

**RULES AND
REGULATIONS
FOR
AIRPORT USERS**



(KCFO)

Effective 5/1/2023

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INTRODUCTION

The Colorado Air and Space Port is owned and operated by Adams County, Colorado. These Rules and Regulations are adopted and approved by the Adams County Board of Commissioners pursuant to its authority to regulate the use of the Colorado Air and Spaceport under C.R.S. § 41-4-101 et seq., as well as the County's police powers to protect the health, safety, and welfare of all persons within the County and the County's authority as owner, operator, and proprietor of the Colorado Air and Spaceport.

Purpose

The guidelines outlined in this document are intended to ensure the safe and efficient operation of the Colorado Air and Space Port. All airport tenants and users shall at all times comply with federal, state, regional, city, and local laws, ordinances, rules and regulations which are applicable to its operations. All tenants and users shall display to the County and/or any other agency who has jurisdiction upon request, any permit, license, or other evidence of compliance with such law.

The Rules and Regulations shall in no way superseded Federal Regulations set forth in the title 14 Code of Federal Regulations (any parts relating to airports).

Non-Discrimination

No person shall, in the use of the Airport or the Improvements located at the Airport, discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age, or handicap in providing any products or services or in the use of any of its facilities provided for the public, or in any manner prohibited by applicable Regulatory Measures including 49 CFR Part 21 Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, as amended or reenacted.

Compliance and Enforcement

Compliance is mandatory for those entering Airport property. Enforcement will be carried out by County/Airport staff in the form of warnings, notices, imposition of fines, and use of law enforcement. In extreme cases, any tenant or user may be prohibited from parts of, or the entire Airport.

Effective Date

The Airport's Rules and Regulations shall be in effect and shall remain in effect, unless repealed by the Airport, from the date of adoption.

General Provisions

The Airport Director shall have the authority to safeguard the public and further the public health, safety, and wellbeing. The Airport Director has primary responsibility for the interpretation and application of the Rules and Regulations. All persons entering or using the Airport property shall be governed by these Rules and Regulations. These Rules and Regulations supersede and cancel all previous Rules and Regulations of the Airport. A violation of these regulations may result in revocation of ramp access privileges, revocation of business license, imposition of fines, termination of lease agreements, removal from and/or denial of use of the Airport, and/or prosecution under applicable Colorado State Law. These Rules and Regulations are applicable to all persons having a lease, license, or agreement with the County to the fullest extent permitted under the lease, license, or agreement, even when the application of the Rules and Regulations may impose a new or different obligation than existed at the time of execution of the lease, license, or agreement.

The privilege of using the Airport and its facilities is expressly conditioned on the assumption of full responsibility and risk by the user thereof.

The County reserves the right to impose rates and charges for use of the Airport for the following purposes: to compensate the Airport for costs to operate, maintain, and develop the Airport; to make the Airport as self-sustaining as possible; to compensate the Airport for the privilege of conducting commercial activities on and deriving revenue from the Airport; and to derive a reasonable rate of return from the use of Airport facilities. All persons on the Airport shall pay the then-current rates and charges applicable to their use of, and activities on, the Airport.

100 QUICK FACTS

We value your use of the Colorado Air and Space Port (CASP). Below are a list of common rules and regulations that all users shall follow while here at CASP.

Personal Conduct

Destroying, injuring, defacing, disturbing, removing, or tampering with any man-made or natural Airport property is prohibited. Any person who causes damage to Airport property shall be liable for such damage.

Motor Vehicles

Speed Limit 15 MPH

Construction

All construction must be approved by the Airport management and in compliance with Adams County Building standards.

Hangars

All hangars (private and county owned) must be primarily serve aeronautical purposes.

Prohibited

- Residences in Hangars and Office buildings
- Derelict aircraft
- Storage of any items prohibited by Federal, State, and local laws.

Security

Entering the Airport through a controlled access gate must be done one vehicle at a time. No entry tailgating or piggybacking behind another entering vehicle.

Emergencies

For any emergency, please contact 911 first

- Contact Airport Operations as a secondary call
 - o OPS Duty Phone: 720-868-7180
 - o OPS/Maint. Manager: 303-947-6417

200 PERSONAL CONDUCT

- 200.1 No person shall use or otherwise conduct oneself upon any portion of the Airport in any manner contrary to these Rules and Regulations applicable to being on Airport property.
- 200.2 Destroying, injuring, defacing, disturbing, removing, or tampering with any man-made or natural Airport property is prohibited. Any person who causes damage to Airport property shall be liable for such damage.
- 200.3 The posting or distributing of handbills or written advertisements on aircraft or vehicles is prohibited.
- 200.4 Neither persons under the influence of illegal drugs nor intoxicated persons are allowed on the Airport.
- 200.5 The setting up of any permanent type residence is prohibited in any Airport building and on Airport grounds. The Airport is not a residential community and thus the Zoning requirements are not in place to allow for this type of building use. Temporary, occasional permission may be granted by Airport Management for very limited, overnight accommodations. Reference Adams County Building Codes.
- 200.6 No person shall commit any disorderly, indecent, lewd, or unlawful act or commit any nuisance on the Airport.
- 200.7 No person shall litter any area of the Airport, and each person shall ensure that all trash and refuse are properly disposed of in the appropriate container.
- 200.8 Consumption of intoxicating liquors is prohibited in the Airport-owned buildings and vehicle parking areas. The Airport may grant permission for special occasions, potential restaurateurs, and special events provided they obtain the proper permits and all Federal, State, and Local laws and regulations are followed. Consumption of intoxicating liquors in leased buildings, hangar buildings, and all other Airport areas shall be under the Federal, State, and Local laws and regulations.
- 200.9 Interference with the safe operation of any aircraft landing at, taking off from, or operating on the Airport is prohibited.
- 200.10 Domestic pets:
- Special needs, service and assist dogs are permitted on the Airport and the Airport-owned buildings but must be properly leashed.
- All domestic pets, while on Airport grounds, must be controlled by owner

and must not adversely affect or injure any airport user or airport staff, nor damage Airport property. Pets shall not be allowed to run free.

Pets shall not be allowed in the public areas of any Airport owned building and shall not be tied up to any Airport owned building and left unsupervised.

- 200.11 Hunting and trapping on the Airport is prohibited.
- 200.12 Horseback riding on the Airport is prohibited.
- 200.13 Articles found in public areas at the Airport shall be turned in to the Airport office. Articles unclaimed by the proper owner within 30 days may be turned over to the finders thereof or otherwise legally disposed of.
- 200.14 No person shall make, possess, use, offer for sale, pass or deliver any forged or falsely altered pass, permit, identification, card, sign, or other authorization purporting to be issued by or on behalf of the Airport.
- 200.15 Illegal gambling and bet making in any form on the Airport is prohibited.
- 200.16 All signs installed on the Airport must meet the specifications as listed in the Sign Code section of the Development Guide and must be approved in writing by the Airport.
- 200.17 Persons shall not enter any restricted area, or the aircraft movement area.
- 200.18 Tampering or interfering with any lock, closing mechanism or breaching any other device is prohibited except under emergency situations.
- 200.19 Discharge of any weapon on the Airport except in the performance of official duties or in lawful defense of life or property is prohibited.
- 200.20 Persons entering the Airport or any non-public area of the Airport are required to produce identification when asked to do so by the Airport.

300 MOTOR VEHICLE

- 300.1 All motor vehicle operators shall be licensed and shall operate licensed motor vehicles on the Airport in a safe manner and shall comply fully with the State of Colorado Motor Vehicle Laws, as amended, and with all Airport Regulations and instructions issued by representatives of the Airport or law enforcement personnel.
- 300.2 All based tenants operating vehicles within secured areas must have vehicles registered with the airport and display a vehicle permit, unless otherwise authorized by the Airport Director.

300.3 No person may loan their vehicle permit to any other person or knowingly permit the use thereof by another.

300.4 Non-licensed, but motorized vehicles, operating on Airport Grounds but within the Airport hangar and ramp areas, shall also comply with all applicable Rules and Regulations. Non-licensed motor vehicles must be operated by a licensed driver or a certificated pilot.

All vehicle operations on the Airport hangar and ramp areas must be conducted in a careful and prudent manner so as not to endanger the life, limb, or property of another person. All motor vehicles must remain on the asphalt surface.

300.5 Specific vehicle usage on the Airport hangar and ramp areas:

Motor homes, travel trailers, multi-purpose trailers shall not be parked in aircraft taxiways or in a manner to impede aircraft traffic. In addition, they shall not be parked outside, overnight, or for a long duration. Temporary, special occasion permission by Airport Management may be granted.

Go-carts are not permitted on the Airport.

Motorcycles, mini bikes, highway approved scooters, 3 & 4-wheelers are permitted but must comply with the rules as stated above.

Golf carts are permitted but must comply with the rules as stated above.

Motorized, non-conventional means of transportation such as motorized skates, motorized skateboards, and motorized mini-scooters are not recommended in the hangar or ramp areas, as they are hard to see and pose a risk of injury to the operator.

Bicycles are permitted and must be operated in a safe and prudent manner.

Persons wanting to operate other modes of transportation that may not have been covered by the line items above need to check with Airport management for permission to operate on the Airport.

300.6 Only authorized vehicles are permitted in the runway/taxiway system restricted area, this includes airport employees, FAA employees, and emergency vehicles unless escorted by Airport personnel.

A Vehicle not normally operated on the Airport must be escorted at all times while in the Movement Area by a Vehicle having proper access and radio contact with ATC.

- 300.7 All vehicle operators are required to obey the posted regulatory signs and all instructions or directives of the Airport.
- 300.6 Except for authorized emergency vehicles, the maximum allowable speed on the Airport is 15 miles per hour.
- 300.7 Vehicle operators will utilize designated vehicle service roads where available.
- 300.8 No vehicle shall operate in close proximity to an aircraft so as to present a hazard or to interfere with the safe operation of the aircraft.
- 300.9 Operating vehicles in non-paved areas is not allowed. Vehicle owners shall be liable for any clean up charges associated with the tracking of dirt, mud and debris onto the paved surfaces
- 300.10 Aircraft shall have the right of way at all times in all locations.
- 300.11 Vehicles shall give way to pedestrians and emergency equipment at all times.
- 300.12 Vehicles shall not pass a taxiing aircraft.
- 300.13 Vehicles may not park in tie-down areas, except for loading and unloading of aircraft.
- 300.14 Vehicles shall not be cleaned and/or maintained anywhere on the Airport, except for minor repairs that are necessary to remove such Vehicle(s) from the Airport.
- 300.15 Parked vehicles shall not interfere or block aircraft taxi lanes or block access to any neighboring hangar. Parking in non-paved areas within the general hangar complex is not allowed. Vehicle owners shall be liable for any clean up charges associated with the tracking of dirt, mud and debris onto the paved surfaces.
- 300.16 Abandoning vehicles on the Airport is prohibited. Displaying vehicles for sale on a continual basis on Airport is prohibited. Vehicles anywhere on the airport that are not licensed or have an expired license will be considered abandoned and may be towed at the owner's risk and expense. The Airport Director or their designee may remove or cause to be removed any vehicle that is illegally parked, disabled, or abandoned; that impedes Airport operations or the orderly flow of traffic; or that creates a potential

security threat. The owner or operator of any such vehicle removed shall be liable for payment of towing and storage and other applicable charges, and any such vehicle shall be released to the owner or operator thereof only upon proper identification of the persona making the claim and payment of towing, storage, and other applicable charges. Neither the County, the Airport, nor any of their employees shall be liable for damage to any vehicle resulting from the act of removal.

- 300.17 A person operating a motor vehicle on the Airport who is involved in an accident resulting in injury to any person or damage to any property, shall stop the vehicle at the scene or as close as possible without unnecessarily obstructing traffic, notify the Airport and remain at the scene until a full report is taken by the Airport and/or law enforcement personnel.
- 300.18 Taxicabs and limousines may deliver customers to the Airport or pick up customers from the Airport if specifically requested to do so by persons requesting the service. Taxicabs and limousines may not solicit customers on the Airport unless authorized by Airport Management.
- 300.19 Only rental car companies and shuttle bus services that have received authorization from the Airport may conduct business on the Airport.

400 CONSTRUCTION

- 400.1 Any construction or alteration taking place on Airport property shall be performed in compliance with the Adams County Building Standards and be authorized by the airport.

500 HANGARS

All Operators and Lessees are required to keep the land and/or improvements under lease (or being occupied or used) free from all fire hazards and maintain the same in a condition of repair, cleanliness, and general maintenance.

All Operators and Lessees shall be fully responsible for all damage to facilities, Equipment, real property, related appurtenances, and all other improvements in the ownership, care, custody, or control of the Airport caused the Operator or Lessee or by their employees, agents, customers, visitors, suppliers or persons with whom they do business.

Facilities (including hangar floors) shall be kept free from the accumulation of oil, grease, flammable liquids, rags, or other waste materials.

The Airport shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all records, rooms, areas, and facilities on Airport property.

Permitted Uses

- 500.1 Storing active aircraft
- 500.2 Sheltering aircraft for maintenance, repair, or refurbishment, but not indefinitely storing non-operational aircraft.
- 500.3 Constructing amateur-built or kit-built aircraft provided that activities are conducted safely.
- 500.4 Storing aircraft handling equipment, e.g., tow bars, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair or outfit aircraft; items related to ancillary or incidental uses that do not affect the hangars' primary use.
- 500.5 Storing materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to ancillary or incidental uses that do not affect the hangars' primary use.
- 500.6 Storing non-aeronautical items that do not interfere with the primary aeronautical purpose of the hangar, e.g., televisions or furniture.
- 500.7 Parking a vehicle at the hangar while the aircraft usually stored in that hangar is flying, subject these rules and regulations.

Uses Not Permitted

- 500.8 Use as a residence.
- 500.9 Operation of a non-aeronautical business, e.g., limo service, car and motorcycle storage, storage of inventory, and non-aeronautical business office.
- 500.10 Activities that impede the movement of the aircraft in and out of the hangar or other aeronautical contents of the hangar.
- 500.11 Long term storage of derelict aircraft and parts.
- 500.12 Storage of items or activities prohibited by local or states law.
- 500.13 Storage of fuel in quantities over ten gallons and other dangerous and Hazmat materials.
- 500.14 Storage of inventory or equipment supporting a municipal agency function unrelated to the aeronautical use.

500.15 Storage of non-licensed or expired license vehicles, junk or debris around the exterior of a hangar.

500.16 Persons that have been denied access to the airport may not enter any privately or airport owned hangar.

600 SECURITY

600.1 Tenants and pilots are responsible for the security of aircraft and other private property entrusted to their care on their Airport-leased areas of responsibility.

600.2 Entering the Airport through a controlled access gate must be done one vehicle at a time and allow the gate to fully close before proceeding. No entry tailgating or piggybacking behind another entering vehicle.

600.3 Manually controlled gates that provide access to the AOA shall be kept closed and locked at all times except when actually in use.

600.4 Tampering with, interfering with, or disabling the lock, or closing mechanism, or breaching any other securing device at the Airport is prohibited.

Access Control Cards

600.5 Operators, Lessees, and contractors (including all employees) on or performing work at the Airport and who require Vehicle access/entry into the movement and non-movement areas of the Airport require an access badge.

It is the responsibility of Operators, Lessees, and contractors to notify the Airport to remove individuals who do not need access and/or are no longer employees or affiliated with the Operator, Lessee, or contractor.

There is a non-refundable administrative fee for the first access card holder issued to each individual. Access control cards issued in replacement of a lost, stolen, broken or missing access badge shall be replaced at the same fee, payable prior to a new access badge being issued.

Access control cards, are valid for two (2) years, at which point card holder's must complete the renewal process.

600.6 If the individual does not return the access control cards to the Airport, the Operator, Lessee, or contractor, has thirty days to recover the missing access badge from the individual. If the access control card is not returned within thirty days, the Operator, Lessee, or contractor, is subject to a \$100.00 fee.

600.7 Each access card holder shall notify the Airport immediately upon becoming aware of a lost, stolen, or missing an access control card and must fill out a new card application form prior to being issued a new access control card.

700 ENFORCEMENT

- 700.1 The Airport shall enforce these Rules and Regulations through graduated administrative mechanisms, to include one or more of the following, separately or in combination: verbal and/or written warnings, written notices of violation, administrative penalties as set forth in these Rules and Regulations, revocation of licenses and permits issued by the County or Airport, termination of leases and eviction, or referral to the appropriate law enforcement agency for criminal prosecution or removal from the Airport.
- 700.2 The Airport Director or their designee is authorized to investigate potential violations of the Rules and Regulations and to implement the appropriate remedies allowed by these Rules and Regulations. To this end, Airport staff is authorized, at the Director's instruction, to enter all structures upon 24 hours notice, except in emergencies, and the Adams County Sheriff's office may detain and remove from the Airport any person presenting a risk to the safety or security of the Airport or persons at the Airport or to the property of the Airport.
- 700.3 Any person who aids assists or abets any person(s), firm or legal entity in the operation of any aircraft or vehicle in violation of these regulations shall be subject to the same penalties specified as defined in this document.
- 700.4 The Airport Director is authorized to impose administrative fines and penalties as specific herein for violations of these Rules and Regulations. Administrative fines and/or penalties imposed hereunder shall be in addition to any fines and penalties imposed by any other local, state, or federal agency for violation of an obligation arising from a source other than the Rules and Regulations. Violation of the Rules and Regulations may constitute a default under a lease, license, permit, or agreement and the County may pursue termination and/or eviction in such event. The Airport may decline to enter into a lease, license, or other agreement with a person found to have violated the Rules and Regulations. The Director may waive the imposition of any penalties prescribed herein upon the successful completion of corrective action by the person who has violated the Rules and Regulations.
- 700.5 The following determinations are subject to administrative review: the imposition of an administrative fine or penalty; termination of a lease, license, permit, or agreement for violation of the Rules and Regulations; the revocation or suspension of privileges at the Airport, including denial of use of the Airport or its facilities; and the decision not to enter into a lease or other agreement with a person found to have violated these Rules and Regulations. Any person may seek reconsideration of the Director's foregoing administrative decisions by filing a written request for reconsideration within ten days of receipt of notice of the administrative

decision and must identify the reason for the request. The Director shall review the request, make an initial determination to grant or deny the request, and must inform the person in writing of the determination. The person may seek review of the Director’s initial determination by filing a written appeal within ten days of the Directors initial determination with the County Manager. The County Manager may elect to hear a verbal presentation of the appeal, may request a written appeal and submission of documentary evidence, or may appoint a hearing officer to hear the appeal. The decision of the County Manager or hearing officer, if appointed, shall be final.

700.6 Unless an alternate penalty is prescribed herein, violations of the Rules and Regulations shall be subject to the following administrative fines:

First Offense	Warning
Second offense	\$250
Third offense	\$500 and Card access cancelled – reactivation fee
Additional offenses.....	\$1,000

The Director may impose alternate administrative penalties for violations of the Rules and Regulations as follows:

Non-payment of the Airport’s rates and charges may result in termination of a lease, license, permit, or other agreement; eviction from any leased premises; and/or the suspension or revocation of the right or privilege to conduct an aeronautical or non-aeronautical

Law enforcement officers may remove any person causing or threatening to cause direct injury to any person or damage to property on the Airport.

In addition to any other penalties prescribed by these Rules and Regulations or that may be imposed by the FAA, the Director is authorized to restrict access to the Airport by any person who has been found to have violated the provisions hereof governing the safe operation of aircraft on the Airport and/or who presents a real and present danger to the safety of persons or property on the Airport. The Director may cause vehicles in violation of the provisions hereof governing the operation and parking of vehicles to be ticketed by law enforcement or towed. The Director may deny access to any ground vehicle if the owner or operator of the vehicle operates the vehicle in a reckless or negligent manner.

In addition to the penalties hereinabove provided for, CASP shall recover against any person(s), firm or legal entity, any and all fines or assessments imposed upon CASP by any state, local or federal government for violations of state, local or federal regulations on the Airport by said person(s), firm or legal entity.