

NORTH LITTLE ROCK AIRPORT
RULES AND REGULATIONS AND MINIMUM STANDARDS
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DEFINITIONS

Abandoned Property –personal property, except motor vehicles, shall be considered abandoned under the following conditions:

- (a) The personal property remains on airport property unclaimed for thirty (30) days.
- (b) The owner of the personal property receives notice to remove the personal property and it remains unclaimed for thirty (30) days.

Abandoned Vehicle- A vehicle shall be classified as *abandoned* if it meets any of the following criteria:

- (a) Unattended for 30 days or more without providing notice to the Airport Director or their designee by providing the name and telephone number of the owner conspicuously on or within the vehicle, or providing the same information by electronic mail. .
- (b) The owner has demonstrated a clear intent not to retake possession of the vehicle.

Abandoned Aircraft - aircraft that has been left unattended for an extended period without evidence of intent to reclaim, operate, or maintain it. This may include:

- Aircraft left at an airport or repair facility with no contact from the owner;
-  • Aircraft for which ownership cannot be verified or the owner cannot be located;
- Aircraft that remain unclaimed after notice has been issued and thirty (30) days has passed; and
- Aircraft that are no longer maintained in airworthy condition and show signs of neglect

Aeronautical Activity - Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations.

Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. (AC 150-5190-7)

Aerostat - any aircraft that remains aloft primarily through **buoyancy**, rather than aerodynamic lift. This includes:

- Balloons: Unpowered aerostats that float due to heated air or lighter-than-air gases like helium or hydrogen.
- Kites: Technically not buoyant, but they are tethered aircraft that rely on aerodynamic lift from wind.

Aircraft Parking and Storage Areas - refers to those designated hangar and apron areas of the Airport identified by the Airport Director for the purpose of parking, storing, and securing aircraft. This includes:

- (a) Locations specifically assigned for short-term or long-term aircraft parking
- (b) Hangars designated for aircraft storage and protection from the elements
- (c) Apron areas approved for aircraft maintenance activities
- (d) Designated zones where self-fueling operations may be conducted in accordance with



Airport policies and applicable regulations

All aircraft parking and storage activities must be conducted in compliance with Airport rules, safety standards, and any applicable federal, state, or local requirements.

Airport – Refers to the North Little Rock Regional Airport and all associated property owned and operated by the City of North Little Rock, acting through the North Little Rock Regional Airport Commission.

Airport Commission - Refers to the North Little Rock Regional Airport Commission—a seven-member governing body appointed by the Mayor of North Little Rock and confirmed by the City Council—responsible for establishing Airport policy, guiding its development, and serving as the designated Lessor in all **Airport** lease agreements

Airport Director - Refers to the individual appointed by the Mayor and the North Little Rock Regional Airport Commission to manage the daily operations of the Airport, and who is vested with the authority to enforce the Minimum Standards, as well as the rules and regulations duly adopted by the Airport Commission.

Arkansas Department of Commerce, Division of Aeronautics – The Division of Aeronautics is established and authorized to represent the State of Arkansas in the promotion and development of landing field, airports, hangars, and other aeronautical projects and to cooperate with and secure the cooperation of the Federal Aviation Administration and other duly authorized federal agencies interested in the development of aeronautics. Ark Code Ann. § 27-115-102.

City - Refers to the City of North Little Rock, Arkansas, the legal owner and designated sponsor of the North Little Rock Regional Airport. This term also encompasses any employee, agent, or elected official acting on behalf of the City in an official capacity.

Commercial Aeronautical Activity - refers to any activity conducted by an operator or user involving the utilization of one or more Airport facilities in exchange for monetary compensation, goods, services, or other forms of consideration.

Common Areas - any portion of Airport property not subject to exclusive-use agreements, including but not limited to shared facilities, infrastructure, equipment, and services provided by Airport Management for the general use and convenience of Airport customers and tenants. This includes, without limitation, landing and take-off areas, access routes to Leased Premises, and other shared installations and amenities. All Common Areas shall remain under the exclusive control of Airport Management, which reserves the right to modify, reconfigure, or discontinue such areas or services at its sole discretion, provided such changes do not unreasonably interfere with tenant operations.

Federal Aviation Administration – the United States federal government agency, within the Department of Transportation, responsible for regulating and overseeing all aspects of civil aviation in the United States and surrounding international waters.

Fixed Base Operator - A commercial business granted the right by the airport sponsor to operate on an airport and provide aeronautical services such as fueling, hangering, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction etc. (AC 150/5190-7)

Fuel Handling – refers to the transportation, delivery, fueling, and draining of fuel or fuel waste products, and the fueling of aircraft.

General Aviation – All civil aviation operations other than scheduled air services and non-scheduled air transport operations for remuneration or hire.

Improvement – refers to a building or other facility constructed or erected on Airport property by the City or an Airport tenant.

Leasehold - refers to the parcel of land, or land together with any improvements thereon that is leased by a tenant from the Airport Commission pursuant to a lease agreement. The Leased Premises may include buildings, structures, paved areas, or other facilities as specified in the lease, and are subject to the terms, conditions, and restrictions established by these Rules and

Regulations and Minimum Standards established by the North Little Rock Regional Airport Commission.

Minimum Standards - refers to the requirements established by the Airport Commission that must be satisfied as a condition for conducting any commercial aeronautical activity at the Airport. These standards are intended to ensure safe, efficient, and consistent operations, and apply to all entities engaging in commercial aeronautical activities. The Minimum Standards set forth herein may be amended periodically at the discretion of the Airport Commission to reflect evolving operational needs, regulatory changes, or industry best practices.

National Transportation Safety Board (“NTSB”) - The independent federal agency charged by Congress with investigating every civil aviation accident in the United States and significant events in other modes of transportation.

Operator – refers to an individual or entity that engages in commercial aeronautical activity.

ORK – refers to the airport designator code for the North Little Rock Regional Airport as established by the International Air Transport Association (“IATA”)

Rules and Regulations - Means the conditions, obligations, and criteria established by the Airport Commission that must be satisfied as a prerequisite to the use of Airport property, facilities, or services. Such requirements are set forth herein and may be modified, supplemented, or repealed from time to time at the sole discretion of the Airport Commission.

Runway Incursion - Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.

Service Provider - Any individual, entity, or organization operating at the Airport that provides services to aeronautical users for compensation, and has satisfied all applicable requirements outlined in the Airport’s Minimum Standards.

Special Event - Any organized activity, gathering, or function held on Airport property that is outside the scope of normal aeronautical operations and is intended to attract participants, spectators, or public attention. This includes, but is not limited to, airshows, fly-ins, exhibitions, promotional events, ceremonies, or community outreach programs.

Surface Incident - An unauthorized or unapproved movement within the designated movement area (excluding runway incursions), or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight.

Taxilane - The portion of the aircraft parking area used for access between taxiways and aircraft parking positions.

Taxiway - A defined path established for the taxiing of aircraft from one part of an airport to another.

Unmanned Aircraft System – An unmanned aircraft system is an unmanned aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

Vehicle – means every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires but not operated upon rails.

Visitor – Any individual who enters Airport property for non-operational purposes and does not possess authorization to conduct aeronautical activities, commercial services, or official duties. Visitors may include guests, spectators, or members of the general public accessing designated public areas, and must comply with all applicable Airport rules, safety protocols, and access restrictions.



SECTION I. GENERAL USE OF THE AIRPORT

1.1 Introduction

The City of North Little Rock, Arkansas (“City”) is the owner of the North Little Rock Regional Airport. It operates the Airport through its Airport Commission and Airport Director. The Commission is responsible for establishing airport policy and development and the Director manages the Airport’s daily operations. Together they safeguard compliance with Federal Aviation Commission (“FAA”) requirements, and ensure that aeronautical services and facilities are fairly and reasonably available to all lessees, visitors and aeronautical users of the Airport. Although not required by the FAA, these minimum standards are highly recommended as a means to minimize the likelihood of violating Federal obligations. As such, the promulgation of the minimum standards are continuing in order to meet obligations of new regulations and changes to existing regulations.

Establishing minimum standards benefit the Airport by: promoting safety; promoting orderly development of Airport property; enhancing the services provided at and by the Airport; and protecting Airport users from unlicensed and/or unauthorized products and services. Hence, any

person or entity engaging in aeronautical activity at the Airport must, in addition to all federal, state and local rules, regulations, laws, codes and ordinances, comply with these Minimum Standards.

The rules and regulations set forth in this document, along with any amendments adopted by the Airport Commission and any referenced materials, are established to ensure the safe, orderly, and efficient operation of the Airport. These provisions apply to all individuals and entities accessing or utilizing Airport property for any purpose.

1.1(a) Policy Statement – Airport Operations and Use of Facilities

The North Little Rock Regional Airport Commission and the Airport Director are dedicated to operating, managing, planning, financing, and developing the Airport in a way that promotes long-term financial stability and safety. All activities shall be conducted in alignment with established airport practices and in compliance with applicable federal, state, and local laws, policies, and regulations.

Applicants seeking to conduct commercial aeronautical activities will be provided fair and reasonable opportunities to qualify for and, where appropriate, occupy available facilities, without unlawful discrimination. All lessees are required to comply with the rules, regulations, and minimum standards adopted by the Airport Commission, as amended from time to time. Lease agreements will be prepared in accordance with these governing provisions.

The granting of rights or privileges to engage in aeronautical activities does not confer any exclusive use of Airport premises or facilities, except for those areas expressly leased to an operator, and only to the extent specified in the written lease agreement

1.2 Conflict of Laws, Ordinances, Rules and Regulations

In the event that any provision of these Rules and Regulations conflicts with any applicable zoning, building, fire, safety, health, or other code, ordinance, rule, or regulation enacted by the City of North Little Rock, the State of Arkansas, the Federal Aviation Administration (FAA), or any other federal agency or regulatory authority, the provision establishing the higher standard for the protection and promotion of public health and safety shall govern and take precedence.

1.3 Enforcement

By entering upon the premises or using any of the property, facilities or services provided at the Airport, all Operators, Users, and Visitors are subject to and agree to comply with and abide by

the Rules and Regulations and/or Minimum Standards as set forth in this document. Such compliance includes the provision of photo identification upon demand.

Violation of any of the Rules and Regulations and/or Minimum Standards contained in this document, or refusing to comply after due notice to comply, shall be considered cause for said Operator, User, or Visitor to be removed from the Airport by the Airport Director or his/her designee¹. Said Operator, User, or Visitor may also be denied use of the Airport until achieving compliance or for such time as may be necessary to ensure the safety of the Airport and other Operators, Users, and Visitors in addition to such other action the Airport Commission may deem necessary and/or local, state, or federal laws may require.

1.4 Minimum Standards

No person shall engage in any commercial aeronautical activity at the Airport without first complying fully with all applicable requirements outlined in the Airport Minimum Standards and these Rules and Regulations.

1.5 Closing of the Airport

Whenever, in the judgment of the Airport Director, conditions at the Airport are deemed unsafe for aircraft operations, including landings or takeoffs, or when necessary to facilitate construction, maintenance, or repairs, the Airport Director shall have full authority to close the entire Airport or any portion thereof, without prior notice, for such duration as deemed necessary to ensure safety and operational integrity. Pursuant to federal regulations, in the event of a closure, NOTAM will be immediately submitted by the Airport Director.

1.6 Smoking

In accordance with the City of North Little Rock's Tobacco use policy², smoking and the use of smokeless tobacco products is prohibited in Airport buildings, within twenty (20) feet of any entry/exit door of an Airport building or Airport vehicle.

The Airport Director may establish outdoor smoking areas. All materials for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. The Airport Director will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts or other

¹ In the absence of the Airport Director or a designee, the Chair of the Airport Commission shall have the authority to enforce compliance with these minimum standards and rules and regulations.

² § 5-003-1 North Little Rock Administrative Policy and Procedure Manual

smokeless tobacco materials are found on the ground), the designated smoking area can be eliminated at the discretion of the Airport Commission.

Definitions:

The term Airport building shall be defined as those structures *or grounds* solely owned, leased or operated by the Airport.

The term Airport vehicle shall be defined as any vehicle owned, leased or operated by the Airport.

The term “smoking” shall mean a lighted cigar, cigarette, pipe or other lit/electronic vapor (e.g. e-cigarette) tobacco product.

The term smokeless tobacco shall include any tobacco product, chewing tobacco, skoal, snuff, etc. be it chewed, dipped, or in any way placed in direct contact with the mouth.

1.7 Waste, Trash and Disposal

All Airport tenants, users, and visitors are responsible for properly disposing of their waste and refuse in designated waste containers. The disposal of petroleum products, industrial waste, or other hazardous materials is strictly prohibited except in full compliance with applicable local, county, state, and federal laws. Responsibility for the handling, disposal, and any consequences arising from such materials shall rest solely with the originating party, who shall remain liable under all relevant environmental and safety regulations.

1.8 Airport Access Code

Access codes and devices issued for entry through public access points at the Airport shall be used solely by individuals who are expressly authorized to do so. Unauthorized duplication, sharing, or distribution of access credentials is strictly prohibited unless prior written approval is obtained from the Airport Director. Individuals granted access credentials are responsible for ensuring their secure use and may only share them with their direct employees or agents acting on their behalf. Any violation of this policy may result in the revocation of access privileges and may be subject to further administrative action.

1.9 Unmanned Aircraft System (“UAS”), Aerostats etc.

As the FAA has exclusive jurisdiction over the National Airspace System (“NAS”), all UAS operations at the North Little Rock Regional Airport must comply with applicable FAA rules, including 14 CFR part 107, Remote ID requirements, and any waivers or authorizations issued by the FAA.

1.10 Animals

No individual shall bring a dog or any other animal onto airport property unless the animal is securely restrained by a leash not exceeding six feet in length, or otherwise properly confined as determined by the Airport Director. Animals must remain under control at all times and shall not be permitted to roam freely or unrestrained in any area of the airport. All animal waste must be promptly collected and disposed of in a sanitary and appropriate manner. Users, Operators and Visitors are prohibited from feeding stray animals on Airport property.

1.11 Leases

All leases of airport property must receive prior approval from the Airport Commission and shall be executed in writing. Lease terms must comply with all applicable federal and state laws, Regional codes, FAA regulations, airport rules and regulations, and established minimum standards. Leased premises shall be used exclusively for the purposes specified in the lease agreement and must not disrupt or compromise airport operations or safety. Subleasing of airport property is strictly prohibited without the prior written consent of the Airport Director.

1.12 Outdoor Storage

No person, tenant, user, entity, or visitor shall store, park, or leave unattended any vehicle, trailer, equipment, materials, or other personal property outside of a leased hangar or elsewhere on airport property. This prohibition applies to all areas of the airport, including but not limited to aprons, hangar ramps, access roads, and undeveloped parcels.

Temporary outdoor placement of non-aeronautical property may be permitted solely for operational purposes and only with prior written authorization from the Airport Director.

Authorized airport vehicles and equipment used in official airport operations are exempt when parked in designated areas.

Items stored in violation of this policy may be subject to immediate removal at the owner's expense. Repeated violations may result in the revocation of lease privileges as set forth in the airport lease agreement or as determined by the Airport Director.

1.13 Property Damage, Harmful Activity

No person shall destroy, deface, damage, or otherwise disturb Airport property, nor engage in any activity that is injurious, detrimental, or disruptive to Airport operations, facilities, or

businesses. Any individual or entity responsible for such damage shall be held liable and required to reimburse the City of North Little Rock for the full cost of repairs. Failure to comply with this regulation constitutes a violation of Airport rules and may result in denial of access to Airport facilities until full restitution has been made.

1.14 Alterations and Construction on Airport Property

No individual, tenant, or entity shall modify, alter, or construct any signs, buildings, aircraft parking or storage areas, leased premises, or other airport property without prior written approval from the Airport Director and without first obtaining all required permits. This includes the erection of any structure or improvement that would ordinarily require a building permit under applicable law.

Minor interior modifications that do not require a building permit—such as painting, carpeting, or similar cosmetic enhancements—are exempt from this approval requirement.

All approved work must comply fully with the building codes and permitting procedures of the City of North Little Rock. Upon completion, the responsible party shall submit accurate as-built plans to the Airport Director for recordkeeping and inspection purposes.

1.15 Responsibility for Property on Airport Premises

No property, including but not limited to aircraft, airframes, and aircraft components that is under the care, custody, or control of any individual or entity shall be abandoned, neglected, or relocated without prior consent from another party who has agreed to assume full care, custody, and control of said property.

1.16 Restricted Access during Airport Emergencies

All individuals must remain clear of and refrain from entering any area affected by an airport emergency unless:

- (a) Authorized by applicable law;
- (b) Specifically requested to assist by emergency personnel; or
- (c) Granted prior consent by the Airport Director.

Unauthorized presence in emergency zones may interfere with response efforts.

SECTION II. AIRPORT RULES

2.1 Applicability

The following Rules and Regulations apply to all aircraft located on airport property, regardless of whether the aircraft is being operated, taxied, towed, or otherwise moved by a pilot, mechanic, line service personnel, or any other authorized individual.

2.2 Operating Rules

All aircraft operating on airport property must adhere to all applicable Federal Aviation Regulations (FARs) as established by the Federal Aviation Administration (FAA).

2.3 Aircraft Parking

(a) No person shall park, leave parked, or allow any aircraft to remain stationary on airport property except within the designated aircraft parking or storage area specifically assigned to them. Aircraft must be fully contained within the boundaries of the assigned area and shall not encroach upon or extend into adjacent common areas or other designated spaces.

(b) If an aircraft is parked in violation of this section, or if at the discretion of the Airport Director it poses an operational or safety hazard, or interferes with airport maintenance or access, the Airport Director is authorized to relocate the aircraft at the owner's expense. The City of North Little Rock, including its employees and agents, shall not be held liable for any damage resulting from such relocation.

2.4 Removal of Disabled Aircraft

(a) The owner and/or pilot of any disabled aircraft located within a Common Area of the Airport shall be solely responsible for its removal at their own expense, within a reasonable timeframe. Removal may be deferred only if directed by the Airport Director, the Federal Aviation Administration (FAA), or the National Transportation Safety Board (NTSB) due to an active investigation.

(b) If the aircraft is not promptly removed as required, the Airport Director is authorized to arrange for its removal. All costs incurred in connection with such removal shall be charged to the aircraft owner. The City of North Little Rock and the North Little Rock Regional Airport, including their employees and agents, shall not be liable for any damage to the aircraft resulting from its relocation or removal.

(c) In the event the disabled aircraft is subject to an investigation, no cargo, baggage, or other contents may be removed until the aircraft has been formally released by the FAA or NTSB.

2.5 Accident Reporting

(a) All damage to aircraft or airport property must be reported promptly. Any individual involved in an aircraft accident that results in damage to Airport property, occurs within a movement area, or requires reporting to a regulatory agency shall notify the Airport Director as soon as practicable, but no later than twenty-four (24) hours following the incident.

(b) Upon request, the involved party or parties shall submit a written report to the Airport Director. The report must include:

- Names and addresses of all individuals involved
- A detailed description of the incident
- The apparent cause of the accident
- A complete list of all damaged property

2.6 Helicopter Operations

(a) All helicopter operations whether conducted by based or transient aircraft must maintain safe separation from buildings, hangars, parked aircraft, and other airport infrastructure. Helicopters shall not operate within the Final Approach and Takeoff Area (FATO), as defined for that aircraft type in the current FAA Advisory Circular 150/5390-2, unless a minimum buffer of twenty-five (25) additional feet beyond the prescribed FATO dimensions is maintained.

(b) To the greatest extent practicable, helicopters shall avoid flying over or hovering above individuals, vehicles, buildings, or other aircraft (whether in motion or stationary) within the boundaries of the Airport.

SECTION III. VEHICLES AND PEDESTRIANS

3.1 Applicability

This section of the North Little Rock Regional Airport Rules and Regulations applies to all individuals and vehicles entering or operating at the North Little Rock Regional Airport. .

3.2 Vehicle Operations

Authorization to operate a vehicle at the North Little Rock Regional Airport is a conditional privilege granted solely at the discretion of the Airport Director. This privilege may be suspended or permanently revoked at any time, without prior notice, for any reason deemed necessary to maintain safety, security, or operational integrity.

3.3 Parking

(a).Parking is prohibited in any location or manner that impedes access to hangars, interferes with airport operations, or creates a safety hazard.

(b) Exceptions to this policy may be granted by the Airport Director for approved special events, subject to prior coordination and written authorization.

3.4 Vehicle Removal

The Airport Director is authorized to remove, or cause to be removed, any vehicle located on airport property that is determined to be disabled, abandoned, improperly parked in violation of these Rules and Regulations, or presenting an operational or safety concern. Such removal shall be carried out at the sole expense of the vehicle's owner.

Neither the City of North Little Rock nor the North Little Rock Regional Airport, including their employees or agents, shall be held liable for any damage incurred during the removal or relocation of the vehicle.

3.5 Non-Motorized Vehicles, Scooters, and Miscellaneous Vehicles

(a) All bicycles and other non-motorized vehicles operating on Airport property shall comply with the established rules and regulations governing vehicular operations. Non-motorized vehicles must not be operated in a manner that interferes with airport operations or creates a safety hazard. .

(b) Operators of go-karts, scooters, skateboards, rollerblades, Segways, all-terrain vehicles (ATVs), mopeds, and motorcycles shall comply with the established rules and regulations governing vehicular operations, and must not be operated in a manner that interferes with airport operations or creates a safety hazard.

(c) Exceptions to this policy are limited to vehicles used exclusively for official airport functions, including but not limited to aircraft tugging, marshalling, refueling, or transportation between hangar areas and the Fixed Base Operator (FBO). Such vehicles must be operated in a safe and controlled manner and only within designated operational zones.

3.6 Motor Homes, Boats and other Recreational Vehicles

Motor homes, boats, utility trailers, and recreational vehicles shall not be stored parking area on the grounds of the North Little Rock Regional Airport without the explicit written consent of the Airport Director.

Any recreational vehicle stored at its assigned hangar or approved storage space shall under any circumstance obstruct, encroach upon, or interfere with aircraft movement or operations.

3.8 Pedestrian Safety

Pedestrians are not permitted to obstruct, encroach upon, or interfere with aircraft or ground vehicular movement or operations.. This policy is in place to ensure the safety of individuals and the secure operation of aircraft and ground vehicles within controlled zones.

IV. HANGARS

4.1 Applicability

This section applies to all hangars, T-hangers, open shade hangars and aircraft tie-downs that are owned or leased from the North Little Rock Regional Airport; including those that are constructed on Airport property, or operated by or under the authority of the North Little Rock Regional Airport. Non-aeronautical use of hangars is prohibited except as incidental and not interfering with aeronautical use. Further, as set forth below, and consistent with FAA Policy on non-aeronautical use of hangars, hangars shall be used primarily for aeronautical purposes; provided, no hangar shall be used as a place of business for non-aeronautical enterprises, except as approved in writing by the Airport Commission.

4.2 Use and Purpose

(a) Conventional Aircraft storage hangars may only be used for the following purposes:

1. **Aircraft Storage and Parking**
 - a. Storage and parking of aircraft, along with associated equipment and supplies, as permitted under the tenant's lease agreement.
 - b. Aircraft must be parked entirely within the leased premises and must not obstruct adjacent aircraft parking areas, storage areas, or taxi lanes.
 - c. Temporary staging or fueling of aircraft is permitted, provided it is immediate and does not interfere with airport operations.

2. Vehicle Parking

- a. Tenants may park personal vehicles inside the hangar while their aircraft is in operation.

3. Maintenance Activities

- a. Preventative maintenance is allowed within hangars.
- b. Major alterations or repairs are prohibited unless performed by the aircraft owner.

4. Storage of Waste Materials

- a. Oily rags, oil waste, trash, and other debris must be stored in containers with self-closing, tight-fitting lids.
- b. Containers must be approved by the Airport Director or the North Little Rock Fire Department (NLRFD).

5. Compressed Gas Safety

- a. Oxygen and other combustible compressed gases must be secured to a fixed location or a portable cart designed for such cylinders or tanks.
- b. All cylinders or tanks must have pressure relief devices installed and maintained.
- c. Cylinders or tanks not in use must be fitted with transportation safety caps.

6. Storage of Flammable or Combustible Fluids

- a. All flammable or combustible fluids must be stored in approved containers and fireproof cabinets.

7. Inspections and Compliance

Aircraft hangars are subject to annual and periodic inspections at the discretion of the Airport Director, the NLRFD, or other regulatory authorities. These inspections ensure compliance with all applicable federal, state, and local laws, ordinances, and regulations.

(b) T-Hangar

1. Permitted Uses of Aircraft T-Hangars

a. Aircraft Storage and Parking

Storage and parking of aircraft, along with associated equipment and supplies, as specified in the tenant's lease agreement.

Aircraft must be parked entirely within the leased premises and must not obstruct adjacent aircraft parking areas, storage areas, or taxi lanes except for brief, temporary staging or fueling.

b. Vehicle Parking

Tenants may park personal vehicles inside the hangar while their aircraft is in operation.

2. Restrictions on T-Hangar Use

a. Maintenance Activities

Preventative maintenance is permitted. Major aircraft alterations or repairs may only be performed by the aircraft owner or a licensed A&P/IA mechanic, and must be approved by the Airport Director.

b. Utility Disruption

Maintenance activities must not involve tools or equipment that disrupt or overload airport utility services due to excessive power demands.

c. Waste Storage

Oily rags, oil waste, trash, and other debris must be stored in containers with self-closing, tight-fitting lids. Containers must be approved by the Airport Director or the North Little Rock Fire Department (NLRFD).

d. Compressed Gas Safety

Oxygen and other combustible compressed gases must be secured to a fixed location or portable cart designed for such cylinders or tanks.

All cylinders/tanks must have pressure relief devices installed and maintained.

When not in use, transportation safety caps must be installed.

e. Battery Charging

Batteries may only be charged while the aircraft owner, service provider, or tenant is present.

Aircraft batteries must not be connected to a charger while installed in an aircraft located inside or partially inside a hangar.

Battery tenders may remain connected while installed in an aircraft.

f. Flammable and Combustible Materials

All flammable or combustible materials must be stored in approved NFPA-rated containers. Total storage of such materials is limited to ten (10) gallons per hangar.

3. Commercial Activity Restrictions

No commercial maintenance activities may be conducted by the lessee within the T-hangar. However, certified maintenance personnel may perform work on the lessee's aircraft within the leased premises, provided that:

- Activities do not interfere with adjacent leaseholders
- Work complies with the Airport's Minimum Standards
- Compensation-based services are limited to the lessee's aircraft only

4. Structural Modifications

Any construction involving wall relocation or structural changes to the hangar must receive prior written approval from the Airport Director.

5. Inspections and Compliance

All aircraft T-hangars are subject to annual and periodic inspections at the discretion of the Airport Director, the NLRFD, or other regulatory authorities. Inspections ensure compliance with all applicable federal, state, and local laws, ordinances, and regulations.

(c) Aircraft Openshade Hangars and Tie-downs

Open shade hangars and aircraft tie-downs may only be used for the following purposes and are subject to the conditions outlined below:

1. Aircraft Storage and Parking

- Only aircraft listed on the approved Aircraft Storage Agreement for the designated open shade hangar or tie-down may be stored or parked in the assigned space.
- Aircraft must be parked entirely within the boundaries of the leased or rented area and must not obstruct adjacent aircraft parking spaces, storage areas, or taxilanes.
- Temporary staging or fueling of aircraft is permitted, provided it does not interfere with airport operations or adjacent tenants.

2. Preventative Maintenance

- Preventative maintenance may be performed on aircraft listed in the Aircraft Storage Agreement, in accordance with all applicable federal, state, and local regulations.
- All maintenance activities must be fully contained within the leased or rented space and must not encroach upon adjacent areas or disrupt airport operations.

3. Storage of Flammable and Combustible Materials

- All flammable or combustible materials must be stored in appropriate, approved containers.
- The total quantity of such materials stored within the hangar or tie-down area shall not exceed ten (10) gallons.

4. Structural Modifications

- Any construction, including the relocation of walls or structural alterations to the hangar, must receive prior written approval from the Airport Director.

5. Inspections and Compliance

- Open shade hangars and tie-downs are subject to annual and periodic inspections at the discretion of the Airport Director, the North Little Rock Fire Department (NLRFD), or other regulatory authorities.
- Inspections are conducted to ensure compliance with all applicable federal, state, and local laws, ordinances, and regulations.

V. FUELING, FLAMMABLE FLUIDS, AND SAFETY

5.1 Fuel Safety

All transportation, storage, and handling of aircraft and vehicle fuel within the Airport shall be conducted in full compliance with the following:

- The *Uniform Fire Code*, as amended
- Applicable codes and standards of the *National Fire Protection Association (NFPA)*, including but not limited to NFPA 407 and NFPA 409, as amended
- *FAA Advisory Circular 150/5230-4*, or its current version, as amended
- All provisions outlined in these Airport rules and regulations
- Any other applicable federal, state, or local laws and regulations

5.2 Unauthorized Use and Possession

No person shall possess, store, transport, or handle fuel of any kind within the boundaries of the Airport unless expressly authorized in writing by Airport Management. This prohibition applies to all types of fuel, including but not limited to aviation fuel, vehicle fuel, and portable fuel containers.

5.3 Storage of Aircraft Fuel Trucks, Trailers and other Aircraft Refueling Devices

All aircraft refueling vehicles, portable aircraft fuel containers, and refueling devices shall be stored outdoors at a minimum distance of fifty (50) feet from any building, unless a different distance is specifically approved by both the Airport Director and the North Little Rock Fire Department (NLRFD).

No aircraft refueling vehicle, fuel container, or refueling device whether full, partially full, or empty shall be brought into, stored, or kept within any building on Airport property unless that building is designated and approved exclusively for fuel storage and handling purposes.

This restriction does not apply to NFPA-approved vehicle fuel cans with a maximum capacity of five (5) gallons, provided that:

- No more than one such can is stored within any single vehicle
- No more than two such cans are stored within any individual hangar

5.4 Fueling Locations

All aircraft fueling must be conducted outdoors. At no time during fueling shall any part of an aircraft be located within a hangar, T-hangar, or open-shade hangar. This restriction is intended to minimize fire hazards and ensure compliance with safety regulations.

5.5 Fuel Servicing Vehicle Maintenance

All maintenance and servicing of aircraft fuel servicing vehicles must be conducted outdoors or within a facility specifically approved for such activities by the North Little Rock Fire Department (NLRFD). Under no circumstances shall maintenance be performed inside any building not designated and approved for fuel-related operations.

All aircraft refueling vehicles, portable fuel containers, and refueling devices whether in use, in storage, or undergoing maintenance must comply fully with the safety, design, and operational standards outlined in NFPA 407: Standard for Aircraft Fuel Servicing.

5.6 Removal of Flammable Liquids

All fuel, oil, grease, or hazardous material spills must be reported immediately to the Airport Director, regardless of size or source.

In the event of any discharge of gasoline, oil, grease, or other substances that are unsightly, hazardous, or potentially detrimental to Airport operations, safety, or the environment, the responsible party shall initiate immediate cleanup. Responsibility for full and prompt remediation lies with the Service Provider, equipment owner, tenant, or concessionaire whose actions or equipment caused the spill.

Failure to restore the affected area to its original safe and environmentally sound condition may result in the City of North Little Rock undertaking cleanup and remediation efforts. In such cases, the responsible party shall be liable for:

- All direct costs associated with cleanup and disposal
- Any environmental remediation required under applicable law
- Fines, penalties, or damages imposed on the City as a result of the spill
- Administrative and legal expenses incurred by the City

Non-compliance with this policy may result in suspension or revocation of Airport access privileges, termination of operating agreements, and other enforcement actions as deemed necessary by Airport Management.

5.7 Fire Extinguishers

All tenants, lessees, licensees, and sub-lessees are required to provide and maintain fire extinguishers that are adequate in type, quantity, and placement, as determined by the North Little Rock Fire Department (NLRFD) and in accordance with the recommendations outlined in NFPA 407: Standard for Aircraft Fuel Servicing. Fire extinguishers must be tagged with the date of the most recent inspection.

5.8 Portable Fuel Storage

Unless expressly approved in writing by the Airport Director, the use or storage of portable fuel tanks is prohibited on Airport property. Exceptions to this prohibition include the following:

1. **Fuel trucks** that are legally constructed, operated, and maintained in full compliance with all applicable laws and regulations
2. **Fuel tanks installed in operable aircraft**
3. **Sampling and testing containers** not exceeding one (1) gallon in capacity, used exclusively for fuel, engine, or fuel system testing
4. **Transport tanks** lawfully delivering fuel for immediate transfer into a permitted fuel storage tank authorized by the City of North Little Rock
5. **NFPA-approved fuel tanks** stored within a hangar or T-hangar, provided such storage complies with all applicable fire safety codes and Airport regulations

5.9 Underground Fuel Storage

This policy establishes requirements for the installation, operation, and management of underground fuel storage tanks (USTs) at the North Little Rock Regional Airport. It ensures

compliance with FAA Order 1050.15B, Environmental Protection Agency (EPA) regulations, and applicable state laws, while protecting airport safety, environmental quality, and operational integrity.

All underground fuel storage systems shall be operated in accordance with FAA Order 1050.15B, which addresses fuel storage tank systems at FAA Facilities. USTs shall not pose risks to aviation operations, air traffic facilities, or airport safety systems.

USTs must comply with EPA regulations (40 CFR Part 280), including:

- Leak detection and monitoring systems.
- Spill and overflow prevention equipment.
- Corrosion protection measures.
- Financial responsibility provisions for cleanup and liability.

All tanks must also meet Arkansas state UST program requirements, as administered by the Arkansas Department of Environmental Quality (ADEQ).

The Airport Commission retains authority over the siting, permitting, and operation of USTs on airport property. Absent a lease provision, tenants and operators must obtain written approval from the Airport Commission before installing or modifying any underground fuel storage system. Lease agreements and operating permits shall include provisions requiring compliance with FAA, EPA, and state regulations.

USTs shall be inspected and tested regularly to ensure integrity and compliance. Operators must maintain records of inspections, maintenance, and repairs, and provide them to the Airport Commission upon request. Any suspected or confirmed release must be reported immediately to the Airport Commission, FAA, EPA, and ADEQ, with corrective action taken in accordance with regulatory requirements. *Tanks older than ten years without corrosion protection shall be considered high-risk and subject to replacement or removal.*

Non-compliance with this policy may result in suspension of operating privileges, termination of lease agreements, and referral to regulatory authorities. The Airport Commission reserves the right to update this policy in alignment with FAA Order 1050.15B, EPA regulations, and evolving best practices.

5.10 Self-Fueling

Subject to all other applicable laws, regulations, and provisions of these Airport rules, only aircraft owners with aircraft based at the Airport—and who are not designated Fixed Base

Operators (FBOs)—are permitted to conduct self-fueling operations. Such fueling must be limited exclusively to their own aircraft.

Under no circumstances shall self-fueling privileges be used for commercial purposes, including but not limited to fueling aircraft owned by others, offering fuel for sale or distribution, or engaging in any activity that resembles or substitutes for FBO services.

Any violation of this policy may result in the suspension or revocation of self-fueling privileges, enforcement actions, and potential loss of access to Airport facilities.

SECTION VI. SPECIAL EVENTS

6.1 Applicability

This section applies to all individuals, businesses, or organizations holding a ground lease issued by the North Little Rock Regional Airport.

6.2 Notice of Special Events

All lessees, tenants, and licensees of the North Little Rock Regional Airport are required to provide advance written notice to the Airport Director of any planned special event to be held on Airport property. Notification must be submitted no less than 30 days prior to the scheduled event and must include the nature, date, time, location, and anticipated attendance.

6.3 Responsibility at Special Events

The leaseholder, tenant, or other authorized party hosting a Special Event at the Airport shall be fully responsible for the actions, behavior, and any resulting consequences of all guests they invite or allow to attend. This responsibility includes ensuring compliance with all applicable Airport rules, safety protocols, and local laws.

SECTION VII. MINIMUM STANDARDS

All tenants conducting operations or activities at the North Little Rock Regional Airport shall remain in continuous compliance with all applicable local, state, and federal laws and

regulations, as well as the provisions of these Minimum Standards and the terms of their individual lease agreements.

Nothing in this section shall be interpreted as granting or implying the grant of an exclusive right to any tenant. Furthermore, no tenant shall be afforded any privilege that restricts or prohibits an individual aircraft owner from performing maintenance or service on their own aircraft, in accordance with applicable regulations.

The Airport Commission reserves the unrestricted right to further develop, expand, or improve the Airport at its sole discretion, without interference, obstruction, or claim from any lessee. Additionally, the Commission retains full authority to maintain all Airport property and City-owned improvements, and to direct, regulate, and oversee tenant activities as necessary to ensure safe, efficient, and lawful operations

7.1 Applicability

This section applies to all individuals, entities, and organizations, operating in a commercial or noncommercial capacity, that engage in any form of aeronautical activity at the North Little Rock Regional Airport. This includes, but is not limited to, aircraft operations, maintenance, fueling, flight instruction, and other aviation-related services or pursuits conducted on Airport property.

7.2 Leases

All prospective Airport tenants must complete and submit a formal lease application, accompanied by the required application fee as specified in the current lease application guidelines. The application must include all necessary approvals from the Airport's Engineer of Record and any other documentation deemed relevant by Airport staff.

Completed applications, along with payment and required approvals, must be submitted to the North Little Rock Airport Commission no less than thirty (30) calendar days prior to the scheduled date of Commission review. Incomplete or late submissions may result in deferral or denial of the application.

Any party seeking to lease property at the North Little Rock Regional Airport shall submit a formal lease application containing the following elements:

1. A detailed statement of the intended use of the leasehold premises, including a description of any proposed improvements, if applicable.

2. The requested lease term, which shall reflect the applicant's anticipated financial investment and corresponding amortization schedule.
3. A site plan certified by a professional engineer or architect duly licensed to practice in the State of Arkansas. Said site plan shall, at a minimum, depict the location of all proposed improvements within the leasehold, designated automobile parking areas (if applicable), grading and drainage plans, and landscaping or planting plans (if applicable).

The applicant shall provide written assurance that the proposed leasehold is sufficient to accommodate all intended activities and services, and that the proposed improvements comply with all applicable building codes, zoning ordinances, and Federal Aviation Administration (FAA) standards.

The site plan shall be submitted to the Airport's Engineer of Record for review and approval prior to consideration by the North Little Rock Airport Commission. The applicant shall be responsible for all costs associated with the application process, including fees incurred for engineering review.

Upon execution, the lease application and all supporting documentation shall be incorporated into and made part of the final lease agreement. The executed lease shall also include a certified legal description and accurate survey of the leasehold premises.

All leases shall be subordinate to any existing or future agreements between the Airport and the City of North Little Rock or the United States Government relating to the operation, maintenance, or development of the Airport, including but not limited to agreements executed as a condition of receiving federal funding.

No lease shall be assigned without the prior written consent of the Airport Commission. The Commission shall be provided with no less than forty-five (45) days' advance written notice of any proposed assignment and shall have a minimum of sixty (60) days to review and act upon such request.

Tenants and the Airport Commission shall remain bound by and in full compliance with all terms, conditions, and obligations set forth in the executed lease agreement for the duration of the lease term.

Hangar Improvement and Lease Extension Policy

In recognition of the evolving standards for hangar construction and the presence of legacy structures developed under prior lease agreements, the North Little Rock Regional Airport hereby establishes the following policy to encourage modernization and ensure long-term compliance with current Airport standards:

1. Eligibility for Lease Extension

Tenants seeking to make substantial capital improvements to existing hangars may request an extension of their current or an assignable lease term, provided the proposed improvements:

- Bring the hangar into compliance with current building codes, Airport Minimum Standards, and applicable FAA regulations
- Represent a meaningful investment in structural, operational, or safety enhancements
- Are clearly documented in a written improvement proposal submitted to the Airport Director

2. Improvement Proposal Requirements

The proposal must include:

- A detailed scope of work and timeline for completion
- Architectural or engineering plans, if applicable
- Estimated costs and financing method
- A statement of how the improvements will enhance safety, functionality, or compliance
- Any permits or approvals required by local, state, or federal authorities

3. Review and Approval

The Airport Director shall review all improvement proposals and make a recommendation to the Airport Commission. The Commission may approve a lease extension commensurate with the scale and value of the proposed improvements, not to exceed the maximum term allowed under applicable law or Airport policy.

4. Conditions of Extension

Lease extensions granted under this policy shall be contingent upon:

- Timely completion of the approved improvements

- Verification of compliance through inspection by the Airport or its designated representative
- Execution of an amended lease agreement reflecting the new term and updated obligations

7.3 Commercial Aeronautical Activity

All prospective commercial aeronautical operators must comply with the current rules, regulations, and Minimum Standards established by the North Little Rock Regional Airport prior to initiating any commercial aeronautical activity or service on Airport property.

The North Little Rock Airport Commission may grant operating privileges only to applicants who meet the Minimum Standards applicable to their proposed activity. To be considered, potential operators must submit the following to the Airport Commission:

- A detailed description of the proposed commercial aeronautical activity
- Copies of all required certifications, licenses, or authorizations issued by the FAA or other relevant regulatory bodies
- Demonstration of financial capacity to initiate and sustain the proposed activity, including any required construction of facilities or appurtenances

Operators approved to conduct commercial aeronautical activities must maintain:

- Adequate equipment and infrastructure necessary for the authorized activity
- Qualified personnel with appropriate certifications and experience
- Valid licenses and insurance coverage as required by law and Airport policy

Approved operators are expected to:

- Deliver services efficiently and reliably to meet Airport demand
- Serve all customers on a fair and non-discriminatory basis
- Adhere to non-discrimination standards in all employment and business practices, including but not limited to race, religion, gender, age, sex, identity, or national origin

7.4 Fixed Base Operator (FBO)

(a) Compliance and Subcontracting - In addition to the requirements outlined in Subsection 7.3, all Fixed Base Operators (FBOs) operating at the North Little Rock Regional Airport must fully comply with the Minimum Standards established in this section.

FBOs may subcontract or sublease specific services only with prior written approval from the Airport Director. All subcontractors and sublessees must meet the applicable regulatory,

operational, and safety requirements for the services they provide, including full adherence to these Minimum Standards.

The FBO shall retain primary responsibility for the performance, conduct, and regulatory compliance of any subcontracted or subleased operations. Any failure by a subcontractor or sublessee to meet the required standards shall be treated as a failure by the FBO itself and may result in enforcement actions, including suspension or revocation of operating privileges.

(b) Premise and Facilities - Fixed Base Operators (FBOs) shall provide adequate, dedicated space to support the following essential functions:

- A pilot lounge and/or rest area suitable for crew use
- A flight planning area equipped with the necessary tools, resources, and technology to support pre-flight preparation

FBOs must also comply with any additional space requirements applicable to the specific aeronautical services they offer. However, space requirements shall not be applied cumulatively across multiple services unless expressly stated in the Airport's Minimum Standards or directed by the Airport Director.

(c) Fueling Equipment - All Fixed Base Operators (FBOs) at the North Little Rock Regional Airport shall be equipped with fuel-dispensing systems that comply with all applicable federal, state, and local regulations for each type of fuel dispensed. Required safety and operational equipment includes:

- **Bonding wires** on all fueling equipment, which must be properly installed, routinely inspected, and continuously maintained to prevent static discharge
- **Spill response kits** readily available for all mobile fuel storage tanks, sized and stocked appropriately for the types and quantities of fuel handled
- **Fire extinguishers and related fire suppression equipment** located in accordance with applicable fire codes and maintained in a state of readiness at all times

FBOs are fully responsible for the safe handling, storage, and dispensing of fuel. They shall be held liable for any leaks, spills, contamination, or damage resulting from fuel-related operations, including environmental impact, property damage, or personal injury. This liability extends to both direct actions and failures to maintain equipment or adhere to safety protocols.

(d) Aircraft Line Service Requirements - Fixed Base Operators (FBOs) at the North Little Rock Regional Airport shall provide and maintain adequate equipment, or ensure the availability of

qualified contract services, to support essential aircraft line service activities. These services include, but are not limited to:

- **Aircraft tie-down facilities**, including ropes, chains, wheel chocks, and other approved restraining devices
- **Loading, unloading, and towing equipment** sufficient to safely and efficiently move aircraft as needed
- **Aircraft tire repair and inflation**, as well as **strut servicing**
- **Oil changes** and routine fluid servicing
- **Battery recharging or energizing** for discharged aircraft batteries
- Provision of **oxygen, nitrogen, and compressed air**
- **Lavatory servicing**
- **Ground power units (GPUs) and air conditioning/heating systems** for aircraft support
- **Aircraft deicing and engine pre-heating** capabilities
- **Tools and jacks** necessary for the safe removal of disabled aircraft from the airfield

The quantity and capacity of such equipment shall be sufficient to support the types and volume of aircraft that routinely operate at the FBO's premises, including appropriate backup or replacement equipment to ensure uninterrupted service.

FBOs that do not directly provide one or more of the listed services must furnish current contact information for a qualified contractor capable of delivering the required service in a timely and compliant manner.

(e) Service Availability Requirements - Fixed Base Operators (FBOs) at the North Little Rock Regional Airport shall ensure that aircraft fueling and line services are continuously available to meet the reasonable demands of the public **seven (7) days per week**, including holidays, during all published Airport operating hours.

FBOs must also maintain **after-hours availability** of fueling and line service personnel on an on-call basis, with a **response time not to exceed one (1) hour** from the time of request.

Aircraft maintenance and aircraft recovery/removal services shall be offered and available to meet public demand **no fewer than five (5) days per week**. These services must also be supported by **after-hours, on-call personnel**, with a **response time not to exceed two (2) hours**.

The Airport reserves the right to require FBO facilities to be open and staffed during additional hours when deemed necessary to serve the public interest, support operational needs, or respond to emergency or special circumstances.

7.5 Insurance

All tenants of the North Little Rock Regional Airport shall maintain active indemnity and commercial general liability insurance coverage for all authorized activities and improvements conducted on Airport property. Such insurance must be issued by carriers legally authorized to operate within the State of Arkansas and must meet coverage limits and conditions as specified by the Airport Commission.

Proof of insurance shall be provided upon request and updated as necessary to ensure continuous compliance. Failure to maintain required coverage may result in suspension of lease privileges or other enforcement actions.

