

FINAL DRAFT VR 2.1

RULES AND REGULATIONS SALINAS MUNICIPAL AIRPORT

FOR FIXED BASE OPERATORS, LESSEES, TENANTS, PERMIT HOLDERS, USERS
AND VISITORS



ESTABLISHED BY
THE CITY OF SALINAS

_____ 2008

FINAL DRAFT VR 2.1

TABLE OF CONTENTS

SECTION	PAGE
CHAPTER 1 - INTRODUCTION	3
CHAPTER 2 - PROVISIONS	3
CHAPTER 3 - AIRPORT OPERATIONS.....	7
CHAPTER 4 - COMMERCIAL ACTIVITIES	11
CHAPTER 5 - HANGAR, T-HANGAR, T-SHELTER AND TIEDOWN AREA.....	12
CHAPTER 6 - FLYING CLUBS.....	14
CHAPTER 7 - FUEL SERVICING	14
CHAPTER 8 - MOTOR VEHICLES/EQUIPMENT	16
APPENDIX A - DEFINITIONS / ABBREVIATIONS	18

FINAL DRAFT VR 2.1

CHAPTER 1 - INTRODUCTION

Purpose of Rules and Regulations

I. Rules and Regulations as outlined in this document are designed to facilitate the safe and efficient operation of the Salinas Municipal Airport and to govern the conduct of all operations at the Salinas Municipal Airport. They are intended to be reasonable, non-arbitrary and non-discriminatory and therefore apply equally to everyone. Lessees, Permittees and Users (Users) shall at all times comply with federal, state, and local laws, ordinances, rules and regulations which are applicable to their operations. Lessees, Permittees and Users shall display to the City, upon request, any permit, license or other evidence of compliance with such law.

II. **Responsibilities.** It shall be the responsibility of every User of the Salinas Municipal Airport, including pilots and others, to become familiar with the provisions of these rules and regulations. A copy will be maintained current to reflect any amendments and will be available in the Airport Manager's office and on the Airport Website at <http://www.ci.salinas.ca.us/Admin/Airport/ADairprt.html>. The Airport Manager will provide additional copies to any user of the Airport who requests such a copy.

CHAPTER 2 - PROVISIONS

All Fixed Base Operators, Lessees, Tenants, Permit Holders, Users And Visitors must comply with each and every of these Rules and Regulations and all applicable laws, codes, and regulations as more specifically defined in Appendix A--Definitions/Abbreviations.

General Provisions

- I. **Airport Staff – Actions to Safeguard the Public:** The Airport Staff shall have authority to safeguard the public and further the public health, safety and welfare.
- II. **Airport Staff – Rules and Regulations:** Any and all persons shall be governed by the rules and regulations prescribed herein and by any permit, instruction(s) or other approval(s) issued by the City of Salinas relative to the use or occupancy of any part of the Airport premises.
- III. **Violation of Rules:** Any person who operates or handles any aircraft, vehicle, equipment or apparatus or uses the Airport or any of its facilities in violation of rules set forth herein, may be prevented from further use of the Airport. In addition, such persons may be subject to the penalties provided herein or in the City of Salinas City Code or elsewhere in any applicable federal, state or local law or regulation. The Airport Manager may refuse the further use of the Airport or its facilities to such persons for such length of time as he/she determines. Appeal of the Airport Manager's decision may be made to the Deputy City Manager who has oversight of the Airport, whose determination shall be the final administrative determination of the matter.

FINAL DRAFT VR 2.1

Specific Provisions

- I. **Advertisements:** No person shall post, distribute, circulate or display advertisements at the Airport without first obtaining the approval of the Airport Manager.
- II. **Airport Access:** Airport access shall be allowed to only those persons authorized by the Airport Staff or by those having official business at the Airport.
- III. **Airport Entry Points:** Airport Staff properly reserves the right to lock or unlock any gate at any time deemed necessary for the safety and/or security of the Airport or the public.
- IV. **Animals:**
 - a. All animals must be controlled on a leash or housed in an appropriate container.
 - b. Only assistance animals on proper leashes are permitted in Airport buildings or offices.
- V. **Cleaning/Washing of Aircraft.** No aircraft washing or cleaning shall be permitted unless performed at the designated washrack areas in compliance with all applicable storm water regulations, including the use of appropriate BMPs as approved by the Airport Staff.
- VI. **Conduct of Business:** No person shall use the Airport or any part thereof, or any Airport facilities for revenue producing or commercial activities without first securing an appropriate use permit, lease or other such document from the City. Once the document is obtained, the person shall comply fully with all the terms and conditions of the document including the payment of rates and charges. Examples of such businesses include, but are not limited to, aviation/industrial use, commercial photography, advertising or soliciting. All business activities will be conducted as described in the Minimum Business Operating Standards for the Salinas Municipal Airport.
- VII. **Derelict Aircraft:** Parking of derelict aircraft is prohibited on Airport premises. Aircraft owners will be notified by registered mail that their aircraft has been identified as derelict and shall have thirty (30) days from the date of such notice to remove or repair the aircraft to such a condition that it is no longer derelict. Failure to take action during the thirty (30) day period will result in the tow-away, removal, and/or storage of the aircraft from the Airport. The tow-away, removal or storage of any such aircraft or components thereof shall be at the owner's sole cost and expense and without liability to the City.
- VIII. **Entering Restricted Areas Prohibited:** No person shall enter any restricted areas posted as being closed to the public or the like, except:
 - a. Persons assigned to duty therein;
 - b. Persons authorized by the Airport Staff; or
 - c. Passengers under appropriate supervision or escort, entering such areas for the purpose of debarkation.
- IV. **Equipment Requirements:** Every aircraft using the Airport shall be equipped with a fully functional two-way radio, except when operating into or from the Airport under an FAA waiver, or during hours when the FAA tower is not staffed or operating. Pilots approaching the Airport shall maintain a listening watch on 119.4 for traffic advisories, if possible, and follow standard procedures as listed in the Airman's Information Manual, and the special procedures as published for the Airport.
- V. **Equipment and Material Storage:** No person shall store or stock material or equipment in such

FINAL DRAFT VR 2.1

manner as to constitute a fire hazard as defined by the applicable code. Equipment or material shall not be stored in an unsafe or unsightly manner as determined by Airport Staff.

- VI. **Firearms:** No person shall shoot any projectile from a firearm or other device, into, on or across any portion of the airport, nor have in their possession, or control, any firearm or explosive or explosive device which is not unloaded and securely wrapped and boxed for shipment. This section does not apply to peace officers who are acting in the performance of their duties as such. The Salinas Municipal Airport or any facility thereon may not be used for any activity or use involving the sale, exchange, transfer or display of firearms.
- VII. **Flammable Material Storage:** No person shall keep or store any flammable liquids, gases or hazardous materials on Airport premises, in hangars, or in any building at the Airport unless stored in an appropriate, approved container, and storage of such materials is approved by lease or permit.
- VIII. **Floor Care – Requirements:** All tenants and lessees at the Airport shall keep the floors of the hangars, terminal, apron, pits and adjacent areas, leased, permitted or un-leased, free and clear of oil, grease and other flammable or hazardous material in compliance with all applicable rules, regulations and codes
- IX. **Gate Control:** All entry points shall be positively controlled at all times. Under circumstances where an entry point gate is non-operational, said gate shall be immediately closed and locked and repaired within 48 hours. Airport staff reserves the right to lock any access point at any time.
- X. **Garbage and Refuse:** No person shall place or dump any garbage, cans, bottles, papers, ashes, sewage, trash, rubbish or any other refuse in any location on the Airport except in trash containers plainly marked for such purposes Tires or batteries of any type may not be deposited on the airport.
- XI. **Hours of Operation:** The Airport shall be open for public use twenty-four hours per day, subject to any restrictions imposed by the Airport Manager due to inclement weather, the condition of the landing area, the presentation of special events, construction or repair activities, or similar causes. The Airport Manager is directed and authorized to close the Airport, or portions thereof, or suspend operations related to the landing, takeoff or taxiing of aircraft during any period in which he/she determines that such operations, or their continuance, would be hazardous. The Airport Manager shall immediately notify the nearest appropriate FAA facility to issue a notice to airmen advising of the closure.
- XII. **Intoxicants and Drugs:** No person shall operate aircraft, aircraft equipment or motor vehicles of any type on Airport premises while under the influence of an illegal drug or intoxicating liquor.
- XIII. **Loitering/Trespassing:** No person shall loiter or otherwise enter or remain upon Airport premises without lawful business or reason to be there or after having been directed by Airport Staff to leave the Airport premises.
- XIV. **Lost and Found Articles:** Any person who finds lost articles shall report and deposit them at the Airport office. Any person who loses an article(s) should report it to the Airport office. Lost articles, other than aircraft and motor vehicles, will be kept for three months and then disposed of in the

FINAL DRAFT VR 2.1

discretion of the Airport Manager in accordance with Civil Code section 2080 et seq. and applicable provisions of the Salinas City Code.

- XV. **Lubricating Oils, Dopes, Paints and Thinners - Storage:** No person shall keep or store any lubricating oils, dopes, paints or thinners on Airport premises, in hangars, or in any building at the Airport unless stored in an appropriate, approved container.
- XVI. **Motorized Equipment – Operation Restrictions:** No motorized equipment shall be operated on the aircraft apron area except by:
 - a. Persons assigned to duty thereon;
 - b. Persons authorized by the Airport Staff; or
 - c. Licensed drivers
- XVII. **Noise:** No person shall operate any aircraft in flight or on the ground in such a manner as to cause unnecessary noise as determined by applicable federal, state or local laws and regulations.
- XVIII. **Open-Flame Operations:** No person shall conduct any open-flame operations in any hangar or any part thereof unless specifically authorized by the Airport Staff.
- XIX. **Parking of Vehicles:** Vehicles shall not be parked on the Airport premises other than in designated areas and the manner indicated by posted parking, traffic signs or as designated by lease or permit.
- XX. **Smoking Prohibited:** No smoking shall be permitted within 50 feet of any fuel farm, fuel truck or any fuel storage facility or container at any time. No person shall smoke in any hangar, public building, public restroom, or place at the Airport where it is specifically prohibited by law or the Airport Staff. No person shall smoke within 20 feet of any entrance, exit or operable window of a City occupied facility.
- XXI. **Soliciting:** No person shall solicit funds, goods, donations or pledges at any Airport without written approval of the Airport Staff.
- XXII. **Use of Roads and Walks – Use Restrictions:** No person shall:
 - a. Operate any type of vehicle or motorized equipment on roads or walks except as designated by the City Codes or in strict compliance with the California Vehicle Code
 - b. Travel on the Airport other than on the roads, walks or places provided for that particular class of traffic.
 - c. Use a motor vehicle without strict compliance with speed limits prescribed by City/posted traffic speed limit signs. No motor vehicle shall exceed the speed of 15 miles per hour except emergency vehicles in emergency situations or unless otherwise posted.
 - d. Use roads, walks or other places that will cause a Runway Incursion/Runway Deviation as defined by FAA Rules and Regulations or Orders.
 - e. Use the roads or walks in such a manner as to hinder or obstruct access or use by others.
 - f. Walk across or on a taxiway or runway, or enter a movement area.

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FINAL DRAFT VR 2.1

CHAPTER 3 - AIRPORT OPERATIONS

- I. **Abandoned, Wrecked, Dismantled or Inoperative Vehicles:** The City may abate and remove any abandoned, wrecked, dismantled or inoperative motor vehicles or vehicles, mobile equipment, or parts thereof from the Airport at the expense of the owner thereof pursuant to Vehicle Code section 22660 et seq. and the applicable provisions of the Salinas City Code. For the purposes of this section an abandoned or motor vehicle is any motor vehicle or vehicles, mobile equipment, parked on the Airport for a period of fourteen (14) days or more without the prior approval of the Airport Manager.
- II. **Aerobatics Prohibited:** No aircraft shall be flown within the airport traffic area in any aerobatic maneuver or maneuvers other than those required in normal and routine operation unless specifically approved by the Airport Staff.
- III. **Accident/Incident Reports:** Every person involved in an aircraft accident on the Airport shall promptly provide a report of the details of such accident to the Airport Manager and to the Federal Aviation Administration (FAA). When released by the FAA or the National Transportation and Safety Board (NTSB), the owner and/or pilot of an aircraft which is damaged in an accident shall be responsible for the prompt removal of the aircraft as directed by the Airport Manager. Where the pilot or the owner is unable to arrange for removal of such disabled aircraft, the Airport Manager shall have the authority to move, or arrange the removal of the aircraft. No liability shall be incurred by the Airport Manager or others for damage aggravated by, or resulting from, such removal. If injuries or property damages occur, persons involved or witnesses shall contact emergency services immediately by dialing 911.
- IV. **Aircraft Equipment:** In compliance with FAA regulations, no person shall operate an aircraft to, from or at a the Salinas Municipal Airport unless it is equipped with a functional two-way radio capable of communicating with the FAA/ATCT or on the appropriate frequencies, including but not limited to, the CTAF frequency, in accordance with FAA regulations, or if under "no radio" conditions, pilot is under positive control with Air Traffic Control Tower (ATCT) using light-gun signaling.
- V. **Aircraft Parking:** Aircraft shall only be stored or parked at places designated by the Airport Manager and such storage or parking shall be at the sole risk of the owner or the operator of the aircraft, and without any responsibility of the Airport, the City, or any of its officers or employees, for any loss of or damage to the aircraft while so stored or so parked. The owner or operator of the aircraft shall be responsible for tying-down and securing the aircraft. The owner shall likewise be responsible for any liability arising from or caused by the aircraft or its activities. Transient aircraft shall only be parked in the area designated by the Airport Manager. The Airport Staff may secure or remove any aircraft parked in an unauthorized manner or unauthorized location. Aircraft operators shall exercise considerable caution when removing tiedowns or relocating aircraft during heavy winds.
- VI. **Aircraft Repairs:** Owners and operators may perform repairs on their own aircraft at limits established by the FAA for owner maintenance and, provided such work is conducted in an area that meets all health, safety and storm water regulations and in areas designated by the Airport Staff. Owners and operators may perform inspections and minor repairs on their aircraft in their assigned

FINAL DRAFT VR 2.1

hangar or parking areas. Best Management Practices must be used when draining engine oil, hydraulic fluid or fuel, or using solvents. All work must be done in compliance with all applicable storm water regulations. Except for waste oil all hazardous materials must be disposed of off airport premises. Waste oil containers are located on the Airport for use by Airport tenants. No person shall use the Airport or any part thereof, or any Airport facilities for revenue producing or commercial activities including aircraft repair and maintenance and no tenant may contract for services with a person using Airport facilities for such purposes who has not first secured an appropriate use permit, lease or other such document from the City.

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- VII. **Aircraft – Full Control Required:** Following a landing, or prior to takeoff and while taxiing, the Pilot In Command (PIC) shall assure that there is no danger of collision with other aircraft taking off, landing or taxiing. All aircraft shall be taxied under full control and at a reasonable speed.
- VIII. **Aircraft Engines – Locations Where Operation is Permitted:** Aircraft engines shall be started and run only in those places designated for such purposes by the Airport Staff. Aircraft shall be placed and oriented so that while an engine is running that hangars, shops, buildings, or persons are not in the path of the propeller slipstream, rotor wash or jet wash, and so that no dust cloud or other hazard to aircraft is created.
- IX. **Aircraft Engines – Starting and Running:** No aircraft engine shall be started or run unless a licensed pilot or mechanic is attending the controls or is acting as Pilot In Command. No person may hand prop any aircraft without a licensed pilot or mechanic attending the controls
- X. **Aircraft Engines – Operation in Hangars Prohibited:** No aircraft engine shall be run or operated in any hangar.
- XI. **Conformity with Rules and Regulations:** No person shall navigate, land upon, fly, maintain, repair any aircraft or conduct any aircraft operations at or from the Airport facility without compliance with all current FAA and City Airport rules and regulations. Master Lessees are fully and completely responsible for informing all employees (permanent or temporary) and all users, guests, and vendors entering through their gates (pedestrian or vehicle) of applicable rules and regulations. Master Lessees shall be responsible for the conduct of their employees, guests, users or vendors.
- XII. **Damage to Airport Property:** Any and all airport property damaged or destroyed by an accident, an aircraft incident, or otherwise, shall immediately be paid for by the person or persons responsible for such damage or destruction. Under extenuating circumstances, payment may be deferred, provided that the Airport Staff authorizes deferred payment.
- XIII. **Dangerous Cargo:** The loading, unloading or parking of aircraft or vehicles carrying explosive or highly toxic cargoes is prohibited except in areas designated by the Airport Manager.
- XXIII. **Denial of Departure or Landing Clearance:** The Airport Staff may delay, suspend or restrict the landing of an aircraft, any ground movement or other operation or activity on the Airport, and may refuse departure of aircraft from parking areas at the airport, for any reason deemed necessary in the public interest or to protect public health, safety or welfare.
- XV **Disposition of Disabled Aircraft:** The owner, pilot or operator of any aircraft which becomes

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FINAL DRAFT VR 2.1

disabled or wrecked at the Airport, shall be responsible for the prompt removal of the disabled or wrecked aircraft, and parts thereof, as directed by the Airport Staff. In the event the owner, pilot or operator fails to comply with such directions, the disabled or wrecked aircraft, and parts thereof, may be removed by the City at the expense of the pilot, owner or operator. Prompt aircraft removal is the responsibility of the PIC or owner unless directed to delay such removal pending an investigation of an accident by FAA or NTSB. Aircraft removal must be accomplished in a manner that is safe and prevents damage to City or personal property.

- XVI. **Electrical Equipment:** No person shall install or use any electrical equipment or machinery in the hangars or modify existing wiring or install additional outlets, fixtures or similar items without prior written approval of the Airport Staff.
- XVII. **Federal and State Air Traffic Rules:** All applicable air traffic and flight rules of the FAA and the State of California governing the operation of aircraft are hereby adopted by reference. Strict adherence to these rules and regulations is required at all times while operating at, to or from the Airport.
- XVIII. **Fuel Sales:** No person shall deliver or bring to the Airport any fuels or dispense such fuel from, at or upon the Airport without a permit from the Airport Manager. A gallonage charge shall be imposed for the right and privilege of making deliveries of all types of fuels and lubricants, to any person or location at or upon the Airport as specified in any permit, lease or other City approval. No fuel shall be stored anywhere on the Airport except in underground tanks, or such other tanks as may be approved by the Airport Manager and the Fire Marshall.
- XIX. **Hangar Inspection:** All tenants shall provide the airport manager with one key or combination to the T-hangar door lock to facilitate fire protection, inspection or maintenance of the hangar and door.
- XX. **Incursion/Deviation Prevention Program:** All users, tenants, vendors and guests shall adhere to FAA regulations and City policies and procedures regarding the Runway Incursion Prevention Program and Vehicle/Pedestrian Deviation (V/PD) Prevention Program.
- XXI. **Incomplete Repairs:** No person shall leave any aircraft in a disassembled condition in the aircraft parking areas for longer than 60 days without prior approval from the Airport Staff.
- XXII. **Intoxicants and Drugs:** No pilot or other member of the crew of an aircraft in operation on the Airport or any person attending or assisting in said operation of the aircraft, shall be under the influence of an illegal drug or intoxicating liquor. No person obviously under the influence of intoxicating liquor or illegal drug shall be permitted to board any aircraft except in case of emergency. No person shall operate equipment or motor vehicles on airport premises while under the influence of an illegal drug or intoxicating liquor.
- XXIII. **Liability Insurance Requirements:** The privileges of using the Airport or its facilities shall be conditioned upon the assumption of full responsibility and risk by the user of the Airport and upon the maintenance of insurance in amounts and in the manner specified by the Airport Manager. Such Airport user shall indemnify, defend, and hold harmless the City of Salinas its officers, agents and/or employees during all activities commenced or held by or at the direction of the user. Each aircraft based at the Airport shall be covered for bodily injury, property damage, and hangar keepers liability

FINAL DRAFT VR 2.1

insurance with limits established by the City. Vehicles operated on the Airport shall be adequately insured to the amounts of coverages required or otherwise as established by the State of California.

- XXIV. **Maintenance Taxi and Run-Up:** Unless maintenance or ramp personnel are certificated pilots and unless performed in areas specifically designated by the Airport Manager, no aircraft or vehicle maintenance shall be performed on the Airport Premises without the prior permission of the Airport Manager. Engine run-ups not incidental to takeoff or landing shall be conducted in designated run-up areas.
- XXV. **Night Flying:** No person shall land at, taxi on or takeoff from an unlighted runway or taxiway after dusk or before dawn, as defined by the FAA, except in the event of an emergency or unless approved by the Airport Staff.
- XXVI. **Nonairworthy Aircraft:** The storage of nonairworthy aircraft or components thereof at the Airport or in tiedown spaces on Airport premises for any period greater than sixty (60) days is prohibited, unless the express written consent of the Airport Staff is obtained. The tow-away, removal or storage of any such aircraft or components thereof shall be at the owner's sole cost and expense and without liability to the City or to any of its officers or employees.
- XXVII. **Painting:** Painting and other similar processes shall only be conducted in buildings that are specifically designated for such activities and are in compliance with the local health and safety regulations, Air Pollution Control District regulations and storm water regulations. Shelters or any open tiedown areas are not authorized for these activities. Minor "touch-up" painting may be accomplished with prior written approval from the Airport Manager and in compliance with local health and safety regulations, Air Pollution Control District regulations and storm water regulations; however, the aircraft owner shall be held responsible for any damages to other aircraft and/or property due to over-spray associated with any painting activities.
- XXVIII. **Safe Handling of Aircraft:** The Pilot In Command (PIC) of a moving aircraft, or of an aircraft preparing or waiting to move, shall ensure that there is no danger of a collision with any other aircraft, whether moving or stationary, or with any building or obstruction. Aircraft shall at all times be taxied, landed, or taken-off at reasonable speeds and while under the full control of the PIC.
- XXIX. **Securing of Unattended Aircraft:** No aircraft shall be left unattended at the Airport unless properly secured or positioned in a hangar. Owners of such aircraft shall be held responsible for any damage resulting from failure to comply with this rule.
- XXX. **Storage and Repairs – Locations:** No aircraft shall be stored or repaired in any area or space other than those areas and spaces designated for such purposes by the Airport Staff.
- XXXI. **Takeoffs and Landings:** Except in an emergency, all fixed wing aircraft shall make takeoffs and landings from the runway. Intersection take-offs require prior approval from the Airport Manager.
- XXXII. **Taxiing:** No aircraft shall be taxied from any aircraft parking area/apron onto a City maintained taxiway or runway without clearance from the ATCT. When there is no Tower in operation, the pilot is advised to use the Common Traffic Advisory Frequency (CTAF) and transmit all intentions in the safest and most efficient manner. All aircraft shall be taxied under full control at a reasonable speed. No aircraft shall be taxied into or out of hangars at any time.

FINAL DRAFT VR 2.1

- XXXIII. **Taking Aircraft Into Custody.** The Airport Manager may take into custody any abandoned, unclaimed or unauthorized aircraft, and thereafter he shall retain custody thereof until claimed by the lawful owner or owners who shall pay expense incurred by the Airport operator in connection therewith. Aircraft not claimed within ninety (90) days may be sold pursuant to Code of Civil Procedure section 1208.61.
- XXXIV. **Turns / Traffic Pattern / Traffic Altitudes:** The PIC shall follow all applicable FAA guidelines for traffic pattern maneuvers. The PIC shall adhere to any specific traffic pattern or "fly as a good neighbor" guidelines or voluntary noise abatement procedures published by the City or the FAA/Airport Facility Staff for the Airport.

CHAPTER 4 - COMMERCIAL ACTIVITIES

No person shall use the Airport, any part thereof, or any airport facilities for revenue producing or commercial activities without first securing an appropriate Lease or Permit or other such document from the Airport and paying the fees and charges established for such use. The minimum standards for commercial activity at the Airport are to be followed.

- I. **Advertisements:** No person shall post, distribute, circulate or display any advertisements, without first obtaining the approval of the Airport Staff.
- II. **Authorization:** Commercial activities at the Airport shall be authorized in accordance with the provisions of a lease or permit issued by the City. No person shall use the Airport or any part thereof for revenue producing or commercial activities without first securing an appropriate lease, sublease, permit or other such document from the City. Having obtained such document, the commercial entity must comply with all terms and conditions including the payment of rates and charges. The Airport Staff may restrict the location where such activities occur for the requirement of public safety and convenience (Ref. Aeronautics Law, State Aeronautics Act, Public Utilities Code, and FAA/Advisory Circulars). The Airport Staff shall impose such restrictions on a permit as are reasonably necessary to protect the safety, efficiency or convenience of the Airport users or the general public. Permittee shall conduct its activity in accordance with all provisions and procedures in compliance with all applicable codes as defined under "Definitions/Abbreviations."
- III. **Commercial Photography:** No person without an existing business on the airport shall take still, motion or sound pictures or photographs for commercial purposes without the permission of the Airport Manager. If such pictures are taken for compensation, a permit ~~is~~ may be required.
- IV. **Aircraft Maintenance:** Any person performing aircraft maintenance for compensation at the Airport shall obtain a permit from the Airport Staff and meet all requirements set forth in the City of Salinas Minimum Business Standards Aircraft Maintenance as defined by FAA regulations. No permit shall be required for Lessees or sublessees of the airport property or their employees where their lease or sublease permits aircraft maintenance to be performed on their leasehold premises.
- V. **Services and Deliveries on City Operated Airport Aprons:** No person, association or other legal entity shall conduct any commercial delivery or service activity on the Airport aprons (including but not limited to, fueling of aircraft and ground service vehicles, catering in-flight meals and the performance

FINAL DRAFT VR 2.1

of ramp services) without first obtaining a lease or permit. Permits shall be issued if the Airport Staff determines that the activity will be performed consistent with the safety and convenience of Airport users and that a need exists for such activity. Permits or leases shall require applicable fees be paid to the Airport Enterprise Fund for such commercial activities at the Airport.

CHAPTER 5 - HANGAR, T-HANGAR, T-SHELTER AND TIEDOWN AREA

For purposes of identification, all hangar buildings, T-shelters, end rooms and tiedown spaces at the airport are designated by letter and number. The following rules shall apply to all hangars, T-shelters, end rooms and tiedown spaces rented to any person or entity by the airport

Facilities Definitions

- I. **Hangar** - means any totally enclosed space intended for the sole purpose of storage of aircraft whether it be hangars, T-hangars, or the port-a-port units.
- II. **T-shelter** - means an open-sided building with a roof.
- III. **End Rooms** - means any totally enclosed space at the end of hangar spaces and that is used for storage purposes that is not large enough to accommodate an aircraft.
- IV. **Tiedown Space** - means any paved ramp surface designated for the parking of aircraft

Specific Provisions

- I. **Damages** - All hangar tenants shall be responsible for hangar damage caused by their tenancy other than proven vandalism or acts of God, normal wear and tear excepted.
- II. **Electrical** - No high amperage electrical equipment, heaters, or machinery shall be used in or around any hangar nor shall any existing wiring be modified, nor shall any additional outlets fixtures or the like be installed. Extension cords in use in the hangar shall be of the three wire industrial type with an Underwriters Laboratory (UL) rating. Electric resistance heaters shall not be plugged into or attached to the electrical system. Only heaters approved by the Salinas City Code for indoor use shall be operated in a hangar.
- III. **Fees** - The Airport Staff shall establish and maintain available for examination upon request, a schedule of fees and charges for the use of airport and its facilities.
- IV. **Fire Extinguisher** - Each tenant shall provide at least one fire extinguisher with a BC rating in the hangar, T-shelter or aircraft occupying said space at all times while tenant's aircraft is in or about the facilities.
- V. **Fueling** - There will be no fueling of aircraft within the hangars and aircraft will be removed completely from the hangar for fueling.

FINAL DRAFT VR 2.1

- VI. **Locks and Keys** –City shall provide hangar tenants with a lock and two keys of which City has a master key. Should the tenant choose to use a lock different than that provided by the City, tenant shall provide Airport Staff with one key or combination to the door lock to facilitate fire protection inspection and inspection or maintenance of the hangar structure and door.
- VII. **Modifications**- No modifications to structure including wiring, painting, cutting, drilling, removing or other improvements or attachments shall be made or attached to the hangar or T-shelter structure without written permission of the airport manager. No stand-alone antennas will be erected on the airport unless approved by the Airport Manager. No pulleys, slings or other lifting devices shall be attached to the building frame, supports or any other structural member of the hangar or T-shelter for the purpose of engine removal, aircraft support, or suspension of weight of any kind.
- VIII. **Occupancy** -No person, firm, co-partnership or corporation shall occupy or use any hangar, T-shelter or tiedown space without first owning an airplane and having completed and signed an Aircraft Storage Permit approved for such purpose by the City of Salinas. Aircraft ownership and partnerships must be verifiable through FAA title records and registration. Those businesses that have been assigned hangars as use for storage facilities as defined in the hangar rental policy are exempted from the aircraft storage requirement.
- IX. **Parking** -No aircraft may be parked in other than designated parking locations.
- X. **Spills** - Accidental spills shall be neutralized and cleaned up and disposed of in such a manner as to prevent them from damaging the pavement or entering the storm drain system.
- XI. **Storage** - Hangars are designed specifically for the storage of owner's aircraft. No hangar will be assigned to an individual who does not own an aircraft. Hangars will not be used for personal residence or for any use other than the storage of aircraft. Extra space may be utilized for storage of hangar occupants' nonhazardous items.
- XII. **Sublet** - Subject facilities will not be transferred or sublet to any third party, for a period exceeding ninety days. In the event the aircraft listed on the rental agreement is sold, or destroyed or otherwise disposed of, tenant shall have a period, not to exceed ninety days to obtain a replacement aircraft or the premises shall be vacated.
- XIII. **Use** - Subject facilities shall not be used for stripping, painting, spraying or other treatment of aircraft, vehicles or articles that might deposit foreign materials on walls, floors or fixtures, or endanger neighboring aircraft finishes, hangar contents or hangar occupants. No hazardous materials including fuel, explosives, paint, paint thinner, varnish, gasoline, etc shall be stored in any facility unless permitted by regulation.
- XIV. **Vehicles** – Hangars shall not be used for temporary storage of vehicles other than those of the hangar tenant, and only when the tenant is using the normally stored aircraft on trips or during other such absence of the aircraft from the hangar. Aircraft owners, T-hangar/T-shelter tenants may park their personal vehicle and/or passenger's vehicle within the hangar/T-shelter while absent on aircraft trips or flights. Ramp Space tenants may park their personal vehicle on their

FINAL DRAFT VR 2.1

assigned space while absent on aircraft trips or flights. No vehicle may be parked in or around the paved surfaces of the T-hangar, T-shelter or ramp area unless the owner is in constant and adjacent attendance. Vehicles so parked will be parallel to the hangar building and parked as close to the hangar as possible.

CHAPTER 6 - FLYING CLUBS

Any combination of persons based on the Airport that operate aircraft frequently, can be defined as a "Flying Club."

- I. **Flying Club Aircraft Maintenance:** A person performing preventative and owner assisted maintenance as defined by the FAA shall be exempt from a permit if the person is performing maintenance for compensation only on aircraft used by one flying club and only if that person is a member of that flying club. This person must be certified by the FAA (A&P Certification) in order to perform such maintenance activities on any flying club aircraft. However, this person shall not be exempt from obtaining a permit if he/she is receiving compensation for such maintenance in excess of the amount of his/her annual dues and assessments as a club member.
- II. **Permit – Not Assignable:** Each Flying Club Permit is personal to the permit holder and does not constitute a proprietary interest. Neither such permit nor the right to conduct any operation hereunder may be sold, assigned, transferred, encumbered, leased, franchised or otherwise disposed of by the holder or by any member thereof.
- III. **Permit – Required:** No flying club shall operate any aircraft at the Airport unless it is a valid "USE" as defined under a Master Lease, sublease or the Club has obtained a Flying Club Permit as herein noted. No person shall operate any aircraft from, at or about the airport premises as a member of a flying club unless the flying club has obtained a Flying Club Permit as provided herein.
- IV. **Use of Club Aircraft:** No person who is not a member of the flying club shall use club aircraft in exchange for compensation to the club. Persons operating club aircraft are prohibited from conducting charter operations and all applicable fees, rents and charges are paid unless approved in advance by the Airport Staff.

CHAPTER 7 - FUEL SERVICING

All fuel-servicing activities on City Airport must have a Fuel Concession Permit or Lease before any/all fuel is delivered or dispensed on airport premises.

- I. **Blocking of Control Devices - Prohibited:** No emergency control, deadman handle or similar safety device shall be blocked open or bypassed in such a manner as to circumvent the designed safety purpose of such device.
- II. **Fuel Flowage Fees Reports:** Fuel Flowage Fees Reports must be submitted to the City as required by the fuel concession permit.

FINAL DRAFT VR 2.1

- III. **Fuel Spill Control – Clean up:** All fuel (or other hazardous/flammable liquid) spills must be controlled and cleaned up by the use of absorbent materials (BMPs) specifically designed for that purpose. Absorbent materials must be completely removed and properly disposed of once the fuel has been absorbed. -All employees of the fueling service entities must train personnel to follow their emergency response plan. Under no circumstances shall such liquids be flushed or otherwise allowed to enter into the storm drain system on the Airport premises. All BMP measures must be taken by employees to prevent any pollutants from entering the storm drain system on the Airport premises. If a required cleanup measure involves calling 911, then the Airport Manager must be immediately notified and appropriate reports must be submitted to the Airport Staff after completion of the cleanup activities on airport premises.
- IV. **Fuel Spill Notification:** All fuel (or other hazardous/flammable liquid) spills in excess of 18 inches in any dimension must be reported immediately to Airport Staff.
- V. **Fueling Operations – Attendant Required When Passengers in Cabin:** No passenger or passengers shall be permitted in any aircraft during fueling unless a cabin attendant is present at or near the cabin door.
- VI. **Fueling Operations – Location Restrictions:** No fueling or drainage of aircraft shall be conducted while an aircraft is located inside a hangar building. Fuel trucks must be parked 10 feet away from any building and 10 feet away from any other vehicle.
- VII. **Fueling Operations – Operation of Electrical Apparatus Prohibited:** No person shall operate any radio transmitter, receiver, cell phone or switch electrical appliances on or off in an aircraft during fueling or draining of fuel.
- VIII. **Fueling Operations – Prohibited While Engine Running:** No aircraft shall be fueled or drained of fuel while the engine is running or while such aircraft is in a hangar or enclosed space. Emergency aircraft capable of "hot refueling" are exempt but must provide Airport Staff with proof of appropriate training.
- IX. **Fueling Operations – Required Equipment:** All fuel service facilities and equipment shall be in compliance with FAA/AC 150-5230 "Aircraft Fuel Storage, Handling and Dispensing at Airport" and FAA/AC 150/5320 "Management of Aircraft Industrial Waste." All fuel service facilities shall have a business plan posted noting emergency response employees and personnel associated with an emergency response plan for their fueling operations and have a copy of such emergency response plan on file with the County of Monterey. All service facilities and equipment must be properly equipped with adequate fire extinguishers and trained personnel to operate such emergency response equipment. In addition, a spill kit must be on site and readily available during all fueling operations. All service facilities and equipment must have proper SWPPP/BMPs available and in use and trained personnel to use such methods and supplies until emergency response teams arrive on premises.
- X. **Fueling Operations – Static Spark Materials Prohibited:** No person shall use any material during fueling or draining of fuel from aircraft which is likely to cause a static discharge. All aircraft must be appropriately bonded prior to fueling. There will be no fueling allowed during an electrical or thunderstorm.

FINAL DRAFT VR 2.1

- XI. **Fueling Equipment:** Fueling hoses and draining equipment shall be maintained in safe, sound and non-leaking conditions and must have SWPPP/BMPs materials and procedures near all equipment used in fueling operations.
- XII. **Grounding Requirements During Fueling Operations:**
 - a) All hoses, funnels and accessories used in fueling and draining operations shall be equipped with a grounding device to prevent ignition of volatile liquids.
 - b) During fueling, the aircraft and the fuel dispensing apparatus shall both be bonded to a point or points of zero electrical potential.
- IX. **Starting of Engines Prohibited When Fuel on Ground:** No person shall start the engine of any aircraft when there is a fuel on the ground under such aircraft.

CHAPTER 8 - MOTOR VEHICLES/EQUIPMENT

- I. **Aircraft Right-of-Way:** No person operating a motor vehicle on the movement area shall in any way hinder, stop, slow or otherwise interfere with the operation of any aircraft movement on the airport. An aircraft always has the right-of-way.
- II. **Common Carriers:** No bus, truck, taxi, limousine, motor home or other common carrier or vehicle for hire shall load or unload passengers or personal property at any place on any airport premises other than that place or those places designated by the Airport Staff.

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~~IV.~~ **III. Conformance with Codes:** Motor vehicle operations in and/or on the movement area shall be governed in general by the provisions of the California State Motor Vehicle Codes and traffic directions procedures. Signals for turns, lights, and safe driving precautions shall be in conformity therewith. In addition, motor vehicles shall conform to regulations prescribed by the Motor Vehicle Code or procedures imposed pursuant to rules at airport and in compliance with the FAA/AC 150/5210.

~~V.~~ **IV. Crossing Runways:**

- a) No person operating a motor vehicle at the airport shall enter, cross, or use any runway or taxiway to travel from one side of the airport to another, or to travel from one location to another unless:
 - i. Vehicle is traveling under escort, or
 - ii. Vehicle has two-way communications with ATCT, and
 - iii. Vehicle is specifically authorized by ATCT, and
 - iv. Vehicle displays an orange and white-checkered flag or yellow-flashing beacon on the top of the motor vehicle that is visible to the ATCT or from the air for pilot's safety.
- b) Pedestrians, bicycles, wheelchairs, skateboards and scooters are prohibited from crossing

FINAL DRAFT VR 2.1

runways and/or taxiways.

- | ~~VI.V.~~ **Driving Privilege Revocable:** The privilege to drive on the movement area may be revoked or suspended by the Airport Staff or the Master Lessee at any time to ensure public and pilot safety.
- | ~~VI.VI.~~ **Emergency Vehicles:** All vehicles shall at all times give way to emergency equipment responding to an alert or emergency.
- VII. **Flashing Beacon Light/Flag:** No person shall operate a motor vehicle in the Airport Operations Area (AOA) of the airport without proper knowledge of the FAA/AC 150-5210. All vehicles shall have an orange and white-checkered flag (daytime use only) or an amber-flashing beacon installed on top of the vehicle that must be visible from the air and by the ATCT that is in operation.
- VIII. **License Requirements:** No person shall operate a motor vehicle on the airport unless the driver is licensed or authorized to operate such a vehicle by a government agency.
- IX. **Gate Access:** Excepting visitors who have been invited on to the Airport by Airport users no vehicle entering the Airport through an otherwise secured gate will allow another vehicle to follow directly behind the vehicle in front. All persons entering onto the airport or departing from the Airport shall clear the gate, come to a complete stop, and wait until the gate has completely closed behind them. Excepting authorized deliveries or guests every vehicle entering the Airport must have a key or code to enter or be under escort by approved personnel
- X. **Radios Required:** No person shall operate any motor vehicle on Airport runways or taxiways unless the motor vehicle is equipped with a functional two-way radio capable of communicating with the ATCT on the appropriate frequencies or is escorted by a vehicle so equipped.
- XI. **Speed Limits:** (Excluding emergency vehicles):
 - a) No person shall operate a motor vehicle of any kind at the airport in excess of speed limits as prescribed by the Airport and as indicated by posted traffic signs.
 - b) If no signs are provided, no person shall operate any motor vehicle on the movement area at a speed in excess of 15 miles per hour.
- XII. **Restricted Areas:** No motorized equipment or vehicles shall be operated on the aircraft aprons of the field or on the taxiway and aircraft landing area, except by persons assigned to duty in those areas or by persons so authorized by the Airport Staff or their designee.
- XIII. **Security Motor Vehicles:** Compliance is required with all rules and regulations noted below. Beacon as defined in FAA/Advisory Circular 150/5210 must be operational at all times when crossing runways and taxiways and during emergency responses on all City Airport premises. Additionally, headlights and parking lights shall be turned on during patrols throughout all periods of night (as defined by the FAA).
- XV. **Vehicle Condition/Repair:**
 - a) No person shall operate any motor vehicle or equipment on the movement area unless such vehicle or equipment is in safe operating conditions for such operations and

FINAL DRAFT VR 2.1

meets the basic safety requirements of the California Vehicle Code (i.e., brakes, running and parking lights, horn)

- b) No person shall paint, repair, maintain or overhaul any motor vehicle or equipment on the movement area.
- XVI. **Vehicles/Equipment Parking and Storage:** Motor vehicles are defined as ambulances, aircraft rescue and firefighting vehicles, law enforcement vehicles, aircraft support vehicles, airport security vehicles, cars, vans, golf carts, buses, motorcycles and motor homes.
- a) No person shall park or store any motor vehicle or other equipment or materials on or in the movement area except in a neat and orderly manner and at such points as may be prescribed by the Airport Staff or as noted by signage on airport premises.
 - b) No person shall park any motor vehicle or other equipment or store materials on/in the movement area within 20 feet of any fire apparatus positioned for fire safety or near any emergency electrical vault building on airport premises.
 - c) No person may park or store non-aeronautical vehicles or equipment on Airport Property (leased or non-leased) including motor homes, recreational vehicles (water or off-road), agriculture equipment, construction equipment or industrial equipment for any length of time without the written approval of the Airport Staff.
- XVII. **Vehicle Inspection:** The Airport Staff is authorized to inspect and declare unfit for use on Airport property any vehicle or piece of equipment that, in the Airport Staff's sole discretion, poses a risk to public health or safety.
- XV. **Vehicle Removal:** The Airport Staff may remove from the Airport any motor vehicle or equipment which is disabled, abandoned, parked or operated in violation of the airport rules and regulations or which represents an operational hazard. Such a removal will be at the owner's expense and without liability for any damage which may occur during the removal process.

APPENDIX A - DEFINITIONS / ABBREVIATIONS

A&P – Airframe and Powerplant

Abandoned – means any piece of equipment or vehicle that has been left on Airport property without the Airport Managers permission for more than fourteen (14) days has no current registration as required by law, or is incapable of being operated.

ADA – Americans with Disabilities Act

Advisory Circulars (AC) – means Federal Aviation Administration Advisory Circulars ACs for the aviation industry.

Aeronautical Activity or Service – Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations.

Air Operations Area (AOA) – means the area that is inside the Airport boundary in which aircraft movements take place as defined by the Federal Aviation Administration-Advisory Circular AC150/5300.

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FINAL DRAFT VR 2.1

Airport — means the Salinas Municipal Airport, its buildings and facilities, all lands owned by the City of Salinas or the Salinas Municipal Airport that are contiguous to the Airport, including airspace above such land and the designated approaches thereto.

Air Traffic - means aircraft operating in the air or on an airport surface, exclusive of loading ramps or parking areas.

Air Traffic Control Tower (ATCT) – means the FAA or non-federal owned/staffed ATCT facility located on Airport premises.

Aircraft – means any and all conveyances, now or hereafter used for flight in airspace.

Airport and City Airport – means the Salinas Municipal Airport, its buildings and facilities, all lands owned by the City of Salinas contiguous to the airport, including airspace above such land and the designated approaches thereto.

Airport Staff – means City of Salinas Employees who are assigned to and work at the Salinas Municipal Airport

ALUC – Airport Land Use Commission

ALUCP – Airport Land Use Compatibility Plan

BMP – Best Management Practice associated with the Storm Water Pollution Prevention Plan - SWPPP

City – means the City of Salinas.

Codes – Rules and Regulations Referenced – means the codes/rules as referenced below:

- NFPA 407 – Standard for Aircraft Fueling Servicing
- Aeronautics Law – State Aeronautics Act – Public Utilities Code
- California Fire Code – Part IV – Special Occupancy Uses – Article 24 – Airport, Heliports, and Helistops
- Environmental Protection Agency
- FAA Advisory Circulars
- California Vehicle Code Section – 211113, 22511.8, 22651, and 22652
- City of Salinas Code of Regulatory Ordinances – Ord No. 2250
- Federal Aviation Administration FAA – Advisory Circulars, Orders, Rules
- Federal - Airport and Airway Act of 1970
- Federal – Airport Noise and Capacity Act of 1990
- Federal - Aviation Safety and Noise Abatement Act of 1979
- Federal Clean Water Act
- Federal Americans with Disabilities Act
- Monterey County Environmental Health Code
- State Health and Safety Code
- State Penal Code
- State Vehicle Code
- State of California Code of Regulations - Title 21, Sections 3525 through 3560

FINAL DRAFT VR 2.1

- State of California Public Utilities Code - Sections 21001 et seq. relating to the Aeronautics Act
- Transportation Security Administration (TSA) Regulations
- Salinas Municipal Airport - Storm Water Pollution Prevention Plan (SWPPP) Best Management Practices (BMPs)

Commercial Operator — means any person who, for compensation for hire, engages in aviation or aviation-related activities such as, but not limited to, the following:

- (1) selling new and/or used aircraft and component parts;
- (2) aircraft and engine maintenance, repairs, and manufacturing;
- (3) using aircraft in the carriage of persons, property, freight, mail, etc, in the commerce;
- (4) aviation training (both ground and flight);
- (5) aerial photography;
- (6) air ambulance service;
- (7) aircraft agricultural operations (aerial applications, spraying of seed, fertilizers, pesticides, defoliants);
- (8) Aircraft rental charter and leasing;
- (9) Automobile and truck rentals to aircraft passengers and owners; and/or
- (10) Sales and/or repair of avionics.

Derelict Aircraft - are defined as aircraft that are not in active restoration, construction, or maintenance or do not have current Registration or Airworthiness Certificate.

Federal Aviation Administration (FAA) – means the Federal Aviation Administration.

Federal Aviation Regulations (FAR) – means Federal Aviation Regulations.

Flight Standards District Office (FSDO) – means the Federal Aviation Administration Flight Standards District Office.

Fixed Base Operator (FBO) – means any person or company who rents, leases or owns facilities located on the Salinas Municipal Airport, who by virtue of his specific type of aviation (or aviation related) activity, requires the occupancy of a site contiguous to the apron with direct access to the aircraft operating area, and who engages in the business of selling aviation fuel, providing aircraft parking and providing other services which may include but not be limited to those described under “commercial operator” above.

Flying Club – means any combination of persons who form a legal entity to provide members the privilege of piloting aircraft based on the Airport as defined under “Airport” above.

Master Lease – means a portion of an Airport that is leased to an individual or entity as approved by the City in an Aviation/Industrial Master Lease contract.

FINAL DRAFT VR 2.1

Minimum Standards – The qualifications or criteria that are established as the minimum requirement(s) that must be met by businesses engaged in on-airport aeronautical activities for the right to conduct those activities.

Movement Area – means the runways, taxiways, and other areas of an Airport which are used for taxiing, hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas and as further defined in the FAA/AC 150-5300 "Airport Design."

National Transportation Safety Board (NTSB) – means the Federal Aviation Administration National Transportation Safety Board.

NFPA – National Fire Protection Administration

Non-Movement Area – means aircraft aprons, ramps, taxilanes and parking areas not under the positive control of the ATCT and where two-way radio communications with the ATCT is not required by aircraft or ground vehicles on Airport premises and as further defined in the FAA/AC 150-5300 "Airport Design."

Pedestrian – means a person on foot, on a bicycle, in a wheelchair (motorized or manual), on a skateboard (motorized or manual) or on a scooter (motorized or manual).

Permit – means written permission of the City Council or the Airport Manager to engage in a specified activity at the Airport.

Person – means any individual, estate, firm, association, political body, business, organization, group, partnership, business trust, company, corporation, or other legal entity including any member trustee, agent, employee, officer, receiver, assignee, or other representative of any of these.

Positive Control – Absolute or Active control.

Runway – means a surfaced or un-surfaced area of the Airport reserved primarily for the landing and taking off of aircraft.

Self-Fueling – means fueling an aircraft that is owned in whole or partnership by the person fueling. This does not include fueling at the self-service fuel island.

Self-Service – Includes activities such as adjusting, repairing, cleaning and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner. See FAR Part 43 for allowed self-service activities.

Specialized Aviation Service Operation (SASO) – An aeronautical business that offers a single or limited service.

Sublease – means a portion of an Airport that is subleased to an individual person or entity by a Master Lease/Lessee for a portion of the Master Lease parcel with approval of the Airport Staff.

FINAL DRAFT VR 2.1

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

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

Vehicle – means auto, truck, fuel truck, golf cart, motorcycle, moped, or any motorized equipment.