

# **WILLIAM R. FAIRCHILD INTERNATIONAL AIRPORT**

**PORT OF PORT ANGELES**

**PORT ANGELES, WASHINGTON 98363**

## **RULES AND REGULATIONS AND MINIMUM STANDARDS**

**FEBRUARY 2002**

**(Revised 2008 Freq. Change)**

## ACKNOWLEDGMENT

The Port of Port Angeles Commission appointed a citizens advisory committee for William R. Fairchild International Airport in April 2000 and gave them the task of reviewing airport rules and regulations and revising as needed. After 18 months of hard work and dedication, the Airport Advisory Committee submitted draft Rules & Regulations to the Port of Port Angeles Commission.

These new procedures incorporate the best ideas of the advisory committee, airport users, and the Port of Port Angeles and will ensure smooth operations at the airport for years to come. The Port of Port Angeles Commission would like to thank all committee members for their sustained effort and quality work.

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## **SECTION 1: DESCRIPTION OF PROPERTY AND FACILITIES**

### **1.01 Airport Description**

William R. Fairchild International Airport is located three miles southwest from the business center of Port Angeles, Washington and within the City limits. The latitude is forty-seven degrees, seven minutes, fourteen seconds North and the longitude is one hundred twenty-three degrees, twenty-nine minutes, fifty-five seconds West. The Airport elevation is 291 feet above Mean Sea Level. The Airport consists of approximately 797 acres of which 402 are in aeronautical use.

There are two designated runways described as follows:

The main runway (8/26) running east and west is 6349 feet long and 150 feet wide of asphalt with grooved surface treatment.

The cross runway (13/31) running northwest to southeast is 3250 feet long and 50 feet wide of asphalt.

The airport is owned and operated by the Port of Port Angeles (Port), a special purpose district of the State of Washington, and is classified as a Port of Entry.

Airport lighting includes a rotating beacon. Medium Intensity Runway Lighting (MIRL) on the main runway and Low Intensity Runway Lighting (LIRL) on the cross runway. Runway End Identifier Lights (REIL) are located at the displaced threshold on Runway 26. Runway 8 is equipped with a medium intensity approach lighting system with runway alignment indicator (MALSR) and a four-bar Visual Approach Slope Indicator (VASI). Runway 26 has a two-box Simplified Abbreviated Visual Approach Slope Indicator (SAVASI). Taxiways A, B, C, D, E, F, G and H are equipped with Medium Intensity Taxiway Edge Lighting (MITL). Taxiways J and K are equipped with reflectors.

An Instrument Landing System (ILS) is operated for runway 8. The airport is open 24 hours per day and attended generally from 0600 to 2300 hours daily. The UNICOM is operated on a CTAF frequency of 122.975 MHz generally during hours the airport is attended. Airport Rescue Fire Fighting (ARFF) coverage is provided during regularly scheduled air carrier flights of aircraft over 30 passengers. Index "A" ARFF coverage is available for non-scheduled air carrier flights of over 30 passengers upon 24 hour advance request.

## **SECTION 2: DEFINITIONS**

### **2.01 Aeronautical Activity**

Any activity on airport property which involves, makes possible, or is required for the operation of aircraft; or which contributes to or is required for, the safety of such operations and

shall include, but is not limited to: charter operations, pilot training, aircraft rental and sight-seeing, aerial photography, surveying, air carrier operation, search and rescue, emergency services, humanitarian airlift, aircraft sales and services, sale of aviation petroleum products, construction, fabrication, repair and maintenance of aircraft, sale of aircraft and aircraft parts, sale or maintenance of aircraft accessories, radio, communications and navigation equipment and any other activity which, because of its direct relationship to the operation of aircraft, can appropriately be regarded as an aeronautical activity.

## **2.02 Aircraft**

A vehicle used or designed for navigations of or flight in the air such as any aeroplane, airplane, gas bag, flying machine, balloon, or any flying contrivance now known or hereafter invented.

## **2.03 Aircraft Movement Area**

The public use runway and taxiway areas of the airport, including the necessary clearance areas and the areas between runways and taxiways.

## **2.04 Air Operations Area**

**AOA:** All inclusive term incorporating Ramp, Hangar and Tiedown, and Aircraft Movement Areas.

## **2.05 Critical Air Operations Area**

**CAOA:** The most critical area within the AOA is the parking apron and taxiway on the north side and directly in front of the passenger terminal. The CAO A is defined by two (2) foot wide red lines and the dimension of the area is 220 ft. X 175 ft. This area is utilized for loading and unloading of passengers, baggage, air cargo and air freight for the air carrier aircraft. This area is also used for aircraft awaiting U.S. Customs and Immigration clearance. Other than for these purposes, unauthorized general aviation use within the CAO A is not permitted and it is so posted.

## **2.06 Airport**

William R. Fairchild International Airport, owned and operated by the Port of Port Angeles. Includes all the area, buildings, facilities and improvements within the exterior boundaries of said airport as they now exist or may be extended or enlarged.

## **2.07 Airport Manager**

The Port of Port Angeles staff member appointed by the Executive Director to manage, superintend, control and protect William R. Fairchild International Airport. The Airport



Manager shall be the individual designated as the contact for implementation of the Rules and Regulations and Minimum Standards.

## **2.08 Airport Master Plan**

The currently approved development plans and scaled dimensional layout of the entire airport properties, indicating current and proposed usage for each identifiable segment as adopted by the Commission and approved by the Federal Aviation Administration and amended from time to time.

## **2.09 Applicant/Operator**

Any person, firm, general or limited partnership, corporation, trust or association making application for leasing or using any land or facility at the airport.

## **2.10 Commission**

The elected Board of three Commissioners of the Port of Port Angeles.

## **2.11 Employee**

Any individual offering services to an Operator, Lessee or aircraft owner (“Employer”) on the airport, including service in interstate commerce, performed for wages or under any contract calling for the performance of personal services, written or oral, express or implied. Said employee shall be subject to the provisions of Titles 50 and 51 of the Revised Code of Washington and shall conform to Internal Revenue Service regulations used to establish an individual’s status as an employee. An employee or an employer on the airport shall be entitled to all wage and benefit opportunities afforded to all other employees of said employer, either on or off the airport.

## **2.12 Executive Director**

The Executive Director of the Port of Port Angeles.

## **2.13 Federal Aviation Administration (FAA)**

That agency or any succeeding agency or administrative authority as established by the Federal Aviation Act.

## **2.14 Fixed Base Operator (FBO)**

Any agent or business entity licensed to conduct business in the State of Washington for the purpose of providing any or all of the commercial aeronautical activities herein defined. Fixed base operators shall be comprised of either of two types:

**Full Service FBO** - meets specific minimum leasing requirements as hereinafter defined; provides a minimum of, but not limited to, the following services:

- a. Air Taxi and/or Charter
- b. Flight Training
- c. Aircraft Rental and/or Sales
- d. Aircraft Repair and Maintenance
- e. Sale of Aircraft Parts
- f. Public Sales of Aviation Fuels and Lubricants

**Limited Services FBO** - Provides one or more of the aeronautical services listed in Paragraph 2.14 a. through f. above as a limited or specialized commercial aeronautical activity and does not meet the minimum leasing requirements for a full service FBO.

## **2.15 Main Runway - Cross Runway**

Main runway shall mean runway 8/26 and cross runway shall mean runway 13/31.

## **2.16 Ultralight Operating Area**

A grass operating area designated as "Ultralight 8-26".

## **2.17 Minimum Standards**

The qualifications established by the Port of Port Angeles, as amended from time to time by the Commission upon recommendations of the Port of Port Angeles staff, setting forth the minimum requirements to be met as a condition for the right to conduct a commercial aeronautical activity on the airport.

## **2.18 Owner**

The registered and/or legal owner of record for an aircraft.

## **2.19 Pilot**

One who operates aircraft as a pilot or who operates an aircraft as a mechanic while performing service on aircraft.

## **2.20 Ramp**

An area designated for the parking, maneuvering, loading, unloading or servicing of aircraft while they are on the ground.

## **2.21 Road**

All areas designated as public use roads or streets for the exclusive use of ground vehicles, including ways open to the public, but shall not include any such areas under lease to a tenant or lessee on the airport.

## **2.22 Rules and Regulations**

The Rules and Regulations as may be promulgated from time to time by the Commission to protect the public health, safety, interest and welfare of the William R. Fairchild International Airport, and to augment the Ordinances and Resolutions pertaining to the airport.

## **2.23 Taxiways**

All areas designated as public use taxiways and used for the primary use of aircraft movement while on the ground, but shall not include any such areas under lease to a tenant or lessee on the airport.

## **2.24 Tenant**

A person who enters into a written or oral agreement with the airport for the purpose of engaging in a business or other authorized occupancy or use on airport premises.

## **2.25 Vehicle**

Every device (except ultralight vehicles) which any person or property is or may be transported or drawn, including bicycles.

## **2.26 Ultralight Vehicle**

As defined by Federal Aviation Regulations, FAR Part 103.1

# **SECTION 3: GENERAL OPERATIONS**

## **3.01 Airport Activities**

All activities or business on the airport shall be conducted in conformity with these Rules and Regulations, amendments, supplements, changes and additions hereto which may hereafter be adopted by the Commission.

### **3.02 Risk and Responsibility**

All persons shall use the airport at their own risk. The Port of Port Angeles assumes no responsibility for injury or damage to persons or property stored on or using the airport facilities by reason of fire, theft, vandalism, collision or acts of God, nor does it assume any liability by reason of injury to persons while on or using the airport or its facilities.

### **3.03 Obligation of the User**

The use of the airport or any of its facilities in any manner shall create an obligation on the part of the user thereof to abide by or obey any and all of the Airport Rules Regulations and Minimum Standards herein provided and as required by any State or Federal jurisdiction.

### **3.04 Cognizance of these Rules and Regulations**

All persons licensed to do business on or conducting operations of any kind on the airport shall keep a current copy of these Rules and Regulations in its office place of business and make it available to all persons. Further, it shall be the responsibility of each "operator" to fully acquaint their clients and/or employees with these Rules and Regulations. Failure to abide by these Rules and Regulations will be grounds for expulsion from and denial of further use of the airport and/or its facilities subject to review by the Commission.

### **3.05 Public Usage**

The airport shall be open for public use at all times, subject to regulation or restriction due to weather, conditions of the landing area, the presentation of special events and like causes as may be determined by the Port of Port Angeles, and revocation of the right to use for violation of these Rules and Regulations as herein provided.

### **3.06 Common Use Areas**

All runways for landing and take-off; all runway, marker, guidance, signal and beacon lights used to guide the operation of aircraft; all apparatus or equipment for disseminating weather and wind information, for signaling, for radio-directional finding, or for radio or other electrical communication, and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft; and together with such aprons, ramps, turn-offs, tie-down areas, taxiways and other areas of the airport as the Port of Port Angeles shall specify or designate as common use areas shall be considered common use areas available for use, in common, by all persons flying or operating aircraft on the airport and shall be kept clear and available for aircraft traffic. No fixed base operator or other person shall use any common use area for the parking or storing of aircraft, the repair, servicing or fueling of aircraft or for any other purpose other than the flying and operation of aircraft without the prior consent or authorization of the Port of Port Angeles. Common use areas are subject to change.

### **3.07 Responsible Use**

The Port of Port Angeles may, at any time, take such action as may be deemed necessary in order to safeguard the public or property on the Airport. Any person causing damage of any kind to the airport and/or buildings or fixtures thereof, shall be liable for such damage to the Port of Port Angeles.

### **3.08 Special Events**

Special events such as air shows, air races, fly-ins, sky diving and all events requiring the general use of the airport shall be held only upon the prior approval of the Port of Port Angeles.

### **3.09 Removal of Property**

The Airport Manager or his authorized representative may remove from any area of the airport, including leased premises, any motor vehicle, aircraft, or other property which causes or constitutes, or reasonably appears to cause or constitute, an imminent or immediate danger to the health or safety of the persons using the airport or a significant portion thereof. The expenses of such removal and any storage fees shall become a lien chargeable to the owner of said motor vehicle, aircraft or other property. Said owner shall be notified of the removal and storage of said motor vehicle, aircraft or other property by certified or registered mail with a five (5) day return requested, sent to the owner's address as known to the Port of Port Angeles, within three (3) days of said removal and storage.

The removal from any area of the airport, including leased premises of any motor vehicle, aircraft, or other property constituting a nuisance or which is disabled, abandoned, or in violation of these Rules and Regulations, but which does not cause or constitute an imminent or immediate danger to the health or safety of the persons using the airport or a significant portion thereof, shall be accomplished in accordance with the procedure set forth in R.C.W. 7.48 as the same now exists or may hereafter be amended or in any other manner provided by law.

### **3.10 Flying Clubs - Requirements**

a. Purpose of Flying Club: A flying club must be organized as a non-profit corporation under the laws of the State of Washington or of the United States for the purpose of fostering flying for pleasure, developing skills in aviation, and developing an awareness and appreciation of aviation requirements and techniques to the general public.

b. By Laws: Each club must furnish to the Airport Manager, a current and correct copy of the By Laws, Articles of Incorporation, Operating Rules and Membership Agreements.

c. Officers and Directors: A current certified roster of officers and directors and their addresses must be filed annually with the Airport Manager.

d. Use of Airport for Commercial Purposes: The commercial use of William R. Fairchild International Airport by flying clubs is prohibited.

e. Membership List: The flying club shall maintain a membership record containing the full names, addresses, pilot license number and rating of all its members, past and present, together with the date when their membership commenced and terminated. These records shall be certified by an officer of the flying club and made available for inspection at any reasonable time upon request of and by the Airport Manager.

f. Instructors and Mechanics: All flying clubs will submit to the Airport Manager upon his request a certified list of all instructors who are or have been instructing members of the club, the names of each of the members who received said instruction, and the dates and time duration of such instruction within the six (6) months preceding the request. The flying club will also maintain a list of mechanics who have worked on the club aircraft and the date and nature of the work performed.

g. Insurance: All flying clubs must obtain public liability and property damage insurance with a hold harmless agreement in favor of the Port of Port Angeles, its officers and employees, in the following minimum amounts:

Combined single limit bodily injury, property damage, and passenger liability:

- |                                 |             |
|---------------------------------|-------------|
| 1. For single engine operations | \$1,000,000 |
| 2. For multi-engine operations  | \$2,000,000 |

Certificates of insurance will be kept on file at all times with the Port of Port Angeles. Thirty (30) days prior notice of cancellation shall also be filed with the Port of Port Angeles.

h. Aircraft Registration: All aircraft owned, leased or used by the club must first be registered with the Airport Manager. Club aircraft shall not be used for business or commercial activities.

## **SECTION 4: USE OF FACILITIES**

### **4.01 Permit for Use of Facilities**

No person shall use the airport as a base or terminal for commercial aviation activities or conduct any business or concession upon the airport or upon any land acquired by the Port of Port Angeles for use in connection with said airport, or upon or in any of the buildings, structures, land parking places, walkways, roadways, or other facilities used or operated in connection with said airport without first obtaining the written permission of the Port of Port Angeles. Commercial users shall comply with the minimum standards which require the business be licensed in the State of Washington, provide the Port of Port Angeles with certificate of insurance or bond and provide copies of all required Federal Aviation Administration

Certificates. This list is not all inclusive of requirements, but rather an example of the basic Minimum Standards to conduct commercial activities at the airport.

#### **4.02 Soliciting**

No person shall solicit funds for any purposes on the airport without permission of the Airport Manager.

#### **4.03 Advertisements**

No person shall post, distribute, or display signs, advertisement, circulars, printed or written matter at the airport except within Lessee's buildings and with the prior approval of the Port of Port Angeles.

#### **4.04 No Firearms or Hunting**

No person shall hunt for game nor carry firearms, explosives, or incendiary materials, or discharge any firearm or other explosive on airport property except authorized law enforcement officers and members of the Armed Forces of the United States on official duty. **POSSESSION EXCEPTION:** Persons transporting hunting weapons, or maintaining weapons in aircraft survival kits, or those persons lawfully permitted to carry firearms.

#### **4.05 Delinquent Payments**

Any person delinquent in payment for the use of airport facilities may be removed from the airport and denied further usage until such delinquency is corrected.

#### **4.06 Procedures for Impoundment and Sale of Aircraft with Delinquent Accounts (As adopted by applicable resolution of the Port of Port Angeles Board of Commissioners)**

I. The Port of Port Angeles is authorized to take reasonable measures including, but not limited to: the use of chains, ropes, and locks to secure aircraft within the airport facility so that the aircraft are in the possession and control of the Port of Port Angeles and cannot be removed from the airport. These procedures may be used if the owner hangaring or parking an aircraft at the airport fails, after being notified that charges are owing and of the owner's right to contest that such charges are owing, to pay the airport charges owed or to commence legal proceedings. Notification shall be by registered mail to the owner at his or her last known address. In the case of an aircraft where an owner's address cannot be determined or obtained after reasonable effort, the Port of Port Angeles need not give such notice prior to securing the aircraft. At the time of securing the aircraft, an authorized airport employee shall attach to the aircraft a readily visible notice and shall make a reasonable attempt to send a copy of such notice to the owner at his or her last known address by registered mail, return receipt requested, and an additional copy of the notice by first class mail. The notice and an additional copy shall be of reasonable size and shall contain the following information:

- a. The date and time the notice was attached;
- b. A reasonable description of the aircraft;
- c. The identity of the authorized employee;
- d. The amount of airport charges owing;
- e. A statement that, if the account is not paid in full within 90 days from the time the notice was attached, the aircraft may be sold at public auction to satisfy the airport charges;
- f. A statement of the owner's right to commence legal proceedings to contest the charges owing and to have the aircraft released upon posting an adequate cash bond or other security; and
- g. The address and telephone number where additional information may be obtained concerning the release of the aircraft.

II. The Port of Port Angeles is authorized at its discretion to move the aircraft to an area within the Port of Port Angeles' control or for storage with private persons under the Port of Port Angeles' control as bailees of the airport facility. Costs for any such procedure shall be paid by the aircraft's owner.

III. If an aircraft is secured or moved pursuant to the procedures described in this document, the owner or the hangar tenant who is obligated for hangaring or parking or other airport charges may regain possession of the aircraft by:

- a. Making arrangements satisfactory with the Port of Port Angeles for the immediate removal of the aircraft from the airport's hangar or making arrangements for authorized parking; and
- b. Making payment to the Port of Port Angeles of all airport charges or by posting with the Port of Port Angeles a sufficient cash bond or other security acceptable to the Port of Port Angeles, to be held in trust by the Port of Port Angeles pending written agreement of the parties with respect to payment of the amount owing or pending resolution of charges in a civil action in a court of competent jurisdiction. Upon written agreement or judicial resolution, the trust shall terminate and the Port of Port Angeles shall receive so much of the bond or other security as is necessary to satisfy the agreement or any judgment, costs, and interest as may be awarded to the Port of Port Angeles. The balance shall be refunded immediately to the owner at the owner's last known address by registered mail, return receipt requested. The Port of Port Angeles shall send to the owner by first class mail a notice that the balance of funds was forwarded to him or her by registered mail, return receipt requested.



IV. If an aircraft parked or hangared at the airport is abandoned, the Port of Port Angeles has the authority to sell the aircraft, at public auction by authorized personnel, to the highest and best bidder for cash as follows:

- a. If an aircraft has been secured by the Port of Port Angeles under Section I” of this document and is not released to the owner under the bonding provisions of Section “III (b)” within 90 days after notifying or attempting to notify the owner under Section “I”, or in all other cases, 90 days after the Port of Port Angeles secures the aircraft, the aircraft shall be conclusively presumed to have been abandoned by the owner.
- b. Before the aircraft is sold, the owner of the aircraft shall be given at least twenty (20) days notice of sale by registered mail, return receipt requested, if the name and address of the owner are known, and the notice of sale shall be published at least once, more than ten (10) but less than twenty (20) days before the sale, in a newspaper of general circulation in the county in which the airport is located. Such notice shall contain the aircraft identification numbers, the last known owner and address, the time and place of sale, the amount of Port of Port Angeles charges that will be owing at the time of sale, a reasonable description of the aircraft to be sold and a statement that the Port of Port Angeles may bid all or part of its airport charges at the sale and may become a purchaser at the sale.
- c. Before the aircraft is sold, any person seeking to redeem an impounded aircraft under this section may commence a lawsuit in the superior court of the county in which the aircraft was impounded, to contest the validity of the impoundment or the amount of airport charges owing. Such lawsuit must be commenced within ten (10) days of the date the notification was provided under Section I of this document or the right to a hearing is waived, and the owner is liable for any airport charges owing the Port of Port Angeles. In the event of litigation the prevailing party is entitled to reasonable attorneys’ fees and costs.
- d. The proceeds of a sale under this section shall first be applied to payment of airport charges owed. The balance, if any, shall be deposited with the Department of Revenue to be held in trust for the owner or owners and lienholders for a period of one (1) year. If more than one owner appears on the aircraft title, and/or if any liens appear on the title, the Department must, if a claim is made, interplead the balance into a court of competent jurisdiction for distribution. The Department may release the balance to the legal owner provided that the claim is made within one (1) year of sale and only one legal owner and no lienholders appear on the title. If no valid claim is made within one (1) year of the date of sale, the excess funds from the sale shall be deposited in the aircraft search and rescue, safety, and education account created in RCW 47.68.236. If the sale is for a sum less than the applicable airport charges, the Port of Port Angeles is entitled to assert a claim against the aircraft owner or owners for the deficiency.

e. In the event that no one purchases the aircraft at a sale, or that the aircraft is not removed from the premises or other arrangements are not made within ten (10) days of the sale, title to the aircraft shall revert to the Port of Port Angeles.

V. That which is set forth in this document is enforceable only if:

a. The Port of Port Angeles has its tariff and/or regulations, including any and all regulations authorizing the impoundment of any aircraft that is the subject of delinquent airport charges, conspicuously posted at the Port of Port Angeles' airport facility offices or Airport Manager's office, at all times.

b. All impounding remedies available to the Port of Port Angeles are included in any written contract for airport charges between the Port of Port Angeles and an aircraft owner.

c. The Rules and Regulations set forth in this document (section 4.06) have been adopted by resolution by the Board of Commissioners of the Port of Port Angeles and may be subject to amendment by resolution, and the current resolution in effect will prevail.

VI. Nothing hereinbefore contained may be construed as a limitation of any rights, privileges, or remedies previously existing under any applicable laws affecting the Port of Port Angeles.

#### **4.07 Pets on a Leash**

All pets are required to be on a leash. Any domestic animal found to be roaming free on airport property will be subject to impoundment by City of Port Angeles Animal Control.

#### **4.08 Intoxication**

No person under the influence of liquor or narcotic drugs shall operate a motor vehicle or aircraft of any kind on the airport nor be allowed on the operational areas of the airport. Liquor shall not be consumed in any public area on the airport except in those places of business in possession of a valid Washington State Liquor Control Board permit.

#### **4.09 Disorderly Conduct**

No person shall commit any disorderly, obscene or indecent act or commit a nuisance on the airport.

#### **4.10 Gambling**

No person shall conduct gambling in any form or operate gambling devices anywhere on the airport.

#### **4.11 Explosives**

The loading, unloading and transporting of explosives or incendiary materials will be accomplished in designated areas and routes prescribed by the Airport Manager.

#### **4.12 Preservation of Property**

No person shall:

- a. Dispose of garbage, refuse or other waste material on the airport except in the manner prescribed and in the receptacles provided for that purpose.
- b. Burn trash or refuse on the airport at any time without prior approval of the Airport Manager.
- c. Destroy, injure, deface or disturb in any way, any buildings, signs, equipment, markers, or other structures, flowers, lawn or other public property on the airport.
- d. Trespass on lawns and seeded areas on the airport.
- e. Interfere or tamper with any aircraft or start the engine of such aircraft unless authorized to do so.

#### **4.13 Repair of Aircraft**

No aircraft, engine or accessory shall be repaired on any ramp area of the airport without prior approval of the Airport Manager.

#### **4.14 Construction**

No construction, in the fullest sense of the word, will be attempted until that person, company or contractor has obtained written permission from the Port of Port Angeles. All requests for construction approval must be accompanied by a complete set of construction drawings and specifications. Prior to the start of construction, the tenant shall receive and provide the Port of Port Angeles a copy of a Building Permit issued by the City of Port Angeles Building Department.

#### **4.15 Fixed Base Operations**

Fixed base operators may be limited in number consistent with space availability and/or other limiting factors which may be dictated by good business practices in airport operations. Such limitations or restrictions shall be fixed by the Port of Port Angeles. Fixed base operators or other business firms using the airport shall not engage in any commercial activity on the airport other than that for which they have received official approval from the Commission.

## **SECTION 5: MOTOR VEHICLE REGULATIONS**

### **5.01 General**

For the purpose of these regulations, vehicles shall be defined as all conveyances, except aircraft, used on the ground to transport person, cargo, or equipment. All vehicles shall be operated on the airport in accordance with following general rules, except when given special instructions by the Airport Manager in cases of emergency involving danger to life or property.

### **5.02 Speed Limit**

The maximum speed limit in all vehicular areas on the airport is twenty (20) miles per hour, unless otherwise posted. Speed limit for vehicles operating in the Air Operations Area shall be fifteen (15) miles per hour.

### **5.03 Vehicular Parking**

All motor vehicles on the airport are to be parked in designated parking lots or in a manner and place prescribed by the Airport Manager. All airport roadways are areas of restricted parking. Parking on grass or sod areas is not permitted except with special permission of the Airport Manager. Parking is restricted within fifteen (15) feet of fire hydrants or standpipes.

### **5.04 Parking by Hangars**

Vehicles shall not be parked in front of hangars except for the purposes of delivery, unless the operator of the vehicle remains in the immediate proximity of the vehicle so as to permit its immediate removal to permit aircraft operations. Hangar tenants may park their cars in their hangars while operating their aircraft.

### **5.05 Inoperative and/or Unlicensed Vehicles**

No abandoned, junked, inoperative or unlicensed vehicles are to be left on the airport grounds. After one week, such vehicle may be towed to a storage or impound area at the owner's expense. If such vehicle is not claimed or redeemed within thirty days, said vehicle may be sold or junked by the Port of Port Angeles without further notice to the owner, provided that no action contrary to RCW 46.12.070 or 46.12.230 with respect to destruction of licensed vehicles may be undertaken by the Port of Port Angeles.

### **5.06 Trailers Prohibited**

No trailers of any kind will be permitted to be parked on the airport without the express consent of the Airport Manager except in the event the trailer is being immediately used in connection with the loading or unloading of material to or from the airport.

## **5.07 Right to Move Vehicles**

The airport reserves the right to move any vehicle for purposes of sweeping, snow removal, or for reasons of safety or convenience of the airport, or by reason of violation of these Regulations.

## **5.08 Employee Parking**

Personnel employed on the airport shall park only in employee parking areas as designated by the Airport Manager.

## **5.09 Ground Vehicle Training Program**

Federal Aviation Administration regulations require airports to implement a ground vehicle training program to insure safe vehicle operation at airports. William R. Fairchild has implemented a training program to meet the FAA regulations. A copy of the program is available at the Airport Manager's office.

## **5.10 Areas Permitted to Motor Vehicles**

Aircraft owners leasing hangars or tie-downs are permitted to take their vehicle to their aircraft but not beyond the red lines at the head of each taxiway leading from the hangar or apron areas. Operation of vehicles within the Air Operations Area is restricted to only those vehicles with the express authorization of the Airport Manager. All operators of these vehicles are required to complete and pass the ground vehicle training program.

## **5.11 Restricted Areas**

No person shall operate a vehicle or be within the Critical Air Operations Area (CAOA) on the Terminal Ramp (defined by red border) without the express authorization of the Airport Manager. People requiring access to this area must submit to and pass a security background check as required by the Code of Federal Regulations (CFR) Title 49, Part 1542. Background checks must be submitted to and approved by the Airport Manager prior to approval of any security clearance. Background checks of Port of Port Angeles employees shall be completed by the Port of Port Angeles' Human Resources Manager shall be maintained as part of the employee's confidential personnel file, and the contents of the background check shall not be disclosed to any person or entity without prior approval of the Human Resources Manager.

## **5.12 Landing Areas**

No person, except as authorized by the Airport Manager, may operate a vehicle on any Airport Landing area unless marked and/or lighted in accordance with FAA Circular AC 150/5210.5. All persons operating a vehicle on the landing area must notify the UNICOM operator or the Seattle Flight Service Station prior to entering any taxiway or runway.

### **5.13 Passenger Loading**

No person shall operate a commercial vehicle carrying passengers for hire from or to the airport unless such operation is conducted with the approval of the Port of Port Angeles and under such terms and conditions as may be prescribed.

## **SECTION 6: FIRE AND SAFETY**

### **6.01 Storage of Material and Equipment**

No person shall store or stock material or equipment on the airport in such a manner as to constitute a fire hazard.

### **6.02 Storage of Flammable Materials**

A maximum quantity of ten (10) gallons of fuel, other than that contained in proper aircraft or other vehicle fuel tanks, may be stored only in UL approved and labeled containers. Fuel in quantities greater than ten (10) gallons must be stored in approved flammable liquid storage cabinets meeting the requirements of the International Fire Code and the Port Angeles Fire Department. In the case of lubricating oils, no more than one case (24 cans) of quart cans, or its equivalent, may be stored in T-hangars.

### **6.03 Cleaning Aircraft with Flammable Liquids**

No person shall use flammable volatile liquids in the cleaning of aircraft, aircraft engines, propellers and accessories unless such cleaning operations are conducted in open air, or in a properly ventilated room specifically set aside for that purpose, which room must be properly fireproofed and/or mechanically ventilated and equipped with adequate and readily accessible fire extinguishing apparatus.

### **6.04 Open Flame Operations**

No person shall conduct any open flame operation in any hangar or on the airport property unless specifically authorized by the Airport Manager.

### **6.05 Resistance Heaters**

No open coil resistance heaters will be permitted in T-hangars where fuel vapors may be present.

### **6.06 Transportation of Flammable Materials**

Any bulk fuels or other flammable material transported to the airport must be contained in tank trucks or other acceptable containers approved by the fire underwriter's code.

## **6.07 Refuse and Waste**

Lessee shall provide suitable metal receptacles with covers for the storage of oil, waste, rags and other rubbish. These receptacles shall be stored away from sources of heat.

## **6.08 Disposal of Waste**

No petroleum products shall be dumped or allowed to spill on any airport property, including ditches, sewers, paved or unpaved surfaces. Lessees may dispose of waste oil in approved containers provided by the Port of Port Angeles at the airport or may transport waste to an approved disposal location off airport property. In the event of a petroleum spill or disposal violation, the Port of Port Angeles may charge all costs associated with the cleanup to the offender.

## **6.09 Painting**

Painting of aircraft and doping processes shall be conducted only in buildings approved by the Airport Manager that comply with all requirements of the International Fire Code.

## **6.10 Smoking**

Smoking is not permitted within one hundred feet of aircraft being fueled or defueled. No smoking is permitted within one hundred feet of any fuel carrier vehicle or designated building where fuel or combustible material is stored. Smoking is not permitted in hangars except in designated areas. Smoking is not permitted in any area where "NO SMOKING" signs are posted. Smoking materials are to be discarded in ash trays or receptacles.

## **6.11 Fire Apparatus**

All tenants or lessees of hangars or ship facilities shall supply and maintain adequate and readily accessible fire extinguishers. Such fire extinguishers shall be rated for Class B and Class C fires.

## **6.12 Drip Pans**

It shall be the responsibility of each hangar lessee to equip that hangar with drip pans and maintain such pans under the engine or engines of the aircraft stored in that hangar.

## **6.13 Towing Vehicles**

Every vehicle used for towing aircraft shall be equipped with at least one fire extinguisher having a minimum 20-B:C classification, as designated in U.F.C. Standard No. 10-1.

## **6.14 Welding Apparatus**

Every welding apparatus shall be equipped with at least one fire extinguisher having a minimum rating of 2-A:10 B:C as designated in U.F.C. Standard No. 10-1.

## **6.15 Reporting Use**

Use of any fire extinguisher equipment under any circumstances shall be reported to the Airport Manager immediately after use.

# **SECTION 7: FUELING AND FUEL STORAGE**

## **7.01 General Safety**

No person in or upon any areas where fueling or defueling is being conducted shall do or fail to do any act if the doing or omission thereof endangers unreasonably or is likely to endanger unreasonably, persons or property.

## **7.02 Fueling While Engine is Running or in Enclosed Places Prohibited**

No aircraft shall be fueled or defueled while the engine is running or while such aircraft is in a hangar or enclosed space.

## **7.03 Smoking Near Aircraft**

No smoking shall be permitted within one hundred feet of any aircraft while the aircraft is being fueled or drained of fuel.

## **7.04 Electronic or Electrical Equipment to Remain Off**

No person shall operate any radio transmitter or receiver, or switch electrical appliances off or on in an aircraft during fueling or defueling.

## **7.05 Grounding of Electrical Potential**

During refueling, the aircraft and the fuel dispensing apparatus shall be bonded to a point of zero electrical potential.

## **7.06 Prevention of Overflow**

Persons engaged in the fueling or draining of aircraft shall exercise care to prevent the overflow of fuel.



## **7.07 Personnel Permitted**

Only personnel trained and engaged in the fueling, maintenance and operation of an aircraft shall be permitted within one hundred feet of fuel tanks of such aircraft during any such operation. Further, no aircraft shall be fueled with occupants aboard such aircraft. (Exception: Where an airline has established written procedures and training has been conducted for fueling personnel and flight crews, refueling with passengers aboard may be allowed when necessary and when conducted in accordance with the company's policies and procedures.)

## **7.08 Static Spark Materials**

No person shall use any material during fueling or draining of fuel from aircraft which is likely to cause a static discharge.

## **7.09 Fire Extinguishers**

Adequate fire extinguishers shall be within ready reach of personnel engaged in any fueling or draining operations.

## **7.10 Gasoline on Ground**

No aircraft shall be started when there is gasoline on the ground under or nearby such aircraft.

## **7.11 Equipment Maintenance**

Fueling hoses and draining equipment shall be maintained in a safe, clean and non-leaking condition.

## **7.12 Ground Device**

All hoses, funnels, and appurtenances used in fueling and draining operations shall be equipped with a grounding device to prevent ignition of volatile liquids.

## **7.13 Distance from Buildings**

The fueling and draining of aircraft shall be conducted at a safe distance from any hangar or other building.

## **7.14 Smoking Near Fuel Carrier**

Smoking is not permitted within one hundred feet of any fuel carrier when such carrier is not in motion or when it is being utilized for fueling or draining of fuel from an aircraft.

## **7.15 Equipment Routes and Parking**

Routes for fueling equipment and parking areas for fueling points will be designated by the Airport Manager.

## **7.16 Fire Requirements for Equipment**

Fueling equipment must be equipped to fully meet all fire regulation requirements and shall comply with all existing fire regulations.

# **SECTION 8: AIRCRAFT OPERATIONS - GENERAL**

## **8.01 FAA Regulations**

Those required as established by the Federal Aviation Administration and currently in effect as hereafter adopted, are hereby adopted by reference and made a part hereof as fully as if the same and each and all of them were set forth herein.

## **8.02 Brakes Required**

No aircraft shall be operated on the airport unless it is equipped with proper brakes that are in good operating order and condition.

## **8.03 Securing of Unattended Aircraft**

a. No aircraft shall be left unattended on the airport, including leased premises, unless properly secured or within a hangar. The securing of aircraft shall be the sole responsibility of the owner or operator of the aircraft, and the Port of Port Angeles and its officers, employees, and agents shall be in no way held responsible.

b. The Port of Port Angeles will in no way be held responsible for the theft of any article left in the aircraft, any part or accessory of or for the aircraft, of any damage done to the aircraft as a result of theft or attempted theft, or any vandalism of any nature.

## **8.04 Aircraft Take-Offs And Landings**

Except in case of emergency, all take-offs and landing will be made on or from the designated runways.

## **8.05 Aerobatics Prohibited**

No aircraft shall be flown within a five mile radius of the airport in maneuvers other than those required in normal routine operation with the exception that a waiver may be obtained from

the FAA for such activities as Air Fairs, Air Shows or such activities approved in writing by the Port of Port Angeles.

#### **8.06 Influence, Intoxicants, Drugs, Etc.**

No pilot or other member of the crew of an aircraft on the airport, or any person attending or assisting in said operation on the airport, shall be under the influence of intoxicating liquor or habit-forming drugs; nor shall any person under the influence of intoxicating liquor or habit-forming drugs be permitted to board any aircraft except a medical patient under proper care or in emergency.

#### **8.07 Disabled Aircraft**

Each aircraft owner, or the pilot or agent, shall be responsible for the prompt removal and disposal of disabled aircraft and parts thereof from the landing area, unless required of the responsible person (owner, the pilot or agent) to delay such action pending investigation of the accident. If the aircraft owner fails to remove the disabled aircraft expeditiously the Airport Manager may order the aircraft removed to insure the airport returns to a safe operating condition. The airport and/or the Port of Port Angeles accepts no liability for removal of aircraft.

#### **8.08 Charges for Moving Disabled Aircraft**

Should pilots, owners, or agents authorize airport employees to remove disabled aircraft from runways, ramps, taxiways, or other operational or undeveloped areas on the airport, charges may be made for equipment and labor at currently established prices and rates. The airport and/or the Port of Port Angeles accepts no liability for removal of aircraft.

#### **8.09 Starting and Running of Aircraft Engines**

Except aircraft in control of authorized maintenance shops, no aircraft engine shall be started or run unless a licensed pilot or mechanic is attending the controls. Chocks shall be placed in front of the main gear wheels before starting the engine or engines unless the aircraft is equipped and is using adequate parking brakes.

#### **8.10 Responsibility of Instructors**

Instructors shall fully acquaint their students with these Rules and Regulations and shall be responsible for the conduct of students under their direction during dual instructions. When the student is flying solo, it shall be the student's sole responsibility to observe and abide by these Rules and Regulations.

### **8.11 Sports Events**

No so-called drag-races, hot-rod races, go-cart races, motorcycle races or similar sports events will be held on the landing areas, aprons, ramps, or taxiways or runways of the airport, except by written permission of and under such conditions as determined by the Port of Port Angeles.

### **8.12 Model Airplanes**

No model airplanes will be flown in the proximity of the landing area, aprons, ramps, taxiways or runways except by permission of and under such conditions as determined by the Port of Port Angeles.

### **8.13 Hours of Operation**

The airport landing areas, ramps, apron, and parking areas shall be open for public use at all hours of the day or night subject to these Rules and Regulations and such additional conditions as may be determined by the Port of Port Angeles.

### **8.14 Restriction of Operations**

The Port of Port Angeles may suspend or restrict any flight or other aircraft operation on the airport grounds whenever such action is deemed necessary in the interest of safety or impending violation of Rules and Regulations applicable to such aircraft operations.

### **8.15 Sky Diving**

Sky diving shall not be conducted on the airport grounds without the written authorization of the Port of Port Angeles.

### **8.16 Gliders**

No person shall operate a glider at the airport without written authorization from the Port of Port Angeles.

### **8.17 Aircraft Registration**

All aircraft based at the airport shall have evidence of Washington State Registration and FAA Registration prominently displayed. Exception: Commercial Airline based aircraft may be exempted from the State registration requirement when that airline is engaged in interstate or international commercial operations.

## 8.18 Ultralight Operations

For the purposes of these rules, “ultralight” shall refer to ultralight vehicles and ultralight trainers.

Ultralight vehicles will be operated in accordance with the provisions of FAR Part 103 and the following Rules:

a. Hours of Operation: No person may operate an ultralight vehicle within the William R. Fairchild International Airport Class “E” airspace except between the hours of sunrise and sunset, except as provided by FAR 103.11.

b. Runway: The designated operating area for ultralight take-offs and landings shall be the grass ultralight operating area known as **Ultralight 8-26** located south of taxiway “A” and between connecting taxiways “G” and “H”. No ultralight may land or depart from the paved runways or taxiways without specific written approval of the Airport Manager.

c. Traffic Pattern: The pattern for Ultralight 8-26 is as indicated in Appendix A, which shall be part of these Rules and Regulations. Pattern altitude shall be 500 feet AGL. All operations within Class E airspace shall be at or below 500 feet AGL. Ultralights shall enter this pattern only from a 45 degree approach to the downwind. No straight in, crosswind, base leg or any other approach shall be used. Straight out departures shall not be permitted, but 45 degree, crosswind and downwind departures shall be permitted. The pattern shall be left turns only on 26 and right turns only on 8. Ultralights shall at all times stay south of the extended runway centerline of Ultralight 8-26 extending 5 miles out in both directions from the center of the runway.

d. Radios: Radios, while not required, are strongly encouraged. Radio equipped ultralights shall participate in CTAF procedures.

e. Notification: No person may operate an ultralight vehicle within the William R. Fairchild International Airport Class “E” airspace unless that person has a prior written Certificate of Authorization from the Airport Manager. The Commanding Officer of Whidbey Island ATC, the air traffic control facility having jurisdiction over this airspace, has designated the Airport Manager of William R. Fairchild International Airport as the approving authority. Application for authorization to operate at William R. Fairchild International Airport shall be submitted directly to:

William R. Fairchild International Airport  
Attn: Airport Manager  
P.O. Box 1350  
Port Angeles, WA 98362

Certificates of Authorization will be valid for one calendar year. The Airport manager will forward copies of all approved certificates to Whidbey Island ATC.

f. Weather: No ultralight vehicle may be operated within the William R. Fairchild International Airport Class "E" airspace under weather conditions less than those required for VFR flight which require a minimum of three (3) miles horizontal visibility and a minimum ceiling of 1000 feet AGL.

g. Right-of-Way: Each person operating an ultralight vehicle shall maintain vigilance so as to see and avoid aircraft and shall yield the right-of-way to all aircraft. Ultralight vehicles shall not conduct parallel concurrent operations with aircraft operations on runway 08-26.

## **SECTION 9: STARTING AND/OR RUNNING UP AIRCRAFT**

### **9.01 Operations of Aircraft**

No person shall navigate, land upon, fly same from, service, move, maintain, repair any aircraft, or conduct any aircraft operation on or from the airport otherwise than in conformity with current FAA rules and regulations established under Federal Authority, and these regulations contained herein.

### **9.02 Noise and Slipstreams**

No aircraft shall be operated in such a manner or in such places, in front of or near hangars, shops, buildings, personal property, or persons so that they are in the propeller slipstream or jet blast so that the operation creates a hazard or a nuisance.

### **9.03 Competent Operator**

No aircraft engine shall be operated unless a licensed pilot or mechanic is at the controls at all times.

## **SECTION 10: TAXIING AIRCRAFT**

### **10.01 Taxi Operations**

No person shall taxi an aircraft to or from the hangar line or to or from an approved parking space until he has ascertained that there will be no danger of collision with other aircraft, persons or objects in the immediate area.

### **10.02 Taxi Speed**

Aircraft shall be taxied at speeds that will insure completed control at all times. On ramp, apron and parking areas, the speed shall not exceed fifteen (15) miles per hour.

### **10.03 Holding Lines**

Aircraft awaiting take-off clearance or performing engine run-up shall not go beyond the holding lines painted on taxiways until ascertaining that the runway is clear of any landing or other traffic.

### **10.04 On Runway**

Landing aircraft shall not turn and taxi back on the runway in use, but shall follow the established taxi pattern along the runway, clearing the runway as soon as practical. Exception: Certain large aircraft may taxi back if taxiway width or strength are considered inadequate for the size of the aircraft.

### **10.05 Taxi into Crowded Areas, Hangars, Etc.**

No aircraft shall be taxied into or out of any hangars. Pilots taxiing into areas where people are standing should either shut the engine down and push the aircraft or have two or more knowledgeable persons ahead of the aircraft assuring that all persons are well out of the danger area.

## **SECTION 11: TAKE-OFF, FLIGHT PATTERN AND LANDING**

### **11.01 Active Runway**

Landings and take-offs will be made on the runway most nearly aligned with the wind indicator. This does not preclude crosswind practice.

### **11.02 Calm Wind Runway**

Runway 26 is designated as the Calm Wind Runway and will be the Active Runway when the wind velocity is less than four (4) knots.

### **11.03 Operations from Taxiways, Aprons, Etc.**

No aircraft shall take off or land from any area of the airport other than a designated runway unless such a landing is necessitated by an emergency situation. Exception: Helicopters may operate from taxiway, ramp, or other grass areas. Ultralights are to utilize the grass operating area known as Ultralight 8-26 located south of taxiway "A" between taxiways "G" and "H".

### **11.04 Right-of-Way**

Landing aircraft shall have the right-of-way over aircraft taking off. Aircraft which have declared an emergency shall have the right-of-way over all other aircraft. An aircraft that is on

final approach shall have right-of-way over all other aircraft, entering or about to enter the traffic pattern.

### **11.05 Air Traffic Patterns**

a. Pattern Altitude: The recommended general aviation traffic pattern altitude for both runways 8/26 and 13/31 shall be one thousand three hundred (1300) feet M.S.L. Exception: A turbine-powered airplane or a large airplane shall, unless otherwise required by the applicable distance from cloud criteria, enter the airport traffic area at an altitude of at least one thousand eight hundred (1800) feet M.S.L. until further descent is required for a safe landing.

b. Traffic Direction:

1. Runway 8 - Aircraft landing and departing shall make left hand turns.
2. Runway 26 - Aircraft landing and departing shall make right hand turns.
3. Runway 13 - Aircraft landing and departing shall make left hand turns.
4. Runway 31 - Aircraft landing and departing shall make right hand turns.

c. Pattern Entry and Departure: Recommendations for pattern entry and departure are depicted in the FAA Airman's Information Manual.

### **11.06 Responsibility**

In landing and taking off, the pilot, in the absence of a radio, will at all times be responsible for the safety of their aircraft. He will be responsible for using common sense and good flying judgment. If at any time there is a question about the right-of-way in landing or taking off, he shall give way immediately rather than risk an accident.

### **11.07 Turns After Take-Off**

No turns shall be made after take-off until the aircraft has reached an altitude of five hundred (500) feet above ground level (AGL) and is outside the boundaries of the airport.

## **SECTION 12: RATES AND CHARGES**

### **12.01 Rentals, Rates, Charges and Conditions for Use of the Airport**

Rentals, rates, charges and conditions for use of the airport and its public facilities shall be those specified in the current Port of Port Angeles Schedule of Airport Fees, Rentals, Rates and Charges which may be amended from time to time by the Commission.



## **12.02 Current Rates**

A complete copy of all existing current rates, fees and charges applicable to William R. Fairchild International Airport is available upon request from the office of the Airport Manager.

## **12.03 Revision of Rates and Charges**

The Commission reserves the right to revise, delete, amend, or add to the Schedule of Airport Fees, Rentals, Rates and Charges with due notice.

## **12.04 Delinquent Payments**

Any person determined to be delinquent in their payment for the use of airport facilities may be promptly removed from the airport by or under the authority of the Port of Port Angeles, and may be deprived of, or refused the further use of, the airport and its facilities. This may include, but is not limited to, impounding aircraft of any person determined to be delinquent in their payment (See Section 4.06 for Procedures for Impoundment and Sale of Aircraft with Delinquent Accounts).

## **12.05 Establishment of Rates and Charges**

The Port of Port Angeles, with approval of the Commission, may establish charges or rates not covered by the Schedule of Airport Fees, Rentals, Rates and Charges.

## **12.06 Daily Rates**

Daily rates shall apply to aircraft parked in excess of 24 hours.

## **12.07 Monthly Rates**

Monthly rates will apply whenever the accumulated daily rate becomes the greater of the two.

## **12.08 Payment of Fees**

Payment of monthly fees is due and payable in advance on the first day of each calendar month. Payment of daily aircraft parking fees shall be made at the time of arrival and not later than prior to departure of the aircraft unless other arrangements have been approved by the Port of Port Angeles.

## **12.09 Aviation Fuel Fees - User Fees**

Any firm or individual taking fuel delivery on the airport shall pay a gasoline and jet turbine fuel fee as set by the Commission. These fees shall be collected by the oil company or its dealer and collections shall be remitted monthly to the Port of Port Angeles. Firms currently

paying landing fees may apply for an exemption from the fuel fee. Refunds must be requested from the oil company or its dealer. Refund requests shall be submitted on an exemption certificate prescribed by the Port of Port Angeles and shall accompany monthly oil company reports

## **12.10 Landing Fees**

All aircraft carrying passengers, freight, mail or other cargo for which the aircraft owner or operator has received or made a monetary fee or charge, shall be subject to a landing fee as established by the Commission. Aircraft landings subject to these fees shall not include test, courtesy, training, inspection or other trips for which no monetary fee or charge is received by the owner or operator, nor shall it include the flights in connection with pilot instruction or certification of a Fixed Base Operator licensed by the Port of Port Angeles to operate at the airport. Operators shall submit an operations report on an approved form and submit the appropriate landing fees to the Port of Port Angeles by not later than the 15<sup>th</sup> day following the previous months operations. Operators failing to submit reports and landing fees may be subject to impoundment of operator's aircraft without further notice.

## **SECTION 13: AIRPORT MASTER PLAN**

### **13.01 Powers of the Commission**

The Port of Port Angeles Commission may, without the knowledge, consent or approval of any fixed base operator or other person licensed to do business on the airport, make changes in the Airport Master Plan and in its planning and policies in connection with the development of the airport.

The Commission reserves the power and right to designate as common use areas, such portions of any leased areas or areas used by any fixed base operator as shall be necessary for the development of the airport or for the flow of aircraft traffic to other areas on the airport.

## **SECTION 14: GENERAL PROVISIONS**

### **14.01 Severability**

Should any section, subsection, paragraph, sentence, clause or phrase of these Rules and Regulations be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of these Rules and Regulations.

## **SECTION 15: MINIMUM STANDARDS**

### **15.01 Business Activities**

Subject to applicable orders, certificates, or permits of the FAA, or their successors, no person shall use the Airport, or any portion thereof, or any of its improvements or facilities for revenue producing commercial, business, or aeronautical activities who has not first complied with these Rules and Regulations and obtained the consent and all appropriate licenses for such activities from the Port of Port Angeles. For the purpose of definition, a license may include an airport use agreement or a lease agreement, and a licensee may include a lessee. Depending on the nature of business, these definitions may be interchanged.

### **15.02 Application**

Application for leases of ground or facilities on the Airport and/or for a license to carry on any commercial, business or aeronautical activity on the Airport shall be made to the Port of Port Angeles and distributed as appropriate on the forms prescribed by the Port of Port Angeles. The Port of Port Angeles may, if it deems it advisable, have a public hearing upon the application. The Applicant shall submit all information and material necessary, or requested by the Port of Port Angeles, to establish that the applicant can qualify and will comply with these Rules and Regulations. The application will be signed and submitted by an individual with appropriate authority, and the application will disclose the names of every party owning an interest in the business, every party who will be managing the business, every partner, director, officer, etc. Original applications will be submitted along with the appropriate application fee, if prescribed.

### **15.03 Licenses/Leases**

Licenses/leases for commercial, business or aeronautical activity on the William R. Fairchild International Airport will be valid from the date of issue until date of termination unless terminated sooner per these Rules and Regulations and/or contract conditions. Application for renewal shall be made to the Port of Port Angeles for appropriate distribution prior to the termination date. Renewal applications and applications for additional services or operations require such information as may be required by the Port of Port Angeles. In the event of conflict between these minimum standards and fees and Rules and Regulations and the provisions of a specific license or lease, the specific provisions of the license or lease will prevail.

### **15.04 Action of Application**

The Port of Port Angeles may at its sole discretion deny an application if in its opinion, it finds any one or more of the following:

**Qualifications:** The Applicant, for any reason, does not meet the qualifications, standard, and requirements established by these Rules and Regulations.

**Safety Hazard:** The Applicant's proposed operations or construction will create a safety hazard on the Airport.

**Expenditures Of Port of Port Angeles Funds:** The granting of the application will require the expenditure of Port of Port Angeles funds or the furnishing of labor and/or materials to an operation which, in the judgment of the Port of Port Angeles, is not acceptable.

**Available Space:** There is no appropriate, adequate, or available space or building on the Airport to accommodate the entire activity of the applicant at the time of the application.

**Airport Lay Out Plan:** The proposed operation or airport development or construction does not comply with the layout plan of the Airport.

**Adverse Impacts:** The development or use of the area requested by the applicant will result in depriving existing licensees/lessees of portions of the area in which they are operating or will result in a congestion of aircraft or buildings or will unduly interfere with the operations of any existing licensees/lessees on the Airport through problems in connection with aircraft traffic or service or preventing free access to the licensee's/lessee's area. The Port of Port Angeles reserves the right to make the determination whether an applicant's development will adversely impact or benefit the Airport. The Port of Port Angeles in its sole discretion may elect to approve or disapprove applicant's development.

**False Information:** The applicant or any party applying or having an interest in the business has supplied the Port of Port Angeles with any false information or has misrepresented any material fact in the application or in supporting documents or has failed to make full disclosure on the application or in supporting documents.

**Record of Violation of Rules:** Any party applying or having/owning an interest in the business has a record of violating these Rules and Regulations of FIA, the minimum standards of FIA, the rules and regulation of any other airport, or any FAA Regulations, or any other rules and regulations applicable to the Airport.

**Default:** Any party applying or having an interest in the business has defaulted in the performance of any lease, or any other agreement with the Port of Port Angeles.

**Credit Report:** Any party applying or having an interest in the business has a credit report which contains derogatory information and does not appear to be a person of satisfactory business responsibility and reputation.

**Finances:** If, in the opinion of the Port of Port Angeles, the applicant does not have, or have access to, the finances necessary to conduct the proposed operation.

**Conviction Of A Crime:** Any party applying or interested in the business has been convicted of any crime or violation of any ordinance of such a nature that it indicates to the

Port of Port Angeles that the applicant would not be a desirable operator on the airport or poses a security risk per Federal Aviation Regulations.

**Protection Of Health:** There is a question regarding the protection of the health, welfare, safety, or morals of the inhabitants of Clallam County that would require a denial.

**Non-Aviation or Non-Profit Use:** Nothing contained herein shall be construed to prohibit the Port of Port Angeles from granting or denying, for any reason it deems sufficient, an application for the purpose of selling, furnishing or establishing non-aviation products and supplies or any service or business of a non-aeronautical nature, or the application for use of an area on the Airport for non-profit use.

### **15.05 Supporting Documents**

As requested by the Port of Port Angeles, the applicant shall submit the following documents, together with such other information as may be requested.

**Current Financial Statement:** A current financial statement prepared by a Certified Public Accountant.

**Listing Of Assets:** A written listing of assets owned or being purchased that will be used in the business on the Airport.

**Credit Information:** Any information necessary for the Port of Port Angeles to obtain a current credit report for those fields in which the applicant, owners/stockholders of a corporation or partnership holding 10% or more of the ownership interest, and officers have done business during the past six (6) years.

**Authorization From Agencies:** A written authorization for the FAA and all aviation or aeronautical commissions, administrators or departments of all states in which the applicant has engaged in aviation business to supply the Port of Port Angeles with all information in their files relating to the applicant or its operation. The applicant shall execute such forms, releases, and discharges as may be requested by these agencies.

### **15.06 Aeronautical Services or Operations Requiring a License/Lease:**

No person shall use the Airport for any of the following activities until such person has applied for and received from the Port of Port Angeles a license/lease for said activity or activities and has met the qualifications, standards, and requirements of these Rules and Regulations. An applicant for a license/lease to conduct business on William R. Fairchild International Airport shall specify all services which the applicant desires to conduct on the William R. Fairchild International Airport. A licensee/lessee shall carry on or conduct only those services for which he/she qualifies and which are specified in the license/lease granted by the Port of Port Angeles. The term licensee/lessee as used below is intended to be all inclusive and shall also include lessees or other names for contractors.

**Aircraft Sales**

**Aircraft Parts And Accessories Sales**

**Charter Operations:** Which includes, but is not limited to, passenger or air-taxi, freight, or delivery.

**Aircraft Rental**

**Flight Instruction Or Ground Schools**

**Aviation Maintenance:** Which shall include one or more of the following:

- a. Airframe overhaul and repair
- b. Engine overhaul, repair, and installation
- c. Instrument repair and installation
- d. Radio and electrical repair and installation
- e. Aircraft interior work
- f. Refinishing and painting
- g. Other specialties

**Line Services:** Which includes one or more of the following:

- a. Supplying fuel, oil, and other fluids
- b. Interior and exterior cleaning
- c. In-flight food service

**Aircraft Storage:** Inside and/or outside

**Airline Services:** Either by a certified airline or scheduled commuter of third level airline.

**Specialized Aeronautical Service:** Such as but not limited to: airfreight, photo work, agriculture spraying, banner towing, etc.

**Car Rental**

**Food And Beverage Service**

**Non-aeronautical Commercial Activity:** Any other wholesale, retail, or service business enterprise.

**15.07 Minimum Standards**

To qualify for a license or lease for the respective services mentioned in Section 15.03, the licensee/lessee shall, in addition to meeting all other requirements and qualifications set out in the

airport Rules and Regulations, meet the following minimum qualifications and remit the appropriate fees, if required.

**Aircraft Sales:** A licensee/lessee for aircraft sales shall provide adequate office space and an area on the Airport of sufficient size to permit the storage and/or display of all aircraft for sale or used in the aircraft sales business.

**Aircraft Parts Sales:** A licensee/lessee for parts and accessories sales shall provide an adequate sales room, storage facilities, and administrative office space for such operations.

**Charter Service Waiting Room:** A licensee/lessee for charter operations shall provide an adequate waiting room with telephone available to the public and rest room facilities. Space should also be adequate for administrative offices. At least one aircraft based on William R. Fairchild International Airport must be suitable for such operations. Charter licensee/lessees/leases will provide the Airport Manager with a monthly report on the number of passengers enplaned at William R. Fairchild International Airport.

**Aircraft Rental Offices:** A licensee/lessee for aircraft rental shall provide a room or other suitable space for flight planning. It shall be equipped with a bulletin board, facilities for flight planning, telephone, restrooms, administrative office space, and shall provide adequate aircraft storage and operating area.

**Flight Instruction:** A licensee/lessee for flight instruction shall provide the same facilities as for aircraft rental. If ground school is to be offered, a classroom shall be provided. Such licensee/lessee shall operate and have based on the Airport one or more aircraft suitable for flight instruction.

**Maintenance Shop Space:** A licensee/lessee for maintenance services shall provide a shop building of sufficient size to accommodate at least one twin-engine aircraft together with all tools and equipment. In addition, the licensee/lessee shall equip the shop with such tools, machinery, equipment, parts and supplies normally necessary to conduct a full-time business operation for the maintenance service being offered. Such a shop shall be staffed by mechanics and personnel who are qualified and competent, and who have all necessary FAA Certificates. This also will require each shop that is not an approved repair station to have at least one full-time mechanic with an inspection authorization.

**Line Services:** A licensee/lessee for line services shall provide and maintain all necessary pumps, tanks, and/or mobile fuel trucks, fueling islands and areas, ramps and other fueling facilities that may be necessary, provided, however, the licensee/lessee shall not place or maintain any fueling facility on the Airport, mobile or fixed, which is not previously approved by the Port of Port Angeles. The licensee/lessee shall not deliver fuel into any aircraft unless the fuel has been placed in a suitable approved filtration tank. There shall be no fueling direct from a common carrier transport truck into refueler without filtration. Licensee/lessee shall comply with the current FAR 139 fire regulations, uniform fire codes, and current FAA fueling rules and regulations. Licensee/lessee offering line services shall

maintain enough full time uniformed attendants on duty to service aircraft without unreasonable delay during normal times. If required by the Port of Port Angeles, the licensee/lessee shall offer night service by having an attendant available who will respond by a telephone call to a telephone number and any charges for this service shall be conspicuously posted at the facility. This information shall also be filed with the Airport Manager. The licensee/lessee shall, at all times, maintain an adequate supply of fuels, oils, and fluids normally called for on this Airport. If the licensee/lessee maintains a mobile fuel truck, they shall operate this truck only on the area leased by him/her and such other areas that the Airport Manager may designate from time to time. If any of this area is in the aircraft movement area, each truck shall be equipped with a two-way radio for communications with the UNICOM frequency. The licensee/lessee must have an area sufficient in size to accommodate the line services and flow of traffic in and out of the line services, parking of serviced aircraft, and aircraft to be serviced.

**Outside Aircraft Storage:** A lessee for outside aircraft storage must also include at least one other licensed service in addition to the qualifications therefor and shall have sufficient area to accommodate the aircraft to be stored. The area will be kept maintained or surfaced. Secure aircraft anchors will be provided. Current rates for this service will be filed with the Airport Manager. The Port of Port Angeles may retain the right to provide inside aircraft storage other than aircraft operated by the lessee.

**Airline Service:** A licensee/lessee shall provide at least the following:

- a. Fly published scheduled operations at published rates.
- b. Establish, staff, and operate an adequate facility at the airport that has:
  1. A ticket counter staffed in such a manner as to provide proper service before and after each flight.
  2. Reservation service, handled in such a way as to prevent over booking and provide interline reservations.
  3. Baggage handling service, including airline interchange.
  4. Passenger interchange service with other airlines operating at William R. Fairchild International Airport.
  5. Adequate passenger lounge area with access to restrooms and telephone.
- c. Monthly reports of operations at William R. Fairchild International Airport as to the number of landings, type aircraft, number of passengers enplaned, and pounds of freight.



**Specialized Aeronautical Services:** Any specialized services not covered in the above categories shall meet the requirements as prescribed by the Port of Port Angeles to conduct a safe and business like operation at the William R. Fairchild International Airport and shall provide liability insurance as required by the Port of Port Angeles.

**Car Rental Facilities:** A license or lease for car rental shall have adequate facilities for such services. License fees shall be set by the Port of Port Angeles.

**Food And Beverage Service:** A license or lease for food and beverage service shall have adequate facilities and meet all state and county laws pertaining to such facilities.

## 15.08 General Rules

The following general rules apply to all licensees/lessees:

**Authorized Operations Area:** No person authorized to operate or conduct any business activities on the Airport shall conduct any business or activity in any area except as specified by the Port of Port Angeles or in applicable lease or rental agreements.

**Business Personnel:** The licensee/lessee shall employ adequate and competent personnel. Personnel positions which require certification by the FAA will not be filled other than by individuals who have such certification which is both valid and current. The licensee/lessee shall ensure that personnel have received proper training for their duty assignments, including the operation of necessary equipment.

**Normal Working Hours:** Licensees/lessees shall be staffed and open for business during the normal business hours of each normal business day. Licensees/lessees will post their hours of operation conspicuously at their premises.

**Copies Of Appropriate Certificates And Permits:** Any operation that requires an FAA, City of Port Angeles, or other certificate will provide current copies to the Airport Manager.

**Business Name And Signs:** No licensee/lessee shall conduct business operations on the Airport under a business name the same as or deceptively similar to the business name of any licensee/lessee previously established on the Airport. Each licensee/lessee may be identified by a sign or signs at its facility on the Airport. All signs must be approved in writing by the Port of Port Angeles. Signs which are no longer appropriate, due to a change in service, product line, or other reason, shall be removed by the licensee/lessee.

**No Discrimination:** The licensee/lessee agrees that it will not discriminate in any respect against any person because of race, creed, color, sex, or national origin.

**No Discrimination In Service:** The licensee/lessee shall furnish all services authorized or licensed by the Port of Port Angeles on a fair, equal, and non-discriminatory basis to all users thereof, and shall charge fair, reasonable, and non-discriminatory prices for each unit

or service; provided that the licensee/lessee may make reasonable non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers, if permitted by law.

**Cooperation With Airport Management:** The licensee/lessee shall cooperate with the Port of Port Angeles in operation and control of the Airport. The licensee/lessee shall do all things reasonable to advance or promote the William R. Fairchild International Airport and aeronautical activities thereon, and to develop the Airport into an attractive, efficient, and modern Airport.

**Snow, Ice, And Weed Removal:** The licensee/lessee shall be responsible for the removal of snow, and ice, from all his/her leased areas and areas in which he/she is authorized to operate. The licensee/lessee shall keep leased areas, and areas in which he/she operates, free and clear of all weeds, rocks, debris, and other material which could cause damage to aircraft, buildings, persons, or property as the result of aircraft engine operation. The Port of Port Angeles may, at the request of the operator, and at the discretion of the Port of Port Angeles, assist the licensee/lessee in snow, ice, and weed removal, provided such operator shall assume the liability of the Port of Port Angeles' actions in this regard, and shall indemnify and hold the Port of Port Angeles, its officers, agents, and employees harmless from all liability in connection with all things done by the Port of Port Angeles pursuant hereto and in connection with such snow, ice, and weed removal.

**Monthly Reporting:** In addition to any other reports called for in these standards, licensee/lessee may be required to report monthly to the Airport Manager the dollar volume of business in each category they are licensed for. Those licensed for aircraft storage will also report the number of customers' aircraft stored. Licensees/lessees basing aircraft on the Airport and/or offering aircraft storage will file annually with the Airport Manager the following information on each aircraft: registration number, make and model, and the owner's name and address. Business reports required under this section are for the Port of Port Angeles' administrative use only in connection with these Rules and Regulations and will remain confidential. Reports will be filed on forms provided by the Port of Port Angeles.

**Inspection By The Port of Port Angeles:** To the extent necessary to protect the rights and interests of the Port of Port Angeles, or to investigate compliance with the terms of these Rules and Regulations, any employee of the Port of Port Angeles, Port of Port Angeles Attorney and any other agent of the Port of Port Angeles shall have the right to inspect, at all reasonable times, all Airport premises, together with all structures or improvements, and all aircraft, records and books, equipment, and all licenses and registrations.

## **15.09 Termination**

A license may be terminated by the Port of Port Angeles for any of the following:

**Making Assignment:** The making by the licensee/lessee of any general assignment for the benefit of creditors.

**Discontinuance Or Abandonment:** The abandonment or discontinuance of any permitted operation at the Airport by the licensee/lessee or the failure to conduct operations on a full time basis without the prior written approval of the Port of Port Angeles.

**Violation Of Rules:** A violation of these Rules and Regulations for the William R. Fairchild International Airport by the licensee/lessee or his/her employees.

**Violation Of Lease Terms:** A violation of any lease terms or development standards of the Port of Port Angeles.

**Violation Of Laws:** Any violation of the laws of the United States or any of its political subdivisions.

**False Information:** Any party who, in application for a lease or license at William R. Fairchild International Airport, has supplied the Port of Port Angeles with any false information or misrepresentation of any material fact to the Port of Port Angeles in the application, supporting documents, or in statements to or before the Port of Port Angeles, or failed to make full disclosure in the application, or supporting documents, or in statements to or before the Port of Port Angeles.

**In The Event Of Termination:** In the event of termination, the licensee/lessee shall cease and desist all operations under the license or licenses affected and such licenses shall be surrendered to the Airport Manager. Should the licensee/lessee fail to do this, the Port of Port Angeles shall have the right, at once, and without further notice to the licensee/lessee, to enter and take full possession of the space occupied by the licensee/lessee on the airport by force or otherwise, and with or without further legal process to expel, oust and remove any and all parties and any and all goods and chattels not belonging to the Port of Port Angeles that may be found within or upon the same at the expense of the licensee/lessee and without being liable to prosecution or to any claim for damages therefore. Upon such termination by the Port of Port Angeles, all rights, powers, and privileges of the licensee/lessee hereunder shall cease and the licensee/lessee shall immediately vacate any space occupied by him under the agreement or any lease or leases and shall make no claim of any kind whatsoever against the Port of Port Angeles, its agents, or representatives by reason of such termination or any act incident thereto.

In addition to all other rights and remedies provided in these rules, the Port of Port Angeles shall have any and all other remedies at law or without the necessity of posting bond in equity, including the equitable remedy of injunction, to enforce these Rules and Regulations.

## **15.10 Waiver of Minimum Standards Provisions**

The Port of Port Angeles may, in its discretion, waive all or any portion of the Commercial Operations Minimum Standards and rules and regulations for the benefit of any commercial airline, any government, governmental agency or department, or person performing nonprofit public services to the aircraft industry, or performing air search and rescue operations or performing fire prevention or fire fighting operations.

### **15.11 Port of Port Angeles Liability**

Nothing contained in these Rules and Regulations shall be construed as requiring the Port of Port Angeles to maintain, repair, restore, or replace any structure, improvement or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the Port of Port Angeles.

### **15.12 Business Tenants**

**Tenant Definition:** Such a tenant is any person leasing property on the Airport for an aircraft for his/her exclusive use and who is not a Licensed operator. Such a tenant may hangar his/her aircraft on their leased property, such property to be improved under the terms approved by the Port of Port Angeles.

**Work By Business Tenants:** A business tenant may perform services that he may choose to perform on his own aircraft with his own employees. He/she may not hire vendors of services, parts, or fuel from off airport premises to perform services on the Airport without specific written approval by the Port of Port Angeles.

**Reporting Requirements:** A tenant availing himself /herself of this section will file with the Airport Manager an annual report of all employees' names and the employer's federal registration number.

**Security Background Checks:** Security background checks, in accordance with CFR Title 49, Part 1542, shall be conducted on all employees requiring access to the Critical Air Operations Area. The background check shall be provided to the Airport Manager and approved prior to employees' access to the Critical Air Operations Area. The Airport Manager shall be informed by the licensee/lessee within twenty four hours of any employees having security clearance that no longer work for the licensee.

### **15.13 Government Agreements**

During time of war or national emergency, the Port of Port Angeles shall have the right to lease the Airport, or the landing area, or any part thereof, to the United States Government for military use, and any license or authority granted under these rules and any lease or agreement executed pursuant thereto, shall be subject to such Government lease and the provisions of the

Government lease shall control insofar as they are inconsistent with the said operator's agreement, lease or authority.

Any license, authority, lease, or agreement entered into pursuant to these regulations shall be subject and subordinate to the provisions of any existing or future agreement between the Port of Port Angeles and the United States, relative to the operation or the maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport.

#### **15.14 Master Plan and Airport Layout Plan**

The Port of Port Angeles reserves the right to alter the Master Plan, Airport Layout Plan, and designate as common use areas such portions of any leased area or areas used by any licensed operator or other person licensed to do business on William R. Fairchild International Airport as shall be necessary for the development of the Airport or for the flow of aircraft traffic to other areas on the Airport. Leases will be adjusted for such changes.

**APPENDIX A: DIAGRAM OF ULTRALIGHT PATTERN**

