



Big Bear Airport District  
501 Valley Blvd  
Big Bear, California 92314  
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# Rules and Regulations

## FIFTH DRAFT FOR DISCUSSION PURPOSES ONLY

Big Bear Airport District

*Big Bear City Airport (L35)*

May 18, 2017



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## GENERAL PROVISIONS

### 1. GENERAL PROVISIONS

#### 1.1. Purpose

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

The General Provisions set forth in this section are common to all Airport Primary Management and Compliance Documents (PMCDs) and are incorporated into each PMCD by reference.

#### 1.2. Definitions

The terms defined in Section 9 of these Rules and Regulations and identified by use of a capital letter, whenever used in the PMCDs, shall be construed as defined therein unless (from the context) a different meaning is intended or unless a different meaning is specifically defined.

Words or phrases that are not defined shall be construed consistent with common meaning or as generally understood throughout the aviation industry.

#### 1.3. Governing Body

The Airport is owned, governed, and operated by the Big Bear Airport District (District) and governed by and through the District's Board of Directors (Board). The District is a public agency established and existing under the provisions of the California Airport District Act and is governed in accordance with the California State Public Utilities Code (PUC) 22001 et seq.

The authority to: (a) lease Airport land and/or Improvements, (b) allow the occupancy and/or development of Airport land or Improvements, (c) grant the right to engage in any activity at the Airport, and (d) implement, supplement, amend, modify, approve, or adopt any Agreement, policy, standard, rule, regulation, or directive, including the PMCDs, is expressly reserved to the District by and through the Board.

#### 1.4. Authority to Adopt

The authority to adopt any policy, standard, rule, regulation, or directive, including the PMCDs, is delegated to the District by the State of California, through California PUC Section 21001 et seq., otherwise known as the State Aeronautics Act, and the California Code of Regulations (CCR), Title 21, Sections 3525-3560, Airports and Heliports. The District may pursue all civil and criminal remedies for violations of the PMCDs.

#### 1.5. District Mission Statement

The Big Bear Airport District serves the Big Bear Valley by providing a safe, efficient, and superior venue for aviation operations.



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### **1.6. Statement of Policy**

It is the desire of the District 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 General Aviation products, services, and facilities desired by the public.

For situations not specifically addressed in the PMCDs, the District 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.

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.

### **1.7. Non-Discrimination**

No person, in the use of the Airport's land and Improvements, shall discriminate against any person or class of persons by reason of race, color, religion, sex, national origin, age, or disability in providing any products or services or in the use of any of the Airport's land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

### **1.8. Airport Management**

The Airport's General Manager is responsible for the planning, development, operation, administration, management, maintenance, and security of the Airport and all District owned and operated land, Improvements, facilities, Vehicles, and equipment associated with the Airport.

The Board has authorized the General Manager to: (a) interpret, administer, and enforce Agreements and the PMCDs, (b) allow, where and when appropriate, temporary, short-term occupancy or use of Airport land or Improvements, and (c) obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to the District. All inquiries regarding the PMCDs and/or compliance therewith shall be directed to the General Manager.

During an emergency, the General Manager is empowered to issue such directives and to take such action that, within General Manager's discretion and judgment, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the public. Such directives and actions of the General Manager shall have the force of a rule and regulation so long as the emergency exists.

### **1.9. Effective Date**

The PMCDs shall be in effect and shall remain in effect from the date of adoption by the District, unless repealed by the District.





### **1.10. Compliance with Legal Requirements and Agreements**

All entities leasing, occupying, and/or developing Airport land and/or Improvements and/or engaging in an Aeronautical 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 PMCDs. Compliance with the PMCDs shall not excuse any responsibility or obligation an entity may have to the District under any existing Agreement.

### **1.11. Conflicting Legal Requirements and Agreements**

If any provision of the PMCDs is found to be in conflict with any other District policy, standard, rule, regulation, or directive; any provision of any applicable Legal Requirement; or any provision of an Agreement (if provided for in the Agreement), the provision that establishes the higher or stricter standard shall prevail.

### **1.12. 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 for Compensation and further provided that such right is conditioned upon compliance with the PMCDs 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 at the Airport by those Operators authorized to engage in such Commercial Aeronautical Activities at the Airport.

An Operator may restrict the use of its exclusive Leased Premises for Self-Service activities.

Note: This Section does not apply to persons utilizing a Commercial self-serve fueling facility as provided for in Section 6.2.

### **1.13. Prohibited Activities**

Through-the-Fence activities and Co-Op Fueling are prohibited at the Airport.

### **1.14. Fines or Penalties**

Entities shall have the responsibility to pay any fine or penalty levied against entity, the District, or the District, individually or collectively, as a result of entity's failure to comply with any applicable Legal Requirement. If the fine or penalty is contested, entity shall pay the fine or penalty if upheld by the Agency having jurisdiction.

### **1.15. Severability**

It is declared to be the intention of the District that the sections, paragraphs, sentences, clauses, and phrases of these PMCDs are severable, and if any phrase, clause, sentence,



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paragraph, or section shall be declared invalid or unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of these PMCDs.

### ***1.16. Subordination***

The PMCDs are subject and subordinate to the provisions of any agreement between the District and the State of California or the United States Government pertaining to the planning, development, operation, and management of the Airport.

The District recognizes the jurisdiction of the federal government, delegated to the FAA, concerning the licensing and regulation of pilots and Aircraft; and concerning the navigable airspace. The PMCDs are not intended to assert jurisdiction by the District over matters under the exclusive jurisdiction of the federal government, and the provisions of the PMCDs shall be interpreted consistent with this purpose.

### ***1.17. 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 District and any notice or communication required or permitted to be given or filed with any existing or prospective Operator, Lessee, or Sublessee pursuant to the PMCDs shall be in writing, signed by the party giving such notice, and shall be sent by overnight courier, United States certified mail, facsimile (confirmed by dated return signature), 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 District 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 District of a change of address within 14 calendar days.

### ***1.18. Amendments***

The PMCDs may be supplemented, amended, or modified from time to time and in such a manner and to such extent as deemed appropriate or necessary by the District. The District may provide for public notification of pending supplements, amendments, or modifications to the PMCDs in order to provide the opportunity for public comment. The District may issue emergency policies, standards, rules, regulations, or directives from time to time.

### ***1.19. Variance or Exemption***

The District may, but is not obligated to, approve variances or exemptions to the PMCDs when special conditions or unique circumstances exist. Requests for variance or exemption shall be submitted in writing to the Board for approval.

### ***1.20. Enforcement***

The General Manager is empowered by the District to require compliance with and enforce the PMCDs.





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The Big Bear Fire Department (Fire Department) is authorized to enforce all fire and Hazardous Materials related Legal Requirements (within jurisdiction).

The San Bernardino County Sheriff's Department (Sheriff's Department) and Law Enforcement Officers are authorized to enforce all Legal Requirements (within jurisdiction).

Violation of the PMCDs, applicable Legal Requirements, and directives issued by the District, General Manager, Fire Department, Sheriff's Department, or Law Enforcement Officers jeopardizing the safety or security of entities utilizing the Airport or the land and/or Improvements located at the Airport may result in suspension, revocation, and/or prohibition of access or use privileges, engaging in activities, use of the Airport; termination of an Agreement(s); and/or prosecution under the applicable Legal Requirements.

Representatives of the District, as designated by the General Manager, shall enforce these Rules and Regulations. Any person or entity who violates these Rules and Regulations may be cited, removed from the Airport, denied use of the Airport, and/or prevented from engaging in Activities at the Airport and shall be subject to all legal, equitable, statutory, and common law rights and remedies available to the District.

### ***1.21. Rights and Privileges Reserved***

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

In addition to the following rights and privileges, the District reserves the rights and privileges outlined under federal and/or state Airport Sponsor Assurances as such rights and privileges may be amended from time to time.

- Nothing contained within the PMCDs shall be construed to limit the use of any area of the Airport by the District (and its representatives, officers, officials, employees, agents, and volunteers) or to prevent any FAA, Department of Homeland Security, Transportation Security Administration, Sheriff's Department, Law Enforcement Officer, or Fire Department personnel from acting in official capacities.
- The District reserves the right for the use of the Airport by others pursuant to applicable Legal Requirements pertaining to the Airport and such use.
- The District reserves the right to designate specific Airport areas for activities in accordance with the currently adopted Airport Layout Plan (ALP), as may be amended from time to time. Such designation shall give consideration to the nature and extent of current and/or future activities and the land and/or Improvements that may be available and/or used for specific activities and shall be consistent with the safe, secure, orderly, and efficient use of the Airport.
- It is the policy of the District that any occupancy, use, and/or development (construction or modification) of land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, secure, orderly, or efficient use of the Airport. Nothing contained in the PMCDs shall require or obligate the District to



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apply to the FAA for approval of the revision of the ALP on behalf of a current or prospective Operator, Lessee, Sublessee, or user of the Airport.

- The District reserves the right to develop and make any Improvement and/or repair at the Airport that it deems necessary. The District shall not be obligated to reimburse or compensate any Operator, Lessee, Sublessee, or other entity for any cost and/or expense incurred, loss of revenue, or inconvenience that may result from such development, improvement, and/or repair.
- The District (and its representatives, officers, officials, employees, agents, and volunteers) shall not be responsible for loss, injury, or damage to persons or Property at the Airport related in any way to any natural disaster or illegal activity.
- During time of war or national emergency, the District shall have the right to enter into an agreement with the United States Government for military use of part or all of the landing area, the publicly owned air navigation facilities, and/or other land and Improvements of the Airport. If any such agreement is executed, any agreement, insofar as it is inconsistent with the agreement between the District and the United States Government, shall be suspended, without any liability on the part of the District.
- The District reserves the right to permit the use of the Airport and its facilities by federal, state and local Agencies and their vendors/contractors for emergency response purposes including, but not limited to, natural disasters, forest fires, and/or other events that endanger lives and property.
- The District reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the District and the Airport to protect:
  - the aerial approaches of the Airport against obstruction or to prevent a person from erecting or permitting to be erected any facility or other structure which might limit the usefulness of the Airport or constitute a hazard to Aircraft.
  - the safety and security of the people who work at and/or use the Airport, and maintaining the integrity of the District's mission, vision, values, goals, and objectives for the District and the Airport.
- The District will not waive any sovereign, governmental, or other immunity to which the District may be entitled nor shall any provision of any Agreement be so construed.
- The District will not submit to the laws of any state other than those of the State of California.

The District is under no obligation to provide financing and/or make any improvements to Airport land and/or Improvements to facilitate any development or consummate any Agreement proposed by a current or prospective Operator, Lessee, or Sublessee. In addition, the District is under no obligation to: (a) pursue federal, state, or other available funds to contribute to such development or (b) provide matching funds to secure such funding.



## GENERAL RULES AND REGULATIONS

### 2. GENERAL RULES AND REGULATIONS

#### 2.1. *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 General Manager. Any person accessing or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to or use of the Airport, whether directly or indirectly, express or implied. All actions shall be in full and complete compliance with these Rules and Regulations and applicable PMCDs.

Any person accessing or using the Airport shall indemnify, defend, and hold harmless the District, its officers, employees, and agents (District Indemnitees), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees for counsel acceptable to District and costs of litigation (Claims), arising out of the person's activities at and use of the Airport under these Rules and Regulations including the District's active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the District. In the event the District Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from the person's activities at and use of the Airport, the person shall provide a defense to the District Indemnitees or at the District's option reimburse the District Indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such Claims.

#### 2.2. *Restricted Areas*

Access to the Restricted Areas (or designated parts thereof) delineated in Appendix X.X. is limited to persons authorized by the General Manager or under appropriate supervision or escort by a person with escort privileges.

#### [DEVELOP RESTRICTED AREA / MOVEMENT/NON-MOVEMENT AREA MAP EXHIBIT]

#### 2.3. *Airport Access Media*

Persons requiring unescorted access media for entry to the Air Operations Area (AOA) shall complete and submit an Airport Access Media Application to Airport Management for approval. Persons desiring Airport Access Media shall successfully complete all District established training program(s) (if applicable) and comply with all Access Media requirements.

Prior to accessing or entering the AOA, persons shall possess approved Access Media or be escorted by a person in possession of approved Access Media.

An Operator, Lessee, or Sublessee requesting the issuance of Access Media to an employee or authorized individual shall provide an authorization signature on the Airport Access Media Application for that individual.



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All applicable fees as established and assessed by the District must be paid in advance by persons seeking to obtain or renew Access Media.

Any person who allows unauthorized use of an Access Media or permits unauthorized access to the AOA or other restricted areas of the Airport may lose access privileges after one warning by the General Manager.

### **2.4. Security**

The District has the overall responsibility for security of the Airport. Operators, Lessees, or Sublessees are responsible for the security of entity's Leased Premises and shall comply with the District's security requirements and/or best practices. Security gates that provide access to the AOA shall remain closed, locked, and secured except when actually in use.

The General Manager or designee may close or otherwise restrict Vehicle and/or pedestrian access to any area of the Airport when safety or security considerations dictate.

Tampering with, interfering with, or disabling the lock or closing mechanism, or breaching any other security device is prohibited unless authorized by the District. Persons who have been provided an access code or device for access to the AOA or Restricted Area shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized by the General Manager or designee.

### **2.5. Commercial Activities**

Any entity desirous of engaging in a Commercial Aeronautical Activity (Applicant) shall complete all relevant and applicable sections of the General Aviation Operator and Lessee Application (Application) and obtain a Commercial Operator Permit from the District prior to engaging in the desired Activity. The Permit process is described in Section 12 of the General Aviation Minimum Standards (Minimum Standards). Any entity engaging in Commercial Aeronautical Activities shall comply with the Minimum Standards.

Any entity basing an Aircraft at the Airport shall not permit said Aircraft to be used for Commercial Aeronautical Activities unless expressly authorized by Agreement. Notwithstanding the foregoing, such 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.

Any entity desiring to engage in Commercial photography or filming at the Airport shall complete and submit a Commercial Photography/Filming Permit Application Form to Airport Management along with payment of all District fees and proof of payment from any other Agency having jurisdiction. The entity shall receive a signed and approved Commercial Photography/Filming Permit from the General Manager prior to conducting photography/filming activities. Permittee shall remain clear of Airport operations, Aircraft, active Taxiways, Runway, and other areas designated by Airport Management.





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### 2.6. *Accidents*

Any person involved in or witnessing an Accident resulting in any injury or death to a person(s) or damage to Property shall immediately call "911" and the Airport Office at (909) 547-0118. Damage to property shall be immediately reported to Airport Personnel. If reasonably able to do so, such person shall remain at the scene and respond to the inquiries of (and provide the information requested by) the General Manager or designee, Sheriff's Department, Law Enforcement Officers, Fire Department, and/or investigative personnel.

- No person shall tamper with an Accident scene or fail to comply with any directive issued by the General Manager, the Sheriff's Department, Law Enforcement Officers, the Fire Department, or any other Agency having jurisdiction over the Accident scene.
- Unauthorized entry to the AOA to gain access to an Accident scene is prohibited.

### 2.7. *Signage and Advertisements*

The posting of signage on Airport property requires prior written Consent of the District.

- Commercial signage must be consistent with applicable District Policies and Legal Requirements.
- Advertisements, notices, circulars, and/or handbills may not be posted, displayed, or distributed without the prior written Consent of the District.
- The posting of advertisements on District property shall conform with established District Policies.
- The General Manager has the right to remove or relocate any such sign, advertisement, notice, circular, and/or handbill posted, displayed, or distributed at the Airport.

### 2.8. *General Conduct*

No person shall use or otherwise conduct themselves in any area of the Airport in any manner contrary to the directions posted in or for that area. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property is prohibited.

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

Smoking or carrying lighted cigars, cigarettes, or pipes in any public use area of the Airport, except in areas specifically designated by the General Manager and posted as public smoking areas, is prohibited.

Smoking is prohibited in the Terminal Building 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 fireproof waste receptacles.



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Starting, moving, using, or interfering with the safe operation of any Aircraft, Vehicle, or equipment without the permission of the owner is prohibited. The General Manager or designee reserves the right to move any Aircraft, Vehicle or equipment as appropriate for safety purposes or to facilitate movement or parking of Aircraft.

No person shall engage in activities that are disruptive and/or that create a hazard or risk of injury or death or damage to Property. The Airport shall not be used for any improper, objectionable, or illegal purposes.

No person shall loiter in the Public Areas of the Terminal Building including the adjacent Landside areas.

Camping or staying overnight at the Airport is only permitted in designated areas and shall be subject to rules and regulations as may be established by the District for such use.

Leased Premises are expressly for the conduct of the Lessee's or Sublessee's activities. Unauthorized persons shall not make use of the Leased Premises without permission of the Lessee or Sublessee. Unauthorized uses of the Leased Premises must receive written Consent of the General Manager.

### **2.9. *Abandoned or Lost Property***

Property shall not be Abandoned at the Airport. Abandoned or lost Property found in Public Areas shall be reported or turned in to the District.

- Disposition of Abandoned or Lost Property shall be done in accordance with Legal Requirements including the California Business and Professions Code, Vehicle Code, and Civil Code as applicable and as may be amended from time to time.

No provision in this Section shall be construed to deny the right of Lessees or Sublessees to maintain a lost and found service for Property found on Leased Premises.

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

No person shall travel at the Airport other than on the roadways, walkways, or other areas provided or designated for a specific type or class of traffic and no person shall occupy the roadways or walkways in such a manner as to hinder or obstruct proper use.

### **2.11. *Animals***

No person shall bring animals except for domestic pets, special assistance animals, or animals used for law enforcement purposes in Public Areas, unless destined for air transport and restrained by a leash, container, or crate.

- Domestic pets may be at the Airport only if kept on a leash or inside Operator's, Lessee's, Sublessee's, or user's facilities, Aircraft, or Vehicles.

No person, except those authorized by the District, shall intentionally hunt, pursue, trap, catch, injure, or kill any animal at the Airport. No person shall feed or perform any other act to encourage the congregation of animals on any portion of the Airport.





## GENERAL RULES AND REGULATIONS

### **2.12. Weapons and Explosives**

Weapons (including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives may only be carried (possessed) in accordance with applicable Legal Requirements, by Sheriff's Department, Law Enforcement Officers, or members of the armed forces of the United States or the State of California on official duty and those other individuals with prior written permission from the General Manager.

- Weapons stored in locked containers (and not immediately accessible) for the purposes of shipping for legal uses is permitted.

Discharge of any Weapon is prohibited, except in the performance of official duties, the lawful defense of persons or Property, or by authorized personnel for purposes of wildlife management. No person shall possess or ignite Class C explosives (e.g., fireworks, firecrackers, etc.) with exception of explosives that may be used by authorized personnel for purposes of wildlife management or during approved special events.

### **2.13. Alcoholic Beverages**

Alcoholic beverages may only be consumed in accordance with applicable Legal Requirements. The District reserves the right to exclude or expel any person who, in the judgment of a Sheriff's Department or Law Enforcement Officer, is intoxicated or under the influence of alcoholic beverages or drugs. District reserves the right to restrict the consumption of alcoholic beverages at the Airport.

### **2.14. 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 General Manager.

### **2.15. Trash Receptacles**

Trash of any kind shall not be placed, discharged, or deposited at the Airport except in properly designated trash receptacles. Trash receptacles shall be kept clean and emptied on a regular basis to prevent overflowing.

- Exterior trash receptacles shall be equipped with securely fastened lids.
- Trash shall not be brought to or burned on Airport property.
- Bear-proof fasteners must be latched after using trash receptacles. Trash receptacles are for hangar/aviation trash, not construction debris.

### **2.16. Recycling**

Lessees and Sublessees 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.

- Exterior waste recycling containers shall be equipped with securely fastened lids.
- Recyclable materials shall not be brought to or burned on Airport property.



## GENERAL RULES AND REGULATIONS

### **2.17. Fire and Flammable Materials**

Operators, Lessees, and Sublessees shall comply with practices recommended by the National Fire Protection Association (NFPA) and all fire codes, regulations, or directives issued by the Fire Department and/or the General Manager.

In no event shall smoking 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 Consent of Airport Management .

- This excludes open flames utilized by Operators, Lessees, or Sublessees in the performance of Aircraft Maintenance.

Any 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 General Manager 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 compliance with applicable 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 Pamphlet No. 30 (Flammable and Combustible Liquids Code), NFPA Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and NFPA Pamphlet No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

### **2.18. 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 and proper permits must be obtained from the Agency having jurisdiction over such materials, copies must be maintained on file for review by the District, and prior notification must be given to the District.



## GENERAL RULES AND REGULATIONS

If any Operator, Lessee, Sublessee, Permittee or other 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), 42 U.S.C. § 11001, et seq., such entity shall be responsible for any reporting obligations under EPCRA. The District will not be responsible for compliance with any EPCRA requirements, except to the extent the District 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) (previously known as Material Safety Data Sheets) 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 District 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 an approved SPCC Plan) to the District and the Fire Department.

Hazardous Materials and Hazardous Materials 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 District's Storm Water Pollution Prevention Plan (SWPPP), the District'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.

### **2.19. 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 Material) 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 General Manager, and assumption of the risk and expense of cleanup and mitigation efforts.



## GENERAL RULES AND REGULATIONS

In the event the General Manager 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 General Manager may take action as necessary to control and/or clean up the site at the risk, cost, and expense of the responsible party, without liability to the District.

**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., Runway, 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 General Manager 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 District.

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

- 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 District.
- Provide a written summary of the spill to the District 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 of 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 District within 5 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





## GENERAL RULES AND REGULATIONS

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).

### **2.20. *Painting***

Doping, painting, or paint stripping shall only be performed in specifically approved areas and facilities in accordance with the practices recommended by the NFPA and in full compliance with the District's SWPPP, the District's SPCC Plan, the General Manager's directives, and in compliance with all applicable Legal Requirements.

### **2.21. *Emergency Conditions***

Emergency conditions shall not mitigate or cancel these Rules and Regulations. Permits issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been fully and completely resolved and normal operations have resumed.

Emergency directives or procedures may be issued at the discretion of the General Manager who shall determine when normal operations may resume.

### **2.22. *Special Events***

Any entity desiring to conduct a Special Event at the Airport shall complete and submit the Special Event Permit Application Form as well as any required insurance documents to the General Manager along with prior payment of all applicable fees paid to the District and any other Agency having jurisdiction. The entity shall receive a signed and approved Special Event Permit from the General Manager prior to conducting the Special Event. Special event attendees shall remain clear of Airport operations, Aircraft, active Taxiways, Runway, and other areas designated by the General Manager.

### **2.23. *Safety Management System***

Operators, Lessees, or Sublessees engaged in any activity at the Airport, whether using or occupying Airport land and/or Improvements or otherwise, shall adhere to the practices recommended by the Federal Aviation Administration (FAA) and shall comply with all Safety Management Systems (SMS) regulations, or directives issued by the District.

### **2.24. *Skydive/Parachute Jumping***

No person shall Skydive/Parachute jump onto the Airport without Consent of the General Manager. Skydive/Parachute landings shall only occur at a District approved and designated Drop Zone. Skydive/Parachute operations shall be conducted in conformance with AC 105-2E and the most current version of the Skydiver's Information Manual published by the United States Parachute Association (USPA).



## AIRCRAFT RULES AND REGULATIONS

### 3. AIRCRAFT RULES AND REGULATIONS

#### 3.1. Legal Requirements

Aeronautical Activities shall conform to 14 Code of Federal Regulations (CFR), these Rules and Regulations, and the directives of the General Manager.

#### 3.2. Non-Airworthy / Non-Operational 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. Non-airworthy / non-operational Aircraft may undergo long-term major renovation or restoration as long as the Aircraft is stored in a Hangar approved for Aircraft Maintenance or as otherwise previously authorized in writing by the General Manager.

- Aircraft Owner or Aircraft Operator shall remove non-airworthy / non-operational Aircraft from the Airport within 90 days of becoming non-airworthy unless otherwise previously authorized in writing by the General Manager.
- Aircraft Owner or Aircraft Operator shall either remove non-airworthy / non-operational Aircraft from the Airport or provide evidence of airworthiness within 30 days of written notification from or on behalf of the District.
- If Aircraft Owner or Aircraft Operator is unknown or cannot be located, the General Manager or designee shall conspicuously post and affix such written notice to the Aircraft.

#### 3.3. Disabled and Abandoned Aircraft

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 General Manager, FAA, National Transportation Safety Board (NTSB), or Agency having jurisdiction.

Abandoning an Aircraft on the Airport is prohibited. An Aircraft shall be considered Abandoned if the Aircraft Owner or Aircraft Operator (1) has not paid in full applicable rents or fees to the District or an authorized Fixed Based Operator (FBO) or Specialized Aviation Service Operator (SASO) for a period greater than 90 calendar days, (2) has not responded to written notification from or on behalf of the District, by certified or registered mail, and/or (3) Aircraft does not have a current and valid registration with the FAA (or similar agency of a foreign country).

In the event the District determines the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling to remove a non-airworthy, disabled, or Abandoned Aircraft in a timely manner (at Aircraft Operator's risk, cost, and expense), the Aircraft may be impounded by the District at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability to the District.

- Once an Aircraft is impounded by the District, the District shall charge reasonable impoundment fees as specified in the District's Master Rents and Fees Schedule.





## AIRCRAFT RULES AND REGULATIONS

The District shall publish a notice of intent to remove the Aircraft in the legal organ of the county in which the Aircraft Owner or Aircraft Operator was last known to reside/exist, and if such location is unknown, then in the legal organ of the County of San Bernardino, California.

- The Aircraft Owner or Aircraft Operator may claim the Aircraft by responding to the District in writing, paying the impoundment fees in full, and promptly removing the Aircraft from the Airport.
- If the Aircraft is not claimed by the Aircraft Owner or Aircraft Operator, the District shall dispose of Abandoned Aircraft in accordance with Legal Requirements.
- The District shall retain any surplus arising from the sale of the Aircraft after expenses incurred by the District in connection with the Aircraft have been paid.
- The District may assess and recover from the Aircraft Owner or Aircraft Operator all applicable rents and fees, impoundment charges, and other related expenses including reasonable attorney fees incurred by the District in connection the enforcement of these provisions.

### **3.4. Based Aircraft Registration**

Based Aircraft must be registered with the District. Registration information shall include the following:

- Aircraft make, model, registration number.
- Aircraft Owner's and Aircraft Operator's (if different) name, address, and phone number.
- If more than one person or entity owns and/or operates the Aircraft, the name, address, and phone number of all Owners and Operators shall be provided.
- A Certificate of Insurance identifying the applicable insurance coverages and amounts required by the District.
  - Aircraft Owner and/or Aircraft Operator shall procure, maintain, and pay all premiums and carry and keep policy in full force and effect throughout the registration period for the applicable insurance coverages.
  - Coverage shall not be suspended, voided, or canceled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice, 14 calendar days prior written notice for cancelation for non-payment of premium, by certified mail, return receipt requested, has been given to District
  - The insurance company or companies underwriting the required policy shall be authorized to write such insurance in the State of California (with a Best rating of A or above).
  - The District reserves the right to require more or different types of insurance coverage based on entity's individual risks or exposures.

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



## AIRCRAFT RULES AND REGULATIONS

### **3.5. Hours of Operation**

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

### **3.6. Accidents and Incidents**

Aircraft Operators involved in an Aircraft Accident or Aircraft Incident shall make a full and complete report to the General Manager or designee and appropriate Agencies in a timely manner, complete any additional required forms and/or reports, and comply with NTSB Regulations Part 830. Airport Personnel shall complete a District incident/accident report form which may be provided to the FAA and other Agencies, upon request

- The report to District shall include copies of any forms, reports, and/or documentation provided to the NTSB, FAA, or other Agencies having jurisdiction.

Aircraft involved in an Accident may not be removed from the scene of the Accident until authorized by the General Manager, the FAA, NTSB, or other Agencies having jurisdiction, as applicable. Once authorization to remove the Aircraft has been issued, the Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of the Aircraft (and any parts) to a designated area and the clean-up, repair, and restoration of any damage caused to Airport facilities and any costs associated therewith. If the owner/operator is unable to remove the Aircraft, the District may assist in the removal of the Aircraft without liability to the District.

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

The General Manager shall have the right at any time to close or restrict use the Airport or any portion thereof to Aircraft operations (except for an emergency operation), or deny the use of the Airport to any entity when the General Manager considers such actions to be necessary and desirable in the interest of safety or security.

- The General Manager or the FAA may issue or cancel a NOTAM to close or open the Airport (or any portion thereof) or to restrict or terminate any activity at the Airport.
- Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, cost, loss of revenue, or damage which may be incurred by any entity.

### **3.8. Maintenance**

Aircraft Maintenance, including Aircraft painting or paint stripping, may only be performed within Hangars, buildings or those areas specifically designated by the District and shall be limited solely to that specifically permitted by the type rating established by Building and Fire Codes.



## AIRCRAFT RULES AND REGULATIONS

### **3.9. Cleaning**

Aircraft cleaning shall only be performed in full and complete compliance with the Airport's SWPPP. Aircraft cleaning, that creates runoff, occurring in locations other than at an approved Aircraft wash rack is prohibited.

- When non-biodegradable soap, solvents, and/or degreasers are used for Aircraft cleaning, these substances shall be disposed of in accordance with Legal Requirements.
- Aircraft, Aircraft engines, and/or parts may be dry washed without approval by the General Manager.

### **3.10. Deicing**

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

### **3.11. Engine Operation**

In conformance with the District's voluntary curfew program, Aircraft engine Runups are not permitted between the hours of 9:00 p.m. and 7:00 a.m. except for Runups required in preparation for Aircraft departure or conducted in approved maintenance Runup facilities. Engine Runups are prohibited in Non-Movement Areas.

- Aircraft engines shall not be started within any structure.
- Aircraft controls shall be attended while Aircraft engine(s) are operating.
- Propeller, engine, and exhaust noises shall be kept to a minimum.

Any person operating an Aircraft engine in an area which is accessible to the public shall alert and take precautions to protect the public from potential hazards resulting from such operations. Starting an Aircraft engine when flammable liquid is on the ground in the immediate vicinity of the Aircraft is prohibited.

### **3.12. Parking and Storage**

Aircraft shall be parked in such a manner as to be completely contained within the parking or Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, equipment, gates, or Fuel storage facilities.

Unless utilizing the Leased Premises of a Lessee or Sublessee or otherwise provided in an Agreement, no person shall use any area for the parking, staging, and storage of Aircraft, without prior Consent of the General Manager or designee.



## AIRCRAFT RULES AND REGULATIONS

- In the event a person uses any area for Aircraft parking, staging, or storage without first obtaining the prior Consent of the General Manager or designee, the General Manager may remove and store the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the District.

Aircraft Operators shall ensure Aircraft are properly secured, as set forth in Advisory Circular (AC) 20-35C, when parked and/or stored.

- Moored lighter-than-air Aircraft shall have at least one person monitoring the safety of the mooring for the duration of the mooring.

Upon request of the General Manager or designee for the purpose of safe, orderly, and efficient operation and use of the Airport, the Aircraft Owner or Aircraft Operator shall move the Aircraft to a location and/or position identified by Airport Personnel. In the event the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling, the General Manager or designee may move the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the District.

### **3.13. 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 General Manager. Security measures shall not hinder, delay, or prevent relocation or removal of Aircraft at the direction of the General Manager.

- 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.

### **3.14. Operations**

Operating an Aircraft in a careless, negligent, or reckless manner which endangers or is likely to endanger persons or Property is prohibited. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by Consent of the General Manager or NOTAM.

Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or if low intensity (less than 50 KW output), is within 100 feet of another Aircraft, an Aircraft Refueling Vehicle, or a Fuel storage facility.

- Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an Aircraft is inside a Hangar.

The starting, positioning, or taxiing of Aircraft shall be done in such a manner so as to avoid generating propeller or engine blast which may endanger persons or damage Property. It may be necessary to tow the Aircraft to a location or position at the Airport where the propeller or engine blast will not endanger persons or damage Property when the engines are started or operated.



## AIRCRAFT RULES AND REGULATIONS

Aircraft shall not land, takeoff, taxi, park, or be staged in any area that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the Aircraft or on any closed Runway or Taxiway unless approved in advance by the General Manager.

- It shall be the Aircraft Operator's responsibility to repair any damage caused by excessive weight and/or other operations.

### **3.15. 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 or Property.

- Aircraft shall not be taxied into, out of, or within any structure.

Aircraft being taxied shall have a person at the controls of the Aircraft who shall monitor the Unicom frequency in use at the Airport if the Aircraft is equipped with a radio and the radio is functional.

Taxiing Aircraft shall yield the right-of-way to Emergency Vehicles, equipment, or arriving and departing Aircraft. Aircraft shall not be taxied 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 areas normally used for operation of Aircraft unless prior Consent has been provided by the General Manager or designee.

### **3.16. Rotorcraft Operations**

Rotorcraft shall park or operate only in Movement Areas, Aircraft parking areas, or areas designated for rotorcraft operations. 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 an exception may be provided by the General Manager or his designee for emergency operations.

### **3.17. Balloon Operations**

Prior to entering the AOA, all balloon operators shall register the intended flight with General Manager and be familiar with the Airport. Use of a handheld transceiver radio monitoring the Unicom frequency is encouraged. A Balloon shall only be inflated and launched from approved areas of the Airport. During balloon inflation, care shall be taken to avoid blocking roadways, Taxiways or interfering with Airport operations. Landing a balloon on the Runway is prohibited except in the event of an emergency.

### **3.18. Noise Abatement Procedures**

Consistent with the Aircraft Operator's responsibility for complying with 14 CFR, 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.





## AIRCRAFT RULES AND REGULATIONS

Whenever safely possible, aircraft operators will conform with the District recommended noise abatement procedures and voluntary curfew established for the Airport.

### **3.19. Restricted Activities**

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

- 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 General Manager.
- Use of lighter-than-air Aircraft – the landing or taking off of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft which utilize gasses or hot air to provide lift.
- Banner or glider towing – the landing or takeoff of Aircraft which tow banners, gliders, or other devices.
- Skydiving or parachuting.
- Powered parachute/paraglider operations.
- Operation of model Aircraft
- Operators of unmanned aerial vehicle (UAV), or unmanned Aircraft system (UAS) 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 General Manager to fly UAV or UAS Aircraft within protected airspace.
- 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 Material shall comply with regulations established in 49 CFR Parts 100-199 and Legal Requirements governing such shipments. Hazmat and Fire Department 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.





## AIRCRAFT RULES AND REGULATIONS

### 3.20. Fees

Aircraft shall not land or takeoff unless the Aircraft Owner or Aircraft Operator has paid the fees which may be established and assessed by the District and set forth in the District's Master Rents and Fees Schedule.

- Aircraft that may be exempt from District 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 District shall, in accordance with applicable Legal Requirements, have the authority to detain any Aircraft for non-payment of any fees.



## VEHICLE RULES AND REGULATIONS

### 4. VEHICLE RULES AND REGULATIONS

#### 4.1. *Legal Requirements*

All Vehicle Operators shall comply with the State of California Vehicle Code, these Rules and Regulations, directives issued by the General Manager, and the orders of the Sheriff's Department and/or Law Enforcement Officers.

#### 4.2. *Licensing and Permit*

Except for Vehicles which are exclusively used on the AOA, all Vehicles shall meet the State of California licensing and registration requirements. Vehicle Operators must have a valid Vehicle Operator's license and evidence of insurance as required by State of California law, including those vehicles operated exclusively on the AOA.

#### 4.3. *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 proper brakes/braking system.

#### 4.4. *Operations*

Vehicles are not permitted to be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or Property. Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) so as to endanger or be likely to endanger persons or Property is prohibited.

No tank Vehicle, truck, or semi-trailer used for the transportation of flammable liquids, Fueling, or defueling of Aircraft shall be operated on the AOA unless authorized by the General Manager.

Vehicles shall not be operated in any Hangar 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.

#### Airside and Landside Speed Limits

**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.



## VEHICLE RULES AND REGULATIONS

**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 (miles per hour)	
Airside	10
Landside	25

Vehicle Operators shall not, after receiving a visual or audible signal from a District employee, or 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 a District employee or Law Enforcement Officer.

Vehicle Operators who utilize the designated Airside perimeter road shall exercise extreme caution when traversing the east-end of the Airport and shall stop and diligently watch for arriving and departing Aircraft.

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

The operation of Vehicles which are overloaded (as designated in the vehicle operation manual) are 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 with the exception of Emergency Vehicles that are designed specifically for such operations. Vehicle Operators shall yield the right of way to Aircraft, Emergency Vehicles or equipment, and pedestrians.

- Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not overtake or pass in front of a moving Aircraft.
- Vehicles 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.

### Tugs (Towing Vehicles and Related Equipment):

- Positive locking couplings are required for all towing Vehicles and related equipment.
- Aircraft towing Vehicles and related equipment shall be returned to designated parking or staging areas immediately following unloading.



## VEHICLE RULES AND REGULATIONS

### **4.5. Security**

Vehicle Operators entering or exiting the AOA shall stop and allow the gate to fully close before proceeding. The Vehicle Operator shall also ensure that no unauthorized Vehicles or persons gain access to the Airport while the gate is in operation. If the Vehicle Operator cannot prevent such access, the Vehicle Operator shall immediately contact the Airport Office at (909) 547-0118 or "911".

### **4.6. Air Operations Area**

Vehicles on the AOA may only be operated by persons with a proper and current Airport Cardkey.

Vehicle Operators using the AOA on an irregular basis must be escorted by an authorized Vehicle Operator or obtain permission from Airport Personnel and shall proceed directly to the Vehicle Operator's destination on the Airport without entering the Movement Area. The District may restrict Vehicles to a certain area(s) of the AOA. Such restrictions may prohibit Vehicle operations outside the designated area(s).

Bicycles may only be used for the sole purpose of transportation. Bicyclists shall use the perimeter road to transit from one side of the Airport to the other and are prohibited from operating on Movement Areas. Bicyclists shall exercise extreme caution when riding in the vicinity of operating aircraft.

The recreational use of motorhomes, mini-bikes, dirt bikes, all-terrain Vehicles, go-carts, roller blades, skate boards, bicycles, or unicycles or other similar devices are not permitted without the Consent from the General Manager or designee.

### **4.7. Movement Area**

No Vehicle shall enter the Movement Area as delineated in Appendix X.X without prior coordination (including appropriate training and safety markings) and two-way radio communications with Unicom or escorted by Airport Personnel.

Vehicles on the Movement Area shall be painted and/or properly marked in a manner approved by the General Manager. No person shall take or drive any Vehicle on the Movement Area unless permission has been granted in an Agreement or prior Consent from the General Manager.

All 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 immediately.

Vehicles used 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 360 degree view and in compliance with AC 150/5210-5D "Painting, Marking and Lighting of Vehicles Used on an Airport". The



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beacon shall be activated by the Vehicle Operator prior to entering the Movement Area and shall remain in operation while the Vehicle is in the Movement Area.

When construction-related Vehicles are required to enter or work within the Movement Area, such Vehicles will be marked with an approved orange and white checkered flag (for daytime operations) or an amber beacon (for nighttime operations). If the construction Vehicle is not equipped with a two-way radio capable of communicating on the proper aeronautical frequencies, the Vehicle shall be escorted at all times (while in the Movement Area) by an Airport authorized Vehicle and authorized personnel monitoring CTAF or have a flagman (with a two-way radio capable of communicating on the proper aeronautical frequencies) stationed at the area(s) designated by the Airport Personnel to give instructions to the Vehicle.

### **4.8. Accidents**

A Vehicle Operator involved in an Accident resulting in any injury or death to a person(s) 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" and the Airport office at (909) 585-3219. The Vehicle Operator (and the Vehicle) must remain at the scene until the Sheriff's Department, Law Enforcement Officer, and/or the Fire Department take a full report.

### **4.9. Cleaning and Maintenance**

With the exception of Vehicles owned and operated by the District, Vehicles shall not be maintained on the Airport, except for minor repairs which are necessary to remove such Vehicles from the Airport.

Vehicles shall be cleaned only in designated areas.

### **4.10. Parking or Stopping**

Vehicles shall be parked only in designated areas unless otherwise approved by the General Manager. Vehicles shall not be parked or stopped so as to obstruct Aircraft, Vehicles, or pedestrians; within 15 feet of a fire hydrant or within a fire lane within 3 feet of either side of a security fence; and in violation with applicable signage and postings.

Vehicles, other than those loading and unloading Aircraft, shall not stop for any purpose other than in the areas specifically designated for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means. Displaying Vehicles and/or equipment for sale, lease, or rent at the Airport is prohibited unless previously authorized by the General Manager.

- Parallel parking along the perimeter curb of the Vehicle parking area shall be prohibited.
- Parking in designated public parking areas is open to any person using the Airport.

Employees of Operators, Lessees, or Sublessees may park Private Vehicles in the employee parking areas designated by the Airport. Vehicles parked in a designated





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employee parking area must have a valid parking permit or pass, if so required, attached to the front windshield or mirror of the registered Vehicle.

- Aircraft Operators may park one fully operational and completely functional Vehicle inside the Hangar or in a designated parking area while the Based Aircraft in the Hangar is gone. The parking of additional vehicles requires permission from the General Manager.
- Aircraft Operators may park one Vehicle which is fully operational and completely functional on a Tiedown space or in designated parking area while the Based Aircraft in the Tiedown space is gone. The parking of a additional vehicles requires permission from the General Manager.
- Vehicles parked anywhere on the Airport for more than 30 calendar days without prior approval of the General Manager shall be considered abandoned and the District may take whatever action is deemed appropriate to remove and/or dispose of the Vehicle. Such action shall be at the Vehicle Operator's risk, cost, and expense and without any liability to the District.
- Abandoning a Vehicle anywhere on the Airport, including on Leased Premises, is prohibited.

Unless approved in writing by the General Manager, boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all-terrain Vehicles, race cars, recreational Vehicles, trailers, and other similar Vehicles may not be parked or stored in a Hangar or anywhere else on the Airport.

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 maybe amended from time-to-time.

The General Manager or designee may boot, tow, or otherwise remove any Vehicle which is disabled or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety or security hazard or interferes with Airport operations) at the Vehicle Owner or Operator's risk, cost, and expense and without any liability to the District.

### **4.11. Commercial Vehicles**

All Commercial ground transportation companies, taxi operators, and car rental companies providing service to the Airport shall comply with these Rules and Regulations, orders and directives of the General Manager, and applicable Legal Requirements.

Commercial Vehicle Operator shall (at its own cost and expense) obtain from all applicable Agencies having jurisdiction, all licenses, permits, consents, approvals, authorizations, and insurance (in a form and amount stipulated by the District). Such documentation shall be produced for examination immediately upon request by the District.





## **OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

### **5. OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

#### **5.1. Security**

All gates, chains, doors, fences, lighting, locks, and all other safeguards which are part of the Leased Premises or have been installed by the Operator must be continually and conscientiously maintained by the Operator and kept in working conditions at all times. Gates or doors which provide access to the AOA or a Restricted Area through Leased Premises must remain closed, locked, and secured except when actually in use. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by Airport Management.

Active logs of keys, access cards, and other media issued (and to whom issued) which allow access to the Leased Premises must be maintained. The log shall be made available to the General Manager upon request. Any lost or stolen keys, access cards, or other media shall be reported to the Airport Office immediately. All applicable reporting requirements must be fully complied with as established by the District, FAA, Department of Homeland Security (DHS), TSA (if applicable), and any other Agency having jurisdiction. Objects which could facilitate unauthorized access to a Restricted Area shall not be located within three feet of the Airport perimeter fence or any other distance which may facilitate unauthorized access.

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

Any construction or alteration of an Improvement requires prior written approval of the General Manager and shall be performed in compliance with the applicable building codes and Legal Requirements.

#### **5.3. 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,
- 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, and
- maintained in a condition of repair and general maintenance in accordance with the Agreement,
- kept free and clear of snow as much as practicable.

Operators, Lessees, and Sublessees shall be fully responsible for and replace, or in the District's sole discretion, reimburse the District for all damage to facilities, equipment, Property, related appurtenances, and all other Improvements at the Airport caused by Operator, Lessee, or Sublessee or its employees, agents, customers, visitors, suppliers or persons with whom they do business.



## OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

Operators, Lessees, and Sublessees shall provide all necessary cleaning services for the Leased Premises, 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 in conformance with the Airport's SWPPP.

- 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 District) may result in the District conducting or contracting the maintenance at Operator's, Lessee's, or Sublessee's sole cost and expense without liability to the District.

### **5.4. Terminal Building**

Vending machines for the sale of goods, unless approved by Agreement, shall not be permitted in the Public Areas of the Terminal Building, which are not occupied by a Lessee or Sublessee.

The General Manager will provide all initial door locks and keys and/or access media to authorized individuals for access to the Terminal Building and for each Leased Premises. All subsequent lock changes or lost key replacements requested by the Lessee or Sublessee, if approved by the General Manager, shall be completed by Airport Personnel at the Lessee's or Sublessee'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 authorization by the General Manager.

### **5.5. Fire Prevention**

Operator, Lessees, and Sublessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed.

- Employees conducting Fuel Handling must receive fire prevention training and instruction immediately upon employment and that employees receive such fire prevention training and instruction biannually thereafter.
- Fire prevention training and instruction shall include the use of fire extinguishers, responding to Fuel and oil spills, handling flammable materials, and any other items deemed necessary and/or appropriate (for the Activity) and the training and instruction provided to each employee shall be documented and kept on file.



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Proper, appropriate, inspected, certified, and readily accessible fire extinguishers (which are approved by fire underwriters) for the particular hazard involved or associated with the activity shall be provided by Operators, Lessees, or Sublessees.

- At all times, fire extinguishers shall be maintained in accordance with the practices recommended by the NFPA.
- A tag showing the date of last inspection (and who performed the inspection) shall be attached to each unit and records, acceptable by fire underwriters, shall be kept documenting the status of each unit.

A responsible person shall be designated and point-of-contact information shall be provided to the Fire Department including the name of the primary and secondary contacts and day time and after-hours telephone numbers for both individuals.

### **5.6. Heating Equipment**

All heating equipment and Fuel burning appliances installed or used at the Airport shall comply with all Legal Requirements (as applicable) of the District, the State of California, the NFPA, and the Fire Department.

### **5.7. Aircraft Hangars**

Use of Aircraft Hangars shall be subject to the following restrictions:

Aircraft Hangars shall only be used by Lessee and Lessee's 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 General Manager and the Fire Department or as otherwise stipulated in an Agreement. All items stored must belong to the Lessee authorized to use the Hangar.

- 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 maybe amended from time-to-time.
- With the exception of minor preventative Aircraft Maintenance, as defined in 14 CFR Part 43, no Aircraft Maintenance shall be performed in a Hangar without the prior permission of the General Manager.
- The use of an unattended battery trickle charger to maintain a fully charged battery requires prior approval from the General Manager.
- The maintenance of Aircraft fuel systems in Aircraft Hangars is prohibited.
- Approved Aircraft Maintenance may only be performed on Lessee's owned Aircraft.
- The pre-flight sumping of fuel systems may only be performed while the Aircraft is outside of the Hangar.
- Space heaters may be utilized in a Hangar so long as not left unattended while operating and all applicable fire prevention/safety measures are continually observed.



## OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

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

### **5.8. 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 Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for 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, may be performed on the Aircraft listed in the Agreement for the Tiedown space.

### **5.9. 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 approved by the General Manager.
- Non-hazardous items can be stored in a fully-enclosed and secured container on the Leased Premises as long as such storage fully complies with Legal Requirements.
- Unless expressly permitted in an existing Agreement or approved by General Manager, 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 permission of the General Manager.

### **5.10. Compressed Gases**

Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.

- Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.



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- 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.

### **5.11. 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.

Storage of more than 55 gallons of lubricating oil, or containers having a capacity of more than 55 gallons, require prior written approval of the General Manager. Such containers may only be stored in compliance with Legal Requirements and consistent with the Airport's SWPPP.

### **5.12. Right of Entry**

The District shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all Improvements whether the right of entry is provided for in any Agreement.

- For Improvements owned by the District, the Airport Office shall be provided with a key capable of gaining access to the facilities, buildings, and Improvements.
- For Improvements owned by the Lessee or Sublessee, the District shall provide advanced notification.

The General Manager or designee 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, emergency locator transmitter (ELT) search, fire, acts of nature, or Hazardous Materials spill or leak, or for the protection of persons or Property.

### **5.13. 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 of California, operates on a non-profit basis, and restricts membership from the public. Note: 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 Airport Management, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.





## OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

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

- 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.

Members may conduct flight instruction relating to Aircraft checkout and/or currency (e.g., flight reviews, instrument proficiency checks, etc.) for other Members. 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 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** – Except as otherwise provided for herein, Non-Commercial Flying Club shall maintain, at a minimum, the coverage detailed below and in limits of insurance set forth in the District's Minimum Insurance Requirement Schedule:

- General Liability
  - Unlicensed Vehicles
- Vehicular Liability
- Aircraft and Passenger Liability



## AVIATION FUELING RULES AND REGULATIONS

### 6. AVIATION FUELING RULES AND REGULATIONS

#### 6.1. *Commercial Fueling*

**Legal Requirements** – Fuel Handling, Refueling Vehicles, and Fuel storage facilities at the Airport shall conform to the Legal Requirements including without limitation, those prescribed by the State of California and District and provisions of 14 CFR; NFPA recommendations; ATA 103; Applicable ACs including AC 150/5230-4B "Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports", AC 00-34A "Aircraft Ground Handling and Servicing", and AC 150/5210-5D "Painting, Marking and Lighting of Vehicles Used on an Airport"; the Airport's SWPPP and SPCC Plan; Legal Requirements established by the Environmental Protection Agency, California Department Of Environmental Protection, California Water Resources Control Board, and any other Agency having jurisdiction.

**Fuel Quality Control** – Fuel shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D1655 (Jet Fuel), ASTM D1910 (Avgas), or ASTM D4814 without ethanol. Ensuring the quality of the Fuel is the sole responsibility of entity engaged in Fuel Handling.

**Training** – Standard Operating Procedure (SOP) shall be developed and maintained for Fuel Handling to include compliance with standards set forth in AC 00-34A "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 General Manager or designee 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.

- No person shall engage in Fuel Handling until that person is properly trained.

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 biannually (once every two years).
- Records shall be subject to review of and/or inspection by the District or other designated representative(s).

**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.



## AVIATION FUELING RULES AND REGULATIONS

Prior to engaging in Fuel Handling, entity shall provide Airport Management with a written SPCC Plan that meets all applicable Legal Requirements. An updated copy of the SPCC Plan shall be filed with the Airport at least 30 calendar days prior to any planned change in operations. A properly trained person shall be present and responsive while Fuel is being transferred into or out of any Fuel storage facility (from or into 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.

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 2.20. of these Rules and Regulations.

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.

In the absence of suitable ground support equipment, a turbine-powered auxiliary power unit 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 auxiliary power unit may be operated during Fuel Handling provided its design, installation, location, and combustion air source do not constitute a Fuel vapor ignition source.

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 within 5 miles of the Airport and may resume 15 minutes following any reported or observed lightning flash within 5 miles of the Airport. 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 FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.



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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.

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.

- Smoking, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited within 50 feet of any Aircraft, Refueling Vehicle, Fuel storage facility.

Refueling Vehicles (including Fuel tankers) shall only use the entrance, exit, and route designated by Airport Management 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. 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 General Manager.

- All fire extinguishers shall be inspected and certified, as required by law, and all personnel involved with Fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.

Appropriate and proper absorbent material(s) and Fuel spill containment capable of damming/diking a Fuel spill shall be immediately available or as defined in the entity's approved SPCC Plan. The District assumes no liability or responsibility for any violation of any Aircraft, Refueling Vehicle or refueling requirement or procedure, any error, omission, 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 District for any fines, legal or court costs, incurred by the District for any such violation, error, omission, or negligence.



## AVIATION FUELING RULES AND REGULATIONS

**Rotorcraft Rapid Refueling** – Rotorcraft rapid refueling is only permitted during an emergency (such as firefighting, law enforcement or military operations). An entity must receive prior written approval of the General Manager and comply with all Legal Requirements prior to conducting Rotorcraft Fueling while an onboard engine is operating. Except during an emergency designated by the General Manager, the District does not provide Rotorcraft rapid refueling services.

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 District, properly 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.

**Refueling Vehicles** – Refueling Vehicles shall be equipped and maintained to comply with all applicable Legal Requirements including, without limitation, those prescribed by:

- National Fire Protection Association (NFPA) Codes;
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
- Applicable ACs including AC 00-34A "Aircraft Ground Handling and Servicing" and AC 150/5210-5D "Painting, Marking and Lighting of Vehicles Used on an Airport".

Refueling Vehicles shall be equipped with metering devices that meet all applicable Legal Requirements and shall be bottom loaded.

Only those Fuel storage facilities and Refueling Vehicles which are approved by Airport Management and the Fire Department shall be used for Fuel Handling. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during Fuel Handling shall be maintained in a safe operating condition. All hoses, funnels,





## AVIATION FUELING RULES AND REGULATIONS

and appurtenances used in Fuel Handling shall be equipped with a bonding device to prevent ignition of volatile liquids.

When Refueling Vehicles are found in a state of disrepair, malfunction, or their use constitutes an undue fire or safety hazard, or the operation of Refueling Vehicles would violate these Rules and Regulations, the entity shall immediately discontinue the use of such Refueling Vehicles until repairs, replacements, or changes are made to render the same safe for continued use.

- Hoses or piping connections shall be secured and capable of holding under the pump's rated PSI discharge.
- Hoses or nozzles shall be FM or UL approved with self-closing valve and no hold-down or hold-open devices. All pumps shall be UL or FM approved.
- All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII.

Refueling Vehicles shall not be operated in reverse unless another person is present to safely monitor and direct the movement of the Refueling Vehicle. Refueling Vehicles and Fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA Publication 407 and applicable FAA ACs.

- A copy of all applicable permits, registrations, and certificates shall be maintained in each Refueling Vehicle.

**Storage of Refueling Vehicles** – Refueling Vehicles shall be stored outdoors at a distance of at least 50 feet from a building. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Vehicles and any other Vehicle or Aircraft.

**Maintenance of Refueling Vehicles** – Maintenance of Refueling Vehicles shall be performed outdoors or in a building which is approved by the Fire Department specifically for this purpose. Entities engaged in Fuel Handling shall document and maintain and keep on file Refueling Vehicle maintenance records. These records shall be made available to Airport Management upon request.

**Fuel Storage Facilities** – Entities shall be liable and shall defend, indemnify, save, protect, and hold harmless the District for all leaks, spills, or other damage that may result from Fuel Handling. Fuel storage facilities shall be operated and maintained in accordance with practices recommended by the NFPA (Pamphlet No. 30 and NFPA 407) and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction. Fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices recommended by the NFPA (Pamphlet No. 30) and in full compliance with Legal Requirements. Plans for installation and operation of Fuel storage facilities shall be submitted to the General Manager and the Fire Department and approval shall be received from the District and the Fire Department prior to installation and operation.



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- If applicable, all security gates leading into Fuel storage facilities shall remain (be kept) closed, locked, and secured except when actually in use.

### **6.2. Commercial Self-Serve Fueling (Self-Serve Fuel Island)**

**Introduction** – Entities using a Commercial self-serve Aircraft fueling facility shall comply with all requirements identified in this Section.

Self-serve fueling shall be conducted in full compliance with posted signs, practices recommended by the NFPA, and all fire codes, regulations, or directives issued by the Fire Department and/or General Manager.

No person shall engage in self-serve fueling until that person is properly trained or possesses a valid and current pilot's license.

**Fuel Handling** – Entities shall not be engaged in self-serve fueling if within 50 feet of the facility Aircraft engines are operating or being warmed by application of heat.

All self-serve 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, self-serve Fuel Handling shall cease immediately. Persons engaged in self-serve Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils.

Should a Fuel or oil spill occur during fueling operations, the party responsible shall comply with Section 2.20. of these Rules and Regulations.

Self-serve Fuel Handling shall not occur if an electrical storm is in progress within 5 miles of the Airport and may resume 15 minutes following any reported or observed lightning flash within 5 miles of the Airport. The Aircraft shall be bonded to the self-serve facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

Self-serve 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 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 or use any material or equipment which is likely to cause a spark or ignition within 50 feet.

Smoking, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited within 50 feet of a self-serve fueling facility.

Fire extinguishers shall be immediately available during self-serve fueling operations.



## AVIATION FUELING RULES AND REGULATIONS

### 6.3. *Non-Commercial Self-Fueling*

**Introduction** – Any entity engaged in Non-Commercial Self-Fueling shall also comply with Section 6.1. of these Rules and Regulations. Non-Commercial 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 General Aviation Self-Fueling Permit authorizing such activity has been issued by the District (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 Self-Fueling 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 Airport Management with a copy of the lease or operating agreement.
- The General Manager will determine if the lease or operating agreement demonstrates that the Self-Fueling Permittee has the full and exclusive control of the Aircraft.

Self-Fueling Permittee shall comply with State of California Department of Revenue regulations pertaining to aviation use fuel tax and Internal Revenue Service Publication 510 (Excise Taxes – Including Fuel Tax Credits and Refunds) when remitting payment in compliance with Publication 510. 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 General Manager.

**Reporting** – On or before the 10th day of the subsequent month, Self-Fueling Permittee shall: (a) provide a summary report to Airport Management 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 District at the Airport Office.

Records and meters shall be made available for review by the Airport 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 District at the Airport Office, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.



## AVIATION FUELING RULES AND REGULATIONS

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

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

**Fueling Equipment** – Self-Fueling Permittee shall utilize a Refueling Vehicle for dispensing Fuel into Self-Fueling Permittee's Aircraft. Refueling Vehicle shall be solely owned, leased, and/or operated by (and under the full and exclusive control of) the Self-Fueling Permittee.

Self-Fueling Permittee shall utilize a single Refueling Vehicle for each type of Fuel to be dispensed as follows:

Refueling Vehicles	Gallons
Jet Fuel	
Minimum capacity	1,000
Maximum capacity	2,000
Avgas	
Minimum capacity	500
Maximum capacity	1,000

- Self-Fueling Permittee's utilizing an FBO Fuel storage facility must park the Refueling Vehicle on the FBO's Leased Premises or Vehicle storage space approved by Airport Management 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 District.

Self-Fueling Permittee's authorized by the District shall lease land and own or lease an above ground Fuel storage facility in the designated Fuel storage area as follows:

Jet Fuel	
Number of tanks	1
Minimum total capacity (gallons)	10,000
Avgas	
Number of tanks	1
Minimum total capacity (gallons)	8,000



## AVIATION FUELING RULES AND REGULATIONS

Fuel storage facility shall denote the Aircraft FAA N-Number(s) identified on the Self-fueling Permittee's Self-Fueling Permit with 12 inch characters on each side of the Fuel storage facility.

**Limitations** – Self-Fueling Permittee shall not sell and/or dispense Fuels 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 District. Any such selling or dispensing shall be grounds for revocation of the Permit by the District 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 Agency** – Entities including, but not limited to the US Forest Service, 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 through a fixed fueling station.

Fuel storage facilities and delivery of Fuel for Aircraft operated by Public Service Agency must be approved by Airport Management.

Except as otherwise provided for herein, Non-Commercial Self-Fueling Permittee shall maintain, at a minimum, the coverage listed below and in limits of insurance set forth in the adopted District Minimum Insurance Requirement schedule.

- General Liability (including Unlicensed Vehicles
- Environmental Liability
- Business Automobile Liability (including Non-Movement and Movement Areas)





## 7. APPENDIX

### 7.1. Definitions

Abandoned – Property, other than Aircraft or Vehicles, that has been 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.

Access Media – A media such as a cardkey, remote control activator, or transponder, issued by the District that permits authorized access to the AOA or other areas of the Airport.

Advisory Circular (AC) – A document published by the FAA providing guidance on aviation/airport issues/matters.

Aeronautical Activity (or Activity) – Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft. Any activity which contributes to, or is required for, the safety of such operations. Any activities which have a direct relationship to the operation of Aircraft or the operation of the Airport.

Affiliate – Any entity that shall directly or indirectly control, be under the control of, or be under common control with Operator. "Control" for these purposes shall mean the direct and indirect ownership of 50% or more of the outstanding voting stock of a corporation or 50% or more equity or controlling interest if not a corporation.

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 District and entity transferring rights or interest in land and/or Improvements and/or otherwise authorizing the conduct of certain activities.

Air Operations Area (or 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 – A device that is used or intended to be used for flight in the air.

Aircraft and Passenger Liability – To include bodily injury, Property damage, and passenger injury for all owned, leased, or operated Aircraft.

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.

Airframe and Powerplant Mechanic (or 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.

Airport – All land, Improvements, and appurtenances within the legal boundaries as it now exists on the Airport Layout Plan (or Exhibit A of the most recent FAA grant) and as it may hereinafter be modified at Big Bear City Airport (L35).

Airport Improvement Programs – 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, (or ALP) – The FAA approved and District adopted drawing, as may be amended from time to time, which reflects an agreement between the FAA and District depicting the physical layout of an airport and identifying the location and configuration of current and proposed Runway(s), Taxiways, buildings, roadways, utilities, nav aids, etc.

Airport Management – The Airport's General Manager or designee responsible for the operation, administration, management, maintenance, and security of the Airport.



Airport Office – The administration offices of the Airport and the personnel associated therewith located at 501 Valley Blvd, Big Bear, California 92314.

Airport Personnel – The Airport staff employed by the District.

Airport Sponsor 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.

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.

Appraiser – A person who possesses the education, training, experience, and professional qualifications necessary to render a properly informed opinion regarding the value of real estate.

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

Avgas (or "Aviation Gasoline") – Fuel commonly utilized to power piston-engine Aircraft.

Based Aircraft – An Aircraft identified in a written Aircraft storage Agreement with the District, FBO or SASO.

Big Bear Airport District (or District) – The public Agency that owns, governs and operates the Big Bear City Airport (representatives, officers, officials, employees, agents, and volunteers thereof).

Big Bear Fire Department (or Fire Department) – The Fire Department provides fire services as well as several community services to the District.

Business Automobile Liability – To include bodily injury and Property damage for all licensed Vehicles arising out of (or relating to) the use, loading, and unloading of owned, non-owned, or hired Vehicles.

Capital Investment – Any District approved expenditure made by an Operator or Lessee to: (a) the Operator's or Lessee's Leased Premises which will, at the end of the term of the Agreement, revert to the District and/or (b) Airport Infrastructure which will immediately revert to the District.

Cardkey – A media issued by the District to allow authorized access to the AOA

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



Certificates of Insurance – A certificate provided by and executed by an Operator's, Lessee's, or Sublessee's insurance company providing evidence of the insurance coverages and policy limits of the Operator, Lessee, or Sublessee.

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.

Code of Federal Regulation (or CFR) – The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government, divided into 50 titles that represent broad areas subject to federal regulation, updated once each calendar year and issued quarterly, as may be amended from time to time.

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

Commercial General Liability – For damages due 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 on the Movement Area 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.

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

Competitive Proposal Process – A process that is used to seek competitive proposals from qualified entities when land and/or Improvements are or become available at the Airport for occupancy or use.

Condemnation – The taking of land and/or Improvements for any public or quasi-public use under any Regulatory Measure or by the right of eminent domain.

Consent – Authorization given by the General Manager or designee to an individual or entity granting permission or approval for something to happen.

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

Cost Approach – One of the three approaches to value that considers the current cost of replacing the Improvements located on the Leased Premises, depreciation, and the market value of land.

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).

Current – All rents, fees, and other charges required to be paid under any and all Agreements are paid in full.



Department of Homeland Security (or DHS) – A single, integrated executive department of the United States Government focused on protecting the American people and the homeland.

Department of Transportation (or DOT) – The Cabinet department of the United States Government concerned with transportation.

Development Standards – The parameters governing the design, construction, and/or modification of Operator, Lessee, and Sublessee land and/or Improvements at the Airport, as may be amended from time to time.

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

District Policies or Policy – A duly authorized directive, policy, or procedure adopted by the District Board.

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 – To include liability for bodily injury, Property damage, and environmental damage resulting from sudden and accidental releases of pollution and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Leased Premises.

Environmental Protection Agency (or EPA) – The Agency within the United States Government having responsibility for enforcing the environmental regulations or laws enacted by Congress.

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





## APPENDIX

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.

Federal Aviation Administration (or FAA) – The Agency within the Department of Transportation of the United States Government that has the responsibility of regulating Aeronautical Activities. It was established by an act of Congress on April 1, 1967.

Federal Aviation Regulation (or FAR) – Regulations prescribed by the FAA governing all aviation activities in the United States, which are written, approved, and published by the FAA. Compliance with FARs is mandatory. In 1996, all references to the FARs were changed to Title 14 of the Code of Federal Regulations (14 CFR).

Fiscal Year (or FY) – The accounting period of the District beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> established for accounting purposes.

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

Flight Training – The training, other than ground training, received from an authorized instructor in an Aircraft.

Fuel – Any substance (solid, liquid, or gaseous) used to operate any engine or motor in Aircraft, Vehicles, or equipment.

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.

General Aviation Leasing/Rents and Fees Policy – Sets forth the parameters for leasing Airport land and Improvements (for general aviation purposes) and outlines the process for establishing and adjusting General Aviation rents and fees at the Airport, as may be amended from time to time.

General Aviation Minimum Standards (or Minimum Standards) – Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities at an Airport, as may be amended from time to time.



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

Good Standing – Full compliance with all applicable Legal Requirements and not in default of any Agreement.

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

Hangar Keeper's Legal Liability – To include Property damage for all non-owned Aircraft under the care, custody, and control of the Operator.

Hazard – Obstructions or hazards to safe use of the Airport or navigable airspace as defined by the FAA.

Hazardous Materials – A substance, item, or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

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 commonly utilized to power turbine-engine (Turboshaft, Turboprop, and Turbojet) Aircraft.

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 Airport Layout Plan 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.



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Leased Premises – The land and/or Improvements used exclusively under Agreement by an Operator, Lessee, or Sublessee.

Lessee – An entity (other than a Licensee) that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements.

Licensee – An entity that has entered into a Non-Commercial Aircraft Hangar License Agreement, Non-Commercial Shade Port License Agreement, or Non-Commercial Tiedown License Agreement with the District.

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.

Loitering (or Loiter) – 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.

Market Rent – The rent that land or Improvements would command in the open market as indicated by rents asked and paid for at comparable land or improvements as of the date of determination.

Master Plan – An assembly of documents and drawings (which have been approved by the FAA and adopted by the District) 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.

Movement Areas – Runways, Taxiways, and other areas of the Airport designated by the District that are used for taxiing, takeoff, and landing of Aircraft, exclusive of loading Ramps, Aircraft parking areas, and Taxilanes.

National Fire Protection Association (or NFPA) – All codes and standards contained in the Standards of the National Fire Protection Association, as may be amended from time to time.

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 California 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 or other Aircraft.

Notice to Airmen (or NOTAM) – Guidelines regarding aeronautical operations issued by a representative of the FAA, the General Manager, ATC, or other authorized Agency.



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Object Free Area (or 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 object, except for objects that need to be located in the Object Free Area for air navigation or Aircraft ground maneuvering purposes.

Obstacle Free Zone (or OFZ) – A defined volume of airspace centered above the Runway centerline extending 200 feet beyond each end of the Runway.

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

Owner – The registered legal Owner of an Aircraft according to FAA records or a Vehicle according to the applicable state Department of Motor Vehicle records.

Operations and Maintenance Section – The employees of District responsible for Airport safety, security, and maintenance.

Participant – Persons paying a fee to an Operator and subsequently participating in Commercial Skydiving.

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

Permittee – An entity who has written permission from the District to conduct an Activity at the Airport according to the parameters established by a permit.

Piston Aircraft – An Aircraft that utilizes a reciprocating engine for propulsion.

Primary Management and Compliance Documents (or PMCDs) – A compendium of rules, regulations, standards, and policies that govern the development, operation, and management of the Airport, adopted by resolution of the District, as may be amended from time to time, including Rules and Regulations, General Aviation Leasing/Rents and Fees Policy, General Aviation 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, Administration Building lobby, hallways, passage ways, 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 or Restricted Areas.

Ramp – Those Paved areas of the Airport within the AOA designated by the District 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.



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

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

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.

Rent Study – A streamlined approach that is used to derive an opinion of market rent for Airport properties that are being used for general aviation purposes without conducting an appraisal.

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 Runway, Taxiways, Taxilanes, and fire lanes, fuel farm, Airport maintenance facilities/shop, mechanical rooms, electrical vaults, computer server room, and any other areas marked/posted as restricted with signage. or placards.

Rules and Regulations – The rules and regulations set forth by the District 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 (or 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.

Safety Management System (or SMS) – The formal, top-down business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures (FAA Order VS 8000.367A).

Sailplane – A sailplane or glider is a type of Aircraft used in the sport of gliding and designed for sustained flight.

San Bernardino County Sheriff's Department (or Sheriff's Department) – The Sheriff's Department provides law enforcement services as well as several other community services to the District.

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 District 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 (or 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 Aeronautical Activities.

Spill Prevention, Control, and Countermeasures Plan (or SPCC Plan) – A contingency plan defined by the EPA that covers procedures for spill prevention, control, and countermeasures, points of contact, the chain of command, and individual responsibilities.

Storm Water Pollution Prevention Plan (or SWPPP) – A plan that identifies the controls that have been put in place to minimize the impact of storm water discharges on the environment.

Student and Renter Liability – To include 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 an Operator or Lessee that transfers rights or interests in the Operator's or Lessee's Leased Premises and for which, the District has given proper consent.

Sublessee – An entity that has entered into a Sublease with an Operator or Lessee who is authorized (by the District) to engage in Commercial Aeronautical Activities at the Airport.

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). Additionally, a Taxiway is further differentiated from a Taxilane by the required Object Free Area requirements stipulated by the FAA.

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 referred to as through-the-fence) and permission to engage in associated activities from property adjacent to the Airport.



## APPENDIX

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 stationed at the Airport.

Transportation Security Administration (or TSA) – The Agency within the Department of Homeland Security of the United States Government responsible to safeguard United States transportation systems and ensure secure travel.

Turbojet Aircraft (or Turbofan Aircraft) – An Aircraft utilizing one or more gas-turbine engines and develops thrust from the exhaust of gases.

Turboprop Aircraft (or Turboshaft Aircraft) – An Aircraft utilizing a gas-turbine engine to drive a set of reduction gears, which, in turn, drives a propeller or rotor blades for propulsion.

Ultralight Vehicle – Any contrivance used or intended to be used for manned operation in the air by a single occupant; does not have any U.S. or foreign airworthiness certificate; and if unpowered, weighs less than 155 pounds; or if powered, weighs less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation; has a Fuel capacity not exceeding 5 U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power-off stall speed which does not exceed 24 knots calibrated airspeed.

Vehicle – Any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

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.

**7.2. Acronyms**

A&P Mechanic	Airframe and Powerplant Mechanic
AC	Advisory Circular
ALP	Airport Layout Plan
AOA	Air Operations Area
ASP	Airport Security Program
CFR	Code of Federal Regulations
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
FAR	Federal Aviation Regulation
FY	Fiscal Year
FBO	Fixed Base Operator
ME	Multi-Engine Aircraft
NFPA	National Fire Protection Association
NOTAM	Notice To Airmen
SASO	Specialized Aviation Service Operator
SE	Single-Engine Aircraft
SMS	Safety Management System
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan
SRM	Safety Risk Management
SWPPP	Storm Water Pollution Prevention Plan
TSA	Transportation Security Administration