

# **Snohomish County Airport**

RULES AND REGULATIONS  
&  
MINIMUM STANDARDS



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## Revisions

<u>Revision Number</u>	<u>Date</u>	<u>Section</u>	<u>Revised By</u>	<u>Revision Remarks</u>
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## AIRPORT STATISTICS

Location	5 miles SW. Everett, WA	
Latitude	47° 54' 26.933" N	
Longitude	122° 16' 52.495" W	
Elevation	606' MSL	
Runways	16R-34L	9010'x150'
	16L-34R	3000'x75'
	11-29	4504'x75'
Hours	24 hours (ATC 0700-2100)	

### Forward

The following Rules and Regulations shall govern and ensure compliance with all activities, aeronautical or other, on the Snohomish County Airport – Paine Field (Airport). The intent of these rules and regulations is to ensure the safe, efficient and orderly operations of the Airport and to affirm the compliance with minimum aviation policies, procedures, regulations and standards as prescribed by the Federal Aviation Regulations (FAR), Washington State Laws, Revised Code of Washington, Snohomish County Code, and Airport Operating Policies. The following rules and regulations are designed to coincide and provide further explanation of Title 15: "Airports," of the Snohomish County Code, Snohomish County Washington. No information contained herein is intended to supersede or conflict with the above-mentioned Title 15, a tenant's existing lease, license, easement, or documented agreement, or with the regulations and requirements of the Federal Aviation Administration (FAA).

Adopted rules and regulations shall be filed and available for public benefit at the governing entity as well as the operating agency. Fixed Base Operators and surrounding businesses shall post these rules and regulations in a common and accessible location for pilots, employees, students or customers to see. Additional copies may be obtained through the Airport Office or online at [www.painefield.com](http://www.painefield.com).

### Section 1 - Definitions

Accident means an occurrence associated with the operation of an aircraft in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

AIM means Aeronautical Information Manual

Air Operations Area or AOA means the entire airport area within the outer perimeter security fences, including Movement and Non-movement Areas.

Air Traffic means aircraft operating in the air or on an airport surface, exclusive of Non-movement areas.

Air Traffic Control or ATC means a service operated by the appropriate authority to promote the safe, orderly and expeditious flow of air traffic.

Airport Traffic Control Tower or ATCT means the tower operated by the FAA for the control of aircraft and motor vehicles on the movement areas and in the airspace above and within the Class D airspace.

*Aircraft* means any device that is used or intended to be used for flight in the air.

*Aircraft Movement Area or AMA* means the area within the AOA that requires a vehicle to be equipped with an operating amber beacon and an individual to communicate on the appropriate radio frequency prior to and while operating to the Airport Traffic Control Tower or Common Traffic Advisory Frequency. The area includes all runways and taxiways, except Taxiways Echo and Hotel.

*Airport* means the Snohomish County Airport – Paine Field.

*Airport Charges* means charges for landing fees, fuel flowage fees, aircraft hangar and tie-down rental fees, and all other charges owing or to become owing under a contract between an aircraft owner and Snohomish County or under an officially adopted regulation and/or tariff including but not limited to the cost of sale and related expenses.

*Airport Director (Director)* means the representative appointed by the Executive and confirmed by the Council to manage, superintend, control and protect the Airport as provided by state and county law.

*Airport Employee* means an individual, employed by Snohomish County Airport, working as a duly authorized designated agent of the Airport Director.

*Commercial Activity* means to provide or offer to provide goods, services or entertainment in return for financial or any other type of remuneration, a promise of financial remuneration, or to accept or agree to accept financial remuneration for the provision of goods, services, or entertainment.

*Controlled Airspace* means an airspace of defined dimensions within which air traffic control service is provided to flights in accordance with airspace classification.

*Council* means the Snohomish County Council.

*CTAF* means Common Traffic Advisory Frequency.

*Executive* means the Snohomish County Executive.

*FAR* means Federal Aviation Regulations

*Fixed Base Operator or FBO* means an airport business operator who enters into a written or oral agreement with the Airport Director for the purpose of conducting a business of an aviation nature on the airport premises.

*FAA* means the Federal Aviation Administration of the United States of America.

*Flying Club* means a multi-person ownership or non-commercial organization, either in partnership, co-ownership, or a corporation, established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

*Large Aircraft* means aircraft whose takeoff weight is greater than 12,500 pounds.

*IFR* means Instrument Flight Rules.

*Incident* means an occurrence associated with the operation of an aircraft which affects or could affect the safety of operations.

*Light Aircraft* means aircraft whose maximum takeoff weight does not exceed 12,500 pounds.

Minimum Standards means the qualifications herein which set forth the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the Airport.

Motor Vehicle means any self-propelled wheeled, tracked vehicle, or trailer hitched onto a motor vehicle for the conveyance of people or goods on airport property or for the service and maintenance of equipment or property or any other vehicle as defined in RCW 47.04.010(19).

Parking means the standing and/or stopping of a vehicle upon a street or roadway or on any other portion of the airport, except in response to traffic control devices, stopped traffic, breakdown or other emergency, for a period of time in excess of two minutes, whether or not such a vehicle is accompanied by an operator.

Person means any individual, firm, partnership, corporation, company or association, and includes any trustee, receiver or similar representative thereof.

Privately Owned Aircraft means an aircraft owned individually or by a partnership, or by a non-profit club or corporation in which each member must be a bonafide owner of a part of the aircraft or of a share in the corporation. The aircraft shall be owned and operated for personal, non-revenue transportation, pleasure or recreational use only.

RCW means the Revised Code of Washington

Ramp means an area designated for the parking, maneuvering, loading, unloading and/or servicing of aircraft while they are on the ground.

Restricted Area means the area of the airport restricted by order of the Airport Director to use by aircraft and use by airport vehicles, equipment, and personnel maintaining or patrolling airport facilities within such area. The restricted area includes, but is not limited to, Air Operations Areas, necessary right-of-way, and clearance areas thereof.

Taxilane means all areas within the non-movement areas, which are used for aircraft movement while on the ground and ground vehicle movement in transit to leased areas.

Taxiway means all areas within the aircraft movement and non-movement areas that are used for exclusive use of aircraft movement while on the ground and Airport-owned vehicles. It shall not include any areas under lease to a tenant or lessee on the airport grounds.

Tenant means a person who enters into a written or oral agreement with Snohomish County for the purposes of engaging in a business or other authorized occupancy on airport premises.

Ultralight means any aircraft as defined in FAR Part 103.

Vehicle means every device which any person or property is or may be transported or drawn, including, but not limited to, cars, trucks, motorcycles, recreational vehicles, bicycles, and trailers.

VFR means visual flight rules.

## **Section 2 – Rules and Regulations (General)**

### **2.1 Authority**

The Airport is owned and operated by Snohomish County. The rules and regulations are promulgated under the power granted by the Washington State Public Airports Act of 1941 and 1945, and chapter 14.08 RCW, which specifically grants the power to the airport authority to “Provide Rules and Regulations governing the use of such airports facilities.” Subject to the Snohomish County Charter, the authority for the construction, alteration, enlargement, improvement, maintenance, operation and regulation of the airport and airport property is vested in the Executive. The Executive appoints the Airport Director. The Director shall be confirmed by a majority of the Council and shall be removable at the will of the Executive. Except as otherwise provided by this article or directed by the Executive, the Airport Director shall be the executive manager of the Airport and shall be responsible for all duties required for continual and efficient operation of the Airport and all related facilities.

### **2.2 Application**

#### *2.2.1 General*

The rules and regulations hereinafter set fourth shall apply to and be in full force and effect upon Snohomish County Airport—Paine Field as is stated herein. All persons, businesses, firms, and users of the Airport shall be governed by these rules and regulations which shall be available as part of all leases, permits, licenses, easements, or other documents between the Airport and Airport users, tenants, customers, or vendors.

#### *2.2.2 Enforcement*

The FAA regulations governing the operation of the Airport are made a part of these Rules and Regulations and are enforceable by the Airport Director and Airport Employees under the direct supervision of the Airport Director.

#### *2.2.3 Operation*

The Airport shall be operated as a public air use facility for the promotion and accommodation of civil aviation and associated activities.

### **2.3. Enforcement**

#### *2.3.1 Airport Authority*

All persons using or entering the facilities of the Airport shall be governed by these Rules and Regulations. Any person failing to comply with these Rules and Regulations, after a request to comply by the Director or an Airport Employee under the direct supervision of the Director, may be ordered to leave the Airport immediately. Failure to comply with a request to comply with the applicable Rules and Regulations may, upon order of the Director, result in expulsion from the Airport and denial of all privileges and further use of the Airport including all recreational, commercial or other use of the Airport, pending presentation of the matter to the County Executive. Upon order of the Executive, any person failing to comply with these Rules and Regulations may be deprived of the further use of the Airport for such length of time as necessary to ensure the safeguarding of the Airport, its operations, and the public use thereof, and the interest of the County therein.

### *2.3.2 Applicable Laws*

All penal laws of the State of Washington and the County of Snohomish are applicable to the area of the Airport, and any violators thereof are subject to arrest by authorized law enforcement officers.

## **2.4. Liability**

### *2.4.1 User Liability*

The privilege of using the Airport and its facilities is the responsibility of the user and all risk or inherent danger associated with its use shall be accepted by the user. All users of the Airport shall conduct activities and render services upon the Airport property in a safe, responsible, and efficient manner and shall be solely liable for having properly trained and instructed their agents and/or employees for such purposes.

### *2.4.2 Exemptions*

The Airport, its officers and employees assume no responsibility for loss, injury, or damage to persons or property by reason of fire, vandalism, wind, flood, earthquake, collision, strikes, or Acts of God or of public enemy; nor does the Airport assume liability for injury to persons while on the Airport or while using a facility provided by the Airport.

### *2.4.3 Inherent Liability*

All persons shall conduct activities and render services upon the Airport property in a safe, responsible, and efficient manner and shall be solely liable for having properly trained and instructed their agents and/or employees for such purposes.

## **2.5. Restricted Areas**

### *2.5.1 Authorization and Supervision*

No person shall enter onto the Airport, its structures, gates, or facilities thereon, without the appropriate supervision or the authorization from the Airport Director or an Airport Officer.

### *2.5.2 Unauthorized Access*

Tenants, licensees, or lessees, having exclusive occupancy or control of premises through which access may be had to the Air Operations Area shall use all lawful and reasonable means to prevent, and shall be responsible for, entry into such areas by unauthorized persons or vehicles.

### *2.5.3 Entry Requirements*

All persons authorized access to the Air Operations Area shall possess proper identification at all times and must meet all Ground Vehicle Training requirements as described in Chapter 3.1.8.

## **2.6. No Trespassing in Restricted Areas**

The Airport security fence serves to restrict access by the general public to the AOA. "No Trespassing" signs are posted on the security fence and on each gate entrance onto the AOA. Entrance into the AOA without prior permission from the Director or an Airport Employee is trespassing and will be prosecuted to the fullest extent of the law.

## **2.7. Signs, Advertisements, Written Matter**

### *2.7.1 Approval*

No person shall post, distribute, or display signs, advertisements, circulars, or written or printed matter of any kind on or around the Airport without the authorization and approval of the Airport Director. All signs must comply with the Snohomish County Code and applicable land use restrictions.

### *2.7.2 Removal*

The Airport Director or any Airport Employee may remove any and all signs not related to aviation, tenants business or approved advertising. Disposal of offending material, if warranted, will be at the cost of the person(s) posting said matter and, if persists, will be construed as litter and prosecuted as such.

### *2.7.3 Commercial Application*

Any signs advertising a leased, rented or licensed business on the Airport or any alteration to an existing leased structure that is displayed to the public must be approved by the Director or an Airport Employee prior to installation, modification, or construction. Subject to the terms in the lease or license, the Airport may refuse and remove any signs, banners, displays, paintings, or flyers displayed by that business that have not been approved by the Director.

### *2.7.4 Inappropriate Material*

The Director or Airport Employees may remove any signs, banners, flyers, displays or paintings that are deemed offending or inappropriate by the Airport staff, tenants, other businesses, or the public.

## **2.8. Animals**

No person shall enter the terminal waiting area or the Air Operations Area with a dog or other animal except a seeing-eye dog, a dog for the deaf, or a law enforcement canine unit. Dogs and other animals may be permitted in other areas of the Airport if restrained by leash or confined in such a manner as to be under control. It is the owners responsibility to clean-up after their animals on or around Airport grounds.

## **2.9. Lost Articles**

### *2.9.1 Reporting Lost Articles*

All lost articles should be reported to the Airport Office or an Airport Employee as soon as it is discovered missing. If necessary, a case report can be filed with the proper law enforcement agency or Airport Security.

### *2.9.2 Disposal of Lost Property*

The Airport shall attempt to notify the apparent owner of any lost property returned to the Airport Office. All lost items returned to the Airport Office, or those items left after vacation of a hangar space, shall be kept for a period of thirty (30) days, unless claimed by a person validly establishing ownership or right to possession of the property. If, after thirty (30) days, the property is not claimed, the Airport shall forward the lost property to the Snohomish County Sheriff (Sheriff) or his or her designated representative. The Sheriff may elect to retain property which it acquires and dispose of the property as provided by RCW Chapter 63.32 or 63.40

### *2.9.3 Disposal of Property Abandoned in Hangar*

Property abandoned by a tenant after vacating a hangar will be placed in storage for a period of ninety (90) days and can be claimed by the original tenant with proper identification and item description. After ninety (90) days, the items will be either discarded or sold at fair market value, with proceeds deposited into the Airport's Enterprise Fund.

## **2.10. Sanitation**

### *2.10.1 Refuse Containers*

Garbage, papers, refuse or other material shall be placed in the receptacles provided for that purpose. All trash containers shall be covered as to prevent refuse from escaping. Only refuse generated from on-Airport activities shall be disposed of in Airport provided containers.

### *2.10.2 Hazardous Waste*

Hazardous waste and toxic materials shall be disposed of at a proper off-Airport location according to all Environmental Protection Agency (EPA) rules and guidelines. No hazardous waste or toxic material is to be disposed of or discarded on the Airport premises.

### *2.10.3 Petroleum Products*

No petroleum products shall be dumped or allowed to spill on any Airport property, including ditches, sewers or paved or unpaved surfaces. Adequate and authorized containers shall be used for collecting petroleum waste products. In the event of a violation, Snohomish County may charge the cost of correcting such dumping or spillage to the offender.

### *2.10.4 Refuse Vehicles*

No vehicles used for hauling trash, dirt or other materials shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents thereof from dropping, shifting, leaking or otherwise escaping therefrom.

### *2.10.5 Refuse Locations*

Areas used for trash or garbage containers shall be designated by the Airport Director, or an Airport Employee and no other area shall be used.

### *2.10.6 Restrooms*

All restrooms and comfort stations shall be used in a proper manner as to not destroy, damage, or vandalize any parts of the building, its contents, plumbing, and fixtures.

## **2.11. Disorderly Conduct**

No person shall commit a disorderly, obscene, indecent or unlawful act or commit a nuisance act on the Airport property.

## **2.12. Intoxication**

No person under the influence of alcohol or narcotics shall operate a motor vehicle or aircraft on the Airport property. Anyone drunk and disorderly on the Airport property shall be dealt with as provided by County statute and are subject to fine and/or imprisonment as provided by law.

## **2.13. Loitering**

No person shall disrupt, slow down or impede the normal activities of the Airport. The Airport Director and Airport Employee reserve the right to direct persons loitering on Airport property to leave the premises.

## **2.14. Soliciting**

The soliciting of business, fares, alms, or funds for any purpose on Airport property is prohibited without approval by the Airport Director and must abide by all regulations and guidelines incorporated in the Snohomish County Code.

### **2.15. Picketing**

No person shall distribute literature, seek petition, signatures, display signs, or take part in any labor or other public demonstration on any part of the Airport property except as approved by the Director pursuant to Snohomish County Code Section 10.28.050. In the event of labor disputes, limited peaceful picketing in designated areas may be authorized by the Director, on approval of a written application.

### **2.16. Gambling**

No person shall conduct gambling in any form or operate gambling devices on the Airport property.

### **2.17. Firearms and Explosives**

#### *2.17.1 Firearms*

No one, except duly authorized persons, peace officers, federal, state and local law enforcement officers, authorized Airport Employees, or members of the Armed Forces of the United States on official duty shall carry any firearms, explosives, or fireworks on the Airport property without the permission of the Director.

#### *2.17.2 Explosive Materials*

No person, except as permitted by FAA regulations and as regulated and permitted by the Uniform Fire Code, shall store, keep, handle, use, dispense, or transport any explosives or other dangerous articles which are barred from civil aircraft by Federal Aviation Regulations.

#### *2.17.3 Weapons on Aircraft*

No person may board or attempt to board an aircraft while having on or about their person (including carry-on baggage) any concealed bomb or similar explosive, incendiary device, or deadly or dangerous weapon except as permitted by Federal Law.

### **2.18. Smoking**

No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any naked flame or fire in or on any fuel storage area, public landing area, ramp, apron, hangar, aircraft parking area (tie-down), or in any other place where smoking is prohibited by signs. Smoking is not permitted within 100 feet of aircraft being fueled or defueled or any fuel carrier vehicle or designated buildings where fuel or combustible material is stored. Smoking materials are to be properly extinguished and discarded in designated ash trays, receptacles, or approved refuse bins. Persons discarding lighted smoking materials on Airport property are subject to a littering fine and will be prosecuted as such.

### **2.19. Special Events**

No person or organization shall hold or cause to be held, any special event or gathering at the Airport, utilizing Airport facilities, involving the assembly of more than 10 aircraft without the written approval of the Director.

## **Section 3—Motor Vehicles, Ground Equipment, Traffic Rules**

### **3.1. General Requirements**

#### **3.1.1 Operating Requirements**

All motor vehicles on Airport property are to be operated under applicable County and State regulations. The driver of such vehicle must possess a valid drivers license issued by the State and, the vehicle must be legally registered and have adequate licensing clearly marked, excluding Airport service vehicles and ground support equipment. Any vehicle without adequate licensing shall be removed immediately by the Director, an Airport Employee, or law enforcement and may be held liable for any fines and/or infractions per Snohomish County Code and DOT regulations. All vehicles are to be in safe mechanical condition and should not leak oil, antifreeze, or other lubricants onto the roadway, taxiway, or Airport property. All vehicles must possess appropriate mufflers, screens, or baffles to prevent the escape of sparks or the propagation of flame. Unless prior arrangements have been made with the Airport Director or an Airport Employee, boats, jet skis, snowmobiles, dune buggies, race cars, recreational vehicles, trailers, etc., may not be stored or parked on the AOA.

#### **3.1.2 Reckless Driving**

No vehicle shall be operated on the Airport in a reckless, negligent manner as to harm or endanger passengers, civilians, aircraft, or other vehicles. No vehicle shall be operated while the driver is under the influence of liquor or drugs. or if such vehicle is so constructed, equipped or loaded as to endanger unreasonably or be likely to endanger persons or property.

#### **3.1.3 Vehicle Damage**

Any person who damages any light, fixture, fence, or other Airport facility by means of contact with vehicles shall report such damage to the Director or an Airport Employee immediately and shall be fully responsible for any costs required to repair or replace the damaged item. Failure to notify the Director or an Airport Employee may result in criminal punishment per County and State regulations.

#### **3.1.4 Accidents**

The driver of any motor vehicle involved in an accident on the Airport which results in injury to any person or damage to any vehicle or property shall immediately stop such vehicle at the scene of the accident and report such accident using the 911 emergency system.

#### **3.1.5 Vehicle Traffic**

Vehicle traffic on any apron or ramp area is restricted to aircraft owners and operators driving to their hangar or tiedown area for loading and unloading, approved deliveries to aircraft owners or tenants whose aircraft or business fronts an apron area or ramp. All employees or owners of businesses, or vehicles specifically authorized by the Director shall be authorized. Tiedown or hangar tenants are allowed to operate vehicles only in those general areas where tenant aircraft are located unless specific approval is given by the Director and all radio and amber beacon provisions are met.

#### **3.1.6 Authorized Access**

It is the motor vehicle operator's responsibility to be familiar with the Airport layout and inform friends, family members, or deliveries which Airport areas are designated runways, taxiways, aprons, ramps and parking. Current maps identifying such areas are distributed by the Airport Operations Office prior to disseminating the proper Ground Vehicle Training information and when an access card is issued (see section 3.1.8), or upon request from the Airport Office.

### *3.1.7 Vehicle Requirements*

All vehicles which are authorized to travel in areas other than the tiedown or hangar areas are required to have a functioning amber rotating beacon which shall be visible from all directions. Headlights must also be of working order. All vehicles must also possess a two-way radio so as to talk to the Air Traffic Control Tower prior to entering any aircraft movement areas.

### *3.1.8 Ground Vehicle Training Course*

All tenants, including family members, friends, sublease tenants, vendors, commercial operators, business owners, visitors, or any other person needing access to the Airport must pass an Airport provided "Ground Vehicle Training" course and obtain a security access card prior to driving on the air operations area. This course and the access card are provided by the Airport Operations Staff during normal business hours (Monday – Friday, 8:00am – 5:00pm) to authorized individuals only. All applicants must complete all required application paperwork and successfully pass the Ground Vehicle Training Exam prior to receiving an access card. Once obtained, the operator is obligated to follow and obey all rules set forth in Gate Card Policy.

### *3.1.9 Motor Vehicle Load Limits*

Motor vehicles with axle load exceeding 12,500 pounds are not permitted upon aircraft parking areas, service roads, or perimeter roads without approval of the Director or Airport Employees.

### *3.1.10 Vehicle Height Restrictions*

Height restrictions must be obeyed as posted and all traffic exceeding the required limits must obtain approval from the Director or an Airport Employee to drive on or around these designated areas. The destruction of height barriers must be reported immediately to the Director or an Airport Employee.

### *3.1.11 Vehicle Speed Limit*

No vehicles, except authorized emergency vehicles and those approved by the Director, shall exceed fifteen (15) miles per hour on any portion of the air operations area. Except where otherwise posted, the rate of speed on any roadway or street within the boundaries of the Airport shall not exceed twenty-five (25) miles per hour.

### *3.1.12 Night Driving Requirements*

All motor vehicles operating on the Airport between the hours of sunset and sunrise shall have fully operating headlights and tail-lights in accordance with Washington State and Department of Transportation laws.

### *3.1.13 Aircraft Right of Way*

All motor vehicles in the air operations area shall yield the right of way to taxiing aircraft and shall pass to the rear of aircraft whose engines are running. Motor vehicles encountering a moving aircraft will come to a full stop in a position so as to give a minimum of twenty-five (25) feet of clearance and shall not proceed until the aircraft has taxied past the position of the motor vehicle. No motor vehicle shall be driven between an aircraft and a hangar when an aircraft is loading or unloading passengers or moving into a hangar.

### *3.1.14 Motor Vehicle Repairs*

No person shall clean or perform repairs to motor vehicles other than in areas designated for such purposes by the Director, except those minor repairs necessary to remove a disabled motor vehicle from the Airport premises.

### *3.1.15 Construction Vehicles*

All construction vehicles and equipment operating on any portion of the air operations area must have an operating amber rotating beacon which shall be visible from all directions, or display an approved nine square foot flag of a checkered aviation orange and white or both as determined by the Director. Construction vehicles and equipment shall be confined to areas specified by the Director or an Airport Employee and shall not deviate from this area without specific permission. All operators of construction vehicles and equipment shall undergo a complete airfield orientation by an Airport Employee prior to entering Airport property.

### *3.1.16 Motor Vehicle Parking*

Vehicles shall be parked in designated spaces delineated by yellow paint markings, inside of the tenant's hangar, on or adjacent to a tenant's tiedown space, or in approved spaces as posted on Airport property. Parking in unauthorized spaces, "shifting" of vehicles to different locations, occupying more than one space with the same vehicle, parking as to block or obstruct a fire hydrant, fire gate, or fire entrance, or utilizing any area that is used for the taxi, run-up, or take-off and landing of aircraft is prohibited and will be removed at the Director's discretion and will be subject to lien for the cost of removal.

### *3.1.17 Vehicles for Hire*

Vehicles for hire or car rental agencies shall only be operated on the Airport property with the Director's approval and must maintain adequate credentials and certifications at all times in accordance with Airport Minimum Standards. Taxicabs operating on the Airport property must conform to proper governmental authority, which has jurisdiction over their operations.

### *3.1.18 Disabled, Abandoned, or Illegally Parked Vehicles*

The Director or an Airport Employee shall tow, remove, or cause to be removed from the Airport any vehicle that is disabled, abandoned, or parked in violation of these Rules and Regulations, or if the vehicle creates a safety hazard or interferes with Airport operations. All towing and removal expense shall be at the vehicle owner or operator's expense and without liability to the Airport for damage that may result from such removal.

## **Section 4—Aeronautical Activities, Aircraft Operations, Repairing of Aircraft, Accidents and Emergencies**

### **4.1. Aeronautical Activities**

#### *4.1.1 Conformance*

No person shall operate an aircraft, conduct any aircraft operation, repair or maintain any aircraft upon the Airport other than in conformance with current Federal Aviation Administration regulations and local Airport rules and regulations as established by the Director.

#### *4.1.2 Airport Closure*

The Director shall have the right, at any time, to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or any portion thereof to any specified class of aircraft or to any individual or group when such actions are necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Director believes the condition of the Airport to be unsafe for landings and takeoffs, or in violation of the rules, regulations, standards of the Airport Certification Manual in accordance with FAR Part 139 of the Federal Aviation Regulations, it shall be within authority of the Director to issue, or cause to be issued, a NOTAM (Notice to Airman) closing the Airport or any portion thereof.

#### *4.1.3 Restricted Aeronautical Activity*

Gliders, heli-gliders, powered parachutes, ultra-lights, and other similar experimental aircraft shall not be operated without written permission by the Director and the ATCT Manager. Sky diving operations, banner towing, and model aircraft flying shall not be operated on the Airport property without written authorization from the Director and the ATCT Manager.

### **4.2. Aircraft Operations**

#### *4.2.1 Operational Safety*

No aircraft shall be operated on the surface of any Airport runway, taxiway, ramp or aircraft parking and storage area in a careless or negligent manner, in disrespect of the rights and safety of others, or without due caution and at a speed likely to unreasonably endanger persons or property. No aircraft shall be operated while the pilot or other persons aboard are under the influence of any alcohol or narcotic substance.

#### *4.2.2 Compliance With Official Orders, Signals, or Directives*

At all times, the pilot and others utilizing an aircraft on any surface of the Airport must comply with any order, warning, directive or signal of the Director or an Airport Employee. Any aircraft operation that utilizes lights, signs, pavement markings, or electrical and mechanical signals shall comply with all lights, signs, pavement markings, or electrical and mechanical signals unless specified otherwise by the Director or an Airport Employee. The operator of an aircraft shall be responsible for checking for active NOTAM's affecting the Airport.

#### *4.2.3 Qualified Persons and Operators*

Only pilots rated in that particular type of aircraft, or a certified airframe and power plant mechanic properly qualified to taxi that particular type of aircraft, shall operate an aircraft at the Airport.

#### *4.2.4 Aerobatics Prohibited*

No aircraft shall be flown in a five (5) mile radius of the Airport, in any type of operations or maneuvers other than those directed by the ATCT or those required for normal operation as dictated in FAR Part 71. Air shows or displays requiring aerobatic maneuvers must be approved by the Director and the ATCT Manager.

#### *4.2.5 Instructors and Students*

All instructors shall fully acquaint their students with these rules and regulations and also those of the FAA. The instructor is responsible for the conduct and discretion of the student during periods of dual instruction. A student flying solo is responsible for his/her own actions and conduct and shall abide by all rules and regulations of the Airport and of the FAA as dictated in FAR Part 61.87(b).

#### *4.2.6 Aircraft Requirements*

No aircraft shall operate on the Airport unless it is equipped with satisfactory and useable brakes, a functioning two-way radio capable of communication with the ATCT, ample beacons or lights to make it visible from all directions, and adequate Washington State and FAA registration and certification, which is to be prominently displayed. All aircraft conducting air operations on the Airport must be airworthy, constructed, equipped and maintained to comply with standards and regulations of the FAA as dictated in FAR Part 91, (Subpart C).

#### *4.2.7 Helicopter and Rotary Wing Aircraft*

All helicopter and rotary wing aircraft, military or civilian, shall abide by the same flight rules and traffic patterns as stated herein. Procedures for parking, hover-taxi, take-off and landing shall be coordinated with ATCT to ensure safe operations when combined with fixed wing aircraft. During hours the ATCT is not operating, it is the pilot's responsibility to maintain proper separation and to abide by FAA standard operating procedures for helicopters and rotary wing aircraft.

#### *4.2.8 Aircraft Accidents/Incidents*

All aircraft accidents or incidents shall be treated as an emergency and the Airport Fire Department shall be summoned. Any persons and aircraft involved in the accident or incident shall remain where the incident occurred until movement has been granted by the proper jurisdictional authorities. Movement of all wreckage and/or injured persons will be under the supervision of the Airport Fire Department and the responding Airport Employees. The ultimate removal of all disabled aircraft shall be the full responsibility of the pilot in command or owner of said aircraft. Persons involved in an aircraft accident or incident at the Airport shall make a full report of the situation to the Director or Airport Employees.

#### *4.2.9 Noise Abatement*

All aircraft are advised to minimize aircraft noise impacts on surrounding communities by flying established traffic patterns or by following instructions given by ATC. All aircraft and pilots are encouraged to climb to established altitude prior to turning unless otherwise directed by ATC. Traffic pattern altitudes, reporting points, and general instructions for all aircraft are further explained and identified in the Paine Field Traffic Area Map and Noise Abatement Procedures that may be obtained from all FBO's, the Airport Office, or [www.paineairport.com](http://www.paineairport.com). All pilots are encouraged to obtain a copy of these procedures.

### **4.3. Starting and/or Running of Aircraft**

#### **4.3.1 *Operating Engines in Designated Areas***

Aircraft engines shall be started and operated only in areas designated for such purposes and as posted on Airport property. Aircraft engines are, at no time, to be started or operated inside of a hangar unit.

#### **4.3.2 *Competent Operator***

No aircraft engine shall be started, run, or operated unless a licensed pilot or mechanic is at the controls at all times. At no time is the cockpit of the aircraft to be unattended while the engine is running.

#### **4.3.3 *Prop wash or Jet Blast***

No aircraft engines shall be operated in such a manner that persons, property, or other aircraft might be injured or damaged by propeller, prop wash or jet blast from said aircraft.

#### **4.3.4 *Wheel Chocks and Parking Brakes***

No engine shall be started unless brakes are locked or the main landing gear is adequately blocked or chocked.

#### **4.3.5 *Engine Run-Up***

Aircraft shall not perform an engine run-up or prolonged engine test operations in any area that would result in a nuisance to the public from noise, exhaust, or lighting without prior permission from the Director or an Airport Employee. At no time shall an engine run for maintenance purposes be performed during the hours of 10:00pm to 7:00am local standard time on weekdays, or 10:00pm to 9:00pm local standard time on weekends, without prior approval by the Director or Airport Employees, and at a designated location on the Airport.

#### **4.3.6 *Helicopter and Rotary Wing Run-Up***

No person shall start or run-up a rotary wing aircraft or helicopter unless there is a clear area of at least fifty (50) feet from the outer tip of each rotor. The pilot in command must assess whether any rotor wash created by the running of such aircraft will damage, destroy, or disrupt any surrounding persons, buildings, vehicles, or other aircraft, or otherwise create a hazard on Airport property. Prior to starting engine(s), an adequate examination for rocks, paper, loose articles or debris must be performed so as to not damage other aircraft, vehicles, buildings, or cause harm to nearby persons.

### **4.4. Taxiing of Aircraft**

#### **4.4.1 *Air Traffic Control Tower Clearance***

During those hours the ATCT is in operation, no aircraft shall be taxied or towed on any aircraft movement area on the Airport prior to obtaining clearance from the ATC to perform such operation. During those hours the ATCT is closed, it is the pilot's responsibility to broadcast all taxi movement intentions on the Common Traffic Frequency (CTAF) of 132.95 and to ascertain that there will be no danger of collision with other aircraft, persons or objects.

#### **4.4.2 *Taxi Speed***

All aircraft shall be taxied at a safe and reasonable speed as to ensure complete control at all times. On a ramp, apron, or a parking area, the taxi speed shall not exceed fifteen (15) miles per hour.

#### *4.4.3 Paint Markings, Signs, Lights*

It is the pilot's responsibility to completely understand and follow prescribed paint markings, including centerline stripes, edge lines, and vehicle control lines (taxiway hold lines). Centerlines shall be followed to avoid damage to airfield lights, signs, and utilities. Pilots shall not deviate between or around lights and signs.

#### *4.4.4 Taxiway Hold Lines (Vehicle Control Lines)*

All aircraft transitioning from non-movement to movement areas on the Airport must receive approval from ATC prior to progressing across any taxiway hold lines (vehicle control lines). These lines are identified by yellow paint and are a dashed yellow line followed directly by a solid yellow line.

#### *4.4.5 Aircraft Brakes*

Aircraft with defective brakes shall not be taxied upon the Airport.

#### *4.4.6 Unauthorized Areas*

All aircraft shall be taxied on the approved paved surface following accepted routes and pathways as identified by ATC and on approved Airport diagrams. No aircraft shall taxi or take off from any surface other than those areas approved by the Director.

#### *4.4.7 Hangars, Pedestrians, Jet Blast, Jet Wash, Rotor wash*

No jet or turbo-prop aircraft shall be taxied on the Airport where the exhaust, prop wash, jet blast, or rotor wash may cause injury to persons or cause damage to property. No aircraft shall be taxied into or out of hangars. Pilots taxying into areas where pedestrians are present shall shut the engine down and push the aircraft or have two knowledgeable persons ahead of the aircraft assuring that all persons are well out of the danger.

#### *4.4.8 Helicopter and Rotary Wing Taxi*

Hover-taxiing is to be executed at a speed not to exceed fifteen (15) miles per hour, and shall be at an altitude that allows free and clear movement around all airfield lights, signs, or visual markers. Engines shall be shut down and rotor blades completely stopped prior to entering any building or structure and at least a fifty feet (50') clearance is required between the tips of each rotor and any nearby buildings or structures. Helicopter and rotary wing aircraft shall not be allowed to utilize any self-serve fuel station located on the Airport unless tugged into place or moved without engine power.

#### **4.5. GENERAL RADIO CONDUCT**

##### **4.5.1 *Air Traffic Control and Published Frequencies During Hours of Air Traffic Control Tower Operations***

During the hours of 0700 to 2100 local standard time, all aircraft operations, inbound, outbound, and ground, shall be conducted under the direction of the ATC. All air traffic shall abide by all FAR's and operate all radio procedures in accordance with all published Federal Documents, Airport Facility Directories, established NOTAMs, or published Airport flight regulations.

##### **4.5.2 *Air Traffic During Hours without Air Traffic Control Tower Operation***

During the hours of 2101 to 0659 local standard time, all aircraft shall be responsible for airfield familiarization, aircraft position, established frequencies, and any traffic that may be a factor affecting the safe and efficient operations. All aircraft shall announce all location, taxi, take-off, landing, and general position operations on CTAF of 132.95 and in accordance with AIM 4-2-2.

#### **4.6. Traffic Patterns, Take-Off, Landing**

##### **4.6.1 *Traffic Pattern Altitude***

All aircraft shall observe a 1600' mean sea level (MSL) traffic pattern altitude for all runways unless otherwise directed by Air Traffic Control. Turbo-Propeller, turbine, or jet aircraft, and those aircraft exceeding 12,500 pounds maximum gross take-off weight, shall maintain a 3000' MSL traffic pattern altitude unless otherwise directed by Air Traffic Control.

##### **4.6.2 *Traffic Pattern***

During hours of ATCT operations, all traffic patterns will be assigned by the ATC. During hours the ATCT is not in use, aircraft over 12,500 pounds maximum gross take-off weight shall fly a west pattern to Runway 16R or 34L over the water, while small aircraft shall fly an east pattern. All aircraft are responsible for converging traffic on base to final legs to Runway 16R-34L when the ATCT is not operating.

##### **4.6.3 *Runway Selection***

Runway assignment will be given by ATC during ATCT operation hours. The assigned runway will be most nearly aligned into the wind unless the pilot requests a different runway. During hours ATCT is not in operation, all traffic shall use Runway 16R-34L.

##### **4.6.4 *Take-Off***

All fixed-wing aircraft are required to depart from runway ends except for Runway 16R-34L where intersection departures are permitted with permission from the ATCT. All aircraft shall receive proper clearance from ATCT prior to taking off any runway. Once a positive rate of climb has been established, aircraft are to fly the runway heading to 1100' MSL or higher before turning, unless otherwise directed by ATCT. Those aircraft with maximum gross take-off weight of 12,500 pounds or greater are to avoid making turns before reaching the shoreline at 2.5 Distance Measuring Equipment (DME) and before reaching 3000' MSL unless otherwise directed by ATCT. All aircraft leaving the established traffic pattern shall continue straight out, or exit with a 45-degree turn from the crosswind leg, or as otherwise directed from ATCT. During the hours ATCT is not in operation, it is the pilot's responsibility to announce all runway, take-off and traffic patterns intentions on the CTAF of 132.95 and in accordance with AIM 4-2-2.

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

No aircraft shall take-off or land from any area of the Airport other than a designated Runway unless such landing is necessitated by an emergency situation and proper clearance from the ATCT has been granted.

#### *4.6.6 Landing*

Landing instructions shall be given by the ATCT during those hours of operation, and will depend on wind direction and traffic flows. All aircraft are to remain as high as practical until intercepting the visual landing aids or the glide slope unless otherwise directed by the ATCT. Aircraft over 12,500 maximum gross take-off weight shall maintain at or above 2000' MSL until intercepting Instrument Landing System (ILS) glide slope or visual aid and shall fly final at or above the ILS glide slope, unless otherwise directed by the ATCT. Circle to land maneuvers are discouraged and missed approach instructions will be assigned by the ATCT. On all runways, aircraft shall not touch down until passing the threshold of the runway.

#### *4.6.7 Touch and Go Landings and Training Flights*

Touch and go landings and repetitive training flights are discouraged but may be made with prior approval of the ATCT. During those hours the ATCT is not in operation, the pilot in command is responsible for safe spacing with other traffic.

#### *4.6.8 Right of Way*

During those hours that the ATCT is not in operation, a landing aircraft has the right-of-way over an aircraft taking off.

#### *4.6.9 Clearing the Runway*

Pilots of landing aircraft shall maintain a landing roll straight ahead and clear the runway at the first available taxiway or as soon as practical to be consistent with safe operating procedure. After landing, pilots shall not make 180-degree turns on the runway unless directed to do so by the ATCT.

#### *4.6.10 Helicopter and Rotary Wing Operations*

Unless otherwise directed by the ATCT, helicopter and rotary wing aircraft are to take-off and land in accordance with the standard operating procedures described in the applicable Pilot's Operating Handbook. During hours in which the ATCT is not in operation, it is the pilot's responsibility to announce, taxi, take-off, and landing instructions on the CTAF 132.95 and in accordance with AIM 4-2-2.

## **4.7. Aircraft Maintenance**

### ***4.7.1 Aircraft Repair***

No person shall repair any aircraft, engine or component of an aircraft, in any facility, building, structure or tiedown other than those specifically designed and built for such purpose and authorized, in writing, by the Director. All work must be kept inside the approved structure and parts, supplies, tools and equipment must be organized as to not allow movement or rolling onto an apron, ramp, taxiway or runway.

### ***4.7.2 Authorized Mechanic***

All persons engaged in the maintenance, repair, rebuild, or servicing of aircraft shall do so in accordance with the rules and regulations of the Federal Aviation Administration, National, State and Local Fire regulations, and all Airport Minimum Standard policies. The owner/operator of an aircraft may perform repairs upon the owned aircraft providing such individuals are properly trained and certified to work on that aircraft and the work is performed in an Airport approved location. Adequate insurance requirements, proper certification, and approval from the Director are required prior to any individual or business performing aircraft repair, maintenance, servicing, or modification on the Airport.

### ***4.7.3 Fuel or Oil Leakage***

The aircraft owner/operator is responsible for containing any possible oil or fuel leakage from his/her aircraft. The owner/operator is responsible and entirely liable for any damage resulting from such leakage. All mechanics performing repair, modification, service or maintenance shall be required to contain and properly dispose of excess or refuse oil and fuel. Fuel spills and major oil leakage shall be reported to the Airport Fire Department by calling 911.

### ***4.7.4 Clean Up***

Persons conducting repair, modification, servicing, or maintenance of aircraft on the Airport shall be responsible for the prompt securing and removal of all parts and supplies. Daily clean-up of such areas and removal of any unwanted materials shall be performed by the persons performing said work. Any and all washing of aircraft shall be performed at designated washing facilities and shall be in conformance with all posted signs and policies.

### ***4.7.5 Enforcement***

The Director, Airport Employees, or the Fire Department are given the authority to halt all aircraft repair, modification, servicing, or maintenance if the work being performed is not consistent with the rules and policies of the National, State and Local Fire and Building Codes, or the Minimum Standards set forth by the Airport. If the work continues to be performed, the Director may revoke all permits, leases, and privileges to work, store an aircraft, or operate an aircraft from the Airport. The offending person shall also be directed to cease any further work or shall be removed from the Airport premises.

## **4.8. Aircraft Parking**

### *4.8.1 Tiedowns*

All aircraft parked in a tiedown space are required to contact the managing agency or business designated to manage that space, or the Airport Office, and must abide by all provisions, rules, and costs set forth by the managing agency. It is the responsibility of the aircraft owner/operator to make certain their aircraft is securely tied down and to ascertain that the tiedown system provided is adequate for their aircraft. Any damage resulting to the aircraft or nearby aircraft as a result of not securing or improperly securing said aircraft shall be the liability of the owner/operator. If not tied down, all aircraft shall have wheel chocks placed in the front and rear of the wheels while the aircraft is parked.

### *4.8.2 Transient Aircraft*

All transient aircraft shall park in the spaces marked "Transient" as prescribed by the Director and as managed by the managing agency or business on the airfield. Transient aircraft are required to check-in with the appropriate managing agency or business, provide identification, aircraft registration, name, address, and applicable contact telephone numbers. Transient aircraft owners will also be responsible for any payments and debts owed for the storage of their aircraft.

### *4.8.3 Disabled Aircraft*

Any disabled aircraft interfering with normal runway, taxiway, or parking ramp operations shall be removed immediately upon the request of the Director or Airport Employees. If the aircraft owner cannot remove said aircraft in a timely manner, the Airport Maintenance or Fire Department personnel may effect said removal with Airport-provided equipment. The full risk and expense of such removal shall be assessed against the owner without liability of any nature to the Airport, the Director or any Airport Employees or personnel.

### *4.8.4 Right to Move Parked Aircraft*

The Director reserves the right to remove or relocate the position of any parked aircraft if he/she feels it creates a safety hazard or adversely affects the overall operation of the Airport, or to accommodate construction or maintenance activities.

### *4.8.5 Impoundment of Aircraft*

The Director reserves the right to impound any parked aircraft for the reason of non-payment of account, abandonment aircraft, misuse of the Airport property resulting in damages, or the destruction of an Airport facility, not limited to lights, signs, vaults, or radio antennae. The Director may take reasonable measures to secure said aircraft, including, but not limited to, moving the aircraft, or using chains, ropes and locks to secure the aircraft. At the time of securing the aircraft, the Director or Airport Employees shall attach to the aircraft a readily visible notice and send a copy of said notice to the owner.

## **4.9. Fueling and Defueling Operations**

### *4.9.1 Fuel Delivery and Dispensing*

No person shall transport or deliver aviation fuels, oils, or lubricants on the Airport or dispense fuels into aircraft unless they are the holder of a valid permit with the Airport authorizing such activity. Each person, business, company or corporation operating under FAR Part 121 or FAA Part 135, engaged in fueling and de-fueling of aircraft on the Airport property shall do so in accordance with FAR Part 139, State and local fueling policies, and Airport regulations and insurance requirements.

#### *4.9.2 Fueling in or Near Hangars*

Under no circumstance shall an aircraft be fueled or de-fueled inside of a hangar building on the Airport. Aircraft being fueled or de-fueled shall be positioned so the fuel tank openings or fuel vents are no closer than 25 feet from any Airport building (other than the fuel operator's fuel dispensing structure.)

#### *4.9.3 Occupants in Aircraft*

No occupants shall be permitted inside an aircraft that is being fueled or de-fueled except in the case of large passenger transport aircraft with adequate loading ramp and cabin attendant in place, and where specific arrangements have been made with the Director and the Airport Fire Department. Medi-Vac or medical emergency aircraft are allowed to fuel or de-fuel with passengers on board with prior approval from the Director and Airport Fire Department.

#### *4.9.4 Grounding of Aircraft and Fueling Vehicles*

The aircraft being fueled and the fuel dispensing vehicle shall be grounded to a point or points of zero electrical potential. Fuel nozzles, hoses, and funnels used during fueling or de-fueling shall also be grounded. No person shall use any material during fueling or de-fueling that may cause a static discharge.

#### *4.9.5 Starting of Engine*

No person shall start or operate the engine of an aircraft that is being fueled or de-fueled. No engine shall be started or operated if there is any gasoline, flammable vapors, or volatile flammable liquids present on the ground or on any surface of the aircraft.

#### *4.9.6 Condition of Fueling Equipment*

Fueling equipment shall be properly maintained, kept in good state of repair, and inspected on a routine basis. Each hose, funnel, or appurtenance used in fueling or de-fueling an aircraft shall be maintained in a safe, sound, and non-leaking condition.

#### *4.9.7 Smoking Regulations*

Smoking of cigarettes, cigars, pipes, or any form of flame producing device is not permitted within 100 feet of aircraft being fueled or de-fueled. No smoking is permitted within 100 feet of any fuel carrier vehicle or designated buildings where fuel or combustible material is stored.

#### *4.9.8 Radios and Electrical Equipment*

No person may operate a high frequency radio transmitter or receiver, or switch electrical appliances on or off in an aircraft while the aircraft is being fueled or de-fueled.

#### *4.9.9 Fire Extinguisher*

Adequate fire extinguishers shall be readily available during fueling and de-fueling operations. The said extinguisher shall be filled to capacity, possess current inspection tags, and be in good operating condition.

#### *4.9.10 Overflow of Fuel*

During fueling and de-fueling operations, it is the operator's responsibility to exercise care to prevent the overflow of fuel and to have fire extinguishers and absorbent materials readily available. If such spillage occurs, it is the responsibility of the persons or company causing the overflow to clean the area immediately. A spill resulting in more than five (5) gallons of fuel shall be called into the Airport Fire Department. The removal shall be in accordance with United States Environmental Protection Agency standards and the Airport Spill Prevention and Recovery Plan. No fuel, grease, oil, lubricant or other contaminant shall be allowed to flow or be placed in any sewer or drainage system on the Airport. If damage occurs from such spillage, the Director may require the offending person or their employer to pay for repair of such damage.

#### *4.9.11 Fueling Vehicle Routes and Points*

Routes that shall be used for fueling vehicles to drive on the AOA and fueling points on the airfield shall be designated by the Director. These routes are subject to change per the Director if they impede or affect efficient operations of the Airport. A thirty (30) day notice to the fueling agency will be given by the Director prior to any changes.

#### *4.9.12 Helicopter Fueling*

All helicopter and rotorcraft aircraft shall be fueled or de-fueled by an authorized fuel dispensing vehicle and shall not be allowed to hover-taxi, park, or obtain fuel from a self-serve fueling station located on the Airport unless tugged into place or moved without engine power. Rotors must be in the stopped position and the engine must be completely turned off prior to any helicopter or rotorcraft fueling.

#### *4.9.13 Inspections*

The Airport Fire Captain or their duly authorized representative shall inspect monthly, or as often as may be necessary, all buildings and premises for the purpose of ascertaining and causing to be corrected any conditions, which would reasonably tend to cause fire or contribute to its spread or endanger life or property from fire. All notices, violations, or letters shall be complied within a timely manner.

### **4.10. General Fire Requirements**

#### *4.10.1 Flammable and Hazardous Materials*

No person shall keep or store flammable or combustible liquids, greases, oils, signal flares, hazardous materials or similar materials as to constitute a fire hazard. Fuel is to be stored in an aircraft's approved and certified fuel tanks while inside any hangar or building on the Airport.

#### *4.10.2 Storage of Flammable and Hazardous Materials*

All flammable, combustible, or hazardous materials shall be stored in accordance with the Airport Fire Department, as well as the occupancy codes the Fire and Building Codes adopted by Snohomish County. All storage materials shall be arranged in a height not to exceed the lower or bottom side of roof trusses and not closer than 18 inches below sprinkler heads. Storage lockers for similar materials shall be in good working order and shall be approved by the Airport. Metal receptacles for waste rags, oil and other rubbish shall be an Airport approved metal receptacle with a self-closing lid. Lessees of all Airport facilities shall provide adequate aisles for passage of Fire Department personnel and equipment throughout the storage area.

#### *4.10.3 Waste Oil and Rags*

No person shall keep or store lubricating or waste oil in or around any Airport hangar or building except in Airport approved containers and in conformance with the Uniform Building Code.

#### *4.10.4 Construction or Alterations to Buildings*

All construction or alteration to buildings or hangars on the Airport shall be done in conformance with local and state building and fire codes, and shall be approved by the Director. This includes alterations and additions to electrical and fire suppression components. Any and all alterations to an Airport-owned building shall require the completion of a Tenant Improvement Form that can be obtained from the Airport Office or at [www.painefield.com](http://www.painefield.com). This form must be signed by the Director prior to commencing any work.

### **4.11. Commercial Activities**

#### *4.11.1 General Requirements*

No person shall engage in a business or commercial activity(s), the sale or rental of commodities, supplies or services, or such activity deemed as a business or commercial use, without the express written approval from the Director. Such activities shall also comply with the Rules and Regulations set forth in this document, the Minimum Standards and Guidelines for Commercial Services as adopted by the Airport, and those prescribed by Snohomish County.

#### *4.11.2 Permits, Leases, Contracts*

All applications for lease, permit, contract or any other commercial agreement shall be made through the Director. Said documents shall state type of business and general requirements for conducting such business on Airport property. Before any commercial activity can be performed, all commercial businesses, companies, corporations or individuals desiring to perform business of a commercial nature must possess a signed license, permit, lease, sublease, or binding contract authorizing such actions, which must be approved by the Director.

#### *4.11.3 Required Information*

Any person conducting a business or commercial operation on the Airport must provide to the Director, items consistent with Snohomish County Code including, but not limited to: information regarding the nature of the business, owners and principals of the business, financial statements or other financial documents, or other appropriate information necessary and as depicted in the Minimum Standards, to determine the status and operational stability of said business or commercial operation.

#### *4.11.4 Liability*

Any person engaging in any business or commercial activity on the Airport shall accept all legal responsibilities of the operation and hold Snohomish County, the Snohomish County Airport and all Agents and Employees harmless of any liability incurred because of such operations.

#### *4.11.5 Discrimination*

A person or persons using the Airport or furnishing services to the public shall not discriminate or permit discrimination against another person or group of persons on the grounds of race, color, creed, national origin, gender, religion, disability, or in a manner prohibited by Title VI of the Civil Rights Act of 1964, inclusive of amendments thereof.

#### *4.11.6 Economic Discrimination*

A person engaging in any commercial activity furnishing services to the public upon the Airport shall ensure said service is conducted on a fair, equal, and non-discriminatory basis to users thereof. Such activity or service shall be fair, reasonable, and not unjustly discriminatory based on prices charged for each unit or service rendered, provided that reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions may be made available to volume purchasers.

#### *4.11.7 Aeronautical Activity*

Any person desiring to conduct any aeronautical activity shall comply with standards as set forth in Federal Aviation Regulations, Snohomish County Codes, and the Minimum Standards of the Airport. Any person desiring to fly aircraft for hire or for the transport of goods and materials shall comply with the regulation established in either Federal Aviation Regulation, Part 135 as applied to "Air Taxi and Commercial Operators of Small Aircraft" and shall hold a valid "Air Taxi/Commercial Operating Certificate"; or shall comply with the regulations established in Federal Aviation Regulation, Part 121. Any owner/operator of a commercial operation or business, shall provide to the Director, a copy of the current operating certificate and all applicable licenses.

#### *4.11.8 Inspections*

The Director reserves the right to inspect any commercial operation located on the Airport at any time, with proper notification to the commercial operator or owner.

#### *4.11.9 Fees, Charges*

Business operations may be assessed fees by the Airport for privilege and right to operate upon the Airport and for facilities or space used as a result thereof. Fees shall be assigned and prescribed as per any lease, permit, contract, or agreement and shall be modified, changed, deleted or amended in a written agreement and determined by the Airport.

### **4.12 Associations**

#### *4.12.1 Defined*

An Association is an entity owning a building with two or more hangar units that are located on Airport property and have entered into a recorded lease of property with the Airport.

#### *4.12.2 Management, Communication*

Each Association that maintains space on the Airport grounds shall have an established individual whose sole purpose is to act as liaison between said association and the Airport. This individual may be a hangar owner, tenant, or may be a spokesperson for separately hired management company, all of which are at the discretion and authority of the owners. This individual shall be responsible for reporting all pertinent information regarding association bylaws, unit owners and sublease information, and for maintaining the leased premises according to policies as stated in the applicable lease.

#### *4.12.3 Records*

It is the responsibility of the Association, or group assigned as management, to provide the name, address, email address, phone number, aircraft type, FAA and WSDOT aircraft registration information of each hangar owner on a semi-annual basis. If the hangar is being subleased, then the sublease tenant's name, address, email address, phone number, aircraft type and FAA and WSDOT registration number shall be provided. It is also the Association's responsibility to update the Airport immediately with any tenant information if ownership or sublease records change.

#### *4.12.4 Access*

All Association hangar owners are required to obtain an airfield access card per Section 3.1.8. All sublease tenants, friends, family, etc., shall also be required to obtain an airfield access card per Section 3.1.8, yet will remain the sole responsibility of the hangar owner. Each owner is also required to provide proof of sublease before a card shall be issued to a sublease tenant. Passing of cards to others not authorized is in violation of the Airport Ground Vehicle Training Program and all cards shall be suspended until all pertinent tenants have completed the requirements of Section 3.1.8.

#### *4.12.5 Locks*

All privately owned hangars in an Association must be secured with a padlock maintained and provided by the Association and approved by the Director. Master keys to all units shall be provided for Fire Department access in an approved enclosure or per agreements with the Airport Fire Department.

#### *4.12.6 Maintenance Minimum Standards*

It is expected that aircraft owned by individual hangar owners utilize those services available to them by an FAA approved FBO when the owner or employee is not qualified to maintain or repair their aircraft and where an FAA certificate of proficiency is required. No work, private or commercial, shall be performed by a hired independent mechanic unless that mechanic has written authorization from the Director and all regulations in the Airport Minimum Standards are met.

### **4.13. AVIATION/FLYING CLUBS/PARTNERSHIPS**

#### *4.13.1 Defined*

Any aviation or flying club is defined as a multi-person ownership or non-commercial organization, either in partnership, co-ownership, or a corporation, established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

#### *4.13.2 Approval*

All clubs and partnerships shall be registered with the Director or the Airport Operations Department prior to accepting or occupying a hangar space, purchasing a private hangar, or leasing a tiedown space on the Airport. A copy of the bylaws, charter, articles of association, a partnership agreement, or other documents of the association shall be submitted to the Director. The Director reserves the right to revoke said permit as warranted by unlawful or unethical practices.

#### *4.13.3 Records*

The club or partnership shall furnish the Director or the Airport Operations Department with the aircraft registration number(s), evidence that the aircraft are properly certified by the FAA, and operating rules of the club or partnership. A list of members shall be provided with the names of the officers and directors and shall be revised on an annual basis occurring the first day of January.

#### *4.13.4 Commercialization*

All clubs or partnerships and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club or partnership, except that said club or partnership may sell or exchange its capital equipment. In the event the club or partnerships fails to comply with the conditions of this article, the Director may withdraw the registration to operate and expel all members and aircraft from the Airport.

#### *4.13.5 Utilization of Services, Maintenance*

It is expected that aircraft owned by an aviation club or partnership utilize those services available to them by an FBO when none of the owners is qualified to maintain or repair club or partnership aircraft or accessories, and where an FAA certificate of proficiency is required. A mechanic, authorized and qualified by the FAA, who is a registered member and part owner of the aircraft owned and operated by a club or partnership shall be allowed to perform maintenance work on the said owned aircraft, provided the club or partnership does not become obligated to pay for such work and that type of work is allowed by Building Code and Fire Code to be performed in the hangar or building occupied.

#### *4.13.6 Liability Insurance*

Each aircraft owned by the flying or aviation club or partnership shall have aircraft liability insurance coverage which shall be available for review by the Director upon annual member update or upon any given routine inspection. All aviation or flying clubs or partnerships are required to maintain monetary limits equal to or greater than those listed in the Airport Minimum Standards.

## **4.14 Hangars**

### *4.14.1 General*

This section refers to the general occupancy of general aviation aircraft storage hangars that are owned by the Airport and leased on a month-to-month Agreement.

### *4.14.2 Lease Requirements*

In order to enter into a lease for hangar space, an aircraft must have an FAA approved registration number that is visible on the aircraft, must be registered to the individual, partnership, LLC, or corporation that is applying for said lease, and must be registered with the Washington State Department of Transportation, Aviation Division. Upon lease of a hangar space, all tenants shall provide the Airport with a copy of the FAA Certificate of Aircraft Registration for the aircraft to be stored in said hangar, as well as a Washington State Registration number. If either registration is not in the name of the Lessee, a copy of a valid lease or other documentation showing a possessory interest in the aircraft shall be provided.

### *4.14.3 Motor Vehicles*

Motor vehicles belonging to the hangar tenant, aircraft owner, or guests, may be stored in the hangar while the aircraft is away or for other short durations of time. Additional vehicles accompanying a hangar tenant may be parked within the striped parking spaces on the building ends as per displayed Airport signage. No motor vehicle maintenance is allowed in a hangar storage space as set forth in Section 3.1.14.

### *4.14.4 Motor Vehicle Parking Outside Hangar Space*

No motor vehicle shall be parked or left unattended on a designated taxiway, in any aircraft operating area, or in a manner which limits aircraft operation. Parking in front of aircraft hangars is limited to 15 minutes while the tenant is dropping off items or passengers essential to the operation of an aircraft. During this time, the vehicle owner must be readily available to move the vehicle should the needs of aircraft traffic so dictate. Any vehicles remaining longer than this period or those vehicles left unattended shall be subject to removal and lien in accordance with Section 3.1.15.

### *4.14.5 Storage*

The primary use for each hangar space shall be the storage of aircraft. At least one aircraft, as listed on the lease or rental agreement, shall be stored in each hangar space at all times for there to be incidental storage items thereto. The storage of personal items, in addition to aircraft support equipment storage, shall conform to all local building and fire codes and shall not impede ingress/egress in an emergency situation. The construction of benches, larger tool work areas, and cabinets shall be at the owner's discretion, providing no portion is attached to the hangar structure, no portion impedes, could impair the movement of, or possibly cause damage to the aircraft. It is also the tenant's responsibility to ensure that any incidental items in a hangars space do not affect or cause disruption to any neighboring hangar unit. All items stored in the hangar's space are done so at the tenant's sole discretion and the Airport shall be held harmless for any destruction or damage to said items or to aircraft due to storage of additional items.

#### *4.14.6 Aircraft Maintenance*

Aircraft maintenance is limited to those regulations set forth by the fire code occupancy rating that is designated for that specific hangar space, which is depicted by an Airport Employee when the hangar space is first leased or rented. Unless otherwise noted, all maintenance must be performed by the owner/partner of the aircraft and must comply with all Federal Aviation Regulation standards. Aircraft maintenance may also be performed by a listed member of the aviation/flying club leasing that hangar space, so long as that member is an FAA certified mechanic in good standing and the said aviation/flying club meets all of the standards as set forth in Section 4.12. Any aircraft denoted on the hangar lease as being owned by an LLC or a corporation may have work performed by an employed FAA certified mechanic that is being compensated from an account directly associated with said LLC or corporation. Tenants may also hire an approved FBO located on the Airport, so long as that mechanic and FBO has met all of the requirements and conditions as set forth in the Airport's Minimum Standards.

No tenant shall hire or employ the services from an independent mechanic or any individual that does not meet the criteria set forth in the Airport's Minimum Standards and who does not have the written approval of the Director. Any mechanic not meeting the above-mentioned criteria, and performing work for any tenant on the Airport, will be asked to halt all work and will be subject to immediate expulsion from the Airport grounds until said insurance limits are met and approval has been granted by the Director.

#### *4.14.7 Business Activity*

No person or tenant shall conduct any type of business activity or service from individual storage hangars unless written authorization has been granted from the Director and business is in conformance with the Minimum Standards.

#### *4.14.8 Inspections*

All hangars spaces that are owned and rented by the Airport shall be subject to inspection by the Director or Airport Employees as necessary to determine compliance with the Uniform Fire Code, Washington State Law, Snohomish County Code, and the rules identified herein.

#### *4.14.9 Fire Extinguishers*

Each hangar space shall be furnished with one 5-pound ABC (2, in the case of larger storage hangars) fire extinguisher that is provided, maintained, and inspected by the Airport, and is recommended for the type of hangar occupied. These extinguishers shall be located in a visible area near a hangar exit that shall be kept free and clear of debris, equipment, or items that may preclude its availability. Each extinguisher provided in a hangar shall be maintained and inspected by the Airport. Personal fire extinguishers are allowed, yet will be done so solely at the expense and risk of the hangar tenant. All personal extinguishers shall be adequately maintained per manufacturers recommendations and shall only be allowed if current inspection tags are present and visible.

#### *4.14.10 Flammable Materials*

No flammable liquid or other hazardous material shall be stored in individual hangars in containers of greater than 5 U.S. gallons in capacity. Accumulated storage of such materials shall not exceed a total of 10 U.S. gallons in any one hangar, including empty fuel containers previously used. Oily rags, waste oil, or any other item soiled in a petroleum-based products may only be stored in containers with self closing, tight fitting lids as approved by the Airport Fire Department. Disposal of such items shall be done in accordance with all Environmental Protection Agency guidelines or at small waste sites located on the Airport.

#### *4.14.11 Oxygen or Large Gas Cylinders*

Oxygen or any combustible compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s). Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.

### **Section 5—Amendment**

#### **5.1 Issuance**

Amendments made to these Rules and Regulations shall be issued by the Airport Director after being approved and adopted by the Executive. Proposed amendments thereto shall be sent to each affected tenant(s) for review and comment.

#### **5.2 Notice**

Thirty (30) days notice must be given to all affected parties prior to changes and/or revisions to the Rules and Regulations.

# APPENDIX A

DRAFT

# **PAINE FIELD**



## **MINIMUM STANDARDS AND GUIDELINES FOR COMMERCIAL SERVICES**

**DRAFT**

April 1998  
Snohomish County Airport  
3220 100th Street SW Suite A  
Everett, WA 98204-1390  
(425) 353-2110  
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The Airport has been working on a project to develop **Minimum Standards for aeronautical services** for several years. The Minimum Standards were developed using an Advisory Group of airport users and tenants, the County Risk Manager, County Insurance Advisor and an outside consultant as a sounding board for the complex issues involving aeronautical services at the Airport. There have been multiple advisory group meetings which have included speakers from the FAA and the aviation insurance industry. This effort has been delayed several times by other projects, but it is now basically complete:

### **Paine Field Minimum Standards Project**

The Minimum Standards project was initiated to provide the threshold entry requirements (qualifications, levels of service, facilities, insurance) for those wishing to provide aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. Minimum Standards have been in place at many airports nationwide and are supported by the FAA (see next section) and both of the national airport management associations (AAAE and ACI). Our new Minimum Standards were developed taking into consideration the aviation role of the Snohomish County Airport, facilities that currently exist at the Airport, services currently being offered at the Airport, and the future development and aviation services planned for the Airport. These Minimum Standards and Guidelines contain the minimum levels of service, facilities, staffing, insurance, and environmental compliance that must be met by the prospective service provider. The uniform application of these standards relates primarily to the public interest by discouraging substandard entrepreneurs and mandating insurance coverage levels, thereby protecting the Airport, airport patrons and established aeronautical activities.

### **FAA Position on Minimum Standards**

The FAA strongly encourages, but does not require, an airport sponsor to develop and implement a minimum standards program. The following FAA directives and industry publications deal with the intertwined issues of minimum standards, exclusive rights at airports and airport compliance. Copies of these documents are available at the Airport Office.

#### **FAA & AAAE Directives on Minimum Standards**

1. USDOT FAA ADVISOR CIRCULAR 150/5190-1A  
MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES ON PUBLIC AIRPORTS.
2. FAA PREPARATION GUIDE FOR MINIMUM REQUIREMENTS FOR AIRPORT AERONAUTICAL SERVICES.
3. USDOT FAA ADVISORY CIRCULAR 150/5190-2A  
EXCLUSIVE RIGHTS AT AIRPORTS.
4. USDOT FAA ORDER 5190.6A  
AIRPORT COMPLIANCE REQUIREMENTS.
5. AAAE AIRPORT SPONSORS GUIDE TO PREPARING MINIMUM STANDARDS FOR AIRPORT AERONAUTICAL SERVICE PROVIDERS AND AIRPORT OPERATING RULES AND REGULATIONS

## **Overview of Paine Field Minimum Standards and Guidelines for Commercial Services**

Commercial services include both aeronautical and non-aeronautical providers. This first effort to develop minimum standards was focused on aeronautical service providers such as FBOs. Non-aeronautical services (restaurants, taxi cabs, etc.) will be addressed at a future time. Aeronautical service providers were broken down as Full-Service and Limited Service FBOs and Independent providers. In each category and sub-category the services and requirements have been listed. As an example, a Full Service General Aviation FBO (Flight School, Rental, Maintenance) would provide avgas, maintenance & repair, tiedown, pilot supplies, aircraft rental, flight instruction, etc. This business would need to provide certain facilities, personnel, equipment and hours of service. Specific types and amounts of insurance are also delineated.

### **The types of service providers include:**

- Fixed Base Operators-Full Service
  - General Aviation-Flight School, Rental, etc.
  - General Aviation-Corporate
- Fixed Base Operators- Limited Service
  - Aircraft Maintenance and Repair
  - Aircraft Rental
  - Flight Instruction
  - Specialty Services
  - Aircraft Sales
  - Air Taxi/Charter
  - Flying Club
  - Fuel Wholesale & Retail
- Independent Providers
  - Mechanic
  - Flight Instructor

### **Minimum Standards Requirements**

- Service to be provided
- Land and Facilities
- Personnel
- Equipment
- Hours of Service
- Insurance

### **Application to Provide Commercial Service**

If an individual or firm desires to provide commercial services at the Airport they will be provided with a copy of the Minimum Standards, which include definitions, the application process for a prospective business and the Airport's criteria for approving the application. (Commercial service means any trade, commerce or business involving the exchange of goods, property or services of any kind. This includes an independent mechanic who offers repair or inspection services on the Airport) Each business will be required to be properly registered with the state and submit applicable reports and tax revenues accordingly.

### **Minimum Standards Policy on Fuel Sales**

An example of Minimum Standards would be in the sale of aviation fuel. Fuel sales of avgas and jet fuel are restricted to

Full Service FBOs and Fuel Wholesale/Retail suppliers. The rationale behind this policy is to ensure that the businesses given the authorization to sell fuel also provide significant services to the Airport and its aviation users and invest in the Airport infrastructure (example: a fuel farm). Fuel dealers also must meet numerous FAA, fire code, building code, equipment and training standards.

### **Minimum Standards Policy on Independent Mechanics**

Another example of minimum standards could be in mechanical repairs and inspections. An individual desiring to provide these commercial services needs to meet the FAA licensing and currency requirements, have the appropriate tools and technical manuals, be properly registered with the state and meet minimum insurance requirements. The specific services, service areas and environmental (hazmat) plan would also need to be reviewed and approved. The effect of these minimum standards is to require off-airport mechanics and IA's to demonstrate that they are qualified to provide aviation mechanical services, that they are properly licensed to conduct business in this state, have an acceptable environmental plan and have met the County Risk Manager's requirements for insurance.

### **A Message from the Airport Director**

Minimum Standards can be a complex and contentious subject. We have done an extensive review of the FAA directives, risk management issues and tenant desires. I don't feel that our new policy is perfect nor that it is the final word, but I do feel we have done a credible job in addressing the issues. This program has been generally discussed with the County Council and the County Executive's Office, but has not been formally submitted for review and adoption. Rather, since approval of the Minimum Standards is within the current authority of the Airport Director it will be put into effect as an administrative policy. Appeals to any administrative policy or decision can be addressed to the County Executive's Office. The Minimum Standards will be implemented this month beginning with an education program. Copies of the Minimum Standards are being mailed to each person who participated in the advisory group meetings and are available by calling or visiting the Airport Office (425-353-2110). For further information, contact **Dave Waggoner**, Airport Director (extension 2224), **Bill Dolan**, Deputy Director (extension 2228) or **Bruce Goetz**, Superintendent of Operations (extension 2230).



Dave Waggoner  
Airport Director

## SECTION 2 - DEFINITIONS

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**Aeronautical Activity** - means any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, air cargo, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts, and aircraft storage.

**Aeronautical Service** means any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease or permit from the airport owner to provide such service.

**Non-Aeronautical Service** - means any service commonly conducted at an airport which provides service or products which are not associated with aviation. These activities include restaurants, mobile catering & food service, espresso/sandwich service, taxi service, car rental, and mobile service vans.

**Airport** means the Snohomish County Airport, and all of the property, buildings, facilities and improvements within the property boundaries of such airport as it now exists on the Airport Layout Plan or Exhibit A or as it may hereinafter be extended, enlarged or modified.

**Airside** means the runways, taxiways, ramps, aprons, buildings, and facilities inside the security fence.

**Commercial Service or Activity** means any trade, commerce or business involving the exchange of goods, property or services of any kind.

**FAA** means the Federal Aviation Administration.

**FAR** means Federal Aviation Regulations.

**FBO** means a Fixed Base Operator duly licensed and authorized by written agreement with the airport owner to provide aeronautical services at the airport under compliance with such agreement and pursuant to these regulations and standards. By definition an FBO has a “fixed base” of operations, i.e. an office, hangar or shop on the airport, approved for commercial operations.

**Flying Club** means a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques. See the Airport Rules and Regulations for requirements.

**Fuel** means aviation gasoline, automotive fuel, diesel or jet fuel.

**Independent Flight Instructor** means a single individual, working alone without employees or partners, who provides a commercial service as a flight instructor.

**Independent Mechanic** means a single individual, working alone without employees or partners, who provides a commercial service in the maintenance and repair of aircraft and/or aeronautical components.

**Landside** means all buildings and surfaces on the airport used by surface vehicular and pedestrian traffic which are located outside the airside security fence.

**Minimum Standards** means the standards which are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity or provide a commercial service on the airport.

**Person** means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.

**Self - fueling operator** means a person who dispenses aviation fuel to aircraft owned by such person, or leased from others and operated by such person. See Airport Rules and Regulations for requirements and procedure.

**SECTION 3 - MINIMUM STANDARDS FOR ALL FBOs**

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**A. The following minimum standards shall apply to all prospective aeronautical service providers wishing to become Full Service or Limited Service FBOs at the Airport:**

1. The applicant shall agree to a lease for a term to be mutually agreed upon between the parties with due consideration for the applicant’s financial investment and the need to amortize improvements to the leasehold. The lease will include appropriate office, hangar or shop space for the proposed services and may be with the Airport or with a tenant on the Airport. The applicant must obtain the Airport Director’s approval prior to beginning commercial operations, regardless of whether the lease is with the Airport or with a tenant of the Airport.

2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction and in such manner as to meet with the approval of the Airport Director.

3. Demonstrate adequate resources to realize the proposed business objectives. This includes tools and FAA manuals, documentation and updates for the proposed business.

4. The prospective FBO shall lease or otherwise have adequate access to an appropriate amount of building and land space for the proposed service, including adequate floor space for hangar, shop, office, customer lounge and rest rooms, which shall be properly heated and lighted, and shall provide public telephone facilities for customer use. A Snohomish County Certificate of Occupancy must be obtained prior to beginning commercial operations.

5. The prospective FBO shall have the premises open and services available appropriate hours and days a week, and shall make provision for someone to be in attendance in the office or available at all times during the required operating hours.

6. The prospective FBO shall demonstrate its ability to acquire insurance coverage as stipulated in Appendix A. An FBO should make its own analysis to determine if more is needed.. Higher coverage limits may be appropriate for some operations. Insurance coverage will be reviewed by the Snohomish County Risk Manager as applications are received. The Risk Manager may require different coverage based on review of the proposed business and the background of the applicants.

7. The prospective FBO shall possess a valid Washington State Tax ID Number, collect appropriate sales tax on revenue, file tax reports with the Department of Revenue and IRS and make all appropriate tax payments required by law.

8. Additional specific requirements for individual types of FBO businesses are listed in APPENDIX A.

**B. Demonstration of intent to conduct a business operation at the Airport shall be by application to the Snohomish County Airport Director. The written application shall contain at the minimum:**

1. The proposed name and nature of the business, including intended services.
2. The names, addresses and phone numbers of all individuals who would be owners, partners or managers of the business. Copies of current FAA licenses and certificates which would be required for the proposed business.
3. A current financial statement for the business and/or owners. Certification by a Certified Public Accountant may be required.
4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
5. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
6. A list of employers or work history providing information covering last five years.
7. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport for the proposed business. Applicant must comply with County building code, fire code, and permit requirements. Building permit applications will require the approval of the Airport Director prior to submission to the County Department of Planning and Development Services.
7. An operations plan providing summary of intended use of airport facilities, including proposed environmental compliance plan.
8. Evidence of ability to acquire required insurance coverage. Such policies shall not be for less than the amounts listed at APPENDIX A.
9. A financial and technical business plan forecasting business development and demonstrating finances necessary to conduct the proposed operation and the capability to meet FAA requirements for the proposed service.
10. Such other information as the Airport Director may reasonably require.

**C. All applications will be reviewed and acted upon by the Airport Staff within 90 days from the receipt of the complete written application. Applications may be denied for one or more of the following reasons:**

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards Guidelines.

2. The applicant's proposed operations or construction will create a safety or environmental hazard on the Airport.
3. The granting of the application will require the expenditure of airport funds, labor or materials on the facilities described in or related to the application, or the operation could have a negative impact on the Airport's financial operations.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant.
5. The proposed operation, airport development or construction does not comply with the approved Master Plan and Airport Layout Plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present tenant, such as problems in aircraft traffic or service, vehicular access and egress, or noise to existing tenants.
7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. Any party applying, or having an interest in the business, has a record of violating the rules, regulations or minimum standards of the Airport or any other airport, the Federal Aviation Regulations, the Snohomish County Code, or local health regulations.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Snohomish County Airport or any lease or other agreement with another airport or entity.
10. Any party applying, or having an interest in the business is not sufficiently credit worthy and responsible in the judgment of the Airport Director to provide and maintain the proposed business and to promptly pay amounts due under the lease.
11. The applicant does not have the finances necessary to conduct the proposed operation.
12. The applicant has committed any crime, or violated any ordinance, rule or regulation, which adversely reflects on its ability to conduct the proposed operation.
13. The proposed business does not meet the local, state, and federal requirements for environmental compliance.
14. The proposed construction would detract from the physical appearance of the airport, is of low quality or lacks durability.

## **SECTION 4 - MINIMUM STANDARDS FOR INDEPENDENT MECHANICS AND FLIGHT INSTRUCTORS**

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**A. The following minimum standards shall apply to all prospective aeronautical service providers wishing to offer their services for compensation as an Independent Mechanic or Independent Flight Instructor at the Airport.**

1. The applicant shall obtain an Independent Aeronautical Service Provider Authorization from the Airport Director.

2. The applicant shall have such technical background and shall have demonstrated his technical capability to the satisfaction and in such manner as to meet with the approval of the Airport Director. This includes appropriate FAA certifications and stable work history. (Note: FAA certifications alone, without significant documented work history, will not meet this requirement.)

3. Demonstrate adequate resources to realize the proposed business objectives. This includes finances, tools, FAA manuals and documentation for the proposed business.

4. Provide a communications plan which allows customers to make contact within a reasonable timeframe.

5. The applicant shall demonstrate his ability to acquire insurance coverage as stipulated in APPENDIX A. An applicant should make his own analysis to determine if more is needed. Higher coverage limits may be appropriate for some operations. Insurance coverage will be reviewed by the Snohomish County Risk Manager as applications are received. The Risk Manager may require different coverage based on review of the proposed business and the background of the applicants.

6. The applicant shall possess a valid Washington State Tax ID Number, collect appropriate sales tax on revenue, file tax reports with the Department of Revenue and IRS and make all appropriate tax payments required by law.

7. Additional specific requirements for Independent Mechanics and Independent Flight Instructors are listed in APPENDIX A.

**B. Demonstration of intent to conduct a business operation at the Airport shall be by application to the Snohomish County Airport Director. The written application shall contain at the minimum:**

1. The proposed name and nature of the business, including intended services.

2. The name of the person making the application. Copies of current FAA licenses, certificates, and currency records which would be required for the proposed business.

3. A current financial statement for the business owner.

4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.

5. A current credit report.

6. A list of employers or work history providing information covering last five years.

7. An operations plan providing summary of intended use of airport facilities, including proposed environmental compliance plan.

8. Evidence of ability to acquire required insurance coverage. Such policies shall not be for less than the amounts listed at APPENDIX A

9. An operations and technical business plan forecasting business development and demonstrating the capability to meet FAA requirements for the proposed service. Independent mechanics will be required to present a plan for obtaining appropriate FAA documentation (manuals, AD's, updates etc.) for the work they intend to perform.

10. Such other information as the Airport Director may reasonably require.

**C. All applications will be reviewed and acted upon by the Airport within 90 days from the receipt of the complete written application. Applications may be denied for one or more of the following reasons:**

1. The applicant does not meet qualifications, standards and requirements established by these minimum standards.

2. The applicant's proposed operations will create a safety or environmental hazard on the Airport.

3. The granting of the application will require the expenditure of airport funds, labor or materials on the facilities described in or related to the application, or the operation could have a negative impact on the Airport's financial operations.

4. There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant.

5. The proposed operation does not comply with the approved Master Plan and Airport Layout Plan.

6. The applicant has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.

7. The applicant has a record of violating the rules, regulations or minimum standards of the Airport or any other airport, the Federal Aviation Regulations, the Snohomish County Code, or local health regulations.

8. The applicant has defaulted in the performance of any lease or other agreement with the Snohomish County Airport or any lease or other agreement with another airport or entity.

9. The applicant is not sufficiently credit worthy and responsible in the judgment of the Airport Director to provide and maintain the proposed business.

10. The applicant does not have the finances necessary to conduct the proposed operation.

11. The applicant has committed any crime, or violated any ordinance, rule or regulation, which adversely reflects on its ability to conduct the proposed operation applied for.

**SECTION 5 - APPEAL PROCESS**

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Individuals who feel they have been unfairly treated by this process or by interpretations or decisions by the Airport Director may submit a written request for review to the County Executive, who will make a final determination.

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FIXED BASE OPERATORS											
FULL SERVICE					LIMITED SERVICE					INDEPENDENT	
General Aviation Flight School, Rental, Maintenance	General Aviation Corporate	Aircraft Maint and Repair	Aircraft Rental	Flight Instruction	Specialty Services	Aircraft Sales	Air Taxi Charter	Flying Club	Fuel Wholesale & Retail	Independent Mechanic	Independent Flight Inst.
<p><b>SERVICES:</b></p> <p>Avgas fuel, Maint/Repair, Tiedown, Pilot supplies, Oxygen Servicing, Ramp services, and Act. Rental/ Flight Instruction or Terminal services</p>	<p>Jet Fuel, Maint/Repair, Tiedown, Pilot supplies, Oxygen Servicing, Ramp services and Terminal services</p>	<p>Airframe, power plant and accessory repair</p>	<p>Aircraft check out and rental</p>	<p>Ground school and flight instruction for private pilot or other FAA ratings</p>	<p>Avionics &amp; instrument repair, propeller service, refurbishment (paint/interiors), modifications, pilot shop, parts, supplies</p>	<p>GA Aircraft sales</p>	<p>Air Taxi &amp; charter</p>	<p>Club flying only, no revenue flights. See Airport Rules and Regulations.</p>	<p>Wholesale &amp; retail sales of jet fuel and avgas</p>	<p>Mobile airframe, powerplant, &amp; accessory maintenance and inspection</p>	<p>Flight instruction for private pilot or other FAA ratings</p>
<p><b>LAND:</b></p> <p>3:1 land to building, auto parking, plus 15 tiedown spots</p>	<p>3:1 land to building, auto parking, plus 1.2 acres paved ramp for aircraft tiedown</p>	<p>3:1 land to building, auto parking, plus 3 tiedowns</p>	<p>3:1 land to building, auto parking, plus 3 tiedowns</p>	<p>3:1 land to building, auto parking, plus 3 tiedowns</p>	<p>3:1 land to building, auto parking, tiedown spots</p>	<p>3:1 land to building, auto parking, tiedown spots</p>	<p>3:1 land to building, auto parking, tiedown</p>	<p>Hangar or tiedowns for each aircraft</p>	<p>3:1 land to building, auto parking, seback for fuel storage.</p>		
<p><b>FACILITIES:</b></p> <p>1000 sqft office, 2000 sqft hangar, pilot lounge,</p>	<p>1500 sqft office/terminal, 4,000 sqft hangar</p>	<p>200 sqft Office, 2000 sqft hangar</p>	<p>300 sqft office, pilot lounge</p>	<p>800 sqft office</p>	<p>As required</p>	<p>300 sqft office,</p>	<p>terminal agreement with airport</p>		<p>25,000 gal each jet fuel &amp; avgas, 300 sqft of office</p>		
<p><b>PERSONNEL:</b></p> <p>1 mech, 1 CFII, 1 ramp fueler</p>	<p>1 mech, 1 IA, 1 ramp fueler, 1 terminal recep-</p>	<p>1 mech, 1 IA</p>	<p>1 CFII, 1 mech</p>	<p>1 CFII, 1 mech</p>	<p>As required</p>		<p>As required by FAA</p>		<p>Part 139 Training</p>	<p>IA</p>	<p>1 CFII</p>
<p><b>EQUIPMENT:</b></p> <p>3 aircraft, fuel truck or self serve fuel station, tow tractor capable of 10,000 lb acft tow</p>	<p>fuel truck or self-serve fuel station, tow tractor capable of 30,000 lb acft tow</p>		<p>2 aircraft</p>	<p>2 aircraft</p>		<p>1 aircraft</p>	<p>1 aircraft</p>	<p>1 aircraft</p>	<p>Fixed or mobile fuel delivery systems</p>		
<p><b>HOURS:</b></p> <p>Fuel avail 12 hours/day summer, 10 hours winter, Office open 8:00 am every-day except holidays.</p>	<p>Fuel avail 12 hours/day summer, 10 hours winter, On call fuel avail anytime. Office open 8:00 am till 5:00 pm everyday.</p>	<p>40 hours week, msg service</p>	<p>40 hours week, msg service</p>	<p>40 hours week, msg service</p>	<p>40 hours week, msg service</p>	<p>40 hours week, msg service</p>	<p>40 hours week, msg service</p>	<p>Fuel avail 12 hours/day summer, 10 hours winter, On call fuel avail anytime. Office open 8:00 am till 5:00 pm everyday.</p>	<p>Available by phone</p>	<p>Available by phone</p>	<p>Available by phone</p>
<b>LIABILITY INSURANCE:</b>											
Premises	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M	\$2M	\$1M	\$1M
Products	\$1M	\$1M	NA	NA	\$500K	\$500K	NA	NA	\$2M	\$1M	NA
Completed Operations	\$1M	\$1M	NA	NA	\$500K	NA	NA	NA	\$2M	\$1M	NA
Hangarkeeper	\$50K/\$300K	\$100K/\$300K	\$100K/\$300K	NA	\$50K (3)	\$50-\$300K	NA	NA	NA	\$50-100K	NA
Aircraft	\$1M/\$100K per seat	NA	\$500K/\$100K	\$500K/\$100K	NA	NA	\$500K/\$100K	\$500K/\$100K	NA	NA	\$500K/100K

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