



Ernest A. Love Field
Prescott Municipal Airport
City of Prescott

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Public Notice (revised)

The City of Prescott owns and operates Prescott Municipal Airport (Ernest A. Love Field) for the benefit of the local communities and the state and national air transportation system. In furtherance of ensuring a continuing benefit to the communities, the City has drafted the following documents for the Airport:

Draft City Code Revision Title Two-twelve “Airport Department” Draft Airport Rules and Regulations Draft Ground Vehicles Operations Plan

The City has established the Airport Department, under the supervision of the Airport Manager, to meet the air transportation needs of the public. The City of Prescott has drafted a Revision to **City Code Title Two-twelve “Airport Department”** to ensure these needs are met through the continuous operation, development and maintenance of the airport facilities at Ernest A. Love Field, Prescott Municipal Airport in compliance with applicable federal and state guidelines.

The City of Prescott under the authority of City Code 2-12 has drafted **Rules and Regulations** for the Prescott Municipal Airport, in accordance with applicable federal, state and local guidelines, to protect the public health, safety, interest, and general welfare on the Airport, and to restrict (or prevent) any activity or action which would interfere with the safe, orderly and efficient use of the Prescott Municipal Airport.

The City is required by Federal Aviation Regulation (FAR) Part 139 subsection 329 “Ground Vehicles” to “Establish and implement procedures for the safe and orderly access to, and operation on, the movement and safety areas by ground vehicles...” In furtherance of these requirements, the City of Prescott under the authority of City Code 2-12 has drafted a **Ground Vehicle Operations Plan** to maintain control of vehicle movement on the Prescott Municipal Airport in accordance with applicable federal, state and local guidelines.

These documents may be viewed starting August 1, 2008 via the City website at <http://www.cityofprescott.net/services/airport/admin.php> or are available for review at the Airport Administration office during regular business hours.

On Monday, August 18, 2008 at 2:00 p.m., an informational meeting will be held at the City of Prescott Airport Administration Building upstairs conference room, 6546 Crystal Lane, Prescott.

Public comment relating to this document may be submitted in writing prior to September 5, 2008 to the City of Prescott, Airport Administration, 6546 Crystal Lane, Prescott, AZ 86301.



**Airport Rules and Regulations
City of Prescott Airport
Ernest A. Love Field**

**City of Prescott Airport
6546 Crystal Lane
Prescott, AZ 86301
(928)-777-1114**

DRAFT

Approved:

**Benjamin Vardiman
Airport Manager**

Date

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1. Introduction

1.1. Purpose

- 1.1.1. These Rules and Regulations, and any amendments, are designed to protect the public health, safety, interest, and general welfare on the Airport and to restrict (or prevent) any activity or action which would interfere with the safe, orderly, and efficient use of the Prescott Municipal Airport under the direction of the Airport Department (Airport) by its operators, lessees, consumers, and users.

1.2. Applicability and Conditional Use of Airport

- 1.2.1. Any permission granted directly or indirectly, expressly or by implication, to any entity to enter upon or use the Airport (including aircraft operators; vehicle operators; aircraft crewmembers and passengers; spectators and sightseers; occupants of private and commercial vehicles; officers, employees, and customers of operators and lessees; entities doing business with the Airport and/or Airport Manager, its contractors, subcontractors, and licensees; and all other entities whatsoever) is conditioned upon:
- 1.2.1.1. Assumption of responsibility by every entity exercising or taking advantage of such permission;
- 1.2.1.2. Full and complete compliance with these rules and regulations, all Airport regulatory and guidance documents, and applicable regulatory measures;
- 1.2.1.3. Each such Entity shall at all times release, hold harmless, and indemnify the City of Prescott and representatives, officers, directors, officials, employees, agents, and volunteers from any and all responsibility, liability, loss or damage that may result to any Entity, be caused by or on their behalf and/or incident to the manner in which the Airport is operated, constructed, maintained, served, or used.

1.3. Responsible Party

- 1.3.1. Any person accessing or using the Airport shall be responsible for their actions and all actions of any person to whom they provide or facilitate access, directly or indirectly.

1.4. Civil Rights

- 1.4.1. No person shall, in the use of the Airport, discriminate or permit discrimination against any other person or group of persons on the basis of race, color, religion, sex, age, disability, or national origin.

1.5. Enforcement

- 1.5.1. The Airport Manager has the authority to take such action as may be necessary to enforce these Rules and Regulations.
- 1.5.2. The Airport Manager may update these rules and regulations as necessary and in any contingencies not specifically covered by these Rules and Regulations, the Airport Manager is authorized to make such rules and render such decisions as may seem proper.

1.6. Exemptions/ Deviations

- 1.6.1 All exemptions and/or deviations from these rules and regulations must be requested in writing in advance, when able, and approved by the Airport Manager.

1.7 Definitions

The following words and phrases, whenever used in these Rules and Regulations shall be construed as defined in this article unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases. All definitions contained in 49 U.S.C. § 40101 *et seq.* (previously known as the Federal Aviation Act of 1958, hereinafter cited as the "FAA Act") and all amendments thereto shall be considered as included herein; and all definitions shall be interpreted on the basis and intention of the FAA Act and amendments thereto unless from the context a different meaning is intended, or unless a different meaning is specifically defined or more particularly ascribed to the use of such words or phrases.

Abandon, as applied to property left at the airport, means that it has been left on city property or the property of another without the consent of the city for forty-eight (48) hours without the owner moving or claiming it. Such property shall be impounded by the city.

Accident means a collision or other contact of any part of an aircraft or a vehicle, person, stationary object or other thing which results in property damage, personal injury or death; or an entry into or emerging from a moving aircraft or vehicle by a person which results in personal injury or death to such person or some other person or which results in property damage.

Aeronautical activity means any activity or service which involves, makes possible, or is required for the operation of aircraft, or contributes to, or is required for, the safety of such operations. "Aeronautical activities" include, but are not limited to, charter operations (under either Federal Aviation Regulation (FAR) Part 121 or 135, charter brokerage, aircraft hangar leasing, pilot training, aircraft rental and sight-seeing, aerial photography, crop dusting, fire suppression, aerial advertising and surveying, aircraft sales, leasing and servicing, aircraft management, and sale of aviation petroleum products, whether or not conducted in conjunction with other included activities which have a direct relationship to the operation of aircraft, repair and maintenance of aircraft, sale of general aviation aircraft parts, and any other activities which because of their relationship to the operation of aircraft can appropriately be regarded as an "aeronautical activity."

Air traffic means aircraft in operation anywhere in the airspace and on that area of the airport normally used for the movement of aircraft.

Aircraft means any device intended to be used, or designed to, navigate or fly in the air.

Aircraft fuel means all types and grades of aviation gasoline, motor gasoline and turbine fuels manufactured for the purpose of operating an aircraft engine.

Aircraft operation means an aircraft arrival at, or departure from, the airport.

Aircraft parking and storage areas means those hangar and apron locations of the airport designated by the airport manager for the parking and storage of aircraft.

Airport means all of the city-owned or leased real or personal property comprising Prescott Airport as now exists or as may hereafter be expanded and developed. "Airport" includes all of its facilities as shown on the most current airport layout plan.

Airport Manager means the duly appointed manager of the airport or the manager's designee.

Airside means the area of the airport that is either contained within the airport perimeter fence, or which requires access through a building located on or adjacent to airport property, or which requires access through a controlled airport access point.

Based on the airport means an aircraft: (1) the owner physically locates at the airport with no present intention of definite and early removal and with the purpose to remain for an undetermined period; (2) which, whenever absent from the airport, its owner intends to return to the airport for permanent parking; and (3) its presence in the airport is something other than merely transitory in nature.

Based location means the location on the airport, which is listed as an aircraft's hangar, shade or tiedown location as registered with the airport manager.

Commercial activity means the conduct of any aspect of a business, concession or service in order to provide goods or services to any person for compensation. An activity is considered commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt.

Fuel handling means the transportation, delivery, fueling, or draining of fuel or fuel waste products, and the fueling of aircraft.

Fuel storage area means any portion of the airport designated temporarily or permanently by the city as an area in which fuel may be stored or loaded.

General aviation means all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial operations.

Hazardous material means any chemical, substance, material, waste or similar matter defined, classified, listed or designated as harmful, hazardous, extremely hazardous, dangerous, toxic or radioactive, or as a contaminant or pollutant, or other similar term, by, and/or which is subject to regulation under, any federal, state or local environmental statute, regulation or ordinance presently in effect or that may be promulgated in the future, and as they may be amended from time to time.

Landside means the general public common use areas of the airport such as roadways, parking lots and buildings, which are not contained in the airside area of the airport.

Local aircraft operations means aircraft operating in the local air traffic pattern or within sight of the air traffic control tower; aircraft that are known to be departing for, or arriving from, flight in local practice areas located within a 25-mile radius of the airport traffic control tower; or aircraft making simulated instrument approaches or low passes at the airport.

Major aircraft alterations and repair means major alterations and repairs of the parts or of the types listed in FAR Part 43 Appendix A.a and A.b.

Movement area means the runways, taxiways and other areas of the airport, which require permission from airport traffic control tower prior to entering. The designation of movement areas shall apply at all times including hours when the airport traffic control tower is closed.

Owner of an aircraft means a person who holds legal title to an aircraft, or any person having exclusive possession of an aircraft pursuant to a written lease for a minimum term of twelve (12) months.

Permission or permit means permission granted by the city.

Person means the state, county, a political subdivision of the state, other governmental entity, a corporation, firm, partnership, association, organization, and any other group acting as a unit, as well as an individual. Person includes a trustee, receiver, assignee or similar representative.

Preventive aircraft maintenance means maintenance that is not a major aircraft alteration or repair and does not involve complex assembly operations as listed in FAR Part 43 Appendix A.c, except that item 22 thereof, replacing prefabricated fuel lines, shall, for purposes of these regulations, be considered major aircraft repair.

Public Area means those areas normally used by the general public, including structures and devices such as roadways, parking lots and terminal facilities that are maintained and kept at the airport for use by the general public.

Taxilane means the portion of the aircraft parking areas used for access between taxiways and aircraft parking positions.

Taxiway means a defined path established for the taxiing of aircraft from one part of the airport to another.

Technical specialist means a technical representative of an aircraft manufacturer, aircraft engine manufacturer, aircraft appliance manufacturer, or a non-destructive inspection specialist.

Traffic pattern means the traffic flow that is prescribed for aircraft using the airport.

Vehicle means a device, except aircraft, in, upon, or by which any person or property is or may be propelled or moved.

Vehicle parking area means any portion of the airport designated and made available temporarily or permanently by the city for the parking of vehicles.

2. General Rules and Regulations

2.1. Access

2.1.1. (Reserved)

2.1.2. Airport Gates and Doors - Individuals will be assigned access through specific Airport security points.

2.1.2.1. The Individual opening the access door/gate is responsible for ensuring that the access door/gate is fully closed before proceeding and that no one gains unauthorized access.

2.1.2.2. Escort privileges may be exercised by authorized individuals granted unescorted access.

2.1.2.2.1 Authorized individual providing the escort must maintain control of the escorted individual(s).

2.1.2.2.2 A maximum escort ratio for persons of 5:1 may not be exceeded without prior approval of the Airport Security Coordinator.

2.1.2.2.2.1 Airline personnel employed at the Airport are exempted from the maximum escort ratio during the course of enplaning and deplaning air carrier operations.

2.1.2.3. Improper use of access doors/gates is prohibited and must be reported.

2.1.2.4. Access into a restricted area of the airport is prohibited unless the person is authorized by the Airport Manager and has an operational need.

2.1.2.5. If an access door or gate is malfunctioning, it is the responsibility of the person accessing the door/gate to report the malfunction immediately and remain at the door/gate until an Airport Department representative can relieve them.

2.2. Commercial Activities

2.2.1. Entities desirous of engaging in commercial activities at the Airport must apply with the Airport Manager.

2.2.2. Prior to engaging in a commercial activity, entities must enter into an agreement with the Airport describing the terms and conditions of said activity in accordance with the Minimum Operating Standards.

2.2.3. Entities engaging in commercial aeronautical activities must adhere to the Minimum Standards and to the conditions of their agreement and to all rules and regulations as appropriate.

2.2.3.1. A copy of the Minimum Standards can be obtained from the Airport.

2.2.4. Entities basing or otherwise maintaining an aircraft at the Airport shall not permit said aircraft to be used for a commercial activity unless such commercial activity is expressly authorized by agreement with the Airport.

2.2.4.1. Notwithstanding the foregoing, such aircraft may be used by the aircraft owner or authorized person(s) for the purpose of training or otherwise maintaining or increasing the flying proficiency of the aircraft owner.

2.2.4.2. No entity shall permit an aircraft based or maintained at the Airport to be used for commercial flight instruction without the written permission of the Airport Manager.

2.3. Restricted Activities

2.3.1. Sky diving and operation of gliders are restricted.

2.4. Self-Servicing

2.4.1. Aircraft owners, or the owners' direct employee, are permitted to fuel, wash, repair, or otherwise service their own based aircraft (utilizing their own equipment), provided there is no attempt to perform such services for others and further provided that such right is conditioned upon compliance with these Rules and Regulations, Storm Water Pollution Prevention Plan, and all other applicable regulatory measures.

2.4.2. An aircraft operator may hire an individual (as an employee) to provide, under the direction and supervision of the aircraft operator, services on the aircraft operator's aircraft.

2.4.2.1. Aircraft operators are ONLY permitted to have their aircraft fueled, washed, repaired, or painted on the airport by those operators and lessees authorized to provide such service pursuant to an agreement with the Airport.

2.5. Accidents or Incidents

2.5.1. Any person involved in or witnessing an aircraft or vehicle accident on the Airport resulting in any injury (or death) to person or damage to property shall remain at the scene, notify the Airport Department and Police immediately and provide all pertinent information as requested.

2.6. Solicitation, Picketing, and/or Demonstrations

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

2.6.1.1. Permission shall be granted in accordance with the provisions of Prescott City Code so long as approved activity does not compromise the safe and efficient operation of the Airport.

2.6.1.2. Those acts approved by the Airport Manager must be conducted only in those areas identified by the Airport Manager.

2.7. Signage/Advertisements

2.7.1. Written advertisements, signs, notices, circulars, and/or handbills may be posted or distributed only with the prior written permission of the Airport Manager.

2.7.1.1. The posting or distributing of written advertisements, notices, circulars, and/or handbills on aircraft or vehicles is prohibited.

2.7.2. All materials to be displayed in the public areas of the Airport must be approved in advance by the Airport Manager and must comply with the Prescott City Code.

2.8. General Conduct

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

- 2.8.2. No person shall use or otherwise conduct himself upon any portion of the Airport in any manner contrary to the posted or otherwise visually indicated directions applicable to that area.
- 2.8.3. Destroying, damaging, injuring, defacing, disturbing, or tampering with property on the Airport without the approval of the owner, is prohibited.
 - 2.8.3.1. Any person who causes damage to property on the Airport shall be liable for such damage.
- 2.8.4. Injuring, disturbing, or harassing any person on the Airport is prohibited.
 - 2.8.4.1. Any person who causes injury to any person on the Airport shall be liable for such injuries.
- 2.8.5. Smoking or carrying lighted cigars, cigarettes, or pipes in any public area of the Airport, except in areas specifically designated by the Airport Manager and posted as public smoking areas, is prohibited.
 - 2.8.5.1. Smoking is prohibited at all locations on the airside portions of the Airport perimeter fence.
- 2.8.6. No person shall illegally use, possess, sell, or distribute controlled substances (i.e., drugs or narcotics) on the Airport.
- 2.8.7. No person shall be intoxicated; commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance (including the use of abusive or threatening language) on the Airport.
- 2.8.8. Loitering on the Airport or in any building on the Airport is prohibited.
- 2.8.9. No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport.
- 2.8.10. Moving, tampering, starting, using, or interfering with the safe operation of any aircraft or vehicle or any aircraft or vehicle part, instrument, or tool without permission of the aircraft or vehicle operator/owner or by specific direction of the Airport Manager is prohibited.
 - 2.8.10.1. If requested by the Airport Manager, satisfactory evidence of the right to do so will be presented.

2.9. Operator and Lessee Facilities

- 2.9.1. Operator and lessee facilities are expressly for the conduct of the operator's or lessee's business and operations. No person other than employees and customers of the operator or lessee shall make use of such facilities or loiter on such premises without permission of the operator or lessee.

2.10. Abandoned, Derelict, or Lost Property

- 2.10.1. Property shall not be abandoned on the Airport.
- 2.10.2. Abandoned, derelict, or lost property found in public areas at the Airport including, without limitation, aircraft, vehicles, equipment, machinery, baggage, or parts thereof should be reported (and/or turned in) to the Airport Department.
 - 2.10.2.1. Property unclaimed by their proper owner within 30 days may be legally disposed of or turned over to the finder.
 - 2.10.2.2. Property to which the owner or finder is not entitled to lawful possession shall be forfeited to the Airport for disposal in accordance with the provisions of applicable regulatory measures.
 - 2.10.2.3. Nothing in Section 2.10.2 shall be construed to deny the right of operators and lessees to maintain “Lost and Found” service for property of their patrons, invitees, and/or employees.
- 2.10.3. The Airport Manager may tow or otherwise remove from the Airport any property that is disabled, abandoned, and/or in violation of these Rules and Regulations, the Ground Vehicle Operations Plan, or any other applicable regulatory measure (or if the property creates a safety hazard or interferes with Airport operations) at the owner’s risk and expense and without liability for damage that may result from such removal.

2.11. Environmental Clean Up

- 2.11.1. Should the Airport determine that during the course of an environmental incident the responsible party is not capable of, has not, or refuses to take the appropriate action in a timely manner to mitigate the adverse environmental incident (in the sole discretion of the Airport), then the Airport reserves the right to take action and/or employ those services that the Airport determines appropriate to control and/or clean up the site. The cost of such services shall be borne by the responsible party.

2.12. Restricted Areas (including portions of the movement and non-movement areas)

- 2.12.1. Access into a Restricted Area is limited to the following persons with an operational need:
 - 2.12.1.1. Owner/operator of based aircraft
 - 2.12.1.2. A commercial operator, vendor, or contractor and their designated employees having a need to conduct business on the Airport
 - 2.12.1.3. Agencies required in support of an Emergency Plan
 - 2.12.1.4. FBO (Lessee): Each FBO has been authorized to permit access through the gate adjacent to its transient facility. This authorization is expressly intended to facilitate customer activity on the transient apron within full view of the FBO. Any other access provided is limited to Vehicles included on the current access control Vehicle Permit List or escorted by an employee of the FBO.
 - 2.12.1.5. Corporate tenants, specialty service operations, or lessee: Each are authorized to escort customers/vendors. The business is responsible for such parties that are allowed access under their supervision.
 - 2.12.1.6. Requests for other access will be reviewed by the Airport Manager on a case by case basis.
 - 2.12.1.7. With prior authorization of the Airport Manager
 - 2.12.1.8. Under appropriate supervision (or escort)
- 2.12.2. Any person in a Restricted Area must present a proper and valid identification when asked to do so by any Airport representative or any other authorized person.

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- 2.12.3. Tampering with, interfering with, or disabling the lock, or closing mechanism or breaching any other securing device at the Airport is prohibited.
 - 2.12.4. Persons who have been provided a device for the purpose of obtaining access to a Restricted Area shall only use Airport approved/issued devices and shall not duplicate or otherwise distribute the same to any other person unless the Airport Manager provides prior written permission.

2.13. Use of Roadways and Walkways

- 2.13.1. No person shall travel on the Airport other than on the roadways, walkways, or places provided for the particular class of traffic.
- 2.13.2. No person shall occupy the roadways or walkways in such a manner as to hinder or obstruct their proper use.
- 2.13.3. Walkways along roadways (and other portions of such roadway, when designated for that purpose) may be used by pedestrians as a means of ingress and egress to, from, and between various portions of the Airport.

2.14. Animals

- 2.14.1. Domestic pets and animals, except for special assistance or law enforcement dogs, are not permitted on the Airport unless controlled and restrained by a leash or container.
 - 2.14.1.1. Domestic pets and animals, except for special assistance or law enforcement dogs, are not permitted in the Airport terminal unless controlled and restrained in a container.
- 2.14.2. Horseback riding on the Airport is prohibited.
- 2.14.3. No person, except those authorized by the Airport Manager, shall intentionally hunt, pursue, trap, catch, injure, or kill any bird or animal on the Airport.

2.15. Weapons and Explosives

- 2.15.1. Only duly authorized Federal, State or Local employees; law enforcement personnel, or members of the armed forces of the United States or the State of Arizona on official duty shall carry any weapons and/or explosives in the Airport Terminal.
 - 2.15.1.1. Cased, unloaded fire arms carried for shipment are exempted.
- 2.15.2. Only duly authorized security personnel; duly authorized Federal, State or Local employees; law enforcement personnel, or members of the armed forces of the United States or the State of Arizona on official duty shall carry any weapons and/or explosives on the public areas of the Airport.
- 2.15.3. Discharge of any weapon on the Airport is prohibited, except in the performance of official duties or in the lawful defense of life or property.
- 2.15.4. No person shall store, keep, handle, use, dispose of, or transport on the Airport any Class A or Class B explosives or Class A poison (as defined in the Department of Transportation regulation for transportation of explosives and other dangerous articles), any other poisonous substances (solid, liquid, or gas), compressed gas, and/or radioactive article, substance, or material at such time or place or in such manner or condition that may (or may be likely) unreasonably endanger persons or property.

2.16. Alcoholic Beverages

2.16.1. Subject to compliance with all applicable laws, ordinances and regulations, wine, beer, and other alcoholic beverages may not be sold, dispensed or consumed in the public places of the Airport except in such facilities or areas as may be lawfully established or properly designated and licensed for such activity by the City or the Airport under a special event permit.

2.17. Use of Public Areas

2.17.1. No person shall use public areas of the Airport other than in a clean and sanitary manner or expectorate on the floors, walls, or other surfaces of the Airport.

2.17.2. Spitting, marking, or defacing the floors, walls, or other surfaces of the Airport is prohibited.

2.17.3. Use of the public area of any facility or area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation may only be allowed at the discretion of the Airport Manager.

2.18. Trash and Other Waste Containers

2.18.1. Garbage, empty boxes, crates, rubbish, trash, papers, refuse, and/or litter of any kind shall not be placed, discharged, or deposited on the Airport except in the receptacles provided specifically for that purpose.

2.18.1.1. The burning of garbage, empty boxes, crates, rubbish, trash, papers, refuse, and/or litter of any kind on the Airport is prohibited. Personnel, with the approval of the Airport Manager, may engage in training exercises that require controlled burning.

2.18.1.2. Trash and other waste containers at the Airport shall not be utilized for the disposal of personal trash unless the container is privately owned.

2.18.2. The Airport Manager shall designate areas to be used for garbage receptacles and no other areas shall be utilized.

2.18.2.1. Such areas shall be kept clean and sanitary at all times.

2.18.2.2. Garbage receptacles shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of offensive odors.

2.18.2.3. Garbage receptacles shall be equipped with securely fastened lids.

2.19. Sound Amplifying Devices

2.19.1. Sound amplifying devices are prohibited on the Airport except when approved by the Airport Manager.

2.20. Fire

2.20.1. Entities engaged in any activity at the Airport, whether occupying Airport owned facilities or otherwise, shall comply with all applicable regulatory measures and all fire code and practices recommended by the NFPA, unless otherwise directed or authorized in writing by the Airport Manager and Fire Marshal to deviate from same.

2.20.2. Entities shall comply with all directives issued by the Airport Manager regarding the removal of fire hazards, arrangement or modification of vehicles or equipment, or altering operating procedures considered unsafe from a fire prevention standpoint.

- 2.20.3. Entities using the Airport or the facilities located at the Airport shall exercise the utmost care to guard against fire and injury to persons or property.
- 2.20.4. Smoking, matches, lighters, or any open flames are prohibited within 50 feet of any aircraft, refueling vehicle, fuel storage facility or any aircraft being fueled or defueled.
 - 2.20.4.1. Open flames of any kind are prohibited without the prior written permission of the Airport Manager. This excludes open flames utilized by lessees and operators in the performance of aircraft maintenance approved by agreement.

2.21. Hazardous Waste and Materials

- 2.21.1. No entity shall store, keep, handle, use, dispense, discharge, or transport on the Airport any hazardous material in contravention of any regulatory measure. Proper permits must be obtained from the appropriate agency, copies must be presented to the Airport Manager, and prior written permission must be obtained from the Airport Manager.
 - 2.21.1.1. All persons operating on the Airport will abide by the Storm Water Pollution Prevention Plan (SWPPP) and/or the governing tenant's SWPPP.
 - 2.21.1.2. Approved storage of hazardous waste on the Airport must be placed in suitable receptacles with self-closing covers that are properly secured.
 - 2.21.1.3. Any entity must notify the Airport Manager within two business days of the receipt of any citation, notice of violation, complaint, warning, or other communication, written or oral, from any local, state, or federal agency which alleges the violation of any environmental law, ordinance, rule or regulation and shall further notify the Airport Manager of the steps to be taken in response to such communication and the outcome of such action.
- 2.21.2. Lubricating oils and hazardous liquids shall be disposed of in a manner compatible with these Rules and Regulations, the SWPPP, the International Fire Code, and the Arizona Revised Statutes as may be amended from time to time.
 - 2.21.2.1. All records documenting the proper disposal of any waste, used, or surplus substance which may be hazardous to human health or the environment shall be kept for a period of at least three years and made available to the Airport Manager or designee upon request.
- 2.21.3. No fuels, oils, dopes, paints, solvents, acids, or any other hazardous waste shall be disposed of or dumped in drains, on aprons, catch basins, ditches, or elsewhere on the Airport.
- 2.21.4. Any person who experiences overflowing or spilling of oil, grease, fuel, and/or similar material or substance anywhere on the Airport is responsible for the immediate cleanup of the spill, proper disposal of the substance, and notification of the Airport Manager.
 - 2.21.4.1. Failure to clean the area and properly dispose of the substance may result in the Airport providing cleanup and disposal at the expense of the responsible party.
- 2.21.5. All empty oil, paint, and varnish cans, bottles, or other containers shall be removed from the Airport in a timely manner, at the sole discretion of the Airport Manager, and shall not remain on the floor, wall stringers, or overhead storage areas of the hangars, offices, shops, or other buildings.

2.21.6. Gasoline, oil, and solvent drums or receptacles shall not be stored within Aircraft and/or Vehicle operating areas nor be in excess of amounts actually needed as current stock. Any material of this type shall be kept enclosed and covered in a clearly marked and labeled housing of a design and type that meets the approval of the Airport Manager.

2.21.6.1. Secondary containment is required for the storage of gasoline, oils, solvents, and/or hazardous waste in drums or receptacles.

2.22. Painting

2.22.1. Doping processes, painting, or paint stripping shall be performed only in those facilities approved for such activities and in compliance with the International Fire Code and the SWPPP.

2.23. Flammable Solids and Liquids

2.23.1. The use and storage of all flammable materials (solid and liquids) shall be in compliance with regulatory measures including the International Fire Code and the SWPPP.

2.23.2. The use of flammable, volatile liquids shall comply with the adopted International Fire Code.

2.23.2.1. The procedures and precautions outlined in the criteria of NFPA Pamphlet No. 30 (Flammable and Combustible Liquids Code), NFPA Pamphlet No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and NFPA pamphlet No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

2.24. Effluents, Pollutant, or Air Contaminant

2.24.1. No person shall discharge any substance in or upon the Airport in contravention of any regulatory measure. Proper permits must be obtained from the appropriate Agency, copies must be presented to the Airport Manager, and prior written permission must be obtained from the Airport Manager for such discharge.

2.24.2. Hazardous Spills

2.24.2.1. The State of Arizona requires notification within 24 hours of: 1.) A release of a regulated substance; 2.) A spill or overflow of petroleum that results in a release exceeding 25 gallons, or causes a sheen on nearby surface water that is reportable to the National Response Center under 40 CFR 110; 3.) A spill or overflow of petroleum resulting in a release of 25 gallons or less that is not contained and cleaned up within 24 hours; 4.) A spill or overflow of a hazardous substance that equals or exceeds its reportable quantity under CERCLA; and 5.) A spill or overflow of a hazardous substance that is less than the reportable quantity under CERCLA, not contained and cleaned up within 24 hours.

2.24.2.1.1. Hazardous spills that require reporting include, but are not limited to, jet fuel, gasoline, fuel oil, hydraulic oil, motor oil, turbine oil, alcohol, glycol, and all similar chemicals that could be considered hazardous.

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- 2.24.2.2. In the event a hazardous spill occurs of any magnitude, the responsible party of such spill shall take appropriate action in the containment, clean up, rehabilitation, and reporting of such hazardous spill. The following procedures shall be implemented in managing a hazardous spill.
- 2.24.2.3. **Minor Spills** – Spills of less than 5 gallons and that are not compromising the safety of the public. If you have any questions contact the City’s HazMat team through the City’s Dispatch System.
1. Determine the threat to the immediate public.
 2. Contain the spill with an absorbent.
 3. Block all storm water drains that could be impacted by such a spill.
 4. Apply the proper absorbent from strategically placed spill kits. All liquids and or absorbents shall be disposed of or reused per applicable regulatory measures.
 5. Contact the Airport Operations Department. Airport personnel will determine the need to notify ARFF.
 6. Complete an Airport Department Spill Report Form for the spill. Submit one copy to the Airport Operations Department and keep a copy at your facility.
 7. Contact the Arizona Department of Environmental Quality if containment and clean up of the spill takes longer than 24 hrs or if the release causes a sheen on nearby surface water that is reportable to the National Response Center under 40 CFR 110.
- 2.24.2.4. **Serious Spills** – Spills in excess of 5 gallons but less than 25 gallons or any spill causing an immediate threat to the safety of the public. MAKE NOTE of quantity and type of material spilled. If you have any questions contact the City’s HazMat team through the City’s Dispatch System.
1. Contact 911 and the Airport Operations Department **immediately**.
 2. Determine the threat to the immediate public.
 3. Block all storm water drains from potential contamination.
 4. Contain the spill with an absorbent.
 5. Determine the nature of the spill.
 6. Apply absorbents to the spill until all residual liquid is processed. All liquids and absorbent shall be disposed of properly per applicable regulatory measures.
 7. Assess the damage to the land and/or water with Airport personnel.
 8. Contact the Arizona Department of Environmental Quality if containment and clean up of the spill takes longer than 24 hrs or if the release causes a sheen on nearby surface water that is reportable to the National Response Center under 40 CFR 110.
 9. Record all aspects of the spill in your files.
 10. A detailed Airport Department Spill Report Form containing all pertinent information of such spill shall be completed by the responsible party and delivered to the Airport Operations Department within 2 business days.
- 2.24.2.5. **Major Spills** – Spills in excess of 25 gallons and which may pose a serious threat to the safety of the public. MAKE NOTE of quantity and type of material spilled. If you have any questions contact the City’s HazMat team through the City’s Dispatch System.

1. Contact 911 and the Airport Operations Department **immediately**.
2. Evaluate the threat to the public and make any arrangements to secure the safety of the immediate public (i.e., evacuation).
3. Contain the spill should safety permit.
4. Block all drains that pose an immediate threat from the spill.
5. Apply absorbents to such a spill until all residual liquid is processed. All liquids and absorbent shall be disposed of properly per applicable regulatory measures.
6. Contact the Arizona Department of Environmental Quality **immediately**.
7. Airport personnel shall assess the damage to the land and/or the waters.
8. Airport personnel shall inspect the drainage outfall for downstream contamination.
9. Record all aspects of the spill in your record.
10. A detailed Airport Department Spill Report Form containing all pertinent information of such spill shall be completed by the responsible party and delivered to the Airport Operations Department within 2 business days.

2.24.3. Aircraft Preflight Inspection

- 2.24.3.1. No hazardous substance or pollutant shall be disposed of on the Airport or into the air (at the Airport) during aircraft preflight inspection including but not limited to sumped fuel.

2.24.4. Aircraft Cleaning

- 2.24.4.1. See Aircraft Cleaning Section 3.8.

2.24.5. Deicing

- 2.24.5.1. See Aircraft Deicing Section 3.9.

2.25. Emergency Conditions

- 2.25.1. Emergency conditions at the Airport shall not mitigate or cancel these Rules and Regulations.
- 2.25.2. During such conditions, the operator of any aircraft or vehicle shall make certain that the aircraft or vehicle is not moved in any direction unless specifically cleared by the Air Traffic Control, Airport Manager, and/or Incident Command.
- 2.25.3. No person shall enter upon the landing areas, aprons, or taxiways of the Airport for the purpose of attending, observing, or assisting at the scene of an accident except persons requested or permitted to do so by the Airport Manager and with the approval of Incident Command.
- 2.25.4. All permits and permissions issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been alleviated and normal operations have resumed.
- 2.25.5. Emergency procedures for the Airport may be issued at the discretion of the Airport Manager.
- 2.25.6. The Airport Manager shall determine when normal operations may resume.

3. Aircraft Rules and Regulations

3.1. Regulatory Measures

3.1.1. Activities at the Airport (including the use of controlled airspace of the Airport) shall conform to the current applicable provisions of 14 CFR; applicable regulatory measures; these Rules and Regulations; and orders (written or verbal instructions) of ATC personnel.

3.2. Airworthiness

3.2.1. Only aircraft considered airworthy by the Federal Aviation Administration or any foreign counterpart shall land or takeoff from the Airport and/or use any area of the Airport for aircraft parking or storage.

3.2.1.1. Aircraft operator shall promptly remove aircraft that are not airworthy unless written permission is granted by the Airport Manager.

3.2.1.1.1. Written permission may be granted by the Airport Manager to store aircraft undergoing major renovation or restoration as long as the aircraft is stored in a hangar.

3.2.1.1.2. If Airport owned hangars, t-hangars, or tie down occupancy is 100%, non-airworthy aircraft may be kept at the Airport (with written permission of the Airport Manager) for no more than 6 months.

3.2.1.1.3. Should an aircraft operator fail to remove an aircraft that is not airworthy after notification by the Airport Manager, the aircraft may be removed by the Airport at the risk and expense of the aircraft owner without liability for damage arising from or out of such removal.

3.2.2. Abandoning an aircraft anywhere on the Airport is prohibited.

3.2.2.1. The Airport, at the risk and expense of the aircraft owner, may remove such aircraft without liability for damage arising from or out of such removal.

3.3. Based Aircraft Registration

3.3.1. Aircraft based at the Airport (commercial or non-commercial) must be registered with the Airport Manager or an authorized FBO. Registration information must include the following:

3.3.1.1. Aircraft Make and Model

3.3.1.2. Aircraft Registration Number

3.3.1.3. Aircraft Gross Takeoff Operating Weight

3.3.1.4. Aircraft Owner Name, Address, and Phone Number

3.3.2. Lessees are responsible for the registration of all aircraft based on their leased premises.

3.3.3. Based aircraft operators must have a tie down or hangar agreement with either the Airport or an authorized master lessee.

3.3.4. Aircraft based at the Airport which contain an active explosive devise including but not limited to ejections seats or ballistic recovery systems must provide, to the Airport Manager, operating and safety procedures for the system and a diagram of the aircraft with the location of the system clearly marked.

3.4. Hours of Operation

3.4.1. The Airport is available for use 24 hours per day, 7 days per week.

3.5. Accidents or Incidents

- 3.5.1. Aircraft operators involved in an accident on the Airport resulting in any injury (or death) to person or damage to property shall make a full and prompt report of the accident to the Airport Manager, complete any necessary reports and/or forms, and comply with all applicable provisions of National Transportation Safety Board Regulations Part 830.
 - 3.5.1.1. Damage to property includes but is not limited to damage to a runway, taxiway, apron, or navigational aid, light, or fixture.
- 3.5.2. An aircraft involved in an accident on the Airport may not be removed from the scene of the accident until authorized by the Airport Manager who will receive authorization to remove the Aircraft from the FAA and/or National Transportation Safety Board, when applicable.
- 3.5.3. Once authorization to remove the aircraft has been issued, the aircraft operator shall make immediate arrangements to have the aircraft removed and coordinate all arrangements with the Airport.
 - 3.5.3.1. If immediate arrangements are not made, the Airport Manager may have the aircraft removed at the aircraft operator's risk and expense without liability for damage arising from or out of such removal.

3.6. Prohibiting Use of the Airport

- 3.6.1. The Airport Manager shall have the right at any time to close the Airport or any portion thereof to air traffic to prohibit aircraft landing and/or taking off at any time and under any circumstances, to delay or restrict any flight or other aircraft operation, or to deny the use of the Airport to any person or group when the Airport Manager considers such actions to be necessary and desirable in the interest of safety or when the Rules and Regulations herein set forth are being violated.
- 3.6.2. The Airport Manager may prohibit aircraft operations (except for emergency landings) when it is determined that conditions are unsafe or the aircraft operation would likely endanger persons or property.
 - 3.6.2.1. The Airport Manager may issue or cancel a Notice to Airmen (NOTAM) to close or open the Airport (or any portion thereof) or to terminate or restrict any activity on or at the Airport.

3.7. Aircraft Maintenance

- 3.7.1. Aircraft maintenance on the Airport is permitted only in areas designated by the Airport Manager.
 - 3.7.1.1. Only designated areas shall be used for preventive maintenance (as defined by 14 CFR Part 43) and in accordance with the posted rules at each maintenance area.
 - 3.7.1.2. Major alterations and repairs of aircraft shall only be conducted in designated areas with prior written permission of the Airport Manager.
 - 3.7.1.3. Only preventive maintenance (as dictated by 14 CFR Part 43) may be performed on aircraft located on tie downs and in T-Hangars.
 - 3.7.1.4. Aircraft maintenance within hangars shall be limited to that specifically permitted by the International Building Code.
- 3.7.2. Aircraft painting shall be performed only in areas approved for that activity.

3.8. Aircraft Cleaning

- 3.8.1. Aircraft cleaning shall be performed only in areas designated by the Airport Manager and in compliance with the SWPPP.
- 3.8.2. All drainage must flow to an oil/water separator.
- 3.8.3. All aircraft cleaning shall be done in accordance with posted rules, with biodegradable soap, and without the use of solvents or degreasers.
- 3.8.4. Aircraft, aircraft engines, and/or parts may be dry washed in areas not having an oil/water separator.

3.9. Aircraft Deicing

- 3.9.1. Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in designated areas as specified by the Airport Manager and only with prior written permission of the Airport Manager.
- 3.9.2. Before granting written permission for aircraft deicing on the Airport, the Airport Manager shall inspect the containment system and/or mechanism and approve the containment plan that will be used by the operator or lessees for aircraft deicing.
- 3.9.3. Use of chemical substances for the purpose of removing snow and/or ice shall comply with all regulatory measures.

3.10. Aircraft Engine Operation

- 3.10.1. Only qualified persons shall start and/or operate an aircraft engine at the Airport and/or taxi an aircraft on the Airport.
 - 3.10.1.1. Qualified persons include a pilot, an airframe and power plant mechanic, or a qualified technician licensed by the FAA, who is qualified to start or operate the engine(s) and/or taxi that particular class and type of Aircraft.
- 3.10.2. Starting engines shall be prohibited until all standard safety procedures have been followed.
- 3.10.3. Any person operating an aircraft engine in an area that is accessible to the public shall take precautions to alert and protect the public from hazards incident to such operations.
- 3.10.4. At no time shall an aircraft engine(s) be operated in a hangar or covered tie down.
- 3.10.5. Aircraft controls shall not be unattended while aircraft engines are operating.
- 3.10.6. Propeller, engine, and exhaust noises shall be kept to a minimum.
- 3.10.7. Maintenance run-up of aircraft engines will be performed only in the areas designated for such purpose by the Airport Manager.
 - 3.10.7.1. The designated maintenance run-up areas are located at intersections Charlie 6, Delta 6, Echo 4, and Echo 2.
 - 3.10.7.2. Aircraft may not be tied to any structure during aircraft engine run-up.
 - 3.10.7.3. No engine maintenance run-ups are allowed between 10:00 PM and 7:00 AM, except at the Charlie 6 and Delta 6 Intersections.

3.11. Aircraft Equipment

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- 3.11.1. Aircraft (other than rotorcraft) operated on the Airport must be equipped with a tail wheel or nose wheel and wheel brakes unless the Airport Manager grants the operator prior written permission to operate the aircraft on the Airport.
 - 3.11.2. Aircraft operators shall not land, taxi, or take off without the ability to communicate per 14 CFR.

3.12. Aircraft Parking and Storage

- 3.12.1. Aircraft shall be parked only in those areas designated for such purpose by the Airport Manager and shall not be positioned in such a manner so as to block a runway, taxiway, taxilane, or obstruct access to hangars, parked Aircraft, and/or parked Vehicles.
- 3.12.2. Unless otherwise provided in an agreement with the Airport or authorized FBO, no person shall use any area of the Airport for the parking and storage of aircraft, other than transient parking, without prior written permission of the Airport Manager.
 - 3.12.2.1. Should a person use such areas for aircraft parking or storage without first obtaining the prior written permission of the Airport Manager, the Airport Manager may remove and store the aircraft at the expense of the aircraft operator without liability for damage that may arise from or out of such removal or storage.
- 3.12.3. Aircraft operators shall ensure parked and stored aircraft are properly secured as set forth in the current version of FAA AC 20-35.
 - 3.12.3.1. Parked or stored rotorcraft shall have braking devices and/or rotor mooring blocks applied to the rotor blades.
 - 3.12.3.2. Moored lighter-than-air aircraft shall have at least one person monitoring the safety of the mooring at all times.
- 3.12.4. Upon request of the Airport Manager, the operator of any aircraft parked or stored at the Airport shall move the aircraft to the location and/or position on the Airport identified by the Airport Manager. In the event the aircraft operator refuses, is unable, or unavailable, the Airport Manager may move the aircraft to the area at the risk and expense of the aircraft operator without liability for damage that may arise from or out of such movement.

3.13. Aircraft Security

- 3.13.1. If the kind, type, mission, or condition of an aircraft makes it necessary for an aircraft operator to obtain, provide, and/or maintain security for an aircraft, the aircraft operator shall be responsible for such security and may only provide (and/or arrange for) such security after obtaining the prior written permission from the Airport Manager.
- 3.13.2. Aircraft operators shall not employ security measures as a means to hinder, delay, or prevent removal of aircraft at the direction of the Airport Manager.

3.14. Aircraft Operations

- 3.14.1. Operating an aircraft in a careless, negligent, or reckless manner; in disregard of the rights and safety of others; without due caution and prudence; or at a speed or in a manner which endangers, or is likely to endanger persons or property of any entity is prohibited.

- 3.14.2. Operating an aircraft constructed, modified, equipped, or loaded as to endanger, or be likely to endanger persons or the property of any entity is prohibited.
- 3.14.3. Aircraft operators shall comply with any order, signal, or directive of the Airport Manager.
- 3.14.4. Aircraft operators shall not land, take off, taxi, or park an aircraft on any area that has been restricted to a maximum weight bearing capacity of less than the weight of the aircraft at the time of using such area.
 - 3.14.4.1. It shall be the aircraft operator's responsibility to repair any damage to the Airport's runways, taxiways, or aprons caused by excessive aircraft weight loading.
- 3.14.5. The following runway and taxiway weight limitations for single and dual gear aircraft shall not be exceeded without prior approval of the Airport Manager.
 - 3.14.5.1. Runway 12 – 30
 - 1. Single Gear – 12,500 lbs.
 - 3.14.5.2. Parallel taxiways for Runway 12 –30
 - 1. Single Gear – 12,500 lbs.
 - 3.14.5.3. Runway 03R –21L
 - 1. Single Gear – 63,000 lbs.
 - 2. Dual Gear – 80,000 lbs.
 - 3.14.5.4. Parallel taxiways for Runway 03R –21L
 - 1. Single Gear – 63,000 lbs.
 - 2. Dual Gear – 80,000 lbs.
 - 3. Taxiway D1 restricted – 12,500 lbs.
 - 3.14.5.5. Runway 03L –21R
 - 1. Single Gear – 12,500 lbs.
 - 3.14.5.6. Taxiway A, Taxiway B, Taxiway B4
 - 1. Single Gear – 12,500 lbs.
- 3.14.6. Experimental flights or ground demonstrations shall not be conducted on the Airport without the prior written permission of the Airport Manager
- 3.14.7. Air shows and aerobatic operations of aircraft are not permitted within Class D airspace unless prior written permission of the Airport Manager and the FAA has been obtained.
- 3.14.8. 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 operation, an aircraft refueling vehicle, or a fuel storage facility.

3.15. Taxiing Operations

- 3.15.1. Aircraft operators shall obey all pavement markings, signage, and lighted signals unless the Airport Manager or ATC directs otherwise.

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- 3.15.2. The starting, positioning, or taxiing of any aircraft shall be performed in such a manner so as to avoid generating (or directing) any propeller slipstream or jet blast that may endanger or result in injury to persons or damage to property.
 - 3.15.3. Aircraft engines shall not be started and aircraft shall not be taxied into, out of, or within any structure on the Airport.
 - 3.15.4. Aircraft shall not be taxied until the aircraft operator has ascertained (by visually inspecting the area) there is no danger of collision with any person or object in the area.
 - 3.15.5. Taxiing aircraft shall yield the right-of-way to any emergency vehicle, unless directed by ATC.
 - 3.15.6. Aircraft being taxied, towed, or otherwise moved at the Airport shall proceed with running lights and anti-collision lights illuminated during the time between official sunset and official sunrise.
 - 3.15.7. Aircraft shall only be taxied or towed in areas normally used for operation of aircraft, unless express prior written approval has been received from the Airport Manager.
 - 3.15.8. Aircraft operators shall not taxi an aircraft on the Airport at a speed greater than is reasonable and prudent under the conditions.

3.16. Landing and Take-off Operations

- 3.16.1. Take-offs will be made only from the ends of the runways, or from a designated intersection approved by ATC.
- 3.16.2. Fixed wing aircraft taking off or landing at the Airport shall do so only from designated runways.
- 3.16.3. Landing aircraft shall clear the runway as soon as practicable, taxiing ahead to the nearest turn off. No turns of 180 degrees shall be made on the runway unless approved by ATC.

3.17. Flight Instruction

- 3.17.1. All entities giving flight instruction shall be held responsible to the Airport for the conduct of all students during the course of instruction.

3.18. Noise Abatement Procedures

- 3.18.1. Aircraft operators shall use procedures that result in minimum noise to surrounding areas. This includes, but is not limited to, avoiding low altitude maneuvers. Optimum power settings and operating altitudes shall be maintained consistent with safety.

3.19. Rotorcraft Operations

- 3.19.1. Rotorcraft shall park or operate only in the areas approved by the Airport Manager.
 - 3.19.1.1 Rotorcraft shall not be operated within 20 feet of any facility or Fuel storage facility without prior written permission of the Airport Manager
 - 3.19.1.2. Rotorcraft shall not be operated within 20 feet of any area where light Aircraft are parked or operating, unless such area is specifically established for rotorcraft operations.

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- 3.19.2. Rotorcraft Operators shall not perform any autorotation (except in the case of an emergency) within the Class D Airspace without clearance from ATC.

3.20. Traffic Patterns

- 3.20.1. Aircraft shall conform to the traffic patterns promulgated jointly by the FAA and the Airport unless otherwise specifically authorized by ATC.

3.21. Limitations

- 3.21.1. Aircraft operations on the Airport shall be limited to self powered aircraft.
- 3.21.2. Aircraft operators shall obtain the prior written permission of the Airport Manager before conducting any of the following activities at the Airport.
- 3.21.2.1. Initial flight(s) of experimental, home built or amateur built aircraft.
- 3.21.2.2. Use of Motorless aircraft: The landing upon or towing from the Airport of gliders, sailplanes, and other certificated motorless Aircraft.
- 3.21.2.3. Use of Ultralight vehicles: The landing upon or taking off from the Airport of ultralight vehicles.
- 3.21.2.4. Use of Lighter-than-Air aircraft: The landing upon or taking off from the Airport of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air aircraft that utilize gasses or hot air to provide lift.
- 3.21.2.5. Banner or Glider Towing: The landing upon or taking off from the Airport of aircraft that tow banners, gliders, or any other device.
- 3.21.2.6. Aircraft operating above 80,000 lbs.
- 3.21.2.7. Hazardous Cargo: Landing or taking off with flammable, explosive, or corrosive materials, except that which is carried aboard for the operation of the aircraft or use by crewmembers or passengers and that which is carried in compliance with all applicable regulatory measures.
- 3.21.2.8. Radioactive Cargo: The landing upon or taking off from the Airport of Aircraft loaded with radioactive materials.
- 3.21.2.8.1. All shipments of radioactive cargo or other hazardous material shall comply with regulations established in 49 CFR Parts 100-199, and all other regulatory measures governing such shipments.
- 3.21.2.8.2. Trained Hazmat and ARFF equipment and personnel will be required for this type of operation as a standby precautionary measure. Costs associated with trained Hazmat equipment and personnel shall be borne by the aircraft operator.

3.22. Fees and Charges

- 3.22.1. Aircraft shall not land or take off from the Airport unless the aircraft operator has paid the fees and/or charges that may be assessed from time to time by the Airport for such use unless the operator is exempt from payment of certain fees or unless the operator is entitled to use the Airport without making such payment as stipulated in an agreement with the Airport.
- 3.22.1.1. Aircraft exempt from Airport fees and charges include aircraft owned and/or operated by the United States of America, military forces of the United States of America, and the aircraft operated by foreign military forces in support of allied military operations that do not utilize the Airport significantly (as defined in the FAA Grant Assurances).

4. Vehicle Rules and Regulations

4.1. Regulatory Measures

4.1.1. All vehicle operators on the Airport shall comply fully with the applicable Arizona Revised Statutes, Airport Rules and Regulations, Ground Vehicle Operations Plan, and any other regulatory document, as may be amended from time to time, and instructions issued by the Airport Manager.

5. Operator and Lessee Rules and Regulations

5.1. Security

5.1.1. It is the responsibility of all operators and/or lessees to see that all gate chains, doors, and other public safeguards are continually and conscientiously used in a manner so as to protect all persons. All access gates to a Restricted Area through an operator or lessee's premises are their responsibility and shall remain closed when not attended.

5.2. Construction or Alteration of Improvements

5.2.1. Any construction or alteration of an improvement located on the Airport shall be performed in compliance with the lessee's lease agreement and must be approved in writing in advance by the Airport Manager.

5.3. Maintenance of Premises

5.3.1. All operators and lessees are required to keep the land and/or improvements under lease (or being occupied or used) free from all fire hazards and maintain the same in a condition of repair, cleanliness, and general maintenance.

5.3.1.1. Failure by operator or lessee to maintain the land or improvements under lease (or being occupied or used) after receipt of written notice from the Airport may result in the Airport conducting or contracting the maintenance at operator's or lessee's expense or such longer period as may be allowed in operator's or lessee's agreement.

5.3.2. All operators and lessees shall be fully responsible for all damage to facilities, equipment, real property, related appurtenances, and all other improvements in the ownership, care, custody, or control of the Airport caused the operator or lessee or by their employees, agents, customers, visitors, suppliers or persons with whom they do business.

5.3.3. Facilities (including hangar floors) shall be kept free from the accumulation of oil, grease, flammable liquids, rags, or other waste materials.

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

5.4. Fire Prevention

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

5.4.1.1. Operators and lessees that have employees conducting fueling or fuel transfer operation must ensure that all employees receive proper fire prevention, use of fire extinguishers, responding to fuel and oil spills, and handling flammable materials training or instruction immediately upon employment and that employees receive such training or instruction annually thereafter and shall document such training.

5.4.2. Operators and lessees shall provide proper, adequate, inspected, certified, and readily accessible fire extinguishers (that are approved by the Fire Chief or Fire Marshal) for the particular hazard involved (or associated with the activity).

5.4.2.1. Fire extinguishers shall be maintained in accordance with the International Fire Code.

5.4.2.2. Logs showing the date of the last inspection shall be attached to each unit or records acceptable by the Fire Chief or Fire Marshal shall be kept showing the status of such Equipment.

5.5. Heating Equipment

- 5.5.1. All heating Equipment and fuel burning appliances installed or used on the Airport shall comply with the requirements of City of Prescott, the state of Arizona, the International Fire Code, the Fire Marshal and the Airport Manager.
- 5.5.2. Portable heating devices are prohibited in Aircraft hangars.

5.6. Aircraft Hangars

- 5.6.1. Aircraft hangars shall only be used for the following purposes:
 - 5.6.1.1. Storage and parking of aircraft and associated aircraft equipment and supplies.
 - 5.6.1.1.1. Aircraft parked in hangars shall be parked in a manner so as to be completely contained in the hangar and not obstruct adjacent aircraft parking and/or storage areas, taxiways, or taxilanes except for temporary staging and/or fueling of such aircraft.
 - 5.6.1.2. Parking of vehicles that display a valid Airport vehicle permit.
- 5.6.2. Use of aircraft hangars shall be subject to the following restrictions:
 - 5.6.2.1. No aircraft maintenance, alterations, or repairs shall be performed in a hangar except in accordance with Section 3.7 of these rules and regulations.
 - 5.6.2.1.1. In addition to the provision contained in Section 5.7.1.2, no preventive aircraft maintenance shall be conducted in or from any T-Hangar for any aircraft not listed on the agreement (for the hangar) unless written permission is granted by the Airport Manager.
 - 5.6.2.2. For hangars not having a personnel exit door, sliding doors shall remain open 36 inches anytime a person is in the hangar.
 - 5.6.2.3. Oily rags, waste oil, or other materials soiled with petroleum based products will only be stored in fire rated containers with self-closing, tight-fitting lids as approved by the Fire Marshal and/or the Airport Manager.
 - 5.6.2.4. Aircraft batteries shall not be connected to a charger when installed in an aircraft that is located inside (or partially inside) a hangar.

5.7. Aircraft Shades and Tiedowns

- 5.7.1. Aircraft shades and tiedowns shall only be used for the following purposes:
 - 5.7.1.1. Storage and parking of the aircraft listed on the agreement for that tiedown or shade and parked in a manner so as to be completely contained within the space and not obstruct adjacent aircraft parking and/or storage areas, taxiways, or taxilanes except for temporary staging and/or fueling of such aircraft.
 - 5.7.1.2. Performing preventive aircraft maintenance on the aircraft listed on the agreement for that tiedown or shade and in accordance with Section 3.7 of these rules and regulations.
 - 5.7.1.3 Parking of vehicles that display a valid Airport vehicle permit.

5.8. Storage of Materials and Equipment

- 5.8.1. Operators and/or lessees shall store, stack, box, or bag material (or equipment) in such manner as to preclude creating any hazard, obstructing any operation, or littering.
 - 5.8.1.1. Storage of materials or equipment must comply with the SWPPP.
 - 5.8.1.2. Lessees of the Airport can store non-hazardous items in a covered and fenced area on their leased premises with prior written authorization from the Airport Manager.

5.9. Compressed Gases

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

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

5.9.1.2. Cylinders or tanks not in use shall have an approved transportation safety cap installed.

5.10. Lubricating Oils

5.10.1. A total of 25 gallons of lubricating oils (and/or Class IIIA or IIIB materials) having a flash point at or above 140 degrees may be stored in hangars provided that the product is stored in the original container and has the original manufacturer's labeling (or that the product is stored in other suitable containers approved by the Airport Manager).

5.10.1.1. Larger quantities may be stored in accordance with applicable Regulatory Measures and approval of the Airport Manager.

5.10.1.2. T-hangars shall not contain oil quantities in excess of two times the oil storage capacity of the engine of the Aircraft stored therein.

5.11. Right of Entry

5.11.1. The Airport Manager shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all records, rooms, areas, and facilities on Airport property, whether or not the right of entry is provided for in any agreement.

5.11.1.2. Airport Manager shall have the right of entry to Airport operated Hangars, T-hangars or Portable-T hangars without advanced notification.

6. Refueling, Defueling, and Fuel Storage

6.1. Regulatory Measures

6.1.1. Refueling, defueling, and fuel storage on the Airport shall conform to the current applicable provision of 14 CFR; applicable regulatory Measures; and all appropriate NFPA guidelines.

6.2. Permit

6.2.1. Fuels shall only be dispensed on the Airport by those entities having an agreement with the Airport granting such permission.

6.3. Training

6.3.1. No person shall fuel or defuel an aircraft until that person is properly trained in accordance with 14 CFR, NFPA and any other applicable regulatory measure.

6.3.2. Training records documenting the training provided to (and qualifications of) each person shall be maintained.

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

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

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

6.4. Refueling, Defueling, and Fuel Storage Operations

6.4.1. A properly trained operator shall be present (and responsive) at all times while fuel delivery vehicles transfer fuel into or out of any fuel storage facility.

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

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

6.4.1.3. The operator shall not block open, disengage, and/or deactivate the deadman while fueling and/or transferring fuel.

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

6.4.3. All fuel handled on the Airport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, persons or property.

6.4.4. Persons engaged in the fueling, defueling, and oil servicing of aircraft (or vehicles), the filling of refueling vehicles or dispensing equipment, or the dumping or pumping or loading of aviation fuels (or oils) into or from fuel (or oil) storage facilities shall exercise care and extreme caution to prevent overflow of fuel (or oils) and/or spills.

6.4.4.1. In the event that a spill should occur of any magnitude, the responsible party of such spill shall take appropriate action in the containment, clean up, and rehabilitation of such hazardous spill. In addition, all associated activities shall cease.

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- 6.4.4.2. The state of Arizona requires that all fueling facilities implement the procedures outlined in Section 2.24.2 and have a yearly training program related to hazardous spill handling.
- 6.4.4.3. In the event of a spill, Section 2.24.2 of these Rules and Regulations shall also be followed.
- 6.4.5. Refueling vehicles shall be positioned so that the vehicle can be directly driven away from the loading or fueling position in the event of fire or spill.
- 6.4.6. Not more than one refueling vehicle shall be positioned to refuel each wing of an aircraft and not more than two refueling vehicles shall be positioned to service the same aircraft.
- 6.4.7. When high capacity aircraft are refueled, additional refueling vehicles shall not be parked or positioned within 50 feet of the aircraft.
- 6.4.8. Aircraft fuel handling shall be conducted outdoors and at least 25 feet from any hangar or building and at least 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by the Fire Marshal.
- 6.4.9. Pumps, either hand or power operated, shall be used when aircraft are fueled from drums. Pouring or gravity flow shall not be permitted.
- 6.4.10. Vehicles shall be refueled only at refueling stations and from dispensing devices approved by the Airport Manager.
- 6.4.11. Aircraft (or vehicles) shall not be fueled or defueled while an engine is operating unless the Airport Manager has granted prior permission.
- 6.4.12. Aircraft (or vehicles) shall not be fueled or defueled if an electrical storm is in progress within the 5 statute miles of the Airport.
- 6.4.13. When aircraft are being fueled or defueled, the refueling vehicle shall be bonded to the aircraft.
- 6.4.14. Refueling vehicle operators shall not operate the vehicle in reverse anywhere on the Airport unless another person is present and capable of monitoring and directing the movement of the vehicle.
- 6.4.15. Aircraft shall not be fueled or defueled while passengers are on board unless a passenger-loading ramp is in place at the aircraft cabin door, the door is in the open position, and an attendant or person trained in the emergency egress procedures for that aircraft is present at or near the door.
- 6.4.15.1. If an incapacitated patient is on board the aircraft during fueling operations, fire department personnel and fire fighting/rescue equipment must be available at the scene.
- 6.4.16. No person shall operate any radio transmitter or receiver (or switch electrical appliances on or off in an aircraft) during fueling or defueling unless said radio transmitter or receiver is designed for such environment.
- 6.4.17. Smoking is prohibited in or about any aircraft, on any apron, or within 50 feet of an aircraft being fueled or defueled except in areas designated by the Airport Manager.

6.4.18. During fueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within 50 feet of such aircraft or vehicle.

6.4.19. The Airport assumes no liability or responsibility for violations of any applicable fueling requirements and procedures.

6.4.19.1. The operator or lessee shall be solely responsible for any violation incident to or in connection with the operator's or lessee's fueling storage facilities, equipment, operations, and training.

6.4.19.2. The operator or lessee shall reimburse the Airport for any fines, legal or court costs, incurred by the Airport for such violations.

6.5. Storage of Refueling Vehicles

6.5.1. Refueling vehicles shall be stored outside and not less than 50 feet from a building (or at the distance approved by the Airport Manager) unless the building is designed, constructed, and used exclusively for that purpose.

6.5.1.1. This section does not apply to fuel cans with a capacity of not more than five gallons, provided that no more than one can is located within a single vehicle and not more than two cans are located in any hangar and stored in an approved storage device.

6.5.2. Refueling vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between vehicles and any other vehicle or aircraft or within 20 feet of a storm water inlet.

6.6. Maintenance of Refueling Vehicles

6.6.1. Maintenance and servicing of refueling vehicles shall be performed outdoors or in a building that is approved by the Airport Manager specifically for this purpose.

6.6.2. Operator or lessees shall document and maintain vehicle maintenance and agency inspection records. These records shall be made available to the Airport upon request.

6.7. Equipment

6.7.1. Only those fuel storage facilities and refueling vehicles (and equipment) that are approved by the Airport Manager shall be used for the storage and delivery of fuel.

6.7.2. Refueling vehicles, fueling pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during fueling operations shall be maintained in a safe operating condition and in good working order and repair at all times.

6.7.2.1. When said refueling vehicle(s) or equipment is found in a state of disrepair, malfunction, the use constitutes an undue fire or safety hazard, or is in violation of any regulatory measure, the operator shall discontinue the use of such vehicles and/or equipment until repairs, replacements, or changes are made to render the same safe for continued use.

6.7.3. Any malfunction or irregularity detected on or within the aircraft being refueled or defueled shall be brought to the attention of the aircraft operator immediately.

6.7.4. Refueling vehicles, equipment, and fuel storage facilities shall be placarded, marked, and/or color coded in accordance with NFPA Publication 407 and applicable FAA Advisory Circulars.

- 6.7.4.1. A copy of all applicable permits, registrations, certificates, and insurance documents shall be maintained by each entity using or owning such equipment and shall be made available to the Airport upon request.
- 6.7.5. Adequate and proper fire extinguishers shall be immediately available during all fueling and defueling operations.
 - 6.7.5.1. At least 2 carbon dioxide (or approved dry chemical) fire extinguishers (20 BC rating) or the types of fire extinguishers that are capable of extinguishing Category B and Category C fires shall be immediately available.
 - 6.7.5.2. All extinguishers shall be inspected and certified as required by law and all personnel involved with fueling or defueling operations shall be properly trained on the use of fire extinguishers.
- 6.7.6. Adequate and proper absorbent and fuel spill containment capable of damming/diking a fuel spill shall be immediately available at all times.
 - 6.7.6.1. Each refueling vehicle shall have a minimum 10-gallon spill kit.
 - 6.7.6.2. Each fuel storage facility shall have a minimum 55-gallon spill kit.
- 6.7.7. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile liquids.
- 6.7.8. Refueling vehicles and vehicles utilized to deliver fuel to the fuel storage facility shall be subject to inspection by the Airport at any time to determine compliance with these Rules and Regulations.

6.8. Fuel Storage Facilities

- 6.8.1. All security gates leading into fuel storage areas shall be kept closed and locked at all times except when attended.

7. Enforcement/Penalties and Control

7.1 Enforcement

7.1.1. The Airport Manager has the authority to enforce these Rules and Regulations, as authorized in section 1.5 of these Rules and Regulations and Title 2-12 of the Prescott City Code, by any, some or all, but not limited to the following actions:

1. Counseling and/or retraining,
2. Issuance of a Notice of Violation (NOV) which may result in fines,
3. Suspension or Revocation of any or all airfield privileges,
4. Removing Persons or Property off Airfield,
5. Citing offenders on Airport Incident Reports,
6. Citing offenders to court, or
7. Other actions as warranted by the situation.

7.2 Notice of Violations (NOV)

7.2.1. NOV's may be issued, by authorized Airport Representatives at any violation level deemed appropriate, for violation(s) of these Rules and Regulations, the SWPPP, the Ground Vehicle Operations Plan, or any other applicable regulatory measure or document as issued by the Airport or other regulatory body.

7.2.2. NOV Levels

7.2.2.1. Level 1 – Violation of the following rules will be considered Level 1 Violations:

<u>Section</u>	<u>Violation</u>	<u>Page</u>
2.1.2.4	Access into restricted area of airport	5
2.8.2	Obey posted signs and directions	7
2.8.5	Smoking outside designated area	7
2.8.8	Loitering on airport	7
2.8.9	Gambling on airport property	7
2.13	Use of roadways and walkways	9
2.14	Animals on the airport	9
2.17	Use of public areas	10
2.18	Trash and other waste containers	10
2.19	Sound amplifying devices	10
3.12	Aircraft parking and storage	17
3.15	Taxiing operation	18
3.5.1	General maintenance and housekeeping of premises	22
5.5	Use of heating equipment	23
5.6	Use of aircraft hangars	23
5.7	Use of aircraft shades and tiedowns	23
5.8	Storage of materials and equipment	23
6.4	Refueling, defueling, and fuel storage operations	25
6.5	Storage of refueling vehicles	27
6.6	Maintenance of refueling vehicles	27
6.7	Use and condition of refueling equipment	27
6.8	Fuel storage facilities	28

7.2.2.2. Level 2 – Violation of the following rules will be considered Level 2 Violations:

<u>Section</u>	<u>Violation</u>	<u>Page</u>
2.1.2.1	Use of access gates and doors	5

2.1.2.2	Escort privileges and procedures	5
2.1.2.3	Access into restricted area of airport	5
2.1.2.5	Use of access gates and doors	5
2.5	Reporting accidents or incidents	6
2.8.3	Destruction or damaging of property	7
2.8.4	Injuring, disturbing or harassing person(s)	7
2.8.6	Controlled substances on airport	7
2.12.2	Presentation of valid ID when requested	8
2.20	Fire prevention and hazards	10
2.22	Painting	12
2.23	Flammable solids and liquids	12
3.7	Aircraft maintenance	15
3.8	Aircraft cleaning	16
3.9	Aircraft deicing	16
3.10	Aircraft engine operation	16
3.14	Aircraft operation	17
5.3.3	Accumulation of flammable/waste fluids and materials	22
5.9	Use and storage of compressed gases	24
5.10	Use and storage of lubricating oils	24

7.2.2.3. Level 3 – Violation of the following rules will be considered Level 3 Violations:

Section	Violation	Page
2.8.1	Airport issued ID	6
2.8.7	Intoxicated, disorderly, lewd, or unlawful conduct	7
2.8.10	Unauthorized operation of aircraft or vehicle	7
2.12.3	Tampering, disabling or breaching security device	9
2.12.4	Uses, duplication, or distribution of access devices	9
2.15	Weapons and explosives on the airport	9
2.21	Hazardous waste and materials	11
2.24.1	Discharge of substances in violation of regulations	12
2.24.2	Hazardous spill reporting and cleanup procedures	12
2.25	Emergency conditions on the airport	13
5.1	Operator and lessee facility security	22

7.2.3. NOV Penalties

7.2.3.1. Level 1 violations require counseling and/or retraining within twenty-one (21) calendar days of receipt of NOV.

7.2.3.1.1 A second Level 1 violation within a twelve (12) calendar month period will be penalized as a Level 2 violation.

7.2.3.2. Level 2 violations require counseling and retraining within seven (7) calendar days of receipt of NOV and must attend a meeting with an Airport representative and, if applicable, his or her employer.

7.2.3.2.1 A second Level 2 Violation within a twelve (12) calendar month period will be penalized as a Level 3 violation.

7.2.3.3. Level 3 violations result in immediate suspension of airfield access and/or driving privileges for seven (7) calendar days and require the violator to receive

counseling, retraining, and must attend a meeting with an Airport representative and, if applicable, his or her employer.

7.2.3.3.1 A second Level 3 Violation within a twelve (12) calendar month period will result in suspension of airfield access and/or driving privileges for thirty (30) calendar days.

7.2.3.3.2 A third Level 3 violation within a twelve (12) calendar month period will be result in permanent revocation of all airfield privileges.

7.2.3.4 After twelve (12) calendar months without another violation, the violation(s) will be removed from the person's file.

7.2.4. NOV Resolution

7.2.4.1. Level 1 violators must at a minimum complete the following:

1. Retraining within twenty-one (21) calendar days with the designated Airport representative.
2. Have person providing retraining complete bottom line of NOV.
3. Return NOV to the Airport Administration Office.

7.2.4.2. Level 2 violators must at a minimum complete the following:

1. Counseling and retraining within twenty-one (21) calendar days with the designated Airport representative.
2. Have person providing retraining complete bottom line of NOV.
3. Attend a meeting with an Airport representative and, if applicable, his or her employer.
4. Return NOV to the Airport Administration Office.

7.2.4.3. Level 3 violators must at a minimum complete the following:

1. Attend a meeting with an Airport representative and, if applicable, his or her employer.
2. Complete any and all counseling and retraining as required.
3. Have person providing counseling and retraining complete bottom line of NOV.
4. Return NOV to the Airport Administration Office.

7.2.5. NOV Appeal Procedures

7.2.5.1. Any person receiving a Notice of Violation (NOV) has the option of an appeal subject to the following provisions:

7.2.5.1.1. All requests for appeals must be submitted in writing to the Airport Manager within ten (10) business days of the issuance of the NOV.

7.2.5.1.2. The notice of appeal shall be forwarded to the City Manager for review.

7.2.5.1.3. The violator shall be notified in writing of the date of the scheduled appeal review.

7.2.5.1.4. If the violator is not present at the appeal review, the NOV shall be considered uncontested and remain in effect.

7.2.5.1.5 After hearing all relevant information presented by both parties in relation to the NOV, the City Manager shall render a decision in writing within ten (10) business days of the conclusion of the hearing.

7.2.5.1.6. After the City Manager has rendered a decision, the Airport Manager will proceed with all further actions as may be required or deemed necessary to effect the NOV.

7.2.5.2. Depending on the severity and/or level of violation, any or all airfield privileges may be suspended immediately, regardless of a requested appeal.

7.2.5.3 If an appeal is found in the alleged violator's favor, documentation of the violation will be removed from the individual's file and will not be held against him/ her in the future.

7.2.5.4 Under no circumstances will the City of Prescott Municipal Airport be responsible for lost wages or job due to revoked access or driving privileges.

7.3 Airport Incident Reports

7.3.1. Actions taken against violators cited on Airport Incident Reports will be determined by the Airport Manager.