



Whiteside
COUNTY AIRPORT
JOSEPH H. BITTORF FIELD

**AIRPORT RULES
& REGULATIONS**

REVISED MAY 2019

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SECTION I – FOREWORD

WHITESIDE COUNTY AIRPORT is owned by WHITESIDE COUNTY and operated by WHITESIDE COUNTY AIRPORT BOARD pursuant to 620 ILCS 45, et seq.

These Rules and Regulations have been established in the public interest in order to permit the safe and efficient operation of the Airport on fair and reasonable terms in accordance with the provisions of Section 308 of the Federal Aviation Act, Title VI of the Civil Rights Act of 1964 and Part 21 of the Regulations of the Office of the Secretary of Transportation.

Your full cooperation and compliance is most earnestly solicited.

– WHITESIDE COUNTY AIRPORT BOARD

SECTION II – DEFINITIONS

Airport - All property and improvements within the boundary lines of the WHITESIDE COUNTY AIRPORT, Rock Falls, Whiteside County, Illinois.

Owner and Operator of Airport: Whiteside County, Illinois

Airport Board: The Board of Directors of the WHITESIDE COUNTY AIRPORT, which is statutorily responsible for operating and managing the airport, for developing and endorsing Rules and Leasing Standards, and for general supervision of the operation and activities of the airport.

Airport Manager: That representative of the WHITESIDE COUNTY AIRPORT Board of Directors having immediate charge and responsibility for the immediate supervision of the daily operations and activities of the Airport.

Operation of Aircraft or Aircraft Operation: Any use of movement of aircraft.

Person: Any individual, firm, co-partnership, corporation, company, association, group, or duly authorized representative thereof.

Aviation Operator: Any person or organization engaged in business of an aviation nature under authority of a lease or permit from the WHITESIDE COUNTY AIRPORT BOARD.

Fixed Based Operator: Those aviation operators who furnish and engage in a full range of aeronautical services and activities for the public, including sale of aviation fuel and lubricants, line service, sale of aircraft parts and supplies, maintenance and repair of airframes and engines, aircraft charter and rental.

SECTION III – GENERAL INFORMATION

Address:	Whiteside County Airport 10950 Hoover Road Rock Falls, Illinois, 61071
Location:	Chicago Sectional; N. Lat. 41°44’64” / W. Long. 89°40’41” 15 Miles from the POLO (PLL) VOR on 204° Radial 2 miles south of Rock Falls, Illinois
Telephone	815-626-3750
Website:	www.whitesidecountyairport.org
Email:	airmail@whitesidecountyairport.org
Elevation:	647.6’ MSL
UNICOM Frequency	123.000 MHz
AWOS Weather Info	119.175 MHz; Telephone: 815-626-2704
Fuel Availability	100LL Avgas; Jet A w/additive
Runways	Runway 7-25: 6500’ x 150’ Runway 18-36: 3900’ x 100’
Landing Pattern	Left Traffic Pattern; Pattern Altitude – 1000’ AGL
Localizer/ILS Facility	111.50 MHz; “ISQI” Identifier FAA Approved ILS Runway 25 / Back Course Runway 07 Approaches
RNAV (GPS) Approaches	RNAV (GPS) Runway 07 / RNAV (GPS) Runway 25
Landing Fees	NONE
Ground Transportation	Taxi-cabs, , Ride Share/App-based Services, Auto Rentals; Courtesy Car
Aircraft Repair Services	Major and minor airframe, powerplant, and avionics repairs
Lights	Pilot Controlled Runway and Taxiway Rotating Beacon and Windssocks (Dusk to Dawn)
Aircraft Storage/Parking	T-Hangars and Tie-downs
Hours Attended	8:00 AM – 6:00 PM (September – April) 8:00 AM – 7:00 PM (May – October)

SECTION IV – AIRCRAFT OPERATIONS

A. General

1. The Airport shall be open for public use 24 hours a day, 7 days per week, subject to such restrictions due to inclement weather, the conditions of the landing area, and like causes as may be reasonably determined by the Airport Manager to be in the interest of public safety. The Airport shall be open for public use at night, provided, however, that night landing systems will be operated in the manner prescribed by the Federal Aviation Administration. The Airport Offices and Line Service will be attended during the hours of 8:00 AM – 6:00 PM October through April and 7:00 PM May through September except for legal holidays as designated by the Airport Board.
2. No person shall operate any aircraft at this Airport unless the aircraft and operator are properly certified under Federal Aviation Administration regulations.
3. No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft or use any aircraft, aircraft parts, instrument or tools, without permission of the owner or by written direction of the Airport Manager.
4. The owners of all aircraft based on the Airport shall register their aircraft with the Airport Manager's office prior to beginning operations thereon and shall inform such office of any changes in the ownership within thirty (30) days thereof.
5. No aircraft shall be operated on the surface of a landing area, ramp, or storage parking area, while the pilot or any person aboard controlling any part of the operation is under the influence of alcohol or any narcotic, or drug. No person under the influence of intoxicating alcohol, narcotics, or drugs shall approach closer than 50 feet of any aircraft.
6. No aircraft shall be run up for tests or for any other purpose in any area where the noise or slipstream will be a nuisance to others.
7. No motor-less aircraft may land or takeoff at the Airport without prior written permission from the Airport Manager; provided, however, that there may be adopted rules and regulations governing takeoff and landing of motor-less aircraft and prescribing the conditions under which such operations are to be performed and consent therefore given by persons designated therein.
8. No experimental activities or flight demonstrations will be conducted at the Airport without expressed written approval of the Airport Manager. Such approval shall not be granted unless and until the applicant obtains proper insurance coverage.
9. Helicopters may land on the ramp parking area exercising due care. Auto-gyros shall land and take off on the active runway and taxi to the parking area as do other fixed wing aircraft.

10. Any Fixed Base Operator or Airport Manager may refuse to release any aircraft until all charges have been paid.
11. The Airport Manager may remove any wrecked or damaged aircraft from the runway and render a bill for such services to the aircraft owner.
12. Disabled or obviously un-airworthy aircraft and parts thereof will be parked only on areas of the Airport removed from public view.
13. All persons involved in any personal, aircraft or automotive accident on the premises of the WHITESIDE COUNTY AIRPORT shall make a report in writing to the Airport Manager's office as soon as possible, but in any case, within 48 hours of said accident.
14. These rules are supplemental, subordinate and complimentary to those of the Federal Aviation Administration and the Illinois Department of Transportation – Aeronautics Division.
15. No person shall operate from the Airport any aircraft requiring FAR Part 91 certification not fully certified by the Federal Aviation Administration and carrying a current certificate of airworthiness except for government-owned aircraft.

B. Pattern

1. Except as otherwise hereinafter expressly provided, all aircraft before landing and after takeoff shall be flown in accordance with the traffic pattern as outlined in Federal Aviation Regulations Part 91, General Operating and Flight Rules, and Part 93, Specific Air Traffic Rules and Airport Traffic Patterns and any amendments promulgated from time to time by the Federal Aviation Administration.
2. Aircraft awaiting takeoff shall park at least 50 feet clear of the runway in use and in a position so as to have direct view of aircraft approaching a landing.
3. The active runway shall be determined by the prevailing wind. The pilot will determine the prevailing wind by observing the windsock, monitoring the current AWOS broadcast, receiving an airport advisory over the UNICOM frequency, the runway currently in use, or a combination of these factors.
4. When calm wind conditions exist, Runway 7 normally shall be the active runway. However, if other aircraft are using a different runway, abide by existing traffic.
5. All traffic patterns at WHITESIDE COUNTY AIRPORT are left hand traffic.
6. All aircraft taking off shall proceed straight ahead to an altitude of 400 feet above the surface and execute a 45° left turn after passing the airport boundary. Any non-standard departures are to be reported on the UNICOM frequency.

7. Aircraft intending to remain in the traffic pattern shall climb straight ahead to 400 feet AGL and thereafter climb and maintain 1000 feet AGL after the first 90° turn.
8. When the ceiling is insufficient to maintain proper vertical separation from the clouds at the prescribed altitude, the pattern altitude may be reduced as necessary to provide the proper vertical clearance.
9. Aircraft entering the traffic pattern shall exercise extreme caution and courtesy so as not to cause aircraft in the traffic pattern to deviate from their course in order to provide adequate separation.

C. Takeoffs and Landings

1. All cockpit and engine checks shall be made on the run-up line prior to taxiing into position for takeoff.
2. Aircraft landing at the Airport shall make the landing runway available to others by leaving the runway as promptly and as safely as possible.
3. All landings and takeoffs shall be made on runways only, except in an emergency, or as authorized by the Airport Manager.
4. When landing or takeoffs are made in a direction other than as prescribed in the above rule, the pilot is solely responsible for determining that the operation can be completed with safety and without interference with, or disruption of other traffic in the area.

D. Taxiing

1. Pilots shall taxi their aircraft slowly on the taxiways and exercise and display extreme caution at all times. Taxi speed shall not exceed 25 mph.
2. Under no circumstances shall any aircraft be taxied into or out of any hangar. No taxiing shall be done except on areas designated for taxiing.
3. No person shall taxi an aircraft until he has ascertained that there will be no danger of collision with any person or object in the immediate area.

E. Parking of Aircraft

1. Privately owned aircraft shall be parked only in the tie down areas or in the hangars.
2. Flying school and rental aircraft shall be parked only in the flight lines assigned to them by the Airport Manager.

3. Transient aircraft shall be parked only on the transient parking area or in hangars in position assigned them by the Airport Manager or a Fixed Base Operator.
4. At the direction of the Airport Manager, the operator, owner or pilot of any aircraft on the Airport may move the aircraft or aircraft may be towed at the operator's and/or owner's expense and without liability for any damage that may result from such moving.

F. Starting of Engines

1. No person shall attempt starting or cranking of an airplane except when a competent operator is at the controls of said airplane engine unless the airplane is properly chocked or that airplane is customarily started by the pilot while outside the cockpit. If the pilot while outside the cockpit starts the aircraft, the pilot will exercise extreme caution to secure the airplane with chocks or other devices consistent with customary aeronautical practice and safety. Except as provided above, in no case shall an aircraft be hand propped when any person or object is within 20 feet in the taxi path.
2. Aircraft shall be started and warmed up only in places designated for such purpose by the Airport Manager.
3. No aircraft shall be run up unless the aircraft is in such a position that the propeller blast will clear all buildings and all aircraft maneuvering areas and all groups of people in observation areas.
4. Under no circumstances is an engine to be started or run while the airplane is in a hangar or the prop wash from an airplane would be expected to blast into an open hangar.

G. Repairing of Engines

1. No person shall repair an aircraft, aircraft engine, propeller, apparatus in any of the airport other than that specifically designated for such purpose by contract of agreement or by permission of the Airport Manager except that minor adjustments may be done while the aircraft is on a loading ramp preparatory to takeoff when such adjustment is necessary to prevent a delayed departure.

SECTION V – MOTOR VEHICLES

A. Licensing and Registration

1. No person shall operate motorized equipment of any kind on the Airport unless in possession of a valid State of Illinois Operator's License.
2. No person shall operate any motor vehicle in the aircraft ramp area or landing and taxiing area without first having registered the same with the Airport Manager and obtaining permission for the operation of such equipment.
3. No person shall park automotive equipment in any aircraft tie down area. Permission may be obtained from the Airport Manager for driving to such areas for the loading or unloading of luggage, equipment, or cargo but such permission is not hereby given or implied.

B. Rules of Operation

1. No person shall operate a motor vehicle of any description in a reckless or negligent manner on Airport property.
2. No person shall operate a motor vehicle at a speed in excess of 10 miles per hour in ramp, apron, hangar, aircraft parking and automobile parking areas of the Airport.
3. No person shall fail to give proper signals while operating a motor vehicle on Airport property.
4. No person shall fail to obey the directions posted on traffic signs on airport property.
5. No person under the influence of alcohol or drugs shall operate a vehicle on Airport property.
6. No person shall operate an overloaded motor vehicle on airport property.
7. No person shall operate a motor vehicle on Airport property when carrying more passengers than that for which the vehicle is designed.
8. No person shall operate a motor vehicle on Airport property while the occupant thereof is riding on running boards, riding outside the body of the vehicle, or while in a standing position, or with arms or legs protruding outside the body of the vehicle.
9. No vehicle that is constructed, equipped, or loaded in a manner so as to endanger persons or property shall be operated on Airport property.
10. Vehicular traffic on Airport property shall yield the right of way to pedestrians and aircraft at all times and in all areas.

11. Pedestrians shall yield to the right of way to aircraft on Airport property.
12. Pedestrians and all vehicles shall pass to the rear of taxiing aircraft and aircraft on which the propeller is turning.
13. All vehicles when parking adjacent to a runway shall park parallel to the runway ends at a distance of at least 100 feet to the outside of the runway lights.
14. All vehicles authorized to operate in the airport landing and taxiing area shall be equipped during the hours between sunset and sunrise with visible headlights and taillights, visible to a distance of at least 500 feet.
15. The existence of emergency conditions at the Airport shall not mitigate or cancel any existing regulations.
16. All fire gates and entrances shall be kept clear of motor vehicles at all times unless authorized by the Airport Manager.
17. It shall be the responsibility of any person, including, but not limited to tenants to close any vehicle gate after passing through said gate.

C. Repair of Motor Vehicles and Aircraft

In order to protect the public areas of the Airport, and prevent encroachment upon the right of other users, no owner or other person shall clean or make repairs to motor vehicles or aircraft anywhere on the Airport other than in areas, including leased facilities, designated for those purposes. No person shall move, interfere, or tamper with any motor vehicle or aircraft, or put in motion the engine. Or take, or use any motor vehicle part, or aircraft part, instrument or tool thereof, without the permission of the owner or satisfactory evidence of the right to do so duly presented to the Manager.

D. Parking

1. No person shall park a motor vehicle in any area other than those specifically provided and established for parking.
2. No person shall park a motor vehicle in any manner in the parking areas other than in the position designated by marked lines or by posted signs.
3. No tenant of a T-hangar shall park his motor vehicle in any area other than the designated parking area or inside their respective hangar.

4. The Airport Manager is authorized to tow or otherwise move motor vehicles, which are parked in violation of these regulations on Airport property, and such moving of a vehicle shall be done at the operator's expense and without liability for damage attaching to the Airport Manager.

E. Ground Transportation

No motor vehicle or aircraft carrier for hire shall load or unload passengers at the Airport at any place other than that designated by the manager nor shall such conveyance operate on the Airport without a contract with the WHITESIDE COUNTY AIRPORT or without expressed approval of the Manager

SECTION VI – FIRE HAZARDS

- A. Smoking or lighting of open flames is prohibited in the following locations:
 - 1. Places with signs posted prohibiting smoking.
 - 2. On ramps or aprons where aircraft are parked.
 - 3. Within 50 feet of hangars, fuel trucks, or fuel loading stations.
- B. No Person shall start an open fire on this Airport for any reason whatsoever, except the Airport maintenance crew in the performance of their duties.
- C. Except for oil in containers, not more than one aggregate gallon of inflammable liquids or gases, including but not limited to gasoline, dope, paint thinner, or solvent (other than fuel in aircraft fuel tanks), shall be allowed in any facility housing aircraft, except as is necessary for use inside repair shops by approved Fixed Base Operators. A separate building for such storage may be required.
- D. Except for oil in sealed containers or in drum equipped with hand operating dispensing pumps, no inflammable liquids or gasses shall be stored in any maintenance hangar in quantities aggregating more than 35 gallons and said storage shall be in approved metal or plastic containers.
- E. No person shall use a volatile inflammable for cleaning purposes inside any hangar or building, except with prior approval of acceptable safety precautions that are to be followed.
- F. No person shall operate any aircraft engine, electrical equipment, radio equipment, or any machinery or equipment producing unshielded sparks in any hangar.
- G. Spray painting will be permitted only in maintenance hangars and only in specifically enclosed areas isolated from all sources of open flame or sparks and fully equipped with an exhaust ventilating equipment, approved by all governmental authorities end regulations.
- H. Aircraft or aircraft engines shall not be cleaned or degreased unless such operations are done in an externally ventilated maintenance area properly equipped to handle such work or other suitable space designated for such purpose by the Airport Manager.
- I. Fire extinguishers shall be maintained in operating condition at all times by Fixed Base Operators in accordance with the requirements and rules of the Illinois Inspection and Rating Bureau, the County of Whiteside, and the Airport Manager.
- J. No person shall fuel or permit any aircraft under any circumstances to be fueled inside any hangar or any other building on the airport.

Section VII – AIRCRAFT FUEL & LUBRICANT DISPENSING

A. Public Dispensing

1. All aircraft Fuel and lubricants sold retail at the Whiteside County Airport will be dispensed by fixed-base operators under specific agreements authorizing the operation. The agreement, lease or contract will specify basic land, building and personnel requirements, hours of operation, equipment to be used, services, to be provided, markup authorized, servicing and dispensing of aircraft fuels and lubricants. Sale of aircraft fuels and lubricants without the written approval of the Whiteside County airport is prohibited. Where to obtain this written approval prior to any operation is a basis for cancellation of any existing lease agreement.
2. A minimum of two metered filter equipped dispensers, fixed or mobile, for dispensing two grades are required. (Jet-A and 100LL are required. Mobile dispensing trucks shall have a 300-gallon minimum capacity for each grade of fuel carried. Separate dispensing units for each grade of fuel especially constructed for dispensing aviation fuel and having all safety devices specified by Rules and Regulations of the Federal Aviation Administration, Illinois Department of Transportation - Aeronautics Division, and the National Board of Fire Underwriters will be required.
3. In addition to the insurance requirements of the tenant's lease, special coverage of products and motor vehicle liability and property damage will be required.

B. Private Dispensing

1. Fixed Base Operators, Aviation Operators, and other lessees owning and operating aircraft based at the WHITESIDE COUNTY AIRPORT, whose requirements for aviation fuel are not available at the airport, may be given permission to service their leased or owned aircraft with aviation fuel and lubricants subject to the safety standards and conditions contained herein. If the lessee prefers to use auto fuel in a personally-owned aircraft and the aircraft has been approved by the FAA for auto fuel use, and no auto fuel is available from a fixed base operator on the field, the lessee may be given permission by the Airport Manager to service their own aircraft with auto fuel. Said permission must be received by the lessee in writing and will be subject to the provisions of this section
2. Permission to privately dispense fuel and lubricants will be authorized in a specific written agreement which will contain basic land, building, personnel and equipment requirements for the type operation being planned. Failure to obtain this written permission in advance of any operations is basis for cancellation of any existing lease agreement.
3. Fueling will be done only from metered fueling dispensers, fixed or mobile, especially constructed for dispensing aviation fuel, and having all safety devices specified by Rules and Regulations of the Federal Aviation Administration, Illinois Department of Aeronautics, or National Board of Fire Underwriters. Under no circumstances will fueling of aircraft from drums or fueling by means other than fueling herein be permitted.

4. In addition to the insurance requirements of the tenant's lease, special coverages of Products and Motor Vehicle Liability and Property Damage will be required.
5. Dispensing vehicles and bulk lubricants will be stored in or upon approved facilities under lease to the tenant. Storage within aircraft hangars is prohibited.

C. Handing of Aviation Fuel

1. **Fueling prohibited while aircraft engines are running.** Aircraft fueling is prohibited while the engine of the aircraft being refueled is running or is being heated.
2. **Grounding of Electrical Potential.** During all fuel handing operations in connection with any aircraft at the Airport, irrespective of public or private dispensing, the aircraft and the fuel dispensing or draining equipment, shall be grounded by wire to prevent the possibility of static ignition of volatile liquids.
3. **Distance from Hangar or Buildings.** Aircraft fueling shall be done with the aircraft outside the hangar. Under no circumstances will an aircraft be allowed to be refueled, defueled or any other fuel handing be permitted in any T-hangar.
4. **Fire Extinguishers Available.** During fuel handling operations in connection with any aircraft, at least two fifteen pound CO2 or other equivalent type fire extinguishers approved by the National Board of Fire Underwriters shall be kept immediately available.
5. **Operating Radio, Radar, or Electrical Equipment is Prohibited.** During fueling operations in connection with any aircraft, no person shall operate any radio transmitter or receiver or any electrical switches or any radar equipment in such aircraft or do any act or use any material which is likely to cause a spark within 50 feet of such aircraft. No airborne radar equipment shall be operated or ground tested wherein the direction high intensity beam is within 100 feet of another aircraft, an aircraft refueling operation, an aircraft refueling truck, or flammable liquid storage facility.
6. **Prevent Fuel Overflow.** Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of the fuel.
7. **Starting the engine where fuel is on the ground is prohibited.** No person shall start the engine or engines of any aircraft when there is gasoline or any type of fuel on the ground within 25 feet of the engine to be ignited.
8. **Storage and Parking of Refueling Units.** Refueling units, when not in use, shall be stored or parked only in those locations designated or approved by the Airport Manager.

9. **Motorized Equipment.** During fueling or defueling operations, all motorized equipment used for servicing aircraft shall be parked in such a way that it may be readily driven or towed away from the place in the event of an emergency.

10. **Fueling Prohibited While Aircraft Occupied.** No occupants are permitted in aircraft during fueling operations.

SECTION VII – COMMERCIAL ACTIVITY

- A. Any commercial activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations shall be known as an aeronautical activity.
- B. Any aircraft operating under one or more of the categories below is to be considered a commercial activity and must comply with the rules established for commercial activity.
 - 1. Carrying passengers for hire.
 - 2. Available for rental, hire, or charter.
 - 3. Student instruction and its kindred operations.
 - 4. Any commercial purpose not mentioned above.
- C. No person shall engage in any business or commercial activity of any nature whatsoever on the Airport without prior written approval of and under such terms and conditions as may be prescribed in writing in a Lease Agreement with the WHITESIDE COUNTY AIRPORT BOARD.
- D. Lease Agreements for aeronautical activities will not grant any power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege or right.
- E. No person shall post, distribute, or display signs, advertisements, circulars, printed or written matter at the Airport without the written permission of the Airport Board.
- F. The soliciting of contributions, alms, or funds for any purpose on the Airport without the permission of the Airport Board is prohibited.

SECTION IX – FLYING CLUBS

- A. All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Rules and Regulations. However, they shall be exempt from regular Commercial Activity requirements upon satisfactory fulfillment of the conditions contained herein.
- B. Each club must be a not-for-profit corporation. Each member must be a bona fide member and stockholder in the corporation. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual use operation, maintenance, and replacement of its aircraft. The club will file and keep current with the Airport Manager a complete list of the club's membership and investment share held by each member. At any time that the Airport Manager has reason to believe a club aircraft is being operated and that it falls under the "commercial" classification, he shall notify the club and if they fail to remedy these conditions, they shall be reclassified and must comply with the requirements of any other Commercial Activity.
- C. The club's aircraft will not be used by other than bona find members for rental and by no one for commercial operations. Student instruction can be given in club aircraft to club members provided such instruction is given by a lessee based on the Airport who provides flight training or by a certificated instructor who is a member of the flying club which owns the aircraft to be used for instruction and who shall abide with all Federal Aviation Regulations concerning compensation of aircraft club flight instructors and mechanics.
- D. In the event that the club fails to comply with these conditions, the Airport manager will notify the club in writing of such violations. If the club fails to correct the violations within fifteen (15) days thereafter, the Airport Manager may recommend to the WHITESIDE COUNTY AIRPORT BOARD any action deemed advisable, including cancellation of lease.
- E. The flying club must furnish satisfactory evidence of insurance indicating Single Limit Aircraft and Comprehensive Airport or Premises Liability Coverage of not less than \$100,000/300,000/100,000 for bodily injury and property damage.

SECTION X - LEASE AGREEMENT REQUIREMENTS

A. General

1. Any person offering any services or combination thereof on the Airport shall do so under written Lease Agreement with the WHITESIDE COUNTY AIRPORT BOARD. In accordance with stipulations contained in the Grants of Federal funds from the Federal Aviation Administration, all leases will contain the following clause:
 - (a) Lessee agrees to operate the premises leased for the use and benefit of the public.
 1. To furnish good, prompt, and efficient services adequate to meet all the demands for its services at the Airport.
 2. To furnish said service on a fair, equal, and non-discriminatory basis to all users thereof, and
 3. To charge fair, reasonable, and non-discriminatory prices for each unit of sale or service, provided that the Lessee may be allowed to make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
 - (b) The Lessee, his agents and employees will not discriminate against any person or class of persons by reason of race, color, religion, sex or national origin in providing any services or in the use of any of its facilities provided for the public, in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation which implements Title VI of the Civil Rights Act of 1964.

The Lessee further agrees to comply with such enforcement procedures as the United States might demand that the Lessor take in order to comply with the Sponsor's Assurances.
 - (c) It is clearly understood by the Lessee that no right or privilege has been granted which would operate to prevent any person, firm or corporation operating aircraft on the Airport from performing any services on its own aircraft with its own regular employees (including, but not limited to, maintenance and repair) that it may choose to perform.
 - (d) It is to be specifically understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act.
 - (e) This lease shall be subordinate to the provision of any existing or future agreement between Lessor and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport.
2. All lease agreements shall be for a minimum of one (1) year and a maximum of five (5) years except that longer periods will be authorized when new construction is to be amortized.

3. The WHITESIDE COUNTY AIRPORT will not accept or take action on a request to lease building space or land area or in any way permit the installation of a commercial activity until after the proposed Lessee, in writing, submits a proposal which sets forth the scope of operation he proposes, including the following:
 - (a) The amount of land the Lessee desires to lease.
 - (b) The building space to be constructed or leased.
 - (c) The services to be offered.
 - (d) The hours of proposed operation.
 - (e) The number of persons he will employ.
 - (f) The number of aircraft to be based at the Airport.
 - (g) Certificate of Insurance or other satisfactory evidence indicating the ability to obtain coverage as required.
 - (h) Evidence of his financial capability to perform and provide the above services and facilities for a minimum of one (1) year. The WHITESIDE COUNTY AIRPORT BOARD shall be the sole judge of what constitutes adequate financial capacity.
4. Building space requirements may be provided in one building, attached buildings or in separate buildings. Commercial services may not be conducted from only a leased T-hangar.
5. All Lessee personnel required to hold Federal Aviation Administration certificates and ratings shall maintain such certificates and ratings.
6. All Lessees are responsible for strict compliance with all State and Federal laws pertaining to employees, including but not limited to Social security, Unemployment Compensation and Wages and Hours.

B. Basic Requirements

1. Aircraft Sales

(a) Land

The leasehold shall contain a minimum area of 15,000 square feet to provide space for required buildings, display and storage of aircraft and private automobile parking.

(b) Buildings

Lease or construct a minimum of 3,000 square feet of properly lighted and heated space for display of aircraft, of office and public lounge facilities and public use telephone. Indoor restrooms shall be provided unless reasonably available from existing facilities.

(c) Personnel

One person having a current commercial pilot certificate with ratings appropriate for the types of aircraft to be demonstrated. Provide for office to be attended during the operating hours.

(d) Dealerships

New aircraft dealers shall hold an authorized factory or sub-dealership. All aircraft dealers shall hold a dealership license or permit. A dealer of new aircraft shall have available or on call two current model demonstrators.

(e) Services

Provide for adequate servicing of aircraft and accessories during warranty periods (new aircraft).

(f) Hours of Operation

Operating hours shall be from 8:00 AM. to 5:00 P.M., a minimum of five (5) days a week.

2. Airframe and/or Power Plant Repair Facilities

Any Lessee desiring to engage in airframe and/or power plant repair service must provide a minimum the following:

(a) Land

The leasehold shall contain a minimum area of 15,000 square feet to provide space for building, private automobile parking, and storage or parking of aircraft.

(b) Buildings

Lease or construct a building sufficient to provide a minimum of 2,000 square feet of shop space meeting local and state industrial code requirements plus adequate office space and public use telephone. Indoor restrooms will be provided unless reasonably available from existing facilities.

(c) Personnel

One person currently certified by Federal Aviation Administration with ratings appropriate for work being performed who may hold an airframe and/or power plant ratings.

(d) Hours of Operation

The minimum operating hours shall be from 9.00 A.M. to 5:00 P.M. five (5) days a week.

(e) Equipment

Sufficient equipment, supplies and availability of parts to perform maintenance in accordance with manufacturers recommendations or equivalent.

3. Aircraft Rental

Any Lessee desiring to engage in the rental of aircraft to the public must provide as a minimum the following:

(a) Land

The leasehold shall contain a minimum area of 15,000 square feet to provide space for building, private automobile parking, and storage or parking of aircraft.

(b) Buildings

Lease or construct building which will provide a minimum of 300 square feet of properly heated and lighted office space, including adequate space for the public, including restrooms, and public use telephone.

(c) Personnel

One person having a current commercial pilot certificate with appropriate ratings.

(d) Aircraft

Two airworthy aircraft owned or leased in writing to the Lessee.

(e) Hours of Operation

The minimum operating hours will be from 8:00 AM. to 5:00 P.M. six (6) days a week.

4. Flight Training

Any Lessee desiring to engage in pilot flight instruction shall provide as a minimum the following:

(a) Land

The leasehold shall contain a minimum area of 15,000 square feet of land to provide space for building, private automobile parking, and storage or parking of aircraft.

(b) Buildings

Lease or construct a building having a minimum of 800 square feet of properly lighted and heated floor space to provide classroom, briefing room, pilots lounge, office space and public use telephone. Indoor restrooms will be provided unless reasonably available from existing facilities.

(c) Personnel

One full-time employee properly certificated by Federal Aviation Administration as flight instructor to cover the type of training offered.

(d) Aircraft

The Lessee shall own or have leased to him in writing two properly certificated aircraft equipped for flight instruction.

(e) Hours of Operation

The hours of operation shall be eight (8) hours a day, six (6) days a week.

5. Aircraft Fuel and Lubricant Dispensing

Lessees desiring to dispense aviation fuels and lubricants and to provide other related services such as tie down and parking, shall provide as a minimum the following services and facilities:

(a) Land

The leasehold shall contain a minimum area of 15,000 square feet to provide for building, private automobile parking, dispensing equipment and storage or parking areas equipped with two (2) tie downs.

(b) Buildings

Construct or lease a building providing a minimum of 800 square feet properly lighted and heated floor space for office, public lounge and public use telephone. Indoor restrooms will be provided unless reasonably available from existing facilities.

(c) Personnel

One properly trained person shall be on duty during operating hours for fuel dispensing. The office shall be attended at all times during required operating hours.

(d) Aircraft Service Equipment

Emergency starting equipment and adequate fire extinguishers shall be provided.

(e) Services

Fuel, park and tie down aircraft. Wash aircraft, inflate tires, change aircraft engine oil, provide minor repairs and services not requiring certificated mechanic rating.

(f) Requirements for Public Dispensing

1. All aircraft fuel and lubricants sold retail at WHITESIDE COUNTY AIRPORT will be dispensed by Fixed Base Operators under specific agreement authorizing the Operation. The agreement, lease, or contract, will specify basic land, building and personnel requirements, hours of operation, equipment to be used, services to be provided, and markup authorized. Servicing, dispensing or sale of aircraft fuels and lubricants without written approval of the WHITESIDE COUNTY AIRPORT is prohibited. Failure to obtain this written approval prior to any operations is basis for cancellation of any existing lease agreement.
2. A minimum of two metered filter equipped dispensers, fixed or mobile, for dispensing two grades (100LL and Jet A) is required. Mobile dispensing trucks shall have a 300-gallon minimum capacity for each grade of fuel. Separate dispensing units for each grade of fuel especially constructed for dispensing aviation fuel and having all safety devices specified by Rules and Regulations of the Federal Aviation Administration, Illinois Department of Aeronautics and National Board of Fire Underwriters will be required.

3. In addition to the general insurance requirements of the tenant's lease, special coverages of Products and Motor Vehicle Liability and Property Damage will be required.

(g) Requirements for Private Dispensing

1. Fixed Base Operators, Aviation Operators, and other Lessees owning and operating aircraft based at WHITESIDE COUNTY AIRPORT, whose requirements for aviation fuel are not available at the Airport may be given permission to service their leased or owned aircraft with aviation fuel and lubricants subject to the safety standards and conditions contained herein.
2. Permission to privately dispense fuel and lubricants authorized in a specific agreement which will contain basic land, building, personnel and equipment requirement for that type operation being planned. Failure to obtain this written permission in advance of any operations is basis for cancellation of any existing lease agreement.
3. All aviation fuel and lubricants will be bought from bulk facilities owned by WHITESIDE COUNTY AIRPORT. Payment in full for bulk fuels must be made at the time of purchase.
4. Fueling will be done only from fueling dispensers, fixed or mobile, especially constructed for dispensing aviation fuel, and having all safety devices specified by Rules and Regulations of the Federal Aviation Administration, Illinois Department of Aeronautics or National Board of Fire Underwriters. Under no circumstances will fueling of aircraft from drums or other than fueling herein be permitted.
5. In addition to the general insurance requirements of the tenants' lease special coverages of Products and Motor Vehicle Liability and Property Damage will be required.
6. Dispensing vehicles and bulk lubricants will be stored in or upon approved facilities under lease to the tenant. Storage within aircraft hangars is prohibited.

(h) Hours of Operation

The minimum operating hours shall be from 8:00 AM to 6:00 PM October through April and 8:00 AM to 7:00 PM May through September except for legal holidays as designated by the Airport Board.

6. Radio, Instrument. or Propeller Repair Service

Lessees desiring to provide a radio, instrument or propeller repair service must hold a Federal Aviation Administration Repair Station Certificate and ratings for same and provide as a minimum the following:

(a) Land

The leasehold shall contain a minimum area of 15,000 square feet of land to provide space for building, private automobile parking, and storage or parking of aircraft.

(b) Buildings

Construct or lease building providing a minimum of 2,000 square feet of properly lighted and heated space to house office and minimum shop and hangar space as required for Federal Aviation Administration repair shop certification. Public use telephone.

(c) Personnel

One Federal Aviation Administration certificated repairman qualified in accordance with the terms of the Repair Station Certificate.

(d) Hours of Operation

The hours of operation shall be from 8:00 AM. to 5:00 P.M. five (5) days a week.

7. Air Taxi Service

Lessees desiring to engage in air taxi service must hold a Federal Aviation Administration Taxi-Commercial Operator Certificate and Illinois Aeronautics Board with ratings appropriate to the functions to be accomplished and they shall provide as a minimum the following:

(a) Land

The leasehold shall contain a minimum of 15,000 square feet of land to provide space for building, private automobile parking and storage or parking of aircraft.

(b) Buildings

Lease or construct a building providing a minimum of 500 square feet of properly heated and lighted space for office and customer lounge, public use telephone and restrooms.

(c) Personnel

One Federal Aviation Administration certificated commercial pilot who is appropriately rated to conduct air taxi service offered.

(d) Aircraft

Two four-place aircraft meeting all the requirements of the Air Taxi Commercial Operator Certificate held.

NOTE: Aircraft shall be owned or leased by agreement in writing and meet all the relevant requirements of Part 135 of the Federal Aviation Administration Regulations and the Illinois Aeronautics Board.

(e) Hours of Operation

The hours of operation shall be from 8:00 AM. to 5:00 P.M. six (6) days a week.

8. Multiple Services

Lessees desiring to engage in two or more commercial aeronautical activities must provide at a minimum the following:

(a) Land

The leasehold for multiple activities shall contain a minimum of 15,000 square feet of land to provide space for specific use area requirements established for the service to be offered. Specific use spaces need not be additive where combination use can be reasonably and feasibly established.

(b) Buildings

Lease or construct a building containing a minimum of 2,000 square feet to provide properly lighted and heated space for office, public lounge, pilot briefing room and restrooms. Repair stations must provide minimum shop and hangar space as required by Federal Aviation Administration repair shop certification.

(c) Personnel

Multiple responsibilities may be assigned to personnel to meet personnel requirements for all activities.

(d) Aircraft

All requirements for aircraft for the specific activities to be engaged in must be provided, however, multiple uses can be made of all aircraft. In order to meet these requirements, however, a minimum of two (2) aircraft must be owned or under the direct control of the Lessee and based on the Lessee's leasehold.

(e) Equipment

All equipment specifically required for each activity must be provided.

(t) Services

All services specifically required for each activity must be provided during the hours of operation.

(g) Hours of Operation

The Lessee will adhere to the operating schedule as required for each activity.

(h) Multiple Operations

Multiple operations shall require the manning of the office on a full-time basis for the hours specified for each activity.

SECTION XI – PUBLIC AND LESSEE OR TENANT USAGE**A. Scope**

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

B. Disorderly conduct

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

C. Sanitation

No person shall dispose of garbage, papers, refuse, or other material on the Airport except in the receptacles provided for that purpose; nor use the rest rooms other than in a clean and sanitary manner; nor expectorate on the floors, walls or other surfaces of any Airport building.

D. Preservation of Property

No person shall destroy, injure, deface, or disturb in any way any building, sign, equipment, marker, or other structure, tree, flower, lawn or other property on the Airport; nor alter, make additions to, or erect any building or sign or make any excavations on the Airport without permission; nor willfully abandon any personal property on the Airport.

E. Weapons, Explosives and Inflammable Materials

No persons except Peace Officers, duly authorized Post Office, Airport and Air Carrier Employees or members of the Armed Forces or the United States on official duty shall carry any weapons, explosives, or inflammable material on the Airport, except cased sporting guns carried for trans-shipment.

F. Use of Roads, Walks, and Parking Lots

1. No person shall travel on the Airport other than on the roads, walks, parking lot, or places provided for the particular class of traffic.
2. No person shall occupy the roads, walks, or parking lots in such a manner as to hinder or obstruct their proper use.
3. No pedestrian shall be upon any landing area of the Airport without first having obtained authorization from the Airport Manager, except authorized aircraft mechanics, Airport employees, and/or FAA Maintenance employees.
4. No person shall enter any restricted area that is posted as closed to the public except persons authorized by the Airport Manager.

G. Use of Hangar Space

1. No other property other than aircraft and related flying equipment shall be stored in the hangar space.
2. Lessee may lubricate, wash, drain oil and do minor maintenance such as can be accomplished by the owner, but not those operations requiring services of a certificated mechanic.
3. Non-commercial construction of amateur-built or kit-built aircraft is permitted. Final assembly of certified aircraft limited to installation of wings, vertical and/or horizontal stabilizer.
4. May store lubricating oil in properly sealed containers for tenants' own use but not for sale.
5. May park automobile in designated areas or inside leased space when not occupied by aircraft or when lessee is on an extended trip.
6. May polish or clean aircraft in hangar if solvents are not used.

H. Obligations

Lessee shall have the following obligations:

1. To extinguish all lights and disconnect any electrical appliances when leaving hangar.
2. To close and secure doors when leaving the Airport. **In** the event Tenant does not secure the door or doors as required, the Airport Manager shall secure such door or doors but he shall not be under obligation to do so. **In** the event of any door, hangar, other property or personal injury damages resulting in any way from Tenant's failure to secure the door or doors (including failure of Tenant to unsecure the door or doors prior to opening), or

resulting from Lessee's negligence, Tenant shall be liable to the owner or other injured person or party for any and all damages occasioned thereby.

3. To not leave any portion of the aircraft protruding from the hangars.
4. To not spray paint inside the hangars; not use unattended engine heating devices or oil warming devices or use unprotected light bulbs on drop cords.
5. To keep hangar in a clean condition and free of all fire hazards.
6. To not store waste oil, gasoline or other inflammable materials.
7. To report any malfunctioning of doors or hangar equipment owned by the Airport to the Airport Manager's office promptly in writing.
8. To not build any additions or alter the T-hangars without receiving written permission from the Airport Manager and making such alterations under the direct supervision of the Airport Manager.
9. To not carry on any commercial activities unless properly licensed and approved by the WHITESIDE COUNTY AIRPORT BOARD and then only after obtaining written permission and proper license certificate.
10. To not sublet any portion of any leased space.
11. NO COMMERCIAL ACTIVITIES WILL BE CARRIED ON IN THIS AREA WITHOUT PRIOR AUTHORIZATION. ALL COMMERCIAL ACTIVITIES SHALL BE SUBJECT TO THE SAME FEES AND REGULATIONS AS MAY BE PUT INTO EFFECT FROM TIME TO TIME BY THE WHITESIDE COUNTY AIRPORT BOARD AND IMPOSED ON OTHER FIXED BASE OPERATIONS OF SIMILAR NATURE.
12. No hanger shall be used for the storage of inoperative airplanes unless such inoperative airplanes are awaiting repairs or maintenance to put such airplanes in flying condition within a reasonable time. The determination as to what constitutes reasonable time shall be made, in the event of disagreement, solely by the WHITESIDE COUNTY AIRPORT BOARD. This provision shall not be retroactive.
13. Hangar rents, in such amounts as from time to time may be determined by the WHITESIDE COUNTY AIRPORT BOARD, shall be payable on the first day of each rental month, in advance. Any hangar for which rent is delinquent in excess of sixty (60) days shall be declared vacant and the lease terminated upon action by the Airport Board and upon thirty (30) days' notice in writing, payment not having been made within such 3D-day period.
14. Preference in hangar space vacancies will be given to domiciled residents of Whiteside County, Illinois, or persons residing within a 15-mile radius of the Airport who do not reside nearer another public airport. Other persons may lease hangars but such leases

may be terminated by the Board to permit domiciled or 15-mile radius residents to lease such space

15. Tenants shall have 60 days to replace an aircraft if they sell or dispose of it, after which the hangar lease is subject to termination by the Board.
16. Landlord shall be responsible for maintaining the motors, drive train and cables on the bi-fold door hangars. The Tenants shall not be responsible for damages occasioned by failure of the motors, drive chain or cables unless such items are damaged by negligence, carelessness or intentional act of Tenant or someone acting in concert with or under his control or supervision. Tenant shall be responsible for any and all damages occasioned by leaving or allowing the entry door to be open during hangar door opening or closing.
17. Tenants are required to provide a key to the airport manager for all Hangar doors. Upon request of the Airport Manager, all tenants shall permit an inspection of all locked cabinets or other containers in all Tenant hangars to assure compliance with all tenant lease and Rules & Regulations of the Airport Board.

I. Animals

With the exception of service animals, animals are not permitted in Airport buildings, land areas, ramp areas, aircraft storage and parking areas. Dogs to be transported by air will be constrained by leash or otherwise properly confined.

J. Lost Article.

All lost articles shall be turned in to the Airport Manager's office by the finders. Any such articles not claimed in sixty (60) days will be disposed of in accordance with the provisions of the Illinois statutes on unclaimed property.

K. Loitering and Refusal to Comply

No person shall loiter or loaf on any part of the Airport or in any building of the Airport; nor shall any person come upon or use the Airport, except while traveling through as a passenger on a bus or taxi-cab or while enplaning or deplaning as a passenger on an aircraft operating on the Airport, after such person has been denied the use of the Airport by the Manager. Any person or persons who shall refuse to comply with these applicable rules and regulations, after proper request to do so by the Airport Manager or other authorized representative, shall be requested to leave the Airport and in the event of his or their failure to comply with a proper request to abide by the Rules and Regulations of the WHITESIDE COUNTY AIRPORT, shall be recorded as a trespasser.

L. Penalties

The WHITESIDE COUNTY AIRPORT BOARD, the Airport Manager or an authorized representative may remove or evict from the Airport premises any person who knowingly or willfully violates

any rule or regulations prescribed herein, or any rule or regulation in effect by the Federal Aviation Administration or the Illinois Department of Transportation Aeronautics Division, and may deny the use of the Airport and its facilities to any such persons if it is determined that such denial is in the public interest.

M. Liability

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

N. Indemnity

The privilege of using the Airport and its facilities shall be upon the condition that any person using the same shall assume the full responsibility and risk for the use thereof and shall release and hold harmless and indemnify the WHITESIDE COUNTY AIRPORT, its officers, employees, and authorized representatives from any and all liability or loss resulting from such use.

O. Revisions

The WHITESIDE COUNTY AIRPORT reserves the right to at any time without notice, revise, modify, change, or waive any or all of the foregoing Rules and Regulations.

ADOPTED by the AIRPORT BOARD of the WHITESIDE COUNTY AIRPORT on **05/2019**.

PRESIDENT

VICE PRESIDENT

SECRETARY

MEMBER

MEMBER

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