

PUT-IN-BAY PORT AUTHORITY

Put-In-Bay Township Port Authority Airport Policy Manual

Standards for Operations at South Bass
(3W2), Middle Bass (3T7), and North Bass
(3X5) Island's

PIBTPA OFFICE

P.O. Box 278 ~ 1494 Langram Rd.

Put-In-Bay, Ohio 43456

Port Authority Telephone: (419) 285-3371

Airport Telephone: (419) 285-8042

Email: PIBTPortAuthority@frontier.com

www.putinbayairport.com

www.putinbayportauthority.com

[Adopted September 20, 2013]

Revised September 2020

TABLE OF CONTENTS

SECTION I.	Introduction	3
SECTION II.	Definitions	3
SECTION III.	Amendment Procedures	4
SECTION IV.	Airport Specifications	5
SECTION V.	Standards for Operations at the Airport	9
	A. General Information	9
	B. Radio Contact	9
	C. Night Operations	10
	D. Fueling Operations	10
	E. Airport Maintenance	10
	i. General Information	10
	ii. Snow Removal	11
	F. Markings, Signage, and Lighting	11
	G. Airport Surfaces	12
	i. Runway	12
	ii. Taxiway	12
	iii. Ramp Area	12
	H. Grass Area	13
	I. Airport Ramp Access	13
	i. General Information	13
	ii. East Hangar Access	14

J.	Helicopter/Rotorcraft Operations	14
i.	General Operations	14
ii.	Parking	14
iii.	Hot Loading	14
K.	Remote Controlled Aircraft	14
L.	Camping at Airport	14
M.	Aircraft Registration	15
N.	Fees	15
i.	Aircraft Parking Fees	15
O.	Short Term Parking	15
P.	Hangar	16
Q.	Weather Service	16
R.	Public Comments	16
SECTION VI.	Adjacent Property Owners	17
SECTION VII.	Air Tour Operations	17
A.	Limitations	17
SECTION VIII.	NOTAM's (NOTICE TO AIRMEN) Procedures	18
SECTION IX.	Emergency Personnel's Responsibilities	19
<i>APPENDIX A</i>	Ramp Access Agreement	20
<i>APPENDIX B</i>	Airport Schedule of Fees	21
<i>APPENDIX C</i>	NOTAM Example	22
<i>APPENDIX D</i>	Aircraft Emergency/Accident Plan	23

SECTION I Introduction

The three Bass Island's Airports are operated by the Put-In-Bay Township Port Authority. The Port Authority was established on January 8th, 1991. The Port Authority governing body is comprised of five members appointed by the Put-In-Bay Township Trustees. The Port Authority is located approximately 1.4 miles south of the center of the village of Put-In-Bay, Ohio.

This manual will be kept current, and an approved copy will be available on the Airport Web page and PIBTPA office. It will be the responsibility of all recipients of this manual to keep it current at all times by insertion or revisions as issued by the PIBTPA.

SECTION II Definitions

- *Aeronautical Activity*: Any activity, whether or not conducted on or off Airport property, which involves, makes possible, or is required for the operation of aircraft or which contributes to, or is required for the safety of such operations and shall include, but not by way of limitation, all activities commonly conducted on airports. Activities such as charter operations, pilot lubricants, repair and maintenance of aircraft, sale of aircraft, parts, sale or maintenance of aircraft accessories, radio, communication and navigation equipment and other activities which, because of its direct relationship to the operation of aircraft, can appropriately be regarded as all aeronautical activity.
- *Airport*: Shall mean the Middle Bass Airport (3T7), North Bass Airport (3X5), and primarily Put-In-Bay Airport (3W2).
- *Airport Operations Area (AOA)*: Airport property located inside the perimeter fence where aircraft movement is permitted.
- *Airport Owner*: Shall mean the Put-In-Bay Township Port Authority (PIBTPA), Put-In-Bay, Ohio.
- *Hot Loading*: Shall mean loading persons on an aircraft or helicopter while the engine and propeller are still running and in motion.
- *NOTAM (Notice to Airmen)*: A notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.

- *PIBTPA*: Put-In-Bay Township Port Authority
- *Public Facilities*: The public facilities are open to patrons of the airport. The facilities include the use of Ladies' and Men's rest rooms, lobby and waiting area equipped with seating provisions and local telephone. These also include roads and automobile parking areas (unless specifically included as part of the leased area). These facilities are to be open to and for the benefit of the patrons of the airport using the airport during hours of operation.
- *Runway Object Free Area (ROFA)*: The area surrounding the runway that no objects are allowed due to the risk of damage to airplanes.
- *Runway Safety Zone (RSZ)*: The surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.
- *Standards for Operations*: The minimum qualifications and requirements established for aeronautical activity at the Airport.

SECTION III Amendment Procedures

- The Airport Policy Manual will be reviewed and approved annually by the PIBTPA, and amended as required in order to reflect actual airport conditions.
- All amendments to this manual shall be sent to the PIBTPA for approval and a copy will subsequently be available in the PIBTPA office and on the Airport's webpage. Each amendment will be dated.
- Temporary amendments will be published and emailed to the local pilot community.
- If the PIBTPA finds there is an emergency requiring immediate action with respect to operational safety in air transportation, an amendment to our Airport Policy Manual may be issued.

After PIBTPA approval, one copy of the amendment shall be kept in the PIBTPA office. Copies of the Airport Policy Manual will be available from the PIBTPA office and on the Put-In-Bay Airport webpage.

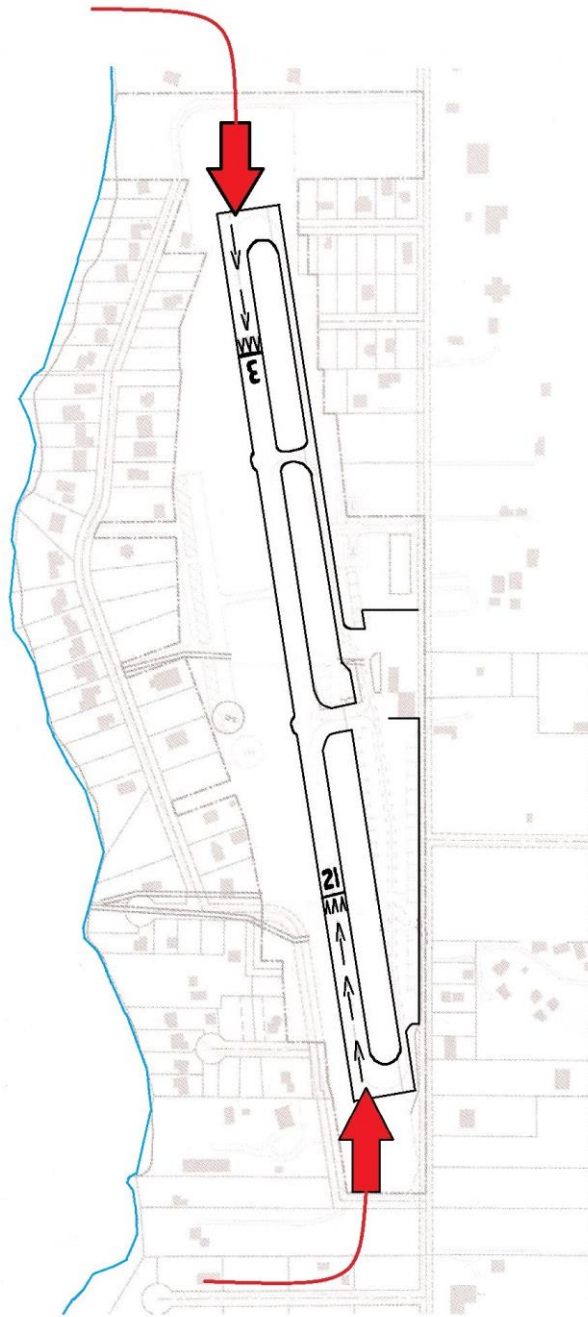
SECTION IV Airport Specifications

*Information regarding airport specifications is from www.Airnav.com

3W2—Put-In-Bay Airport-South Bass

Location	41°38'12"N / 082°49'42"W
Field Elevation	595 feet
Magnetic Variation	07°W
Communications	CTAF 122.8
Wind Indicator	Yes
Segmented Circle	Yes
Runway Information	
--Runway 03--	Dimensions: 2870 x 75 ft.
<i>Traffic Pattern</i>	<i>Right</i>
Displaced Threshold	450 feet TO BE UPDATED
Obstructions	50 ft. trees, 380 feet from runway, 130 feet, left of centerline, 3:1 slope to clear; Runway 03 approach ratio 7:1 to displaced threshold due to +38 feet tree 303 feet from threshold 133 feet right.
--Runway 21--	Dimensions: 2870 x 75 ft.
<i>Traffic Pattern</i>	<i>Left</i>
Displaced Threshold	100 feet TO BE UPDATED
Obstructions	7 ft. fence, 201 feet from runway, 120 feet right of centerline
Additional Remarks: -NO OPERATIONS DUSK-DAWN -NO TOUCH-AND-GO LANDINGS	

Put-In-Bay Airport (3W2)

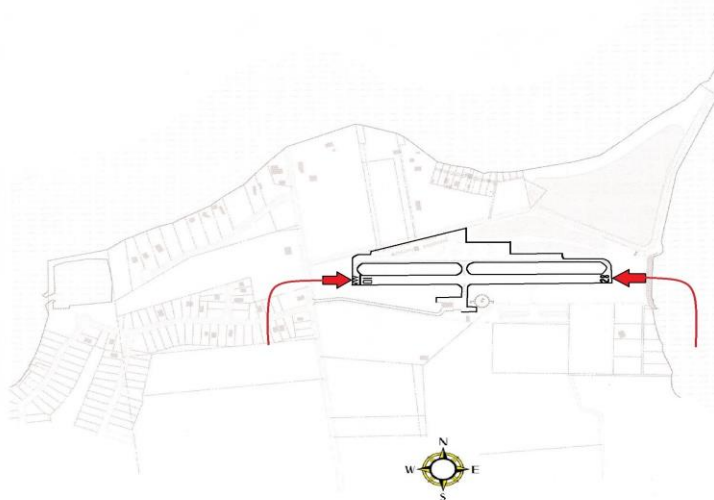


3T7—Middle Bass Airport

Location	41° 41' 18.24" N / 082° 48' 29.44" W
Field Elevation	580 feet
Magnetic Variation	07° W
Communications	CTAF 122.8
Wind Indicator	Yes
Segmented Circle	Yes
Runway Information	
--Runway 10--	Dimensions: 1852 x 75 ft.
<i>Traffic Pattern</i>	<i>Right</i>
Displaced Threshold	52 feet
Visual Slope Indicator	4-light PAPI on left
Obstructions	20 ft. building, 372 feet from runway, 120 feet right of centerline, 8:1 slope to clear; Approach slope 0:1 to displaced threshold due to +48 ft. trees 200 feet from displaced threshold, 144 FEET right of centerline
--Runway 28--	Dimensions: 1852 x 75 ft.
<i>Traffic Pattern</i>	<i>Left</i>
Visual Slope Indicator	4-light PAPI on left
Displaced Threshold	No
Obstructions	6 ft. ground., 300 feet from runway, 16:1 slope to clear
Additional Remarks: -NO OPERATIONS DUSK-DAWN -NO TOUCH-AND-GO LANDINGS	

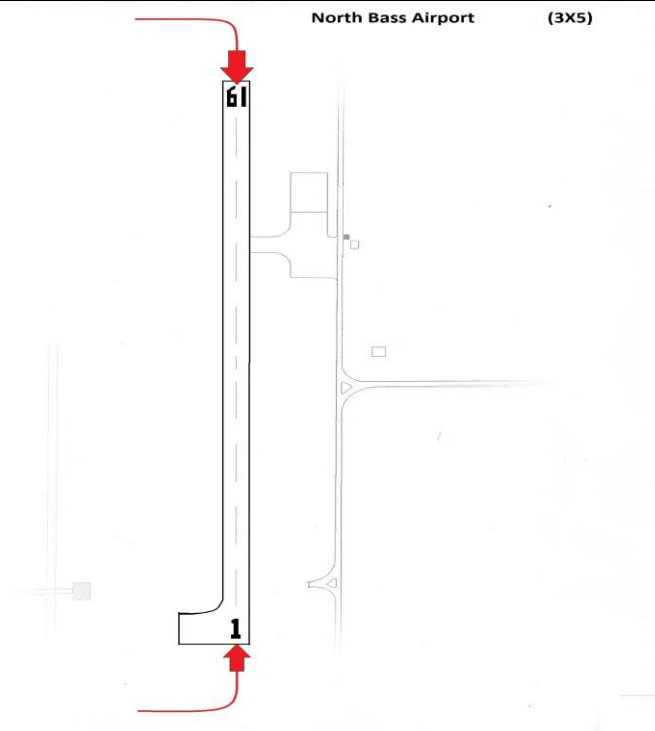
Middle Bass Airport

(3T7)



3X5—North Bass Airport

Location	41°43'04.8"N / 082°49'16"W
Field Elevation	594 feet
Magnetic Variation	06°W
Communications	CTAF 122.8
Wind Indicator	Yes
Segmented Circle	No
Runway Information	
--Runway 01--	Dimensions: 1804 x 60 ft.
<i>Traffic Pattern</i>	<i>Left</i>
Obstructions	23 ft. tree, 491 feet from runway, 30 feet right of centerline, 12:1 slope to clear
--Runway 19--	Dimensions: 1804 x 60 ft.
<i>Traffic Pattern</i>	<i>Right</i>
Obstructions	46 ft. trees, 982 feet from runway, 193 feet left of centerline, 17:1 slope to clear
Additional Remarks: -NO OPERATIONS DUSK-DAWN -NO TOUCH-AND-GO LANDINGS	



SECTION V Standards for Operations at the Airport

A. General Information

- All aircraft operations on the Airport shall be conducted within the regulations of the Federal Aviation Administration, Ohio Department of Transportation – Division of Aviation, Ohio Revised Code, Federal Communications Commission, the PIBTPA and all other applicable federal, state and local rules and/or regulations. Any violation of these regulations will be considered a violation of these Standards of Operations.
- Special events or demonstrations are only to be conducted with approval of the PIBTPA and the FAA, where applicable, and shall be limited to aeronautical activities, unless otherwise approved by the PIBTPA.
- Aircraft shall taxi at a safe and reasonable speed for existing conditions.
- Aircraft that are unattended shall be properly secured with engines off and shall be locked.
- Neither the PIBTPA shall be responsible for any loss or damage due to theft or vandalism of any aircraft, vehicle, or equipment parked at the airport.
- All refuse from private Operators must be disposed of in the proper containers and removed from the site. No trash shall be left to blow around the airfield.
- Any person found in violation of these Standards for Operations for operations at any Bass Island Airport may be deprived of further use of the airport and its facilities for such length of time and upon such terms as may be specified by the PIBTPA. The PIBTPA will fully investigate with anonymity any complaints from airport Operators regarding other Operators not believed to be in compliance with these regulations.

B. Radio Contact

- Pilots are strongly urged to use the recommended communication reporting procedures when arriving and departing an uncontrolled airport. When inbound, pilots should report ten miles out, entering downwind, base and final and when leaving the runway. Departing aircraft should call before taxiing to the runway and when ready for takeoff. The UNICOM at 3W2 is unattended. Pilots are to report their position and intentions on the CTAF frequency 122.8.

C. Night Operations

- Night operations are prohibited at any of the airports owned or operated by the PIBTPA except for authorized emergencies. Night operations are defined as 30 minutes after sunset to 30 minutes before sunrise. Unlawful operations during times within these hours are a violation to PIBTPA regulations and the proper authorities will be notified and appropriate disciplinary action taken.

CI. Fueling Operations

- No fueling sales are available on site.
- If it is necessary to refuel an aircraft:
 - All fuel products dispensed into aircraft at the airport shall be a type approved by the aircraft manufacturer and/or the Federal Aviation Administration for the specific aircraft and engine receiving the fuel.
 - Self fueling of private aircraft will be permitted only when in compliance with the following requirements:
 - Self fueling is accomplished only when at least 50 feet from the buildings or other hazards.
 - No outdoor smoking shall be allowed within 100 feet of the fueling operation.
 - Only personnel engaged in fuel handling or in the maintenance and operation of the aircraft being refueled shall be permitted in the immediate vicinity of aircraft being refueled.
 - Ensure that matches or cigarette lighters are not carried, that could become an ignition source if operated, bumped, hit, or dropped.
 - Ensure that fueling is performed only outside, never in a building or hangar.
 - Ensure no fuel service operations are being performed when there are lightning discharges in the immediate vicinity of the airport.

CII. Airport Maintenance

- General Information
 - All maintenance vehicle traffic operating on the Airport Operations Area (AOA) must have a two-way radio at all times to listen to local aeronautical activity and have in use a beacon light on vehicle.
 - Before any work is done on the Airport Operations Area (AOA), a NOTAM shall be filed. Once the work is complete, verify that the NOTAM is canceled.

- Maintenance staff should be cautious not to damage tie downs and fencing.
- All vehicle and pedestrian traffic must remain clear of the Runway Object Free Zone (120 feet from runway centerline) and Runway Safety Zone (200 feet past the runway end) when aircraft are landing or departing.
- Snow Removal
 - The runway is rated for 12,000 lbs. Taxiways and ramp area are not in as good shape.
 - Ramps in front of the new hangars on the east side of the runway should be plowed up to the concrete.
 - 2 ft. is the recommended maximum height of snow near the runway and taxiways in order for low wing aircraft movement.
 - Not all aircraft have radios; maintain a visual watch, especially during foul weather.

F. Markings, Signage, and Lighting

- Markings
 - Holding Short Markings
 - The aircraft approach category/airplane design for all runways is C-V with all holding position markings located approximately 60 feet from runway centerline. All holding position markings are glass beaded and highlighted in black.
 - Taxiway markings are glass beaded and include the following: Taxiway centerlines, leadoff lines on normally used exits, dashed type edge markings along paved shoulders.
- Signage
 - Runway identification signs are placed at all Hold Short lines.
- Lighting
 - Life Flight helipad non-standard low intensity surface lighting
 - *No runway or taxiway lighting*

G. Airport Surfaces

- Runway
 - The runway is in the Object Free Area and is for aircraft use only. All other traffic is prohibited from using the runway and the Runway Object Free Area. This includes anything not classified as an aircraft preparing for takeoff or landing. The runway and Object Free Area may not be used by pedestrians as a walkway, a resting area, a maintenance area or for any other purpose that is deemed unsafe by PIBTPA personnel.
 - Walking on the runway is not permitted except as approved by the PIBTPA.

- Taxiway
 - The taxiway is for aircraft use only and all other traffic is prohibited from using the taxiway unless directed by PIBTPA personnel. In unusual situations, an authorization may be given to a person or persons to use the taxiway. However, permission is only on a one-time basis. Each time a person or persons requires access to the taxiway, a new authorization must be obtained from PIBTPA personnel. This procedure must be carried out each time access to the taxiway is required. In the event authorization becomes a nuisance or is a safety problem, permission will be denied. If the situation caused a problem for the PIBTPA personnel, the employee may at their discretion call the local law enforcement to assist. In the unlikely event this should occur, the PIBTPA Board Chairman will be notified within 48 hours and a written statement be presented to the Board at the next Board meeting.

- Ramp Area
 - Ramp area is any area on the airport that is paved or unpaved and is used for normal aircraft operation. Only aircraft and approved *Ramp Access* vehicles are permitted on the ramp area.
 - Gates to the ramp should remain closed. *Ramp Access* granted persons are able to remotely access the gates. Permission for non-ramp access persons must be obtained from PIBTPA personnel for access to the ramp. Use of the ramp is under the authorization of PIBTPA personnel.

- The ramp area at Put-In-Bay, located in front of the hangar near the terminal building is for enplaning or deplaning of passengers or freight. This area is not to be used for parking purposes. After an aircraft has enplaned or deplaned, they may remain in this ramp area for a maximum of ten minutes unless they received permission from PIBTPA personnel.

H. Grass Area

- Grass area is used for overflow parking when necessary. Use of the grass area is at the risk of the aircraft owner or operator.

I. Airport Ramp Access

- General Information
 - The agreement form for Ramp Access can be found on the *APPENDIX A* page.
 - Use by authorized individuals who pay the required fees, have a signed agreement, and provide a copy of their current proof of insurance certificate are permitted Ramp Access.
 - Ground vehicles are required to operate under the procedures established by the PIBTPA.
 - Vehicle operators at all times must either monitor the radio or visually monitor all operations when on movement areas and safety areas adjacent to the movement areas.
 - Aircraft have the right of way on movement areas and the ramp. Vehicles are required to yield to all moving aircraft.
 - No motorized vehicles shall enter onto, travel across, or be parked upon the Airport Operations Area without Ramp Access or authorization from the PIBTPA.
 - Ramp access is through the electronic gate on the northwest side of the hangar.
 - All security gates are to be closed unless otherwise directed by the PIBTPA.
 - All vehicles that have ramp access are to wait for the gate to close completely once passing through the gate.
 - Access is granted to the pilot and their passengers to their aircraft ONLY.

- EAST HANGAR ACCESS:
 - Hangar access is granted for the hangar lessee's and their passengers only unless access is granted by the lessee or the PIBTPA.
 - The East Hangars are accessed via the three 50 ft. wide access points.
 - The lessee has vehicle access up to 30 ft. on the ramp in front of the hangar.
 - Lessees are responsible for any damage to grass on the access point roadways.

J. Helicopter/Rotorcraft Operations

- General Operations:
 - The runway axis is used for final approach and take-off operations. The ramp can be used for parking.
 - Helicopters arrive and depart via the runway environment.
- Parking:
 - Helicopters are to park at the designated helipad on the south ramp area of the terminal. If the helipad is occupied, helicopters are to park on the general aviation ramp.
 - ****The Life Flight Medical Helipad is for Life Flight helicopter operations only****
- Hot Loading:
 - Hot loading is permitted for the approved air tour helicopter ONLY.
 - Helicopter throttle is to be at idle.
 - A pilot needs to be seated in the helicopter to guard controls.
 - An escort needs to be present to guide the passengers.
 - Passengers enter and exit the helicopter from the front.
 - Keep rear blade over grass area.
 - Use runway for departure and arrival.

K. Remote Controlled Aircraft

- Operating remote controlled aircraft at the airport is strictly prohibited.
- If violated, the local authorities will be notified.

L. Camping At Airport

- Camping on airport property is prohibited. No camping permission will be granted under any circumstances.

M. Aircraft Registration

- All pilots are required to self-register and pay the appropriate parking fee after each operation in the airport terminal.

N. Fees

- A complete list of airport fees can be found on the *APPENDIX B* page.
- Ramp and parking fees have been established by the Board and are assessed to all aircraft operators as listed. All fees will be paid in cash upon arrival. If pilots neglect to pay, they will be billed with the appropriate fee along with a \$10 invoicing fee. Fees must be paid in full or the PIBTPA can place a lien on assets of the aircraft owner and/or operator. Once an operator has been deemed delinquent, then all ramp, gate access and/or terminal access will be prohibited until the account is brought current and a deposit that is satisfactory to the PIBTPA is placed on account.
- *Aircraft Parking Fees:* Aircraft parking is at the risk of the owner and/or operator of the aircraft. There are 30 locations marked on the ramp area with tie down anchors. Tie downs are not available in overflow parking areas. Pilots are strongly encouraged to tie down their aircraft. The pilot is responsible for tie down rope and is responsible for how the aircraft is left at the airport. In the unlikely event airport parking is filled to capacity, aircraft are to park in the grass area south of the terminal.
- Commercial operators will pay all fees regardless of time on the ground in cash or a form of payment approved by the PIBTPA prior to the operation at a Bass Island airport.

O. Short Term Parking

- Private pilots operating for personal reasons will be given a 30-minute ramp grace period during which time they remain at the airport. If the pilot must leave the airport, the parking fee will be paid before the pilot leaves the premises. The PIBTPA will extend all possible courtesy to visiting pilots in an attempt to make their visit a pleasant stay.
- Parking and landing fees are not a fine or intended to deter anyone from using the PIBTPA airports, but rather a source of revenue to keep the airports in good condition and to provide a service to the community and public.

P. Hangar

- The public hangar at the Put-In-Bay Airport is owned by the PIBTPA for the use of pilots to rent space.
- As of June 2019, the airport public hangar is rented on a day, overnight, weekend, month and annual basis.
- The public hangar space will be available to rent by valet service please contacting PIBTPA 419-285-3371 to make reservation.
- Future hangar development is available to pilots at the approval of the PIBTPA. Currently, four new hangars were built on the east side of the airport by local pilots who have a 25 year lease on the hangars.

Q. Weather Service

- Weather service is available from the nearest FAA Flight Service Station or DUATS.
- Informal weather information can be accessed via:

<http://www.weatherlink.com/user/putinbay/index.php?view=main&headers=1>

- The airport cannot guarantee the accuracy of the weather information and pilots must evaluate the information.

R. Public Comments

- Public comments/complaints are a part of doing business and will be handled in a business manner. A comment/complaint will be documented by the person receiving the comment and given to the Board Chairman during regular business hours within 48 hours of receiving the comment/complaint. Comments/complaints will be followed by a business-like response from the Board Chairman within one (1) week of the comment/complaint. If a personal contact is required with the party issuing the comment/complaint, two (2) representatives from the PIBTPA will attend.

SECTION VI Adjacent Property Owners

- Access to properties adjacent to the airport is permitted to designated property owners for the use of their personal aircraft or an aircraft they are operating for their personal use. There is a fee for each time an aircraft accesses the property or a property owner may pay a seasonal access fee. The seasonal fee shall permit the property owner to access the paved ramp during the off-season or when inclement weather prohibits them from taxiing to their property. Guest planes are permitted if seasonal access fee is paid. A regular parking fee is due whenever an aircraft parks on Port Authority property for those who have not paid a seasonal fee. Any aircraft that is used by the owner shall be registered with the Port Authority Office. The property owner shall be responsible for ensuring the payment of the access fee by their guests who taxi to their property. Commercial aviation activities shall be prohibited from a property owner's personal property.

SECTION VII Air Tour Operations

- Air tour operators are required to have an annual operator's permit approved annually by the PIBTPA.
- Commercial operators operating under FAR Part 135 and 121 are required to present a copy of their operator's certificate and current insurance policy.
 - Limitations:
 - One fixed-wing aircraft, one bi-plane aircraft, and one rotorcraft/helicopter are permitted to operate for air tours.
 - Fueling: Engines must be off; no more than 25 gallons of fuel are allowed to be stored.
 - Point of sales and operations need to be approved by the PIBTPA.
 - No air tour operators are permitted to operate out of Middle or North Bass Island airports.
 - Helicopter tour must operate at least 800 ft. AGL over land.
 - Fixed-wing tour must operate at least 1,000 ft. AGL over land.

SECTION VIII NOTAM'S (NOTICE TO AIRMEN) Procedures

- Airport management of public use airports must keep pilots informed about conditions which affect the use of the airport and are not known sufficiently in advance to be publicized by any other means. NOTAMs are classified as follows:
 - NOTAM D – *Distant dissemination*, information is dissemination by Cleveland Flight Service Station (FSS) and includes significant hazards and conditions of which pilots should be aware in planning their flight.
 - Airport Closed (no aircraft or rotorcraft)
 - Runway 03/21 Closed
 - Helipad lighting out-of-service
 - Thin layer of snow or ice on runway (less than ½ inch)
 - ½ inch (or more) of loose, packed, patchy snow on runway
 - NOTAM L – *Local Dissemination*, information is maintained and distributed locally by Cleveland FSS and generally concerns less significant changes to airport conditions or facilities.
 - Men and equipment near/crossing runway
 - Mowers operating adjacent to runway
 - Snowplows on runway
 - Braking action (nil, poor or fair to poor)
 - FDC NOTAMs – are issued by the National Flight Data Center (NFDC) and generally contain information that is regulatory in nature.
- Procedures
 - All NOTAM information shall be passed to Cleveland FSS and the commercial operators as soon as possible, even up to three days (72 hours) in advance (runway closure 0800/1600L).
 - If unsure whether the condition warrants a NOTAM, call the Port Authority office, or if they are not available, call Cleveland FSS and they make the determination.
 - To call Cleveland FSS, dial 1-800-992-7433, when the recording comes on, press #*, then * 99. A representative will come on the line and you will tell him that you would like to place a NOTAM. Usually, he will connect you with a supervisor. When the supervisor comes on the line, tell him "This is (your name) from 3W2, Put-In-Bay Airport and would like to place a NOTAM." He will then ask you for the information that you would like to give. Record the NOTAM placed on the NOTAM sheet, the date and time, your initials and the person from FSS's initials. When you cancel a NOTAM, call in the same manner as you were calling to place the NOTAM.

- When issuing and canceling a NOTAM, fill out a local NOTAM form. Note time given to and cancelled by Cleveland FSS and controller's initials. When the NOTAM is cancelled, it should be filed and retained for 25 months.

SECTION IX Emergency Personnel's Responsibilities

- Fire Department: The Chief of the Fire Department is the primary safety officer for the Bass Islands. The Fire Department is in charge of an accident scene until danger no longer persists.
- EMS: The EMS medics are in charge of tending to the injured.
- Police Department: The police's primary purpose is that of crowd control. The police will also contact the Ohio Highway Patrol (OHP) to notify them on the accident. All persons should stay clear of the accident scene until such a time as the Fire Department declares that there is not any additional danger. The police also should assist the OHP by detaining the pilot and passengers until the OHP can arrive, or obtain pertinent information from the pilot such as pilot license, driver's license, medical certificates, the passengers' names, date of birth and social security numbers. Secure accident scene, tape and/or post officer until after the investigation. After initial investigation by OHP, if the pilot was injured, remove and secure all logbooks, loose and removable articles at the police station.

APPENDIX A: Ramp Access Agreement

AGREEMENT FOR RAMP ACCESS AT 3W2

This agreement made this __ day of _____, 2020 by and between the Put-In-Bay Township Port Authority (herein called the "Authority") and _____, (herein called "3W2 Pilot").

WHEREAS, 3W2 Pilot desires to access their aircraft parked on the Put-In-Bay Airport Ramp with their personal vehicle,

The Authority agrees to provide access subject to the following conditions:

- Ramp access will be through the electronic gate on the southeast of the hangar. A \$50 deposit will be paid for a remote gate opener.
- Access is granted to the 3W2 Pilot and their passengers to their aircraft ONLY.
- The 3W2 Pilot's must provide proof of insurance for the vehicle used to access the ramp on an annual basis.
- An annual fee will be paid for ramp access based on the schedule in effect for that calendar year.
- Unauthorized use of this access will result in immediate termination of this agreement.

The TERM of this agreement is on calendar year basis and can be terminated at any time by the Authority.

Put-In-Bay Township Port Authority

3W2 Pilot

APPENDIX B: Airport Schedule of Fees**Commercial Landing Fees:**

Commercial Fees: Put-In-Bay: \$800 annually
PLUS \$1.00 per arriving or departing passenger

Middle Bass: \$400 annually
PLUS \$1.00 per arriving or departing passenger

Ramp Fees for Drop-off or Pick-up: \$ 8.00 for single engine
\$15.00 for multi-engine

Flight Based Tour Fees (i.e. bi-plane & helicopter): \$7.50 per landing

Commercial Freight Run Fees:

All aircraft under 6 passenger capacity \$ 8 per landing

All aircraft over 5 passenger capacity \$15.00 per landing

Aircraft Parking/ Landing Fees:

Daily Parking Fee: \$12 per day

Overnight Parking Fee: \$17 per night

Monthly Parking Fees: \$77 for single engine
\$110 for multi-engine

Semi-Annual Parking Fees: \$330 for six months

Annual Parking Fees: \$495 per year for single
engine \$550 per year for multi-engine

Ramp Access Fees for Annual & Semi-annual Payers: \$25 Annually plus
\$50 Deposit for gate opener

Access Fee: \$220 per year

Applicable to property owners adjacent to the airport who utilize 3W2 facilities to safely land at the airport and to further access their private property.

Maintenance Fee: \$110 annually

Applicable to property owners with deeded access to 3W2.

Public Hangar Fees: \$35 Day, \$50 per Night, \$125 Weekend,
\$300 Monthly, and \$2,400 Annual.

APPENDIX C: NOTAM Example

They will ask which airport you are issuing a NOTAM for:

- Put-In-Bay Airport: 3W2 (3 whiskey 2) / Runways 3 & 21
- Middle Bass Airport: 3T7 (3 tango 7) / Runways 10 & 28
- North Bass Airport: 3X5 (3 x-ray 5) / Runways 1 & 19

Date of call: _____

Begin date of NOTAM: _____

Begin time: _____ EST (They can convert to Zulu time for you)

End date of NOTAM: _____

End time: _____ EST

Description of NOTAM:

Examples:

- Caution: Men & equipment operating near runway
- Runway closed due to snow removal
- Men & equipment on ramp and taxiways
- Airport closed
- Caution: construction in progress _____ (description of where) _____.
- Icy conditions on runway; depth of 1/4" .

Flight Service Agent Initials: _____ (they will provide at the end of your call)

Your Initials: _____

(Please be sure to retain a copy of this for our records)

APPENDEX D: Aircraft Emergency/Accident Plan

**IF THERE IS INJURY, POSSIBLE INJURY AND/ OR
FILE CALL 911 IMMEDIATELY**

The Aircraft is not to be moved except for the following reasons:

- To Remove Persons injured or trapped
- To protect the Wreckage from further damage
- To protect the Public from Injury

In any of these cases, photos and sketches should be made to document the accident and surrounding area.

ONE OF THE FOLLOWING AUTHORITIES SHOULD BE NOTIFIED IMMEDIATELY IN THE FOLLOWING ORDER:

Cleveland Flight Standards District Office:	440-686-2001
Cleveland Approach:	216-898-2040
Cleveland Center:	440-774-0327
Air Traffic Control Tower at Cleveland Hopkins:	216-265-6161
Air Traffic Control Tower at Toledo Express:	419-855-6686

ANY OF THESE FACILITIES HAVE THE ABILITY TO NOTIFY THE FAA & NTSB

THE AIRCRAFT MAY BE MOVED ONLY AFTER RELEASE FROM THE NTSB AND THE FAA. THEY HAVE FINAL AUTHORITY.