



## Ohio Administrative Code Rule 3335-105-02 General.

Effective: July 1, 2002

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- (A) These rules shall be available for inspection in the airport administration office.
- (B) All persons using, or working at, the airport shall comply with these rules and all other rules, regulations and policies of the Ohio state university.
- (C) Based aircraft at the airport shall not be operated for hire to the public from the airport for flight instruction, charter, rental, or cargo purposes without the approval of the airport manager and, as appropriate, other university officials.
- (D) Without the approval of the airport manager, no person shall offer services for hire, offer products for sale, conduct commercial activity or solicit for any purpose on the airport premises.
- (E) Unless approval is granted by the airport manager, billing on all debts incurred at the airport shall be directed to the owner(s) of the aircraft and the owner(s) shall be responsible for the payment of all debts incurred at the airport.

When the owner is a corporation, partnership, association, or other organization consisting of more than one person, hereafter referred to collectively as entity, the entity shall provide the airport manager with the name of the officer or individual to whom all billings should be directed and who has the authority to pay all debts incurred at the airport.

The airport manager may require additional guarantee of any individual related to an entity before credit or other services are provided by the airport to that entity. Similarly, the airport manager may require a co-signature for any individual owner.

- (F) All persons desiring hangar space at the airport shall provide proof of ownership or lease of the aircraft to be stored, if requested by the airport manager.



(G) All persons, including flying clubs, are limited to leasing no more than two T-hangar units at any one time, unless approved by the airport manager.

(H) Rental charges for tiedown or hangar shall be billed in advance and due upon receipt.

(I) When a based aircraft is to be removed from the airport, written notice shall be furnished to the airport manager in advance of the removal. A thirty-day notice in advance of such action is required. In all cases, rental charges shall continue to and include the last day of the month designated for removal in the written notice. No refunds shall be made for unused portions of any period. Rates are subject to change without notice.

(J) All debts or charges incurred at the airport are due immediately unless the airport manager approves the establishment of an account. Monthly invoices for sales and services shall be payable upon receipt. Failure to make prompt payment may result in cancellation of the based aircraft agreement or of cancellation of any leases, revocation of tiedown privileges, or any other action deemed appropriate by the airport manager. In addition, unpaid accounts shall be assessed late charges computed by a single periodic rate.

(K) Partial payment made on overdue accounts shall be applied to that portion of the account as determined by the airport manager.

(L) The airport manager has the authority to detain any aircraft for non-payment of debts incurred on the airport or for violation of any of these rules.

(M) The airport manager may suspend or restrict any or all aircraft operations on the airport whenever such action is deemed necessary in the interest of safety.

(N) Special events or demonstrations may be permitted on the airport only with the approval of the airport manager.

(O) Cleaning or maintenance of aircraft shall take place only in areas designated for that purpose by the airport manager.



(P) All mechanics who are to work on aircraft at the airport shall be registered with the airport manager.

(Q) Unless approval is granted by the airport manager, aircraft mechanics who are employees of any person having an aircraft based at the airport may perform maintenance only on the aircraft owned and operated by that person and shall not perform similar services for any other person at the airport.

(R) Owners of aircraft stored in hangars owned and operated by the university, who employ licensed and qualified mechanics for the express purpose of maintaining their specific aircraft shall maintain in force at all times, liability insurance as specified in the hangar lease to cover the total loss of, or damage to, the entire hangar structure in which their aircraft is normally stored, to include any or all aircraft, equipment, supplies or furnishings normally housed in that hangar, and death of, or injury to, any person or persons who may be in or near the hangar. Evidence of insurance, in the form of a certificate of insurance, shall be furnished to the office of the airport manager. The certificate shall indicate that the policy contains a provision that the airport manager shall be notified in writing thirty days in advance of any change or cancellation of the coverage provided.

It is the aircraft owners responsibility to see that evidence of insurance coverage is furnished at each subsequent policy renewal or issuance or following a change of aircraft, addition of an aircraft, or any occurrence that affects the coverage involved.

(S) Aircraft not covered by insurance as specified in paragraph (R) of this rule shall not be hangared, for purposes of maintenance, in hangars owned or operated by the university except in cases where such maintenance will be performed in a designated area with the approval of the airport manager and under the supervision of university aircraft maintenance personnel.

(T) Only special or emergency maintenance may be performed on airport ramps or aprons, runways or taxiways or adjoining areas.

(U) All hangars and offices at the airport shall be secured (closed and locked) at the conclusion of the business day.

(V) Alcoholic beverages are not permitted on the airport premises, except as cargo or as provision



for flight passengers, without the approval of the airport manager.

(W) In the case of an apparent violation of rules 3335-105-01 to 3335-105-11 of the Administrative Code the airport manager shall have the authority to take whatever action determined to be appropriate in order to enforce these rules, including, but not limited to, cancellation of leases, revocation of based aircraft agreement, impounding of vehicles or other personal property, suspension, or prohibition from the airport, or eviction of any club or member thereof. Except when deemed necessary in the interest of safety or other exceptional circumstances, the airport manager shall take such action after notifying the affected person orally or in writing of a violation of these rules and giving the affected person an opportunity to respond.

(X) Any action taken by the airport manager in accordance with paragraph (W) of this rule may be appealed by the affected person to the chairperson of the department of aerospace engineering, applied mechanics and aviation, if appropriate, the dean of the college of engineering, and the office of academic affairs according to procedures adopted by the college of engineering.

(Y) Schedule air carrier operations are prohibited at the airport.

(Z) If any specific rule or part thereof is designated or otherwise declared invalid or inappropriate, the remainder of these rules and parts thereof shall continue to be of full force and effect.