



CITY OF REDMOND, OREGON

RULES AND REGULATIONS
REDMOND MUNICIPAL AIRPORT – ROBERTS FIELD

ADOPTED: June 28, 2016

CITY OF REDMOND, OREGON

RULES AND REGULATIONS
AT
REDMOND MUNICIPAL AIRPORT – ROBERTS FIELD

Table of Contents

Section 1 Introduction	1
Section 2 Definitions	2
Section 3 General Rules and Regulations	6
Section 4 Aircraft Operation	17
Section 5 Vehicle Operations	25
Section 6 Fueling	28
Section 7 Fire Safety and Environmental Hazards	31
Section 8 Airport Security	37
Section 9 Penalties	38

SECTION 1. INTRODUCTION

1.1 Purpose and Scope

The purpose of these Rules and Regulations, adopted by the City of Redmond, Oregon (hereafter, the “City”), is to protect the public health, safety, interest, and general welfare of the users of Redmond Municipal Airport – Roberts Field (hereafter, the “Airport”). These Rules and Regulations are intended to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airport by its operators, tenants, passengers, and users.

These Rules and Regulations are subordinate to applicable federal, State, or local government laws, City Code, and ordinances and shall in no way supersede or abrogate regulations set forth in the Federal Aviation Administration’s 14 Code of Federal Regulations (CFR) Part 139, *Certification of Airports*, or the Transportation Security Administration’s 49 CFR Parts 1540 and 1542, *Airport Security*.

The following documents contain policies and procedures issued by the City of Redmond or its designated representative and are in addition to these Rules and Regulations. These documents are incorporated into these Rules and Regulations by reference.

- Airport Certification Manual
- Airport Security Program
- Minimum Standards for Commercial Aeronautical Service Providers
- Airport Leasing Policy
- Scheduled Airline Operating Agreement Covering Lands and Lease of Terminal

Distribution, disclosure and availability of sensitive security information contained in the Airport Security Program and other documents may be appropriately restricted to those personnel with an operational need to know.

These Rules and Regulations may be supplemented, amended, or modified from time to time and in such manner and to such extent as the City determines to be appropriate. The City may also issue special rules, regulations, notices, memorandums, or directives when necessary.

1.2 Applicability

These Rules and Regulations apply to all users and tenants of the Airport. Any entry upon or use of the Airport with or without expressed permission is conditioned upon compliance with these Rules and Regulations. Entry upon the Airport by any person shall be deemed to constitute an agreement by such person to comply with these Rules and Regulations.

1.3 Authority

These Rules and Regulations are adopted under the authority of the City. The City specifically grants the Airport Director the authority to operate, manage, maintain, and secure the Airport and to take such actions as may be necessary to enforce these Rules and Regulations.

1.4 Variance or Waiver

The Airport Director may grant relief from the literal requirements of these Rules and Regulation when strict enforcement would result in practical difficulty or unnecessary hardship. Any such relief may be subject to reasonable conditions necessary to maintain safety of flight operations, fulfill the intent of the Rules and Regulations, and to protect the public interest.

1.5 Severability

Should any paragraph or provision of these Rules and Regulations be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of any other Rule or Regulation hereunder.

1.6 Enforcement

The City and Airport Director reserve the right to take any actions they deem necessary or appropriate in the event of any violation of these Rules and Regulations, including, but not limited to, prohibiting or restricting the use of the Airport and its facilities by the person committing such violation. For any contingencies not specifically covered by these Rules and Regulations, the Airport Director is authorized to make such rules and render such decisions as may seem proper.

SECTION 2. DEFINITIONS

For purposes of these Rules and Regulations, the following definitions shall apply:

Aeronautical Activities/Services: means any activity or service conducted at the Airport that involves, makes possible or is required for the operation of aircraft, or that contributes to or is required for the safety of such operations. The following services/activities commonly conducted on airports are Aeronautical Activities within this definition: charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising, air ambulance services, surveying, air-carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities that, because of their direct relationship to the operation of an aircraft, can appropriately be regarded as an "Aeronautical Activity."

Agreement: means the written agreement between the City and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement will recite the terms and conditions under which the activity will be conducted at the Airport, including but not limited to: rents, fees, and charges to be paid; and the rights and obligations of the respective parties.

Air Operations Area (AOA): means all Airport areas where aircraft can operate, either under their own power or while being towed. The AOA includes runways, taxiways, and apron areas.

Air Traffic Control (ATC): means the Federal Aviation Administration (FAA) air traffic control system and/or tower.

Aircraft: means a device which is used or intended to be used for flight in air. Examples of aircraft include, but are not limited to: airplane, sailplane, glider, rotorcraft (helicopter, gyrocopter, or auto gyro), unmanned aerial vehicles, balloon, and blimp.

Aircraft Fuel: means all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine in an aircraft.

Aircraft Fueling Vehicle: means any vehicle used for the transportation, delivery, and dispensing of Aircraft Fuel.

Aircraft Movement Area (AMA): means the runways, taxiways, and other areas of an airport which are used for taxiing or hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps, maintenance ramps, aircraft parking areas.

Aircraft Operator: means any person or entity 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 piloting aircraft or the operation of aircraft on any part of the surface of the Airport.

Airport: means Redmond Municipal Airport - Roberts Field and all of the area, buildings, facilities, and improvements within the exterior boundaries of such airport as it now exists, or as it may hereafter be extended or enlarged.

Airport Director: means the individual employed and authorized by the City to be the chief administrative officer of the Airport, or the person authorized by the Airport Director to act for or on behalf of the Airport Director, with respect to any particular matter.

Airport Leasing Policy: means the “A Policy to Govern Leases Involving the Use or Disposal of Airport Property for Aeronautical Activities” as established and amended from time to time by the City, to govern the safe, orderly, and efficient use of Airport property.

Airport Security Plan: means the Transportation Security Administration (TSA) approved document, including any amendments or revisions thereto, that governs the provision of security at the Airport.

Airport Operations: means the Airport Director’s primary point of contact for operations of both airside, landside and in the terminal building.

Airside: means all areas of the Airport accessible to aircraft. This includes runways, taxiways and ramps.

City: means the City of Redmond, Oregon, owner and operator of the Airport, acting by or through the Redmond City Council or any duly authorized employee, agent or instrumentality of the City of Redmond, Oregon.

City Code: means the Code of the City of Redmond, as adopted by the City Council.

City Council: means the legislative body that governs the City of Redmond, Oregon.

Code of Federal Regulations (CFR): means the codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the federal government of the United States.

Commercial Aeronautical Activity: means an Aeronautical Activity for commercial purposes as defined in the Airport Minimum Standards.

FAA: means Federal Aviation Administration.

Fixed Base Operator (FBO): means any individual, firm or corporation duly licensed and authorized by written Agreement with the City to operate, under strict compliance with such Agreement, and in strict accordance with the *Airport's Minimum Standards for Commercial Aeronautical Service Providers*, as may be amended from time to time.

Fuel Flowage Fee: means a fee paid to the City for each gallon of fuel distributed on the Airport.

Fueling or Fuel Handling: means the transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from fuel storage tanks, aircraft, vehicles, or equipment.

General Aviation: means all phases of aviation other than military aviation and scheduled or non-scheduled commercial air carrier operations.

Hazardous Material: means any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated as a hazardous substance by any governmental authority, agency, department, commission, board, agency or instrumentality of the United States, the State of Oregon, or any political subdivision thereof.

Landside: means areas of the Airport not accessible to aircraft. This includes parking lots, access roads, and business parks.

Law Enforcement Officer (LEO): means any law enforcement officer assigned duty at the Airport, or any other state, federal, City or local law enforcement officer temporarily assigned duty at the Airport.

Lease: means a contract between the City and any Person wherein the City grants the use or occupancy of Airport property and certain leasehold interests for a specified period of time in exchange for a specified rent.

Lessee: means any Person obtaining a Lease from the City to occupy space and hold certain leasehold interests at the Airport.

Minimum Standards: means the *Airport Minimum Standards for Commercial Aeronautical Service Providers at the Redmond Municipal Airport – Roberts Field* as adopted by the City, and amended from time to time.

NEPA: means National Environmental Protection Act

NFPA: means National Fire Protection Association.

NTSB: means National Transportation Safety Board.

Person: means and includes any individual, corporation, partnership, association, company, business, trust, joint venture or other legal entity.

Rules and Regulations: means these policies, procedures, and regulations established and amended from time to time by the City, to govern the safe, orderly, and efficient use of the Airport.

Secured Area: means a portion of an airport, specified in the airport security program, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under part 1544 or 1546 of this chapter enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA): means the area identified in the Airport Security Plan requiring each person to continuously display airport identification badge unless the person is under Airport-approved escort.

Shall: the word shall is always mandatory and not merely directory.

State: means the State of Oregon.

Sterile Area: means a portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which that access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under part 1546 of said chapter, through the screening of persons and property.

Sublease: means a written agreement, approved by the City, stating the terms and conditions under which a third party leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

Tenant: means a leaseholder of land or premises within the boundaries of the Airport or Airport property and any of the leaseholders authorized sublessees.

TSA: means Transportation Security Administration or its successor agency.

Ultralight: means a lightweight, low speed, short range aircraft subject to minimal regulation by 14 CFR Part 103.

Vehicle: means any motorized and non-motorized conveyance, except aircraft.

SECTION 3. GENERAL RULES AND REGULATIONS

3.1 Abandonment of Property

No person shall abandon any personal property on the Airport. If not claimed by the owner within seven (7) days, such articles will be handled in accordance with State and local statutes.

3.2 Intoxicants

3.2.1 Restricted Area Employees

No airport employee who works in the Sterile Area, Air Operations Area, or Secured Area may use, or work under the influence of any substance or intoxicant that impairs the ability to safely perform their work.

3.2.2 Alcoholic Beverages

No person shall drink any alcoholic beverage at the Airport: (a) on or along any sidewalk, roadway, or open area; (b) in the parking lots, and other Airport areas designated by the Airport Director for use by the general public; (c) in a motor vehicle; (d) in those portions of the Terminal open for use by the general public, including those portions designated for a specific use, except within premises licensed by the Oregon Liquor Control Commission; and (e) except at designated Airport events, as authorized by the Airport Director. No person in any public area of the Terminal or in any Restricted Area, or in the area adjacent to the aircraft loading gates designated for use by passengers waiting to board an aircraft, shall be in possession of a bottle, can, or other receptacle containing an alcoholic beverage which has been opened, or with a broken seal, or where the contents of which have been partially removed, unless the bottle, can, or other receptacle is enclosed in a suitcase, carrying case, or other container.

3.2.3 Recreational Marijuana

- A. For the purposes of Section 3.2.3 of this Chapter, the term "Marijuana" shall mean and include all parts of the plant of the genus cannabis, whether or not growing, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or its resin, including marijuana concentrate and marijuana products and consumables. Marijuana does not include industrial hemp, nor does it include fiber produced from the stalks, oil or cake made from the seeds of the plant, sterilized seed, or the plant which is incapable

of germination, or the weight of any other ingredient combined with marijuana to prepare oral administrations, food, or drink. Marijuana shall not mean medical marijuana as that term is defined under Oregon law.

- B. No person shall consume, use, display, transfer, distribute, sell, transport, advertise, market, or grow Marijuana on any property or facilities owned by the Airport including, but not limited to, any buildings, structures, the Terminal, parking lots, roadways, runways, land, hangars, warehouses, rental car facilities, and administrative offices. In addition to the restrictions listed above, no passenger traveling out of state and no airport employee may possess Marijuana in the Secured Area, the Sterile Area, or the Airside Operations Area.

3.3 Animals

- A. Excluding Americans with Disabilities Act (ADA) and law enforcement requirements, no person shall enter any public airport building with any animal unless such animal is being transferred or shipped. No animals (excluding ADA requirements and law enforcement) are allowed within the AOA unless being transferred or shipped or under the control of their owner by leash, harness, restraining straps, or cage. Leashes, harnesses, and straps shall not exceed twelve (12) feet. Owners are responsible for the immediate removal and proper disposal of animal waste.
- B. No person shall permit any wild animal under his control or custody to enter the Airport.
- C. No person other than in conduct of an official act shall hunt, pursue, trap, catch, injure or kill any animal on the Airport.
- D. No person shall feed or perform any other act to encourage the congregation of birds or other animals on the Airport.

3.4 Commercial Activity

No person or entity shall occupy or rent space, nor conduct any business, commercial activity or enterprise, or other form of revenue producing activity on the Airport without first obtaining a written lease, permit or other form of written agreement and authorization from the Airport Director, unless specifically acknowledged and waived by the Airport Director. Commercial aeronautical activities are governed by the Airport Minimum Standards.

3.5 Commercial Photography

No person except representatives of the media during official assignments shall take still, motion, or sound pictures for commercial purposes on the Airport without permission of the Airport Director. This rule is not intended to preclude an aircraft owner from photographing their aircraft for the purpose of sale.

3.6 Emergency Plan

The Airport Emergency Plan is a portion of the Airport Certification Manual required for Airport Certification by FAA and will govern airport emergency operations.

3.7 Fees

The City shall establish fees, rates and charges from time to time and where applicable are paid to the City or Airport by users of the Airport.

3.8 Firearms and Weapons

- A. No person, except those persons authorized by federal, State, and local laws, may carry a firearm, weapon or destructive device inside the passenger terminal, SIDA, sterile or secured areas, provided that no person will be prohibited from carrying any legal firearm or weapon into the unrestricted area of the passenger terminal when such firearm or weapon is encased for shipment for the purpose of checking such firearm or weapon as baggage to be lawfully transported on an aircraft. Other than duly authorized federal, State, and local law enforcement personnel, the carrying of firearms on the Airport by watchmen and guards must be approved by the Airport Director.
- B. For the purpose of this section, a firearm means any weapon or device, including a starter gun, flare gun or the like, which will, or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any matching gun.

For the purpose of this section, a weapon means any dagger, metallic knuckles, "slingshot", billy club, tear-gas gun, chemical gun or device, or any other device the principal function of which is to inflict bodily harm or severe discomfort.

- C. No person shall discharge any firearm, weapon or destructive device on the Airport except in the performance of official duties requiring discharge thereof.
- D. No person shall furnish, give, sell or trade any firearm, weapon, or destructive device on the Airport.

3.9 General Conduct

- A. 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.
- B. 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.

- C. Destroying, damaging, injuring, defacing, disturbing, or tampering with property of another or the Airport is prohibited.
- D. No person shall illegally use, possess, sell, or distribute controlled substances (i.e., drugs, narcotics, or alcohol) on the Airport.
- E. No person shall be intoxicated; commit any disorderly, obscene, lewd, indecent, or unlawful act; commit any act of nuisance (including the use of abusive or threatening language); or act in such a manner as to disturb the peace while on the Airport.
- F. Loitering or loafing in the Airport terminal or in any public building on the Airport is prohibited.
- G. No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport except entities duly authorized by the Airport to offer games approved by the Oregon Lottery.
- H. No person(s) singly or in association with others shall by his/their conduct, or by congregating with others, prevent any other person or persons lawfully entitled thereto from the use and enjoyment of the Airport and its facilities or any part thereof, or prevent any other person or persons lawfully entitled thereto from moving from place to place, or through entrances, exits or passageways on the Airport.
- I. It shall be unlawful for any person to remain in or on any public area, place or facility at the Airport, in such a manner as to hinder or impede the orderly passage in or through or the normal or customary use of such area, place or facility, by persons or vehicles entitled to such passage or use.

3.10 Hunting and Trespassing

There shall be no trespassing or hunting on the Airport unless authorized in writing by the Airport Director

3.11 Insurance Requirements

- A. Insurance requirements as required by the City's Risk Management Department shall be obtained by a Tenant prior to signing a lease or other types and forms of an agreement. A business Tenant shall annually provide the Airport, without demand, a copy of the Certificate of Insurance from the Tenant's insurance agent, which identifies the City as an additional named insured and certificate holder.
- B. Insurance coverage required by the City represents the minimum coverage approved and required by the City. However, a Tenant may be required to purchase greater coverage to meet the scope of the Tenant's business activity and requirements of the Tenant's insurance agent and underwriters. The Tenant shall immediately correct any insurance "shortfalls" which may be amended from time-to-time. Insurance requirements are stipulated in the

individual agreements, leases, contracts, and permits, and as such may be revised from time-to-time.

- C. When a Tenant who has obtained prior authorization from the Airport Director to sublease its business on the Tenant's Airport leasehold, the Tenant shall require the contracted entity to comply with all applicable Tenant's lease provisions, applicable laws, rules, regulations, and directives, etc. as well as obtaining and maintaining the same insurance conditions as outlined in the Tenant's agreement with the Airport.

3.12 Liability

The City assumes no responsibility for loss, injury, or damage to persons or property by reason of fire, theft, vandalism, wind, earthquake or other acts of God, collisions, or strikes; nor does it assume any liability for injury to persons or property while on the Airport. Additionally, any person, as a condition for the use of the Airport or any of the facilities thereof, shall release, hold harmless and indemnify the City, the Airport Director and all other officers and employees of the City and Airport, from any and all responsibility, liability, loss or damage resulting to it or them, or caused by or on his behalf and incident to the manner in which the Airport or its facilities shall be used. Notwithstanding the foregoing, airport users shall not be required to indemnify the City for damage occasioned by the sole negligence or willful misconduct of the City, Airport, or their employees or representatives.

3.13 Lost and Found Property

Any person finding lost or abandoned items or articles in the public areas of the Airport shall contact the Airport Administrative Offices and deposit or leave said articles/property therein or therewith. Nothing in this paragraph shall be construed to deny any right of scheduled air carriers or other Airport tenants to maintain lost and found services for property of their patrons, invitees or employees. No person shall willfully abandon any personal property on the Airport. Any luggage or other articles left unattended or deemed to be suspicious may be removed by authorized personnel and may be damaged or destroyed in the process.

3.14 Passengers

Passengers shall be enplaned/deplaned in areas approved by the Airport Director. The Scheduled Airline Operating Agreement Covering Lands and Lease of Terminal shall govern the location and manner in which airlines enplane/deplane passengers. The Airport Security Program shall govern Airport security requirements for all passengers.

3.15 Preservation of Property

No person shall destroy, injure, damage, deface, disturb or tamper with any building, vehicle, sign, equipment, landscaping, fixture or any other structure or property of another or the Airport. No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools, without permission of the owner/operator. Any

property destroyed, injured, damaged or defaced by the negligence or willful conduct of any person shall be paid for in full by the person(s) responsible for such destruction, injury or damage.

3.16 Signage and Advertisements

No person shall post, distribute, or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material without prior written permission from the Airport Director. This rule is not intended to preclude the posting, distribution, or display of signs, advertisements, and other forms of printed or written material inside privately owned hangars.

3.17 Solicitation, Picketing, and/or Demonstrating

No person shall solicit, offer for hire or sale, or engage in any business or charitable activity of any nature, picket, parade, march, patrol, demonstrate, sit-down, and/or assemble, carry, distribute, or display pamphlets, signs, placards, or other materials, upon, within or from the Airport except with the prior written approval of the Airport Director and only then in designated areas and in conformance with an appropriate permit.

3.18 Sound Amplifying Devices

Sound amplifying devices are prohibited on the Airport except when approved by the Airport Director. Only those types of public address systems that are commonly employed to announce the arrival and departure of scheduled Aircraft shall be permitted for carrying announcements and/or airport radio broadcasts in the Airport (Passenger) Terminal Building. No person shall use or cause to be used the Airport terminal's public address system for the solicitation of business. The public address system shall only be used in accordance with individual Operator or Lessee Agreements.

3.19 Storage of Equipment or Property

Storage of equipment or property not used for aviation or other approved operations or activity on the Airport is prohibited unless specifically provided for by lease or other contractual agreement. This includes recreational vehicles (boats, motor homes, personal watercraft, etc.) and other motor vehicles not specifically used for the authorized operation.

3.20 Trash

Garbage, trash, papers, refuse, or other material shall not be placed, discharged, or deposited on the Airport except in the receptacles provided specifically for that purpose. Trash and other waste containers at the Airport shall not be utilized for the disposal of household trash. The Airport Director shall designate areas that shall be used for garbage receptacles and no other areas shall be utilized. Such areas shall be kept clean and sanitary at all times.

3.21 Use of Public Areas

No person shall use a restroom or other facilities other than in a clean and sanitary manner. Spitting, marking, or defacing the floors, walls, or other surfaces of the Airport is prohibited. Use of the public area of any building or area of the Airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodation is prohibited.

3.22 First Amendment Solicitation

A. Permitted Process And Procedure

1. Any person or organization desiring to engage in non-commercial speech on Airport premises, which speech would be protected under the First Amendment to the United States Constitution, shall be protected in such speech, provided that it will not result in interference with the constitutional rights of others, will not interfere with the operations and functioning of the Airport, and is conducted pursuant to the following procedures.
2. Any person or organization desiring to distribute literature, seek contributions or otherwise communicate with members of the public at the Airport, in the exercise of First Amendment rights, shall first obtain a written permit from the Airport Director. For purposes of obtaining such permit there shall be submitted to the Airport Director a written request on an application form setting forth the following:
 - a. The full name, mailing address (other than a post office box number) and telephone number of the person or organization sponsoring, promoting, or conducting the proposed activities;
 - b. The full name, mailing address (other than a post office box number) and telephone number of the individual person or persons who will have supervision of and responsibility for the proposed activities;
 - c. A description of the proposed activities, indicating the type of communication to be involved, including whether donations will be solicited;
 - d. The dates and hours on and during which the activities are proposed to be carried out, and the expected duration of the proposed activities;
 - e. The number of persons to be engaged in said activities at the Airport at any given time;
 - f. A certification that the proposed communications are not obscene, defamatory, or otherwise prohibited by law;

- g. If donations are to be solicited, a statement signed by the applicant that the applicant represents and will be soliciting donations for the sole benefit of the following, and that the funds will be used for non-commercial charitable use:
 - i. A religion or religious group;
 - ii. A political organization;
 - iii. Other non-profit group or organization.
- h. If donations are to be solicited, the applicant shall include with the application one of the following:
 - i. A copy of an official Internal Revenue Service (IRS) ruling or letter of determination stating that the applicant's organization or its parent organization are qualified for tax-exempt status under 26 U.S.C. sub-paragraph 501 §(3), §(4), or § (5). (This requirement will be deemed satisfied if the organization is listed in the current edition of or amendment to IRS publication 78, cumulative list of Organizations); or
 - ii. A statement signed by the applicant that the applicant's organization has applied to the IRS for a determination of tax-exempt status under 26 U.S.C. sub-paragraph 501 §(3), §(4), or §(5)j, and the IRS has not yet issued a final administrative ruling or determination on such status.
- 3. Any organization or person desiring to obtain a permit for any activities referred to herein shall sign an indemnification and hold harmless agreement, indemnifying the Airport, appointed officers, agents, and employees against any claim that might be made against any of the foregoing by reason of activities conducted by the permittee or its agents at the Airport. This agreement must be included with the application.
- 4. The Permit granting or amending such request shall be issued with reasonable promptness following receipt of a complete application by the Airport Director, or the applicant shall be furnished with a written statement indicating why the issuance of the permit will be delayed or why a permit will be denied.
- 5. Should any applicant be denied a permit, such action shall be subject to review by the City Council. Any applicant desiring such review shall make a written request to the City within ten (10) days from the date written notice of denial of the permit is sent to the applicant. When such review shall be requested, the same shall be held at the next meeting of the City Council provided that the request for review is received at least five (5) days prior to such meeting. The City shall mail to the applicant, at the address on the application, written notice of the time and place at which the review will be held, and such notice shall be mailed at least five (5) days in advance of the review date. At the review the applicant may appear, may be represented by counsel, and may present evidence. Upon completion of the review, the City Council shall affirm or reverse the

action of the Airport Director, and shall give prompt written notice of the affirmance or reversal to the applicant. Any determination of the City Council adverse to the applicant shall be subject to appeal in accordance with the laws of the State of Oregon.

6. The activities referred to herein shall be conducted strictly in conformity with the terms and conditions set forth in the permit issued by the Airport Director. The Airport Director may cancel or suspend the permit, without prior notice, due to an emergency, overcrowded conditions, or for security reasons. Each permit issued by the Airport Director shall, in accordance with Section 2 below, specify the area or areas in which the applicant's proposed activities may be conducted.
7. Permits will be granted on a "first come, first served" basis. Permits are not transferable except among individuals who have completed and submitted applications for the same permit.
8. In the event that one individual or entity has a demonstrated need for only a part of the area described in the permit, the Airport reserves the right to grant others use of unused space.
9. When there are requests for space at the same time by more persons or organizations than the available areas will reasonably accommodate, the Airport Director shall maintain a waiting list upon which individuals will be placed on a "first come, first served" basis; upon availability, the Airport Director will notify the next individual or organization of its turn to utilize the area. Upon expiration of a permit, the individual or organization may request to be placed on the waiting list again, or may re-apply for a permit if there is no waiting list. No individual or organization may sign up for more than one 30-day period at a time.
10. Each permit shall be issued for a period not to exceed thirty (30) consecutive days. Permits shall not be extended or renewed. A new permit may be issued to the former permit holder upon submission of a new application. In such a case, applicants may be permitted to incorporate by reference any required documentation filed with a previous application, so long as the previous documentation has not expired and is not older than twelve months.
11. Any organization or person who is issued a permit as provided for herein, shall also be issued pre-numbered identification badges by the Airport for the number of persons to be engaged in said activities at the Airport. The person or persons who will have supervision and responsibility for the proposed activities shall be responsible for the badges and shall issue one badge to each person engaged in said activities, and shall maintain a record showing the name and address of each person issued a badge. This record shall be available to the Airport Director, his/her assignee, or any Law Enforcement Officer, upon request at any time during the permit period. Each badge shall display a badge number and the name of the person or organization to whom the permit was issued. Each person engaged in said activities shall wear the badge on the upper and outer clothing in a manner clearly visible to the public during all times he is

engaging in said activities. No other badges will be allowed. Prior to the issuance of any badges, the permittee shall pay the City the sum of \$10.00 per badge. All badges must be returned at the termination of each permit.

B. Areas

The City will review from time to time the passenger terminal building and associated landside area at the Airport to determine the area(s) which will provide a reasonable opportunity for the exercise of the rights afforded by the First Amendment; and at the same time protect the other users of the Airport from undue harassment, as well as insure the safe, efficient and orderly flow of pedestrian traffic throughout the Airport so that it can be used for the purposes intended and in accordance with its design. The area(s) will be designated on the permit. Such area or areas will be subject to change upon written notice to the applicant, when in the judgment of the Airport Director such change is necessary to the safe or efficient operation of the primary function of the Airport.

C. Prohibited Conduct

No person or organization shall:

1. In any way obstruct, delay or interfere with the free movements of any other person; pin, tie or attach any flower or other symbol, insignia, article or object to the clothing, luggage, or vehicle of any person without their consent; assault or commit battery on any other person; touch any person without their consent; or obstruct and interfere with the conduct or authorized business of the Airport.
2. Use any musical instrument, noise-making device, sound or voice amplifying apparatus, engage in any singing or chanting, or do anything which will reduce the efficiency of or interfere with the business functions of the Airport without first obtaining approval from the Airport Director, which activity may be restricted to a location and time and manner so as not to impede the authorized business of the Airport.
3. Place a table, bench, chair, sign or other structure on Airport property without first obtaining approval from the Airport Director.
4. Sell any goods or services.
5. Engage in any activity not authorized by a valid permit issued by the Airport.
6. Violate any of the provisions of these rules and regulations.
7. Distribute literature or solicit funds at the Airport without having first complied with the provisions of these rules and regulations relative to obtaining the required permit.
8. Distribute literature or solicit funds at the Airport after the required permit therefore shall have been terminated.

9. Attempt to exercise the privileges under the permit in any area not designated on the permit.

D. Termination of Permit

Any violations of the provisions of this policy or of the certifications made in an application for a permit by any person or organization shall cause the termination of any permit under which they are operating. In addition, a permit may be revoked for any reason for which it could be denied. Upon termination or revocation, the person or organization shall not be eligible to receive a new permit for a period of six (6) months. In the event of such termination or revocation, the Airport Director shall give notice thereof to the holder of the permit, orally or in writing, at the choice of the Airport Director. Upon termination or revocation, the permit holder and all persons present on behalf of the permit holder shall vacate the premises immediately. Any person or organization whose permit shall thus be terminated or revoked may request a hearing thereon before the City Manager, provided that such request shall be made in writing and shall be filed with the City Manager within ten (10) calendar days of the sending of the notice of termination. The City Manager shall mail to the party who requested the hearing the time and place where the hearing will be held; and such notice shall be mailed at least five (5) days in advance of the hearing. At the hearing, the party requesting the hearing may appear, may be represented by counsel, and may present evidence. Upon completion of the hearing, the City shall affirm, revoke or modify the termination, and shall give prompt written notice of its action to the party requesting the hearing. Any determination of the City adverse to the holder of the permit shall be subject to appeal in accordance with the laws of the State of Oregon.

E. Severability

The provisions of this Section shall be severable, and if any of the provisions hereof shall be held to be unconstitutional or invalid, such determinations shall not affect the constitutionality or validity of any of the remaining provisions of this section. It is hereby declared as the City's intent that this Section would have been adopted had such unconstitutional or invalid provision or provisions had not been included herein.

F. Standards to Govern Denial of a Permit

A permit may be denied, orally or in writing, by the Airport Director, upon the following grounds:

1. Receipt of Multiple Requests. A fully executed prior application for the same time and place has been received, and a permit has been or will be granted authorizing activities which do not reasonably permit multiple occupancy of the particular area. Under these circumstances an alternate time will be proposed by the Airport Director to the applicant, if a suitable alternative time is available; or the applicant may request to be placed on a waiting list for the next available time.
2. Dangerous Activity or Location. It reasonably appears that the proposed activity will present a danger to public safety, or health, or convenience of Airport users, or will unduly interfere with normal Airport terminal operations and functioning.

3. Incompatible Use. The proposed activity is of such a nature or duration that it cannot reasonably be accommodated in the particular area applied for; would be inconsistent or incompatible with the purpose(s) for which the area sought to be reserved is normally reserved, or with other uses of the Airport terminal.
4. Failure to Meet Conditions. The application proposes activities contrary to the limitations and conditions specified in these regulations, or contrary to any applicable law, or the application is incomplete.
5. No Responsible Person or Entity. There is no person or entity authorized to sign an application on behalf of a group applying for a permit and/or there is no person or legal entity willing to accept responsibility for the group's adherence to the limitations and conditions of a permit.

SECTION 4. AIRCRAFT OPERATIONS

4.1 Compliance with Rules and Regulations

No person shall navigate, land, fly, service, move, maintain or repair any Aircraft or conduct any aviation activity, upon, within or from the Airport other than in conformity with these Rules and Regulations and all applicable federal, State, and local statutes, ordinances, and regulations.

4.2 License Requirements

Only Aircraft and airmen certificated by the Federal Aviation Administration shall operate on or from the Airport. This restriction shall not apply to Aircraft owned or operated by the Federal Government or to Aircraft licensed by Foreign Governments having a reciprocal agreement with the United States covering the operation of the Aircraft in the United States.

4.3 Control of the Airfield

The Airport Director shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other Aircraft operation, to refuse takeoff permission to Aircraft, and to deny the use of the Airport or any portion thereof to any specified class of Aircraft or to any individual or group, when the Airport Director considers any such action to be necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Airport Director determines the condition of the Airport or any part thereof to be unsafe for taxiing, landings or takeoffs, the Airport Director shall issue, or cause to be issued, a Notice to Airmen (NOTAM) closing the Airport or any part thereof.

4.4 Disabled Aircraft

- A. Any owner, Lessee, operator or other person having the control, or the right of control, of any disabled Aircraft on the Airport shall be responsible for the prompt removal from the AMA and disposal thereof, and any and all parts thereof, subject, however, to any requirements of or direction by the National Transportation Safety Board, the Federal Aviation Administration, or the Airport Director that such removal or disposal be delayed pending an investigation of an accident.
- B. Any owner, Lessee, operator or other person having control, or the right of control, of any Aircraft does, by use of the Airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the Airport Director may take any and all necessary action to effect the prompt removal or disposal of disabled Aircraft that obstruct any part of the Airport utilized for Aircraft operations.
- C. Any costs incurred by or on behalf of the Airport or City for any removal or disposal of any Aircraft shall be paid to the City by the owner/operator. Any claim for compensation against the City, and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled Aircraft, or any part thereof, by reason of any such removal or disposal is waived.
- D. The owner, Lessee, operator or other person having control, or the right of control, of disabled Aircraft shall indemnify, hold harmless and defend the City and Airport, and all of their officers, agents and employees, against any and all liability for injury to or the death of any person, or for any injury to any property arising out of such removal or disposal of said Aircraft.

4.5 Instructor and Student Responsibilities

Instructors shall fully acquaint their students with these Rules and Regulations and shall be responsible for the conduct of the students under their direction during dual instruction. When a student is operating an Aircraft independent of an instructor, it shall be the student's sole responsibility to observe and abide by these Rules and Regulations.

4.6 Starting or Running of Aircraft Engines

No person shall start or run an Aircraft engine unless a qualified, certificated pilot or mechanic is attending the Aircraft controls and only in the locations designated for such purposes by the Airport Director. No Aircraft engine shall be started without appropriate fire extinguisher equipment readily available. Aircraft engines shall not be operated in such position that persons, structures or property may be endangered by the path of the Aircraft propeller slip-stream, jet blast or rotor-wash.

4.7 Aircraft Parking and Storage

Aircraft shall be parked only in those areas designated for such purpose by the Airport Director 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. 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 Director. Should a person use such areas for Aircraft parking or storage without first obtaining the prior written permission of the Airport Director, the Airport Director 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.

4.8 Abandonment; Derelict Aircraft

No person shall park or store any aircraft in non-flyable condition on Airport property, including leased premises, for a period over ninety (90) days, without a written permit from the Airport Director. Non-flyable aircraft may be stored in a hangar with other flyable aircraft.

No person shall store or retain aircraft parts or components being held as inventory anywhere on the Airport, other than in an enclosed, authorized facility, or in a manner approved by the Airport Director, in writing. Owners are permitted to store any parts necessary for their aircraft in their personal hangar.

Whenever any aircraft is parked, stored or left in non-flyable condition on the Airport in violation of the provisions of this section, the Airport Director shall so notify the owner or operator thereof by certified or registered mail, requiring removal of said aircraft within fifteen (15) days of receipt of such notice, or if the owner or operator be unknown or cannot be found, the Airport Director shall conspicuously post and affix such notice to the said aircraft, requiring removal of said aircraft within fifteen (15) days from date of posting. Upon the failure of the owner or operator of said aircraft to remove the aircraft within the period provided, the Airport Director shall remove the aircraft from the Airport. All costs incurred by the City in the removal of any aircraft as set forth herein shall be recoverable against the owner or operator thereof.

4.9 Securing Aircraft

No person shall leave an Aircraft unattended on any area of the Airport, including leased premises, unless properly secured. Securing of Aircraft shall be the sole responsibility of the owner and/or operator of the Aircraft.

4.10 Aircraft Cleaning

Aircraft shall not be washed on Airport property, except in areas and in the manner approved by the Airport Director. Wastewater from Aircraft washing operations shall be disposed of in accordance with all applicable local, State, and federal environmental rules and regulations.

4.11 Taxiing into or out of Hangars

Aircraft engines shall not be operated in any hangar. No Aircraft shall be taxied into or out of a hangar under its own power.

4.12 Aircraft Maintenance

- A. Any aircraft owner may perform Federal Aviation Regulation (FAR) Part 43 authorized operator maintenance on his/her owned aircraft provided such maintenance or service is performed by the aircraft owner or his/her employee.
- B. Any owner or approved employee who performs such maintenance shall do so in the City designated self-maintenance area; within the confines of an individual private hangar; in a joint-use hangar, provided such activity does not pose a fire or safety hazard and does not impede the ingress/egress of other hangared aircraft, or on the aircraft owners leased apron area except in individual tie down spaces. Any aircraft owner utilizing an employee to perform aircraft maintenance shall be required to provide the Director evidence of employment in a form acceptable to the Director. Social Security records, workmen compensation records, corporate identification, etc. shall be deemed acceptable evidence of employment. Maintenance other than FAR Part 43 authorized owner maintenance performed on the aircraft by the aircraft owner or his/her employee will be at the City designated self-maintenance area or another location on the Airport approved by the Director. Use of the tiedown areas for maintenance shall be prohibited unless otherwise approved by the Director.
- C. An aircraft owner shall not contract with a second party, such as an aircraft maintenance company or contractor, to perform “scheduled” maintenance on his/her aircraft at the Airport unless said company or contractor is a Maintenance FBO leasing space on the Airport and licensed by the City to provide aeronautical services to the public. “Unscheduled” aircraft maintenance by a non-based maintenance company or contractor is permitted provided the aircraft owner notifies the Director of this activity in advance and the company or contractor presents to the Director proof of proper FAA license and certificates to perform aircraft maintenance, proof of public liability insurance, and the Airport Director can identify a satisfactory area on the Airport where the “unscheduled” maintenance service can be performed. City notification shall consist of the aircraft owner contacting the Airport Director and providing written documentation supporting the above requirements. “Unscheduled” maintenance is limited to the following:
 - Warranted maintenance work that requires repair or additional attention by the warranting company.
 - A malfunction that prevents the aircraft from being taken to another airport for maintenance.
 - Maintenance work requiring a specialty service which is not being provided by an existing FBO operating on the Airport.

- D. All aircraft maintenance shall be conducted strictly in accordance with the Airport Rules and Regulations; all federal, state, and local fire and safety regulations; all federal state and local rules and regulations, air worthiness directives, and other applicable rules and regulations.

4.13 Aircraft Deicing

Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished on the air carrier ramp, south FBO ramp, and the north FBO ramp. Use of chemical substances for the purpose of removing snow and/or ice shall comply with all U.S. Environmental Protection Agency regulations.

4.14 Access to Air Operations Area

Only the Airport Director may grant unescorted access to the AOA. Granting of access does not give any person or persons the privilege of unrestricted use of the space within the airfield boundary fence. Access privileges are confined to the times and areas required for the purpose access is granted.

4.15 Self-Servicing of Aircraft

Aircraft Operators 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 and all other applicable regulatory measures.

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. Such services may only be provided by an employee of the Aircraft Operator utilizing the equipment of the Aircraft Operator.

4.16 Careless or Negligent Aircraft Operation

No person shall operate an aircraft on a public aircraft parking and storage area, public landing area, taxiway, or public ramp and apron area in a careless or negligent manner or in disregard of the rights and safety of others. No Aircraft shall be taxied or towed on any area, other than areas normally used for the operation of Aircraft, without the express prior written approval of the Airport Director.

4.17 Rotorcraft Operations

Except in emergencies, no landing or take-off of rotorcraft shall be made except on designated Airport runways, taxiways or ramps, without express written permission from the Airport Director. Rotorcraft shall park (and/or operate) in the areas operated and managed by the FBO. Rotorcraft

shall not be operated within 50 feet of any building or within 100 feet of any area where light Aircraft are parked or operating.

4.18 Aerial Spraying, Crop Dusting and Fire-Bombing Operations

No person shall conduct aerial spraying, crop dusting or fire-bombing operations from any part of the Airport without written permission from the Airport Director to conduct such operation, with an assignment to a specific area, if available, from which to conduct the operation. The permittee shall post with the Airport Director a \$1.0 million cleanup bond and provide liability insurance coverage for bodily injury and property damage including chemical premises liability. The amount of this coverage will be determined by the Airport Director. Further, the permittee shall execute a hold harmless and indemnification agreement which releases the City from liability associated with the operation.

The permittee shall demonstrate that the storage and handling of toxic chemicals, the methods for washing aircraft and their chemical tanks, and the procedures established for recovering, storing and disposing of the contaminated wash water shall be in accordance with federal, State and local laws and regulations. Additionally all facilities and procedures must be inspected and approved by the City Fire Marshal. Spillage of such materials on Airport grounds or pavement shall be reported immediately to the Airport's Aircraft Rescue Fire Fighting Department, and the operator shall be fully liable for the removal of said materials and/or the restoration of grounds or pavements damaged by the spillage. The handling of materials shall further be governed by the provisions of Section 7, as applicable, of these Rules and Regulations.

4.19 Aircraft Accident and Incident Reporting

Operators of Aircraft involved in accidents or incidents requiring notification of the FAA, NTSB or insurance company and occurring on the Airport shall notify Airport Operations as soon as practical, and make a full written report of the accident or incident to the Airport Director within twenty-four (24) hours. The report shall include names and addresses of those involved and all details of the accident and the Aircraft involved. When a written report of an accident or incident is required by the FAA, a copy of such report shall be submitted to the Airport Director at the same time.

4.20 Flying Clubs

- A. A flying club is not a commercial aeronautical activity serving the public but is an organization for the purpose of providing its members with one or more aircraft for their personal use and enjoyment. The club is considered as an individual aircraft owner. Since flying clubs are not commercial aeronautical activities serving the public they shall be exempt from the Airport Minimum Standards upon satisfactory fulfillment of the conditions contained herein.
- B. The club shall be an organized entity (e.g., corporation, association, or partnership, etc.) that is not-for-profit and is organized for the express purpose of providing its members with one or more aircraft for their personal use and enjoyment only. Each member must be a bona fide

owner of the aircraft or stockholder in the corporation. The aircraft access rights of all the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft including avionics/aircraft upgrades as well as acquisitions, and engine reserves.

- C. Flying clubs may not offer or conduct commercial aeronautical activities including, but not limited to, charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction, except for regular members, and provided that such instruction is offered by a registered member qualified as a flight instructor as set forth in the Airport Minimum Standards. Only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for giving flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instruction, except when instruction is contracted for from a flight instructor who is authorized by the City to do business on the Airport. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by the flying club, shall not be restricted from doing maintenance work on aircraft owned by the club, and the club does not become obligated to pay for such maintenance work, except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.
- D. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.
- E. The flying club, with its permit request, shall furnish the Airport Director a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence, its roster or list of members including names, addresses, and telephone numbers of officers or Airport Directors, the number and type of aircraft, evidence that aircraft are properly certificated, evidence that ownership is vested in the club, and the operating rules of the club. This information shall be updated on an annual basis by the club. Any and all records of the club shall be available for review at any reasonable time by the City or its authorized agent in the event a formal written complaint is filed against the club.
- F. The flying club shall comply with all applicable federal statutes and all regulations including, but not limited to, those promulgated by the FAA and TSA.
- G. The flying club shall comply with all applicable state and local statutes, rules and regulations including, but not limited to, those relating to tax, fire, building, and safety matters.
- H. The flying club shall comply with all applicable local, state, and federal environmental statutes and regulations including, but not limited to, requirements for the disposal of waste oil and other potentially hazardous substances and for the refueling of all aircraft when authorized.
- I. The flying club shall submit with its application proof that adequate public liability and property damage insurance is provided in sufficient amounts as promulgated by the State of

Oregon to protect the operation and City from legal liabilities resulting from this activity. Proof of insurance shall be updated annually by the Club.

- J. The flying club shall agree to indemnify and save harmless and assume the defense of the City, its agents, employees, and officials from and against any and all liabilities, damages, expenses, causes of action, suits, claims or judgments; and pay all attorneys' fees, court costs and other costs incurred in defending such claims, as may accrue against, be charged to, be recovered from or sought to be recovered from the City, its agents, employees or officials by reason of or on account of damage to the property of, injury to, or death of any person arising solely from the negligence or acts of omission of the flying club at the Airport.
- K. In order to be recognized as a flying club by the City, the club must certify in writing that it will comply at all times with the Airport Rules and Regulations established by the City for flying clubs.
- L. A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at the Airport. A public hearing shall be held for the purpose of considering such termination. Written notice of the hearing shall be sent by the Airport Director via registered mail, return receipt required, to the president of the flying club, or to such other representative as may have been designated by the president. Notice shall be sent at least ten days prior to the scheduled date of the hearing. It shall also be published once in a local newspaper at least one week prior to the hearing.

4.21 Specialized Aeronautical Activities

Specialized Aeronautical Activities, as defined in the *Airport's Minimum Standards for Commercial Aeronautical Service Providers* require coordination and approval by the Airport Director.

Operation of ultralight aircraft into the airport traffic area, and their landing, parking and take-off, require prior coordination and must comply with 14 CFR Part 103. The Airport Director has the authority to approve/disapprove requests for use of airport facilities for hot air balloon launches, experimental aircraft tests, surplus military aircraft tests, home-built aircraft tests and parachute drops when the parachute landing zone is on Airport property. The Airport Director will coordinate these activities with the FAA Air Traffic Control Tower Manager when appropriate. Operation of these specialized aeronautical activities shall require proof of liability insurance in an amount and form required by ordinance or as approved by the City Risk Manager.

4.22 Landing Fees

Aircraft Operators are responsible for the payment of all fees and charges that may be assessed from time to time by the City for such use, unless the Aircraft Operator is exempt from payment of certain fees or unless the Aircraft Operator is entitled to use the Airport without making such payment as stipulated in an agreement with the City.

4.23 Based Aircraft Registration

Aircraft based at the Airport (commercial or non-commercial) must be registered with the Airport Director or an authorized FBO. Registration information must include the following: Aircraft Make and Model, Registration Number, Gross Takeoff Operating Weight, and Aircraft Owner Name, Address, and Phone Number. Based Aircraft Operators must have a tiedown agreement with the Airport or an authorized FBO, or have a written lease or agreement with the Airport.

SECTION 5. VEHICLE OPERATIONS

5.1 General

- A. The operation of motor vehicles on the Airport shall occur in accordance with these Rules and Regulations, City Code, and all other applicable State and City laws relating to the operation of motor vehicles on streets and public highways. No person may operate a motor vehicle on the Airport unless they hold a valid motor vehicle operator's license for the type of vehicle they are operating.
- B. All vehicles operated on Airport roadways must at all times comply with any lawful order, signals or direction by authorized personnel. When traffic is controlled by signs or by mechanical or electrical signals, such signs or signals shall be obeyed unless directed otherwise by authorized personnel.
- C. The Airport Director is authorized to place and maintain such traffic signs, signals, pavement markings, and other traffic control devices upon Airport roadways, parking facilities and other Airport property as required to indicate and carry out the provisions of these Rules and Regulations to guide and control traffic.
- D. Vehicles on Airport roadways shall be operated in compliance with the roadway speed limits prescribed by the City as indicated by posted traffic signs.
- E. No person shall clean or make any repairs to motor vehicles anywhere on the Airport other than in designated shop areas for that purpose, or as provided for in lease agreements with tenants. Minor repairs necessary to remove inoperable motor vehicles will be permitted if done within a reasonable period of time according to the circumstances, otherwise the Airport Director may order such vehicle towed from the premises at the owner's expense and liability.
- F. Vehicles found to be blocking or obstructing Airport operations, in violation of posted signs, and/or in violation of the Airport Security Program will, at the discretion of the Airport Director, be removed. If any such vehicle cannot be moved because of needed repairs, the Airport Director may order it towed from the Airport at the owner's expense and liability.
- G. In all cases, Aircraft Rescue and Fire Fighting vehicles have the right-of-way.

5.2 Authorization to Move Vehicles

The Airport Director has the discretion to remove, or cause to be removed at the owner's expense from any restricted or reserved area, any roadway or right-of-way, or any other area on the Airport any vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates a safety, security, or operations problem. The City shall not be liable for damage to any vehicle or loss of personal property which might result from the act of removal.

5.3 Pedestrians

Pedestrians in marked crosswalks shall have the right-of-way at all times over vehicular traffic.

5.4 Tenant and Employee Parking

All employees of companies, organizations or agencies having tenancy on the Airport shall park only in designated parking areas.

5.5 Motorcycles and Bicycles

Every person riding a motorcycle or bicycle upon a public access Airport roadway shall be granted all rights and shall be subject to all duties made applicable to the driver of a vehicle, except as to rules and regulations which by their nature can have no application; such cycles are strictly prohibited from operating or parking on lawns or sidewalks.

5.6 Vehicle and Driver Regulations

- A. The Airport Certification Manual and Airport Security Program shall govern the manner in which vehicles may be driven on the AOA.
- B. No motor vehicle shall be permitted on the AMA unless specific permission has been granted by the Airport Director.
- C. Motor vehicle owners will be required to have minimum liability insurance coverage with limits sufficient for the risk associated with the activity at the Airport in order to operate on the AOA, unless otherwise specified in a lease or other agreement. Upon request, the vehicle owner will be required to furnish the City verification from the insurance carrier that the vehicle is insured.
- D. Any person causing a violation of the Airport Security Program adopted pursuant to 49 CFR 1542, and/or 14 CFR Part 139, for which TSA or FAA fines the City, shall reimburse the City the amount of the civil penalty.
- E. Except where otherwise controlled by the City, all vehicles operating on or across taxiways or runways shall be equipped with two-way radios and must be in continuous communication with the Air Traffic Control Tower except when under escort by a Vehicle properly authorized

and equipped. The installation of two-way radios shall not be construed as license to operate a Vehicle on the AMA.

- F. No person shall drive a Motor Vehicle or other equipment between an aircraft and the passenger access to the terminal building, when passengers are boarding or debarking from the aircraft or the aircraft is maneuvering.
- G. Aircraft taxiing on any runway, taxiway, or AOA shall have the right-of-way over vehicular traffic.
- H. All persons operating ground vehicles on the AMA are required to participate in an FAA approved training course for the operation of ground vehicles on the Airport as provided by the City.
- I. Any person in violation of any of the procedures for the safe and orderly access to, and operation of a vehicle on the AOA shall be subject to disciplinary actions, including removal from the Airport or termination of any lease or use agreement as may be deemed appropriate by the Airport Director. Each authorized vehicle operator must have in their possession approved Airport ID media.

5.7 Commercial Vehicle Operator Procedures

All individuals, partnerships and corporations operating commercial vehicles (limousines, taxicabs or buses) on the Airport for the purpose of transporting persons or passengers for hire shall do so in accordance with these Rules and Regulations, Redmond City Code, and all other applicable State and City laws.

5.8 Airport Parking

- A. No person shall stop, park or leave any vehicle along the terminal curbside at the Airport except while in the immediate process of passenger pick up or drop off.
- B. No person shall park a vehicle in the Airport AOA in a manner that obstructs the safe and orderly movement of aircraft.
- C. Individuals with parking permits issued by the Airport shall park only in compliance with the issued parking permits.
- D. Where parking is allowed at the Airport, a person shall park a vehicle only within a dedicated parking space.
- E. No person shall park at the Airport in violation of a parking limitation, parking restriction, or other parking regulation sign posted for the parking area.
- F. No person shall stop, park or leave standing any vehicle at the Airport, whether attended or unattended, in those areas designated in Oregon State Code 811.550 except when

necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device.

G. In addition to the above provisions, all other provisions of the City Code shall continue to apply to the Airport.

H. Per City Code, a violation of this section is an Airport Parking Violation. In addition, any vehicles in violation of this section may be immediately impounded or towed at the vehicle owner's expense.

SECTION 6. FUELING

6.1 Authorization

Only authorized personnel trained in the safe operation of the equipment being used and in the required procedures shall fuel aircraft. Refueling, defueling, and fuel storage on the Airport, including associated equipment, shall conform to all applicable federal, State and local laws, ordinances, rules, and regulations. Fuels shall only be stored and dispensed on the Airport by those entities having written authorization from the Airport Director.

6.2 Compliance

Refueling, defueling, and fuel storage on the Airport, including associated equipment, shall conform to all applicable federal, State and local laws, ordinances, rules, and regulations including, but not limited to the following:

- Applicable provisions of 14 CFR Part 139
- Applicable provisions of 40 CFR Part 112
- Applicable NFPA guidelines including, but not limited to, the latest version of NFPA 407, *Standard for Aircraft Fuel Servicing*
- Applicable provisions of Air Transport Association (ATA) Specification 103 – *Jet Fuel Quality at Airports*
- FAA Advisory Circular 150/5230-4B, *Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports* (or latest version)
- Environmental Protection Agency regulations
- Oregon Department of Environmental Quality regulations
- City of Redmond Fire Marshall
- Oregon State Fire Marshall

These provisions also apply to self-fueling of aircraft.

6.3 Fueling Operations

A. No Aircraft shall be fueled while one or more of its engines are running, except when accomplished under procedures approved by the FAA and consistent with proper safety procedures.

- B. Starting an Aircraft when there is any flammable liquid on the ground in the immediate vicinity of the Aircraft is prohibited.
- C. All fueling operations shall be conducted at least twenty five (25) feet from any hangar or building, and fueling vehicles must be pointed away from fueled Aircraft and have a clear route of egress in the case of emergency.
- D. Unattended fueling vehicles shall be parked in areas that provide for both the unencumbered dispersal of vehicles in the event of an emergency and the control of leakage such that adjacent buildings and storm drains are not contaminated by leaking fuel.
- E. Parking areas for fueling vehicles shall be designed and utilized such that a clearance of 10 feet is maintained between each parked vehicle for fire department access. In addition, a minimum clearance of 50 feet shall be maintained between fueling vehicles and parked aircraft and structures other than those used for the maintenance and/or garaging of fueling vehicles.
- F. Trained personnel shall be present during the entire fueling operation of an air carrier aircraft in accordance with 14 CFR Part 139.
- G. No aircraft shall be fueled or defueled while inside any building, hangar, or enclosed space.
- H. No air carrier Aircraft shall be fueled or defueled while passengers are on board, unless a passenger loading bridge, ramp, or portable stairs, is in place at an open and manned cabin door and an Aircraft Rescue Fire Fighting (ARFF) vehicle is standing by the aircraft. Only persons authorized by the air carrier or Airport Operations, in pursuit of official duties, shall be permitted in the immediate vicinity of an Aircraft while the Aircraft is being fueled or drained of fuel.
- I. No person shall engage in an Aircraft fueling or fuel draining operation without proper fire extinguishing equipment readily accessible at the point of fueling or fuel draining operation. Fuel service personnel shall be trained in the use of appropriate fire extinguishing equipment.
- J. No person shall start any engine of an aircraft if there is any flammable or combustible liquid or other volatile fluid on the ground within fifty (50) feet of the Aircraft. Smoking or the lighting of an open flame or any source of ignition is prohibited within fifty (50) feet of any fueling operation.
- K. All fueling and fuel draining operations shall be suspended during lightning disturbances within a five (5) mile vicinity of the Airport.
- L. Fuelers shall provide for the adequate handling and disposal of all trash, waste, petroleum products, and other hazardous materials, including but not limited to, used oil, solvents, and other waste in accordance with federal, State and local laws.

- M. Motor vehicles and other equipment shall be fueled on the Airport only from approved locations and dispensing devices.
- N. Fuelers shall provide pumps for dispensing aviation fuels from a fixed location or dispensing truck. These pumps shall be equipped with metering devices that meet all safety standards of the aviation fueling industry and the FAA. The metering devices must be inspected, checked, and certified by appropriate State and local agencies.
- O. No fueling vehicle designed for, or that is employed in the transportation of fuel, shall be operated on a taxiway or runway at any time without express prior permission from the Airport Director to operate that vehicle at that place and time.
- P. Only those fueling vehicles that are actively engaged in fueling air carriers are permitted to temporarily park on the terminal ramp. Fueling vehicles are authorized to park on the terminal ramp no earlier than one hour prior to the scheduled aircraft arrival time and shall be removed from the terminal ramp immediately following its departure. The number of fueling vehicles permitted to park in designated areas on the terminal ramp shall be determined and assigned by the Airport Director.
- Q. All fueling vehicles shall be identified by the type of fuel and fuel octane when applicable, in addition to any other marking or placards required by federal, State, or local law.
- R. All hoses, funnels and appurtenances used in fueling and defueling operations shall be equipped with a bonding device to prevent ignition of volatile gases or liquids. During fueling and defueling, the Aircraft and the dispensing apparatus shall both be bonded.
- S. Fueling and defueling operations shall be conducted with adequate fire extinguishers that are immediately available. All extinguishers shall be inspected and certified as required by law and all personnel involved with fueling operations shall be properly trained in the use of fire extinguishers.

6.4 Fuel Spill Prevention and Procedures

- A. Persons engaged in the fueling of Aircraft shall exercise care to prevent overflow or release of fuel and shall be responsible to promptly report any fuel spill and to immediately clean up any spillage. All costs associated with the spill shall be the responsibility of the person causing the spill.
- B. Each fueling operator is responsible for keeping supplies including approved absorbent material, and a vacuum or other mechanical device in close proximity to possible spill areas. The operator is also responsible for training anyone involved in fueling to mitigate a spill.
- C. The handling and removal of fuel contaminated material is under the direction of the Airport and will be in accordance with all applicable federal, State and local regulations.

- D. In the event of a fuel spill, regardless of the amount spilled, the operator must immediately stop fueling, take steps for containment of the spill and notify Airport Operations. The fueling may not continue until Airport Operations has determined that it is safe to do so.
- E. Primary responsibility for the prevention of fuel spills rests with the airline, refueling operator, FBO or other entity that caused the spill. They are also responsible for the clean-up of fuel spills including the proper disposal of any contaminated material used in the process.
- F. Disposal of pre-flight testing fuel shall be disposed of in compliance with all federal, State and local regulations and in containers designated for this purpose. It is the responsibility of the airline or entity performing pre-flight fuel testing to provide such containers and train personnel in their use.
- G. Violations will be issued for failure to comply with fueling rules and regulations including the removal of individual's Airport issued ID badges.

6.5 Training

All personnel engaged in commercial fueling operations shall be trained in accordance with federal regulations and the Airport's Airport Certification Manual. Records of training and qualifications of those persons engaged in fueling operations shall be maintained as required by federal regulation. Training records shall be available for review by Airport Operations.

6.6 Aircraft Owner/Operator Self-Fueling

Self-fueling is permitted on the Airport in designated areas. No person may conduct self-fueling on the Airport without complying with all applicable City codes and regulations and executing a self-fueling agreement with the Airport Director. See Self-Fueling Policy. Fuel flowage fees may apply to this activity.

6.7 Fuel Storage Tanks

No person shall install, maintain, or permit to be installed a fuel storage tank without a written agreement from the Airport Director. All approved tanks must be installed and maintained in accordance with all federal, State and local laws, regulations and ordinances. All fuel storage tanks on the Airport must be registered with the appropriate governing bodies.

SECTION 7. FIRE SAFETY AND ENVIRONMENTAL HAZARDS

7.1 Applicability and Compliance

All persons, companies, and agencies engaged in any activity at the Airport, whether occupying Airport owned buildings or otherwise, shall comply with all applicable federal, State, and local fire regulations and applicable lease terms.

7.2 Flammable Solids and Liquids

The use and storage of all flammable materials (solid and liquids) shall be in compliance with the Oregon Revised Statutes, the Uniform Fire Code, and the Airport's Storm Water Pollution Prevention Plan and other Rules and Regulations included herein.

7.3 Fire Extinguisher and Equipment

- A. The tenant of any hangar or building on the Airport shall be responsible for the furnishing and maintaining of adequate first aid and fire equipment meeting the minimum requirements of applicable local, State or federal regulations. All extinguishers and other such equipment shall be inspected annually as required by State and City.
- B. All tenants or lessees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Fueling vehicles designed for the transport and transfer of fuel shall carry on board at least two (2) 20# B, C fire extinguishers, one located on each side of the vehicle. Extinguishers shall conform to applicable NFPA Standards.
- C. Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than fire fighting or fire prevention. All such equipment shall be maintained in accordance with the standards of the NFPA. Tags showing the date of the last inspection shall be attached to each unit, or records acceptable to Fire Underwriters shall be kept showing the status of such equipment.
- D. All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.

7.4 Open Flames

- A. No person shall initiate or maintain any open fire of any type, including barbecuing charcoals, wood fires, propane gas grills and natural gas grills, etc., on any part of the AOA without permission from the Airport Director or designee. Additionally, no open fire shall be allowed on Airport property if such fire would normally require a City permit unless prior permission from the Airport Director has been obtained.
- B. Every person observing any unattended or uncontrolled fire on Airport premises shall immediately report it directly to 911 and Airport Operations. No person shall make any regulation or order, written or verbal, which would require any person to take any unnecessary delaying action prior to reporting such fire.
- C. Welding will only be permitted if in full compliance with all provisions of Chapter 26 of the Oregon Fire Code and after obtaining permission from the Airport Director.

7.5 Use of Flammable Materials

No person shall smoke or carry lighted cigars, cigarettes, pipes, use matches, use lighters, or other means of kindling fire, or any open naked flames in or upon any area of the Airport if in violation of any City, State, or Federal laws, rules, or regulations.

7.6 Discharge of Combustible Liquids

No tenant, shipper, individual or other entity shall permit or cause to be permitted the discharge of flammable or combustible liquids or any waste liquid containing crude petroleum or its products into or upon any street, highway, drainage canal or ditch, storm drain, flood control channel, lake, waterway, or the ground on the Airport.

7.7 Heating Equipment

All heating equipment and fuel burning appliances installed on the Airport shall be listed by an appropriate testing agency for its intended use and shall comply with the requirements of the Uniform Mechanical Code and the applicable standards of the National Fire Protection Association.

7.8 Storage of Materials

- A. No person shall keep or store material or equipment in such manner as to constitute a fire hazard or be in violation of applicable NFPA codes, standards and recommended practices, City of Redmond Codes, Standard Operating procedures, or Operational Directives of the City.
- B. Gasoline, kerosene, ethyl, jet fuel, ether, lubricating oil, or other flammable gases or liquids, including those used in connection with the process of "doping" shall be stored in accordance with the applicable codes, standards, and recommended practices of NFPA. Buildings shall be provided with suitable fire appliances and first aid equipment.
- C. No person shall keep, transport, or store lubricating oils on the Airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage in compliance with the applicable codes, standards and recommended practices of NFPA, FAA regulations, and the City.

7.9 Spill Cleanup Procedures

- A. The immediate cleanup and removal of materials used to clean up spilled or dripped fuel, oil, grease or other material is the responsibility of the Aircraft/operator or the tenant causing the spill. The operator will be responsible for all costs, including any Airport expenditures.

- B. Each loading/unloading station and each fueler shall have a supply of absorbent cleaning materials on hand to sufficiently clean fuel spills less than six (6) feet in any dimension or to initially control a fuel spill in excess of six (6) feet in any dimension.
- C. Any spill or dripped fuel, oil, grease or other material which is flammable or detrimental to the pavement shall be cleaned immediately.
- D. Spilled fuel, oil, grease or other material shall not be washed or flushed or allowed to flow into any storm drain system.
- E. Materials utilized to clean up spilled fuel, oil, grease or other material shall not be disposed of in any container used for disposal of other non-contaminated trash, garbage, etc. Materials used to clean up fuel, oil, grease or other material shall be disposed of by approved methods in accordance with all local, State and federal ordinances/laws.

7.10 Prohibited Wastewater Discharge

In order to protect the sewage system from damage, destruction, deterioration, misuse or malfunction and to guard against hazards to life and limb:

- A. No person shall cause the discharge of any polluted water into the storm sewers or into watercourses that traverse the Airport. Persons who allow contaminants to enter the storm water system, either intentionally or unintentionally shall be liable for the cleanup of such spill and any fines levied.
- B. No user shall increase the use of processed water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with pollutant specific limitations developed by the City.

7.11 Duty to Notify

Primary responsibility for prevention and cleanup of spills rests with the individual airline, FBO, person or other entity causing the spill. Persons involved with any hazardous material or chemical spill, regardless of the size or amount, shall immediately notify Airport Operations. Notifications should include the type of material spilled, amount, time, location, if contained, and any other pertinent information available. Additionally, if any claim, demand, action or notice is made against the person regarding the person's failure or alleged failure to comply with any environmental laws, the person shall immediately notify the Airport Director and within twenty-four (24) hours submit a written report to the Airport Director, and shall provide copies of any written claims, demands, actions or notices so made.

7.12 Motorized Ground Equipment around Aircraft

No person shall park motorized ground equipment near any aircraft in such a manner so as to prevent it or the other ground equipment from being readily driven or towed away from the aircraft in case of an emergency.

7.13 Operating Motor Vehicles in Hangars

No person shall operate a motor vehicle in any hangar while occupied by aircraft unless its exhaust is protected by screens or baffles, as recommended by the NFPA.

7.14 Aircraft Electrical and Electrical Systems

- A. Radio transmitters and similar equipment in aircraft shall not be tested or operated within a hangar with dynamotors running unless all parts of the antenna system are at least one (1) foot removed from any other object. Other than properly installed antenna systems on aircraft, no aircraft shall be placed, at any time, so that any fabric-covered surface is within one (1) foot of an antenna system.
- B. No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within (300) feet of an aircraft fueling operation, aircraft fueling truck or flammable liquid storage facility, unless an approved shielding device is used during the radar operation.

7.15 Electrical Equipment and Lighting System

- A. Vapor or explosion-proof electrical equipment and lighting systems shall be used exclusively within hangars or maintenance shelters. No portable lamp assembly shall be used without a proper protective guard or shield over such lamp assemblies to prevent breakage.
- B. All power operated equipment or electrical devices shall be shut off when not in actual use.
- C. The aircraft electrical system shall be de-energized on any aircraft upon which work is being done on the electrical system, within any hangar or structure by disconnecting the battery or power source.

7.16 Use of Cleaning Fluids

Cleaning of aircraft parts and other equipment should preferably be done with non-flammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100 degrees F shall be used and special precautions shall be taken to eliminate ignition sources in compliance with recommendations of the NFPA. Disposal of any cleaning fluids shall be in accordance with federal, state and local guidelines.

7.17 Aprons, Buildings, and Equipment

- A. All persons on the Airport shall keep all areas of their leased premises, or areas used by them, clean and free of oil, grease, and other flammable material. The floors of hangars and other buildings shall be kept clean and continuously kept free of rags, waste materials or other trash or rubbish. Approved metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed regularly by persons occupying space; drip pans shall be placed under engines and

kept clean at all times; and clothes lockers shall be constructed of metal or fire-resistant material. Only approved boxes, crates, paint or varnish cans, bottles or containers shall be stored in or about a hangar or other buildings on the Airport. Solvents in drums shall have approved containment.

- B. No person shall use flammable substances for cleaning hangars or other buildings on the Airport.
- C. All drums containing any hazardous material including but not limited to oils, cleaning fluids, antifreeze, transmission fluid, etc. shall have secondary containment system in case of any spill or lose of material.

7.18 Containers

- A. No tenant, lessee, concessionaire, or agent thereof doing business on the Airport, may keep uncovered trash containers adjacent to sidewalks or roads in a public area of the Airport.
- B. No person shall operate an uncovered vehicle to haul trash, dirt, or any other material on the Airport without prior permission of the Airport Director.
- C. No person shall spill dirt or any other materials from a vehicle operated on the Airport.

7.19 Repairing Aircraft

- A. No person shall repair an aircraft or aircraft engine, propeller, or other aircraft apparatus in any area of the Airport other than those areas specifically designed for such repairs, except that minor adjustments or repairs may be made while the aircraft is at an aircraft parking position prepared for departure.
- B. Aircraft repairs in storage areas of hangars shall be limited to inspections and replacements of parts and repairs incident thereto, provided such repairs do not involve appliances using open flames, sparking devices, or heating appliances that can heat above 500°F.
- C. The starting or operating of aircraft engines inside any hangar is prohibited. This shall not be construed as prohibiting the use of tractors with NFPA approved exhaust systems when moving planes within any hangar.

7.20 Doping, Spray-Painting and Paint Stripping

- A. The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangars is prohibited. The process of doping will be carried out as set forth in NFPA Standards and City Code.
- B. For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with NFPA Standards and City Code.

7.21 Power Activated Tools

No person shall use explosive cartridge-activated tools or fastening devices anywhere on the Airport without prior written authorization of the Airport Director.

SECTION 8. AIRPORT SECURITY

8.1 Airport Security Program

All persons using the Airport are subject to the Airport Security Program (ASP) pursuant to Code of Federal Regulation (CFR) 49 Part 1542.

8.2 Air Carriers

Air carrier tenants required to have a Transportation Security Administration approved Aircraft Operator Standard Security Program (AOSSP) shall maintain a current copy at the Airport.

8.3 Airport Operations Area (AOA), Secured and Sterile Area Access

All persons within the Airport's AOA, Secured and/or Sterile Areas must apply for or have Airport authorized access ID media unless that individual is exempted by the Airport Security Program. Individuals applying for Airport access ID media must receive favorable results from required security screening and complete Airport security training prior to being issued Airport access ID media.

8.4 Airport Operations Area (AOA), Secured and Sterile Area Security Training

Individuals that have authorized Airport access ID media must comply with the Airport's security training; topics include, but are not limited to the following:

- Familiarization of Airport authorized access area(s)
- Control, use and requirements of Airport authorized access ID media and/or codes
- Unescorted access authority and requirements
- Escort authority and procedures
- Vehicle driver responsibilities
- Violation of rules and/or requirements
- Reporting requirements regarding security

8.5 Perimeter Security

- A. Comply with Airport rules and report any unusual or suspicious behavior or activities.
- B. Codes and/or Airport access ID media shall not be shared unless authorized by the Airport Security Program (ASP) or the Airport Security Coordinator (ASC) or designee.
- C. Private hangars and businesses that serve as a physical barrier to the AOA that have access points from the public side must:

- Re-key locks upon each tenant change. The owner must provide the Airport proof that the locks have been re-keyed within one business day of tenant change.
 - Owner must ensure Airport required signage is in good repair and properly located.
 - Owner or tenant must immediately report to the Airport or law enforcement of known or suspected unauthorized access.
- D Perimeter fence line clear zones exist on the out and in side of fence. The clear zone is a minimum of 5' (five feet) from the fence.

8.6 General Aviation Aircraft

General Aviation aircraft are prohibited from entering the terminal ramp areas of the Airport unless otherwise coordinated in advance with Airport Operations and the Air Traffic Control Tower.

8.7 Security Screening

All persons desiring to enter a Sterile Area are subject to security screening by the TSA.

8.8 Tenant Security

Tenants and tenant employees are responsible for abiding by the Airport Security Program. Tenants are responsible for safeguarding aircraft and other private property entrusted to their care within the AOA, Secured and Sterile Areas, or other locations on their leased premises.

8.9 Violation of Security Regulations

Security violations are subject to City and/or Federal enforcement which may result in the issuance of sanctions, monetary fines, and/or civil penalties. Violation of security regulations may result in the immediate revocation of security privileges. Future entry into the AOA, Secured and Sterile Areas may be denied. Fines levied against the Airport for security violations will be charged to the offending individual and tenant.

SECTION 9 PENALTIES

9.1 Removal of Persons

Any person or persons who fail to leave the Airport or a specified area thereof, or any person or persons who knowingly or willfully violate these rules and regulations or who refuse to comply therewith, after proper request to do so by an authorized representative of the City shall be subject to removal from and denial of access to the Airport for such period of time as may be specified by the Airport Director. Persons holding leases, permits or operating agreements with the City may also have their contract privileges terminated for such violations. Furthermore, such person shall be regarded as a trespasser upon Airport property and subject to civil and/or criminal charges for violations to other federal, State, or City laws and regulations.

Any person who feels that he/she has wrongfully been removed from the Airport, or denied access thereto, pursuant to these Rules and Regulations, may request a hearing thereon before the Airport Director provided that such request shall be made in writing and shall be filed with the Airport Director within ten (10) calendar days of such removal or denial. The party filing such request shall give his/her name and address. The Airport Director shall mail notice of the date, time and location of such hearing to the Person requesting same, and such notice shall be mailed at least five (5) days in advance of such hearing date. At the hearing, the Party requesting the hearing may appear, may be represented by counsel, and may present evidence. Upon completion of the hearing, the Airport Director shall affirm, revoke or modify the termination and shall give prompt written notice of its action to the Person requesting the hearing. Any determination of the Airport Director adverse to the Person requesting the hearing shall be subject to appeal in accordance with the then applicable laws of the State of Oregon.