

**RICHLAND COUNTY  
DEVELOPMENT AND SERVICES  
COMMITTEE**

**AGENDA**



**THURSDAY DECEMBER 14, 2023**

**5:00 PM**

**COUNCIL CHAMBERS**

# Richland County Council 2023



Deirek Pugh  
District 2



Jason Branham  
District 1



Gretchen Barron  
District 7



Yvonne McBride  
District 3



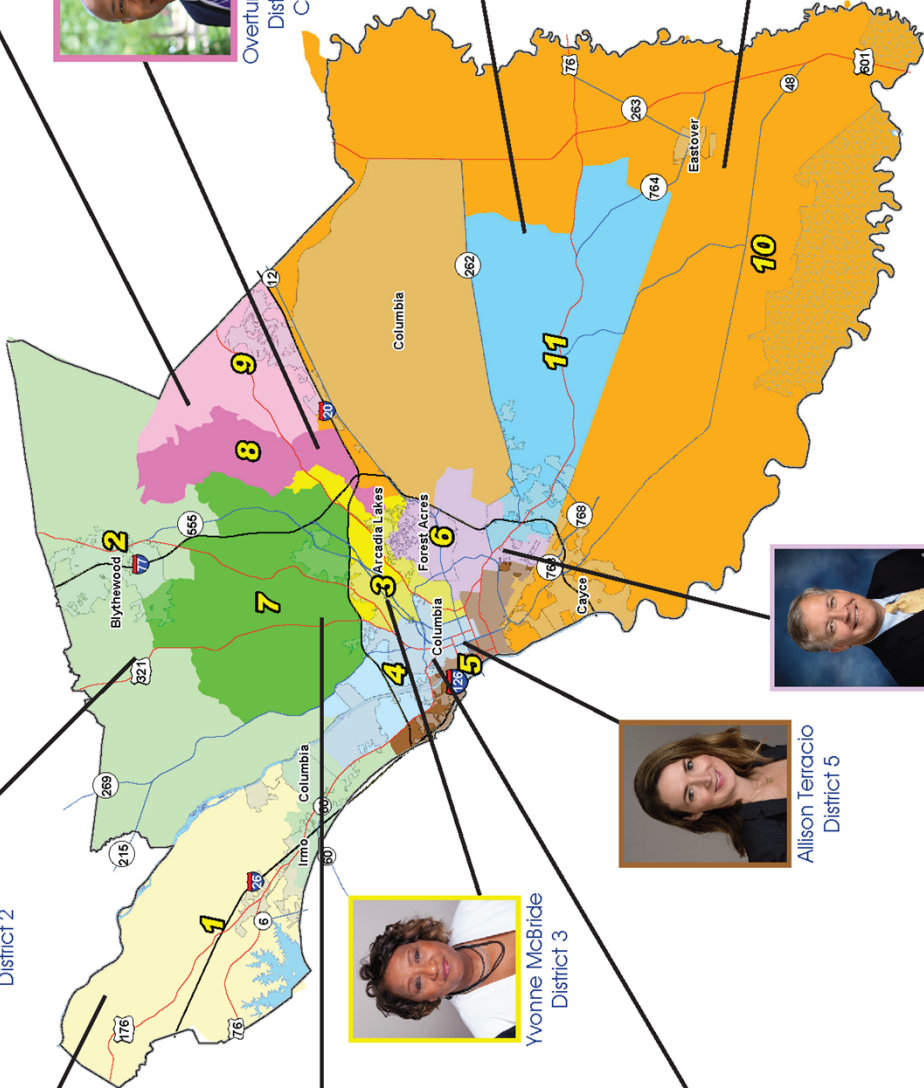
Paul Livingston  
District 4



Allison Terracio  
District 5



Don Weaver  
District 6



Overture Walker  
District 8  
Chair



Chakisse Newton  
District 11



Cheryl English  
District 10



Jessica Mackey  
District 9  
Vice Chair



**Richland County  
Development and Services Committee**

**AGENDA**

December 14, 2023 05:00 PM  
2020 Hampton Street, Columbia, SC 29204

<b>The Honorable Derrek Pugh</b>	<b>The Honorable Allison Terracio</b>	<b>The Honorable Gretchen Barron</b>	<b>The Honorable Cheryl English</b>	<b>The Honorable Chakisse Newton, Chair</b>
<b>County Council District 2</b>	<b>County Council District 5</b>	<b>County Council District 7</b>	<b>County Council District 10</b>	<b>County Council District 11</b>

1. **CALL TO ORDER** The Honorable Chakisse Newton
  
2. **APPROVAL OF MINUTES** The Honorable Chakisse Newton
  - a. November 16, 2023 **[Pages 5-7]**
  
3. **ADOPTION OF AGENDA** The Honorable Chakisse Newton
  
4. **ITEMS FOR ACTION** The Honorable Chakisse Newton
  - a. County Attorney's Office - Road Closure Petition - Forest Glen Circle **[Pages 8-20]**
  - b. Department of Public Works - Engineering Division - Comprehensive Transportation Improvement Plan Fiscal Year 2024 **[Pages 21-39]**
  - c. Department of Public Works - Jim Hamilton – LB Owens (CUB) Airport - Airport Manual Update **[Pages 40-103]**
  
5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED** The Honorable Chakisse Newton
  - a. Direct the Administrator to research and present to Council current laws and benefits of enacting impact fees in Richland County. The purpose is to help reduce the tax burden on residents by not having to pay the complete cost of development in Richland County. [Malinowski (Pugh; Newton), 03 January 2023]
  - b. I move to direct the Administrator to review and update the illegal dumping ordinance, including raising fines up

to \$5,000.00, jail time, and community service (picking up debris on roadways) [English, 06 June 2023]

**6. ADJOURNMENT**

The Honorable Chakisse Newton



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council  
DEVELOPMENT AND SERVICES COMMITTEE  
**MINUTES**  
November 16, 2023 – 5:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Chakisse Newton, Chair; Derrek Pugh, Gretchen Barron, and Cheryl English

NOT PRESENT: Allison Terracio

OTHERS PRESENT: Michelle Onley, Ashiya Myers, Angela Weathersby, Patrick Wright, Stacey Hamm, Aric Jensen, Anette Kirylo, Lori Thomas, Michael Maloney, Shirani Fuller, Ashley Fullerton, Chelsea Bennett, Kyle Holsclaw, Jennifer Wladischkin, Tamar Black, Geo Price, and John Thompson

1. **CALL TO ORDER** – Councilwoman Chakisse Newton called the meeting to order at approximately 5:00 PM.  
The County Administrator, Leonardo Brown, had a conflict with tonight’s meeting and could not attend the meeting.
2. **APPROVAL OF MINUTES**
  - a. October 24, 2023 – Mr. Pugh moved to approve the minutes as distributed, seconded by Ms. English.  
In Favor: Pugh, Barron, English, and Newton  
Not Present: Terracio  
The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Ms. English moved to adopt the agenda as published, seconded by Mr. Pugh.  
In Favor: Pugh, Barron, English, and Newton  
Not Present: Terracio  
The vote in favor was unanimous.
4. **ITEMS FOR ACTION**
  - a. Department of Public Works – Engineering – Harborside Pointe Right-of-Way – Mr. Michael Maloney, Interim Transportation Director, stated the Public Works Department is requesting Council approve the transfer of a portion of right-of-way at the intersection of Long Pointe Lane and Harborside Circle to the developer, Lake Carolina Development. He noted he provided a map of the specific portion. This right-of-way is unoccupied and ultimately goes to an unnamed street.  
  
Ms. Newton inquired if it would be appropriate to include the supplemental map in the minutes or update the online agenda packet.  
  
Mr. Patrick Wright, County Attorney, responded he would include it in the minutes.  
  
Ms. English moved to forward to Council with a recommendation to approve the transfer of a portion of the right-of-way at the intersection of Long Pointe Lane and Harborside Circle to the developer, Lake Carolina Development, seconded by Mr. Pugh.

In Favor: Pugh, Barron, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

5. **ITEMS FOR DISCUSSION/PRELIMINARY ACTION**

- a. I move to direct the Administrator to conduct a review of the rank weeds and vegetation ordinance and recommend any updates that would improve the effectiveness of the ordinance particularly as it relates to safety, enforcement, and blight reduction. [Newton – August 30, 2022] – Ms. Newton noted one of the staff's recommendations is to change the name of the ordinance to "Unsafe and Noxious Vegetation." She requested that staff outline how the comments from our stakeholders were incorporated into the updated ordinance.

Mr. Aric Jensen, Assistant County Administrator, indicated the ordinance was drafted in collaboration with multiple parties, including the Richland County Sheriff's Office, which does most of the noxious weed enforcement for the County. All parties have vetted the language of the draft ordinance and includes their comments.

Ms. Newton noted Sec. 18-4(a)(2) references "rural," which, effective March 2024, no longer exists. She is unsure what the appropriate edit would be, but her concern is that if we passed this, it would not be consistent with the new Land Development Code.

Mr. Jensen indicated they anticipated that, and "rural" is not capitalized. Within the Land Development Code, three (3) zones are classified as rural zoning designations (HM, RT, and AG). He does not think the ordinance needs to be amended, but he will double-check to ensure the adopted Land Development Code specifies those three (3) zones as rural zones.

Ms. Newton stated we run into circumstances where someone's vegetation, overgrown trees, etc., are infringing on the property of others. In fact, she has a constituent who lives next to a vacant lot where the overgrown trees threaten her life and limb. The trees are falling over into her yard. Fortunately, she was not there when a limb entered her bedroom. The constituent has looked at civil claims, which have not gone anywhere for various reasons. She inquired if there was anything the County has the authority to do to stop someone's vegetation from jeopardizing another person's property.

Mr. Wright responded that he does not think we can add anything to the ordinance. Unfortunately, until something happens that affects another person's property, there is not much we can do, and the property owner would have to take civil action.

Ms. Newton inquired if the property owner with the overgrown vegetation could be cited under this new ordinance.

Mr. Wright indicated they could be cited if they meet the ordinance standards. It would have to be law or code enforcement that does it and not the adjacent property owner that has a concern.

Ms. Newton noted she is trying to figure out what the "safe determination" is and safe for whom in the circumstance she is trying to address.

Mr. Wright replied the law enforcement officer would have to make that determination.

Mr. Pugh moved to forward this item to Council for approval, pending Administration's review of the Land Development Code, seconded by Ms. English.

In Favor: Pugh, Barron, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

6. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. Direct the Administrator to research and present to Council current laws and benefits of enacting impact fees in Richland County. The purpose is to help reduce the tax burden on residents by not having to pay the complete cost of development in Richland County. [PUGH, BARRON, and NEWTON - January 3, 2023] – Mr. Jensen stated he spoke with the Procurement Director, and the RFP will be issued in early December. Staff will be prepared to present something to the committee in February/March.

Ms. Newton asked if the vendor’s report would be brought back to the committee.

- b. I move to direct the Administrator to review and update the illegal dumping ordinance, including raising fines up to \$5,000.00, jail time, and community service (picking up debris on roadways) [English and Terracio, June 6, 2023] – Mr. Maloney stated the requested dollar amount required them to review the State’s statute regarding illegal dumping. He noted it is hard to identify those who perpetrate the problem. Occasionally, they find something with an address, but generally, we find tires, furniture, mattresses, etc. The only way to identify those individuals would be to have surveillance in that particular area. He indicated Refuse Control is looking at upgrading the surveillance equipment to something that will be able to read license plate numbers. Currently, we are using something akin to a deer cam. Additionally, we are recommending community service, as well as jail time. He noted it may be up to the court to determine jail time.

Ms. English indicated she is not trying to put people in jail. She is trying to keep the County beautiful. She is disheartened when she sees mattresses on the side of the road when we provide a free service to have them picked up. She noted the amount of money it costs to clean this up causes taxes to go up.

Ms. Newton stated she does not know if she is ready to send something to jail over litter. She requested clarification regarding two statements in the briefing document. On p. 29, it states, “Staff recommends jail time after the first offense.” Then, on p. 32, it says, “For a second offense...”

Mr. Maloney responded that the staff recommendation is for a second offense and beyond would result in jail time.

Ms. Newton inquired what offense requires jail time in the State’s statute.

Mr. Maloney responded he would have to review the State’s statute.

It is Ms. Newton’s understanding that the State’s is based on weight. She noted that constituents often complain that the commercial haulers do not appropriately cover their loads and are guilty of much of the litter. She inquired if the ordinance could tighten down on these haulers.

Mr. Wright indicated he believes the language is in the ordinance; it just needs to be enforced.

Ms. Newton requested that we take a firmer approach to the commercial haulers.

Mr. Maloney stated Refuse Control and Special Services have the authority to stop someone, but do not have the authority to pursue them.

Mr. Wright indicated the Sheriff’s Department does have the authority to pursue.

7. **ADJOURNMENT** – Ms. English moved to adjourn the meeting, seconded by Mr. Pugh.

In Favor: Pugh, Barron, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

The meeting adjourned at approximately 5:30 PM.

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Christopher Ziegler	<b>Title:</b>	Assistant County Attorney
<b>Department:</b>	County Attorney's Office	<b>Division:</b>	
<b>Date Prepared:</b>	November 16, 2023	<b>Meeting Date:</b>	December 14, 2023
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	December 4, 2023
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	December 4, 2023
<b>Approved for consideration:</b>	Choose an item.	Choose an item.	
<b>Meeting/Committee</b>	Development & Services		
<b>Subject</b>	Road Closure Petition to close Forest Glen Circle (Tracy D. Amos and Matthew T. Fulver v. Richland County 2023-CP-40-05381)		

**RECOMMENDED/REQUESTED ACTION:**

The County Attorney’s Office recommends Council:

1. Approve the petitioner’s request to close the subject road, and direct the County Attorney’s Office to answer the lawsuit accordingly, or
2. Deny the petitioner’s request to close the road, state reasons for such denial, and direct the County Attorney’s to answer the lawsuit accordingly.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

There are no costs associated with this request as removing roads from the County’s books decreases maintenance spending.

*Applicable department/grant key and object codes:* not applicable.

**OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:**

Not applicable.

**REGULATORY COMPLIANCE:**

Richland County Code of Ordinances Section 21-14



#### **MOTION OF ORIGIN:**

There is no associated Council motion of origin.

#### **STRATEGIC & GENERATIVE DISCUSSION:**

County Council is requested to approve, deny, or make a recommendation with respect to a Petition for a Road Closing regarding Forest Glen Circle in accordance with Richland County Code of Ordinances (Roads, Highways and Bridges) section 21-14. The road is more particularly described in the attached Summons and Petition to Close and Abandon Road filed as 2023-CP-40-05381 in Richland County.

Richland County Code of Ordinances (Roads, Highways and Bridges) section 21-14 requires the County Attorney to consult with the County's Community Planning and Development Department, the Department of Public Works, and the Emergency Services Department, and to then forward the request to abandon or close a public road or right-of-way to County Council for disposition. All aforementioned departments have been informed of the need for input, and none have objected to the closure.

Forest Glen Circle is a short cul-de-sac that adjoins and is surrounded by parcel R08200-01-78 which is owned by Plaintiffs in the Petition.

#### **ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INTIATIVE:**

- Goal 4: Plan for growth through Inclusive and equitable infrastructure
  - Objective 4.2: Coordinate departments to prepare for anticipated growth in areas by providing water, sewer, and roads in necessary locations

#### **ATTACHMENTS:**

1. Filed Petition
2. County Department Email Correspondence

STATE OF SOUTH CAROLINA )  
COUNTY OF RICHLAND )

IN THE COURT OF COMMON PLEAS  
THE FIFTH JUDICIAL CIRCUIT

TRACY D. AMOS and MATTHEW T. FULMER,

Civil Action Number: \_\_\_\_\_

PETITIONER,

NOTICE OF INTENTION

VERSUS,

RICHLAND COUNTY,

IN RE:  
CLOSING OF PAVED ROAD FOREST  
GLEN CIRCLE FROM ITS INTERSECTION  
WITH CEDAR SPRINGS ROAD AS  
SHOWN AS PARCEL "A" ON THAT PLAT  
PREPARED BY INMAN LAND  
SURVEYING COMPANY FOR TRACY D.  
AMOS AND MATTHEW FULMER, DATED  
AUGUST 29, 2023 AND RECORDED  
OCTOBER 9, 2023, IN BOOK 2871 AT  
PAGE 2035 IN THE RICHLAND COUNTY  
ROD OFFICE. PURSUANT TO SECTION  
57-9-10 THROUGH SECTION 57-9-40 OF  
THE SOUTH CAROLINA CODE OF LAWS.

Litigation Notice

was served by  
Personal Service  Personal Mail  Certified Mail

IN COMPLIANCE WITH SECTION 57-9-10 OF THE SOUTH CAROLINA CODE OF LAWS, THOSE ENTITIES OWNING PROPERTY ADJACENT TO THE ROAD COMMONLY KNOWN AS FOREST GLEN CIRCLE FROM ITS INTERSECTION WITH CEDAR SPRINGS ROAD ARE HEREBY NOTIFIED OF THE PETITIONER'S INTENTION TO FILE AN ACTION SEEKING ROAD CLOSURE THE SAME, AND OF THE PETITIONER'S INTENTION TO FILE IN CONJUNCTION WITH THE ABOVE AN ACTION TO OBTAIN TITLE TO THE SAME ROAD.

ALL THOSE WHO OBJECT HAVE THIRY (30) DAYS FROM THE DATE OF SERVICE HEREOF TO FILE WRITTEN NOTICE OF SUCH AND BE HEARD BEFORE THE COURT.

Respectfully,

\_\_\_\_\_  
/s/  
John A. Pincelli, Esq.  
3850 Fernandina Road  
Columbia, SC 29210  
T: (803) 414-3031  
SC Bar No. 4472  
Attorney for the Petitioners

October 11, 2023  
Columbia, South Carolina

RICHLAND COUNTY ADMINI  
12 OCT '23 PM 1:30

RC ATTORNEY'S OFFICE  
2023 OCT 12 PM 1:45



6. Pursuant to Section 57-9-10 through Section 57-9-40, provisions have been made (a) requiring Petitioner to file Notice of Intention of Filing said petition once a week for three (3) consecutive weeks in a County newspaper where such road is situated; and (b) requiring Petitioner to service notice by mail requiring a return receipt to the last known address of all abutting property owners whose property would be affected by any such change.

7. That pursuant to South Carolina Code Sections cited above, this Court shall make its determination that Forest Glenn Circle shall be abandoned or closed and shall determine in whom the title thereto shall be vested, issuing such appropriate Order of its findings.

8. The Petitioner believes that they should be considered as owning said road in a manner and as their interests might appear. Therefore, the Petitioner prays that the Court inquire into said matters set forth herein and order the closing of the Road upon signing of an Order and that the title to said Road be set forth as being owned as specifically cited above.

WHEREFORE, the Petitioner prays this Court issue its order:

- A. Closing Forest Glen Circle which is adjacent to Petitioner's property from the intersection of Forest Glen Circle and Cedar Springs Road;
- B. Deed the portion of the road as described in the Inman Plat as Parcel A to the Petitioners.

Respectfully,

\_\_\_\_\_/s/\_\_\_\_\_  
John A. Pincelli, Esq.  
3850 Fernandina Road  
Columbia, SC 29210  
T: (803) 414-3031  
SC Bar No. 4472  
Attorney for the Petitioners

October 11, 2023  
Columbia, South Carolina

STATE OF SOUTH CAROLINA )  
 )  
 COUNTY OF RICHLAND )  
 )  
 Tracy D. Amos and Matthew T. Fulmer )  
 ) Plaintiff, )  
 vs. )  
 )  
 Richland County )  
 ) Defendant. )

IN THE COURT OF COMMON PLEAS  
 FIFTH JUDICIAL CIRCUIT  
 CASE NO.: 2023-CP-40-05381

**MOTION AND ORDER INFORMATION  
 FORM AND COVERSHEET**

Plaintiff's Attorney: John Pincelli, Bar No. 4472 Address: 3850 Fernandina Road, Columbia, SC 29210 Phone: 803/414-3031 Fax _____ E-mail: John.Pincelli@JJECH.com Other: _____	Defendant's Attorney: _____, Bar No. _____ Address: _____ Phone: _____ Fax _____ E-mail: _____ Other: _____
<input type="checkbox"/> MOTION HEARING REQUESTED (attach written motion and complete SECTIONS I and III) <input checked="" type="checkbox"/> FORM MOTION, NO HEARING REQUESTED (complete SECTIONS II and III) <input type="checkbox"/> PROPOSED ORDER/CONSENT ORDER (complete SECTIONS II and III)	
<b>SECTION I: Hearing Information</b>	
Nature of Motion: _____ Estimated Time Needed: _____ Court Reporter Needed: <input type="checkbox"/> YES/ <input type="checkbox"/> NO	
<b>SECTION II: Motion/Order Type</b>	
<input type="checkbox"/> Written motion attached <input type="checkbox"/> Form Motion/Order I hereby move for relief or action by the court as set forth in the attached proposed order.	
Signature of Attorney for <input checked="" type="checkbox"/> Plaintiff/ <input type="checkbox"/> Defendant	10/12/2023 Date submitted
<b>SECTION III: Motion Fee</b>	
<input checked="" type="checkbox"/> PAID - AMOUNT: \$ _____ <input type="checkbox"/> EXEMPT: (check reason)	
<input type="checkbox"/> Rule to Show Cause in Child or Spousal Support <input type="checkbox"/> Domestic Abuse or Abuse and Neglect <input type="checkbox"/> Indigent Status <input type="checkbox"/> State Agency v. Indigent Party <input type="checkbox"/> Sexually Violent Predator Act <input type="checkbox"/> Post-Conviction Relief <input type="checkbox"/> Motion for Stay in Bankruptcy <input type="checkbox"/> Motion for Publication <input type="checkbox"/> Motion for Execution (Rule 69, SCRPC) <input type="checkbox"/> Proposed order submitted at request of the court; or, reduced to writing from motion made in open court per judge's instructions Name of Court Reporter: _____ <input checked="" type="checkbox"/> Other: Motion for Reference	
<b>JUDGE'S SECTION</b>	
<input type="checkbox"/> Motion Fee to be paid upon filing of the attached order. <input type="checkbox"/> Other:	JUDGE CODE _____ Date: _____
<b>CLERK'S VERIFICATION</b>	
Collected by: _____ Date Filed: _____ <input type="checkbox"/> MOTION FEE COLLECTED: \$ _____ <input type="checkbox"/> CONTESTED - AMOUNT DUE: \$ _____	

SCCA 233 (11/2003)

RICHLAND COUNTY ADMINI  
 12 OCT '23 PM 1:30

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF RICHLAND )  
 )

IN THE COURT OF COMMON PLEAS  
THE FIFTH JUDICIAL CIRCUIT

TRACY D. AMOS and MATTHEW T. )  
FULMER, )

Civil Action Number: \_\_\_\_\_

PETITIONER, )

MOTION AND ORDER  
FOR REFERENCE

VERSUS, )

RICHLAND COUNTY, )

IN RE: )  
CLOSING OF PAVED ROAD FOREST )  
GLEN CIRCLE FROM ITS INTERSECTION )  
WITH CEDAR SPRINGS ROAD AS )  
SHOWN AS PARCEL "A" ON THAT PLAT )  
PREPARED BY INMAN LAND )  
SURVEYING COMPANY FOR TRACY D. )  
AMOS AND MATTHEW FULMER, DATED )  
AUGUST 29, 2023 AND RECORDED )  
OCTOBER 9, 2023, IN BOOK 2871 AT )  
PAGE 2035 IN THE RICHLAND COUNTY )  
ROD OFFICE.PURSUANT TO SECTION )57-  
9-10 THROUGH SECTION 57-9-40 OF ) THE  
SOUTH CAROLINA CODE OF LAWS. )

The above captioned case is **an action for closure of a road and vesting of title** and the issues to be tried are statutory in nature. Therefore, pursuant to Rules 53(b) SCRPC, and the common law of the state, this case is proper for reference to a Master in Equity for the above county with authority to enter a final judgment in this cause. Any appeal from this case shall be directed to the South Carolina Court of Appeals. Now, on motions of the undersigned attorney for the Petitioner,

IT IS THEREFORE ORDERED that this action be, and the same hereby is referred to the Master in Equity for the above county to take the testimony arising under the pleadings and to make his findings of fact and conclusions of law, with authority to enter a final judgment in this case and to hear any issues in this matter with the authority to determine the facts in dispute and any appeal there from shall be directed to the South Carolina Court of Appeals

Columbia, South Carolina  
\_\_\_\_\_, 2023

\_\_\_\_\_  
Administrative Judge of the Fifth Judicial Circuit

I SO MOVE:

\_\_\_\_\_/s/\_\_\_\_\_  
\_\_\_\_\_

John A. Pincelli, Esq.  
3850 Fernandina Road  
Columbia, SC 29210  
T: (803) 414-3031  
SC Bar No. 4472  
Attorney for the Petitioners

October 12, 2023  
Columbia, South Carolina

## Christopher Ziegler

---

**From:** GEO PRICE  
**Sent:** Monday, November 6, 2023 2:38 PM  
**To:** Christopher Ziegler; MICHAEL BYRD; MICHAEL MALONEY; SHIRANI FULLER  
**Subject:** RE: Forest Glen Circle

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CP&D has no objections to the proposed closure.

**From:** Christopher Ziegler <ZIEGLER.CHRISTOPHER@richlandcountysc.gov>  
**Sent:** Monday, November 6, 2023 12:42 PM  
**To:** GEO PRICE <PRICE.GEO@richlandcountysc.gov>; MICHAEL BYRD <BYRD.MICHAEL@richlandcountysc.gov>; MICHAEL MALONEY <MALONEY.MICHAEL@richlandcountysc.gov>; SHIRANI FULLER <FULLER.SHIRANI@richlandcountysc.gov>  
**Subject:** Forest Glen Circle

Good afternoon all,

Richland County has been named as a party in an action seeking to close Forest Glen Circle, a paved road that extends from Cedar Springs Road to a single piece of property owned by Tracy and Matthew Fulmer.

Richland County Code of Ordinances (Roads, Highways and Bridges) subsection 21-14(a) requires the County Attorney to consult with and obtain approval from Planning, Public Works and Emergency Services prior to making a recommendation for disposition of a road closing petition. Here is the full text of that subsection:

Sec. 21-14. Abandonment of public roads and right-of-ways.

(a) Any person or organization wishing to close an existing public street, road, or highway in the county to public traffic shall petition a court of competent jurisdiction in accordance with section 57-9-10, et seq. of the state code of laws. The petition shall name the county as a respondent (unless the county is the petitioner). The county attorney shall advise the court with regard to the county's concurrence or opposition after consultation with the county's planning, public works, and emergency services departments, and after consideration by county council. It shall be the responsibility of the petitioner to physically close the roadway if a petition is successful. The county attorney may submit such petition on behalf of the county if so directed by county council.

Please advise if you have an objection to the closure of this road, extinguishment of any County interest therein, or any other concerns in this regard.

**Christopher Ziegler**  
 Assistant County Attorney  
 Richland County Attorney's Office  
 2020 Hampton Street, Room 4018  
 PO Box 192  
 Columbia, South Carolina 29202  
[ziegler.christopher@richlandcountysc.gov](mailto:ziegler.christopher@richlandcountysc.gov)





## Christopher Ziegler

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**From:** MICHAEL BYRD  
**Sent:** Tuesday, November 7, 2023 7:58 AM  
**To:** Christopher Ziegler; GEO PRICE; MICHAEL MALONEY; SHIRANI FULLER  
**Subject:** RE: Forest Glen Circle

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

The Emergency Services Department has no objection. - Michael Byrd

**From:** Christopher Ziegler <ZIEGLER.CHRISTOPHER@richlandcountysc.gov>  
**Sent:** Monday, November 6, 2023 12:42 PM  
**To:** GEO PRICE <PRICE.GEO@richlandcountysc.gov>; MICHAEL BYRD <BYRD.MICHAEL@richlandcountysc.gov>; MICHAEL MALONEY <MALONEY.MICHAEL@richlandcountysc.gov>; SHIRANI FULLER <FULLER.SHIRANI@richlandcountysc.gov>  
**Subject:** Forest Glen Circle

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Please advise if you have an objection to the closure of this road, extinguishment of any County interest therein, or any other concerns in this regard.

**Christopher Ziegler**  
Assistant County Attorney  
Richland County Attorney's Office  
2020 Hampton Street, Room 4018  
PO Box 192  
Columbia, South Carolina 29202  
[ziegler.christopher@richlandcountysc.gov](mailto:ziegler.christopher@richlandcountysc.gov)



## Christopher Ziegler

---

**From:** SHIRANI FULLER  
**Sent:** Wednesday, November 15, 2023 9:31 AM  
**To:** Christopher Ziegler  
**Cc:** GEO PRICE; MICHAEL BYRD; MICHAEL MALONEY  
**Subject:** RE: Forest Glen Circle

Good Morning Chris,

Public Works has no objection but would request that through documentation the property owners be notified that on the effective date the road will become private and be removed from the county road maintenance system. Once removed from the system, Forest Glen Cir will not be eligible to receive public funding for future maintenance needs nor should they request re-entry into the county road maintenance system when future maintenance needs arise. Can you advise on how this information can be conveyed to them?

Thank you

### **Shirani W. Fuller, PE**

County Engineer  
Richland County Government  
Department of Public Works  
Engineering Division  
[fuller.shirani@richlandcountysc.gov](mailto:fuller.shirani@richlandcountysc.gov)

O: 803-576-3576  
400 Powell Rd.  
Columbia, SC 29203  
[www.richlandcountysc.gov](http://www.richlandcountysc.gov)

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**From:** Christopher Ziegler <ZIEGLER.CHRISTOPHER@richlandcountysc.gov>  
**Sent:** Monday, November 6, 2023 12:42 PM  
**To:** GEO PRICE <PRICE.GEO@richlandcountysc.gov>; MICHAEL BYRD <BYRD.MICHAEL@richlandcountysc.gov>; MICHAEL MALONEY <MALONEY.MICHAEL@richlandcountysc.gov>; SHIRANI FULLER <FULLER.SHIRANI@richlandcountysc.gov>  
**Subject:** Forest Glen Circle

Good afternoon all,

Richland County has been named as a party in an action seeking to close Forest Glen Circle, a paved road that extends from Cedar Springs Road to a single piece of property owned by Tracy and Matthew Fulmer.

Richland County Code of Ordinances (Roads, Highways and Bridges) subsection 21-14(a) requires the County Attorney to consult with and obtain approval from Planning, Public Works and Emergency Services prior to making a recommendation for disposition of a road closing petition. Here is the full text of that subsection:

Sec. 21-14. Abandonment of public roads and right-of-ways.

(a) Any person or organization wishing to close an existing public street, road, or highway in the county to public traffic shall petition a court of competent jurisdiction in accordance with section 57-9-10, et seq. of the state code of laws. The

petition shall name the county as a respondent (unless the county is the petitioner). The county attorney shall advise the court with regard to the county's concurrence or opposition after consultation with the county's planning, public works, and emergency services departments, and after consideration by county council. It shall be the responsibility of the petitioner to physically close the roadway if a petition is successful. The county attorney may submit such petition on behalf of the county if so directed by county council.

Please advise if you have an objection to the closure of this road, extinguishment of any County interest therein, or any other concerns in this regard.

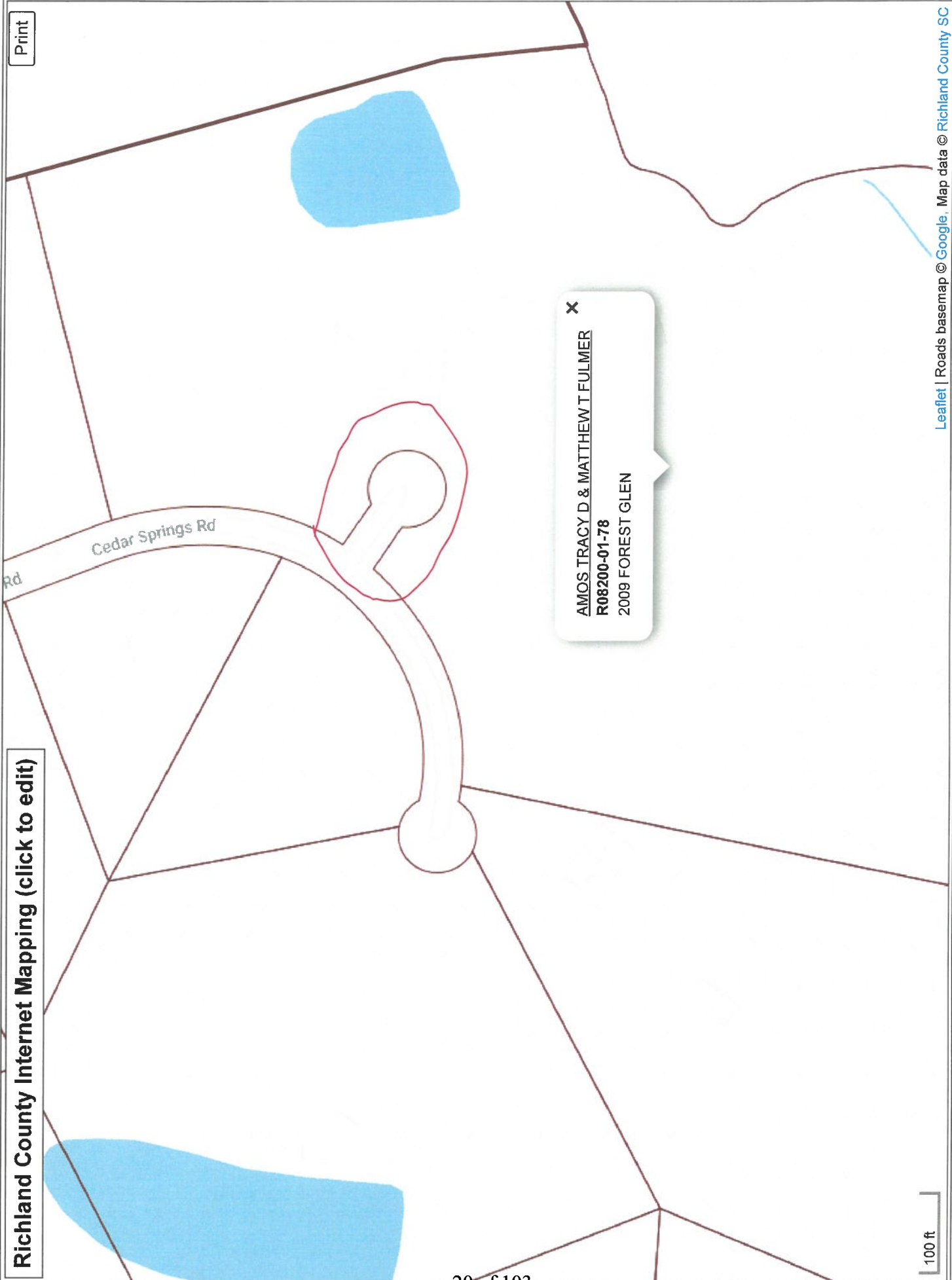
**Christopher Ziegler**

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Print

Richland County Internet Mapping (click to edit)



x  
AMOS TRACY D & MATTHEW T FULMER  
R08200-01-78  
2009 FOREST GLEN

100 ft



**Agenda Briefing**

<b>Prepared by:</b>	Shirani Fuller	<b>Title:</b>	County Engineer
<b>Department:</b>	Public Works	<b>Division:</b>	Engineering
<b>Date Prepared:</b>	November 22, 2023	<b>Meeting Date:</b>	December 14, 2023
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	November 28, 2023
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	December 4, 2023
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	December 4, 2023
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCEM	
<b>Meeting/Committee</b>	Development & Services		
<b>Subject</b>	Comprehensive Transportation Improvement Plan (CTIP) FY24		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends County Council approve the Fiscal Year 2024 (FY24) Comprehensive Transportation Improvement Plan (CTIP) and the proposed projects to be completed by the Department of Public Works (DPW).

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The projects will be funded by the approved Department of Public Works Capital Road Maintenance budget. Applicable projects that may be funded by the County Transportation Committee (CTC) grant will be removed from the Road Maintenance budget. As of December 4, 2023, \$5.8 million are allocated for the road construction expenditure in FY23-24.

*Applicable department/grant key and object codes:* 1216302000/532200

**OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:**

Not applicable.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

There are no legal concerns regarding this matter.

**REGULATORY COMPLIANCE:**

The preparation and submission of the annual CTIP is in accordance with Chapter 21 of the Richland County Code of Ordinances.

#### **MOTION OF ORIGIN:**

There is no associated Council motion of origin.

#### **STRATEGIC & GENERATIVE DISCUSSION:**

This is the fourth annual Comprehensive Transportation Improvement Plan (CTIP) created by the Richland County Department of Public Works (DPW) staff. The plan was first created and presented to Council for approval in 2020.

Staff's purpose to improve the process of restoring and preserving the County Road Maintenance System (CRMS) using analytical methods remains unchanged. For example, DPW completed a Pavement Management Study in 2021 and used the results thereof to create this year's resurfacing and preservation list with updated pavement conditions.

Funding remains the limiting resource in restoring County roads. Approval of the CTIP provides County staff the ability to seek outside funding sources such as "C" Funds. This is considered an essential funding source for the County's transportation infrastructure maintenance and improvement.

#### **ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:**

- Goal 4: Plan for growth through Inclusive and equitable infrastructure
  - Objective 4.2: Coordinate departments to prepare for anticipated growth in areas by providing water, sewer, and roads in necessary locations
  - Objective 4.3: Create excellent facilities

#### **ATTACHMENTS:**

1. Fiscal Year 2024 (FY-24) Comprehensive Transportation Improvement Plan (CTIP)



County Road Maintenance System (CRMS)

Fiscal Year 2024 (FY-24) Annual Comprehensive Transportation Improvement Program (CTIP)

Updated: November 22, 2023

References: (a) Richland County Code of Ordinances, Chapter 21  
(b) Richland County Department of Public Works County Road Maintenance System Management Standard Operating Procedures, June 30, 2020

Enclosures: (1) RDM Maintenance Area road type / mileage breakdown  
(2) County Council District road type / mileage breakdown  
(3) IGA road type / small municipality / mileage breakdown  
(4) Bridges / type / location  
(5) Rail Crossings / type / location  
(6) Traffic / crossing lighted signals  
(7) Sidewalks

Section 1 – Introduction:

The Department of Public Works has completed its third year of a coordinated effort to account for, document, maintain, and improve the Richland County Road Maintenance System (CRMS). Last fiscal year the Department of Public Works produced its second Annual Roads Report detailing the accomplishments of Roads and Drainage, Engineering, and Transportation Departments efforts to improve assets in the CRMS during the 2022 fiscal year.

This year's capital improvement list was created using the pavement conditions assessed during the 2021 Pavement Management Study (PMS) and distributing funds across Council Districts to balance the pro-rata as required by ordinance.

The Department's Capital Improvement Projects (CIP) for FY24 will be fund through grants from the County Transportation Committee and internal funding through the Road Maintenance Fund.

## Section 2 – System Description:

The Richland County Road Maintenance System (CRMS) is composed of road and road-related infrastructure that is, by assigned mission, or intergovernmental agreement (IGA), owned, and / or maintained by the Department of Public Works (DPW). Such infrastructure is, in some way, available for public use and represents a variety of levels of development, design, and construction source.

## Section 3 – System Data:

<input type="checkbox"/> Road mileage (unpaved – Prescriptive Easement)	157 miles
<input type="checkbox"/> Road mileage (unpaved – Right-of-Way)	44 miles
<input type="checkbox"/> Road mileage (paved)	644 miles
<input type="checkbox"/> Road mileage (paved – approximate incoming ROW)	2 miles
<input type="checkbox"/> RDM Maintenance Area breakdown	See Enclosure (1)
<input type="checkbox"/> County Council District breakdown	See Enclosure (2)
<input type="checkbox"/> IGA road mileage (by surface type / by small municipality)	See Enclosure (3)
<input type="checkbox"/> Bridges (by type and location)	See Enclosure (4)
<input type="checkbox"/> Rail Crossings	See Enclosure (5)
<input type="checkbox"/> Traffic and crossing lighted signals	See Enclosure (6)
<input type="checkbox"/> Sidewalk mileage	See Enclosure (7)

## Section 4 – Programs / Functions:

### **Department of Public Works**

#### **Roads & Drainage Maintenance (RDM)**

- Citizen Service Request (CSR) response / Corrective maintenance (Level of Service - LOS) – CSRs are generated from services requested through County Ombudsman staff. Responsibilities include receiving and responding to requests for service and other related inquiries from County residents. Typical level of activity is 6,000 CSRs received annually (500 per month). The typical backlog of pending CSRs, which varies by season, weather events, and other factors beyond departmental control, is usually 100 or fewer.
- Emergency response (LOS) – Requests of an emergent nature include: buried drainage pipe failure / cave in, downed STOP signs, animal carcasses within CRMS right-of-way and easements, potholes, leaning signs, manhole lids missing or askew, excess sand or grit on a paved road, tree hazards and downed trees in the road. These must be assigned immediately, the hazard mitigated as soon as possible, and all work completed within hours or days.



- Force Account (“in-house” staff and equipment) Projects (LOS) – Sometimes roads and drainage infrastructure deficiencies require more than routine maintenance. Multiple drainage pipe joint failures, undersized drainage pipes, failed drainage structures, and outdated infrastructure may require a level of engineering analysis and construction effort that exceeds basic levels of maintenance. The County Engineering and Stormwater Management Division work in close cooperation with the Projects Section of the Roads & Drainage Maintenance Division to design, manage, and construct smaller scale projects that support the CRMS. There is typically a backlog of eight projects of varying sizes and scopes.
- Preventive maintenance (LOS) – Maximize preventive maintenance of all types based on observations by employees in the field in order to ensure properly maintained infrastructure and reduce the need for CSRs.
- Sign maintenance (LOS) – Installation, maintenance and repair of street name signs throughout the unincorporated County and IGA municipalities for all public and private roads and streets. Installation, maintenance and repair of directional and warning signs within the CRMS. Because of their vital nature, sign-related requests are assigned a high priority.
- Street sweeping (LOS) – Deploy the street sweeper for the removal of grit, sediment, and debris from the CRMS, County-paved parking lots, and the Jim Hamilton – LB Owens Airport (CUB) pavement in order to preserve pavement, prevent debris from entering the drainage system, improve appearance, and control foreign object debris. Achieve an employment goal of 40% (780 hours of operation over a 52-week period). A second street sweeper was added to the RDM Fleet during FY-22 in a joint effort with the Stormwater Management Division.
- Vactor truck services (LOS) – Deploy the two Vactor trucks to ensure that the drainage system, which supports the CRMS and area drainage, is free of blockages and debris. Priority of employment is: 1) Response to CSRs, 2) Preventive Maintenance (PM), and 3) neighborhood drainage system maintenance as identified by the Stormwater Management Division. Achieve an employment goal of 40% (780 hours of operation per truck over a 52-week period).

### **Engineering (EGR)**

- County Transportation Committee (CTC) – The Department of Public Works acts as the lead agency to coordinate with the County Transportation Committee (CTC). The CTC provides “C” Fund Grants for CRMS transportation projects to include:
  - Resurfacing
  - Sidewalk installation
  - Dirt road paving
  - Other transportation improvements

See the FY-24 Capital Improvement Plan (CIP) in Section 7 for specific projects planned for future construction. The Richland County liaison to the CTC is the County Engineer.



- Pavement marking maintenance (LOS) – The Department of Public Works maintains a limited inventory of pavement markings throughout the County on CRMS paved roads that meet the criteria for such markings. One Stop service requests will be investigated by Engineering Division staff to evaluate the functionality and standard compliance along with condition and serviceability. Markings in need of installation, repair or replacement will be added to the annual Pavement Marking Maintenance List for repair or replacement by the on-call service contractor. One Stop citizen notification and update shall occur per Ombudsman policy and procedure. The current annual budget is \$20,000.
- Signal maintenance (LOS) – The Department of Public Works maintains an inventory of traffic signals and flashing school zone lights. Both systems are managed by the Engineering Division staff under the direction and supervision of the County Engineer; once notified, Engineering will investigate any device issues (alignment, system failures, light outage and damage) that may affect traffic safety. The on-call maintenance contractor shall be available when required to make immediate repairs. The contractor is also responsible for installing of overhead road signage at intersections as directed by the County. Renewal of contracts and maintenance budgets is required and must be updated on an as-needed basis. The current annual budget is \$20,000.
- Traffic calming – The Department of Public Works installs speed humps on paved roads within the CRMS and SCDOT-maintained public roads. The installation of traffic calming devices shall be considered only when it has been determined by Engineering Division staff that the roadway meets all criteria and after a petition and supporting documentation have been submitted for review. A citizen Point of Contact (POC) shall be assigned to represent the neighborhood or subject street. The POC must be willing to work with DPW staff throughout the traffic calming device request process. Upon receiving the request, DPW staff will perform a review of the subject street to ensure the street meets all criteria referenced in the traffic calming warrants.
- Unpaved road dust suppression (LOS) – The Department of Public Works maintains an inventory of approximately 200 miles of unpaved roads. Application of calcium chloride to these roads for dust suppression reduces suspended dust particles that affect traffic safety and property. An annual list of roads is developed through the Engineering Division and the Roads & Drainage Maintenance Division. These roads are sprayed with one application of calcium chloride by a contracted road treatment service. The current annual budget is \$90,000.

### **Special Services (SS)**

- Roadside Litter Pickup (LOS) – The Special Services Division employs inmate labor work crews to police public road right-of-way to include the CRMS and SCDOT-maintained roads. After a service interruption due to the COVID-19 pandemic, the inmate labor availability has generally been restored with sporadic interruptions. However, roadside litter pickups during FY-22 remain less reliable than in previous years.



Section 5 – Resources within the Department of Public Works:

<input type="checkbox"/> Road Maintenance FY-23 Fund Balance(preliminary)	\$6,349,938
<input type="checkbox"/> RDM FY-24 Operating Budget	\$13,449,686
<input type="checkbox"/> “C” Fund Forecasted Appointment FY23	\$7,272,797
<input type="checkbox"/> “C” Fund one-time earmark FY23	\$955,300

\*C Funds amounts shown above are total funds available to all agencies in Richland County, SC (ie SCDOT, City of Columbia, and Richland County Public Works)

Section 6 – Goals:

**DPW**

- Utilize the Richland County Strategic Plan when developing other plans such as CTIP. Project selections and funding will reflect both the ordinance and the strategic plan initiatives.
- Interdepartmental coordination – Improve interdepartmental coordination with other stakeholders, especially the Transportation Penny staff, to ensure that all projects are coordinated, mutually supporting, and maintain or enhance area drainage.
- Interdepartmental coordination – Improve interdepartmental coordination with other stakeholders, especially the Community Planning and Development Department, to ensure that updated development standards are properly applied and newly developed infrastructure is of sufficient quality.

**RDM**

- Process review – Obtain a new work order system to provide reports showing the staffing time, equipment time and materials used. The system shall provide useful reports for planning, programming and execution of the workload.
- Personnel – Continue filling the need to expand employee training opportunities.
- Facility Improvement – Improve the Powell Road campus pavement and vehicle circulation.
- Develop and implement a street sweeping schedule map.

**EGR**

- Land Development Manual- evaluate need for revisions and provide updates on a regular schedule.
- Drainage study- conduct a county wide drainage study to assist in identifying capital improvement needs and incorporate information into comprehensive planning.



**SS**

- Develop a schedule and perform recurring, adequate vegetation maintenance for all sidewalks and SUPs in the CRMS in order to prevent slip and trip hazards and provide attractive community aesthetics.
- Improve surveillance of areas where illegal dumping has occurred.

Section 7 – Capital Improvement Plan (CIP):

Item Description	Proposed Funding Source	FY21	Biennium		Biennium		Total
			FY22	FY23	FY24	FY25	
Unpaved Roadway Repair-Design	RMF	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Unpaved Roadway Repair-Construction	RMF	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
Sidewalk Capital Improvement	RMF	\$350,000					\$350,000
Miscellaneous Road Improvements	RMF	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Road Resurfacing	RMF		\$1,000,000	\$1,000,000	\$3,000,000	\$3,000,000	\$4,000,000
Pavement Preservation	"C" Funds	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Resurfacing Roads	"C" Funds	\$1,000,000	\$2,000,000	\$2,000,000	\$3,000,000	\$3,000,000	\$9,000,000
New Sidewalks	"C" Funds	\$1,000,000	\$500,000	\$500,000	\$500,000	\$1,000,000	\$3,000,000
<b>Totals</b>		<b>\$5,000,000</b>	<b>\$4,650,000</b>	<b>\$5,600,000</b>	<b>\$7,550,000</b>	<b>\$8,050,000</b>	<b>\$30,850,000</b>

Note 1: Road Maintenance Fund (RMF) / Transportation Assistance Program (TAP)

Note 2: See Section 4 – Programs / functions: Other County Departments / Transportation Penny Department for planned Fiscal Year 2023 paving and resurfacing projects planned under that program.



FY-24 Capital Improvement Plan (CIP)

Pavement Preservation:

Road Name	District	Linear Miles	Dept
Fox Chapel Dr	1	0.30	DPW
Kingston Forest Dr	1	0.33	DPW
Fradan Ln	1	0.06	DPW
Woodcross Dr	2	0.26	DPW
Bent Bough Cir	2	0.22	DPW
Fair Ridge Ln	2	0.23	DPW
Woodale Cir	3	0.27	DPW
Crane Lake Dr	3	0.11	DPW
Sandwedge Ct	7	0.06	DPW
Mossy Oaks Ct	7	0.03	DPW
Heritage Hills Ct	7	0.30	DPW
Branson Ct	8	0.07	DPW
Eagle Pointe Dr	9	0.58	DPW
Willow Pointe Dr	9	0.14	DPW
Southern Dr	10	0.24	DPW
Casbel Ct	11	0.25	DPW
Crestmore Dr	11	0.25	DPW
Total		3.70	

Road Repair and Resurfacing:

Road Name	District	Linear Miles	Dept
Netherland Dr	1	0.37	DPW
Botany Dr	1	0.25	DPW
Botany Cir	1	0.09	DPW
Belfair Way	1	0.29	DPW
River Song Cir	1	0.05	DPW
River Song Rd	1	0.32	DPW
Knights Hill Ct	1	0.08	DPW
Lord Howe Rd	1	0.29	DPW
Cable Head Rd	1	0.18	DPW
Tattlers Trail	1	0.27	DPW
Tattlers Ct	1	0.02	DPW
Green Shank Ct	1	0.02	DPW
Bilmont Dr	1	0.13	DPW



Spring Blossom Ln	1	0.11	DPW
Pond Edge Ln	1	0.10	DPW
Lake Breeze Ln	1	0.09	DPW
Misty Pine Ln	1	0.11	DPW
Black Elk Ln	2	0.10	DPW
Black Kettel Ct	2	0.05	DPW
Blythe Creek Dr	2	0.62	DPW
Broken Arrow Ct	2	0.06	DPW
Center Creek Ct	2	0.27	DPW
Red Horse Ct	2	0.04	DPW
Red Winds Ct	2	0.06	DPW
Running Bear Ct	2	0.17	DPW
McNulty St	2	0.30	DPW
Fair Ridge Rd	2	0.23	DPW
Oakhurst Pl	2	0.34	DPW
Cross Ridge Rd	2	0.14	DPW
Crossr Ridge Ct	2	0.07	DPW
Preston Hills Ct	2	0.04	DPW
Preston Hills Dr	2	0.13	DPW
Firelane Rd	3	0.24	DPW
Scotsman Rd	3	0.19	DPW
Colony Dr	3	0.23	DPW
Denton Dr	3	0.20	DPW
Cramer Dr	3	0.22	DPW
Westbridge Ct	7	0.03	DPW
Folkstone Ct	7	0.03	DPW
Elmont Dr	7	0.11	DPW
Scioto Dr	7	0.13	DPW
Conn St	7	0.06	DPW
Crane Creek Ct	7	0.07	DPW
Crane Creek Dr	7	0.22	DPW
Heirtage Hills Dr	7	0.57	DPW
Bald Eagle Ct	7	0.02	DPW
Durant St	7	0.12	DPW
Rose Dew Ln	7	0.05	DPW
Stonington Dr	7	0.39	DPW
Ely St	7	0.05	DPW
Slash Pine Ln	7	0.35	DPW
Technology Cir	7	0.09	DPW
Research Dr	7	0.15	DPW
Alpine Rd Ext	7	0.17	DPW



Atrium Way	7	0.06	DPW
Alpine Cir	7	0.14	DPW
Big Game Loop	7	0.51	DPW
Ostrich Cir	7	0.17	DPW
Rivers Station Way	7	0.08	DPW
Sesqui Trl	8	0.19	DPW
Sesqui Ct	8	0.09	DPW
Single Tree Rd	9	0.05	DPW
Viewmont Rd	9	0.18	DPW
Briarcliffe W	9	1.10	DPW
Briarcliffe E	9	0.47	DPW
Sunderland Dr	9	0.24	DPW
Whitby Ct	9	0.04	DPW
Huntcliff Dr	9	0.46	DPW
Carswell Dr	10	0.20	DPW
Mauney Ct	10	0.26	DPW
White Birch Cir	10	0.50	DPW
Auburnleaf Dr	11	0.30	DPW
Tilting Rock Dr	11	0.31	DPW
Greenlake Dr	11	0.44	DPW
Spreading Branch Dr	11	0.27	DPW
Newell Rd	11	0.22	DPW
Worrall Dr	11	0.12	DPW
Kells Dr	11	0.08	DPW
Total		15.55	

Sidewalk Capital Maintenance:

In addition to new sidewalk construction, \$35,000 is budgeted for the maintaining existing sidewalks within the County Road Maintenance System this fiscal year. Areas for maintenance will be identified by County staff and prioritized to address safety concerns.



# Enclosures 1-7





**Department of Public Works**

County Road Maintenance System (CRMS)

Fiscal Year 2024 Annual Maintenance and Improvement Comprehensive Plan

Updated: June 30, 2023

Enclosure (1) RDM Maintenance Area Road Type / Mileage Breakdown

Unpaved roads

RDM Maintenance Area

	County Owned		Prescriptive Easement		All County Unpaved	
	Length (ft)	Length (miles)	Length (ft)	Length (miles)	Total Length (ft)	Length (miles)
<b>Ballentine</b>	53,652.98	10.16	152,505.28	28.88	206,158.27	39.05
<b>Eastover</b>	93,560.06	17.72	434,105.42	82.22	527,665.48	99.94
<b>Northeast</b>	87,138.77	16.50	243,986.68	46.21	331,125.45	62.71
<b>Total Length</b>	234,351.82	44.38	830,597.39	157.31	1,064,949.20	201.69

Paved roads

RDM Maintenance Area

	County Owned		Municipal Owned		All County Paved	
	Length (ft)	Length (miles)	Length (ft)	Length (Miles)	Total Length (ft)	Length (miles)
<b>Ballentine</b>	684,747.99	129.69	106,913.60	20.25	791,661.60	149.94
<b>Eastover</b>	432,541.99	81.92	0.00	0.00	432,541.99	81.92
<b>Northeast</b>	2,142,988.57	405.87	34,692.88	6.57	2,177,681.45	412.44
<b>Total Length</b>	3,260,278.56	617.48	141,606.49	26.82	3,401,885.05	644.30



County Road Maintenance System (CRMS)  
 Fiscal Year 2024 Annual Maintenance and Improvement Comprehensive Plan

Enclosure (2) County Council District Road Type / Mileage Breakdown

Unpaved roads  
 Council District

	County Owned (Public ROW)		Prescriptive Easement		All County Unpaved	
	Length (ft)	Length (miles)	Length (ft)	Length (miles)	Total Length (ft)	Length (miles)
1	49,537.31	9.38	144,279.59	27.33	193,816.90	36.71
2	31,695.13	6.00	151,737.45	28.74	183,432.57	34.74
3	2,262.57	0.43	2,316.23	0.44	4,578.80	0.87
4	447.29	0.08	913.53	0.17	1,360.82	0.26
5	2,955.73	0.56	1,368.29	0.26	4,324.02	0.82
6	757.67	0.14	0.00	0.00	757.67	0.14
7	38,935.88	7.37	72,891.16	13.81	111,827.05	21.18
8	5,481.05	1.04	6,415.51	1.22	11,896.56	2.25
9	6,517.43	1.23	7,392.80	1.40	13,910.23	2.63
10	67,577.63	12.80	394,039.94	74.63	461,617.57	87.43
11	28,184.12	5.34	49,242.90	9.33	77,427.02	14.66
<b>Total Length</b>	<b>234,351.82</b>	<b>44.38</b>	<b>830,597.39</b>	<b>157.31</b>	<b>1,064,949.20</b>	<b>201.69</b>

Paved roads  
 Council District

	County Owned (Public ROW)		Municipal Owned		All County Paved	
	Length (ft)	Length (miles)	Length (ft)	Length (miles)	Total Length (ft)	Length (miles)
1	533,206.05	100.99	60,849.78	11.52	594,055.82	112.51
2	401,760.17	76.09	54,180.93	10.26	455,941.09	86.35
3	167,721.35	31.77	3,974.70	0.75	171,696.04	32.52
4	45,668.57	8.65	0.00	0.00	45,668.57	8.65
5	13,884.15	2.63	0.00	0.00	13,884.15	2.63
6	17,772.46	3.37	2,808.01	0.53	20,580.47	3.90
7	420,369.94	79.62	19,793.08	3.75	440,163.02	83.36
8	564,905.72	106.99	0.00	0.00	564,905.72	106.99
9	628,805.08	119.09	0.00	0.00	628,805.08	119.09
10	177,194.17	33.56	0.00	0.00	177,194.17	33.56
11	288,990.92	54.73	0.00	0.00	288,990.92	54.73
<b>Total Length</b>	<b>3,260,278.56</b>	<b>617.48</b>	<b>141,606.49</b>	<b>26.82</b>	<b>3,401,885.05</b>	<b>644.30</b>



County Road Maintenance System (CRMS)  
 Fiscal Year 2024 Annual Maintenance and Improvement Comprehensive Plan  
 Updated: June 30, 2022

Enclosure (3) IGA Road Type / Small Municipality / Mileage Breakdown

Municipality	Paved Roads (miles)	Unpaved Roads (miles)	Total (miles)
Arcadia Lakes	1.57	0	1.57
Blythewood	10.57	3.53	14.09
Cayce	0	1.58	1.58
Eastover	0.94	0.42	1.36
Forest Acres	4.89	0.2	5.09
Irmo	25.76	1.7	27.45
Total	43.73	7.42	51.15



County Road Maintenance System (CRMS)  
Fiscal Year 2024 Annual Maintenance and Improvement Comprehensive Plan  
Updated: June 30, 2023

Enclosure (4) Bridge / Type / Location

Location	Type
Old Garners Ferry Road at Mill Creek	Concrete slab on piers
White House Road at Gills Creek	Concrete slab on piers
Chinquapin Road at Stoops Creek	Open bottom culvert
Raintree Drive at ditch crossing	Open bottom culvert
Beechwood Lane at ditch crossing	Open bottom culvert
County Line Trail at Spears Creek	Open bottom culvert



County Road Maintenance System (CRMS)  
 Fiscal Year 2024 Annual Maintenance and Improvement Comprehensive Plan  
 Updated: June 30, 2023

Enclosure (5) Railroad crossings/type/location

Road Atlas Map Grid	Name of Road	Road Type	Entity in Charge of Inspections	Type of RR Line Crossed	Own r/w on Road	Municipality	SCDOT Crossing	Comments
49B4	Lykesland Trail	Unpaved	County	Main railroad track	Yes	County	723733S	
27D4	Vine Street	Paved	County	Side railroad track	Yes	County	634637U	Crossing between Rosewood Drive and Brookwood Drive
34F1	Mount Pilgrim Church Road	Unpaved	County	Main railroad track	No	County	715899B	
72B2	Gus Lane	Unpaved	County	Main railroad track	No	County	632650B	
32D3	Pine Wedge Drive	Paved	County	Main railroad track	Yes	County	715908X	
27D4	Vine Street	Paved	County	Side railroad track	Yes	County	634638B	Crossing Southeast of Brookwood Drive
37B5	Mauney Drive	Paved	County	Side railroad track	Yes	County	904637R	
27D4	Garland Street	Paved	County	Side railroad track	Yes	County	634642R	Crossing between Rosewood Drive and Brookwood Drive
27D4	Duval Street	Paved	County	Side railroad track	Yes	County	634640C	Crossing between Rosewood Drive and Brookwood Drive
27D4	Duval Street	Paved	County	Side railroad track	Yes	County	634641J	Crossing southeast of Brookwood Drive
27D4	Rosewood Drive	Paved	County	Side railroad track	Yes	County	634636M	
27D4	Garland Street	Paved	County / Columbia	Side railroad track	Part	County and Columbia	634643X	County owns approach from west side of crossing, RR r/w is
27D4	Oakdale Drive	Paved	County	Side railroad track	Yes	County	634644E	Crossing between Rosewood Drive and Brookwood Drive
05B4	Lynn McCartha Road	Unpaved	County	Main railroad track	No	County	843360B	
31D4	Frank Dale Road	Unpaved	County	Main railroad track	No	County	715917W	Road is small connector between Frank Dale Road and Gunter Circle
35D4	Cadia Drive	Unpaved	County	Main railroad track	No	County	634296D	
32C2	Boomer Road	Unpaved	County	Main railroad track	No	Blythewood	715910Y	
4.90E+04	Century Oaks Lane	Unpaved	County	Main railroad track	No	County	632196S	
35A4	Fontaine Center Drive	Paved	County	Main railroad track	Yes	County	640941L	
62A2	Third Street	Unpaved	County	Main railroad track	No	County	723729C	RR Crossing is beyond County ownership, connects to Edmonds Farm Road
27F4	Andrews Road	Unpaved	County / Columbia	Side railroad track	No	County and Columbia	904635C	County unpaved road - RR right of way is within City of Columbia
<b>Not on SCDOT (2011) List</b>								
27D3	Olympia Avenue	Paved	County / Columbia	Main railroad track	Part	County and Columbia		County owns approach from west side of crossing
3.20E+05	Wooten Road	Unpaved	County	Main railroad track	No	County		
45F1	Fashion Drive	Paved	County	Main railroad track	Yes	County		



Enclosure (6) Traffic / Crossing Lighted Signals

Traffic Signals

Intersection Location	RDM Maintenance Area
Fashion and Forum Dr	North
Summit Parkway at Summit Ridge	North
Summit Commons at Summit Parkway	North

School Zone Flashing Signal

School	RDM Maintenance Area
HE Corley Elementary	West
Summit Parkway Middle	North
Longleaf Middle	North
Sandlapper Elementary	North



County Road Maintenance System (CRMS)  
 Fiscal Year 2024 Annual Maintenance and Improvement Comprehensive Plan  
 Updated through March 2023

Enclosure (7) County-Maintained Sidewalks

RDM Maintenance  
 Area

	County Owned		Municipal Owned		All County Paved	
	Length (ft)	Length (miles)	Length (ft)	Length (miles)	Total Length (ft)	Length (miles)
<b>Ballentine</b>	321,786.78	60.94	28,114.27	5.32	349,901.05	66.27
<b>Eastover</b>	62,677.65	11.87	0.00	0.00	62,677.65	11.87
<b>Northeast</b>	934,256.07	176.94	5,336.55	1.01	939,592.62	177.95
<b>Total Length</b>	1,318,720.51	249.76	33,450.81	6.34	1,352,171.32	256.09

Council District

	County Owned		Municipal Owned		All County Paved	
	Length (ft)	Length (miles)	Length (ft)	Length (miles)	Total Length (ft)	Length (miles)
1	309,053.71	58.53	19,551.76	3.70	328,605.47	62.24
2	160,677.40	30.43	8,562.50	1.62	169,239.90	32.05
3	29,129.93	5.52	0.00	0.00	29,129.93	5.52
4	6,364.29	1.21	0.00	0.00	6,364.29	1.21
5	0.00	0.00	0.00	0.00	0.00	0.00
6	3,263.80	0.62	0.00	0.00	3,263.80	0.62
7	172,043.92	32.58	5,336.55	1.01	177,380.47	33.59
8	336,439.09	63.72	0.00	0.00	336,439.09	63.72
9	239,070.71	45.28	0.00	0.00	239,070.71	45.28
10	7,466.46	1.41	0.00	0.00	7,466.46	1.41
11	55,211.19	10.46	0.00	0.00	55,211.19	10.46
<b>Total Length</b>	1,318,720.51	249.76	33,450.81	6.34	1,352,171.32	256.09

\*Length does not include Sidewalks built since February 2023 unless verified





**Agenda Briefing**

<b>Prepared by:</b>	Christopher S. Eversmann, AAE	<b>Title:</b>	General Manager
<b>Additional Input:</b>	Peter Cevallos	<b>Title:</b>	General Manager
<b>Department:</b>	Public Works	<b>Division:</b>	Airport (CUB)
<b>Date Prepared:</b>	September 15, 2023	<b>Meeting Date:</b>	October 24, 2023
<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	December 6, 2023
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	September 8, 2023
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 11, 2023
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Meeting/Committee</b>	Development & Services		
<b>Subject</b>	Airport Manual update		

**RECOMMENDED/REQUESTED ACTION:**

The Richland County Airport Commission and the staff of the Jim Hamilton - LB Owens Airport (CUB) recommend approval of the updated Airport Manual.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

There are no specific fiscal or budgetary implications to this Manual; it reflects current management practices, service levels, and level of funding.

**OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:**

Not applicable.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

The County Attorney’s Office suggested revisions and amendments which have been included in the attached draft.

**REGULATORY COMPLIANCE:**

This Airport Manual update is consistent with FAA Grant assurances and SC Code, Title 55. It also reflects updates to Richland County Code of Ordinances, Chapter 3, Airport.

**MOTION OF ORIGIN:**

This update of the Airport Manual did not originate with a County Council motion.



## STRATEGIC & GENERATIVE DISCUSSION:

This version of the Airport Manual carries forward nearly all of the content of its predecessor. It is more comprehensive and addresses many additional general and specific items. Among them are:

- **Flight Instruction:** Permits flight instruction to be provided by individuals using a leased hangar as a base.
- **Maintenance of Aircraft:** Addresses all scenarios of maintenance being performed on aircraft on Airport property.
- **Airworthiness of Aircraft / Time limit:-** Requires Airport Commission approval for additional lease periods after six years in the cases of tenants who are building or restoring aircraft.
- **Hangar-Aircraft size compatibility:** Ensures compatibility between the size of the hangar leased and the size of the single aircraft stored therein.
- **General Manager enforcement authority:** Provides for limited codes enforcement-type authority for the Airport General Manager on Airport property.
- **Minimum Standards:** Expands and better defines the Minimum Standards for the Airport and defines levels of insurance coverage.
- **Commercial Aviation Operators:** Establishes a program by which third-party vendors engaged by Airport tenants and performing work on the Airport will register and provide proof of insurance.
- **Cooking Grills:** Prohibits use of cooking grills by individual tenants but permits use by some tenant organizations.
- **Oxygen Bottles:** Requires reporting of the storage of Oxygen bottles to Airport Management.
- **LP Tanks:** Prohibits the storage of LP Tanks (Fire Code requirement).
- **Alcoholic beverages:** Allows the County Administrator to authorize the use of alcoholic beverages on Airport property for certain, authorized social functions or events.
- **Animals:** Allows the pass-through of animals through the Terminal building.

#### **ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:**

- Goal 1: Foster Good Governance
  - Updates, streamlines, and defines in detail rules, regulations, and levels of service at the Airport
- Objective 3.1: Align budget to priorities and seek alternative revenue sources
  - Lists FAA and SCAC Airport Development Grants
- Objective 4.3 – Create excellent Facilities
  - Accounts for Airport Facility types as well as development and maintenance thereof

#### **ADDITIONAL COMMENTS FOR CONSIDERATION:**

A draft of the airport manual has been posted on the homepage of the Airport website from mid-June through mid-September. Also, the President of the Experimental Aircraft Association (EAA) participated in an Airport Commission Work Session on June 21, 2023.

This airport manual was recommended for approval by a unanimous vote of the Richland County Airport Commission in their September 11, 2023 meeting.

#### **ATTACHMENTS:**

1. Work Session PowerPoint Presentation
2. Proposed Airport Manual



# JIM HAMILTON I LB OWENS AIRPORT (CUB)

Airport Manual Work Session / Richland County Airport Commission / June 21, 2023



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## OVERVIEW

- Purpose of Work Session
- Related Documents
- Other Documents
- Process
- "Full Disclosure"
- Airport Manual (DRAFT) Review



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**PURPOSE OF WORK SESSION**





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## PURPOSE OF WORK SESSION



To review the DRAFT *Airport Manual* in detail with the Airport Commission in order to:

- Ensure thorough, detailed understanding by each Commissioner,
- Answer questions,
- Make corrections and edits, and
- Promote a transparent process, in anticipation of presentation to County Council for consideration and passage (single vote).




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RELATED DOCUMENTS / OTHER DOCUMENTS




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## RELATED DOCUMENTS

- Airport "Guiding Documents"
- RC Code of Ordinances, Chapter 3, "Airport"
  - RCAC Bylaws
  - Airport Manual
  - FBO Lease / Services Agreement
  - SASO Lease / Services Agreement
  - Hangar Lease Template




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## OTHER DOCUMENTS



- Airport Master Plan
- Airport Layout Plan (ALP)
- Airport Capital Improvement Plan (ACIP)
- RFIs / RFPs / RFQs / RFBs




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## PROCESS




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## PROCESS

- Research  / Drafting
- Distribution  / Review
- Work Session
- RCAC Approval
- County Council Approval
- Implementation and use




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#FULL DISCLOSURE#

CUB





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#FULL DISCLOSURE#



- Flight Instruction
- Maintenance of Aircraft
- Airworthiness of Aircraft / Time limit (eight years)
- Hangar-Aircraft size compatibility
- General Manager enforcement authority
- Minimum Standards
- Commercial Aviation Operators
- Cooking Grills
- Oxygen Bottles
- LP Tanks
- Alcoholic beverages
- Animals




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AIRPORT MANUAL (DRAFT)

CUB





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## AIRPORT MANUAL (DRAFT)

- 18 Sections
- Four Appendices
- First Draft distributed to RCAC on June 9<sup>th</sup>
- Addendum / initial edits distributed to RCAC on June 16<sup>th</sup>
- Posted on website on June 16<sup>th</sup>
- Council consideration in July or September




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## AIRPORT MANUAL (DRAFT)

- Section I – Introduction (4)
- Section II – Definitions
- Section III – Airport Staff (3)
- Section IV – Airport Administration and Finance (9)
- Section V – Airport Safety Policies and Rules (6)
- Section VI – Airport Regulations (27)
- Section VII – Aircraft Policies and Rules (13)
- Section VIII – Airport Security (3)




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## AIRPORT MANUAL (DRAFT)

- Section IX – Environmental Regulations (5)
- Section X – Storage and Use of Hazardous Items (4)
- Section XI – Flight Training (3)
- Section XII – Maintenance of Aircraft (5)
- Section XIII – Airport Services (8)
- Section XIV – Airport Operations (5)
- Section XV – Policies and Rules for Hangar Tenants (14)




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## **AIRPORT MANUAL (DRAFT)**



- Section XVI – Other (non-Hangar) Airport Facilities (7)
- Section XVII – Tenants (4)
- Section XVIII – Enforcement (4)
- “Edits” Page
- Appendix 1 – Airport Grid Map
- Appendix 2 – Noise Abatement Procedures
- Appendix 3 – Airport Minimum Standards \*
- Appendix 4 – Permit for Commercial Aviation Operators \*




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## **\* APPENDIX 3 ■ AIRPORT MINIMUM STANDARDS**

- Section I – In General
- Section II – Fixed Base Operators (FBOs)
- Section III – Fuel and Oil Sales
- Section IV – Aircraft Maintenance and Repair
- Section V – Flight Training
- Section VI – Aircraft Charter Service
- Section VII – Aircraft Rental and Sales
- Section VIII – Crop Dusting and Spraying
- Section IX – Miscellaneous Operations




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## **\* APPENDIX 4 ■ PERMIT FOR COMMERCIAL AVIATION OPERATORS**

- GMU Model
- Risk Management
  - Insurance / Security
- Vendors engaged by tenants
- Vendors engaged by FBO / SASO
- Exclude deliveries and taxi / limousine services
- Flight Instructors
- Aircraft Maintenance Technicians




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## THANK YOU!

Contact information:  
Christopher Eversmann, PE, AAE  
Airport General Manager

[eversmann.chris@richlandcountysc.gov](mailto:eversmann.chris@richlandcountysc.gov)

(803) 767-1789

[www.FlyKCUB.com](http://www.FlyKCUB.com)



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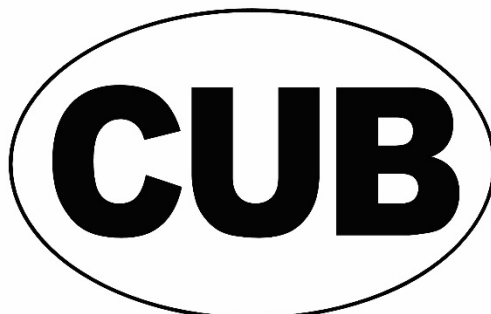


# *Airport Manual*

Adopted by Richland County Airport Commission – September 11, 2023

Adopted by Richland County Council – \_\_\_\_\_, 2023

**Jim Hamilton – LB Owens Airport**  
Richland County Department of Public Works  
1400 Jim Hamilton Blvd  
Columbia, South Carolina 29205  
(803) 771-7915  
[www.FlyKCUB.com](http://www.FlyKCUB.com)



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- A. Airport Mission
- B. Manual Purpose
- C. Target Audiences
- D. Provisions for modification

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- B. Fixed Based Operator (FBO)
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- B. Richland County Airport Commission
- C. Enterprise Fund Designation
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- E. Federal and State Grants for Airport development and maintenance
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- G. For-profit, third-party vendors operating at the Airport
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- M. Radio Communications

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- F. Waste Fuel Disposal Facility
- G. Dumpster

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**Appendix 3 – Airport Minimum Standards**

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Section VII – Aircraft Rental and Sales

Section VIII – Crop Dusting and Spraying

Section IX – Miscellaneous Operations

**Appendix 4 – Permit for Commercial Aviation Operators**

## Section I – Introduction

The Jim Hamilton – LB Owens Airport (CUB) is a General Aviation Airport owned by Richland County and dedicated to providing aviation facilities to the general public and business interests in a non-discriminatory manner.

- A. **Airport Mission** – The primary mission of the Airport is to provide facilities for the safe and efficient use of general aviation aircraft in support of transportation needs and economic development of the Midlands area and the State of South Carolina. The secondary mission is to provide a reliever airport for Columbia Metropolitan Airport (CAE).
  
- B. **Manual Purpose** – This *Airport Manual* contains the rules, regulations, policies, and procedures that shall be adhered to by all users, FBOs, tenants, and guests that shall avail themselves of the facilities of the Airport. All such rules, regulations, and established procedures, are considered statutory. The provisions contained in this *Airport Manual* follow all applicable statutes, ordinances, rules, orders, regulations, and other requirements of the Federal, State, County, and Municipal government. All such regulations now existing and any changes or amendments made hereafter are hereby incorporated in the terms of this manual as if set out verbatim. Failure to comply by any person using the facilities of the Airport may result in the forfeiture of the rights of usage of these facilities and could result in Civil or Criminal penalties.

A current, online electronic version of this *Airport Manual* shall be available through the Airport website.

- C. **Target Audiences** – The target audiences for this *Airport Manual* include:
  - 1. Hangar Tenants
  - 2. Airport Commissioners and Staff
  - 3. FBO Staff
  - 4. SASO Staff
  - 5. Tenant Organizations
  
- D. **Provisions for modification** – This *Airport Manual*, or any part thereof, may be modified, altered, or changed by a majority vote of the Richland County Airport Commission and the Richland County Council. In instances where a rule change is necessary to insure the continued safe operation of the Airport, changes duly approved by the Airport General Manager or Airport Commission shall be considered to be in effect until such time as the Richland County Council accepts or rejects the rule change.



## Section II – Definitions

**Above Mean Sea Level (AMSL)** – A survey datum used as a uniform basis for measures of elevation or altitude.

**Air Operations Area (AOA)** – Those areas which encompass the runways, taxiways, and other areas of the airport utilized for taxiing, take off, and landing of aircraft.

**Aircraft** – Any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.

**Airfield** – That portion of the airport which includes a level area and is equipped with hard-surfaced taxiways and a runway, on which aircraft take off and land.

**Airfield Service Vehicles** – Those vehicles operated by the Airport General Manager, or under his direction, routinely used for service, maintenance and / or construction on the Airfield.

**Airport Commission** – The Richland County Airport Commission.

**Airport Employees (also “Airport Staff”)** – Current, official employees of the Airport Sponsor (Richland County) who are assigned to the Airport (temporarily or permanently), the Fixed Base Operator (FBO), or a Specialized Aviation Service Operator (SASO).

**Airport Identification Badge (AIDB)** – A unique means of personal identification issued to Airport tenants as a security measure. May also be used as a means of airside access control.

**Airport Management** – The Airport General Manager or other duly authorized supervisory representatives of the FBO.

**Airport General Manager** – The individual designated to represent the County in the day-to-day management of the Airport.

**Airport** – The Jim Hamilton – LB Owens Airport (CUB) (formerly known as “Municipal Airport Owens Field” or “Columbia Owens Downtown Airport”).

**Airport Sponsor** – Richland County, the owner of the Airport. .

**Airport Reference Point (ARP)** – The point established as the approximate geographic center of the airport landing area and so designated. The Airport Reference Point for the Airport at time of publications is located at 33-58-13.7000N / 080-59-42.9000W.

**(Class “C”) Airspace** – The airspace around the primary airport (CAE) extending from the surface to 4,200 feet AMSL, extending 5 nautical miles out from the airport center, and from 1,800 feet

AMSL to 4,200 feet AMSL from 090 degrees to 360 degrees and from 2,000 feet AMSL to 4,200 feet AMSL from 360 degrees to 090 degrees extending out from the airport center between 5 and 10 nautical miles. Communication with Columbia ATCT Controllers is required prior to entering this airspace.

**Baggage** – Such articles, effects, and other personal property of an aircraft pilot or passenger as are necessary or appropriate for wear, use, comfort, transport, or convenience in connection with travel.

**Based Aircraft** – An aircraft which the owner or operator physically locates at the Airport (CUB) and has an active lease agreement with the Airport Sponsor for ongoing use of hangar or tie-down space for the storage thereof. Listed as such in the National Based Aircraft Inventory.

**Commercial Aviation Operator** – An individual or group organized into a business, contractor or subcontractor, that performs aeronautical or non-aeronautical work on the Airport on behalf of an Airport tenant, FBO, or SASO, and is not otherwise contractually engaged with the Airport Sponsor. Specifically excludes the deliveries of food or goods to the terminal building and limousine services picking up passengers from arriving aircraft.

**Corporate Operator** – Operators of aircraft which are owned by a corporation used chiefly for the personal transportation of the owning business.

**County** – The County of Richland, State of South Carolina.

**Courtesy Car (or “Courtesy Vehicle”)** – Any vehicle owned and operated specifically for the transportation and convenience of their patrons or prospective patrons by an FBO, hotels, motels, and other businesses located on or off the Airport premises.

**CTAF** – Common Traffic Advisory Frequency.

**CUB** – The three-character FAA designator for the Jim Hamilton – LB Owens Airport.

**Distracted driving** – That condition when a driver undertakes any activity that diverts attention away from driving. Distractions can include using mobile telephones or other hand-held devices, talking with passengers, eating or drinking, reading, adjusting the radio, or using a navigation system while driving. Distracted walking may also result in a similar loss of situational awareness and create unsafe conditions.

**Driver** – Any person in physical control of a ground vehicle.

**Drone** – Also known as an Unmanned Aerial Vehicle (UAV). An aircraft without any human pilot, crew, or passengers on board. UAVs are a component of an unmanned aircraft system (UAS), which includes adding a ground-based controller and a system of communications with the UAV.

The flight of UAVs may operate under remote control by a human operator, as remotely-piloted aircraft (RPA), or with various degrees of autonomy, such as autopilot assistance, up to fully autonomous aircraft that have no provision for human intervention.

**Emergency Vehicle** – Vehicles of the Police or Fire Department, ambulances, or any vehicle conveying an Airport Official or Airport employee in response to a *bona fide* emergency.

**Enterprise fund** – A self-supporting government fund that sells goods and services to the public for a fee. An enterprise fund uses the same accounting framework followed by entities in the private sector, such as GAAP or IFRS.

**eVTOL** – Electronic Vertical Take-Off and Landing. A variety of VTOL (vertical take-off and landing) aircraft that uses electric power to hover, take off, and land vertically.

**FAA** – Federal Aviation Administration.

**Flight Training** – Instructing pilots and students in dual and solo flight training, in fixed or rotary-wing aircraft, and / or provides such related ground school instruction. Flight and ground training will include any training in preparation to take any FAA written examination and / or flight check ride for any license, or for any type, class, or category rating, upgrade training, or to maintain currency and proficiency as defined by FAA, whether or not such written exams or check rides are actually taken. Flight training may be covered in 14 CFR Part 61 or 14 CFR Part 141.

**Fixed Base Operator (FBO)** – is an organization which operates the Airport on a routine, day-to-day basis. The FBO may be staffed by County employees or outsourced to a commercial entity acting on behalf of the County.

**Fuel Farm** – That Airport facility used for the receipt, storage, and bulk discharge of aviation fuels.

**Fuel Flowage Fee** – The fee rendered to the County for all aviation fuels which are dispensed on Airport property.

**Foreign Object Debris (FOD)** – Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or other personnel and damage aircraft.

**Ground Support Equipment (GSE)** – Those vehicles and mobile equipment routinely used on the Airport aprons or parking areas in support of aircraft operations.

**Ground Vehicle** – Any vehicle (truck, car, motorcycle, or bicycle) which is used for ground transportation.

**Hangar** – Those Airport facilities used for the indoor storage of Aircraft.

**Hangar Tenant** – A person or group of persons organized into a business or legal partnership who currently lease a Hangar for an approved aeronautical use. Hangar tenants are listed by name on the Hangar lease document and its supporting enclosures.

**Home Built (or “Kit Built”) Aircraft** – Those aircraft that are constructed by persons for whom aircraft fabrication and assembly is not a professional activity. These aircraft may be constructed from "scratch", from plans, or from assembly kits. These amateur-built aircraft are built by individuals and licensed by the Federal Aviation Administration (FAA) as “Experimental.”

**Instructor** – Any individual giving, or offering to give, instruction in the operation, construction, repair, or maintenance of aircraft, aircraft power plants and accessories, including the repair, packing and maintenance of parachutes.

**Minimum Standards** – Those required conditions an operator must meet in order to provide a commercial service on the Airport. These standards are required to: Impose conditions that ensure safe and efficient operation of the airport in accordance with FAA rules, regulations, and guidance as well as industry best practices.

**Motor Vehicle** – Every ground vehicle that is self-propelled. See also “Ground Vehicle” and “Ground Support Equipment.”

**National Air Transportation Association (NATA)** – The public policy group that represents the interests of the general aviation business community before the Congress and federal, state and local government agencies.

**Navigational Aid (NavAid)** – Physical devices on the ground to which an aircraft can detect and fly.

**(Aircraft) Noise Abatement** – Those aircraft flight procedures, whether voluntary or regulatory, that help to mitigate the impact of aircraft noise to residential areas surrounding the Airport.

**Non-Scheduled Operator** – Any person using the Airport for the purpose of landing and taking off of any aircraft, whose purpose shall be the taking on, or the unloading of any passengers, mail, express, freight, or cargo for hire, gift, remuneration or reward, or for the purpose of refueling, and whose operations shall not be required to meet the regulations demanded of a scheduled air carrier as provided by the Federal Government.

**Notice to Airmen (NOTAM)** – An official notice issued by the FAA containing aeronautical information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) and the timely knowledge of which is essential to personnel concerned with flight operations.

**PAPI** – Precision Approach Patch Indicator. A system of lights on the side of an airport runway threshold that provides visual descent guidance information during final approach.

**Person** – Any individual, firm, partnership, corporation, company, club, or association, and any trustee, receiver, assignee or other similar representative thereof.

**Patron** – A visitor to the Airport who uses goods and services available therefrom. May include passengers and flight crew from itinerant aircraft or users of facilities such as the Airport Conference Rooms and Vending Areas.

**Public Area** – Those areas (including the various concessions, restrooms, terminal lounge sections, conference rooms, and hallways) used for public gatherings, thoroughfares, waiting, and viewing, plus all landside streets, roads, sidewalks, and all other areas available to the general public. All other areas are considered operational areas and access is permitted only upon expressed consent of the Airport Staff.

**Ramp Fee** – A fee charged to the operators of itinerant aircraft for parking on the Aircraft parking Apron to help defray the cost of Airport Patron Services. Applied thirty-minutes after parking and every 24-hours thereafter.

**Refueling Trucks** – Any vehicle used for the transporting, handling, or dispensing of aviation fuels, oils, and lubricants.

**REIL** – Runway End Identifier Lights. A system consisting of a pair of synchronized flashing lights located laterally on each side of the runway threshold to provide rapid and positive identification of the approach end of a particular runway.

**Runway** – That Airfield pavement used by fixed wing aircraft for taking off or landing.

**SASO** – Specialized Aviation Service Operator. Any person or organization who is authorized to conduct business by virtue of a contract with the County, but not engaged in business of an aviation nature within the scope of a Fixed Base Operator, or a local operation, as defined herein.

**SCAC** – South Carolina Aeronautics Commission.

**South Carolina Breakfast Club** – A traveling aviation social group that conducts Sunday morning breakfast gatherings at Airports around South Carolina and neighboring states.

**(Airport) Sponsor** – Richland County, the owner of the Airport.

**Taxiway** – A path at an airport for aircraft ground movement that connects runways with aprons, terminals and other facilities.

**Taxilane** – A path at an airport for aircraft ground movement that connects taxiways with hangar facilities.

**Terminal** – A building at an airport where passengers transfer between ground transportation and the facilities that allow them to board and disembark from an aircraft.

**Through-The-Fence (TTF) Operation** – Any activity or use of real property of an aeronautical or non-aeronautical nature that is located outside (or off) of airport property, but has access to the airport's runway and / or taxiway system (FAA).

**Traffic Pattern** – A standard airborne path followed by aircraft when taking off or landing while maintaining visual contact with the airfield.

**UniCom** – Universal Communication. A non-government air-ground radio communication facility which may provide Airport Advisory Service. The UniCom operation for this airport at the time of publication is on frequency 123.075 MHz.

**Vehicle** – Every device, moving or parked, by which any person or property is or may be transported, or drawn upon a highway. This definition includes bicycles.

### Section III – Airport Staff

**Airport Staff** are current, official employees of the Airport Sponsor (Richland County), a Fixed Base Operator (FBO), or a Specialized Aviation Service Operator (SASO) who are assigned to the Airport on a temporary or permanent basis.

The **Airport Division** is assigned to the **Department of Public Works (DPW)**.

- A. The **Airport General Manager** (hereinafter the “General Manager”) is a County employee who reports to the **Director of Public Works**.

In addition to discharging management, financial, and administrative tasks associated with the operation and maintenance (O&M) of the Airport, the General Manager also has limited enforcement authority associated with “on Airport” safe motor vehicle and equipment operation and parking, fire code, and hangar occupancy.

- B. The **Fixed Base Operator (FBO)** is an organization which operates the Airport on a routine, day-to-day basis. The FBO may be staffed by County employees or outsourced to a commercial entity acting on behalf of the County.
- C. A **Specialized Aviation Service Operator (SASO)** is a business tenant, based at the Airport, who provides specialized or limited aviation services such as flight instruction or aircraft maintenance.

## Section IV – Airport Administration and Finance

- A. **In General** – The Airport General Manager shall be responsible for effective and efficient Airport administrative and financial management in accordance with industry best practices and applicable Federal, State, and Local laws, ordinances, and regulations. Other County Staff or Airport entities shall assist in this effort as appropriate and in accordance with service agreements.
- B. **Richland County Airport Commission** – The Richland County Airport Commission is a nine-member advisory body appointed by the Richland County Council. Limited administrative support of the Airport Commission shall be provided by the Airport General Manager and other County Staff.
- C. **Enterprise Fund designation** – The Airport is designated as an enterprise fund, though it may receive additional general funds and support from the Airport Sponsor. In accordance with FAA Grant Assurances, the Airport shall pursue financial self-sustainment through the generation of revenue by establishing appropriate service rates and fees.
- D. **Recurring County Budget process** – The Airport General Manager shall prepare, on a recurring basis, an Airport operating budget request based on the County Fiscal Year (FY) as part of the County’s budget process. This request shall be in accordance with guidance provided by the County Administrator and shall include a Fiscal Year Airport Master Rate and Fee Schedule.
- E. **Federal and State Grants for Airport development and maintenance** – The Airport General Manager shall make maximum effective use of Federal and State Grant funding opportunities to promote the development and maintenance of the Airport consistent with the Airport Capital Improvement Plan (ACIP) and available local matching funds.
- F. **County Procurement process** – The Airport General Manager shall be guided by the provisions of the County Procurement process as outlined in the ordinance chapter thereunto pertaining.
- G. **For-profit, third-party vendors operating at the Airport** – Any for-profit, third-party vendor engaged by an Airport Tenant or Visitor to perform work at the Airport shall register in advance with the Airport General Manager. The registration process and associated requirements are contained in **Appendix 4** of this *Airport Manual*.
- H. **Administrative Forms** – The Airport General Manager shall develop, maintain, and make available to those concerned, forms in order to facilitate the recurring administrative process of the Airport.



- I. **Airport Website** – The Airport General Manager shall manage a website, and other electronic media as appropriate and consistent with County policy, that promotes and thoroughly explains the Airport and its operation, history, and facilities.
- J. **Lease Agreements** – The Airport General Manager shall manage lease agreements for Airport Hangar or Tie-Down Tenants, FBOs, SASOs, Aeronautical and Non-Aeronautical Businesses, or other entities that use Airport Property in order to ensure fair compensation to the Airport and an equitable distribution of associated risk.
- K. **Ramp Fees** – The County Council may, as part of the Budget process and Revenue generation plan, impose a reasonable Ramp Fee on transient aircraft visiting the Airport in a fair, consistent, and equitable manner. The Ramp Fee will be waived in the following situations:
- If the aircraft is registered to the US Government or US Military;
  - If the aircraft operator purchases stipulated goods or services from the Fixed-Base Operator (FBO) or SASO;
  - If the aircraft remains parked on the Airport less than 30-minutes;
  - If the aircraft is on a medical mercy mission;
  - If the aircraft is participating in a South Carolina Breakfast Club or EAA-242 Young Eagles event.

## Section V – Airport Safety Policies and Regulations

- A. **Foreign Object Debris (FOD)** – The mitigation of the safety threat to aircraft and airmen posed by the presence of Foreign Object Debris (FOD) on Airfield pavement is an ongoing effort by all Airport and Airfield stakeholders. Airport Staff shall lead the effort and set the example in diligence in the anti-FOD effort (observing, removing, proper disposal) within their airside work areas. All Airport tenants and visitors are encouraged to follow this example.
- B. **Airside Ground Vehicle Operation** – Please see **Section VI (Airport Regulations)** for regulations pertaining hereto.
- C. **Distracted Driving (and walking)** – Distracted driving and walking on the Airport is prohibited.
- D. **Lasers** – Lasers are not authorized for use on or directed towards the Airport or Aircraft. Use of laser equipment in performing ground survey tasks on or near the Airport must be coordinated in advance of their use with the Airport General Manager.
- E. **Banner Tow Operations** – Banner Towing Operations may be conducted at the Airport when authorized in advance by the Airport General Manager and FBO Line Services Manager. Banner Tow Operator Ground Support Staff must be accompanied by FBO Staff while on the Airfield. Banner Tow Operators shall register as **Commercial Aviation Operators** (please see **Appendix 4**). Banner Tow Operations may be prohibited during periods of Temporary Flight Restrictions (TFRs) due to nearby NCAA Division One sporting events (or other highly attended entertainment events) conducted at Williams-Brice Stadium.
- F. **Aviation Safety Incident Reporting** – Aircraft Operators or witnesses shall report in a timely manner to Airport Staff on duty the occurrence of aviation safety incidents such as crashes, collisions, wildlife strikes, disabled aircraft on a runway or taxiway, and airfield incursions and excursions by aircraft or ground vehicles.

## Section VI – Airport Regulations

- A. **Airside Ground Vehicle Operation** – Ground vehicles operating Airside (within the perimeter fence) shall observe an Airport-wide speed limit of 15 miles per hour (mph). Ground vehicles will always grant right-of-way to all aircraft and pedestrians. To the maximum extent practical, maximum separation between ground vehicles and aircraft shall be maintained. All ground vehicles must carry adequate insurance. Under routine circumstances, only airport staff / County Maintenance / FBO / SASO ground vehicles or tugs are authorized on Taxiway 'A.' Under routine circumstances, only the Airport General Manager is authorized to operate a ground vehicle on Runway 13 – 31 or stub taxiways leading thereto. All government owned vehicles (GOVs), FBO owned vehicles, and SASO owned vehicles will maximize their visibility by using strobe lights / “wig-wags” / hazard lights when operating airside. Unless meeting an arriving aircraft (or otherwise directed by the FBO Staff), all ground vehicles will remain within the perimeter vehicle lanes on the aircraft parking apron. Driving and parking on the grass is not permitted.
- B. **Parking** – Parking in designated public parking areas is open to the public using the Airport, except employees or organizations having tenancy in the terminal building area. These tenants shall provide an area for exclusive use by their employees while the employees are on duty, in accordance with the area or areas designed by the Airport General Manager.
- C. **Removal of Vehicles** – The Airport General Manager may remove from the Airport any vehicle or trailer which is disabled, abandoned, parked unlawfully, or which presents an operational problem. This movement may be made to any area of the Airport or the Airport General Manager may employ a towing service, and such movement shall be at the expense of the owner.
- D. **Disorderly Conduct** – The following conduct on the Airport is not authorized and shall be reported to law enforcement officers for appropriate enforcement action:
- Intoxication or drunkenness; unlawfully under the influence of controlled substances; commission of obscene, indecent, or lewd acts; creating a nuisance, gambling; or other disruptive or disorderly behavior.
- E. **Damage to the Airport** – The owner, or operator, of any aircraft or vehicle which, for any reason, causes damage, due to negligence or misconduct, to the Airport, shall be fully responsible for said damage. The Airport General Manager shall assess the damage and make demand upon said operator or owner for reimbursement to the Airport. If the operator or owner refuses the request for reimbursement, the Airport General Manager shall make a full report to the County Administrator, County Risk Manager, and County Attorney who shall institute appropriate legal action, as necessary and proper.

- F. **Sanitation** – No person shall dispose of garbage, papers, refuse, trash, or any other material on the Airport property except in the receptacles provided for that purpose; nor use a restroom in other than a clean and sanitary manner.
1. **Trash Containers** – Areas to be used for trash or garbage containers shall be designated by the Airport General Manager and no other areas shall be used for this purpose. Such areas shall be kept clean and sanitary at all times.
  2. **Liquid Disposal** – No fuels, oils, dopes, paints, solvents, or acids shall be disposed of or dumped into drains on the ramp areas, catch basins, ditches, or elsewhere on the Airport, except in such designated areas as may be approved by the Airport General Manager.
- G. **Preservation of Property** – No person shall destroy, injure, deface, or disturb in any way, any building, sign, equipment, marker, or other structure, trees, flowers, lawn, or other property on the Airport; nor alter, make additions to, or erect any building, or sign, or make excavations on the Airport, without proper permission. Any person causing any damage, as described above, shall be responsible to Richland County for reimbursement of the full amount of the damages. Such person may also be prosecuted under civil or criminal law, as applicable.
- H. **Explosives, Firearms, and Other Dangerous Articles** – No unauthorized person shall carry loaded weapons on Airport property. Nor shall any person store, keep, handle, use, dispense, or transport at, in, or upon the Airport any hazardous or dangerous article at such time, or place, or in such manner, or condition as to endanger persons or property.
- I. **Interfering or Tampering with Aircraft** – No person shall interfere or tamper with any aircraft, or put into motion the engine of any aircraft, or use any aircraft, aircraft parts, instruments, or tools, without permission of the owner, or by specific directions of the Airport Management when warranted by emergency conditions.
- J. **Restricted Areas** – No person shall enter upon the Airfield area, utilities and service rooms, building roofs, or other areas as may be designated “RESTRICTED” except:
1. Persons assigned to duty therein by Airport Management;
  2. Persons otherwise authorized by Airport Management;
  3. Banner tow operators under the direct supervision of the FBO line staff.
- K. **Use of Roads and Walks** – No person shall occupy the roads or walks in such a manner as to hinder or obstruct their proper use.
- L. **Refusal to Comply and Trespassing** – Any person who refuses to comply with the rules and regulations contained herein, after properly requested to do so by the Airport General Manager or other duly authorized person, shall be requested to leave the Airport. In the event of failure to comply with a proper request to abide by the rules and

regulations of the Airport, the person refusing to comply shall be considered a trespasser and reported to local law enforcement.

- M. **Use of Shop Areas** – All shops, garages, equipment, and facilities are expressly for the conduct of the owner's or lessee's, business and operations. No persons other than the employees of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific permission of the owner or lessee or the Airport Management.
- N. **Conduct of Business or Commercial Activity** – All business and commercial activity conducted on the Airport shall be in accordance with such terms and conditions as may be prescribed in the current Airport Minimum Standards (please see **Appendix 3**). Those businesses and commercial activities not otherwise contractually obligated to the Airport Sponsor shall register with the Airport General Manager on an annual basis as a Commercial Aviation Operator (please see **Appendix 4**).
- O. **Use of Open Flame** – No person shall conduct any open flame operations in any tenant hangar or on the Airport unless specifically authorized by the Airport General Manager. Campfires on the Airport are prohibited.
- P. **Smoking** – No person shall smoke on the Airport apron, in any hangar or shop, service station area, Fuel Farm, fuel storage area, or in any building, room, or other place on the Airport where smoking is specifically prohibited. This includes Vaping devices and Electronic Cigarettes that could provide an ignition source.
- Q. **Witnesses and Participants in Accidents (on Airport)** – Witnesses of, and participants in any accident on the Airport shall report to the Airport General Manager's office as soon after the accident as possible, leaving their names and addresses and rendering such reports as may be required. They shall report to the senior FBO employee on site in the absence of the Airport General Manager.
- R. **Picketing, Marching, or Demonstrating** – No person may walk in a picket line, or take part in a labor (or other public) demonstration on any part of the Airport, except in a place specifically assigned by the Airport General Manager. Any such actions shall be conducted in a peaceful and orderly manner, without physical harm, molestation, threat, or harassment of persons and without violence, obscenity, or breach of the peace. No person may act so as to cause the interruption of the safe and efficient operation of the Airport and the activities conducted thereon.
- S. **Storage of Equipment** – No tenant or lessee shall store or stack material or equipment in such a manner as to constitute a hazard to personnel or property. Storage of clutter or excess material unrelated to Aircraft operation in and around hangar spaces is not authorized.

**T. Animals** –Any domestic animal brought airside (within the perimeter fence) must be restrained (kept in a vehicle, kept on a leash, or kept in a carrier). Domestic animals may be briefly brought through the terminal going to or coming from a flight. No animals, other than service animals with their owners, shall loiter in the terminal. Police Dogs are permitted to perform their official law enforcement assignments.

**U. Repairs to Aircraft** – Please see **Section XII** of this *Airport Manual* for information pertaining to maintenance and repair of Aircraft.

**V. Fueling of Aircraft** – No person shall refuel any aircraft, or engine, from any gravity fed container or from any other device that does not specifically and fully meet with all governmental and safety standards, rules, regulations, and guidelines, and is approved by the City Fire Marshal.

The fueling of aircraft and use of flammable or volatile liquids must be performed in accordance with all applicable FAA rules, Fire Codes, and Federal, State, and local statutes.

No person shall perform, or allow to be performed, any refueling operation during an electrical storm.

No person shall operate any radio transmitter or receiver, mobile communication device, or switch electrical appliances off or on in an aircraft during fueling or defueling.

**W. Cleaning of Floors** – Floors shall be kept clean and free from oil. The use of volatile, flammable solvents for cleaning floors is prohibited.

**X. Drones, Model Rockets, and Model Aircraft** – The use of Drones, Model Rockets, and Model Aircraft on or above Airport property is not considered an authorized aeronautical activity and is not permitted unless specifically authorized by the Airport General Manager.

**Y. Alcoholic Beverages** – Unless specifically authorized by the County Administrator or County Council for a specific, authorized event, the consumption of alcoholic beverages on the Airport is prohibited.

**Z. Through-the-Fence (TTF) Operations** – Unless specifically authorized by the Airport Commission, County Council, and the Federal Aviation Administration (FAA), no Through-the-Fence Operations are authorized.

**AA. Aircraft Wash down** – All runoff from Aircraft or Ground Vehicle washdown performed on the Airport shall be captured and treated in an Oil-Water Separator. As such, only the

Airport Wash down Area adjacent to the Maintenance Hangar and inside the Large Corporate Hangars are authorized for this activity.

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## Section VII – Aircraft Policies and Rules

The rules set forth in this section may only be deviated from when an emergency arises that requires such deviation in the interest of safety. Any such deviation is at the discretion of the pilot in command who should be prepared to accept any consequences that may arise from those actions.

- A. **Noise Abatement** – The Airport is assigned a non-standard traffic pattern (Right turn pattern for approaches into Runway 13 and Left turn pattern for approaches into Runway 31) for the primary purpose of promoting Aircraft Noise Abatement over neighboring residential areas. Compliance is voluntary, but strongly encouraged by all pilots operating in proximity to the Airport. A copy of the Noise Abatement procedures and an accompanying exhibit is contained in **Appendix 2 (Noise Abatement Procedures)** to this Manual.
- B. **Prohibited or Restricted Aircraft Operations** – The following Aircraft operations are prohibited or restricted at the Airport:

1. **Parachute Jumping** – 14 CFR § 105.23 states (for airports without an operating Air Traffic Control Tower), “No person may conduct a parachute operation, and no pilot in command of an aircraft may allow a parachute operation to be conducted from that aircraft, over or onto any airport unless prior approval has been obtained from the management of the airport to conduct parachute operations over or on that airport.”
2. **Stunt Flying or Aerobatics** – No person shall operate an aircraft in a careless or reckless manner so as endanger the life or property of others by “buzzing”, diving, or low altitude flying.

Except for public displays or aviation flight, specifically authorized by the Airport General Manager to be conducted under responsible auspices and control, no person shall conduct stunt flying or aerobatics within the Airport environment, including the areas normally referred to as “traffic patterns.”

3. **Balloon Flight** – No flight or ground demonstrations involving balloons, or training or practice thereof, shall be conducted on or over the Airport without the advance approval of the Airport Commission and the Airport General Manager.
- C. **Proximity to NCAA Events Venue** – The University of South Carolina’s Williams–Brice Stadium is located within 1.14 nautical miles of the Airport Reference Point (ARP). Pursuant to 14 CFR, Section 99.7, special security instructions, commencing one hour before the scheduled time of the event until one hour after the end of the event, all aircraft operations, including parachute jumping, unmanned aircraft, and remote-



controlled aircraft, are prohibited within a three (3) Nautical Mile Radius up to and including 3,000 ft AGL of any stadium having a seating capacity of 30,000 or more people where an NCAA Division One football game is occurring.

Flights conducted for operational purposes of any event occurring there are authorized with an approved airspace waiver. An FAA airspace waiver does not relieve operators from obtaining all other necessary authorizations and complying with all applicable Federal Aviation Regulations (FARs). The restrictions described above do not apply to those aircraft authorized by and in contact with ATC (Columbia Tower) for operational or safety of flight purposes, Department of Defense, law enforcement, and air ambulance flight operations.

- D. **Airport / Runway Closure** – Except for emergency landings, the Airport General Manager may prohibit aircraft arrivals and departures at such times as he deems necessary to ensure the safety of persons and property. This action may be taken by issuance of a NOTAM, if so ordered by the FAA.
- E. **Student Pilots** – All student flying shall be under the supervision of an FAA Certificated Flight Instructor (CFI).
- F. **Aircraft engine run up** – No aircraft engine shall be started or run unless a competent operator is in the aircraft attending the engine controls. Chocks will be used unless the aircraft is provided with adequate parking brakes which are fully engaged. Starting of aircraft engines is prohibited until proper obstruction clearance has been ascertained and until all standard safety procedures have been met.

Aircraft engines will be warmed up at RPMs above normal idle only in approved places. At no time shall aircraft engines be run or warmed up at RPMs higher than normal idle when the propeller stream or jet exhaust from such operation may cause harm to any other aircraft, shop, building, person, automobile, or any property whatsoever.

- G. **Parking Apron** – The Airport General Manager or FBO Line Staff shall have the authority to coordinate the use of the aircraft parking apron, and parking areas.
- H. **Holding Short** – Aircraft awaiting takeoff shall hold short of the “Hold Line” on the taxiway in use and be in a position so as to have a direct view of aircraft approaching for landing.
- I. **Traffic Pattern** – Traffic patterns and landing direction will be advised by UniCom when in operation. At all other times the landing direction and traffic pattern will be as indicated by the segmented circle and all aircraft shall abide by those established patterns.

- J. **Runway Clearance** – Pilots shall clear the active runway, using the designated intersection taxiways, as soon as safely practical in order to not cause undue delay to other arriving aircraft.
- K. **Helicopters** – Rotary wing aircraft equipped with skids will land or take off from the rigid pavement helicopter pads or a suitable dolly. Rotary wing aircraft equipped with pneumatic landing gear may touch down and park on flexible pavement on the apron.
- L. **Removal of Derelict Aircraft** – The Airport General Manager may demand, of the owner, the removal of any abandoned, disabled, or derelict aircraft or parts thereof, from the Airport or to a designated area. If such demand is not met within a reasonable time, the Airport General Manager is authorized to affect the removal of said aircraft or parts at the owner's expense.
- M. **Radio Communication** – It is strongly recommended by the Richland County Airport Commission and the Airport General Manager, that each pilot use two-way radio communication while in the Airport environment. Due to the high-volume mix and variety of aircraft, speed ranges, and pilot proficiencies around the Airport, the use of two-way radio communication will greatly enhance the safety of operations at the Jim Hamilton – LB Owens Airport.

## Section VIII – Airport Security

- A. **Airport Identification (ID) Badge (AIDB) Program** – All aircraft owners, part owners, and personnel based at or employed on the Airport shall display an AIDB of the appropriate class at all times while within the airport perimeter security fence. The following general conditions apply to the AIDB program:
1. The holder must provide a copy of their State Driver's License (or official State photo identification card) upon issuance of any class of AIDB.
  2. One individual may only possess one AIDB of any class at one time.
  3. AIDB holders have a duty to challenge personnel within the airport perimeter security fence who are not transient personnel and who do not display their AIDB. If the challenged person does not comply with the display requirement, the challenger has a duty to report the non-compliance to the Airport General Manager, the Fixed Base Operator, or Law Enforcement Personnel.
  4. Transient personnel (pilots and passengers) are not required to display an AIDB (unless they possess one) in the vicinity of their aircraft or en route between their aircraft and the terminal and return. Transient pilots who have a picture identification badge from another airport or their employer are encouraged to display it as if it were an AIDB.
  5. When an AIDB of any class is issued, the holder must surrender all previously issued badges.
  6. Loss of an AIDB of any class must be reported immediately to the Airport General Manager. Losses that are determined to be due to negligence by the Airport General Manager may result in punitive measures up to eviction from the Airport. AIDBs that are used for fraudulent or criminal purposes may result in criminal prosecution.
  7. AIDB of any class must be safeguarded and cannot be loaned to anyone.
  8. AIDB must be displayed, picture face out, to the front of the body, outside of the outermost garment, at waist level or above.
  9. AIDB holders with escort privileges must maintain positive control of and are responsible for personnel whom they escort.
  10. AIDBs are the property of Richland County. AIDB holders will immediately surrender their AIDB to the Airport General Manager when the requirement for their retention no longer exists.

There are three classes of AIDB:

**Class I** – Owners of based aircraft, and other airport tenant organization members.

Airside foot and vehicle limits: Hangar areas and Aircraft Apron

Examples: Aircraft owners and part owners

AIDB-1 Special Conditions: AIDB, Class I (AIDB-1) holders have escort privileges.

Based aircraft owners or part owners are authorized up to two badges (one for the owner / part owner and one for another authorized person). Additional badges may be

requested for family members of owners and part owners. All AIDB Holders must be listed as authorized personnel in the Tenant's Hangar Lease.

**Class II** – Fixed Based Operator (FBO) employees assigned to CUB, and Richland County employees requiring regular airside access

Airside foot and vehicle limits – As specified / assignment dependent

Examples: FBO employees assigned to CUB

Richland County Operational Services employees who have airport maintenance responsibilities

AIDB-2 Special Conditions: AIDB-2 holders have escort privileges.

**Class III** – Visitors requiring daily access for an extended period

Airside foot and vehicle limits – As determined by the Airport General Manager

Examples: Construction Contractors

AIDB-3 Special Conditions: AIDB-3 holders have escort privileges limited to the nature of the reason associated with their access requirement. Escort privilege limitations will be provided to the AIDB-3 holder in writing by the Airport General Manager.

- B. **Perimeter Fence and Gates** – The Airport is fully enclosed by a secure perimeter fence. This ensures both physical security as well as wildlife mitigation. The secure perimeter includes several access (motorized), service (non-motorized vehicle swing), and walk-through (pedestrian) gates. When detected by any Airport stakeholder, breaches to the perimeter, which may be caused by a malfunctioning or unattended gate, fence break, or other fence / grade failure, shall immediately be reported to Airport Staff.

No unsecured gates shall be left unattended.

Motorized access gates shall be used with one cycle, per vehicle, per use. The entering or exiting vehicle operator shall remain in close proximity to the gate until it has fully closed in order to ensure no unauthorized personnel enter the Airport perimeter.

Contractors or maintenance staff shall maintain positive control over any service gates in use either by securing (locking) after use or posting a gate guard to control access. Gates shall be closed when not in use even when supervised by a Gate Guard.

- C. **Escorting Airport Visitors** – Tenants and Airport Staff may host and escort visitors to the Airport for legitimate, authorized purposes. Airport visitors shall abide by all rules and regulations contained herein. Authorized escorts may accompany multiple visitors, but not more than they can positively, effectively, and safely supervise.

## Section IX – Environmental Regulations

- A. **Fuel and Oil Spills** – Fuel or oil that is spilled on Airport pavement or the airfield shall be promptly cleaned up and reported to the FBO.
- B. **Disposal of Waste Aircraft Oil and Filters** – Waste Aircraft Oil and Filters shall be properly disposed of in accordance with Federal, State, and Local regulations. A proper disposal facility for use by Airport Tenants is located adjacent to the Aircraft Maintenance Hangar. Non-Aircraft waste oil and filters not generated on the Airport are not authorized for disposal in this facility.
- C. **Aircraft Wash down Areas** – All grey water from Aircraft wash down must be collected and treated by an Oil-Water Separator. At the time of publication of this *Airport Manual*, authorized Oil-Water Separators are located in the designated area adjacent to the Aircraft Maintenance Hangar (Building 'E') as well as within large corporate hangars Y1, Y2, Y3, Y4, Y5, and Y6. No other areas on the Airport are authorized for Aircraft wash down.
- D. **Disposal of Aircraft Tires, Aircraft Parts, and Bulk Items** – Disposal of these items at the Airport by hangar tenants is not authorized. The FBO, SASO, and all Hangar tenants shall dispose of these items, generated at the Airport through their aeronautical activities, at their own expense in accordance with Federal, State, and Local regulations.
- E. **Compliance with Stormwater Pollution Prevention Plans (SWP3)** – The Airport General Manager shall maintain a Stormwater Pollution Prevention Plans (SWP3) in accordance with the County's National Pollutant Discharge Elimination System (NPDES) Industrial Permit. Good housekeeping, only using approved aircraft washdown areas, proper disposal of waste aircraft oil and filters, proper use of the Airport Dumpster and timely reporting and cleanup of any petroleum product spills will ensure this required plan compliance.

## Section X – Storage and Use of Hazardous Items

- A. **Cooking Grills** – Cooking Grills of any design are not authorized for use on the Airport by individual hangar tenants. Cooking Grills may be used outdoors, away from any fuel or oil storage and aircraft, by the following tenant organizations for official functions or in support of the periodic visits by the South Carolina Breakfast Club:
1. FBO
  2. SASO
  3. EAA – 242 / Palmetto Sport Aviation
  4. SCHAF
- B. **Liquid Propane (LP) Bottles** – LP Bottles are not authorized for storage on Airport Property. The Airport General Manager may store LP Bottles in accordance with the Fire Code for use in Wildlife Mitigation Noise Devices.
- C. **Oxygen Cylinders** – Oxygen Cylinders will be stored according to OSHA 1926.350. Tenants shall notify the Airport General Manager or FBO Line Services Manager if storing Oxygen Cylinders in Airport Hangars. A suitable cylinder truck, chain, or other steadying device shall be used to keep cylinders from being knocked over while stored or in use. Inside hangars, cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet (6.1 m) from highly combustible materials such as oil or gas. If multiple cylinders are stored, they should be in a consolidated location. Storage spaces shall be located where cylinders will not be knocked over or damaged by passing or falling objects, or subject to tampering by unauthorized persons. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards. Valve protection caps shall be in place and secured.
- D. **Heaters** – Electric heaters may be used in hangars. The use of heaters that use another fuel source is not authorized. They shall not be left 'on' when the hangar is unoccupied and shall be approved by Underwriters Laboratory (UL) for their use.

## Section XI – Flight Training

- A. **In General** – The goal of the flight training program at the Airport is to promote an active, vibrant, high-quality, well-managed flight instruction environment at the Jim Hamilton – LB Owens Airport (CUB) that serves Richland County, the City of Columbia, and the Midlands Region of South Carolina.

Flight training may be provided under 14 CFR, Part 61 or 14 CFR, Part 141. Flight training may be provided as an optional service by the Airport FBO Staff with permanent facilities, or by multiple SASOs with facilities leased on an “as-needed” basis. Annual Flight Training service agreements may be executed with multiple entities.

- B. **Conducting “for-profit” Flight Training** – Only Certificated Flight Instructors (CFIs) shall be authorized to provide flight training at the airport on a “for profit” basis, regardless of the owner of the aircraft in which the training is being offered. Flight Training entities, both large and small, shall:
1. Provide current copies of Flight Instruction certifications with rating notations.
  2. Register with the Airport General Manager and pay a non-pro-rated annual registration fee as a Commercial Aviation Operator.
  3. Comply with insurance requirements and provide proof thereof.
  4. Report flight training activity data to the Airport General Manager on a monthly basis.
  5. Pay a percentage of gross revenue to the Airport on a monthly basis.
  6. Lease conference room and office space for ground school activities and flight briefing or testing on an “as-needed” basis.
- C. **Flight Training by non-based personnel** – Transient aircraft or cross-country flight missions that pass through the Airport are not subject to the provisions of this Section.

## Section XII – Maintenance of Aircraft

- A. **In General** – An established Airport FBO or SASO with a current lease agreement that is properly certificated by the FAA to maintain aircraft, may engage in their permitted craft in accordance with Airport Minimum Standards (please see **Appendix 3**). A portion of the gross revenue shall be paid to the Airport Sponsor on a monthly basis according to lease / contract agreements in effect.
- B. **Maintenance of a based aircraft by the Owner** – Based aircraft may be maintained by their owners within their leased hangar space in accordance with their skills, abilities, and FAA regulations. All aircraft maintenance performed shall comply with safety and environmental rules and regulations contained herein.
- C. **Maintenance of a based aircraft by a for-profit, third party (Non-Airport-based) entity** – Based aircraft may be maintained by a third party (Non-Airport-based entity) on a for-profit basis in accordance with their skills, abilities, and FAA certifications. Aircraft maintenance performed within a leased hangar space shall comply with safety and environmental rules and regulations contained herein. All for-profit entities shall register in advance with the Airport General Manager in accordance with **Appendix 4 (Permit for Commercial Airport Operators)** of this Manual before being authorized airside access to the Airport to perform work. A portion of the gross revenue shall be paid to the Airport Sponsor on a per-job basis.
- D. **Maintenance of an itinerant aircraft by the Owner** – Generally, besides the most basic operator-level maintenance such as adding engine oil, non-emergency maintenance of itinerant aircraft on the Airport is not authorized. Disabled itinerant aircraft shall be subject to daily ramp fees or a short-term tie-down lease. Repairs to these aircraft by its owner shall be by agreement between Airport Staff and the aircraft Owner and shall not be of prolonged duration or interrupt Airport operations.
- E. **Maintenance of an itinerant aircraft by a for-profit, third party (Non-Airport-based) entity** - Disabled itinerant aircraft shall be subject to daily ramp fees or a short-term tie-down lease. Repairs to these aircraft by a for-profit, third party (Non-Airport-based) entity shall be by agreement between Airport Staff and the aircraft Owner and shall not be of prolonged duration or interrupt Airport operations. Aircraft maintenance performed at the Airport shall comply with safety and environmental rules and regulations contained herein. All for-profit entities shall register in advance with the Airport General Manager in accordance with **Appendix 4 (Permit for Commercial Airport Operators)** of this Manual before being authorized airside access to the Airport to perform work. A portion of the gross revenue shall be paid to the Airport Sponsor on a per-job basis.



## Section XIII – Airport Services

- A. **Fixed Base Operator (FBO)** – The FBO provides a variety of required and optional services on behalf of Airport tenants and patrons. These include:
1. Administering Hangar and other Airport leases (Required)
  2. Operation and Maintenance of the Airport Fuel Farm (Required)
  3. Dispensing Aviation Fuel (Required)
  4. Staffing the Airport Terminal during established hours of operation (Required)
  5. Provide Aircraft Hangar pull-in and pull-out (tug) services for based Aircraft (Required)
  6. Operated Aviation Band Radio Communications on an assigned UniCom / CTAF (Required)
  7. Removal of disabled aircraft within the Runway or Runway Safety Area (RSA) when authorized in order to restore Airport functioning (Required)
  8. Provide Flight Training in accordance with 14 CFR, Part 61 or Part 161 (Optional)
  9. Provide Aircraft Maintenance Services in accordance with 14 CFR, Part 43 (Optional)
- B. **Aircraft Fueling** – Properly trained FBO Line Staff are the only personnel authorized to dispense Aviation Fuel on the Airport. This service shall be performed in accordance with current Fire Codes and NATA standards. All Aviation Fuel dispensed from the Fuel Farm is subject to the prevailing Fuel Flowage Fee.
- C. **Self-service Aircraft Fueling** – If available, Aviation Gasoline (AvGas) may be made available for the self-fueling of piston engine aircraft. Fuel will not be dispensed into separate containers. The pilot of the Aircraft receiving fuel shall remain with the Aircraft during fueling operations and established, posted safety procedures will be followed.
- D. **Specialized Aviation Service Operator (SASO)** – Additional aeronautical services may be provided to Airport Tenants and patrons by SASO(s) authorized by the Airport General Manager and in accordance with published Airport Minimum Standards.
- E. **Hangar Rental** – Hangars may be made available for lease to aircraft owners and operators for the storage of aircraft. Please see **Section XV** for information on Policies and Rules for Hangar Tenants.
- F. **Message Boards** – The Airport General Manager shall maintain message boards in the Terminal Building and in proximity to apron and tenant vehicle access gates for the benefit and information of Airport tenants.
- G. **Compass Calibration Pad** – A Compass Calibration Pad (CCP) is located on the Southeast (SE) quadrant of the aircraft parking apron at the Airport. Installed in August 2019, it is

certified accurate for aircraft compass calibrations for the next five-year period. The procedure for Compass Calibration (“Swinging the Compass”) can be found in the current edition of FAA Advisory Circular (AC) 43.13-1\_.

The CCP will be kept free of parked aircraft by the Fixed Base Operator (FBO) to the maximum extent possible, but may occasionally be unavailable due to aircraft high parking volumes.

- H. **Other Airport Services** – Various other optional Airport services may be offered from time-to-time by the FBO, SASOs, or Airport Staff. These may include Aviation Educational shows, events, and exhibits, Flight training, Aircraft rental, *etc.*
- I. **eVTOL Charging** – If available, electric charging may be made available for the recharging of such aircraft. The pilot of the Aircraft receiving charge shall remain with the Aircraft during charging operations and established, posted safety procedures will be followed.

## Section XIV – Airport Operations

- A. **UniCom / CTAF** – The Airport Sponsor shall maintain a current license from the Federal Communications Commission (FCC) to operate an aviation band receiver – transmitter on the designated Universal Communication (UniCom) / Common Traffic Advisory Frequency (CTAF). This communications net shall be monitored by FBO personnel during terminal hours of operation. Pilots operating on or near the vicinity of the Airport are strongly encouraged to monitor and broadcast on the designated UniCom / CTAF.
- B. **Rotating Beacon and Windcone (NavAids)** – Aircraft Navigational Aids such as the Rotating Beacon and Windcone shall be provided and maintained at the Airport in good working order in order to fulfill their intended purpose in accordance with published FAA Advisory Circulars (ACs).
- C. **Air Traffic Control Services** – There is no Air Traffic Control Tower on site at the Airport. Air Traffic Control Services for the Airport shall be provided by Controllers based at Columbia Tower located at Columbia Metropolitan Airport (CAE).
- D. **Automated Weather Station** – An Automated Surface Observation Station (ASOS) which is owned by the Federal Aviation Administration (FAA) and operated by the National Weather Service (NWS) is located at the Airport and broadcasts weather data continuously on a designated frequency and via dial-in telephone connection.
- E. **Aircraft Rescue and Fire Fighting (ARFF) Services** – There is no ARFF Station located on the Airport. ARFF Services are provided by the Columbia – Richland County Fire Service based at area Fire Stations. Requests for ARFF and other emergency response services are made through the 9-1-1 Call Center.

## Section XV – Policies and Rules for hangar tenants

The following Policies and Rules for Airport Hangar Tenants are hereby published:

- A. **Hangar Purpose** – The Aircraft Hangars shall be used as a storage facility for the lessee’s own aircraft, said aircraft being specifically identified in the hangar lease.
- B. **Oxygen Bottles** – Tenants storing and using oxygen bottles for aeronautical purposes shall notify the FBO Line Services Manager and store them in accordance with OSHA Regulation 1926.350. Please see **Section X** for additional information.
- C. **Heavy Tool Use** – No person shall operate a welding machine or torch of any type in the hangars. Neither shall any person operate any grinding equipment or spark-producing tools in the hangars.
- D. **Flammable Liquids** – No person shall use any flammable liquids (with a flashpoint lower than 100 degrees F) to wash parts or clean any section of an aircraft or engine, except with an approved “parts washer.” No dispensing, transfer, or storage of flammable or combustible liquids shall be permitted inside of the hangars.
- E. **Endangerment** – No person shall perform any activity that could endanger the safety of the hangars or personnel. No hangar tenant is authorized access to any Airport building roof.
- F. **Business Activity Prohibition** – No hangar shall be used as a business location, or in any way to generate revenues or reimbursement to the lessee incident to the sale of parts, maintenance for hire, fuel sales, or other activities of a commercial or business nature. This provision shall not be construed to prohibit the occasional sale, barter, reimbursement or trade in kind of materials or services. This prohibition may be waived by the Richland County Airport Commission for flight instruction only.
- G. **Building Modifications** – No structural changes, modifications, or additions shall be made to the hangars by the lessee without prior, written approval of the Airport General Manager. No wall dividing panels shall be removed by Hangar Tenants.
- H. **Hangar Waiting List** – At any time there may exist a shortage of hangars for lease. At such time a “Waiting List” will be maintained by the hangar leasing agent, and will be available to interested parties, during normal working hours. Interested parties should contact the Hangar Leasing Agent by mail, email, or in person if they desire to have their name added to the waiting list. Hangars are assigned on a “first come, first served” basis providing that the aircraft is of a compatible size with the next available hangar.

- I. **Turnover Inspections** – Joint turnover inspections of Hangars will be conducted by the FBO Staff upon Tenant move-out and move-in. Hangars shall be free of damage, debris, surplus items, and “broom clean” upon move-out and move-in. Any agreed-to transfer of furniture, modifications, or other property between out-going and in-coming tenants shall be noted and becomes the sole responsibility of the new tenant thereafter.
- J. **Good Housekeeping** – Good housekeeping within hangars shall be practiced by the tenants for the purpose of ensuring health, comfort, safety, and environmental compliance. Storage of extemporaneous items unrelated to aeronautical activities and other clutter is prohibited.
- K. **Compliance with Fire Code** – All Fire Codes, as adopted by Richland County and / or the City of Columbia, shall be in effect. Any other provision or prohibitions, as so stated herein, shall apply as well. Periodic compliance inspections of hangars may be conducted by the Fire Marshal or County Safety Staff. Typical inspection discrepancies include:
1. Improper storage of oily rags;
  2. Improper use of electrical items (power strips, multi-plugs, extension cords)
  3. Failure to maintain “NO SMOKING” sign;
  4. Storage of Liquid Propane (LP) tanks;
  5. Improper storage of flammable materials.
- L. **Airworthy Aircraft** – Hangar tenants shall provide current copies of Aircraft Airworthiness Certificates and Aircraft Registration. Upon adoption of this *Airport Manual*, Airport Management may refuse to renew or grant a hangar lease to a home-built / aircraft restoration tenant or applicant under any of the following conditions:
1. Over 10% of Airport hangar spaces are occupied by Aircraft that are under construction, restoration, or otherwise not airworthy.
  2. Six-years has passed since the date of initial hangar lease and the home-built aircraft / restoration is not complete and no Airworthiness Certificate has been issued by the FAA. The South Carolina Historic Aviation Foundation (SCHAF) is exempt from this provision. Note: Extension of additional lease periods may be granted by the Airport Commission.
- M. **Maintenance and Repair of Airport Facilities** – Facility maintenance and repair needs shall be promptly communicated to the FBO Staff for execution by the Airport Sponsor.
- N. **Insurance** – All hangar tenant insurance provided under these Rules shall:
1. Be with a company licensed to do business in South Carolina and acceptable to the County.
  2. Be verified by the insurer furnishing the County a Certificate of Insurance (COI).
  3. Provide the County with an unqualified written statement by the insurer or the insured that no insurance will be cancelled, reduced in amount or materially changed prior to giving ten-days prior notice in writing to the County.

4. All required insurance documents shall be mailed to the:

Airport General Manager  
Jim Hamilton – LB Owens Airport (CUB)  
1400 Jim Hamilton Blvd  
Columbia, South Carolina 29205

5. Aircraft (Hull) and Premises liability Insurance – Hull insurance required of owners of aircraft who are tenants of the Airport: \$500,000 combined single-limit liability (this may be waived by the Aircraft owner / lessee if the Airport Sponsor, the Airport Commission, the Airport Staff, and the Fixed Base Operator (FBO) are held harmless). Premises Liability insurance requirement shall not be waived: \$500,000 combined single-limit liability. Lessee shall provide proof of such coverage to the Lessor within ten (10) business days following the execution of the Hangar Lease agreement.
  6. Right of Subrogation waiver – The Lessee shall waive and have his insurer waive right of subrogation against Lessor. In addition, Lessee will waive and have his insurer waive right of subrogation against the FBO in excess of \$250,000 per aircraft / \$250,000 per occurrence hangar keeper's liability limit.
  7. The Airport Commission shall review these limits frequently and shall make such changes as may be reasonable and necessary. The Airport Commission may adjust such limits on the recommendation of the County Director of Risk Management at any time or to be applicable to any operation. Where any proposed service or use is not contemplated by these Regulations, the Airport Commission shall set reasonable requirements.
- O. Hangar-to-Aircraft size compatibility** – If a single aircraft is significantly smaller than the size of the Corporate Hangar it occupies (small, medium, or large), the lease may not be renewed if the hangar tenant has not taken advantage of a subsequent offer to occupy a smaller available hangar that would accommodate the stored aircraft in the interim. This hangar-to-aircraft size disparity shall be identified and annotated by the Airport Sponsor or their leasing agent at the time of the original lease execution or following a change of based aircraft stored in the corporate hangar.
- P. Change of Hangar occupancy** – The Airport Sponsor Staff shall change out the pedestrian door(s) lock(s) in a timely manner upon a change of hangar occupancy. The lock / core removed may be re-applied at a later date to another hangar if serviceable and secure. The out-going hangar tenant shall return all keys to the hangar leasing agent upon lease termination.
- Q. Security Deposit** – Upon initial execution of a hangar lease agreement, the lessee shall pay Richland County a security deposit in an amount equivalent to one month's rent at the time of the execution of the original lease agreement. This shall be held by the lessor

for the life of the lease. If the lessee relocates to a different hangar at the Airport, the security deposit may be transferred to cover the new hangar if the amount is roughly equivalent. If all conditions for vacating the hangar upon termination of the lease agreement are adequately satisfied, then the security deposit will be refunded to the departing tenant.

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**Section XVI – Other (non-Hangar) Airport Facilities** – Please see **Appendix 1 (Airport Grid Map)** for an exhibit showing all Airport Facilities.

A. **Terminal Building** – The Terminal Building, located at 1400 Jim Hamilton Blvd, is the base for the FBO and serves as headquarters for Airport operations and management. It is also a public facility that serves Richland County Government.

1. **Conference Rooms** – The conference rooms at the Airport, consistent with its mission, are intended to promote economic development, support *bona fide* public uses, and promote aviation. Examples of such uses are:

- Meetings by transient airport business personnel;
- Meetings by local business personnel;
- Meetings by local government staff and elected officials;
- Meetings by community improvement organizations;
- Meetings by candidates for elected office;
- Meetings by aviation organizations;
- Meetings by aviation examiners and regulators;

The conference rooms are not intended for purely social functions, such as birthday or holiday parties. Neither are they intended to provide gratis regular and recurring meeting space for locally-based businesses. Scheduling of conference rooms will be managed by the Fixed Base Operator (FBO) on a first come, first served basis. Groups which meet in the conference rooms will clean up and restore the conference rooms to their pre-meeting condition. Tampering or the unauthorized connection or disconnection of cables in audio / video support systems is prohibited.

2. Offices
3. Lobby
4. Kitchen
5. Flight Planning Room
6. Pilots' Lounge / "Snooze Room"
7. Automobile parking lot

B. **Airfield** – The Airfield consists of all Airport property, pavement, and facilities located to the South and West of Taxiway 'A' inclusive. With the exception of Airport Staff, authorized maintenance personnel, State and Federal aeronautical regulators, and contractors engaged in authorized construction or maintenance, access to the Airfield is limited to aircraft taxiing, taking off, or landing. Under routine conditions, no other Airport tenant's vehicle or pedestrian traffic is authorized on the Airfield. Limited, temporary access by vehicle traffic to Taxiway 'A' in the event of an inoperable access gate may be temporarily granted by the Airport General Manager or FBO Staff.

C. **Airfield Electrical System** – The Airfield Electrical System provides all of the Navigational Aids, Edge Lights, Directional Signage, supporting electrical vault, and electrical power backup emergency generator to ensure safe and uninterrupted Airport operations in marginal weather and visibility conditions. Airfield lighting shall be engaged as follows:



1. Rotating Beacon – During nighttime and other periods of reduced visibility.
  2. Windcone lighting – During nighttime and other periods of reduced visibility.
  3. Edge lighting – Pilot activated During nighttime and other periods of reduced visibility.
  4. Directional and distance remaining signage – Same as edge lighting.
  5. Precision Approach Path Indicator (PAPI) – Continuously.
  6. Runway End Identifier Light (REIL) – Same as edge lighting.
- D. **Fuel Farm** – The Fuel Farm is used to store bulk quantities of aviation fuels such as Aviation Gasoline (AvGas / 100 LL) and Jet A for dispensing to FBO Fuel Trucks and then to aircraft by FBO Staff. The Fuel Farm is permitted for operation by the South Carolina Department of Health and Environmental Control (SCDHEC). Access to the Fuel Farm area is limited to Airport Staff only; other Airport Tenants are not authorized access to the Fuel Farm.
- E. **Waste Oil Disposal Facility** – This facility, located adjacent to the Maintenance Hangar, is for the use of Airport tenants only. It is for the disposal waste oil and oil filters from based aircraft and aircraft undergoing authorized maintenance at the Airport. Disposal of automobile waste oil or oil filters is not authorized. Waste containers shall be emptied as required by the Department of Public Works, Solid Waste & Recycling Division.
- F. **Waste Fuel Disposal Facility** – This facility, located close to the Fuel Farm, is for use by the FBO Staff only. It is for the disposal of waste fuel generated from daily quality testing by the FBO Staff. No other disposal is authorized. Waste fuel tanks shall be emptied as required by the Department of Public Works, Solid Waste & Recycling Division.
- G. **Dumpster** - A dumpster shall be provided within an enclosure to permit airside and landside access for use and maintenance. In accordance with the Airport Stormwater Pollution Prevention Plan (SWP3), the top covers shall remain closed in order to prevent rainwater intrusion and collection. The dumpster is primarily for use by the FBO, SASO, and EAA Chapter. Other Airport tenants may use it as well, but only for authorized solid waste generated on-Airport. The dumpster enclosure shall remain locked and secure when not in use.

## Section XVII – Tenants

- A. **Hangar Tenants** – Hangars are developed and leased for the benefit of General Aviation (GA) operators and the safe and secure storage of their aircraft and associated accessories. Tenants may be individuals, businesses, or joint owners. Hangars shall be leased to tenants on a non-discriminatory, first-come, first-served basis in order to facilitate access to the Airfield and the National Airspace System (NAS). Compliance by Hangar Tenants with the rules, regulations, policies, and procedures contained herein will help ensure a proper-running, public use Airport. Limitations may be placed on the continued use of Hangar Space for the storage of aircraft that are not currently airworthy.
- B. **Aviation Organizations** – Inherent in the mission of providing a public use Airport is the concurrent promotion of aviation itself. Aviation organizations that provide education, fellowship, and advocacy also, directly or indirectly, support the operation, growth, and development of the Airport. Their ongoing presence at the Airport shall, within the bounds of operational and financial needs, be encouraged. At the time of publication, Aviation Organizations based at the Airport include Experimental Aircraft Association (EAA) Chapter 242 / Palmetto Sport Aviation, Civil Air Patrol (CAP), South Carolina Historic Aviation Foundation (SCHAF) and the visiting South Carolina Breakfast Club.
- C. **Businesses (Aeronautical)** – The presence of aeronautical businesses, especially those that require direct access to an airfield and the NAS, is a form of “highest and best” use of Airport facilities. These businesses may be an FBO, a SASO, or another business that functions directly to support the aviation or aerospace industries. Their presence may be through lease of a County-developed facility, such as the Maintenance Hangar, or private development on property available through an extended ground lease. Please see **Appendix 3 (Airport Minimum Standards)** and **Appendix 4 (Permit for Commercial Airport Operators)**.
- D. **Businesses (Non-aeronautical)** – The presence of non-aeronautical businesses on Airports is a growing trend that assists in the maximization of revenue while minimizing the burden on Airfield facilities. Please see **Appendix 3 (Airport Minimum Standards)** and **Appendix 4 (Permit for Commercial Airport Operators)**.

## Section XVIII – Enforcement

- A. **In General** – The Airport General Manager shall be responsible for enforcing all rules and regulations contained herein, and such enforcement shall be conducted in a fair, equitable, and non-discriminatory manner. The Airport General Manager shall have limited codes enforcement authority, chiefly associated with the safe operation and parking of ground vehicle on Airport property and enforcing Fire Code regulations.
- B. **Eviction** – In the event of Nonpayment of Rent; Violation of Lease Terms / Rental Agreement; the gross non-compliance of this Manual; or Illegal Activity, an Airport Tenant may be evicted, in accordance with the hangar lease, from the hangar that he occupies. Applicable South Carolina law shall apply.
- C. **Violations** – Any violation of the rules and regulations contained herein are considered a misdemeanor and legal action may result. Further, violation of these rules and regulations shall subject the offender to administrative action by the Airport General Manager and/or the County, and said offender may be directed to leave the Airport property and be denied the future use of these facilities. Each and every violation shall be considered a separate offense.
- D. **Procedures for Arbitration** – A need may arise, from time to time, to deal with persons, firms, corporations, airport management, or any combination of the aforementioned, when said party, or parties, are perceived to be engaged in activities that are against Airport rules, or regulations, or activities that are not in the best interest of the public and/or the Airport, or when there is a dispute between parties.

For this purpose, an Arbitration Hearing may be requested by either party. The Airport Commission shall serve as the Arbitration Board and attempt to settle these disputes in an objective and fair manner. The Commission, within a reasonable period of time, will investigate the question and decide on what action shall be appropriate. The Commission's recommendation shall, in no way, be binding on the County, nor shall it preclude further actions, as necessary by any other regulatory body, such as the FAA, the law enforcement agencies, the County, or any other entity empowered to exercise its jurisdiction in the matter.

If any person, or entity, wishes to have a hearing before the Arbitration Board, a written request shall be submitted to the Airport Manager or to a member of the Airport Commission. The parties shall agree that the decision of the Arbitration Board shall be binding on both parties unless the decision is appealed to Richland County Council.

**Appendix 1 – Airport Grid Map  
(Insert Here)**

**Appendix 2 – Noise Abatement Procedures  
(Insert Here)**

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## Appendix 3 – Airport Minimum Standards

### Section I – In General

**Permitting of Commercial Aviation Operators.** All FBOs, SASOs, and other vendors and contractors shall comply with the Airport’s application procedures and permitting requirements for commercial aviation operators prior to beginning operations at the Airport. Please see **Appendix IV (Permit for Commercial Aviation Operators)** of this Manual.

**Airport Identification Badges (AIDBs)** – All commercial operators such as FBOs and SASOs are required to comply with the Airports policies and procedures regarding employee background checks, badge and identification criteria, and permitting. Please see **Section VIII (Airport Security)** of this *Airport Manual*. FBOs and SASOs shall:

- Conduct employee Background Checks on each of its employees with access to the AOA, Aircraft Parking Areas, or other Restricted Areas.
- Submit to the Airport General Manager a list of all such employees and the results of the security background checks.

Any violation of this procedure by a commercial operator or its employees may result in suspension of operations.

## Section II – Fixed Base Operators (FBOs)

All FBOs at the Airport shall be full-time business enterprises with staffed office facilities at the Airport during all business hours and perform their business in compliance with these minimum standards and other acceptable industry standards. No FBO will be allowed to operate on the Airport without a fully executed lease / service agreement with the County.

A Fixed Base Operator (FBO) shall be only those individuals, corporations, or firms that are authorized to engage in and furnish a full range of aeronautical activities and services that shall include, as a minimum, the following:

- Sale and dispensing of both AVGAS (100LL) and Jet (turbine) aviation fuels and oils.
- Aircraft hangar storage consisting of a minimum of 20,000 square feet of hangar space and tie-down spaces for a minimum of 30 aircraft.
- Offices and public terminal consisting of a minimum of 4,000 square feet including the following:
  - Adequate rest room facilities
  - Reception area
  - Pilots' lounge / flight planning room with Wi-Fi Internet access
  - Line operations
  - Paved parking lot with an adequate number of spaces
  - Vending machines and/or counter food service
- Adequate and efficient ramp service for at least 12 hours of each calendar day and "on-call" service as requested.
- Capability to perform FAA approved major and minor aircraft, engine, and accessory maintenance, and to furnish necessary tools and equipment.
- The general manager or highest-level management position at the location overseeing the day-to-day activity must have a minimum of five years continuous work experience in the general aviation industry, with at least two years of experience specific to FBO management. The general manager must also have demonstrated the ability to successfully operate an FBO and provide evidence of required insurance.
- The Airport Commission and General Manager shall determine substantial conformance to the minimum standards for FBOs.
- The minimum comprehensive general liability insurance that **FBOs** shall carry is **\$5,000,000** combined single limit covering bodily injury and property damage. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the

County and the Airport Commission as additional insured. A company issued “certificate of insurance” shall be provided to the County prior to conducting operations and shall contain a provision that requires notification to the County at least 30-days prior to cancellation.

- FBOs must show financial solvency and business ability to the satisfaction of the Commission.
- FBOs will be required to furnish the County a performance bond commensurate with any construction required to meet the minimum standards for the particular service or activity to be performed.
- All construction required herein shall be in accordance with design and construction standards established by the County for the facility involved.
- Land available for commercial aeronautical activities is a valuable and limited commodity. It is the policy of the County that no land areas or building space in excess of present and foreseeable requirements will be leased to any FBO. Additional areas will be made available to FBOs on the basis of need and availability.

### Section III – Fuel and Oil Sales

Any business conducting aviation fuel and oil sales on the Airport shall provide:

- Hard surface ramp space accessible by taxiway with electric pumps and tank storage having a capacity equal to the minimum tanker truckload deliverable for AVGAS and jet fuel. All fuel farms shall be maintained and operated in accordance with the standards set forth in the current edition of FAA Advisory Circular (AC) 150/5230-4\_ “Aircraft Fuel Storage, Handling, and Dispensing on Airports”, and any amendments thereto. This AC provides procedures and practices which, if not strictly complied with, may contribute to unsafe conditions and accidents.
- Properly trained line personnel on duty at least 12 hours of every calendar day, seven days a week and “on-call” by readily accessible telephone at other hours during the day or night.
- Proper equipment for repairing and inflating aircraft tires, servicing oleo struts, changing engine oil, washing aircraft and aircraft windows and windshields, and for recharging or energizing discharged aircraft batteries and starters.
- Conveniently located heated and air-conditioned lounge or waiting rooms for passengers and airplane crews of itinerant aircraft with close access to sanitary restrooms.
- Adequate towing equipment, parking, and tie-down areas to safely and efficiently move aircraft and store them in all reasonably expected weather conditions.
- Adequate inventory of at least two brands of generally accepted grades of aviation engine oil and lubricants.
- Adequate bonding apparatus on fuel trucks to eliminate the hazards of static electricity and approved types of fire extinguishers or other equipment commensurate with the hazard involved in the refueling and servicing of aircraft, including spill kits.
- Minimum comprehensive general liability insurance in the amount of **\$5,000,000.00** combined single limit covering bodily injury and property damage. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County and the Airport Commission as additional insured.



#### Section IV – Aircraft Maintenance and Repair

Any business who operates aircraft engine and accessory maintenance facilities on the Airport shall comply with all federal, state, and local regulations regarding the operation of an aircraft maintenance facility and provide the following:

- Sufficient hangar space to house any aircraft upon which such service is being performed.
- Suitable storage space for aircraft awaiting maintenance or delivery after repair and maintenance has been completed. When light aircraft are placed outside of hangars and left unattended, the aircraft shall be secured with tie-down ropes or other restraining devices of at least 1,200 pounds working load strength. All tie-down ropes and other restraining devices shall be maintained in good condition.
- Adequate space and 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.
- At least one FAA certificated airframe and power plant mechanic available at least eight-hours per day, five-days a week (excluding holidays).
- Adequate facilities for washing and cleaning aircraft. Washing of aircraft shall be performed in hangars or in other designated areas that drain into the sanitary sewer. Aircraft cannot be washed in areas that drain into the storm sewer or storm water runoff system.
- Adequate facilities to conceal non-airworthy or severely damaged aircraft from public view.
- Separately partitionable space with adequate exhaust fans and fire protection for spray painting if this type of work is performed. If this type of work is performed, then the operator shall conduct all activities in compliance with federal, state, and local environmental regulations.
- Minimum comprehensive general liability insurance in the amount of **\$1,000,000** combined single limit covering bodily injury and property damage. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County and the Airport Commission as additional insured.
- Please see **Section XII – Maintenance of Aircraft** of the *Airport Manual* and **Appendix 4 – Permit for Commercial Airport Operators**.

## Section V – Flight Training

Any person or business conducting flight training activities at the Airport for direct compensation shall comply with all federal, state, and local regulations regarding flight schools and provide the following:

- At least one FAA certificated flight instructor for single-engine land aircraft available for instruction on a mutually-agreed basis with the student.
- At least one dual-control equipped single-engine land aircraft properly equipped and maintained for flight instruction and such additional types of aircraft as may be required to give flight instruction of any kind advertised, or, authorized use of a student-owned aircraft that is airworthy and properly insured.
- Adequate classroom space, seating facilities for students, and sanitary restrooms (may be leased from the Airport Sponsor on a short- or long-term basis).
- Adequate mock-ups, pictures, slides, filmstrips, or other visual aids necessary to provide ground school instruction.
- Properly certificated ground school instructor(s) providing regularly scheduled ground school instruction sufficient to enable students to pass the FAA written examinations for private pilot, instrument, and commercial ratings.
- Continuing ability to meet FAA certification requirements for the type of flight training provided.
- Minimum comprehensive general liability insurance in the amount of **\$1,000,000** combined single limit covering bodily injury and property damage, with **\$100,000** sub-limits for each passenger or student. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County and the Airport Commission as additional insured.
- Please see **Section XI – Flight Training** of the *Airport Manual* and **Appendix 4 – Permit for Commercial Airport Operators**.

## Section VI – Aircraft Charter Service

Any business offering aircraft charter services from the Airport shall operate in compliance with all federal, state, and local regulations regarding aircraft charter services and provide the following:

- Passenger lounge with close access to sanitary restrooms.
- Adequate table, desk, or counter for checking in passengers, ticketing, fare collection, and handling of luggage.
- Properly certificated and suitable aircraft with properly certificated and qualified operating crew available for service at least eight hours per day, five days a week. At all other times, standby aircraft and crews shall be available and “on-call” within one-hour’s notice.
- A current 14 CFR Part 135 certificate.
- Minimum comprehensive general liability insurance in the amount of **\$2,000,000** combined single limit covering bodily injury and property damage. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County and the Airport Commission as additional insured.

## Section VII – Aircraft Rental and Sales

Any business conducting aircraft rental or new aircraft sales activity shall comply with all federal, state, and local regulations regarding aircraft rental and sales and provide the following:

- Suitable office space for consummating sales and / or rentals and the keeping of proper records in connection therewith.
- At least two properly maintained and certificated airworthy aircraft for rental.
- Access to on-airport adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators for such service and repair.
- A properly certificated pilot capable of demonstrating new aircraft for sale and/or for checking out rental aircraft at least eight hours per day, five days a week.
- Adequate minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the types and models of aircraft sold.
- Current/up-to-date specifications and price lists for the types and models of new aircraft sold.
- Proper checklists and operating manuals for all aircraft rented and adequate parts catalogues and service manuals for all aircraft sold.
- Minimum comprehensive general liability insurance in the amount of **\$1,000,000** combined single limit covering bodily injury and property damage with **\$100,000** sub-limits for each passenger or student. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County and the Airport Commission as additional insured.

## Section VIII – Crop Dusting and Spraying

No crop-dusting operation shall be conducted on the principal public use apron or ramp of the Airport. Anyone seeking to conduct crop dusting or spraying of agricultural chemicals shall comply with all federal, state, and local regulations with regard to aerial crop spraying and provide the following:

- Suitable arrangements 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.
- Properly certificated aircraft suitably equipped for the agricultural operation undertaken.
- Minimum comprehensive general liability insurance in the amount of **\$5,000,000** combined single limit covering bodily injury and property damage. Any policy issued shall include Airport premises liability and all other related hazards and perils and shall name the County and the Airport Commission as additional insured.

## Section IX – Miscellaneous Operations

Miscellaneous operations such as **radio and instrument repairs, aircraft tie-downs**, and other aeronautical activities not provided for herein may be conducted by any individual, firm, partnership, limited liability company, or corporation upon application to and approval by the Commission. Reasonable terms and conditions for the privilege of engaging in these various services will be established by the Airport Commission and General Manager commensurate with the nature and scope of the activities involved.

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

Minimum standards for commercial hangars, aprons, shops, or other facilities to be constructed on the Airport shall be as follows:

- Aircraft storage hangars shall contain a minimum of 10,000 square feet of floor space.
- Aircraft maintenance hangars shall contain a minimum of 8,000 square feet of floor space.
- These buildings shall be fireproofed and of metal or masonry construction with properly designed doors stressed in accordance with local and national building codes. The floor(s) shall be of properly constructed concrete sufficient to sustain all types of aircraft using the facility.
- Office areas, lounges, and sanitary restrooms which adjoin these buildings must also be fireproofed and of metal or masonry construction consistent with current standards existing on the Airport.
- Aircraft parking aprons shall be required for operators providing aviation fuel sales, ramp services, and aircraft repair services. Aircraft parking aprons shall be constructed according to plans and specifications approved by the Airport General Manager and the Airport Commission.

#### **Appendix 4 – Permit for Commercial Aviation Operators**

**Permit:** This permit, when issued by the Richland County Airport Commission and executed by the Airport General Manager, authorizes the permittee to provide the designated commercial aviation services at the Airport for the calendar year indicated on the application form.

**Restrictions:** The permittee agrees to comply with the *Airport Manual* of the Jim Hamilton – LB Owens Airport and further agrees to provide only the commercial aviation services at the Airport authorized under this permit.

**Annual Fee:** A non-refundable, non-prorated annual fee will be charged to applicants.

**Term:** This permit shall remain in effect for the calendar year indicated on the application form provided the following conditions are met:

- The “Application for Commercial Aviation Operators Permit” is approved and executed by the Airport General Manager.
- The annual fee is paid with the submission of the permit application.
- The permittee is in full compliance with the *Airport Manual* of the Jim Hamilton – LB Owens Airport.
- The permittee is in full compliance with the insurance provisions contained herein.

**Insurance:** A company issued “certificate of insurance” containing a provision that requires notification to the Airport General Manager at least 30 days prior to cancellation is required when this application is submitted (unless a current certificate of insurance is already on file with the Airport General Manager). The insurance limits shall be as required herein for the commercial aviation services to be provided, and the County Council, Airport Commission, and Airport Staff must be named as additional insured.

**Application:** The applicant shall submit this document to the Airport General Manager along with the annual fee, adequate proof of insurance, and appropriate documentation as defined herein no later than December 31<sup>st</sup> of each year.