaining to the Airport and within the expertise of the Advisory Board, including but not limited to, long term conceptual planning, the Airport Master Plan and development plans, these Rules and the Minimum Standards, Airport safety, and other matters or duties as requested by the Commissioners Court.
2. **Aeronautical Activity** -- any activity which involves, makes possible, or is required for the operations of aircraft, or which contributes to or is required for the safety of such operations and such other activities that, because of their direct relationship to the operation of aircraft, can reasonably be regarded as aeronautical in nature.
3. **Active Aircraft** -- any aircraft in an airworthy condition pursuant to FAA definitions, or any aircraft in a maintenance or repair status that is to be returned to an airworthy status within a ninety-day (90) period from the date it became non-airworthy.
4. **Aircraft** -- a device used or intended for flight in the air and subject to regulation by the FAA.
5. **Airport** -- (when capitalized) the Conroe-North Houston Regional Airport, including all of the property, buildings, facilities and improvements within the exterior boundaries of the Airport as it now exists on the individual Airport Layout Plan, or as hereinafter extended, enlarged or modified.
6. **Air Operations Area** -- any area of the Airport used or intended to be used for landing, takeoff, surface maneuvering or tiedown of aircraft and the necessary safety areas and protection zones.

7. **Aircraft Fuel Servicing Tank Vehicle** -- a tank vehicle (including tanks, tank trucks, fuel trailers and semi-trailer tank vehicles) designed for and employed in the transportation and transfer of fuel to, into or from an aircraft.
8. **Aircraft Movement Area** -- the area of the Airport where entry is prohibited without clearance from the Air Traffic Control Tower.
9. **Airport Website** -- [www.flycxo.com](http://www.flycxo.com)
10. **Bonding** -- the process of connecting a fuel servicing tank vehicle and an aircraft together by means of grounding wire to prevent the possibility of static ignition of fuel.
11. **Commercial Activity Authorization** -- the authorization to conduct a commercial activity on the grounds of the Airport indicated by approval of the Director and/or the Commissioners Court and in compliance with the Minimum Standards for Commercial Aeronautical Activities at the Conroe-North Houston Regional Airport as may be amended from time to time hereinafter by the Commissioners Court.
12. **County, or Montgomery County** -- The County of Montgomery, a political subdivision of the State of Texas, under the direction of the Montgomery County Commissioners Court, and includes its elected and appointed officials, employees and agents.
13. **Director** -- the Airport Director, who has been appointed by Montgomery County Commissioners Court to have direct supervisory and functional responsibilities for the administration, development, operation and maintenance of the Airport. Also includes the Airport Director's designee authorized to act on behalf of the Airport Director.
14. **Fire Hazard** -- any thing or act which increases or may cause an increase in the hazard or menace of fire to a greater degree than that customarily recognized as normal or acceptable by persons in public service regularly engaged in preventing, suppressing, or extinguishing fire, or which may obstruct, delay, hinder or interfere with the operations of the local fire department, the local fire marshal or the ingress and egress of occupants in the event of fire.
15. **Fixed Based Operator (FBO)** -- a commercial business granted the right by the County to operate on the Airport and provide aircraft fueling along with other aeronautical services such as hangaring, tiedown, parking, aircraft rental, aircraft maintenance, and flight instruction.
16. **Flammable Substance** -- any liquid, gas or solid that will readily ignite or explode.

17. **Fueling Operations** -- the dispensing of aviation fuel into aircraft, fuel storage tanks or fueling vehicles (includes dispensing of automobile gasoline for aircraft use).
18. **Fuel Storage Facilities** -- any tank and/or associated device, structure or facility for the storage of aviation fuels to be dispensed into aircraft by loading into fuel servicing tank vehicles and then transferred to an aircraft.
19. **Hot Refueling** -- the fueling of an aircraft while its engines are running.
20. **Minimum Standards** -- the document entitled "*Minimum Standards for Commercial Aeronautical Activities at the Conroe-North Houston Regional Airport*" approved and adopted by the Montgomery County Commissioners Court, as existing or as may be hereafter revised by the County.
21. **Person** -- any individual, firm, partnership, corporation, company, association or body politic, and includes any trustee, receiver, assignee or other similar representative.
22. **Private Fueling** -- the process of fueling by a person that owns, leases or otherwise has responsibilities for the aircraft being fueled and for which there is no compensation being made specifically attributable to the fueling service.
23. **Prohibited Activities** -- activities prohibited on the grounds of the Airport by local, state or federal rule, regulation, ordinance or law, including these Rules and the Minimum Standards.
24. **Prohibited Area** -- that portion of the air operations area within the aircraft movement area, containing the runways, taxiways and adjacent safety areas of the runways, taxiways or other areas so designated by the Director.
25. **Restricted Area** -- any area within the perimeter fence line of the Airport designated by the County and/or Director as being restricted and so posted.
26. **Specialized Aviation Service Operation** -- single service or multiple service providers performing less than full FBO services (these providers differ from a full service FBO in that they typically offer a specialized aeronautical service such as, for example, aircraft sales, flight training, aircraft maintenance, or avionics services, and are not authorized to offer aircraft fueling).
27. **Tenant Activities Information Checklist** -- the document that, when completed and submitted to the Director, sets out all the activities that

are expected to be undertaken in a designated area of the Airport. The required format of that document is at **Appendix A** attached to these Rules and incorporated herein, and may be changed from time-to-time hereinafter by approval of Commissioners Court. The document must be submitted initially or revised prior to undertaking any activity on the grounds of the Airport.

28. **Ultralight Aircraft** -- an aeronautical vehicle operated for sports or recreational purposes which does not require registration with the FAA, an Airworthiness Certificate, a Pilot Certificate or a Medical Certificate, and as defined in 14 CFR Part 103.

29. **Vehicle** -- a motor vehicle, cycle, trailer or similar method of conveyance.

#### **IV. Generally Applicable Airport Rules and Regulations**

##### **A. Acceptance and Obligation to Abide by Rules and Regulations**

1. The use of the Airport or any of its facilities in any manner shall constitute acceptance of these Rules, and shall create an obligation of every user to abide by these Rules. By publication of these Rules by the County, all Airport users will be deemed to have knowledge of these Rules. The office of the Director and the Airport Website shall provide access to copies of these Rules. All FBOs and SASOs operating on the grounds of the Airport shall conspicuously post a copy of the Rules in their places of business so that they are available for reference upon request by employees, invitees, guests and owners and operators of aircraft that may be using the Airport.

2. In addition to these Rules, all users of the Airport are required to abide by all applicable rules, regulations, ordinances or laws promulgated by any local, state or federal entity, including those promulgated by the City of Conroe and the FAA.

3. It shall be prohibited for any person to enter or to gain access to the Airport by aircraft, vehicle, walking or any other means, in locations specifically prohibited or restricted for such access, unless specific authorization is granted by the Director prior to the access.

4. It shall be prohibited for any person to ignore or otherwise fail to comply with any safety directive of a law enforcement officer, fire fighter, the Director, or other local, state or federal officer.

##### **B. Conformity with Airport Layout Plan**

1. An Airport Layout Plan is on file with the FAA and other appropriate governmental agencies, and a copy is available for viewing in the office of the Director. All development and activities on the grounds of the Airport must be in conformance with the approved Airport Layout Plan. The County reserves the

right to amend its Airport Layout Plan in any way that it deems is in the public interest and in the best interest of the users of the Airport.

2. The County shall have the right to take any action it deems necessary to protect aerial approaches against obstruction, together with the right to prevent or deny erecting any building, sign, foliage or other structure that would, in the County's opinion or as directed by the FAA, limit usefulness of any part of the Airport or constitute a hazard to aircraft or Airport users.

3. The County retains the right to further develop, repair, modify and improve any portion of the Airport at any time. While the County intends to cooperate with tenants to minimize any disruption from such activities, the County shall be under no obligation to coordinate any such activity with Airport users and shall have no responsibility to tenants for any loss of business or other costs of whatever kind that may be alleged to have been incurred or resulting from such activities by the County.

### **C. Use of Land, Facilities and Storage Areas Within the Airport**

1. All property within the Airport, including land, facilities and storage areas, must be used or be available for use for aeronautical purposes and such aviation-related purposes as approved by the Director or Commissioners Court, unless the Director or Commissioners Court has approved a non-aeronautical use. Approval of non-aeronautical use of any airport property may be authorized at the discretion of the Director or Commissioners Court and only if the Airport has obtained FAA approval for non-aeronautical use of the property. The decision to request approval of a non-aeronautical use of Airport property is within the discretion of the Director or Commissioners Court.

2. No portion of Airport property may be used for residential purposes, except in strictly limited circumstances specifically approved by the County for Airport security or other Airport purposes. This does not prohibit the use of Airport facilities for overnight and/or resting periods for pilots and/or aircrew.

3. Any and all improvements constructed on the grounds of the Airport must conform to the Airport Layout Plan and any site layout or development plans approved by the County relative to applicable lease agreements. Any and all improvements, changes or renovation to structures on leased premises or additional improvements after execution of lease agreements shall require prior written approval of the Director, and approval of Commissioners Court where deemed necessary by the Director for approval of substantial deviation from plans previously approved by the Commissioners Court.

4. In order to satisfy grant assurances and other commitments, and to ensure safe and orderly airport operations, every lessee, sublessee, assignee or other commercial aeronautical user of Airport premises shall complete and deliver to the Airport Director a Tenant Activities Information Checklist prior to conducting any activity on Airport grounds.

5. It shall be prohibited for any person to:

- a. Destroy, injure, deface or disturb in any way any building, sign, equipment, markers or other public property on the Airport;
- b. Abandon any personal property on the Airport;
- c. Destroy, injure, tamper, damage, deface, disturb or interfere with any sign, windsock, light, field lighting or other markings intended for public safety; or
- d. Litter or obstruct any part of the air operations area.

6. Any person damaging Airport property, facilities, field lighting or markings by any means, including contact by aircraft, vehicle or hand, shall report such damage to the Director and shall be held fully liable and responsible to the County for any cost to repair or replace the damage.

7. Hangar use:

a. Storage - Hangars may be used for the storage of Active Aircraft and for supplies and equipment necessary for aircraft operations and maintenance. Storage of non-aeronautical items may only be permitted if: 1) it is incidental to the storage of aeronautical items; or 2) the hangar is otherwise primarily used for aeronautical purposes and the storage of non-aeronautical items does not interfere with the aeronautical use of the hangar. Automobiles may be parked in hangars when the driver is in flight.

b. Construction – Hangars may be used for the final assembly of aircraft under construction. Non-commercial construction of amateur-built or kit-built aircraft is also permitted.

c. Maintenance, etc. - Maintenance, repair or refurbishment of aircraft is permissible, but not the indefinite storage of nonoperational aircraft.

#### **D. FAA Rules and Regulations**

It shall be prohibited for any person to navigate, land, fly, service, move, maintain or repair any aircraft or conduct aviation activities, upon, on or from the Airport unless they are in compliance with then current, applicable FAA rules and regulations established under federal authority. FAA air traffic rules and regulations applicable to aircraft operated in the United States are hereby adopted and incorporated herein, as existing or as may be hereafter revised by the FAA.

#### **E. Fire and Safety Regulations**

1. In addition to any other requirement imposed by law, all persons using the Airport shall comply with all applicable local, state and federal fire safety regulations.
2. Every person using the Airport or its facilities in any way shall use the utmost caution to prevent fire and shall not cause to exist any condition constituting a fire hazard.
3. It shall be prohibited for any person to store or stock any material or equipment in such manner as to constitute a fire hazard. No person may keep or store any flammable liquid, gasses, oil, signal flares or other similar material in hangars or any building on the Airport, unless such materials are stored in the aircraft or in the proper containers and in rooms or areas allowed to be used for such storage pursuant to the local fire code.
4. Flammable Finishes, Doping and Painting:
  - a. It shall be prohibited for any person to use flammable and/or volatile materials in the cleaning of aircraft, aircraft engines, propellers and appliances unless such cleaning operations are conducted in open areas or areas properly ventilated and specifically designated or set aside for those purposes, which areas must be properly fire-proofed and equipped with adequate and readily accessible fire extinguishing apparatus.
  - b. Doping, painting, and other stripping processes shall be conducted in compliance with, and in properly equipped facilities that comply with, all EPA regulations, OSHA regulations, the Minimum Standards (if applicable), and all other applicable local, state or federal laws, rules, regulations, codes, and ordinances. Evidence of compliance shall be presented to the Director upon request.
5. Smoking, Open Fires or Spark Producing Device or Materials:
  - a. Smoking, open fires, or spark producing devices are strictly prohibited (except equipment approved for use in aircraft maintenance and then only in specifically supervised and controlled situations) on the grounds of the Airport in the following circumstances:
    - 1) Areas marked or posted for no smoking;
    - 2) Within fifty (50) feet of aircraft, hangars, fuel servicing tank vehicles, fuel loading stations and the fuel farm;  
and
    - 3) On aircraft loading ramps, aprons and aircraft parking areas.
  - b. Lessees, sublessees and assignees of hangars or hangar space shall provide suitable metal receptacles with covers for storage of



oil wastes, rags, or other rubbish. All such waste shall be disposed of by lawful methods.

c. It shall be prohibited for any person to use volatile flammable substances for cleaning floors in hangars or in other buildings on the Airport.

d. All lessees, sublessees and assignees on the Airport shall keep floors of hangars, aprons, pits, and areas adjacent thereto free and clear of oil, grease, and other flammable or hazardous materials.

e. It shall be prohibited for any person to start a fire anywhere on the grounds of the Airport, such as a campfire or any other fire whatsoever, without prior written approval from the Director and then only where started in an open or properly ventilated area. Use of a barbecue grill or other similar device shall be restricted to open and well ventilated areas consistent with all applicable fire safety regulations.

f. It shall be prohibited for any person to conduct any open flame operations in any hangar, or buildings or part thereof without specific authorization from the City of Conroe Fire Marshal and notifying the Director prior to conducting such operations.

**6. Portable Fire Extinguishers:**

Portable fire extinguishers suitable for flammable or combustible Class A, Class B and Class C fires shall be required as follows:

a. Hangars - all individual hangars shall be equipped with one or more fire extinguishers having a minimum 2A-10B:C classification.

b. Towing Vehicles - every vehicle used for towing aircraft shall be equipped with at least one (1) fire extinguisher having a minimum of 20-B:C classification.

c. Aircraft Refuelers - every aircraft fuel servicing tank vehicle shall be equipped with two (2) 20-B:C fire extinguishers easily accessible from either side of the vehicle.

**F. Authority to Safeguard Persons and Property**

1. The Director shall, at all times, have authority to take any such action he/she deems necessary to close, restrict or delay use of all or any part of the Airport if he/she deems the conditions at the Airport are unsafe for aircraft operations, or if he/she believes a restriction or delay in use of any part of the Airport is necessary because of an emergency or other cause believed to be necessary to protect the public, property or to thwart an impending violation of these Rules.

2. Pursuant to its authority, the County has deemed it necessary to restrict access to the Airport grounds by use of vehicle gates requiring access codes for entry. When closed, access through vehicle gates is restricted to authorized users only. Authorized users may receive an access code by contacting the Director.

#### **G. Leases Required**

1. Any person or entity wishing the exclusive use of any parcel of land or the use of any portion of a County-owned facility on the Airport must enter into or succeed to a then current, valid written lease agreement with the County. The terms and conditions of each lease agreement shall be negotiated by the Director, with final approval by Commissioners Court, consistent with Texas law regarding the County's authority to lease airport lands. In addition, the Director may authorize an interim or emergency agreement for the use of space by appropriate public agencies in situations requiring temporary occupation for military or public safety activities during natural disasters, aircraft accident investigations or other public emergencies.

2. Assignments or subleases of leased premises at the Airport shall be initially approved by the Director and ultimately approved by Commissioners Court prior to any assignee or sublessee taking possession of any leased premises. Assignees and sublessees shall be subject to these Rules and the terms and conditions of the applicable lease agreements to the same extent as the assignor or sublessor, and shall be subject to security, financial or other background or suitability checks as generally required of potential lessees and as deemed necessary by the Director.

3. Terms and conditions of leases control what improvements or structures can be constructed on the leased premises; and, aside from improvements authorized in site development plans approved with the lease, tenants may not erect any structure of any kind on leased premises without approval of the Director, and additional approval of Commissioners Court should the Director deem any further improvements or alterations are in addition to and materially different from a site development plan previously approved by Commissioners Court.

Lessees and/or their assignees or sublessees shall strictly comply with lease agreements, and shall maintain the leased premises in a good, neat and orderly manner so as to preserve the aesthetics of the Airport.

#### **H. Advertisements and Signage**

1. It shall be prohibited for any person to broadcast advertisements or announcements by a loud-speaker device or to post, distribute or display signs, advertisements or circulars, whether printed or written, without the prior written approval of the Director, and, if approved, in a manner and means specifically authorized by the Director.

2. It shall be prohibited for any user of the Airport to display any signs or markings on any building or other surfaces on the Airport without the specific prior approval of the Director. All buildings shall be marked with building numbers in the manner prescribed by the Director; any other signs or markings on buildings within the Airport shall require prior approval of the Director to ensure compatibility with the overall color and design of the building and the Airport. Tenants are encouraged to seek approval of the Director prior to incurring any cost for manufacture of any sign or display.

3. It shall be prohibited for any person or any user of the Airport to display on its signs, markings, or advertising, the logo for the County or the Conroe-North Houston Regional Airport without the express written approval of the County.

#### **I. Unauthorized or Criminal Activities**

1. Any person observing a violation of these Rules may file a complaint with the Director during normal business days and hours. The Director, upon receipt of a complaint, shall investigate and respond to complaints within a reasonable time, as appropriate under the circumstances.

2. Any person observing suspicious, unauthorized or criminal activities on Airport grounds that could jeopardize life, health, public safety or property is encouraged to report such activities immediately to the Director or to the appropriate law enforcement agency with follow-up notification to the Director. During and after normal business hours of the Director's office, the reporting of incidents to the Director should be done as soon as possible when normal business days and hours resume.

#### **J. Emergency Response and Law Enforcement**

1. All persons involved in any vehicle accident or other situation requiring emergency response occurring on Airport premises should immediately notify 911 if emergency response is necessary, and shall notify the Director within twenty-four (24) hours of the incident. A person making such notification shall also cooperate with any request from the Director in preparing reports necessary to be filed with the County's Risk Management Department.

2. The operator of an aircraft involved in an accident occurring on the Airport grounds shall make a report to the NTSB as required by 49 CFR 830.5, in addition to the reports required in Paragraph 1 for vehicle accidents.

3. Aircraft owners, their pilots or agents shall be responsible for the prompt removal, subject to 49 CFR 830.10, from the air operations area of the Airport of any disabled, damaged or wrecked aircraft, parts, property or debris resulting from any accident or incident, unless required or directed by the NTSB, FAA, law enforcement or Director to delay such action pending an investigation of an accident.

4. The Director may order the immediate removal of any wrecked, damaged, disabled or deserted aircraft, vehicle or equipment from the runways, taxiways or other air operations areas on the Airport and render a bill to the owner of the aircraft, vehicle or equipment for expenses in performing that removal; the owner of the aircraft, vehicle or other equipment shall be responsible to the County for all such costs incurred. The County shall not be held responsible for any further damage that may be caused by virtue of its removal of any wrecked, deserted, damaged or disabled aircraft, vehicle or equipment.

5. The owner or operator of a wrecked, damaged or disabled aircraft, vehicle or equipment shall be responsible to the County for costs to repair or replace any damage to Airport property or facilities caused by any wreckage, damage or disability of an aircraft, vehicle or equipment operated on the Airport.

6. No unauthorized person shall be permitted at the scene of an accident if emergency personnel are on the scene or the accident scene is under investigation; nor shall any person interfere in any manner with emergency or investigative personnel in the performance of their duties.

#### **K. Hunting and Discharge of Firearms and Explosive Devices**

1. It shall be prohibited to hunt or discharge any firearm or other weapon on the Airport or lands under control of the Director, except where weapon discharge is under law enforcement or military control and supervision, or when determined to be necessary by and under the direct supervision of the Director in order to preserve public safety and safe aircraft operations on the grounds of the Airport.

2. It shall be prohibited to discharge any explosive device or fireworks on the Airport or lands under control of the Director without prior written approval of the Director and as permitted by local, state or federal law.

3. There shall be an exception to the prohibitions of this Section to permit the discharge of shell crackers by persons authorized by the Director to use such devices for purposes of wildlife control or other appropriate purposes.

4. There shall be an exception to the prohibitions of this Section to permit persons authorized by the Director to discharge firearms on the Airport for purposes of wildlife control in strict compliance with a valid Texas Parks and Wildlife Department Depredation permit.

#### **L. Health, Environment and Sanitation:**

1. Littering on the Airport is prohibited. Lessees and/or assignees and sublessees shall be responsible for proper disposal of all waste and refuse generated or brought to their own leased premises or anywhere else on the grounds of the Airport.

2. It shall be prohibited for any person to deposit rocks, dirt or garbage on any roadway, driveway, parking area, aircraft movement area, prohibited/restricted area or County-owned refuse dumpster, without specific approval of the Director.

3. It shall be prohibited for any vehicle picking up and/or hauling trash, dirt or any other waste materials to be operated on Airport grounds unless such trash, dirt or other waste materials are contained in plastic or other containers preventing escape or such vehicle is constructed so as to prevent its contents from dropping, sifting, leaking or otherwise escaping. Any person that spills or causes a spill of any dirt or other waste material on the Airport shall immediately clean up the spilled material.

4. It shall be prohibited for any person to deposit, spill or discharge any material defined by the EPA as being a hazardous material in any hangar, tiedown, work area or any other location on the Airport. Any person whose action or omission causes a deposit, spill or discharge of any hazardous material on the Airport shall be liable for any and all costs of clean-up and removal of such material, regardless of whether such act or omission is caused intentionally, unintentionally or negligently. A person observing an act or omission that leads or could lead to a violation of this provision shall immediately notify the Director. Any such act, omission or observation occurring outside normal business days or hours in an amount to be considered in excess of *de minimus*, as set out in 30 TAC 327.4 (currently 25 gallons if spilled on land and any quantity sufficient to create a visible sheen if on water), should be reported to 911 immediately, and subsequently reported to the Director as soon as possible when normal business hours resume.

#### **M. Pets and Other Animals**

Dogs, cats and other animals brought onto the grounds of the Airport and not specifically located within the interior of a leasehold building shall be restrained by leash or otherwise confined in such a manner as to be under the control of a responsible person. Unrestrained or improperly restrained animals will be reported to local animal control and removed from the Airport.

#### **N. Photographs and Video Images**

It shall be prohibited for any person to take still, motion, video or sound pictures or other images of the Airport for commercial purposes without prior approval of the Director and under such terms and conditions as the Director requires.

### **V. Aircraft Operations – General**

**A.** All private or commercial owners or operators of aircraft fuel servicing tank vehicles shall register their vehicles with the Director within five (5) days of arrival at the Airport, except that registration of all vehicles already based at the Airport prior to the effective date of these Rules shall be accomplished no later than thirty (30) days following the effective date of these Rules. Registration information for aircraft fuel

servicing tank vehicles shall include: owner's name, address, telephone number, vehicle make, model and license plate number, and location on the Airport. Changes in ownership or registration information, or additions or deletions to vehicles, after the effective date of these Rules shall be submitted to the Director within five (5) days thereof.

**B.** Storage of fuel servicing tank vehicles that have been out of service for 90 or more days is prohibited on Airport property. After 90 days of being out of service, these vehicles must be removed immediately from Airport property or within the deadline required by the Airport Director. Failure to remove these vehicles as required may result in their removal at the owner's expense with or without notice.

**C.** Persons desiring to operate aircraft on the Airport on a daily (trailing) basis shall obtain approval from the Director and shall be subject to the same minimum insurance coverage and registration requirements as are otherwise required for owners of aircraft based at the Airport.

**D.** It shall be prohibited to operate any aircraft on the Airport without current, valid aircraft registration and pilot license and/or certificate, along with proper medical certificates issued by the FAA, except as to students in training who are under supervision of a properly licensed and certificated flight instructor. Each person operating an aircraft on the Airport shall display their pilot license or certificate, flight instructor certificate or other FAA authorization or license upon request of the Director, law enforcement, authorized representatives of the FAA, NTSB, and any other authorized local, state or federal officer.

**E.** It shall be prohibited for any aircraft to be taxied or towed in any area other than those areas normally used and designated for operation of aircraft, without the express prior approval of the Director. (NOTE: Taxiway Echo is closed between Taxiway EE and hangar 18)

**F. Parking of Aircraft:**

1. It shall be prohibited for any person to park any aircraft in any area not designated or marked for such purpose without prior approval of the Director. Aircraft owners and/or operators shall be held responsible for orderly parking of aircraft.

2. It shall be prohibited for any aircraft to be left on the Airport unattended unless properly secured or within a hangar. Owners of such aircraft shall be held responsible for any damage resulting from failure to properly secure aircraft. Aircraft owners are responsible for proper tiedown or security of their aircraft at all times, including periods of inclement weather.

3. It shall be prohibited for any aircraft to be started or left running without qualified personnel at the controls, provided that hand propping without a person at the controls is permitted only if brakes are set, chocks are properly placed and the aircraft is properly secured.

4. It shall be prohibited for any aircraft to be parked within fifty (50) feet of any fuel storage facility.

5. It shall be prohibited for any aircraft to be parked within fifteen (15) feet, or further where so marked, of any fire gate, fire lane, fire hydrant or other fire-fighting equipment.

6. It shall be prohibited to keep an aircraft stored in a hangar or tiedown on any ramp without providing for the containment of leakage of oil in the event of a leak. Costs of repairs due to damage to Airport grounds for failure to observe proper containment of such leaks shall be the responsibility of the aircraft owner.

7. If the County is unable to determine the ownership of an aircraft that has been deserted at the Airport for more than ninety (90) days, the County may petition a district court with jurisdiction in Montgomery County to determine the ownership of the aircraft if: (1) the County has provided notice in the same manner as provided by Section 683.012 of the Texas Transportation Code for notice of an abandoned motor vehicle, and (2) the County has contacted the Federal Aviation Administration in an attempt to identify the owner of the aircraft. On filing of a petition under this paragraph, the district court shall hold a hearing to determine the ownership status of the aircraft in accordance with Section 22.901 of the Texas Transportation Code and other applicable Texas law. A determination of ownership made by the district court under this paragraph does not affect the right of the County to recover fees against the owner of the aircraft for storage or maintenance of the aircraft.

8. Disabled or non-airworthy aircraft, as defined by the FAA, shall not be parked or left in any part of an air operations area unless awaiting bona fide repairs and, in that event, for only a reasonable amount of time, not to exceed 90 days, or as otherwise approved by the Director, for delay in moving the disabled or non-airworthy aircraft. It shall be presumed that two (2) hours is a reasonable amount of time for an operator to obtain repair services and move the disabled or non-airworthy aircraft, provided that the presumed time period hereunder may be extended or reduced by the Director as necessary based on the location of the aircraft on the Airport and Airport traffic at the time of the incident.

**G.** It shall be prohibited for any aircraft engine to be started or run inside any building.

**H.** It shall be prohibited for any engine to be started, run or warmed up until and unless the aircraft is positioned so that the propeller stream or jet blast does not pose a threat or potential threat to any person or property.

**I.** All engine run ups conducted for purposes of maintenance activities shall be conducted at the run up areas adjacent to runway ends 14, 32, 1 or 19, in the area adjacent to and south of Taxiway F between Taxiway D and runway 1-19, or as otherwise approved by the Director. Run up operations of 3 minutes or less in duration are permitted at other locations when consistent with these Rules and Regulations.

**J.** It shall be prohibited for any person, except in an emergency, to land or take-off from the Airport in an aircraft equipped with a tail skid in place of a tail wheel, without prior approval from the Director.

**K.** It shall be prohibited to conduct take-offs and landings on taxiways or aprons, except that helicopter landings may be conducted on specific areas authorized by the Director for helicopter landings.

Skydiving may not be conducted on or in the immediate vicinity of the Airport without express pre-approval of the Director.

**L.** All pilots and student pilots utilizing the Airport shall exhibit common courtesies to all other pilots, traffic control employees, Airport employees and other users of the Airport. Crude or obscene language shall not be permitted on Airport communication channels.

**M. Flying Clubs:**

1. All clubs or associations of pilots without proper evidence of non-profit status are considered to be for-profit commercial operators and shall not be based at the Airport without commercial activity authorization approved by the Director and a lease agreement between the County and at least one member of the club or association.

2. All non-profit flying clubs shall be registered with the Director and shall file documents evidencing non-profit status, detailing operational policies and procedures, setting out ownership in aircraft and equipment owned and or operated by the club or association and such other information as requested by the Director.

3. All flying clubs and associations, whether for-profit or non-profit, shall provide evidence of insurance coverage for aircraft and operators in amounts and types as required for all other Airport users, in accordance with **Appendix B**.

4. It shall be prohibited for flying clubs or associations, or their members, to solicit for the purpose of participating in any club or association membership or activity any person on the premises of a commercial operator or FBO without written permission of the commercial operator or FBO on file with the Director.

**N.** Agricultural or other chemical spraying operations on the Airport shall be conducted only in locations specifically approved and designated by the Director and in accordance with all applicable FAA or EPA requirements or regulations, or those of any other local, state or federal authority. Storage, transport and transfer of any chemicals on the grounds of the Airport shall be conducted in strict compliance with applicable regulatory or other governmental requirements pertaining to hazardous materials and



under strict safety and environmental guidelines reduced to writing and submitted to the Director for approval prior to handling of any such materials on the Airport.

**O.** No test flights, experimental flights, or ground demonstrations shall be conducted on or in the immediate vicinity of the Airport without providing prior notice to the Airport Manager.

## **VI. Commercial Activities**

It shall be prohibited for any person to use any portion of the Airport for the purpose of any commercial aeronautical activity, for the sale of any commodity, for instruction in aviation, to conduct any concession (other than vending machines approved by the Director), to conduct any auctions or special sales, to solicit funds for any purpose, or for any other commercial activity without first obtaining written authorization for the commercial activity from the County as provided in the Minimum Standards. This prohibition shall be applied prospectively, such that ongoing commercial activities previously authorized by the County are not subject to any requirement to seek additional authorization for an ongoing authorized activity. Any commercial activities conducted on any portion of the Airport shall be governed by and conducted in accordance with the Minimum Standards., as existing or as may be hereafter revised from time to time by the County.

## **VII. Fueling and Defueling**

### **A. Generally Applicable Rules:**

1. It shall be prohibited for any aircraft to be fueled or defueled while the aircraft is in a hangar or enclosed space.

2. Smoking shall be prohibited within fifty (50) feet of an aircraft.

3. During fuel servicing, both the aircraft and the fuel servicing tank vehicle shall be properly bonded to prevent the possibility of static ignition of fuel.

4. Hot refueling shall be prohibited, except under emergency situations or where necessitated by manufacturer's recommendations for the aircraft and with prior approval of the Director.

5. Any person wishing to supply and dispense aviation fuel for their private use, not for resale, must first submit a completed Private Fueling Application in the format of **Appendix C** attached hereto and incorporated herein for all purposes to obtain permission from the Director. Private fueling is restricted to a) a person's owned aircraft using a person's own employees, or b) a person operating the aircraft under a FAR Part 135 Certificate, the aircraft to be fueled is listed on the Certificate, and the fueling operation is directly related to a Part 135 activity. Persons receiving custody and control of an aircraft for purposes of adding the aircraft to a Part 135 Certificate but are subject to normal administrative delays associated with the placing of the aircraft on the Certificate may apply to the Director for a temporary approval to include the aircraft on a list

of aircraft authorized for private fueling operations. Persons engaged in private fueling shall obtain and comply with all applicable requirements for permits or authorizations of local, state and federal laws and regulations and shall obtain and obtain and comply with any requirements for permits or authorization of the local fire department or fire marshal. Private fuel storage facilities must be a minimum of 10,000 gallons capacity, and must be located in the Airport Fuel Farm under lease agreement with the County, with fuel transfer to be accomplished by aircraft fuel servicing tank vehicle and the fueling system installed and fuel stored and dispensed in accordance with NFPA 30, NFPA 407 and FAA Advisory Circular guidelines. Lease areas must be kept in a clean, neat and non-hazardous condition

6. Public sale of automobile gas for use in aircraft will not be permitted on the Airport without prior approval of the Director. Aircraft authorized by the FAA to use automobile gas may be privately fueled by their owner, provided the transport of fuel onto the airport is limited to the capacity of the aircraft to be fueled. No on-airport storage of automobile gas for aviation use is permitted unless such storage meets all the above requirements for private fueling. The storage of automobile gas in 55 gallon drums is strictly prohibited.

7. In the case of fueling military aircraft, military requirements shall apply.

## **B. Fueling of Ground Vehicles**

No person shall be permitted to fuel any ground vehicles on the Airport except for those which include:

1. Fuel servicing tank vehicles;
2. FBO and SASO vehicles used for towing aircraft; and
3. Necessary, specialized equipment for use by County, FBOs and tenants in aviation activities.
4. Vehicles owned or operated by the United States military

## **C. Aircraft Fuel Servicing**

The purpose of this section is to provide minimum standards to safeguard life, property, and public welfare by regulating operational requirements for fuel servicing equipment and personnel. All regulations of this section are developed to meet safety standards for non-certificated airports.

1. Aircraft fuel servicing tank vehicles shall be attended and operated only by persons instructed in proper use and operation of the vehicle, and shall display evidence of instruction or training on the fueling process and operational safety. Employers shall be required to maintain training records of employees involved in aircraft fuel servicing. Evidence of instruction and training records

shall be made available for inspection upon request of the Director or the local fire department or fire marshal.

2. Fuelers shall meet and comply with all applicable local, state and federal regulations concerning the storage, handling and dispensing of aircraft fuel at the Airport.

3. Aircraft fuel trucks shall be equipped, operated and maintained in accordance with NFPA 407 "Aircraft Fueling Servicing".

4. Aviation fuel shall be stored in approved fuel storage tanks, constructed and maintained in compliance with local, state and federal standards and guidelines. Aviation fuel storage tanks shall be located on the Airport Fuel Farm under lease by the County, or at other locations on the Airport with prior written approval of the Commissioners Court. Any tank to be constructed on the Airport must be approved by the Director and have the approval of the local fire department. Fuel storage facilities shall be clearly marked with the type of fuel being stored and dispensed. Lease areas must be kept in a clean, neat and non-hazardous condition, with vegetation not to exceed 6 inches in height.

5. Every aircraft refueler unit and all equipment used in connection therewith shall be maintained in a safe operating condition and good repair at all times. If any aircraft fuel servicing equipment is found to be defective or in a state of disrepair, so as to constitute a fire hazard or unsafe condition, the Director may order such equipment be placed out of service until such time as it is repaired and restored to acceptable operational status.

6. Aircraft fuel servicing tank vehicles shall be stabilized with an emergency brake and chock blocks during fueling/defueling operations.

7. Aircraft fuel servicing operators shall remain with fuel servicing equipment while connected to aircraft, aviation fuel storage tanks, and/or facilities on the Airport Fuel Farm. Every effort shall be made to prevent fuel overflows. Any overflow or spill, regardless of amount, shall be reported immediately to the Director.

8. Self-closing nozzles and/or deadman controls shall be held open by hand during the entire fueling/defueling operation. Holding open or blocking of a control by any other means shall be prohibited.

9. Tandem fueling, or the practice of passing fuel from one vehicle to another and then to an aircraft, is prohibited.

10. Fuelers shall provide for the safe and lawful handling and disposal, away from the Airport, of hazardous waste and other materials produced or related to refueling/defueling operations, including but not limited to, used oil, solvents, and other waste.

11. It shall be prohibited for fuel service personnel to carry lighters, matches or any other igniting device on their person while engaged in fuel servicing operations.

#### **D. Loading of Aircraft Fuel Servicing Tank Vehicles**

1. Filling the cargo tank of an aircraft fuel servicing vehicle shall be performed under the observation and control or supervision of a qualified and authorized operator at all times.

2. Required deadman or automatic fill controls shall be operated in normal operating status during a filling operation. It shall be prohibited to block, open or otherwise bypass such controls.

3. The engine of the aircraft servicing tank vehicle shall be shut off prior to filling the cargo tank.

4. The cargo tank shall be bonded to the fill pipe before the dome covers are opened and shall remain bonded until the dome covers are securely closed.

#### **E. Parking of Aircraft Fuel Servicing Tank Vehicles**

It shall be prohibited to park, store, repair or leave unattended any aircraft fuel servicing tank vehicle within fifty (50) feet of any hangar, building, or any structure. Parking areas for aircraft fuel servicing tank vehicles shall be approved by the Director so as to:

1. Facilitate dispatch of the vehicles in the event of an emergency;
2. Provide a ten (10) foot clearance between parked vehicles for accessibility of fire control purposes; and
3. Minimize exposure to damage from out-of-control aircraft.

#### **F. Aircraft Fuel Servicing Tank Vehicle Identification**

Aircraft fuel servicing tank vehicles shall be clearly marked to satisfy the FAA and NFPA Standards, including:

1. Aircraft fuel servicing tank vehicles shall be marked to identify the product being carried;
2. Aircraft fuel servicing tank vehicles shall have emergency shut off controls marked in contrast to the color of the vehicle; and
3. No smoking signs and flammable content signs shall be posted on all sides of the vehicle.

## **G. Enforcement of Fueling Provisions**

A violation of any provision of these Rules may result in the suspension or revocation of fueling privileges by the Director. The Director shall have the power to suspend the privileges of fuel servicing and/or remove from service, equipment that does not satisfactorily meet all standards of NFPA 107, local fire code and FAA Advisory Circulars. A fueler may apply to the Director for reinstatement of suspended fueling privileges or equipment after demonstrating correction of any condition giving rise to the suspension. All fueling related decisions and actions of the Director may be appealed to the Montgomery County Commissioners Court.

## **VIII. Aircraft Maintenance and Repair**

**A.** An aircraft owner may perform work on his/her own aircraft (consistent with FAA regulations) as follows:

1. It shall be prohibited for any person to perform any repair or maintenance in a tie-down area, except where necessary for pre-flight, in an emergency or to move the aircraft to an authorized work area. With written permission from the Director, limited repair and maintenance may be performed in a tie-down area if the area is kept neat, clean and picked up. Painting and oil changes are prohibited in a tie-down area.

2. Owner maintenance (as defined by FAA) may be accomplished in storage hangars with the exception of major doping, painting, any work involving the use of flammable liquids, welding, open flames, or any work creating a hazardous condition.

3. All aircraft repairs shall be performed by persons with valid certifications by FAA permitting the performance of the repairs, except as to preventative maintenance approved for performance by an aircraft owner, pursuant to FAR 43.

4. An aircraft owner may contract to have maintenance or repair work performed on his/her aircraft in exchange for service compensation if the mechanic to perform the work has a valid airport lease and/or Commercial Activities Authorization approved by the Director. Such work shall be accomplished in the aircraft owner's own hangar or other approved storage space.

**B.** A person is prohibited from accepting compensation for maintenance or repair services or doing business as an aircraft mechanic or maintain or repair the aircraft of another person for compensation unless that person has received Commercial Activities Authorization from the Director and demonstrates compliance with the Airport's Minimum Standards and applicable insurance coverage requirements.

## **X. Parking and Traffic Regulations**

**A.** The operation of a motor vehicle on the Airport is a privilege which may be temporarily suspended by the Director for repeated violations of any traffic regulations set forth in this Article X. Driving privileges on the Airport may be permanently suspended by the Commissioners Court after three (3) violations in any twelve (12) month period.

**B.** It shall be prohibited for any person to drive on the Airport unless the vehicle driven complies with all applicable state registration and inspection requirements and the driver has a current, valid state-issued driver's license. Any person found operating a motor vehicle on the Airport without the required state-issued drivers license or when his/her authorization to drive on the Airport has been revoked or suspended may be asked to leave the Airport premises and will be subject to other penalties provided by Texas law.

**C.** It shall be prohibited for any person to operate a motor vehicle on, upon, or across any portion of the Airport except along or upon roadways or parking areas designated for travel by motor vehicles, or those portions designated by the Director or the County as acceptable for motor vehicle traffic.

**D.** It shall be prohibited for any person to operate a motor vehicle on the Airport without vehicle liability insurance as required by the Texas law.

**E.** It shall be prohibited for any motor vehicle or other vehicle to be operated in the Prohibited or Restricted Area of the Airport, except for emergency vehicles, County vehicles necessary for operation and maintenance of the Airport and other vehicles specifically authorized by the Director.

**F.** No motor vehicle or other vehicle shall operate in a Prohibited or Restricted Area without being equipped with, or being escorted by a vehicle equipped with, an aviation two-way radio and a flashing amber signal, unless specifically approved and directed by the Director or air traffic controller.

**G.** Any vehicle operating on unimproved areas shall take care to avoid tracking foreign object debris onto runways, taxiways, taxi lanes and apron areas.

**H.** Motor vehicles shall be operated in strict compliance with speed limits posted on traffic signs on the Airport, but in no event in excess of thirty (30) miles per hour on Airport roads, fifteen (15) miles per hour on the Airport air operations area, ten (10) miles per hour in hangar areas and five (5) miles per hour within fifty feet of any aircraft, with the exception of official airport vehicles operating in an aircraft movement area.

**I.** It shall be prohibited for any person to operate a motor vehicle on the Airport in a reckless or careless manner. A reckless or careless manner includes behavior that intentionally or through negligence threatens the life or safety of any person or threatening damage or destruction to any property of any person or the County.

**J.** It shall be prohibited for a person to operate a motor vehicle between a

parked aircraft and an FBO terminal building while that aircraft is engaged in loading and unloading activities.

**K.** Except for motor vehicles engaged in servicing aircraft, it shall be prohibited for any person to drive a motor vehicle under any portion of an aircraft.

**L.** Hangar entrances shall be kept clear at all times for ingress and egress of tenant's aircraft. The Director may move or have towed away, at the owners expense, parked vehicles which hinder any authorized activity on the Airport.

**M.** Aircraft shall always have the right-of-way over all motor vehicles, except emergency vehicles responding to an emergency.

**N.** When an emergency occurs on the Airport, traffic may be halted, detoured, or diverted by FAA, law enforcement or Airport personnel in order to maintain safety. All persons on the Airport shall obey the restrictions imposed upon operations during such emergencies.

**O.** No go-carts, motor bikes, bicycles, skateboards, gators, golf carts or similar vehicles shall be permitted on a prohibited or restricted area, aircraft movement area, sidewalks or any other areas marked for restricted use, or where such action might conflict with aircraft or cause a safety hazard, unless specifically authorized by the Director and as otherwise required to be authorized by the air traffic control tower.

**P.** Drivers of all motor vehicles on the Airport, including golf carts, must possess a valid, current state-issued driver's license.

**Q.** No person shall service, repair, overhaul or perform maintenance on a motor vehicle or other equipment on the Airport except in an a hangar or other area approved by the Director, or as necessary to perform immediate repairs in order to move a disabled vehicle.

**R.** It shall be prohibited for any person to abandon any vehicle on the Airport by: leaving a vehicle unattended in public parking areas for forty-eight (48) hours or more; by parking in restricted or unauthorized areas, unless express approval for such parking is obtained from the Director; or by parking an unregistered vehicle.

**S.** All motor vehicles and other vehicles operated on the Airport at night shall be equipped with operating headlights and taillights of sufficient illumination to ensure safe operations.

**T.** No person shall be permitted to park or leave unattended any motor vehicle or other equipment in a location or in a manner contrary to any sign, pavement marking, or other control device.

**U.** No motor vehicle shall be parked on any leased premises of the Airport in any way that interferes with the use of the leasehold, without approval of the lessee, assignee or sublessee.

**V.** It shall be prohibited for any person to park or leave unattended a motor vehicle or other equipment on the Airport which interferes with the use of a facility by others or which prevents movement by other motor vehicles or equipment.

**W.** It shall be prohibited for any person to park or leave unattended a motor vehicle or other equipment in a manner which interferes with, could interfere with or prevent an aircraft fuel servicing tank vehicle's immediate access away from an aircraft or any location in the event of an emergency.

**X.** It shall be prohibited for any person to park a motor vehicle within fifty (50) feet of any fuel storage facility, except for authorized aircraft fuel servicing tank vehicles or other maintenance or emergency vehicles.

**Y.** Any vehicle that remains on the Airport in an unauthorized location for more than forty-eight (48) hours may be reported to law enforcement and tagged with a written notice of illegal parking; provided, however, vehicles parked in such a manner as to interfere with or hinder aircraft or motor vehicle traffic movement or Airport operations are subject to immediate removal at the owner's expense. On the third day following the notice of illegal parking, a written notice of intent to remove the vehicle may be placed on the vehicle. On the third day following the notice of intent to remove the vehicle, the Director may request that the vehicle be removed by the appropriate city or county law enforcement agency.

#### **XI. Penalty for Violation Enforcement**

**A.** The Director or County may deliver written notice to a person violating these Rules. The written notice shall indicate the alleged violation(s) and the cure period available, if any, for the person to remedy the violation(s). Following receipt of written notice of a violation, a person that fails to remedy or cure said violation within the applicable cure period may be denied entry to the Airport by the Director or County, for a period of time not to exceed fifteen (15) calendar days, effective upon delivery of a written notice of denial of entry from the Director or County.

**B.** Any person wishing to appeal an action taken by the Director or County pursuant to Section XI (A) herein may submit a written notice of appeal to the County Judge. Upon receipt of a written notice of appeal, the County Judge shall schedule the appeal for consideration by the Commissioners Court at the first available regularly scheduled meeting of the Commissioners Court. After consideration of an appeal hereunder, the Commissioners Court may uphold or overturn any action taken by the Director or County, and a person found to have violated these Rules may be denied use of the Airport and its facilities for such period of time as is determined to be appropriate by the Commissioners Court.

**C.** A person commits a misdemeanor offense by violating any of these Rules. A law enforcement officer may issue a citation for any violation of these Rules, punishable by a fine in any sum not to exceed two hundred dollars (\$200.00), plus such additional costs allowed by law. Citations may be issued in addition to any other action taken by the County or its designees or any other penalties allowed by applicable



federal, state, and local laws, rules, regulations and ordinances, including these Rules. Each day that a violation continues may be punishable as a separate offense.

## **XII. Savings Clause**

Should any part of these Rules subsequently be held invalid by court of competent jurisdiction, no other part shall necessarily be affected thereby and all other parts not held invalid shall continue to apply and operate in full force and effect.

## **XIII. Communications and Contact Information**

Questions concerning these Rules may be submitted to the Director by email or by letter faxed, mailed or hand-delivered to the Director as follows:

Conroe-North Houston Regional Airport  
Attention: Director  
10260 Carl Pickering Memorial Dr.  
Conroe, Texas 77303  
936-788-8311  
(fax) 936-760-6993  
scott.smith@mctx.org

## **XIV. Knowledge of Rules Implied**

All Airport users are deemed to have knowledge of these Rules. The Director shall maintain copies of the Rules in print available for pickup at the Director's office, and shall post copies of the Rules where appropriate.

## **XV. Effective Date**

These Rules shall become effective on the date of approval by Commissioners Court. Consequently, on and after the date these Rules are approved, all users of the Airport shall be subject to the terms and provisions herein.

## Conroe North Houston Regional Airport TENANT ACTIVITIES INFORMATION CHECKLIST

Date: \_\_\_\_\_  
Name or Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Lease Date: \_\_\_\_\_ Airport Prop: \_\_\_\_\_  
Insurance Carrier: \_\_\_\_\_

**Type of Activities Conducted on Airport Lease Property:  
(Please check all that applies to you or your organization)**

- \_\_\_\_\_ Operation or storage of aircraft for personal use
- \_\_\_\_\_ Operation or storage of aircraft for business use
- \_\_\_\_\_ Air carrier, air taxi, commuter or charter aircraft operations
- \_\_\_\_\_ Sale, storage or delivery of aircraft fuels, lubricants or propellants
- \_\_\_\_\_ Maintenance, repair, overhaul, inspection or rebuilding of aircraft  
or aircraft parts/accessories
- \_\_\_\_\_ Painting or other refurbishing of aircraft or aircraft parts/accessories
- \_\_\_\_\_ Repair or manufacturing of aircraft parts or accessories
- \_\_\_\_\_ Sales, storage, demonstration or trading of aircraft or aircraft  
parts/accessories
- \_\_\_\_\_ Flight or aircraft maintenance instruction
- \_\_\_\_\_ Aircraft leasing or rental services
- \_\_\_\_\_ Vehicle leasing or rental services
- \_\_\_\_\_ Aircraft parking and/or tie-down service
- \_\_\_\_\_ Air freight or air cargo operation
- \_\_\_\_\_ Sale or rental of books, charts, handbooks, or other supplies
- \_\_\_\_\_ Specialized flying services: (if yes, check one)
  - \_\_\_\_\_ sightseeing
  - \_\_\_\_\_ towing and aerial advertising
  - \_\_\_\_\_ aerial photography
  - \_\_\_\_\_ surveying
  - \_\_\_\_\_ medical treatment and transport
  - \_\_\_\_\_ news media reporting
  - \_\_\_\_\_ fire fighting
  - \_\_\_\_\_ crop dusting
  - \_\_\_\_\_ salvage of aircraft or aircraft parts/accessories
  - \_\_\_\_\_ concessions
  - \_\_\_\_\_ other: (please explain) \_\_\_\_\_

Signature: \_\_\_\_\_

## **APPENDIX B**

### **INSURANCE REQUIREMENTS FOR AIRPORT FLYING CLUBS AND ASSOCIATIONS**

#### **(FOR-PROFIT AND NON-PROFIT)**

1. Premises Liability: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence and \$1,000,000 aggregate, including personal injury, broad form property damage.
2. Physical Damage: Combined single limit for the full replacement value of all improvements.
3. Aircraft Liability: Combined single limit for bodily injury and property damage of \$1,000,000 each occurrence and \$100,000 per passenger.
4. Business Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists, with limit of \$500,000 for each occurrence.
5. Workers' Compensation (WC) coverage, in full compliance with Texas statutory requirements.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of personal medical insurance will be required instead.

For #1 and #3 above, policy must name "Montgomery County, Texas" as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.



**PERMIT APPLICATION  
FOR PRIVATE (NONCOMMERCIAL) STORAGE,  
HANDLING AND DISPENSING OF AVIATION  
FUELS**

<b>Date of application:</b>		
<b>Name of Applicant/Organization:</b>		
<b>Mailing address:</b>		
<b>Physical address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
<b>Airport Property Description:</b>		
<b>Leased from County: Y      N</b>		<b>Subleased from:</b>

### 1. Fuel and Fueling Facilities and Equipment

<b>Fuel Types/Grades:</b>
<b>Proposed location of bulk storage tank:</b>
<b>Description of proposed storage tank(s) including capacity (minimum of 10,000 gallons):</b>
<b>Description of proposed fuel truck vehicles, including make, model, year, tank capacity, and number/types of fire extinguishers onboard:</b>
<b>Location of truck-to-aircraft fueling activity:</b>

### 2. Personnel and Training

<b>Names of persons approved to conduct private fueling operations per the conditions of the Airport fueling rules and regulations:</b>
---

**Description of approved training materials or program used for fueling safety training of persons conducting fueling operations per the conditions of the self fueling minimum standards:**

### 3. Aircraft to be Fueled

If aircraft is not owned by applicant or applicant's company, applicant must submit a copy of the current lease or applicant's Part 135 Certificate for County review and approval for private fueling. Any applicant operating an aircraft under a lease or Part 135 Certificate must satisfactorily demonstrate, in the sole opinion of the County, that:

- Applicant exclusively provides or arranges for flight crew
- Applicant exclusively schedules aircraft use and schedules or performs aircraft maintenance
- Applicant's aircraft is based at The Conroe-North Houston Regional Airport.

<b>N Number</b>	<b>Make/Model</b>	<b>Fuel Grade &amp; Capacity</b>	<b>Registered Owner</b>

## 4. Insurance

Type and amounts of coverage (must include general liability in amount of \$1,000,000; pollution insurance for bulk storage and fueling activities in amount of \$1,000,000; automobile liability for the mobile fueling vehicle in amount of \$500,000; and if aircraft owned by other parties are in applicant's care, custody or control while on the ground, hangar keepers insurance in amount of \$1,000,000). A certificate of insurance coverage evidencing coverage shall be attached to this application. All certificates of insurance for general liability and pollution coverage shall name Montgomery County, Texas as an additional insured.

## 5. Signature and Acceptance of Permit Standards

The undersigned hereby applies for approval to conduct private (non-commercial) aviation fueling operations in accordance with the representations made herein and to conduct private (non-commercial) aviation fueling operations in accordance with the Airport Rules, Regulations, and Minimum Standards as presently adopted or as may be amended by the Montgomery County Commissioners Court.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_