

PAINE FIELD RULES AND REGULATIONS



October 22, 2021

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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 of Everett, WA	
Latitude	47° 54' 26.933" N	
Longitude	122° 16' 52.495" W	
Elevation	606' MSL	
Runways	16R-34L	9010'x150'
	16L-34R	3004'x75'
Hours	24 hours (ATC 0700-2100L)	

Forward

As authorized under Chapter 14 Revised Code of Washington, and according to the Snohomish County Code, these Rules and Regulations are fully enforceable, applicable, and valid within the boundaries of the Snohomish County Airport. The following Rules and Regulations shall govern and ensure compliance with all activities, aeronautical or other, on the Snohomish County Airport. These Rules and Regulations intend 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 to be construed in conformity with all Federal, State, and Local laws. 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 federal, state, and local laws, a tenant's existing lease, license, easement, or other 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 airport office and online at www.painefield.com. 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.

In case any section(s) or part of any section(s) of these Rules and Regulations shall be found invalid for any reason, the remainder shall not thereby be invalidated but, by the intention of the airport herein expressed, shall remain in full force and effect. All sections and individual provisions are hereby declared separable and independent of all others.

Air Traffic Control Tower (ATCT) and Federal Aviation Administration (FAA) Rules and Regulations as established by the FAA and currently in effect are hereby adopted by reference and made a part of these rules as fully as if the same and each of them was set forth herein.

The Airport Director or designee may suspend or restrict any or all aircraft operations on the Airport whenever such action is deemed necessary in the interest of safety.

In addition to these regulations, the Airport Director or designee is empowered to issue such other instructions, standards, policies, procedures or practices as may be deemed necessary for the safety and well-being of Airport users or otherwise in the best interests of the airport.

All conditions set forth in these Rules and Regulations shall be in conformity and consistent with current FAA and other governmental rules and regulations.

The Airport assumes no responsibility for damage, loss or injury on Airport property.

Section 1 – Definitions

*Definitions are subject to amendments in law or common aviation practices.

Authorized Signatory: TSA defines an Authorized Signatory as an individual or designated representative authorized to sponsor, request and terminate airport identification badges and proximity pins.

Air Carrier: A Carrier certificated by the Secretary of Transportation under 49 U.S.C. § 41102 and 49 U.S.C. § 41103.

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

AIM: Aeronautical Information Manual.

Air Operations Area or AOA: All airport areas where aircraft can operate, either under their power or while in tow. The AOA includes runways, taxiways, and ramp areas. Map available at the Airport Office.

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

Air Traffic Control or ATC: A service operated by the FAA to coordinate the safe, orderly, and expeditious flow of air traffic.

Airport Traffic Control Tower or ATCT: 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: Any device that is used or intended to be used for flight in the air.

Aircraft Incident: An occurrence associated with the operation of an aircraft that affects or could affect the safety of operations.

Aircraft Movement Area or AMA: The area within the AOA that requires a vehicle to be equipped with an operating amber beacon and an individual to establish two-way communication on the appropriate radio frequency via Airport Traffic Control Tower or Common Traffic Advisory Frequency. The area includes all runways and taxiways.

Aircraft Washrack: Airport-approved location where the only aircraft are allowed to do aircraft washing. No degreasing is allowed. No vehicle washing is allowed.

Airport: Snohomish County Airport at Paine Field.

Airport Charges: 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 an officially adopted regulation and/or tariff including but not limited to the cost of sale and related expenses.

Airport Controlled Parking Area: A publicly accessible parking lot or area on airport property that is not leased or under the legal control of another entity other than the Airport.

Airport Director: The representative appointed by the Snohomish County Executive and confirmed by the Snohomish County Council to manage, superintend, control, and protect the Airport as provided by state and county law.

Airport Employee: An individual, employed by Snohomish County Airport, working as a duly authorized and/or designee of the Airport Director.

Airport Security Coordinator or ASC: Airport Director, airport security, or designee responsible for all federal security compliance and coordination.

Airport Security Plan or ASP: The main body of a document that details different security functions and procedures that are carried out to safeguard passengers, personnel, airlines, aircraft, and properties.

Airport Credentialing Office: The office responsible for the issuance of Airport Security Identification Badges and proximity pins.

Airport Identification Badge: A Snohomish County Airport issued security badge, including Sterile Area Badge, AOA/Driving Badge, and SIDA Area Badge

Americans with Disabilities Act or ADA: The Americans with Disabilities Act of 1990 is a civil rights law that prohibits discrimination based on disability.

Associations: 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.

Automatic Terminal Information Services or ATIS: The continuous broadcast of recorded non-control information in selected high activity terminal areas.

Code of Federal Regulations: The Code of Federal Regulations is the codification of the general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States.

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

Controlled Airspace: An airspace of defined dimensions within which air traffic control service is provided to flights following the airspace classification.

Council: Snohomish County Council.

County: Snohomish County, a political subdivision of the state of Washington.

CTAF: Common Traffic Advisory Frequency.

Designee: An employee authorized by the Airport Director to act on the Airport Director's behalf.

Executive: Snohomish County Executive.

FAA: Federal Aviation Administration of the United States of America.

FAR: Federal Aviation Regulations.

Fixed Base Operator or FBO: An airport business operator who enters into a written or oral agreement with the Airport Director to conduct a business of an aviation nature on the airport premises.

First Amendment Activities: An individual and/or group seeking to engage in activities implicating the First Amendment, such as distribution of literature, charitable solicitation, and expressions of opinions and ideas in various forms with other like-minded individuals.

Foreign Object Debris or "FOD": Any object foreign to an aircraft vehicle's systems or engine inlets including, but not limited to, bag tags, plastic sheeting, rocks, cans, paper products, nuts, and bolts, wood, and garbage.

Flying Club: Group of four or more persons in 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.

Ground Service Equipment: Vehicles, carts, and devices that are used in the process of servicing aircraft at the Airport.

Ground Service Operators: All firms or persons operating on the Airport under a contract with an air carrier to provide ground handling support service to aircraft including aircraft fueling (includes into-plane agents), loading/unloading aircraft baggage, mail and cargo, aircraft movement (includes towing) and/or aircraft maintenance, interior/exterior aircraft cleaning, and aircraft water, lavatory, and de-icing services.

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

IFR: Instrument Flight Rules.

IncurSION (Runway/Taxiway): The occurrence of any unauthorized intrusion onto a runway, regardless of whether or not an aircraft presents a potential conflict.

Landside: Area outside of the airfield security perimeter fencing that has business facilities, parking, roads, public transport facilities, and loading and unloading areas.

Leasehold: An area leased or subleased under a Signatory Agreement, Operating Permit, Lease Agreement, License, Hangar Lease, Hangar Rental Agreement, Concession Agreement, and any other agreement by which the tenant is permitted to use County property.

Light Aircraft: Aircraft whose Maximum Takeoff Weight (MTOW) does not exceed 12,500

pounds.

Large Aircraft: Aircraft whose Maximum Takeoff Weight is greater than 12,500 pounds.

Minimum Standards: Qualifications that set forth the minimum requirements to be met as a condition for the right to conduct an aeronautical activity at the Airport.

Oil Recycle Centers: Airport-approved location where only aircraft oil is permitted to be disposed of.

Parking: 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 emergencies, for some time over two minutes, whether or not such a vehicle is accompanied by an operator.

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

Positive Escort: To accompany or maintain constant audible and visual contact with an individual or group that does not have unescorted access authorized into or within a Secured Area.

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

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

RCW: Revised Code of Washington.

Restricted Area: The area of the airport is restricted by order of the Airport Director for use by aircraft and 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.

Runway: A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Security Key/Proximity Pin: Electronic keys that are assigned/tracked and control high-security doors or gates that provide access with higher security locks.

Secured Area: A portion of an airport, specified in the airport security program, in which certain security measures specified in Title 49 of the Code of Federal Regulations are carried out.

Security Identification Display Area (SIDA): Security Identification Display Area is a special security area designated by an airport operator in the US to comply with Transportation Security Administration) requirements directed by TSA 1542.205. At Snohomish County Airport the SIDA Badge must be displayed at all times while on Airport property.

SCC: Snohomish County Code.

Sterile Area: The “Sterile Area” refers to portions of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which the access generally is

controlled by TSA, an aircraft operator, or a foreign air carrier.

Taxilane: 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: All areas within the aircraft movement and non-movement areas that are used for the 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.

Terminal: Gates, Ticket Counters, Baggage Areas, office space, storage areas, concourses, lobbies, VIP lounges, terminal arrival areas, employee break rooms, and public areas located within the “drip-line” of the passenger terminal building at the Airport. For purposes of this definition, the “drip-line” shall mean the footprint (improved or unimproved) inside the outer limits of the passenger terminal building, which in all cases should not extend beyond the roof-drip line. **The terminal is privately owned and operated by Propeller Airports.*

Tenant: A person who enters into a written agreement with the County to engage in a business or other authorized occupancy on airport premises.

U.A.S.: A UAS is an “aircraft” (commonly “unmanned”) as defined in the FAA’s authorizing statutes and is therefore subject to regulation by the FAR Part 107 49 U.S.C. § 40102(a)(6) defines an “aircraft” as “any contrivance invented, used, or designed to navigate or fly in the air.”

U.S.C.: The United States Code of laws is the official compilation and of the general and permanent federal statutes of the United States.

Ultralight: Any aircraft as defined in FAR Part 103.

Vehicle: 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).

Violations: The commission of an act that violates Airport Rules and Regulations, Airport Safety Program, Ground Vehicle Program, Security Plan, or Code of Federal Regulation (CFR) Part 1500 or any other federal, state, or local applicable laws.

VFR: Visual flight rules.

**Definitions may be revised from time to time as necessary.*

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 and Snohomish County Code, the authority for the construction, alteration, enlargement, improvement, maintenance, operation, and regulation of the airport and airport property is vested in the Executive. Except as otherwise provided by the charter 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 management and operation of the Airport and all related facilities. Airport Director or designee is used throughout Airport Rules and Regulations and the Minimum Standards. This means that the authority vested in the Airport Director is then transferred down to the airport’s main departments; Airport Operations, Airport Fire, Airport Maintenance, Airport Finance, Airport Engineering, and Airport Police. For example Airport Operations Specialists have the authority to confiscate and deactivate airfield badges for security violations.

2.2 Application

2.2.1 General

The rules and regulations hereinafter set forth shall apply to and be in full force and effect upon the Snohomish County Airport 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 Designee under the direct supervision of the Airport Director.

2.2.3 Operation

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

2.3. Enforcement

2.3.1 Authority

All persons using or entering the facilities of the Airport shall be governed by these Rules and Regulations. In addition to any penalties otherwise imposed by federal, state, or local law, including FAA regulations, any person violating these rules and regulations, or operating or handling any aircraft in violation of these rules and regulations, or failing or refusing to comply

with these rules and regulations may be promptly removed or ejected from the airport by or under the authority of the Airport Director or Designee, or upon the Airport Director's order such person may be temporarily barred or deprived of the further use of the Airport and its facilities pending presentation of the matter to the County Executive. Upon the order of the Executive, such person may be deprived of the further use of the Airport and its facilities for such length of time as may be deemed necessary by the Executive to ensure the safeguarding of the Airport, its operations, and the public use thereof and the County's interest therein.

2.3.2 Applicable Laws

All penal laws of the State of Washington apply to the area of the Snohomish County Airport, and the violators thereof are subject to arrest by authorized law enforcement officers. All tenants, lessees, permittees, or concessionaires at the airport shall comply with all requirements of the Snohomish County regulations.

All traffic laws of the State shall apply to vehicles operating at the Airport. Any violation of this chapter shall be deemed a traffic infraction and be subject to all the provisions of chapter 46.63 RCW. Violations are subject to the jurisdiction of the Everett district court.

All Airport users are subject to all applicable FAA, TSA regulations and directives while operating within the Airport. Upon the order of the Executive, such person may be deprived of the further use of the Airport and its facilities for such length of time as may be deemed necessary by the executive to ensure the safeguarding of the Airport, its operations, and the public use thereof and the County's interest therein.

2.4. User Responsibility

2.4.1 User Conduct

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 User Responsibility for Damage

No person shall injure, destroy or disturb any buildings, signs, equipment, landscaping, or other property on the airport grounds. Violators are liable for all costs of damage done to Snohomish County property and may face civil or criminal penalties for damages.

2.5. Restricted Areas

2.5.1 Authorization and Supervision

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

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, through their premises per 49 CFR § 1542.20. Bearing witness to any airport safety or security violation requires mandatory reporting to Airport Law Enforcement or Airport Operations per 49 CFR Part 1540 and 49 CFR Part 1542.

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 AOA Vehicle Training requirements as described in Chapter 3.1.8, or are under positive escort by an authorized airport badge-holder.

2.6. No Trespassing in Restricted Areas

2.6.1 Airport Security Fencing

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 each gate entrance onto the AOA. Entrance into the AOA without prior permission from the Airport Director or Designee is trespassing and will be subject to prosecution per RCW 9A.52.

2.6.2 Security Identification Display Area, or SIDA, is a special security area designated by Snohomish County Airport in compliance with Transportation Security Administration (TSA) requirements directed by Transportation Security Regulation 49 CFR § 1542.205.

2.6.3 No Trespassing in Restricted Areas (SIDA)

SIDA (Security Identification Display Area) is a highly secured location within the terminal ramp area that is **OFF-LIMITS** to non-SIDA badge holders. The restricted area is denoted by a thick red line that has “Restricted Area” stenciled in white. All authorized individuals must possess and display a valid SIDA badge or be under positive escort from an authorized SIDA badge-holder with an official business need to access the restricted area.

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 (SCC) 10.28.050, 15.08, 30.27.010, and applicable land-use restrictions.

2.7.2 Removal

The Airport Director or Designee may remove any 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 tenant's business, services, or directional signs to tenants' businesses on the Airport or any alteration to an existing leased structure that is displayed to the public must be approved by the Airport Director or Designee before installation, modification, or construction per Snohomish County Code (SCC) 15.08.209. No signs or other advertising shall be placed or constructed upon the Airport or any building, structure, or improvement thereon without prior approval of the Airport Director or Designee. No signs or advertising shall be permitted if, in the Airport Director or Designee's opinion, is unnecessary or would create a safety hazard, or that is inconsistent with the Airport Sign Standards. Subject to the terms in the lease or license, the Airport may refuse and will remove any signs, banners, displays, paintings, or flyers displayed by that business that has not received prior approval from the Airport Director.

2.7.4 Inappropriate Material

The Airport Director or Designee 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 per the Revised Code of Washington (RCW) 9.68 and Snohomish County Code (SCC) 10.04.090.

2.8. Animals

Dogs and other domesticated animals may be permitted if restrained by leash or confined in such a manner as to be under control and the Americans with Disabilities Act (ADA) for Title II and Title III. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. It is the owner's responsibility to clean up after their animals on or around Airport grounds at all times. The Airport Director reserves the right to revoke the privilege of having a non-ADA-compliant service animal on the airport property.

2.9. Lost or Found Articles

2.9.1 Reporting Lost Articles

All lost articles outside of the leased area of the terminal should be reported to the Airport Office or a Designee as soon as it is discovered missing. If necessary, a case report can be filed with the proper law enforcement agency. All lost items involving commercial service and are located within the leased property of the commercial terminal shall report any lost items to the Terminal Operations team (Propeller Airports).

2.9.2 Disposal of Lost Property (Non-Commercial Terminal)

The Airport shall attempt to notify the apparent owner of any found property returned to the Airport

Office. All found items returned to the Airport Office 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.

2.9.3 Disposal of Property Abandoned in Hangar or Lessee Premises

Any property left after the termination of a hangar agreement or lease shall conclusively be deemed to have been abandoned and to have become the property of the County and will be disposed of in compliance with state and local laws.

The County has the right to remove and dispose of the property at the expense of the Tenant or Lessee or has the right to remove and store any or all of such property, at the expense of the Tenant or Lessee. The County shall have a lien on such property for reasonable storage, and removal charges, and any other charges, including disposal, the County may have against the Tenant or Lessee and shall have the right to sell any or all of such property and dispose of the proceeds as provided in RCW 60.60.030 and 60.60.040.

At all times the Tenant or Lessee shall bear all risk of loss or damage to any equipment, machinery, etc., or personal property placed in or on the premises or any other Airport premises by the Tenant or Lessee.

2.10. Sanitation

2.10.1 Refuse Containers

Garbage, papers, refuse or other material shall be placed in the designated receptacles. All trash containers shall be covered to prevent refuse from escaping. Only refuse generated from on-Airport non-commercial activities shall be disposed of in Airport provided containers. It is mandatory that all Foreign Object Debris be removed from the airfield upon notice and placed in trash container or to the Airport Operations (i.e. piece of an aircraft, personal item, etc.)

2.10.2 Hazardous Waste

Airport users will not cause or permit in any manner, including accidental or non-negligent acts or omissions, the release of any hazardous substance, waste, or pollutant or contaminant into, upon, or from any Airport property contrary to any local, state, or federal law, or regulation. The responsible party for the release shall immediately notify the Airport Director, the State Department of Ecology, and any other involved agency in writing of any such release. The responsible party shall be held completely liable for any consequences of such a release, including all liability under any federal, state, or local laws. The responsible party shall have full obligation for completely cleaning up any and all contamination from a release as may be required by any governmental agency.

As used in this section, "Hazardous Substances" means any chemical, substance, material, waste or similar matter defined, classified, listed or designated as harmful, hazardous, extremely hazardous, dangerous, toxic or radioactive or as a contaminant or pollutant, or other similar terms, by, and/or which are subject to regulation under, any federal, state or local environmental statute, regulation or ordinance presently in effect or that may be promulgated in future amendments

All hazardous materials and hazardous wastes stored or generated from operations must be labeled, stored, transported, and disposed of at an off-site location that meets all requirements in federal law (e.g., 40 CFR 261, and 49 CFR 171), and state law (e.g., WAC 173-303), as well as any other applicable regulations. Generators must notify the Airport Environmental department before any excavation or disposal of contaminated soil.

2.10.3 Storage Tanks

All persons, tenants, activities, and operations shall comply with all Federal, State, and Local regulations for above and underground storage tanks including spill prevention control and countermeasures. The Airport Environmental and Wildlife Manager and Airport Fire Department must be notified before commissioning or decommissioning any above-ground or underground storage tank.

2.10.4 Petroleum Products

No petroleum products shall be dumped or allowed to spill on any Airport property, including but not limited to ditches, sanitary sewers, stormwater conveyance systems, or paved or unpaved surfaces. Adequate and authorized containers shall be used for collecting petroleum waste products. In the event of a violation, the County may charge the cost of correcting such dumping or spillage to the negligent party. Any hazardous chemical spills shall be reported to the Paine Field Fire Department immediately via 911.

2.10.5 Refuse Vehicles

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

2.10.6 Refuse Locations

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

2.10.7 Restrooms

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

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. Any driver operating a motor vehicle must possess a valid driver's license issued by the State and the vehicle operating on Airport roads must be legally registered and have adequate DOT or State Licensing. Any vehicle operating on Airport roads without adequate licensing shall be subject to immediate removal by the Airport Director or Designee, or law enforcement and may be held liable for any fines and/or infractions per County Code, State, 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 Designee, boats, jet skis, snowmobiles, dune buggies, race cars, recreational vehicles, trailers, etc., may not be stored or parked on the AOA. Traffic on perimeter roads, enplaning and deplaning drives, public thoroughfares, and parking areas of the Airport is limited to those vehicles properly licensed and insured to operate on public streets and highways.

All equipment, vehicles, and apparatus must be properly stowed and parked after each aircraft operation or use.

3.1.2 Reckless Driving

No vehicle shall be operated on the Airport in a reckless, negligent manner as to harm or endanger passengers, the public, aircraft, or other vehicles. No vehicle shall be operated while the driver is under the influence of drugs or alcohol or if such vehicle is constructed, equipped, or loaded as to endanger unreasonably or be likely to endanger persons or property. No person shall use a cell phone (voice or data entry), text, or use web services while driving a vehicle unless stopped and out of the way of any aircraft, equipment, or other vehicle operations.

3.1.3 Vehicle Damage

Any person who damages any County-owned property including but not limited to light posts, fixtures, fences, or any other Airport facility by means of contact with a vehicle shall report such damage to the Snohomish County Sheriff by calling **911** and Airport Operations at (425) 388-5125 immediately and shall be fully responsible for any costs required to repair or replace the damaged item. Failure to notify the SCSO, Airport Operations, or Designee may result in criminal punishment per SCC 15.08.102.

3.1.4 Accidents

Any persons involved in an accident on the airport grounds, or witnesses thereto, shall report that accident (within 24 hours) by calling **911**, as required by the SCC 15.08.102.

After contacting emergency services any person involved in or aware of any accident, incident, near-miss, wildlife strike on or in the vicinity of the airport or within the airport environment, and all witnesses thereto shall notify Airport Operations immediately at (425) 388-5125.

3.1.5 Vehicle Traffic

Vehicle traffic on any ramp or ramp area is restricted to aircraft owners and operators driving to their hangar or tie-down area for loading and unloading, approved deliveries to aircraft owners or tenants whose aircraft or business fronts a ramp area or ramp. All employees or owners of businesses or vehicles specifically must be authorized by the Airport Director or Designee. Tie-down or hangar tenants are allowed to operate vehicles only in those general aviation areas where tenant aircraft are located.

3.1.6 Authorized Access

Motor vehicle operators who grant access to visitors shall escort such visitors at all times, if they possess the appropriate credentials and authorization to do so.

Current maps identifying areas requiring an escort are distributed by the Airport Operations Office before disseminating the proper AOA Vehicle Training information and when an access card is issued (see section 3.1.8), or upon request from the Airport Office. Escort ratio is (1) vehicle per (1) vehicle escort unless authorized by Airport Security Coordinator.

3.1.7 Vehicle Requirements

All vehicles that operate normally on public airport roads must be properly licensed and registered. The Airport reserves the right to impound abandoned vehicles or those that pose an environmental or safety hazard to the general public.

All equipment, vehicles, and moving apparatus shall be operated in a reasonably safe condition, and be maintained in proper working order with periodic inspections of safety features, including amber safety lights, brakes, brake lights, headlights, seatbelts, parking brakes, tow attachments, etc.

All vehicles must be inspected before each use and be free of any defects, inoperability, or oil and gas leaks. Any conveyance or safety feature thereof found to be inoperative or ineffective shall be taken out of service, red-tagged, and repaired before it is returned to service. All tenants and lessees are responsible for the inspection of all equipment and the removal of all unserviceable equipment. Each tenant operator shall keep individual areas clean of vehicle liquid spills.

All non-working or inoperable equipment or vehicles must be taken out of service and removed from the AOA. Under RCW 46.55.230, all inoperative, surplus, or infrequently used vehicles or equipment left on the Airport for more than 30 days shall be deemed a public nuisance and may be removed at the owner's/operator's expense.

All vehicles which are authorized to travel in areas other than the tie-down 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 unless authorized and approved by the Airport Director or designee.

All authorized vehicles must also possess a two-way radio to communicate with the Air Traffic

Control Tower before entering any aircraft movement areas. No person or vehicle shall carry or transport more persons than seats are available. All occupants of any vehicle must be seated while the vehicle is in motion. No workers shall ride in or on any vehicles and equipment with legs hanging over the end or sides.

No person operating a vehicle shall follow too close to any vehicle or object around them. A safe distance must be maintained at all times, considering factors of speed, size, and environmental conditions.

No person shall use a cell phone (voice or data entry), text, or use web services while driving a vehicle unless stopped and out of the way of any aircraft, equipment, or other vehicle operations.

No person shall park any motor vehicle or other equipment or materials on the airport except in a neat and orderly manner, nor within a runway or taxiway object-free area, within 15 feet [4.5 meters] of any fire hydrant or standpipe, in a fire lane or fire zone, or any location so prescribed by the Airport Director, Airport Operations, Fire Department. At no time shall any equipment be left in common use areas without prior written authorization from the Airport Director, or Airport Operations.

3.1.8 AOA Vehicle Training Course and Security Badge

Motor vehicle operations within and on the Airport premises shall be governed generally by the provisions of the Washington State Motor Vehicle Codes and Traffic Direction procedures, and signals for turns, lights, and safe-driving precaution shall conform therewith. Motor vehicles shall conform to all special regulations prescribed by the Airport or procedures imposed according to regulation by the Airport Director.

No person shall operate any vehicle or equipment on the airfield without first being adequately and sufficiently trained by the Airport and their employer in the safe and proper operation of each type and class of vehicle (or aircraft when taxiing or towing on the airport surface without the intent of flight) to a level consistent with industry practice and standards and in compliance with 14 CFR Part 139. All tenants, including family members, friends, sublease tenants, vendors, commercial operators, business owners, visitors, or needing vehicle access to the AOA must pass an Airport provided "AOA Vehicle Training" course and obtain a security badge before driving on the air operations area.

This course and the security badge are provided by the Airport Credentialing Staff by **appointment only**. Please call (425) 388-5125 to make an appointment. All applicants must complete all required application paperwork and successfully pass a Security Threat Assessment and pass the AOA Vehicle Training course before receiving an Airport SIDA badge and driving endorsement. Once obtained, the operator is obligated to follow and obey all rules outlined 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 the approval of the Airport Director or Designee.

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 Airport Director or Designee to drive on or around these designated areas.

3.1.11 Vehicle Speed Limit

No vehicles, except authorized emergency vehicles and those approved by the Airport Director or designee, shall exceed (25) miles per hour on the perimeter and service roads, (15) miles per hour ramp and aprons, and (5) miles per hour around aircraft (within 20 feet). 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 Area of Operations between the hours of sunset and sunrise, and reduced visibility, shall have a fully operating amber beacon on the AOA, headlights, and taillights in accordance with Washington State and Department of Transportation. Tenants driving to their hangars in the Non-Movement Area are not required to have an amber but recommended for safety.

3.1.13 Aircraft Right-of-Way

All motor vehicles in the AOA 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 that will not conflict with the taxiing aircraft's route of travel 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 Airport Director or designee, 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 checkered aviation orange and white or both as determined by the Airport Director. Construction vehicles and equipment shall be confined to areas specified by the Airport Director or Designee 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 before entering Airport property.

3.1.16 Non-Commercial Motor Vehicle Parking

The parking regulations set forth herein shall be enforced by the Airport Director or Designee by and through law enforcement officers of Snohomish County and such other employees of Snohomish County as are designated by the Airport Director. The Airport Director or Designee shall post signs as required by RCW 46.55.070 near the public entrances to the Airport and at not less than four other spots within the Airport is conspicuous and locations visible to those who park on Airport property.

Aircraft shall park only in their designated area or location. Such designations may be established via contract, agreement, or by specific assignment for the duration, time, and location designated by the Airport Director or designee. All vehicle shall not be parked within 3 feet of any security perimeter fence or in a position that would assistance in unauthorize access of the airfield.

All Revised Code of Washington (RCW's) statutes pertaining to parking/stopping on or along public roadways apply to the public roadways on the Airport. Vehicles will be subject to the issuance of an infraction, 24-hour posting for removal, or immediate removal per applicable law.

All motor vehicles at the Airport are to be parked in designated parking lots or a manner and place prescribed by the Airport Director. All Airport roadways are areas of restricted parking. Parking on grass or sod areas is not permitted except with special permission of the Airport Director or designee (during special events such as air shows, etc.)

Prohibited Parking Areas. It shall be unlawful for the operator of a vehicle to park a vehicle in or on any of the following places, except when necessary to avoid conflict with other traffic, or to comply with other provisions of this code, or with the direction of a public safety officer or traffic control sign or signal:

- (a) Within an intersection;
- (b) On a crosswalk;
- (c) Between a safety zone and the adjacent curb, or within 25 feet of points on the curb immediately opposite the end of a safety zone, unless some other distance is indicated by a sign as authorized in this chapter;
- (d) Within 20 feet of a crosswalk or street intersection;
- (e) Within 30 feet upon the approach to any flashing beacon, stop sign, traffic control signal, or traffic devices located at the side of the roadway;
- (f) In front of or within 50 feet of the driveway entrance to any fire or police station, or

any other marked fire zone area contiguous to such driveway;

(g) In front of or within 15 feet of a fire hydrant or standpipes;

(h) On a sidewalk or parking strip;

(i) Within any space marked as a fire exit;

(j) On that portion of any street contiguous to or opposite any outside court, corridor, passage, fire escape, exit or entrance door, or any other place adjacent to any door opening in an outer wall of any building containing, in whole or in part, any place of public assembly through which the public must pass to leave such building while such building is being utilized for public gatherings. It shall be incumbent upon and the duty of the owner or agent of the business used for the purpose herein specified to designate such prohibited areas by the placement of stanchions, signs, or curb markings of the form and type satisfactory to the airport manager; and

(k) At any place where official traffic signs have been erected prohibiting parking;

(l) Parking by Hangars. Vehicles shall not be parked in front of hangars except while making brief deliveries. Tenants of T-hangars may park their cars in their hangars while operating their aircraft. Vehicles shall not block any hangar or taxiway as to prevent the egress or ingress of other aircraft or vehicles.

On the landside the Airport, the following parking regulations shall apply to all Airport controlled parking areas:

- "NO PARKING AREAS" shall be so identified either by a yellow painted curb or appropriate signing.
- "FIRE LANES / ZONES" shall be so identified either by a red-painted curb or appropriate signing.
- "HANDICAPPED PARKING STALLS" shall be designated as such by appropriate markings as required by law.
- "RESTRICTED PARKING ZONES" and other restricted parking areas shall be so identified by appropriate signing.
- "AIRPORT VEHICLE, STAFF, OR BUILDING TENANT ZONE OR SPACES" shall be identified by appropriate signing.

Restricted Parking Zones.

- a) Thirty minutes parking zones. No person shall park a vehicle for a longer continuous time than 30 minutes of any day in areas marked with signs advising of such restrictions.
- b) Loading zones. No person shall park for any reason other than loading and unloading of passengers, products, or packages, in areas marked as loading zones with signs and white curb paint advising of such restrictions.
- c) Handicapped zones. No person shall park a vehicle in marked handicapped parking zones on public or private property without an appropriate permit or license being displayed by the vehicle.

- d) Fire Lanes / Zones. No person shall park a vehicle in fire zones marked by red curb paint or signs advising of such restrictions.
- e) Airport Vehicle, Staff, or Building Tenant zone or spaces. No person shall park a vehicle in spaces marked or reserved for county vehicles, staff, or building tenants unless authorized by permit or driving the appropriate County or Airport vehicle.

Vehicles parked in Handicap or Fire Lane shall be issued an infraction in accordance with SCC 15.08.653.

Vehicles parked in a Fire Lane or Zone, Restricted Zones, Airport Vehicle, Staff, or Building Tenant Zones may be subject to impound at the owner's expense.

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 tie-down space, or in approved spaces as posted on Airport property. Parking in unauthorized spaces or repositioning 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 designated for the taxi, run-up, or take-off and landing of aircraft is prohibited and will be subject to impound at the owner's expense.

In addition to any other penalty or remedy, vehicles on the Airport may be impounded by a registered tow truck operator at the direction of a Snohomish County law enforcement officer, the Airport Director, a member of the Paine Field fire department, or other person authorized by the Airport Director when such vehicle: (1) constitutes a traffic hazard as defined in RCW 46.61.565; (2) is parked upon a taxiway or runway; (3) is so parked as to create an obstruction to the lawful passage of vehicles or aircraft; (4) is illegally parked within a prohibited or restricted zone as defined in SCC 15.08.652 and in these Rules and Regulations; (5) is illegally parked on any other public area of the Airport and has been issued a notice of violation pursuant to SCC 15.08.653(2) for a period in excess of three days; (6) has received one or more unpaid notices of violation for parking on the taxiway or runway, handicap area, or within a fire lane within the previous six months; (7) has received three or more notices of violation for parking in violation of any provisions of this section other than parking on a taxiway or runway, handicap area, or fire zone; or (8) is an abandoned vehicle, wrecked, dismantled, inoperative, or unlicensed to operate upon the public highways of this state.

Snohomish County reserves the right to move any vehicles for purposes of sweeping, snow removal, or reasons of safety or convenience, or by reason of violation of rules or regulations applicable to the Airport.

3.1.17 Vehicles for Hire

Vehicles for hire or car rental agencies shall only be operated on the Airport property with the

Airport Director's approval and must maintain adequate credentials, certification, and valid insurance at all times in accordance with Airport Minimum Standards. Taxicabs or ridesharing services operating on the Airport property must conform to a proper governmental authority, which has jurisdiction over their operations.

3.1.18 Disabled, Abandoned, or Illegally Parked Vehicles

The Airport Director, Airport Operations, or designee may move or require the removal of or change in position of any parked aircraft deemed to be creating a safety hazard or in any way adversely affecting the overall operation of the Airport.

All non-working or inoperable equipment or vehicles must be taken out of service and removed from the AOA. If equipment is unable to be removed from the AOA for repairs, users must obtain approval from the Airport Director or designee.

Landside Abandoned Vehicles:

An Abandoned vehicle, wrecked, dismantled, inoperative, or unlicensed to operate upon the public highways of this state located on the Airport's public roadways/right of ways or Airport controlled parking areas will be handled in accordance with Washington State RCW and/or Snohomish County policies. This may include immediate impound for vehicles blocking a roadway, 24-hour posting followed by impound for abandoned vehicles in a right of way, or coordination with Snohomish County Solid Waste for removal of junk vehicles abandoned in the public right of way areas.

Airside Abandoned Vehicles:

In accordance with Snohomish County Codes and Revised Code of Washington all vehicles abandoned airside will be removed to mitigate risks and hazards that are posed to operations in the AOA.

3.1.19 Bicycles and Motorcycles Operating on the Airfield

Bicycles operating on the airfield must be company-owned, must operate only within their leased areas, and must comply with all relevant traffic laws and Department of Transportation equipment requirements. Bicycles and motorcycles operating from dusk until dawn or with restricted visibility will be equipped with adequate lights and reflectors. Riders are required to wear reflective vests and helmets at all times.

3.2.00 AOA Perimeter Security Fence Buffer Zone

A three-foot Fence Clear Zone must be maintained on both the secure and non-secure sides of all primary AOA security fencing at all times except in those specific areas adjacent to the AOA where a three-foot Fence Clear Zone is not feasible on the non-secured side due to a natural barrier. All vehicles, equipment and/or materials, and fixtures (i.e. ladders, step-stools, or construction materials) must be located at a minimum of three (3) feet away from the fence line. Signs are posted every 200 feet. All individuals shall maintain a 3-foot physical distance from

any AOA security fence per 49 CFR 1542.201 and 1542.203 unless formally authorized by the Airport Director or designee.

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

Any person using the airport or furnishing services to the public shall comply with all applicable local, state, and federal laws, ordinances, codes, rules, and regulations promulgated and amended.

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 Airport Director.

4.1.2 Airport Closure

The Airport Director or designee 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 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 Airport Director or Designee 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 the authority of the Airport 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 permission by the Airport Director or designee and the Air Traffic Control Manager or designee. Sky diving operations, banner towing, UAS, and model aircraft flying shall not be operated on the Airport property without written authorization from the Airport Director and the ATCT Manager.

4.2. Aircraft Operations

4.2.1 Operational Safety

All pilots and authorized parties operating the aircraft have a duty to adhere to all of the safety performance thresholds of the aircraft. No person shall move an aircraft to the airport until he or she has determined that there will be no danger of collision with any persons or objects. No person shall start an aircraft at the airport until he or she has determined that the exhaust blast from that aircraft will not cause injury to persons or damage to property. If such determination cannot be made, then the aircraft engines must be shut off and the aircraft towed to its desired destination. Paine Field Airport has a Safety Management Systems plan, further details regarding airport safety policy can be referenced in that plan.

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 Airport Director or Designee. Any aircraft operation shall comply with all lights, signs, pavement markings, or electrical and mechanical signals unless specified otherwise by the Airport Director or Designee. The operator of an aircraft shall be responsible for checking for active NOTAM's affecting the Airport.

4.2.3 Qualified Personnel and Operators

All Aircraft operating at the Airport shall display onboard the Aircraft a valid Airworthiness Certificate issued by the FAA or appropriate agency of a foreign government and shall display on the exterior of the Aircraft a valid registration number issued by the FAA or appropriate agency of a foreign government in compliance with 14 CFR § 21 Subpart H. All Persons operating Aircraft on the Airport shall possess an appropriate pilot certification license and current type rating endorsement for the aircraft they are flying, issued by the FAA or appropriate agency of a foreign government per 14 CFR § 61.31.

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 Airport 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 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 that is 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 Rotor Wing Aircraft

All 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 rotor-wing aircraft.

4.2.8 Remote Piloted Aircraft System (RPAS)

Remote Piloted Aircraft (RPA) use at Snohomish County Airport is prohibited without the approval of the Airport Director or Designee. All RPA operators must comply with FAA regulations as per Advisory Circular 91-57 if flying under the Special Rules for Model Aircraft and 14 CFR part 107 if flying under the Small UAS Rule. All pilots who operate an RPA within 5 miles of the airfield must comply with FAA altitude restrictions and notify and acquire permission from the Air Traffic Control Tower at (425) 923-1400 before RPA flight operations may take place. If an unauthorized operation of an RPAS is deemed to pose a risk to aviation safety, it will be promptly removed by a designee of the Airport Director. All loss due to the removal of the RPAS shall be borne by the owner.

4.2.9 Aircraft Accidents/Incidents

All aircraft accidents or incidents shall be treated as an emergency and the Airport Fire Department shall be dispatched to the scene of the incident. Any persons and aircraft involved in the accident or incident shall remain where the incident occurred, if safe to do so until the movement of any evidence (wreckage, human remains, etc.) has been granted by the proper jurisdictional authorities such as the NTSB and the FAA.

Any aircraft or parts thereof interfering with the normal runway, taxiway, taxi lane, apron or ramp shall on request by the Airport Director, Airport Operations, or designee be removed from such area. If the owner, operator pilot, or agent fails to comply with such request and the Airport Director, Airport Operations or designee finds such aircraft or parts interfering with the safe operation of the Airport, it may cause the removal of such aircraft or parts at his or her discretion and as he or she deems appropriate under the circumstances. Airport Fire Department shall oversee the safety of the removal of any aircraft or equipment. The full risk and expense of such removal shall be assessed against the owner without liability of any nature to Snohomish County, the Airport Director, Airport Operations, its agents, and/or designee.

4.2.10 Noise Abatement

All operators 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 before turning unless otherwise directed by ATC. Traffic pattern altitudes, reporting points, and general instructions for all aircraft are further explained and identified in the Snohomish County Airport Traffic Area Map and Noise Abatement Procedures that may be obtained from all FBO's, the Airport Office, or Airport Operations. 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 or started in such a manner that persons, property, or other aircraft might be injured or damaged by the 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 Engine Runs above Idle Power:

	Weekdays	Weekends and Holidays
Allowed	07:00 – 22:00	09:00 – 22:00
Prohibited	22:00 – 07:00	22:00 – 09:00

Exceptions:

1. The following exceptions are contingent upon Airport approval in advance of each operation and shall be conducted at a blast fence or the location specified by Airport staff:
 - a. If necessary, operators may conduct run-ups above idle power between the hours of 0500-0700 on weekdays and 0700-0900 on weekends and holidays if the aircraft is scheduled for a flight that departs between the hours of 0700-0900 or 0900-1000 respectively.
 - b. If necessary, run-ups above idle power may be conducted during the hours of prohibition for a duration not to exceed 1.5 minutes.
 - c. Aircraft engine runs during nighttime are prohibited by Snohomish County Code 10.01.050(2)(g) and Everett Municipal Code 20.08.050(A) except where demonstrated proof that the noise level limitations of the noise ordinance are not exceeded by the jet engine run or the operator possesses a Modified Standards Permit per Snohomish County Code 10.01.060. It is the operators' responsibility to ensure all run-up operations comply with the County noise control ordinance.

Definitions:

1. **Nighttime** – The hours between 2200 and 0700 on weekdays and the hours between 2200 and 0900 on weekends and holidays.
2. **Daytime** – The hours between 0700 and 2200 on weekdays and the hours between 0900 and 2200 on weekends and holidays.
3. **Jet Engine Runs** – Any jet engine operating activity other than during aircraft taxi, pre-departure run-up, takeoff, landing, rejected takeoff test, brake test, or post-landing engine shutdown.
4. **Holidays** – Washington State’s 10 official holidays per RCW 1.16.050. are New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Columbus Day, and Christmas Day.

Noise Abatement Notes:

- A. Commercial Operators (Airlines) that need to conduct run-ups outside of the time slots available for engine idle run-ups MUST coordinate with Airport Operations for an exemption to conduct an engine run-up prior to performing it.
- B. Snohomish County Noise Control Code applies to Snohomish County Airport. Everett Municipal Noise Control Code applies to the Boeing plant and Flightline.
- C. Sounds originating from aircraft in flight and sounds which originate at airports and are directly related to flight operations are exempt at all times by Snohomish County Code and Everett Municipal Code 20.08.100(B)(5).
- D. All engine runs must be conducted at a blast fence or a location approved by an airport designee and engines must face in a direction that does not pose a hazard to aircraft, tenants, or airfield equipment.
 - i. Engine runs that are not directly related to flight operations are strongly discouraged on the Dreamlifter Operations Center ramp.
- E. Aircraft engine run logs containing the date, aircraft type, location, start time, stop time, and duration above idle power, must be submitted to the Airport Operations Department by the 10th day of each month for **all** engine runs above idle setting during the prior month.

4.3.6 Rotor Wing Run-Up

No person shall start or run up a rotor wing aircraft 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. Before starting the engine(s), an adequate examination for rocks, paper, loose particles, or debris must be performed 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 before 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 maintain active situational awareness to prevent a collision with other aircraft, equipment, vehicles, persons, or cause an incursion.

4.4.2 Taxi Speed

All aircraft shall be taxied at a safe and reasonable speed based upon the type and size of aircraft, weather conditions, location on the airfield to best mitigate against any hazard on the airfield.

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 non-movement boundary lines. Centerlines shall be followed to avoid damage to airfield lights, signs, and utilities. Pilots shall not deviate between or around lights and signs unless directed by ATCT

4.4.4 Movement/Non-movement Boundary Lines

All aircraft transitioning from non-movement to movement areas on the Airport must receive approval from ATCT before 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, backed up by a solid red line.

4.4.5 Unauthorized Areas

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

4.4.6 Hangars, Pedestrians, Jet Blast, Prop wash, Rotor wash

No jet or turbo-prop aircraft shall be taxied at the Airport where the exhaust, prop wash, jet blast, or rotor wash may cause injury to persons or cause property damage. No aircraft shall be taxied into or out of hangars. Pilots taxiing 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.

4.4.7 Rotor Wing Aircraft Taxi

Hover-taxiing is to be executed at a safe and reasonable speed to ensure complete control at all times 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 before 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. Rotor 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 Operations

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

4.5.2 Airport Communications During Hours Non-Operations

During the hours of 2101 to 0659 local time, unless under extended operations, check ATIS, 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 should, for the intent of safety, announce all location, taxi, take-off, landing, and general position operations on CTAF of 132.95 and in accordance with AIM 4-2-2. All vehicles operating on the movement area shall announce all locations and intended movements.

4.6. Traffic Patterns, Take-Off, Landing

4.6.1 Traffic Pattern Altitude

Turbo-Propeller, turbine, or jet aircraft, and those aircraft exceeding 12,500 pounds Maximum Gross Takeoff Weight (MGTOW) shall maintain a 3000' MSL traffic pattern altitude unless otherwise directed by Air Traffic Control. All aircraft shall observe a 1600' mean sea level (MSL) traffic pattern altitude for all runways 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 ATCT. 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 de-conflicting 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 ATC, when open. All aircraft, (over 12,500 lbs.) are discouraged from intersection departures for noise abatement. If departing via intersections on Runway 16R-34L when the ATCT is closed, pilots should announce their

location upon entering the runway before departure. All aircraft shall receive proper clearance from ATC before departing from 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 ATC. Those aircraft with a maximum gross take-off weight of 12,500 pounds or greater are to avoid making turns before reaching the shoreline and before reaching 3000' MSL unless otherwise directed by ATC. 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 ATC. 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, Ramps, 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 incident and proper clearance from ATC has been granted. Helicopters shall follow all applicable departure and arrival procedures from ATC.

4.6.6 Landing

Landing instructions shall be given by ATC 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 ATC. Aircraft over 12,500 maximum gross take-off weight shall maintain at or above 2000' MSL until intercepting Instrument Landing System (ILS) glideslope 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 ATC. 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

Repetitive training flights by jet, turboprop, and large propeller are discouraged when ATCT is closed. Repetitive training operations are discouraged during 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 the safe operating procedure. After landing, pilots shall not make 180-degree turns on the runway unless directed to do so by ATC.

4.6.10 Rotary Wing Operations

Unless otherwise directed by ATC, rotary-wing aircraft is 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 tied-own other than those specifically designed and built for such purpose and authorized, in writing, by the Airport Director, or Designee. 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 a 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. The owner/operator of an aircraft may perform repairs upon the owned aircraft providing such individuals are properly trained and currently 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 Airport Director, or Designee are required prior to any individual or business performing aircraft repair, maintenance, servicing, or modification on the Airport property.

4.7.3 Fuel or Oil Leakage / Hazardous Materials

The aircraft owner/operator is responsible for containing any possible hazardous materials, 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 a repair, modification, service, or maintenance shall be required to contain and properly dispose of excess or refuse oil and fuel, and hazardous materials. Fuel spills and major oil leakage of any size or amount shall be reported to the Airport Fire Department by calling 911. The aircraft owner/operator shall be responsible for any costs associated with corrective action.

4.7.4 Clean Up

Persons conducting repair, modification, servicing, or maintenance of aircraft at 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.

4.7.5 Enforcement

The Airport Director or Designee, Airport Police, and the Fire Department, and Fire Marshall 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 Airport Director or Designee may revoke any Airport issued permits, leases, and privileges to work, store an aircraft, or operate an aircraft from the Airport. The offending person may also be directed to cease any further work or may be removed from the Airport premises.

4.7.6

Deicing fluid may only be applied at airport-approved deicing locations. Discharge of aircraft deicing fluid to the stormwater system is strictly prohibited.

4.7.7

All washing of aircraft shall be performed at designated washing facilities and shall be in conformance with all posted signs and policies. Vehicles are prohibited from being washed or serviced in areas designated for aircraft washing.

4.8. Aircraft Parking

4.8.1 Tie-downs

All aircraft parked in a tie-down 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 secured (tied down/choked). 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” or as directed by FBO, or Airport Employee. 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 aircraft or parts thereof interfering with the normal runway, taxiway, taxi lane, apron or ramp shall on request by the Airport Director, Airport Operations, or designee be removed from such area. If the owner, operator pilot, or agent fails to comply with such request and the Airport Director, Airport Operations and/or designee finds such aircraft or parts interfering with the safe

operation of the Airport, it may cause the removal of such aircraft or parts at his or her discretion and as he or she deems appropriate under the circumstances. The full risk and expense of such removal shall be assessed against the owner without liability of any nature to the Airport, the Airport Director, Airport Operations, or Designee.

4.8.4 Right to Move Parked Aircraft

The Airport Director or Airport Employee 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 Airport Director, Airport Operations, or Designee may impound in-place or move to an impound area any aircraft found parked in violation of these rules and regulations. Any aircraft so impounded will be retained in impoundment pending payment of applicable fees as established by the Airport. The full risk for the impoundment shall be assessed against the owner of the aircraft without liability of any nature to the County, the Airport Director, Airport Operations, or Designee. The Airport 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 Airport Director or Designee shall attach to the aircraft a readily visible notice and provide notice to the FAA registered owner.

4.9. Fueling and Defueling Operations

4.9.1 Fuel Delivery and Dispensing

No person shall transport or deliver aviation fuels and dispense unless they have a contract with the Airport authorizing such activity, except for approved self-fueling islands in conformance with posted operating instructions. 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

No flammable or combustible liquid shall be dispensed into or removed from the fuel system of an aircraft within an aircraft hangar. No flammable or combustible liquid shall be dispensed into or removed from a container, tank, vehicle, or aircraft except in a location approved by the Airport Fire Chief or Airport Fire Department Designee. Aircraft being fueled or de-fueled shall be positioned so the fuel tank openings or fuel vents are no closer than 30 feet from any building (other than the fuel operator's fuel dispensing structure), and 50 feet from any ignition source, in addition, self-fuelers must close hangar doors.

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 Airport Director or Designee and the Airport Fire Department. Medivac or medical emergency aircraft are allowed to fuel or de-fuel with passengers on board with prior approval from the Airport Director and Airport Fire Department.

4.9.4 Bonding of Aircraft and Fueling Vehicles

Aircraft fueling shall be performed only in strict compliance with International Fire Code IFC 2006.1 and National Fire Protection Association NFPA 407 Section 1.1.

All fuel transfer apparatus shall be metallicly interconnected with the tank, chassis, axles, and springs of every aircraft refueler unit. Every aircraft refueler unit shall be provided and maintained with a substantial heavy-duty bonding cable of sufficient length to be bonded to the aircraft to be serviced. No person shall transfer fuel into or out of any aircraft without bonding the fueling or defueling vehicle to the aircraft

The aircraft being fueled and the fuel dispensing vehicle shall be bonded to a point or points of zero electrical potential. Fuel nozzles, hoses, and funnels used during fueling or de-fueling shall also be bonded. 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 any surface of the aircraft.

4.9.6 Condition of Fueling Equipment

Fueling equipment shall be properly maintained, kept in a 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 is prohibited at the Airport and on transit vehicles except in designated smoking areas in compliance with Snohomish County Code 15.08.126, Chapter 70.160 RCW; RCW 9.91.025, and the Snohomish Health District. This includes electronic cigarettes and vaping products.

4.9.8 Radios and Electrical Equipment

No person shall operate any electrical switch or device in an aircraft, nor shall any electrical or motor-driven device be connected to or disconnected from an aircraft at any time that fueling operations are in progress on such aircraft.

4.9.9 Fire Extinguisher

Adequate BC fire extinguishers shall be readily available during fueling and de-fueling operations. Extinguishers shall be filled, possess current inspection tags, and be in good operating condition.

4.9.10 Overflow of Fuel

Any person involved in the fueling, de-fueling, or draining of aircraft fuel tanks/systems shall exercise attention to detail and reasonable duty of care to prevent overflow or spillage of fuel. Tenant responsibility in the event of a spill requires the following standard operating procedure (SOP);

- (1) Fuel servicing shall be stopped and the Airport Fire Department contacted immediately via **911**.
- (2) For corporate tenants, a tenant supervisor shall be notified and shall ensure the cessation of all further operations. A fire guard standby will be assigned with an approved fire extinguisher until the Airport Fire Department arrives.
- (3) The supervisor/tenant shall evacuate anyone within the confines of the spill and will prevent unauthorized entry into the area.
- (4) There shall be no walking or driving through spill areas, and no starting of engines until the Airport Fire Department determines the situation to be safe for further operations.
- (5) All mobile equipment should be shut down and left in place until the Airport Fire Department determines security for the removal of said equipment.
- (6) No person shall start the engine of any aircraft or vehicle when there is fuel on the ground under such aircraft or vehicle. No person shall drive any engine-driven vehicle through the fuel spill.
- (7) In the event of a fuel spill on a commercial aircraft, it shall be the responsibility of the fueling agent to notify the aircraft Captain. Evacuation of the aircraft shall be at the discretion of the aircraft Captain.

All fuel spills shall be reported to the Airport Fire Department via **911**. No fuel, grease, oil, lubricant, or other hazardous materials shall be allowed to flow or be placed in any sewer or drainage system at the Airport. If damage occurs from such spillage, the Airport Director or

Designee may require the offending person or their employer to pay for the 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 Airport Director or Designee. These routes are subject to change per the Airport Director or Designee if they impede or affect efficient operations of the Airport.

4.9.12 Rotor Wing Fueling

All rotor wind 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 rotor-wing fueling.

4.9.13 Fueling Inspections

The Airport Fire Department or authorized representative shall inspect as often as may be necessary, all buildings and premises to ascertain and cause 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 comply 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 of the Fire and Building Codes adopted by the 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 in approved metal receptacles with a self-closing lid. Lessees of all Airport facilities shall provide adequate aisles for passage of Airport 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 compliance with the International Fire Code as adopted by Snohomish County.

4.10.4 Construction or Alterations to Buildings

All construction or alteration to buildings or hangars on the Airport shall be done in compliance with local, and state-building, and Fire Code and shall be approved by the Airport Fire Chief and Airport Director. This includes alterations and additions to electrical and fire suppression components. Any alterations to a building or hangar require completion of a Tenant Improvement Form (TIF) that can be obtained from the Airport Office or at www.painefield.com. This form must be approved and signed by the Airport Director or Designee, before commencing any work.

4.10.5. Self Fueling (Mo Gas)

Fueling of an aircraft or any other equipment inside of hangars or other structures is prohibited on Airport property. Fueling aircraft and other equipment must be conducted away from structures, other aircraft, vehicles, and equipment, in pavement drains, and in no case, closer than 30 feet to structures or 50 feet from ignition sources. A few examples of ignition sources are; lighted cigarettes, cigars, pipes; Exposed flame heaters, liquid, solid, or gaseous devices, including portable and wheeled gasoline or kerosene heaters; heat-producing, welding, grinding or cutting devices, and blow-torches; flare pots or other open-flame lights.

4.10.6 Containers

Fuel transported onto Airport property must be in UL or US DOT approved fuel containers (either metal or plastic) or a properly constructed fuel transport tank, either trailer or vehicle-mounted, with an approved fuel transfer device that is UL or USDOT approved. Emptied or unused containers above the allowable limit in your lease shall be immediately removed from the Airport.

4.10.7 Bonding

Aircraft and containers shall be properly bonded, to establish a suitable bonding point: In the case of a portable container (plastic or metal), directly to the aircraft; In the case of a vehicle or trailer mounted tank, directly to the aircraft.

4.10.8 Spill Kit

The self-fueler will have a spill kit which must include: 1 (one) portable fire extinguisher having a minimum rating of 40-B: C and a minimum capacity of 9.0 kg (20 lb) of dry chemical agent, 25 absorbent pads designed to be used with hydrocarbons (not paper towels, etc.), and granular absorbent material. The spill kit must be visible and easily accessible during fueling operations.

The self-fueler will provide, properly maintain, and annually certify a portable fire extinguisher having a minimum rating of 40-B/C and a minimum capacity of 9.0 kg (20 lb) of dry chemical agent. The portable fire extinguisher shall be placed on the ground not more than twenty feet

from the side of the aircraft being fueled. ABC multipurpose dry chemical fire extinguishers (ammonium phosphate) shall not be acceptable for fueling operations.

NOTE: NFPA 407 2017 ed. made changes to extinguisher rating and minimum agent capacity and now specifically prohibits ABC extinguishers.

4.10.9 Requirements and Enforcement

The self-fueler must immediately call 911 in the event of any fuel spill, maintain proof of current and valid liability insurance, is responsible for payment of any applicable local, state, and or federal aviation fuel taxes, is ultimately responsible for any/all aspects of safe fueling operations, suspending fueling operations during thunderstorms, responsible for an annual administrative fee of \$15.00 for issuance of the self-fueling permit, and a review of the self-fueling media presentation is required to complete the endorsement process.

The Snohomish County Airport will: (1) Issue a self-fueling endorsement that must be accessible upon random ramp checks to ensure tenants have been authorized to self-fuel.

(2) Administer Letters of Warning, monetary fines, or suspend or revoke airfield access or terminate hangar or tie-down leases if program practices are not followed. Monetary fines, of up to \$150.00, may be assessed for multiple offenses or willful disregard for the self-fueling regulations.

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 Airport Director, or Designee. Such activities shall also comply with the Minimum Standards and Guidelines, the Minimum Standards and Guidelines for Commercial Services as adopted by the Airport, and those prescribed by the County and published on the Paine Field Airport Website.

4.11.2 Permits, Leases, Contracts

All lease applications, permits, contracts, or any other commercial agreement shall be submitted through the Airport Director or Designee. Applications must state the type of business and general requirements for conducting such business on Airport property. Before any commercial activity can be performed all entities and individuals desiring to perform the business of a commercial nature must obtain a signed license, permit, lease, sublease, or binding contract authorizing such actions approved by the Airport Director or Designee.

4.11.3 Required Information

Any person desiring to conduct a business or commercial operation on the Airport must provide to the Airport Director or Designee when requested, items consistent with 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 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, its officers, officials, 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, sexual orientation or in a manner prohibited by Title VI of the Civil Rights Act of 1964, inclusive of amendments thereof.

It is the policy of the County to reject discrimination that denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

A person or persons using the Airport or furnishing services to the public shall comply with the County non-discrimination requirement, Chapter 2.460 SCC, and all applicable local, state, and federal laws, Executive Orders, and such rules as are promulgated. 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 denying equal treatment to anyone because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, as provided in the laws against discrimination, chapter 2.460 Snohomish County Code, chapter 49.60 Revised Code of Washington, Titles VI and Title VII of the Civil Rights Act of 1964, inclusive of amendments thereof, Title I and V of the ADA, Sections 501 and 505 of the Rehabilitation Act, the Civil Rights Act of 1991, and Parts 15 and 21 of Federal Aviation Regulations (49 CFR).

4.11.6 Aeronautical Activity

Owner/operator of a commercial operation or business at Snohomish County Airport, when requested shall provide to the Airport Director or Designee, a copy of the current operating certificate and all applicable licenses. Any person desiring to fly aircraft for hire or 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.

4.12 Associations

4.12.1 Management Communication

Each Association that maintains space on the Airport grounds shall have an established individual whose sole purpose is to act as the liaison between the said association and the Airport. This individual may be a hangar owner, tenant, organizational president, or maybe a spokesperson for a 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.

4.12.2 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 and operator 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.

4.12.3 Access

All Association hangar owners are required to obtain an airfield security badge per Section 3.1.8. All sublease tenants 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 violates the AOA Vehicle Training Program and all cards shall be suspended until all pertinent tenants have completed the requirements of Section 3.1.8.

4.12.4 Locks

All privately owned hangars in an Association must be secured to prevent unauthorized access. The Fire Department must have access to all units in an approved enclosure or per agreement with the Airport Fire Department.

4.12.5 Maintenance Minimum Standards

It is expected that aircraft owned by individual hangar owners utilize those services available to them by an 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 Airport Director or Designee and all regulations in the Airport Minimum Standards are met.

4.13. Aviation/Flying Clubs/Partnerships

4.13.1 Approval

All clubs and partnerships shall be registered with the Airport Director or the Airport Operations Department before accepting or occupying a hangar space, purchasing a private hangar, or leasing a tie-down 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 Airport Director. The Airport Director reserves the right to revoke the said permit as warranted by unlawful or unethical practices.

4.13.2 Records

The club or partnership shall furnish the Airport Director or the Airport Operations Department with the aircraft registration number(s), evidence that the aircraft is 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 Airport Directors and shall be revised on an annual basis occurring the first day of January.

4.13.3 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 Airport Director may withdraw the registration to operate and expel all members and aircraft from the Airport.

4.13.4 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.

4.13.5 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 Airport 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

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 Lease.

4.14.1 Aircraft Hangar Lease Requirements

To be granted a lease for hangar space, the tenant must follow all Federal, State, and Local Laws as well as the Airport Rules and Regulations.

4.14.2 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 outlined in Section 3.1.14. Vehicle washing and maintenance are strictly prohibited on airport grounds.

4.14.3 Motor Vehicle Parking Outside Hangar Space

No motor vehicle shall be parked or left unattended on a designated taxi lane, in any aircraft operating area, or in a manner that limits aircraft operation. Parking in front of aircraft hangars is limited to 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. DO NOT block any adjacent hangars so that other tenants cannot move their vehicles or aircraft or access their hangar(s). Any vehicles left unattended shall be subject to removal and lien in accordance with Section 3.1.16.

4.14.4 Storage

The primary use for each hangar space shall be the storage of the lessee's active 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 the ingress/egress of aircraft. 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 hangar's 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.

4.14.5 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 a Designee 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 outlined in Section 4. 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 at the Airport, so long as that mechanic and FBO have met all of the requirements and conditions as outlined 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 outlined in the Airport's Minimum Standards and who does not have the written approval of the Airport Director. Any mechanic not meeting the above-mentioned criteria, and performing work for any tenant at 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 Airport Director.

Vehicle maintenance is strictly prohibited on airport grounds.

4.14.6 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 Airport Director and the business is in conformance with the Minimum Standards.

4.14.7 Inspections

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

4.14.8 Fire Extinguishers

Each hangar space shall be furnished with one 5-pound ABC (2, in the case of larger 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. 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 the manufacturer's recommendations and shall only be allowed if current inspection tags are present and visible.

4.14.9 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 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 Department of Ecology guidelines.

4.14.10 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 - Security Compliance

5.1.1 General Rules

Any TSA fines and/or penalties assessed against Snohomish County Airport for noncompliance with the ASP and/or Part 1500, Title 49 Code of Federal Regulations and arising from the actions of any entity leasing, occupying, or using space (including all tenants, subtenants, permittees, licensees, service providers, invitees and/or operators) anywhere in the Airport, will be passed through to the entity, tenant, subtenant, lessee, permittee, service provider, individual and/or operator names as the source of the violation on the TSA fine, but only after the airport exhausts its administrative remedies under the TSA appeal process.

5.1.2 Badging

The Airport retains ownership of security badges, and the ASC reserves the right to deny new applicants an airport identification badge, suspend an existing badge, and with cause revoke a badge and unescorted access privileges. All badges must be used or displayed only by the person to whom they were issued.

Approved Airport Identification Badges

- Security Identification Badge (SIDA)
- Sterile Area Badges
- AOA Tenant Badge
- Aircraft Operators Issued Security Badges:
 - Airport identification badges issued and controlled by aircraft operators with an approved Airport Operator Standard Security Program (AOSSP) under 49 CFR 1544 or 49 CFR 1546 are authorized in the following conditions:
 - Airline Identification Badges issued to the flight crew and cabin crew members are authorized for unescorted movement near the aircraft to which the flight crews and cabin crew are assigned and flight crew and cabin crews operations office; as

- well as those areas of the security area between these areas.
- Flight crew and cabin crew members must be in uniform and display their aircraft operator-issued identification badge in a visible area on their person that is located at or above the waist.
 - Valid airport identification badges issued by aircraft operators with a TSA-approved personnel identification system meeting the requirements of 49 CFR 1544.231(c) to their transient aircraft mechanic personnel not based at the Airport are valid near the aircraft to which the mechanics are assigned and mechanic operations office; as well as those areas of the security area between these areas.

5.1.2 FAA Pilot Certificate:

The FAA pilots certificate for Federal Aviation Regulation (FAR) Part 139 pilots (along with another photo ID) who are outside the secured area and are either in the vicinity of their aircraft, operations/flight office, or at a location in between is required. General aviation pilots are responsible for the identification and control of any passengers and visitors.

5.1.3 FAA Form 110A:

FAA Form 110A, Aviation Safety Federal Credentials, is recognized as authorizing FAA Aviation Safety Inspectors unescorted access to restricted Access Areas or the AOA when conducting assigned duties.

5.1.4 TSA and FAA Special Agent Credentials:

TSA Agents and FAA Agents with respective Federal Credentials and Federal Security Airport Directors, Deputy Federal Security Airport Directors, and Assistant Federal Security Airport Directors with TSA credentials are approved for unescorted presence in the restricted or sterile areas when conducting business.

5.1.5 FBI Special Agent Credentials:

Federal Bureau of Investigations Special Agents with official credentials issued by the FBI are approved for unescorted access to the restricted access areas or sterile areas of the airport when conducting business.

5.2.1 Compliance Requirements

No person or vehicle may access or be in any restricted access area within the airport unless they comply with the Rules and Regulations. Persons who violate the rules pertaining to security are subject to enforcement and penalties. All persons in possession of, or applying for an airport identification badge and those with authority to authorize the application for or possession of airport identification badges for use at the airport must comply with the 49 CFR 1520, 49 CFR 1540, and 49 CFR 1542.

Enforcement Actions

A first offense may result in any of the following actions:

- Warning

- Retraining
- Badge suspension of 1-6 days
- Company action plan
- Badge revocation
- Individual's employer will be notified

A second offense may result in any of the following actions:

- Retraining
- Badge suspension of 7-14 days
- Company action plan
- Badge revocation
- Individual's employer will be notified

The third offense may result in any of the following actions:

- Badge suspension of 15-30 days
- Company action plan
- Badge revocation
- Individual's employer will be notified

The fourth offense will result in the following actions:

- Badge revocation

Badge violations actions are calculated over a two (2) year time period, starting with the date of the first violation.

5.2.2 Appeal Process

Individuals who have received a security violation have the right to appeal the decision. The written appeal must include justification to support the appeal, be signed and dated by the badge holder, and be submitted within 10 days of the date of the Decision Letter.

Mail appeals to:

Airport Security Coordinator
Snohomish County Airport
3220 100th ST SW Suite A
Everett, WA 98204

5.2.3 Authorized Signatory

The Authorized Signatory is required to maintain an active Airport Identification Badge and maintain compliance with all regulations as set forth by the Credential Center. The Authorized Signatory is responsible for adhering to all terms in the Authorized Signatory Guide. Authorized Signatories must apply to the credentialing office and take the mandatory Authorized Signatory training class provided by the airport as required by TSA Directives. Failure to comply with the Authorized Signer requirements may result in the removal of the Authorized Signer status, as determined by the ASC.

5.2.4 Authorized Signatory Notification Requirements

Authorized Signatory must immediately notify the Credential Center whenever an employer or Authorized Signatory becomes aware of any of the following:

- An Airport Identification Badge lost or stolen;
- An Airport Identification Badge holder's employment status changes through termination, retirement, leave greater than 30 days, or any other form of separation from the company;
- An employee may be considered a threat to Airport security for any reason;
- An employee who has an Airport Identification Badge is convicted of a Disqualifying Crime as described in 49 CFR 1542.209.

The employer or the Authorized Signatory must contact the Credential Center to request immediate deactivation of the Airport Identification Badge. If the Credential Center is closed, the employer or the Authorized Signatory must contact airport operations to request immediate deactivation of the Airport Identification Badge.

5.3 Firearms and Explosives

The restricted access areas of a commercial service airport designated in the airport security plan approved by the federal transportation security administration, including passenger screening checkpoints at or beyond the point at which a passenger initiates the screening process. These areas do not include airport drives, general parking areas and walkways, and shops and areas of the terminal that are outside the screening checkpoints and that are normally open to unscreened passengers or visitors to the airport. Any restricted access area shall be indicated by prominent signs indicating that firearms and other weapons are prohibited in the area.

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

5.4 Weapon or Explosives Possession

No persons, except authorized law enforcement officers and those authorized for wildlife control, may possess any firearms or explosives within a Restricted Access Area without written permission from the ASC unless under escort by a local law enforcement officer. Requests for permission to possess firearms or explosives within a Restricted Access Area shall be submitted in writing to the ASC who has the sole discretion in granting or denying such requests. Failure to comply with this requirement is a significant security violation and may result in possible civil and criminal charges.

5.5 Weapons or Explosives Storage

Except for firearms and explosives belonging to authorized law enforcement officers or wildlife control personnel, firearms and explosives may not be stored within the Restricted or Sterile Area of the airport unless a Transportation Security Administration or Airport approved storage and safety plan is on file in the Office of the ASC. Failure to comply with this requirement is a security violation and may result in civil and criminal charges.

5.6 Weapons on Commercial 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 and state law.

5.7 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 Airport Director or designee and is in compliance with TSA security regulations.

5.8 Preservation of Property

No person shall in any way destroy, vandalize, place graffiti on, injure or disturb any building or other structure, sign, equipment, marker, landscaping, or other public property on the Airport. Any person damaging, vandalizing, placing graffiti on, injuring, or destroying Airport property, either by accident or otherwise, shall be liable for the reasonable value of the property so damaged or destroyed and subject to all applicable enforcement or penalties.

Section 6—Amendment

6.1 Issuance and Amendments

Thirty (30) days notice must be given to all affected parties before changes and/or revisions to the Rules and Regulations. Amendments made to these Rules and Regulations shall be issued by the Airport Director who has the authority to adopt and enforce rules and regulations governing the airport property.