ARTICLE I. STATEMENT OF INTENT

In compliance with Section 51J of Chapter 90 of the General Laws of Massachusetts, The Pittsfield Municipal Airport Commission ("PMAC") hereby establishes The Operating Rules and Regulations for The Pittsfield Municipal Airport ("Airport").

The PMAC as Airport proprietor, having the charge of operating, maintaining and developing the Airport with prudence and sound judgement, recognizes its responsibility to the citizens of the City of Pittsfield. While mindful of the impact Airport operations can have upon the environment and social well being of the community, the Airport and its airspace shall be protected as an asset to the community having the primary purpose of facilitating air transportation.

In accordance with the regulations of the Commonwealth of Massachusetts and the United States of America, the PMAC establishes the Operating Rules and Regulations for The Pittsfield Municipal Airport and the Minimum Standards for Commercial Operators. These documents shall not be construed to grant or authorize the granting of an exclusive right to any operator(s).

These documents are intended to clearly define what is expected of all persons and operators while on the Airport. Further, these documents ensure that those necessary and desirable services are continuously improving and available at the Airport, and that undesirable or unsafe conditions shall not exist due to the actions or inaction of others.
ARTICLE II: ENFORCEMENT, PENALTIES AND APPEALS

Violations of these Rules and Regulations shall be promptly reported to the PMAC through the Airport Manager. Based upon the seriousness of the infraction, the Commission may impose penalties such as monetary fines, temporary or permanent suspension of privileges, or suspension or revocation of permits.

The Airport Manager shall have the responsibility of enforcing these Rules and Regulations, and shall have the ability to take the above stated actions on a non-permanent basis until the next meeting of the PMAC, without specific vote of the PMAC, and in accordance with the General Laws and Regulations of the Commonwealth of Massachusetts.

Notwithstanding any additional right to appeal, all appeals shall be made to the Chairman of Commission in writing prior to the next scheduled meeting of the PMAC. To obtain the address for this individual contact the Pittsfield City Clerk’s Office located at City Hall on Allen Street. All correspondence shall be provided by copy to the Airport Manager at:

Pittsfield Municipal Airport
attn: Airport Manager
Terminal Building - Tamarack Road
Pittsfield, MA  01201

Persons may make a written request for a special meeting of the PMAC for the purpose of being heard on appeal. A special meeting shall only be granted if the penalty employed by the Manager involves the suspension of permits or privileges on a continuing basis. Special meetings will be scheduled in accordance with Commissioner availability, and in accordance with the open meeting laws.
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ARTICLE III: DEFINITIONS

1. AIRPORT - shall mean all land owned, land under easement, or land controlled by the Pittsfield Municipal Airport Commission, including but not limited to the fixtures, roadways, parking areas, utilities, structures, runways, taxiways, ramps and aprons.

2. PMAC - shall mean the Pittsfield Municipal Airport Commission, as appointed by the Mayor of the City of Pittsfield and confirmed by the City Council, to maintain and operate the Airport, and having the statutory powers created by Massachusetts General Law, Chapter 90.

3. MANAGER - shall mean the person duly authorized by the PMAC having responsibility for the administration, maintenance, operation, protection and supervision of the Airport, airspace, property, equipment and employees.

4. PERSON - shall mean any tenant, individual, firm, corporation, association, partnership, or organization, either formal or informal.

5. TENANT - shall mean any person, who has entered into a lease or agreement with the PMAC.

6. GROUND VEHICLE - shall mean any form of powered or unpowered equipment having the primary purpose of transportation or recreation, intended for use on the surface of the ground.

7. OPEN AIR MAINTENANCE - shall mean the performance of maintenance in an area outside of a hangar or similar building which is designed to house aircraft.

9. NON-PERMITTED - shall mean any person engaged in commercial activities without having received authorization from the PMAC for such activities.

10. ALL OTHER WORDS OR TERMS: The definitions set forth in the regulations promulgated by The Federal Aviation Administration, are hereby adopted and incorporated by reference.
ARTICLE IV. GENERAL CONDUCT OF PERSONS ON THE AIRPORT.

Except as may be authorized by law or agreement, no person may utilize the airport unless in strict conformance with the requirements of the PMAC as published herein.

1. No persons shall walk, transit, or operate a ground vehicle on any runway, taxiway or aircraft apron unless authorized to do so by the PMAC or the Manager.

2. Except as authorized by law, no person shall enter the Airport for any purpose whatsoever, unless by prior permission of the PMAC or Manager.

3. No person shall climb, jump or in any manner traverse any fence to gain access to the airport.

4. No person shall consume or distribute alcoholic beverages on the Airport, unless by prior written permission of the PMAC, or as a passenger onboard an underway aircraft.

5. Any person visiting the Airport for the purpose of conducting business with the PMAC or tenant shall exercise the highest degree of care in any area where aircraft are stored, parked or operating.

6. The only areas of the airport to which the general public may have privileged access are the access roads leading from Tamarack Road, the vehicle parking area adjacent to the Terminal Building, and the non-leased areas of the Terminal Building. All other areas of the Airport are deemed off-limits and unauthorized areas to the general public. The PMAC or Manager may immediately revoke such privleged access from any person, when in the judgement of the PMAC or Manager, the conduct of the individual is deemed a hindrance to the safe or orderly operation of the airport. Such conduct will cause those person(s) to be immediately removed from the airport.
7. The storage of any motor vehicle, recreational vehicle, construction equipment and apparatus, manufacturing equipment and apparatus is not permitted on any area of the Airport without the prior permission from the PMAC or the Manager.

The storage of non-aviation related equipment or vehicles within hangar buildings having aircraft operations access is strictly prohibited. The primary use of the hangar bay shall be dedicated to aircraft. This shall not restrict a tenant from storing his vehicle within that person’s exclusive use hangar space when his aircraft is not present, as may be allowed by the hangar owner / lessor.

8. The parking of any vehicle other than aircraft is not allowed in any aircraft parking position, including based aircraft parking areas. Access to and from aircraft housed at the field is allowed provided that the vehicle is not left unattended, and is removed to an approved parking location once the transfer of passengers and or goods are complete. The vehicle owner and operator shall be responsible for damages caused by that vehicle while on the airport.

9. Any visibly non-airworthy aircraft shall be removed from the airport within 30 days unless this period is extended by the PMAC or the Manager. Aircraft shall remain cowled at all times while not actively under repair, unless as may be approved by the PMAC or Manager. Such approvals will be issued when the aircraft can be properly secured and protected from the elements and presents no hazard to adjacent aircraft, airport facilities or the environment. Extensions of this period shall not be renewed unless extenuating circumstances are demonstrated.

10. Any aircraft or vehicle rendered disabled by mechanical failure, accident or incident will be removed at the PMAC or Manager’s discretion should it present a hazard or hindrance to operations. The PMAC or Manager reserves the right to designate a service company of its choosing to remove disabled aircraft or vehicles at the owner / operator’s expense. The owner / operator will be consulted as the situation allows, and when in the Manager’s opinion the disabled aircraft presents no continuing hazard or restriction to safety, airport operations or the environment.
11. The posting of bills, flyers, signage, circulars, brochures or printed materials, which sponsor or advertise any cause, are prohibited unless authorized by the PMAC or the Manager. Any unauthorized solicitation or posting will be subject to immediate removal and discard by the Manager without recourse.

12. All fueling, servicing, washing, deicing and maintenance of aircraft and ground service vehicles shall only be performed in those areas designated by the Manager as appropriate for such activities. All aircraft servicing shall be performed in strict accordance with specific Airport policies, plans or procedures which may be implemented by the PMAC. The storage of refueling vehicles and the fueling of aircraft within hangar buildings is strictly prohibited.

14. The use of non-permanent aircraft shelters is strictly prohibited, including free standing canopies, tarps or similar nonpermanent structures. Aircraft sunscreens and wing covers and similar items designed and manufactured for the purpose of protecting the aircraft and its contents are allowed when securely fastened to the aircraft.

15. Aircraft shall be parked only in those areas designated by the PMAC or Manager for such purposes, and must remain appropriately secured so as not to present danger to other aircraft or buildings. There shall be no storage of equipment or equipment lockers within the aircraft parking areas, and all tie down equipment such as straps, ropes, and rudder gust locks, shall be removed from the apron areas when not in use.

16. Tenants of the airport shall not utilize leased premises for any purpose except as specifically authorized by lease agreement, the PMAC or the Manager.

17. No person shall assume control of, nor utilize any area of the Airport in a manner considered exclusive, except those areas leased to that person by the PMAC.

18. No person shall engage in any commercial activity without first meeting the “Minimum Standards for Commercial Operators” and obtaining prior permission from the PMAC.
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19. Any non-aviation related operation located on the Airport shall, upon proper notification, forfeit any space which may be required for an aviation related operation or for an aviation related improvement of the Airport.

20. All airborne vehicles operating in the vicinity of the Airport shall utilize standard recommended procedures for operations as found in the current versions of the Aeronautical Information Manual, The Federal Aviation Regulations, and The Regulations of the Massachusetts Aeronautics Commission.

21. All airborne vehicles operating in the vicinity of the Airport shall obey the Noise Abatement procedures of the PMAC published for specific categories of aircraft unless such maneuvers may endanger the safety of flight. In the absence of specific procedures for turbine powered aircraft, the procedure published by the National Business Aircraft Association shall be adhered to.

22. Any construction, alteration, or improvements on the Airport shall adhere to the “Guidelines for Construction, Alteration and Improvements at The Pittsfield Municipal Airport”.

23. No aircraft or power plant mechanic may enter the airport for the purposes of performing aircraft repairs or maintenance without having received authorization from the PMAC for such activities.

24. Non-Permitted Certified Flight Instructors (excluding transient flight training) shall not enter on to the airfield for the purposes of offering flight instruction at The Pittsfield Municipal Airport.
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25. There shall be no Open Air Maintenance performed on any Aircraft or Vehicle at The Pittsfield Municipal Airport except as may be specifically authorized by The Airport Manager on a case by case basis. The approval of such unplanned maintenance shall only be given in order to make a disabled aircraft transportable to an appropriate location for full repair.

This restriction shall include all maintenance activity except those listed below, as allowed by FARs authorizing the minor repair and alteration by licensed pilots. These restrictions are meant to prevent hazards to the environment and the safety of personnel and aircraft.

A. Replacing elastic shock absorbers, not requiring jacking.
B. Servicing landing gear shock struts.
C. Replacing safety wire.
D. Lubricating non-structural items not requiring disassembly.
E. Making minor fabric patches or repairs not requiring dopes or paint.
F. Replenishing hydraulic fluids, not requiring bleeding.
G. Installing or Re-installing: fairings, fillets, cowlings, or similar non-structural parts.
H. Dry washing, polishing, waxing or similarly treating the decorative coating.
I. Replacing side windows not requiring the extensive use of sealants.
J. Replacing safety belts.
K. Replacing seat or seat parts not requiring the disassembly of primary structures.
L. Troubleshooting wiring or electrical difficulties.
M. Replacing bulbs, reflectors, and lenses on position, anti-collision, taxi/landing lights.
N. Replacing or cleaning or gapping spark plugs, not requiring solvents.
O. Replacing air hoses, including carburetor heat, avionics cooling, and cabin air hoses.
P. Replacing aircraft and ELT batteries.
Q. Replacement of nonstructural standard fasteners.
R. Installation of anti-misfueling devices not requiring the disassembly of fuel tank openings.

26. Persons shall not introduce onto the field, store nor utilize any caustic or corrosive chemicals, solvents, dopes, paints, stripping agents or similar hazardous materials except as approved by the PMAC, and those appropriate agencies which regulate such activities. Under no circumstance shall these chemicals be utilized outside of a building.
27. Those persons wishing to self fuel utilizing Automotive Fuels (Mogas) in lieu of Aviation Fuels (Avgas) shall adhere to the following procedures and rules.

A. Self-fueling operations shall be governed by a permit issued annually by the PMAC without fee. A permit must be issued for each aircraft registration number based at the airport wishing to utilize self-fueling operations in order to ensure that all such persons are adequately informed of those policies and procedures designed to minimize the environmental and safety hazards associated with such operations.

B. Operation restrictions

1. Airport users must only refuel in those areas designated for such purposes.

2. The maximum allowable container size for transport and servicing shall not exceed (5) five US Gallons (usg), and must be in a container approved for such use by the US Department of Transportation.

3. The transfer from the storage or supply tank of a ground based vehicle is not permitted.

4. The storage of Mogas or Avgas in any building shall not exceed (5) five usg.

5. The use of electric pumps is prohibited.

6. Transportation of Mogas onto or off of the field must be done in accordance with the regulations established by the Fire Marshall, the Department of Transportation and other appropriate authority.

7. The use of Mogas in lieu of Avgas shall be restricted to those certified aircraft which have valid and effective Supplemental Type Certificates (STC) authorizing MOGAS as a fuel, and shall be utilized in compliance with the conditions set forth in said STC.
8. All self-fueling operations shall be conducted in accordance with federal and state laws, rules, regulations, orders and advisories.

9. The quality of the fuel being received, stored, handled and dispensed shall be maintained to manufacturers specifications and in accordance with manufacturers' guidelines and recommended practices.

Approved and accepted by vote of the Pittsfield Municipal Airport Commission as of the 25th day of May, 1998.

Pittsfield Municipal Airport Commission

George Noble, Jr. - Commission Chairman

Mass Aeronautics Commission

Stephen R. Muench - Executive Director