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### **1. GENERAL RULES AND REGULATIONS**

#### **1.1. Purpose and Scope**

1.1.1. The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of the Operators, Lessees, Sublessees, and users of the Napa County Airport (Airport) and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport.

#### **1.2. General Aviation General Provisions**

1.2.1. These Rules and Regulations incorporate, by reference, the General Provisions.

#### **1.3. Access To, Entry Upon, or Use of the Airport**

1.3.1. Access to or entry upon the Airport shall be made only at locations designated by the Airport Manager.

1.3.2. Any permission granted directly or indirectly, expressed or implied, to any person to enter upon or use the Airport is conditioned upon:

1.3.2.1. full and complete assumption of responsibility by any person taking advantage of such permission;

1.3.2.2. full and complete compliance with these Rules and Regulations and applicable Regulatory Measures;

1.3.3. The arrival or departure of an Aircraft at the Airport shall constitute an agreement by the Aircraft Owner or Aircraft Operator (and associated crew and passengers) to fully comply with these Rules and Regulations and applicable Regulatory Measures;

1.3.4. Any person accessing, entering upon, or using the Airport shall, at all times, defend, indemnify, save, protect, and hold harmless the County and the County Board of Supervisors, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, administrative proceedings, arbitration, or costs arising from or related to the person's activities at the Airport and/or the manner in which the Airport is constructed, maintained, operated, managed, or used.

1.3.5. Any person accessing, entering upon, or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to, entrance of, or use of the Airport, whether directly or indirectly, express or implied.

#### **1.4. Restricted Areas**

1.4.1. Access to Restricted Areas is limited to persons:

1.4.1.1. under appropriate supervision or escort, or

1.4.1.2. as otherwise approved by the Airport Manager.

#### **1.5. Security**

1.5.1. Persons at or on the Airport shall fully comply with the security requirements established by the County.



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- 1.5.2. For persons employed by the County, Operators, Lessees, or Sublessess who have unescorted access to any Restricted Area, a background check, to the extent allowable by law including, but not limited to, references and prior employment history is required.
- 1.5.3. Security gates that provide access to the AOA shall be kept closed and locked at all times except when actually in use.
  - 1.5.3.1. Vehicle Operators shall stop the Vehicle and allow the gate to fully close before proceeding. The Vehicle Operator shall also ensure that no other Vehicles or persons gain access to the Airport while the gate is in the process of opening or closing. If the Vehicle Operator cannot prevent such access, the Vehicle Operator shall immediately call Airport operations (between 8 a.m. – 5 p.m.) or “911” (after hours).
- 1.5.4. Tampering with, interfering with, or disabling the lock or closing mechanism, or breaching any other security device at the Airport is prohibited unless authorized by the Airport Manager.
- 1.5.5. Persons who have been provided a code or device for the purpose of obtaining access to a Restricted Area shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized by the Airport Manager.

### **1.6. Commercial Activities**

- 1.6.1. Any entity desiring to engage in a Commercial Aeronautical Activity at the Airport (Applicant) shall complete all relevant and applicable sections and submit a General Aviation Operator and Lessee Application (Application) to the County and obtain a General Aviation Operator Permit from the County prior to conducting Activity(ies) at the Airport.
  - 1.6.1.1. The Permit process is described in Section 12 of the General Aviation Minimum Standards (Minimum Standards).
  - 1.6.1.2. Any entity engaging in Commercial Aeronautical Activities at the Airport must meet, adhere to, and fully comply with the Minimum Standards.
- 1.6.2. Any entity basing or otherwise maintaining an Aircraft at the Airport shall not permit said Aircraft to be used for a Commercial Aeronautical Activity unless such Commercial Aeronautical Activity is expressly authorized by Agreement.
  - 1.6.2.1. Notwithstanding the foregoing, such Aircraft may be used by the Aircraft Owner for the purpose of training or otherwise maintaining or increasing the flying proficiency of the Aircraft Owner or members of the Aircraft Owner’s immediate family.
- 1.6.3. Any entity desiring to engage in Commercial photography or filming at the Airport shall obtain a General Aviation Operator Permit prior to engaging in such activity.

### **1.7. Accidents**

- 1.7.1. Any person involved in or witnessing an Accident at the Airport resulting in any injury or death to person or damage to Property shall immediately call



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“911”. Such person shall also remain at the scene, and respond to the inquiries of the County, Sheriffs Department, Fire Department, and/or investigative personnel (i.e., provide the information requested by such personnel).

1.7.1.1. No person shall tamper with an Accident scene or fail to comply with any directive issued by the County, Fire Department, Sheriffs Department, or any other Agency personnel having jurisdiction over the Accident scene.

1.7.1.2. No person shall enter upon the Runways, Taxiways, Taxilanes, or Aprons of the Airport for the purpose of attending, observing, or assisting at the scene of an Accident except persons requested or permitted to do so by the Air Traffic Control (ATC), the Airport Manager, Airport personnel, or other authorized representatives

1.7.1.2.1. Unauthorized entry into AOA to gain access to an Accident scene is strictly prohibited.

### **1.8. Solicitation, Picketing, and Demonstrations**

1.8.1. Conduct of or participation in solicitation, picketing, parading, marching, patrolling, demonstrating, sit-downs, and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials at the Airport is prohibited without prior written permission of the Airport Manager.

### **1.9. Signage and Advertisements**

1.9.1. Signage must be consistent with the Development Guidelines.

1.9.2. Advertisements, notices, circulars, and/or handbills may only be posted, displayed, or distributed in Public Areas with the prior written permission of the Airport Manager and then, only after paying all applicable fees or charges imposed by the County.

1.9.2.1. The posting, display, or distribution of signs, advertisements, notices, circulars, and/or handbills on Vehicles or Equipment is strictly prohibited.

1.9.2.2. The Airport Manager has the right to remove or relocate any such posting, display, sign, advertisement, notice, circular, or handbill.

### **1.10. General Conduct**

1.10.1. No person shall make, possess, use, offer for sale, pass, or deliver any forged or falsely altered pass, permit, identification, card, sign, or other authorization purporting to be issued by or on behalf of the County.

1.10.2. No person shall use or otherwise conduct themselves upon any portion of the Airport in any manner contrary to the directions posted in or for that area.

1.10.3. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property at the Airport is prohibited.

1.10.3.1. Any and all Property at the Airport damaged or destroyed shall be replaced (or replacement shall be paid for) by the person(s) responsible for such damage or destruction.

1.10.4. Injuring, disturbing, or harassing any person at the Airport is prohibited.



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- 1.10.5. Smoking or carrying lighted cigars, cigarettes, or pipes in any public use area of the Airport, except in areas specifically designated by the County and posted as public smoking areas, is prohibited.
  - 1.10.5.1. In no event shall these activities occur within 50 feet of any Aircraft, Refueling Vehicle, or Fuel storage facility.
- 1.10.6. No person shall illegally use, possess, sell, or distribute controlled substances at the Airport.
- 1.10.7. No person shall be intoxicated; commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance (including the use of abusive or threatening language) at the Airport.
  - 1.10.7.1. The Airport Manager reserves the right to exclude or expel any person, who, in the judgment of the Law Enforcement Officer, is intoxicated or under the influence of liquor or drugs.
- 1.10.8. Loitering at the Airport or in any building at the Airport is strictly prohibited.
- 1.10.9. No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport.
- 1.10.10. Moving, tampering, starting, using, or interfering with the safe operation of any Aircraft, Vehicle, or Equipment or any portion thereof without permission of the Aircraft, Vehicle, or Equipment owner or by specific direction of the Airport Manager is strictly prohibited.
  - 1.10.10.1. If requested by the Airport Manager or a Law Enforcement Officer, satisfactory evidence of the right to do so shall be presented.
- 1.10.11. No person shall use a wheelchair for any purpose other than the purpose for which it is designed and intended and then only in the manner specified by the manufacturer.
- 1.10.12. No person shall engage in activities that are, as determined by the Airport Manager, disruptive to the Operators, Lessees, Sublessees, or users of the Airport and/or that create a hazard or risk of injury to same.
- 1.10.13. The Airport shall not be used to store non-aviation merchandise, supplies, or equipment, or to wash clothes, camp or stay overnight, or, for any improper, objectionable, or immoral purposes as determined by the Airport Manager.
- 1.10.14. Lessee's or Sublessee's Leased Premises are expressly for the conduct of the Lessee's or Sublessee's Activities. No person other than employees and customers of the Lessee or Sublessee shall make use of the Leased Premises without permission of the Lessee or Sublessee.

### **1.11. Abandoned, Derelict, or Lost Property**

- 1.11.1. Property shall not be Abandoned at the Airport.
- 1.11.2. Abandoned, derelict, or lost Property found in Public Areas at the Airport including, without limitation, Aircraft, Vehicles, Equipment, machinery, baggage, or parts thereof should be reported or turned in to the Airport Manager.
  - 1.11.2.1. Property unclaimed by their proper owner within 30 calendar days becomes the property of the County to be sold, used, given to the Sheriffs Department or disposed of at the discretion of the Airport Manager.



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1.11.2.2. Property to which the owner or finder is not entitled to lawful possession shall be forfeited to the County to be sold, used, given to the Sheriffs Department or disposed of at the discretion of the Airport Manager.

1.11.2.3. No provision in this section shall be construed to deny the right of Lessees or Sublessees to maintain "Lost and Found" service for Property of their customers, visitors, invitees, or employees.

### **1.12. Use of Roadways and Walkways**

1.12.1. No person shall travel on the Airport other than on the roadways, walkways, or other places provided or designated for a specific type or class of traffic.

1.12.2. No person shall occupy the roadways or walkways at the Airport in such a manner as to hinder or obstruct their proper use.

### **1.13. Animals**

1.13.1. No person shall bring animals, birds, reptiles, or insects, except for special assistance animals or animals used for law enforcement purposes on the Airport, unless destined for air transport and restrained by a leash or container.

1.13.1.1. Domestic pets may be on the Airport only if kept inside Lessee's or Sublessee's Leased Premises or Vehicles at all times.

1.13.2. No person, except those authorized by the Airport Manager, shall intentionally hunt, pursue, trap, catch, injure, or kill any bird or animal at the Airport.

### **1.14. Weapons and Explosives**

1.14.1. Only duly authorized security personnel, duly authorized post office or County employees, Law Enforcement Officers, or members of the armed forces of the United States or the State of California on official duty shall carry any weapons (including, but not limited to, firearms, tear gas, mace, pepper spray, or similar materials or substances) and/or any explosives in the Public Areas of the Airport.

1.14.1.1. Firearms stored in a locked container (and not immediately accessible) for the purposes of shipping for legal, recreational uses are allowed. The owner of such firearms must transport such firearms in a proper and safe manner.

1.14.2. Discharge of any weapon on the Airport is strictly prohibited, except in the performance of official duties, the lawful defense of life or Property, or by authorized personnel for purposes of wildlife management.

1.14.3. No person shall store, keep, handle, use, dispose of, or transport on the Airport any Class A or Class B explosives (as defined in the Interstate Commerce Commission Regulation for transportation of explosives and other dangerous articles) at such time or place or in such manner or condition that may unreasonably endanger life or Property or would be likely to do so.

1.14.4. No person shall possess or ignite Class C explosives (e.g., fireworks, firecrackers, etc.) at the Airport with exception of explosives that may be used by authorized personnel for wildlife management purposes.



### **1.15. Use of Public Areas**

- 1.15.1. Marking or defacing the floors, walls, windows, ceilings, or any other surface at the Airport is prohibited.
- 1.15.2. Use of the Public Area in any facility or in any area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other accommodations is prohibited unless authorized by the Airport Manager.

### **1.16. Trash Receptacles**

- 1.16.1. Trash (which includes, but is not limited to, rubbish, garbage, refuse, discarded paper, boxes, crates, and litter of any kind) shall not be placed, discharged, or deposited at the Airport except in trash receptacles.
- 1.16.2. No other areas at or on the Airport shall be utilized for the deposit of trash.
  - 1.16.2.1. Trash receptacles shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of offensive odors.
  - 1.16.2.2. Exterior trash receptacles shall be equipped with securely fastened lids.
- 1.16.3. Trash shall not be brought to the Airport.
- 1.16.4. The burning of trash at or on the Airport is prohibited.

### **1.17. Fire and Flammable Materials**

- 1.17.1. Operators, Lessees, or Sublessees engaged in any activity at the Airport, whether occupying Airport owned land and/or Improvements or otherwise, shall comply with: (a) all fire codes and practices recommended by the National Fire Protection Association (NFPA), (b) all fire regulations or directives issued by the Fire Department and the County, and (3) all Regulatory Measures, unless otherwise permitted in writing by the Fire Department or the County to deviate from same.
- 1.17.2. Entities using the Airport or the land and/or Improvements located at the Airport shall exercise the utmost care to guard against fire and injury to persons or damage to Property.
- 1.17.3. Open flames (i.e., candles, fixtures, or fires) are prohibited at the Airport without the prior written permission of the Airport Manager and the Fire Department.
  - 1.17.3.1. This excludes open flames utilized by Operators, Lessees, or Sublessees in the performance of Aircraft Maintenance.
  - 1.17.3.2. With the prior written permission of the Airport Manager and the Fire Department, Aircraft Rescue and Fire Fighting (ARFF) personnel may engage in training exercises that require open flames.
- 1.17.4. Any uncontrolled fires (regardless of the size of the fire or whether or not the fire has been extinguished) shall be reported immediately to "911".
- 1.17.5. No person shall tamper with any fire extinguisher or related equipment at the Airport or use the same for any purpose other than fire prevention or fire fighting.



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- 1.17.5.1. All such equipment shall be in conformity with all fire codes and practices recommended by the NFPA and may be inspected by the Fire Department at any time.
- 1.17.5.2. Tags showing the date of the last inspection shall be attached to each unit.
- 1.17.6. Flammable materials (solid and liquids) shall be only be used or stored in full and complete compliance with the Napa County Uniform Fire Code, the Airport's Storm Water Pollution and Prevention Plan (SWPPP), the Airport's Spill, Prevention, Control, and Countermeasures plan (SPCC), and Regulatory Measures.
- 1.17.7. The use of flammable, volatile liquids having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically set aside and approved for the purpose for which the liquid is being used. The room must be properly fireproofed and equipped with adequate and readily accessible fire-extinguishing apparatus.
  - 1.17.7.1. The procedures and precautions outlined in the criteria of NFPA Pamphlet No. 30 (Flammable and Combustible Liquids Code), NFPA Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and NFPA Pamphlet No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be strictly met, adhered to, and fully compiled with in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

### **1.18. Hazardous Materials**

- 1.18.1. No person shall store, keep, handle, use, dispense, discharge, or transport on the Airport any Hazardous Materials in contravention of any Regulatory Measure. Proper permits must be obtained from the appropriate Agency, copies must be provided to the Airport Manager, and prior written permission must be obtained from the Airport Manager.
  - 1.18.1.1. At least 24 hours advanced notice shall be given to the Airport Manager to permit full investigation and clearance for any operation requiring a waiver of this provision. Permission may be given to movements of Hazardous Materials only when such materials are properly packed, marked, labeled, and limited as required by Regulatory Measures and only if such materials will not create a hazard to life or Property at the Airport.
  - 1.18.1.2. If the storage of Hazardous Material at the Airport is approved, such material must be placed in suitable receptacles designed for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids that are properly secured.
    - 1.18.1.2.1. Material Safety Data Sheets (MSDS) for all Hazardous Materials shall be maintained on-site so as to be Readily Available to emergency responders in the event of an emergency and for review, at any time, by the Airport Manager and the Fire Department.



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- 1.18.1.3. No person shall use, keep, or permit to be used or kept, any foul or noxious gas or substance at the Airport .
- 1.18.2. Hazardous Materials (including used or spent Fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, and any other hazardous liquids or fluids) shall be disposed of in a manner consistent with these Rules and Regulations, Napa County Uniform Fire Code, the Airport's SWPPP, the Airport's SPCC, and applicable Regulatory Measures.
  - 1.18.2.1. Hazardous Materials shall not be disposed of or dumped in drains, on Aprons, in catch basins, in ditches, or elsewhere at the Airport.
  - 1.18.2.2. Used or spent engine oil shall be disposed of only at waste oil stations or approved disposal points.
- 1.18.3. All empty cans, jars, bottles, and other containers for Hazardous Materials shall be removed from the Airport in a timely manner, as determined by the Airport Manager and shall not remain on the floor, wall stringers, or overhead storage areas of Hangars, offices, shops, or other buildings.
- 1.18.4. Hazardous Materials shall not be stored in close proximity to operating Aircraft, Vehicles, or sources of heat nor be in excess of amounts needed as current inventory. All Hazardous Material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of which must meet the approval of the Airport Manager and the Fire Department.
  - 1.18.4.1. Secondary containment is required for the storage of Hazardous Materials being stored in drums or other receptacles.
  - 1.18.4.2. Fuels or deicing fluids in containers greater than fifty-five (55) gallons shall not be stored at or on the Airport without the prior written permission of the Airport Manager and the Fire Department.
- 1.18.5. No Hazardous Materials shall be disposed of on the ground or into the air at the Airport during Aircraft preflight inspections.
- 1.18.6. Any person who experiences a release of Hazardous Materials shall fully comply with Section 1.20 of these Rules and Regulations and applicable Regulatory Measures.

### **1.19. Environmental (Hazardous Materials) Clean Up**

- 1.19.1. The party responsible for an environmental incident (to include the overflowing or spilling of Fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other Hazardous Material anywhere at the Airport) is responsible for (a) the immediate mitigation and cleanup of the overflow or spill, (b) proper disposal of the substance(s) and cleanup materials, and (c) immediate notification of the Fire Department, County Department of Environmental Management, and the California Emergency Management Agency.



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1.19.1.1. If the County determines that during the course of an environmental incident the responsible party is not capable of, has not, or refuses to take the appropriate action in a timely manner to mitigate the adverse environmental incident, the County may take action and/or employ those services which the County determines appropriate to control and/or clean up the site at the cost and expense of the responsible party without liability to the County.

### **1.19.2. Hazardous Materials Overflow or Spills**

1.19.2.1. In the event a Hazardous Materials overflow or spill occurs, regardless of the amount of the overflow or spill, the responsible party shall take appropriate action in the containment of the overflow or spill and the clean up, mitigation, and rehabilitation of the site. The following procedures shall be implemented in the event of a Hazardous Materials overflow or spill unless otherwise required under an approved SPCC Plan or instructed by the County or the Fire Department.

1.19.2.1.1. Hazardous Materials spills that require reporting (as outlined in the following sections) include, Fuels, alcohol, glycol, and all similar chemicals or substances that could be considered hazardous. Uses of amounts of deicing materials in excess of the quantities discussed below are exempt when used in compliance with applicable Regulatory Measures in operations of deicing Aircraft and/or Runways.

1.19.2.2. Minor Hazardous Materials Overflow or Spills – Overflows or spills of less than five gallons which do not compromise public safety. The responsible party shall:

1.19.2.2.1. Stop the source of the spill immediately.

1.19.2.2.2. Contain the spill with appropriate absorbent material(s).

1.19.2.2.3. Block all stormwater drains in the immediate area to prevent the spill from flowing into the drain(s).

1.19.2.2.4. Contact Airport personnel.

1.19.2.2.5. Make a written record of all the details of the spill.

1.19.2.3. Major Hazardous Materials Overflow or Spills – Overflows or spills in excess of five gallons (or which compromises public safety), but less than 25 gallons or any spill causing an immediate threat to public safety. In addition to following, all of the procedures in the Minor Hazardous Materials Overflow or Spill response (Section 1.21.2.2), the responsible party shall:

1.19.2.3.1. Determine the threat to the immediate public and make any arrangements to secure the safety of the immediate public (e.g., evacuation).

1.19.2.3.2. Assess the damage to the land and/or ground water in conjunction with the County.

1.19.2.3.3. Provide to the Airport Manager within five business days of the spill a written summary of the spill.



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1.19.2.4. Serious Hazardous Materials Overflow or Spills – Overflows or spills in excess of 25 gallons which may pose a serious threat to the public safety. In addition to following all of the procedures in the Minor (Section 1.21.2.2) and Major (Section 1.21.2.3) Hazardous Materials Overflow or Spill response, the responsible party shall:

1.19.2.4.1. Provide to the Airport Manager within five business days of the spill a written summary of the spill which shall also identify the measures which the responsible party will take to eliminate the potential for such a spill in the future.

1.19.3. Operators, Lessees, Sublessees, or Airport users with Fueling capability or responsibility for maintenance of Fuel systems shall have on hand at all times sufficient containment booms to form a barrier around the spill. Additionally, Lessees, Sublessees, or Airport users shall have sufficient absorbent material(s), booms, blankets, pads, pillows, and other clean-up materials available to pick up the spilled product and store it in a sealed container(s) until proper disposal can be made. Salvage drum(s) shall be approved by the Department of Transportation (DOT) (DOT-E-10102).

### **1.20. Painting**

1.20.1. Doping processes, painting, or paint stripping shall be performed only in those facilities specifically approved for such activities and then only in full and complete compliance with the Napa County Uniform Fire Code, the Airport's SWPPP, the Airport's SPCC, and applicable Regulatory Measures.

### **1.21. Emergency Conditions**

1.21.1. Emergency conditions at the Airport shall not mitigate or cancel these Rules and Regulations.

1.21.2. Permits issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been fully and completely resolved and normal operations have resumed at the Airport.

1.21.3. Emergency directives or procedures may be issued at the discretion of the Airport Manager.

1.21.4. The Airport Manager shall determine when normal operations may resume.

### **1.22. Special Events**

1.22.1. Special events shall not be held unless written approval has been obtained from the Airport Manager and any other Agency having jurisdiction over the event and all applicable fees and charges have been paid to the County and/or other Agencies, as required.

1.22.2. Written authorization shall specify the area(s) of the Airport authorized for such special event(s) or use, the dates and duration of such event(s) or use, and any other terms and conditions deemed necessary.



## 2. AIRCRAFT RULES AND REGULATIONS

### 2.1. *Regulatory Measures*

2.1.1. Aeronautical Activities at the Airport shall conform to 14 CFR, other applicable Regulatory Measures, these Rules and Regulations, and the directives, orders, or instructions of the Airport Manager or ATC personnel.

### 2.2. *Disabled or Non-Airworthy Aircraft*

2.2.1. Only Aircraft considered airworthy by the FAA shall use the Airport for Aircraft parking, staging, or storage.

2.2.2. Aircraft may undergo major renovation or restoration at the Airport as long as the Aircraft is stored in a Hangar approved for Airport Maintenance.

2.2.3. Aircraft that are not airworthy shall be promptly removed from the Airport by the Aircraft Owner or Aircraft Operator unless otherwise authorized in writing by the Airport Manager.

2.2.4. Aircraft Owners or Aircraft Operators shall be responsible for the safe and prompt removal of disabled Aircraft and any part thereof from a Movement Area to a designated Non-Movement Area, unless otherwise required or directed by the Airport Manager, FAA, National Transportation Safety Board (NTSB), or other appropriate Agency.

2.2.4.1. If an Aircraft Owner or Aircraft Operator fails to remove an Aircraft (at Aircraft Operator's cost and expense) which is disabled or non-airworthy after notification by the Airport Manager, the Aircraft may be removed by the Airport Manager at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability for damage arising from or out of such removal.

2.2.4.2. In the event the Aircraft Owner or Aircraft Operator refuses, is unable, or unavailable, the Airport Manager may move the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability for damage arising from or out of such removal.

2.2.5. Abandoning an Aircraft anywhere on the Airport is prohibited.

2.2.5.1. The Airport Manager may, at the risk, cost, and expense of the Owner, remove Abandoned Aircraft without liability for damage arising from or out of such removal.

### 2.3. *Based Aircraft Registration*

2.3.1. Based Aircraft at the Airport must be registered with the Airport Manager or a Fixed Based Operator (FBO) or Specialized Aviation Service Operator (SASO) where Aircraft is subleasing Aircraft storage. Registration information shall include the following:

2.3.1.1. Aircraft make, model, registration number, and max gross landed weight.

2.3.1.2. Aircraft Owner and Aircraft Operator name, address, and phone number

2.3.1.2.1. If more than one person owns the Aircraft, the name, address, and phone number of all Owners shall be provided.



## **AIRCRAFT RULES AND REGULATIONS**

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2.3.1.3. A Certificate of Insurance identifying the acceptable levels of insurance established by the County not less than the following:

2.3.1.3.1. Public liability coverage: \$100,000/\$300,000.

2.3.1.3.2. Property damage coverage: \$50,000.

2.3.2. Based Aircraft Operators must have a Tiedown or Hangar Agreement with either the Airport or an authorized FBO or SASO.

### **2.4. Hours of Operation**

2.4.1. The Airport is available for use 24 hours per day, 7 days per week, unless closed by Notice To Airmen (NOTAM).

### **2.5. Aircraft Accidents**

2.5.1. Aircraft Operators involved in an Aircraft Accident at the Airport shall make a full and complete report of the Aircraft Accident to the Airport Manager and appropriate Agencies in a timely manner, complete any additional required forms and/or reports, and comply with all applicable provisions of the NTSB Regulations Part 830.

2.5.1.1. The report to Airport Manager shall include copies of any reports or documentation provided to the NTSB, FAA, or other appropriate Agencies.

2.5.2. Aircraft involved in an Aircraft Accident at the Airport may not be removed from the scene of the Aircraft Accident until authorized by the Airport Manager who shall receive authorization (to remove the Aircraft) from the FAA, NTSB, or other appropriate Agencies, as applicable.

2.5.3. Once authorization to remove the Aircraft has been issued, the Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of the Aircraft and any parts thereof from a Movement Area to a designated Non-Movement Area in accordance with Sections 2.2.4.1, and Section 2.2.4.2 of these Rules and Regulations.

### **2.6. Prohibiting Use of the Airport**

2.6.1. The Airport Manager shall have the right at any time and under any circumstance to close the Airport or any portion thereof to air traffic to prohibit Aircraft arrivals (except for emergency arrivals), departures, or movement at the Airport, to delay or restrict any flight or other Aircraft operation, or to deny the use of the Airport to any person(s) when the Airport Manager considers such actions to be necessary and desirable in the interest of safety or security when it is determined that the operation of an Aircraft would likely endanger life or Property, or when the provisions of these Rules and Regulations or Regulatory Measures are being violated or it can be reasonably anticipated that they will be violated.

2.6.1.1. The Airport Manager, the FAA, or ATC may issue or cancel a NOTAM to close or open the Airport (or any portion thereof) or to restrict or terminate any activity at or on the Airport.

2.6.1.2. Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, cost, loss of revenue, or damage that may be incurred by any Operator, Lessee, Sublessee, Airport user, or any other entity.



### **2.7. Aircraft Maintenance**

- 2.7.1. Aircraft Maintenance is permitted only in areas designated by the Airport Manager.
  - 2.7.1.1. Aircraft Maintenance within Hangars shall be limited solely to that specifically permitted by the type rating established in the Napa County Uniform Building Code and in compliance with the directives of the Fire Department and the Airport Manager.
  - 2.7.1.2. Major alterations and repairs of Aircraft shall only be conducted in areas designated with the prior written permission of the Airport Manager.
- 2.7.2. Aircraft painting or paint stripping shall be performed only in Hangars or buildings specifically approved for these activities by an Agency having jurisdiction.

### **2.8. Aircraft Cleaning**

- 2.8.1. Aircraft cleaning shall only be performed in accordance with all County postings and in the County Aircraft washrack area, unless otherwise approved by the Airport Manager and only in full and complete compliance with the Airport's SWPPP.
- 2.8.2. The County Aircraft washrack shall only be utilized for Aircraft cleaning.
- 2.8.3. All Aircraft cleaning drainage must flow to an oil/water separator.
- 2.8.4. It is recommended that all Aircraft cleaning be accomplished with biodegradable soap and without the use of solvents or degreasers. When non-biodegradable soap, solvents, and/or degreasers are used for Aircraft cleaning, these substances shall be disposed of in accordance with all applicable Regulatory Measures.
- 2.8.5. Aircraft, Aircraft engines, and/or parts may be dry washed in areas not having an oil/water separator.

### **2.9. Aircraft Engine Operation**

- 2.9.1. Between the hours of 10 p.m. and 6 a.m., Aircraft engine Runups are not permitted except for Runups required in preparation for Aircraft takeoff.
- 2.9.2. Engine Runups are prohibited in Non-Movement Areas.
- 2.9.3. Any person operating an Aircraft engine in an area that is accessible to the public shall alert and take precautions to protect the public from hazards resulting from such operations.
- 2.9.4. Starting an Aircraft engine when there is flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.
- 2.9.5. Aircraft controls shall be attended while Aircraft engines are operating.
- 2.9.6. Propeller, engine, and exhaust noises shall be kept to a minimum.

### **2.10. Aircraft Parking and Storage**

- 2.10.1. Aircraft shall be parked only in those areas designated by the Airport Manager and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, gates, or Fuel storage facilities.



## **AIRCRAFT RULES AND REGULATIONS**

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- 2.10.2. Unless otherwise provided in an Agreement, no person shall use any area of the Airport for the parking, staging, and storage of Aircraft, without prior written permission of the Airport Manager.
  - 2.10.2.1. Should a person use such any area of the Airport for Aircraft parking, staging, or storage without first obtaining the prior written permission of the Airport Manager, the Airport Manager may remove and store the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability for damage that may arise from such removal or storage.
- 2.10.3. Aircraft Operators shall ensure Aircraft are properly secured, as set forth in AC 20-35C, when parked and/or stored at the Airport.
  - 2.10.3.1. Moored lighter-than-air Aircraft shall have at least one person monitoring the safety of the mooring at all times.
- 2.10.4. Upon request of the Airport Manager, the Aircraft Owner or Aircraft Operator of any Aircraft parked, staged, or stored at the Airport shall move the Aircraft to the location and/or position at the Airport identified by the Airport Manager. In the event the Aircraft Owner or Aircraft Operator refuses, is unable, or unavailable, the Airport Manager may move the Aircraft at the risk, cost, and expense of the Aircraft Operator without liability for damage that may arise from such movement.

### **2.11. Aircraft Security**

- 2.11.1. If the kind, type, mission, or condition of an Aircraft makes it necessary for Aircraft security user to be obtained, provided, and/or maintained for an Aircraft, the Aircraft Owner, Aircraft Operator, Lessee, or Sublessee shall be responsible for such security and may only provide (and/or arrange for) such security after obtaining the prior written permission from the Airport Manager.
- 2.11.2. Security measures shall not be employed as a means to hinder, delay, or prevent relocation or removal of Aircraft at the direction of the Airport Manager.
- 2.11.3. No person shall interfere or tamper with any parked, staged, or stored Aircraft in contradiction to these Rules and Regulations without the Aircraft Owner's or Aircraft Operator's permission.

### **2.12. Aircraft Operations**

- 2.12.1. All Aircraft shall be operated in accordance with the applicable parts of 14 CFR.
- 2.12.2. Operating an Aircraft in a careless, negligent, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger life or Property of any entity is prohibited at or on the Airport.
- 2.12.3. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by ATC or the Airport Manager.
- 2.12.4. Operating an Aircraft constructed, modified, equipped, or loaded so as to endanger, or be likely to endanger life or Property is prohibited.
- 2.12.5. Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater



## AIRCRAFT RULES AND REGULATIONS

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- output), is within 300 feet or, if low intensity (less than 50 KW output), is within 100 feet of another Aircraft, an Aircraft refueling operation, an Aircraft Refueling Vehicle, or a Fuel storage facility.
- 2.12.6. Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an Aircraft is inside a Hangar.
- 2.12.7. The starting, positioning, or taxiing of any Aircraft shall be done in such a manner so as to avoid generating or directing any propeller slipstream or engine blast that may endanger or result in injury to life or damage to Property.
- 2.12.7.1. To avoid this situation, it may be necessary to tow the Aircraft to a location or position at the Airport where the propeller or engine blast will not endanger or cause injury to life or damage to Property when the engines are started or operated.
- 2.12.8. Aircraft shall not land, take off, taxi, park, or be staged in any area of the Airport that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the Aircraft.
- 2.12.8.1. It shall be the Aircraft Operator's responsibility to repair any damage to the Airport's Runways, Taxiways, Taxilanes, or Aprons caused by excessive Aircraft weight loading and/or operation.
- 2.12.9. Aircraft equipped with a tail-skid shall not operate on any Paved surface of the Airport.

### **2.13. Taxiing and Towing Operations**

- 2.13.1. Aircraft shall not be taxied until the Aircraft Operator has ascertained (by visually inspecting the area) that there shall be no danger of collision with any life, structure, object, or Property in the area.
- 2.13.2. Aircraft shall not be taxied into, out of, or within any structure at the Airport.
- 2.13.3. Aircraft being towed at the Airport shall proceed with running lights and anti-collision lights illuminated during the time between official sunset and official sunrise.
- 2.13.4. Aircraft being taxied shall have a person at the controls of the Aircraft who shall monitor the radio transmitting frequency in use by ATC. In the event the Aircraft is not equipped with a radio or the radio is inoperative, the Aircraft shall be moved only when accompanied by an escort Vehicle equipped with an operating radio and an operating yellow rotating beacon or when, by prior coordination, directions are transmitted by ATC through the use of a light gun.
- 2.13.5. Taxiing Aircraft shall yield the right-of-way to any Emergency Vehicle unless directed by ATC.
- 2.13.6. Aircraft Operators shall not taxi an Aircraft at the Airport at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual and potential hazards and other Aircraft so as not to endanger life or Property at the Airport.
- 2.13.6.1. Aircraft taxiing speeds shall be reduced during periods of inclement weather including, but not limited to, periods when visibility is reduced.



## AIRCRAFT RULES AND REGULATIONS

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- 2.13.7. Aircraft shall only be taxied or towed in areas normally used for operation of Aircraft unless prior written approval has been provided by the Airport Manager.

### **2.14. Rotorcraft Operations**

- 2.14.1. Rotorcraft shall park or operate only on Movement Areas and Aircraft parking areas.
- 2.14.2. Rotorcraft shall not be operated within 50 feet of any building or Fuel storage facility.
- 2.14.3. Rotorcraft shall not be operated within 100 feet of any area where Light Aircraft are parked or operating.

### **2.15. Restricted Activities**

- 2.15.1. Aircraft Operators shall provide advance notification to the Airport Manager before engaging in any of the following activities at the Airport and shall conduct these activities in accordance with the specific requirements stipulated by, the Airport Manager:
- 2.15.1.1. Use of motorless Aircraft: The landing upon or towing from the Airport of gliders and other certificated motorless Aircraft.
- 2.15.1.2. Use of Ultralight Vehicles: The landing upon or taking off from the Airport of Ultralight Vehicles.
- 2.15.1.3. Use of lighter-than-air Aircraft: The landing upon or taking off from the Airport of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft that utilize gasses or hot air to provide lift.
- 2.15.1.4. Banner or glider towing: The landing upon or taking off from the Airport of Aircraft that tow banners, gliders, or any other device.
- 2.15.1.5. Sky diving or parachuting.
- 2.15.1.6. Operation of Aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and Taxiway(s).
- 2.15.1.7. Transportation of Hazardous Materials: Landing or taking off with flammable, explosive, or corrosive materials, except that which is carried aboard for the operation of the Aircraft or use by crewmembers or passengers.
- 2.15.1.7.1. All shipments of Hazardous Material shall comply with regulations established in 49 CFR Parts 100-199 and all applicable Regulatory Measures governing such shipments.
- 2.15.1.7.2. Trained hazmat and Aircraft Rescue and Fire Fighting (ARFF) equipment and personnel will be required for this type of operation as a standby precautionary measure. Costs associated with trained hazmat equipment and personnel shall be borne solely and completely by the Aircraft Operator.

### **2.16. Fees**

- 2.16.1. Aircraft shall not land or take off from the Airport unless the Aircraft Operator has paid the fees that may be established and assessed from time to time by



## **AIRCRAFT RULES AND REGULATIONS**

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the County unless the Aircraft Operator is exempt from payment of certain fees or unless the Aircraft Operator is not required to make such payments as stipulated in an Agreement.

2.16.1.1. Aircraft exempt from Airport fees include Aircraft owned and/or operated by the United States of America, military forces of the United States of America, and the Aircraft operated by foreign military forces in support of allied military operations that do not utilize the Airport significantly (as defined in the Airport Assurances).



### **3. VEHICLE RULES AND REGULATIONS**

#### **3.1. *Regulatory Measures***

- 3.1.1. All Vehicle Operators at the Airport shall fully comply with the California Vehicle Code (as may be amended from time to time), these Rules and Regulations, and instructions issued by the Airport Manager.
- 3.1.2. Enforcement of traffic Regulatory Measures shall be the responsibility of the Agency having jurisdiction.

#### **3.2. *Vehicle Operator Licensing***

- 3.2.1. Vehicle Operators at the Airport must have a valid California Vehicle Operator's license and evidence of insurance as required by state law.

#### **3.3. *Vehicle Licensing, Permit, and Equipment***

- 3.3.1. Except for Vehicles that are exclusively used on the AOA, all Vehicles shall meet the State of California licensing and registration requirements.
- 3.3.2. Prior to operating Vehicles on the AOA, Vehicle Operators shall complete and submit an AOA Vehicle Permit request form to the Airport Manager.
- 3.3.3. Prior to obtaining AOA Vehicle Permits for employees of Operators, Lessees, or Sublessees, an authorization signature letter listing at least one (1) person who is authorized to request AOA Vehicle Permits shall be completed and submitted to the Airport Manager.
- 3.3.4. Vehicles on the AOA are required to have an approved AOA Vehicle Permit displayed on the Vehicle.
- 3.3.5. Vehicles shall not be operated on the Airport unless the Vehicle is in sound mechanical order, has adequate lights, horn, and brakes, and permits clear (unobstructed) visibility from the driver's position.
- 3.3.6. Vehicles operating or parking on the AOA, with the exception of Emergency Vehicles, must be registered with the County and display a current AOA Vehicle Permit, unless otherwise authorized by the Airport Manager.
- 3.3.7. Trailers and semi-trailers are not permitted on the Airport unless equipped with lights (or devices with reflectors on all sides) and proper brakes/braking system.
  - 3.3.7.1. Trailers and semi-trailers shall not be disengaged from towing Vehicles.

#### **3.4. *Vehicle Operations***

- 3.4.1. Vehicles are not allowed to be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, life or Property at or on the Airport.
- 3.4.2. Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) so as to endanger, or be likely to endanger, life or Property, is strictly prohibited at the Airport.
- 3.4.3. Since the presence at the Airport of a tank Vehicle, truck, or semi-trailer used for the transportation of flammable liquids could endanger life or



## VEHICLE RULES AND REGULATIONS

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- Property, no tank Vehicle, truck, or semi-trailer shall be operated at the Airport unless approved by the Airport Manager.
- 3.4.4. Vehicles shall not be operated in any Hangar at the Airport for a prolonged period of time unless the Vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the Hangar.
- 3.4.5. Airside and Landside Speed Limits
- 3.4.5.1. Safe Speed – Vehicles shall not be operated at a speed greater than is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, use of the street or roadway, or so as not to endanger life or Property at or on the Airport.
- 3.4.5.2. Minimum Speed – Vehicles shall not be operated at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with Regulatory Measures.
- 3.4.5.3. Maximum Speed – Vehicles, except Emergency Vehicles responding to an emergency, shall not be operated on the Airport in excess of the posted speed limits or in excess of any speed stipulated in these Rules and Regulations.
- 3.4.5.3.1. In areas where signs, markers, or devices are not used or posted, the speed limit shall be 20 miles per hour (landside) and 10 miles per hour (airside).
- 3.4.6. Vehicle Operators shall not, after receiving a visual or audible signal from the Airport Manager, Airport personnel, or Law Enforcement Officers, fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal, or interfere with or endanger life or Property.
- 3.4.7. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by the Airport Manager, Airport personnel, or Law Enforcement Officers.
- 3.4.8. The airside perimeter road shall be used only by Airport designated Vehicles including County Vehicles and other Vehicles approved to be on the Movement Area as described in these Rules and Regulations.
- 3.4.9. Vehicles that are overloaded or carrying more passengers or cargo than the Vehicle is designed to carry are prohibited at the Airport.
- 3.4.10. Persons shall not ride on the running board, in the beds of pickup trucks, ride on the outside of a Vehicle, or allow arms or legs to protrude from a Vehicle with the exception of Emergency Vehicles that are designed specifically for such operations.
- 3.4.11. Vehicle Operators shall yield the right of way to Aircraft, Emergency Vehicles and pedestrians.
- 3.4.12. Vehicles shall not be operated in such a manner or within such proximity of an Aircraft as to create a hazard or interfere with the safe and secure operation of the Aircraft.



## **VEHICLE RULES AND REGULATIONS**

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- 3.4.12.1. Vehicles shall not overtake or pass in front of a moving Aircraft.
- 3.4.12.2. Vehicles shall pass to the rear of taxiing Aircraft and come no closer than 50 feet to a taxiing Aircraft.
- 3.4.12.3. Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked or staged Aircraft where practical.
- 3.4.13. Vehicles used for hauling trash, dirt, or any loose material(s) shall be operated in such a fashion as to prevent the contents of the Vehicle from dropping, shifting, leaking, or otherwise escaping including, at a minimum, covering Vehicle's load.
- 3.4.14. Aircraft Towing
  - 3.4.14.1. Positive locking couplings are required for all Aircraft towing Vehicles and equipment.
  - 3.4.14.2. Aircraft towing Vehicles and equipment shall be returned to designated parking or staging areas immediately following unloading.

### **3.5. Air Operations Area**

- 3.5.1. All Vehicles on the AOA shall be painted and/or properly marked in a manner approved by the Airport Manager.
- 3.5.2. Vehicles used exclusively on the AOA shall be equipped with an approved and fully operational amber or red (Emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle providing 360 degree view and in compliance with AC 150/5210-5B.
  - 3.5.2.1. The beacon shall be activated by the Vehicle Operator prior to entering the AOA and shall remain in operation while the Vehicle is on the AOA.
- 3.5.3. Vehicle Operators using the AOA on an irregular basis must be escorted by an authorized Vehicle Operator or obtain permission from the Airport Manager and shall proceed directly to the Vehicle Operator's destination on the Airport without entering the Movement Area.
- 3.5.4. The Airport Manager may restrict Vehicles to certain areas of the AOA. Such restrictions may prohibit Vehicle operations outside designated areas.
- 3.5.5. Use of motorhomes, mini-bikes, dirt bikes, all terrain Vehicles, go-carts, roller blades, skate boards, bicycles, or unicycles for recreational purposes are not permitted at the Airport without the prior written permission from the Airport Manager.
- 3.5.6. Manually controlled gates that provide access to the AOA shall be kept closed and locked at all times except when actually in use.

### **3.6. Movement Area**

- 3.6.1. No person shall take or drive any Vehicle on the Movement Area unless permission has been granted in an Agreement or obtained in writing, in advance, from the Airport Manager.
  - 3.6.1.1. Vehicle Operators shall obtain clearance from ATC and ensure that no Aircraft is approaching prior to entering the Movement Area.



## VEHICLE RULES AND REGULATIONS

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- 3.6.2. All Vehicles operating in the Movement Area on a regular basis shall be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies (including 121.70 MHz and ranging from 108.00 MHz to 136.00 MHz).
  - 3.6.2.1. In the event a Vehicle in the Movement Area experiences radio failure, the Vehicle must vacate the area utilizing perimeter roadways or other non-controlled routes. If exit via non-controlled route is not possible, the Vehicle Operator shall indicate radio failure by facing the Vehicle towards the control tower and flashing the Vehicle's headlights. Thereafter, the Vehicle Operator shall operate the Vehicle based upon (in accordance with) the standard colored light signal directions given by ATC.
- 3.6.3. When construction-related Vehicles are required to enter or work within the Movement Area, such Vehicles will be marked with an approved orange and white checkered flag (for daytime operations) or an amber beacon (for nighttime operations).
  - 3.6.3.1. If the construction Vehicle is not equipped with a two way radio capable of communicating on the proper aeronautical frequencies, the Vehicle shall be escorted at all times (while in the Movement Area) by an Airport authorized Vehicle and authorized personnel having radio contact with ATC or have a flagman (with a two way radio capable of communicating on the proper aeronautical frequencies) stationed at the area(s) designated by the Airport Manager to give instructions to the Vehicle.
- 3.6.4. Vehicle Operators operating in the Movement Area must be conversant with standard colored light signals, regardless of whether or not the Vehicle is radio equipped.
  - 3.6.4.1. Steady Green – Cleared to cross, proceed, or go
  - 3.6.4.2. Steady Red – Stop
  - 3.6.4.3. Flashing Red – Clear the Runway/Taxiway
  - 3.6.4.4. Flashing White – Return to starting point on the Airport
  - 3.6.4.5. Alternating Red and Green – Exercise extreme caution

### **3.7. Accidents**

- 3.7.1. A Vehicle Operator involved in an Accident on the Airport resulting in any injury or death or damage to Property shall stop the Vehicle at the scene (or as close as possible to the scene without unnecessarily obstructing traffic or creating a safety hazard) and immediately call Airport operations and "911".
- 3.7.2. The Vehicle Operator (and the Vehicle) must remain at the scene until the Sheriffs Department and/or the Fire Department take a full report.

### **3.8. Vehicle Cleaning and Maintenance**

- 3.8.1. Vehicles shall not be cleaned and/or maintained anywhere at the Airport, except for minor repairs that are necessary to remove such Vehicles from the Airport.
- 3.8.2. Vehicles operated by Operators shall be cleaned and/or maintained only in areas compliant with the Airport's SWPPP.



### **3.9. Parking (or Stopping)**

- 3.9.1. Vehicles shall be parked only in those areas designated for such purpose.
- 3.9.2. Vehicles shall not be parked or stopped:
  - 3.9.2.1. in such a manner so as to obstruct a parking area lane, driveway, roadway, walkway, crosswalk, fire lane, Runway, Taxiway, Taxilane, and/or obstruct access to Hangars, parked or staged Aircraft, and/or parked or staged Vehicles;
  - 3.9.2.2. on the left side of a road;
  - 3.9.2.3. on the roadway side of any stopped or parked Vehicle (double parking);
  - 3.9.2.4. within 15 feet of a fire hydrant or within a fire lane or restricting access to or from a fire lane;
  - 3.9.2.5. within 3 feet of either side of a security fence;
  - 3.9.2.6. on non-Paved or grassed areas (unless specifically designated for parking)
  - 3.9.2.7. outside a Stall on any County Airport Property
  - 3.9.2.8. in a No Parking Zone on any County Airport Property
  - 3.9.2.9. other than in accordance with restrictions posted on authorized signs.
- 3.9.3. Vehicles, other than those loading and unloading Aircraft, shall not stop for loading, unloading, or any other purpose at the Airport other than in the areas specifically established for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means.
- 3.9.4. Displaying Vehicles and/or equipment for sale or lease at or on the Airport is strictly prohibited unless authorized in writing by the Airport Manager.
- 3.9.5. Parking in designated public parking areas is open to any person using the Airport.
- 3.9.6. All service Vehicles or equipment (including utility companies, delivery companies, government owned/operated, etc.) shall park in specially reserved and marked areas or other areas designated by the Airport Manager.
- 3.9.7. Aircraft Operators may park Vehicles that are fully operational, completely functional and properly permitted by the Airport Manager inside the Hangar while the Based Aircraft in the Hangar is gone.
- 3.9.8. Aircraft Operators may park Vehicles that are fully operational, completely functional and properly permitted by the Airport Manager outside of the Hangar while the Based Aircraft in the Hangar is gone, but only in designated parking areas.



## **VEHICLE RULES AND REGULATIONS**

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- 3.9.8.1. Vehicles parked outside of a Hangar more than 30 calendar days shall be considered abandoned and the Airport Manager may take whatever action is deemed appropriate to remove and/or dispose of the Vehicle. Such action shall be at the Vehicle Operator's risk, cost, and expense and without any liability to the County for damage that may result from such removal and/or disposal.
- 3.9.9. Boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all terrain Vehicles, race cars, recreational Vehicles, trailers, etc. may not be parked or stored in a Hangar or anywhere else on the Airport.
- 3.9.10. Campers, trailers, motorhomes, or semi-trailers may not be parked on any portion of County Airport Property unless approved by the Airport Manager.
- 3.9.11. Vehicles shall not be Abandoned at the Airport.
- 3.9.12. The Airport Manager may tow or otherwise remove from the Airport any Vehicle that is disabled, Abandoned, or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety or security hazard or interferes with Airport operations) at the Vehicle Operator's risk, cost, and expense and without liability for damage that may result from such removal.



## COMMERCIAL VEHICLE RULES AND REGULATIONS

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### **4. COMMERCIAL VEHICLE RULES AND REGULATIONS**

#### **4.1. *Regulatory Measures***

4.1.1. All Commercial ground transportation companies and Commercial car rental companies doing business at the Airport shall fully comply with Section 3 of these Rules and Regulations.

#### **4.2. *Commercial Vehicle and Operator Licensing***

4.2.1. Prior to providing Commercial ground transportation services on the Airport, all Commercial Vehicle (Taxi, Charter Party Carrier/Passenger Stage Carrier, and Courtesy Vehicle Operators) Operators providing Commercial ground transportation services at the Airport must apply for (complete and submit a Commercial Vehicle Permit Application to the Airport Manager) and receive an approved Commercial Vehicle Permit from the Airport Manager.

4.2.2. Commercial Vehicle Operators shall (at their own cost and expense) obtain from all applicable Agencies having jurisdiction, all licenses, permits, consents, approvals, and authorizations that may be necessary for the provision of Commercial ground transportation services at the Airport.

4.2.2.1. Such documentation shall be produced for examination immediately upon request by the Airport Manager.

#### **4.3. *Parking (or Stopping)***

4.3.1. After discharging passengers at the Airport, each Commercial Vehicle shall immediately leave the Airport (not Loiter).

4.3.2. Commercial Vehicles shall not be parked, staged, or stopped in such a manner as to interfere with vehicular or pedestrian traffic at the Airport.

#### **4.4. *Commercial Vehicle Operator Conduct and Appearance***

4.4.1. Commercial Vehicle Operators shall remain in their Vehicles or immediately adjacent to the Vehicle at all times while at the Airport except when necessary to use the restroom facilities, vending machines, pay phones, or obtain flight information in which case, the Commercial Vehicle Operator may be absent from the Vehicle (or the immediate vicinity of the Vehicle) for no more than five minutes.

4.4.2. Commercial Vehicle Operators are prohibited from Loitering or standing inside the Terminal Building while their Vehicle is in position in the Commercial Lane.

4.4.3. Commercial Vehicle Operators shall not solicit, persuade or urge any person (by words, gestures, or other form of communication) to use or hire any Commercial Vehicle Operator.

4.4.4. Commercial Vehicle Operators shall maintain a professional look and appearance (i.e., clean shirt and pants, shoes, and socks) at all times while conducting Commercial activities at the Airport.

4.4.5. Commercial Vehicle Operators shall conduct themselves in a courteous and professional manner and treat members of the traveling public with the utmost respect at all times.

4.4.6. Commercial Vehicle Operators shall not use offensive, abusive, or obscene language, gestures, or other forms of communication while at the Airport.



## COMMERCIAL VEHICLE RULES AND REGULATIONS

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### **4.5. Vehicle Equipment and Condition**

- 4.5.1. All Commercial Vehicles shall be kept in good operating condition and appearance.
- 4.5.2. Each Commercial Vehicle operated at the Airport shall be subject to inspection by the Airport Manager at any time to determine compliance with these Rules and Regulations.
  - 4.5.2.1. Failure to pass any portion of the inspection may result in the Commercial Vehicle being prohibited from picking up and/or dropping off passengers at the Airport until the discrepancies have been corrected to the satisfaction of the Airport Manager.

### **4.6. Fees and Charges**

- 4.6.1. Nothing in these Rules and Regulations shall be construed as granting any Commercial Vehicle Operator the right to operate at the Airport without first obtaining written authorization from the Airport Manager and without paying the fees or charges that may be established and assessed by the County from time to time.

### **4.7. Penalties**

- 4.7.1. The penalties for Commercial Vehicle Operators who are determined by the Airport Manager to be in violation of these Rules and Regulations follow:
  - 4.7.1.1. Unsafe Commercial Vehicle
    - 4.7.1.1.1. Suspension of privileges pending compliance
  - 4.7.1.2. Minor violation (including, but not limited to, picking up passengers in unauthorized areas, the Commercial Vehicle Operator not remaining in or adjacent to the Commercial Vehicle, and Loitering)
    - 4.7.1.2.1. First Offense – 24 Hour Suspension of Commercial Vehicle Permit
    - 4.7.1.2.2. Second Offense – Seven (7) Day Suspension of Commercial Vehicle Permit
    - 4.7.1.2.3. Third Offense – 30 Day Suspension of Commercial Vehicle Permit
    - 4.7.1.2.4. Fourth Offense – 60 Day Suspension of Commercial Vehicle Permit
    - 4.7.1.2.5. Fifth Offense – 90 Day Suspension of Commercial Vehicle Permit
    - 4.7.1.2.6. Sixth Offense – Permanent revocation of Commercial Vehicle Permit
  - 4.7.1.3. Major violation (including, but not limited to, attempt to induce another to commit an illegal act or violation of these Rules and Regulations, failure to obey a lawful order of the Airport Manager, offensive language, gestures, or other actions, or conduct that is discourteous or unprofessional)
    - 4.7.1.3.1. First Offense – Seven (7) Day Suspension of Commercial Vehicle Permit
    - 4.7.1.3.2. Second Offense – 30 Day Suspension of Commercial Vehicle Permit



## **COMMERCIAL VEHICLE RULES AND REGULATIONS**

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- 4.7.1.3.3. Third Offense – Permanent revocation of Commercial Vehicle Permit
- 4.7.1.4. Reckless driving, arrest at the Airport for any criminal action, and driving under the influence of alcohol and/or drugs
  - 4.7.1.4.1. First Offense – Permanent revocation of Commercial Vehicle Permit
- 4.7.2. Any combination of offenses in excess of three may result in the permanent revocation of Commercial Vehicle Permit.



## LESSEE AND SUBLESSEE RULES AND REGULATIONS

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### 5. LESSEE AND SUBLESSEE RULES AND REGULATIONS

#### 5.1. **Security**

- 5.1.1. It shall be the responsibility of all Lessees and Sublessees to ensure that all gates, chains, doors, and locks and all other public safeguards are continually and conscientiously maintained, kept in good condition, and used in a manner so as to protect all persons and Property.
- 5.1.2. For gates or doors that provide access to a Restricted Area through a Lessee's or Sublessee's Leased Premises, it is the responsibility of the Lessee or Sublessee to ensure that such gates and doors remained closed, locked, and secured when not in use and to ensure that all gates and doors and locking/securing mechanisms, and other public safeguards are continually and conscientiously maintained, kept in good condition, and used in a manner so as to protect all persons and Property.
- 5.1.3. Operator, Lessee, or Sublessee is required to keep an active log of keys, access cards, and other media issued that allows access to the Leased Premises or identifies authorized persons. Upon request, the log shall be made available to the County upon request. Any lost or stolen keys, access to cards, and other media shall be reported to the County immediately.
- 5.1.4. Operator, Lessee, or Sublessee must comply with all applicable reporting requirements as established by the County, FAA, DHS, TSA, and any other Agency.
- 5.1.5. No person shall cause any object to be located within three feet of the Airport perimeter fence, which could facilitate unauthorized access to a Restricted Area.

#### 5.2. **Construction or Alteration of Improvements**

- 5.2.1. Any construction or alteration of an Improvement located at the Airport shall be performed in compliance with the Development Guidelines.

#### 5.3. **Maintenance of Premises**

- 5.3.1. All Lessees and Sublessee are required to keep their Leased Premises free from all fire and safety hazards and maintain the same in a condition of repair, cleanliness, and general maintenance in accordance with the Minimum Standards and/or Agreement.
  - 5.3.1.1. Failure by Lessee or Sublessee to maintain the Leased Premises within the timeframe of the written notice from the Airport Manager (or the period allowed in Minimum Standards and/or Agreement) may result in the Airport Manager conducting or contracting the maintenance at Lessee's or Sublessee's cost and expense without liability for damage arising from or out of such action.
- 5.3.2. All Lessees and Sublessees shall be fully responsible for all damage to facilities, equipment, Property, related appurtenances, and all other Improvements at the Airport caused by the Lessee or Sublessee or by their employees, agents, customers, visitors, suppliers or persons with whom they do business.



## **LESSEE AND SUBLESSEE RULES AND REGULATIONS**

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5.3.3. Facilities (including Hangar floors) shall be kept clean and clear of the accumulation of Fuel, oil, grease, flammable liquids, rags, trash, or other waste materials.

5.3.3.1. The use of volatile or flammable solvents for cleaning floors is prohibited.

### **5.4. Fire Prevention**

5.4.1. Lessees and Sublessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed at all times.

5.4.2. Lessees and Sublessees that have employees conducting fueling or Fuel transfer operations must ensure that all employees receive fire prevention training and instruction by the Fire Department immediately upon employment and that Employees receive such fire prevention training and instruction annually thereafter.

5.4.2.1. Fire prevention training and instruction shall include the use of fire extinguishers, responding to Fuel and oil spills, handling flammable materials, and any other items deemed necessary and/or appropriate (for the Activity) by the Fire Department and shall be documented and kept on file by the Lessee or Sublessee.

5.4.3. Lessees and Sublessees shall provide proper, adequate, inspected, certified, and readily accessible fire extinguishers (that are approved by fire underwriters) for the particular hazard involved or associated with the activity.

5.4.3.1. Fire extinguishers shall be maintained in accordance with the Uniform Fire Code.

5.4.3.2. A log or a tag showing the date of last inspection shall be attached to each unit or records, acceptable by fire underwriters, shall be kept documenting the status of each unit.

5.4.4. Lessees and Sublessees shall designate a responsible person and provide point-of-contact information to the Fire Department including the name of the primary and secondary contacts and a 24-hour telephone number for both individuals for purposes of contact in the event of a fire.

### **5.5. Heating Equipment**

5.5.1. All heating equipment and Fuel burning appliances installed or used at or on the Airport shall comply with the requirements of the County, the State of California, the Uniform Fire Code, National Board of Fire Underwriters, and the Fire Department.

### **5.6. Aircraft Hangars**

5.6.1. Aircraft Hangars shall only be used for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved by the Airport Manager and the Fire Department or as otherwise granted by Agreement.

5.6.2. Aircraft parked in Hangars shall be parked in a manner so as to be completely contained in the Hangar and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for temporary staging.



## **LESSEE AND SUBLESSEE RULES AND REGULATIONS**

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- 5.6.3. Use of Aircraft Hangars shall be subject to the following restrictions:
  - 5.6.3.1. Unless permission is granted by Agreement, no Aircraft Maintenance, alterations, or repairs shall be performed in a Hangar without the prior written permission of the Airport Manager.
  - 5.6.3.2. All approved Aircraft Maintenance shall be in compliance with applicable Regulatory Measures.
    - 5.6.3.2.1. In addition to the provision contained in Section 5.7.1.2, no preventive Aircraft Maintenance, as defined in 14 CFR Part 43, shall be conducted in any Hangar for any Aircraft not identified in the Agreement.
  - 5.6.3.3. Space heaters may be utilized in Hangars so long as they are not left unattended while operating and all applicable fire prevention/safety measures are continually observed.
  - 5.6.3.4. Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids as approved by the Fire Department.

### **5.7. Aircraft Tiedowns**

- 5.7.1. Aircraft Tiedowns shall only be used for the following purposes:
  - 5.7.1.1. Aircraft shall be parked in such a manner as to be completely contained within the Tiedown space and shall not obstruct adjacent Aircraft parking, staging, and/or storage areas, Taxiways, or Taxilanes except for temporary staging and/or Fueling of such Aircraft.
  - 5.7.1.2. Performing preventative Aircraft Maintenance, as defined in 14 CFR Part 43, on the Aircraft (listed on the agreement for the Tiedown space) and in accordance with applicable Regulatory Measures.

### **5.8. Storage of Materials and Equipment**

- 5.8.1. Lessees and Sublessees shall store materials and equipment in such manner as to preclude creating any hazard, obstructing any operation, or littering.
  - 5.8.1.1. Storage of materials or equipment shall not be permitted outdoors.
  - 5.8.1.2. Lessees and Sublessees can store non-hazardous items in a fully-enclosed and secured container on their Leased Premises as long as such storage fully complies with Regulatory Measures.
- 5.8.2. Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, Vehicles, or equipment without an Agreement.

### **5.9. Compressed Gases**

- 5.9.1. Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.
  - 5.9.1.1. Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.



## **LESSEE AND SUBLESSEE RULES AND REGULATIONS**

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- 5.9.1.2. Cylinders or tanks not in use shall have an approved transportation safety cap installed.
- 5.9.1.3. Cylinders or tanks shall be stored and maintained in compliance with all NFPA standards and applicable Regulatory Measures.

### **5.10. Lubricating Oils**

- 5.10.1. Lubricating oils having a flash point at or above 150 degrees may be stored in Hangars provided that the product is stored in the original container with a capacity of 55 gallons or less and has the original manufacturer's labeling (or that the product is stored in other suitable containers approved by the Airport Manager and the Fire Department).
  - 5.10.1.1. No more than a total of 55 gallons of lubricating oils may be stored in Hangars.
- 5.10.2. Storage of 55 gallons or more of lubricating oil or containers having a capacity of 55 gallons or more require that a SPCC plan be provided to the Airport Manager. Such containers may only be stored in compliance with Regulatory Measures and consistent with the Airport's SWPPP plan.

### **5.11. Right of Entry**

- 5.11.1. The Airport Manager shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all facilities, buildings, and Improvements on the Airport whether or not the right of entry is provided for in any Agreement or other approval.
  - 5.11.1.1. For facilities, buildings, and Improvements owned by Lessees or Sublessees the Airport Manager shall provide advanced notification.
- 5.11.2. The Airport Manager and the Fire Department shall have the right of entry to facilities, buildings, and Improvements on Airport without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, flood, or Hazardous Materials leak, or for the protection of life, limb, or Property.



### **6. REFUELING, DEFUELING, AND FUEL STORAGE**

#### **6.1. *Regulatory Measures***

6.1.1. Refueling, defueling, and Fuel storage at the Airport shall conform to the current applicable provision of 14 CFR; NFPA guidelines; AC 150/5230-4 (including updates or amendments); the Airport's SWPPP and SPCC; Regulatory Measures established by the Environmental Protection Agency, California Environmental Protection Agency, State Water Resources Control Board, and any other Agency having jurisdiction relating to these activities.

#### **6.2. *Agreement***

6.2.1. Fuels shall only be dispensed at the Airport by FBOs and Non-Commercial Self-Fueling Permittees.

#### **6.3. *Training***

6.3.1. No person shall refuel or defuel an Aircraft until that person is properly qualified and trained.

6.3.2. Training records documenting the training provided to, and the qualifications of, each person shall be maintained and kept on file.

6.3.2.1. Records shall indicate initial training and all recurrent training provided.

6.3.2.1.1. Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.

6.3.2.2. All records shall be subject to review of and/or inspection by the Airport Manager.

#### **6.4. *Refueling, Defueling, and Fuel Storage Operations***

6.4.1. A properly qualified and trained person shall be present and responsive at all times while Fuel is being transferred into or out of any Fuel storage facility (from or into Fueling Vehicles and equipment).

6.4.1.1. The person shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and equipment.

6.4.1.2. The person shall not leave the discharge end of any hose or hoses unattended at any time while the transfer of Fuel is in progress.

6.4.1.3. The person shall not block open, disengage, or deactivate the deadman or any related controls while fueling or transferring Fuel.

6.4.2. Aircraft shall not be refueled or defueled in an area where Aircraft engines are operating, Aircraft or engines are being warmed by application of heat, or while the Aircraft is located in a congested or enclosed space.

6.4.3. Self-Fueling shall be conducted only in those areas designated by the Airport Manager as identified in the General Aviation Self-Fueling Permit.

6.4.3.1. Self-Fueling at any other location at or on the Airport is prohibited.

6.4.4. All Fuel handled at the Airport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, life or Property.

6.4.5. Persons engaged in the refueling, defueling, and oil servicing of Aircraft or Vehicles, the filling of Refueling Vehicles or dispensing equipment, or the



## REFUELING, DEFUELING, AND FUEL STORAGE

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dumping or pumping or loading of Fuels or oils into or from Fuel or oil storage facilities shall exercise care and extreme caution to prevent overflow of Fuel or oils and/or spills.

- 6.4.5.1. Should a Fuel or oil spill occur on the Airport, the party responsible shall fully comply with Section 1.21 of these Rules and Regulations.
- 6.4.6. Refueling Vehicles shall be positioned so that the Vehicle can be directly driven away from the loading or refueling position in the event of spill or fire.
- 6.4.7. Fuel handling shall be conducted outdoors and at least 25 feet from any Hangar or building and 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by the Airport Manager and the Fire Department.
- 6.4.8. Pouring or gravity transfer of Fuel and refueling from containers having a capacity of more than 5 gallons is prohibited.
- 6.4.9. Vehicles shall be refueled only at refueling stations and from dispensing devices approved by the Airport Manager.
  - 6.4.9.1. In an emergency resulting from the failure of an onboard auxiliary power unit on an Aircraft and in the absence of suitable ground support equipment, a turbojet engine mounted at the rear of the Aircraft or on the wing on the side opposite from the refueling point may be operated during refueling as the operation follows the procedures stipulated in the Aircraft Operator's Manual.
  - 6.4.9.2. A turbine-powered auxiliary power unit installed aboard an Aircraft may be operated during refueling provided its design, installation, location, and combustion air source do not constitute a Fuel vapor ignition source.
    - 6.4.9.2.1. In both cases (Section 6.4.9.1. and Section 6.4.9.2), the Fueling shall conform with the procedures stipulated in the Aircraft Operator's Manual.
- 6.4.10. Aircraft or Vehicles shall not be refueled or defueled if an electrical storm is in progress within the immediate vicinity of the Airport.
- 6.4.11. When Aircraft are being refueled or defueled, the Refueling Vehicle shall be bonded to the Aircraft to equalize the voltage potential between the Refueling Vehicle and the Aircraft.
  - 6.4.11.1. All hoses, nozzles, spouts, funnels, and appurtenances used in Fueling and defueling operations shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.
- 6.4.12. Refueling Vehicle Operators shall not operate the Vehicle in reverse anywhere at or on the Airport unless a qualified and trained person is present to safely monitor and direct the movement of the Vehicle.
- 6.4.13. Aircraft shall not be refueled or defueled while passengers are on board unless a passenger-loading ramp is in place at the Aircraft cabin door, the door is in the open position, and an attendant is present at or near the door.



## REFUELING, DEFUELING, AND FUEL STORAGE

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- 6.4.13.1. If an incapacitated patient is on board the Aircraft during refueling operations, the Fire Department personnel and fire fighting/rescue equipment must be available at the scene.
- 6.4.14. No person shall operate any radio transmitter or receiver or switch electrical appliances on or off in an Aircraft during refueling or defueling unless said radio transmitter or receiver is designed specifically for such environment.
- 6.4.15. Over-wing refueling shall only be performed by qualified persons.
- 6.4.16. Hold down or hold open devices on Aircraft Fueling nozzles are strictly prohibited.
- 6.4.17. For single point Fueling, deadman controls or mechanisms shall be utilized and shall remain in safe operating condition and good working order at all times.
  - 6.4.17.1. No person shall deactivate or bypass a deadman control or mechanism at any time.
- 6.4.18. During refueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within 50 feet of such Aircraft or Vehicle.
  - 6.4.18.1. Smoking, matches, lighters, and open flames (i.e., candles, fixtures, or fires) are strictly prohibited within 50 feet of any Aircraft, Refueling Vehicle, Fuel storage facility, or any Aircraft being refueled or defueled.
- 6.4.19. Refueling Vehicles (including Fuel tankers) shall only use the entrance, exit, and route designated by the Airport Manager during the transportation and delivery of Fuel.
- 6.4.20. The County assumes no liability or responsibility for any violation of any Aircraft or Vehicle refueling requirement or procedure, any error, omission, negligence, or any violation of any Regulatory Measure relating to refueling activities.
  - 6.4.20.1. The Lessee or Sublessee shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the Lessee's and/or Sublessee's Fuel storage facilities, equipment, operations, and training.
  - 6.4.20.2. The Lessee or Sublessee shall reimburse the County for any fines, legal or court costs, incurred by the County for any such violation, error, omission, or negligence.

### **6.5. Storage of Refueling Vehicles**

- 6.5.1. Refueling Vehicles shall be stored outdoors and not less than 50 feet from a building or at the distance approved by the Fire Department unless the building is designed, constructed, and used exclusively, and approved by the Fire Department, specifically for this purpose.
- 6.5.2. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Vehicles and any other Vehicle or Aircraft and a minimum of 20 feet from a storm water inlet.



## REFUELING, DEFUELING, AND FUEL STORAGE

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### **6.6. Maintenance of Refueling Vehicles and Equipment**

- 6.6.1. Maintenance and servicing of Refueling Vehicles and equipment shall be performed outdoors or in a building that is approved by the Fire Department specifically for this purpose.
- 6.6.2. Lessees and Sublessees shall document and maintain and keep on file Vehicle and equipment maintenance records. These records shall be made available to the Airport Manager upon request.

### **6.7. Refueling Vehicles and Equipment**

- 6.7.1. Only those Fuel storage facilities, Refueling Vehicles, and equipment that are approved by the Fire Department and the Airport Manager shall be used for the storage and delivery of Fuel.
- 6.7.2. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during refueling operations shall be maintained in a safe operating condition and in good working order and repair at all times.
  - 6.7.2.1. When said Refueling Vehicle(s) or equipment is found in a state of disrepair, malfunction, or the use constitutes an undue fire or safety hazard, or the operation of said Refueling Vehicle(s) or equipment would violate any Regulatory Measure, the Lessee or Sublessee shall immediately discontinue the use of such Vehicles and/or equipment until repairs, replacements, or changes are made to render the same safe for continued use.
    - 6.7.2.1.1. Hoses or piping connections shall be secured and capable of holding under the pump's rated PSI discharge.
    - 6.7.2.1.2. Hoses or nozzles shall be FM or UL approved with self-closing valve and no "hold-down or hold-open devices".
    - 6.7.2.1.3. All pumps shall be UL or FM approved.
    - 6.7.2.1.4. All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII.
- 6.7.3. If any malfunction or irregularity is detected on or within the Aircraft being refueled or defueled, refueling or defueling shall cease immediately and the malfunction or irregularity shall be brought to the attention of the Aircraft Operator immediately.
- 6.7.4. Refueling Vehicles, Equipment, and Fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA Publication 407 and applicable FAA Advisory Circulars.
  - 6.7.4.1. A copy of all applicable permits, registrations, certificates, and insurance documents shall be maintained in each Refueling Vehicle.
- 6.7.5. Adequate and proper fire extinguishers shall be immediately available during all refueling and defueling operations.
  - 6.7.5.1. At least two carbon dioxide (or approved dry chemical) fire extinguishers (20 pounds or larger) or the types of fire extinguishers that are capable of extinguishing Category B and Category C fires shall be immediately available.



## **REFUELING, DEFUELING, AND FUEL STORAGE**

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- 6.7.5.2. All extinguishers shall be inspected and certified, as required by law, and all personnel involved with refueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.
  - 6.7.6. Adequate and proper absorbent material(s) and Fuel spill containment capable of damming/diking a Fuel spill shall be immediately available at all times, as defined in the Lessee's or Sublessee's approved SPCC plan.
  - 6.7.7. All hoses, funnels, and appurtenances used in refueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile liquids.
  - 6.7.8. Refueling Vehicles and Equipment and Vehicles utilized to deliver Fuel to the Fuel storage facility shall be subject to inspection at any time to determine compliance with these Rules and Regulations and applicable Regulatory Measures.
- 6.8. Fuel Storage Facilities**
- 6.8.1. The maintenance and operation of Fuel storage facilities shall meet NFPA 30, NFPA 407, and FAA regulations, and shall be approved by all Agencies who regulate the maintenance and operation of Fuel storage facilities. Further the installation of all tanks and/or facilities shall meet the requirements of the Uniform Fire Code, Article 24.
  - 6.8.2. Plans for installation and operation of Fuel storage facilities shall be submitted to the Airport Manager and the Fire Department and approval shall be received from the Airport Manager and the Fire Department prior to installation and operation.
  - 6.8.3. All security gates leading into Fuel storage areas shall be kept closed and locked at all times except when actually in use.