

Harnett Regional Jetport Board



Airport Rules and Regulations & Minimum Standards for Airport Operators

Adopted August 2025

615 Airport Road
Erwin, North Carolina 28339

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Section 1 - Definitions

These terms from the Rules and Regulations / Minimum Standards have the following meanings. Unless from the context a different meaning is apparent as used in these regulations, the terms hereinafter uses shall be defined as follows:

Abandoned Aircraft and Abandoned Vehicle – any aircraft or vehicle left on the Airport property in an inoperable condition or under circumstances showing an intention by the owner or operator to voluntarily surrender or relinquish the aircraft or vehicle.

AC (Advisory Circular) – documents published by the FAA that contain information about standards, practices and procedures that the FAA has found to be acceptable for compliance with associated rules, laws, policies, or regulations.

Aeronautical Activity – Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. The following activities, commonly conducted on airports, are aeronautical activities within this definition: charter operations, pilot training, aircraft rental, sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sale of aircraft parts, ramp services, and any other activities which because of their direct relationship to the operation of aircraft can appropriately be regarded as an aeronautical activity. The following are examples of what are not considered aeronautical activities: ground transportation (taxis, car rentals, and limousines), restaurant, barbershops, and auto parking lots.

Aeronautical Service – any commercial activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an “aeronautical service”.

Agreement – A written agreement between the Owner and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. An Agreement will list the terms and conditions under which an activity will be conducted at the Airport.

Air Charter and Air Taxi – Commercial Aeronautical Activity of providing the transportation of persons or property for hire on a charter basis or as an air taxi operator defined and regulated by the Federal Aviation Administration pursuant to 14 C.F.R. Part 135¹.

Airframe and Power Plant Maintenance – providing airframe and power plant services, which includes servicing, repairing, constructing, maintaining, inspecting and making of modifications and alterations to

¹ eCFR :: 14 CFR Part 135 -- Operating Requirements: Commuter and on Demand Operations and Rules Governing Persons on Board Such Aircraft (FAR Part 135)

aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 C.F.R. Part 43². This service category also includes the right to sell aircraft parts and accessories.

Airframe and Power Plant Mechanic (A&P) – person who holds an aircraft mechanic certificate with both airframe and power plant ratings as authorized and described in 14 C.F.R. Part 65.³

Aircraft – For this document, the terms “aircraft” and “airplane” are synonymous, referring to all types of fixed-wing airplanes, including gliders. For the purposes of this document, unless specifically noted, these two terms include powered lift (tilt-rotors) and single rotor and dual rotor helicopters.⁴

Aircraft Maintenance – the repair, adjustment, maintenance, alteration, preservation, and/or inspection of Aircraft airframe or powerplant, including the replacement of parts. Major repairs include major alterations to the airframe, powerplant, or propeller, as defined in FAR Part 43. Minor repairs include normal, routine annual inspection with attendant maintenance repair, calibration, or adjustment of Aircraft airframe or powerplant and associated accessories. Preventative maintenance means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations, as defined in FAR Part 43.

Aircraft Rental – the activity of renting or leasing aircraft to the public for compensation.

Aircraft Sales – Commercial Aeronautical Activity of the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

Airport - means an area of land or water that is used or intended to be used for the landing and takeoff of aircraft, and includes its buildings and facilities, if any.⁵ The Harnett Regional Jetport located at 615 Airport Road, Erwin, North Carolina.

Airport Employees - those employees hired by the County of Harnett to work at HRJ.

Airport Director- The person or corporation empowered by contract with the Harnett Regional Jetport Board to operate the business of the Harnett Regional Jetport on a daily basis. While the Airport Director has the authority to manage the airport (including the board to interpret, administer, and enforce airport agreements and airport Owner policies and the board to permit temporary, short-term occupancy of the airport), the ultimate authority to grant the occupancy and use of the airport real estate or permits allowing the conduct of commercial aeronautical activities, and to approve, amend, or supplement all leases and permits is expressly reserved to the County of Harnett.

² eCFR :: 14 CFR Part 43 -- Maintenance, Preventive Maintenance, Rebuilding, and Alteration (FAR Part 43)

³ eCFR :: 14 CFR Part 65 -- Certification: Airmen Other Than Flight Crewmembers (FAR Part 65)

⁴ AC 150/5300-13B, Airport Design, March 31, 2022 updated with errata (faa.gov)

⁵ eCFR :: 14 CFR Part 1 -- Definitions and Abbreviations (FAR Part 1)

Airport Movement Area (AMA) – An area at a towered airport designated by the ATCT for positive control of aircraft, vehicles, and personnel. The movement area consists of runways, taxiways, and other select areas of an airport (e.g., taxilanes) used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas. A movement area can include an area for the operation of helicopters and tilt-rotors. See 14 CFR Part 139.⁶

Airport Operations Area (AOA) –

- A. For 14 CFR Part 139 certificated airports the air operations area is that portion of an airport in which security measures of 49 CFR Part 1540, Civil Aviation Security: General Rules, apply. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under 49 CFR Part 1544, or 49 CFR Part 1546, and any adjacent areas (such as general aviation (GA) areas) that are not separated by adequate security systems, measures, or procedures (see 49 CFR § 1540.5).
- B. For non-Part 139 airports (e.g., GA airports), such as HRJ, the air operations area is the paved and unpaved areas of an airport intended to facilitate aeronautical operations where local security measures apply. Typically, the air operations area encompasses that part of the airport within the perimeter fence.⁷

Airport Layout Plan (ALP) – A scaled drawing or set of drawings, in either hardcopy or electronic form, of existing and future airport facilities that provides a graphic representation of the existing and long-term development plan for the airport and demonstrates the preservation and continuity of safety, utility, and efficiency of the airport to the FAA's satisfaction.⁸ The approved ALD can be seen in **Appendix C**.

Apron – A defined area of land on the airport, intended to accommodate aircraft for the purpose of loading or unloading passengers, loading or unloading cargo, refueling, parking or maintenance.

Assurance – A provision contained in a state or federal grant agreement to which the recipient of federal airport development assistance has voluntarily agreed in consideration for the assistance provided.

AVGAS – aviation gasoline, 100LL or equivalent, intended for use in piston aircraft.

Based Aircraft – an aircraft which physically is located at the airport for an extended period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage (i.e., at minimum 30 days).

Commercial Activity – Any aeronautical activity intended to secure earnings, income, compensation, or profit whether or not such objectives are accomplished.

⁶ AC 150/5300-13B, *Airport Design*, March 31, 2022 updated with errata (faa.gov)

⁷ AC 150/5300-13B, *Airport Design*, March 31, 2022 updated with errata (faa.gov)

⁸ AC 150/5300-13B, *Airport Design*, March 31, 2022 updated with errata (faa.gov)

Commercial Operator – means a person who, for compensation or hire, engages in the carriage by aircraft in air commerce of persons or property, other than as an air carrier or foreign air carrier or under the authority of Part 375 of this title. Where it is doubtful that an operation is for “compensation or hire”, the test applied is whether the carriage by air is merely incidental to the person's other business or is, in itself, a major enterprise for profit.⁹

Commercial Fueling – the fueling of aircraft by a Fixed Base Operator or the Harnett Regional Jetport for compensation. Compensation may be earned for the aircraft fuel, for the fuel dispensing service, or both.

Entity – all persons, partnerships, organizations or businesses that have a legal and separately identifiable existence.

Exclusive Right – the power or privilege excluding another from exercising a like power, privilege, or right. An exclusive right is conferred either by express agreement, contract, license, lease, and permit or by unreasonable standards or requirements, or any other means.

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

FAA Form 7460¹⁰ – A notice of proposed construction or alteration required by the FAA under 14 CFR Part 77¹¹ that must be completed 45 days before start of project and construction activities. This is to notify FAA of an airports intentions and initiates an FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) Process.

Federal Aviation Regulations (FAR) – regulations published by the FAA that governs the operation of aircraft, airways and airmen. Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to “14 C.F.R.” (Title 14 of the Code of Federal Regulations).

Fixed Base Operator (FBO) – A commercial business granted the right by the airport sponsor to operate on an airport and provide aeronautical services such as fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, etc¹².

Flight Training – the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilot's licenses and ratings. Flight training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

Fueling or Fuel Handling – the transportation, sale, delivery, dispensing, storage or draining of fuel or fuel waste products to or from aircraft, vehicles or equipment.

⁹ eCFR :: 14 CFR Part 1 -- Definitions and Abbreviations (FAR Part 1)

¹⁰ https://www.faa.gov/documentLibrary/media/Form/FAA_Form_7460-1_052026.pdf

¹¹ <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-E/part-77>

¹² Advisory Circular 150/5190-8, Minimum Standards for Commercial Aeronautical Activities, 7 December 2023 (faa.gov)

Fuel Storage Area – any portion of airport property the Airport designated temporarily or permanently by the Airport Director as an area in which aviation fuels, motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.

Fueler – either a Fixed Base Operator (FBO) or the Harnett Regional Jetport that is permitted to store, handle and dispense fuel, whether for sale to the public or for purposes of self-fueling.

Flying Club – a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques. See Minimum Standards for SASOs for requirements.

General Aviation – Per the Pilot/Controller Glossary, that portion of civil aviation that does not include scheduled or unscheduled air carriers or commercial space operations.¹³

Ground Vehicle – a self-propelled vehicle, that is not an aircraft, including, but not limited to, automobiles, trucks, vans, mobile fueling vehicles, aircraft tugs.

Hazardous Material/Dangerous Goods – any substance or material capable of posing an unreasonable risk to health, safety, and property when transported in commerce. Identifying dangerous goods is the first step to reduce the risks posed by the product with proper packaging, communication, handling, and stowage.¹⁴

Improvements – all buildings, structures and facilities including pavement, concrete, fencing, signs, lighting, and landscaping constructed, installed, or placed on, under, or above any land on the airport.

Instructor – any individual for compensation giving instruction in the operations, construction, repair or maintenance of aircraft, aircraft power plants and accessories.

Jet Fuel – aviation fuel intended for turbine aircraft.

Lease – a contractual agreement between the County of Harnett and another party which grants a concession or otherwise authorizes the use of land or building space to conduct specified activities.

Minimum Standards – the qualifications or criteria, which may be established by the Airport Owner as the minimum requirements that shall be met by businesses engaged in commercial aeronautical activities for the right to conduct those activities.

National Environmental Policy Act (NEPA) – A process during which federal agencies assess the environmental impact of a proposed project or action. This process must be done for any airport project, and can include multiple versions such as, Categorical Exemption (CATEX), Environmental Impact Statements, or Environmental Assessments.

¹³ AC 150/5300-13B, Airport Design, March 31, 2022 updated with errata (faa.gov)

¹⁴ What are Dangerous Goods? | Federal Aviation Administration (faa.gov)

Non-Aeronautical Activity – any activity that does not involve, make possible or be required for the operation of aircraft or that contributes to or is required for the safety of such operations.

Operational Areas:

- **Landside** – those areas not involved in any aircraft movement or operation.
- **Airside** – those areas involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc.

Operator – As used in this document, the term operator refers to both commercial and non-commercial operators.

Owner – The County of Harnett, henceforth referred to as Owner and shall be capitalized.

Person – an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.

Permit – administrative approval issued by the Airport to a person or company to conduct a commercial aeronautical activity, and provide such services, to aircraft, from facilities where such services are authorized.

Preventative Aircraft Maintenance – maintenance that is not considered a major alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43.

Restricted Area – any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

Roadway – any street or road whether improved or unimproved, within boundaries of the Airport and designated for use by ground vehicles.

Rules and Regulations – the qualifications, standards, requirements and criteria established by the County as the minimum requirements to be met for the right to conduct a Commercial Aeronautical or Non-Aeronautical Activity at the Airport.

Section 163 – A process during which the sponsor justifies to the FAA whether or not the FAA has authority over the project being undertaken. The process will include project funding description, proof of land ownership or description of land to be acquired, and then FAA will determine whether they have approval authority over the project.

Self-Fueling – the operation of using an unmanned fuel tank and dispensing equipment via a card reader.

Self-Service – the act of tying-down, adjusting, repairing, refueling, cleaning, and otherwise servicing an aircraft by a Person or Entity that owns the aircraft or that has exclusive use and operational control of the aircraft pursuant to a long-term lease.

SPCC Plan – a Spill Prevention, Control and Countermeasures Plan (SPCC).

Sponsor – The County of Harnett as governed by the Harnett County Board of Commissioners, obligated to the federal government to comply with the assurances contained in grant agreements or property conveyance instruments. For the purpose of this document, the terms airport Sponsor and airport Owner are used interchangeably.

Specialized Aeronautical Event – aeronautical events including air shows, air races, fly-ins, skydiving, or other events requiring the general use of the Airport other than routine Airport Operations.

Specialized Aeronautical Services Operator (SASO) – SASOs are sometimes known as single- service providers or special FBOs performing less than full services. These types of companies differ from a full service FBO in that they typically offer only a specialized aeronautical service such as aircraft sales, flight training, aircraft maintenance, or avionics services for example.¹⁵

Sublease – A lease agreement entered into by a lessee with another entity that transfers right or interests in property or facilities, and that is enforceable by law.

SWPPP – Stormwater Pollution Prevention Plan (SWPPP).

Taxilane – the portion of the Airport used for access between taxiways and aircraft parking or storage areas.

Taxiway – a defined path for the taxiing of aircraft from one part of the Airport to another.

Tenant – any entity that has an agreement with the County of Harnett for occupying space at the Airport.

Terminal – the commercial passenger terminal located at the Harnett Regional Jetport.

Through-the-Fence Operations – the movement of vehicles between the AOA at Harnett Regional Jetport and the land adjacent to, but not part of, the Airport Property.

Transportation Security Administration (TSA) – Agency of United States Department of Homeland Security (DHS) that has authority over the security of transportation systems within and connecting to the United States.

Vehicle Parking Area – any portion of the Airport designated whether temporarily or permanently by the Airport for the parking of vehicles.

¹⁵ [Advisory Circular 150/5190-8, Minimum Standards for Commercial Aeronautical Activities, 7 December 2023 \(faa.gov\)](#)

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Section 2 - Harnett Regional Jetport Rules and Regulations

The Harnett County Board of Commissioners does hereby adopt and approve the following rules and regulations for the operation and use of the Harnett Regional Jetport located at 615 Airport Road, Erwin, North Carolina 28339.

2.1 Authority and Purpose

2.1.1 Authority

These rules and regulations are adopted pursuant to North Carolina General Statute 153A-275, which states that “a county may adopt adequate and reasonable rules to protect and regulate a public enterprise belonging to or operated by it. The rules shall be adopted by ordinance, shall apply to the public enterprise system both within and outside the county, and may be enforced with the remedies available under any provision of law.”¹

2.1.2 Purpose

The purpose of this document is to establish rules, regulations and standards for all activities on or at the Harnett Regional Jetport (HRJ).

2.1.3 Statement of Policy

The Harnett Regional Jetport intends to operate, manage, plan, finance, and develop the airport for its long-term financial health and safety in a manner consistent with accepted airport practices and applicable federal, state, and local policies and regulations. Accordingly, all applicants who perform commercial aeronautical activities at the airport shall be accorded a fair and reasonable opportunity, without unlawful discrimination, to qualify and to compete (if applicable) to occupy available airport facilities. Applicants shall have the opportunity to provide appropriate aeronautical activities subject to the minimum standards as established by the County of Harnett. However, the granting of rights and privileges to individuals and businesses to engage in aeronautical activities shall not be construed in any manner as affording any operator an exclusive right for use of the premises and/or facilities at the airport, other than those premises which may be leased exclusively to any operator, and then only to the extent provided in a written lease and/or permit.

While the Airport Director has the authority to manage the airport (including the authority to interpret, administer, and enforce airport agreements and airport Owner policies and the authority to permit temporary, short-term occupancy of the airport), the ultimate authority to grant the occupancy and use of airport real estate or permits allowing the conduct of commercial aeronautical activities, and to approve, amend, or supplement all leases and permits is expressly reserved to the Harnett County Board of Commissioners.

¹G.S. 153A-275

2.1.4 Lease Terms

The Owner may develop standard leases by type of operation or condition (improved, unimproved) of the facility. These leases may then be tailored to the individual needs of the prospective tenant as necessary. The Owner may update or change the lease agreements at any time after discussion with the lessee. Any leases that are in effect for a period of longer than five (5) years are subject to escalation in rent to accommodate inflation and market conditions.

2.1.5 Specialized Aeronautical Services Operators (SASO)

The Harnett Regional Jetport recognizes that when Specialized Aeronautical Services Operators (SASO) apply to do business at the airport, difficulties can arise if the SASO's are not required to comply with all provisions of published minimum standards. Accordingly, the Airport may develop reasonable, relevant, and applicable standards for each type and class of service. Examples of these specialized services may include flight training, airframe and power plant repair and maintenance, aircraft charter, air taxi or air ambulance, aircraft sales, avionics, instrument or propeller services or other specialized commercial flight support business. These minimum standards may be supplemented, amended, or modified by the County of Harnett from time to time and in such manner and to the extent as is deemed reasonable and appropriate. Amendments to this document are recorded in **Appendix A Amendments to Document**.

2.1.6 Conflicts with Existing Agreements or Federal Law

These minimum standards do not retroactively supersede the previously adopted 2004 Rules & Regulations. They do not affect the current term of any written agreement properly executed prior to the date of adoption and approval of these minimum standards. Upon expiration of an existing agreement, or if the operator desires to materially increase or expand its activities, the operator shall then comply with the provisions of these minimum standards. A requirement under these minimum standards or an agreement that an operator comply with applicable local, or state law does not create an opportunity or right in a sponsor or airport to enact or enforce Local ordinance which is preempted under federal law. This includes any attempt to regulate airspace or the conduct of flight operations.

2.2 General Provisions

2.2.1 Scope

All Persons shall be governed by these Rules and Regulations while on or occupying any area comprising the airport and shall comply with the orders and instructions of the Airport Director, as they are promulgated from time to time, relative to the use and occupancy of the airport premises and airport facilities.

2.2.2 General Airport Information

The airport is owned by the County of Harnett and is operated by the Airport Director and persons under their supervision. The County sets all general airport policy; the Airport Director implements the general airport policies set by the County of Harnett. The Harnett County Board of Commissioners is the ruling body of the County of Harnett, and the Harnett Regional Jetport board is the advisory body to the County Board of Commissioners.

2.2.3 Emergency Contact Information

Should an emergency occur on airport property, the HRJ Emergency Procedures, attached as **Appendix B**, should be enacted. Emergency resource contacts are listed below.

- **Emergency** – 911
- **Law Enforcement** – Harnett County Sheriff's Office
 - 910-893-9111
- **Fire / EMS** – Buies Creek Fire Department
 - 910-893-4327
- **Hospital** – Central Harnett Hospital
 - 215 Brightwater Dr, Lillington, NC 27546
- **Trauma Center** – Wake Medical Center
 - 3000 New Bern Ave, Raleigh NC 27610
- **Fuel Shutoffs** – Located at each Fuel Farm

2.2.4 Airport Director Authority

The Airport Director shall, at all times, have authority to take such reasonable action as may be necessary to enforce these regulations and to efficiently manage the airport and its operations. In any contingencies not specifically covered by these rules and regulations the Airport Director shall be authorized to make such reasonable rules, orders, and decisions as may be necessary and proper.

2.2.5 Violations of Rules and Regulations

The Airport Director shall investigate all alleged violations of these Rules and Regulations or the terms of any Commercial Operator Agreement. The Airport Director will provide written notice to the violator and will give the violator such time as may be reasonable under the circumstances to cure any violation in accordance with the provisions of these Rules and Regulations or any applicable agreement. If the violator fails to comply with the notice of violation, the County may pursue any penalty or remedy available to the County at law or in equity.

Any Person who knowingly or willfully violates these Rules and Regulations, any rule or regulation then in effect by the Federal Aviation Administration (FAA) or the North Carolina Department of Transportation, Division of Aviation, or any orders or instructions of the Airport Director or County of Harnett may be removed, evicted, or denied further use of the airport.

The County may waive or modify any provision contained in these Rules and Regulations. Changes to the document are recorded in **Appendix A Amendments to Document**.

If sanctions are imposed, the County will offer due process protections, including the right to be heard and an opportunity for appeal. The process for appealing decisions is included below.

Nothing in this section shall operate as a prohibition to the County acting in an expedient manner to address immediate safety issues involving imminent injury to persons or property.

2.2.5.1 Appeals Process

If a tenant is affected by the rulings and citations issued by the Airport Director and County Manager, they may appeal decisions. Appeals to any decisions must be made in writing to the Airport Director with the ruling being appealed, a description of why reversing the ruling is warranted, and any evidence to support their appeal. Appeals should be filed with the Director and County Manager, and if deemed to be warranted, it will be recommended to the County Commissioners for final ruling.

2.2.6 Penalties for Violations of Rules and Regulations

If any person shall violate or fail to comply with any provision of these Rules and regulations, then he shall be guilty of a misdemeanor pursuant to N. C. General Statute § 14-4² (or any amendment thereof). Any person who violates, or aids, or abets in a violation of any of these Rules and Regulations or other County rule or regulation shall, upon conviction, be subject to a fine of not less than \$100 nor more than \$500 for each offense. Each calendar day upon which any such violation occurs or continues shall constitute a separate offense. The County: also retains the right to enforce the terms of these Minimum Standards and Regulations pursuant to the provisions of N. C. General Statute §153A-123³, and N.C. General Statute § 63-57⁴.

The penalties provided in this paragraph shall be deemed to be cumulative and not a substitution of any other specific penalties as may be otherwise provided for herein or in any other ordinance rule or regulation of the County as now or as may be hereafter enacted or adopted or amended or modified.

² G.S. 14-4

³ G.S. 153A-123

⁴ G.S. 65-57

Rules and Regulations shall be enforced by Harnett County via penalties (also included as **Appendix D**) to include the following:

1. Verbal warning of violation and directive to remedy the violation
2. Written warning of violation and a deadline to remedy the violation, if applicable
3. Fines after expiration of the deadline that will continue until resolution of the violation
4. Termination of Lease / Contract
5. Removal from Property

Being assessed penalty(s) as a tenant shall not affect the ability of the individual to access public sections of the airport property.

Should the Owner be made aware of violations to the requirements contained herein, the County and Director may provide a notification of violation that expires upon rectification of the violation in lieu of the penalties process noted previously.

2.2.7 No Private Right of Action

Nothing in these Rules and Regulations shall be deemed to have created any private right of action nor enforcement obligation.

2.2.8 State and Federal Law

State and Federal law prohibits the granting of exclusive rights to conduct aeronautical activity at public airports. All aeronautical activities at the airport shall be conducted in a fair and equitable manner. Fair competition at the airport shall be promoted while safeguarding the public interest. These Rules and Regulations shall be applied objectively and uniformly.

The County, however, may limit commercial activity if there are compelling reasons to do so, as defined in the FAA Compliance Manual, Order 5190.6B-Change 3⁵ and its successors, even if an applicant has complied with these Rules and Regulations. Any legal action brought in regard to these Rules and Regulations shall be brought in accordance with North Carolina law.

2.2.9 Allocation of Airport Space

The Airport Director shall have the authority to identify and control which area of the Airport will be used for aeronautical activity available to the public generally and aeronautical activity available only to specific persons.

2.2.10 Other Laws

If any provision herein conflicts with any other Federal or State law, statute, rule or regulation, the Federal and State law will prevail.

⁵ [Order 5190.6B - FAA Airport Compliance Manual - Change 3 \(consolidated\)](#)

2.3 General Use of the Airport

2.3.1 Authorization

The Owner has the right to and does hereby regulate all commercial enterprises using the Airport as a basis of operation, whether such operation is aeronautical or non-aeronautical in nature. No commercial operation of any kind or type shall be conducted on the Airport unless specifically authorized by the Owner.

Any business operating at the Airport, whether aeronautical or non-aeronautical, shall acquire any/all necessary licenses to be able to operate at the airport whether they be county, state, or federal licenses. These businesses shall also carry with them at least the minimum amount of insurance for each type of operation being performed but are also encouraged to carry more than the minimum amount.

2.3.2 Non-Commercial

A flying club is recognized as a plan for the joint ownership of aircraft and the fair distribution of the cost of maintaining and operating such aircraft. Such an operation is not considered to be commercial in nature when so operated. Neither is flight instruction by club members for other club members considered to be commercial in nature so long as there is no profit or for-hire motive involved in the operation. In all cases, the Owner will determine if the operation of a flying club or other such organization is commercial. If determined to be commercial, the club shall conform to the requirements set forth herein for commercial fixed base operators.

2.3.3 Indemnification of Owner

The use of the Airport or any of its facilities in any manner shall create an obligation on the part of the user thereof to obey all the regulations herein provided and adopted by the Owner.

The privilege of using the Airport and its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof: and he shall release and hold harmless and indemnify the Owner, its officers and employees from any liability of loss resulting from such use, as well as claims of third persons to using the airport.

The privilege of using the airport shall be upon the further condition that any person, persons, corporations, co-partnership or others desiring to use the same, shall furnish a policy of indemnity against personal injury and property damage in a reasonable sum as the Owner shall require.

2.3.4 Violations

Any person violating any of the airport rules and regulations may be punished as provided by law or ordinance or, at the discretion of the Owner, may be deprived of the use of the airport facilities for such period of time as may be necessary to be effective.

2.3.5 Solicitation

No person shall solicit funds for any purpose and no signs or advertisements may be posted at the airport without the permission of the Owner.

2.3.6 Disposal

Garbage, refuse and other waste material shall be placed in receptacles provided for such purpose and no person shall destroy, remove or disturb in any way buildings, signs, equipment, markers, or other property on the airport.

2.3.7 Fire Regulations

- A. Smoking or lighting of an open flame is prohibited on all airside locations including places with posted signs, within fifty feet of any aircraft and within fifty feet of hangars, fuel trucks, or fuel loading stations, and tank farms. No person shall start an open fire any place on the airport without the permission of the Airport Director. No person shall store material or equipment, use inflammable liquids or gases, or allow their premises to become in such condition so as to violate, in any manner, the fire code enforced in the area of the airport. The storage of paint thinners, fuels, or other such volatile materials in hangars is prohibited.
- B. Tenants of all hangars and buildings shall provide suitable fire extinguishers and equipment, and they shall be kept in good condition as recommended by the Fire Marshal and inspected at least every twelve months by trained personnel.
- C. Tenants and persons are required to keep their premises clean and clear of all rubbish, junk, debris, old aircraft and vehicles, and unsightly objects. If, after a warning by the Airport Director, the area is not cleaned, cleaning will be done by the Airport Director and billed to the tenant or person.

2.4 Motor Vehicle Regulations

- A. Unless authorized by the Airport Director, no highway or automobile vehicle shall be operated on the airport except on roadways and parking areas that are specifically designated for such vehicles. Such vehicles shall be parked in the manner prescribed by the Airport Director while on the airport and as indicated by posted signs.
- B. No surface vehicles shall be permitted on the runways, taxiways and their respective object free areas, aprons, or ramps without the express permission of the Airport Director unless the operation of such vehicle is in accordance with a prior agreement to accomplish a necessary airport purpose, service, or inspection. The runway object free area extends out 250' on either side of the runway centerline and extends 300' beyond each runway end. The taxiway object free area extends out 62' on either side of all taxiway centerlines and the taxilane centerline extends out 55' on either side of all main taxilane centerlines and 39.5' on either side for select taxilane centerlines. These object free areas can be seen in **Appendix C** on the approved **Airport Layout Drawing**.

- C. For the vehicles expressly permitted as noted previously, the maximum speed for airport runway, taxiways and their respective object free areas, aprons and ramps shall be 10 miles per hour.
- D. No surface vehicle shall be driven between the loading gate or fence and an aircraft parked and in the process of loading or unloading.
- E. No person shall operate any vehicle in a careless or negligent manner or in disregard for the safety of others, or in excess of posted speed limits. All aircraft have right-of-way over all surface vehicles.
- F. All vehicles operating within the landing area shall be painted a bright yellow or international orange or display an international orange and white checkered flag of not less than three feet square, with one-foot squares.
- G. Vehicles exempted from this section are airport maintenance vehicles, crash/fire/rescue or other emergency vehicles, law enforcement vehicles, vehicles used on approved construction projects, vehicles used by the State, the County or their designated agents for the purpose of inspecting the runway, taxiways, or other Airport facilities, and other exemptions authorized by the County.
- H. Every accident involving injury or property damage shall be reported to the Airport Director.

2.5 On-Airport Building Standards

All construction on airport property shall be done in accordance with 14 C.F.R. Part 157 notice requirements and all design and construction standards, and/or North Carolina Department of Transportation Division of Aviation, and Federal Aviation Administration.⁶

2.5.1 Building Design Requirements

All new buildings on airport property shall minimally abide by all of the following requirements:

- A. Work with Airport Director/County and consultant to prepare all necessary Section 163, NEPA, and FAA Form 7460 submittals.
- B. Meet the requirements of 2018 (or most recent version) North Carolina Building Code Chapter 1609⁷ "Wind Loads".
- C. Present all proposed buildings for review by Airport Director & County
- D. Follow the approved color palette or petition the Airport Director/County for a deviation
- E. Meet the requirements of 2018 (or most recent version) North Carolina Building Code Chapter 22 Steel.

⁶ eCFR :: 14 CFR Part 157 -- Notice of Construction, Alteration, Activation, and Deactivation of Airports (FAR Part 157)

⁷ https://codes.iccsafe.org/content/NCBC2018P2/chapter-16-structural-design#NCBC2018P2_Ch16_Sec1603

2.5.2 Maintenance Requirements

Continuous maintenance must be done by the lessee or owner of on-airport building(s) to maintain all quality requirements for not only exterior of buildings but also interior, to also include any drains that collect or move water or fluids like, (oil, fuel, lubricants, etc.).

2.5.3 Landscaping

The owner of any on-airport building shall maintain any trees, shrubs, flowers or other plants around their facility and also ensure compliance with all landscaping requirements set by the Airport Director or County.

2.5.4 Subletting and Partnerships

The owners of property can be entities (partnerships, corporation, limited liability partnerships, or a limited liability corporation). These entities must adhere to all the applicable standards as a sole proprietor would.

Any owners wishing to sublet to other operators/tenants must work with the Airport Director and County to ensure that the subletter meets the requirements set forth for the Airport and their lease and must also be allowed by and comply with their ground lease before moving forward. In the event of a subletter they will be required to meet all the minimum standards as the owner of the building is.

2.6 Aircraft Operations Regulations

- A. The FAA traffic rules and regulations governing the operation of aircraft in effect as of this date, as well as all additions thereto, are made apart of these airport rules and regulations as fully as if set forth herein.
- B. Aircraft engines shall be started and run up only in the places designated for such purposes as defined in **Appendix C Aircraft Runup Area Exhibit** unless otherwise given express permission. At no time shall engines be run up when hangars, shops, airplanes, or any buildings or persons are in the path of the propeller stream and/or jet exhaust.
- C. No aircraft shall be parked or stored at the airport except in the areas designated for such use.
- D. The performance of aircraft and engine repair and maintenance is considered to be an aeronautical service regulated by the owner except where such services or repairs are performed by the aircraft owner or his employees. The airport Owner reserves the right to designate reasonable areas where such aircraft owners may perform services on their own aircraft. If such areas are designated, the Owner may prohibit the performance of such services in tie-down areas and prescribe rules for the use of such owner-type aircraft maintenance areas.
- E. At the direction of the Airport Director, the operator, owner, or pilot of any illegally parked aircraft on the airport shall move the aircraft to a legally designated parking area on the airport. If the operator refuses to comply with the directions, the Owner, through the Airport Director, may tow the aircraft to

such a place, at the operator's expense and without liability for damage that may result from such movement.

- F. Aircraft towing and marshalling shall be performed by airport operations staff or approved third parties. Towing operations shall follow all speed limits and remain clear of all objects and aircraft parking areas.
- G. In the event of an accident, the Owner, through the Airport Director, may, in compliance with FAA and other governmental regulations, move damaged aircraft from the landing areas, ramps, aprons, or other areas at the expense of the owner and without liability for damage resulting from such moving.
- H. The pilot of an aircraft involved in an accident on or near the airport causing personal injury or property damage shall report to the Airport Director. In the event that he is unable to do so, the owner of the aircraft or his agent shall make such a report.
- I. Airport property damaged or destroyed by an accident or otherwise shall be paid for by the parties responsible.
- J. The Airport Director shall have the authority to detain any aircraft for nonpayment of any charges due.
- K. No person shall taxi an aircraft until he has ascertained by visual inspection of the area that there will be no danger of collision with any person or object in the immediate area.
- L. Aircraft shall be taxied at a safe and reasonable speed with due respect for other aircraft, persons, or property.
- M. All takeoffs and landings shall be confined to the runways and all movement of aircraft shall be confined to the hard surface areas. Exceptions shall be approved by the Airport Director.
- N. No person or persons, except airmen, duly authorized personnel, passengers going to or from aircraft, or persons being personally conducted by airport attendants shall be permitted to enter the landing area proper, taxi space, or aprons. However, this does not give any person, or persons so excepted the privilege of unrestricted use of the airport. These privileges are confined to the necessary use of these spaces in connection with the flights, inspections, and routine duties.
- O. No person shall park or store, nor shall they allow any other person to park or store, any unairworthy aircraft on any portion of the airport at any time. Exceptions to this shall be allowed for the purpose of obtaining repair not to exceed a period of 30 days.

2.6.1 Rules for Aircraft Fueling Operations

- A. Only authorized personnel trained in the safe operation of the equipment they use, in the operation of emergency controls, and in the procedures to be followed in an emergency shall fuel or defuel aircraft.
- B. No aircraft shall be fueled or drained while the aircraft engine is running or while the aircraft is in a hangar or an enclosed area.
- C. No aircraft shall be refueled while inside of any hangar.
- D. During all fuel operations, the aircraft shall be bonded and grounded by an approved method.

- E. Smoking or lighting of an open flame shall be prohibited within fifty feet of any fueling operation.
- F. Fueling operations shall be conducted and fuel trucks shall be parked at least fifty feet from any hangar or building.
- G. Pumps, either hand operated or power operated shall be used where aircraft are fueled from drums. Pouring or gravity flow shall not be permitted from a container with a capacity of more than 5 gallons (18.9L).

2.7 Terminal Use and Operations

2.7.1 Facility Uses

The terminal has a conference room and a kitchen available for rent. Availability is determined by contacting the airport staff through the email on the Harnett County website⁸. Rates and charges are included in **Appendix E**. A refundable deposit is required for any rental space at HRJ. All other rental requests for the terminal will be evaluated on a case-by-case basis by the Airport Director. The terminal has complimentary hot coffee, cookies, lounge seating, WIFI, sanitary restrooms, public telephones and also offers a variety of pilot supplies.

Any person who rents space in the terminal. Including hosting of any event shall be responsible for cleaning up after the event, unless a prior agreement is in place with the Airport Director.

2.7.2 Non-Permitted Uses of Terminal

No person shall use any smoking, vaping or smokeless tobacco products inside of the airport terminal. Any defacing, destruction, or damaging of any airport owned property shall be punishable by fines, liability for remedying damages and possibly more serious penalties.

No person shall carry or discharge any firearms, explosives, or weapons unless used by active law enforcement staff or individuals explicitly authorized by the Airport Director/Jetport Board to perform wildlife management.

2.8 Procedure for Receiving and Processing Applications for Commercial Operations

- A. Any applicant wishing to establish an aeronautical activity on the airport shall be furnished a copy of these minimum standards, as amended, and shall make application in writing to the Owner, setting forth in detail the following:
 - 1. The name and address of the applicant.
 - 2. The proposed land use, facility and/or activity sought.
 - 3. The names and qualifications of the personnel to be involved in conducting such activity.

⁸ <https://beta.harnett.org/airport/services.asp>

4. The financial responsibility and technical ability of the applicant and operator to carry out the activity sought.
 5. The tools, equipment, services and inventory, if any, proposed to be furnished in connection with such activity.
 6. The requested or proposed date for commencement of the activity and the term of conducting the same.
 7. The estimated cost of any structure or facility to be furnished, the proposed specifications for same, and the means or method of financing such construction or acquisition of facilities.
- B. Upon the filing of such an application with the Owner, it shall be immediately referred to the appropriate committee and considered at the next scheduled meeting. If no meeting is scheduled within thirty (30) days from the filing of such application, a meeting shall be called for considering same and notice thereof given to the applicant. Applications shall be consistent with the intended use of the airport and to promote safe aeronautical activities.
- Upon consideration of the application, the Owner shall determine whether or not the applicant meets the standards and qualifications as herein established and whether or not such application should be granted in whole or in part.
- C. Upon approval of any such application in principle, the Owner shall cause to be prepared a suitable lease or contract agreement setting forth the terms and conditions under which the fixed base operation shall be conducted.
- D. Any rejected application shall be returned to the applicant within ten (10) days of the rejection with a written explanation of the reasons for the rejection.

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Section 3 - Minimum Standards for Commercial Operations

The Fixed Base Operator (FBO) on the airport is owned by the County of Harnett. This operator shall provide the sole fueling station at the airport for public aircraft. There shall be no fuel farms established at the airport except if one is provided by Harnett Regional Jetport.

- A. The Owner shall determine substantial conformance to the standards for fixed base operators.
- B. Fixed base operators must show financial solvency and business ability to the satisfaction of the Owner and agree to comply with all federal, state, local, and airport laws, rules and regulations.
- C. The minimum liability insurance that a fixed base operator shall carry is \$100,000 per claimant and \$300,000 per occurrence for bodily injury and not less than \$250,000 for property damage. Fixed base operators shall also carry the minimum insurance required by the Federal Aviation Administration and other regulatory agencies as appropriate to the aeronautical activities being performed. Property owned by the operator shall be insured by him and the Owner has no responsibility for any loss. All Insurance Requirements are included in **Appendix F**.
- D. Fixed base operators will be required to furnish the Owner a performance bond commensurate with the construction required under the minimum standards established by the Owner for the facility involved.
- E. Land available for commercial aeronautical activities is a valuable and limited commodity. It is the policy of the Owner that no land areas or building space in excess of present and foreseeable requirements will be leased to any fixed base operator. Additional areas will be made available to operators on the basis of need and availability.
- F. Aircraft parking aprons shall be constructed according to plans and specifications approved by the Owner. Areas of aircraft parking apron may be required for operators selling aviation petroleum products, ramp services and aircraft repair.
- G. All services shall be provided on a fair, equal, and not unjustly discriminatory basis to all users of the airport. The prices charge for each unit of service shall be fair, reasonable, and not unjustly discriminatory; provided, that the operator may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar type price reductions to volume purchasers.
- H. The operator shall provide his services in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (P.L. 88-352). Accordingly, no person shall be denied equal services on the ground of race, color, or national origin.

3.1 Fuel and Oil Sales

The County reserves all rights to providing fuel at the airport. Private fuel and oil sales shall not be permitted.

3.2 Aircraft Maintenance and Repair

All aircraft maintenance operations will take place inside of an approved hangar, no maintenance activities will take place on the apron/ramp. Any maintenance operator shall hold the appropriate FAA 14 C.F.R. Part 145 Repair Station certification, with a rating matching any work to be performed. All persons operating aircraft engine and accessory maintenance facilities shall provide:

- A. Carry out the FAA/State/County required amount of insurance, the minimum mandated amount by the County, to be able to perform maintenance activities.
- B. Operator shall follow 29 C.F.R. Part 1910¹ Occupational Safety & Health Standards.
- C. Any Operator performing preventative maintenance on their own aircraft must follow all regulations in FAA 14 C.F.R. Part 43.
- D. Sufficient hangar space to house any aircraft upon which such service is being performed.
- E. Suitable storage space, (on ramp or in hangar) for aircraft awaiting maintenance or delivery after repair and maintenance has been completed.
- F. Adequate shop space to house the equipment and adequate equipment and machine tools, jacks, lifts, and testing equipment to perform top overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft.
- G. At least one FAA certified airframe and engine mechanic available during eight hours of the day, five days per week.
- H. Facilities for washing and cleaning aircraft.
 - 1. Phosphate-free soaps must be used for aircraft washing and cleaning.
 - 2. Washing and cleaning only allowed in specified areas, cleanup required following washing or cleaning of aircraft.
- I. Non-airworthy aircraft shall be screened from public view.
- J. Separately partitionable space with adequate exhaust fans and fire protection for spray painting if this type of work is performed.

3.3 Flight Training

All persons conducting flight-training activities shall meet all required Federal Aviation Administration regulations and shall provide:

- A. Properly certified flight instructors for the appropriate level of training.
- B. Appropriate aircraft properly equipped and maintained for flight instruction and such additional types of aircraft as may be required to give flight instruction of the kind advertised.

¹ <https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XVII/part-1910>

- C. At least 400 square feet of office, lounge, and restroom area. Operator must provide adequate classroom space for at least ten students with proper restroom and seating facilities. A part of the required facilities, with the consent of the Owner, may be located off airport property.
- D. Adequate mock-ups, pictures, slides, or other visual aids necessary to provide proper ground school instruction
- E. Properly certified ground school instructor providing regularly scheduled ground school instructions sufficient to enable students to pass the FAA written examinations for private pilot and commercial ratings. Operator must maintain the necessary classroom space properly equipped for ground school instruction commensurate with FAR requirements of a certified Pilot School or Provisional Pilot School and shall hold a current and valid Pilot School Certificate or Provisional Pilot School Certificate.
- F. Continuing ability to meet certification requirements of the FAA for the flight training proposed.
- G. Adequate public liability and property damage insurance sufficient to protect the operator from legal liabilities involved.

3.4 Aircraft Charter and Taxi Service

Persons operating aircraft charter and taxi service shall provide:

- A. Passenger lounge, rest rooms and telephone facilities as required of an operator for fuel and oil sales.
- B. Adequate table, desk or counter for checking in passengers, handling ticketing or fare collection, handling of luggage.
- C. Shall have properly certificated suitable aircraft with properly certificated and qualified operating crew available for services when not otherwise engaged in such service. Such crew and aircraft shall be available upon call within one hour's notice.
- D. Shall provide passenger liability insurance of at least \$100,000 per passenger seat and property damage liability of at least \$1,000,000.

3.5 Aircraft Rental and Sales

Persons conducting aircraft rental and sales activity shall provide:

- A. Suitable office space for consummating sales and/or rentals and the keeping of the proper records in connection thereof.
- B. Hangar storage space for at least one aircraft to be used for sales or rental.
- C. For rental, at least one airworthy aircraft suitably maintained and certificated.
- D. Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators on the airport for such service and repair.

- E. There shall be available, at least during eight hours of the working day, a properly certificated pilot capable of demonstrating new aircraft for sale or for checking out rental aircraft.
- F. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of aircraft and models sold.
- G. Current up-to-date specifications and price lists for types and models of new aircraft sold.
- H. Proper checklists and operating manuals on all aircraft rented and adequate parts catalogue and service manual on new aircraft sold.

3.6 Crop Dusting and Spraying

Persons seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the Airport Director that:

- A. Suitable arrangements have been provided for the safe storage and containment of noxious chemical materials; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the airport.
- B. The operator shall have available properly certificated aircraft suitably equipped for the agricultural operation undertaken.
- C. No crop-dusting operation shall be conducted on the principal public use apron or ramp of the airport. Owner shall assign adequate operational space.
- D. An agreement shall be in place holding the County of Harnett harmless in case of accidental spills and other accidents caused by the operation.

3.7 Miscellaneous Operations

Operations such as radio and instrument repairs, aerial advertising, aircraft tie-down, and other aeronautical activities not herein before provided for may be conducted by any person, firm or corporation upon application to and approval of the Owner. Reasonable terms and conditions for the privilege of engaging in these various services will be established by the Owner commensurate with the nature and scope of the activities involved.

3.8 Multiple Services

Hangar space, office and lounge space, aircraft parking area and other such required facilities will be coterminous or concurrent requirements where an operator offers multiple services to the extent that such facility requirements will be reasonable.

3.9 Hangars, Shops or Other Buildings

Commercial buildings and hangars shall be constructed to the same standards listed in **Section 2.5 - On-Airport Building Standards**.

Section 4 - Minimum Standards for Non-Commercial Operators

4.1 Private Hangar Operator

A Private Hangar Operator constructs or leases a hangar for private aircraft use only. If entered into a lease as Private Hangar Operator, no commercial actions shall be permitted within the leasehold area. Any subleases shall be coordinated with the County.

Hangars, attached office space, or any other building falling under the lease agreement shall be used for aeronautical or approved commercial purposes only. Buildings on airport property shall not be inhabited by Lessees under any circumstance.

The County and Airport Director staff shall be included in milestone reviews for all construction and renovation projects conducted on airport property. Written approval from the County must be received prior to construction.

Tenants shall be provided with defined minimum requirements on leased space such as aprons, hangars, offices, etc. by the County, as appropriate.

4.1.1 Fuel Facilities and Equipment

Fuel is serviced and provided by Harnett County. Private fuel farms shall not be permitted unless written approval is provided by the County.

4.2 Fractional Private Hangar Operator

A Fractional Non-Commercial Private Hangar Operator constructs or leases a hangar for private aircraft use only, where ownership is shared between multiple entities. Primary responsibility for the leases in these circumstances will be coordinated and approved by the County.

Fuel is serviced and provided by the Jetport Board. Private fuel farms shall not be permitted unless written approval is provided by the County.

Tenants shall be provided with defined minimum requirements on leased space such as aprons, hangars, offices, etc. by the County, as appropriate.

A Fractional Private Hangar Operator shall not offer hangar storage and/or fueling services contrary to these provisions, or to the public, or to any other Airport users. The Operator will never have an Aircraft be fueled by the FBO or stored on the Premises if the Aircraft is not owned or exclusively leased by the Operator, or an individual or Entity which is an owner of a fractional interest in the Hangar.

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Section 5 - Minimum Standards for Special Airport Uses

- A. The County obligates itself to operate the airport for the use and benefit of the general public and to keep the airport open to the various types, kinds, and classes of aeronautical use for which the airport facility is designed and intended to serve.
- B. The Owner has established these rules to be met by all users so as to provide for the safe and efficient use of the airport and to protect the safety of persons and property both on the ground and in the air.
- C. It is understood that the landing area facilities constructed are primarily intended for the use of powered aircraft whose weights are not in excess of the published pavement strengths may be permitted on an infrequent basis with the permission of the Owner.
- D. Considering the Owner's obligation to keep the airport open to the public for aeronautical purposes, the airport facilities will not be used for non-aeronautical events which would conflict with its aeronautical use.
- E. Special activities that include, but are not limited to skydiving, aerobatics, drones, and gliders, are all heavily regulated at the airport and require permission from the Airport Director and the County.
 - 1. Skydiving – Requires an operator to have an official office space to handle all paperwork and instruction before any intrusion onto airport operations area (AOA). Operator shall establish with the help of the Airport Director/County on a drop zone(s) that are within allowable standards. Part 77 regulations are also required to be followed by any operator at all times.
 - 2. Aerobatics – Operators shall be required to get permits from and coordinate any activities with the Airport Director and County to ensure that any operations do not conflict with the normal operations of the airport.
 - 3. Drones – Operators are required to follow all of 14 C.F.R. Part 107¹. Commercial operation of drones will be allowed only by obtaining a permit from the Airport Director/County.
 - 4. Gliders/Powered Paragliders – Operators of both of these aircraft are required to have communication equipment on board so as to be able to safely maintain separation from other aircraft.

¹ <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107>

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Appendix A - Amendments to Document

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Appendix B - HRJ Emergency Procedures

The HRJ Emergency Procedures are included on the following pages.

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JETPORT EMERGENCY PROCEDURES

Prepared By:

Harnett Regional Jetport

Publication Date:

22 February 2024

Revision Date:

This guidebook is intended to be a quick reference tool for airport personnel during emergency events. This guidebook will not cover all emergencies that may happen, but can be used to guide initial actions in the event of an emergency or incident at Harnett Regional Jetport.

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FAA BIRDSTRIKE FORM

A. AIRCRAFT EMERGENCIES

1. AIRCRAFT ACCIDENT (ON AIRPORT PROPERTY)

Remember: an aircraft accident is any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

AIRPORT STAFF ACTIONS

- ☐ Incident time: _____
- ☐ Collect information on the emergency, aircraft, souls on board, location. **CALL 9-1-1.**
- ☐ Maintain radio contact if able. Continually monitor the UNICOM frequency (122.7 MHz).
- ☐ Notify supervisor of the incident and provide all pertinent details. Notification time: _____
- ☐ Don high visibility vest or high visibility jacket. Keep a pair of gloves, hearing protection, eye protection, and radio with you at all times.
- ☐ If possible, *record on paper* the make, model, and type of aircraft involved. Record number of persons involved and injury types. Record the aircraft tail number(s).
- ☐ If any bystanders are in any dangerous area, make sure they are made aware of the emergency and move them to a safe location (terminal parking lot).
- ☐ Be prepared for inbound emergency services. Open and secure open gates for emergency vehicle entry onto the field.
- ☐ Standby at the appropriate gate and be prepared to guide emergency services to the appropriate area.
- ☐ You may act as the communications link between on scene emergency personnel and UNICOM. Be prepared to stay with the on scene commander of emergency services and provide communication between them and aircraft in the area.
- ☐ Be prepared to follow actions initiated by your supervisor.

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify the Jetport Director. Notification time: _____
- ☐ If applicable, issue NOTAMs.
- ☐ If applicable, contact Fayetteville ATC and/or Raleigh ATC and advise them of the situation.
- ☐ Make sure all documentation is being recorded on paper. Accurate note-keeping provides investigators with good documentation post-incident.
- ☐ Maintain situational awareness on UNICOM. Maintain situational awareness of your staff. Coordinate between staff, emergency responders/Incident Command and the Jetport Director.
- ☐ Consult the Airport Emergency Plan for further if time permits.

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify Harnett County Administration. Notification time: _____

- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ If needed, close the runway. Make sure X's are in place and NOTAMs are posted.
- ☐ Coordinate with IC, PIO, Emergency Management on any additional actions needed.
- ☐ Notify FAA. FAA will notify the NTSB.

2. AIRCRAFT ACCIDENT (OFF AIRPORT PROPERTY)

Remember: an aircraft accident is any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

AIRPORT STAFF ACTIONS

- ☐ Incident time: _____
- ☐ Collect information on the emergency, aircraft, souls on board, location. **CALL 9-1-1.**
- ☐ Maintain radio contact if able. Continually monitor the UNICOM frequency (122.7 MHz).
- ☐ Notify supervisor of the incident and provide all pertinent details. Notification time: _____
- ☐ Continue Jetport operations as normal, if conditions allow.

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify the Jetport Director. Notification time: _____
- ☐ If applicable, issue NOTAMs.
- ☐ If applicable, contact Fayetteville ATC and/or Raleigh ATC and advise them of the situation.
- ☐ Make sure all documentation is being recorded on paper. Accurate note-keeping provides investigators with good documentation post-incident.
- ☐ Maintain situational awareness on UNICOM. Maintain situational awareness of your staff. Coordinate between staff, emergency responders/Incident Command and the Jetport Director.
- ☐ Consult the Airport Emergency Plan for further if time permits.

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify Harnett County Administration. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ If needed, close the runway. Make sure X's are in place and NOTAMs are posted.
- ☐ Coordinate with IC, PIO, Emergency Management on any additional actions needed.

3. IN-FLIGHT EMERGENCIES

Remember: an aircraft accident is any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

AIRPORT STAFF ACTIONS

- ☐ Incident time: _____
- ☐ Collect information on the emergency, aircraft, souls on board, location. **CALL 9-1-1.**
- ☐ Maintain radio contact if able. Continually monitor the UNICOM frequency (122.7 MHz).
- ☐ Notify supervisor of the incident and provide all pertinent details. Notification time: _____
- ☐ Continue Jetport operations as normal, if conditions allow.
- ☐ Don high visibility vest or high visibility jacket. Keep a pair of gloves, hearing protection, eye protection, and radio with you at all times.
- ☐ Be prepared for inbound emergency services. Open and secure open gates for emergency vehicle entry onto the field.
- ☐ Standby at the appropriate gate and be prepared to guide emergency services to the appropriate area.
- ☐ You may act as the communications link between on scene emergency personnel and UNICOM. Be prepared to stay with the on scene commander of emergency services and provide communication between them and aircraft in the area.
- ☐ Be prepared to follow actions initiated by your supervisor.

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify the Jetport Director. Notification time: _____
- ☐ If applicable, issue NOTAMs.
- ☐ If applicable, contact Fayetteville ATC and/or Raleigh ATC and advise them of the situation.
- ☐ Make sure all documentation is being recorded on paper. Accurate note-keeping provides investigators with good documentation post-incident.
- ☐ Maintain situational awareness on UNICOM. Maintain situational awareness of your staff. Coordinate between staff, emergency responders/Incident Command and the Jetport Director.
- ☐ Consult the Airport Emergency Plan for further if time permits.

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify Harnett County Administration. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ Coordinate with IC, PIO, Emergency Management on any additional actions needed.

If the situation worsens and the in-flight emergency moves to an aircraft emergency, go to the appropriate checklist.

B. HAZARDOUS MATERIALS

4. FIXED FACILITY HAZMAT

This is a HAZMAT situation inside a building at the Jetport.

AIRPORT STAFF ACTIONS

- ☐ Evacuate the building involved. DO NOT re-enter a building once the building has been evacuated. Move everyone to the terminal parking lot nearest Airport Road.
- ☐ Contact 9-1-1.
- ☐ If there is an emergency shutoff, activate it. If the building power can be controlled from the Vault, turn off all breakers.
- ☐ RECORD ON PAPER the location address, facility type (hangar, terminal, etc.), specific emergency (spill, vapor release, etc.), and chemical(s) involved.
- ☐ Notify Supervisor. Notification time: _____
- ☐ Be prepared for emergency responders. Open gates and lock open gates to the field if necessary. Direct emergency responders to the appropriate building.
- ☐ Maintain a headcount of personnel in the parking area.
- ☐ Be prepared for follow-on actions by your supervisor.

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify the Jetport Director. Notification time: _____
- ☐ Keep track of all personnel and patrons. Maintain situational awareness.
- ☐ Pull applicable SDS from the Jetport share drive (S:/EMERGENCY INFORMATION folder) and print.
- ☐ Coordinate any actions needed by on scene emergency personnel.

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify Harnett County Administration. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ Coordinate with IC, PIO, Emergency Management on any additional actions needed.

Emergency Management or an Emergency Services Representative will contact a HAZMAT Regional Response Team if needed.

5. OPEN AREA HAZMAT

AIRPORT STAFF ACTIONS

- ☐ Evacuate the area involved. DO NOT re-enter the area. Move everyone to the terminal parking lot nearest Airport Road or to an open area UPWIND and AWAY from the incident. Be sure that the evacuation area is not in an active AOA.
 - ☐ Contact 9-1-1.
 - ☐ If there is an emergency shutoff, activate it. If power can be controlled from the Vault, turn off all breakers.
 - ☐ RECORD ON PAPER the location address, area, specific emergency (spill, vapor release, etc.), and chemical(s) involved.
 - ☐ Notify Supervisor. Notification time: _____
 - ☐ Be prepared for emergency responders. Open gates and lock open gates to the field if necessary. Direct emergency responders to the appropriate building.
 - ☐ Maintain a headcount of personnel in the evacuation area.
 - ☐ Be prepared for follow-on actions by your supervisor.
-

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
 - ☐ Notify the Jetport Director. Notification time: _____
 - ☐ Keep track of all personnel and patrons. Maintain situational awareness.
 - ☐ Pull applicable SDS from the Jetport share drive (S:/EMERGENCY INFORMATION folder) and print.
 - ☐ Coordinate any actions needed by on scene emergency personnel.
-

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
 - ☐ Notify Harnett County Administration. Notification time: _____
 - ☐ Make sure all previous actions on this checklist have been completed.
 - ☐ Coordinate with IC, PIO, Emergency Management on any additional actions needed.
-

Emergency Management or an Emergency Services Representative will contact a HAZMAT Regional Response Team if needed.

C. FIRES

6. AIRCRAFT/VEHICLE FIRE

AIRPORT STAFF ACTIONS

- ☐ Evacuate the immediate area around the incident. DO NOT attempt to extricate victims if it is not safe to do so.
- ☐ Call 9-1-1. Notification time: _____
- ☐ Record ON PAPER location address, vehicle type(s), specific emergency and people involved.
- ☐ If needed, move to AIRCRAFT EMERGENCY checklist, if fire involves an aircraft accident.
- ☐ Notify Supervisor. Notification time: _____
- ☐ Be prepared for emergency responders. Open gates and lock open gates to the field if necessary. Direct emergency responders to the appropriate location.
- ☐ Do not let bystanders near the fire.
- ☐ Maintain a headcount of personnel in the evacuation area.
- ☐ Be prepared for follow-on actions by your supervisor.

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify the Jetport Director. Notification time: _____
- ☐ Keep track of all personnel and patrons. Maintain situational awareness.
- ☐ Depending on the area of the fire, a NOTAM may be needed to limit aircraft access in areas of the AOA.
- ☐ Coordinate any actions needed by on scene emergency personnel.

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify Harnett County Administration. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ Coordinate with IC, PIO, Emergency Management on any additional actions needed.

If the situation worsens or moves to an aircraft emergency, go to the appropriate checklist.

7. BUILDING FIRE

AIRPORT STAFF ACTIONS

- ☐ Evacuate the building involved. DO NOT re-enter a building once the building has been evacuated. Move everyone to the terminal parking lot nearest Airport Road.
- ☐ Contact 9-1-1.
- ☐ If there is an emergency shutoff, activate it. If the building power can be controlled from the Vault, turn off all breakers. DO NOT ATTEMPT TO PULL ANY METERS, MAIN DISCONNECTS, ETC.
- ☐ RECORD ON PAPER the location address, facility type (hangar, terminal, etc.), specific emergency, any injuries and people involved.
- ☐ Notify Supervisor. Notification time: _____
- ☐ Be prepared for emergency responders. Open gates and lock open gates to the field if necessary. Direct emergency responders to the appropriate building.
- ☐ Maintain a headcount of personnel in the parking area.
- ☐ Be prepared for follow-on actions by your supervisor.
- ☐ Make sure you continue to monitor the UNICOM frequency and maintain aircraft operations if able to safely do so.

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify the Jetport Director. Notification time: _____.
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ Keep track of all personnel and patrons. Maintain situational awareness.
- ☐ If the situation warrants, create a NOTAM to inform aircraft of the airport situation.
- ☐ Coordinate any actions needed by on scene emergency personnel.

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify Harnett County Administration. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ Coordinate with IC, PIO, Emergency Management on any additional actions needed.

8. WILDLAND/BRUSH FIRE

AIRPORT STAFF ACTIONS

- ☐ Determine whether the fire is on or adjacent to airport property.
 - ☐ If airport property is on fire or threatened by fire, **Call 9-1-1.**
 - ☐ Move all vehicles and equipment away from the fire ground. DO NOT go near a rapidly developing brush/wildland fire.
 - ☐ RECORD ON PAPER the location address, location of the fire, type of fire, approximate size, and people involved.
 - ☐ Notify Supervisor. Notification time: _____
 - ☐ Be prepared for emergency responders. Open gates and lock open gates to the field if necessary. Direct emergency responders to the appropriate building.
 - ☐ Monitor the UNICOM frequency and maintain aircraft operations if able to safely do so.
 - ☐ Restrict civilian traffic around the airfield via gates.
 - ☐ Be prepared for follow-on actions by your supervisor.
-

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
 - ☐ Notify the Jetport Director. Notification time: _____.
 - ☐ Make sure all previous actions on this checklist have been completed.
 - ☐ Maintain situational awareness.
 - ☐ If the situation warrants, create a NOTAM to inform aircraft of the airport situation. If the situation warrants, create an AWOS message for nearby aircraft.
 - ☐ Coordinate any actions needed by on scene emergency personnel.
-

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify Harnett County Administration. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ If the situation warrants, consider runway shutdown. Make sure a NOTAM is active and X's are on both ends of the runway over the numbers.
- ☐ Coordinate with IC, PIO, Emergency Management, Fire Chief, or NC Forestry on any additional actions needed.

D. SECURITY ISSUES

9. BOMB THREAT

AIRPORT STAFF ACTIONS

- ☐ If the bomb threat is called in via telephone, use the bomb threat form at the end of this checklist.
- ☐ For a suspicious package or parcel, leave it unopened where it was discovered.
- ☐ Evacuate people from the threat area by calmly asking people to exit to a pre-determined location. Make sure people leave all baggage and personal items.
- ☐ **Call 9-1-1.**
- ☐ No people should leave the scene until cleared by police.
- ☐ Notify Supervisor. Notification time: _____
- ☐ Be prepared for emergency responders. Provide them with any pertinent information on their arrival and give the responding police officers a master key to the Jetport or show them the location of the Knox Box.
- ☐ Monitor the UNICOM frequency and maintain aircraft operations if able to safely do so.
- ☐ Restrict civilian traffic into the jetport.
- ☐ Be prepared for follow-on actions by your supervisor.

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify the Jetport Director. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ Maintain situational awareness and make sure everyone stays 500 feet from the threat area.
- ☐ Coordinate any actions needed by on scene emergency personnel.

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify Harnett County Administration. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ If the situation warrants, consider runway shutdown. Make sure a NOTAM is active and X's are on both ends of the runway over the numbers.
- ☐ If the situation warrants, contact TSA by calling 1-866-907-8391. Notification time: _____
- ☐ Make sure everyone stays 500 feet from the threat area and away from emergency personnel.
- ☐ Coordinate with Sheriff's Office, IC, PIO, and Emergency Management of any follow-on actions.

BOMB THREAT FORM

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. What is your name? _____
8. What is your phone number? _____
9. Note the exact wording of the threat (write on back). _____
10. What are the sex, race, and age of the caller? _____
11. What was the length of the call? _____
12. Number at which the call was received: _____
13. Time and date received: _____
14. Was the caller's voice familiar? If so, whom did it sound like: _____
15. Was the caller's voice calm, angry, excited, slow, rapid, soft, loud, laughing, crying, normal, distinct, slurred, nasal, stuttering, lisping, raspy, deep, ragged, clearing throat, breathing deeply, cracking, disguised, have an accent, familiar, or whispered?

16. Did you hear any background sounds? _____
17. Was the threat language well spoken, foul, irrational, incoherent, taped, or read like a rehearsed message?

- Call 911.
- Evacuate the building/aircraft to a safe distance.
- Contact Jetport Director Greg Frank: Cell: 910-987-6466 or 910-514-1001.

10. SUSPICIOUS PERSON/VEHICLE/AIRPLANE

AIRPORT STAFF ACTIONS

- ☐ Record the suspicious event on paper. Be sure to provide details: make, model, location, situation, description(s) of people involved, etc.
- ☐ Contact Harnett County Communications at 910-893-9111 and provide the dispatcher with the information collected.
- ☐ If the situation creates an IMMEDIATE THREAT, **Call 9-1-1.**
- ☐ Notify Supervisor. Notification time: _____

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that the Harnett County Sheriff's Office has been contacted.
- ☐ Notify the Jetport Director. Notification time: _____.
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ Coordinate any actions needed by on scene emergency personnel.

DIRECTOR ACTIONS

- ☐ Notify Harnett County Administration if needed. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ If the situation warrants, contact TSA by calling 1-866-907-8391. Notification time: _____
- ☐ Coordinate with Sheriff's Office any additional tasks needed.

11. VIOLENT EVENT

Remember: A violent event can include but not be limited to the following: riot, shooting, stabbing, and/or fight.

AIRPORT STAFF ACTIONS

- ☐ If there is an immediate threat, RUN, HIDE, FIGHT.
- ☐ **Call 9-1-1.**
- ☐ Evacuate people from the threat area if able to do so.
- ☐ If the threat is outside of the terminal, you and any available Harnett County Staff lock exterior doors to the terminal building.
- ☐ If the threat is out of the AOA and you are able to do so, lock all gates to limit access to the airside operations area.
- ☐ Make a note of any relevant details of the assailant.
- ☐ When able to safely do so, notify Supervisor. Notification time: _____
- ☐ Be prepared for emergency responders. Provide them with any pertinent information on their arrival and give the responding police officers a master key to the Jetport or show them the location of the Knox Box.
- ☐ Monitor the UNICOM frequency and maintain aircraft operations if able to safely do so.
- ☐ Restrict civilian traffic into the jetport.
- ☐ Be prepared for follow-on actions by your supervisor.

OPERATIONS MANAGER ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify the Jetport Director. Notification time: _____.
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ Maintain situational awareness.
- ☐ Coordinate any actions needed by on scene emergency personnel.

DIRECTOR ACTIONS

- ☐ Once notified of the emergency, confirm that 9-1-1 has been contacted.
- ☐ Notify Harnett County Administration. Notification time: _____
- ☐ Make sure all previous actions on this checklist have been completed.
- ☐ If the situation warrants, consider runway shutdown. Make sure a NOTAM is active and X's are on both ends of the runway over the numbers.
- ☐ If the situation warrants, contact TSA by calling 1-866-907-8391. Notification time: _____
- ☐ Coordinate with Sheriff's Office, IC, PIO, and Emergency Management of any follow-on actions.

EMERGENCY SERVICES ACRONYMS

A — D

AAR

After Action Report

ADA

Americans with Disabilities Act of 1990

AES

Animal Emergency Sheltering

APHIS

Animal and Plant Health Inspection Service

ARES

Amateur Radio Emergency Services

AHJ

Authority Having Jurisdiction: person or agency with delegated authority to determine, mandate, and enforce code requirements established by jurisdictional governing bodies

ARC

American Red Cross

CBRNE

Chemical, Biological, Radiological, Nuclear or Explosive

CART

Community/County Animal Response Team

CDC

Centers for Disease Control

CEMP

Comprehensive Emergency Management Plan

CERT

Community Emergency Response Team

CISD

Critical Incident Stress Debriefing

COOP

Continuity of Operations Plan

Comms

Communications

CONOPS
Concept of Operations

CONUS
Continental (or Contiguous) United States

CP
Command Post

CSI
Crime Scene Investigation

DART
Disaster Assistance Response Team

DECON
Decontamination Area, Decontamination Process

DEM

Department (or Division) of Emergency Management (will sometimes have the state initials in front of it): state entity responsible for disaster planning and response; Demobilization, the process of concluding the response to a disaster event

DA
Department of Agriculture

DFO
Disaster Field Office: headquarters for FEMA staff and operations during a disaster

DHS
Department of Homeland Security: unifying core for national network of organizations and institutions involved in the response to threats and hazards in the United States

DMAT
Disaster Medical Assistance Teams

DNR
Department of Natural Resources

DOD
Department of Defense

DOE
Department of Energy

DOH
Department of Health

DOI
Department of the Interior

DOT
Department of Transportation

DRC
Disaster Recovery Center: facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs

DSCA
Defense Support to Civil Authority

E — H

EA
Emergency Assistance

EHS
Environmental Health & Safety, Extremely Hazardous Substance

EMA
Emergency Management Agency

EMAC
Emergency Management Assistance Compact

EMI
Emergency Management Institute: organization within FEMA that offers courses for people who have emergency management responsibilities

EMS
Emergency Medical System: First response services such as fire, law enforcement, paramedics

EOC
Emergency Operations Center: physical location at which the coordination of information and resources to support incident management activities takes place

EOP
Emergency Operations Plan: plan each jurisdiction has for responding to appropriate hazards

EPA
Environmental Protection Agency

ER
Emergency Relief

ESF
Emergency Support Function: grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation and services to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents

ESF 01
Transportation

ESF 02
Communications

ESF 03
Public Works and Engineering

ESF 04
Firefighting

ESF 05
Emergency Management

ESF 06
Mass Care, Housing and Human Services

ESF 07
Resource Support

ESF 08
Public Health and Medical Services

ESF 09
Urban Search and Rescue

ESF 10
Oil and Hazardous Materials Response

ESF 11
Agriculture and Natural Resources

ESF 12
Energy

ESF 13
Public Safety and Security

ESF 14
Long-term Community Recovery and Mitigation

ESF 15
External Affairs

FIR
ASPCA's Field Investigations and Response Team

FOG
Field Operation Guidelines

GOHSEP

Governor's Office of Homeland Security and Emergency Preparedness (LA)

GIS

Geographic Information Systems

HAZMAT

Hazardous Material

HHS

Health and Human Services

HUREVAC

Hurricane Evacuation

I — O**IA**

Individual Assistance, Inter-local Agreements

IA-TAC

Individual Assistance – Technical Assistance Contractor

IAEM

International Association of Emergency Managers

IAP

Incident Action Plan: written plan that defines response to a specific incident, including objectives, strategy and resources

IC

Incident Commander: person responsible for all incident activities, including strategies, tactics and resources

ICP

Incident Command Post

ICS / IMS

Incident Command System/Incident Management System: standardized on-scene emergency management organization designed to aid in the management of resources during incidents

IEMS

Integrated Emergency Management System

IMAT

Incident Management Assistance Team

JFO

Joint Field Office

JIC

Joint Information Center: facility established to coordinate all incident-related public information activities

JOC

Joint Operations Center

JITT

Just in Time Training

LEPC

Local Emergency Planning Committee

LOGS

Logistics

MA

Mission Assignment

MAA

Mutual Aid Agreement: agreement between organizations that generally defines the roles the organizations will play during a disaster

MACS

Multi-Agency Coordination System: MACS provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination

MASH

Mobile Animal/Army Surgical Hospital

MOU

Memorandum of Understanding: disaster-related MOU is an agreement between organizations that very specifically defines the roles each may play during a disaster

MRC

Medical Reserve Corp

MRE

Meal Ready to Eat

MSDS

Material Safety Data Sheet: form that provides workers and emergency personnel with procedures for handling or working with a particular substance in a safe manner

MSPSA

Multi-State Partnership for Security in Agriculture

NARSC

National Animal Rescue and Sheltering Coalition

NASAAEP

National Alliance of State Animal and Agricultural Emergency Programs

NDMS

National Disaster Medical System

NEMA

National Emergency Management Association: NEMA is professional association for state emergency management directors

NFPA

National Fire Protection Association: The NFPA mission is to reduce the worldwide burden of fire and other hazards on the quality of life by developing and advocating consensus codes and standards, research, training and education

NG

National Guard

NGO

Non-Governmental Organization

NIC

NIMS National Integration Center

NIMS

National Incident Management System: federally-mandated management structure used for disasters

NOAA

National Oceanic & Atmospheric Administration

NVOAD

National Voluntary Organizations Active in Disasters

NWS

National Weather Service

OEM

Office of Emergency Management: local or state department responsible for the response plan for a locality or state

OEP

Office of Emergency Preparedness

OHSEP

Office of Homeland Security and Emergency Preparedness (LA)

OPS

Operations OSHA Occupational Safety & Health Administration

P — Z

PA

Public Assistance

PETS Act

Pets Evacuation and Transportation Standards Act of 2006

PIO

Public Information Officer: member of the Incident Command staff responsible for communicating with the public and media or with other agencies with incident-related information requirements

PKEMRA

Post-Katrina Emergency Management Reform Act

POC

Point of Contact

POD

Point of Distribution: centralized locations where the public picks up life-sustaining commodities following a disaster or emergency

PPE

Personal Protective Equipment

PSA

Public Service Advertising, Public Service Announcement

PST

ASPCA's Personnel Support Trailer

RACES

Radio Amateur Civil Emergency Services

RRCC

Regional Response Coordination Center

SAADRA

Southern Animal and Agricultural Disaster Response Alliance

SAR/ S&R

Search and Rescue

SART

State Animal Response Team

SitRep

Situation Report: report summarizing the status of the incident and its response

SO

Safety Officer

SOG
Standard Operating Guidelines

SOP
Standard Operating Procedure

SOU
Statement of Understanding

SUA
Shared Use Agreement

TS
Tropical Storm

UC
Unified Command: team of individual representatives of multiple organizations who together have authority and responsibility for incident operations and management

USDA
United States Department of Agriculture

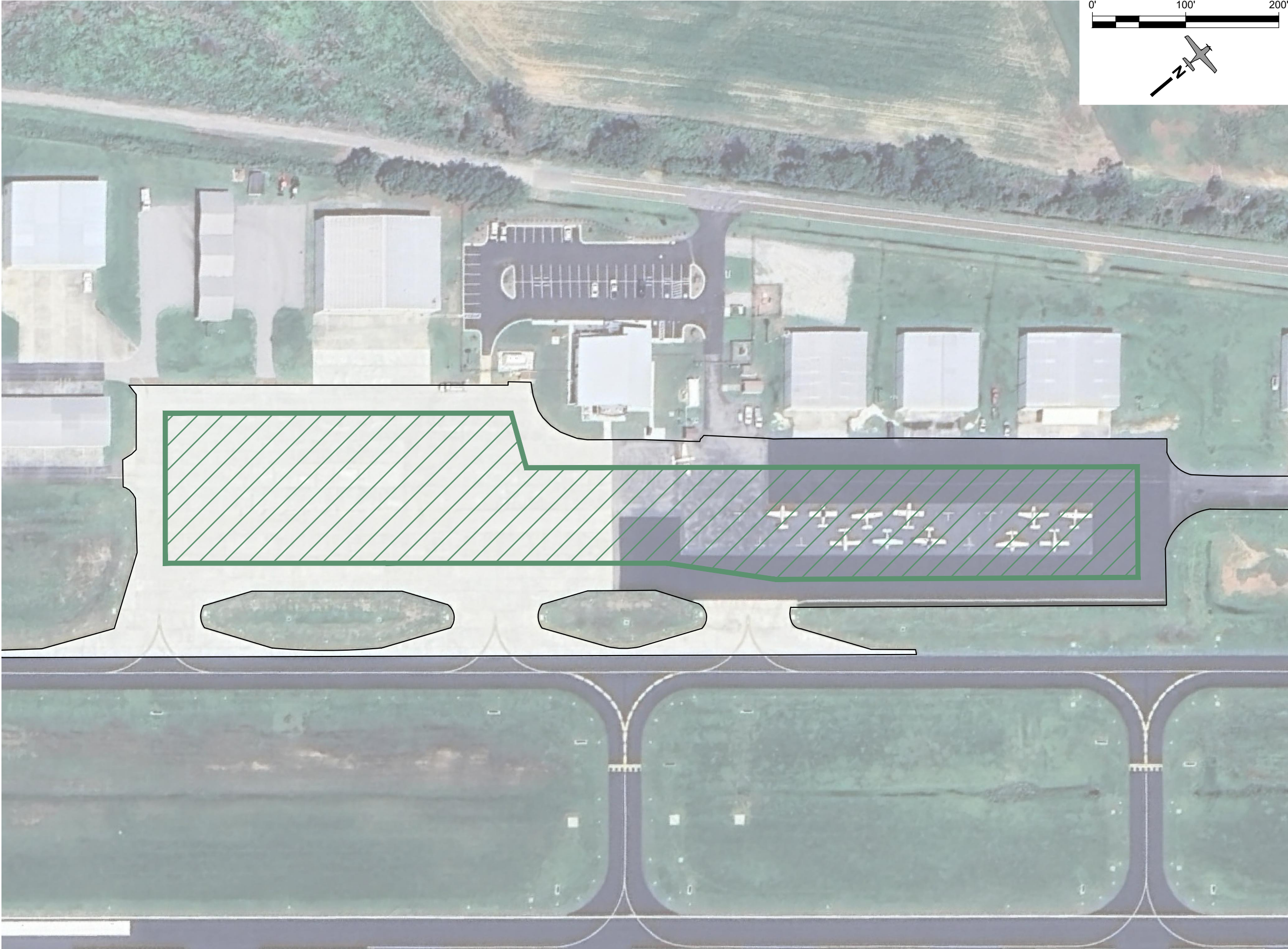
USAR
Urban Search and Rescue

Appendix C - Exhibits and Graphics

The following exhibits have been included on the subsequent pages:

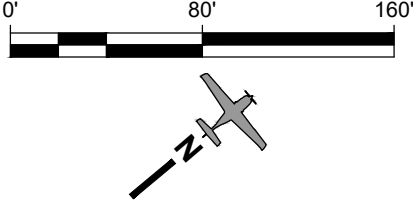
- Apron Runup Areas Exhibit
- Approved Vehicle Parking Areas Exhibit
- Airport Layout Drawing

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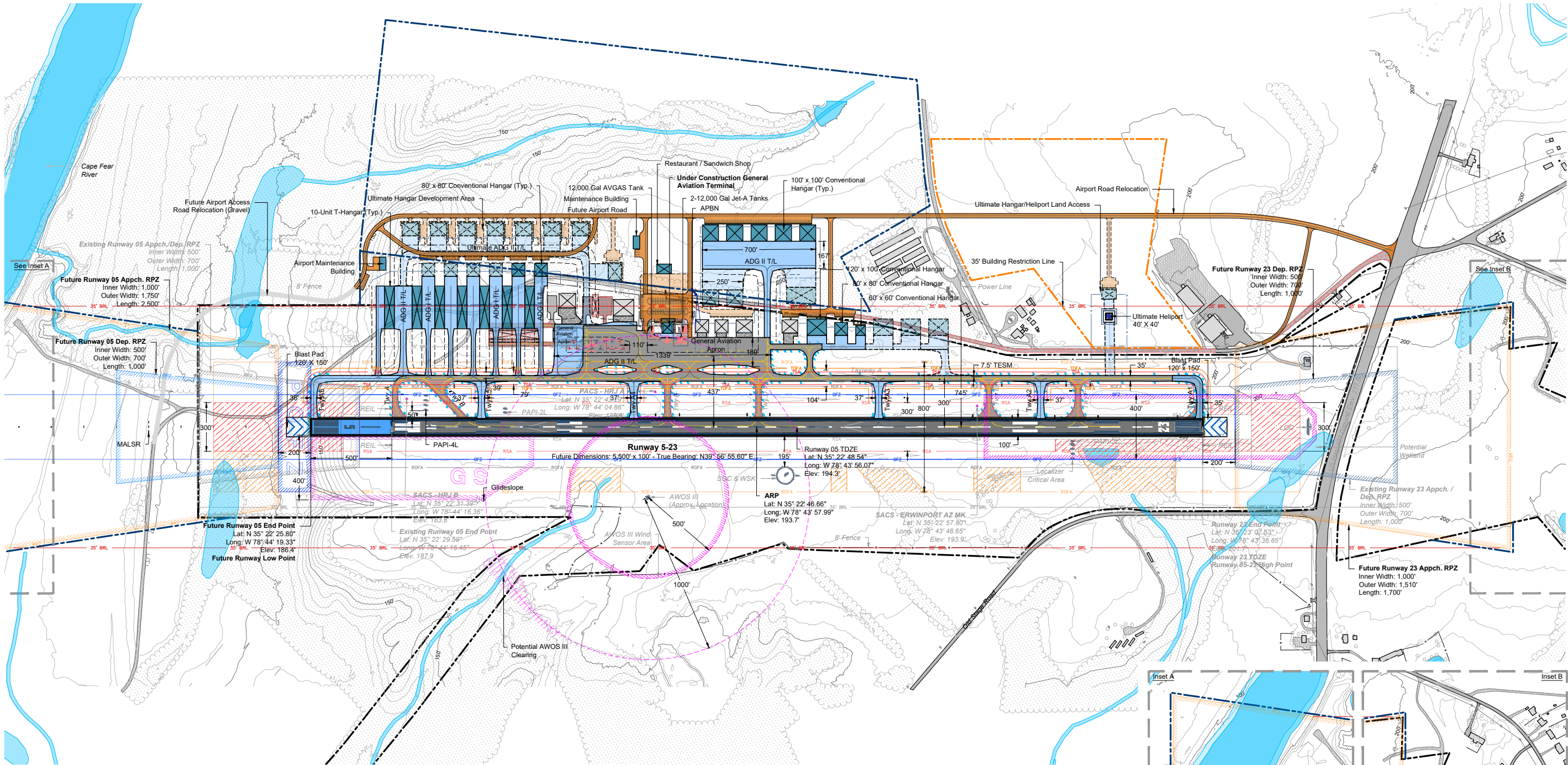
Legend:

-  Apron Run-Up Areas

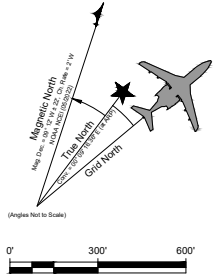


Legend:

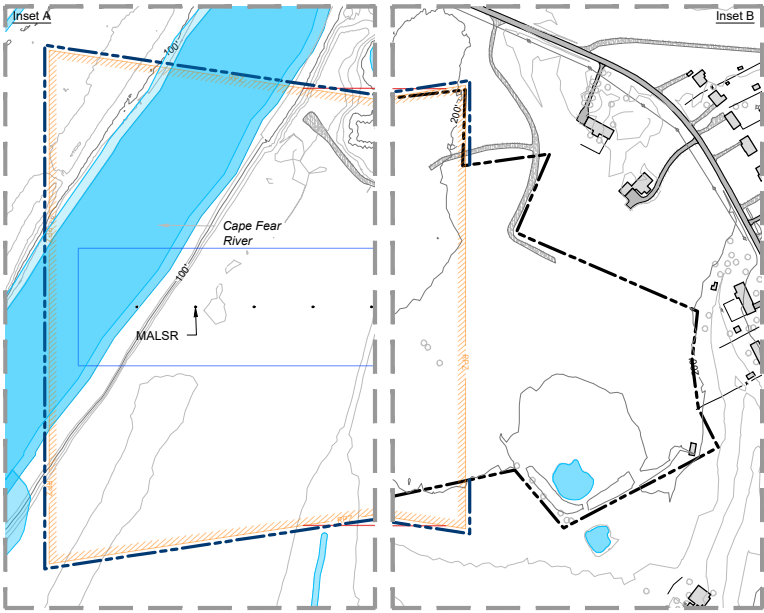
 Approved Vehicle Parking Areas



Legend							
Description	Existing	Future	Ultimate	Description	Existing	Future	Ultimate
Runway Pavement		-	-	Runway Safety Area (RSA)			-
Taxiway and Apron Pavement				RSA Grading	-		
Airport Reference Point (ARP)		-	-	Runway Obstacle Free Area (ROFA)			
On-Airport Hangar/Building				ROFA Grading	-		
Building Restriction Line (BRL)		-	-	Approach Runway Protection Zone (RPZ)			-
Airport Property Line				Departure Runway Protection Zone (RPZ)			-
Property Acquisition	-	-	-	Obstacle Free Zone (OFZ)			-
Off-Airport Building		-	-	Precision Obstacle Free Zone (POFZ)	-		-
Paved Roadway / Driveway / Parking				Taxiway Safety Area (TSA)			-
Unpaved Roadway / Driveway / Parking				Taxiway Obstacle Free Area (TOFA)			-
Pavement Demolition	-		-	NAVAID Critical Area			-
Tree Line		-	-	Tree Clearing	-		-
Trees		-	-	Taxiway Lighting			-
Fence (6'8" + 3 Barbed Wires)				Electric Poles and Power Line		-	-
Topographic Contours		-	-	Water Hydrant		-	-
Ponds, Streams, Potential Wetlands		-	-	Storm Pipes / Culverts & Ditches		-	-
Named Stream (NHD)		-	-	Light Pole		-	-
Ponds, Streams, Potential Wetland		-	-	Airport Access Road			-



- Notes:**
- Airspace and planimetrics surveys performed 2021. Property boundary information gathered from Harnett County Register of Deeds office. No boundary survey was performed under this contract. Surveyed data compliant with AC 150/5300-18B standards. All coordinates are provided using NAD83 Horizontal Datum and NAVD88 Vertical Datum. Data oriented horizontally to PACS HRJ A and SACS HRJ B and ERWINPORT AZ MK, and vertically oriented by holding published elevations on these stations.
 - All dimensions shown are horizontal surface measurements.
 - Existing AWOS location is approximated based on pen and ink change from prior ALD.
 - The nearest section corner to airport property is the northwest corner of USGS US Topo Map, Coats Quadrangle, 7.5-minute Series. The section corner is located approximately 1 mile southwest of the airport reference point.
 - Runway 5-23 meets Line-of-Sight (LOS) requirements per FAA Advisory Circular 150/5300-13B Section 3.8. Refer to Sheet 07 of 14, "Runway Centerline Profile" for further information.



Harnett County Jetport Board Approval:

Name: _____

Title: _____

Date: ___/___/___ Signature: _____

North Carolina Department of Transportation
Division Of Aviation Approval:

Name: _____

Title: _____

Date: ___/___/___ Signature: _____

Drawn: HLC & PWB

Checked: JDM

Approved: JK

Date: 12/10/2024

Sheet No.: 4 of 14

Scale: 1" = 300'

Date	Revisions	No.

Airport Layout
Drawing - Proposed

Harnett Regional
Jetport
(HRJ)

AIRPORT LAYOUT
PLAN

Erwin,
North Carolina

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FINAL

Appendix D - Fines and Penalty Schedule

As noted previously, the Minimum Standards fine and penalty schedule is as follows:

1. Verbal warning of violation and directive to remedy the violation
2. Written warning of violation and a deadline to remedy the violation, if applicable
3. Fines after expiration of the deadline that will continue until resolution of the violation
4. Termination of Lease / Contract
5. Removal from Property

Fines will be issued at \$100 a day until the issue is resolved. If fines are being unpaid or there is no progress being made to remedy the violation the County and Director reserve the right to move to Terminate the Lease.

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Appendix E - Rates and Charges Schedule

Effective July 01, 2024

Facility/Ramp Fee (Cabin-class aircraft only*) - \$100.00

Fee waived with the following conditions:

- 50+ gallon fuel sale for a 40'-50' wingspan aircraft
- 100+ gallon fuel sale for a 51'-60' wingspan aircraft
- 150+ gallon fuel sale for a 61'+ wingspan aircraft

Parking Fee

- Overnight** - \$10.00 per night
- Per Month - \$50.00 (tenants only, County agreement req'd)
- Open Hangar - \$100.00 (tenants only, County agreement req'd)

After Hours Callout Service - \$100.00

- Flat rate, per trip, from 1730hrs to 0730hrs.

Facility Rental***

- Conference Room - \$60.00 per hour
- Kitchen - \$30.00 per hour
- A refundable deposit of \$250.00 is req'd for any rental space at HRJ.

Courtesy Car – FREE

- 2-hour limit. Must have a valid driver's license and proof of insurance.

**HRJ defines cabin-class aircraft as any aircraft with any combination of the following: a bulkhead that separates the cockpit from the cabin, seats six (6) or more passengers, has an aisle between passenger seats, is pressurized, and/or has an air-stair door.*

***One night of tie-down fees waived for overnight parking with qualified fuel purchase.*

**** A facility use request must be filled out and send to jetport@harnett.org per request. A Facility Use Agreement must be completed and deposit paid before facility use is granted.*

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Appendix F - Insurance Requirements

Insurance requirements for users of the Harnett Regional Jetport as visitors, tenants, or an operating SASO will be determined on an individual basis and included in lease and contract documents.

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