



# **GLENDALE MUNICIPAL AIRPORT RULES AND REGULATIONS**

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# GLENDALE MUNICIPAL AIRPORT RULES AND REGULATIONS

## Article 1. Definitions

Whenever used in these Rules and Regulations, the following capitalized words and phrases, as well as the corresponding noncapitalized words and phrases, shall have the meanings ascribed to them in this Article, except where the context clearly indicates a different meaning. All definitions contained within the Federal Aviation Regulations (14 C.F.R.) Part 1 shall be considered as included herein; to the extent such definitions are not inconsistent with the definitions contained in this Article.

**Aircraft Accident or Incident:** A collision or other contact between a part of an aircraft and another aircraft, vehicle, Person, stationary object or other thing that results in bodily injury, death or property damage; or an entry into or emerging from an aircraft or vehicle by a Person that results in bodily injury or death of any Person or property damage.

**Aeronautical Item:** An item that is used to support the operation, maintenance, or storage of the aircraft permitted to be stored in the Hangar, including parts, tools, equipment, and other support items.

**Air Traffic:** Aircraft operations anywhere in the Class D Airspace around the Airport and on the Airport Movement Area.

**Air Traffic Control:** A service operated by a duly designated authority to direct air traffic movements and promote the safe, orderly, and expeditious flow of air traffic.

**Aircraft Fuel:** All flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating: (a) an internal combustion engine; or (b) a jet or turbine engine.

**Aircraft Maintenance:** All maintenance performed on an Aircraft, including Major Aircraft Alterations and Repairs, and Aircraft Preventive Maintenance.

**Aircraft Maintenance Bay:** A facility at the Airport that provides space for aircraft maintenance and washing, north and adjacent to the Control Tower.

**Aircraft Operation:** An aircraft arrival at or departure from the Airport.

**Aircraft Owner:** Any Person holding legal title to an aircraft, as evidenced by an appropriate certificate of title if applicable, or person authorized by the legal title holder to use or possess the aircraft.

**Aircraft Parking Area:** A Hangar and apron location on the Airport designated by the Airport Manager for the parking and storage of aircraft.

**Aircraft Preventive Maintenance:** Aircraft Maintenance that is not a Major Aircraft Alteration or Repair, and does not involve complex assembly operations, and is of the types as

listed in FAR Part 43 Appendix A, paragraph (C), except that item (22) thereof, replacing prefabricated fuel lines, shall, for the purpose of the Rules and Regulations, be considered a major aircraft repair.

**Airport:** All of the City-owned or leased real and or personal property comprising the Glendale Municipal Airport as it now exists or as may hereafter be expanded and developed, including all of the facilities as shown on the most current FAA-approved Airport Layout Plan.

**Airport Grant Agreement:** An agreement between the FAA and an airport sponsor through which the airport sponsor received grant money from the FAA in exchange for committing to fulfill certain obligations related to the airport operated by the sponsor.

**Airport Manager:** The Person designated by the City to act as Airport Manager, regardless of such Person's official title with the City.

**Airport Movement Area:** The Runways, Taxiways and other areas of the Airport that require approval from Air Traffic Control prior to entering, but not including the loading ramps, loading gates, designated aircraft service and maintenance areas, and Aircraft Parking Areas. The designation of areas of the Airport as Airport Movement Areas shall apply at all times, including hours when the Control Tower is closed.

**Airside:** The portion of an airport that contains the facilities necessary for the operation of aircraft.

**Based Aircraft:** An aircraft (1) which the owner physically locates at the Airport with the intent and purpose to remain for an undetermined period; (2) which, whenever absent from the Airport, including for a limited or seasonal duration, its owner intends to return to the Airport for permanent storage; and (3) whose presence on the Airport is not transitory in nature.

**Based Commercial Aeronautical Activity Provider:** A Commercial Aeronautical Activity Provider that has been given Permission by the Airport Manager to conduct its business using an Airport Hangar or other Airport facility as the primary location for its business.

**City:** The City of Glendale, an Arizona municipal corporation.

**Class D Airspace:** Generally, the airspace from the surface to 2,500 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower. The configuration of each class D airspace area is individually tailored and when instrument procedures are published, the airspace will normally be designed to contain the procedures.

**Commercial Activity:** The conduct of any aspect of a business, concession or service in order to provide goods or services to any Person for compensation, including any such activity conducted by a charitable or non-profit organization.

**Commercial Aeronautical Activity:** Any Commercial Activity that involves, makes possible, or is required for the operation of aircraft or an airport or that contributes to or is required for the safety of such operations. The following activities are “Commercial Aeronautical Activities” within this definition:

- (a) Aircraft sales and services.
- (b) Airframe and powerplant repair services.
- (c) Aircraft rental services.
- (d) Flight training services.
- (e) Aircraft charter or on-demand air taxi services.
- (f) Airfreight, air cargo, or air carrier operation.
- (g) Air ambulance services.
- (h) Airborne mineral exploration.
- (i) Aircraft management services.
- (j) Radio, Instrument or Propeller Repair Services.
- (k) Aerial Applications (Crop-Dusting, Fire Suppression).
- (l) Aviation Fuels and Petroleum Product Sales.
- (m) Sale of Aviation Parts.
- (n) Lease, sublease, or rental permit of any Aircraft Hangar, Shade, Tiedown, or other Parking Space.
- (o) Banner Towing and Aerial Advertising.
- (p) Aerial Photography or Survey.
- (q) Powerline or Pipeline Patrol.
- (r) Aircraft Washing and Cleaning Services.
- (s) Any other commercial activity that is directly related to the operation, maintenance, repair, or storage of aircraft or the operation of the Airport.

**Commercial Aeronautical Activity Provider:** Any person that provides a Commercial Aeronautical Activity on the Airport.

**Commercial Operating Permit:** A Permit that has been approved and issued by the Airport Manager, prior to conducting any commercial business at the Airport.

**Control Tower:** The Air Traffic control tower located at the Airport, which is authorized by the FAA to control and direct the movement of aircraft within the Class D Airspace around the Airport and upon the surface of the Airport.

**Disabled Aircraft:** An aircraft that remains on the Airport Movement Area following an Aircraft Accident or Incident or other event that renders it unairworthy.

**FAA:** The Federal Aviation Administration.

**FAA Certificate of Aircraft Registration:** FAA form (AC Form 8050-3) that shows aircraft type and current ownership.

**FAR:** The Federal Aviation Regulations.

**Federal Airport Grant Assurance Obligations:** Provisions within a Federal Airport Grant Agreement with which the recipient of Federal airport development assistance has agreed to comply in exchange for the assistance provided.

**Fixed Base Operator (FBO):** A person that conducts the type of Commercial Aeronautical Activity described in Article 7 of the Minimum Operating Standards.

**Flying Club:** A non-profit entity or organization organized solely for the purpose of providing its members with one or more aircraft for their personal use and enjoyment.

**Fuel Handling:** The transportation, delivery, and draining of fuel or fuel waste products, and the fueling/defueling of aircraft.

**Fuel Co-op:** A fuel cooperative organization, which includes any arrangement between a group of persons that provides for the obtaining and distribution of fuel to those persons or to others, other than as a Fixed Base Operator.

**Fuel Storage Area:** Any portion of the Airport designated temporarily or permanently by the City as an area in which fuel may be stored or loaded.

**General Aviation:** All types of civil aviation operations other than those conducted as a Commercial Aeronautical Activity.

**Ground Support Equipment (GSE):** The support equipment at an Airport used to service or support the operation of aircraft on the ground.

**Hangar:** Aircraft hangars used for aircraft storage or aircraft maintenance.

**Hazardous Materials:** Any chemical, substance, material, waste or similar matter defined, classified, listed or designated as harmful, hazardous, extremely hazardous, dangerous,



toxic or radioactive, or as a contaminate or pollutant, or other similar term, by, and/or that is subject to regulation under, any federal, state or local environmental or hazardous materials statute, regulation or ordinance presently in effect or that may be promulgated in the future, and as they may be amended from time to time.

**Landside:** The portion of an airport that provides the facilities necessary for the processing of passengers, cargo, freight, and ground transportation vehicles.

**Lease:** A contract granting the right to occupy or use property during a certain period in exchange for a specified rent.

**Major Aircraft Alterations and Repairs:** Major aircraft alterations and/or repairs of the types listed in FAR Part 43 Appendix A, paragraphs (a) and (b).

**Minimum Operating Standards:** Those standards adopted by the City as the minimum requirements to be met as a condition for the privilege of conducting Commercial Activities at the Airport, as such standards may be amended from time to time, and containing detailed provisions outlining the minimum building size and other standards acceptable by the Airport for a business operating on the Airport.

**Non-Tenant Operator:** A Person with no established office, station or location on Airport property and not having a Lease agreement with the Airport.

**NTSB:** The National Transportation Safety Board.

**NOTAM:** Notice to Airmen.

**Operational Area:** Any portion of the Airport to which the public is prohibited access by fences or appropriate signs, and that is not leased or demised to anyone for exclusive use, including Runways, Taxiways, Taxilanes, all ramps and apron areas, Aircraft Parking Areas, Fuel Storage Areas, maintenance areas, and any other area of the Airport used or intended to be used for landing, take-off, or surface maneuvering of aircraft, or for embarking or debarking of aircraft passengers.

**Park, Parked, or Parking:** The standing of an Aircraft or Vehicle, whether occupied or not.

**Permission:** An approval or authorization granted by the City or the Airport Manager.

**Permit:** A written document issued by the Airport Manager, authorizing the recipient to conduct one or more Commercial Activities at the Airport that the recipient would not otherwise be authorized (e.g., by a commercial lease) to conduct.

**Person:** Any human being, governmental or political subdivision or public agency, public or private corporation, any partnership, firm, association, club, or other organization; any receiver, trustee, assignee, agent, or other legal representative of any of the foregoing; or any other legal entity.

**Police Officer:** Any commissioned peace officer.

**Road or Roadway:** Any roadway within the boundaries of the Airport and designated for use by Vehicles, whether improved or unimproved and whether dedicated or not.

**Rules and Regulations:** The version of this document in effect at any given time.

**Runway:** The defined rectangular area of the Airport prepared and designated for aircraft landing and takeoff.

**Shade:** An area used for the storage of aircraft or other items permitted by the Airport Manager or for activities permitted by the Airport Manager that is covered by a roof but no sides.

**Specialized Aviation Service Operator (SASO):** A person that conducts one or more of the types of Commercial Aeronautical Activities described in Article 8 of the Minimum Operating Standards.

**Taxilane:** The portion of the Aircraft Parking Areas used for access between Taxiways and aircraft Parking positions.

**Taxiway:** A defined path established for the taxiing of aircraft from one part of the Airport to another.

**Traffic Pattern:** The traffic flow that is prescribed for aircraft using the Airport.

**Tenant:** Any Person authorized to occupy or use any portion of the Airport on the basis of either a written lease or permit directly with or from the City, or a sublease with an entity that has a lease directly with the City. "Tenant" includes any entity that has an ownership interest in a Hangar located on Airport property, since that ownership interest is subject to both: (1) the lease under which the underlying land was leased from the City, and (2) the sublease under which that land was subleased from the entity (such as a Hangar association) that leased the land directly from the City.

**Tiedown:** An area used for the storage of aircraft or other items permitted by the Airport Manager or for activities permitted by the Airport Manager that is not covered by a roof.

**Vehicle:** A device other than an Aircraft in, upon, or by which any Person or property is or may be propelled, moved or drawn upon a Roadway.

**Vehicle Parking Area:** Any portion of the Airport designated and made available temporary or permanently by the City for the Parking of Vehicles.

**Vehicular Accident:** A collision or other contact between a part of one Vehicle and another Vehicle, or a Person, stationary object or other thing that results in bodily injury, death or property damage; or an entry into or emerging from any Vehicle by a Person that results in bodily injury or death of any Person or property damage.

## **Article 2. General Use of Airport**

### ***Section 2-1. Purpose and Application of Rules and Regulations***

- a. The Rules and Regulations are intended for the safe, orderly and efficient operation of the Airport and apply to all Tenants, Commercial Aeronautical Activity Providers, and other Persons using the Airport for any reason.
- b. A violation of any specific provision of the Rules and Regulations or Minimum Operating Standards shall be deemed to be a civil code infraction pursuant to Glendale City Code, Chapter 13, Article II.
- c. Violations of FAR's shall fall under the jurisdiction of the FAA.
- d. No delay or failure on the part of the City in enforcing any aspect of the Rules and Regulations or the Minimum Operating Standards shall impair the City's enforcement action, nor shall any delay be construed as a waiver of such enforcement action. No single or partial exercise of an enforcement action shall preclude any further exercise of enforcement right, or privilege of the City. No waiver of any aspect of the Rules and Regulations or the Minimum Operating Standards shall be valid unless made in writing and signed by the Airport Manager, and then only to the extent expressly specified in such writing.

### ***Section 2-2. Conflicting Laws, Ordinances, Regulations, and Contracts***

- a. In any case where a provision of the Rules and Regulations is in conflict with any other provision of the Rules and Regulations, or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the City, the provision that establishes the higher standard for the promotion and protection of the health and safety of the people shall apply.
- b. No existing or future City contract, lease agreement or other contractual arrangement, or any payment or performance thereunder, shall excuse any failure of full and complete compliance with the Rules and Regulations. Compliance with the Rules and Regulations shall not excuse any failure of full and complete compliance with any obligations to the City under any existing or future City contract, lease, agreement or other contractual arrangement.

### ***Section 2-3. Use of Airport Facilities***

- a. No Person shall use the Airport or its facilities except in conformity with the Rules and Regulations, applicable requirements of the City of Glendale Code, and all other applicable state and federal laws, rules and regulations.

- b. No Person shall engage in any Commercial Aeronautical Activity at the Airport except in conformity with all FARs; the applicable provisions of Title 28, Chapter 25, Arizona Revised Statutes; the applicable provisions of the Glendale City Code; and the Rules and Regulations.
- c. No Person shall use any portion of the Airport for any Commercial Activities unless such Commercial Activities are conducted by the Person as a Tenant pursuant to a license issued by the Tax and License Department of the City of Glendale and either a written Commercial Lease authorizing such Commercial Activity or Permit issued by the Airport Manager authorizing such Commercial Activity. The Airport Manager may issue Permits for Commercial Activities at the Airport to Persons whose Commercial Activities do not require a formal lease, provided that such Permits are effective for no more than 30 days or are terminable by the City without cause upon no less than 30 days' notice, or are immediately terminable by the City for cause. The Airport Manager will determine the terms and fees for such Permits unless such fees have otherwise been established by resolution of the City Council.
- d. No Person may use the Airport or its facilities, or engage in any conduct on or related to the Airport, in any way that would cause the City to be in non-compliance with any of the City's Federal Airport Grant Assurance Obligations.

***Section 2-4. Closing the Airport and Control During Emergencies***

During an emergency at the Airport, the Airport Manager shall have absolute control of the Airport. In the event that the Airport Manager believes conditions at the Airport are unsafe for Aircraft Operations, the Airport Manager shall have the authority to close the entire Airport or any part of the Airport, and issue a NOTAM (Notice to Airmen) describing the closure.

***Section 2-5. Responsible Party***

Any Person accessing the Airport shall be responsible for their actions and the actions of any Person to whom they provide access, whether directly or indirectly.

***Section 2-6. Minimum Operating Standards***

Prior to commencing any Commercial Activity at the Airport a person must present to the Airport Manager satisfactory information and proof that he or she meets the Glendale Airport Minimum Operating Standards established by the City for engaging in such Commercial Activity.

***Section 2-7. Aircraft Parking***

- a. Tiedowns painted white are reserved Tiedowns and shall not be used without the user having obtained an approved Tiedown agreement with the City or a Tenant authorized to provide Tiedowns to other Persons.

- b. Tiedowns painted yellow are transient Tiedowns for the purpose of short-term or overnight Parking.
- c. No Person shall Park or allow to remain stationary any aircraft at the Airport except within a designated Aircraft Parking Area. No Person shall Park an aircraft in a reserved Aircraft Parking Area without first having obtained permission from the City or a Tenant authorized to provide an Aircraft Parking Area to other Persons. No Person shall leave an aircraft Parked in a Shade or Tiedown without first having secured the aircraft so that the aircraft is adequately secured to the pavement.
- d. Tenants may have a tool box or ladder or container adjacent to their aircraft so long as they have the approval of the Tenant authorized to provide the Shade to other Persons. Open Tiedown Tenants may have a tool box or ladder adjacent to their aircraft so long as they have the approval of the Tenant authorized to provide the Tiedown to other Persons, and the Tiedown space is adjacent to a light pole or the tool box or ladder is secured under the aircraft.
- e. Aircraft must not be Parked so as to block or obstruct Taxilanes.
- f. If any aircraft is Parked in violation of this section, or, in the determination of the Airport Manager, presents an operational or safety hazard in any area of the Airport, the Airport Manager may cause said aircraft, at the owner's/operator's expense, and without liability for damage that may result in the course of such moving, to be moved and delivered into the care of a representative of an FBO or SASO authorized to do business on the Airport.

***Section 2-8. Aircraft Owner's Performance of Maintenance and Use of Commercial Aeronautical Activities***

- a. An Aircraft Owner is permitted to fuel, wash, apply limited touch up small-scale paint or finish, and provide Aircraft Preventive Maintenance only to the owner's own aircraft, and only if the aircraft is based at the Airport, provided that the owner complies with the Rules and Regulations and all applicable laws, FARs and City code provisions. Limited touch-up small-scale painting or refinishing is permitted only in areas designated for such activities, such as the Aircraft Maintenance Bays. Large-scale painting is prohibited unless otherwise approved.
- b. An owner of a Based Aircraft may hire or allow a Person, other than a Based Commercial Aeronautical Activity Provider, to provide any of the services described in Section 2-8 or in Section 2-9 only if such services are provided (i) under the presence and direct supervision of the Aircraft Owner, (ii) at the based location of the aircraft at the Airport, and (iii) in conformance with the Rules and Regulations and all applicable laws, FARs

and City code provisions.

- c. Where the services are provided as a Commercial Aeronautical Activity for the benefit of the Aircraft Owner, the provider must be either (i) a direct employee (or authorized independent contractor) of the Aircraft Owner, or (ii) for certificated aircraft, an FAA certified technical specialist or a mechanic. All such providers must hold a Permit to conduct Commercial Activities.

***Section 2-9. Major Aircraft Alterations and Repairs***

Major Aircraft Alterations and Repairs may be conducted on the Airport only:

- a. By a Based Commercial Aeronautical Activity Provider authorized by the Airport to perform Major Aircraft Alterations or Repairs; or
- b. By the owner of the aircraft being altered or repaired, and in accordance with Sections 2-8 through 2-11 of the Rules and Regulations.

***Section 2-10. Aircraft Hangars***

- a. Aircraft Hangars may be used only for the following purposes:
  - 1. Storing and Parking of a Based Aircraft assigned to the Hangar and listed on the Airport Manager's list of Based Aircraft, and storing of Aeronautical Items that are approved by the City's Fire Department and Airport Manager. Aircraft Parked in Aircraft Hangars shall be Parked in a manner so as to be completely contained in the aircraft Parking space and not obstruct adjacent Aircraft Parking Areas or Taxilanes, except for the purpose of immediate and temporary staging and fueling of such aircraft.
  - 2. Performing Aircraft Maintenance on a Based Aircraft assigned to the Hangar and listed on the Airport Manager's list of Based Aircraft, so long as that Maintenance is conducted in accordance with these Rules and Regulations and the FARs.
  - 3. Temporary Parking of Vehicles operated by gate card permittees and their authorized guests, only when the Hangar user is either present on the Airport, or using the aircraft normally stored in, the Hangar.
- b. Use of Aircraft Hangar shall be subject to the following restrictions:
  - 1. No welding, doping, painting, fueling, or defueling fuel system maintenance may be performed in an Aircraft Hangar. Any such welding, doping, painting, fueling, or defueling fuel system maintenance may be performed at least 25 feet from any structure

or in an Aircraft Maintenance Bay, following coordination with the Airport Manager.

2. No equipment or materials may be stored in Hangars unless used for the operation and maintenance either of the Based Aircraft or of the Hangar.
  3. There shall be room for the aircraft in the Aircraft Hangar for the Based Aircraft at all times, even when the aircraft is temporarily not located in the Hangar.
  4. Oily rags, oil waste, rags and other rubbish and trash may only be stored in Hangars in containers with self-closing, tight-fitting lids as approved by the Airport Manager or City Fire Department.
  5. Fueling, Defueling and Fuel System maintenance shall comply with the following:
    - a. Fueling or defueling within in aircraft storage hangar or within 25 feet thereof is prohibited.
    - b. Fuel system maintenance within as aircraft storage hangar is prohibited.
    - c. Open fuel cells are allowed within the hangars if they are new and have never held fuel, or existing tanks have been purged of flammable vapors so there are no hazardous vapors off-gassing in the space.
    - d. Evacuating water from a Gascolator or sampling of fuel for testing is not considered fuel system maintenance if:
      1. Quantity of fuel is less than 6 ounces, and
      2. Waste fuel is disposed of in a flammable liquid storage container approved for such use.
- c. The following items are permitted to be stored in Hangars:
1. All aircraft assigned to the Hangar on the Airport Manager's list of Based Aircraft, including any such aircraft that are being restored or assembled.
  2. Aeronautical Items associated with an aircraft in the Hangar, including the parts, tools, equipment and support items necessary to maintain and operate an aircraft.
  3. Prefabricated metal shelving, workbenches, and cabinets (the use

of fire-resistant materials is preferred).

4. Vehicles per Section 5-8 used for tugs or transportation on the Airport.
5. A reasonable amount of functional furniture, such as a table and chairs, only for use in the Hangar.
6. Spare aircraft tires, batteries, and battery chargers stored in accordance with Fire Codes.
7. Refrigerators, air conditioners, fans and similar devices, as long as they are elevated 18” above the Hangar floor and use no extension cords.
8. Other items determined by the Airport Manager to be allowable, based on their function and the personal needs of the occupant.
9. Flammable and Combustible liquids stored inside hangars must comply with the following:
  - a. Flammable liquids (with flash points < 100 degrees Fahrenheit) are limited to 10 gallons maximum. This includes aviation fuel and most volatile solvents.
  - b. Combustible liquids (with flash points > 100 degrees Fahrenheit) are limited to 30 gallons maximum. This includes diesel fuel, hydraulic fluid, motor oil and most lubricating oil.
  - c. The maximum quantity of all material shall not exceed 30 gallons total. For example, if 10 gallons of flammable liquids are stored, then no more than 20 gallons of combustible liquids are allowed.
  - d. Fuels in the tanks of aircraft or aircraft related equipment (tugs, etc.) are exempt from these limitations.
  - e. All flammable or combustible liquids must be stored within safety containers designed for such use, or in the original manufacturers’ containers.
10. The temporary storage of more than ten (10) gallons of fuel during repairs to fuel tanks/bladders is allowed up to 30 days and provided that the Airport Manager is notified and approves of such temporary storage.



- d. Hangars shall be subject to annual and periodic inspections by the Airport Manager and/or City Fire Department to ensure compliance with all laws, ordinances, and the Rules and Regulations. Each occupant shall take reasonable steps to make the Hangar available for such inspections .
- e. If there is no Based Aircraft in a Hangar, the Hangar shall have only Aeronautical Items that conform to these Rules and Regulations stored in the Hangar.
- f. Oxygen or any combustible or non-combustible compressed gas in a cylinder or portable tank shall be secured. Compressed gas cylinders or tanks shall have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.
- g. All aircraft and vehicle batteries may be charged only while the Aircraft Owner or occupant is present.

***Section 2-11. Aircraft Shades and Tiedowns***

- a. Aircraft Shades and Tiedowns may be used for the following purposes:
  - 1. Storing and Parking of a Based Aircraft assigned to the Shade or Tiedown and listed on the Airport Manager’s list of Based Aircraft, and storing of Aeronautical Items that are approved by the City’s Fire Department and Airport Manager. Aircraft parked in a Shade or Tiedown shall be parked so as to be completely contained within the aircraft Parking space and not obstruct adjacent Aircraft Parking Area or Taxilanes, except for the purpose of immediate and temporary staging and fueling of such aircraft.
  - 2. Performing Aircraft Maintenance on Based Aircraft assigned to the Shade or Tiedown and listed on the Airport Manager’s list of Based Aircraft, so long as that maintenance is conducted in accordance with these Rules and Regulations and the FARs.
  - 3. Parking of Vehicles operated by gate card permittees and their authorized guests.
- b. Use of aircraft Shades and Tiedowns shall be subject to the following restrictions:
  - 1. No welding, doping, painting, fueling, or fuel system maintenance may be performed in any Shade or Tiedown. Any such welding, doping, painting, fueling, or fuel system maintenance may be performed in an Aircraft Maintenance Bay, following coordination with the Airport Manager.

2. No equipment or materials may be stored in Shades or Tiedowns unless used for the operation and maintenance of the Based Aircraft assigned to the Shade or Tiedown. Limitations of storage may be placed by the Airport Manager on a case-by-case basis.
  3. Oily rags, oil waste, rags and other rubbish and trash may only be stored in Shades or Tiedowns in containers with self-closing, tight-fitting lids that are approved by the Airport Manager or City Fire Department and must be secured to prevent spillage.
- c. Aircraft Shades and Tiedowns shall be subject to annual and periodic inspections by the Airport Manager and City Fire Department to ensure compliance with all laws, ordinances and the Rules and Regulations.
  - d. All aircraft and vehicle batteries may be charged in Shades or Tiedowns only while the Based Aircraft owner, operator, or occupant is present.
  - e. Tenants may have a tool box or ladder or container adjacent to their aircraft so long as they have the approval of the Tenant authorized to provide the Shade to other Persons. Open Tiedown Tenants may have a tool box or ladder adjacent to their aircraft so long as they have the approval of the Tenant authorized to provide the Tiedown to other Persons, and the Tiedown space is adjacent to a light pole or the tool box or ladder is secured under the aircraft.
  - f. Oxygen or any combustible or non-combustible compressed gas in a cylinder or portable tank may be stored in Shades or Tiedowns only if (1) the Airport Manager and Fire department grant permission, and (2) the cylinder or tank, is secured and has pressure relief devices installed and properly maintained. Compressed gas cylinders or tanks not in use shall have a transportation safety cap installed.

#### ***Section 2-12. Use of Wash Racks and Aircraft Maintenance Bays***

The City-owned wash racks and Aircraft Maintenance Bays may be used up to two consecutive days for the purposes of aircraft washing and polishing, or Aircraft Maintenance, respectively. All washing of aircraft with solvents must be done at the wash facility. Waste must be caught with a drip pan and disposed of in accordance with all federal, state, county and local laws. The Airport provides a method of disposal of motor oil at the wash facility.

#### ***Section 2-13. Airport Perimeter Road***

The Airport Perimeter Road may be used only by authorized Vehicles, which include all Airport Administration Vehicles, fixed base operator fuel trucks, and other Vehicles with prior written approval from the Airport Manager.

***Section 2-14. Operational and Restricted Areas***

- a. No Person may enter upon the Airport Movement Area, passenger ramp and apron, or cargo ramp and apron without the Permission of the Airport Manager, except Persons assigned duty therein, authorized representatives of the City, or aircrews and passengers entering for the purpose of enplaning or deplaning, or as otherwise provided for in the Rules and Regulations.
- b. No Person may enter the Airside area, except as necessary for the lawful operation or maintenance of an aircraft thereon, or to conduct a Commercial Activity, or to conduct any other activity authorized by the Airport Manager.
- c. No Person may enter any area posted as being closed to the public, except as authorized by the Airport Manager.
- d. No Person may enter into, remain in, place in, or remove any object from, any Hangar, Shade or other building or facility at the Airport without consent of the City or the Person with the legal right of possession of such space, building, or facility.

***Section 2-15. Access Codes and Gate Cards***

Persons who have been provided either a code or device for the purpose of obtaining access to the Airport may use only Airport issued codes/devices, and shall not divulge, duplicate, or otherwise distribute the same to any Person, unless otherwise approved in writing by the Airport Manager. Violation of this requirement may result in the loss of Airport access privileges.

***Section 2-16. Airport Smoking Areas***

Smoking is not permitted:

- a. Within fifty (50) feet of an aircraft, fuel truck and/or Fuel Storage Area;
- b. Where specifically prohibited by the City and/or State Law.

***Section 2-17. Use of Shop Areas***

All of a Tenant's shops, garages, equipment and facilities are solely for the conduct of that Tenant's authorized aeronautical or Commercial Activities. No Person other than employees or agents of that Tenant shall make use of such facilities without individual and specific permission of that Tenant.

## **Section 2-18. Maintenance of Premises**

All Tenants at the Airport shall at all times maintain their premises in serviceable, safe and operable condition and repair, and in a condition of repair, cleanliness and general maintenance.

## ***Section 2-19. Floor and Apron Care***

All Tenants on the Airport shall keep the floors of Hangars, Shades and Tiedowns leased by them, or used in their operations, clean and clear of fuel, oil, grease and other similar materials.

## ***Section 2-20. Waste Containers and Disposal***

All Airport Tenants, users, or visitors shall dispose of all waste in waste containers appropriate for that purpose, and in appropriate locations, as designated by the Airport Manager, and no other containers or areas shall be used. Containers for recyclable materials shall be used in strict accordance with the rules posted by the Airport Manager for such use. No petroleum products, industrial waste matter or other Hazardous Materials shall be dumped or otherwise disposed of except in accordance with local, county, state and federal law. Hazardous Materials shall be the responsibility of the originator under all applicable law.

## ***Section 2-21. Storage***

No Person shall store or stock materials or equipment in such a manner as to be unsightly or constitute a hazard to personnel or property, as determined by the Airport Manager.

## ***Section 2-22. Storage, Transfer and Cleanup Charges***

The City may remove and impose storage, removal and transfer charges upon any property or material unlawfully placed or otherwise deposited at the Airport. The City may clean up any material unlawfully spilled, placed or otherwise deposited at the Airport, and may charge the responsible Person(s) for the cost of the cleanup, any required environmental remediation, and any expenses, fines, or damages incurred by the City as a result thereof.

## ***Section 2-23. Model Aircraft, Kites, Fireworks, Etc.***

No Person shall fly or release a model aircraft, rocket, kite, fireworks, balloon, parachute, or the like, within two (2) miles of the Airport if such activity would create a hazard to Aircraft Operator or as otherwise determined by the Air Traffic Manager or the Airport Manager.

## ***Section 2-24. Commercial Photography***

No Person may take still, motion or sound pictures, of or at the Airport, for commercial purposes, without first receiving written Permission from the Airport Manager and paying the fee determined by the Airport Manager for such activity.

***Section 2-25. Advertisements***

No Person may post, distribute or display signs, advertisements, circulars, or other printed or written matter at the Airport without first receiving Permission from the Airport Manager.

***Section 2-26. Explosives and Radioactive Substances***

- a. No Person, except an authorized law enforcement officer or member of the Armed Forces of the United States on official duty, may possess any explosives on the Airport.
- b. No Person, except an authorized law enforcement officer or member of the Armed Forces of the United States on official duty, may store, handle, use, dispense or transport at, in, or upon the Airport, any radioactive substance or material (except for materials with a minimum of radioactive substances, such as radioactive paint illuminating instrument dials), without prior written Permission from the Airport Manager.

***Section 2-27. Disorderly Conduct and Intoxicating Liquors***

No Person may:

- a. Commit any disorderly, obscene or unlawful act, or create a nuisance, on the Airport.
- b. Consume any alcoholic beverage upon any portion of the Airport open to the public, except in lawfully established restaurant facilities and in accordance with all applicable laws, or in some other place authorized by a Special Event Permit from the Airport Manager authorizing the consumption of such alcoholic beverage.
- c. Become intoxicated on any portion of the Airport.

No intoxicated Person may enter upon or loiter on or about the Airport.

***Section 2-28. Property Damage, Injurious or Detrimental Activities***

No Person may destroy, deface, injure or disturb in any way, Airport property or conduct at the Airport activities that are injurious, detrimental or damaging the Airport or to Airport property or to Commercial Activities at the Airport. Any Person causing, or responsible for causing, any such injury, detriment, or damage shall pay the Airport, upon the Airport's demand, the full cost of repairs. Any Person failing to comply with this section shall be in violation of the Rules and Regulations, and the Airport Manager may prohibit such Person from any or all of the Airport facilities until the Airport has been fully reimbursed for the damage done.

***Section 2-29. Alteration of Airport Property***

No Person may make any alterations to any signs, buildings, Aircraft Parking areas, leased areas or other Airport property, or erect any buildings or other structures at the Airport without first receiving written Permission of the Airport Manager. Any construction on the Airport must be approved in advance in writing by the Airport Manager. Persons undertaking such alterations or construction shall comply with all building codes and permit procedures of the City, and shall deliver to the Airport Manager as-built plans upon completion.

***Section 2-30. Lost Articles***

Any Person finding lost articles in public areas of the Airport shall immediately deposit them at the office of the Airport Manager or, if after hours, with an Airport staff member or security officer on duty at the Airport. Articles unclaimed after sixty days may be turned over to the finder or otherwise disposed of in a lawful manner.

***Section 2-31. Abandoned Property***

No Person may abandon any property on Airport property or in any building on the Airport.

***Section 2-32. Flying Clubs***

A Flying Club shall comply with the Rules and Regulations and the Minimum Operating Standards.

***Section 2-33. Payment of Fees***

All billings by the City are due and payable upon presentation unless otherwise noted thereon or otherwise provided by the terms of a written lease, license, Permit or agreement from or with the City.

***Section 2-34. Dogs and Other Animals***

No Person may enter the Airport with a dog or other animal unless the animal is restrained by a leash or properly confined as determined by the Airport Manager. No person in charge of a dog or other animal may permit the animal to wander unrestrained on any portion of the Airport. Animal owners are responsible for cleaning up after their pets on the Airport.

***Section 2-35. Based Aircraft Information***

All Based Aircraft must be registered with the Airport Manager. Tenants shall provide to the Airport Manager their name, address and phone number along with the Aircraft Owner's aircraft make, model and FAA Certificate of Aircraft Registration number or other proof of ownership. All Tenants are required to update changes of based aircraft within 30 days of change. Airport Manager may request confirmation of based aircraft on as a needed basis.

## **Article 3. Fueling, Flammable Fluids, and Safety**

### ***Section 3-1. Fuel Safety***

All transportation, storage and other handling of aircraft and Vehicle fuel shall comply with the Glendale Fire Code, FAA Advisory Circular 150/5230-4A, as amended, all requirements of the Rules and Regulations, and all other applicable laws and standards.

### ***Section 3-2. Restrictions on Commercial Fueling Activities***

No Person or company may conduct any commercial fueling activities for aircraft at the Airport except for activities conducted by a Tenant operating as a Fixed Base Operator and in accordance with the express terms of such Tenant's lease with the City.

### ***Section 3-3. Storage of Aircraft Fuel Trucks, Trailers and other Aircraft Refueling Devices***

- a. Aircraft refueling Vehicles and other movable Aircraft Fuel containers and refueling devices shall be stored outside, and not less than fifty (50) feet from an occupied structure, or such other distance from any occupied structures as may be approved by the Airport Manager and the City Fire Department.
- b. Aircraft refueling Vehicles shall be Parked in a manner that provides a minimum of ten (10) feet of separation between each aircraft refueling Vehicle and any other Vehicle or aircraft refueling device.
- c. No aircraft refueling Vehicle, other movable Aircraft Fuel container, or other aircraft- refueling device, empty or otherwise, may be brought into, kept or stored within any building at the Airport unless the building is used exclusively for that purpose.
- d. This section does not apply to Vehicle fuel approved containers with a capacity of not more than five (5) gallons, provided no more than one (1) such containers may be located within a single Vehicle and no more than two (2) such containers may be located in any Hangar.

### ***Section 3-4. Aircraft Refueling and Defueling Locations***

All aircraft fueling shall be performed outdoors. Aircraft being fueled shall be positioned so that Aircraft Fuel system vents or fuel tank openings are not closer than twenty-five (25) feet from any building or structure.

***Section 3-5. Maintenance of Fuel Servicing Vehicles***

Maintenance and servicing of Aircraft Fuel servicing Vehicles shall be performed outdoors or in a building approved for that purpose by the City Fire Department.

***Section 3-6. Open Flames***

There shall be no open flames or lighted open-flame devices in the Airside area, within fifty (50) feet of any aircraft, fuel truck, and/or Fuel Storage Area, or in any other area open flames are specifically prohibited by the City. Lighted open-flame devices shall include, but shall not be limited to, the following:

- a. Exposed flame heaters, liquid, solid or gaseous devices, including portable and wheeled gasoline or kerosene heaters, and gas or charcoal cooking grills;
- b. Heat producing, welding, or cutting devices, and blowtorches; except as provided for in Section 2-10 b.
- c. Flare pots or other open-flame lights.

***Section 3-7. Removal of Gas, Oil, Grease, Etc.***

- a. In the event of spillage of gasoline, oil, grease or any material that may be unsightly or detrimental to the Airport, the same shall be removed immediately, either by the operator or owner of the equipment causing the same (the "Equipment Operator"), or by the Tenant, Commercial Aeronautical service Provider, or other Person responsible for the spillage (the "Responsible Person").
- b. In the event of such spillage, and the failure of the Equipment Operator or the Responsible Person to restore the area to its original, safe, and environmentally sound status, the City may clean up any material spilled, placed or otherwise deposited at the Airport, and may charge the Responsible Person(s) for the cost of the cleanup, any required environmental remediation, and any expenses, fines, or damages incurred by the City as a result thereof.
- c. Spillage events may constitute grounds for the Equipment Operator or Responsible Person being denied access to the Airport.

***Section 3-8. Lubricating Oils***

Lubricating oils that are necessary for minor aircraft maintenance and have a flash point at or above 100° F, may be stored in Hangars or suitable



storage devices as approved by the Airport Manager, provided they are stored in their original container and have the original manufacturer's labeling. No more than thirty (30) gallons of such lubricating oils may be stored by any Person, except that an Aircraft Maintenance Shop authorized by the Airport Manager to operate on the Airport may store more than thirty (30) gallons of lubricating oils, in accordance with IFC 2703.1.1.

***Section 3-9. Use of Waste Oil Stations***

Waste oil stations are provided solely for the disposal of waste aircraft engine oil, and for the exclusive use of General Aviation Tenants. No Person may place any solvents, cleaners, antifreeze, Vehicle engine oil, or any other material or substance in the waste oil station receptacle. Any Person violating this section shall be responsible reimbursing the Airport for all costs incurred by the Airport or by any other Person in connection with the proper disposal of such waste oil. Waste oil stations shall be used in accordance with the rules posted by the Airport Manager at the station.

***Section 3-10. Fire Extinguishers***

- a. All Airport Tenants shall supply and maintain such adequate and readily accessible fire extinguishers as may be required by the City Fire Department. Each fire extinguisher shall carry a suitable tag showing the date of the most recent inspection.
- b. Any discharge of any fire extinguisher equipment on Airport property, regardless of the circumstances, shall be reported to the Airport Manager, immediately after use, in accordance with state statutory requirements.
- c. At least two (2) fire extinguishers, each having a rating of 20-BC, shall be readily available for use in connection with any aircraft fueling operations.

***Section 3-11. Movable Aircraft Fuel Storage Tanks or Containers***

Unless otherwise approved by the Airport Manager and City Fire Department, movable Aircraft Fuel storage tanks or containers are prohibited at the Airport except for:

- a. Aircraft Fuel trucks and trailers constructed, operated and maintained in all respects as required by law.
- b. Permanent fuel tanks in an operable aircraft.
- c. Containers not exceeding one-gallon capacity used solely for sampling and testing of fuel, engines and Fuel Handling apparatus.

- d. No more than one (1) tank per Person, with a capacity of not more than fifty-five (55) gallons, used by that Person to fuel their own aircraft pursuant to a self-fueling Permit.
- e. Fuel tank Vehicles authorized by the City, and lawfully transporting fuel for immediate dispensing into a fuel storage tank. Such Vehicles shall access the Airport at a point approved by the Airport Manager and remain under escort by the representative of the Person on the Airport receiving the fuel.

***Section 3-12. Self-Fueling and Fuel Co-ops***

Except as may be prohibited by other provisions of the Rules and Regulations and any other applicable law, owners of a Based Aircraft who desire to self-fuel their aircraft, shall apply for and receive a self-fueling Permit from the Airport Manager. The preceding sentence does not apply to the use of a self-service fuel facility provided by a Fixed Base Operator. Fuel Co-ops are not permitted on the Airport.

***Section 3-13. Fueling of Fuel Vehicles***

Transferring fuel from vehicle to vehicle on Airport property is prohibited unless the fuel is transferred from an approved fuel loading device.

***Section 3-14. Vehicle Fuel***

No Person shall possess Vehicle fuel on the Airport except:

- a. Within the permanently installed fuel tank of a Vehicle for use by that Vehicle;
- b. Within movable containers designed for storage of Vehicle fuel, and:
  - 1. Such container shall have a maximum capacity of (5) gallons.
  - 2. No more than two (2) such containers shall be located in a single Vehicle.
  - 3. No more than two (2) such containers shall be located in any Hangar.
- c. Within underground or above-ground vehicle fuel storage tanks that have a capacity of not more than two thousand (2,000) gallons, and are lawfully installed and maintained in accordance with Section 3-1 of the Rules and Regulations.

***Section 3-15. Fuel Farms***

Only full service Fixed Base Operators who have a lease with express terms authorizing them to conduct commercial fueling activities on the Airport will be permitted to install a permanent fuel farm. Any such installation must be approved by the Airport Manager.

## **Article 4. Aircraft Rules**

### ***Section 4-1. Restricted Runway Operations***

- a. Except in an emergency, all fixed wing aircraft landings and takeoffs shall be made on a Runway.
- b. Except in an emergency, no rotorcraft equipped with skid type landing gear shall perform run-on landings, or any other maneuvers that would cause the skids to slide upon the runway surface.
- c. Aircraft are discouraged from making a one hundred eighty-degree turn after landing on a Runway unless instructed to do so by the Control Tower.
- d. Landing aircraft shall clear the Runway as soon as practical, consistent with safety, and taxi ahead to the nearest turn-off.

### ***Section 4-2. Aircraft Wingspan Restrictions***

Aircraft shall not be placed in a Hangar, Shade or Tiedown, nor shall aircraft be operated in areas of the Airport, where the aircraft's wingspan exceeds the maximum wingspan designated for that area by the Airport Manager.

### ***Section 4-3. Requested Noise Abatement Procedures***

Unless the Control Tower otherwise directs aircraft operators, the following noise abatement practices are identified:

- a. Avoid noise-sensitive areas near the Airport as practical.
- b. Utilize quiet flying procedures recommended by the Aircraft Owners and Pilots Association (AOPA) and the National Business Aviation Association (NBAA).
- c. Local Traffic Pattern departures from Runway 01 turn right to 040 heading at end of Runway; fly short crosswind leg; turn downwind leg west of 99<sup>th</sup> Avenue.
- d. Visual Flight Rules (VFR) departures from Runway 01 turn right to 040 heading at the end of the Runway; maintain heading until aircraft is over curve in expressway, south of Olive Avenue.
- e. VFR departures Runway 19 maintain Runway heading until Indian School Rd before turning east or northeast. Make turns shortly after passing Indian School Road to avoid potential conflicts with traffic at Phoenix Goodyear Airport.
- f. Touch and go operations are discouraged between 10:00 p.m. and 6:00 a.m.

***Section 4-4. Traffic Pattern / Pattern Altitudes***

Due to the proximity of Luke AFB and Phoenix Goodyear Airport, all aircraft operating to or from the Airport shall operate in an area east of the Airport extended centerlines of Runway 1/19, unless otherwise authorized by Air Traffic Control. All traffic shall be left for Runway 19 and right for Runway 1. Recommended minimum Traffic Pattern altitudes above ground level (AGL) for Aircraft Operations at the Airport are as follows:

Helicopters/Ultralights	530' AGL	(1600' MSL)
Propeller Aircraft	1030' AGL	(2100' MSL)
Turbine Aircraft	1530' AGL	(2600' MSL)

***Section 4-5. Disabled Aircraft***

Unless otherwise permitted by the Airport Manager, Aircraft Owners and pilots shall be responsible for the prompt removal of their Disabled Aircraft and parts thereof from the Airport Movement Area, unless such Aircraft Owners or pilots are required or directed by the Airport Manager, or the FAA, or the NTSB to delay such action pending an investigation of an Aircraft Accident or Incident. In the event of the Aircraft Owner's or pilot's failure to promptly remove such a Disabled Aircraft, the Airport Manager may cause the aircraft to be removed, and bill the Aircraft Owner thereof for all charges incurred in the removal of same. The City shall not be responsible for any damage to Disabled Aircraft removed by the Aircraft Owner, the pilot, the City, or other authorized Persons.

***Section 4-6. Negligent Operation of Aircraft***

No aircraft shall be operated in a careless, negligent or reckless manner, or in disregard of the rights and safety of others, or in an improperly maintained, or otherwise hazardous, condition, or at a speed or in a manner that endangers, or is likely to endanger, Persons, or property.

***Section 4-7. Required Aircraft Equipment***

No aircraft shall land or take off at the Airport while the Control Tower is in operation, unless the aircraft is equipped with a functioning radio capable of direct two-way communications with the Control Tower, except in the case of a radio failure, an emergency, or based on prior coordination with, and the consent of, Air Traffic Control.

***Section 4-8. Motorless Aircraft***

No motorless aircraft shall land or take off at the Airport without having received prior written Permission of the Airport Manager.

***Section 4-9. Running of Aircraft Engines, Exhaust, Propeller Blast or Rotor Wash***

- a. Aircraft engines shall be run at idle except as may be necessary for safe taxiing operations, taking off, landing, preflight testing, and maintenance testing.
- b. All aircraft engine run-ups shall be conducted in areas designated by the Airport Manager for such run-ups. Except in an emergency, all aircraft engine run-ups for maintenance testing purposes shall be conducted between the hours of 7:00 a.m. and 10:00 p.m.
- c. At no time shall an aircraft's engine(s) be operated while the aircraft is in a Hangar or Shade.
- d. No aircraft engine shall be started or aircraft taxied where the exhaust, propeller blast, or rotor wash may cause injury to Persons or do damage to property or spread debris on Airport areas.
- e. No high power maintenance run-ups are allowed between Aircraft Hangars, between Shades, near Tiedowns, in Taxiways, or on Taxiways (other than the portions of Taxiways that act as hold aprons), except at areas designated for high power maintenance run-ups by the Airport Manager.

***Section 4-10. Taxiing of Aircraft***

No Person shall taxi an aircraft without first taking all necessary precautions to prevent a collision with other aircraft, Persons, or objects. Aircraft shall not be taxied into or out of a Hangar, Shade, or other covered area. No Person shall taxi an aircraft except on areas designated for taxiing. If it is impossible to taxi aircraft in compliance with this section, then the engine must be shut off and the aircraft towed to the new location.

***Section 4-11. Common Traffic Advisory Frequency***

When the Control Tower is not in operation, aircraft operators shall utilize the Common Traffic Advisory Frequency (CTAF), as published in the current Airport/Facility Directory, to broadcast their intentions, as detailed in the *Aeronautical Information Manual, FARs, and FAA Advisory Circulars*.

***Section 4-12. Aircraft Incident/Accident Reports***

Any Persons involved in an Aircraft operation that results in a personal injury or damage to property occurring on the Airport, within the City, or in the Class D Airspace around the Airport shall provide all pertinent information to the Airport Manager as soon after the Aircraft Accident or Incident as possible. The information shall include the names, address and phone numbers of the Persons involved, and a description of the accident and the cause (if known). When a written copy of an accident report is required to be filed by federal or state law, regulation, or agency, a copy of such report shall also be submitted to the Airport Manager.

***Section 4-13. Refusal of Clearance or Use***

The Airport Manager may delay, restrict or prohibit any flight or other operations at the Airport, except for emergency landings, and may refuse takeoff clearance to any aircraft whenever the Airport Manager, in his or her sole discretion, determines such refusal is necessary for safety or security reasons.

***Section 4-14. Compliance with Federal Aviation Regulations***

No Person may conduct any Aircraft Operations in violation of any FAR.

***Section 4-15. Interfering or Tampering with Aircraft***

No Person may interfere or tamper with any aircraft, aircraft parts, instruments, fuel or tools without prior approval of the Aircraft Owner, or in the event of an emergency, as specifically directed by the Airport Manager.

***Section 4-16. Aircraft Demonstrations and Public Events***

No aircraft flight or ground demonstrations may be conducted at the Airport without the prior written Permission of the Airport Manager. The City reserves the right to temporarily restrict or control activities on the Airport Movement Area and public areas of the Airport for purposes of aerial and ground demonstrations or for any other public purpose. To the extent practicable, such public events will be conducted in such a manner as to minimize the impact upon normal Airport operations.

***Section 4-17. NOTAMS and Airport Advisories***

The Airport Manager and/or the Control Tower are responsible for the dissemination of NOTAM information pertaining to airfield conditions and airfield lighting. The Airport Manager and/or the Control Tower are also responsible for the dissemination of NOTAM material pertaining to the Control Tower. The Airport Manager and/or the Control Tower are authorized to relay airfield conditions, advisories or information concerning outages of airfield lighting to the appropriate FAA Flight Service Station for dissemination as a NOTAM.

***Section 4-18. Tiedown or Storage of Damaged or Dismantled Aircraft***

A damaged or dismantled aircraft shall be repaired, re-assembled, or moved to a location acceptable to the Airport Manager within 60 days unless the Airport Manager permits an alternative arrangement.

***Section 4-19. Airport Movement / Non-Airport Movement Areas***

No aircraft or other Vehicle, with the exception of emergency vehicles, may enter upon the Airport Movement Area without maintaining radio contact with the operational Control Tower, except by express Permission of the Airport Manager.

## **Article 5. Vehicles, Pedestrians, Etc.**

### ***Section 5-1. General Requirements***

No Person may operate a Vehicle on the Airport except in accordance with the Rules and Regulations and all federal, state and local laws.

- a. Vehicles shall access all Airport facilities and businesses from the Landside public parking or appropriate gate areas for said facility of business.
- b. All Vehicles shall yield the right of way to aircraft in motion and emergency Vehicles.
- c. All Vehicles, except for ground service and emergency Vehicles, shall remain a safe distance from any aircraft whose engines are running.
- d. All Vehicles, upon entering or exiting an Airport access gate, shall wait for the gate to completely close behind them before proceeding to their destination.

### ***Section 5-2. Licensing, Registration and Insurance***

- a. No Person may operate a motorized Vehicle of any kind on the Airport without a valid state motor vehicle operator's license.
- b. All motorized Vehicles operated on the Airport that are registered for use on public streets shall be covered by the type and amount of Vehicle liability insurance coverage required by state law.
- c. All motorized Vehicles operated on the Airport that are not registered for use on public streets shall be covered by appropriate liability insurance coverage.
- d. All motorized Vehicles operated and Parked on the Airport shall have a current registration as required by state law.

### ***Section 5-3. Control of Vehicles***

- a. No Person may operate or Park a Vehicle at the Airport in a manner prohibited by the Rules and Regulations or by signs, pavement markings, or other signals posted by the City or by the Airport Manager. The Airport Manager has the authority to regulate or prohibit any class or type of Vehicle or other form of transport that operates in the Airside area.
- b. No Person may operate or Park a Vehicle in the Airside area unless that Person has valid access privileges.

#### ***Section 5-4. Speed Limits***

All Vehicles shall be operated on the Airport in strict compliance with all posted speed limits. The maximum speed limit in the Airside for all Vehicles, with the exception of authorized municipal and emergency services Vehicles operated by duly authorized officials in the performance of their official duties, is fifteen (15) miles per hour, or less, if conditions require a lower speed to ensure safe operation.

#### ***Section 5-5. Vehicles Operating on Runway and Taxiways***

- a. Only Vehicles authorized by the Airport Manager may operate on the Airport Movement Area. No Vehicle may be operated on the Runways and Taxiways unless so authorized by the Airport Manager.
- b. Any Vehicle authorized to operate on the Airport Runways or Taxiways shall display amber rotating beacon or a 3' x 3' white and orange-checked flag that complies with FAA Advisory Circular 150/5210-5 and is visible to the Control Tower personnel. Exceptions to this rule must be authorized by the Airport Manager.
- c. All Vehicles that are authorized to operate on the Runways or Taxiways shall have obtained a clearance from the Control Tower.
- d. All Vehicles shall remain in continuous communications with the Control Tower while operating on a Runway or Taxiway.
- e. The fact that a Vehicle has a two-way radio installed does not constitute an authorization or clearance for the Vehicle to operate on Vehicles on Runways or Taxiways.
- f. All Vehicle operators shall comply with the standard airport light gun signals.

#### ***Section 5-6. Airport Perimeter Security***

Persons owning, operating or otherwise responsible for Airport buildings or other structures that contain any portion of the Airport security perimeter (as defined by the Airport Manager), shall operate and maintain all vehicular and pedestrian access points and Airport security perimeter on their property in a manner that is acceptable to the Airport Manager and limits access from their property to the Airport to only those Persons authorized by the Airport Manager to have access.

#### ***Section 5-7. Authority to Remove Vehicles***

The Airport Manager may cause to be removed from any area of the Airport any Vehicle that is disabled, abandoned, or Parked in violation of the Rules and Regulations, or that presents an operational hazard to any area of the Airport, as determined by the Airport Manager, in his or her sole discretion, with the Vehicle operator bearing any expense of removal and the risk of any damage from such removal.



***Section 5-8. Bicycles and Miscellaneous Vehicles***

- a. Bicycles may be operated on the Airport, provided that such operation is in accordance with the Rules and Regulations, including those sections pertaining to Vehicles. Any bicycles equipped with reflectors and a light may be operated on the Airport after dark.
- b. No Person may operate at the Airport any go-cart, go-ped, skateboard, rollerblade, or other Vehicles not licensed, or otherwise permitted by state law, for operation on a public street or highway, except for City Vehicles or small Vehicles (golf carts, UTV's, ATV's, etc...) used for servicing aircraft or on Airport transportation.

***Section 5-9. Vehicular Accidents***

The driver of any Vehicle involved in an accident on the Airport that results in injury or death to any Person, or damage to any property, shall immediately stop such Vehicle at the scene of the accident; render reasonable assistance to each Person injured in the accident, including making arrangements for the transporting of the Person to a physician, surgeon or hospital for medical or surgical treatment, if it is apparent that treatment is necessary or if the transporting is requested by the injured Person; and give his/her name, address and operator's license and registration number to the Person injured, the Airport Manager, and to any Police Officer or witnesses of the accident. The driver of such Vehicle shall make and file a report of such accident as required by state law, and provide a copy of that report to the Airport Manager.

***Section 5-10. Careless Operation, Driving While Intoxicated.***

No Vehicle of any kind may be operated at the Airport:

- a. In a careless, negligent or reckless manner, or in disregard of the rights and safety of others, or while the driver would be prohibited by law from operating an automobile upon the public streets of the City due to drug or alcohol impairment or influence, or at a speed or in a manner that endangers, or is likely to endanger, Persons or property;
- b. If the Vehicle is constructed, equipped or loaded so as to endanger, or be likely to endanger, Persons or property, or to result in the load or other materials becoming separated from the Vehicle; or
- c. If the Vehicle is not lighted or otherwise clearly visible during hours of darkness or during inclement weather.

***Section 5-11. Parking Restrictions***

- a. No Person may Park or leave standing any Vehicle, whether occupied or not, except within a designated Vehicle Parking Area, except that a Vehicle may be Parked next to, or in front of, a Hangar so long as the

Vehicle does not obstruct aircraft movement. Aircraft Owners and operators may Park their Vehicles only in the Aircraft Parking space designated for their aircraft.

- b. Vehicles Parked in an Aircraft Parking Area shall be Parked in a manner so as to be completely contained in an Aircraft Parking area and to not obstruct adjacent Aircraft Parking Areas or Taxilanes unless for the purposes of immediate and temporary loading, unloading, or staging of an aircraft.
- c. A Vehicle Parked in an Aircraft Parking Area shall be Parked in a manner that allows the Vehicle to be immediately driven or towed away from any nearby aircraft in case of an emergency.

#### ***Section 5-12. Airport Access During an Accident or Incident***

Only Persons authorized by law or Persons having the Permission of the Airport Manager or the Control Tower may enter the Airside area of the Airport for the purposes of attending, observing, or assisting at the scene of an Aircraft Accident or Incident or Vehicular Accident.

#### ***Section 5-13. Pedestrians in the Airside Area***

Walking, standing, and loitering in the Airside area are permitted only if such activities are determined by the Airport Manager not to be an operational or safety concern.

#### ***Section 5-14. Vehicle Repair***

- a. No Person may clean or make any repairs to Vehicles (other than Ground Support Equipment) anywhere on the Airport, except minor repairs that enable such Vehicles to be removed from the Airport.
- b. No Person may move, or interfere or tamper with, any Vehicle, or take or use any Vehicle part or tool without the written approval of the Vehicle owner, or other evidence of the right to do so satisfactorily presented to the Airport Manager.

#### ***Section 5-15. Automobiles on Operational Areas***

Automobiles driven by Aircraft Owners or aircraft operators who have been authorized by the Airport Manager to access Operational Areas shall be subject to the following restrictions:

- a. Automobiles should enter the Airport through the gate closest to the storage location of the Aircraft Owner's or aircraft operator's aircraft, and leave the Airport through the same gate.

- b. Automobiles traveling to an Airport location a significant distance away should use Glen Harbor Blvd. rather than traveling on an Airside road or roadway.
- c. Automobiles may park on the east side of the terminal only if authorized to do so by the Airport Manager.
- d. Only authorized vehicles may be parked next to the Control Tower.

***Section 5-16. Vendor Vehicles***

All vendor Vehicles, tool trucks, snack trucks, and the like, are prohibited from operating on the aircraft apron. Such Vehicles shall initially access Airport Commercial Aeronautical Activity Providers from Glen Harbor Blvd, and may visit Airport Commercial Aeronautical Activity Providers on the Airside if escorted by the Provider.

***Section 5-17. Enforcement of Article 5***

- a. The first violation of any of the requirements in Article 5 of the Rules and Regulations will result in a verbal warning to the violator, which will be noted in the violator's file.
- b. The second offense will result in a Notice of Violation to the violator.
- c. The third offense will result in a suspension of the violator's Vehicle driving privileges on the Airport for one (1) year. After one year, a written request may be submitted to the Airport Manager requesting the reinstatement of the violator's Vehicle driving privileges.

***Section 5-18. Pedestrians Soliciting Rides***

No Person may stand or walk in, upon, or adjacent to, a Roadway at the Airport for the purpose of soliciting a ride from a Vehicle, nor may any Person solicit aircraft rides from any area of the Airport.

***Section 5-19. Motor Homes, Boats, Trailers, and Recreational Vehicles***

Motor homes, boats, utility trailers, and recreational Vehicles shall not be stored anywhere on the Airport unless with the prior written Permission of the Airport Manager.