

# SULLIVAN COUNTY INTERNATIONAL AIRPORT



# AIRPORT POLICY MANUAL

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**1. AIRPORT POLICY - GENERAL**

The Policy detailed herein shall govern the conduct of activities that take place on or about the Sullivan County International Airport.

**HISTORY**

The rules and regulations were developed to provide a formal method for equitably and properly sanctioning activities taking place at the Airport.

The Policy will provide guidance for the conduct of Aviation Activities at this facility. The Policy will enable anyone to quickly read the information applicable to the specific type of operation. It should serve to provide invaluable assistance in planning for and implementing aviation activities and therefore save time and minimize problems for prospective users.

**GOVERNING AUTHORITY**

This Policy is prepared in compliance with the applicable Federal Law and Federal Aviation Administration (FAA) Regulations that govern Air Commerce and the operation of this Airport, as they exist at the time of adoption. Any reference herein to FAA shall mean this authority and its derivatives.

**LOCAL AUTHORITY**

The Public Works Committee of the Sullivan County Legislature has adopted these Rules and Regulations, and subsequent revisions that from time to time shall be promulgated, to govern activities at the airport. Any reference to the County, or Sullivan County, shall mean this authority.

In addition to the general requirements, there is a schedule of fees that is applicable to the granting of permits for the conduct of approved commercial activities. Permit applications shall be made to Airport Management for consideration. Upon granting of permits, copies shall be provided to the Permittee and the Commissioner of Public Works. The fee schedule for permits is contained in a separate listing of this Rules and regulations.

For all provisions in these Rules and Regulations, any required approvals from Airport Management shall not be withheld unreasonably. In the event of any dispute regarding the actions of Airport Management, appeal can be requested from the Commissioner of the Division of Public Works.

**1.1 DEFINITIONS:**

The following terms, phrases, or words shall have meanings as set forth herein:

- A. AIRCRAFT - shall mean and include any and all contrivances now or hereafter used for the navigation of or flight in air or space, including, but not limited to: airplanes, airships, dirigibles, rockets, helicopters, gliders, sailplanes, amphibians, and seaplanes.
- B. AIRPORT - shall mean the Sullivan County International Airport, located on County Road 183A, White Lake, New York.
- C. AIRPORT MANAGEMENT - Division of Public Works, Airport Superintendent.
- D. AIRPORT OPERATOR - shall mean the County of Sullivan, through the Division of Public Works

and the Airport Superintendent.

- E. AIR OPERATIONS AREA - shall mean that portion of the airport reserved exclusively for the storage, movement, takeoff, and landing of aircraft.
- F. COMMERCIAL ACTIVITY - shall mean and include any and all activity conducted at or out of the airport by any person, co-partnership, corporation, or any other entity in which any product is exchanged or sold or any service provided for monetary gain or exchange of service.
- G. FIXED BASE OPERATOR - shall mean a firm doing business at the airport dedicated to the sale, storage and hanging of aircraft, the sale of petroleum, oil and lubricants, the services of maintenance, repair, and modification of aircraft, engines and ancillary equipment, and other services pursuant to an agreement with the Airport Operator.
- H. FLIGHT TRAINING - shall mean any use of any aircraft to increase or maintain pilot proficiency rather than the use of an aircraft as transportation between two different airports. In addition, flight training shall mean any portion of a flight between two different airports to increase or maintain pilot proficiency.
- I. FUEL - shall mean any substance, solid, liquid, or gaseous, used to operate any engine in an aircraft or vehicle.
- J. FUEL HANDLING - shall mean the transporting, delivering, fueling and draining of fuel or fuel waste products.
- K. JET AIRCRAFT - shall mean and include any and all aircraft which are not propeller-driven, and which accomplish motion entirely as a direct result to the thrust of any engine, including, but not limited to engines which operate on turbine, ram, or rocket principles.
- L. OPERATOR - shall mean the owner of an aircraft or any person who has rented or leased such an aircraft for the purpose of operation by himself or his own agents or any person operating an aircraft.
- M. PERMISSION - shall mean a right or approval granted by the Airport Operator, unless otherwise specifically provided.
- N. PERSON - shall mean any individual, firm, co-partnership, corporation, association, or company including any assignee, receiver, trustee, or similar representative thereof, or the United States of America or any foreign government or any state or political subdivision thereof, or the United Nations.
- O. RULES AND REGULATIONS - shall mean those rules and regulations of the FAA, and also as herein stated and termed Airport Rules and regulations and other applicable rules and regulations.
- P. POLICY (AIRPORT) - shall mean the rules and guidelines as stated herein, and as posted at conspicuous locations at the airport, as approved by local authority.
- Q. SALE - shall mean the provision or exchange of goods or services between any person on or off of the airport including the use of any goods or services by any lessee, sublessee, concessionaire, permittee or itself, for its own purposes in pursuit of any commercial activity.
- R. TOUCH-AND-GO - shall mean the act of landing an aircraft on a runway and immediately taking off before coming to a full stop.
- S. VEHICLE - shall mean and include automobiles, trucks, trailers, buses, motorcycles, horse-drawn vehicles, bicycles, push carts, and any other device in or upon which any person or property is or may

be transported, carried, or drawn upon land, except railroad rolling equipment or other devices running only on stationary rails or tracks or aircraft.

**1.2 COMPLIANCE WITH RULES**

Compliance with the rules and guidelines set forth in this Airport Rules and regulations are a condition to entry upon or use of the Airport.

Any permission granted directly or indirectly, expressly, or by implication, to any person or persons, to enter upon or use the Airport or any part thereof (including aircraft operators, crew members, and passengers, spectators, sightseers, pleasure and commercial vehicles, officers and employees of lessees or other persons occupying space at the Airport, persons doing business with the Airport Operator, its subcontractors and licensees, and all other persons whatsoever, whether or not of the type indicated), is conditioned upon compliance with these rules; and entry upon or into the Airport by any person shall be deemed to constitute an agreement by such person to comply with said rules, regulations, and guidelines.

**1.3 UNAUTHORIZED COMMERCIAL ACTIVITY PROHIBITED**

No person shall carry on any commercial activity at the Airport without the written consent of the Airport Management. All commercial activities shall be conducted in accordance with the provisions set forth in this Airport Rules and regulations.

**1.4 COMPLIANCE WITH OFFICIAL DIRECTIONS REQUIRED**

No person shall use or otherwise conduct himself upon any portion of the airport in a manner contrary to the posted or otherwise visually indicated official directions applicable to that area.

**1.5 PENALTIES FOR VIOLATION OF THE AIRPORT RULES AND REGULATIONS**

**AIRPORT GUIDELINES / RULES AND REGULATIONS**

In addition to penalties that may be prescribed in other parts of this subsection, individuals, operators, and businesses that continue to violate the Airport rules and regulations shall be denied the use of the Airport and its facilities, and agreements with the Airport Operator may be subject to termination.

**2. COMMERCIAL ACTIVITIES - AVIATION RELATED**

The aviation related commercial activities allowed to be conducted at this Airport shall include, but not be limited to the following:

**2.1 FLIGHT INSTRUCTION**

FLIGHT INSTRUCTION - Providing a service whereby a student is taught the various skills required to control an aircraft on the ground and in flight, navigation, weather, regulations, etc. These services are geared toward assisting the student in the attainment of a FAA Pilot Certificate (Student, Private, Commercial, ATP) or an additional Class or Category Rating or Instrument Rating, Flight Review, Proficiency Check, etc. Rental of aircraft to students in furtherance of a higher Aeronautical Rating, Proficiency or Flight Review purposes, shall not be deemed a Commercial Rental of the aircraft, which is defined elsewhere in section 2.

Commercial Pilot Activities will be allowed through a Commercial Activity Permit issued by Airport Management, subject to presentation of copies of the specified documents and compliance with the following:

**2.1.1 CONDITIONS**



**2.1.1.1**

Certificate of Insurance with the County of Sullivan as an additional insured, of a coverage type, form, and amount acceptable as defined in the Section on Insurance, and subject to approval by the County’s Director of Risk Management and Insurance.

**2.1.1.2**

These Commercial Activities shall be conducted in a location approved by Airport Management. The Commercial Operator shall rent from the County such space as is required for the conduct of this operation.

**2.2 SIGHT SEEING OPERATIONS**

Providing a service whereby members of the general public are flown in an aircraft in and about the local area for the purpose of observation and incidental photography during the flight. The aircraft shall be flown by a Commercial Pilot and the point of embarkation and termination of the flight shall be the Sullivan County International Airport, unless an emergency situation occurs. This section specifically excludes activities conducted by On Demand Air Charter activities conducted under Federal Air Regulations Part 135.

Commercial Pilot Activities will be allowed through a Commercial Activity Permit issued by Airport Management, subject to presentation of copies of the specified documents and compliance with the following:

**2.2.1. CONDITIONS**

**2.2.1.1**

Certificate of Insurance with the County of Sullivan as an additional insured, of a coverage type, form, and amount acceptable as defined in the Section on Insurance, and subject to approval by the County’s Director of Risk Management and Insurance.

**2.2.1.2**

These Commercial Activities shall be conducted in a location approved by Airport Management. The Commercial Operator shall rent from the County such space as is required for the conduct of this operation.

**2.3 EMERGENCY MAINTENANCE SERVICES ON THE GENERAL RAMP**

DEFINED: Emergency Maintenance is that necessary to make a transient aircraft safe and airworthy (as per FAA Certification) after some part, component, equipment, etc. has failed or become defective, or such repairs that are necessary to make the aircraft eligible for an FAA Ferry Permit allowing the aircraft to fly to another destination. This section shall specifically not permit any periodic or scheduled maintenance services to be performed, such as: oil changes; annual inspections; 100-hour inspections.

In the event that an aircraft owner or operator requires certain emergency maintenance to be performed in order to place the aircraft in a safe and airworthy condition, the owner or operator may elect to have such emergency maintenance services performed by an appropriately licensed Maintenance Technician of their choice.

However, to allow any Maintenance Technician to enter the General Public Access Areas at the request of the aircraft owner or operator, a Commercial Access Permit - Emergency Maintenance Permit, must first be obtained from Airport Management.

The permit for this access shall be valid for one specified Emergency Incident. Such permit will specify: aircraft registration; owner; operator; date of emergency maintenance situation; suspected nature of emergency;

name of Maintenance Technician; appropriate telephone numbers, addresses, and other information that may be required.

The scope of this section includes, but is not limited to the following type of Maintenance Technicians: Airframe & Powerplant Mechanics; Avionics Technicians; Instrument Technicians; Specialty Equipment Technicians; etc.

Each Maintenance Technician performing services under this section shall comply with all provisions herein:

### **2.3.1 CONDITIONS**

Maintenance Technicians performing services under this section shall comply with the following conditions:

### **2.3.2 LOCATIONS**

Access for the performance of such emergency maintenance will be limited to the General Aviation Apron.

### **2.3.3 TIMES**

Maintenance Technicians will be allowed onto the General Aviation Apron area only between the following hours: 07:00 AM to 5:00 PM (local time).

### **2.3.4 WORK AREA**

The area where the Maintenance Technician performs the work shall be kept free of any and all loose items, including those from the aircraft being worked on, at all times **WITH NO EXCEPTIONS**. Loose items shall be defined as any materials, parts, cowlings, sheet metal, nuts, bolts, screws, etc. that can be blown about by the wind, propeller wash, or jet engine blast.

The Maintenance Technician is responsible for removal of all aircraft parts, tools and other personal property each day, prior to leaving the ramp area, even if the repair or service work requires more than one day.

### **2.3.5 SECURING AIRCRAFT**

Aircraft located on the General Aviation Apron must be secured on a paved tie down during emergency maintenance, whenever unattended. This section does not constitute an exemption from tie down fees at the published rates.

### **2.3.6 VEHICLE ACCESS**

Vehicle access to the General Aviation Apron is permitted only with prior approval from Airport Management, provided that there is a valid insurance policy in force for the vehicle being operated in the amount and type specified in Section. 4.2: AUTOMOBILE LIABILITY.

The vehicle brought onto the General Aviation Apron must be equipped in conformance with FAA Approved Safety Equipment. Either an Aviation Orange and White Checkered Flag; or a Yellow Flashing Beacon.

~~Vehicle access to these areas will not be permitted. The Maintenance Technician shall bring tools and equipment onto the approved areas by hand, hand truck, dolly, etc. If special equipment movement is required, arrangements must be made with Airport Management.~~

If not permitted to use a vehicle on the General Aviation Apron, the Maintenance Technician shall bring tools and equipment onto the approved areas by hand, hand truck, dolly, etc. If special equipment movement is

required, arrangements must be made with Airport Management.

### **2.3.7 OWNER/OPERATOR PRESENCE**

Any time emergency maintenance is performed under this section, the owner or operator of the aircraft shall be present during the times that such work is being performed.

### **2.3.8 VIOLATION OF CONDITIONS**

Any Maintenance Technician not in compliance with this provision shall be in violation of Access Conditions, and be subject to cancellation of the Access Permit (with no refund of the fee in any part), and ejection from the airport.

## **2.4 MAINTENANCE SERVICES - PRIVATE ACCESS AREAS**

It is recognized that there are Private Access Areas of the Airport (Hangars) that are under the dominion and direct control of the hangar owner, or a lessee, and are subject to taxation as private real estate. The hangar owners or tenants may exercise their rights with respect to invites to their property, including Maintenance Technicians.

It is expressly understood and agreed to that such maintenance services provided in this subsection are to be performed on an aircraft that is owned (in full or in part), or is leased by the hangar owner or his hangar lessee.

Maintenance Technicians performing services in the private hangar areas, and the owners or tenants, shall comply with the following conditions:

### **2.4.1 CONDITIONS**

#### **2.4.1.1 ACCESS TO LOCATIONS**

Access to the T-Hangar's areas will be limited to the gates located adjacent to the T-hangars. It is the responsibility of the hangar tenant, requesting the Maintenance Technician services, to arrange for entry of the technician through the security gates. Maintenance Technicians will not be provided with keys to these gates.

It is the responsibility of the hangar tenant to ensure the gate is properly closed upon arrival and after the technician completes work each day.

#### **2.4.1.2 VEHICLE ACCESS**

Vehicle access shall be allowed only under the direct supervision of the hangar tenant requesting the maintenance services.

#### **2.4.1.3 WORK AREA**

It is understood that maintenance performed under this section shall be performed within the hangar of the service requestor. In the event that any aspect of the service (engine run up, propeller check while engine running, etc.) must be performed outside the hangar, the following shall be complied with:

##### **2.4.1.3.1**

The hangar tenant requesting the maintenance service, a named pilot or pilot meeting the Open Pilot Endorsement on the aircraft liability policy, shall operate the aircraft while it is outside the confines of the particular hangar.

#### **2.4.1.3.2**

The area where the Maintenance Technician performs the work shall be kept free of any and all loose items, including those from the aircraft being worked on, at all times **WITH NO EXCEPTIONS**. Loose items shall be defined as any materials, parts, cowlings, sheet metal, nuts, bolts, screws, etc. that can be blown about by the wind, propeller wash, or jet engine blast.

#### **2.4.1.3.3**

The technician is responsible for removal of all aircraft parts, tools and other personal property from the areas outside the hangar each day, prior to leaving the hangar area, even if the repair or service work requires more than one day.

### **2.4.2 VIOLATION OF CONDITIONS**

Any Maintenance Technician not in compliance with this provision shall be in violation of Access Conditions, and be subject to ejection from the airport.

## **2.5 AIRCRAFT RENTAL**

DEFINED: This Commercial Activity involves renting an aircraft to a member of the General Public for a fee. It is specifically understood that rental of the aircraft for commercial activities will require the renter to obtain a separate permit for that commercial activity. Such aircraft will be operated by a properly licensed and qualified (FAA, FCC, etc.) individual. It is specifically understood that Commercial Operators under this section will not provide Pilot Services other than to conduct a brief Competency Checkride (as required by the FAA and insurance contracts) for purposes of determining the competency of a Renter/Pilot desiring to utilize the available aircraft.

This Commercial Activity requires the operator to obtain an Annual Commercial Activity Permit from Airport Management.

### **2.5.1 CONDITIONS**

#### **2.5.1.1**

Certificate of Insurance with the County of Sullivan as an additional insured, of a type, form and amount as defined in the Section on Insurance, and subject to approval by the County's Director of Risk Management and Insurance.

#### **2.5.1.2**

These Commercial Activities shall be conducted from the airport Main Terminal Building. The Commercial Operator shall rent from the County, or sublet from an FBO, such space as is required for the conduct of this operation.

## **2.6 AERIAL APPLICATION**

DEFINED: Air operations suited to the aerial delivery of various chemical and materials to enhance activities such as: agriculture, forestation, pest control, etc.

This Commercial Activity requires the Operator to obtain an Annual Commercial Activity Permit from Airport Management.

### **2.6.1 CONDITIONS**

### 2.6.1.1

Certificate of Insurance with the County of Sullivan as an additional insured, of a type, form and amount as defined in the Section on Insurance, and subject to approval by the County's Director of Risk Management and Insurance.

### 2.6.2 VEHICLE ACCESS

If the Commercial Operator desires to bring a vehicle onto any ramp area, taxiway, or parking apron, it shall be equipped in conformance with FAA Approved Safety Equipment, including:

- A. Aviation Orange and White Checkered Flag; or a
- B. Yellow Flashing Beacon.

~~Vehicles will be parked in a designated location determined by Airport Management during hours of operation (7:00AM – 5:00PM). Vehicles must be parked in the General Public Overnight Parking Lot from (5:00PM – 7:00AM).~~

~~Vehicles will be parked off paved areas whenever possible.~~

### 2.6.3 CHEMICAL STORAGE

These Commercial Activities, specifically the storage of chemicals and related materials, shall be conducted from ~~a location and in a manner that meets NYSDEC policy DSHM-PES-05-03 Pesticide Storage Guidelines, <https://dec.ny.gov/regulatory/regulations/policy-dshm-pes-05-03-pesticide-storage-guidelines>, areas designated by Airport Management as being suitable for such Commercial Activity. The Permit will allow use of only one of the following areas:~~

#### ~~2.7.3.1~~

~~The Main Terminal Parking Lot, in the rear area; or~~

#### ~~2.7.3.2~~

~~In a 50' x 100' area either North or South of the South Fire Road, beyond the Taxiway ditch.~~

## 2.7 AERIAL PHOTOGRAPHY

DEFINED: Such activities consistent with the primary purpose of taking aerial photographs for customers as a commercial business undertaking. The Commercial Operator may own or lease an aircraft appropriate for such use. It is specifically contemplated that the Commercial Operator will supply pilot services and photographer services during the conduct of this Commercial Activity.

This Commercial Activity requires the Operator to obtain one of two (2) types of Commercial Permits available for this Commercial Activity:

- A. Annual Permit, issued for one calendar year on January 1 of each year, and expiring on December 31 of the year issued; or a
- B. Short Term Permit, issued for periods of one calendar month, and issued on the first day of any month, and expiring on the last day of the month issued.

In addition, the operator shall provide copies of the following to Airport Management:

## 2.7.1 CONDITIONS

### 2.7.1.1

Certificate of Insurance with the County of Sullivan as an additional insured, of a coverage type, form, and amount acceptable as defined in the Section on Insurance, and subject to approval by the County's Director of Risk Management and Insurance.

## 2.8 AIR CHARTER OPERATIONS - FAR PART 135

This subsection covers Air Charter Operations under Federal Aviation Regulations, PART 135. Operators of this type typically provide a service commonly known as "On Demand Charter" or "Air Taxi". Most notably, they function in a similar manner to regular airline operations, which are governed under FAR Part 121.

Air Charter Operations Activities will be allowed through an Air Charter Operations Permit issued by Airport Management, subject to presentation of copies of the specified documents and compliance with the following:

### 2.8.1 CONDITIONS

#### 2.8.1.1

Certificate of Insurance with the County of Sullivan as an additional insured, of a coverage type, form, and amount acceptable as defined in Section on Insurance, and subject to approval by the County's Director of Risk Management and Insurance.

#### 2.8.1.2

These Commercial Activities shall be conducted from the Airport Main Terminal Building, Hangar 7, or from an off-airport site. The Commercial Operator may rent space from the County or sublet from an approved FBO, such additional space as is required for the conduct of this operation. If the Commercial Operator requires space at the Airport and is unable to sublet sufficient space after diligent negotiations, the Commercial Operator may follow the procedures outlined in Section 6, CONSTRUCTION OF NEW FACILITIES - AVIATION RELATED.

~~These Commercial Activities shall be conducted from the Airport Main Terminal Building, from the FBO Hangar or from an off-airport site. The Commercial Operator may rent counter space from the County or sublet from an FBO, such additional space as is required for the conduct of this operation. If the Commercial Operator requires space at the Airport and is unable to sublet sufficient space from an FBO after diligent negotiations, the Commercial Operator may follow the procedures outlined in Section 6, CONSTRUCTION OF NEW FACILITIES - AVIATION RELATED.~~

#### 2.8.1.3

Loading and unloading of passengers or cargo shall occur at the Main Terminal Building.

## 2.9 PHOTOGRAPHY OF AIRCRAFT FROM THE GROUND

Defined: Such activities consistent with the primary purpose of taking photographs of aircraft and/or pilots/passengers from the ground as a commercial, part-time business undertaking. It is specifically contemplated that the commercial operator will not use a vehicle in the performance of photographic services during the conduct of this commercial activity.

This Commercial Activity requires the Operator to obtain one of two (2) types of Commercial Permits available

for this Commercial Activity:

- A. Annual Permit, issued for one calendar year on January 1 of each year, and expiring on December 31 of the year issued; or
- B. Short Term Permit, issued for periods of one calendar month, and issued on the first day of any month, and expiring on the last day of the month issued.

## **2.9.1 CONDITIONS**

### **2.9.1.1**

The commercial operator shall wear as an outer garment whenever inside the security fence: an orange safety vest, an orange shirt, or an orange jacket or coat.

### **2.9.1.2**

The commercial operator shall not walk on or within 25 feet of Taxiways "A", "B" or "C" or the runway, except to cross same. The commercial operator shall not impede the flow of aircraft.

### **2.9.1.3**

The commercial operator may bring and remove on a daily basis the operator's own folding chair and folding table with a maximum length of 6 (six) feet. The folding table shall not be brought inside the security fence.

## **2.10 OTHER COMMERCIAL ACTIVITIES**

Defined: It is the policy of Sullivan County to encourage appropriate economic development at the Sullivan County International Airport. In furtherance of this objective, entities seeking to engage in commercial activity (within the boundaries of the Airport), other than those specifically defined in the manual, shall present such a request to the Public Works Committee. The Public Works Committee shall evaluate the request, seek additional information and input from the Airport Commission as required and either reject the request, approve the request as presented or amended, or if a lease is required, make appropriate recommendations to the Legislature.

In the event such commercial activities consist of physical improvements to be made by the proposer at the Airport, the proposer shall be required to submit to the Public Works Committee sufficiently detailed conceptual plans, specifications, site plans, business development plans, financial statements or any other information as required by the Public Works Committee to properly review such physical improvements as part of the commercial activity.

After review, the Public Works Committee shall forward its recommendation to the Legislature.

All commercial activities shall be subject to all rules, regulations, and fees as defined by the manual or as deemed appropriate by the Public Works Committee.

## **2.11 FIXED BASE OPERATOR**

The Fixed Base Operator (FBO) enjoys a special status in the operation of the airport. The FBO has approval to offer a wide variety of aeronautical services to the aviation public. It is the intention of the Airport to have an FBO operating at the Airport. The FBO will be required to provide certain services to the aviation public on a fair and equitable basis.

At a minimum, the FBO will provide aviation fuel sales and services (including 100LL Avgas and Jet-A Turbine

fuels), and aircraft maintenance. The FBO may also elect to provide such other services as allowed in the FBO lease with the County. The FBO will have 24-hour access to all FBO facilities.

All other Commercial Operators are limited in the nature, scope, and hours of availability of services to be offered under this section.

The County will conduct a separate RFP (Request For Proposal) process to select an appropriate FBO, and enter into a lease agreement for the operation of the FBO. Accordingly, the details of the FBO operation are omitted from this Policy Guideline.

### **3. COMMERCIAL ACTIVITIES - NON-AVIATION**

This section reserved for future use.

### **4. INSURANCE REQUIREMENTS - AVIATION & NON-AVIATION ACTIVITIES**

The following describes insurance requirements for various commercial functions at the airport. Each permittee will be required to furnish a Certificate of Insurance as proof of insurance coverage prior to permit or contract approval. Within 30 days of approval the permittee shall produce a complete copy of the relevant insurance policies to the Airport Management, at which time the policies of insurance must prove acceptable to the Division of Public Works and the County's Director of Risk Management and Insurance, in view of the operations being performed.

#### **4.1 COMMERCIAL ACTIVITIES**

This section covers all Commercial Activities.

##### **4.1.1 PREMISES & OPERATIONS LIABILITY COVERAGE**

Bodily Injury and Property Damage limits of at least \$1,000,000.00 (one million dollars) Combined Single Limit per occurrence. A 30-day notice of cancellation shall be required.\*

##### **4.1.2 AIRCRAFT LIABILITY/NON-OWNERSHIP LIABILITY**

Bodily Injury and Property Damage Limits of at least \$1,000,000.00 (one million dollars) Combined Single Limit per occurrence. Per passenger sub-limits of \$100,000.00 (one hundred thousand dollars) are acceptable. A 30-day notice of cancellation shall be required.\*

IF USED FOR FLIGHT INSTRUCTION - Flight Instruction must be an 'approved use' of the aircraft within the policy and the flight instructor must be a named insured or an additional insured to the policy. A 30-day notice of cancellation shall be required.\*

#### **4.2 AUTOMOBILE LIABILITY**

##### **4.2.1 GENERAL**

###### **4.2.1.1**

Any Commercial Permit holder requiring to operate a motor vehicle at the Airport on Taxiways "A", "B" or "C" or on the runway, shall be required to have a commercial automobile insurance policy in force with Bodily Injury and Property Damage limits of \$1,000,000.00 (one million dollars) Combined Single Limit with the County of Sullivan as an additional insured. A 30-day notice of cancellation shall be required.\*



Any Commercial Permit holder, aircraft owner, pilot, mechanic or other person with a need to operate a motor vehicle at the Airport inside the security fence, but not on Taxiways "A", "B" or "C" or on the runway, shall be required to have an automobile insurance policy in force with Bodily Injury and Property Damage limits of \$100,000.00 (one hundred thousand) Combined Single Limit.

#### **4.3 ADDITIONAL INSURED**

##### **4.3.1 SYMBOL**

The symbol '\*', as used above, denotes the requirement on each of these policies to name the County as an additional insured on a "Primary and Non-Contributing Basis". The proper name and address for the additional insured is as follows:

County of Sullivan  
100 North Street  
Monticello, New York 12701

It is important to note that the County may alter these insurance guidelines as may be necessary in line with the operations of the applicant permittee.

#### **4.4 WORKERS' COMPENSATION/DISABILITY**

All Commercial Operators, of any type, shall provide evidence to the Division of Public Works of appropriate insurance coverage for Workers' Compensation, and Disability insurance, covering employees, as is required by Law.

### **5. AIRPORT FEE SCHEDULE**

The following schedule of fees is applicable to the specific types of activities and services listed. These fees will be collected by Airport Personnel, or others designated by Airport Management to collect and account for said fees. The schedule of fees may be modified by the Airport Superintendent after consultation with the Department of Public Works committee/ Legislature and with the approval of the Commissioner of Public Works.

#### **5.1 COMMERCIAL ACTIVITY PERMIT FEES**

The following fees for Commercial Activity Permits are issued in two (2) general categories:

- A. Annual Permits are issued for a period of one year, commencing on January 1 and expiring on December 31 of the year issued.
- B. Short Term Permits are issued for specific limited periods (Aerial Photography, sightseeing, photography from the ground) or for single occurrences (Emergency Maintenance).

Permits are issued on the following basis: **NO REFUNDS, NO PRO RATA ADJUSTMENTS, NON-TRANSFERABLE.**

Permits are issued to an individual, partnership, or corporation and shall not be sublet.

An individual, partnership, or corporation holding a Commercial Activity Permit shall not conduct business for an individual, partnership, or corporation holding a different category Commercial Activity Permit.

An individual, partnership, or corporation shall obtain a Commercial Activity Permit for each Commercial Activity the individual, partnership, or corporation is involved in regardless of the degree of involvement.

An individual shall not conduct any Commercial Activity for a Commercial Activity Permit holder unless the individual is a bona-fide employee of the Commercial Activity Permit holder. (Certified payroll to be furnished upon request).

Unless specifically stated elsewhere, the Commercial Activity Permits and fees **DO NOT EXEMPT THE PERMIT HOLDER FROM ANY PARKING FEES, TIE DOWN FEES, NOR DO THEY CONSTITUTE AN EXEMPTION FROM ANY OTHER FEES OR CHARGES INDICATED IN THIS RULES AND REGULATIONS**, where applicable.

In the event that the privileges granted by these permits are abused, the Airport Management may revoke a permit at any time. There is no refund of the fee in this event. In the event of revocation, appeal may be requested from the Commissioner of the Division of Public Works in writing, in a certified letter stating the facts and the reasons the permittee believes the permit should be reinstated.

**5.1.1 ANNUAL PERMIT FEES FOR COMMERCIAL ACTIVITY**

FLIGHT INSTRUCTION	\$500.00
SIGHTSEEING - LONG TERM	\$500.00
AIRCRAFT RENTAL	\$500.00
AERIAL APPLICATION	\$200.00
AERIAL PHOTOGRAPHY - LONG TERM	\$500.00
CHARTER - PART 135	\$1,000.00
PHOTOGRAPHY FROM THE GROUND - LONG TERM	\$100.00
SPECIALIZED REPAIR – AVIATION RELATED	\$600.00

**5.1.2 SHORT TERM PERMIT FEES FOR COMMERCIAL ACTIVITY**

EMERGENCY MAINTENANCE - PER OCCURRENCE	\$25.00
AERIAL PHOTOGRAPHY - SHORT TERM	\$250.00
SIGHTSEEING - SHORT TERM	\$350.00
PHOTOGRAPHY FROM THE GROUND - SHORT TERM	\$50.00

**5.2 TERMINAL BUSINESS SPACE RENTALS**

Those sections of this Policy Manual that specify that the Commercial Operator may rent space in the airport Main Terminal Building Lobby from the County are subject to the conditions in this section.

**5.2.1 RENTAL SPACE FEES**

The Fees for renting any of the currently available Main Terminal Building Lobby Commercial Counters shall be according to the schedule below.

Rental Fees are payable in advance to the County and are due on the first day of each month. Failure to pay the rental fees on a timely basis shall be deemed the basis for cancellation of the rental arrangements and eviction of the operator from the counter.

**5.2.1.1**

MONTHLY RENTAL FEE	\$50.00
LESS THAN 1/2 MONTH FEE	\$30.00

An individual, partnership or corporation shall pay one monthly rental fee for one counter regardless of the number of Commercial Activity Permits obtained, but the counter shall not be sublet to, or be shared with, any other individual partnership or corporation.

**5.2.2 SERVICES PROVIDED BY COUNTY**

The following services shall be provided by the county to Commercial Operators renting space in the Airport Main Terminal Building: heat; electric; snow removal in and about the Main Terminal Building; use of Terminal Area seating; and janitorial service.

**5.2.3 ADVERTISING SIGNS**

Rental of space under this section includes the right to install an advertising sign on the face of the rented counter. Such sign shall not exceed the overall height of the counter and be no more than four feet in length (or the width of the counter, whichever is shorter). Any such sign installation shall be subject to the prior approval of Airport Management as to: size; shape, method of mounting; and materials.

In the event of termination of the rental arrangement for any reason, the advertising signs shall be removed from the rental space within 5 days of the date of termination. Removal is the responsibility of the Commercial Operator, and if not completed within the time allowed, the removal shall be performed by the County and all charges shall be billed to the Commercial Operator, including legal fees, if any.

Any damage caused to County property during the sign installation or removal shall be the responsibility of the Commercial Operator, and all charges for repairs made by the County shall be billed to the Commercial Operator, including legal fees, if any.

**5.2.4 ACCESS TO MAIN TERMINAL**

A Commercial Operator renting space in the Main Terminal Building shall have access to the Main Terminal Building only during the hours that the Main Terminal Building is normally open. Should the renting Commercial Operator have a special situation requiring access after these hours, a request may be made to Airport Management.

**5.2.5 TELEPHONE SERVICES**

The renting Commercial Operator may install a telephone in furtherance of the Commercial Activity. Such telephone service shall be placed in or on the rented Terminal Counter area. All cost for this service shall be borne by the renting Commercial Operator.

In the event of termination of the Rental arrangement for any reason, the Commercial Operator shall arrange for the telephone equipment to be removed from the rental space within 5 days of the date of termination. Removal is the responsibility of the Commercial Operator, and if not completed within a reasonable time, the removal shall be performed by the County, and all charges shall be billed to the Commercial Operator, including legal fees, if any.

It is the explicit policy that Airport personnel **SHALL NOT** take messages for Commercial Operators (unless an emergency situation) and Airport telephone equipment **SHALL NOT** be used by anyone except authorized Airport personnel.

Commercial Operators shall not install or use a telephone in a T-Hangar to conduct commercial activities.

#### **5.2.6 SPACE ALLOCATIONS**

The County has several Commercial Counters available in the Main Terminal Building Lobby. The dimensional differences are negligible, and they will be leased at the same rate, allowing the Commercial Operator to select from the available counters on a "first come, first serve" basis.

#### **5.2.7 CARE OF RENTED AREAS**

A Commercial Operator renting space from the County is responsible for keeping the area on and about the rented area in a clean, and well-kept condition. The Commercial Operator shall provide a waste basket and liners.

### **6. CONSTRUCTION OF NEW FACILITIES - AVIATION RELATED**

~~The new facilities allowed to be constructed at this Airport shall be aviation related and shall include, but not be limited to, the following:~~

~~A. — 10 bay aircraft storage T hangars with aprons.~~

~~B. — Corporate or maintenance hangars with offices 6,000 square feet minimum, related apron, taxiway, vehicle parking, access drive, fencing, water, sewer, deicing facility, if required, and fuel farm if criteria is met.~~

~~Fuel Farm Facilities shall be considered as part of the proposed facility construction if one of the following criteria is met:~~

~~a. — Capital Improvement — Construction of a large corporate or maintenance hangar with offices with a minimum of 12,000 square feet and with an estimated construction cost of \$900,000 or more.~~

~~b. — Full time jobs at the new facility shall be 10 or more.~~

~~If availability of fuel from the FBO is inconsistent from 8 AM to 5 PM, or after giving 2 hours prior notification to the FBO nighttime number from 5 PM to 8 AM, and no remedy is obtained after 30 days notification in writing to Airport Management of times and dates involved, a request for installation of a fuel farm can be made to the Legislature.~~

Construction of a T-hangar or corporate or maintenance hangar and aprons will require a revision to the Airport Master Plan. Approval of a revision must be obtained from the Federal Aviation Administration.

An individual who has been granted the right to erect and maintain a fuel facility, and the appurtenances thereto, for fueling aircraft whether owned, leased, operated or otherwise controlled by it, its officers, employees or other personnel shall pay to the County on the 15th day of each month, as additional rent, a payment per gallon

for each gallon of fuel pumped in Tenant's fuel facility. Such per gallon payment shall be equal to the lowest per gallon rental charge paid by any fuel depot operator at the Airport. Checks shall be made payable to the "Sullivan County International Airport". A copy of each bill of lading for fuel delivered to the tenant's fuel facility shall be hand delivered to the Airport Weather Office and given to the Weather Observer on duty. Payment of "additional rent" shall be based on the quantity of the bill of lading.

An individual who has installed a fuel facility as per the requirements of Section 6 - CONSTRUCTION OF NEW FACILITIES - AVIATION RELATED, shall remove such in its entirety should the individual cease operations at the Airport. A bond shall be obtained by the tenant and held by the County to ensure that complete removal of the fuel facility, including any contamination, is accomplished and the site restored.

## **6.1 CONSTRUCTION APPROVAL STEPS**

There are many steps necessary to grant approval for the construction of new aviation related facilities, therefore it is advised that the necessary information be prepared and submitted as soon as practical whenever it is required.

~~Construction of a T-hangar or corporate or maintenance hangar and aprons will not require a revision to the Airport Master Plan if construction is proposed in a location shown on the Airport Master Plan drawings, but if the proposed construction is not shown on the Airport Master Plan, approval must be obtained from the Federal Aviation Administration. (This process could take 6 months or more, depending on their work load).~~

Regardless of where the proposed construction is located on the Airport property, a ***Notice of Proposed***

~~***Construction or Alteration*** FAA approval is often required for proposed development projects and such approval could take 6 months or more depending on the size and scope of the proposed development. (FAA Form 7460-1) with attachments must be submitted to the FAA and approved by their office before construction may begin. (This process could take 6 months or more, depending on their work load). Before a ***Notice of Proposed Construction or Alteration*** may be filed, the following should be accomplished:~~

### **6.1.1 PRELIMINARY STEPS**

#### **6.1.1.1**

Submission of a written proposal with sufficiently detailed conceptual plans, including five (5) copies of site plans outlining the scope of the proposed construction, including approximate square footage and dimensions, specifications, proposed use of the facility to be constructed, approximate number of people to be employed at the facility, business development plans, financial statements, and a rough estimate of the cost of the proposed hangar, apron and related facilities shall be made to the Commissioner of Public Works.

#### **6.1.1.2**

The proposal shall be reviewed and one (1) copy of the proposal with a cover letter shall be sent to the following:

1. County Manager
2. Chairman of the Legislature
3. Chairman of the Public Works Committee
4. Chairman of the Airport Commission

#### **6.1.1.3**

After receiving input from the Airport Commission, the Public Works Committee shall evaluate the proposal,

and if more information is required, shall request that the additional information be provided to complete their review of the proposal.

#### **6.1.1.4**

After the Public Works Committee determines they have sufficient information, they shall either forward the proposal to the Legislature for approval or they shall reject the proposal.

### **6.2 LEASE AREA**

After the Public Works Committee approves the proposal, the Sullivan County Division of Public Works shall provide:

#### **6.2.1 SITE MAP**

The Sullivan County Division of Public Works shall prepare a map showing the location and dimensions of the proposed lease site and a description of the proposed lease site. Such cost shall be borne by the Division of Public Works.

### **6.3 CONSTRUCTION COSTS**

All construction costs related to the facility, both inside and outside the lease lines, shall be borne by the developer.

### **6.4 RULES, REGULATIONS AND FEES**

The Commercial Operator shall be subject to all rules, regulations and fees as defined by the manual or a deemed appropriate by the Public Works Committee.

## **7. PRIVATE VEHICLE USE INSIDE THE SECURITY FENCE**

This section describes the requirements for operating a motor vehicle inside the security fence during the time that the Airport is "OPEN" (not closed for snow removal, air show, emergency, construction or maintenance work, etc.)

### **7.1 T-HANGAR TENANTS VEHICLE REQUIREMENTS**

Provided that there is a valid insurance policy in force for the vehicle being operated in the amount and type specified in Section 4.2: AUTOMOBILE LIABILITY, the T-Hangar tenants or a mechanic working on a tenant's aircraft or a contractor working on a tenant's hangar or removing snow in front of a tenant's hangar may drive a vehicle without special markings through the T-hangar gate designated for that purpose to the tenant's T-hangar bay, but the vehicle must be placed in a parking space outside the security fence within one half hour after entry unless the vehicle is parked inside the tenant's T-hangar. T-hangar tenants shall not drive their vehicle on the T-Hangar taxilanes, the GA apron, the connecting taxilanes or the Terminal Apron unless the Airport's construction or maintenance work temporarily blocks access from the T-Hangar gate.

### **7.2 HANGAR 1, HANGAR 5, AND HANGAR 7 (BOX HANGARS) PERSONNEL, CUSTOMERS AND BOX HANGAR TENANT VEHICLE REQUIREMENTS**

Provided that there is a valid insurance policy in force for the vehicle being operated in the amount and type specified in Section. 4.2: AUTOMOBILE LIABILITY, the Box Hangar personnel required to fuel aircraft or service aircraft on the Terminal Apron may operate vehicles on the Terminal Apron, the connecting taxilanes and the General Aviation Apron to accomplish the fueling or servicing.

Box Hangar tenants shall park their vehicles in the parking lots on the landside of their associated hangar.

Box Hangar personnel and customers required to commute from the ARFF Building to and from their associated hangar shall use the route outside the security fence.

~~Provided that there is a valid insurance policy in force for the vehicle being operated in the amount and type specified in Section. 4.2: AUTOMOBILE LIABILITY, the Fixed Base Operator personnel required to fuel aircraft or service aircraft on the Terminal Apron may operate vehicles on the Terminal Apron, the connecting taxilanes and the General Aviation Apron to accomplish the fueling or servicing.~~

~~FBO Hangar tenants shall park their vehicles in the parking lot north of the FBO Hangar and access the FBO Hangar through the FBO Gate.~~

~~FBO personnel and customers required to commute from the Main Terminal Building Office to and from the FBO Hangar shall use the route outside the security fence.~~

### **7.3 COUNTY TIE DOWN TENANTS VEHICLE REQUIREMENTS**

Provided that there is a valid insurance policy in force for the vehicle being operated in the amount and type specified in Section. 4.2: AUTOMOBILE LIABILITY, the County tie down tenants may drive a vehicle without special markings through a gate at Hangar 7 or north of the Main Terminal Apron to bring items to or from their aircraft tied down or parked on the General Aviation Apron Main Terminal Apron or in the County's grass tie down area. (Subject to change if an approved F.B.O. service was to initiate operations at the Sullivan County International Airport).

### **7.4 FIXED BASE OPERATOR TIE DOWN TENANTS VEHICLE REQUIREMENTS**

~~Provided that there is a valid insurance policy in force for the vehicle being operated in the amount and type specified in Section. 4.2: AUTOMOBILE LIABILITY, the FBO tie down tenants may drive a vehicle without special markings through a gate at the rear of the FBO hangar to bring items to or from their aircraft tied down on the General Aviation Apron or in the FBO grass tie down area, but the vehicle must be placed in a parking space outside the security fence within one half hour after entry. FBO tie down tenants shall not drive their vehicle on the T Hangar taxilanes, the T Hangar aprons, the connecting taxilanes or the Terminal Apron unless the Airport's construction or maintenance work temporarily blocks access from the gate at the rear of the FBO Hangar.~~

## **8. PRIVATE HANGAR USES**

This section describes the allowed uses and activities that may and shall not be conducted or carried out from/in a private hangar.

### **8.1 CORPORATE HANGAR ALLOWED USES AND ACTIVITIES**

The primary area of a corporate hangar is used for the storage and maintenance of the corporate aircraft with necessary parts rooms and workshops. Supplemental areas could include offices, toilet and shower facilities, pilot sleeping area and kitchen facilities. Water and sewage hookups are provided.

#### **8.1.1 PERMITTED USES ARE:**

- Storage, cleaning, maintenance and repair of the corporate aircraft.
- Conducting of corporate meetings and business.
- Personal hygiene of staff and guests.

- Storage, preparation and consumption of food.
- Pilot sleep/relaxation prior to or after a flight.

## 8.2 T-HANGAR ALLOWED USES AND ACTIVITIES

Smaller private hangars without supplied water and sewage hookup are classed as T-hangars regardless of the shape of the overall building or the shape of the bays that are a part of the hangar.

The primary area of a T-hangar is used for the storage of the tenant's private aircraft. Supplemental areas could include a partitioned area for a lounge, storage of aircraft parts, office or workshop. Water and sewage hookups are not provided.

An individual must possess a valid FAA certificate to rent a T-Hangar bay.

### 8.2.1 PERMITTED USES ARE:

- Storage, cleaning, maintenance and repair of the tenant's aircraft.
- Storage of the tenant's vehicle while the aircraft is away.
- Relaxation of the tenant/pilot including the preparation and consumption of light meals.
- Occasional pilot overnight stay immediately following a late flight or immediately before an early flight.

### 8.2.2 NON-PERMITTED USES ARE:

- Conducting of commercial activity business from the hangar bay.
- Residence within the T-hangar or T-hangar bay for more than the occasional overnight stay, described in "Permitted Uses".
- Storage of household, business, recreational or other non-aviation related items except those necessary for "Permitted Uses".

### 8.2.3 SUBLEASING OR VACANCY OF A T-HANGAR BAY

Subleasing of a T-Hangar Bay is not allowed. The individual or company having a lease with the County of Sullivan for a T-hangar or site upon which a T-hangar or T-hangar bay has been constructed shall keep Airport Management notified in writing of the status of the occupancy of the T-hangar or T-hangar bay. Such notification shall be mailed to: Airport Superintendent, Sullivan County International Airport, Sullivan County Division of Public Works, 100 North Street, PO Box 5012, Monticello, New York 12701.

~~The individual or company having a lease with the County of Sullivan for a T-hangar or site upon which a T-hangar or T-hangar bay has been constructed shall keep Airport Management notified in writing of the status of the occupancy of the T-hangar or T-hangar bay. Such notification shall be mailed to: Airport Superintendent, Sullivan County International Airport, Sullivan County Division of Public Works, 100 North Street, P.O. Box 5012, Monticello, New York 12701.~~

A letter of notification shall be sent within 10 days for each of the following reasons with the minimum required information included:

- A. Vacancy of a T-hangar bay for more than 30 days due to a sale of lessee's aircraft, relocation of lessee or extended vacation of lessee. Include date of vacancy, reason for vacancy and expected return of aircraft or storage of different aircraft. Include aircraft owners name, make, model and registration number.
- B. Return of previously stored aircraft for whatever reason. Include date of aircraft return, owner's name, make, model, number of engines and registration number.



- C. Storage of different or additional aircraft. Include owner, make, model, engines, registration number, address, and the date storage of aircraft commenced or will commence.

Assignment of the lease shall be in accordance with the applicable lease agreement.

## **9. PRIVATE HANGAR EXTERIOR LIGHTING**

This section describes the type, location and intensity of the exterior dusk to dawn lighting required to be operating on the exterior of each T-hangar bay.

### **9.1 LOCATION OF EXTERIOR DUSK TO DAWN LIGHT**

#### **9.1.1**

The dusk to dawn light on the exterior of T-hangar buildings with aircraft doors on both sides of the T-hangar building shall be located between the top of the aircraft door and the eave of the roof approximately centered above the door.

#### **9.1.2**

The dusk to dawn light on the exterior of T-hangar buildings with aircraft doors only along one side of the T-hangar building shall alternate between the top of the aircraft door and the eave of the roof approximately centered above the door and the rear of the T-hangar building within two feet of the eave of the roof centered on the width of the aircraft bay.

### **9.2 TYPE AND SIZE OF LIGHTING FIXTURE AND LIGHT**

#### **9.2.1**

The exterior dusk to dawn light shall be a permanent pendent fixture in compliance with the requirements of the National Electric Code. The dusk to dawn operation shall be controlled by a photo cell. The minimum acceptable lumen output of the light shall be 2000 lumens. For longer trouble-free operation of the exterior light and of greater light output, a wall pack with a 100-watt high intensity discharge light is recommended although a 50-watt high intensity discharge light meets the minimum requirements.

### **9.3 RESPONSIBILITY FOR OPERATION**

The individual T-hangar bay owner (lessee from the County) is responsible for the continual dusk to dawn operation of the exterior light attached to the T-hangar bay. As the Airport is not staffed at night on a regular basis and as each exterior light benefits all T-hangar tenants, it is the responsibility of each T-hangar tenant who notices a non-operational exterior light to notify both the owner of the T-hangar bay and Airport Management of the non-operational light. It shall be the responsibility of the T-hangar owner to repair the non-operational light within 14 days of self- discovery or notification.

## **10. LANDING FEES, TIE DOWN FEES, HANGAR RENTAL, AND FUEL**

This section describes how landing fees, tie down fees, hangar rental fees and fuel fees will be collected at the Airport.

### **10.1 LANDING FEES**

Aircraft based at the airport and not used for commercial activities described in Section 5 are exempt from landing fees. Aircraft based at the airport and used for commercial activities described in Section 5 are exempt

from landing fees for that commercial activity provided the Commercial Activity Permit has been obtained. All single engine (non-turbo prop) aircraft not being used for commercial purposes are exempt from payment of landing fees.

## **10.2 TIE DOWN FEES**

Aircraft remaining on the Terminal Apron, or on the General Aviation Apron overnight, or a portion of a night, with a departure on a different date, shall be subject to a tie down fee. All aircraft shall pay tie down fees to the County of Sullivan. The County of Sullivan may currently be contacted at (845) 807-0325.

## **10.3 HANGAR RENTAL**

T-hangar rental is provided as a service by the County of Sullivan. T-hangar rental is space in an unheated building and the renter is responsible for opening and closing the door and putting the aircraft away and taking it out.

~~Heated main hangar rental is provided as a service by the F.B.O. Heated main hangar rental includes other services by the F.B.O. such as door opening and closing and assistance moving the aircraft by hand or by tug. Coordination with the F.B.O. is required to put the aircraft away or have it on the apron ready to fly.~~

~~T hangar rental is provided as a service by the F.B.O. and by some T hangar owners who lease the sites for their T hangars from the County. T hangar rental is space in an unheated building and the renter is responsible for opening and closing the door and putting the aircraft away and taking it out.~~

## **10.4 FUEL**

Jet-A with additive and 100LL Aviation Gasoline is sold by the County of Sullivan. The County of Sullivan Operations Office is open for business 7 days a week from 7:00 A.M. to 5:00 P.M. With notice, the County of Sullivan is closed on holidays. Jet - A fueling services of aircraft are available on twenty-four-hour notice from 5:00 P.M. to 7:00 A.M. Request of fueling services must be made to the Sullivan County Weather Office (845)-807-0325. - (Subject to change if an approved F.B.O. service was to initiate operations at the Sullivan County International Airport).

~~Jet A, 100LL Aviation Gasoline and various oils and other products for aircraft are available for purchase from the Fixed Base Operator at current competitive prices. The F.B.O. is generally open for business 7 days a week from 8 A.M. to 5 P.M. With notice, the F.B.O. is closed on some holidays. Fueling of aircraft is available on two hours notice from 5 P.M. to 8 A.M~~

## **10.5 FEES FOR LANDING, TIE DOWNS, HANGAR RENTAL, AND FUEL**

The schedule of fees on the following page may be modified by the Airport Superintendent after consultation with the Public Works Commission and with the approval of the Commissioner of Public Works.

**LANDING AND PARKING FEES:**

**Sullivan County International Airport**

Facility and Landing Fees

<b><u>Plane Type</u></b>	<b><u>General Aviation Landing</u></b>	<b><u>General Aviation Parking</u></b>	<b><u>Revenue Landing</u></b>	<b><u>Revenue Parking</u></b>	<b><u>Overnight Parking Charge</u></b>
<b><u>Single-Engine Piston</u></b>	No Charge	No Charge	N/A	N/A	\$10.00
<b><u>Twin-Engine Piston</u></b>	No Charge	No Charge	N/A	N/A	\$10.00
<b><u>Single-Engine Jet</u></b>	No Charge	No Charge	\$50.00	\$50.00	\$25.00
<b><u>Single-Turboprop</u></b>	No Charge	No Charge	\$30.00	\$30.00	\$25.00
<b><u>Twin-Turboprop</u></b>	No Charge	No Charge	\$60.00	\$60.00	\$25.00
<b><u>Helicopter</u></b>	No Charge	No Charge	\$50.00	\$50.00	\$25.00
<b><u>Jet Under 20,000 lbs.</u></b>	N/A	N/A	\$100.00	\$100.00	\$50.00
<b><u>Jet Between 20,000 lbs. – 50,000 lbs.</u></b>	N/A	N/A	\$150.00	\$150.00	\$50.00
<b><u>Jet Between 50,000 lbs. – 100,000 lbs.</u></b>	N/A	N/A	\$250.00	\$250.00	\$50.00
<b><u>Landing and Parking Fees Waived with Fuel Purchase</u></b>					
150 gallon minimum fuel purchase for Jets Under 20,000 lbs., Jets between 20,000 lbs. - 50,000 lbs., and Jets between 50,000 lbs. – 100,000 lbs. to have fees waived (excluding after-hours fees).					

**HANGAR RENTAL:**

<b><u>T-Hangar</u></b>	<b>Per Month (Contract)</b>  <u>Contact the County of Sullivan Airport Superintendent for current rates.</u> <u>Please contact the FBO for current rates.</u>
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**FUEL:**

<b><u>Jet-A and 100LL</u></b>	<u>Contact the County of Sullivan Airport Superintendent for current rates.</u> <u>Please contact the FBO for current rates</u>
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**11. CLOSING OF AIRPORT, RUNWAY OR TAXIWAY**

This section describes activities or events that would require the Airport, all or part of the Runway, or all or part of a Taxiway, to be closed and a NOTAM to be issued.

**11.1 CLOSINGS WITH PRIOR NOTICE GIVEN**

When sufficient prior planning allows, NOTICES will be posted at the Airport in the ARFF Building Lobby and a letter will be sent to each Airport tenant. Events that generally provide sufficient planning time are: Air Shows, FAA and NYSDOT grant construction projects, and major maintenance projects such as crack sealing or painting of the pavement markings.

**11.2 CLOSINGS WITHOUT PRIOR NOTICE GIVEN**

Some events and smaller projects do not allow the posting of NOTICES and letters to be sent to Airport tenants such as: closing for snow or ice conditions or removal of snow and ice, crashed or disabled aircraft and minor repair and maintenance such as painting of hold lines, minor pothole patching, etc.

**12. AIRPORT SECURITY**

This section of the Airport Rules and regulations has been prepared using the United States Department of Homeland Security, Transportation Security Administration’s (TSA) “Guidelines for General Aviation Airport Security” document, dated May 2004.

Page 21 of the above referenced document contains Appendix A – “Airport Characteristics Measurement Tool” designed to assist in determining a score to be used to determine the appropriate security measures from the list on page 22 of the same document entitled Appendix B - “Suggested Airport Security Enhancements”.

The Sullivan County International Airport (“SCIA”) is a Public Use General Aviation Airport with the following security characteristics and associated points using the scale in Appendix A:

SCIA has:

26-100 based aircraft	2 pts.
Based aircraft over 12,500 lbs.	3

SCIA’s facilities contain a:

Runway length greater than 5001 feet	5
Asphalt or concrete runway	1

SCIA takes part in or has available the following:

Part 135 operations	3
Part 137 operations	3
Flight training	3
Rental aircraft	4
Maintenance, repair and overhaul facilities conducting long term storage of aircraft over 12,500 lbs.	4

**TOTAL 28 pts.**

SCIA has approximately 33 based aircraft, two of which are over 12,500 lbs., which operate on a single primary runway, R/W 15/33, with a length of 6298 feet. The runway surface is grooved asphalt.

Seasonally, Part 137 operations occur when crop dusting aircraft tie-down at SCIA.

For these reasons SCIA falls under the 25-44-point range in Appendix B. And as such the following is a list of the suggested security enhancements according to Appendix B, which SCIA should implement:

- ✓ Contact List
- ✓ Community Watch Program
- ✓ All Aircraft Secured
- ✓ Positive Passenger/Cargo/Baggage ID
- ✓ Documented Security Procedures
- ✓ Signs
- ✓ Transient Pilot Sign-In/Out Procedures
- ✓ Security Committee
- ✓ LEO Support
- ✓ Challenge Procedures
- ✓ Vehicle ID System
- ✓ Personnel ID System
- ✓ Lighting System
- ✓ Access Controls

## 12.1 BUILDINGS AND OFFICES

### A. AIRPORT RESCUE AND FIRE FIGHTING (ARFF) BUILDING:

The ARFF Building hours of operation are from 0630-1700 (local time), 7 days a week. All doors shall be locked at the end of each day.

### A.B. UTILITY BUILDING:

The Utility Building door shall be kept locked at all times when not in use.

### B.C. WEATHER OFFICE:

The doors to the Weather Office shall be kept locked at all times when not manned by the Weather Observer(s). The key cabinet shall be kept locked at all times when not in use. Business required access to Airport Staff in the Weather Office is to be conducted through the service window of the Weather Office.

### C.D. AIRPORT MASTER KEYS:

Only authorized personnel shall have keys to the Airport. Gate and door keys shall be distributed by Airport Management.

### D.E. MAIN TERMINAL BUILDING:

A new terminal building with modern amenities and features is being constructed, planned to be completed by spring of 2025. Once constructed, rules and regulations for use of the Main Terminal Building can be found on the Sullivan County International Airport website (<https://sullivanny.us/Departments/Airport>)

### F. HANGAR 7 PILOT'S LOUNGE:

The Pilot's Lounge is located on the second floor of Hangar 7. Commercial activities are not to be conducted in the Pilot's Lounge. The Pilot's Lounge is accessible 24 hours a day, 7 days a week. The pilot's lounge will be relocated to the Main Terminal Building in or about May 2025.

## **12.2 SECURITY CAMERAS**

There are security cameras at the Airport. The Weather Office in the ARFF Building houses the security system and gate operator controls along with the video equipment. The E-911 Center has access to the cameras which provides 24-hour surveillance.

## **12.3 SECURITY FENCE**

A perimeter security fence completely surrounds the Airport and operations area. The on-duty Weather Observer shall perform a daily inspection of the fence and report areas to be maintained, repaired or replaced.

## **12.4 SECURITY GATES**

All gates shall be locked at night. A pedestrian gate is available for passengers and pilots to allow access to the General Aviation Apron outside of the hours of operation. No vehicular traffic shall be allowed on the AOA outside of the hours of operation. Gates used for emergency access shall have double locks. This allows SCDPW personnel access with the master keys and allows the emergency service personnel access during an emergency.

## **12.5 SECURITY LIGHTING**

All security lights shall be inspected on an as needed basis for proper operation. This includes the ARFF Building, E-911 Center, etc.

## **12.6 VEHICLES**

No unauthorized vehicles are allowed on the AOA without prior knowledge by the on-duty Weather Observer(s). No vehicles without a flashing beacon shall be allowed on the AOA unless escorted by the Weather Observer. All construction vehicles must have an aviation orange & white checkered flag mounted on a visible location of the vehicle during periods of construction.

An operator of any vehicle who shall access the AOA shall be trained by the Weather Observer, or a designee, on "Driving on the Airport Operations Area" via video and handout. Documentation of completed training shall be kept in the Weather Office.

## **12.7 AIRPORT RESCUE AND FIRE FIGHTING (ARFF) VEHICLE**

Keys for the ARFF Truck shall not be left in the ignition. A designated area shall be determined by the staff as to the location of the keys.

## **12.8 LOITERING**

There shall be no loitering on Airport property. This includes areas in, around or about the Main Terminal Building Construction Area, the AOA, ARFF Building, hangar areas, E-911 Center, gated areas, etc. Persons with no reason to be on Airport property shall be asked to leave the premises.

## **12.9 COORDINATION WITH STATE AND LOCAL AUTHORITIES**

Ensure proper coordination with law enforcement, fire/rescue services and emergency medical agencies. Contact information is available in the Airport Emergency Plan.

## 12.10 SECURITY MEASURES

1. 8' high chain link security fence with 3-strands of barbed wire.
2. Photo ID's for pilots.
3. Security gates with proximity card / keypad ability.
4. Upgrading security cameras to enable recording and provide increased coverage as needed.

## 12.11 WASHING AND RINSING AIRCRAFTS, VEHICLES, OR MACHINERY

As per Sullivan County International Airport's NYSDEC Stormwater Pollution Prevention Plan, Permit No. GP-0-23-001, there shall be no washing or rinsing of aircrafts, vehicles, or machinery on Sullivan County International Airport property. If an individual desires to wash an aircraft on Sullivan County International Airport property, they may construct a wash rack with an approved collection system in accordance with NYSDEC laws and regulations. The procedures outlined in Section 6, CONSTRUCTION OF NEW FACILITIES - AVIATION RELATED must be followed.

## 13. SNOW AND ICE CONTROL

The snow and ice control plan is prepared in accordance with the procedures contained in the current edition of **AC 150/5200-30: Airport Winter Safety and Operation**.

### 13.1 RESPONSIBILITY AND SUPERVISION

During the normal snow season from November 15 through April 15 and from 0630 through 1700 (local time), the on-duty Weather Observer(s) is responsible for the following:

- (a) Monitoring runway conditions during snow and ice storms to determine the presence of snow, ice or slush and their depth, and to conduct a friction survey. Braking action shall be reported for each one-third (1/3) of the runway should any friction values fall below 40 on any zone of the runway. Friction values shall be reported when values rise above 40 on all zones of the runway that were previously showing a friction value below 40.
- (b) Disseminating airport information through the Notice to Airmen (NOTAM) system through the FSS when commencing snow removal, when less than good braking action conditions are observed, when ridges or windrows of snow remain on or adjacent to movement areas, when any hazard to aircraft operation exists, or when conditions change from those reported by a previous NOTAM.
- (c) At minimum during periods of precipitation, calling the Barryville Facility to advise of airport conditions. The following information will be provided: temperature, precipitation (snow, light rain, heavy rain, freezing rain, sleet, etc.) and surface conditions (puddles on pavement beginning to freeze, pavement wet – snow melting as it falls, snow on pavement, slush on pavement, etc.)
- (d) Closing the runway for aircraft use if it has more than half (1/2) an inch of slush or two (2) inches of dry snow.

During the normal snow season from November 15 through April 15 and from 1700 through 0630 (local time), SCIA is unattended. As soon as practical after beginning his shift at 0700, the Weather Observer(s) on duty shall be responsible for the following:

- (a) Perform an inspection to determine runway and airport conditions and disseminate information as described in list of responsibilities above, as warranted.

The Snow Removal Foreman (Airport Superintendent), consulting with the Commissioner of Public Works, will normally commence snow removal operations at SCIA when there is a plowable accumulation of snow on the runway pavement. However, this will be based upon his evaluation of present and forecast weather.

Until the snow removal crew arrives and begins snow removal operations, airport personnel on duty are responsible for snow and ice control on the access road to the parking lot at the ~~Hangar 7 FBO Hangar~~, the parking lot at ~~Hangar 7 the FBO Hangar~~, the walk to the door of ~~Hangar 7 the FBO Hangar~~, as well as walks and drives near the ~~ARFF Building, Terminal Building~~. Salt is to be used to salt the parking lot and access roads only. Road salt is not to be used on the airside of the fence.

### **13.2 VEHICLES**

All snow removal and ice control vehicles operating on aircraft movement areas are equipped with a two-way radio or will be under the direct control of a vehicle so equipped. Radio equipped vehicles will be in contact with personnel on duty at the Weather Office.

All vehicles operating in a movement area are equipped with the necessary lights and warning signals for night operation in accordance with the current edition of Advisory Circular 150/5210-5, *Painting, Marking and Lighting of Vehicles Used on an Airport*.

A current list of County-owned equipment utilized for snow removal and ice control on movement areas is shown in Section 14.8: *Snow Removal Equipment*.

### **13.3 PRIORITIES – RUNWAYS, TAXIWAYS, RAMPS AND ACCESS ROADS**

- (a) Priority number one (1) will be the Runway, Taxiway “C” and the Main Terminal Ramp. Simultaneously, snow removal shall begin on the entrance roads and terminal walks. Priority one (1) areas will be maintained in a useable condition throughout the storm, if possible.
- (b) Priority number two (2) will be Taxiway “A”, Taxiway “B”, connecting and corporate taxilanes and the general aviation and corporate aprons.
- (c) Priority number three (3) will be the parking lots, T-Hangar taxilanes and aprons and aircraft tie-downs and access roads. These areas will be done subject to personnel and equipment availability.
- (d) Taxiway guidance signs and taxiway & runway lights and signs shall be frequently checked and shall be cleared as necessary to maintain their operational visibility.
- (e) The NAVAID areas shall be evaluated and cleared where necessary and possible.

### **13.4 ICE CONTROL**

- (a) Normally, liquid deicing chemicals and sand are not used on the airport movement areas for ice control.
- (b) In any event, absolutely no chloride salts or other corrosive chemicals are to be used on aircraft movement areas.
- (c) Access roads and parking areas. Sodium chloride and calcium chloride are permissible on automobile roadways. Sand may be treated with these chemicals to assist in adhering to ice and to prevent stockpiles from freezing.



### **13.5 SNOW REMOVAL OPERATIONS**

The following principles regarding snow removal shall be adhered to in maintaining safe operating conditions on airport movement areas:

- (1) Drifted or windrowed snow will be removed promptly from the runway, taxiway and apron surfaces.
- (2) In the event of heavy snow accumulation, the height of snow banks alongside usable runway, taxiway and apron surfaces must be such that all aircraft propellers, engine pods, rotors and wingtips will clear each snowdrift and snow bank when the aircraft's landing gear traverses any full-strength portion of the movement area.
- (3) Maximum allowable snow bank height shall be maintained in accordance with the current edition of AC 150/5200-30.

#### **13.5.1 TENANT'S SNOW REMOVAL RESPONSIBILITIES**

Tenant shall remove snow from the hangar door to a point at least two feet in front of the hangar door promptly after each snow fall, prior to the Airport clearing the T-hangar and corporate aprons and promptly after snow slides off the hangar roof. Tenant shall remove snow from tenant's private walks at tenant's convenience.

#### **13.5.2 REMOVAL OF SNOW IN THE T-HANGAR AREA**

The Airport shall remove snow on the T-Hangar taxiway and T-Hangar aprons during normal operating hours with equipment operated no closer than one foot from hangar doors. Accumulations of less than three inches will generally not be removed unless there is a forecast for rain followed by freezing temperatures or if the previous accumulation plus the new accumulation totals three inches or more.

#### **13.5.3 SNOW FROM A T-HANGAR ROOF**

The Airport shall remove snow that has slid from a T-hangar roof during normal operating hours after the T-Hangar owner or his snow removal contractor notifies the on-duty Airport Weather Observer that the snow slide within two feet of the T-hangar door has been removed and gives the T-hangar bay number, which must be affixed to or above the T-hangar bay door and must be at least 6" high.

### **13.6 SPECIAL CIRCUMSTANCES**

If during snow and ice storms, any of the following conditions exist, the Airport Superintendent, or his designated representative, will be advised immediately.

- (1) The snow removal crew is unable to comply promptly with the requirements listed under the subsection above titled *Snow Removal Operations*.
- (2) Braking action is reported Nil.
- (3) There is an accumulation of two (2) inches of snow on the runway.
- (4) Any condition that in the opinion of the Weather Observers on duty would adversely impact aircraft operations

### 13.7 SNOW REMOVAL FOR EARLY, LATE, HOLIDAY OR WEEKEND FLIGHTS

Snow removal is performed as often as possible during normal operating hours to minimize costs. If a tenant desires to schedule a flight which is either an arrival or departure that would require the removal of snow during overtime hours (outside the normal DPW work day), the tenant shall request removal of snow to accommodate the flight. Costs of snow removal outside the normal operating hours will then be billed to and paid by the tenant by check made payable to the "Sullivan County International Airport". Requests for snow removal for early, late, holiday or weekend flights shall be made to the on-duty Weather Observer at (845) 807-0325 or if unavailable, the snow watchman on duty at the Maplewood Facility (845) 807-0295 and shall include: the request for snow removal to accommodate the (tenant's name) arrival/departure at (time) on (date) and the name of the person requesting the snow removal to accommodate the flight.

### 13.8 CLEAN UP

All snow windrows shall be removed as soon as possible after a storm ends.

### 13.9 SNOW REMOVAL EQUIPMENT

The snow removal and ice control equipment listed below are normally dedicated for use at SCIA by the Sullivan County Division of Public Works:

- One (1) 1987 Caterpillar Model 14G Motor Grader with 14-foot Snow Wing Plow
- One (1) 2005 Sterling L9500 with 12-foot Frink Rollover Plow
- Sicard Carrier Vehicle with 3000tph Rotary Plow
- 2012 Caterpillar Tool Carrier
  - 14' Reversible Plow
  - 10' Broom
  - 4 Yard Bucket
  - 32,000# Forks
- 2013 Wasau 1500tph Rotary Plow
- 2016 Ford 4x4 Pick-Up Truck w/8' Reversible Plow
- 1993 GMC 4x4 Pick-Up Truck w/9' Reversible Plow

~~The snow removal and ice control equipment listed below are normally dedicated for use at SCIA by the Sullivan County Division of Public Works:~~

- ~~• One (1) 1968 Oshkosh Model P182-32 (4x4) Carrier with Klaver Blower Model TU3~~
- ~~• One (1) 1981 Oshkosh Model H2218 Carrier with Oshkosh Blower~~
- ~~• One (1) 1963 Caterpillar Model 12 Motor Grader with 13 foot Snow Wing Plow~~
- ~~• One (1) 1987 Caterpillar Model 14G Motor Grader with 14 foot Snow Wing Plow~~
- ~~• One (1) 1969 Caterpillar Model 930 with 96 inch wide 2-1/2 cu. yd. bucket equipped with 10 foot snow blade.~~
- ~~• One (1) 1968 Oshkosh 4x4 Model 284-51 with 14-1/2 foot Roll-Over Plow~~
- ~~• One (1) Case Loader Power Angle Plow~~
- One (1) 2005 Sterling L9500 with 12 foot Frink rollover plow

**14. EFFECTIVE DATE**

All changes to the Airport Policy Manual shall be effective on the date of approval by the Sullivan County Legislature.