



**King County**  
International Airport  
Boeing Field

King County  
King County International Airport – Boeing Field  
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# Supplemental Rules and Regulations

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King County International Airport – Boeing Field

*King County*

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May 2, 2025



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## GENERAL PROVISIONS AND AUTHORITY

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DocuSigned by:

**Signature:** Lorraine Patterson-Harris

**Date signed:** 8FC3E76CE8FD4085/13/2025



### 1. GENERAL PROVISIONS AND AUTHORITY

King County International Airport – Boeing Field (ICAO airport code KBFI), hereinafter referred to as “KCIA” or “Airport”, is owned and operated by King County (hereinafter referred to as “County”), a political subdivision of the State of Washington. These Supplemental Rules and Regulations append King County Code (KCC) Title 15 – Airport.

#### 1.1. Purpose

The purpose of these Supplemental Rules and Regulations (Rules and Regulations) is to protect the health, safety, interest, and general welfare of the Public and the Tenants, Operators, Permittees, and users of the Airport and to restrict or prevent any activities or actions which would negatively interfere with the safe, orderly, and efficient use of the Airport.

#### 1.2. Applicability

These Rules and Regulations are applicable to the premises of the Airport. The Rules and Regulation apply to all tenants, customers, patrons, guests, business affiliates, employees, contractors, and all other persons using facilities, occupying space, traversing the Airport, accessing the Airport by reason of employment, or use the Airport for aeronautical purposes.

#### 1.3. Title 15

These Rules and Regulations incorporate, by reference, KCC Title 15.

#### 1.4. Definitions and Acronyms

Definitions and acronyms referenced in this document are defined in Appendix A and are capitalized whenever used in these Rules and Regulations. Words or acronyms that are not defined or identified shall be construed consistent with common meaning or as generally understood.

#### 1.5. Distribution

These Rules and Regulations shall be available at the Airport Administration Office and posted on the Airport’s website.

#### 1.6. Effective Date

These Rules and Regulations shall be in effect and shall remain in effect from the date of approval by the Airport Director, unless repealed by the County. Consistent with KCC, these Rules and Regulations shall be reevaluated every five (5) years.

**1.7. Amendments**

These Rules and Regulations are subject to change by approval of the Airport Director. The Rules and Regulations will be updated and published as necessary for the safe and secure operation of the Airport.

**1.8. Airport Operator, Governing Body, and Advisory Board**

The Airport is operated by the King County Department of Executive Services and governed by the King County Council and King County Executive. The Airport Roundtable Advisory Board is an advisory board that makes recommendations to Airport management and the County on Airport-related issues.

The authority to implement, supplement, amend, or adopt any policy, standard, rule, regulation, or directive, including the Primary Management and Compliance Documents (PMCDs), is delegated to the County by Revised Code of Washington (RCW) Statute RCW 14.08.120, which states: “(b)To adopt and amend all needed rules, regulations, and ordinances for the management, government, and use of any properties under its control, whether within or outside the territorial limits of the municipality.” The authority to promulgate rules, regulations, and minimum standards is set forth in KCC Section 2.98 as well as KCC Section 15.12.010, which states “the rules and regulations hereinafter set forth, and all orders, instructions, rules, minimum standards and regulations promulgated under authority herein prescribed, shall apply to and be in full force and effect upon B.F.I. [Airport] as it is now or may hereafter be constituted, and all persons using the facilities of B.F.I. [Airport] shall observe same and such observance shall be a condition under which all persons may use such facilities”.

**1.9. Statement of Policy**

It is the desire of the County to: (a) plan, develop, operate, and manage the Airport in such a manner so as to ensure the Airport’s long-term financial health, (b) protect and promote the health, safety, security, and general welfare of the public, and (c) encourage the provision of the type, level, and quality of products, services, and facilities desired by the public.

For situations not specifically addressed in these Rules and Regulations, the County reserves the right to make such policies, standards, rules, regulations, and directives as may be appropriate given the situation and/or circumstances pertaining to the use of the Airport.

In compliance with Legal Requirements, the Airport is required to operate for the use and benefit of the public and shall be made available to all types, kinds, and classes of Aeronautical Activity on reasonable terms and without unjust discrimination.

**1.10. Non-Discrimination**

No person shall discriminate on the basis of sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, status as a family caregiver, military status or status as a veteran who was honorably discharged solely as a result of the person’s sexual orientation or gender identity or expression, or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification, in the employment or application for employment or in the administration or delivery of services or any other benefits under KCC Section 12.16, as now codified and as hereafter amended.

***1.11. Authority of the Director***

The County has authorized the Airport Director to promulgate, interpret, administer, and enforce these Rules and Regulations. During emergency situations, the Airport Director is empowered to issue such directives, variances, and/or exemptions and to take such action that, within Airport Director's discretion and judgement, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the public.

The Airport Director shall be subject to the direction, authority, and control of the County and shall act as their official representative pertaining to aviation and Airport matters for the County. The Airport Director's powers and duties include, but are not limited to, the following:

- designate aircraft operating, parking, and other such areas necessary for the safe, secure, and efficient operation of the Airport;
- assign aircraft parking, Hangar, and tiedown spaces;
- order unauthorized aircraft to leave the Airport; and
- promulgate rules and regulations for the use, operation, and administration of the Airport.

***1.12. Compliance with Legal Requirements and Agreements***

All entities leasing, occupying, and/or developing Airport land and/or Improvements and/or engaging in an activity at the Airport shall comply, at the entity's sole cost and expense, with all applicable Legal Requirements.

No Agreement, nor any payment or performance required there under, shall excuse any entity from compliance with the Rules and Regulations. Compliance with these Rules and Regulations shall not excuse any responsibility or obligation an entity may have to the County under any existing Agreement.

***1.13. Conflicting Legal Requirements and Agreements***

These Rules and Regulations are not intended to amend, modify, or supersede any provisions of Federal, State, or Local law, or any specific Agreement with which a conflict may exist; provided, however, that these Rules and Regulations shall insofar as possible, be interpreted so that no such conflict shall exist.

If any portion of these Rules and Regulations shall be deemed invalid or unenforceable, all other provisions thereof shall remain in full force and effect and shall be construed to achieve the purposes thereof.

***1.14. Right to Self-Service***

An Aircraft Owner or the Aircraft Owner's Employees may perform Self-Services (fueling, maintenance, or repair) on the Aircraft Owner's aircraft utilizing the Aircraft Owner's vehicles, equipment, and resources (Self-Service). An Aircraft Owner or the Aircraft Owner's Employees are permitted to perform such Self-Services on the Aircraft Owner's aircraft provided there is no attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Rules and Regulations and all applicable Legal Requirements.

If the right to Self-Service is not exercised, an Aircraft Owner is only permitted to have the Aircraft Owner's aircraft fueled, maintained, repaired, or otherwise serviced while at the Airport by those Operators authorized by the County to engage in such Commercial Activities at the Airport. An Operator may restrict the use of its exclusive Leased Premises for Self-Service activities by others.

- This section does not apply to persons utilizing a Commercial self-serve fueling facility as provided in Section 11.12.



***1.15. Prohibited Activities***

The following activities are prohibited at the Airport:

- Through-the-Fence activities (unless approved in writing by the County),
- Use of lighter than air aircraft (airships, dirigibles, blimps, balloons, and other certificated lighter than air aircraft which utilize gasses or hot air to provide lift), and
- Co-Op Self-Service (the sharing of fuel, vehicles, Employees, equipment, and/or resources).

***1.16. Fines and Penalties***

Persons and/or entities shall pay any fine or penalty levied against the person, entity, the County, or the King County Council, individually or collectively, as a result of noncompliance with any applicable Legal Requirement. If the fine or penalty is contested, the person and/or entity shall pay the fine or penalty if upheld by the Agency having jurisdiction.

***1.17. Severability***

If any one or more clauses, sections, or provisions of these Rules and Regulations shall be held to be unlawful, invalid, or unenforceable by final judgment of any Agency or court of competent jurisdiction shall not in any way affect the validity of any other clauses, sections, or provisions of these Rules and Regulations.

***1.18. Subordination***

The Rules and Regulations are subject and subordinate to the provisions of any agreement between the County and the State of Washington (State) or the United States Government pertaining to the planning, development, operation, and management of the Airport and are specifically subordinated to, and shall be construed in accordance with, the FAA Grant Assurances.

The County recognizes the jurisdiction of the federal government, delegated to the FAA, concerning the licensing and regulation of pilots, air carriers, and aircraft; and concerning the navigable airspace. The Rules and Regulations are not intended to assert jurisdiction by the County over matters under the exclusive jurisdiction of the federal government, and the provisions of these Rules and Regulations shall be interpreted as such.

***1.19. Notices, Requests for Approval, Applications, and Other Filings***

Any notice, request for approval, application, or other filing required or permitted to be given or filed with the County and any notice or communication required or permitted to be given or filed with any existing or prospective Operator, Lessee, Sublessee, or Tenant pursuant to these Rules and Regulations shall be in writing, signed by the party giving such notice, and shall be sent by overnight courier, United States certified mail, email (confirmed by return email), or in person (confirmed by dated and signed receipt). Such notice, request for approval, application, or other filing shall be deemed to have been given when delivered to the County or existing or prospective Operator, Lessee, or Sublessee at its principal place of business or such other address as may have been provided.

Operator, Lessee, or Sublessee shall provide notice to the County of a change of address within 14 calendar days of change of address.

**1.20. Variance or Exemption**

The Airport Director may, but is not obligated to, approve variances or exemptions to these Rules and Regulations when special conditions or unique circumstances exist. Requests for variance or exemption shall be submitted in writing to the Airport Director and must state:

- the specific Rules and Regulation provision(s) for which the variance or exemption is being sought;
- describe the proposed variance or exemption;
- state the reason for the proposed variance or exemption;
- identify the anticipated impact on the Airport (and other entities including Operators, Lessees, Sublessees, users of the Airport, and the public); and
- identify the duration of the proposed variance or exemption.

Prior to approving or denying a variance or exemption, the Airport Director shall conduct a review of all relevant information. Approval or denial by the Airport Director of a variance or exemption shall be reasonable, not unjustly discriminatory, and consistent with prior decisions involving similar conditions or circumstances at the Airport (if any) and shall be provided in writing within 90 calendar days from the receipt of the written request.

- An approved variance or exemption shall not serve to amend, modify, or alter these Rules and Regulations or any existing Agreement.
- Requests for variance or exemption can be denied in accordance with Section 1.21.

**1.21. Possible Grounds for Rejecting Application, Variance, or Exemption**

In this section, the term “activity” is inclusive of all Commercial and Non-Commercial Aeronautical Activities and non-aeronautical activities.

The County may reject any application, request for variances or exemption, assignment, change in majority ownership, encumbrance, or application for any one or more of the following reasons (as determined in the sole discretion of the County).

- The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the County and set forth in the KCC Section 4.56.160. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.
- The County or the FAA has determined that the proposed activity and/or Improvement would create a safety or security risk or constitute a Hazard, obstruction, or danger to air navigation.
- The County would be required to expend funds and/or supply labor and/or materials in connection with the proposed activity and/or Improvement that the County is unwilling and/or unable to expend or supply.
- The financial plan associated with the proposed activity and/or Improvement is not realistic and attainable and/or will result in a financial operating loss or hardship for the entity.
- No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed activity or Improvement at the time the proposal or application is submitted, nor is such availability contemplated within a reasonable period.
- The proposed activity and/or Improvement do not comply with the ALP currently in effect or anticipated to be in effect.

## **GENERAL PROVISIONS AND AUTHORITY**

- The entity's occupancy, use, or development of Airport land and/or Improvements could be detrimental to the public, result in congestion of aircraft, and/or negatively impact the safety and/or efficiency of the Airport, Operators, Lessees, Sublessees, or users of the Airport.
- The entity intentionally or unintentionally misrepresented or failed to disclose material fact in a proposal, in an application, and/or in supporting documentation.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has a record of violating the Legal Requirements of the County, any other airport sponsor, the State, the FAA, or any other Legal Requirement applicable to the Airport and/or the entity's proposed activity or Improvement.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has defaulted in the performance of any Agreement or agreement or sublease at any other airport.
- The entity does not exhibit adequate financial capability, capacity, or responsibility to undertake and sustain the proposed activity or Improvement.
- The entity cannot obtain a bond or insurance required by the County for the proposed activity.
- The entity seeks terms and conditions which are inconsistent with the Rules and Regulations and/or any request for qualifications and/or proposals (or any other document) issued by the County.
- The entity's interests and/or the proposed activity or Improvement are inconsistent with the mission, vision, values, goals, or objectives of the Airport; the best interest of the County; or any Grant Assurances.
- The entity has been party to vexatious or frivolous litigation, including, without limitation, administrative litigation, against the County.

## **2. ENFORCEMENT**

The Airport Director, or designee, shall be responsible for the enforcement of these Rules and Regulations. The Airport Director may obtain the assistance of the King County Sheriff Department or any other law enforcement agency in the investigation and enforcement of these Rules and Regulations. Airport employees, as well as any person observing violations, are empowered to report violations of these Rules and Regulations to the Airport Director, Airport Operations, and law enforcement agencies, or by dialing 911 if such violation threatens safety, security or lives and property.

### **2.1. *Violations***

Any infraction or disregard by a person of the published Rules and Regulations may include, but not be limited to the following penalties:

- 1<sup>st</sup> Violation: Violator(s) will be required to attend training or one-on-one review of the Rules and Regulations conducted by Airport management.
- 2<sup>nd</sup> Violation: Violator(s) will be issued a formal, written reprimand by the Airport Director.
- 3<sup>rd</sup> Violation: Violator(s) may be denied access and use of the Airport facilities for a period of up to one year.

Airport Operations may issue verbal warnings for minor offenses, in the sole discretion of Airport Operations.

Persons who violate any portion of these Rules and Regulations while on the Airport not subject to other jurisdictions, and who pose an immediate threat to public order, airport security, or public safety may be arrested, removed, or ejected from the Airport and denied access and use of the Airport and its facilities.

Any person's failure to comply with these Rules and Regulations or any order or instruction issued hereunder is subject to being charged with a misdemeanor or other penalties as proscribed by the laws of the County, the State, or federal government. A person guilty of a violation and issued a fine levied by any federal agency, agency of the State, or the County having jurisdiction on the Airport, shall be responsible for the payment of the fine and all other costs associated with the violation.

A Person who violates any rules of a governing body or any agency that has jurisdiction on the Airport shall be subject to applicable penalties.

### **2.2. *Right to Appeal Airport Use and Access Restrictions***

Persons or entities who have been charged with a violation and have been denied access and use of the Airport and its facilities may appeal to the Airport Director to have such access and use of the Airport facilities restored. Appellant shall submit a letter outlining the facts or mitigating circumstances of the situation within 10 calendar days of the violation to the Airport Director for a determination of appeal. The Airport Director's determination is final.

### **2.3. *No Liability of King County or Airport***

Neither the County nor the Airport assume any responsibility for the loss, injury or damage to persons or property by reason of fire, theft, vandalism, natural disasters, collision, strikes, demonstrations, air shows, acts of war, terrorism, or acts of God. The County and the Airport assume no liability for injury to persons while on the Airport or while using the facilities of same, or for property damage, except liability caused directly by the sole negligence of the County or Airport employees.

### **3. TENANT**

#### **3.1. Introduction**

Tenant used herein refers to any person, Association, and/or entity that has entered into an agreement with either the County or an Operator to occupy land and/or improvements (Leased Premises) at the Airport.

#### **3.2. Escort of Invitees**

Tenant shall escort all invitees, agents, employees, and guests who do not possess a valid Airport Identification Badge while accessing Restricted Areas in accordance with the Airport Security Policy.

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

All modifications to buildings, remodels, or new construction on the Airport will be in full compliance with 14 CFR Part 77. FAA Form 7460-1 shall be completed and forwarded to Airport Operations & Compliance Section (Airport Operations) for review and forwarded to FAA for approval. No notice to proceed will be issued until Form 7460-1 has been submitted to FAA, completed the FAA review process, and received approval from FAA.

#### **3.4. Maintenance of Premises**

Leased Premises (including all related and associated appurtenances, landscaping, paved areas, installed equipment and utility services, oil/water separators, and security improvements) shall be:

- kept free from all fire, safety, and security hazards,
- kept free and clear of snow as much as practicable,
- maintained in a clean, neat, orderly, and fully operational condition consistent with best practices and equal or better in appearance and character to other similar Improvements at the Airport, normal wear and tear expected,
- Ramps shall be maintained as to not produce foreign object debris (FOD), and
- maintained in a condition of repair and general maintenance in accordance with the Agreement.

Tenants shall be fully responsible for and replace, or in the County's sole discretion, reimburse the County for all damage to facilities, equipment, Property, related appurtenances, and all other Improvements at the Airport caused by Tenant or its employees, agents, customers, visitors, suppliers, or persons with whom Tenant does business.

Unless otherwise provided for in an Agreement, tenants shall provide all necessary cleaning services for the Leased Premises (or any other area of the Airport utilized by the Tenant) including janitorial and custodial services, trash removal services, removal of foreign objects debris, removal of spent oils or other fluids, cleaning of oil/water separators, and any related services necessary to maintain the Improvements in a good, clean, neat, orderly, and fully operational condition consistent with best practices, normal wear and tear expected. 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.

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

Facades of all buildings and structures shall be kept in good repair, condition, and appearance at all times. Failure to properly maintain the Leased Premises (including failure to maintain the Leased Premises within the period stipulated in the Agreement or failure to maintain the Leased Premises within the timeframe stated in any written notice provided by the County) may result in the County conducting or contracting the maintenance at Tenant's sole cost and expense without liability to the County.

**3.5. HVAC Equipment**

All heating, ventilation, and air conditioning (HVAC) equipment and fuel burning appliances installed or used at the Airport shall comply with all Legal Requirements (as applicable) of the County, the State, the National Fire Protection Association (NFPA), and the Fire Department.

**3.6. Aircraft Hangars**

The use of Hangars shall conform with all Legal Requirements including applicable building codes as well as the practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and the County. Unless provided by the County, each Hangar shall be equipped by the Tenant with an appropriate, inspected, certified, and readily accessible fire extinguisher that conforms with Legal Requirements.

Aircraft Hangars shall only be used for the parking and storage of aircraft and associated aircraft equipment and supplies as approved by the County and the Fire Department or as otherwise stipulated in an Agreement. Use of aircraft Hangars shall be subject to the following restrictions:

- Unless otherwise directed by the County, the use of Hangars shall conform with 14 CFR Chapter I [Docket No. FAA 2014-0463] *FAA Policy on the Non-Aeronautical Use of Airport Hangars*, as amended.
- Aircraft Hangars shall only be used by the Tenant and its employees, agents, customers, visitors, suppliers, or persons for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved in writing by the Airport Director and the Fire Department or as otherwise stipulated in an Agreement. All items stored must belong to the Tenant authorized to use the Hangar.
- Hangars may be used for the storage of other non-aeronautical vehicles and equipment so long as an airworthy aircraft is parked in the Hangar and aircraft can be moved in and out of the Hangar without hinderance.
- Space heaters may be utilized in Hangars in compliance with Legal Requirements so long as not left unattended while operating and all applicable fire prevention/safety measures are continually observed.
- Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids in accordance with applicable Legal Requirements.

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 Taxiway or Taxilane, or obstruct access to Hangars, parked or staged aircraft, parked or staged vehicles, doors, gates, or fuel storage facilities except for temporary staging and/or Fuel Handling of such aircraft.

Aircraft Maintenance may be conducted on Tenant's owned Aircraft within Tenant's premises, provided such individuals are permitted to conduct such Aircraft Maintenance in compliance with Legal Requirements. Aircraft Maintenance within Hangars shall not include the following, unless expressly approved in writing by the Airport Director:

- Welding
- Cutting in a way that creates sparks
- Open flames and torches

- Servicing any part of a fuel system or transferring fuel
- Painting

The above list is not intended to represent all Aircraft Maintenance items prohibited within Hangars based on the Building and Fire Codes; but is intended to identify those items that may commonly be performed as part of Aircraft Maintenance. As outlined in these Rules and Regulations, all Activities and uses within Tenant's premises must comply with all applicable Legal Requirements.

### **3.7. *Aircraft Tiedowns***

Aircraft parked in a Tiedown space shall be parked in a manner so as to be completely contained in the Tiedown space and shall not be positioned in such a manner so as to block a Taxiway or Taxilane, or obstruct access to Hangars or Tiedowns, parked or staged aircraft, parked or staged vehicles, doors, gates, or fuel storage facilities except for temporary staging and/or Fuel Handling of such aircraft.

- If performed in full compliance with Legal Requirements, preventative Aircraft Maintenance, as defined in 14 CFR Part 43, excluding Aircraft Maintenance involving fuel, oil, lubricants, hydraulic fluids, or paint, may be performed on the aircraft listed in the Agreement for the Tiedown space.

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

Materials and equipment shall be stored in such manner as to preclude creating any hazard, obstructing any operation, or littering.

- Storage of materials or equipment, excluding Refueling Vehicles, shall not be permitted outdoors, unless fully contained within a preapproved container maintained in good condition or approved in writing by the Airport Director.
- Non-hazardous items can be stored in a fully enclosed and secured container within a facility as long as such storage fully complies with Legal Requirements.
- Unless expressly permitted in an existing Agreement or approved in writing by the County, the Leased Premises shall not be used to store non-aviation merchandise, supplies, or equipment excluding those items utilized to fulfill the obligations of an Agreement.

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 the prior written permission of the Airport Director.

### **3.9. *Compressed Gases***

Oxygen or any compressed gas in a cylinder or portable tank (excluding compressed air tanks for tire inflation) 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.

- Compressed gas cylinders or tanks must have approved, and fully operational pressure relief devices installed.
- Cylinders or tanks not in use shall have an approved transportation safety cap installed.
- Cylinders or tanks shall be stored and maintained in accordance with the practices recommended by the NFPA and all applicable Legal Requirements.



**3.10. Lubricating Oils**

Lubricating oils having a flash point at or above 150 degrees may be stored in Hangars provided the product is stored in the original container and the capacity of the container is less than 55 gallons and the original manufacturer's labeling or marking is on the container (or the product is stored in other suitable containers approved by the County and the Fire Department).

Storage of more than 55 gallons of lubricating oil or containers having a capacity of more than 55 gallons require a Spill, Prevention, Control, and Countermeasures (SPCC) Plan be provided to the County. Such containers may only be stored in compliance with Legal Requirements and consistent with the County's Storm Water Pollution Prevention Plan (SWPPP).

**3.11. Right of Entry**

The County shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all Improvements and hangar use whether the right of entry is provided for in any Agreement. For Improvements owned by the County, the Tenant shall provide the County with a key capable of gaining access to the facilities, buildings, and Improvements. For Improvements owned by the Tenant, the County shall provide 48-hours advanced notification. All facilities shall be equipped with a Knox Box on both the landside and airside of the facility to provide access for the Fire Department. If a Knox Box is not installed, maintained or otherwise available for its intended purpose, any damage caused by the Fire Department to gain entry into a facility shall be repaired at the sole cost and expense of the Tenant.

The County, any law enforcement agency, and the Fire Department shall have the right of entry to Improvements without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, acts of nature, or Hazardous Materials spill or leak, or for the protection of persons or Property.

**3.12. Non-Commercial Flying Club**

A Non-Commercial Flying Club (Flying Club) is an entity that is legally formed as a non-profit entity with the State, operates on a non-profit basis, and does not promote or advertise the Flying Club to the public as an FBO or SASO. A Flying Club shall conform with FAA Compliance Manual Order 5190.6B Section 10.6 as amended.

This section does not apply to social flying clubs or groups who do not jointly own or operate aircraft.

- Each Flying Club member (Member) must have an ownership interest in the Flying Club. The property rights of the Flying Club Owners shall be equal.
- Flying Club shall keep on file and available for review by the County, a complete membership list and ownership share held by each member including a record of all current members with full names, addresses, and the date the membership began and ended.

The Flying Club shall file and keep the following current with the County:

- articles of incorporation, copies of bylaws, operating membership agreements, and the location and address of the club's registered office,
- roster of all officers and directors including home and business addresses and telephone numbers, and
- designee responsible for compliance with applicable Legal Requirements.



Flying Clubs shall not conduct any Commercial Activity. If the Flying Club is operated for Commercial purposes, the Flying Club shall be required to meet the applicable Minimum Standards for a Commercial Activity.

Members may conduct flight instruction relating to aircraft checkout and/or currency (e.g., flight reviews, instrument proficiency checks, etc.) for other Members. The Non-Commercial (Private) Flying Club shall not permit its aircraft to be utilized for flight instruction to any person, including members (Owners), when such person pays or becomes obligated to pay for such flight instruction, except when flight instruction provided by an approved Flight Training Operator on the Airport. The Flying Club may permit its aircraft to be used for flight instruction as long as both the instructor and person receiving instruction are members of the Flying Club, or instruction is given by a Flight Training Operator or Independent Flight Training Operator (as defined in the Minimum Standards) and the person receiving the training is a member of the Flying Club. A flight instructor may receive Compensation for instruction or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both Compensation and waived or discounted dues or flight time concurrently.

➤ Flying Club aircraft shall only be used by Members.

A qualified mechanic who is a Member of the Flying Club may perform maintenance work on aircraft owned by the Flying Club. The mechanic may receive Compensation for such maintenance work or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both Compensation and waived or discounted dues or flight time concurrently.

**Insurance** – Flying Club shall purchase and maintain throughout the term of the Agreement, at its sole cost and expense, insurance coverage as required by the County.

**4. GENERAL RULES AND CONDITIONS****4.1. *Access To, Entry Upon, or Use of the Airport***

Access to or entry upon the Airport shall be made only at locations designated by the Airport Director. Any person accessing or using the Airport shall be fully and completely responsible for their actions and all actions of any person who is provided access to or use of the Airport, whether directly or indirectly, expressed or implied. All actions shall be in full and complete compliance with these Rules and Regulations.

The arrival of an aircraft shall constitute an agreement by the Aircraft Owner, the Aircraft Operator, aircraft crew members, and aircraft passengers to fully comply with these Rules and Regulations.

**4.2. *Commercial Activities***

Any entity desiring to engage in or is actively engaging in a Commercial Aeronautical Activity (Commercial Activity) at the Airport shall comply with the Minimum Standards.

Persons shall not utilize Commercial aeronautical services from any person or entity not authorized in writing to conduct Commercial Activity by the County.

Based Aircraft shall not be used for Commercial Activities at the Airport unless expressly authorized by an Agreement with the County. Based Aircraft may be used for the purpose of training or increasing the flying proficiency of the Aircraft Owner or members of the Aircraft Owner's Immediate Family without authorization of the County.

Any entity desiring to engage in any non-aeronautical Commercial activity at the Airport shall obtain written permission from the County prior to engaging in such activity.

**4.3. *First Amendment Activities***

Conduct of or participation in solicitation, picketing, demonstrating, parading, marching, patrolling, sit-ins, sit-downs, or other similar activities and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials shall conform with Legal Requirements and is prohibited without prior written permission of the Airport Director. In no case shall any manner of public demonstration be permitted on the Restricted Areas of the Airport.

When approved by the Airport Director, first amendment activities shall be conducted (a) in those areas identified by the Airport Director without obstructing the use of the Airport by others; (b) in a peaceful and orderly manner; (c) without physical harm, molestation, threat, or harassment of any person; (d) without obscenities, violence, breach of the peace, or other unlawful conduct; (e) without hindrance to or interference with the proper, safe, orderly, and efficient access to, and operation of the Airport and activities conducted thereon; and (f) in strict conformance with any rules and regulations governing such activities on the Airport and the direction and conditions prescribed in writing by the Airport Director.

**4.4. *14 Code of Federal Regulations***

Aeronautical Activities shall conform to 14 Code of Federal Regulations (CFR), these Rules and Regulations, the directives of the Airport Director, or Air Traffic Control (ATC) personnel (when in operation).

**4.5.     *Emergencies***

In the event of an emergency, instructions issued by Airport personnel, Law Enforcement Officers, or other emergency personnel, shall be complied with insofar as such instructions or directives are in the interest of public order, security, safety and the protection of lives and property. Emergency conditions shall not mitigate or cancel these Rules and Regulations. Emergency directives or procedures may be issued at the discretion of the Airport Director. Permits issued shall be rendered invalid until the emergency has been fully and completely resolved and normal operations have resumed.

**4.6.     *Accident and Incident Reports***

All persons involved in any Accident or Incident, including but not limited to personal, automobile, or other motorized vehicle, shall make a full report to the Airport Operations and Air Recue Fire Fighting (ARFF) unit as soon as practicable following the Accident or incident.

An Aircraft Operator involved in an Aircraft Incident or Accident occurring on the Airport shall immediately make a full written report thereof to the Airport Operations or ARFF unit if circumstances permit, or as soon thereafter as is practicable. Reports required by the FAA, NTSB, or any other agency that has statutory jurisdiction, shall be made by the responsible person(s), and a copy of any such report shall be furnished to the Airport Director to meet the requirements of these Rules and Regulations.

Persons shall not move any aircraft involved in an Aircraft Incident or Accident on the Airport without the approval of the FAA, NTSB, Airport, or any other agency that has statutory jurisdiction. Upon approval to move an aircraft involved in an Aircraft Incident or Accident, aircraft removal is the responsibility of the Aircraft Owner or Aircraft Operator. In the event the County determines the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling to take the appropriate action to remove the aircraft in a timely manner (at the Aircraft Owner's or Aircraft Operator's risk, cost, and expense), the County may act as necessary to remove the aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability to the County.

**4.7.     *Limitations on Personal Conduct***

Persons shall not, while on Airport property, commit any act that endangers or is likely to endanger persons or property. Persons shall travel only on designated roads, ramps, and walks. Persons shall not hinder or obstruct roads and walks.

Persons shall not enter Restricted Areas that are posted closed to the public, barricaded, or otherwise restricted against unauthorized entry. Persons may enter such areas after receiving prior written permission from the Airport Director or under escort by authorized Airport staff. A Lessee may grant persons access to their leasehold premises at their sole discretion.

Persons shall not enter a Movement Area without prior written permission from the Airport Director. Persons shall receive clearance from Air Traffic Control (ATC) prior to entering the Movement Area.

Persons shall not bring animals into the Passenger Terminal Building except service animals and those animals being shipped or transported by air and on a leash or in proper containers for that purpose. Animals shall not be "walked" in any grass area inside the AOA.

Unauthorized persons shall not use or tamper with Airport equipment or fire prevention equipment.

The Airport is a smoke-free facility.

Public intoxication, disorderly or indecent behavior or illegal gambling or solicitation is prohibited.

**4.8. Weapons and Explosives**

Any individual carrying a weapon (including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives at the Airport shall do so in accordance with the RCW Title 9 – Firearms and Dangerous Weapons. Sworn peace officers, federal officers, including USDA, United States Armed Forces personnel, National Guard, Active Duty and Reserve, while on official duty, may carry Weapons on the Airport without permission of the Airport Director.

- No person shall carry a Weapon inside the Passenger Terminal Building except for the sole purpose of checking an unloaded, encased weapon for shipment purposes as baggage for lawful transport on an aircraft.
- Weapons stored in locked containers (and not immediately accessible) for the purposes of shipping for legal uses are permitted.

No person, except a Law Enforcement Officer, including USDA acting in accordance with an applicable Weapons policy, or Airport employee acting in accordance with the Airport's wildlife management policy, shall discharge any firearm on the Airport. No person shall possess or ignite Division 1-G explosives (e.g., consumer fireworks, firecrackers, etc.) with exception of explosives that may be used by authorized personnel for purposes of wildlife management or during approved special events.

**4.9. Use of Airport Facilities**

Unless otherwise authorized in an Agreement, persons shall not store cargo, vehicles, or property in any area without the prior written permission of the Airport Director. The Airport Director shall have the authority to remove unauthorized cargo, vehicles, or other property from the Airport at the owner's expense.

Persons shall only store Continuously Airworthy aircraft on the Airport unless otherwise provided for in an Agreement or authorized in writing by the Airport Director. If written permission is not obtained, the Airport Director shall have the authority to remove any non-Continuously Airworthy aircraft from the Airport at the owner's expense.

Persons shall not store or utilize a vehicle on the Airport that is not currently licensed by the State or approved in writing by the Airport Director.

**4.10. Alcoholic Beverages**

In an effort to prevent accidents and injuries and to ensure safe operations at the Airport, it is the County's general policy to prohibit the use of alcohol, drugs, and intoxicating substances in connection with the operation, maintenance, or performance of safety-sensitive functions.

The County reserves the right to exclude or expel any person who, in the judgment of a Law Enforcement Officer, is intoxicated or under the influence of alcoholic beverages or drugs. County reserves the right to restrict the consumption of alcoholic beverages at the Airport.

**4.11. Use of Public Areas**

Marking or defacing the floors, walls, windows, ceilings, or any other surface is prohibited. Use of the Public Area in any facility or in any area for purposes of sleeping in lieu of a hotel, motel, or other accommodations is prohibited unless authorized by the County or within the Passenger Terminal Building during Air Carrier service interruptions.

**4.12. *Restricted Areas, Sterile Areas, and Secure Areas***

All areas of the Airport, except Public Areas, are restricted. Persons shall not enter areas under the jurisdiction of the United States Government, any private office, Hangar, maintenance area, landing area, Apron area, or any other Restricted Area on the Airport posted as being closed to the public except persons assigned to duty or having official business therein and have received an appropriate badge issued by the Airport Badge Office. All other persons entering a restricted area must be under escort by authorized persons. Access to the Restricted Areas is limited to persons with a valid Airport Identification Badge (Airport Badge), under appropriate supervision or escort, or as otherwise approved by the Airport Director.

Unescorted access or entry to Sterile Areas or certain parts thereof, is limited to persons who have been screened by Transportation Security Administration (TSA) personnel and possess a valid boarding or gate pass, possess a valid Airport Badge, or be a person under appropriate supervision and escort by a person with escort privileges. The Secured Areas are the areas where air carrier aircraft operate, enplane, and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

All passengers arriving from an international location must remain onboard the aircraft until cleared by a CBP officer in conformance with applicable Legal Requirements and established operational protocols by the County or CBP.

**4.13. *Preservation of Property***

Persons shall not destroy, injure, deface, or disturb in any way, tamper with, or attempt to destroy, injure, deface, or disturb any building, sign, equipment, marker, or other property on the Airport, including littering.

**4.14. *Painting***

Doping, painting (except minor touch ups by small brush or artist airbrush), or paint stripping shall only be performed in those facilities specifically approved for such activities and in accordance with the practices recommended by the NFPA and in full compliance with the County's SWPPP, the SPCC Plan, the County's directives, and applicable Legal Requirements.

**4.15. *Soliciting, Advertising, Sales***

Persons shall not sell, or offer for sale, any article or merchandise or service; carry on any commercial activity; solicit any business or trade; post, distribute or display signs, advertisements, circulars, printed or written matter in or upon any area, lobby, sidewalk or any other area of the Airport unless duly authorized in writing by area of the Airport the Airport Director.

**4.16. *Lost Articles***

All lost articles found on the Airport shall be turned over to Airport Operations by the finder(s). Any such article not identified and claimed within sixty (60) days shall be disposed of in accordance with established County policy for the disposal of lost articles. Lost articles found on leased premises should be turned into the Lessee.

**4.17. *Fire and Flammable Materials***

Tenants and users shall comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and/or the County. Entities shall exercise the utmost care to guard against fire and injury or death to a person(s) or damage to Property.

## GENERAL RULES AND CONDITIONS

In no event shall smoking, vaping, or carrying lighted cigars, cigarettes, or pipes occur within 50 feet of any aircraft, Refueling Vehicle, or fuel storage facility. Open flames (i.e., candles, fixtures, or fires) are prohibited without the prior written permission of the County and the Fire Department.

- This excludes open flames utilized by a Tenant in the performance of Aircraft Maintenance.
- With the prior written permission of the County and the Fire Department, ARFF personnel may engage in training exercises which require open flames.

Uncontrolled fires (regardless of size or whether the fire has been extinguished) shall be reported immediately to “911”. No person shall tamper with any fire extinguisher or related equipment or use the same for any purpose other than fire prevention or firefighting.

- Such equipment may be inspected by the Fire Department and/or County at any time and shall be fully operational and inspected annually.
- A tag showing the date of the last inspection by a certified vendor (and who performed the inspection) shall be attached to each unit and records, acceptable to fire underwriters, shall be kept documenting the status of each unit.

No person shall block or modify any self-closing fire door or do anything which would interfere or prevent closing in the event of a fire.

Flammable materials shall only be used or stored in accordance with the practices recommended by the NFPA and in full compliance with the codes, regulations, and directives issued by the Fire Department and/or the County, the County’s SWPPP, the County’s SPCC Plan, and Legal Requirements.

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 approved for the purpose for which the liquid is being used. The room must be properly fireproofed and equipped with appropriate and readily accessible fire-extinguishing apparatus.

The practices recommended in NFPA 30 (Flammable and Combustible Liquids Code) and NFPA 410 (Standard on Aircraft Maintenance) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

### **4.18. Special Events**

Any person or entity desiring to conduct a Special Event at the Airport shall complete and submit the Special Event Permit Application (available on the Airport website or by request at the Airport offices) to the Airport Director along with prior payment of all applicable fees paid to the County, Airport, and any other Agency having jurisdiction.

If approved, the entity shall receive a signed and approved Special Event Permit from the Airport Director prior to conducting the Special Event. Special event attendees shall remain clear of Airport operations, aircraft, active Taxiways, Runways, and other areas designated by the Airport Director.



## **5. AIRPORT SECURITY**

### **5.1. General**

Tenants and/or Airport users are required to conform with the security requirements contained within these Rules and Regulations, and applicable Legal Requirements. Any costs associated with such compliance shall be borne by the Tenant and/or Airport user. The Airport Director reserves the right to enhance required security measures in response to a given situation or activity at the sole cost and expense of the Tenant and or Airport user.

### **5.2. Airport Security Badge**

At the discretion of the Airport Director, access to the Air Operations Area may require applicants to successfully complete training prior to issuing an Airport Identification Badge. The Airport Operations will determine the level of Airport access authorization and frequency of training required. All applicants driving in the AOA must possess a valid State or other valid driver's license which will be verified for each applicant prior to training.

Unless escorted by an authorized individual, all persons within the AOA shall display on their person an Airport Identification Badge. Other forms of approved identification can be used with prior approval from Airport Operations for Transient customers who remain in the footprint of their aircraft and in compliance with the Airport Security Policy (ASP). Examples of other approved ID Media, include a current pilot's license or airline/crew badge. Tenants operating under a tenant security agreement or similar document at the Airport may have other forms of approved identification.

Individuals performing duties in the AOA outside of their leasehold are required to successfully complete the Airport Driver Training Program unless under escort by appropriately trained and badged personnel. Exceptions to this regulation require written approval of the Airport Director.

### **5.3. Airport Tenant Employee Badge Application Process**

Prior to the employment start date, an Airport tenant employee must complete the Employee Section of an Airport Identification Badge application form and submit to the Airport tenant employee's supervisor for approval. The employee's supervisor is to complete the Employer Section of the Airport Identification Badge application form, including any AOA access required for the assigned duties. The fully completed Airport Identification Badge application form is then signed by the company's Authorized Signatory. Once the applicant successfully completes the training, as warranted, the signed application shall be submitted to the Access Control Office. The following Airport Identification Badge regulations apply:

- Airport Identification (ID) Badges are and remain the property of the County and must be returned to the Access Control Office upon separation of employment or completion of project and/or assignment.
- A current roster of employees issued Airport ID Badges shall be provided to the Access Control Office by the tenant signatory upon request.
- Tenants that have been issued an Airport ID Badge with access control capabilities (i.e., Proximity cards) shall notify Airport Operations and/or ARFF personnel immediately if the Airport ID Badge is lost or stolen.
- Tenants are responsible for notifying the Access Control Office within 2 business days when an employee has been terminated or left employment.
- A fee shall be charged for all unreturned Airport ID Badges. This fee will be no less than \$25.00 per badge.

- A replacement fee of no less than \$25.00 per Airport ID Badge will be charged to the card holder and/or tenant for a lost or stolen badge.
- The Airport ID Badges must be displayed above the waist on the outer most garment of the badge holder.
- A pilot's license is considered acceptable identification for transient pilots using an FBO or public apron. The license must be carried on the person when in the AOA. Access for such personnel shall only be for the purpose of access to and egress from aircraft parked on an apron. Tenants are responsible for escorting pilots and/or passengers in accordance with the Airport Security Policy to and from aircraft parked on public aprons including but not limited to public aprons and KCIA hangars and tie-down locations.
- All Airport ID Badges shall be picked up in person and each applicant is required to provide two (2) forms of Photo identification. (See security policy for list for acceptable forms of photo ID).
- Applicants must sign the "Acknowledgement of Receipt" section of the Application form accepting responsibility as a badge holder prior to receiving the badge.

#### **5.4. Security Violations**

The following are considered major security violations that will result in a citation and/or the revocation of AOA access privileges. Violations are not listed in any order of severity, nor are violations limited to the following:

- Loaning/borrowing an Airport ID Badge,
- Abuse of gate codes or access card privileges,
- Duplication/reproduction of Airport ID Badge,
- Vehicle piggybacking,
- Violation of escort procedures as established in the Airport Security Policy,
- Forcing a door or gate,
- Using a secured door for other than official use,
- Display or use of an invalid Airport ID Badge,
- Reckless behavior or disregard for public safety,
- Unauthorized access to the Movement Area,
- Not allowing aircraft the right of way,
- Failure to follow the instructions of a Law Enforcement Officer or authorized Airport personnel, or
- Others as outlined in the Airport Driving Training Program.

#### **5.5. Security Policy Enforcement**

Rules and Regulations will be strictly enforced. Failure to comply with these Rules and Regulations while driving in the AOA and/or committing a security violation shall result in the following enforcement action:

- 1st Offense: Violator(s) will be issued a verbal warning. If the violator has an expired Airport ID Badge, airside driving privileges will be immediately suspended until appropriate training has been successfully completed and a new Airport ID Badge has been issued. Non-drivers may have their airfield access restricted and/or revoked pending a review of the violation by Airport management.



- 2nd Offense: Violator(s) will be issued a formal written reprimand from Airport Director; airside driving privileges will be suspended for five (5) calendar days pending mandatory retraining. The successful completion of the appropriate driver training program is required prior to reinstatement of driving privileges. Non-drivers may have their airfield access restricted and/or revoked pending a review of the violation by the Airport Director.
- 3rd Offense: Violator(s) will be issued a 2nd formal written reprimand from Airport Director, airside driving privileges will be suspended for fifteen (15) calendar (15) days pending mandatory retraining. The successful completion of the appropriate Airport Driver training program is required prior to reinstatement of driving privileges. Non-drivers may have their airfield access restricted and or revoked pending a review of the violation by Airport Director.
- 4th Offense: Violator(s) will be issued a 3rd formal written reprimand from Airport Director and airside driving privileges will be suspended for a minimum of one calendar year from the date of the incident. Non-drivers will have their airfield access restricted and/or revoked pending a review of the violation by Airport Management.

Receipt of three (3) violations in any two (2) year period will automatically result in permanent revocation of AOA driving and/or airfield access privileges.

**6. PASSENGER TERMINAL BUILDING****6.1. *Vending Machines (Concessions)***

Vending machines for the sale of goods, unless approved by Agreement, shall not be permitted in the Public Areas of the Passenger Terminal.

**6.2. *Smoking***

Smoking, vaping, and similar activities are prohibited in the Passenger Terminal and within 20 feet of the main entrances, exits, operable windows, or ventilation system intakes. Cigarette/cigar butts, matches, and lighters must be disposed in appropriate receptacles that does not create a fire hazard.

**6.3. *Locks and Keys***

The County will provide all initial door locks (and keys) and/or access media to authorized individuals for access to the Passenger Terminal and for each Leased Premises, at the expense of the County.

All subsequent lock changes or lost key replacements requested by the Lessee, if approved by the County, shall be completed by the County, but at the Lessee's sole cost and expense. Duplicate keys shall not be made and additional locks shall not be placed in or on the Leased Premises without prior written authorization by the County.

**6.4. *Leased Premises***

Leased Premises and adjacent areas shall be kept clean and free from rubbish. Corridor doors when not in use shall be closed. No debris, trash, dirt, dust, or other like material shall be swept or thrown into corridors, hallways, or stairwells.

In the event infestation occurs of insects or animals, the Lessee shall take immediate action utilizing licensed eradication methods (if the responsibility of the Lessee through Agreement). In the event the Lessee is unable to take immediate action, the County may take appropriate action and shall have the right to collect the expense of such action for the Lessee (if the responsibility of the Lessee through Agreement). No area of the Passenger Terminal Building shall be used for storage of equipment, fixtures, or cargo without prior authorization of the County. All decorations at ticket counters and gate areas are prohibited without prior written authorization from the County. Any damage to Airport facilities as a result of the application of decorations may be charged to the Lessee as additional rent or cost recovery. Lessees shall not erect, install, or otherwise maintain any aerials, transmitters, or antenna without prior written authorization from the County.

**6.5. *Baggage Handling System and Unclaimed Baggage***

No person shall ride, walk, sit, or stand on the baggage handling system (or any portion thereof) and no unauthorized items shall be placed on the baggage handling system. Entities responsible for operating and loading the baggage handling system shall be responsible for unloading all unclaimed baggage and securing for the respective airlines.

The repair cost of damages to the baggage handling system due to misuse or abuse will be the responsibility of the Lessee, Permittee, or individual causing such damage.

**6.6. *Elevator or Wheelchairs***

No person shall use an elevator or 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.

**6.7. *Airline Operations***

Passengers shall not be permitted to enplane or deplane an aircraft except in the presence of and only after receiving express permission from authorized personnel. Aircraft must only be enplaned or deplaned in designated areas unless prior permission by the County has been obtained. Authorized personnel must escort and safely channel passengers through established routes to and from the aircraft. Scheduled Air Carrier flights are required to use the passenger terminal unless an alternate location is approved by the Airport Director.

**Gate Usage and Assignments** – All aircraft gates are pre-assigned and reserved for scheduled commercial, commuter, and approved contract Air Carrier aircraft only. No person shall park or leave an aircraft parked and unattended on a Movement Area or Non-Movement Area, except at such places permitted and properly designated by the County. Gates may only be used by the entity with an Agreement. An entity authorizing use of a gate to another entity assumes full responsibility and must ensure usage is in accordance with the Agreement. Aircraft left in an unapproved parking location can be relocated by Airport Operations Staff at the expense of the customer.

It is the responsibility of flight and ground employees to ensure aircraft are taxied to and from gate positions or parking locations without injuring or damaging any persons, equipment, building, other aircraft, or any Property. All ground handling entities shall submit appropriate flight information in accordance with the entity's Operating Agreement.

All arriving international flight operations requiring the Federal Inspection Service Facilities (Customs and Border Protection, U.S. Department of Agriculture, etc.) will be scheduled and approved through the U.S. Customs and Border Protection and the County. The assignment of Remain Overnight (RON) Air Carrier aircraft parking positions will be conducted by the County in accordance with the entity's Operating Agreement.

**6.8. *Aircraft Engine Operation***

Power back and power out procedures are prohibited without prior authorization from the Airport Director.

Use of auxiliary power units (APU) or ground power units (GPU) shall be kept at a minimum.

Engine cross bleed shall not be started until the aircraft is positioned on the Taxiway/Taxilane centerline and the ground crew confirms procedure can be initiated without adverse impact on other aircraft, vehicles, or personnel.

**6.9. *Ground Support Equipment***

Ground support equipment (GSE), including chocks, air stairs, etc., shall not be stored outside the boundaries of the Leased Premises or designated area by the County. Lavatory service equipment shall be well maintained and compatible with the waste receptacles provided by the County. All Ramp scrubbing shall be accomplished through use of approved vacuum type scrubbers and the wastewater shall be disposed of in compliance with Legal Requirements and in a manner acceptable to the County. All spillage of lavatory waste shall be immediately cleaned by the responsible party.

All GSE shall be maintained in safe working order free of leaks, FOD, debris, etc. Derelict, disabled, or abandoned GSE shall be repaired or removed from the Airport within 30 days or as the County deems necessary.

**6.10. Family Restrooms**

Family restrooms are intended to be used by families with children and/or individuals needing assistance.

**6.11. Public Performance in the Passenger Terminal Building**

No person may hold a public performance such as but not limited to juggling, magic shows, singing or dancing unless authorized by the Airport Director in a signed and approved Special Event Permit.

No person may play any electronic, musical instrument, noise making device, sound or voice amplifying device in any public area of Passenger Terminal in such a manner as to prevent the quiet enjoyment of others or to cause others not to hear public address announcements, except as part of a performance authorized by the Airport Director in a signed and approved Special Event Permit or applicable permit required by the County.

**7. VEHICLE AND TRAFFIC REGULATIONS****7.1. Legal Requirements**

All Vehicle Operators shall comply with the State Vehicle Code, these Rules and Regulations, directives issued by the Airport Director, and the orders of the Police Department and Law Enforcement Officers.

The State of Washington Motor Vehicle Code (RCW Title 46), published and amended by the State, is hereby adopted by reference, and deemed in full force and effect on Airport roads.

**7.2. Licensing and Permit**

All vehicular activity at the Airport shall be conducted in conformity with Legal Requirements and these Rules and Regulations. Except for permitted vehicles which are exclusively used on the AOA, all vehicles shall be properly registered and licensed.

All vehicle operators shall be properly licensed as required by Legal Requirements, including those permitted vehicles operated exclusively on the AOA. All vehicle operators driving on the AOA shall take and successfully pass an Airport approved driver training course conducted by the Airport Operations prior to operating a vehicle on the Airport.

T-hangar and tiedown Tenants are only authorized to operate a vehicle to and from the Leased Premises through a designated point of entry. No other vehicles operations are authorized.

**7.3. Speed Limit**

**Safe Speed** – Vehicles shall not be operated at a speed greater than is reasonable and prudent under prevailing conditions and/or in a manner that endangers persons or Property.

**Minimum Speed** – Vehicles shall not be operated at such a slow speed as to impede or block traffic, except necessary for safety or in compliance with Legal Requirements.

**Maximum Speed** – Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not be operated in excess of the posted speed limits or in excess of any speed stipulated in these Rules and Regulations. In areas where signs, markers, or devices are not used or posted, the speed limit shall be:

Maximum Speed	MPH
Airside	15
Landside (parking lots)	15
Landside (public roads)	35

Vehicles shall use extreme caution when operating in the vicinity of an aircraft.

**7.4. Equipment**

Vehicles shall not be operated at the Airport unless the vehicle is in sound mechanical order, has adequate lights, horn, and brakes, and provides clear and unobstructed visibility from the driver's position. Trailers and semi-trailers are not permitted at the Airport unless equipped with lights (or reflectors) on all sides and a proper brakes/braking system. Trailers and semi-trailers shall not be disengaged from towing vehicles.

**7.5. Vehicle Radio Equipment and Marking Requirements**

No person shall operate a vehicle or equipment in the Movement Area unless it is equipped with a permanently affixed or mobile two-way radio, or escorted by a vehicle equipped with a two-way radio, for communication with ATC on the approved published frequencies. Vehicles shall have displayed either an amber beacon or an orange and white-checkered flag during the day or amber beacon during nighttime when operating on the AOA. Vehicles should be marked with a placard or decal and equipped in accordance with the most current version of Advisory Circular 150/5210-5 series, Painting, Marking, and Lighting of Vehicles Used on an Airport.

- Installation of two-way radio and display of approved lights or checkered flag and marking shall not be construed as permission for that vehicle to operate in the movement area. The Airport Director must grant permission before any vehicle is operated in the AOA.

**7.6. Operations**

Vehicles shall not be operated in a careless, negligent, or reckless manner or in disregard of the rights and safety of others, or without due caution for circumstances or at a speed or in a manner that endangers or is likely to endanger persons or property. Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) which endangers or is likely to endanger persons or Property is prohibited.

No tank vehicle, truck, or semi-trailer used for the transportation of flammable liquids or Fuel Handling, shall be operated on the AOA unless approved in writing by the Airport Director.

Cell telephones are not to be used when driving on the Airport. The Airport is a smoke-free facility and there is no smoking in vehicles. Seatbelts are required to be worn at all times. Vehicle operators shall obey all posted speed limit signs.

Vehicles shall not be operated in any Hangar or structure 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.

Vehicle Operators shall not, after receiving a visual or audible signal from a County employee or a Law Enforcement Officer fail to stop the vehicle being operated, operate the vehicle in disregard of the signal, or interfere with or endanger persons or Property. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by the County or a Law Enforcement Officer.

The Airside perimeter road shall be used only by County designated vehicles including County vehicles, Refueling Vehicles, and other vehicles approved previously in writing by the County to be on the Non-Movement Area as described in these Rules and Regulations. The operation of vehicles which are overloaded (as designated in the vehicle operation manual) is prohibited.

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 except for Emergency Vehicles that are designed specifically for such operations.

Vehicle Operators shall yield the right of way to aircraft, Emergency Vehicles, and pedestrians.

Vehicles shall not be operated in such a manner as to create a hazard or interfere with the safe and secure operation of the aircraft.

- Vehicles, except Emergency Vehicles responding to an emergency, shall not overtake or pass in front of a moving aircraft.
- Vehicles shall come no closer than 50 feet to a taxiing aircraft and shall pass to the rear of taxiing aircraft.
- Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked or staged aircraft where practical.

Vehicles used for hauling trash, dirt, or any loose material(s) shall be operated in such a fashion as to prevent the contents from dropping, leaking, or otherwise escaping including, at a minimum, covering the load.

#### **7.7. *Authorized Vehicles on AOA, Runway Safety Areas, and Aprons***

Persons authorized by the Airport Director to operate a vehicle on the Airport shall be limited to those with a business need and those necessary for the operation of the Airport.

- GSE used to support airlines operating from the Airport Terminal ramp, apron and/or gate, shall be operated and parked in areas designated by the Airport Director or designee.

#### **7.8. *Air Operations Area***

Unescorted vehicles on the AOA may only be operated by persons with a proper and current Airport ID Badge, driver's license, and successful completion of access specific driver training.

Vehicle Operators using the AOA on an irregular basis must be escorted by an authorized Vehicle Operator and shall proceed directly to an approved destination(s) on the Airport without entering the Movement Area. The County may restrict vehicles to a certain area(s) of the AOA. Such restrictions shall prohibit vehicle operations outside the designated area(s).

Use of motorhomes, mini-bikes, dirt bikes, all-terrain vehicles, go-carts, golf carts, roller blades, skateboards, tricycles, unicycles, or other similar devices is not permitted on the AOA without the prior written permission from the Airport Director and must meet the same standards as all other vehicles driven in the AOA. However, use of golf carts and bicycles by Tenants for non-recreational use is permitted for transportation in the Non-Movement Areas.

#### **7.9. *Movement Area and Non-Movement Area***

No person shall operate a vehicle or piece of equipment in the Movement Area or Non-Movement Area without receiving approval of the Airport Director.

Vehicles and/or equipment operating in the Movement Area must be equipped with a permanently affixed or mobile two-way radio, amber beacon, or escorted by a vehicle equipped with a two-way radio, for communication with ATC on the approved published frequencies.

Installation of a two-way radio and display of approved lights or checkered flag and marking shall not be construed as permission for that vehicle to operate in the Non-Movement/Movement Area. No person shall take or drive any vehicle on the Non-Movement/Movement Area unless permission has been granted in an Agreement or obtained in writing, in advance, from the Airport Director.

- Vehicle Operators having access to the Movement Area shall comply with the Letter of Agreement between the County and ATC regarding Airport Movement Areas. Vehicle Operators shall obtain clearance from ATC and ensure that no aircraft is approaching prior to entering the Movement Area.



## VEHICLE AND TRAFFIC REGULATIONS

Vehicles operating on the Movement Area on a regular basis shall be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies (ranging from 108.00 MHz to 136.00 MHz). 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 immediately.

Vehicles operating on the Movement Area shall be equipped with an approved and fully operational amber (or red for Emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the vehicle providing a 360-degree view and in compliance with AC 150/5210-5 (Series) "Painting, Marking and Lighting of Vehicles Used on an Airport". The beacon shall be activated and remain in operation by the vehicle Operator prior to entering the Movement Area.

Vehicles that (1) do not routinely traverse any portion of the AOA under the control of ATC or (2) which are not escorted by a County vehicle in constant two-way radio communication with ATC and properly equipped and authorized to operate in the AOA must be provided with a flag on a staff attached to the vehicle so that the flag will be readily visible.

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.

- Steady Green – Cleared to cross, proceed, or go
- Steady Red – Stop
- Flashing Red – Clear the Runway/Taxiway
- Flashing White – Return to starting point on the Airport
- Alternating Red and Green – Exercise extreme caution

### **7.10. Right-of-Way**

Aircraft shall have the right of way at all times. Vehicle operators shall yield to all moving aircraft. No vehicle shall impede the progress of an aircraft at any time including aircraft under tow.

- Vehicles shall not pass between an aircraft parked on the Passenger Terminal Building Apron and the Passenger Terminal Building unless necessary for servicing an aircraft.
- Vehicles shall not park under any section of an aircraft such as a wing, tails, etc. unless necessary to service the aircraft.
- Passengers on the Passenger Terminal Building Apron shall have the right-of-way at all times, except that passengers shall yield to emergency vehicles.

### **7.11. Accidents Involving Vehicles**

A Vehicle Operator involved in an Accident resulting in any injury, death, or damage to Property shall stop at the scene (or as close as possible to the scene without creating a safety hazard) and immediately call "911". The Vehicle Operator (and the vehicle) must remain at the scene until the Police Department, Law Enforcement Officers and/or the Fire Department take a full report.



**7.12. *Cleaning and Maintenance***

Unless otherwise approved in writing by the Airport Director, vehicles shall not be cleaned and/or maintained on the Airport, except for minor repairs which are necessary to remove such vehicles from the Airport or in designated areas approved in writing by the Airport Director.

**7.13. *Airport Vehicle Parking***

Vehicles shall be parked in designated areas or in a Lessee's vehicle parking lot only with the express consent of the Lessee. Airport hangar and tiedown tenant vehicle parking space(s) shall be assigned upon completion of an Agreement with the Airport.

Unless otherwise permitted in writing by the Airport Director, vehicles parked at the Airport for longer than 14 days shall be considered abandoned and therefore subject to removal from the Airport. Vehicles belonging to customers of Fixed Based Operators (FBOs) shall be exempted from the 14-day limitation if the vehicle is parked on the FBO's Leased Premises and is parked with the FBO's consent.

Persons parking vehicles at the Airport are subject to penalties for noncompliance with these Rules and Regulations and are subject to compliance with the laws of the State and County and the penalties thereof.

A Tenant who parks vehicle(s) at the Passenger Terminal Building shall display a valid parking permit at all times.

Passengers traveling from the Passenger Terminal Building are required to register their parked vehicle with the appropriate Air Carrier or through a vendor system.

The Airport Director has the authority to have vehicles towed or otherwise moved at the expense of the vehicle Owner.

**7.14. *Vehicle Safety During Construction on AOA***

All construction activity, including vehicle movements and driver training shall be coordinated with the Airport Operations. A contractor may be required to attend an Airport safety course prior to the beginning of a project.

The Airport Director reserves the right to close and/or limit vehicle, equipment, or aircraft traffic from a work site.

Construction vehicles operating on the Airport shall be required to display a placard or decal and either an approved amber beacon, or an orange and white checkered flag. All work areas must be barricaded and lighted in accordance with County and FAA directives and in compliance with Advisory Circulars, specifically the most current version of AC 150/5370-2, Operational Safety on Airports During Construction.

**7.15. *Fees and Permits***

Vehicles shall not be parked in any public parking area unless the vehicle Owner or Operator pays the fees which may be established and assessed from time to time by the County unless the vehicle Owner or Operator is exempt from payment as may be stipulated in an Agreement with the County.

**8. LANDSIDE TRANSPORTATION SERVICES (LTS)****8.1. Legal Requirements**

LTS permittees and LTS drivers shall comply with these Rules and Regulations and applicable Legal Requirements (including 49 U.S.C. § 14501 and KCC).

**8.2. LTS Permit**

A LTS entity desiring to provide commercial ground transportation services at the Airport shall first obtain a permit with the County prior to commencing such service. LTS permittee shall provide the County with ownership records (e.g., articles of incorporation, identification of corporate officers, and registration with the State) and copies of all federal, State, and local permits, licenses, and certificates applicable to the proposed operation at the Airport more than 48 hours in advance of conducting requested services. LTS permittee shall immediately notify the County of any change in the aforementioned information.

- LTS permittee shall obtain a permit for each type of Commercial ground transportation services contemplated which includes, but is not limited to:
  - Airport Shuttle Operator
  - Charter Bus Operator
  - Hotel/Motel Courtesy Operator
  - On-Demand Transportation Providers
- The County reserves the right to limit the number of permits issued for each type of LTS provided at the Airport and permits shall not be assigned or transferred without the prior written approval of the Airport Director.
- LTS permittee shall provide only the type of Commercial ground transportation service identified on the permit.
- LTS permittee shall pay the County all required fees prior to commencing permitted services at the Airport. The County may suspend and/or revoke a permit for failure to pay such fees.

LTS permittee shall maintain financial records in accordance with accepted accounting practices, ownership records (e.g., articles of incorporation, identification of corporate officers, and registration with the State), and operating records (e.g., radio dispatch records and activity log beginning and terminating at the Airport) which shall be made available to the County upon request.

- Records shall be maintained for at least three years.

**8.3. Non-Transferable**

Permits shall not be assigned or transferred without prior written approval of the County.

**8.4. Insurance**

LTS permittee and/or LTS driver shall purchase and maintain throughout the term of the permit, at its sole cost and expense, insurance coverage as required by Legal Requirements and the County.

LTS permittee and/or LTS driver shall furnish to the Airport or the County certificates of insurance and endorsements certifying the issuance of all required insurance. The County reserves the right to require complete, certified copies of all required insurance policies, including all endorsements and riders, which may be redacted of any confidential or proprietary information. County shall receive notice at least thirty (30) days prior to the effective date of any cancellation, lapse or material change to the policies. Similar documentation confirming renewal of required insurance shall be provided on each insurance renewal date.

- Required coverage and limits shall be established by the County.
- LTS permittee must comply with Washington Statutes with respect to Workers Compensation and Unemployment insurance.
- Insurance shall identify the County, individually and collectively, and its representatives, officers, officials, employees, and agents as additional insured.

#### **8.5. *Parking or Stopping***

After discharging passengers, each LTS driver shall immediately leave the Airport (not Loiter) or proceed by the most direct route to the designated area for passenger pickup. Commercial Vehicles shall not be parked, staged, or stopped in such a manner as to interfere with vehicular or pedestrian traffic, or Emergency Vehicles.

#### **8.6. *Operator Conduct or Appearance***

LTS driver shall remain in its vehicle or immediately adjacent to its vehicle except when necessary to use the restroom facilities or obtain flight information in which case, the LTS driver may be absent from the vehicle (or the immediate vicinity of the vehicle) for no more than five minutes.

- LTS driver is prohibited from Loitering.

LTS driver is prohibited from standing inside the Passenger Terminal Building while the Commercial Vehicle is in position in the designated area for passenger pickup.

LTS driver shall not:

- solicit, persuade, or urge any person (by words, gestures, or other form of communication) to use or hire any LTS driver.
- use offensive, abusive, or obscene language, gestures, or other forms of communication.

LTS driver shall maintain a professional look and appearance. LTS driver shall conduct themselves in a courteous and professional manner and treat members of the traveling public with the utmost respect.

#### **8.7. *Passenger Loading or Unloading***

LTS driver shall only receive passengers for hire in an area designated by Airport management following authorized procedures. Picking up passenger(s) for hire after or while dropping off passengers. LTS driver may not refuse a passenger for any reason unless stipulated herein or otherwise permitted by the permitting regulatory body.

- LTS driver may refuse service if the LTS driver has been dispatched on another call, if passenger(s) appear to be intoxicated or under the influence of drugs or alcohol or is disorderly.

Nothing in these Rules and Regulations shall be construed to prevent a passenger from boarding the Commercial Vehicle of the passenger's choice. LTS driver shall be trained and provide transportation services for disabled or handicap passengers.

#### **8.8. *Commercial Vehicle Equipment and Condition***

All Commercial Vehicles shall be kept in good operating condition and appearance. Each Commercial Vehicle shall be subject to inspection by the County at any time to determine compliance with these Rules and Regulations.

- Failure to pass any portion of the inspection may result in the Commercial Vehicle being prohibited from picking up and/or dropping off passengers until the discrepancies have been corrected to the satisfaction of the County.

**8.9. Fees**

Nothing in these Rules and Regulations shall be construed as granting any LTS permittee the right to operate at the Airport without first obtaining a permit and without paying the fees which may be established and assessed by the County.

**8.10. Complaints**

LTS permittee shall respond fully in writing and/or as otherwise requested by the County within 14 calendar days to any written customer complaint to or from the Airport and shall assist the County to investigate and resolve customer complaints. LTS permittee shall respond fully in writing and/or as otherwise requested by the County within 14 calendar days to any inquiry by the County.

**8.11. Penalties**

The penalties for LTS drivers who are determined by the County to be in violation of these Rules and Regulations follow:

- Unsafe Commercial Vehicle
  - Suspension of privileges pending compliance
- Minor violation (including, but not limited to, picking up passengers in unauthorized areas and Loitering in the Passenger Terminal Building) on a 12-month rolling schedule:
  - First Offense – 24 Hour Suspension
  - Second Offense – 30 Day Suspension
  - Third Offense – Permanent revocation
- 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 directive of the County, offensive language, gestures, or other actions, or conduct that is discourteous or unprofessional) on permanent record basis:
  - First Offense – 7 Day Suspension of CVO
  - Second Offense – 30 Day Suspension of CVO
  - Third Offense – Permanent revocation of CVO
- Reckless driving, arrest at the Airport for any criminal action, and driving under the influence of alcohol and/or drugs:
  - First Offense – Permanent revocation

Any combination of offenses in excess of three may result in the permanent revocation of CVO Permit.

**9. AIRCRAFT OPERATIONAL AND SAFETY REQUIREMENTS****9.1. *Legal Requirements***

Aeronautical Activities shall conform to 14 Code of Federal Regulations (CFR), these Rules and Regulations, the directives of the Airport Director, or Air Traffic Control (ATC) personnel (when in operation).

**9.2. *Registration of Aircraft***

All aircraft shall be registered with the FAA. Based aircraft shall be registered with the Airport.

**9.3. *Pilot Responsibilities***

Pilots are responsible for checking NOTAMS and other airport advisories.

**9.4. *Taxiing and Towing Operations***

Aircraft shall not be taxied until the Aircraft Operator has determined (by visually inspecting the area) there shall be no danger of collision with any person, structure, object, or Property. Aircraft shall not be taxied into, out of, or within any structure.

Aircraft (other than unmanned aircraft) being taxied shall have a person at the controls of the aircraft who shall monitor the radio transmitting frequency in use by ATC if the aircraft is equipped with a radio and the radio is functional.

Aircraft Operators shall not taxi 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 persons or Property.

Aircraft shall only be taxied or towed in Paved areas normally used for operation of aircraft unless prior written approval has been provided by the County.

**9.5. *Rotorcraft Operations***

Rotorcraft shall park or operate only in Movement Areas, aircraft parking areas, or areas designated by the County for rotorcraft operations. Rotorcraft shall not be operated within 50 feet of any structure or fuel storage facility. Rotorcraft shall not be operated within 100 feet of any area where Light Aircraft are parked or operating. Rotorcraft rotors must be stopped during fueling operations.

**9.6. *Parking of Aircraft***

Aircraft shall be parked only on an apron area designated by the Airport Director. Aircraft arriving at the Airport should provide parking location to ATC as warranted. Aircraft Owners and/or Aircraft Operators shall secure their aircraft when left unattended and shall be held responsible for any damage that may occur to the aircraft or any other aircraft.

**9.7. *Aircraft Security***

In the event the type, use, or condition of an aircraft requires that security be obtained, provided, and/or maintained, the Aircraft Owner or Aircraft Operator shall be responsible for such security and may only provide (and/or arrange for) such security after notifying the County. Security measures shall not hinder, delay, or prevent relocation or removal of aircraft at the direction of the County.

No person shall interfere or tamper with any aircraft in contradiction to these Rules and Regulations without the Aircraft Owner's or Aircraft Operator's permission.

**9.8. Loading/Unloading of Passengers**

Air Carrier and charter passengers shall be loaded and or unloaded only in designated areas unless permission is otherwise granted by the Airport Director.

All passengers deplaning from or enplaning to an aircraft in the designated areas shall remain within established lanes or routes between the aircraft and the Passenger Terminal Building. Passengers on flights arriving from international locations shall not deplane until cleared to do so by CBP Officers.

Pilots and operators of aircraft shall be responsible for the loading or unloading of passengers and/or freight on all aircraft aprons at the Airport.

**9.9. Repairing of Aircraft**

Persons or firms shall repair an aircraft, aircraft engines, propellers, radios, avionics or other aeronautical equipment or apparatus, or employ a certified mechanic in those areas that are specifically designated by the Airport Director for such purposes, and then only in accordance with the Airport Minimum Standards.

**9.10. Cleaning**

Aircraft cleaning shall only be performed in full and complete compliance with the Airport's SWPPP. Aircraft cleaning, which creates runoff, shall be approved in advance by the Airport Director. Requests for permission shall be submitted in writing and include the name of the Aircraft Operator, location, time and duration, entity conducting aircraft cleaning, description of methods and materials to be used, and methods utilized to contain contaminated materials resulting from the activity.

Aircraft, aircraft engines, and/or parts may be dry washed without approval by the Airport Director. When non-biodegradable soap, solvents, and/or degreasers are used for aircraft cleaning, all residual fluids (cleaning byproducts) shall be removed from the Airport, flow to an oil/water separator, and/or be disposed of in accordance with Legal Requirements.

**9.11. Deicing**

Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in full compliance with the Airport's SWPPP and at location(s) specified and permitted by the Airport Director.

**9.12. Fueling**

No fuel shall be placed in any aircraft by any person or firm other than authorized and trained personnel employed by FBOs (in accordance with the Airport Minimum Standards) or a Non-Commercial Self-Fueling entity.

**9.13. Engine Operation**

Aircraft engine runups are discouraged between 10:00 p.m. and 7:00 a.m. except for Runups required in preparation for aircraft departure. Maintenance runups shall be performed in areas designated by Airport Operations and coordinated with ATC.

Engine Runups are prohibited in Non-Movement Areas and on the Air Carrier Ramp. In the interest of aircraft safety, prevention of pavement damage or failure, and airport operational safety, aircraft engine run-ups above idle power of aircraft in Design Groups IV and above on public ramps, taxiways or runways shall be regulated by the Airport Operations.

## AIRCRAFT OPERATIONAL AND SAFETY REQUIREMENTS

- Aircraft engines shall not be started within any structure.
- Propeller, engine, and exhaust noises shall be kept to a minimum.

### 9.14. *Non-Airworthy Aircraft*

Only aircraft considered airworthy, or with a special flight authorization by the FAA and military aircraft, shall use the Airport for aircraft parking, staging, or storage. Consistent with 14 CFR Chapter I [Docket No. FAA 2014-0463] *FAA Policy on the Non-Aeronautical Use of Airport Hangars*, as amended, non-airworthy aircraft (including Non-Commercial construction of amateur-built or kit-built aircraft in compliance with construction progress benchmarks) may undergo long-term major renovation or restoration as long as the aircraft is stored in a Hangar approved for such Aircraft Maintenance or as otherwise previously authorized in writing by the Airport Director.

- Aircraft Owner or Aircraft Operator shall remove non-airworthy aircraft from the Airport within 90 days of becoming non-airworthy unless otherwise previously authorized in writing by the Airport Director.
- If Aircraft Owner or Aircraft Operator is unknown or cannot be located, the Airport Director shall conspicuously post and affix such written notice to the aircraft and after 30 calendar days, the aircraft will be deemed abandoned in accordance with Section 9.16 of these Rules and Regulations.
- Airworthiness Certificate or maintenance log showing the date of an annual or 100-hour inspection shall be provided to the Airport Director upon request.

### 9.15. *Disabled and Abandoned Aircraft*

Any person causing damage to Airport property or equipment critical to aviation safety, such as any AOA light fixture, signage, NAVAID, or security fencing shall immediately report said damage to Airport Operations and/or ARFF and shall be fully responsible for any costs of repairs including administrative and overhead fees.

An Aircraft Owner or Aircraft Operator involved in any type of accident, crash, fire, environmental malfunction of operation, that results in damage to Airport property shall be responsible for such damage. The Airport Director shall ascertain the cost of repair and make demand upon the Aircraft Owner Aircraft Operator for payment.

Aircraft Owner or Aircraft Operator 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 County, FAA, National Transportation Safety Board (NTSB), or Agency having jurisdiction.

Abandoning an aircraft on the Airport is prohibited.

- The County will comply with State of Washington Statute Revised Code of Washington (RCW) 14.08.122 upon identifying an abandoned aircraft, unless alternative methods of disposing of abandoned Aircraft have been provided in an Agreement.

Airworthiness Certificate or maintenance log showing the date of an annual or 100-hour inspection shall be provided to the Airport Director upon request.

### 9.16. *Airport Hours of Operation*

The public use aeronautical areas (Runways, Taxiways, and supporting infrastructure) of the Airport are available for use 24 hours per day, 7 days per week, unless closed by Notice to Airmen (NOTAM).



## AIRCRAFT OPERATIONAL AND SAFETY REQUIREMENTS

### **9.17. Denial of Airport Use**

The Airport Director may prohibit, in all or in any part, the use of the Airport for any purpose by any individual or group, within the limits prescribed by Legal Requirements, the FAA, Grant Assurances, Minimum Standards, other contracts, or these Rules and Regulations.

Persons shall not be permitted to use Airport facilities, storage, repairs, supplies, or any other services rendered at the Airport, unless payment or satisfactory credit arrangement is made with the Airport Director unless the operation associated with the charge comes under an agreement with a private vendor for such services.

### **9.18. Closing the Airport**

The Airport Director is authorized to close the Airport and any portion thereof for any reason believed to be in the best interest of safety and security of the Airport.

If the Airport (or any portion thereof) is closed, the Airport Director shall issue a NOTAM(s) as soon as practicable and provide pertinent information, as necessary.

In the event of an Aircraft Incident or Accident or any situation that impacts the safe operation of the Airport, ATC may restrict access to the Airport or any portion thereof consistent with the ATC's judgment of the operational situation and in compliance with the Letter of Agreement (LOA) with the Airport. ATC shall notify the Airport Director of the restriction(s) as soon as practicable.

After the Airport or any portion thereof has been closed, Airport Operations shall inspect the affected area(s) and issue NOTAMs as warranted. Only the Airport Director is authorized to declare the affected area safe for aircraft operations, cancel related NOTAM(s), and re-open the Airport.

### **9.19. Recommended Noise Abatement Procedures**

Consistent with the Aircraft Operator's responsibility for complying with 14 CFR, the instructions of ATC personnel, and the operating parameters of the aircraft as set forth by the aircraft manufacturer, Aircraft Operators are requested to use procedures which minimize the noise impact on surrounding areas.

- Whenever safely possible, Aircraft Operators will conform with the recommended noise abatement procedures established for the Airport.

### **9.20. Restricted Activities**

Unless otherwise approved by an Agreement, Aircraft Operators shall provide advance notification to the Airport Director before engaging in any of the following activities and shall conduct these activities in accordance with the specific requirements stipulated by the County:

- Use of motorless aircraft – the landing upon or towing of gliders and other certificated motorless aircraft.
- Use of ultralight vehicles – the landing or taking off of ultralight vehicles unless approved in writing by the Airport Director.
- Banner or glider towing – the landing or taking off of aircraft which tow banners, gliders, or other devices.
- Sky diving, parachuting, or powered parachute operations. Skydive/Parachute operations shall be conducted in conformance with AC 105-2 (Series), Sport Parachuting, and the most current version of the Skydiver's Information Manual published by the United States Parachute Association (USPA).



## **AIRCRAFT OPERATIONAL AND SAFETY REQUIREMENTS**

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- Operators of unmanned aerial vehicle (UAV), unmanned aircraft system (UAS), or model aircraft within five statute miles of the Airport shall comply with all applicable Legal Requirements. This may include, but is not necessarily limited to, notifying and obtaining written permission from the Airport Director to fly UAV, UAS, or model aircraft within the Airport's protected airspace.
- Operations of UAV, UAS, or model aircraft from County Property must comply with all FAA regulations and safety guidelines. UAS, UAV, or model aircraft may not be operated in a careless or reckless manner that may endanger life, Property, or interfere with aircraft operations.
- Operation of aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and/or Taxiway(s).
- Transportation of Hazardous Materials – landing or taking off with flammable, explosive, or corrosive materials, except those which are carried aboard (and necessary) for the operation of the aircraft or use by crewmembers or passengers. All shipments of Hazardous Materials shall comply with regulations established in 49 CFR Parts 100-199, 14 CFR 417-420 (as applicable), and Legal Requirements governing such shipments. Hazmat and Aircraft Rescue and Fire Fighting equipment and trained personnel will be required for this type of operation as a precautionary measure. Costs associated with trained hazmat personnel and related equipment shall be borne solely and completely by the Aircraft Operator.

### **9.21. Fees**

The County has the right to establish reasonable and not unjustly discriminatory fees for use of the Airport. Aircraft Owners and/or Aircraft Operators shall have the responsibility to pay all fees, which may be established and assessed from time to time by the County, unless exempt from payment of certain fees as may be stipulated in an Agreement. Aircraft that may be exempt from Authority fees include aircraft owned and/or operated by the United States of America, owned and/or operated by military forces of the United States of America, and operated by foreign military forces in support of allied military operations that do not utilize the Airport significantly (as defined by the FAA).

The County shall have the authority to detain any aircraft for non-payment of any fees which are properly due to the County.

**10. AIRPORT FIRE AND SAFETY*****10.1. Safety and Fire Prevention***

Persons shall not conduct any open flame operations, operate an acetylene torch, electric arc or similar flame or spark producing device on any part of the Airport except in areas within Leased Premises designated for such use by the Airport without first obtaining prior permission in writing from the Airport Director and the appropriate permit from ARFF.

Persons shall not keep, transport, handle, or store at, in, or upon the Airport any cargo or explosives or other dangerous articles which are barred from loading or transportation by civil aircraft in the United States under current provisions of 49 U.S. Code, Part 175 without prior written permission of the Airport Director. Advance notice of at least 48 hours shall be given the Airport Director to permit full investigation and clearance for any operation requiring a waiver of this rule.

## **11. AVIATION FUELING**

The Aviation Fueling rules and regulations apply to entities engaged in Commercial Aviation Fueling (Section 11.11), Commercial Aviation Self-Serve Fueling (Section 11.12), and Non-Commercial Aviation Self-Fueling (Section 11.13). Some general rules and regulations may not apply to entities engaged in Non-Commercial Aviation Self-Fueling without Refueling Vehicles or Fuel Storage Facilities.

The County assumes no liability or responsibility for any violation of any aircraft, Refueling Vehicle, or refueling requirement or procedure; any error, omission, or negligence; or any violation of any Legal Requirement relating to Fuel Handling. Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities fuel storage facilities, Refueling Vehicles, Fuel Handling, and training. Entities engaged in Fuel Handling shall fully reimburse the County for any fines, legal or court costs, incurred by the County for any such violation, error, omission, or negligence.

### ***11.1. Fuel Quality Control***

Fuel shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D1655 (Jet Fuel), ASTM D910 (Avgas), ASTM D7547 (UL94), ASTM D4814 (Mogas without ethanol), or associated FAA supplemental type certificate (STC). Ensuring the quality of the fuel is the sole responsibility of entity engaged in Fuel Handling.

### ***11.2. Diesel Exhaust Fluid (DEF) Contamination***

Personnel are to be trained on the proper storage and handling of DEF in order to prevent the contamination of Fuel System Icing Inhibitor (FSII) or Jet Fuel. If used in Refueling Vehicles or other ground service equipment, DEF must be stored in a separate cabinet or facility from FSII storage and handling areas should be clearly labeled. All DEF transfers between containers must be handled by trained personnel and logged appropriately.

### ***11.3. Standard Operating Procedures***

SOP shall be developed and maintained for Fuel Handling to include compliance with standards set forth in AC 00-34 (Series) "Aircraft Ground Handling and Servicing." The SOP shall include a training plan, fuel quality assurance procedures, record keeping, and emergency response procedures related to fuel spills and fires. The SOP shall also address regular safety and security inspections, bonding and fire protection, public protection, marking and labeling of (and controlling access to) Refueling Vehicles and fuel storage facilities. The SOP shall be made available to the County for review upon request no later than 30 calendar days before any Fuel Handling is scheduled to commence and it shall be made available for review upon request any time changes are planned.

### ***11.4. Fuel Handling***

Aircraft shall not be engaged in Fuel Handling 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 area.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property. If any malfunction or irregularity is detected on or within the aircraft, Fuel Handling shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the Aircraft Owner or Aircraft Operator immediately. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of fuel or oils. Should a fuel or oil spill occur at the Airport, the party responsible shall comply with Section 12 of these Rules and Regulations.

Fuel Handling shall be conducted in accordance with the procedures stipulated in the Aircraft Operator's Manual. Fuel Handling shall not occur if an electrical storm is in progress in the immediate vicinity of the Airport and may resume 15 minutes following any reported or observed lightning flash within 5 miles of the Airport.

Unless engaging in Rapid Refueling, Fuel Handling shall not occur while passengers are on board the aircraft unless a passenger-loading ramp is in place at the aircraft's cabin door, the door is in the open position, and a qualified attendant is present at the door. No person shall operate any cellphone, radio transmitter, or receiver or switch the transmitter or receiver on or off during Fuel Handling unless said radio transmitter or receiver is designed specifically for such environment.

No person shall operate aircraft electrical systems or switch aircraft electrical appliances on or off during Fuel Handling. Smoking, vaping, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited within 50 feet of any aircraft, Refueling Vehicle, fuel storage facility.

Fire extinguishers shall be immediately available during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and/or the County. All extinguishers shall be inspected and certified, as required by law, and all personnel involved with fueling or defueling operations shall be qualified and trained to use all fire extinguishers.

Prior to engaging in Fuel Handling, entity shall provide the County with a written SPCC Plan that meets all applicable Legal Requirements. An updated copy of the SPCC Plan shall be filed with the County at least 30 calendar days prior to any planned change in operations. A trained person shall be present and responsive while fuel is being transferred into or out of any fuel storage facility or any Refueling Vehicle. The person shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Refueling Vehicles. The person shall not leave the discharge end of any hose(s) unattended at any time while the transfer of fuel is in progress. The person shall not block open, bypass, disengage, or deactivate the deadman or any related controls while Fuel Handling.

Refueling Vehicles shall be positioned so the vehicle can be safely driven away in the event of spill or fire. 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 County and the Fire Department.

Refueling Vehicles shall be refueled only at refueling stations approved by the County and the Fire Department. In the absence of suitable ground support equipment, a turbine-powered APU mounted at the rear of the aircraft or on the wing on the side opposite from the fueling point may be operated during Fuel Handling. A turbine-powered APU may be operated during Fuel Handling provided its design, installation, location, and combustion air source do not constitute a fuel vapor ignition source.

The Refueling Vehicle shall be bonded to the aircraft or fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be Factory Mutual (FM) or Underwriters Laboratories (UL) approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

Hold down or hold open devices on Refueling Vehicle nozzles are prohibited. For single point fueling, deadman controls or mechanisms shall be utilized and shall remain in safe operating condition and good working order. No person shall deactivate or bypass a deadman control or mechanism at any time. During Fuel Handling, no person shall use any material or equipment which is likely to cause a spark or ignition within 50 feet.

Refueling Vehicles (including fuel tankers) shall only use the entrance, exit, and route designated by the County during the transportation and delivery of fuel. Refueling Vehicles (including fuel tankers) shall be subject to inspection at any time to determine compliance with these Rules and Regulations.

Appropriate and proper absorbent material(s) and fuel spill containment capable of damming/diking a fuel spill shall be immediately available or as required in the entity's approved SPCC Plan.

#### ***11.5. Rotorcraft Rapid (Hot) Refueling***

Rotorcraft fueling occurring while an onboard engine is operating must be approved in advance by the County and in compliance with all Legal Requirements.

Only turbine engine Rotorcraft fueled with Jet Fuel shall be permitted to be fueled while an onboard engine is operating. All sources of ignition must be located above the fuel inlet port(s), vents, or tank openings. An FAA licensed Rotorcraft pilot shall be at the Rotorcraft controls during the entire Fuel Handling process. If applicable, medical crew members shall be ready to remove the patient from the Rotorcraft to a safe area if needed.

Only designated personnel approved by the County, trained in rapid refueling operations, shall operate the Refueling Vehicle. All doors, windows, and access points allowing entry to the interior of the Rotorcraft which are adjacent to, or in the immediate vicinity of, the fuel inlet ports shall be closed and shall remain closed during Fuel Handling. Fuel shall be dispensed into an open port from approved type nozzles, with a flow rate not to exceed 60 gallons per minute or it shall be dispensed through close-coupled pressure fueling ports.

When fuel is dispensed from fixed piping systems the hose cabinet shall not extend into the rotor space. The Refueling Vehicle shall be pre-positioned in a designated area and the Rotorcraft will land after the Refueling Vehicle has been parked and the wheels chocked (maintaining no less than 20 feet between any Rotorcraft rotating component and the Refueling Vehicle). The Refueling Vehicle shall not be moved or relocated while the Rotorcraft is on the ground or hovering in the vicinity.

#### ***11.6. Fuel Storage Areas and Unloading/Loading Stations***

Fuel storage facilities shall be free of materials, equipment, functions, and activities that could be ignition sources. Fuel unloading/loading stations shall be equipped with an easily accessible and marked "deadman" control capable of stopping all fuel flow. Fuel storage facilities shall have emergency shut off switches clearly labeled and easily accessible in the event of an emergency or spill.

Fuel storage facilities and loading/unloading stations shall be equipped with a minimum of two (2) BC fire extinguishers that are easily accessible. Fire extinguishers shall be sealed, charged, and inspected annually by an authorized inspector. A spill kit shall be available in the fuel storage facility or vehicle and shall contain absorbent material, pads, booms, drain covers, and gloves.

Fuel storage piping shall be underground or, if above ground, protected from damage by vehicles or tampering. Electrical equipment, switches, and wiring in fuel storage areas and loading/unloading stations shall be explosion proof and protected from heat, abrasion, or impact which could cause an ignition source. Fuel piping, filters, tanks, and electrical components shall be electrically bonded together and interconnected to a ground.

Fuel unloading/loading stations shall be equipped with bond/ground wire for ground tankers and mobile fuelers.

#### ***11.7. Refueling Vehicles, Fueling Pits, and Cabinets***

All Refueling Vehicles and equipment used in Fuel Handling shall be maintained in accordance with vehicle and equipment manuals and shall be inspected daily by authorized and trained personnel. Individual records of such inspections shall be maintained and readily available for each unit. The record shall identify the units, dates and extent of the inspections, the name of the inspector, and the company represented in accordance with 14 CFR Part 139.321.

To ensure proper monitoring and expedite emergency procedures, individuals conducting Fuel Handling shall not sit in the Refueling Vehicle during the transfer of fuel between trucks, storage tanks, or aircraft. In addition, individuals shall not use cellular phones or mobile devices during Fuel Handling.

Refueling Vehicles shall be parked no closer than ten (10) feet from each other and no closer than fifty (50) feet from any building other than during Fuel Handling.

Refueling Vehicles shall be marked with letters at least three (3) inches high on all sides to show flammability and display standard hazardous material placards.

Refueling Vehicles shall be equipped with an easily accessible marked cutoff switch or valve, capable of overriding all other controls and stopping all fuel flow. Refueling Vehicles shall also be equipped with a tank bottom outflow cutoff valve that can block fuel flow in the event of piping rupture or valve failure.

Refueling Vehicles, fuel pits, and cabinets shall be equipped with grounding wires/clamps to facilitate prompt, definite electrical ground connection, simultaneously, to both the aircraft being fueled and adequate grounding rods.

#### ***11.8. Fueling Personnel***

An entity approved to conduct Fuel Handling shall not permit any employee or individuals to conduct Fuel Handling unless an industry-endorsed training program in applicable fueling procedures, training outlined in 14 CFR Part 139.321, fire extinguishing procedures, and procedures to summon ARFF have been completed. In addition, all individuals are required to successfully complete the Airport driving training course every 12 consecutive calendar months from the date of completion. Certification that each individual has received this training shall be submitted to the Airport Operations annually.

**11.9. Operations Safety**

Persons engaged in Fuel Handling shall exercise every precaution to prevent overflow of fuel.

In the event of the spillage of fuel, persons shall not start an aircraft engine in the area of the spill until the ARFF personnel has granted permission to start or move the aircraft.

The transfer of bulk fuel from one fuel-servicing vehicle to another must be accomplished in accordance with NFPA 407 and the most current version of AC 150/5230-4 and approved by ARFF personnel.

**11.10. Fueling Policy Enforcement**

- Any person(s) who commits an unsafe act as determined by the Airport Director or violates any of this Section and/or Rules and Regulations shall be subject to the following disciplinary action: 1st Offense: Violator(s) will be issued a verbal warning, and fueling privileges shall be suspended for a minimum of 24 hours from the time of incident pending the review of training documents. Additional training and or review of the Rules and Regulations may be warranted prior to recertification.
- 2nd Offense: Violator(s) will be issued a formal written reprimand from the Airport Director; fueling privileges will be suspended pending retraining under FAR 139.321 and recertification by ARFF personnel.
- 3rd Offense: Violator(s) will be issued a 2nd formal written reprimand from Airport Director, fueling privileges will be suspended pending retaining under 14 CFR Part 139.321 and violator(s) are required to attend an FAA certified fueler training course, prior to recertification by ARFF personnel.
- 4th Offense: Violator will be issued a 3rd formal written reprimand from Airport Director and fueling privileges will be suspended for a minimum of one year from the date of the incident.

Receipt of three (3) violations in any two (2) year period will automatically result in revocation of fueling privileges at KCIA for a minimum of one year.

**11.11. Commercial Aviation Fueling**

**Introduction** - Any entity engaged in Commercial Aviation Fueling shall comply with this section and Sections 11.1 through 11.10 of these Rules and Regulations.

**Agreement** – Entities engaged in Commercial Aviation Fueling (e.g., Fixed Base Operator) must have an Agreement with the County stipulating the right to engage in this Commercial Activity.

**Training** - Training records documenting the qualifications of (and the training provided to) each person shall be maintained and kept on file. Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom). Recurrent training shall be provided on a regularly scheduled basis, but not less than every year. Records shall be subject to review of and/or inspection by the County or other designated representative(s). Training shall be performed in accordance with 14 CFR Part 139.321.

**11.12. Non-Commercial Aviation Self-Serve Fueling**

**Introduction** – Any entity engaged in Non-Commercial Aviation Self-Fueling shall comply with this Section and all applicable provisions of Section 11.1 through 11.10 of these Rules and Regulations. Non-Commercial Aviation Self-Fueling is defined as fueling of an aircraft by the Aircraft Owner or the Owner's Employee(s) using the Aircraft Owner's vehicles, equipment, and resources.



**Permit** – No Aircraft Owner or Aircraft Operator shall engage in Self-Fueling unless a valid Non-Commercial Self-Fueling Permit (available on the Airport website or by request at the Airport offices) authorizing such activity has been issued by the County (herein after referred to as Self-Fueling Permittee).

The Self-Fueling Permit shall not reduce or limit Self-Fueling Permittee's obligations with respect to these Non-Commercial Aviation Self-Fueling rules and regulations which shall be included in the Self-Fueling Permit by reference. Self-Fueling Permittee shall provide evidence of aircraft ownership, lease, or operation (full and exclusive control).

- If the aircraft is being leased or operated by (and under the full and exclusive control of) and fueled by Self-Fueling Permittee, Self-Fueling Permittee shall provide the County with a copy of the lease or operating agreement. The County will determine if the lease or operating agreement demonstrates that the Self-Fueling Permittee has full and exclusive control of the aircraft.

Self-Fueling Permittee shall maintain written records of compliance with all Legal Requirements (including tax or fee payments) for the use of fuel utilized in aircraft and provide records upon request by the County.

**Reporting** – On or before the 10<sup>th</sup> day of the subsequent month, Self-Fueling Permittee shall: (a) provide a summary report to the County identifying the number of gallons of: (i) aviation fuel purchased by Self-Fueling Permittee (by fuel type), (ii) delivered to Self-Fueling Permittee's fuel storage facility (by fuel type), and (iii) dispensed to Self-Fueling Permittee's aircraft at the Airport and (b) pay the appropriate fees due to the County.

Records and meters shall be made available for review by the County or its designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to Self-Fueling Permittee and the amount of fuel delivered to Self-Fueling Permittee's aircraft and/or dispensed by Self-Fueling Permittee at the Airport, the greater amount shall prevail, and the Self-Fueling Permittee shall promptly pay all additional fees due the County, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

**Operations** – Self-Fueling shall be conducted only in those areas designated by the County as identified in the Self-Fueling Permit.

Pouring or gravity transfer of fuel and fueling from containers having a capacity of up to 5 gallons is prohibited. Hand or power operated pumps shall be used when using drums or other storage containers.

**Equipment** – Self-Fueling Permittee's desiring to Self-Fuel with no more than 30 gallons of Fuel must store Fuel off-site or on the FBO Leased Premises (with permission from the FBO) or if conducting a local flight, Fuel may be stored in an appropriate container on Self-Fueling Permittee's Leased Premises, but shall not be stored overnight on the Leased Premises.

Self-Fueling Permittee desiring to Self-Fuel with more than 30 gallons of Fuel shall utilize a fixed fueling system or a Refueling Vehicle for dispensing fuel into Self-Fueling Permittee's aircraft. Refueling Vehicle(s) shall be solely owned, leased, and/or operated by (and under the full and exclusive control of) the Self-Fueling Permittee.

Refueling Vehicle for each type of fuel to be dispensed shall have minimum capacities, as follows:

Refueling Vehicles	
Jet Fuel	
Minimum capacity (gallons)	1,000
Aviation Gasoline	
Minimum capacity (gallons)	750

- Self-Fueling Permittee's utilizing an FBO fuel storage facility must park the Refueling Vehicle on the FBO's Leased Premises when not in use.
- Self-Fueling Permittee's utilizing off Airport fuel storage must park the Refueling Vehicle off Airport when not in use.

**Fuel Storage Facilities** – Self-Fueling Permittee shall demonstrate that satisfactory arrangements have been made for the storage of fuel, as follows:

- through an authorized FBO at the Airport;
- off Airport; or
- through Self-Fueling Permittee's fuel storage facility at the Airport in a location consistent with the Master Plan, Airport Layout Plan, and/or Land Use Plan and approved by the County.

Self-Fueling Permittee's shall lease fuel storage in a location on the Airport approved by the County, with a total storage capacity not less than the following:

Fuel Storage Facility	BFI
Jet Fuel	
Minimum total capacity (gallons)	10,000
Aviation Gasoline	
Minimum total capacity (gallons)	10,000

**Limitations** – Self-Fueling Permittee shall not sell and/or dispense fuel to aircraft that are not owned, leased, and/or operated by (and under the full and exclusive control of) Self-Fueling Permittee and identified to the County. Any such selling or dispensing shall be grounds for revocation of the Permit by the County as well as the collection of all applicable fines or other charges.

- Revocation upon first violation will be for a period of one year.
- Revocation upon a second violation shall be permanent.

**Public Service Agency** – Entities providing an Emergency Public Service are not required to meet the fueling equipment and storage facility requirements identified in this Section unless fuel is being delivered to aircraft by Refueling Vehicles or through a fixed fueling station.

Fuel storage facilities and delivery of fuel for aircraft operated by Public Service Agency must be approved in writing, in advance by the County.

**Insurance** – Non-Commercial Self-Fueling Permittee shall purchase and maintain throughout the term of the Permit, at its sole cost and expense, insurance coverage as required by Legal Requirements and by the County.

## **12. ENVIRONMENTAL CONTROL & FACILITY OPERATION**

### **12.1. *Fuel Control and Spill Prevention***

All Aircraft Operators and fuel handlers shall adhere to aviation industry best management practices regarding Fuel Handling.

- Fuel storage facility operators and Non-Commercial Self-Fueling entities shall submit to the Airport Director a certified copy of the SPC C Plan prepared in accordance with regulations contained in 40 CFR, Chapter 1, Part 112.
- Fuel storage facility operators and Non-Commercial Self-Fueling entities shall submit reports to the Airport Director certifying that the fuel storage facility is in compliance with all federal, state, and local Legal Requirements. Copies of all leak detection tests shall be submitted to the Airport Director.
- Any person causing or permitting the overflow or spillage of any petrochemical, oil or grease, pollutant, or contaminant of any kind in any amount on the Airport shall be responsible for the cleanup of spillage and the area affected by the spillage and all consequences arising there from. A written report concerning the spilled material, the cause of the spill and the cleanup shall be submitted to the Airport Director. All spillage shall be reported to the Airport Operations and ARFF in accordance with the current Airport Spill Response Policy.
- Fuel shall not be dumped from aircraft dump valves, aircraft fuel sumps, aircraft fuel tanks vents, mobile sumps, or any vehicle onto any Airport surface.
- Engine oil that drips from any aircraft or vehicle engine or transmission onto an Airport surface shall be immediately cleaned up by the aircraft/vehicle owner/operator.
- Persons responsible for the spillage or dripping of fuel, oil, grease, or any other material anywhere on the Airport shall take immediate action to contain, remove and dispose of spilled material in a manner prescribed in their SPCC Plan.

### **12.2. *Hazardous Materials***

No person shall store, keep, handle, use, dispense, discharge, or transport any Hazardous Materials or Hazardous Materials container in contravention of any Legal Requirements. Proper permits must be obtained from the Agency having jurisdiction over such materials, copies must be maintained on file for review by the County, and prior notification must be given to the County.

If any person or entity stores, uses, or dispenses any Hazardous Materials in such a way as to be subject to any of the requirements under the Emergency Planning and Community Right-to-Know Act (EPCRA) such entity shall be responsible for any reporting obligations under EPCRA. The County will not be responsible for compliance with any EPCRA requirements, except to the extent the County stores, uses, or transports Hazardous Materials.

- If the storage of Hazardous Material is approved, such material must be placed in suitable containers designed specifically for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids which are properly secured.
  - Safety Data Sheets (SDS) 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 County and the Fire Department.

- Hazardous Materials shall not be stored in close proximity to operating aircraft, vehicles, equipment, or sources of heat nor be stored 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 Fire Department.
  - Secondary containment is required for Hazardous Materials being stored in tanks, drums, or other similar storage receptacles.
  - Fuels or deicing fluids in containers greater than 55 gallons shall not be stored without providing prior notification and a copy of a Spill Prevention, Control, and Countermeasure Plan (SPCC Plan) to the County and the Fire Department.

Hazardous Materials and associated containers shall be disposed of in a manner consistent with the practices recommended by the NFPA and in full compliance with these Rules and Regulations, the County's Storm Water Pollution Prevention Plan (SWPPP), the County's directives, and Legal Requirements.

- Used or spent engine oil shall be disposed of only at waste oil stations or approved disposal locations. No person shall bring used or spent engine oil onto the Airport.

No Hazardous Materials shall be disposed of on the ground or into the air during aircraft preflight inspections. Any release of Hazardous Materials shall comply with this Section of these Rules and Regulations and Legal Requirements.

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

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 Materials) is responsible for: the immediate mitigation and cleanup of the overflow or spill, proper disposal of the substance(s) and used cleanup materials, immediate notification of the Fire Department and the County, and assumption of the risk and expense of cleanup and mitigation efforts.

In the event the County determines the responsible party is unavailable, unable, or unwilling to take the appropriate action to mitigate the adverse environmental incident in a timely manner (at the responsible party's risk, cost, and expense), the County may act as necessary to control and/or clean up the site at the risk, cost, and expense of the responsible party, without liability to the County.

**Hazardous Materials Overflow or Spills** – 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 to contain the overflow or spill, notify the Fire Department and other appropriate Agencies and clean up, mitigate, and remediate the site. The use of deicing fluids is exempt when such use complies with Legal Requirements pertaining to the deicing of aircraft and/or paved surfaces (e.g., Runways, Taxiways, Taxilanes, or Ramp).

The following procedures shall be followed 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.

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

- Stop the source of the spill immediately.
- Contain the spill with appropriate absorbent material(s).

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

**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 the procedures in the Minor Hazardous Materials Overflow or Spill response, the responsible party shall:

- Contact 911.
- Determine the threat to the immediate public and make any arrangements to secure the safety of the immediate public (e.g., evacuation).
- Assess the damage to land and/or ground water in conjunction with the County.
- Provide a written summary of the spill to the County within 24 hours of the spill.

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

- Provide a detailed written summary of the spill to the County within five business days 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.

Entities with fueling capability or responsibility for maintenance of fuel systems shall have on hand sufficient: (a) containment booms to form a barrier around the spill and (b) 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).

#### ***12.4. Painting***

Doping, painting (except minor touch ups by small brush or artist airbrush), or paint stripping shall only be performed in those facilities specifically approved for such activities and in accordance with the practices recommended by the NFPA and in full compliance with the County's SWPPP, the SPCC Plan, the County's directives, and applicable Legal Requirements.

#### ***12.5. General Housekeeping***

Persons shall not wash or clean aircraft or vehicles in a hangar, on the parking lots, aircraft aprons or in any place other than in an area that is either properly connected to the Airport sanitary sewer or that is fitted with an acceptable device that will prevent surface pollution from entering the storm water system. Operators must comply with the current Airport's Aircraft De-icing and Washing Policy.

#### ***12.6. Trash and Recycling***

Trash of any kind shall not be placed, discharged, or deposited at the Airport except in properly designated trash receptacles. Tenants are encouraged to utilize separate stream recycling by discarding certain recyclable materials into separate bins that shall be kept clean and emptied on a regular basis to prevent overflowing. Biowaste shall not be placed, discharged, or deposited at the Airport except in specially designated receptacles.

Exterior trash receptacles and recycling containers shall be equipped with securely fastened lids. Trash and recyclable materials shall not be brought to or burned on Airport property. Trash receptacles and recycling containers shall be kept clean and emptied on a regular basis to prevent overflowing.

### ***12.7. Use of Flammable, Volatile Liquids or Solvents***

Persons shall not use flammable, volatile liquids or solvents for cleaning aircraft, aircraft engines, propellers, or other appliances, equipment, or parts of aircraft unless such cleaning operations are conducted in accordance with acceptable NFPA standards and all applicable Federal, State, and local fire and environmental regulations, and in accordance with the *Airport Minimum Standards*.

- Persons shall not discard flammable liquids, volatile liquids, or solvents except in containers labeled in accordance with NFPA standards and all applicable Federal, State, and local regulations.
- Persons shall not perform doping processes, spray-painting, or paint stripping, except in areas or facilities approved for such purposes in accordance with applicable NFPA standards and all applicable federal, state, and local fire and environmental regulations, as well as the Airport Minimum Standards.
- Persons shall not keep or store flammable liquids, lubricating oils, solvents, acids or any other flammable or hazardous liquids or materials except in approved containers and receptacles surrounded by secondary containment designed for such purpose and in structures or areas specifically approved for such storage, in compliance with NFPA standards and all applicable Federal, State and local fire and environmental regulations.
- Persons shall not dispose of oily wastes, rags and all other combustible rubbish or trash except in suitable receptacles with self-closing lids. Said containers shall be protected from leakage by suitable secondary containers. All such materials shall be disposed of off and away from the Airport by the responsible person in a legal manner at that persons' sole expense.
- All ramps and facilities shall be kept free and clear of oil, grease, rags and other flammable materials, waste material and other trash.
- Petroleum or petro-chemical products, agricultural chemicals, or any other objectionable industrial waste shall not be dumped, nor shall they be permitted to drain onto any portion of the Airport (drainage ditches, ponding areas, gutters, bodies of water, storm water inlets or sewer system).



## **APPENDIX A – DEFINITIONS & ACRONYMS**

### ***Definitions***

Abandoned – Property, other than aircraft or vehicles, voluntarily given up by the owner and left at the Airport for 48 hours without the owner moving or claiming it.

Accident – A collision or other contact between any part of an aircraft, vehicle, equipment, person, stationary object and/or other thing which results in Property damage, personal injury, or death; or an entry into or emergence from a moving aircraft, vehicle, or equipment by a person which results in personal injury or death to such person or some other person or which results in Property damage.

Aeronautical Activity (Activity) – Any activity that involves, makes possible, or is required for the operation of an aircraft, launch or reentry vehicle, or that contributes to, or is required for, the safety of such operations.

Agency – Any federal, state, or local governmental entity, unit, organization, or authority.

Agreement – A written contract (e.g., lease agreement, license agreement, permit, etc.), enforceable by law, executed by both parties, between the County and entity transferring rights or interest in land and/or Improvements and/or otherwise authorizing the conduct of certain activities.

Air Carrier – An entity engaged in the operation of an aircraft for the purpose of transporting passengers, mail, express, freight, or cargo, on a scheduled or non-scheduled basis, whose operation is either intrastate or interstate.

Air Operations Area (AOA) – A portion of an airport which includes aircraft Movement Areas, Ramps, and safety areas, and any adjacent areas that are not separated by adequate security systems, measures, or procedures.

Aircraft and Passenger Liability – Insurance coverage pertaining to injury to persons, including passengers, and damage to property.

Aircraft Accident – An occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention

of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage (as described in 49 CFR 830).

Aircraft Design Group – A FAA designated grouping of aircraft based upon wingspan. The groups are as follows:

Group I: Up to but not including 49 feet

Group II: 49 feet up to but not including 79 feet

Group III: 79 feet up to but not including 118 feet

Group IV: 118 feet up to but not including 171 feet

Group V: 171 feet up to but not including 214 feet

Group VI: 214 feet up to but not including 262 feet

Aircraft Incident – An occurrence other than an Aircraft Accident that affects or could affect the safety of operations (as described in 49 CFR 830).

Aircraft Line Maintenance – Aircraft Maintenance typically required to return an aircraft to service within a short period of time. Examples include, but are not limited to replenishing lubricants, fluids, nitrogen, and oxygen; servicing of landing gear, tires, and struts; lubricating aircraft components; and avionics/instrument removal and/or replacement.

Aircraft Maintenance – The repair, maintenance, alteration, calibration, adjustment, preservation, or inspection of aircraft airframe, powerplant, propeller, and accessories (including the replacement of parts) as described in 14 CFR Part 43.

Aircraft Operator – A person who uses, causes to be used, or authorizes to be used an aircraft, with or without the right of legal control (as Owner, lessee, or otherwise) for the purpose of air navigation including the piloting of aircraft or the operation of aircraft on any part of the surface of an airport.

Aircraft Owner – The registered legal Owner of an aircraft according to FAA records.

Airframe and Powerplant Mechanic (A & P Mechanic) – A person who holds an aircraft mechanic certificate with both airframe and powerplant ratings. This certification is issued by the FAA under the provisions of 14 CFR Part 65.





## APPENDIX A – DEFINITIONS & ACRONYMS

**Airport** – All land, Improvements, and appurtenances within the legal boundaries as it now exists on the ALP (or Exhibit A of the most recent FAA grant) and as it may hereinafter be modified at King County International Airport – Boeing Field (BFI).

**Airport Director (Director)** – That person (or designated representative thereof), appointed by the County, responsible for the administration and day-to-day operation and management of the Airport, all County owned Property, vehicles, equipment, material, financial assets, and Employees at the Airport, and all employees assigned to the Airport.

**Airport Identification Badge** – A media allowing access to certain parts of the Airport.

**Airport Improvement Program** – An FAA program that provides grants to public agencies, and in some cases to private owners and entities, for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS).

**Airport Layout Plan (ALP)** – The FAA approved drawing, as may be amended from time to time, which reflects an agreement between the FAA and County depicting the physical layout of an airport and identifying the location and configuration of current and proposed Runways, Taxiways, buildings, roadways, utilities, nav aids, etc.

**Airport Security Coordinator** – Airport’s primary security representative and point-of-contact for the Transportation Security Administration.

**Airport Security Program (ASP)** – The current Airport Security Program, as may be amended from time to time, approved by the Transportation Security Administration (if necessary), that specifies the systems, measures, and procedures that are used to meet an airport’s regulatory and statutory responsibilities relating to airport security.

**Airside** – The Runways for landing and taking off of aircraft, designated helipads, Taxiways and Taxilanes for ground movement of aircraft, and Ramp for parking, loading, unloading, fueling, and servicing of aircraft.

**Applicant** – An entity desiring to use land and/or Improvements at the Airport to engage in an Aeronautical Activity and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.

**Association** – An entity legally formed and recognized under the laws of the State of Washington having an existence separate and apart from its members or shareholders (e.g., Limited Liability Company, Corporation, Partnership, Limited Partnership, etc.).

**Aviation Gasoline** – Fuel used to power piston-engine aircraft.

**Based Aircraft** – An aircraft identified in an Agreement with the County or in a Sublease with an FBO or SASO.

**Business Automobile Liability** – Insurance coverage pertaining to injury to persons and damage to property bodily for all vehicles arising out of (or relating to) the use, loading, and unloading of owned, non-owned, or hired vehicles.

**Certified Flight Instructor (CFI) Professional Liability** – Insurance coverage pertaining to bodily injury and property damage not only during dual flight instruction, but also after instruction has been given.

**Certificates of Insurance** – A certificate and endorsements provided by and executed by an insurance company to the County providing evidence of the insurance coverages and policy limits.

**Co-Op Fueling** – The fueling of an aircraft by the Owner of the aircraft or the Owner’s Employee using vehicles, Equipment, and resources owned by an approved Association.

**Commercial** – For the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Commercial General Liability – Insurance coverage pertaining to bodily injury, personal injury, Property damage, contractual liability, products and completed operations and, if applicable, use of unlicensed vehicles that in any way arise from the use of the Leased Premises and operations or Activities of the entity. Unlicensed vehicles operated within the AOA will require coverage in an amount not less than that identified for combined single limit per occurrence for bodily injury, personal injury, and Property damage.

Commercial Vehicle – Any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire.

Compensation – Any form of reimbursement for goods or services such as monetary, exchange, barter, favors, gratuity, etc.

Contiguous – Land and/or apron that shares an edge or boundary or is separated by no more than a Taxilane.

Continuously Airworthy – An Aircraft that meets all applicable legal and FAA requirements to remain in a current and flyable condition with minimal interruption for required inspections, maintenance, or repair.

Courtesy Vehicle – A vehicle used to transport persons, baggage, or goods, or any combination thereof, on the Airport or between the Airport and off-airport locations such as hotels, motels, or other attractions for which no charge is levied (no Compensation is paid).

Drop Zone – intended parachute landing area.

Emergency Public Service – Services provided to the general public including law enforcement (police), fire, rescue, and emergency medical or ambulatory transportation.

Emergency Vehicle – Vehicle of any Agency providing law enforcement, fire protection, rescue, emergency medical or ambulatory transportation, or any vehicle conveying an Airport official or an Airport employee in response to an emergency call.

Employee – Any individual employed by an entity whereby said entity collects and pays all associated taxes on behalf of Employee. The determination of status between an Employee and an independent contractor shall be made according to current IRS codes.

Environmental Liability – Insurance coverage pertaining to liability for injury to persons, damage to property, and environmental damage resulting from sudden and non-sudden releases of pollutants and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Leased Premises.

Equipment – All Property and machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the Activity being performed.

Exclusive Right – A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights, would be an Exclusive Right. An Exclusive Right to conduct an Aeronautical Activity, which is forbidden by federal regulation, is distinguished from an Exclusive Right to occupy real estate, which is permitted by federal regulation under certain conditions.

Fixed Based Operator (FBO) – A Commercial Operator engaged in the sale of products and services and the renting or subleasing of facilities consistent with the Airport Minimum Standards.

Fuel Handling – The transporting, delivering, fueling, dispensing, or draining of fuel or fuel waste products.

General Aviation – All aviation with exception of Air Carriers and the military.

Grant Assurances – Those contractual obligations that are described by law in 49 U.S.C. 47107 and are undertaken by a public airport sponsor as a condition of receipt of federal airport development grants or federal surplus Property.

Hangar – Any fully or partially enclosed storage facility for an aircraft.

Hangar Keeper's Legal Liability – Insurance coverage pertaining to Property damage for all non-owned aircraft under the care, custody, and control of the Operator.

Hazardous Materials – A hazardous or toxic substance, material, or waste which is or becomes regulated by any Agency.

Immediate Family – Individual with any of the following relationships to tenant: (1) spouse and parents thereof, (2) sons and daughters, and spouses thereof, (3) parents, and spouses thereof, (4) brothers and sisters, and spouses thereof, (5) grandparents and grandchildren, and spouses thereof, and (6) domestic partner and parents thereof, including any domestic partners of any individuals in Items (2) through (5) of this definition.

Immediately – The ability to occupy Leased Premises and offer products, services, and/or facilities (to the public) on the effective date of the Agreement. When construction and/or alteration of facilities are involved, immediately shall mean the ability to obtain a certificate of occupancy from the authorizing Agency for the proposed facilities within 18 months following the possession of the Leased Premises.

Improvements – All buildings, structures, additions, and facilities including pavement, fencing, and landscaping constructed, installed, or placed on, under, or above any land on the Airport.

Independent Operator – An entity offering aeronautical service(s) but without an established place of business on the Airport.

Infrastructure – Runways, Taxiways, Taxilanes, Ramps, nav aids, airport roadways, utilities, etc.

Jet Fuel – Fuel meeting the specifications of ASTM D1655 which is commonly utilized to power turbine-engine (Turboshaft, Turboprop, and Turbojet) aircraft.

King County Executive – The elected executive of King County who manages and supervises all County departments, agencies, services, programs and projects.

Landside – The portion of the Airport used for activities other than the movement of aircraft, such as vehicle access roads and parking.

Land Use Plan – A document approved by the FAA as part of the ALP used to guide land use surrounding the Airport.

Law Enforcement Officer – A public-sector employee or agent charged with upholding the peace who is empowered to effect an arrest with or without warrant and who is authorized to carry a firearm in the performance of that person's duties.

Leased Premises – The land and/or Improvements used exclusively under Agreement by a Lessee.

Legal Requirements – All applicable federal, state, County, and local laws, codes, ordinances, executive orders, policies, and regulations.

Lessee – An entity that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements.

Light Aircraft – Aircraft having a maximum takeoff weight of 12,500 pounds or less.

Light Sport Aircraft – An aircraft certificated by the FAA, which is restricted by maximum takeoff weight, maximum operating airspeeds, maximum seating capacity, engine and related controls type (if powered), and type of landing gear.

Limousine – A for hire, chauffeur-driven, unmetered, unmarked luxury motor vehicle.

Loitering – Remaining in an area for no obvious reason or not being able to give a satisfactory explanation of one's presence in an area.

Lost Property – Property that has been involuntarily or unintentionally dropped or left without an intent to abandon it.

Master Plan – An assembly of documents and drawings (which have been approved by the FAA and adopted by the County) covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective. The Airport Layout Plan is part of the Master Plan.

Minimum Standards (Minimum Standards) – PMCD that sets forth those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Commercial Activities at the Airport, as may be amended from time to time.

Mogas – Unleaded motor gasoline meeting the specifications of ASTM D4814 which is utilized to power piston-engine aircraft with an original airworthiness certificate or Supplemental Type Certificate (STC) authorizing use of unleaded motor gasoline.

Movement Area – The Runways, Taxiways, and other areas of the Airport which are utilized for taxiing, hover taxiing, takeoff, and landing of aircraft (exclusive of aircraft parking, loading, unloading, fueling, and servicing areas) where aircraft are moved with radio contact with ATC or other aircraft. The Movement Area includes all areas under the direct and positive control of ATC. Specific approval for entry onto the movement area must be obtained from ATC.

Non-Commercial – Not for the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Non-Commercial Flying Club – An entity that is legally formed as a non-profit entity with the State of Washington that collectively owns and operates aircraft and restricts membership from the general public.

Non-Movement Area – Those portions of the Airport where aircraft taxi or are moved without radio contact with ATC.

Notice to Air Mission (NOTAM) – Guidelines regarding aeronautical operations issued by a representative of the FAA, Airport Operations, ATC, or other authorized Agency.

Object Free Area (OFA) – An area on the ground centered on a Runway, Taxiway, or Taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be located in the Object Free Area for air navigation or aircraft ground maneuvering purposes.

Operator – An entity that has entered into an Agreement to engage in Commercial Activities at the Airport.

Passenger Terminal Building – The building at an airport where the passenger processes of ticketing, baggage check-in, security screening, aircraft boarding, baggage claim, customs, and immigration are accomplished for Commercial Air Carrier activities.

Paved – Covered with asphalt or concrete that forms a firm level surface.

Permittee – An entity who has entered into an Agreement to conduct an Activity at the Airport.

Primary Management Compliance Documents (PMCDs) – A compendium of rules, regulations, standards, and policies that govern the development, operation, and management of the Airport, adopted by resolution of the County, as may be amended from time to time, including Rules and Regulations, Leasing/Rents and Fees Policy, Minimum Standards, and Development Standards.

Private Vehicle – Any vehicle operated for transportation of persons or baggage for which no revenue is being derived either directly or indirectly.

Property – Any tangible or intangible possession that is owned by an entity or a person.

Public Area – Those areas normally used by the general public. Such areas include concessionaire shops, restrooms, Passenger Terminal Building lobbies, hallways, passageways, public transportation waiting areas, viewing areas, roadways, walkways, sidewalks, and vehicle parking lots. Public areas do not include the areas owned and/or leased by Commercial businesses unless such businesses so designate certain areas as public use areas. Public Areas do not include the AOA, Restricted Areas, and employee parking lots.

Ramp – Those paved areas of the Airport within the AOA designated by the County for parking, loading, unloading, fueling, or servicing of aircraft.

Readily Available – Conveniently located (in close proximity) and accessible, but not necessarily located on the Leased Premises.

Refueling Vehicle – Any vehicle used for transporting, handling, or dispensing of fuels and lubricants.

Repair Station – A certificated Aircraft Maintenance facility approved by the FAA to perform specific maintenance functions. Repair Stations are certificated under 14 CFR Part 145.

Restricted Area – Areas of the Airport, other than Public Areas, wherein entry or use thereof is restricted to authorized personnel (pursuant to applicable Legal Requirements) including, but not limited to the AOA, Runways, Taxiways, Taxilanes, and fire lanes, fuel farm, Airport maintenance facilities/shop, mechanical rooms, electrical vaults, computer server room, fire breaks and any other areas marked/posted as restricted with signage. Or placards.

Rules and Regulations – PMCD that sets forth the rules and regulations for the safe, secure, orderly, and efficient use of the Airport, as may be amended from time to time.

Runup – Aircraft engine operation above normal idle power for purposes other than initiating or sustaining taxiing or takeoff.

Runway – An area of the Airport developed and improved for the purpose of accommodating the landing and takeoff of aircraft.

Runway Safety Area (RSA) – A defined surface surrounding the Runway prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot or excursion from the Runway.

Secured Area – A portion of an airport, specified in the Airport Security Program, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where Aircraft Operators and foreign air carriers that have a security program under 49 CFR Part 1544 or 1546 enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Plan – A document developed by Operators to ensure the safety and security of people and property at the Airport.

Self-Fueling – The Non-Commercial fueling of an aircraft by the Aircraft Owner or the Owner's Employee(s) using the Aircraft Owner's vehicles, Equipment, and resources.

Self-Service – The servicing of an aircraft (i.e., maintaining, repairing, fueling, etc.) by the Aircraft Owner or the Aircraft Owner's Employees using the Aircraft Owner's vehicles, Equipment, and resources.

Skydive/Parachute Jumping – Jumping from an aircraft at a moderate or high altitude and deploying a parachute to create drag or lift for descent to the ground.

Special Event – Any event at the Airport whereby individuals have unescorted access to the AOA or any event that may or will require: the assistance of County staff (outside the realm of typical duties); the closure of any portion of any roadway, walkway, vehicle parking area, Ramp, Taxilane, Taxiway, or Runway; and/or the issuance of an airspace waiver or NOTAM.

Specialized Aviation Service Operator (SASO) – A Commercial Operator that provides any one or a combination of the following Activities: Aircraft Maintenance, avionics or instrument maintenance, aircraft rental or flight training, aircraft charter or aircraft management, aircraft sales, and other Commercial Activities.

Spill Prevention, Control, and Countermeasures (SPCC) Plan – A written contingency plan defined by the EPA that covers procedures, points of contact, the chain of command, and individual responsibilities for preventing and controlling spills.

State – The State of Washington.

Sterile Area – The area in the Passenger Terminal Building beyond the security screening checkpoint(s).

Student and Renter Liability – Insurance coverage pertaining to bodily injury, personal injury, and Property damage (excluding aircraft hull) for students and renters of aircraft.

Sublease – An agreement entered into by an entity with a Lessee that transfers rights or interests in the Lessee's Leased Premises and for which the County has given proper consent.

Sublessee – An entity that has entered into a Sublease with a Lessee that has been properly consented to by the County.

Taxilane – The portion of the Ramp used for access between Taxiways and Ramps. Taxilanes are always outside the Movement Area and differentiated from a Taxiway by the required Object Free Area requirements stipulated by the FAA.

Taxiway – A defined path, usually paved, over which aircraft can taxi from one part of an airport to another (excluding the Runway). ATC must have a clear line of sight to all Taxiway centerlines. Additionally, a Taxiway is further differentiated from a Taxilane by the required Object Free Area requirements stipulated by the FAA.

Tenant – A person, Association, or entity that has entered into an agreement with either the County or Operator to occupy land and/or Improvements at the Airport for commercial or non-commercial purposes.

Through-the-Fence – When an airport sponsor grants an entity ground access by an aircraft across the airport's property boundary to the airport's airside infrastructure (commonly through-the-fence) and permission to engage in associated activities from property adjacent to the Airport.

Tiedown – An area paved or unpaved suitable for parking and mooring of aircraft wherein suitable anchoring points and related equipment are located.

Transient Aircraft – Any aircraft utilizing the Airport for occasional or temporary purposes which is not a Based Aircraft.

Vehicle Operator – Any person who is in actual physical control of a vehicle.

Weapons – Including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives.



***Acronyms***

A&P Mechanic	Airframe and Powerplant Mechanic
AC	Advisory Circular
ALP	Airport Layout Plan
AOA	Air Operations Area
APU	Auxiliary Power Unit
ARFF	Aircraft Rescue and Fire Fighting
ASP	Airport Security Program
ATC	Air Traffic Control
CFR	Code of Federal Regulations
DEF	Diesel Exhaust Fluid
DHS	Department of Homeland Security
DOT	Department of Transportation
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAA	Federal Aviation Administration
FOD	Foreign Object Debris
FM	Factory Mutual
FBO	Fixed Base Operator
KCC	King County Code
LTS	Landside Transportation Services
ME	Multi-Engine Aircraft
NFPA	National Fire Protection Association
NPIAS	National Plan of Integrated Airport Systems
NOTAM	Notice to Air Mission
SASO	Specialized Aviation Service Operator
SE	Single-Engine Aircraft
SMS	Safety Management System
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
TSA	Transportation Security Administration
UAS	Unmanned Aircraft System
UAV	Unmanned Aerial Vehicle
UFC	Universal Fire Code
UL	Underwriters Laboratories
USDA	United States Department of Agriculture
USPA	United States Parachute Association