

**INTERIM
RULES AND REGULATIONS
OF THE
SARATOGA COUNTY AIRPORT**



MAY 1, 2012

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Saratoga County Airport Rules and Regulations

Preamble

These Rules and Regulations are intended to provide basic guidelines for aeronautical activities at Saratoga County Airport. The intent of these Rules and Regulations is to ensure that all Federal Aviation Administration (FAA) Federal Aviation Regulations (FAR) are complied with as well as all Airport Sponsor Assurances that govern the operation and development of Saratoga County Airport. The primary objective of these Rules and Regulations is to ensure the safety of County employees, tenants, patrons, and users of the airport both on the ground and in the air. These Rules and Regulations are made part of Saratoga County Airport Minimum Standards and are included in all tenant leases and are enforceable under FAA and Saratoga County guidelines.

1.0 DEFINITIONS

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

Abandoned Vehicle – Any Motor Vehicle, trailer, or semitrailer that has remained on Airport property for more than forty-eight hours without prior notification to the FBO.

Accident - Any collision between a Motor Vehicle and another Motor Vehicle, Person, or object which results in property damage, personal injury, or death.

Agreement - A written agreement as specified in Section 2, E of the Minimum Standards for Saratoga County Airport granting an Entity the right to operate on Airport property and may also identify specific areas on the Airport for parking and storage of aircraft and associated equipment.

Aircraft – Any device used or designed for navigation or flight in the air including, but not limited to, and airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, light sport aircraft (LSA), powered lift aircraft, balloon, or blimp.

Airport Operations Area (AOA) – The area of the Airport used for aircraft landing, takeoff, or surface maneuvering including the areas around hangars, navigation and communication equipment and apron/tiedown areas. Access to the AOA is restricted to County Personnel, tenants, aircraft owners, and other County authorized users who are escorted by these people.

Airport Traffic Pattern – The rectangular traffic pattern about a runway as outlined in FARs that aircraft use for pattern work (touch and go's) as well as arrivals and departures. For purposes of these Rules and Regulations, the standard pattern is a left hand pattern.

Airside Areas – The area encompassed within the Airport Operations Area.

Apron or Ramp - Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

Assigned Area – An area designated by Saratoga County for an entity without a lease at the airport to operate on the airfield for aeronautical purposes.

Base Station Coordinator – The base station is comprised of a coordinator who acts as a liaison between the gliders, tow aircraft and the airport. This point of contact shall oversee the base station and shall monitor all glider operations and monitor the airport UNICOM frequency. The base station will be located on the AOA to facilitate the efficient movement and recovery of gliders.

Building(s) - Includes the main portion of each structure, all projections or extensions and any additions or changes thereto. Paving, ground cover, fences, signs and landscaping shall not be included.

County - The County of Saratoga and its employees, representatives and agents in the County, in the State of New York, who is designated by the U.S. Federal Aviation Administration as the Airport Sponsor.

Entity - A Person, firm, corporation or partnership formed for the purpose of conducting the proposed activity.

Federal Aviation Administration (FAA) – The federal agency established by the Federal Aviation Act of 1958, as amended, and reestablished in 1967 under the Department of Transportation.

Federal Aviation Regulations (FAR) – For purposes of these Rules and Regulations, a set of regulations that governs flight operations.

Fixed Based Operator – The FBO is a full service commercial aeronautical service provider authorized to engage in specific services. The FBO for Saratoga County shall serve as airport manager, acting on behalf of the County, and has specific authorization by Saratoga County to ensure the safety and maintenance of the airport. The current FBO serving in this capacity is North American Flight Services and is herein referred to as the “FBO”.

Glider – A heavier-than-air aircraft that is supported in flight by the dynamic reaction of the air against the aircraft’s lifting surfaces and whose free flight does not depend principally on an engine.

Glider Operation – An organization dedicated to the operation of gliders. For purposes of these Rules and Regulations, the glider operation shall have a lease or agreement with Saratoga County as outlined in Section 2.2 of the Minimum Standards for Saratoga County Airport to operate on the airport.

Glider Assembly Areas – Glider Assembly areas shall be located within a specific Glider Operation’s leased area. Gliders will be assembled and disassembled within these areas. These areas are shown on Attachments A and B.

Glider Towing Routes - Specified routes are defined to tow gliders from the Glider Assembly areas to the four runway ends and are shown on Attachment A.

Landside Areas – Landside areas are outside of the Airport security fence. This area is comprised of the airport entrance road and automobile parking areas.

Lease - A contractual agreement granting a leasehold interest in property on the Airport that is in writing between the County and an Entity as specified in Section 2.2 of the Minimum Standards for Saratoga County Airport.

Lease Premises – Areas on the airport leased to individuals or companies operating on Saratoga County Airport.

Motor Vehicle - A self-propelled device in, upon or by which a Person or property may be transported, carried or otherwise moved from point to point, except aircraft or devices moved exclusively upon stationary rails or tracks.

Pedestrian – For the purposes of these Rules and Regulations Pedestrians are defined as people who are not associated with leases or operators on the airport, but may be present to observe aircraft operations or are part of an event being held on the airport.

Public Parking Facilities - All Motor Vehicle parking provided for the public on the landside area of the Airport.

Runway Object Free Area – An area on the ground centered on the runway centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be located in the OFA for air navigation or aircraft ground maneuvering purposes.

Runway Safety Area – A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.

Special Event – A special event is defined as any event that attracts the public for purposes of, but not limited to, fundraising, benefits or recognition and is not associated with the operation of the Airport.

Special Event Coordinator– The Special Event Coordinator shall be a single point of contact assigned to coordinate an event with the County that will be held on Saratoga County Airport property. This single point of contact will be responsible to ensure all safety and security plans and all applicable Minimum Standards and Rules and Regulations or other County or local laws are followed. The coordinator shall develop all agreements with the County and any permits required for the event, implement proper security plans, coordinate with the FBO throughout the event and coordinate with all others to be involved in the event.

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

Tenant - Any Entity entering into a contractual relationship with the County for space to conduct its business store an aircraft, or other activity or a sub lessee who has written approval of the County.

Terminal Area – This area is comprised of hangars and aircraft parking aprons located on Saratoga County Airport.

Tie-Down Area - A paved area suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.

UNICOM – A common, multi-purpose radio frequency used at non-towered airports as the Common Traffic Advisory Frequency.

2.0 GENERAL REGULATIONS

2.1 Authority for Implementation of Minimum Standards

- 2.1.1 Authority for Implementation of Minimum Standards and Rules and Regulations Authority is provided by the FAA through guidelines outlined in Advisory Circular 150/5190-7, *Minimum Standards for Commercial Aeronautical Activities*. Minimum Standards are also noted in Grant Assurances, which are applicable to Saratoga County Airport as Saratoga County has accepted airport development grants from the FAA. Grant Assurance #22 specifically states “The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes...”

2.2 Compliance with Minimum Standards and Rules and Regulations

- 2.2.1 Standard airport leases and agreements specifically identify that the lessee is required to adhere to the Airport’s Minimum Standards and Rules and Regulations. Non-compliance can be grounds for termination of a lease or agreement should non-compliance create unsafe operational conditions or places County, Airport, tenant, or the public in danger.

2.3 Severability

- 2.3.1 In the event that any provision of these Rules and Regulations shall for any reason be determined to be invalid, illegal or unenforceable in any respect, the other provisions of these Rules and Regulations shall remain in full force and effect.

2.4 General Access Control and Vehicular Movement

- 2.4.1 The Airport Operations Areas (AOA) as well as the Terminal Area must be maintained and operated in a safe and efficient manner. Because of the nature of Saratoga County Airport, there is a need to control and minimize non-airport vehicles operating on the airport. These Rules and Regulations provide a framework to regulate the operation of non-airport vehicles on the Airport to maintain a high level of safety.
- 2.4.2 Motor Vehicle and Personnel Registration Data
1. For purposes of safety and security, all tenants and operators on the airfield shall maintain a list of personnel, tenants, or other related people who are expected to have access to the AOA as defined in Attachment A of these Rules and Regulations. This list shall be maintained by the tenant or operator and shall be made available to the County from time to time. All information will be maintained confidential.
 2. All tenants and operators will also maintain a list of vehicles and/or equipment that operate on or which will have access to the AOA. This list shall provide owner, make, model and license plate information. The County will provide a method of identification that identifies a particular vehicle or equipment access to the AOA and must be prominently displayed. This information shall be maintained by the tenant or operator and shall be available to the County from time to time. All information will be maintained confidential.
- 2.4.3 Escorting Non-Tenant or Non-Operator Vehicles
1. In instances where a tenant or operator desires to bring a non-registered vehicle on the AOA, the tenant or operator must escort that vehicle to their perspective lease area.

2.5 Environmental Restrictions and Airport Operations Areas (AOA)

- 2.5.1 Environmental Restrictions – Most of the Airport’s turfed areas are habitat for the federally and state endangered Karner Blue Butterfly. Areas have been identified that define habitat areas as well as exempt areas on the airport. State and Federal environmental agencies have requested habitat areas be avoided altogether to ensure that no damage to plants used as food and breeding area by people or vehicles, which results in a “take” of the Karner Blue Butterfly. A draft plan has been developed to identify areas that can be used for aeronautical purposes on the Airport Operations Areas and this plan is provided in Attachment A.
- 2.5.2 Airport Operations Area – The area is restricted to aircraft owners/tenants, FBO personnel and County officials. The general public is restricted from accessing this area without proper escort by authorized personnel. The AOA is shown in Attachment A.
- 2.5.3 Violations – Any person violating areas outlined in this section may be prosecuted under applicable environmental laws by the New York State Department of Environmental Conservation and U.S. Fish and Wildlife Service.

2.6 Insurance Requirements

- 2.6.1 All lessees shall maintain insurance as stipulated in their lease with Saratoga County Airport. Lessees shall also carry insurance specific to their operation as appropriate to ensure that all entities are covered.
- 2.6.2 Entities with an agreement to operate on Saratoga County Airport must maintain insurance requirements as required by Saratoga County in their agreement. Proof of insurance shall be provided to Saratoga County, who will maintain this information on file.

2.7 Personal Conduct

- 2.7.1 Compliance With Signs
 - 1. All Airport users shall observe and obey all posted signs, fences, and barricades prohibiting entry upon an AOA or Restricted Area or governing the activities or demeanor of the public while on the Airport.
- 2.7.2 Use And Enjoyment Of Airport Premises
 - 1. The Airport shall be open for public use 24 hours per day, year round, subject to restrictions due to weather, the conditions of the AOA, special events, or restricted operations as determined by the County. The County provides the Airport for the use, benefit, and enjoyment of the public, and no entity shall undertake any activity which unduly restricts the right of enjoyment of the Airport by others.

2.8 Fire and Safety

- 2.8.1 Smoking
 - 1. Smoking or carrying lighted smoking materials or striking matches or other lighter devices shall not be permitted on any ramp or apron area, nor in any area on the Airport where smoking is prohibited by the County, nor in any hangars, shops, or other buildings in which flammable liquids are stored or used except in cases where specifically approved smoking rooms have been constructed for that purpose.
- 2.8.2 Storage Of Materials
 - 1. No Person shall keep or store material or equipment in such manner as to constitute a fire hazard or be in violation of applicable County codes, or Federal or State laws.
 - 2. Gasoline, kerosene, ethylene, jet fuel, ether, lubricating oil, or other flammable gases or liquids shall be stored in accordance with New York State Uniform Statewide Building Code and applicable County codes.

3. No Person shall store vehicles, trailers, or equipment such as campers, boats, recreational vehicles, or tractor trailers on Airport property unless the vehicle or equipment is used in conjunction with an approved operation, and with prior written approval of the County.

2.9 Hazardous Materials

- 2.9.1 No Person shall keep, transport, handle, or store at, in or upon the Airport any cargo containing hazardous articles which are barred from transportation by civil aircraft in the United States in accordance with the provisions of 49 CFR 171 and those regulations on this subject that may in the future be promulgated by the FAA or other competent authority. Compliance shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle, or store such explosives or other dangerous articles at, in or upon the Airport.
- 2.9.2 No Person may offer, and no Person may knowingly accept, any hazardous article for shipment at the Airport except in compliance with federal, state and local regulations and statutes.
- 2.9.3 Only those hazardous materials used in the maintenance of aircraft, engines and components may be stored and utilized on the Airport. Such materials will be stored in accordance with the applicable codes, standards, and recommended practices of the County, New York State and FAA FAR's (Federal Aviation Regulations).
- 2.9.4 In the case of herbicide use and application, properly certified staff must handle and apply herbicides in accordance with local, County and State requirements. When herbicides are to be used, the FBO should be notified when this activity is to occur, where the operation is to be staged and what areas are to be sprayed.

2.10 Motorized Ground Equipment Around Airport

- 2.10.1 No Person shall park motorized ground equipment near any aircraft in such a manner so as to prevent it or any other ground equipment from being readily driven or towed away from the aircraft in case of an emergency.

2.11 Motor Vehicles

- 2.11.1 Vehicle Condition
 1. No Person shall operate upon the Airport premises any Motor Vehicle which is in unsafe condition as to endanger Persons or property, or which has attached thereto any object or equipment (including that which is being towed) which drags, swings, or projects so as to be hazardous to Persons or property.
 2. Vehicles operating on the AOA such as fuel trucks, golf carts and tugs shall be equipped with an operating flashing amber light or beacon when operating on the AOA.
- 2.11.2 Tenants and aircraft owners are allowed within the AOA to access their lease areas or aircraft without the need of amber flashing lights. They must follow routes shown on Attachment B when accessing their areas and shall not operate within any other areas of the AOA.
- 2.11.3 Licensing
 1. No Person shall operate a Motor Vehicle on the Airport without a valid operator's or commercial license.
 2. No person shall operate motorized equipment unless the operator is properly trained and familiar with the equipment being operated.
 3. No person shall store, park a vehicle or operate on the Airport that does not have a current license or registration and a valid state inspection sticker if required.
- 2.11.4 Procedure In Case Of A Vehicle Accident
 1. The driver of any Motor Vehicle involved in an accident on the Airport that results in injury to or death of any Persons or property damage shall immediately stop such Motor Vehicle at the scene of the accident. The driver shall immediately, by the quickest means of

communication, give notice of the accident to the County Sheriff Department, the County Director of Public Works and the FBO.

2. The driver of each Motor Vehicle involved shall furnish the name and address of the owner and the driver of the Motor Vehicle, the operator's license and vehicle registration and the name of the liability carrier for the vehicle, to any Person injured or any occupant of the Motor Vehicle damaged and to any Police Officer.

2.11.5 Speed Limits

1. Maximum Speed

- A. No Person shall drive a Motor Vehicle on the access road and other vehicular traffic areas on the Airport, including parking areas, in excess of the speed limits indicated on signs posted and maintained by the Airport. In areas in which signs are not posted, the speed limit shall be 20 miles per hour.

2.11.6 Vehicle Operations On Air Operations Area (AOA)

1. Permission

- A. No Motor Vehicle shall be permitted on the AOA other than within the access routes depicted on Attachment B, unless such vehicle or such vehicle is utilized for, or in conjunction with, aeronautical activities. Such vehicle shall at all times yield the right-of-way to aircraft.

2. Parking

- A. No Motor Vehicle shall be parked on any portion of the AOA with the exception of leased property. Only those vehicles necessary for the servicing of aircraft, the maintenance of the Airport or other approved activities may be parked on the AOA with the exception by the County or its designee.

2.11.7 Vehicles Crossing Taxiways And Runways

1. All Motor Vehicles operating on or across taxiways or runways shall be equipped with operable two-way aviation radios tuned to the UNICOM frequency, in communication with the FBO as appropriate, and have operating amber rotating flashing beacon, except when under escort by a Motor Vehicle properly authorized and equipped.
2. During periods when the FBO is not in operation, the Motor Vehicle operator shall self-announce his or her position and intentions over the UNICOM frequency prior to operating on or crossing an active runway. The Motor Vehicle operator shall also self-announce being clear of all active runways and taxiways.
3. The installation of two-way aviation radios shall not be construed as license to operate a Motor Vehicle on the AOA.

2.11.8 Restricted Parking

1. No Person shall park a Motor Vehicle in any manner so as to block or obstruct (1) fire hydrants and the approaches thereto, (2) gates or emergency exits, or (3) building entrances or exits.

2.11.9 Right-Of-Way Aircraft

1. Aircraft taxiing on any runway or taxiway shall always have the right-of-way over Motor Vehicular traffic.

2.11.10 Public Parking

1. Compliance With Traffic Signs

- A. Operators of Motor Vehicles using the Public Parking Facilities at the Airport shall observe and comply with all regulatory and directional traffic signs entering and departing said facilities.

2. Parking Spaces

- A. Motor Vehicles shall be parked in marked spaces only. No Person shall park a Motor Vehicle in any space marked for parking of vehicles in such a manner as to occupy a part of another space.

2.11.11 Parking Duration

1. No Motor Vehicle shall remain in any public parking facility on the Airport for more than 48 hours without prior approval by the County.
2. Any Motor Vehicle that is expected to be parked for more than 48 hours shall be reported to the FBO.

2.11.12 Authority To Remove Vehicles, Equipment and Abandoned Aircraft

1. The County may remove or cause to be removed from any restricted or reserved areas, any roadway or right-of-way, or any other area on the Airport, any Vehicle, equipment or aircraft which is disabled, abandoned, or illegally or improperly parked, or which creates an operational problem. Any vehicle, equipment or aircraft impounded shall be released to the owner or operator upon proper identification by the Person claiming it and on payment of towing or removal charges and the accrued parking fees thereon. The County shall not be liable for damages to any Vehicle, equipment or aircraft or loss of personal property that might result from the act of removal.

2.12 Non-Aviation Vehicle and Equipment Storage

2.12.1 For purposes of these Rules and Regulations, vehicles or equipment not used specifically for aviation purposes may not be stored on any part of the AOA, buildings, hangars, and other structures on the airport.

2.12.2 This requirement does not preclude the temporary parking of personal vehicles on leased tiedowns or within leased T-hangars. Parking of personal vehicles in these noted locations is at the risk of the owner; any damage that might occur will be at the owner's own liability.

2.13 Compliance and Enforcement

2.13.1 Compliance

1. Any tenant, operator or authorized person with leased premises or assigned areas on Saratoga County Airport shall adhere to all lease agreements, Minimum Standards, Agreements and Rules and Regulations.
2. Any tenant, operator or authorized person shall also follow all applicable Federal Aviation Administration Federal Aviation Regulations while operating on and in the vicinity of Saratoga County Airport.
3. All County Laws applicable to operating on Saratoga County Airport must also be followed.

2.13.2 Non-Compliance

1. Any tenant, operator or authorized person with leased premises or an agreement found not to be operating in accordance with leases, agreements, Minimum Standards, and Rules and Regulations shall be in violation of said documents.
2. Written warnings will be provided by the County detailing issues and recommended corrective actions.
3. If three written warnings have been cited, Saratoga County has the right to terminate lease or agreement with lessee.

2.13.3 Violations of County Laws

1. If a violation of County Laws should occur, the violation shall constitute an offense punishable by a fine not exceeding \$100 and by imprisonment not exceeding 30 days.

3.0 GLIDER OPERATIONS

3.1 Event Coordination

All organized glider activities shall be coordinated with the FBO. Notification shall be provided to the FBO either prior to, or at the time of the arrival of the glider participants at the Airport. The Base Station Coordinator will inform the FBO of pertinent aspects of the operations, such as number of participants, anticipated duration of operations, runway to be utilized, etc.

3.2 Landside/Airside Access

3.2.1 Defined Gates

1. Entrance to the airside areas of Saratoga County Airport will use **Gate A** located adjacent to the existing maintenance hangar. If this gate is closed or locked, FBO shall be notified to gain entrance. Refer to Attachment B for location of gate entrance.
2. All vehicles and accompanying trailers shall be driven and parked on leased premises or assigned areas designated by the County.

3.2.2 Hangar Facilities and Assigned Areas

1. All glider activities shall occur on leased premises or assigned area on the airport.
2. If activities need to occur in an area other than leased premises or assigned area, the FBO shall be notified before those activities occur.

3.3 Access Routes to and from Runway Ends

3.3.1 Defined Routes

1. The following routes shall be used to access each runway end unless existing routes are otherwise unavailable. If a particular route is unavailable, coordination will be required with the FBO to define the appropriate route. The defined routes are described below and presented in Attachment A:
 - A. Runway 14 End – Route will start from the Glider Assembly Areas (leased premises or assigned areas) and travel along Taxiway C, cross Runway 05/23 and continue along Taxiway E to the end of Runway 14.
 - B. Runway 32 End – Route will start from Glider Assembly Areas (leased premises or assigned areas) and travel along Taxiway C, cross Runway End 32 staying on pavement and enter the end of Runway 32.
 - C. Runway 05 End – Route will start from Glider Assembly Areas (leased premises or assigned areas) and travel along Taxiway C and continue along Taxiway A, cross Runway End 5 on pavement to the end of Runway 05.
 - D. Runway 23 End – Route will start from Glider Assembly Areas (leased premises or assigned areas) and travel along Taxiway C, cross Runway 32 end and continue along Taxiway D, cross Runway End 23 to the end of Runway 23.
2. When towing aircraft to any of the four runway ends, two way aviation radios shall be used to state intentions including which runway end the glider is being towed to. These calls shall be made over the UNICOM frequency.
3. When crossing an active runway, the tow vehicle shall hold short of the active runway, ensure there is no arriving, departing or taxiing aircraft and then proceed, making a radio call on the UNICOM frequency that the tow vehicle is crossing the active runway.
4. At no time should towing, staging or queuing of gliders to a particular runway end interfere with the normal operation of the airport in terms of fixed wing aircraft access to a runway end or interfere with the landing or takeoff a fixed wing aircraft.

- 3.3.2 Method of Towing Gliders
 - 1. All towing shall be done by vehicles meeting the requirements of Section 2.11.
- 3.3.3 Pedestrian Traffic
 - 1. At no time shall pedestrians walk within the AOA along runways or taxiways, whether active or inactive. Personnel who wish to observe glider operations must remain outside of the AOA, or within the assigned or leased areas.

3.4 Restrictions Within Operating Areas on the AOA

- 3.4.1 Personnel and Equipment
 - 1. All glider personnel and equipment shall proceed directly to their leased premises or assigned areas.
 - 2. All personnel and equipment must remain within leased premises or assigned areas as identified in Attachment A while operating on Saratoga County Airport.
 - 3. If equipment is found in areas other than within leased premises or assigned areas, the FBO will request the owner of the equipment to move it to an appropriate location on the airport or remove it from the airport.
- 3.4.2 Personnel and Equipment at the Ends of Runways
 - 1. Personnel and equipment are permitted at the ends of runways for purposes of launching or recovering gliders.
 - 2. Personnel and equipment must remain at the ends of the runways and must stay behind the current hold short lines on the taxiways which are within the Runway Object Free Area. They must also remain clear of habitat areas as defined by New York Department of Environmental Conservation.
 - 3. The number of personnel and equipment to be located at the end of the runways shall correspond to the number of gliders awaiting takeoff or recovery to provide for quick and efficient launching or removal of the aircraft from the runway environment. Personnel and equipment beyond that required for the operation must return to the Glider Assembly Areas.
- 3.4.3 Environmental Restrictions
 - 1. The airport has been documented by New York Department of Environmental Conservation and U.S. Fish and Wildlife Service as critical habitat for the Karner Blue Butterfly, a federally and state endangered species. Grass areas on the airside are the primary habitat areas for this butterfly.
 - 2. An agreement has been developed between the environmental agencies and Saratoga County to manage and protect these areas. The Karner Blue Butterfly Habitat Management Plan was specifically developed to identify the location of critical habitat and exempt areas. This document is provided in Attachment A.
 - 3. For purposes of operational efficiency, four rectangular areas identified as Secondary Landing Areas on Attachment A are provided for emergency purposes only. These areas are not be used for staging of gliders for tow operations.
 - 4. All glider operations occurring on the airport prior to take-off and landing must remain on paved areas outside of the Glider Assembly Areas in order to avoid habitat area. These areas must be strictly adhered to while glider operations are active and no glider equipment, vehicles or personnel may go beyond these designated areas. Glider operators must familiarize all glider and non-glider personnel of these areas to ensure these areas remain protected. Glider operations will be monitored by the County or their designee to ensure compliance with the management plan.
 - 5. Violations may be subject to New York State Department of Environmental Conservation enforcement actions and federal US Fish and Wildlife enforcement.

3.5 Glider Assembly Areas

3.5.1 Defined Locations

1. Defined glider assembly areas will be limited to the lease areas identified in Attachments A and B.
2. Gliders shall be assembled or disassembled, stored, or queued for towing to the operating runway ends within the Glider Assembly areas.

3.6 Glider Launch and Recovery

3.6.1 Towing Operations

1. Gliders will be towed from the Glider Assembly Areas to active runway end.
2. Tow vehicles shall not unduly impact fixed wing aircraft taxiing to and from the airfield.
3. Gliders will be connected to the tow plane at the end of the runway during launching operations. Once the operation is underway, all launch support personnel must return to the vehicle transporting them to and from the Glider Assembly areas.
4. During recovery operations, gliders will be recovered at the end of the landing runway and vacate the runway as efficiently as possible to limit arrival and departure delays.

3.7 Communications

3.7.1 Radio Requirements

1. Gliders are encouraged to be equipped at a minimum with a portable aviation radio capable of two way communications. Base stations used by glider operations shall be equipped with two way aviation radios capable of broadcasting over the UNICOM.

3.7.2 Frequency monitoring requirements

1. The UNICOM frequency shall be monitored by personnel serving the base station as well as all gliders operating at Saratoga County Airport.

3.7.3 Operational broadcasts requirements

1. Tow planes shall provide necessary calls when departing the airport, entering or operating within the Airport's pattern, and while maneuvering on the ground as per current and applicable Federal Aviation Regulations.
2. Gliders shall provide advisories when operating near the airport, stating positions for either arriving or departing aircraft.
3. Gliders shall also provide standard pattern calls indicating their location entering the pattern or maneuvering within the pattern. These calls shall be made entering the pattern and on downwind, base and final approach. This will ensure that all glider and powered aircraft are aware of each other within the pattern.

3.8 Operations and Emergencies

3.8.1 Glider Operations

1. Glider operations shall coordinate runway usage with the FBO.
2. Multiple glider operations shall coordinate all operations from one location.
3. Should wind conditions require operating from a different runway, glider operations shall advise the FBO of the change and reconfigure the operations accordingly.

3.8.2 Emergency Situations

1. Should an emergency occur on departure or arrival, the base station shall contact 911 if necessary as well as FBO immediately. If medical or fire rescue services are required, the Base Station shall maintain communications with FBO who will in turn coordinate on airport marshaling of emergency responders.

3.9 Traffic Pattern

3.9.1 Glider specific traffic pattern

1. The glider patterns shall use left hand traffic pattern procedures and operate in a pattern that is within the standard left hand traffic pattern used by fixed wing aircraft.
2. Glider patterns shall be noted in the FAA's Airport Facility Directory Notice to Airmen to ensure that pilots unfamiliar with the airport are aware of glider operations and patterns flown.

3.9.2 Powered Aircraft Traffic Pattern

1. Powered aircraft will use standard left hand pattern procedures.

4.0 SPECIAL EVENTS

4.1 Event Coordination

Any special event to be hosted by any lessee or entity with an agreement to operate on the Airport must submit a written request to Saratoga County, with a copy sent to the FBO, explaining the nature of the special event and all pertinent information related to the event such as location (leased areas, non-leased areas, etc.), number of people, equipment to be used (tents, grills, etc.) and security plans (area to be covered by security, temporary fencing, security personnel, etc.). The written request will be provided a minimum of 30 days prior to the proposed event. The County will review and provide a decision to allow or decline the event.

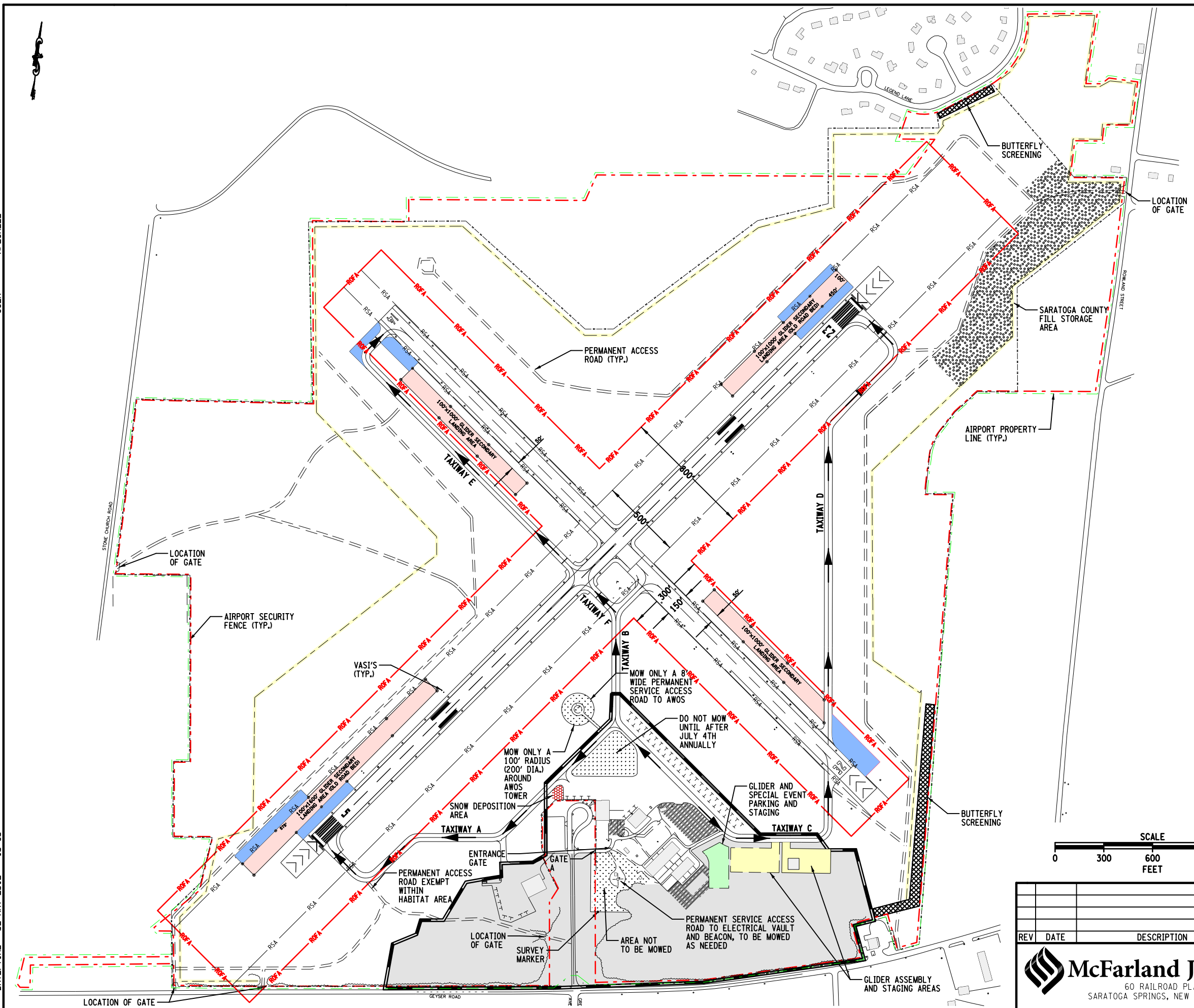
4.2 Requirements for Approved Event

Should an event be approved, the special event coordinator shall ensure all safety and security plans and all applicable Minimum Standards and Rules and Regulations or other County or local laws are followed. The coordinator shall meet with the FBO on the day of the special event, prior to the assembly of participants or observers within the AOA, and shall be in regular radio communication with the FBO for the duration of the event.

4.3 Personnel and Equipment in Staging Areas

- 4.3.1 An area has been identified for special events to park trailers, cars, and other equipment and personnel on the Airport. This area is designated on Attachments A and B as "Glider and Special Event Parking and Staging Area".
- 4.3.2 Personnel and equipment within this area must remain in these designated areas unless needed. Personnel may also congregate in this area for purposes of being transported to and from the special event area.
- 4.3.3 All vehicles not required for the special event operations must remain in the leased area or assigned areas, or the "Glider and Special Event Parking and Staging Area".
- 4.3.4 No vehicles may be used to transport participants or observers to and from the parking and staging areas unless those vehicles meet the standards of Section 2.11, using a two way aviation radio and an amber flashing beacon.

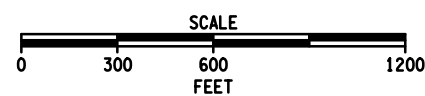
ATTACHMENTS



LEGEND

- - - AIRPORT BOUNDARY
- xx AIRPORT SECURITY FENCE
- ACCESS HAUL ROAD
- AIRPORT OPERATIONS AREA (AOA)
- EXEMPT ZONE
- LIMITS OF HABITAT AREA
- LIMITS OF "BEACON HABITAT AREA" (WITHIN EXEMPT ZONE)
- ROFA
- RSA
- GLIDER ACCESS ROUTE
- BUTTERFLY SCREENING
- SNOW STORAGE AREA
- AREA PREVIOUSLY DESIGNATED BY NYSDEC AS GLIDER STAGING AREAS
- SECONDARY GLIDER LANDING AREA
- AREA EXEMPT FROM MOWING RESTRICTIONS
- EVENT PARKING AREA
- TENANT LEASE LIMITS
- SARATOGA COUNTY FILL STORAGE AREA
- LOCATION OF FLAGS FOR LANDING, AND MOWING LIMITS (ALL FLAGS TO BE PLACED BY GLIDER CLUBS)

- ### NOTES
1. REFER TO BOTH THE WRITTEN MANAGEMENT AGREEMENT AND THE WRITTEN OPERATIONS AGREEMENT FOR GLIDER ACTIVITY FOR MORE DETAILED HABITAT MANAGEMENT INFORMATION.
 2. ALL GLIDER SECONDARY LANDING AREAS TO AVOID VASI'S.
 3. GRASS IN LANDING AREAS WILL BE MOWED TO A HEIGHT NO LOWER THAN 6-8 INCHES AND NO EARLIER THAN AUGUST 15 ANNUALLY. THE LOCATION OF FLAGS FOR MOWING AS SHOWN ON THIS PLAN ARE TO BE PLACED BY GLIDER CLUBS.

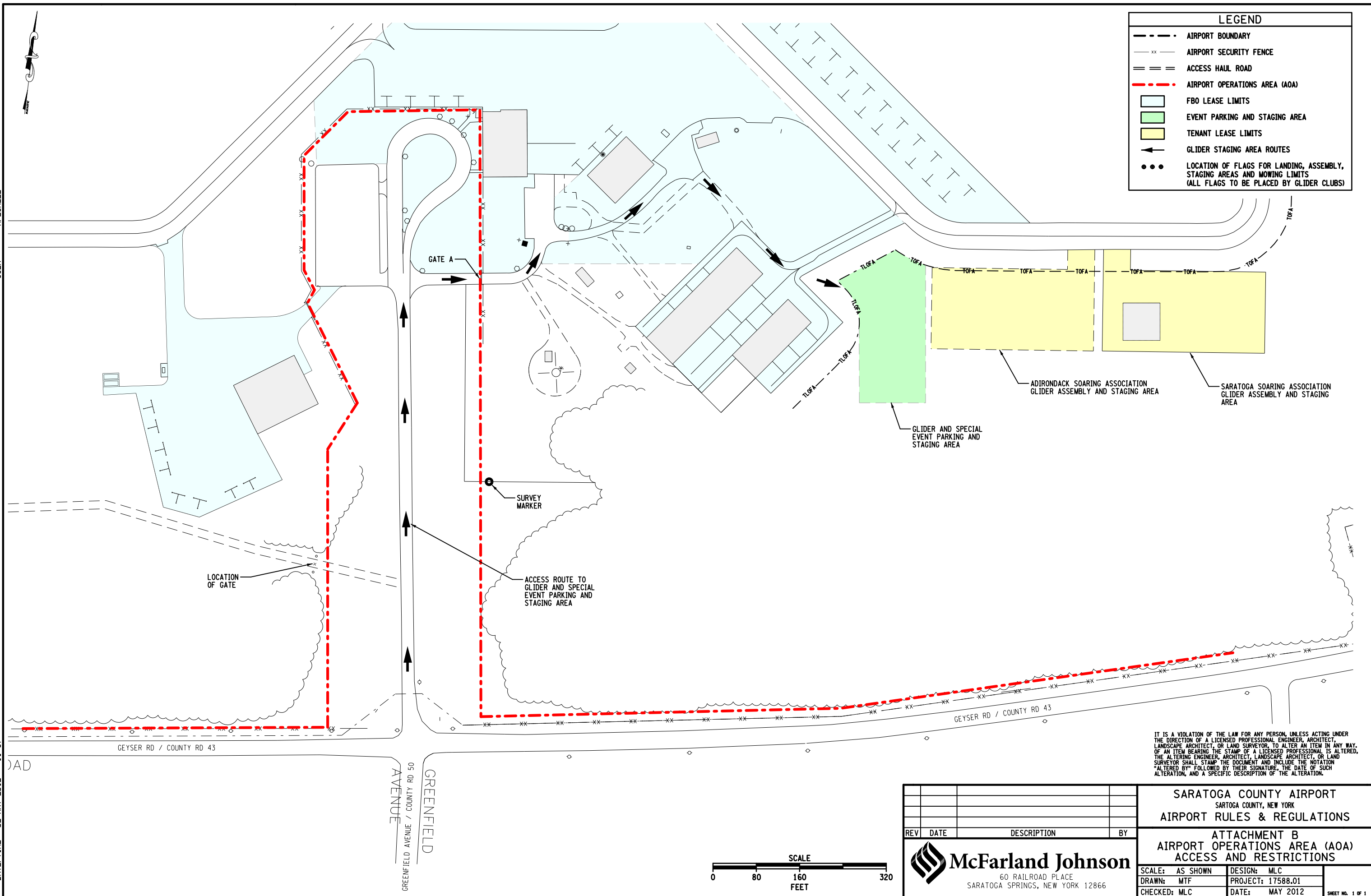


IT IS A VIOLATION OF THE LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY. OF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED, THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.

SARATOGA COUNTY AIRPORT SARATOGA COUNTY, NEW YORK			
AIRPORT RULES & REGULATIONS			
ATTACHMENT A ENVIRONMENTAL CONSTRAINTS			
SCALE: AS SHOWN	DESIGN: MLC		
DRAWN: MTF	PROJECT: 17588.01		
CHECKED: MLC	DATE: MAY 2012		
SHEET NO. 1 OF 1			

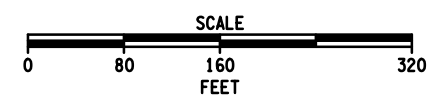
McFarland Johnson
 60 RAILROAD PLACE
 SARATOGA SPRINGS, NEW YORK 12866

FILE NAME: K:\SARATOGA\17588.01 AIRPORT RULES & REGULATIONS\REPORTS\FINALIZED RULES - 5-2-12\ATTACHMENT B.DGN
 DATE/TIME: 02-MAY-2012 11:37
 PROJECT USER: MFCLORELL



LEGEND	
--- --	AIRPORT BOUNDARY
xx	AIRPORT SECURITY FENCE
== ==	ACCESS HAUL ROAD
---	AIRPORT OPERATIONS AREA (AOA)
□	FBO LEASE LIMITS
■	EVENT PARKING AND STAGING AREA
■	TENANT LEASE LIMITS
→	GLIDER STAGING AREA ROUTES
● ● ●	LOCATION OF FLAGS FOR LANDING, ASSEMBLY, STAGING AREAS AND MOWING LIMITS (ALL FLAGS TO BE PLACED BY GLIDER CLUBS)

IT IS A VIOLATION OF THE LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY. OF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED, THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.



Mcfarland Johnson
 60 RAILROAD PLACE
 SARATOGA SPRINGS, NEW YORK 12866

SARATOGA COUNTY AIRPORT SARATOGA COUNTY, NEW YORK AIRPORT RULES & REGULATIONS			
ATTACHMENT B AIRPORT OPERATIONS AREA (AOA) ACCESS AND RESTRICTIONS			
SCALE:	AS SHOWN	DESIGN:	MLC
DRAWN:	MTF	PROJECT:	17588.01
CHECKED:	MLC	DATE:	MAY 2012