

# **St. Mary's County Regional Airport Standard Operating Procedures**

**Established and Authorized by the  
Commissioners of St. Mary's County  
Amended by the Airport Manager in  
Conjunction with the Airport Advisory Board**



Approved by Airport Advisory Board 27 January 2020  
Approved by the Commissioners of St, Mary's County 16 June 2020

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## SECTION I. GENERAL PROVISIONS

### A. PURPOSE AND AUTHORITY

The Standard Operating Procedures (“SOP”) contained in this document are intended to supplement the Airport Rules ordinance and administer the requirements therein. The SOP addresses aeronautical activities and aviation subjects that are governed by aviation regulatory bodies such as the Federal Aviation Administration (“FAA”) and the Maryland Aviation Administration (“MAA”) and does not need to be repeated verbatim into a St. Mary’s County (“County”) ordinance. The administration of this SOP will be the responsibility of the Director of the Department of Public Works and Transportation (“DPW&T”) and the County’s Airport Manager, who will review to keep current with State and Federal aviation regulations.

### B. DEFINITIONS

See the St. Mary’s County Regional Airport Rules (“Airport Rules”) for further definition of terms used in this Standard Operating Procedure.

### C. RULES OF STANDARD OPERATING PROCEDURE CONSTRUCTION

See the Airport Rules ordinance for rules of construction that apply to this Standard Operating Procedure.

### D. RESPONSIBILITIES

All using the St. Mary’s County Regional Airport (“Airport”), or any portion thereof, shall at all times comply with the Airport Rules, these SOP, and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, the state of Maryland and St. Mary’s County. Notwithstanding any other provisions herein, it remains the pilot’s responsibility to operate his or her aircraft in accordance with all applicable federal and state laws and regulations.

## SECTION II. AIRPORT STANDARD OPERATING PROCEDURES (SOP)

All persons at, or within the traffic pattern, of the Airport shall adhere to all applicable FAA and MAA regulations, the Airport Rules, and this SOP.

### A. ACCIDENT PROCEDURES

Dial 911 for Sheriff and Fire Department Emergencies

Airport Manager phone: 301-475-4200 ext. 3511 (normal working hours)

After hours contact St. Mary's County Emergency Operations Center at 301-475-8008

FBO: 301-373-2101

All Persons shall promptly report to the Airport Manager any bodily injury requiring medical attention or any damage to property at the Airport, or any other accident, incident, occurrence, or unsafe practice relating to any Aeronautical Activity. If the accident or incident is required to be reported under National Transportation Safety Board ("NTSB") 49 Code of Federal Regulations ("CFR") Part 830 ("Part 830"), a copy of that information is to be submitted to the Airport Manager.

The following are examples of accidents, incidents, unsafe practices, or occurrences that shall be reported promptly to the Airport Manager:

1. Aircraft landing off the runway without prior permission of the Airport Manager.
2. Aircraft breaking runway or taxiway lights or signage.
3. "Hand propping" an aircraft unless safely secured or occupied with a qualified "brake rider".
4. Taxiing an aircraft into or out of a hangar.

The report shall include the following information:

1. Location, date, and time of incident, and the identity of each person and Aircraft involved;
2. Nature of any injuries suffered by any person as a result of the incident, and the name and address of any person injured;
3. Nature and extent of any property damage occurring as a result of the incident, and the name and address of the owner of the damaged property; and
4. A narrative explaining the circumstances of the accident, incident, and/or occurrence of an unsafe practice.

### REMOVAL OF DISABLED AIRCRAFT

In the event any aircraft is disabled to the extent that it cannot move under its own power, the pilot shall notify the Airport Manager, the aircraft operator and the Fixed Base Operators ("FBO"). Subject to governmental investigations and inspection of the wreckage, the operator of the wrecked or damaged aircraft, or the operator's agent or legal representative, shall as soon as reasonably possible obtain the necessary permission for removal of said aircraft from all landing areas, taxiways, ramps, tie-down areas, and all other traffic areas and park or store said aircraft in an area designated by the Airport Manager. If the operator of the aircraft fails

for any reason to remove the non-airworthy, wrecked or damaged aircraft, or components, from the Airport Operations Area or Airport in the timeframe requested by the Airport Manager, the Airport Manager may cause the removal and storage or disposal of the wrecked or damaged aircraft at the sole expense of the aircraft operator.

## B. AIRCRAFT OPERATIONS

1. It is the responsibility of every pilot, both transient and based, to be aware of and comply with the close-by Class D and Restricted airspace protecting the operational environment of the Naval Air Station (“NAS”) Patuxent River and its auxiliary Webster Outlying Field annex. The County will fully cooperate with the federal government in enforcing this restriction by identifying and locating violators. See appropriate charts for depiction of restricted airspace.
2. All aircraft are requested to minimize their noise footprint particularly when over residential areas. See airport web for Fly Quiet document. High noise ground operations are prohibited between 9pm and 8am except for mission critical operations.
3. Instrument flight rules (“IFR”) approaches in visual meteorological conditions (“VMC”) weather conditions should be conducted in a manner that will assure continued operations can be completed safely with visual flight rules (“VFR”) separation.
4. Aircraft on IFR clearances may not assume that they have priority over or separation from VFR aircraft, and they shall maintain vigilance for VFR flights in or near the traffic pattern of the Airport.
5. Traffic patterns:
  - a. Traffic pattern altitude is 550 feet mean sea level (“MSL”) for ultra-lights, 1,000 feet MSL for piston Aircraft, and 1,500 feet MSL for turbine Aircraft.
  - b. Traffic pattern for airplanes, gliders, Lighter Than Air and ultralights is Left hand for all runways;
  - c. Helicopter traffic pattern is 650 feet MSL (500 feet above ground level (“AGL”)) Right hand pattern.
6. Helicopter air taxiing is permitted only over runways, ramps, and taxiways; helicopter air taxiing is prohibited on the taxi-lanes between hangars.
7. All takeoffs or landings by powered fixed wing Aircraft shall only be on the paved runways, except as specifically authorized in writing by the Airport Manager.
8. All taxiing to and from the runways shall be on the paved taxiways. Taxiing is permitted to and from the pavement to tie-down spaces in the grassy areas.
9. When arriving from or departing to the North be vigilant for military traffic between 1600-2500 ft MSL approaching NAS Patuxent River Runway 14 along the Patuxent River. Recommend avoiding 1600-2500 ft while crossing the Patuxent River. Additionally, be aware of extensive military and med-evac helicopter traffic at 500 ft.

## C. COMMUNICATIONS

1. The Airport is served by a Unicom / Common Traffic Advisory Frequency (“CTAF”) radio on 123.0 MHz, which is monitored by an FBO during business hours. All pilots of aircraft having radio equipment should contact or monitor the Airport CTAF to obtain Airport advisory information and announce their intentions when within ten (10) miles of the Airport. All Aircraft should announce on the CTAF their intentions and runway to be used for departure.
2. Aircraft may wish to contact/monitor Patuxent Approach on 121.0 MHz when outside of the

- St. Mary's Airport traffic pattern for situational awareness of Patuxent River traffic.
3. The Airport has an Aviation Weather Observation System ("AWOS-3") on 119.575 MHz and at 301-373-6514.
  4. The Airport has a Ground Communications Outlet to Patuxent Approach on 121.725 MHz, 301-342-3740. When Patuxent Approach is closed (most weekends and holidays) clearance delivery can be obtained from Potomac Approach at 866-640-4120.

#### D. ADMISSIBLE AIRCRAFT

All aircraft operating from the Airport shall bear a current airworthiness certificate as required by the FAA except federal and state-owned or operated aircraft. No aircraft weighing in excess of 12,500 pounds (aircraft gross weight, single tire main gear) may be admitted to St. Mary's County Regional Airport, except that:

1. The Airport Manager may approve the admittance of any aircraft so that the aircraft may be repaired or if there is a bona fide emergency aboard the aircraft; or
2. Medical evacuation (medevac and transport) aircraft are admissible.

Notwithstanding the conditions above, operations of aircraft in excess of the weight limitations may be permitted by the Airport Manager on an infrequent basis with the permission of the FAA and approval by the County's insurance carrier. A limited use waiver shall be formally requested by the aircraft operator and granted prior to any such use.

#### E. AIRPORT SECURITY

St. Mary's County Regional Airport is a gateway to the County and should present a welcoming environment to the public, balanced with the need for safety around aircraft and the security of the aircraft and businesses on the airport. The Airport participates and supports the Aircraft Owners and Pilots Association ("AOPA") Airport Watch program. Airport tenants should be vigilant and report any suspicious activity to 866-GA-SECURE (866-427-3287).

1. All persons, while on the Airport, shall comply with all federal, state, and local security related laws, rules, and regulations.
2. No person shall unlock or leave unlocked any controlled security gate at the Airport except when the gate is actually in use or attended by an authorized person;
3. No person shall tamper with, disable, or cause to be disabled any controlled security gate at the Airport, except when authorized to do so by the Airport Manager;
4. All persons shall immediately notify the Airport Manager when an unlocked gate or malfunctioning card-controlled access gate is observed;
5. No person shall possess, alter, or use in any way a falsified County access or identification media which permits access onto any area inside of the security fence line of the Airport;
6. Information necessary for inclusion in the Based-Aircraft Inventory maintained by the County identifying based aircraft shall be provided to the Airport Manager. Information shall include N number, type, and model, name and address of owner or operator, and required insurance information. See Article I C below reference Roster of Aircraft.

7. Airport users are responsible for immediately notifying the Airport Manager when security-related facilities and equipment within the area it uses are malfunctioning or inoperative.
8. Airport users are responsible for the security of their leasehold and escort of its respective customers and visitors.
9. A record of transient aircraft shall be maintained by the FBO(s);
10. Aircraft rental activities shall ensure proper “key control” to ensure unauthorized personnel do not have access to aircraft.
11. FBO employees are encouraged to greet all Airport users, both arriving and departing, with attention to anyone or any activity that is unfamiliar or suspicious.

#### F. AIRCRAFT PARKING

1. No aircraft shall be permitted to park, or otherwise to remain, on any part of the landing or takeoff areas for the purpose of repairs. No person shall park, store, tie-down, or leave any aircraft on any area of the Airport where prohibited by the Airport Rules or by the direction of the Airport Manager.
2. Aircraft operators shall properly secure their aircraft while parked or stored so as to discourage and prevent unauthorized access to the aircraft, movement of the aircraft, and/or damage to other aircraft.
3. Tie-down spaces shall be designated and assigned by the Airport Manager. Each tie-down spot being leased shall be assigned to a specific lessee, which *may* be changed by request to the airport manager. A person shall not knowingly take or use any aircraft tie-down spot rented to another person. Tie-down spot renters shall not permit their space to be used by others without being subject to overnight charges.
4. The Airport Manager may remove or impound any unauthorized aircraft parked in a tie-down space in violation of this section.
5. All aircraft tie down parking positions are subject to adjustments by the Airport Manager to best accommodate aircraft and harmonize airport operations.
6. Aircraft operators assigned grass parking spots or overhanging the grass shall cut the grass in the immediate vicinity of their aircraft to avoid unsightly conditions and a haven for animals.

#### G. PARKING OF TRANSIENT AIRCRAFT

1. The Airport Manager will designate and regulate parking areas for transient aircraft and all transient aircraft shall be parked in those areas.
2. Transient aircraft shall register with FBO upon arrival.
3. A daily charge as set forth by the County for transient and overnight parking privileges shall be paid prior to departure.
4. Transient parking privileges are limited to fifteen (15) consecutive days. Extensions may be granted by the Airport Manager in accordance with demand for transient parking.

#### H. PILOT LOUNGE / FLIGHT PLANNING ROOM

A Pilot Lounge/Flight Planning Room will be open 24-hours a day, 7 days a week unless otherwise posted and will provide a flight planning area, seating, access to weather information, a phone for 800 number and local outgoing calls only, and access to vending machines and restrooms. Airport patrons are asked to leave the facility in a neat and orderly manner and report any deficiencies to the Airport Manager. The Pilot Lounge and

Flight Planning Room are currently located in the FBO in the County hangar. Pilot lounge will be available in the Terminal beginning January 2022.

#### I. LICENSE, REGISTRATION AND INSURANCE RESPONSIBILITIES

Operation of all aircraft at the Airport shall be done by persons holding a valid, current pilot certificate (where applicable) or appropriate government authorization with a rating appropriate to the type of aircraft operated and conditions under which they are operating.

All Aircraft shall be registered and insured in accordance with [Section 5-1002 of the Transportation Article of the Annotated Code of Maryland](#), quoted below:

- (a) Liability insurance required. –
  - (1) For purposes of this subsection, "operate" shall include any use of the aircraft which involves remuneration to the owner, including but not limited to leasing, rental, and use for instructional purposes. Refer to Minimum Standards for required coverages for specific Aeronautical Services.
  - (2) The owner of any aircraft based or hangared in this State may not operate that aircraft unless there is a liability insurance policy in force on the aircraft which covers the owner and the pilot for claims by passengers or other persons for any injuries to them or their property that might arise out of the operation of the aircraft.
- (b) Coverage. -- The liability insurance shall provide coverage for at least:
  - (1) \$ 50,000 bodily injury per individual;
  - (2) \$ 100,000 bodily injury per accident; and
  - (3) \$ 50,000 property damage protection.
- (c) Roster of aircraft. -- All airport operators in this State shall maintain a roster of aircraft based or hangared at the facility. This roster shall include for each aircraft:
  - (1) The "N" number, type, and model of the aircraft;
  - (2) The name and address of the owner or operator of the aircraft, and the period of time the aircraft has been based or hangared at the facility;
  - (3) The liability insurance policy or binder number; Named insured must match FAA aircraft Registered Owner
  - (4) The name of the insurance company shown on the policy; and
  - (5) The name of the insurance producer.
- (d) Access to liability insurance policy information. -- The Administration, at the time of annual on-site airport inspection and licensing of public use airports in this State, shall have access to liability insurance policy information to determine compliance with subsection (b) of this section.

A current certificate of insurance shall be maintained on file by Airport Manager for each resident aircraft. All aircraft that remain in an un-flyable condition (out of annual or deregistered by the FAA) must carry coverage known as "Ground, not in Motion" insurance in an amount of not less than \$50,000. The aircraft operator's certificate of insurance shall be made available to the Airport Manager upon request.

#### J. HANGAR AND TIE DOWNS

Per [81 Federal Register 38906](#), hangars are to be used for aeronautical purposes. The County encourages hangar users to abide by the FAA policy and gives notice that hangar facilities not in aeronautical use may have their lease terminated and be reassigned for



aeronautical uses should aeronautical demand for a hangar arise when it is not employed in aeronautical use. Additional details and FAQs are available at [https://www.faa.gov/airports/airport\\_compliance/hangar\\_use/](https://www.faa.gov/airports/airport_compliance/hangar_use/)

Hangar and Tie Down allocation is on a first come, first served basis and the Airport Manager will ensure Waiting Lists are properly maintained.

## K. AERONAUTICAL ACTIVITY GENERAL REQUIREMENTS

The below details policy and requirements for certain aeronautical activities. Any person or organization desiring to utilize the Airport for the following aeronautical activities shall, where required below, obtain the written approval of the Airport Manager, as required by the Airport Rules. The Airport Manager shall require such safeguards as they deem necessary to protect the Airport, aircraft utilizing the Airport, and the general public. These requirements may include, but not necessarily be limited to, bonds, insurance policies, additional security personnel, equipment or facilities and waivers or authorizations to the regulations issued by the FAA. The County may establish and charge reasonable fees for these activities. All such persons or organizations participating in an aeronautical activity shall indemnify and hold harmless the County as required by the Airport Rules.

### 1. SKYDIVING

[14 CFR 105.23](#) requires that any person desiring to conduct parachute operations over or onto an Airport shall obtain prior permission from the Airport Management. St. Mary's County has determined the Airport does not accommodate parachute landing operations.

### 2. AERIAL ADVERTISING – BANNER TOWING

Any Person or organization wishing to use the Airport to pick up or drop off an aerial advertising banner shall obtain an approved Special Event Permit (SOP Appendix A) from the Airport Manager prior to engaging in this activity.

### 3. GLIDER OPERATIONS

Gliders should operate from the paved runway under normal operations and clear the runway as soon as possible. Unpaved areas will only be used in emergencies or to avoid conflicts with other aircraft.

### 4. LIGHTER THAN AIR (LTA) AIRCRAFT

Any person or organization wishing to use the Airport to launch and/or recover LTA shall obtain an approved Special Event Permit (SOP Appendix A) from the Airport Manager prior to engaging in this activity.

### 5. AERIAL APPLICATION

Any person or organization wishing to use the Airport as a base to load chemicals onto aircraft for the purpose of aerial application shall obtain an approved Special Event

Permit (SOP Appendix A) from the Airport Manager prior to engaging in this activity in accordance with the Minimum Standards.

## 6. ULTRALIGHT VEHICLES

All ultralight vehicles, as defined in [14 CFR 103](#), using the Airport should use a radio capable of sending and receiving the CTAF frequency of 123.00 MHz. Before operating from the Airport, an ultralight pilot should become familiar with Airport policy, the Airport's flying quiet program, ultralight traffic pattern procedures as well as populated areas to be avoided by aircraft. Ultralight operators shall carry Insurance per Section I and provide proof of insurance to the Airport Manager upon request. Ultralight operators may request airport ramp access and a key fob subject to verification of insurance and approval of the Airport Manager.

## 7. FLYING CLUBS

The FAA considers Flying Clubs to be aeronautical service providers. See the Minimum Standards document for details on Flying Clubs.

## 8. AEROBATIC FLIGHT

Aerobatic flight is regulated by [14 CFR 91.303](#), and recommended procedures are contained within FAA Advisory Circular ("AC") 91-48. Any person desiring to conduct aerobatics within or below the airport traffic pattern shall obtain an approved Special Event Permit (SOP Appendix A) from the Airport Manager prior to engaging in this activity.

## 9. UNMANNED AIRCRAFT SYSTEMS ("UAS")

Extensive UAS operations are conducted at the Airport in accordance with Federal and State regulation, however COMAR Economic Development 14-301 precludes County regulation of UAS.

Public Law 112-95 defines unmanned aircraft as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft. UAS is defined as an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the pilot in command to operate safely and efficiently in the national airspace system. UAS operations are authorized at the Airport under [14 CFR 107](#) and FAA-issued Certificates of Waiver or Authorization ("COA").

Prior to flying UAS from the Airport, UAS Remote Pilots in Command ("RPICs") shall meet with the Airport Manager to ensure familiarization with operations and procedures.

The Airport Manager will endeavor to provide current approved UAS operating restrictions when known.

Pilots and observers must have an understanding of, and comply with, Title 14 Code of Federal Regulations, and/or agency directives and regulations, applicable to the airspace

where the unmanned aircraft will operate. In accordance with FAA Regulations, UAS flight Operations in proximity to St. Mary's County Regional

Airport shall adhere to the following:

- a. Operations will be conducted in accordance with the FAA flight authorization granted and other applicable FAA regulations;
- b. Operations will be conducted in compliance with state and federal regulations;
- c. Operations will be conducted by a certificated RPIC. Student UAS pilots may manipulate the UAS controls under supervision of the RPIC. A Visual Observer ("VO") is encouraged for additional safety, but not required;
- d. UAS crews will schedule operations to the greatest extent possible to not interfere with manned aircraft;
- e. The RPIC will give way to manned aircraft and follow right-of-way rules, including UAS emergencies which will also give way to manned aircraft when able;
- f. Operations will be conducted in VMC conditions;
- g. The RPIC or VO will maintain Visual Line of Sight ("VLOS") with the unmanned aircraft in accordance with FAA regulations;
- h. While not required, RPICs are encouraged to have an operable handheld VHF two-way radio and will make traffic calls on CTAF frequency 123.0 MHz.

#### 10. AMATEUR MODEL AIRCRAFT AND ROCKETS

- a. The flying of model aircraft and model rockets within the Airport is prohibited.
- b. **Pilots are advised that there is a high-traffic Model Aircraft flying field approximately 3.5 miles North of the airport near Greenwell State Park.**
- c. The regulations for UAS, which include model aircraft flown solely for hobby or recreational purposes, are rapidly evolving. The FAA Reauthorization Act of 2018, Section 349, makes changes that move towards aligning model aircraft requirements with those of commercial small UAS operated under 14 CFR Part 107. Specifically, [49 CFR 44809](#) "Exception for Limited Recreational Operations of Unmanned Aircraft" specifies eight requirements that must be met to operate a model aircraft in the National Airspace System:
  - (1) The aircraft is flown strictly for recreational purposes.
  - (2) The aircraft is operated in accordance with or within a community-based organization's (such as the Academy of Model Aeronautics) set of safety guidelines that are developed in coordination with the Federal Aviation Administration.
  - (3) The aircraft is flown within the visual line of sight of the person operating the aircraft or a visual observer co-located and in direct communication with the operator.
  - (4) The aircraft is operated in a manner that does not interfere with and gives way to any manned aircraft.

(5) In Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport, the operator obtains prior authorization from the Administrator or designee before operating and complies with all airspace restrictions and prohibitions.

(6) In Class G airspace, the aircraft is flown from the surface to not more than 400 feet above ground level and complies with all airspace restrictions and prohibitions.

(7) The operator has passed an aeronautical knowledge and safety test described in subsection (g) and maintains proof of test passage to be made available to the Administrator or law enforcement upon request.

(8) The aircraft is registered and marked in accordance with chapter 441 of this title and proof of registration is made available to the Administrator or a designee of the Administrator or law enforcement upon request.

FAA AC 91-57B, "Exception for Limited Recreational Operations of Unmanned Aircraft," dated May 31, 2019, provides additional guidance.

#### L. IMPOUNDMENT OF AIRCRAFT

1. The Airport Manager may remove and store in a place of safety, or immobilize at the operator's risk and expense, any aircraft found:
  - a. Parked in violation of a provision of this section;
  - b. In such a manner as to create a significant danger to the safety of persons or property; or
  - c. Delinquent in rent.
2. Impounded aircraft shall be released only upon payment of an impoundment fee, daily storage fee, and other charges associated with the impoundment as set forth in the Airport Rules.
3. An impounded aircraft that remains unredeemed after 180 days shall be considered abandoned property subject to disposition by the Airport Manager in a manner consistent with County regulations.

#### M. SELF-SERVICE (MAINTENANCE AND FUELING)

1. Nothing contained herein shall prevent any person operating an aircraft on the Airport from performing services the person may wish to perform on their own aircraft (including, but not limited to maintenance, repair and fueling), subject to the Rules, this SOP, and Minimum Standards. All repairs and/or assembly to aircraft or aircraft engines, made by the aircraft owner or employee may be performed in their hangar, authorized maintenance areas or in an area so leased or as designated by the Airport Manager.
2. Outdoor maintenance may be performed in the designated maintenance spot between Hangars F and G, on a first come, first served basis. Aircraft may not remain overnight in this designated spot. See Appendix B for the outdoor maintenance spot. Operators requiring a maintenance spot in the County Hangar may make reservations with Airtec (301) 373-2101 at least 24 hours in advance. The repairs and/or assembly shall not be performed on any part of the landing area, taxiways, or fueling, or service areas shall not produce waste or any unsightly condition, shall be completed within a reasonable time, and shall comply with all applicable federal, state, and County requirements.
3. Any aircraft operator utilizing their employee to perform aircraft maintenance shall, at

the request of the County, provide evidence of employment such as a W-2 or other documentation in a form acceptable to the County. An individual or business providing a service for hire is not considered an employee. Self-service activities cannot be contracted out to a third party for hire without an approved Permit in accordance with the Minimum Standards.

4. Operators desiring to “self-fuel” (providing their own fuel for their own aircraft) may do so in the immediate vicinity of the self-service fuel pump (see Appendix B). Operators desiring to perform self-fueling elsewhere on the Airport shall develop procedures and obtain approval from the Airport Manager.

#### N. FIRE PREVENTION AND FUELING

1. See Rules Section II-L with regard to Fueling.
2. Particular care shall be placed to avoid fire hazards in hangars. Smoking in hangars is prohibited. Maintenance operations involving open flame and electrical arcing is permitted with appropriate fire watch. Attended Heaters are permitted.
3. Spray painting in storage hangars is prohibited.

#### O. AIRCRAFT WASH RACK

1. Aircraft wash rack is available for use on a first come, first serve basis, located between hangars T and U. No aircraft washing is permitted between Hangars F and G. See Appendix C.
2. Per the permit issued by Maryland Department of Environment, a logbook must be kept with entries to include date, tail number washed and estimate of gallons used. In order to maintain the logbook, it will be kept at the FBO (Blue County Hangar) and each individual utilizing the wash rack will need to complete the log.
3. The wash rack will not be used for aircraft maintenance.

#### P. AIRPORT FOB POLICY

1. Gate fobs will only be issued to individuals listed (1) on the aircraft insurance policy on either the declaration page or listed under “Additional Pilot OR Named Pilot” or (2) on the hangar rental agreement. Insured name must match Registered Owner name.
2. One individual will not be issued multiple fobs.
3. A gate fob will automatically expire the same day as the aircraft insurance policy. It is the responsibility of the policy owner to submit a current insurance policy to the airport manager. Allow for up to 3 business days for fob activation.
4. Business and Contractors may be issued fobs and at the discretion of the Airport Manager
5. Fobs are not transferable and are only authorized to the individual assigned to. Fobs transferred without Airport Manager authorization will be deactivated.

**Appendix A**

**ST. MARY’S COUNTY REGIONAL AIRPORT SPECIAL EVENT PERMIT**

**Please complete all blanks above the dotted line and sign the Permit in the space provided. An executed copy of the Permit will be returned to you.**

DATE OF EVENT	LOCATION(S) <b>St. Mary’s County Regional Airport</b>
TITLE OF EVENT	SPECIFIC AREAS AFFECTED BY EVENT (List Area(s) and Facilities)
TIME AND DURATION	
EVENT SPONSOR	
PURPOSE OF EVENT NO. OF PARTICIPANTS	
FOOD / DRINK SERVED? Y / N	(see conditions of approval below)
EVENT CONTACT PERSON:	Name:
	Address:
	Telephone No.: (Day) (Evening)

**MAP OF AFFECTED AIRPORT AREAS AND DETAILED TRAFFIC CONTROL PLAN MUST BE ATTACHED.**

I hereby Agree and Acknowledge that the Event Sponsor and the participants will comply with all applicable Federal and Maryland laws and will adhere to the conditions of the adopted St. Mary’s County Airport Rules and Minimum Standards as granted by this Permit. By affixing my signature on this Permit, the Sponsor and/or the Individual Participants agree to hold the public agencies harmless from any liability incurred by them or to others associated with this Event. This requires the purchase of liability and property damage insurance of at least \$1,000,000, limited to \$100,000 each passenger, per occurrence, with the Commissioners of St. Mary’s County included as additional insureds.

DATE	SIGNATURE
	<b>Sponsor’s Representative</b>
.....	

**CONDITIONS OF APPROVAL**

- The Event must adhere to the airfield locations, number of participants, date(s), and times specified.
- The Sponsor will ensure that ground vehicular traffic and parking conforms to the Airport Rules.
- The Sponsor shall be responsible for all aircraft operations/aeronautical activities.
- For 200 or more participants, where food or drink is served, the Event must comply with the attached Special Event Recycling requirements.
- The Sponsor shall ensure the attached Waiver Agreement is executed.
- Other: \_\_\_\_\_

DATE _____	APPROVED _____ <b>Airport Manager</b>
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**Release and Waiver of Liability**

*Each Participant must have a signed "Release and Waiver of Liability" on file. This form must be completely filled out and submitted to the appropriate department. Please read carefully. This is a legal document that affects your legal rights.*

**St. Mary's County Government Department of Public Works and Transportation**

This Release and Waiver of Liability made by/on behalf of \_\_\_\_\_ (the "Participant") and \_\_\_\_\_ (the "Guardian" if the Participant is a minor child). The Participant desires to participate in \_\_\_\_\_ and engage in activities related to being a Participant.

The Participant (and Guardian, if applicable) for themselves and on behalf of their heirs, assigns, personal representatives, and next of kin does hereby fully and forever release and discharge, indemnify and hold harmless the Commissioners of St. Mary's County, its departments, boards, commissions, agents, employees, and volunteers, from any and all liabilities, claims, demands, damages, rights of action, suits or causes of action present or future, whether the same be known or unknown, anticipated or unanticipated, of whatever kind and nature, either in law or equity, whether for bodily injury, personal injury, illness, death, invasion of privacy or property damage, which arise or may hereafter in connection with the Participant's activities as a Participant. I fully and forever release and discharge the Commissioners of St. Mary's County and their employees and agents from any and all negligent acts and omissions in the same and intend to be legally bound by this release.

Participant (and Guardian, if applicable) also understands that the St. Mary's County Government does not carry, maintain or provide health, medical, or disability insurance coverage for any Participant and does not assume any responsibility or obligation to provide financial or other assistance, in the event of injury or illness suffered by Participant. Each Participant is expected and encouraged to obtain his or her own medical, health, and disability insurance.

Participant (and Guardian) expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the state of Maryland, and that this Release shall be governed by and interpreted in accordance with the laws of the state of Maryland. Participant (and Guardian) agrees that in the event that any clause or provision of this Release and Waiver of Liability shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release and Waiver of Liability, which shall continue to be enforceable.

Participant (and Guardian) also authorizes the Commissioners of St. Mary's County (including its departments, boards, commissions, agents, employees, and volunteers when authorized by the Commissioners of St. Mary's County) to use my image and/or voice in any media form (including, but not limited to, cable television broadcasts, videos, internet communications, and publications). I release the Commissioners of St. Mary's County from any and all claims and liability regarding the making or use of any audio/or visual recording of my image and/or voice (including claims related to rights of publicity, privacy, defamation, or portrayal in a false light, whether intentional or unintentional).

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Witness

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Signature of Parent Having Legal Custody  
or Legal Guardian (If Participant is a Minor)

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Date

Participant Address:

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Senate Bill 781, Environment-Recycling-Special Events, Chapter 338, Acts of 2014 was passed by the Maryland General Assembly and was made effective on October 1, 2014. The new law requires special event organizers to provide for recycling if the special event:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have two hundred (200) or more persons in attendance.

*Note: Projected attendance may be estimated based on past attendance, number registered to attend, the venue's seating capacity, or other similar methods.*

Special events organizers are also responsible for:

1. Collecting at a minimum, acceptable plastic, metal, and glass containers, and clean paper products;
2. Providing and placing clearly distinguished recycling containers (by color or signage) adjacent to each trash container at the event except where already provided on site;
3. Providing all labor, equipment, and associated recycling costs necessary to carry out recycling at the special event;
4. Ensuring that the recyclables are collected and delivered to a recycling facility; and
5. Providing separate containers for organic and non-organic recyclable materials if food-scrap recycling services are available.

Special events organizers may fulfill the obligation #4 (above) by any of the following:

1. Self-hauling the materials to the County Convenience Center recycling site;
2. Receiving prior approval from the site owner to use the existing recycling collection system on site; or
3. Contracting with a recycling hauler to collect and deliver to a recycling facility.

We appreciate your assistance in the implementation of Senate Bill 781. In the interim, if you have questions or need additional clarification on these new State requirements; please do not hesitate to contact the St. Mary's County Solid Waste and Recycling Manager at:

St. Mary's County's Department of Public Works and  
Transportation  
P. O. Box 508 California, MD 20619  
Phone: (301) 475-4200 Ex: 73550  
Fax: (301) 863-8810

**Appendix B - Temporary Self-Maintenance Area**



**Appendix C –Aircraft Wash Rack**



**Appendix D**  
**100LL Self-Service Pump and general Self-Fueling Area**

