



County of San Luis Obispo
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Rules and Regulations

County of San Luis Obispo
Department of Airports

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1. INTRODUCTION

1.1. Purpose

The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of Tenants, Permittees, and users of the San Luis Obispo County Regional Airport (Airport), and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport.

1.2. PMCD General Provisions

General Provisions, which are those provisions common to all Primary Management and Compliance Documents (PMCDs) applicable to the Airport are set forth in Appendix A – PMCD General Provisions of these Rules and Regulations and are incorporated into these Rules and Regulations by reference.

1.3. PMCD Definitions and Acronyms

The defined terms and acronyms utilized throughout the PMCDs are defined and identified in Appendix B – Definitions and Acronyms of these Rules and Regulations and are capitalized whenever used in the PMCDs. Words that are not defined shall be construed consistent with common meaning or as generally understood.

1.4. Airport Sponsor, Operator, and Governing Body

The Airport is owned and operated by the County of San Luis Obispo (County) and governed by and through the Board of Supervisors of the County (Board) and the County Code. Title 24 of the County Code contains the Airports Ordinance (hereinafter referred to as County Code).

1.5. Authority of the Director of Airports

Pursuant the County Code, the Board has authorized the Director of Airports (Director), or designated representative, to interpret, administer, and enforce these Rules and Regulations, ordinances, and PMCDs affecting the Airport. The Director shall be subject to the direction, authority, and control of the County Administrator and shall act as the official representative pertaining to aviation matters for the County.

During emergency situations, the Director is empowered to issue directives and take action that, within Director's discretion and judgement, are required to ensure the safety, security, and efficiency of the Airport and the public. Such directives and actions shall have the force of a rule and regulation so long as the emergency exists or are cancelled by the Director.

Arresting Authority – The Director's authority to arrest is as set forth in the County Code.

1.6. Enforcement

In addition to enforcement authority designated to the Director, the enforcement of all Legal Requirements pertaining to fire protection and Hazardous Materials (within its jurisdiction) shall be administered by the San Luis Obispo County Fire Department (County Fire). All other Legal Requirements pertaining to law enforcement activity (within its jurisdiction) shall be enforced by the San Luis Obispo County Sheriff's Office (County Sheriff) and Law Enforcement Officers.

Violation of these Rules and Regulations, the PMCDs, applicable Legal Requirements, or directives issued by the County, Director, County Fire, County Sheriff, or Law Enforcement Officers or jeopardizing the safety or security of persons and entities utilizing the Airport may result in suspension, revocation, and/or prohibition of access or use privileges, engaging in activities, use of the Airport; termination of Agreement(s); and shall be subject to all legal, equitable, statutory, and common law rights and remedies available to the County.

Tenants shall have the responsibility to pay any fine or penalty levied against the Tenant and its employees, the County, or the Airport as a result of the Tenant's or its employee's failure to comply with any applicable Legal Requirement.

2. GENERAL

2.1. *Access To, Entry Upon, or Use of the Airport*

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

2.2. *Restricted Areas, Sterile Areas, and Secured Areas*

Access to the Restricted Areas, delineated in Appendix C – Access Maps, is limited to persons with a valid Airport Identification Badge, under appropriate supervision or escort, or as otherwise approved by the Director, in compliance with the County Code.

Unescorted access or entry to Sterile Areas, delineated in Appendix C – Access Maps, or certain parts thereof, is limited to persons who have been screened by Transportation Security Administration (TSA) personnel and possess a valid boarding or gate pass, possess a valid Sterile Area Badge, possess a valid Airport Identification Badge with Sterile Area access privileges, or be a person under appropriate supervision and escort by a person with escort privileges.

The Secured Areas, delineated in Appendix C – Access Maps, is the area where Air Carrier Aircraft operate, enplane, and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

2.3. *Airport Identification Badge*

Persons requiring unescorted access or entry to the Air Operations Area (AOA), a Restricted Area, or a Sterile Area (who do not have a valid boarding or gate pass) shall complete and submit an Airport Identification Badge Application to the County. Prior to accessing or entering the AOA, a Restricted Area, or a Sterile Area, persons shall possess an approved Airport Identification Badge which authorizes such access or be under appropriate supervision and escort by a person with escort privileges.

To obtain an Airport Identification Badge, an individual must submit the Airport Identification Badge Application to the Director. If the individual is an employee of a Tenant, the application must be signed by the appropriate signatory authority. Individuals must pass the applicable records checks for the Airport Identification Badge as required by the TSA under 49 Code of Federal Regulations (CFR) Part 1540-1544 and applicable security directives.

Prior to receiving an Airport Identification Badge, individuals must complete applicable County training programs and meet all requirements as defined by the TSA. In addition, individuals must maintain compliance throughout the duration of the Airport Identification Badge, including but not limited to required recurrent training. All applicable fees as established and assessed by the County must be paid in advance by persons seeking to obtain or renew an Airport Identification Badge.

No person shall make, possess, use, offer for sale, pass, or deliver any forged or altered pass, permit, identification card, sign, and/or other authorization purporting to be issued by or on behalf of the County. The unauthorized use of an Airport Identification Badge is strictly prohibited. Anyone found to be in violation of county code may be denied access onto the airport and will result in prosecution in conformance with the County Code and Federal law.

2.4. Security

The Director shall have the overall responsibility for security of the Airport. A Tenant shall be responsible for the security of its Premises and shall comply with the County's security requirements and/or best practices. Security gates that provide access to the AOA shall remain closed, locked, and secured except when in use. The Director may close or otherwise restrict access to any area of the Airport whenever safety or security considerations dictate.

Tampering, interfering, or disabling any lock or closing mechanism or breaching any other security device, is strictly prohibited unless authorized in advance by the Director. Persons who have been provided an access code or device for access to a Restricted Area shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized in writing by the County.

Unless under approved escort, no person shall follow another into an Airport security area without first using the individual's approved Airport Identification Badge through any electronic access media installed at the entry point.

2.5. Commercial Activities

Any person or entity desirous of engaging in Commercial Aeronautical Activity at the Airport shall comply with all relevant and applicable sections of the County's Minimum Standards and the County Code.

Any person or entity desiring to engage in any Commercial activity (including photography or filming) at the Airport shall obtain written permission from the County prior to engaging in such activity.

2.6. Accidents

All accidents, whether aircraft, vehicular or other, occurring on airport property, shall be reported in compliance with the County Code. Any person involved in or witnessing an accident resulting in any injury or death to a person(s) or damage to property shall immediately call "911". All accidents resulting in any injury or death to a person(s) or damage to property shall be immediately reported to the Airport. If reasonably able to do so, such person shall remain at the scene and respond to the inquiries of (and provide the information requested by) the County, County Sheriff, Director, Law Enforcement Officers, County Fire, and/or investigative personnel. Unauthorized entry to the AOA to gain access to an Accident scene is prohibited.

No person shall tamper with an Accident scene or fail to comply with any directive issued by the County, the County Sheriff, Law Enforcement Officers, County Fire, or any other Agency having jurisdiction over the Accident scene.

2.7. General Conduct

Conduct contrary to posted signs or in violation of the PMCDs is prohibited. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property is prohibited. Damaged or destroyed Property shall be replaced (or replacement shall be paid for) by the person(s) responsible for such damage or destruction.

The smoking of tobacco and/or cannabis and/or the use of tobacco, cannabis and/or electronic smoking devices is prohibited within any area of the Airport in accordance with the County Code.

Starting, moving, using, or interfering with the safe operation of any Aircraft, vehicle, or equipment without the permission of the Owner or by specific direction of the County is prohibited. If requested by the County or a Law Enforcement Officer, satisfactory evidence of the right to do so shall be presented.

No person shall engage in activities that are disruptive and/or that create a hazard or risk of injury or death or damage to Property. No person shall conduct illegal gambling anywhere on the Airport.

The Airport (including any facility or Hangar located at the Airport) shall not be used as a place of residence, or as a place to camp or stay overnight unless approved in writing by the Director. The Airport (including any facility or Hangar located at the Airport) shall not be used for any illegal purpose.

A Tenant's Premises are expressly for the conduct of the Tenant's activities. Unauthorized persons shall not make use of the Premises without permission of the Tenant. Use of a Premises by unauthorized persons must receive written consent of the Director.

2.8. *Abandoned or Lost Property*

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

- Disposition of Abandoned or lost Property shall be done in accordance with Legal Requirements. Lost Property shall be handled in accordance with California Civil Code 2080 et. seq. and the County Code, as may be amended from time to time.

No provision in this Section shall be construed to deny the right of Tenants to maintain a lost and found service for Property found on Tenant's Premises.

2.9. *Use of Roadways and Walkways*

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

2.10. *Animals*

No person shall bring animals, except for Emotional Support Animals, Service Animals or Government Animals into Public Areas, unless destined for air transport and only if restrained by a leash, container, kennel or crate, consistent with the County Code. Domestic pets may be brought onto the Airport if kept on a leash or inside a Tenant's facility, Aircraft, or vehicle.

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

2.11. *Weapons and Explosives*

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

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

No person shall possess or ignite explosives (including fireworks, firecrackers, etc.) with exception of explosives that may be used by authorized personnel for purposes of wildlife management or as permitted during an approved special event.

2.12. Alcoholic Beverages or Drugs

Alcoholic beverages or Drugs may only be consumed in accordance with applicable Legal Requirements and consistent with the County Code. The County reserves the right to exclude or expel any person who, in the judgment of a Law Enforcement Officer, is intoxicated or under the influence of alcoholic beverages or drugs. County reserves the right to regulate the consumption of alcoholic beverages at the Airport.

2.13. Use of Public Areas

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

2.14. Trash and Recycling

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

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

2.15. Fire and Flammable Materials

Tenants shall comply with practices recommended by the National Fire Protection Association (NFPA) and all fire codes, regulations, or directives issued by County Fire and/or the County, including, without limitation, the County Code and Chapter 20 (aviation facilities) of the international fire code.

Open flames (i.e., candles, fixtures, or fires) are prohibited without the prior written permission of the Airport County, and the Fire Department.

- This excludes open flames utilized by Tenants in the performance of Aircraft Maintenance.
- With the prior written permission of the Airport and the Fire Department, Aircraft Rescue and Fire Fighting (ARFF) personnel may engage in training exercises which require open flames.

Any uncontrolled fires (regardless of size or whether the fire has been extinguished) shall be reported immediately to "911".

No person shall tamper with any fire extinguisher or related equipment or use the same for any purpose other than fire prevention or firefighting.

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

No person shall block or modify any self-closing fire door or do anything which would interfere or prevent closing in the event of a fire. Flammable materials shall only be used or stored in accordance with the practices recommended by the NFPA and in compliance with applicable Legal Requirements.

The use of flammable, volatile liquids having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically approved for the purpose for which

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

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

2.16. Hazardous Materials

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

If any Tenant, Permittee, or other entity stores, uses, or dispenses any Hazardous Materials in such a way as to be subject to any of the requirements under the Emergency Planning and Community Right-to-Know Act (EPCRA), 42 U.S.C. § 11001, et seq., such entity shall be responsible for any reporting obligations under EPCRA. The County will not be responsible for compliance with any EPCRA requirements, except to the extent the County stores, uses, or transports Hazardous Materials.

- If the storage of Hazardous Materials is approved, such material must be placed in suitable containers designed specifically for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids which are properly secured.
 - Safety Data Sheets (SDS) (previously known as Material Safety Data Sheets) for all Hazardous Materials shall be maintained on-site so as to be readily available to emergency responders in the event of an emergency and for review, at any time, by the County.
- Hazardous Materials shall not be stored in close proximity to operating Aircraft, vehicles, equipment, or sources of heat nor be stored in excess of amounts needed as current inventory. All Hazardous Material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of which must meet the approval of County Fire.
 - Secondary containment is required for Hazardous Materials being stored in tanks, drums, or other similar storage receptacles.
 - Fuels or deicing fluids in containers greater than 55 gallons shall not be stored without providing prior notification and a copy of a Spill Prevention, Control, and Countermeasures (SPCC) Plan to the County.

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

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

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

2.17. Environmental (Hazardous Materials) Clean Up

The party responsible for an environmental incident (to include the overflowing or spilling of fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other Hazardous Materials) is responsible for: the

immediate mitigation and cleanup of the overflow or spill, proper disposal of the substance(s) and used clean up materials, immediate notification to the County, and assumption of the risk and expense of cleanup and mitigation efforts.

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

Hazardous Materials Overflow or Spills – In the event a Hazardous Materials overflow or spill occurs, regardless of the amount of the overflow or spill, the responsible party shall take appropriate action to contain the overflow or spill, notify the County Fire and other appropriate Agencies and clean up, mitigate, and remediate the site. The use of deicing fluids is exempt when such use complies with Legal Requirements pertaining to the deicing of Aircraft and/or paved surfaces (e.g., Runways, Taxiways, Taxilanes, or Ramp).

The following procedures shall be followed in the event of a Hazardous Materials overflow or spill unless otherwise required under an approved SPCC Plan or instructed by the County.

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

- Stop the source of the spill immediately.
- Contain the spill with appropriate absorbent material(s).
- Block all stormwater drains in the immediate area to prevent the spill from flowing into the drain(s).
- Contact the County.

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

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

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

- Provide a detailed written summary of the spill to the County within five business days of the spill which shall also identify the measures which the responsible party will take to eliminate the potential for such a spill in the future.

Entities with fueling capability or responsibility for maintenance of fuel systems shall have on hand sufficient: (a) containment booms to form a barrier around the spill and (b) sufficient absorbent material(s), booms, blankets, pads, pillows, and other cleanup materials available to pick up the spilled product and store it in a sealed container(s) until proper disposal can be made. Salvage drum(s) shall be approved by the Department of Transportation (DOT) (DOT-E-10102).

2.18. *Painting*

Doping, painting, or paint stripping shall only be performed in those facilities specifically approved for such activities and in accordance with the practices recommended by the NFPA and in full compliance with the County's SWPPP, the County's SPCC Plan, the County's directives, and applicable Legal Requirements.

2.19. *Emergency Conditions*

Emergency conditions shall not mitigate or cancel these Rules and Regulations. Emergency directives or procedures may be issued at the discretion of the Director.

2.20. *Special Events*

Any person or entity desiring to conduct a Special Event at the Airport shall complete and submit a Special Event Permit Application Form to the Director along with payment of all applicable fees and written approval(s) from any other Agency having jurisdiction. The person or entity shall receive a signed and approved Special Event Permit from the Director prior to conducting the proposed Special Event. Special event attendees shall remain clear of Airport operations, Aircraft, active Taxiways, Runways, and other areas designated by the Director.

2.21. *Unmanned Aerial Vehicle, Unmanned Aircraft System, or Model Aircraft*

The operation of Unmanned Aerial Vehicle (UAV), Unmanned Aircraft System (UAS), or model Aircraft within five statute miles of the Airport shall comply with all applicable Legal Requirements. This may include, but is not necessarily limited to, notifying and obtaining written permission from the Director to fly UAV, UAS, Or model Aircraft within the Airport's protected airspace.

2.22. *Skydive/Parachute Jumping*

No person shall engage in skydiving/parachute operations at the Airport or jump onto the Airport except as required in an emergency or as approved by the Airport Director or under permit.

3. AIRCRAFT

3.1. Legal Requirements

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

3.2. Based Aircraft Registration

Based Aircraft must be registered with the County or through an authorized Fixed Based Operator (FBO) or Specialized Aviation Service Operator (SASO) where the Aircraft is based. Registration information shall include the following:

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

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

3.3. Airport Hours of Operation

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

3.4. Engine Operation

Engine run-ups shall comply with the County Code. Engine Runups shall be performed at locations designated by the Director and are prohibited in Non-Movement Areas or on the Air Carrier Ramp.

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

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

3.5. Aircraft Operations

Operating an Aircraft in a careless, negligent, or reckless manner which endangers or is likely to endanger persons or Property is prohibited. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by ATC or by written notification of the County or (Notice to Airmission) NOTAM.

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

Aircraft shall not land, takeoff, taxi, park, or be staged in any area that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the Aircraft or on any closed Runway or Taxiway, unless authorized in writing by the County or due to an emergency.

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

3.6. Taxiing and Towing Operations

Aircraft shall be taxied in compliance with the County Code. Aircraft shall not be taxied until the Aircraft Operator has determined (by visually inspecting the area) there shall be no danger of collision with any person or Property.

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

Aircraft being taxied shall have a competent person at the controls who shall monitor the radio frequency in use by ATC (which is the Common Traffic Advisory Frequency when the tower is closed) in use at the Airport if the Aircraft is equipped with a radio and the radio is functional.

Taxiing Aircraft shall yield the right-of-way to Emergency Vehicles, or Aircraft unless otherwise directed by ATC, written notice of the Director, or NOTAM. Aircraft Operators shall not taxi at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual and potential hazards and other Aircraft so as not to endanger persons or Property.

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

3.7. Rotorcraft Operations

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

3.8. Balloon Operations

A balloon operator shall receive prior written approval from the Director before conducting an intended flight. Balloon operations shall follow all Legal Requirements. Blocking roadways, Taxiways, or interfering with Airport operations during balloon inflation and operation is strictly prohibited. The unauthorized landing of a balloon on a Runway is prohibited except in the event of an emergency.

3.9. Noise Abatement Procedures

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

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

3.10. Deicing

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

3.11. Prohibiting Use of the Airport

Consistent with the County Code, the Director shall have the right at any time to close or restrict use of the Airport or any portion thereof to Aircraft operations (except for an emergency operation) or deny the use of the Airport to any entity when the Director considers such actions to be necessary in the interest of safety or security.

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

3.12. Accidents and Incidents

In accordance with the County Code, Aircraft Operators involved in an Aircraft Accident or Aircraft Incident shall make a full and complete report to the County and appropriate Agencies in a timely manner, complete any additional required forms and/or reports, and comply with National Transportation Safety Board (NTSB) Regulations Part 830.

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

Aircraft involved in an Accident may not be removed from the scene of the Accident until authorized by the County who shall receive authorization from the FAA, NTSB, or Agency having jurisdiction, as applicable. Once authorization to remove the Aircraft has been issued, the Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of the Aircraft (and any parts) to a designated area and the cleanup, repair, and restoration of any damage caused to Airport facilities and any associated costs.

In the event the Director determines that the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling to remove the Aircraft (and any parts thereof) involved in an Accident in a timely manner to a designated area and cleanup, repair, and restore any damage caused to Airport, the County will move the Aircraft to a designated area and cleanup, repair, and restore any damage caused to the Airport at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability to the County.

3.13. Disabled and Abandoned Aircraft

In accordance with the County Code, an Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of disabled Aircraft and any part thereof from a Movement Area to a designated Non-Movement Area, unless otherwise required or directed by the County, FAA, NTSB, or Agency having jurisdiction.

Abandoning an Aircraft on the Airport is prohibited. An Aircraft shall be considered abandoned if:

- Aircraft Operator or Aircraft Owner has not paid in full applicable rents or fees to the County or an authorized FBO or SASO for a period greater than ninety (90) calendar days,
- Aircraft Operator or Aircraft Owner has not responded within thirty (30) days of written notification being sent by the County via certified or registered mail to the address on file with the County, or if no address is on file with the County, to the registered owner address on file with the FAA (or similar agency of a foreign country) and/or
- Aircraft does not have a current and valid registration with the FAA (or similar agency of a foreign country) and is being stored on the Airport without the permission of the Director.

An Aircraft may also be considered abandoned, at the discretion of the Director, under circumstances which indicate an intent to abandon, such as being tied down without permission of the Director and unused for more than thirty (30) days in a non-airworthy condition and/or being left unattended without permission of the Director for more than thirty (30) days in a non-airworthy condition and the owner of or pilot is unknown.

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

- Once an Aircraft is impounded by the County, the County shall charge reasonable impoundment fees and thereafter publish notice of intent to remove the Aircraft in the legal jurisdiction of the county in which the Aircraft Owner or Aircraft Operator was last known to reside/exist, and if such location is unknown, then in the legal jurisdiction of San Luis Obispo, California.
- The Aircraft Owner or Aircraft Operator may claim the Aircraft by responding to the County in writing or in person, paying the impoundment fees in full, and promptly removing the Aircraft from the Airport.
- If the Aircraft is not claimed by the Aircraft Owner or Aircraft Operator within ninety (90) calendar days, the County may dispose of the Aircraft in accordance with Legal Requirements.
- The County may assess and recover from the Aircraft Owner or Aircraft Operator all applicable rents and fees, impoundment charges, and other related expenses including

reasonable attorney fees incurred by the County in connection the enforcement of these provisions.

3.14. Non-Airworthy Aircraft

Only Aircraft considered airworthy, or with a special flight authorization by the FAA, or military Aircraft shall use the Airport for Aircraft parking, staging, or storage. Non-airworthy Aircraft (including Non-Commercial construction of amateur-built or kit-built Aircraft in compliance with construction progress benchmarks) may undergo long-term major renovation or restoration as long as the Aircraft is stored in a Hangar approved for such Aircraft Maintenance or as otherwise previously authorized in writing by the Director.

- Aircraft Owner or Aircraft Operator shall remove non-airworthy Aircraft from the Airport within 90 days of becoming non-airworthy unless otherwise previously authorized in writing by the Director.
- If Aircraft Owner or Aircraft Operator is unknown or cannot be located, the Airport may take any action the Director deems necessary in compliance with applicable Legal Requirements.

3.15. Maintenance

Aircraft Maintenance, including Aircraft painting or paint stripping, may only be performed within approved Hangars, buildings or those areas specifically designated by the County. Aircraft Maintenance shall be limited solely to that specifically permitted by the type rating established by County Building and Fire Codes, and then, only in compliance with the Legal Requirements and instructions of the Director and the County.

Aircraft Line Maintenance may be performed on Aircraft owned or operated by passenger or cargo Air Carriers on the Air Carrier Ramp if the Aircraft is disabled and cannot be moved into a Hangar or if a Hangar of sufficient size to accommodate the Aircraft does not exist at the Airport.

3.16. Cleaning

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

- All residual fluids (cleaning byproducts) must flow to an oil/water separator or be removed from the Airport and disposed of in accordance with Legal Requirements.

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

3.17. Parking and Storage

No person shall park or leave an Aircraft parked and unattended on a Movement Area or Non-Movement Area, except at such places permitted and properly designated by the County.

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

Unless utilizing the Airport identified general parking areas or the Premises of a Tenant or otherwise provided in an Agreement, no person shall use any area for the parking, staging, and storage of Aircraft, without prior written permission of the County.

- In the event a person uses any area for Aircraft parking, staging, or storage not in compliance with the preceding provision, the County may remove and store the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the County.

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

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

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

3.18. Aircraft Security

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

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

3.19. Restricted Activities

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

- Use of motorless Aircraft – the landing upon or towing of gliders and other certificated motorless Aircraft.
- Operators of unmanned aerial vehicle (UAV), or unmanned Aircraft system (UAS) Aircraft within five statute miles of the Airport shall comply with all applicable Legal Requirements which may include, but is not necessarily limited to, notifying and obtaining written permission from the Director and airspace authorization from the FAA to fly within protected airspace.
- Use of ultralight vehicles – the landing or taking off of ultralight vehicles unless approved in writing by the Director.
- First flight or test flights after major airframe and/or powerplant modifications.
- Use of lighter-than-air Aircraft – the landing or taking off of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft.
- Banner or glider towing – the landing or taking off of Aircraft which tow banners, gliders, or other devices.
- Sky diving, parachuting, or powered parachute operations.
- Operation of Aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and/or Taxiway(s).

- Transportation of Hazardous Materials – landing or taking off with flammable, explosive, or corrosive materials, except those which are carried aboard (and necessary) for the operation of the Aircraft or use by crewmembers or passengers. All shipments of Hazardous Materials shall comply with regulations established in 49 CFR Parts 100-199 and Legal Requirements governing such shipments. Hazmat and ARFF equipment and trained personnel will be required for this type of operation as a precautionary measure. Costs associated with trained hazmat personnel and related equipment shall be borne solely and completely by the Aircraft Operator.

3.20. Fees

Pursuant to the County Code, Aircraft shall not land or takeoff unless the Aircraft Owner or Aircraft Operator has paid the fees which may be established and assessed by the County unless exempt by Agreement or Legal Requirements.

- Aircraft that may be exempt from County fees include Aircraft owned and/or operated by the United States of America, military forces of the United States of America, and foreign military forces in support of allied military operations that do not utilize the Airport significantly (as defined by the FAA).

The County shall have the authority to detain any Aircraft for non-payment of any fees.

4. VEHICLES

4.1. Legal Requirements

All Vehicle Operators shall comply with the State of California Vehicle Code, these Rules and Regulations, Legal Requirements, instructions issued by the Director, and the orders of County Sheriff and Law Enforcement Officers.

4.2. Licensing and Permits

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

Vehicle Operators on the AOA are required to successfully complete a County training program and shall possess an approved Airport Identification Badge or be under escort as described in paragraph 4.6 of this section.

4.3. Equipment

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

4.4. Operations

Vehicles shall not be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or Property. The operation of vehicles which are overloaded (as designated in the vehicle operation manual) are prohibited.

- Vehicle Operators shall yield the right of way to Aircraft (within the AOA), Emergency Vehicles, and pedestrians.

Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) which endangers or is likely to endanger persons or Property are prohibited.

Vehicles used for hauling trash, dirt, or any loose material(s) shall be operated in such a fashion as to prevent the contents from dropping, leaking, or otherwise escaping and shall cover the load in compliance with Legal Requirements.

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

Vehicles shall not be operated in any Hangar or structure for a prolonged period of time unless the vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the Hangar.

Vehicle Operators shall comply with all visual or audible signals from a County employee or Law Enforcement Officer and shall not interfere with or endanger persons or Property. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by the County or a Law Enforcement Officer.

The Airside perimeter road shall only be used by County authorized vehicles. These vehicles include County vehicles, Refueling Vehicles, and other vehicles approved in writing by the County.

Persons shall not ride on the running board, in the beds of pickup trucks, ride on the outside of a vehicle, or allow arms or legs to protrude from a vehicle except for Emergency Vehicles that are designed specifically for such operations.

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

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

Airside and Landside Speed Limits

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

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

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

Maximum Speed (miles per hour)	
Airside	10
Landside (unless otherwise posted)	15

Tugs (Towing Vehicles and Related Equipment):

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

4.5. Access Gate Security

Vehicle Operators shall stop and ensure the gate is fully closed before proceeding and shall also ensure that no unauthorized vehicles or persons gain access to the Airport while the gate is in operation. If the gate fails to close or the Vehicle Operator cannot prevent such access, the vehicle Operator shall immediately contact the Director.

4.6. Air Operations Area

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

Vehicle Operators without an Airport Identification Badge must be escorted by an authorized Vehicle Operator or obtain written permission from the County and shall proceed directly to the intended destination on the Airport without entering the Movement Area.

- The County may restrict vehicles to a certain area(s) of the AOA. Such restrictions may prohibit vehicle operations outside the designated area(s).

Use of motorhomes, mini-bikes, dirt bikes, all-terrain vehicles, go-carts, roller blades, skateboards, bicycles, unicycles, or other similar devices for recreational purposes are not permitted without the prior written permission from the Director.

4.7. Movement Area

No vehicle shall enter the Movement Area as delineated in Appendix C – Access Maps without prior approval of the Director and in full coordination (including appropriate training and safety markings) and two-way radio communications with ATC (when in operation).

Unless otherwise authorized by the Director, vehicles on the Movement Area shall be painted and/or properly marked in a manner approved by the County. No person shall take or drive any vehicle on the Movement Area unless permission has been granted in an Agreement or obtained in writing, in advance, from the Director.

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

Vehicles operating on the Movement Area on a regular basis shall be equipped with a functioning two-way radio capable of communicating on the proper aeronautical frequencies (ranging from 108.00 MHz to 136.00 MHz). In the event a vehicle in the Movement Area experiences radio failure, the vehicle must vacate the area utilizing perimeter roadways or other non-controlled routes. If exit via non-controlled route is not possible, Vehicle Operator shall indicate radio failure by facing the vehicle towards the control tower and flashing the vehicle's headlights. Thereafter, Vehicle Operator shall operate the vehicle based upon (in accordance with) the standard colored light signal directions given by ATC.

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

Vehicles (other than those that routinely traverse the Movement Area under the control of ATC) which are not escorted by an Airport staff vehicle, must display a readily visible flag attached to the vehicle in compliance with Legal Requirements.

Vehicle Operators operating in the Movement Area must be conversant with standard colored light signals, regardless of whether or not the vehicle is radio equipped.

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

4.8. Accidents Involving Vehicles

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

4.9. Cleaning and Maintenance

Vehicles shall not be cleaned, washed and/or maintained on the Airport unless otherwise approved by the Director. A Vehicle Operator may conduct minor repairs necessary to remove a vehicle from the Airport or to a designated area approved in writing by the Director.

4.10. Parking or Stopping

Vehicles shall be parked only in designated areas unless otherwise authorized in writing by the County. Vehicles shall not be parked or stopped in a manner that obstructs Aircraft, vehicles, or pedestrians; within 15 feet of a fire hydrant or within a fire lane or within 10 feet of either side of a security fence; and in violation with applicable signage and postings.

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

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

Employees of Tenants may park Private vehicles in the employee parking areas designated by the County. Vehicles parked in a designated employee parking area must have a valid parking permit or pass, if so required, attached to the front windshield or mirror of the registered vehicle.

All service vehicles or equipment (including utility companies, delivery companies, government owned/operated, etc.) shall park in specially reserved and marked areas or other areas designated by the County.

Aircraft Operators may park vehicles which are fully operational inside a Hangar or in designated parking areas while the Based Aircraft in the Hangar is gone.

- Vehicles parked for more than seventy-two hours without prior written approval of the County shall be considered abandoned and the County may take whatever action is deemed appropriate to remove and/or dispose of the vehicle. Such action shall be at the Vehicle Operator's risk, cost, and expense and without any liability to the County.
- Vehicles may be parked on a Tenant's Tiedown space while the Aircraft is gone so long as it does not interfere with Aircraft or vehicle movement or obstruct the use of an adjoining Tiedown. Abandoning a vehicle anywhere on the Airport, including on a Tenant's Premises, is prohibited. A vehicle shall be considered abandoned if it is of unknown ownership, parked in an unauthorized or undesignated area, or parked on the airport for longer than seventy-two hours without permission

The unauthorized parking or storage of vehicles, watercraft, motorcycles, trailers, etc. anywhere on the Airport is prohibited.

The County may boot, tow, or otherwise remove any vehicle which is disabled or parked in violation of these Rules and Regulations (or if the vehicle creates a safety or security hazard or interferes with Airport operations) at the vehicle Owner or Vehicle Operator's risk, cost, and expense and without any liability to the County. The Director shall have the authority to charge a vehicle owner/operator for towing or moving service, the motor vehicle shall be subject to a lien for such charge.

4.11. Fees and Permits

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

5. COMMERCIAL VEHICLES

5.1. General Standards and Provisions

A Commercial Vehicle Operator (CVO) shall comply with these Rules and Regulations and applicable Legal Requirements. Nothing in this section shall be construed to contradict or contravene 49 U.S.C. § 14501. A violation of these Rules and Regulations may lead to the suspension and/or revocation of Commercial Vehicle Operator Permit (CVO Permit) or Agreement.

5.2. Commercial Vehicle Operator Permit

A CVO who desires to provide commercial ground transportation services at the Airport shall first obtain a CVO Permit and/or enter into an Agreement with the County prior to commencing such service.

CVO shall provide the Director with ownership records (e.g., articles of incorporation, identification of corporate officers, and registration with the State of California) and copies of all federal and state permits, licenses, and certificates applicable to the proposed operation at the Airport more than 48 hours in advance of conducting requested services. CVO shall immediately notify the County of any change in the aforementioned information.

- CVO shall obtain a CVO Permit for each type of Commercial ground transportation service contemplated which may include, but is not limited to:
 - Taxicab Operator
 - Airport Shuttle Operator
 - Charter Bus Operator
 - Hotel/Motel Courtesy Operator
 - Transportation Network Company (TNC)
 - Car Sharing Operator
- The County reserves the right to limit the number of CVO Permits issued for each type of Commercial ground transportation service provided at the Airport. CVO Permits shall not be assigned or transferred without the prior written approval of the Director.
- CVO shall only provide the type of Commercial ground transportation service authorized by the CVO Permit. A CVO Vehicle may only operate under a specific CVO Permit.
- Permits or licenses issued by other governmental and/or regulatory Agencies do not authorize Commercial ground transportation services at the Airport.
- CVO shall maintain operating records (e.g., radio dispatch records and activity log of trips beginning and terminating at the Airport) which shall be made available to the County upon request.
- CVO shall pay the County all required fees prior to commencing permitted services at the Airport. The County may suspend and/or revoke a CVO Permit for failure to pay such fees.

5.3. Taxes and Financial Records

CVO shall:

- Pay all applicable taxes.
- Maintain financial records in accordance with accepted accounting practices.
- Maintain records and financial controls, which detail revenues and expenditures derived from CVO's Activities. Such records shall be made available to the County for review up to three years after the CVO ceases operations at the Airport.
- Display an identification decal and/or automated vehicle identification transponder.

A CVO Permit, decal, hand tag, transponder or identification card shall not be assigned or transferred to another vehicle without prior written approval of the County. No person shall remove, damage, or tamper with a vehicle identification decal or transponder. The name of the CVO shall be displayed on, or inside, the Vehicle visible to passengers at all times.

5.4. *Driver Standards and Criteria*

A CVO driver (Driver) shall display all permits and decals required by applicable Legal Requirements. Any Driver violating this subparagraph may be prohibited from operating at the Airport. Driver shall use the most direct available route on all trips unless otherwise requested by the passenger and shall provide the customer with a receipt identifying the amount paid, drivers' name, vehicle license number, and CVO Permit number.

- Driver shall not:
 - evade an electronic identification reader
 - engage in solicitation of customers or attempt to entice, or otherwise influence, any person to occupy or engage a vehicle for transportation from the Airport
 - Loiter in the Passenger Terminal Building except for restroom privileges or to purchase items from concessionaires
 - park in designated areas for no more than one (1) hour, or in conformance with posted time limits, and shall not leave vehicles unattended for an extended length of time
 - permit any person, other than an Employee and/or a revenue passenger, to occupy or use driver's vehicle while on the Airport
 - transport any animal, unless such animal belongs to a revenue passenger
 - block, delay, or otherwise interfere with normal traffic flow
 - sleep while on the Airport

5.5. *Driver Personal Appearance and Professionalism*

Driver shall maintain a professional look and appearance (i.e., clean shirt and pants, socks shoes, hair neatly trimmed, combed, and well-groomed) and conduct themselves in a courteous and professional manner and treat members of the traveling public with the utmost respect and assist passengers with their luggage.

- Driver shall not:
 - engage in disruptive or offensive conduct at the Airport
 - litter or deposit household trash in County receptacles
 - perform maintenance or repairs on vehicles while on the Airport unless approved by the County
 - bring or consume alcoholic beverages or intoxicating drugs while on duty
 - transport or possess any Weapon at the Airport.

Drivers are subject to random compliance inspections by the County. Noncompliant drivers shall immediately cease operation until such time condition(s) are corrected to the satisfaction of the Director.

5.6. *Commercial Vehicle Condition/Equipment and Inspection*

CVO vehicles shall be maintained in good operating condition and free from any mechanical or physical defect. Vehicles shall be kept in clean, neat and attractive condition, inside and out. Vehicles shall meet or exceed applicable federal, State, and County Legal Requirements and conform to the following standards:

- Interior of vehicles, including the luggage compartment, shall be kept clean and free of grease, dirt, and trash. Seat fabrics and carpets shall not be damaged.
- Exterior of vehicles shall be kept clean and undamaged including painted surfaces.

- Vehicle shall not leak oil, fluids, or damage Airport premises.
- Vehicle that develops a mechanical breakdown shall be immediately removed from the Airport at CVO's expense.

CVO vehicles are subject to random compliance inspections by the County. Noncompliant vehicles shall be immediately taken out of service and removed from the Airport until such time condition are corrected to the satisfaction of the Director.

5.7. *Traffic Safety*

Driver shall conduct driving activities to the highest safety industry standards and shall conform to all posted signs, speed limits, and traffic and parking rules and regulations.

5.8. *Passenger Loading or Unloading*

Driver shall only receive passengers in areas designated by the County. The pick-up of passenger(s) after or while dropping off passengers is prohibited. Driver may not refuse a passenger for any reason unless stipulated herein.

- Driver may refuse service if dispatched to another call or if passenger(s) appear to be intoxicated or under the influence of drugs, alcohol, or is disorderly.
- Nothing in these Rules and Regulations shall be construed to prevent a passenger from boarding a Commercial vehicle of the passenger's choice.
- Driver shall be trained to accommodate disabled or handicap passengers.

5.9. *Complaints*

CVO shall respond fully in writing and/or as otherwise requested by the County within 14 calendar days to any customer complaint and shall assist the County to investigate and resolve a customer complaint.

5.10. *Taxicab CVO*

Taxicabs shall be identified by the same color scheme, identifying design, monogram, and/or insignia, all of which shall be professionally painted, with identification of sufficient size to be readily legible.

- If a taxicab CVO is required to have a taximeter, the taximeter shall be installed in a proper position and clearly visible to all passengers.
- A taxi rate card issued in accordance with legal requirements shall be displayed and available for distribution to passengers. Failure to display such card may result in the suspension of the CVO Permit.
- Taxicabs shall park in designated areas. Parking is limited to one (1) hour.

5.11. *Transportation Network Company CVO*

Only Transportation Network Company (TNC) CVO who hold a valid CVO Permit to provide services utilizing personal vehicles may provide such services at the Airport. TNC CVO shall comply with all terms, conditions, and operating procedures set forth in a CVO Permit and shall pay all required fees in a timely manner. Only TNC CVO who hold a valid CVO Permit may accept prearranged pickups at the Airport.

5.12. Car Sharing CVO

Only Car Sharing CVO who hold a valid CVO Permit to provide services utilizing personal vehicles may provide such services at the Airport. Car Sharing CVO shall comply with all terms, conditions, and operating procedures set forth in a CVO Permit and shall pay all required fees in a timely manner. Only Car Sharing CVO who hold a valid CVO Permit may accept prearranged pickups at the Airport.

5.13. Penalties

Unless otherwise stated in a written agreement with the County, the penalties for CVO noncompliance of these Rules and Regulations or Legal Requirements are as follows:

- Noncompliance with Section 5.7.
 - Suspension of CVO Permit pending results of compliance inspection
- Minor violation (including, but not limited to, picking up passengers in unauthorized areas, Driver not remaining in or adjacent to the vehicle, and Loitering in the Passenger Terminal Building):
 - First Offense: 24 Hour Suspension of CVO Permit
 - Second Offense: 30 Day Suspension of CVO Permit
 - Third Offense: Permanent revocation of CVO Permit
- Major violation (including, but not limited to, attempt to induce another to commit an illegal act or violation of these Rules and Regulations, failure to obey a directive of the County, offensive language, gestures, or other actions, or conduct that is discourteous or unprofessional):
 - First Offense: 7 Day Suspension of CVO Permit
 - Second Offense: 30 Day Suspension CVO Permit
 - Third Offense: Permanent revocation of CVO Permit
- Serious violation (including, but not limited to, reckless driving, arrest at the Airport for any criminal action, and driving under the influence of alcohol and/or drugs):
 - First Offense: Permanent revocation of CVO Permit
- Any combination of offenses in excess of three may result in the permanent revocation of the CVO Permit.

5.14. Insurance

CVOs shall procure, maintain, and pay all insurance premiums throughout the term of the CVO Permit for the insurance coverages and amounts required by Legal Requirements.

6. TENANT

6.1. Introduction

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

6.2. Conduct of Agents, Employees, Members and Guests

Tenant shall be responsible for the actions of its agents, employees, Members, and guests. Should Tenant, its agents, employees, or guests violate any Legal Requirement, and such violation shall result in a citation or fine to the County, then Tenant shall fully reimburse County for all associated costs and legal expenses.

6.3. Escort of Invitees

Tenant shall escort all invitees, agents, Employees, and guests who do not possess a valid Airport Identification Badge while accessing the AOA and any Restricted Area.

6.4. Security

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

Active logs of keys, Airport Identification Badges, access cards, and other media issued (and to whom issued) which allow access to the Premises must be maintained. The log shall be made available to the County upon request. Any lost or stolen keys, Airport Identification Badges, access cards, or other media shall be reported to the County immediately. All applicable reporting requirements must be fully complied with as established by the County, FAA, Department of Homeland Security (DHS), TSA (if applicable), and any other Agency having jurisdiction. Objects which could facilitate unauthorized access to the AOA shall not be located within 10 feet of the Airport perimeter fence or any other distance which may facilitate unauthorized access.

6.5. Construction or Alteration of Improvements

Any construction or alteration of an Improvement requires prior written approval of the Director and shall be performed in compliance with applicable County Codes and all Legal Requirements.

6.6. Maintenance of Premises

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

- kept free from all fire, safety, and security hazards,
- maintained in a clean, neat, orderly, and fully operational condition consistent with best practices and equal or better in appearance and character to other similar Improvements at the Airport, normal wear and tear expected, and
- maintained in a condition of repair and general maintenance in accordance with the Agreement.

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

A Tenant shall provide all necessary cleaning services for the Premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, removal of spent oils or other fluids, cleaning of oil/water separators, and any related services necessary to maintain the Improvements in a good, clean, neat, orderly, and fully operational condition consistent with best practices, normal wear and tear expected. Facilities (including Hangar floors) shall be kept clean and clear of the accumulation of fuel, oil, grease, flammable liquids, rags, trash, or other waste materials.

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

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

6.7. Safety Management System

A Tenant engaged in Commercial Activities, whether using or occupying Airport land and/or Improvements, shall adhere to the practices recommended by the FAA and shall comply with all Safety Management Systems (SMS) Legal Requirements and directives issued by the County.

6.8. Aviation Fueling

Tenants conducting Fuel Handling shall comply with Appendix D – Aviation Fueling of these Rules and Regulations.

6.9. Fire Prevention

Tenant is responsible to ensure fire prevention practices and/or procedures are followed and comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the County Fire.

If available from the County, employees conducting Fuel Handling must receive fire prevention training and instruction by the County Fire (or in accordance with an FAA Approved Part 139 Fuel Handling Training course, if applicable) immediately upon employment and receive such fire prevention training and instruction annually thereafter.

Proper, appropriate, inspected, certified, and readily accessible fire extinguishers (which are approved by fire underwriters) shall be provided by Tenant.

- Fire extinguishers shall be maintained in accordance with the practices recommended by the NFPA.
- A tag showing the date of last inspection and inspection entity shall be attached to each fire extinguisher and records (acceptable by fire underwriters) shall be maintained identifying the status of each unit.

Tenant shall identify a responsible person and a secondary contact shall be designated as a point-of-contact for the County Fire. Contact information and cellphone numbers for both individuals shall be provided.

6.10. Heating Equipment

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

6.11. Aircraft Hangars

The use of Hangars shall conform with all Legal Requirements including applicable building codes as well as the practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire

Department and/or the County. Each Hangar shall be equipped with a proper, appropriate, inspected, certified, and readily accessible fire extinguisher that conforms with Legal Requirements. An Aircraft Hangar shall only be used for the parking and storage of permitted Aircraft and personal property as approved by the County or as otherwise stipulated in an Agreement. All items stored must belong to the Tenant. Use of Aircraft Hangars shall be subject to the following limitations:

- *FAA Policy on the Non-Aeronautical Use of Airport Hangars.*
- Approved Aircraft Maintenance may only be performed on the permitted Aircraft.
- Except for minor preventative Aircraft Maintenance, as defined in 14 CFR Part 43, Aircraft Maintenance shall not be performed in a County Hangar without the prior written permission of the Director.
- The maintenance of Aircraft fuel systems in a Hangar is prohibited unless approved in advance by the Director.
- The pre-flight sumping of fuel systems may only be performed while the Aircraft is outside of the Hangar.
- Space heaters may be utilized in Hangars so long as not left unattended while operating and all applicable fire prevention/safety measures are continually observed.
- Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids in accordance with applicable Legal Requirements.

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

6.12. *Aircraft Tiedowns*

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

- Aircraft Maintenance shall be conducted in compliance with the Tiedown Agreement or as otherwise approved in advance by the Director.
- Storage of materials or supplies, whether in a secured container or not, is not permitted in a Tiedown.

6.13. *Storage of Materials and Equipment*

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

- Storage of materials or equipment (excluding Refueling Vehicles) shall not be permitted outdoors, unless approved in writing by the County.
- Non-hazardous items shall be stored in a fully enclosed and secured container on the Premises.
- Unless provided herein, or expressly permitted in an existing Agreement, the Premises shall not be used to store non-aviation merchandise, supplies, or equipment excluding those items utilized to fulfill the obligations of an Agreement or as otherwise approved in writing by the County.

Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, vehicles, or equipment without the prior written permission of the County.

6.14. Compressed Gases

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

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

6.15. Lubricating Oils

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

Storage of more than 55 gallons of lubricating oil or containers having a capacity of more than 55 gallons require a SPCC Plan be provided to the County. Such containers may only be stored in compliance with Legal Requirements and consistent with the County's SWPPP.

6.16. Right of Entry

The County shall have the right of entry at reasonable times for repairs, maintenance, modification (for County Owned facilities), or inspection of all Improvements whether or not the right of entry is provided for in any Agreement.

- For Improvements owned by the County, the County shall be provided with a key capable of gaining access to the facilities, buildings, and Improvements.
- For Improvements owned by a Tenant, the County shall provide advanced notification.

The County shall have the right of entry to Improvements without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, acts of nature, or Hazardous Materials spill or leak, activated emergency locator transmitter (ELT), or for the protection of persons or Property.

6.17. Non-Commercial Flying Club

A Non-Commercial Flying Club (Flying Club) is an entity that is legally formed as a non-profit entity with the federal government and State of California, operates on a non-profit basis, and does not hold the Flying Club out to the public as an FBO or SASO. A Flying Club shall conform with FAA Compliance Manual Order 5190.6B Section 10.6 as may be amended from time to time.

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

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

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

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

Flying Clubs shall not conduct any Commercial Activity. If the Flying Club is operated for Commercial purposes, the Flying Club shall be required to meet the applicable Minimum Standards for a Commercial Activity. Members may conduct flight instruction relating to Aircraft checkout and/or currency (e.g., flight reviews, instrument proficiency checks, etc.) for other Members. The Flying Club may permit its Aircraft to be used for flight instruction as long as both the instructor and person receiving instruction are members of the Flying Club, or instruction is given by a Flight Training Operator (as defined in the Minimum Standards) and the person receiving the training is a member of the Flying Club. A flight instructor may receive Compensation for instruction or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both Compensation and waived or discounted dues or flight time concurrently.

- Flying Club Aircraft shall only be used by Members.

If the Flying Club is performing Aircraft Maintenance on Aircraft owned by the Flying Club, maintenance area and Hangar are required as follows:

Maintenance area and Hangar (square feet)	
Maintenance area ¹	500
Hangar ²	2,400

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

Insurance – Except as otherwise provided for herein, a Non-Commercial Flying Club shall maintain, at a minimum, the coverage and limits of insurance set forth in the Airport's *Minimum Insurance Requirements*.

¹ Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.

² Hangar area shall be at least equal to the square footage stipulated above or large enough to accommodate the largest Aircraft being serviced, whichever is greater.

7. PASSENGER TERMINAL BUILDING**7.1. *Baggage Carts***

Baggage carts may not be removed from the Airport. County employees, Tenants, and contractors may not keep or stow baggage carts. Tenants or contractors will be charged a fee if baggage carts are found in their exclusive Premises. No person other than persons authorized by the County shall dispense baggage carts. It shall be prohibited for any person to come to the Airport for the express purpose of returning or otherwise using baggage carts for financial benefit. The County or assignee is responsible to collect baggage carts.

7.2. *Public Address System*

Only those types of public address systems that are commonly employed to announce the arrival and departure of scheduled Aircraft or other information relevant to the operation of the Airport shall be permitted for use in the Passenger Terminal Building.

- No person shall use or cause to be used the public address system for the solicitation of business.
- The public address system shall only be used in accordance with individual Tenant Agreements.

7.3. *Vending Machines (Concessions)*

Vending machines for the sale of goods, unless approved by Agreement with the County, shall not be permitted in the Public Areas of the Passenger Terminal Building, which are not occupied by a Tenant.

7.4. *Smoking*

Smoking and vaping are strictly prohibited in the Passenger Terminal Building and anywhere else on Airport property.

7.5. *Locks and Keys*

The County will provide all door locks (and keys) and/or access media to authorized individuals for access to the Passenger Terminal Building and for each Premises owned by the County. Where applicable, a fee will be applied at the expense of the individual/tenant. All subsequent lock changes or lost key replacements requested by the Tenant, if approved by the County, shall be completed by the County at the Tenant's sole cost and expense.

- Duplicate keys shall not be made, and additional (non County) locks shall not be placed in or on the Premises without prior written authorization by the County.

7.6. *Premises*

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

- In the event infestation occurs of insects or animals, the Tenant shall take immediate action utilizing licensed eradication methods (if the responsibility of the Tenant through Agreement).
- In the event the Tenant is unable to take immediate action, the County may take appropriate action and shall have the right to collect the expense of such action for the Tenant (if the responsibility of the Tenant through Agreement).

No area of the Passenger Terminal Building shall be used for storage of equipment, fixtures, or cargo without prior authorization of the County. All signs, stanchions and decorations at ticket counters and gate areas are prohibited without prior written authorization from the County. Any damage to Airport facilities as a result of the application of signs, stanchions or decorations may be charged to the Tenant as additional rent or cost recovery. Tenants shall not erect, install, or otherwise maintain any aerials, transmitters, or antenna without prior written authorization from the County.

7.7. *Baggage Conveyor System and Unclaimed Baggage*

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

7.8. *Wheelchairs*

No person shall use a wheelchair for any purpose other than the purpose for which it is designed and intended and then only in the manner specified by the manufacturer.

7.9. *Airline Operations*

Passengers shall not be permitted to enplane or deplane an Aircraft except in the presence of and only after receiving express permission from authorized personnel. Aircraft must only be enplaned or deplaned in designated areas unless prior permission by the County has been obtained. Authorized personnel must escort and safely channel passengers through established routes to and from the Aircraft.

Gate Usage and Assignments – All Aircraft gates are preferential use and may only be used by an entity with an Agreement or as approved in advance by the Director.

It is the responsibility of flight and ground employees to ensure Aircraft are taxied to and from gate positions or parking locations without injuring or damaging any person, equipment, structure, Aircraft, or Property.

Any arriving international flight operations requiring the Federal Inspection Service Facilities (Customs and Border Protection, U.S. Department of Agriculture, etc.) shall be scheduled and approved through the U.S. Customs and Border Protection and the County prior to the flight leaving its point of origin except in cases where the pilot has declared an emergency and requires immediate landing.

The assignment of Remain Overnight (RON) Air Carrier Aircraft parking positions is provided by the Director.

7.10. *Engine Operation*

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

Use of auxiliary power units (APU) or ground power units (GPU) shall be kept at a minimum. Operators shall use bridge power whenever possible.

Engine cross bleed starts shall only be accomplished as follows:

- Aircraft shall be pushed back until lined up on the Taxiway/Taxilane centerline or to an approved start up location.
- Cross bleed shall not be started until the Aircraft is positioned on the Taxiway/Taxilane centerline or approved start up location and the ground crew confirms procedure can be initiated without adverse impact on other Aircraft, vehicles, or personnel.

7.11. *Ground Support Equipment*

Ground support equipment (including, but not limited to, chocks, air stairs, etc.) shall not be stored outside the boundaries of the Premises or designated area by the County. Lavatory service equipment shall be well maintained and compatible with the waste receptacles provided by the County. All Aircraft Ramp scrubbing shall be accomplished through use of approved vacuum type scrubbers and the wastewater shall be disposed of in compliance with Legal Requirements.

- All spillage of lavatory waste shall be immediately cleaned by the responsible party.

7.12. *Music in Passenger Terminal Building*

No person may perform any live music without prior written authorization from the Director.

8. APPENDIX A – PMCD GENERAL PROVISIONS**A-1. Purpose**

The PMCD General Provisions set forth in this section are common to all PMCDs and are incorporated into each PMCD by reference.

A-2. Authority of Airport Sponsor and Governing Body

The authority to adopt any policy, standards, rules, regulations, or directive, including the PMCDs, is delegated to the County by the State of California, through California PUC Section 21001 et seq., otherwise known as the State Aeronautics Act, and the California Code of Regulations (CCR), Title 21, Sections 3525-3560, Airports and Heliports.

The authority to (a) lease Airport land and/or Improvements, (b) allow the occupancy and/or development of Airport land or Improvements, and (c) grant the right to engage in any activity at the Airport is expressly reserved to the County by and through the Board.

A-3. Applicability

Provisions of the PMCDs apply within the defined boundaries of the Airport as illustrated in the Airport Layout Plan (ALP) and include all access roads on the Airport.

A-4. Airport Mission and Vision Statements:

Mission Statement: Your Airports CARE

Collaborate and empower our employees

Attract tenants and travelers with our quality service

Run safe and efficient facilities

Encourage economic growth and environmental stewardship

Vision Statement: Your Airports LEAD

Leaders in sustainability for aviation in California's Central Coast

Ensure a customer and employee-centric airport

Advance community synergy

Deliver high-quality services

A-5. Statement of Policy

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

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

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

A-6. Non-Discrimination

No person, in the use of the Airport's land and Improvements, shall discriminate against any person or class of persons because of race, color, national origin, religion, sex (including pregnancy and gender identity), genetic information, age (40 and over), disability, sexual orientation in providing any products or services or in the use

of any of the Airport’s land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

A-7. *Powers and Duties of the Director*

The Director shall be subject to the direction of the County Administrator. The Director shall act as the official representative pertaining to Airport and aviation matters for the County. The Director shall have full authority to enforce all ordinances and PMCDs affecting County Airports.

The Director is responsible for the planning, development, operation, administration, management, maintenance, and security of the Airport and all County owned and operated land, Improvements, facilities, vehicles, and equipment associated with the Airport. The Board has authorized the Director to (a) interpret, administer, and enforce Agreements and the PMCDs, (b) allow, where and when appropriate, temporary, short-term occupancy or use of Airport land or Improvements, and (c) obtain and receive copies of all licenses, permits, certifications, ratings, certificates of insurance, and other documents required to be provided to the County. All inquiries regarding the PMCDs and/or compliance therewith shall be directed to the Director.

A-8. *Effective Date*

The PMCDs shall be in effect and shall remain in effect from the date of adoption by the County and/or Director, unless repealed by the County and/or Director.

A-9. *Compliance with Legal Requirements and Agreements*

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

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

A-10. *Conflicting Legal Requirements and Agreements*

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

A-11. *Right to Self-Service*

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

If the right to Self-Service is not exercised, an Aircraft Owner is only permitted to have the Aircraft Owner’s Aircraft fueled, maintained, repaired, or otherwise serviced at the Airport by those Operators authorized to engage in such Commercial Activities at the Airport.

An Operator may restrict the use of its Premises for Self-Service activities by its Tenants or visitors.

Note: This Section does not apply to persons utilizing a Commercial Self-Serve Fueling Facility as outlined in Appendix Section D-4.

A-12. *Prohibited Activities*

The following activities are prohibited at the Airport:

- Through-the-Fence activities and
- Co-Op Fueling.

A-13. Fines or Penalties

Entities shall pay any fine or penalty levied against entity, the County, or the Board, individually or collectively, as a result of entity's failure to comply with any applicable Legal Requirement. If the fine or penalty is contested, entity shall pay the fine or penalty if upheld by the Agency having jurisdiction. The penalties for any violation of any provision of these Rules and Regulations, ordinances, and PMCDs is set forth in County Code Chapter 1.04.

A-14. First Amendment Activities

No person shall conduct or participate in solicitation, picketing, demonstrating, parading, marching, patrolling, sit-ins, sit-downs, or other similar activities and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials without prior written permission of the County and only as authorized under the law.

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

A-15. Signage and Advertisements

Signage and advertisements, including notices, circulars, and/or handbills, may not be posted, or displayed without the prior written permission of the Airport Director. The posting of advertisements on County property shall conform with established County policies and directives and in compliance with legal requirements. The County has the right to remove or relocate any such advertisement.

A-16. Temporary use of County Land and Improvements

Persons or entities who desire to temporarily use Airport land and/or Improvements shall comply with County policies established for such use. Applicants shall contact the Director and fully describe the purpose of the request and explain in detail the contemplated activity.

The Director shall determine the feasibility of the request and inform the applicant that the request is either not feasible; or indicate preliminary approval and provide applicable directives and application forms to applicant for completion. The applicant shall fully complete the required application forms, indicate proposed areas to be used and present forms and map to the Director for further consideration.

A-17. Severability

If any provision of the PMCDs shall be held to be unlawful, invalid, or unenforceable by final judgment of any Agency or court of competent jurisdiction, the judgment shall not in any way affect the validity of any other provisions of the PMCDs.

A-18. Subordination

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

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

A-19. Notices, Requests for Approval, Applications, and Other Filings

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

A-20. Amendments

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

A-21. Variance or Exemption

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

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

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

- An approval by the Board of a variance or exemption shall not serve to amend, modify, or alter the PMCDs or any existing Agreement.
- Requests for variance or exemption can be denied in accordance with Possible Grounds for Rejecting Application of these PMCD General Provisions.

A-22. Disputes

Any party aggrieved by a decision of airport management may appeal (in writing) such decision to the Director within 14 calendar days after such decision is issued. Any appeal not timely submitted to the Director is waived.

- Any party aggrieved by a decision of airport management may appeal (in writing) such decision to the Director within 14 calendar days after such decision is issued. Any appeal not timely submitted to the Director is waived. The Director shall respond to such written appeal within 30 calendar days of the receipt of the appeal by either (a) making a written determination with respect to the appeal, or (b) making a written request for additional information. If requested, the party shall provide all requested additional information within 14 calendar days of the date of the Director’s request or the appeal is waived. Thereafter, the Director shall make a written determination with respect to the appeal within 30 calendar days after receipt of the additional information. In either case, the Director’s written determination shall be final and conclusive.

A-23. Rights and Privileges Reserved

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

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

- Nothing contained within the PMCDs shall be construed to limit the use of any area of the Airport by the County (and its representatives, officers, officials, employees, agents, and volunteers) or to prevent any FAA, DHS, TSA, County Sheriff, Law Enforcement Officer, or County Fire personnel from acting in official capacities.
- The County reserves the right for the use of the Airport by others pursuant to applicable Legal Requirements pertaining to the Airport and such use.
- The County reserves the right to designate specific Airport areas for activities in accordance with the currently approved ALP. Such designation shall give consideration to the nature and extent of current and/or future activities and the land and/or Improvements that may be available and/or used for specific activities and shall be consistent with the safe, secure, orderly, and efficient use of the Airport.
- It is the policy of the County that any occupancy, use, and/or development (construction or modification) of land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, secure, orderly, or efficient use of the Airport. Nothing contained in the PMCDs shall require or obligate the County to apply to the FAA for approval of the revision of the ALP on behalf of a current or prospective Tenant or user of the Airport.

- The County reserves the right to develop and make any Improvements and/or repairs at the Airport that it deems necessary. The County will provide advance notice of the date and time to impacted parties that such development, improvements, and/or repairs will be made. The County shall not be obligated to reimburse or compensate any Tenant or other entity for any cost and/or expense incurred, loss of revenue, or inconvenience that may result from such development, improvement, and/or repair.
- The County (and its representatives, officers, officials, employees, agents, and volunteers) shall not be responsible for loss, injury, or damage to persons or Property at the Airport related in any way to any natural disaster or illegal activity.
- During time of war or national emergency, the County shall have the right to enter into an agreement with the United States Government for military use of part or all of the landing area, the publicly owned air navigation facilities, and/or other land and Improvements of the Airport. If any such agreement is executed, any agreement, insofar as it is inconsistent with the agreement between the County and the United States Government, shall be suspended, without any liability on the part of the County.
- The County will not relinquish the right to take any action the County considers necessary to protect the aerial approaches of the Airport against obstruction or to prevent a person from erecting or permitting to be erected any facility or other structure which might limit the usefulness of the Airport or constitute a hazard to Aircraft.
- The County will not waive any sovereign, governmental, or other immunity to which the County may be entitled, nor shall any provision of any Agreement be so construed.
- The County will not submit to the laws of any state other than those of the State of California.
- The County is under no obligation to provide financing and/or make any improvements to Airport land and/or Improvements to facilitate any development or consummate any Agreement proposed by a current or prospective Tenant. In addition, the County is under no obligation to: (a) pursue federal, state, or other available funds to contribute to such development or (b) provide matching funds to secure such funding.
- The County reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the County including preserving the assets of the County and the Airport, protecting the safety and security of the people who work at and/or use the Airport, and maintaining the integrity of the County's mission, vision, values, goals and objectives for the County and the Airport.

A-24. Possible Grounds for Rejecting Application

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

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

- The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the County. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.
- The County or the FAA has determined that the contemplated activity and/or Improvements would create a safety or security risk at the Airport or constitute a Hazard, obstruction, or danger to air navigation.

- The County would be required to expend funds and/or supply labor and/or materials in connection with the proposed activities and/or Improvements that the County is unwilling and/or unable to expend or supply.
- The financial plan associated with the proposed activities and/or Improvements is not realistic and attainable and/or will result in a financial operating loss or hardship for the entity.
- No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed activity of the entity at the time the proposal or application is submitted, nor is such availability contemplated within a reasonable period.
- The proposed activities and/or Improvements do not comply with the ALP currently in effect or anticipated to be in effect.
- The entity's occupancy, use, or development of Airport land and/or Improvements could be detrimental to the public, result in congestion of Aircraft, and/or negatively impact the safety and/or efficiency of the Airport, Tenants, or users of the Airport.
- The entity intentionally or unintentionally misrepresented or failed to disclose material fact in a proposal, in an application, and/or in supporting documentation.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has a record of violating the Legal Requirements of the County, any other airport sponsor, the State of California, the FAA, or any other Legal Requirement applicable to the Airport and/or the entity's proposed activity.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has defaulted in the performance of any Agreement or Sublease at the Airport or at any other airport.
- The entity does not exhibit adequate financial capability, capacity, or responsibility to undertake and sustain the proposed activity.
- The entity cannot obtain a bond or insurance in the type and amounts required by the County for the proposed activity.
- The entity seeks terms and conditions which are inconsistent with the PMCDs and/or any request for qualifications and/or proposals (or any other document) issued by the County.
- The entity's interests and/or the proposed activity or use is inconsistent with the mission, vision, values, goals, or objectives of the Airport; the best interest of the County; or any Airport Sponsor Assurances.
- The entity has been party to vexatious or frivolous litigation, including, without limitation, administrative litigation, against the County.

9. APPENDIX B – DEFINITIONS AND ACRONYMS

B-1. Definitions

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

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

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

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

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

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

Air Operations Area (AOA) – A portion of an airport which includes Aircraft Movement Areas, Ramps, and safety areas, and any adjacent areas that are not separated by adequate security systems, measures, or procedures. At SBP, all areas within the secured perimeter fence are considered AOA unless otherwise specified.

Aircraft – A device that is used or intended to be used for flight in the air whether manned or unmanned.

Aircraft and Passenger Liability – Insurance coverage pertaining to bodily injury, Property damage, and passenger injury for all owned, leased, or operated Aircraft.

Aircraft Accident – An occurrence associated with the operation of an Aircraft that takes place between the time any person boards the Aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the Aircraft receives substantial damage (as described in 49 CFR 830).

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

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

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

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

Aircraft Owner – The registered legal Owner of an Aircraft according to FAA records or other legally binding document.

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

Airport – All land, Improvements, and appurtenances within the legal boundaries as it now exists on the Airport Layout Plan (or Exhibit A of the most recent FAA grant) and as it may hereinafter be modified at San Luis Obispo County Regional Airport (SBP).

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

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

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

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

Airport Security Program (ASP) – A program developed by an airport that establishes responsibility, authority, and procedures for 49 CFR 1542 security compliance. An ASP is required and approved by the Transportation Security Administration (TSA)

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

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

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

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

Balloon – A balloon is defined by the FAA as a lighter than air aircraft that is not engine driven, and that sustains flight through the use of either gas buoyancy or an airborne heater (14 CFR 1 Part 1.1). It can be powered or unpowered.

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

Board – The Board of Supervisors of the County of San Luis Obispo (or representatives, officers, officials, employees, agents, and volunteers thereof).

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

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

Certificates of Insurance – A certificate provided by and executed by a Tenant’s insurance company providing evidence of the insurance coverages and policy limits of the Tenant.

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

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

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

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

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

County – The County of San Luis Obispo and its governing Board of Supervisors.

County Code – The code of ordinances adopted by the Board of Supervisors that governs the County. Title 24 contains the Airport Ordinance.

County Fire – County Fire Department or other agency that, under contract, functions as the County Fire Department to provide fire and emergency medical response services at the Airport.

County of San Luis Obispo Sheriff's Office (Sheriff) – The County Sheriff's Office provides law enforcement services as well as several other community services to the County.

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

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

Domestic Pet – An animal which is not an Emotional Support Animal, Government Animal or a Service Animal.

Driver – The driver for a Commercial Vehicle Operator.

Drop Zone – Intended parachute landing area.

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

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

Emotional Support Animal – An animal within the meaning of the Air Carrier Access Act needed by an airport customer for emotional support, well-being, comfort, or companionship as an accommodation for air travel and/or for activity at the airport customer's designation. Emotional support animals must be accompanied by any documentation required by the airline the airport customer is travelling on.

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

Environmental Liability – Insurance coverage pertaining to liability for bodily injury, Property damage, and environmental damage resulting from sudden and accidental releases of pollution and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Premises.

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

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

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

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

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

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

Minimum Standards – Primary Management and Compliance Document that sets forth those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to

engage in Activities at the Airport, as may be amended from time to time.

Good Standing – Full compliance with all applicable Legal Requirements and not in default of any Agreement with the County or the Board of Supervisors.

Government Animal – A government animal is a dog used by law enforcement for security or law enforcement purposes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Limousine – A vehicle, for hire, that is not configured with a taximeter. Transportation services using limousines are provided for unmetered predetermined rates.

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

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

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

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

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

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

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

Non-Commercial Tenant – An entity that either owns or leases and operates Aircraft for private purposes. In the case of a business, the operation of Aircraft must be an ancillary activity to support the business's purposes by providing private transportation for the exclusive use of its Employees, agents, and/or customers. In all cases, the Non-Commercial Tenant neither offers nor engages in Commercial Aeronautical Activities.

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

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

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

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

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

Operations Division – Division of Department of Airports responsible for Airport safety and security.

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

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

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

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

Person – any individual, firm, partnership, corporation, company, association, joint stock association or body political, and includes any trustee, receiver, assignee or similar representative thereof.

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

Premises – The land and/or Improvements used exclusively by a Tenant under an agreement with the County, an Operator, or an Association for commercial or non-commercial purposes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Security Identification Display Area (SIDA) – A portion of the AOA identified in the Airport Security Program where each person is required to continuously display, on their outermost garment, an airport approved identification medium unless under County approved escort.

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

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

Service Animals – Those animals within the meaning of the Americans with Disabilities Act or the Air Carrier Access Act.

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

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

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

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

State – The State of California.

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

Sublease – An agreement between a Tenant and an Operator or Association.

Subtenant – A Tenant with an agreement with an Operator or Association.

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

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

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

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

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

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

Transient Aircraft – Any Aircraft utilizing the Airport for occasional or temporary purposes which is not stationed at the Airport.

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

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

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

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

Vehicle Owner – The registered legal Owner of a vehicle according to the applicable state Department of Motor vehicle records or other legally binding document.

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

B-2. Acronyms

A&P Mechanic	Airframe and Powerplant Mechanic
AC	Advisory Circular
ACM	Airport Certification Manual
ALP	Airport Layout Plan
AOA	Air Operations Area
APU	Auxiliary Power Unit
ARFF	Aircraft Rescue and Fire Fighting
ASP	Airport Security Program
ATC	Air Traffic Control
Avgas	Aviation Gasoline
CFR	Code of Federal Regulations
CSR	Customer Service Representative
CVO	Commercial Vehicle Operator
DHS	Department of Homeland Security
DOT	Department of Transportation
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAA	Federal Aviation Administration
FM	Factory Mutual
FBO	Fixed Base Operator
LST	Line Service Technician
ME	Multi-Engine Aircraft
NFPA	National Fire Protection Association
NPIAS	National Plan of Integrated Airport Systems
NOTAM	Notice to Airmen
SASO	Specialized Aviation Service Operator
SE	Single-Engine Aircraft
SIDA	Security Identification Display Area
SMS	Safety Management System
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan
SRM	Safety Risk Management
SWPPP	Storm Water Pollution Prevention Plan
TCN	Transportation Network Companies
TSA	Transportation Security Administration
UAS	Unmanned Aircraft System
UAV	Unmanned Aerial Vehicle
UFC	Universal Fire Code
UL	Underwriters Laboratories
USPA	United States Parachute Association

10. APPENDIX C – ACCESS MAPS

C-1 Restricted Area Map

C-2 Sterile Area Map

C-3 Secured Area Map

11. APPENDIX D – AVIATION FUELING**D-1 General**

Legal Requirements – Fuel Handling, Refueling Vehicles, and fuel storage facilities at the Airport shall conform to the Legal Requirements including without limitation, those prescribed in applicable and current ACs that might be amended by the FAA from time to time including AC 150/5230-4B “Aircraft fuel Storage, Handling, Training, and Dispensing on Airports”, AC 00-34A “Aircraft Ground Handling and Servicing”, and AC 150/5210-5D “Painting, Marking and Lighting of vehicles Used on an Airport”; by the State of California and County and appropriate provisions of 14 CFR; NFPA recommendations; ATA 103; the County’s SWPPP and County’s SPCC Plan; Legal Requirements established by the Environmental Protection Agency, California Department of Environmental Protection, California Water Resources Control Board, and any other Agency having jurisdiction.

Fuel Quality Control– fuel shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D1655 (jet fuel), ASTM D910 (avgas), or ASTM D4814 (Mogas). Ensuring the quality of the fuel is the sole responsibility of entity engaged in Fuel Handling.

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

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

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

- Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom).
- Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
- Records shall be subject to review of and/or inspection by the County or other designated representative(s).
- Training shall be performed in accordance with 14 CFR Part 139.

Fuel Handling – Aircraft shall not be engaged in Fuel Handling in an area where Aircraft engines are operating, Aircraft or engines are being warmed by application of heat, or while the Aircraft is located in a congested area.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the Aircraft Operator immediately. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of fuel or oils.

- Should a fuel or oil spill occur at the Airport, the party responsible shall comply with Section 2.17 of these Rules and Regulations.

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

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

No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling.

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

Fire extinguishers shall be immediately available during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and the County.

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

The County assumes no liability or responsibility for any violation of any Aircraft, Refueling Vehicle, or refueling requirement or procedure, any error, omission, negligence, or any violation of any Legal Requirement relating to Fuel Handling.

- Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
- Entities engaged in Fuel Handling shall fully reimburse the County for any fines, legal or court costs, incurred by the County for any such violation, error, omission, or negligence.

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

- The person shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Refueling Vehicles.
- The person shall not leave the discharge end of any hose(s) unattended at any time while the transfer of fuel is in progress.
- The person shall not block open, bypass, disengage, or deactivate the deadman or any related controls while Fuel Handling.

Refueling Vehicles shall be positioned so the vehicle can be safely driven away in the event of spill or fire. Fuel Handling shall be conducted outdoors and at least 25 feet from any Hangar or building and 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by the County and the Fire Department.

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

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

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

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

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

Rotorcraft Rapid Refueling – In the event Rotorcraft fueling occurs while an onboard engine is operating, an entity must comply with all Legal Requirements.

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

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

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

Refueling Vehicles

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

- NFPA codes;
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and

- Applicable ACs including AC 00-34A "Aircraft Ground Handling and Servicing" and AC 150/5210-5D "Painting, Marking and Lighting of vehicles Used on an Airport".

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

Only those fuel storage facilities and Refueling Vehicles which are approved by the County and the Fire Department shall be used for Fuel Handling. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during Fuel Handling shall be maintained in a safe operating condition. All hoses, funnels, and appurtenances used in Fuel Handling shall be equipped with a bonding device to prevent ignition of volatile liquids.

- When Refueling Vehicles are found in a state of disrepair, malfunction, or their use constitutes an undue fire or safety hazard, or the operation of Refueling Vehicles would violate these Rules and Regulations, the entity shall immediately discontinue the use of such Refueling Vehicles until repairs, replacements, or changes are made to render the same safe for continued use.
- Hoses or piping connections shall be secured and capable of holding under the pump's rated pound per square inch PSI discharge.
- Hoses or nozzles shall be FM or UL approved with self-closing valve and no hold-down or hold-open devices. All pumps shall be FM or UL approved.
- All storage tanks shall be rated in accordance with Universal Fire Code (UFC) Article 24, Division II and Article 79, Division XII.

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

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

Storage of Refueling Vehicles

Refueling Vehicles shall be stored outdoors at a distance of at least 50 feet from a building or at the distance approved by the Fire Department unless the building is designed, constructed, and used exclusively, and approved by the Fire Department specifically for this purpose. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Refueling Vehicles and any other vehicle, a minimum of 50 feet from any parked Aircraft and buildings (other than maintenance facilities and garages for fuel servicing tank vehicles), and a minimum of 20 feet from any storm water inlet.

Maintenance of Refueling Vehicles

Maintenance of Refueling Vehicles shall be performed outdoors or in a building which is approved by the Fire Department specifically for this purpose and conforms with all Legal Requirements. Entities shall document, maintain, and keep on file Refueling Vehicle maintenance records. These records shall be made available to the County upon request.

Fuel Storage Facilities

Entities shall be liable and shall defend, indemnify, save, protect, and hold harmless the County for all leaks, spills, or other damage that may result from Fuel Handling. Fuel storage facilities shall be operated and maintained in accordance with practices recommended by NFPA 407 and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction. Fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices recommended by the NFPA and in full compliance with Legal Requirements. Plans for installation and operation of fuel storage facilities shall be submitted to the County and the Fire Department and approval shall be received from the County and the Fire Department prior to installation and operation.

- All vehicle and/or pedestrian gates leading into fuel storage facilities shall remain closed, locked, and secured except when actually in use.

D-2 Non-Commercial Self-Fueling (Jet and Avgas)

Introduction – Any entity engaged in Non-Commercial Self-fueling of Jet and Avgas shall comply with this Section and all applicable provisions of Appendix Section D-1 of these Rules and Regulations. Non-Commercial Self-fueling is defined as fueling of an Aircraft by the Aircraft Owner or the Owner’s Employee(s) using the Aircraft Owner’s vehicles, Equipment, and resources.

Permit – No Aircraft Owner or Aircraft Operator shall engage in Self-Fueling unless a valid General Aviation Self-Fueling Permit authorizing such activity has been issued by the County (herein after referred to as Self-Fueling Permittee).

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

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

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

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

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

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

- Self-Fueling at any other location at the Airport is prohibited.
- Pouring or gravity transfer of fuel and fueling from containers having a capacity of more than 5 gallons is prohibited.

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

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

Refueling Vehicles	
Jet Fuel	
Minimum capacity (gallons)	1,000
Maximum capacity (gallons)	2,000
Avgas	
Minimum capacity (gallons)	500
Maximum capacity (gallons)	1,000

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

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

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

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

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

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

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

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

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

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

Insurance – Except as otherwise provided for herein, Non-Commercial Self-Fueling Permittee shall maintain, at a minimum, the coverage and limits of insurance set forth in the Airport’s *Minimum Insurance Requirements*.

D-3 Non-Commercial Self-Fueling (Mogas)

Introduction – Any entity engaged in Non-Commercial Self-Fueling of Mogas (Mogas Self-fueling) shall comply with this Appendix Section D-3. Non-Commercial Self-Fueling is defined as fueling of an Aircraft by the Aircraft Owner or the Owner’s Employee(s) using the Aircraft Owner’s vehicles, Equipment, and resources.

Legal Requirements – Fuel Handling shall conform to all applicable Legal Requirements.

Fuel Quality Control– Fuel shall comply with the quality specifications outlined in ASTM D4814 without ethanol (Mogas). Ensuring the quality of the fuel is the sole responsibility of entity engaged in Fuel Handling.

Training – Persons engaging in Fuel Handling shall possess a valid and current pilot’s license.

Fuel Handling – Aircraft shall not be engaged in Fuel Handling in an area where Aircraft engines are operating, Aircraft or engines are being warmed by application of heat, or while the Aircraft is located in a congested area.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the Aircraft Operator immediately. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of fuel or oils.

- Should a fuel or oil spill occur at the Airport, the party responsible shall comply with Section 2.17. of these Rules and Regulations.

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

Fuel Handling shall not occur while passengers are on board the Aircraft. No person shall operate any cellphone, radio transmitter, or receiver or switch the transmitter or receiver on or off during Fuel Handling unless said radio transmitter or receiver is designed specifically for such environment.

No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling.

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

Fire extinguishers shall be immediately available during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and the County.

- All extinguishers shall be inspected and certified, as required by law.

The County assumes no liability or responsibility for any violation of any Aircraft, Refueling Vehicle, or refueling requirement or procedure, any error, omission, negligence, or any violation of any Legal Requirement relating to Fuel Handling.

- Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
- Entities engaged in Fuel Handling shall fully reimburse the County for any fines, legal or court costs, incurred by the County for any such violation, error, omission, or negligence.

Permit – Aircraft Owner shall not engage in Mogas Self-Fueling unless a valid General Aviation Self-Fueling Permit (Self-Fueling Permit) authorizing such activity has been issued by the County (herein after referred to as Self-Fueling Permittee).

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

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

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

Reporting – On or before the 10th day of the subsequent month, Self-Fueling Permittee shall: (a) provide a summary report to the County identifying the number of gallons dispensed to Self-Fueling Permittee’s Aircraft at the Airport and (b) pay the appropriate fees due to the County at the County Administrative Office. Records shall be made available for review by the County or its designated representative.

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

- Mogas Self-Fueling at any other location at the Airport is prohibited.
- Pouring or gravity transfer of fuel and fueling from containers having a capacity of more than 5 gallons is prohibited.
- Hand or power operated pumps shall be used when using drums or other metal containers.
- Hoses shall be approved for flammable liquids and shall be maintained in compliance with Legal Requirements.

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

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

D-4 Commercial Self-Serve Fueling

Introduction – Entities using a Commercial self-serve fuel pump shall comply with this Section and all applicable provisions of Appendix Section D-1 of these Rules and Regulations

Training – No person shall engage in Fuel Handling until that person is properly trained or possesses a valid and current pilot's license.