



**MARINA MUNICIPAL AIRPORT
RULES AND REGULATIONS**





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MARINA MUNICIPAL AIRPORT RULES AND REGULATIONS

Purpose

The purpose of these Rules and Regulations is to promote the safe and efficient operations of Marina Municipal Airport and to provide services for aircraft operators, tenants, businesses, and the public. The Rules and Regulations apply to all activities on the airport. City of Marina ("City") staff as designated are responsible for administering these Rules and Regulations.

Article 1. General Provisions and Definitions

Section 1-1. 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 Section, 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.

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.

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.

Air Traffic: Aircraft operations anywhere in the 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: A human operated vehicle that is used or intended for use for flight. Includes fixed-wing and rotorcraft vehicles.

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 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 Marina 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 City Manager or their designee.

Airport Movement Area: The Runway, Taxiways, Taxilanes and Aircraft Parking Areas. The designation of areas of the Airport as Airport Movement Areas shall apply at all times.

Airport Operations Area: That portion of airport property on the Airside of the perimeter fence.

Airside: The portion of an Airport that contains the facilities necessary for the operation of aircraft. Generally, everything inside the perimeter fence.

Airspace: Generally, the Airspace surrounding Airport. This includes the Class G Airspace from the surface to 700 feet above the airport elevation (charted in MSL). The Class E Airspace from 700 feet to 2,500 feet above the Airport and the Class C Airspace from 2,500 feet to 4,200 feet which is associated with the Monterey Regional Airport Airspace.

Aviation Use: A permissible use of airport property or facilities that requires access to the runway/taxiway system or is in support of airport operations.

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. Generally Based Aircraft reside at the Airport for at least six months of the year.

Based Commercial Aeronautical Activity Provider: A Commercial Aeronautical Activity Provider that has obtained the appropriate City approval and/or 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 Marina, California.

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) Skydiving.
- (t) 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.



Control Tower: An airport traffic control tower which is authorized by the FAA to control and direct the movement of aircraft. There is not an active Control Tower at 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 or is not moveable under its own power.

Dope: To smear or cover with varnish or other thick liquid.

Drone: An aircraft without a human pilot on board and a component of an unmanned aircraft system (UAS).

FAA: The Federal Aviation Administration.

FAA Certificate of Aircraft Registration: FAA form (AC Form 8050, as amended) 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 and Airport 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, aircraft maintenance, for operating an aviation related business.



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.

Long-Term Airport Use Permit: A Permit that has been approved and issued by the Airport Manager, prior to conducting any commercial business at the Airport. Long-Term Airport Use Permits are intended for businesses operating at the Airport for more than 180 days.

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-Aviation Use: A permissible use of airport property and facilities that does not require access to the runway/taxiway system. Non-Aviation Use of Airport property and/or facilities is permissible in designated areas and is subject to FAA approval.

Non-Tenant Operator: A Commercial Aeronautical Activity Provider with no established office, station or location on Airport property and not having a Lease agreement with the Airport. A Non-Tenant Operator must obtain a Short-Term or Long-Term Airport Use Permit.

NTSB: The National Transportation Safety Board.

NOTAM: Notice to Air Missions.

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. The Permit types are, (a) Short-Term Airport Use Permit, and (b) Long-Term Airport Use Permit.

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.

Short-Term Airport Use Permit: A Permit that has been approved and issued by the Airport Manager, prior to conducting any commercial business at the Airport. Short-Term Airport Use Permits are intended for businesses operating at the Airport for a term of less than 180 days

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.

Sublease: A Tenant with an aircraft who has an agreement to store their aircraft in a hangar building that is owned or leased from the Airport by another Tenant. Individual hangar units owned by the Airport, such as T-hangars, cannot be sublet and must be occupied with an aircraft owned by the hangar lessee.

Taxilane: The portion of the Aircraft Parking Areas used for access between Taxiways and aircraft Parking positions. Also includes those paved surfaces leading to hangar areas.

Taxiway: A defined path established for the taxiing of aircraft from one part of the Airport to another. Typically accommodates higher aircraft movement speeds than Taxilanes.

Taxiway/Taxilane Object Free Area: A define surface extending from the centerline to the sides of a Taxiway or Taxilane that must be clear of objects to ensure the safe movement of aircraft.



Traffic Pattern: The traffic flow that is prescribed for aircraft using the Airport. The Airport supports a left Traffic Pattern for Runway 11 and a right Traffic Pattern for Runway 29.

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: (a) the lease under which the underlying land was leased from the City, and (b) 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. Tiedowns are categorized as Based or Transient with a Based Tiedown being a monthly lease and a Transient Tiedown being available for short term overnight parking and subject to the overnight parking fee.

Ultralight vehicle: A vehicle intended or used for the purpose of flight and defined and operated in accordance with Part 103 of the Federal Aviation Regulations.

Unmanned Aircraft System (UAS): A system for flying an unmanned vehicle that includes the vehicle (commonly referred to as a drone), a controller, and a system of communication between the two.

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.

Section 1-2. Compliance with Federal Aviation Act and Federal Aviation Regulations

1. The Federal Aviation Act of 1958 authorizes the Administrator of the Federal Aviation Administration (FAA) to prescribe air traffic rules and regulations governing the flight of aircraft. The Federal Aviation regulations promulgated by the Administrator cover all flights on or in the vicinity of the Airport.
2. Aeronautical operators, aircraft owners, and other users of the Airport are required to be familiar with and comply with the Federal Aviation Regulations (FAR), including Part 91, General Operating and Flight Rules. Copies of these Federal Aviation Regulations are available through the FAA.
3. All aeronautical activities at the Airport and all flying of aircraft departing from or arriving at the Airport, shall be conducted in conformity with the FARs.



Section 1-3. Airport Manager Shall Enforce Rules and Regulations

The Airport Manager is empowered to oversee the operations of the Airport and to apply and enforce the Rules and Regulations contained herein. The Rules and Regulations contained herein apply specifically to the Airport and are supplemental to the FARs.

Section 1-4. Compliance with Applicable Rules and Laws

1. All persons using the Airport shall be subject to, and governed by, the Rules and Regulations contained herein, and all other applicable provisions of City ordinances and resolutions, County ordinances and resolutions, State and Federal laws and FARs.
2. The City of Marina retains the right to grant exemptions from these Rules and Regulations. Requests for said exemptions shall be made in the form and manner as prescribed by the City.

Section 1-5. Duties and Powers of the Airport Manager

The Airport Manager shall represent the City at all times in regard to all Airport matters. They shall have the following duties and powers:

1. The Airport Manager shall at all times have authority to take such actions as may be deemed necessary to safeguard the public in attendance at the Airport. Every fixed based operator, aeronautical operator, aircraft owner, or other person employed on or using the Airport shall cooperate to enforce these Rules and Regulations and to see that all persons upon the premises use care to prevent injury to persons or damage to property.
2. The Airport Manager may suspend or restrict any or all operations at the Airport whenever such action is deemed necessary in the interest of safety. A NOTAM would be filed as soon as practical in instances where closures (either partially or entirely) are administered.
3. The Airport Manager may suspend, as a means of safeguarding the Airport and the public, the privileges of the Airport and its facilities to any person refusing to comply with these Rules and Regulations.
4. The Airport Manager shall have authority to restrict Airport operations to such portion(s) of the Airport as they may deem necessary or desirable. Any part of the Airport temporarily unsafe for aircraft operation which is not available for normal use shall be clearly marked in accordance with recommendations of the FAA.
5. The Airport Manager may issue permits or written permission for use of the Airport as authorized herein.



6. The Airport Manager in any contingency or emergency not specifically covered by these Rules and Regulations, is authorized to make such decisions as to him/her may seem proper.

Section 1-6. Hours of Airport Operations

The Airport shall be open for public use 24-hours a day and 365 days a year, subject to these Rules and Regulations and subject to the condition of the landing area, as may be determined by the Airport Manager.

Section 1-7. Interference with Airport Use Prohibited

No person shall unreasonably obstruct, impair, or interfere with the use of the Airport by any other person, or unreasonably obstruct, impair, or interfere with the passage and safe, orderly, and effective use of the Airport by any other person, vehicle, or aircraft.

Section 1-8. Entrance to Airport Operations Area

No person, except aeronautical operators, duly authorized personnel, those with business on the airport, and/or other persons going to or from aircraft, shall be permitted to enter the Airport Operations Area.

Section 1-9. Tenant Contact Information

All tenants are required to provide the Airport Manager with current and accurate contact information, including email, phone, and physical mailing address.

Section 1-10. Fees, Rates, and Charges

A schedule of fees, rates, and charges for use of airport areas and facilities shall be established by the City Council from time to time.

Article 2. General Use of Airport

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

1. The Rules and Regulations are intended to govern the safe, orderly, and efficient operation of the Airport. The Rules and Regulations apply to all Tenants, Commercial Aeronautical Activity Providers, and other Persons using the Airport for any reason.
2. A violation of any specific provision of the Rules and Regulations or Minimum Operating Standards are subject to enforcement by the Airport Manager and may be deemed to be a civil code



infraction pursuant to City of Marina Municipal Code, Title 1-General Provisions, Chapter 1.08-Code Violations-Penalties and Chapter 1.10-Civil Enforcement.

3. Violations of FAR's shall fall under the jurisdiction of the FAA. The Rules and Regulations are intended to be in addition to and not in conflict with any Federal, State, or local laws, ordinances, rules, regulations, or policies.
4. 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

1. 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.
2. 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

No Person shall use the Airport or its facilities except in conformity with the Rules and Regulations, the Minimum Operating Standards, applicable requirements of the City of Marina Municipal Code, and all other applicable county, state and federal laws, rules, and regulations.

1. No Person shall engage in any Commercial Aeronautical Activity at the Airport except in conformity with all FARs; the applicable provisions of the City of Marina Municipal Code; and the Rules and Regulations.
2. 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 written Commercial



Lease authorizing such Commercial Activity and/or a Permit issued by the Airport Manager authorizing such Commercial Activity.

3. Any Person engaged in any Commercial Activity at the Airport shall obtain one of the following Permits, in addition to a City of Marina business license, as applicable:
 - A. Short-Term Airport Use Permit: The Airport Manager or the Airport Manager may issue a Short-Term Airport Use Permit 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 180 days and 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.
 - B. Long-Term Airport Use Permit: The Airport Manager, typically with the recommendation from the Airport Manager, may issue a Long-Term Airport Use Permit for Commercial Activities at the Airport to Persons whose Commercial Activities are anticipated to occur for a duration of more than 180 days. A land or facility lease may or may not be associated with a Long-Term Airport Use Permit.
4. In circumstances where the Commercial Activities can be reasonably determined to fall within more than one permit category, the Airport Manager has the final determination.
5. A person or tenant conducting Commercial Activities on the Airport shall obtain and maintain current a business license from the City of Marina, when applicable.
6. 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.
7. Any potential Tenant signing a Hangar lease from the Airport or a Sublease from an existing Tenant, must store an aircraft in the Hangar. Subsequently, if the Tenant sells or relocates the aircraft, a replacement aircraft owned or managed by the Tenant, must be stored in the Hangar within 30 days. On a case-by-case basis, the Airport Manager may extend this requirement by an additional 30 days, at which point the lease shall be null and void and Hangar available to let to another aircraft owner..

The Airport Manager or their designate is authorized to execute hangar, facility, or tie-down lease arrangements on behalf of the City of Marina.

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 Air Missions), as required, describing the closure.

Section 2-5. Reporting of Accidents

Any person involved in an accident at the airport which results in damage or injury to one or more persons or to property shall promptly report such occurrence to the Airport Manager

Section 2-6. 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 2-7. 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 they meet the Minimum Operating Standards established by the City for engaging in such Commercial Activity.

Section 2-8. Aircraft Parking

1. Based Aircraft Tiedowns shall not be used without the user having obtained an approved Tiedown agreement with the Airport or with a Tenant authorized to provide Tiedowns to other Persons.
2. Transient Tiedowns are for the purpose of short-term or overnight Parking. Transient and overnight aircraft Parking are subject to the published Rates and Fees for the Airport.
3. No Person shall leave an aircraft Parked in Tiedown without first having secured the aircraft so that the aircraft is adequately secured to the pavement.
4. No Person shall Park or allow to remain stationary any aircraft at the Airport except within a designated Aircraft Parking Area. Aircraft must not be Parked so as to block or obstruct Taxiways/Taxilanes, including the Taxiway/Taxilane Object Free Area.
5. 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 to be moved, at the owner's/operator's expense, and without liability for damage that may result in the course of such moving. The Aircraft may be delivered into the care



of a representative of an FBO or SASO authorized to do business on the Airport or relocated to another location on the Airport.





Section 2-9. Aircraft Owner's Performance of Maintenance and Use of Commercial Aeronautical Activities

1. 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. Large-scale painting is prohibited unless otherwise approved.
2. 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) at the based location of the aircraft at the Airport, and (ii) in conformance with the Rules and Regulations and all applicable laws, FARs and City code provisions.
3. 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 2-10. Major Aircraft Alterations and Repairs

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

1. By a Based Commercial Aeronautical Activity Provider authorized by the Airport to perform Major Aircraft Alterations or Repairs; or
2. 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.
3. By the owner of an experimental or kit aircraft that they are assembling for flight, and in accordance with FAA guidelines.

Section 2-11. Aircraft Hangars

Aircraft Hangars usage must comply with FAA Order 5190.6B, Airport Compliance Handbook, and 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 Airport Manager. Aircraft Parked in Aircraft Hangars shall be Parked in a manner so as to be completely contained in the Aircraft Hangar.



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 tenants and their authorized guests, only when the Hangar Tenant is either present on the Airport, or using the aircraft normally stored in the Hangar.

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 (if available), 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. There shall be space for the aircraft in the Aircraft Hangar at all times, even when the aircraft is temporarily not located in the Hangar.
3. 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.
4. Fueling, Defueling and Fuel System maintenance shall comply with the following:
 - A. Fueling or defueling within Hangar or within 25 feet thereof is prohibited.
 - B. Fuel system maintenance within a Hangar is prohibited.
 - C. Open fuel cells are allowed within a Hangar 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 quantity of fuel is less than 6 ounces, and waste fuel is disposed of in a flammable liquid storage container approved for such use.

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. Spare aircraft tires, batteries, and battery chargers are permitted if stored in accordance with local fire codes.
6. Other items determined by the Airport Manager to be allowable, based on their function and the personal needs of the occupant.
7. 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.
 - F. 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.
8. Hangars shall be subject to annual, periodic, and emergency inspections by the Airport Manager and/or City Fire Department and/or City Police Department and/or City Code Enforcement 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.
9. Initial Hangar leases are only available to potential Tenants that have an aircraft or able to obtain an aircraft within 30 days to store in the Hangar immediately upon execution of the lease. On a case-by-case basis, the Airport Manager may extend this requirement by no more than an



additional 30 days, at which point the lease shall be null and void and the Hangar available to let to another aircraft owner.

10. If at any point during a Hangar lease term, there is no Based Aircraft being stored in a Hangar for a period of 30 consecutive days, the Tenant has 30 days to occupy the Hangar with an aircraft. On a case-by-case basis, the Airport Manager may extend this requirement by 30 days, at which point the lease shall be null and void and the Hangar available to let to another aircraft owner.
11. 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.

Section 2-12. Former Military Hangars

Marina Municipal Airport owns Hangars #507, #510, #524, #527, and #533, which are large multi-story buildings that were inherited from the military when the Airport was deeded to the City. These hangars represent a special case in that they are multifunctional with portions capable of being leased for both Aviation and Non-Aviation Uses. All stipulations contained in Section 2-11 apply to the former military hangars with the following clarifications:

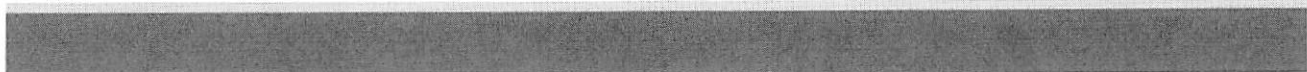
1. Portions of the former military hangars, so designated by the Airport Manager, may be leased for non-aviation uses provided the intended use is compatible with airport operations.
2. Non-Aviation Uses of the former military hangars are subject to approval by FAA.

Section 2-13. Non-Aviation Use of Aircraft Hangars

Under the following conditions, Aircraft Hangars may be used for Non-Aviation purposes:

1. The Non-Aviation Use must be temporary in nature and the lease shall be month-to-month.
2. There is no immediate aviation demand for hangar space.
3. The Non-Aviation Use of the hangar must be removed within 30 days when the Tenant is notified by the Airport Manager.
4. The Non-Aviation Use must be compatible with airport operations and it must be approved by the Airport Manager.
5. The proposed Non-Aviation Use is subject to FAA review.

Section 2-14. Aircraft Tiedowns





Aircraft Tiedowns may be used for the following purposes:

1. Storing and Parking of a Based Aircraft assigned to a Tiedown and listed on the Airport Manager's list of Based Aircraft parked in 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 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.

Use of aircraft Tiedowns shall be subject to the following restrictions:

1. No welding, doping, painting, fueling, or fuel system maintenance may be performed in any Tiedown. Any such welding, doping, painting, fueling, or fuel system maintenance may be performed in designated locations, following coordination with the Airport Manager.
2. No equipment or materials may be stored outside the aircraft at a Tiedown position. 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 must be removed from the Tiedown position when unattended.
4. Aircraft Tiedowns shall be subject to annual and periodic inspections by the Airport Manager and/or City Fire Department and/or City Police Department and/or City Code Enforcement to ensure compliance with all laws, ordinances and the Rules and Regulations.

Section 2-15. Use of Wash Racks

The City-owned wash rack may be used for the purposes of aircraft washing and polishing. 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. Tenant is responsible for cleanup and shall notify the Airport Manager if a spill occurs.

Section 2-16. 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 2-17. Operational and Restricted Areas



1. No Person may enter upon the Airport Operations Area, 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.
2. 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.
3. No Person may enter any area posted as being closed to the public, except as authorized by the Airport Manager.
4. No Person may enter into, remain in, place in, or remove any object from, any Hangar, or other building or facility at the Airport without consent of the Airport Manager or the Person with the legal right of possession of such space, building, or facility.

Section 2-18. Access Codes

Persons who have been provided a code for the purpose of obtaining access to the Airport may use only Airport issued codes, 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 2-19. Airport Smoking Areas

Smoking is not permitted within fifty (50) feet of an aircraft, fuel truck and/or Fuel Storage Area and where specifically prohibited by the City and/or State Law.

Section 2-20. 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 consistent with any terms or requirements in a lease, Permit or Agreement with the City and/or as determined by the Airport Manager.

Section 2-21. Floor and Apron Care

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

Section 2-21. Waste Containers and Disposal





All Airport Tenants, users, or visitors shall dispose of all waste in waste containers appropriate for that purpose. Containers for recyclable materials shall be used in 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. Disposal of Hazardous Materials shall be the responsibility of the originator and must be removed from the Airport and disposed of in accordance with applicable law. If the Airport provides designated disposal sites or containers for waste or Hazardous Materials, these may be utilized by the originator.

Section 2-23. Storage

No Person shall store or stock materials or equipment in such a manner as to be unsightly, constitute a hazard to personnel or property or interfere with their authorized/approved use, as determined by the Airport Manager.

Section 2-24. 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 2-25. Model Aircraft, Kites, Moored/Free Balloon, and Amateur Rockets

No person shall release or fly or cause to be released or flown, within three (3) statute miles of the center of the Airport runway, any model aircraft, kite, moored/free balloon, amateur rocket, or drone which might be ingested by an aircraft engine, might cause a pilot's view of the Airport and approach/departure zone to be obstructed, which could be used to suspend an object capable of endangering airborne aircraft or impairing a pilot's vision, or otherwise interferes with aircraft operations. The provisions of Title 14 Code of Federal Regulations (CFR) Part 101 relating to model aircraft, kites, moored/free balloons, and amateur rockets shall be met.

Persons desiring to operate model aircraft, kites, moored/free balloons, and model rockets on Airport property shall first obtain the written permission of the Airport Manager in accordance with FAA guidelines and regulations.

Section 2-26. Use of Airships, Dirigibles, Gliders, Ultralight Vehicles, and Powered Parachutes





Operators of airships, dirigibles, gliders, ultralight vehicles, and powered parachutes shall at all times comply with these Rules and Regulations and with such special operational procedures and requirements as may be established from time to time by the Airport Manager.

Persons desiring to operate airships, dirigibles, gliders, ultralight vehicles, and powered parachutes at the Airport shall first obtain the written permission and a permit, where applicable, from the Airport Manager. Such permission shall be requested in the manner and form prescribed by the City of Marina.

Ultralight Vehicles are regulated through FAR Part 103. In accordance with FAR Part 103.13, ultralight vehicles shall maintain vigilance to see and avoid conventional aircraft and shall yield the right-of-way to all conventional aircraft.

Section 2-27. Unmanned Aircraft Systems (UAS)

Operators of UAS must follow all Federal, State, and local regulations. 14 CFR Part 107 – Small Unmanned Aircraft Systems includes the following guidelines:

- Always avoid manned aircraft.
- Never operate in a careless or reckless manner.
- Maintain UAS within unaided sight (for example, no binoculars).
- Each UAS must have a dedicated observer.
- Do not fly UAS over people unless they are directly participating in the operation.
- Do not operate UAS from a moving vehicle or aircraft unless over a sparsely populated area and it does not involve the transportation of property for compensation or hire.
- Operate in visual conditions only with visibility of three miles.
- Operate no higher than 400 feet of ground or structure.
- Maximum speed is 100 miles per hour.
- Operate with a maximum payload of 55 pounds.

Persons desiring to operate UAS at the Airport shall first obtain the written permission and a permit, where applicable, from the Airport Manager. Such permission shall be requested in the manner and form prescribed by the City of Marina.

Operators of UAS that are heavier than 55 pounds and/or are involved in a commercial enterprise (i.e., package delivery), operate under 14 CFR Part 135.



Section 2-28. Experimental Aircraft

An experimental aircraft is an aircraft intended for testing new aerospace technologies and design concepts or which is self-made or assembled by aviation amateur(s) (i.e., homebuilt). Operators of experimental aircraft must follow all Federal, state, and local regulations. Applicable federal regulations include 14 CFR Part 21.175 and Part 21.191.

Tenants may utilize a leased hangar space for construction/assembly of their experimental aircraft. It is expected that continual progress toward achieving an airworthy aircraft will be made. The Airport Manager may periodically monitor such progress. Those that lease a hangar with the intent of building/assembling a homebuilt experimental aircraft shall obtain an airworthiness certificate from the FAA within 12 months of signing a hangar lease. The Airport Manager may make exception to the 12-month rule provided substantial progress on the experimental aircraft is being made.

Section 2-29. 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 2-30. 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 and if applicable, in accordance with the City Sign Ordinance via approval from the City's Planning Department.

Section 2-31. Explosives and Radioactive Substances

1. 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.
2. 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 2-32. Disorderly Conduct and Intoxicating Liquors

No Person may:

1. Commit any disorderly, obscene, or unlawful act, or create a nuisance, on the Airport.
2. Become intoxicated on any portion of the Airport.
3. No intoxicated Person may enter upon or loiter on or about the Airport.
4. Violation of this provision may be subject to criminal charges.

Section 2-33. Firearms at the Airport

No person except peace officers and other authorized government representatives, authorized security employees and members of the Armed Forces of the United States acting under proper authority, shall carry firearms, BB or pellet guns, explosives, bows and arrows, or similar devices upon the Airport without permission of the Airport Manager, except that legitimate hunting, sporting and survival equipment may be carried and stored in an unloaded or disabled manner where not otherwise unlawful.

Section 2-34. 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. Violation of this provision may be subject to criminal charges.

Section 2-35. 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. Permanent and/or structural alterations shall require approval of both the Airport Manager and City. Non-structural alterations shall 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 2-36. Lost Articles**

Any Person finding lost articles in public areas of the Airport shall return them to the office of the Airport Manager at the earliest possible convenience. Articles unclaimed after sixty days may be turned over to the finder or otherwise disposed of in a lawful manner.

Section 2-37. Abandoned Property

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

Section 2-38. Flying Clubs

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

Section 2-39. Payment of Fees

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

Section 2-40. Dogs and Other Animals

No person shall enter the Airport Movement Area with a dog or other animal excepting a guide dog for the blind or hearing-impaired or public safety K-9 animals unless leashed or otherwise constrained. No person in charge of a dog or other animal may permit the animal to wander unattended on any portion of the Airport. Animals on the Airport but outside of the Airport Movement Area must be under the direct supervision and control of the owner. Under no circumstances shall such animals be permitted to become a nuisance or hazard on Airport property. Animal owners are responsible for cleaning up after their pets on the Airport.

Section 2-41. Based Aircraft Information

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

Section 2-42. Subleasing

Under the following conditions apply to subleasing:





- Where a hangar is owned by a Tenant, the hangar Tenant may sublease space for an aircraft owned by another person or entity. The hangar owner is responsible for ground lease payments to the Airport. The sublease Tenant must abide by the Rules and Regulations and Minimum Operating Standards.
- Where an Airport owned hangar that is designed to store more than one aircraft is leased by a Tenant, the Tenant may sublease space for another aircraft owned by another person or entity. The original hangar Tenant is responsible for the total lease payments to the Airport. The sublease Tenant must abide by the Rules and Regulation and Minimum Operating Standards.
- Where the Tenant leases from the Airport an aircraft storage unit intended for one aircraft (i.e., T-hangar or small box hangar), the Tenant is prohibited from subleasing the aircraft storage unit.

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 Marina Municipal Code, Title 15-Buildings and Construction, Chapter 15.32-Fire Code, FAA Advisory Circular 150/5230-4B, *Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports*, as amended, all requirements of the Rules and Regulations, and all other applicable laws and standards.

All persons using the Airport shall comply with Airport Fire Safety Rules contained in the Airport Rules and Regulations and Minimum Operating Standards and with all fire safety laws, ordinances, and regulations. No person shall store or stock material or equipment so as to constitute a fire hazard.

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

1. Aircraft refueling Vehicles and other movable Aircraft Fuel containers and refueling devices shall be stored outside when they contain fuel.
2. 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, aircraft refueling device, or aircraft and not closer than 25 feet from any building or structure.
3. 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. Reference Sections 3-12/3-13.

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. No aircraft shall be fueled (hot fueling) or defueled at the airport while the aircraft powerplants(s) is running unless authorized by the Airport Manager.

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 and Airport Manager.

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:

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

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

1. 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").
2. 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.

3. Spillage events may constitute grounds for the Equipment Operator or Responsible Person being denied access to the Airport.
4. In the event of a spillage, the Airport Manager shall be notified of the event by the Responsible Person.





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 International Fire Code (IFC), Table 2703.1.1, *Maximum Allowable Quantity per Control Area of Hazardous Materials*.

Section 3-9. Fire Extinguishers

1. 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.
2. 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.
3. 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 3-10. Movable Aircraft Fuel Storage Tanks or Containers

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

1. Aircraft Fuel trucks and trailers constructed, operated, and maintained in all respects as required bylaw.
2. Permanent fuel tanks in an operable aircraft.
3. Containers not exceeding one-gallon capacity used solely for sampling and testing of fuel, engines and Fuel Handling apparatus.
4. No more than one (1) tank per Person, with a capacity of not more than thirty (30) gallons, used by that Person to fuel their own aircraft, pursuant to a self-fueling Permit.
5. 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 3-11. 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 the Airport or a Fixed Base Operator. Fuel Co-ops are not permitted on the Airport.

Section 3-12. 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 3-13. Vehicle Fuel

No Person shall possess Vehicle fuel on the Airport except:

1. Within the permanently installed fuel tank of a Vehicle for use by that Vehicle;
2. Within movable containers designed for storage of Vehicle fuel, and:
 - A. Such container shall have a maximum capacity of (5) gallons.
 - B. No more than two (2) such containers shall be located in a single Vehicle.
 - C. No more than two (2) such containers shall be located in any Hangar.
 - D. 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 3-14. Fuel Farms

Only 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 City and Airport Manager.

Article 4. Aircraft Rules

Section 4-1. Runway Operations

1. Except in an emergency, all fixed wing aircraft landings and takeoffs shall be made on the Runway.



2. 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.
3. Aircraft are discouraged from making a one hundred eighty-degree turn on the runway after landing.
4. Mid-field takeoffs are discouraged. Except in an emergency, all fixed wing take-offs and landings must be the designated runway.
5. Landing aircraft shall clear the Runway as soon as practical, consistent with safety, and taxi ahead to the nearest turn-off.
6. Landings and takeoffs shall be made to/from the runway end most closely aligned with the wind indicator at the airport. In calm wind conditions, Runway 29 shall be used.

Section 4.2. Aircraft Wingspan Restrictions

Aircraft shall not be placed in a Hangar, 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 necessary for the safety of aircraft operators or as instructed by flight services, the following noise abatement practices are identified:

1. Avoid noise-sensitive areas near the Airport as practical.
2. Utilize quiet flying procedures recommended by the Aircraft Owners and Pilots Association (AOPA) and the National Business Aviation Association (NBAA).
3. Local Traffic Pattern departures from Runway 11 turn left (north) after takeoff or crosswind leg; Local Traffic Pattern departures from Runway 29 right (north) after takeoff or crosswind leg.

Section 4-4. Traffic Pattern / Pattern Altitudes

All traffic shall be to the left for Runway 11 and to the right for Runway 29. Recommended minimum Traffic Pattern altitudes above ground level (AGL) for Aircraft Operations at the Airport are as follows:

Rotorcraft/Ultralights	500' AGL	(637' MSL)
Piston or Light Aircraft	1000' AGL	(1137' MSL)
Turbine or Heavy Aircraft	1500' AGL	(1637' MSL)



Section 4-5. Disabled Aircraft

Aircraft Owners and pilots shall be responsible for the prompt removal of their Disabled Aircraft and parts thereof from the Airport Operations 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. Running of Aircraft Engines, Exhaust, Propeller Blast, or Rotor Wash

1. Aircraft engines shall be run at idle except as may be necessary for safe taxiing operations, taking off, landing, preflight testing, and maintenance testing.
2. 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 7:00 p.m.
3. At no time shall an aircraft's engine(s) be operated while the aircraft is in a Hangar.
4. 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.
5. No high-power maintenance run-ups are allowed between Aircraft Hangars, near Tiedowns, in Taxilanes, 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 4-8. 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, 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 4-9. Common Traffic Advisory Frequency

Aircraft operators should 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 4-10. 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 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 4-11. 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 4-12. 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. Where appropriate, a NOTAM will be issued as soon as practical.

Section 4-13. NOTAMS and Airport Advisories

The Airport Manager is responsible for the dissemination of NOTAM information. The Airport Manager is 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. The City Fire Department, Police Department, and Airport Manager are also authorized to issue a NOTAM.



Section 4-14. 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. Barring an alternative arrangement, the damaged or dismantled aircraft is subject to removal at the direction of the Airport Manager and at the Owners expense after 60 days.

Section 4-15. Airport Movement / Non-Airport Movement Areas

Aircraft and other Vehicles should utilize and monitor the Common Traffic Advisory Frequency (CTAF).

Section 4-16. Aircraft Parking

All aircraft shall be parked in designated areas administered by the City.

1. Parking aircraft in areas not designated for such use is not permitted without written consent of the Airport Manager.
2. Parking in taxiways or taxilane object free areas is prohibited and no aircraft shall be parked in such a manner as to obstruct the free movement of other aircraft.
3. No parked aircraft shall be left unattended unless properly secured in a tie-down, with chocks, or within a hangar.

Section 4-17. Aircraft Engine Runup

Aircraft engine runups shall be conducted in designated areas. At no time shall engine runups be performed when any person or object is in the path of propeller slipstream, rotor wash, or jet blast.

Section 4-18. Hand-Propping of Aircraft Engines

Hand propping of aircraft engines is prohibited except when the design of the aircraft is such that this is the only method of starting the engine. When hand-propping is necessary, the operator shall take appropriate actions to ensure the action is taken safely. This may include the application of parking brakes, the choking of the wheels, or tying down the aircraft.

Article 5. Vehicles, Pedestrians, Bicycles, Etc.

Section 5-1. General Requirements





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

1. Vehicles shall access all Airport facilities and businesses from the Landside public parking or appropriate gate areas for said facility of business unless authorized by a Lease, Commercial Activity Permit, or by the Airport Manager.
2. All Vehicles shall yield the right of way to aircraft in motion and emergency Vehicles.
3. All Vehicles, except for ground service and emergency Vehicles, shall remain a safe distance from any aircraft whose engines are running.
4. 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.
5. All vehicles with Airside access shall display an Airport Parking Permit, if so issued by the Airport, so as to make it visible by looking into the vehicle via the windshield.

Section 5-2. Licensing, Registration, and Insurance

1. No Person may operate a motorized Vehicle of any kind on the Airport without a valid state motor vehicle operator's license. The Airport Manager has the discretion to approve on a case-by-case basis the operation of a non-registered vehicle on the Airport.
2. 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.
3. All motorized Vehicles operated on the Airport that are not registered for use on public streets shall be covered by appropriate liability insurance coverage.
4. All motorized Vehicles operated and parked on the Airport shall have a current registration as required by state law, unless provided written approval by the Airport Manager

Section 5-3. Control of Vehicles

1. 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.
2. 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

1. Only Vehicles authorized by the Airport Manager may operate on the Airport Operations Area. No Vehicle may be operated on the Runway and Taxiways unless so authorized by the Airport Manager.
2. Any Vehicle authorized to operate on the Airport Runway or Taxiways shall display amber rotating beacon or a 3' x 3' white and orange- checkered flag that complies with FAA Advisory Circular 150/5210-5 and is visible. Exceptions to this rule must be authorized by the Airport Manager.
3. All approved vehicles should remain in continuous communications via CTAF while operating on a Runway or Taxiway.

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 their 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



1. Bicycles may be operated on the Airport Movement Area for the express purpose of transitioning from one specific location to another, provided that such operation is in accordance with the Rules and Regulations, including those sections pertaining to Vehicles. Under no circumstances shall a bicycle be used on the runway or taxiway. Recreational biking is prohibited. Bicycles utilized after dark must be equipped with reflectors and a light.
2. Unless authorized by the Airport Manager, 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 their 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:

1. 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;
2. 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
3. If the Vehicle is not lighted or otherwise clearly visible during hours of darkness or during inclement weather.

Section 5-11. Parking Restrictions



No Person may Park or leave standing any Vehicle, whether occupied or not, except within a designated Vehicle Parking Area or in the hangar when the aircraft is in use. Hangar tenant vehicles 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.

Aircraft owners with tie-down positions must park their vehicles outside the perimeter fence except for loading and unloading.

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.

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 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. Guests and family members of Tenants must remain under the control and supervision of the Tenant. Children must always be under the direct control and supervision of the Tenant. The Tenant is responsible for the safety and actions of guests and family members.

Section 5-14. Vehicle Repair

1. 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.
2. 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 Airport Movement Areas shall be subject to the following restrictions:

1. 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.
2. Automobiles traveling to an Airport location a significant distance away should use landside roads rather than traveling on an Airside apron or roadway.

Section 5-16. Vendor and Delivery Vehicles

All vendor Vehicles, tool trucks, snack trucks, delivery vehicles and the like, are prohibited from operating on Aircraft Movement Area without escort. Deliveries to businesses on the Airside shall be escorted by the receiving Tenant or their representative to the facility location. Delivery vehicles must immediately exit the Airside, by escort, upon completion of the delivery. Delivery vehicles may not park for more than 10 minutes in any Airport parking lot.

Section 5-17. Enforcement of Article 5

1. 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.
2. The second offense will result in a Notice of Violation to the violator.
3. The third offense will result in a suspension of the violator's Vehicle driving privileges on the Airport for up to one (1) year. After the suspension period, a written request may be submitted to the Airport Manager requesting the reinstatement of the violator's Vehicle driving privileges.
4. Violations may be subject to a fine.

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.